



Bureau of Professional Licensing  
 PO Box 30670 • Lansing, MI 48909  
 Telephone: (517) 241-9288  
[www.michigan.gov/bpl](http://www.michigan.gov/bpl)  
[BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)

## LANDSCAPE ARCHITECT LICENSE, RELICENSURE OR REINSTATEMENT APPLICATION (This Form Should Not Be Used For License Renewal)

Authority: 1980 PA 299, MCL 338.3434a

Legal Name (First, Middle, Last)		Date of Birth	U.S. Social Security Number	
Address		City	State	Zip Code
Permanent I.D. Number	Telephone Number	E-mail Address		

I have the ability and will serve the public in a fair, honest and open manner. If I have had a judgment 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.

Yes                      No

Complete this question for relicensure only - Do you have any unsatisfied penalties and conditions imposed by disciplinary action in this state or any other jurisdiction?

Yes                      No

**New License**

Do you have at least 7 years of training and experience in the actual implementation and practice of landscape architecture? (You may include 1 year of experience for each year, up to 5 years, of satisfactory completion of an accredited course in landscape architecture in an accredited school.)

Yes                      No

**License without examination (Licensed in another jurisdiction)**

Are you legally registered, licensed, or regulated as a landscape architect in any other state or country whose requirements for registration, licensure, or other regulation are at least substantially equivalent to the Michigan requirements?

Yes                      No

**CHECK THE LICENSE/REGISTRATION TYPE**

**FOR OFFICE USE ONLY**

			License Number	Issue Date
New Applicant – Armed Forces Veteran (see required additional documents)	Fee Waived	3901-01		
New License	\$320.00	3901-01		
License w/o Exam	\$320.00	3901-09		
Relicensure	\$340.00	3901-06		
Reinstatement (if license is currently revoked)	\$200.00	3901-50		

Make your check or money order in U.S. Currency payable to:  
**STATE OF MICHIGAN**

FEES ARE AUTHORIZED BY THE STATE LICENSE FEE ACT, 1979 PA 152 AND ARE NOT REFUNDABLE.

#### Required Additional Documents

- 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.
- New applicants must:
  - Provide the Department access to your CLARB Council Record.
  - Pass all parts of the LARE examination administered through CLARB.
  - Provide at least 5 references from non-relation documenting not less than 2 years of professional experience in the actual practice of landscape architecture. At least 3 of the references shall be from registrants who can indicate a knowledge of the applicant's professional expertise.

AND

Possess a minimum of 7 years of training and experience as outlined in MCL 339.2204 and R 339.19023 by satisfying ONE of the following:

- Possession of a baccalaureate degree from a program accredited by the Landscape Architectural Accreditation Board (LAAB) and completion of at least 3 years of experience by working a minimum of 4,500 hours over a 3-year period. As used in this rule, "experience" means applying accepted principles of landscape architecture in a non-academic and non-internship setting under the supervision of a landscape architect who is licensed or registered in this state or another state. Experience must be verified by the supervising landscape architect.
- Possession of a baccalaureate degree and a master's degree from a program accredited by the Landscape Architectural Accreditation Board (LAAB) and completion at least 2 years of experience by working a minimum of 3,000 hours over a 2-year period. Experience must be verified by the supervising landscape architect.
- The applicant completed 1 or both of the following for a total of 7 years of training and experience:
  - The applicant completed 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.
  - The applicant completed 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.
- License without exam applicants must:
  - Provide at least 3 references from non-relation who have knowledge of the applicant's experience in the practice of landscape architecture. At least 1 of the references shall be licensed or registered in the practice of landscape architect and must document the applicant's experience in the practice of landscape architecture.
  - Arrange for the licensing agency of every state or territory of the United States in which you hold, or have ever held a landscape architect license, registration or other credential, to submit official verification of good standing to the department. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.

AND

- Satisfy ONE of the following:
  - Possess a current valid CLARB certification.
  - Demonstrate that the requirements for the license, registration, or other credential he or she holds had requirements that are substantially equivalent to R 339.19008, as required by MCL 339.2209

Relicensure Applicants

● License Lapsed for LESS Than 3 Years at the Time of Application:

- Submit copies (not originals) of documents acceptable under administrative rule R 339.19016 verifying the completion of not less than 24 hours of continuing education completed within the 24 months immediately preceding the date of this application for relicensure. 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 (HSW). Review administrative rule R 339.19014 for more details regarding relicensure requirements.

\*If the department determines that the amount of continuing education hours submitted with the application is deficient, the applicant has 1 year from the date of the application to provide proof of completing the deficient hours.

● License Lapsed for 3 Years or MORE at the Time of Application:

- Applicant must meet all of the current requirements for initial licensure under the Michigan Occupational Code and administrative rules for Landscape Architects.
- Provide at least 3 references from non-relation who have knowledge of the applicant's experience in the practice of landscape architecture. At least 1 of the references shall be licensed or registered in the practice of landscape architect and must document the applicant's experience in the practice of landscape architecture.
- Arrange for the licensing agency of every state or territory of the United States in which you hold, or have ever held a landscape architect license, registration or other credential, to submit official verification of good standing to the department. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Submit copies (not originals) of documents acceptable under administrative rule R 339.19016 verifying the completion of not less than 24 hours of continuing education completed within the 24 months immediately preceding the date of this application for relicensure. 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 (HSW). Review administrative rule R 339.19014 for more details regarding relicensure requirements.

\*If the department determines that the amount of continuing education hours submitted with the application is deficient, the applicant has 1 year from the date of the application to provide proof of completing the deficient hours.

**Certification**

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434a.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Documentation of Qualifying Experience (make additional copies as needed)**

**Landscape Architect Applicants**

Applicant Name \_\_\_\_\_

I am familiar with the nature of the work performed by the applicant and can verify the applicant has \_\_\_\_\_ of professional experience from \_\_\_\_\_ to \_\_\_\_\_ in landscape  
Number of Years MM/YYYY MM/YYYY

architecture work acceptable to the Department, including not more than 5 years of education.

**MCL 339.2201(b)(i) and (ii)**

“Practice of landscape architecture” means the performance of professional services such as consultation, investigation, research, planning, design, or responsible field observation in connection with the development of land areas where, and to the extent that the dominant purpose of the services is the preservation, enhancement, or determination of proper land uses, natural land resources, ground cover and planting, naturalistic and aesthetic values, the settings and approaches to structures or other improvements, natural drainage, and the consideration and determination of inherent problems of the land relating to erosion, use and stress, blight, or other hazards. Additionally includes the location and arrangement of tangible objects and features incidental and necessary to the purposes outlined in this article.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name License #, State