

MICHIGAN LANDSCAPE ARCHITECT LICENSING GUIDE

OVERVIEW:

The 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.*

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

- 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Landscape Architect New Application By Exam or Licensed in another state or country: \$320.00

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 (SSN) – An individual applying for a permit 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

(This is in addition to the requirements stated above that apply to ALL Applicants)

- Qualifying Education and Experience – 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 Architecture Accreditation Council (LAAC) and proof of completion of at least 3 years of experience by

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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.
- CLARB Council Record - Documentation to demonstrate establishment of a CLARB Council record.
- 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.

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 339.19021, 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.

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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.

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 and selecting **MiPLUS Login**. Once logged in, click on the **“Licenses”** tab, select **“Modification”** next to your license number and then select **“Relicensure.”**

- 2 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Landscape Architect Relicensure: \$340.00

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

- Continuing Education – Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately 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).

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

- Proof that the applicant has met all the licensure by exam requirements listed in R 339.19021.
- Continuing Education - Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately 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).
- 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.

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RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Landscape Architect Renewal – Must be completed by visiting www.michigan.gov/miplus.
- 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
- 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.
- Continuing Education - Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately preceding the expiration of the applicant’s 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 (HSW).
- Accept Renewal Attestation - By accepting the renewal attestation, you as the licensee are certifying that you have met all renewal requirements.

HELPFUL RESOURCES AND FORMS

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