

Applications for the CLARB – Landscape Architect Licensure Examination (LARE)

Candidates who wish to take any section of the CLARB – Landscape Architect Licensure Examination (LARE) must submit a completed application and be approved by the Board prior to registering to take the exam. Candidates will not be permitted to sign up for the exam until the Board has verified their approval with CLARB.

To qualify to take the LARE in S.C., candidates must meet one of the following requirements:

METHOD 1 – ACCREDITED DEGREE/TWO (2) YEARS EXPERIENCE

Candidates must:

- (1) Be a graduate of an accredited landscape architectural curriculum approved by the Department (a list of accredited colleges and universities offering degree programs in landscape architecture is in the Appendix); and
- (2) Have two (2) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board.

METHOD 2 – NON-ACCREDITED DEGREE OR FOUR (4) YEAR DEGREE IN RELATED FIELD/FIVE (5) YEARS EXPERIENCE

Candidates must:

- (1) Be a graduate of a non-accredited curriculum or a four (4) year college with a degree in a related field approved by the Board; and
- (2) Have five (5) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board.

LARE STRUCTURE

The sections of the LARE are:

Section 1 – Project and Construction Administration

Section 2 – Inventory and Analysis

Section 3 – Design

Section 4 – Grading, Drainage and Construction Documentation

IMPORTANT NOTES ON APPLICATION APPROVALS:

Applications for the LARE are accepted year-round and will be processed upon receipt for the next available testing window. It is the responsibility of the candidate to submit the appropriate paperwork for processing by the CLARB registration deadline. Please be aware of the following items:

1. CLARB Council Records typically take 30-45 days to complete.
2. Applicants that have an accredited degree in landscape architecture and two (2) years of experience verified by a licensed landscape architect qualify for staff level review of their application, and will be reviewed upon receipt of all application materials.
3. **Applicants that apply under the non-accredited degree/five (5) year experience requirement or that need to have their education or experience approved must appear before the Board for an application hearing on a regularly scheduled Board meeting date.**
 - The Board meets in February, May, July, and October. Application materials must be submitted to the Board no later than two weeks prior to the meeting date. A Board Meeting Calendar is posted on the Board website at <http://www.lronline.com/POL/landscapearchitect/index.asp?file=cal.htm> .
 - **Applicants applying for approval of experience must submit three (3) project examples for review by the Board.** These examples must be sent to the Board as a PDF document by email. We are not set up to accept dropbox files, so the documents must be emailed directly to the Board.
4. **If you are not a U.S. Citizen:** you will need to submit additional documentation for the Verification of Lawful Presence when you submit the SC Application. We will need a copy of one of the following documents in addition to the copy of your social security card and state-issued photo identification or passport:
 - Unexpired Reentry Permit (I-137)
 - Permanent Resident Card or Alien Registration Receipt Card with Photograph (I-551)
 - Unexpired Refugee Travel Document (I-571)
 - Unexpired Employment Authorization Card which Contains a Photograph (I-766)
 - Machine Readable Immigrant Visa (with Temporary I-551 Language)
 - Temporary I-551 Stamp (on passport or I-94)
 - I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
 - I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)
 - DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)

APPLICATION PROCESS

In order to pre-register, new exam candidates will need to take the following steps:

- (1) All candidates are required to start a Council Record with the Council of Landscape Architectural Examiners (CLARB) to take the exam. Visit their website at <http://www.clarb.org> to establish a Council Record.

Once the Council Record is complete:

- (2) Contact CLARB and request that the record be transmitted to the SC Board of Landscape Architectural Examiners.
- (3) Complete the SC Board of Landscape Architectural Examiners application. Applicants can apply through the online application system at <https://eservice.llr.sc.gov/NewAppsV2/Login/LoginPage?ReturnUrl=%2fNewAppsV2%2f> or can mail in the application posted on the website at <http://www.llronline.com/POL/LandscapeArchitect/PDF/Applications/Exam%20Application.pdf>
- (4) Submit 2 additional references that are not on the CLARB Council Record. (the SC Board requires a total of 5 references and will accept the 3 references on the CLARB Record.) A reference form is available at <http://www.llronline.com/POL/LandscapeArchitect/PDF/Applications/LA%20Reference.pdf>

Once the materials are received, the application will be reviewed for addition to the SC Pre-Approved Candidate list for the examination. **Your name must be added to this list before you will be allowed to take any sections of the examination.** Please note that you may be required to appear before the Board for an application hearing to get qualifying experience approved.

- *Candidates for the LARE will only submit to this application process for their first administration of the exam in S.C. Once the application is approved, applicants are placed on South Carolina's List of Pre-Approved Candidates for the LARE and can register for any further administrations of the exam. A name will be removed from the Pre-Approved candidate list and will be considered "lapsed" if the candidate does not take the exam for a period of three years. If it has been more than three years since you last took the exam, please contact our office to have your name added to the list.*

SCORE REPORTS

CLARB will transmit an official score report to the Board approximately one (1) week before they are posted on the CLARB website. An official score report will be mailed to candidates from the Board.

- (1) If the candidate fails sections or if the Board records show incomplete sections of the exam, a licensure form and instructions on applying for the next administration of the exam will be included with the score report.
- (2) Once the candidate passes all sections of the LARE, the Board will notify the candidate in writing of their passing scores and eligibility to apply for licensure as a landscape architect in the State of South Carolina. Instructions on applying for licensure will be included with the passing score report.