# Rules of Department of Economic Development

Division 196—Landscape Architectural Council

Chapter 2—Applications

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 CSR 196-2.010 Filing Deadline for Examination and Registration</td>
<td>3</td>
</tr>
<tr>
<td>4 CSR 196-2.020 Submitting an Application</td>
<td>8</td>
</tr>
<tr>
<td>4 CSR 196-2.030 Reviewing Applications for Registration</td>
<td>8</td>
</tr>
<tr>
<td>4 CSR 196-2.040 Reconsideration of Denied Application for Registration</td>
<td>8</td>
</tr>
</tbody>
</table>
Chapter 2—Applications

Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT
Division 196—Landscape Architectural Council
Chapter 2—Applications

4 CSR 196-2.010 Filing Deadline for Examination and Registration

PURPOSE: This rule establishes the filing deadline for examination and registration as a landscape architect.

(1) All applications for examination and registration as a landscape architect shall be filed with the executive director by the second Friday of March.

STATE OF MISSOURI
LANDSCAPE ARCHITECTURAL COUNCIL
APPLICATION FOR REGISTRATION

GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION

ALL INFORMATION ON THIS FORM MUST BE TYPEWRITTEN

INSTRUCTIONS
1. Complete the application attaining as necessary documentation and sign anticavit portion.
2. Refer to instruction/checklist for assistance in completing the application.
3. Fees: Application $50 Missouri Senior LA Exam $155
   Uniform National Examination $295 Landscape Architect in Training $40
   Missouri Plant Material Examination $30 Original Certificate Fee $25
   Examination Administration $20 Corporate Registration Fee $100
4. All fees are made payable to Landscape Architectural Council Fund. Personal checks, money orders, or cashiers checks are acceptable. Anyone taking the UNE or sections of the UNE make the check payable to the University of Missouri.
5. Return to: Landscape Architectural Council Telephone Number: (314) 751-0889
   P.O. Box 471 Jefferson City, MO 65102-0471
6. For references forwarding letters, please use the landscape architect form number in the upper right-hand corner of the application along with the applicant's name.

ATTACH
PHOTO
HERE
FOR UNE APPLICANTS ONLY

I. GENERAL INFORMATION (Indicate mailing address by checking one box below)

1. NAME (LAST, FIRST, MIDDLE INITIAL) 2. HOME TELEPHONE 3. SOCIAL SECURITY NUMBER

4. RESIDENCE ADDRESS (STREET, CITY, STATE, ZIP CODE)

   

5. BUSINESS/CITY AND STATE)

6. DATE OF BIRTH 7. CITIZENSHIP

BUSINESS/EMPLOYMENT DATA

8. BUSINESS NAME 9. BUSINESS TELEPHONE NUMBER

10. BUSINESS ADDRESS (STREET, NUMBER, CITY, STATE, ZIP CODE)

II. REGISTRATION IN OTHER STATES

1. HAVE YOU TAKEN THE UNIFORM NATIONAL EXAMINATION? YES NO IF YES ▶
   HOW MANY TIMES DATE(S) TAKEN LOCATION (CITY, STATE)
   ▶
2. HAVE YOU TAKEN THE PLANT MATERIALS EXAMINATION? YES NO IF YES ▶
   HOW MANY TIMES DATE(S) TAKEN LOCATION (CITY, STATE)
   ▶

Below list all licenses/registration or certifications as a landscape architect you currently hold. Please attach additional information if needed.

<table>
<thead>
<tr>
<th>STATE</th>
<th>DATE OF REGISTRATION</th>
<th>REGISTRATION NUMBER</th>
<th>HOW REGISTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT

1. HAVE YOU EVER BEEN DENIED REGISTRATION IN ANOTHER STATE?
   YES NO IF YES, INDICATE STATE NAME AT RIGHT

2. HAVE YOU EVER HAD ANY COMPLAINTS FILED AGAINST YOU IN ANOTHER STATE?
   YES NO IF YES, INDICATE STATE NAME AT RIGHT

3. HAVE YOU EVER BEEN CONVICTED OF A FELONY?
   YES NO IF YES, EXPLAIN (ATTACH ADDITIONAL SHEET IF NECESSARY)

MO 419-1802 (3-91)

CODE OF STATE REGULATIONS (11/29/91) Roy D. Blunt
Secretary of State
### IV. EDUCATIONAL RECORD

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION/CITY &amp; STATE</th>
<th>YEARS ATTENDED FROM</th>
<th>TO</th>
<th>GRADUATION DATE AND DEGREE CONFERRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EDUCATION - LIST COLLEGE(S) OR CONTINUING EDUCATION BEGINNING WITH MOST RECENT**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Applicant must document proof of graduation in the form of a CERTIFIED TRANSCRIPT OF GRADES. Photostatic copies are not acceptable.

### V. RELEVANT PROFESSIONAL REFERENCES

Below list four persons from whom you are requesting letters of reference. See instruction sheet for type of reference required. Do not use relatives or council members.

1. NAME: [ ]
   - BUSINESS RELATION TO APPLICANT: [ ]
   - OCCUPATION: [ ]
   - LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER): [ ]
   - REFERENCE ADDRESS: [ ]
   - TELEPHONE NUMBER (BUSINESS): [ ]

2. NAME: [ ]
   - BUSINESS RELATION TO APPLICANT: [ ]
   - OCCUPATION: [ ]
   - LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER): [ ]
   - REFERENCE ADDRESS: [ ]
   - TELEPHONE NUMBER (BUSINESS): [ ]

3. NAME: [ ]
   - BUSINESS RELATION TO APPLICANT: [ ]
   - OCCUPATION: [ ]
   - LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER): [ ]
   - REFERENCE ADDRESS: [ ]
   - TELEPHONE NUMBER (BUSINESS): [ ]

4. NAME: [ ]
   - BUSINESS RELATION TO APPLICANT: [ ]
   - OCCUPATION: [ ]
   - LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER): [ ]
   - REFERENCE ADDRESS: [ ]
   - TELEPHONE NUMBER (BUSINESS): [ ]

### VI. EXPERIENCE-RELATED PROFESSIONAL

List at least five (5) professional landscape architectural projects, including location, dates, and description.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DATE</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

MO.419-1602 [2-91]
### RELATED PROFESSIONAL EXPERIENCE CONTINUED

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DATE</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VII. EXPERIENCE-RELATED OTHER

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### VIII. MEMBERSHIP IN SOCIETIES, ASSOCIATIONS, INSTITUTES OR LICENSURE/REGISTRATION IN OTHER PROFESSIONS

<table>
<thead>
<tr>
<th>NAME OF ORGANIZATION</th>
<th>LOCATION</th>
<th>MEMBER SINCE</th>
<th>ORGANIZATION DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IX. AFFIDAVIT

**PENALTY STATEMENT**

I solemnly swear that all statements contained in this application are true to the best of my knowledge and belief. Any false statements or misrepresentations can result in revocation of registration.

**SIGNATURE OF APPLICANT**

[Signature]

**DATE:**

---

**Code of State Regulations (11/29/91)**

Roy D. Blunt
Secretary of State
# Chapter 2—Applications

**4 CSR 196-2**

---

**DO NOT WRITE ON THIS PAGE - FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE RECEIVED</th>
<th>DATE PROCESSED</th>
<th>PROBLEMS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE LETTER 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA, ARCH, PE, SUPR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE LETTER 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA, ARCH, PE, SUPR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE LETTER 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA, ARCH, PE, SUPR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE LETTER 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA, ARCH, PE, SUPR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCHOOL TRANSCRIPTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIRTH CERTIFICATE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI ARR CERTIFICATE #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNE TEST RESULTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU PLANT MATERIALS EXAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECIPROCITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LICENSE/REGISTRATION #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA IN TRAINING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA STUDENT ACCREDITED LA PROGRAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL PROBLEMS/COMMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**COUNCIL RECOMMENDATION**

- [ ] APPROVED  
  **CHAIRPERSON SIGNATURE**

- [ ] DENIED  
  **COUNCIL MEMBER SIGNATURE**

**DATE**

---

Roy D. Blunt  (11/29/01)  
Secretary of State

**CODE OF STATE REGULATIONS**

---

**PAGE 4**
4 CSR 196-2.020 Submitting an Application

PURPOSE: This rule provides procedures for obtaining an application for registration.

(1) Applications shall be typewritten on forms provided by the council and shall be accompanied by the required fee.

(2) The applicant shall—
(A) Provide sufficient documentation of his/her age;
(B) Provide documentation as to education, professional experience, results of previous landscape architectural licensing examinations, if any, and other information as the council may require;
(C) Include four (4) reference letters from a registered landscape architect, registered architect or registered professional engineer;
(D) Have at least one (1) of the reference letters from a registered landscape architect. For a period of one (1) year from the publication of these rules in the Missouri Register, the term landscape architect, as used in this rule, shall be defined as any person who has a degree in landscape architecture from an accredited school of landscape architecture, and has acquired at least three (3) years’ satisfactory landscape architectural experience after acquiring that degree;
(E) Have at least two (2) of the reference letters from a current or prior employer or immediate supervisor; and
(F) Include on each application a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing the application subject to the penalties of making a false affidavit or declaration, and shall be accompanied by the required fee.


4 CSR 196-2.030 Reviewing Applications for Registration

PURPOSE: This rule provides guidelines for reviewing an application for registration.

(1) In determining an applicant's qualifications for registration, a simple majority of council members voting shall prevail.


4 CSR 196-2.040 Reconsideration of Denied Application for Registration

PURPOSE: This rule provides guidelines for reconsideration when an application for registration has been denied.

(1) Each applicant whose application for registration has been denied shall be notified, in writing, of the council’s decision.

(2) When information originally presented on an application does not appear to the council as conclusive or as warranting registration, the council may require other information be provided.