

## MICHIGAN LANDSCAPE ARCHITECT LICENSING GUIDE

### OVERVIEW:

The landscape architect license allows a licensee to engage in the unrestricted practice of landscape architecture.

*NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.*

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### LICENSURE REQUIREMENTS CHECKLIST

#### APPLICATION AND FEES

- Online Application for a Landscape Architect License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Landscape Architect New Application: \$320.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Question – 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.

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- Social Security Number (SSN) – 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION (These are in addition to the requirements stated above that apply to ALL applicants)**

- CLARB Council Record – If you hold a license in another state, you may request a transmittal of your CLARB Council Record by contacting CLARB at (571) 432-0332 or visiting their website at [www.clarb.org](http://www.clarb.org). You may also choose to upload certain documents as indicated below.
- Qualifying Education – Proof of satisfying one of the following:

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 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) and proof of completion of 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.

#### **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 1 year of education from a program approved pursuant to [R 339.19011](#) 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
- Examination – Proof of receiving a passing score on all parts of the LARE that is administered through the CLARB. Documentation must be submitted directly from CLARB.
  - References – 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.
  - Proof of possession of a current valid CLARB certification.

#### **OR**

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Proof that the requirements for the license, registration, or other credential that the applicant holds have requirements that are substantially equivalent to [R 339.19021](#), as required by [MCL 339.2209](#).

- References – 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 FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES  
(These are in addition to the requirements stated above that apply to All applicants)**

- CLARB Council Record – If you hold a license in another state, you may request a transmittal of your CLARB Council Record by contacting CLARB at (571) 432-0332 or visiting their website at [www.clarb.org](http://www.clarb.org). You may also choose to upload certain documents as indicated below.
- Qualifying Education – Proof of satisfying one of the following:

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 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) and proof of completion of 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.

**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 1 year of education from a program approved pursuant to [R 339.19011](#) 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

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- Examination – Proof of receiving a passing score on all parts of the LARE that is administered through the CLARB. Documentation must be submitted directly from CLARB.
- References – 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.
- 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 339.19021](#), as required by [MCL 339.2209](#).

- References – 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 (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) and selecting MiPLUS Login. Once logged in, click on the “Licenses” tab, select “Modification” next to your license number and this will start the relicensure process.
- 2 year Landscape Architect Relicensure Application and Fee: \$340.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

### Applicants for relicensure whose license has lapsed for less than 3 years after the expiration date of the last license must submit the following:

- Continuing Education: preceding the date of the relicensure application. 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). For acceptable continuing education subjects refer to [R 339.19031](#).

### Applicants for relicensure whose license has lapsed for 3 years or more after the expiration date of the last license must submit the following:

- Proof that the applicant has met all the licensure by exam requirements listed in [R 339.19021](#).
- Continuing Education: preceding the date of the relicensure application. A minimum of 16 of the 24 hours

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of required continuing education must be earned in a program or activity pertaining to the subject of public health, safety, or welfare (HSW). For acceptable continuing education subjects refer to [R 339.19031](#).

- References – 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.

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Landscape Architect Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) no sooner than 90 days prior to the expiration date of current license.
- Landscape Architect Renewal Application Fee: \$120.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: 2 years
- Continuing Education – You must complete the continuing education requirements BEFORE completing the online renewal application. You must have completed 24 hours of continuing education that was completed during the 2-year period immediately preceding the license expiration date. 16 of the 24 hours of continuing education required must be earned in a program or activity pertaining to the subject of public health, safety, or welfare (HSW) Continuing education must be in activities and subjects approved under current administrative rules. For acceptable continuing education subjects refer to [R 339.19031](#).
- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and complete.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the landscape architect link you can access the following helpful resources and forms:

### Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Landscape Architects](#)

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- Track continuing education using CE Broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).

## FREQUENTLY ASKED QUESTIONS

### 1. Do I need to contact the department to take the CLARB exam?

No. The exam is administered by the Council of Landscape Architectural Registration Boards (CLARB) Any exam related questions, as well as scheduling, should be directed to CLARB at (571) 432-0332 or visit their website at [www.clarb.org](http://www.clarb.org) to obtain an application.

### 2. I have passed the exam, what is the next step for applying for licensure?

You may apply for licensure at [www.michigan.gov/MiPlus](http://www.michigan.gov/MiPlus). You will also need to contact CLARB at (571) 432-0332 or visit their website at [www.clarb.org](http://www.clarb.org) to have a copy of your Council Record submitted to our office.

### 3. How do I change my name or address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

When updating your name and/or address in MiPLUS you can also request to have a license mailed to you with the updated information. There is a \$10.00 fee per license to have it mailed.

### 4. I have not completed my continuing education, and my license is about to expire. What should I do?

[Administrative Rule 339.19031](#) requires an applicant who has been licensed during the 2-year period immediately preceding the expiration date to obtain qualifying continuing education during the 2-year period immediately preceding the expiration date. If you have not met the continuing education requirements before the expiration date of the license, you will need to apply for relicensure.

### 5. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional \$20.00 late fee.

### 6. How do I apply for a retired or emeritus license? Do I need to notify the department if I am retiring and no longer wish to practice?

The Michigan Occupational Code does not authorize the department to grant retired or emeritus status. Licensee can either renew the license at the time of renewal or allow the license to lapse by electing not to

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renew the license. Licensee's do not need to notify the department if they do not intend to renew the license. If the license has lapsed and you wish to make the license active again, you will need to apply for relicensure.

## **7. How do I verify my Michigan Landscape Architect license?**

Certified license verification requests must be submitted through the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

## **8. How do I file a complaint against an occupational professional?**

Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).