

MICHIGAN LANDSCAPE ARCHITECT LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a landscape architect license.)

APPLICATION AND FEES

- Online Application for a Landscape Architect License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online application must be completed by visiting www.michigan.gov/miplus.
- Application Fee (Application fee + 2-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
 - Landscape Architect By Exam or Licensed in another state or country – \$320.00
 - Landscape Architect Relicensure – \$340.00
 - Landscape Architect Renewal– \$120.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Questions – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- Education and Experience Requirement** - Official transcripts submitted directly to this office confirming receipt of a baccalaureate degree from a program accredited by the Landscape Architectural Accreditation Board (LAAB) or the Landscape Architecture Accreditation Council (LAAC) and proof of completion of at least 3 years of experience by working a minimum of 4,500 hours over a 3-year period. Experience must be verified by the supervising landscape architect.

OR

Official transcripts submitted directly to this office confirming receipt of a baccalaureate degree and a master's degree from a program accredited by the Landscape Architectural Accreditation Board (LAAB) or the Landscape Architecture Accreditation Council (LAAC)

OR

The applicant has proof of 1 or both of the following for a total of 7 years of training and experience:

- Proof of completion of completion of 1 year of education from a program approved pursuant to R 339.19004 by passing a minimum of 30 semester hours or 45 quarter hours per year for each year of training credit earned. A maximum of 5 years of credit may be earned.
 - Proof of completion of 1 year of experience demonstrated by working a minimum of 1,500 hours per year for each year of experience earned. A maximum of 7 years of credit may be earned. Experience hours must be verified by the supervising landscape architect.
- Documentation to demonstrate establishment of a CLARB Council record.
- Testing Requirement** - Proof of passing all parts of the LARE, that is administered through the CLARB. Documentation must be submitted directly from CLARB.
- Reference Requirement** - Documentation of at least 5 references from individuals unrelated to the applicant who have knowledge of the applicant's experience in the practice of landscape architecture. At least 3 references must be from a licensed or registered landscape architect and must document the applicant's experience in the practice of landscape architecture.

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ADDITIONAL REQUIREMENTS FOR LICENSURE FOR AN APPLICANT CURRENTLY LICENSED, REGISTERED, OR CREDENTIALLED IN ANOTHER STATE OR COUNTRY

- Proof of possession of a current valid CLARB certification.

OR

Proof that the requirements for the license, registration, or other credential that the applicant holds have requirements that are substantially equivalent to R 339.19008, as required by MCL 339.2209.

- Documentation of at least 3 references from individuals unrelated to the applicant who have knowledge of the applicant's experience in the practice of landscape architecture. At least 1 reference must be from a licensed or registered landscape architect and must document the applicant's experience in the practice of landscape architecture.
- Verification/certification of license, registration, or other credential is in good standing to be submitted directly to this office by the licensing agency of any state or country in which you hold a current license, registration, or other credential or ever held a license, registration, or other credential as a landscape architect. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending against the applicant.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Lapsed for less than 3 years** after the expiration date of the license must submit the following:
 - Relicensure application and fee– \$340.00
 - Proof of at least 24 hours of continuing education that meets the requirements of R 339.19014 and was completed during the 2 years immediately preceding the date of the application for relicensure.
- Lapsed for 3 years or more** after the expiration date of the license must submit the following:
 - Relicensure application and fee. Relicensure Application – \$340.00
 - Proof that the applicant has met all the licensure by exam requirement listed in R 339.19008.
 - Proof of at least 24 hours of continuing education that meets the requirements of R 339.19014 and was completed during the 2 years immediately preceding the date of the application for relicensure.
 - Documentation of at least 3 references from individuals unrelated to the applicant who have knowledge of the applicant's experience in the practice of landscape architecture. At least 1 reference must be from a licensed or registered landscape architect and must document the applicant's experience in the practice of landscape architecture.

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- Verification/Certification of license, registration, or other credential is in good standing to be submitted directly to this office by the licensing agency of any state or country in which you hold a current license, registration, or other credential or ever held a license, registration, or other credential as a landscape architect. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending against the applicant

RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Landscape Architect Renewal – must be completed by visiting www.michigan.gov/miplus

- Professional Landscape Architect Renewal Application Fee: \$120.00*
(Must be paid by Visa, Mastercard, or Discover credit or debit card.):

- Renewal Cycle: 2 years

*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Proof of at least 24 hours of continuing education that meets the requirements of R 339.19016 and was completed during the 2 years immediately preceding the expiration of the applicants current license
- A minimum of 16 of the 24 hours of required continuing education must be earned in a program or activity pertaining to the subject of public health, safety, or welfare (HFW).
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the renewal requirements.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the landscape architects link you can access the following helpful resources and forms:
- Resources:
 - [Michigan Occupational Code](#)
 - [Administrative Rules for Landscape Architects](#)