



Montana Board of Architects and Landscape Architects

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Licensing Requirements and Application Checklist Landscape Architect by Endorsement

License Requirements for a Landscape Architect by Endorsement License: [[ARM 24.114.1404, 37-66-304, MCA](#)]

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicants for a landscape architect license by endorsement must submit an application to the board and provide written verification of licensure from the licensing entities in all jurisdictions where the applicant currently holds or has ever been licensed. The verification must include:
 - a. the date of licensure and the current educational and experience requirements for licensure in the jurisdiction; and
 - b. whether the licensee has pending or completed discipline in any jurisdiction of licensure.
2. Applicants must submit a [CLARB](#) record or verification from [CLARB](#) as evidence of passing all sections of the LARE.
3. The board will evaluate the current licensing requirements of the jurisdiction where the applicant currently holds a license and determine whether the education and experience qualifications for original licensure are substantially equivalent to the Montana qualifications.

Education and experience requirements: ([ARM 24.114.1402](#))

1. Applicants for licensure must meet the following minimum requirements for education and experience:
 - a. an applicant with an accredited landscape architect degree must have at least two years of practical experience in landscape architecture; or
 - b. an applicant with a nonaccredited landscape architect degree must have three years of practical experience in landscape architecture; or
 - c. an applicant with a bachelor's degree other than in landscape architecture must have four years of practical experience in landscape architecture; or
 - d. an applicant with an associate's degree must have six years of practical experience in landscape architecture; or
2. An applicant with no post-secondary education must have eight years of practical experience in landscape architecture. At least two-thirds of the applicable practical experience must be gained under the direct supervision of a licensed landscape architect. The remaining one-third of the applicable practical experience can be gained under the direct supervision of a licensed civil engineer, licensed architect, or a city planner certified by a nationally recognized certifying body (e.g., American Institute of Certified Planners).
 - a. "Practical experience" means a diversity of experience directly related to landscape architecture.
 - b. "Direct supervision" means working conditions where a licensed landscape design professional supervises the applicant through personal contact and/or remote communication (e-mail, online



markups, Internet), and is directly responsible for all tactical and technical decisions on the applicant's work.

- c. "Year" means a total of 2,000 hours.

Checklist of Required Documents to Submit for a Landscape Architect by Endorsement:

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type;
- [CLARB](#) Council Record submitted to the Board office, OR;
- Proof of education and professional experience as provided by [ARM 24.114.1402](#);
- Verification of education if applying with a degree by submittal of your transcript directly from the school;
- Experience detail sheet verified by the licensed design professional who was supervising you at the time of your employment;
- Verification of successful completion of the landscape architect registration examination (LARE).

Application Fee(s) for a Landscape Architect by Endorsement:

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$325 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.