



**South Carolina Board of
Landscape Architectural Examiners**

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llr.sc.gov/land

2023-2025 INDIVIDUAL LANDSCAPE ARCHITECT LATE RENEWAL

Renewal Instructions/Requirements:

- Biennial application fee in the form of a check or money order (no cash) made payable to LLR-Board of Landscape Architectural Examiners. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- **Renewal / Late Fee:**
Renewed/postmarked 2/1/2023 - 3/31/2023: Late Fee \$20 + Renewal Fee \$200 = **\$220**
Beginning April 1, 2023, your license is lapsed and must be reinstated.

LICENSEE INFORMATION

Registration No.: _____

First Name: _____ Middle: _____ Last: _____

Since you last renewed your license, have you legally changed your name? Yes No Prior Name: _____
If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Phone No.: _____ Email (required): _____

Business Name: _____ **Business Phone:** _____

Address: _____ City: _____ State: _____ Zip: _____

Business Email: _____

Have you engaged in the practice of landscape architecture in South Carolina since the regular renewal period closed on January 31, 2023? Yes No

CONTINUING EDUCATION

Twenty hours of continuing education are required for registration renewal. Fifteen (15) of the 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). 5 hours may be in practice related, self directed topics. This reporting period is from February 1, 2021 through January 31, 2023.

Do not submit any CE documentation to the Board’s office. The Board will conduct a random audit after the close of the renewal period.

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.

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 “Active Military Duty.”

Personal Hardships: Personal hardship requests are considered on an individual basis and must be received by January 1, 2023. If you have already been granted a personal hardship exemption by this Board in writing, you are exempt from the continuing education requirements. Please attach your letter from the Board approving the hardship.

I have completed the required twenty hours of continuing education by January 31, 2023. This reporting period is from February 1, 2021 through January 31, 2023. (DO NOT include any documentation of your continuing education hours; keep the documentation in the event your report is audited).

Yes No

If No, please check one of the following:

- I am exempt: First-Time Licensee
- I am exempt: Active Military Duty
- I am exempt: Personal Hardship (attach Board’s approval)

DISCIPLINARY QUESTIONS

If you answer “Yes” to any of the questions below, submit a detailed letter of explanation along with any other relevant documentation. If this is your first renewal since your initial license, the response should be from the time the license was granted.

1. Since you last renewed your license, have you been convicted, pled guilty, or pled nolo contendere (no contest) to a felony or a crime involving drugs or moral turpitude (other than a minor traffic violation)? Yes No
2. Since you last renewed your license, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction? Yes No
3. Since you last renewed your license, 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
4. Since you last renewed your license, 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
5. Since you last renewed your license, 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

ELIGIBILITY

Has there been any change in the status of your lawful presence in the United States since you last renewed your license?

Yes No

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina licensure.

Applicant Signature: _____ Date: _____

Print Applicant Name: _____

PRIVACY NOTICE

South Carolina law requires the agency to 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 purposes.