



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTIONS FOR PREPARING A PROFESSIONAL LANDSCAPE
ARCHITECTURE APPLICATION**

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
PROFESSIONAL LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047
FAX: 573/751-8046

PLEASE READ CAREFULLY

Before beginning to prepare your application, read it through part by part, including the affidavit, and be sure that you understand each part before typing in the information required.

PLEASE NOTE THAT ALL INFORMATION ON THE APPLICATION MUST BE TYPEWRITTEN.

Assemble all data necessary to enable you to complete the application. Please include the following documents.

- The typewritten application with attached photograph of applicant in the blank space provided for that purpose on the first page of the application. If supplementary sheets are attached to your application, they must be 8½ x 11 inches and you must sign each sheet.
- A check or money order made payable to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects with the required fee of \$100 if applying by exam or \$200 if applying by comity.
- Sign affidavit before a Notary Public.

Having completed the entire application form and affidavit, check to see if you have signed your name in all spaces required, then mail your application, with fee, under first class postage to: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects, 3605 Missouri Boulevard, Jefferson City, MO 65109.

Please bear in mind that the mailing of an application, even by certified mail, and its receipt by the Board does **NOT** mean that it is, or will be, filed. It may have to be returned for applicant's failure to include filing fee; all information required by any of its applicable parts; or, for failure to include all documents to be filed with the application.

Failure to include all documents and information required, or failure to follow instructions in filling out your application, will result in the return of your application WITHOUT filing.

It is your responsibility to keep a copy of the application for your files.

An application pending review will be retained for a period of one year from the date it was originally filed.

CLARB records are retained for a period of one year from the date of receipt.

Upon receipt of a completed application, it typically takes 30-60 days for processing pending the volume of applications awaiting review and receipt of CLARB documents. Processing time varies and a specific licensure date cannot be projected.

If licensure is granted, your initial license will be valid until December 31 of the current year. Refer to statute 327.171 RSMo as well as Board Rules **20 CSR 2030-11.010** and **20 CSR 2030-11.025** regarding renewal of your license.

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

You must provide your social security number pursuant to state and federal law.

If you fail or refuse to provide your social security number, we will consider your initial application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application.

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes;
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.

NOTICE TO ALL APPLICANTS

Notice to all applicants who are employees or officers or directors of a professional corporation, general business corporation or a limited liability company having the practice of architecture and/or engineering and/or land surveying and/or landscape architecture as one of its purposes. Section 327.401 of the Missouri Registration Law requires such corporations and/or limited liability companies to obtain a certificate of authority in each profession from this Board. If your corporation or limited liability company does not have a certificate of authority an application may be obtained by accessing the Board's website: <http://pr.mo.gov/apelsla>.



STATE OF MISSOURI
 DIVISION OF PROFESSIONAL REGISTRATION
APPLICATION FOR LICENSURE AS A PROFESSIONAL
LANDSCAPE ARCHITECT WITH A CLARB COUNCIL RECORD

APPLICATION NUMBER

PLA-

GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION

INSTRUCTIONS

1. ALL INFORMATION ON THIS FORM MUST BE TYPEWRITTEN
2. REFER TO INSTRUCTION/CHECKLIST FOR ASSISTANCE IN COMPLETING THE APPLICATION
3. ATTACH APPLICATION FILING FEE

METHOD OF LICENSURE

I HEREBY APPLY FOR LICENSURE TO PRACTICE LANDSCAPE ARCHITECTURE BY THE FOLLOWING METHOD:

1. By Exam, based on **FIRST TIME LICENSURE IN MISSOURI:**
- Passing all Sections of the L.A.R.E. Administered by CLARB
 - Accredited Degree
 - Certified CLARB Record documenting three (3) years of satisfactory landscape architectural experience
 - \$100 filing fee - Non-refundable
2. By **COMITY**, based on **LICENSURE IN ANOTHER STATE:**
- Certified CLARB Record
 - \$200 Filing Fee - Non-refundable

ATTACH
PHOTO
HERE

GENERAL INFORMATION INDICATE "CONTACT AT" ADDRESS BY CHECKING ONE OF THE BOXES BELOW

NAME (AS YOU WANT IT TO APPEAR ON YOUR LICENSE) (FIRST, MIDDLE, LAST)				SOCIAL SECURITY NUMBER		
RESIDENCE ADDRESS AS LISTED WITH THE U.S. POST OFFICE <input type="checkbox"/>		APT.#	CITY	STATE	ZIP CODE	HOME TELEPHONE NO.
BUSINESS NAME <input type="checkbox"/>			BUSINESS ADDRESS AS LISTED WITH THE U.S. POST OFFICE			
CITY			STATE	ZIP CODE	BUSINESS TELEPHONE NO.	
BIRTHPLACE (CITY & STATE)	DATE OF BIRTH	CITIZENSHIP	E-MAIL ADDRESS			

LICENSURE IN OTHER STATES

1. HAVE YOU TAKEN THE UNIFORM NATIONAL EXAMINATION/LARE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES ▶	HOW MANY TIMES	DATE(S) TAKEN	LOCATION (CITY, STATE)
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Below list all licenses/registration or certifications as a professional landscape architect you currently hold. Please attach additional information if needed.

STATE	DATE OF LICENSURE	LICENSURE NUMBER	HOW LICENSED (WRITTEN EXAM, ORAL EXAM, RECIPROCITY, GRANDFATHER, EXPERIENCE, OTHER)

RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT

Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo condendere, in a criminal prosecution under the laws of this or any other state or of the United States whether or not sentence was imposed including suspended imposition of sentence, suspended execution of sentence and misdemeanor charges? If "YES", please attach a copy of the charges, findings, and order to this application.	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
In any other licensing jurisdiction, have you been the subject of disciplinary action, or entered into any type of settlement agreement, provided for any limitation on your ability to practice, or monetary penalty or payment of costs? If "YES", please attach a copy of the charges, findings, and order to this application.	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Pursuant to Section 324.010 RSMo:

CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.

False statements are subject to criminal penalties and/or license discipline.

If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200 or e-mail income@dor.mo.gov.

AFFIDAVIT

STATE OF	NAME OF APPLICANT		
COUNTY OF	SS.	<p>BEING FIRST DULY SWORN, DEPOSES AND SAYS, I, THE APPLICANT NAMED IN THIS APPLICATION, HAVE READ THE CONTENTS HEREOF, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL STATEMENTS HEREIN CONTAINED ARE TRUE IN SUBSTANCE AND EFFECT AND TO THEM I PLEDGE MY GOOD FAITH.</p> <p>BY MY SIGNATURE, I CERTIFY THAT I HAVE READ THE MISSOURI LAW REGULATING THE PRACTICE OF ARCHITECTURE, PROFESSIONAL ENGINEERING, PROFESSIONAL LAND SURVEYING AND PROFESSIONAL LANDSCAPE ARCHITECTURE (MISSOURI REVISED STATUTES CHAPTER 327) AND RULES OF THE MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS, AND PROFESSIONAL LANDSCAPE ARCHITECTS.</p> <p>I DO FURTHER PLEDGE THAT IF GRANTED LICENSURE AS A PROFESSIONAL LANDSCAPE ARCHITECT, I WILL, AT ALL TIMES, CONDUCT MYSELF IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 327 REVISED STATUTES OF MISSOURI.</p>	
SEAL	SIGNATURE OF APPLICANT		
SUBSCRIBED AND SWORN BEFORE ME THIS (DATE)			MY COMMISSION EXPIRES (DATE)
SIGNATURE OF NOTARY PUBLIC			

FOR BOARD USE ONLY

CHECK DATE
CHECK NUMBER
AMOUNT