

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@dps.wi.gov
Website: <http://dps.wi.gov>

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

LANDSCAPE ARCHITECT SECTION

INSTRUCTION PACKET FOR LANDSCAPE ARCHITECT CREDENTIAL

Enclosed are forms to apply for Landscape Architect registration. This is not the application if you want to apply for the landscape architect examination. Please call the department at 608-266-2112, to request the examination application or you may download the application on the web at <http://dps.wi.gov>.

FILING AN APPLICATION - All applicants for credential (licensure) as a Landscape Architect must complete an "Application for Landscape Architect Credential" (Form #2088). Please type or print all information when completing the "Application for Landscape Architect Credential" (Form #2088).

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

FEES – Applicants who have taken the examination in Wisconsin have already paid the fee. Applicants applying by comity need to remit the \$82 fee with the application. Please include a check or money order made payable to the Department of Regulation and Licensing.

TEMPORARY PERMITS - A temporary permit is available to all applicants under the comity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for credential. An applicant desiring a permit must include a letter specifically requesting the permit which includes a description of the project (location, approximate size and cost), a copy of their registration card from the original state of registration and a \$82.00 temporary permit fee. The application for landscape architect credential, and the \$82.00 initial credential fee must accompany the request for a temporary permit.

FOR APPLICANTS HOLDING AN UNEXPIRED REGISTRATION FROM ANOTHER STATE (COMITY) –An applicant may apply for registration if he or she holds an unexpired registration in another state in which registration requirements are not lower than those in Wisconsin. The applicant must have passed the exams. Applicants may apply using a CLARB record or by direct application.

CLARB RECORD – If you are using a CLARB record, complete and return only the “Application for Landscape Architect Credential” (Form #2088), proof of CE/PDH per 11.08 and fee to this office. Indicate on your application that you are requesting CLARB to forward your council record to us.

DIRECT APPLICATION – Submit all of the following with your “Application for Landscape Architect Credential” (Form #2088), proof of CE/PDH per 11.08 and fee:

EDUCATION - Official transcripts showing courses taken and degrees received are required. Transcripts must be sent directly to you by the college or university. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.** You must send the transcript to the Landscape Architect Section with your application.

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If the degree is from an international educational institution, you must provide an official detailed evaluation by a credential evaluation service which shows if the degree is equivalent to a bachelor's degree in landscape architecture or a master's degree in landscape architecture granted by a college or university accredited by the Landscape Architecture Accreditation Board (LAAB) of the American Society of Landscape Architects. A list of Credential Evaluation Services is available from the board office or go to their website at www.naces.org/members.htm.

EXPERIENCE RECORD –The Experience Record (Form #463) is used by the Landscape Architect Section to determine whether the experience you document meets the qualifying landscape architectural experience as defined in Wis. Admin. Code ch. A-E 9.03. Provide a complete chronological listing of your experience. The beginning and ending month and year of employment must be shown for each engagement. Please type or print all information.

Engagement #1 should be your university, college or technical school enrollment.

It is important to include specific information about your role, responsibilities and/or tasks for each engagement. Do not use abbreviations or acronyms. Indicate when employment is full-time vs. part-time and specify the typical number of hours worked per week. Generally, experience gained prior to obtaining the education requirement is not evaluated for the credential experience requirement. Engagements should not overlap.

Not more than one year of satisfactory credit be granted for any calendar year.

REFERENCES - Provide replies from five individuals, three of whom shall have personal knowledge of your experience in landscape architecture and be engaged in the practice of landscape architecture or the practice of an allied profession using the enclosed "Landscape Architect Applicant Appraisal Form" (Form #2089). It is required that one of the three references having personal knowledge of your experience in landscape architecture must be credentialed (licensed) or registered as a landscape architect in the United States or Canada. Family members can act as supplemental references in support of an application, but not as one of the five required responses. Type or print your name in the box at the top of each form prior to distribution. Each reference should complete Form #2089 and return it to you so you can submit all 5 references with your application.

VERIFICATION OF EXAMINATION SCORES AND LICENSURE - If you have completed parts of the landscape architect examination or are credentialed (licensed) in another state you must contact the registration agency in that state and request that they provide official verification of your scores and licensure directly to this office. A "Verification of Examination or Registration" (Form #475) can be used for your convenience. It is recommended that you provide their agency with a pre-addressed envelope for response. Most state boards require a fee for completion of a verification form. Contact your registration board to see if a fee is required.

REVIEW DATES - Applications will be presented to the Landscape Architect Section for evaluation when all required documents are received.

Review Dates

March 28, 2012
September 27, 2012

Deadline Dates for Receipt of All Documents

March 14, 2012
September 13, 2012

These are tentative meeting dates and are subject to change.

The license will expire on July 31 of the even-numbered year.

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://dsps.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. To purchase a copy of the administrative code, contact the Department of Administration at 800-362-7253 or 608-264-9419 or email docsales@doa.wi.us.