



## DELAWARE STATE BOARD OF LANDSCAPE ARCHITECTURE

### Applicant Instructions

#### Direct Applicants for Examination

An applicant may apply for Delaware State Board of Landscape Architecture approval to take the Council of Landscape Architectural Registration Boards (CLARB) uniform national examination if all of the following qualifications are met:

The Board's application form must be completed in full, signed and notarized. Supporting documentation, such as transcripts and Supervisory Reference forms must be received by the Board prior to approval to sit for the examination.

An applicant who is applying for examination and licensure shall have one of the following qualifications:

1. Graduation from a school or college of Landscape Architecture approved by the National Council of Landscape Architectural Registration Boards, the American Society of Landscape Architects Landscape Architectural Accreditation Board, or other legitimate national association of landscape architects; and has acquired 2 years of work experience in the practice of landscape architecture under the direct supervision of a licensed landscape architect.
2. Completion of 2 years of courses in landscape architecture from a school or college of Landscape Architecture approved by the National Council of Landscape Architectural Registration Boards, the American Society of Landscape Architects Landscape Architectural Accreditation Board, or other legitimate national association of landscape architects; and has acquired 4 years of work experience in the practice of landscape architecture under the direct supervision of a licensed landscape architect.

The applicant must meet all other licensure requirements as set forth in the Board's current law, Chapter 2, Title 24 of the Delaware Code and the Board's rules and regulations, copies of which will be provided to all applicants.

#### Applicants for Licensure by Reciprocity

An applicant currently holding a valid license in another state or jurisdiction may apply for licensure by reciprocity if all of the following qualifications are met:

All applicable parts of the Board's application form must be completed and the non-refundable pro-rated license fee must be received by the Board.

The applicant must provide a certificate or other evidence of a passing score on all sections of the CLARB uniform national examination.

The applicant must provide verifications of license in good standing directly from each state or jurisdiction in which the applicant is currently or was ever previously licensed as a landscape architect.

**Please Note:** It is the responsibility of the applicant to ensure that all licensing requirements are fulfilled and to arrange for the Board to receive all necessary supporting documents. The Board may request additional information or documents if clarification is needed. Once the application is complete and all documents received, the Board will review the application and the applicant will be notified by the Board office of the outcome. Issuance of licenses approved by the Board will occur upon payment of the appropriate licensing fee. Any questions regarding the Board's application process or a specific application should be directed to the Board's Administrative Specialist at (302) 744-4500.