



## APPLICATION FOR INITIAL LICENSURE AS A LANDSCAPE ARCHITECT INSTRUCTIONS

For use by those who have passed the LARE and have completed the required experience but are not yet licensed in another state.

If you are a landscape architect seeking reciprocal licensure in Minnesota, use the [Application for Licensure as a Landscape Architect by Comity](#).

### Key Information

- **Please read all instructions.**
- See [MN Rules 1800.1500](#) for qualifying education and experience requirements.
- It is **your** responsibility to complete forms and have third parties forward any documents noted in the instructions. **All** required forms and documents must be received **prior to Board consideration of your application.**
- If any of your records are under a different name, include with your application a copy of your marriage license (IF it shows the name change), the pertinent section of divorce decree, or legal name change document.
- If your application is approved, the Board will inform you by letter. You must return a copy of that letter and the licensing fee in order to obtain your professional license.

### Application Steps

1. Complete your [online application](#) thoroughly, and 'sign'. You can start and return to an application later (prior to paying), if you cannot complete all items at one time.
2. Provide verification that you passed the Landscape Architecture Registration Examination (LARE). Go to the Council of Landscape Architecture Registration Board (CLARB) website at [clarb.org](http://clarb.org) and select "transmit your record" to request that your CLARB Record be sent to Minnesota. Contact CLARB for questions regarding this process.
3. If your CLARB Record does **not** include your transcripts or if you have foreign education that requires education evaluation under [MN Rules 1800.1500, Subp. 3\(B\)](#), or if it does not contain the experience verifications required for licensure based on your education (see [Rule 1800.1500 Subp. 4](#)), follow the instructions in the application regarding providing that required information to the Board.
4. **Submit the online application, the \$75 application fee and any required supporting documents.** Go to the "Documents" section of the application, where you will see what additional documents are required, can check the status of the items you have submitted and your application through Board review.

**If you have questions regarding your application, please call the Board office at 651-296-2388.**