

**BOARDS AND COMMISSIONS**  
**Board of Landscape Architects**  
**(Amended at ARRS Committee)**

**201 KAR 10:040. Applications.**

RELATES TO: KRS ~~323A.010,~~ 323A.040, 323A.050, 323A.060~~, 323A.070~~

STATUTORY AUTHORITY: KRS 323A.210(2)(b)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.210 authorizes the board to promulgate administrative regulations necessary to implement KRS Chapter 323A. This administrative regulation establishes the procedures for the filing and processing of an application for ~~licensure~~~~registration~~ as a landscape architect.

Section 1. Application for Initial License. ~~[Filing of Applications.]~~

(1) An applicant for ~~a license~~~~registration~~ as a landscape architect shall file a completed Application for ~~License~~~~Registration~~ to Practice Professional Landscape Architecture. The application shall be signed by the applicant certifying that the applicant is familiar with and agrees to abide by the provisions of KRS Chapter 323A and the administrative regulations in 201 KAR Chapter 10 ~~and agrees to abide by them~~~~[-]~~

~~[(a)] [Be filed during regular business hours at the office of the board;]~~

~~[(b)] [Include an attached photograph, taken within thirty (30) days of the application, of the applicant showing the face of the applicant at least three-fourths (3/4) of an inch wide;]~~

~~[(c)] [List at least five (5) references in accordance with Section 3 of this administrative regulation;]~~

~~[(d)] [Be received by the board by February 1 to be considered for the June examination or by August 1 to be considered for the December examination;]~~

~~[(e)] [Be signed by the applicant, certifying that the applicant:]~~

~~[1.] [Is familiar with the provisions of KRS Chapter 323A; and]~~

~~[2.] [Subscribes to and agrees to abide by the applicable statutes and administrative regulations promulgated by the board; and]~~

~~[(f)] [Be notarized].~~

(2)

~~(a) An applicant shall take and pass the Landscape Architect Registration Examination (LARE).~~

~~(b) The applicant shall cause the results of the LARE to be sent to the board by the exam administrator. [An application for a written examination shall be filed at the office of the board at least four (4) months prior to the beginning date of an examination.]~~

(3) The application fee prescribed in 201 KAR 10:050, Section 1~~(3)~~~~(6)~~, shall accompany the application.

Section 2. Verification of Work Experience. ~~[Personal References.]~~

(1) An applicant shall cause a Verification of Work Experience form to be submitted by a former or present employer. The former or present employer shall submit the form directly to the board. ~~[The application shall list at least five (5) citizens of the United States as a personal reference for the applicant. Three (3) of the five (5) persons listed as a reference shall be a registered professional landscape architect. A personal reference for an applicant:]~~

~~[(a)] [Shall not be a relative of the applicant; and]~~

~~[(b)] [May be contacted by the board for information relating to the applicant's character and professional ability.]~~

~~[(2)] [A member of the board may be listed as a person who has supervised the work of an applicant.]~~

(2) Military experience shall be acceptable if it has been gained in landscape architecture as defined by ~~f the provisions of~~ KRS 323A.010(3).

(3) The sale or installation of a product such as landscape materials (plants and construction) shall not be considered professional experience.

(4) A plan or sketch drawn by a person solely for the promotion or sale of that person's products shall not be considered professional experience.

Section 3. Reciprocity. An applicant who seeks a license~~[registration]~~ under KRS 323A.050(1) shall submit:

(1) Satisfactory proof of a license~~[registration]~~ in good standing in a state or country in which the applicant is licensed;~~[and]~~

(2)

(a) An applicant who is licensed in another state of the United States shall have passed the LARE to be considered for licensure by reciprocity.

(b) An applicant who is licensed in another country shall take and pass the LARE to be considered for licensure by reciprocity. ~~[A statement that licensure in the state was obtained:]~~

~~[(a)] [Under a grandfather clause;]~~

~~[(b)] [By examination; or]~~

~~[(c)] [Other means, including an explanation of the other means;]~~

(3)

(a) An applicant for licensure by reciprocity who was educated in the United States shall have graduated from a school that is accredited by the Landscape Architectural Accreditation Board (LAAB).

(b) An applicant for licensure by reciprocity who was educated outside the United States shall provide documentation from an educational assessment organization approved by the board that the applicant's education is equal to an accredited landscape architecture curriculum approved by the board. The applicant shall be responsible for any fee charged by ~~the~~ ~~such an~~ organization.

Section 4. Board Consideration of Applications for Licensure.

(1) Each applicant shall be considered and voted on by the board.

(2) Approval of an applicant shall require a majority vote of the board.

(3) The action taken by the board shall be recorded in the board minutes.

(4) A copy of the letter from the board notifying an applicant of the board's decision regarding application shall be placed in the applicant's file.

~~[Section 5.] [Professional Landscape Architectural Experience.]~~

~~[(1)] [Military experience shall be acceptable if it has been gained in landscape architecture as defined by the provisions of KRS 323A.010(3).]~~

~~[(2)] [The sale or installation of a product such as landscape materials (plants and construction) shall not be considered a professional experience.]~~

~~[(3)] [A plan or sketch drawn by a person solely for the promotion or sale of that person's products shall not be considered a professional experience.]~~

Section 5. Renewal.

(1) A licensee shall renew a license annually by July 1 by completing the online renewal form and paying the *renewal* fee required by 201 KAR 10:050. A license may be renewed as active or inactive status.

(2) A licensee who does not renew online shall renew a license annually by July 1 by completing the Annual Active Renewal Notice form or the Inactive Annual Renewal Form and paying the *renewal* fee required by 201 KAR 10:050. In addition, the Annual

Active Renewal Notice form shall be accompanied by the Continuing Education Approval Request and Affidavit Form (Form #CE-1), *as incorporated by reference in 201 KAR 10:080*.

#### Section 6. Change of Status.

(1) A licensee may choose to inactivate the license. To do so, the licensee shall notify the board in writing.

(2) During the period a license is inactive, a licensee shall:

- (a) Be exempt from the provisions of 201 KAR 10:080; and
- (b) Not practice landscape architecture.

#### Section 7. Reinstatement and Reactivation.

(1) Prior to reinstatement of a suspended or expired license or reactivation of an inactive or retired license, a licensee shall complete the number of continuing education hours required for the annual renewal of the license times the number of years the license was suspended, expired, retired, or inactive.

(2) The number of continuing education hours required by subsection (1) of this section shall not exceed twenty-four (24) hours.

(3) The request for reinstatement or reactivation shall be accompanied by the *reinstatement or reactivation* fee required by 201 KAR 10:050.

#### Section 8. Retired License.

(1) A licensee who has retired from the practice of landscape architecture may request a retired license by notifying the board in writing.

(2) The request shall be accompanied by the *renewal* fee required by 201 KAR 10:050.

(3) The licensee shall provide evidence of retirement, such as social security benefits or a public or private pension.

#### Section 9. ~~Section 6.~~ Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Application for ~~License~~~~Registration~~ to Practice Professional Landscape Architecture", 7/2023;~~May 2002 Edition, Kentucky State Board of Examiners and Registration of Landscape Architects, is incorporated by reference.~~

(b) " *Verification of Work Experience* ", 7/2023;

(c) " *Annual Active Renewal Notice* ", 7/2023; and

(d) " *Inactive Annual Renewal Form* ", 7/2023.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Landscape Architects, 2365 Harrodsburg Road, Suite B350, Lexington, Kentucky 40504, ~~It may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky State Board of Examiners and Registration of Landscape Architects, 301 East Main Street, Lexington, Kentucky 40507,~~ Monday through Friday, 8 a.m. to 4:30 p.m. *This material is also available on the agency's Web site at [kbla.ky.gov](http://kbla.ky.gov).*

(1 Ky.R. 594; eff. 4-9-1975; Am. 16 Ky.R. 1236; eff. 2-3-1990; 24 Ky.R. 132; 561; eff. 11-14-1997; 29 Ky.R. 1005; 1760; eff. 1-16-2003; Cert eff. 1-16-2020; 50 Ky.R. 1745; eff. 7-30-2024.)

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