



South Carolina Department of Labor, Licensing and Regulation  
South Carolina Board of Landscape Architectural Examiners

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11419 • Columbia • SC 29211-1419

Phone: 803-896-4580 • [Contact.LSA@llr.sc.gov](mailto:Contact.LSA@llr.sc.gov) • Fax: 803-896-4424

[www.llronline.com/POL/LandscapeArchitect/](http://www.llronline.com/POL/LandscapeArchitect/)



**INDIVIDUAL LANDSCAPE ARCHITECT RENEWAL – 2017 - 2019**

**INSTRUCTIONS**

Submit the following with your completed application to the above address:

- Check or money order only in the amount of \$200 made payable to LLR – Landscape Architectural Board. Late fee of \$220 will be charged if renewed between February 1, 2017, to March 31, 2017 **Fee is non-refundable. NO CASH IS ACCEPTED.**  
*A return check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ REGISTRATION NO.: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Preferred Mailing Address: (check one)  Business  Home

(Please include your full name, registration number, e-mail and complete mailing addresses)

**RENEWAL FEES FOR LANDSCAPE ARCHITECTS (Make check payable to LLR – Landscape Architectural Board)**

**Renewal Fees**                      **\$200**

**Late Penalties**                      **Renewed February 1, 2017 – March 31, 2017, total fee is \$220 (late fee applies)**

**CONTINUING EDUCATION**

1. **CONTINUING EDUCATION:** Twenty hours of continuing education are required for registration renewal. All twenty CE hours must include the study of relevant technical and professional landscape architectural subjects or related to safeguarding life, health, property, and promoting the public welfare (HSW). This reporting period is from February 1, 2015 through January 31, 2017.
2. **FIRST-TIME LICENSEES:** If this is the first renewal period for your South Carolina license, you are exempt from the continuing education requirements for this reporting period. When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "FIRST-TIME LICENSEE."
3. **LICENSEES ON ACTIVE MILITARY DUTY:** Individuals serving on active military duty are exempt from continuing education requirements while serving. If you are claiming this exemption and are serving on active duty in the Armed Forces of the United States, please check off the exemption for "LICENSEES ON ACTIVE MILITARY DUTY" when completing the CERTIFICATION statement on the back of this form.
4. **PERSONAL HARDSHIPS:** Personal hardship requests are considered on an individual basis and must be received by January 1, 2017. If you have already been granted a personal hardship exemption by this Board in writing, you are exempt from the continuing education requirements. When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "PERSONAL HARDSHIP" and attach your letter from the Board approving the hardship.

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## INSTRUCTIONS FOR COMPLETING RENEWAL FORM BY MAIL

- For mail-in renewals, please write your license number on your check, answer all RENEWAL questions, check one of the CERTIFICATION statements and submit the appropriate fee (make check payable to LLR-Landscape Architectural Board). Make any address changes directly on the form. **Incomplete applications will be returned.**
- Applications POSTMARKED by January 31, 2017, will be processed as timely renewals. Renewals postmarked AFTER January 31, 2017, will be considered late and will be subject to late fees.

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## RENEWAL QUESTIONS

You must answer the following questions. If your answer to any of the questions is yes, please explain on a supplemental sheet. Applications will be returned if questions are not answered.

1. Since February 1, 2015, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction?  Yes  No
2. Since February 1, 2015, have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action?  Yes  No
3. Since February 1, 2015, have you been found by any court to have violated the landscape architectural registration laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.)  Yes  No
4. Since February 1, 2015, have you been the subject of disciplinary action by a professional or occupational registration Board? Disciplinary action includes, but is not limited to, any reprimand, fine, probation, suspension, revocation, cease and desist order, consent orders, settlement agreements, stipulations or other action relating to the practice of landscape architecture. (If yes, provide dates and details including results of any appeals, if not previously provided to this board.)  Yes  No
5. Since February 1, 2015, have you been convicted of a crime (other than traffic violation)?  Yes  No
6. Has there been any change in the status of your lawful presence in the United States since initial licensure?  Yes  No

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## CERTIFICATION STATEMENTS – Answer ONE of the following

1. I have complete or will have complete the required twenty hours of continuing education by January 31, 2017. This reporting period is from February 1, 2015 through January 31, 2017. (**DO NOT** include any documentation of your continuing education hours; keep the documentation in the event your report is audited.)  Yes  No
2. I am exempt from continuing education requirements for the following reason:
  - First-Time License Renewal.
  - Licensee on Active Military Duty. I certify that I am currently serving on active military duty in the Armed Forces of the United States.
  - Personal Hardship (Attach Board's Approval)

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Applicant Signature

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Print Applicant Name

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Date

*South Carolina Law requires the agency collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.*