



**Secretary of State
Office of Professional Regulation**

**LANDSCAPE ARCHITECT
Application Instructions**

ENDORSEMENT: Applicants currently licensed from other states

To qualify, an applicant must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Complete the online application and pay the application Fee (**Non-Refundable Processing fee**);
2. Proof of passing the examination administered by the Council of Landscape Architects (CLARB) to be submitted directly by CLARB also showing verification of licensure(s); and

Contact CLARB at (571)-432-0332 or visit their website at www.clarb.org and request your Council Record be transmitted electronically to: kara.shangraw@vermont.gov or have your records mailed to the office.

3. Completed CLARB Record

EXAMINATION: First time Applicants

1. Complete the online application and pay the application Fee (**Non-Refundable Processing fee**);
2. Proof of passing the examination administered by the Council of Landscape Architects (CLARB) to be submitted directly by CLARB.

Contact CLARB at (571)-432-0332 or visit their website at www.clarb.org and request your Council Record be transmitted electronically to: kara.shangraw@vermont.gov or have your records mailed to the office.

FAST TRACK ENDORSEMENT:

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

1. Complete the online application and pay the application Fee (**Non-Refundable Processing fee**);
2. Verification of Licensure form. Provide verification of your most current state of licensure. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application; and
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.