

## **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.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.

(1) An applicant who seeks a license pursuant to KRS 323A.050(1) shall electronically submit:

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

(b) Proof of successful completion of the LARE.

(2)

(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 license may be renewed as active, 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 licensee who completes the online renewal application seeking active license status shall also complete the online Continuing Education Approval Request and Affidavit Form (Form #CE-1).

#### Section 6. Inactive License.

- (1) A licensee may choose to inactivate the license. To do so, the licensee shall notify the board electronically.
- (2) An inactive license shall 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) 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.
- (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 established in 201 KAR 10:080, Section 10, or the testing requirement established in KRS 323A.100(5).
- (3) The application for reinstatement or reactivation shall be accompanied by the reinstatement or reactivation fee required by 201 KAR 10:050.
- (4) 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.
- (2) The request shall be accompanied by the renewal fee required by 201 KAR 10:050, and a retired license shall 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;
    - (b) "Verification of Work Experience", 1/2025;
    - (c) "Application for Annual Active Renewal", 1/2025;
    - (d) "Continuing Education Approval Request and Affidavit Form (Form #CE-1)", 1/2025;
    - (e) "Application for Annual Inactive Renewal", 1/2025;
    - (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, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available at <https://kbla.ky.gov/Pages/Resources.aspx>.
- (201 KAR 010:040. 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; 52 Ky.R. 425, 950; eff. 3-3-2026.)

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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).