



APPLICATION FOR LICENSURE AS A LANDSCAPE ARCHITECT BY COMITY INSTRUCTIONS

Application Packet Contents

Instructions and Notices.....Instr-1

Required Forms

[Landscape Architecture Application](#)..... 1-5

Others Forms

Read the instructions to determine which (if any) of the forms below are also required.

- [Verification of Examination & Licensure](#) Verif-1-2
- [Experience Verification](#)..... EXInstr-1, EXPForm 1 – 2

Key Information

- Please read all instructions.
- See [MN Rules 1800.1500](#) and [1800.0850](#) for 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 certificate or divorce decree (if they note the name change) or legal name change document.
- You will be notified by letter whether your application was approved or denied.
- If your application is approved, you will receive instructions for obtaining your professional license.

Foreign Education Evaluation

If your education is from a foreign institution and you are applying under [MN Rules 1800.1500, Subp. 3\(A\), item 3 or item 4](#), you must also obtain and submit to the Board an education evaluation as evidence of equivalency.

CONTACT: Educational Credential Evaluators (ECE),
101 W. Pleasant St., STE 200, Milwaukee, WI 53212;
Phone: (414) 289-3400 | www.ece.org

Request a **COURSE-BY-COURSE EVALUATION**.

Application Steps

If you **have** a Council of Landscape Architecture Registration Board (CLARB) Record:

1. **Request that your CLARB Record be sent to the Minnesota Board.** Go to clarb.org and select “transmit your record.” Contact CLARB for questions regarding this process.
2. **Complete Parts A, E, and F of this form.** (You do not need to complete B-D; do **not** submit the Exam/License or Experience Verification forms.)
3. If your education is from a foreign institution, see the “Foreign Education Evaluation” section and [MN Rules 1800.1500, Subp. 3\(B\)](#), to determine if you must also obtain and submit to the Board an education evaluation.
4. **Skip to step 5 below.**

If you do **not** have a CLARB Record:

1. **Complete ALL parts (A-F) of this form.**
2. **Submit official transcript(s)** listing your qualifying degree and date of graduation. If your education is from a foreign institution, see “Foreign Education Evaluation” section and [MN Rules 1800.1500, Subp. 3\(B\)](#) to determine if you must also submit an education evaluation. Have your evaluation (if applicable) and transcript(s) sent **directly** from the institution(s) to the Board by mail or email (aelslagid@state.mn.us).
3. **Complete the “Applicant” portion of the [Experience Verification Form](#) and send to your supervisor(s) for completion.** Refer to the Minnesota rules in place when you were first licensed: <https://www.revisor.mn.gov/rules/archive> for the experience required for your degree type. Your experience must be obtained under and verified by a licensed landscape architect, with some exceptions as noted in rule.
4. **Complete the “applicant” portion of the [Verification of Examination and Licensure/Certification Form](#).** Send that form to the state(s) that holds your exam score **and** to a state where you are currently licensed, if different. Include any fee they may require* and a stamped envelope addressed to the Minnesota Board (see address above).
* Some states charge a fee for verification of your records. To avoid delay, you may wish to contact your state to determine if there is a fee or any additional instructions.
5. **Check that you have signed Part E: Rules of Conduct ([page 4](#)).** Sign and date the affidavit (Part F/[page 5](#)). Be sure to include these pages with the rest of your application.
6. **Mail the application, \$75 fee and any required supporting documents to the address above.** Make checks payable to **MN Board of AELSLAGID**.

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



FOR BOARD USE ONLY
Application #

APPLICATION FOR LICENSURE AS A LANDSCAPE ARCHITECT BY COMITY

Application Fee: \$75

Enclose check or money order payable to
MN Board of AELSLAGID

FOR BOARD USE ONLY
License #
Date License Issued
License Fee \$

Part A: Applicant Information (All fields are required.)

Note: If any of the information below changes after you submit this application, you must notify the Board immediately.

- Are you or your spouse an active duty military member? Or have you left service in the last two years with an honorable or general discharge? No Yes (Priority processing)
- The address below is my (check one): Home Business. If **business**, list name: _____
- General/contact information:
 FULL Legal Name _____ (First) (Middle) (Last) (Suffix)
 Former Name _____ (If applicable)
 Street Address _____ (No PO boxes)
 City _____ State/Province _____
 ZIP/Postal Code _____ Country _____
 US SS # _____ (Or ITIN, if no US Social Security #)
 Gender: Male Female
 Birth Date _____ (MM) (DD) (YYYY)
 Phone # _____
- Have you ever had a license/certificate in **any** jurisdiction for **any** of the professions listed above disciplined, denied, surrendered, suspended or revoked? Yes No
If **yes**, attach a statement of explanation.
- Are you submitting an education (degree) evaluation (see [instructions](#) and [MN Rules 1800.1500, Subp. 3\(B\)](#) for applicability)? Yes No N/A
- Will you be submitting a CLARB record? (Follow the instructions that match your answer.)
 Yes ► **Skip to Parts E and F.** Do **not** complete/submit the Experience and Examination/Licensure Verification forms.
 No ► **Complete all parts of this form [A-F]. You will also need to submit the [Experience Verification Form](#), [Verification of Examination/Licensure Form](#), and official transcripts.**

Part B: Record of Examination(s) and Licensure

List all states (other than Minnesota) or countries in which you **currently** hold a landscape architect’s license. Attach a sheet if needed.

Note: If you **do not** already hold a landscape architect license in another state, you cannot apply by comity. Use instead the [Application for Licensure as a Landscape Architect \(“Initial Licensure”\) Form](#).

WHERE LICENSED	LICENSE #	DATE ISSUED (MM/YYYY)	CHECK METHOD FOR EACH LICENSE			
			Written Exam—List Number of Hours:	Oral Exam	Exemption (Grandfather Clause)	Comity

Part C: Education

List all undergraduate and graduate degrees. **You must submit an official transcript** from each educational institution. Transcripts must arrive direct from the institution by mail or email (aelslagid@state.mn.us).

College/University	City, State, Country	Date Graduated (mm/yyyy)	Degree Received

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, Subd. 4 (2022) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, Subd. 2 (2022), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless it is required by law.

**Part D: Experience Verifications
(Qualifying Experience)**

The amount of experience required is based on your degree type and the requirements in [MN Rules 1800.1500 at the time of your original licensure](#). Your landscape architecture experience **must be obtained under and verified by a licensed landscape architect**, unless an exception is noted in the rules in place in Minnesota at the time of your initial licensure in another state.

“Qualifying experience” consists of varied, progressive, nonrepetitive, practical experience at landscape architectural work that develops the applicant’s ability to apply the knowledge gained during academic training to make sound judgments in solving landscape architectural problems and prepares the applicant to assume responsible charge of the work involved in the practice of landscape architecture. The experience must include elements of research, codes and standards, site and environmental analysis, landscape architectural programming, planning, economics, schematic design, design development documents, construction documents, specifications, project management, and observation of construction.

1. List below the information for the supervisor(s) who will verify your experience. You may list as few as one supervisor and as many as necessary to verify all the required experience.

Supervisor Name (List in Chronological Order)	Business Name & Address	Employment Dates Under Supervisor	Licensed Profession

2. Provide a customized [Experience Verification Form](#) (included in this application packet) with the “applicant” (your) portion completed to **each of the supervisors listed above**. See that [form](#) for further instructions.

Part E: Rules of Professional Conduct (MN Rules 1805.0100-1805.1600)

Read below, then sign and date. Keep a copy for your records.

1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. Purpose. This chapter on professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience, and the use of the title of certified interior design.

Subp. 2. Scope. This chapter is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board.

Subp. 3. Professional responsibility. A. The professional conduct of a licensee or certificate holder must be in accordance with this chapter. B. When providing professional services, the licensee's or certificate holder's primary responsibility is the protection of the public's health, safety, and welfare.

1805.0200 OBLIGATION TO PROVIDE FULL DISCLOSURE.

Subpart 1. Public statements. A. A licensee or certificate holder shall avoid any act that may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity. B. A licensee or certificate holder shall be objective and truthful in all professional documents, including but not limited to plans, reports, statements, or testimony. The licensee or certificate holder shall consider relevant and pertinent information in such documents or testimony and express professional opinions publicly only when they are founded upon an adequate knowledge of the facts and a competent evaluation of the subject matter.

Subp. 1a. Credit. In connection with the work for which the licensee or certificate holder is claiming credit, the licensee or certificate holder shall accurately represent the licensee's or certificate holder's qualifications, education, and scope of responsibility for the work. The licensee or certificate holder shall also accurately represent the qualifications, education, and scope of responsibility of any employer, employees, or associates.

Subp. 2. False statements and nondisclosure. A licensee or certificate holder shall not make a false statement or fail to disclose a material fact requested in connection with an application for certification, licensure, or renewal in this state or any other state.

Subp. 3. Knowledge of unqualified applicants. A. A licensee or certificate holder shall not endorse an application for certification or licensure of another person known by the licensee or certificate holder to be unqualified in respect to character, education, experience, or other relevant factor. B. A licensee or certificate holder possessing knowledge of an applicant's qualifications for examination, licensure, or certification shall cooperate with the applicant and the board by responding regarding those qualifications when requested to do so. A licensee or certificate holder shall provide verification of employment and experience earned by an applicant under supervision if there is reasonable assurance that the facts to be verified are accurate. A licensee or certificate holder shall not knowingly sign a verification document that contains false or misleading information.

Subp. 3a. Knowledge of improper conduct by others. A licensee or certificate holder possessing knowledge of any acts prohibited by this chapter, chapter 1800, or Minnesota Statutes, sections 326.02 to 326.15, by a licensee, certificate holder, or unlicensed individual shall report such knowledge to the board. Upon questioning by the board or its representative during an official inquiry into an alleged act, a licensee or certificate holder shall disclose any knowledge the licensee or certificate holder may have in the matter.

Subp. 4. General prohibitions. A licensee or certificate holder shall not: A. circumvent a rule of professional conduct through actions of another; B. engage in illegal conduct involving moral turpitude; C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation; D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or E. permit the licensee's or certificate holder's name or seal to be affixed to plans, specifications, or other documents that were not prepared by or

under the direct supervision of the licensee or certificate holder.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. Employment. A licensee or certificate holder shall not accept a project where a duty to the client or the public would conflict with the personal interest of the licensee or certificate holder or the interest of another client. Prior to accepting a project, the licensee or certificate holder shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. Compensation. A licensee or certificate holder shall not accept compensation for services relating or pertaining to the same project from more than one party unless: A. there is a unity of interest between or among the parties to the project; B. the licensee or certificate holder makes full disclosure; and C. the licensee or certificate holder obtains the express consent of all parties from whom compensation will be received.

Subp. 3. Gifts. A. Without the knowledge and approval of the client or the employer, a licensee or certificate holder shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, material or equipment suppliers, or other persons dealing with the client or employer in connection with the work for which the licensee or certificate holder has been retained. B. A licensee or certificate holder shall neither offer nor make any payment or gift to a government official, whether elected or appointed, with the intent of influencing the official's judgment in connection with a prospective or existing project in which the licensee or certificate holder is interested or involved.

Subp. 4. Interpretations. When acting as the interpreter of project contract documents or as the judge of contract performance, a licensee or certificate holder shall render decisions impartially, using the professional judgment of their licensed or certified discipline.

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A. A licensee or certificate holder shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

B. A licensee or certificate holder shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee or certificate holder is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee or certificate holder shall not make false or malicious statements that may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0650 COMPETENCE.

Subpart 1. Standards of competence. In practicing architecture, engineering, land surveying, landscape architecture, or geoscience, or when using the title of certified interior designer, each licensee or certificate holder shall act with reasonable care and competence and shall apply the knowledge and skill that is ordinarily applied by such professionals.

Subp. 2. Conformance with state and local laws and regulations. When providing professional services, a licensee or certificate holder shall not violate applicable state and local laws and regulations. Notwithstanding the duty of licensees and certificate holders to follow the law, in proceedings before the board, the board shall consider whether a licensee's or certificate holder's violation follows from incorrect advice on the meaning of a statute or regulation. In such a circumstance, the board shall consider the reasonableness of the licensee's or certificate holder's reliance on the incorrect advice in determining the appropriate sanction, if any, for the violation.

Subp. 3. Qualifications for performing professional services. A licensee or certificate holder shall perform professional

Printed Name

Date

Signature

services only when the licensee or certificate holder, together with those whom the licensee or certificate holder may engage as consultants, is qualified by education, training, and experience in the specific technical areas involved.

1805.0700 COMPLIANCE WITH LAWS.

Subpart 1. Violation of laws. Convictions of a felony without restoration of civil rights, or disciplinary action taken against a licensee or certificate holder by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct.

Subp. 2. Incompetence. A licensee or certificate holder adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 1.

1805.0800 EMPLOYMENT PRACTICES.

A licensee or certificate holder, as an employer, shall refrain from engaging in any discriminatory employment practice prohibited by law.

1805.0900 PROFESSIONAL MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1, shall include any act or practice in violation of the rules of professional conduct in this chapter. A licensee or certificate holder shall not engage in conduct involving bribery, collusion, corruption, fraud, or malfeasance.

1805.1500 REGISTRATION.

No corporation, partnership, or other firm engaged in the practice of architecture, engineering, land surveying, landscape architecture, geoscience, or two or more of these professions, shall contract with or accept employment for professional services of an architectural, engineering, land surveying, landscape architectural, or geoscience character as defined in Minnesota Statutes, sections 326.02 to 326.15, unless a member or employee of the corporation, partnership, or other firm in responsible charge of the work is registered and licensed under Minnesota Statutes, sections 326.02 to 326.15, to practice the profession called for by the employment.

1805.1600 RESPONSIBLE CHARGE AND DIRECT SUPERVISION.

Subpart 1. Responsible charge; defined. A person in responsible charge of architectural, engineering, land surveying, landscape architectural, geoscience, or certified interior design work as used in Minnesota Statutes, section 326.14, means the person who determines and reviews design criteria, including technical aspects, advises with the client, and has direct supervision of subordinates during the course of the work and, in general, the person whose professional skill and judgment are embodied in the plans, designs, and advice involved in the work.

Subp. 2. Direct supervision; defined. A person in "direct supervision" of work as referred to in Minnesota Statutes, section 326.12, subdivision 3, means that person who is the employer, an employee of the same firm, or who is under contract to or from another firm and who is in responsible charge of the technical aspects of the architectural, engineering, land surveying, landscape architectural, geoscience, or certified interior design work in progress, and whose professional skill and judgment are embodied in the plans, specifications, reports, plats, or other documents required to be certified pursuant to that subdivision. A person in direct supervision of work directs the work of other licensees, unlicensed professionals, technicians, and clerical persons assigned to that work and is in responsible charge of the project comprising the work being supervised.

Part F: Certification Statements

to Be Affirmed by the Applicant

Read the statements, **select the appropriate true/false response**, then **sign** and **date** below.

If you answer “False” to any of the statements, you **must** enclose a statement of explanation for each checked statement. Your application is not considered complete until you provide the required explanation(s).

[MN Rules 1800.0400 Subp. 5 \(2023\)](#)

- | | |
|--|--|
| 1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2022) and the Rules and Regulations adopted thereunder; | <input type="checkbox"/> True <input type="checkbox"/> False |
| 2. I am not under any disciplinary proceeding or action nor had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction up to the date of my application to the Board; | <input type="checkbox"/> True <input type="checkbox"/> False |
| 3. I have never been convicted of a felony; | <input type="checkbox"/> True <input type="checkbox"/> False |
| 4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and | <input type="checkbox"/> True <input type="checkbox"/> False |
| 5. I have not performed or offered to perform any services reserved in statute to an individual who is properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the State of Minnesota until my license has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design. | <input type="checkbox"/> True <input type="checkbox"/> False |

I declare that everything I have stated in this document is true and correct. If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.

Applicant Signature _____

Date _____

THIS SECTION FOR BOARD USE ONLY

Application Withdrawn Date

**RECOMMEND DENIAL
OF APPLICATION**

Board Member Signature
Board Member Name
Date

**RECOMMEND APPROVAL
OF APPLICATION**

Board Member Signature
Board Member Name
Date



EXPERIENCE VERIFICATION FORM LANDSCAPE ARCHITECT APPLICATION INSTRUCTIONS

Applicant Instructions:

This form serves to document in detail your work experience. **Note that experience requirements vary depending upon your education** and the [rules in place at the time of your initial licensure](#). Qualifying experience is calculated up to the day you submit your application or the end date provided on the form, whichever is first. You cannot list experience yet to be earned.

1. Complete the areas marked **APPLICANT**. Be sure to sign and date the form (see [middle of page 1](#)).
2. When completing the **APPLICANT** fields for the [Description of Work](#) (page 2), be detailed and accurate. Experience must be diversified in the practice of landscape architecture and include **all twelve (12)** of the knowledge areas listed. **You must mark the applicable type(s) of experience specific to each work/project description you list.** An example of a completed form can be viewed on the Board website, on the Landscape Architecture page.
3. Provide separate copies of this form to each supervisor you listed on [Part D: Experience Verifications](#) of the [Landscape Architect Application Form](#). Include only the information/hours appropriate to each supervisor. Provide the supervisor(s) with ALL pages of this form, **including this instruction page**.

Note: Your landscape architecture-related experience **must be obtained under and verified by a licensed landscape architect**, with the exception that up to one year may be obtained under and verified by a licensed architect or licensed professional engineer.

4. Ask the supervisor(s) to return this form **directly to the Board office** (see address above). You may wish to provide them with a stamped and addressed envelope for this purpose.

If you have questions about this form, please call the Board office at 651-296-2388.

Supervisor Instructions:

1. Complete all areas marked **SUPERVISOR**. All are **required**. Be sure to sign and date the form (see [bottom of page 1](#)).
2. For the [Description of Work](#) (page 2) **initial** next to every description you can substantiate. Leave the initial field blank for any description you cannot substantiate.
3. Return the form (pages 1 and 2) **directly to the Board office** (see address above).

NOTE!

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, subdivision 4 (2022) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2022), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law.



EXPERIENCE VERIFICATION FORM LANDSCAPE ARCHITECT APPLICATION

Please read the INSTRUCTIONS page before completing.

1: General Information and Signatures

APPLICANT: COMPLETE THIS SECTION

Applicant Name _____
(Legal first name - no nicknames) (Last)

Applicant Title _____
(Job title at employer listed below)

Supervisor Name _____

Employer/Company Name _____

Employment Dates: _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

Employment Type: Full Time Part Time - If part time, indicate hours per week: _____

Postmark Date: _____
(MM/DD/YYYY)

Provide a date prior to the application deadline by which you want the supervisor to return this form to the Board.

APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO SUPERVISOR.
I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference with respect to my experience and employment. I authorize the release of information, favorable or otherwise, **directly** to the Board.

Applicant Signature Date

SUPERVISOR: COMPLETE THIS SECTION

The Board requests your cooperation in making its evaluation of the qualifications of the applicant more thorough. All information secured from supervisors/employers is for the use of the Board. In keeping with the [Minnesota Government Data Practices Act](#), the information you provide will be private until the applicant becomes licensed, at which time it will be classified as public information.

Please return both pages of this signed and completed form to the Board by the postmark date indicated in the box above.

The applicant:

1. Worked under my direct supervision: Yes No

2. Performed work that included the following elements:

- (1) Research (2) Codes and Standards (3) Site & Environmental Analysis (4) Programming (5) Planning
- (6) Economics (7) Schematic Design (8) Design Development Documents (9) Construction Documents
- (10) Specifications (11) Project Management (12) Observation of Construction

3. Provided correct employment dates and hours worked per week above: Yes No

If **no**, provide correct dates/hours: _____

Supervisor Signature Date License # Issuing State

2: Description of Work/Projects/Responsibilities

Applicant Name: _____

Supervisor Name: _____

APPLICANT: Use this section to document qualifying experience as defined in [MN Rules 1800.1500 Subp. 6](#). Complete all information for each assignment or engagement. The description of work must accurately reflect the character of the work, the degree of responsibility, the location of the work and the client. Mark the element of experience for each description at right (select all elements that apply). Attach additional sheets as needed.

SUPERVISOR: Initial next to **every description** you can substantiate in the box in the column at right.



APPLICANT: Detail your work experience: client, project size, location, your role, degree of responsibility, skills demonstrated.	APPLICANT: Mark element of experience.*						SUPERVISOR: Initial below.
	1	2	3	4	5	6	
	7	8	9	10	11	12	
	1	2	3	4	5	6	
	7	8	9	10	11	12	
	1	2	3	4	5	6	
	7	8	9	10	11	12	
	1	2	3	4	5	6	
	7	8	9	10	11	12	
	1	2	3	4	5	6	
	7	8	9	10	11	12	

* Key to Experience Type Codes

1 = Research
 2 = Codes and Standards
 3 = Site and Environmental Analysis
 4 = Programming

5 = Planning
 6 = Economics
 7 = Schematic Design
 8 = Design Development Documents

9 = Construction Documents
 10 = Specifications
 11 = Project Management
 12 = Observation of Construction



VERIFICATION OF EXAMINATION AND LICENSURE/CERTIFICATION

TO BE COMPLETED BY APPLICANT

Complete **Section A** and send a signed copy to the state(s) that hold your exam records **and** a state where you are currently licensed, if different. **To avoid processing delay, check with them regarding fees or other filing requirements.**

THIS IS A TWO-PAGE FORM. SEND BOTH PAGES.

Section A: Contact Information and Applicant Authorization

TO: (Address of state board completing form)

Legal Name _____
(First) (Middle) (Last) (Suffix)

Last 4 of SS # XXX-XX- _____ Former Name _____
(if applicable)

Address _____

City _____ State _____ Zip _____

I am applying to the Minnesota Board of AELSLAGID. I authorize the Verifying Board to provide any and all pertinent information requested.

Applicant Signature

Date

TO BE COMPLETED BY VERIFYING BOARD

Complete all relevant items in **Sections B–F** and return **both pages** to the Minnesota Board at the address above.

Section B: Registrations/Licenses Held by Applicant

Registration	License #	Date Issued (mm/dd/yyyy)	Expires (mm/dd/yyyy)
Landscape Architect			

Section C: Basis of Licensure

(Check box next to applicable situation and provide any details requested.)

LARE EXAM. Total hours: _____. **Note:** Provide detail in **Section E: Record of Examinations** on page 2.)

ORAL EXAMINATION. Total hours: _____.

COMITY with the following state(s): _____.

EDUCATION AND EXPERIENCE.

Please describe below what your state requirements were at the time this individual became licensed in your state:

Applicant Name: _____

Section D: Investigations or Complaints

Has formal disciplinary action ever been taken against the above-named individual? Yes No

If **yes**, attach a detailed explanation.

Section E: Record of Examinations

LARE (June 1992 - June 1996)	Date Passed
1. Legal and Administrative Aspects of Practice	
2. Programming and Environmental Analysis	
3. Conceptualization and Communication	
4. Design Synthesis	
5. Integration of Technical and Design Requirements	
6. Grading and Drainage	
7. Implementation of Design Through Construction	

LARE (December 1996 - December 1998)	Date Passed
1. Legal and Administrative Aspects of Practice	
2. Programming and Environmental Analysis	
3. Conceptualization and Communication	
4. Design Synthesis	
5. Integration of Technical and Design Requirements	
6. Grading and Drainage	

LARE (June 1999 - December 2005)	Date Passed
A. Legal and Administrative Aspects of Practice	
B. Analytical Aspects of Practice	
C. Planning and Site Design	
D. Structural Considerations and Materials and Methods of Construction	
E. Grading, Drainage and Storm Water Management	

LARE (April 2006 – June 2012)	Date Passed
A. Project and Construction Administration	
B. Inventory Analysis and Program Development	
C. Site Design	
D. Grading, Drainage and Construction Documentation	
E. Grading, Drainage and Storm Water Management	

LARE (2012 – November 2023)	Date Passed
1. Project and Construction Administration	
2. Inventory and Analysis	
3. Design	
4. Grading, Drainage and Construction Documentation	

LARE (December 2023 - present)	Date Passed
1. Inventory, Analysis, and Project Management	
2. Planning and Design	
3. Construction Documentation and Administration	
4. Grading, Drainage, and Stormwater Management	

Section F: Verifying Board Signature

The information provided herein is correct to the best of our knowledge.

Signature

Title

Date

