

# Wisconsin Department of Safety and Professional Services

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Madison, WI 53705  
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LicensE Portal: [License.wi.gov](https://license.wi.gov)  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

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

### LANDSCAPE ARCHITECT REGISTRATION APPLICATION INFORMATION

This is not the application to apply for the Landscape Architect examination. If you have an accredited degree per [Wis. Admin. Code § A-E 9.04](#) and have not taken the examination, contact CLARB directly at [www.clarb.org](http://www.clarb.org). If you do not have an accredited degree, complete the Application for Landscape Architect Examination online via LicensE to apply for the exam. (See [Form 2187](#).)

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

##### **Application by Examination**

1. **Application for Landscape Architect Registration** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay the \$55.00 credential fee online in LicensE.
3. **Official Transcripts** - Official transcripts are required. 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.**
4. **Verification of Examination or Registration (Form 475)** - Completed by each jurisdiction in which you have been issued a license. If the exams were passed in Wisconsin, this form is not required.
5. **Experience Record (Form 463)** - Evaluated by the Board to determine whether the experience you document meets the qualifying landscape architectural experience as defined in [Wis. Admin. Code § 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.
6. **Landscape Architect Applicant Appraisal Form (Form 2089)** - Provide replies from five references having personal knowledge of your experience, one of whom must be licensed as a Landscape Architect.
7. **Proof of Continuing Education Completion (for Reciprocity applicants only)** - Provide proof that you have completed continuing education per [Wis. Admin. Code § A-E 10.08](#).

##### **Reciprocity Applicants (applicant holding an unexpired registration from another state)**

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 registration must remain active until the Wisconsin credentialing process is complete. The applicant must have passed the exams. Applicants may apply using a CLARB record or application by examination.

**If Applying by CLARB Record** - If you are using a CLARB record complete the Application for Landscape Architect Registration and pay the credential fee online in LicensE. Indicate on your application that you are requesting CLARB to forward your council record to DSPPS. The only additional requirement is proof of CE/PDH per [Wis. Admin. Code § A-E 11.08](#).

**Temporary Permit** - A temporary permit is available to all applicants under the **Reciprocity** provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for registration. 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 \$55.00 temporary permit fee. The Application for Landscape Architect Registration and the \$55.00 initial credential fee must accompany the request for a temporary permit and the \$55.00 temporary permit fee.

**Review Dates** - Your application for registration will be presented to the Board for review when all required documents have been received. You are encouraged to submit your application as soon as possible to allow processing and review of application before the Board meets. You will find a schedule of tentative Board meetings on the Department's web site at <http://dsps.wi.gov>.

**Late Renewal After Five Years** - If your credential has been expired for more than five years you must submit a Late Renewal Application After Five Years application in LicensE, <https://license.wi.gov>. Pay the \$55.00 fee and additional \$25.00 late renewal fee in LicensE. Upload evidence of completion of 24 hours of continuing education completed within the 2-year period prior to the registration renewal date ([Wis. Admin. Code § A-E 11.03](#)).

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## Education

Select the two (2) digit School Code for the school that you attended from the list. The code will be required for your online LicensE application.

CODE	SCHOOL	CODE	SCHOOL
01	University of Arizona	28	Mississippi State University
02	University of Arkansas	29	Morgan State University
03	Auburn University	30	North Carolina A&T State University
04	Ball State University	31	North Carolina State University
05	California Polytechnic State University, San Luis Obispo	32	North Dakota State University
		33	Ohio State University
06	California Polytechnic State University, Pomona	34	Oklahoma State University
		35	University of Oregon
07	University of California at Berkeley	36	University of Pennsylvania
08	University of California at Davis	37	Pennsylvania State University
09	City College of New York	38	Purdue University
10	Colorado State University	39	University of Rhode Island
11	University of Colorado at Denver	40	Rhode Island School of Design
12	Cornell University	41	Rutgers-The State University of
13	University of Florida	42	State University of New York
14	Florida International University	43	Temple University
15	University of Georgia	44	Texas A&M University
16	University of Guelph	45	Texas Tech University
17	Harvard University	46	University of Toronto
18	University of Idaho	47	Utah State University
19	University of Illinois, Urbana	48	Virginia Polytechnic Institute and State University
21	Kansas State University		
22	University of Kentucky	49	University of Virginia
23	Louisiana State University	50	Washington State University
24	University of Massachusetts	51	University of Washington
25	Michigan State University	52	West Virginia University
26	University of Michigan	53	University of Wisconsin
27	University of Minnesota	54	Other school not listed

Also select the two (2) digit Degree Code for the highest degree obtained. The code will be required for your online LicensE application.

- 01 - No degree received**
- 02 - Associate**
- 03 - Bachelor's**
- 04 - Master's**
- 05 - Doctorate**