

**BOARDS AND COMMISSIONS**  
**Board of Landscape Architects**  
**(Amendment)**

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

RELATES TO: KRS 323A.010, 323A.040, 323A.050, 323A.060, 323A.105

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

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the regulation will not have a major economic impact.

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 as a landscape architect.

Section 1. Application for Initial License.

(1) An applicant for a license as a landscape architect shall file a completed Application for License to Practice Professional Landscape Architecture. The application shall be submitted and signed electronically by the applicant certifying that the application and attachments, if any, are true and complete and 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.

(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.

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

Section 2. Verification of Work Experience.

(1) An applicant shall cause a Verification of Work Experience form to be submitted electronically by a former or present employer. The former or present employer shall submit the form directly to the board.

(2) Military experience shall be acceptable if it has been gained in landscape architecture as defined by 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 under KRS 323A.050(1) shall electronically submit:

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

(2) Proof of successful completion of the LARE.

~~[(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.]~~

(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 electronically 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 organization.

#### Section 4. Board Consideration of Applications for Licensure.

(1) Each applicant for reinstatement, reactivation, or initial licensure by the board shall be considered and voted on by the board.

(2) Approval of an applicant shall require a majority vote of a voting quorum 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. 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. An active[A] license may be renewed as active,~~or~~ inactive, or retired status. An inactive or retired license may only be renewed as an inactive or retired license. An active, inactive or retired status license shall expire if not renewed by July 1 each year.

(2) An active [A] licensee who completes the online renewal application seeking active license status shall also complete the online~~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. Inactive License ~~[Change of Status]~~.

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

(2) An inactive license must be renewed annually to maintain inactive license status.

(3) 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) "Reinstatement" means going from expired or suspended status to active, inactive or retired status.

(2) "Reactivation" means going from inactive or retired status to active status.

(3) Prior to reinstatement of a suspended or expired license or reactivation of an inactive or retired license, a licensee shall file a completed Application for Reinstatement/Reactivation of License to Practice Professional Landscape Architecture. The application shall be submitted and signed electronically by the applicant certifying that the application and attachments, if any, are true and complete and 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.~~[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.]~~

(4) ~~(2)~~ Prior to reinstatement of a suspended or expired license or reactivation of an inactive or retired license, the applicant shall demonstrate compliance with the continuing education requirements set forth at 201 KAR 10:080 Section 10, or the testing requirement set forth at KRS 323A.100(5) [The number of continuing education hours required by subsection (1) of this section shall not exceed twenty-four (24) hours].

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

(6) The application for reinstatement or reactivation shall also be accompanied by either electronic submission of a Continuing Education Approval Request and Affidavit Form (Form #CE-1), or the results of the LARE to be sent to the board by the exam administrator.

#### 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 electronically~~[in writing]~~.

(2) The request shall be accompanied by the renewal fee required by 201 KAR 10:050, and a retired license must be renewed annually to maintain retired license status.

(3) When initially requesting retired license status, the licensee shall provide evidence of retirement, such as social security benefits or a public or private pension.

(4) During the period a license is retired, a licensee shall:

(a) Be exempt from the provisions of 201 KAR 10:080; and

(b) Not practice landscape architecture.

#### Section 9. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Application for License to Practice Professional Landscape Architecture", 1/2025~~[7/2023]~~;

(b) "Verification of Work Experience", 1/2025~~[7/2023]~~;

(c) "Application for Annual Active Renewal~~[Notice]~~", 1/2025~~[7/2023]~~~~;~~ ~~and~~

(d) "Continuing Education Approval Request and Affidavit Form (Form #CE-1)", 1/2025;

(e) "Application for Annual Inactive ~~[Annual]~~ Renewal~~[Form]~~", 1/2025~~[7/2023]~~;

(f) "Application for Reinstatement/Reactivation of License to Practice Professional Landscape Architecture", 1/2025; and

(g) "Application for Annual Retired Renewal", 1/2025.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Landscape Architects, 1714 Perryville Road, Suite 200, Danville, Kentucky 40422~~[2365 Harrodsburg Road, Suite B350, Lexington, Kentucky 40504]~~, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available ~~on the agency's Web site~~ ~~at~~ <https://kbla.ky.gov/Pages/Resources.aspx>~~[kbla.ky.gov]~~.

*GARY WOLNITZEK, Chairperson*

APPROVED BY AGENCY: May 20, 2025

FILED WITH LRC: August 15, 2025 at 9:45 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 a.m. at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, Kentucky 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit

written comments on the proposed administrative regulation. Written comments shall be accepted through October 31, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Morgan G. Ransdell, Board Attorney, Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, Kentucky 40422; phone (502) 665-9600, email [Morgan.Ransdell@ky.gov](mailto:Morgan.Ransdell@ky.gov).

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person:**Morgan G. Ransdell

**Subject Headings:**Boards and Commissions, Landscape Architects, Occupations and Professions

**(1) Provide a brief summary of:**

**(a) What this administrative regulation does:**

This administrative regulation establishes the procedures for the filing and processing of an application for licensure as a landscape architect.

**(b) The necessity of this administrative regulation:**

The use of applications and other agency forms are necessary to regulate the landscape architect profession for public protection per KRS 323A.020.

**(c) How this administrative regulation conforms to the content of the authorizing statutes:**

KRS 323A.040(4) and KRS 323A.105 specifically mandate the use of application forms and the collection of information from applicants for licensure.

**(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:**

KRS 323A.040(4) and KRS 323A.105 specifically mandate the use of application forms and the collection of information from applicants for licensure.

**(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:**

**(a) How the amendment will change this existing administrative regulation:**

The amendment updates five material incorporated by reference ("MIR") items, and adds two new material incorporated by reference items. The newly added items are the Application for Reinstatement/Reactivation, and the Application for Annual Retired Renewal. The amendment also implements paperless processes by directing the electronic submission of agency forms and applications.

**(b) The necessity of the amendment to this administrative regulation:**

The amendment is a necessary component of a move to paperless processes. To protect the public, the revised application forms add a uniform attestation clause, and seek disclosure of felony convictions and disciplinary actions.

**(c) How the amendment conforms to the content of the authorizing statutes:**

The amendments serve the agency mission of public protection by implementing collection of felony conviction and discipline information with every application seeking active license status, rather than collecting such information only upon initial licensure.

**(d) How the amendment will assist in the effective administration of the statutes:**

The amendments serve the agency mission of public protection by implementing collection of felony conviction and discipline information with every application seeking active license status, rather than collecting such information only upon initial licensure.

**(3) Does this administrative regulation or amendment implement legislation from the previous five years?No.**

**(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:**

The 347 licensees subject to the Board's regulatory authority, and future applicants.

**(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:**

**(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment:**

Applicants will be directed submit forms and applications electronically, in lieu of hard copies. Applicants for Reinstatement/Reactivation and Annual Retired Renewal will have a specific application form to complete. Reinstatement and renewal applicants will be directed to provide previously unreported felony conviction and discipline information.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4):**

The amendment does not alter the cost imposed upon applicants.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (4):**

Monitoring of felony convictions and disciplinary actions of incumbent licensees will protect the integrity of the profession of landscape architecture.

**(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:**

**(a) Initially:**

There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

**(b) On a continuing basis:**

There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

**(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment:**

Agency funds.

**(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:**

No fee increase or funding is required.

**(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees:**

It does not.

**(10) TIERING: Is tiering applied?**

Tiering is not applied.

## **FISCAL IMPACT STATEMENT**

**(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation:**

KRS 323A.010, 323A.040, 323A.050, 323A.060, 323A.105.

**(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act:**

KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

**(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions:**

The Kentucky Board of Landscape Architects.

**(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):**

**1. Expenditures:**

**For the first year:**The amendment will not impact expenditures.

**For subsequent years:**The amendment will not impact expenditures.

**2. Revenues:**

**For the first year:**The amendment will not impact revenues.

**For subsequent years:**The amendment will not impact revenues.

**3. Cost Savings:**

**For the first year:**Nominal cost savings will be attained through the use of online documents and forms in lieu of hard copies and mail; however, the precise amount of the savings is not known.

**For subsequent years:**Nominal cost savings will be attained through the use of online documents and forms in lieu of hard copies and mail; however, the precise amount of the savings is not known.

**(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts):**

None.

**(b) Estimate the following for each affected local entity identified in (4)(a):**

**1. Expenditures:**

**For the first year:**N/A

**For subsequent years:**N/A

**2. Revenues:**

**For the first year:**N/A

**For subsequent years:**N/A

**3. Cost Savings:**

**For the first year:**N/A

**For subsequent years:**N/A

**(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a):**  
Licensure applicants and licensees.

**(b) Estimate the following for each regulated entity identified in (5)(a):**

**1. Expenditures:**

**For the first year:**The amendment will not necessitate expenditures.

**For subsequent years:**The amendment will not necessitate expenditures.

**2. Revenues:**

**For the first year:**No revenues to estimate.

**For subsequent years:**No revenues to estimate.

**3. Cost Savings:**

**For the first year:**No cost savings for regulated entities.

**For subsequent years:**No cost savings for regulated entities.

**(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a)**

**(a) Fiscal impact of this administrative regulation:**

None. The amendment will have no fiscal impact.

**(b) Methodology and resources used to reach this conclusion:**

None.

**(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):**

**(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14):**

This administrative regulation will not have a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

**(b) The methodology and resources used to reach this conclusion:**

None.