



## Montana Board of Architects and Landscape Architects

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### Licensing Requirements and Application Checklist Landscape Architect by Examination

#### **License Requirements for a Landscape Architect by Examination License:**

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

#### **Examination requirements:** [[ARM 24.114.1401](#), [37-66-304, MCA](#)]

1. Applicants must submit a complete application form, the application fee, and: a complete [CLARB](#) record, or proof of education and professional experience established in [ARM 24.114.1402](#), which must include:
  - a. verification of completion of education submitted directly from the source;
  - b. experience detail sheets verified by the licensed supervisor under whose direct supervision the applicant has worked; and
  - c. verification of successful completion of the LARE.
2. The LARE is the recognized and acceptable qualifying examination.
3. **All candidates must schedule and sit for the LARE through [CLARB](#). The board has established no education or experiential prerequisites to examination.**
4. Candidates who do not meet the testing eligibility requirements set by the testing entity may submit a request for board approval to sit for the exam and pay the fee set by [ARM 24.114.401](#). The request shall be submitted on a form provided by the department.

**\*NOTE: This application is required to sit for the Landscape Architect Registration Examination (LARE) only if you do not meet the testing eligibility requirements established by CLARB. DO NOT complete this application if you qualify for examination by meeting CLARB requirements.**

#### **Checklist of Required Documents to Submit for a Landscape Architect by Examination:**

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 (This requires Board review and approval prior to issuing a license)



**Application Fee(s) for a Landscape Architect by Examination:**

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.

- \$50 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.**