

BOARD OF LANDSCAPE ARCHITECTURE **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

BOARD INFORMATION

1. What are the functions of the Board of Landscape Architecture?

The Board of Landscape Architecture regulates landscape architects and landscape architecture businesses.

2. Does the board have a website?

Yes: www.MyFloridaLicense.com > Our Businesses & Professions > Landscape Architecture.

3. What are the statutes and rules that govern Landscape Architects?

Florida only administers the Florida laws and rules examination (Section F). You must contact the Council of Landscape Architectural Registration Boards (CLARB) to register for the LARE. Applications and information are available on their website at www.clarb.org.

4. Where can I obtain the laws and rules of the Board?

The laws and rules may be obtained on the Board's website at www.MyFloridaLicense.com > Our Businesses & Professions > Landscape Architecture > Statutes and Rules.

If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

5. When and where is the next board meeting?

The dates and locations are available online at www.MyFloridaLicense.com > Our Businesses & Professions > Landscape Architecture > Board Meetings Information.

6. Where can I obtain a copy of the board meeting agenda or past minutes?

Agendas and minutes are available online at www.MyFloridaLicense.com > Our Businesses & Professions > Landscape Architecture > Board Meetings Information.

LICENSURE INFORMATION

1. What are the basic requirements for me to become a Registered Landscape Architect?

To acquire a license to practice Landscape Architecture in Florida you must have a degree in Landscape Architecture and pass sections A through E of the Landscape Architectural Registration Examination (LARE). You will also be required to take the Florida laws and rules examination. One year of practical experience in landscape architectural work is also required. Please check the Council of Landscape Architectural Registration Boards (CLARB) website at www.clarb.org for examination information and application deadline dates.

2. I have a four year degree that is not in Landscape Architecture and I have six years experience in Landscape architecture work. Can I still apply to take the exam and acquire a license?

An individual who has six years or more experience can apply and submit plans and samples of projects they have worked on for the board to review and make a determination.

3. I need to take the Landscape Architectural Registration Examination. What do I need to do?

Florida only administers the Florida laws and rules examination (Section F). You must contact the Council of Landscape Architectural Registration Boards (CLARB) to register for the LARE. Applications and information are available on their website at www.clarb.org.

4. Do I apply through the State of Florida to take all of the sections of the Landscape Architectural Registration Examination (LARE)?

Florida only administers the Florida laws and rules examination (Section F). You must contact the Council of Landscape Architectural Registration Boards (CLARB) to register for the LARE. Applications and information are available on their website at www.clarb.org.

5. What are the fees to apply for section F of the Landscape Architectural Registration Examination (LARE)?

There is a \$100.00 application fee. The fee for Section F is \$282. You will pay a testing fee of \$18 directly to Pearson Vue (the department's contracted testing vendor) when you take the examination. The examination is offered daily and administered via computer-based testing.

The fees are payable to the Department of Business and Professional Regulation.

6. What if I fail section F of the examination. Do I have to re-apply?

Yes, you must reapply and pay the \$282 examination fee. You do not have to pay the application fee. You will also be required to pay the testing vendor fee again upon examination.

7. I am a licensed Landscape Architect in another state. What are the licensure requirements for me to work in Florida?

If you have passed all portions of the Landscape Architectural Registration Examination or have a valid license issued by another state whose requirements are the same as Florida or more stringent, you can apply for licensure by endorsement. The application fee to apply by endorsement is \$150.00. All endorsement applicants must take the Florida laws and rules examination. The fee for the laws and rules examination is \$282.00. Applications are available online at www.MyFloridaLicense.com > Apply For/Update Licenses.

8. What are the requirements for a certificate of authorization?

A company that is a corporation or partnership is required to have a Florida-licensed landscape architect qualify the business to obtain a certificate of authorization. The qualifier would also need to be a principal officer of the company and be listed in the Articles of Incorporation as an officer. Examples of officers include president, vice-president, secretary or treasurer.

You may obtain the landscape architecture certificate of authorization application online at www.MyFloridaLicense.com > Apply For/Update Licenses.

9. My business name is my personal name and I am not incorporated. Do I need a certificate of authorization?

No, if you are a licensed landscape architect, your business name is your name, and you are not incorporated, you can work under your name (for example: *John Smith, Landscape Architect*). You do not need a certificate of authorization for your business.

10. What is the fee to apply for a certificate of authorization and do I have to renew my certificate of authorization?

The application and initial licensure fee for a certificate of authorization is \$450. The license is renewed every two years at the same time you renew your individual license. You may renew online during the renewal period at www.MyFloridaLicense.com or by calling the customer contact center at 850.487.1395.

11. Does Florida offer a temporary license for a Landscape Architect?

Yes, a temporary license to practice landscape architecture is available for you to work on one project in Florida for a period not to exceed one year. The applicant must be licensed to practice Landscape Architecture in another state. You may obtain the certificate of temporary authorization or registration application package online at www.MyFloridaLicense.com > Apply For/Update Licenses.

12. What is the fee for a temporary license?

The fee is \$450.00. You may obtain the certificate of temporary authorization or registration application package online at www.MyFloridaLicense.com > Apply For/Update Licenses.

13. Does Florida offer a temporary license for out of state Landscape Architecture businesses?

Yes, a temporary certificate of authorization is available for work on one project in Florida for a period not to exceed one year, provided one of the principal officers of the corporation has obtained a temporary landscape architect license. You may obtain the certificate of temporary authorization or registration application package online at www.MyFloridaLicense.com > Apply For/Update Licenses. The fee for a temporary license for an out of state landscape architecture business is \$450.

14. How do I become certified to perform mangrove trimming and preservation work?

Please submit your request in writing and mail it to the Board of Landscape Architecture, 1940 North Monroe Street, Tallahassee, FL 32399-0783. Please state in your request that you are qualified in accordance with Rule 61G10-17.001, Florida Administrative Code, which may be viewed online at www.MyFloridaLicense.com > Our Businesses & Professions > Landscape Architecture.

15. Do I need a certificate of authorization to do landscaping or landscape design?

No, you do not need a license to do landscaping or landscape design. You may want to check with your city and county for any licensing requirements they may have.

16. Do I need a certificate of authorization to start a lawn service?

No, you do not need a license to start a lawn service. You may want to check with your city and county for any licensing requirements they may have.

17. Do I need a Landscape Architecture license to design golf courses?

No, you do not need a license to design golf courses. You may want to check with your city and county for any licensing requirements they may have.

18. Can I change my address online?

Yes. Visit our website at www.MyFloridaLicense.com > Apply For/Update Licenses. You can also change your telephone number and email address here.

19. Your website provides for "main", "mailing", and "location" addresses. What are the differences?

Three types of addresses have been established to support your needs: main, license mailing, and license location.

Main Address - This address is the primary address on file.

License Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).

License Location Address - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

20. Can I change all license addresses online?

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

21. How can I change my address if I do not have a computer?

You may submit the change in writing or by fax to:
Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, FL 32399-0783
Fax: 850.488.8040

APPLICATION ASSISTANCE

1. How can I obtain assistance on completing my application?

If you have any questions or need assistance completing your application, please contact the department's Customer Contact Center at 850.487.1395.

2. Where do I mail my application?

Department of Business and Professional Regulation
Central Intake Unit
1940 North Monroe Street
Tallahassee, FL 32399-0783

RENEWAL INFORMATION

1. When is my license up for renewal?

You need to renew your license by November 30 of every odd-numbered year. The fee for active renewal is \$305.00, and inactive renewal is \$55.00. If the license is renewed after November 30, the delinquent fee is \$100.00, in addition to the renewal fee, for a total \$405.00.

2. How do I renew my landscape architect business (certificate of authorization) license?

Renewal notices are mailed 90 days prior to the license expiration date. Renewals for landscape architect businesses are due by November 30 of every odd-numbered year. The fee for active renewal is \$455.00. If the license is renewed after November 30, the delinquent fee is \$100.00, in addition to the renewal fee, for a total \$555.00.

3. My license is inactive. I would like to return to active status. What do I do?

You need to submit the reactivation fee of \$50.00 plus the additional licensure fees equal to an active license. You must also show proof of 16 hours of continuing education; 2 hours in an approved laws and rules course, 2 hours in an approved advanced building code course and 12 hours in optional board approved courses.

4. I want to put my license in an inactive status. Can I do this at any time?

No, you can only put your license in an inactive status during the license renewal period, which expires by November 30th of every odd-numbered year.

5. My license is null and void. What is required to become licensed again?

You must reapply with a new application and all of the required documentation. You must meet the currently eligibility requirements.

6. Are there any exceptions?

You can apply to the board for reinstatement of a null and void license based upon illness or undue hardship. You can find the application to reinstate a null and void license at www.MyFloridaLicense.com > Apply For/Update Licenses.

CONTINUING EDUCATION INFORMATION

1. How many continuing education hours do I need to renew my license?

You must obtain at least 16 hours of continuing education credits per biennium. A minimum of two of the 16 hours must be obtained by completing an approved course on the Uniform Building Code and a minimum of two hours must be obtained by completing a course on Florida's laws and rules affecting the practice of landscape architecture. The remaining 12 hours can be courses approved by the Board of Landscape Architecture.

2. How do I know if a course is approved and can be used toward my 16-hour continuing education requirements for renewal of my license?

There is a list of approved continuing education providers and courses online at www.MyFloridaLicense.com > Our Businesses & Professions > Landscape Architecture > Download Files > Continuing Education Files.

3. Do I need to contact the department and report my continuing education hours?

Continuing education providers are required to electronically submit proof of your course completion information to the department. You may want to ensure they do this as required by law (within 30 days or prior to the end of the renewal cycle, whichever happens first) by visiting our website at www.MyFloridaLicense.com and logging on to your personal secure account.

4. If I have more than the required continuing education hours, can I apply them to the next renewal period?

No, for the continuing education hours to count towards renewing your license they must be obtained during that renewal period.

5. Are there any exceptions to obtaining the required continuing education for renewal?

Licensees suffering a hardship may request an extension of one year to complete the continuing education requirement for renewal in accordance with Rule 61G10-18.001(6), Florida Administrative Code.

- Information explaining your request should be e-mailed to LA.Hardship@dbpr.state.fl.us, faxed to 850-922-2918 or received via regular mail at 1940 North Monroe Street, Tallahassee, FL 32399-0751 by September 30, 2011.
- All requests will be reviewed by the Board. You will be contacted concerning your request shortly thereafter.
- **You must submit your renewal payment even if the waiver is approved.** If payment is made prior to notification of the approval of your request, you will receive a letter telling you that your license can not be renewed as continuing education has not been completed. Upon approval by the Board your license will be renewed, and you can disregard the letter. You may elect to pay the renewal fee after you receive notification that your hardship request has been granted.
- If you fail to make your renewal payment for either active or inactive status your license will either become delinquent at which time you will be required to pay an additional fee or null and void depending on your current license status.
- You must complete your continuing education no later than November 30, 2012 to continue current active licensure through November 30, 2013. Remember, you must

also complete applicable continuing education for your 2013 renewal prior to November 30, 2013.

6. Do I need continuing education for my first renewal?

If you were initially licensed less than 12 months prior to the end of the renewal period, you will not need continuing education to renew. If you were licensed 12 to 24 months you will need eight hours of continuing education.

7. May I obtain continuing education if I participate in the development of the Florida laws and rules examination?

Yes, licensees who participate in the development of Florida exam questions may be awarded up to six (6) hours of continuing education credit, comprised of two (2) hours of laws and rules and four (4) hours optional, upon request to the board.

8. How do I become a participant in writing the Florida laws and rules examination?

The Bureau of Education and Testing (BET) selects consultants from the existing list of licensees in the department's computer system. Criteria used may follow these requirements:

- Actively licensed in the profession for at least five years;
- No disciplinary action or pending case against licensee;
- Demographics or place of residence;
- Willingness and interest in working on exam items.

It is preferred that consultants not be actively engaged in an educational program. If you are interested please contact BET at 850.488.5952 for more information.

COMPLAINTS

1. I have a complaint about a landscape architect or a landscape architect business.

Whom do I contact?

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at www.MyFloridaLicense.com > For Consumers > File a Complaint against a Business or Professional.

2. I have a complaint about an unlicensed landscape architect. Whom do I contact?

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at www.MyFloridaLicense.com > For Consumers > File a Complaint against a Business or Professional.

SPECIAL BOARD ISSUES

1. Where should my license number be displayed?

Each licensed landscape architect and landscape architect business is required to display their license number in all advertising. Advertising includes newspapers, telephone directory, business cards, stationery, magazines, billboards, proposals, contracts and job site signs.

2. What type of seal do I need to sign and seal plans?

An impression-type metal seal is required and must include the words “State of Florida”, “Landscape Architect”, the licensee’s name as it appears on his or her license and the license number.

3. Can I electronically sign and seal documents?

Yes, Professional’s Electronic Data Delivery System (PEDDS) is software that implements the procedure for electronic signing and sealing of files per the procedure in the board rule.

The PEDDS software may be downloaded from the Florida Department of Transportation website for no cost at:

<http://www.dot.state.fl.us/ecso/downloads/publications/applications/pedds/default.shtm>