South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of
Landscape Architectural Examiners
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LANDSCAPE ARCHITECT LICENSE APPLICATION REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

Before calling in to the Board Office – You may check your application status online at: https://eservice.llr.sc.gov/SSO/Login/LoginPage.

This application is for initial licensure applicants and applicants currently licensed in another jurisdiction/state with requirements substantially equivalent to South Carolina. If you would like to apply for reinstatement of a license that has been lapsed for less than two years, please complete the Landscape Architects Reinstatement Application.

All applicants must pass the Landscape Architect Registration Examination (LARE), administered by the Council of Landscape Architect Registration Boards (CLARB) prior to applying for licensure with the Board. Please contact CLARB for additional information about scheduling examinations.

METHODS OF LICENSURE

LICENSURE BY EXAMINATION

The following is required to apply for a Landscape Architect license by examination:

1. Submit a completed application and application fee,
2. Be proficient in reading and writing the English language,
3. Successfully pass all sections of the CLARB Landscape Architect Registration Examination (LARE); and
4. Complete **one** of following educational and experience requirements:
    - Graduate from a Board-approved accredited landscape architectural curriculum and have at least two (2) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other Board-approved individuals; or
    - Graduate from a Board-approved non-accredited landscape architectural curriculum or a four (4) year college with a degree in a related field and have at least five (5) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other Board-approved individuals;

LICENSURE BY RECIPROCITY

The following is required to apply for a Landscape Architect license by reciprocity:

1. Submit a completed application and application fee,
2. Be proficient in reading and writing the English language,
3. Hold a current, active license to practice landscape architecture issued upon examination from another jurisdiction, if the requirements of that jurisdiction are substantially equivalent to those of this State.

LICENSURE BY CLARB CERTIFICATION

The following is required to apply for a Landscape Architect license by CLARB:

1. Submit a completed application and application fee,
2. Submit certification documents from the Council of Landscape Architectural Registration Boards (CLARB) that verifies qualifications for licensure.

Application Process:

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
   - **Application Fee**: Application fee made out to the Board of Landscape Architectural Examiners. (Fees are non-refundable and non-transferable) *A returned check fee of up to $30, or an amount specified by law, may be assessed on all returned funds*.
     - $50 for Licensure by Examination
     - $200 for Licensure by Reciprocity or CLARB Certification
   - **Identification:**
     - Copy of your valid driver's license, state issued ID, or passport
     - Copy of signed Social Security card
   - **Notarized Verification of Lawful Presence Form**
   - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
   - **Personal History Questions:** For each "Yes" answers in the Personal History Information, a completed Explanation of "Yes" Answer form must be completed. Copies of legal documentation should also be included. Additional information may be requested by the Board Office and/or an appearance before the Board may be required.
2. **Documents should be sent directly to the Board from the issuing agency/institution.**
   - **CLARB Council Record:**. Records must include examination report, employment verifications and official educational transcripts. If applying for Licensure by CLARB Certification, the official certification will need to be included in the Council Record packet.

   For applicants without a CLARB Council Record:
   - **Verification of Licensure:** Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Board office via email at Contact.LSA@llr.sc.gov or mail.
   - **Employment Verification Form:** For current and previous work experience. Do not send form for self-employment. Each company attesting to work experience should send the completed form directly to the Board office via email at Contact.LSA@llr.sc.gov or mail.
   - **Education Verification:** Contact your college/university to request an official transcript be sent directly to the Council office. Transcripts may be emailed to Contact.LSA@llr.sc.gov or mailed to the Board office. Only the highest level of completed education needs to be submitted. If the school is no longer in existence, contact the State Education Department for records.
   - **Examination:** Contact CLARB to request records be sent directly to the Board office via email at Contact.LSA@llr.sc.gov or mail. If you have passed sections of the examination in another state, forward the Reciprocity Verification Form to the state board and have them complete and return to the Board office.
3. **Licensure**: Once the Board is in receipt of your application, it will be reviewed. If additional information is required, you will be contacted by the Board office.

   Upon approval the Board office will issue the license.