LANDSCAPE ARCHITECT EXAM APPLICANT CHECKLIST

To help you track your progress towards licensure, use this checklist as your guide for navigating the exam process and becoming initially registered in Texas.

☐ Complete your LAAB degree and at least 6 months experience under a Registered Landscape Architect

☐ Complete the application and pay the $100 TBAE application fee at http://www.tbae.texas.gov/HowToApply/Landscape_RegByExam

☐ Complete the TBAE Employment Verification Form and send to TBAE (See http://www.tbae.texas.gov/Content/documents/HowToApply/forms/EmploymentVerificationLandscape.pdf) along with your certified transcript*

☐ Submit proof of legal status to TBAE, usually a copy of your US birth certificate or passport. (For alternate acceptable documents, see http://www.tbae.texas.gov/HowToApply/ProofofLegalStatus.) Receive approval for testing by TBAE, then register with CLARB

☐ Receive emailed instructions from CLARB on how to schedule exams

☐ Begin the LARE

☐ Finish 2 years’ experience

☐ Ask CLARB to transmit your records to TBAE

☐ Successfully pass all parts of the LARE within 5 years of passing the first section**

☐ Receive approval by TBAE for Texas registration and pay the initial registration fee

☐ Submit a set of fingerprints to be used to conduct a criminal history check. See http://www.tbae.texas.gov/Registrants/FingerScan

☐ Receive your Texas Registered Landscape Architect number

*If you have finished 2 years’ experience after graduation, skip this step and send your complete CLARB record to TBAE.

**If you finish the LARE exam before you finish the required 2 years experience, you cannot be registered until you have completed the experience and submitted your CLARB records to TBAE.

If you have questions, contact the TBAE Exam Coordinator at exams@tbae.texas.gov, and visit the TBAE website at www.tbae.texas.gov