



Ohio Board of Landscape Architect Examiners

77 South High Street, 16th Floor
Columbus, Ohio
43215-6108

Phone (614) 466-2316
Fax (614) 644-9048
www.arc.ohio.gov/lae

2009-2010 LICENSE RENEWAL

For the renewal period from November 1, 2009 through October 31, 2011.

- The renewal fee is \$125.00 for applications postmarked by October 31, 2009.
- After October 31, 2009, the late fee is \$156.25, which includes a penalty of \$31.25.
- Make check or money order, U.S. funds only, payable to: "Treasurer, State of Ohio".
- Your cancelled check is your receipt.
- Use the enclosed pre-addressed envelope to return your renewal to the Board office.
- Wallet cards will be mailed after November 1, 2009.
- To verify your license has been renewed, click on the License Verification link on the Board's website at www.arc.ohio.gov/lae and enter FIRST and LAST name ONLY. This page can be printed out.

By signing the reverse side of this document, the licensee affirms:

- The licensee has fully completed the Continuing Education requirements, is exempt, or, as a reciprocal license holder, has met the continuing education requirements of another state.
- The licensee has not been subjected to discipline, as defined in Ohio Administrative Code section 4703:1-1-06, or surrendered the license due to pending or threatened disciplinary action, in any jurisdiction (other than Ohio), since November 1, 2007. If yes, detailed information must be included with the renewal.
- The licensee has not been convicted of any felony or crime involving moral turpitude in any jurisdiction since November 1, 2007. If yes, detailed information must be included with the renewal.
- **Failure to respond truthfully can result in board sanctions, including denial of the renewal application, fines, suspension, revocation, and/or other penalties.**

-----DETACH HERE AND RETAIN THE UPPER PORTION FOR YOUR RECORDS-----

OHIO BOARD OF LANDSCAPE ARCHITECT EXAMINERS
2009-2010 LANDSCAPE ARCHITECT LICENSE RENEWAL

Before Oct. 31, 2009 \$125.00
After Oct. 31, 2009 \$156.25

Please PRINT. Complete all information:

Name _____ Daytime Telephone _____
Firm _____ License Number _____
Street _____
City _____
State _____ Zip Code _____
Email _____

SIGN & COMPLETE QUESTIONS ON REVERSE SIDE

OHIO BOARD OF LANDSCAPE ARCHITECT EXAMINERS

CONTINUING EDUCATION INFORMATION

- Detailed information about the Continuing Education (CE) requirements can be found online at www.arc.ohio.gov/lae.
- Every landscape architect **must** have earned a minimum of 24 contact hours between November 1, 2007 and October 31, 2009.
- If the registrant earns more than the required 24 hours in any renewal period, a maximum of 12 of the remaining hours may be carried forward into the following renewal period.
- The Board may conduct random audits at any time. **Do not submit any documentation at this time.**
- Exemptions from the CE requirement must be pre-approved by the Board prior to submitting the renewal application. Contact the Board for an application, or download an application from the Board's website.
- Registrants who were initially licensed by examination since November 1, 2007 are automatically exempt from the CE requirement. This is a one time exemption.
- Failure to complete the CE requirement can result in sanctions, including denial of the renewal application, fines, suspension, license revocation, and/or other penalties.

----- **-THIS SECTION MUST BE COMPLETED AND SIGNED -** -----

The renewal application will be returned if the following questions are not answered, it is not signed or the proper payment is not enclosed. This could result in late penalties.

- | YES | NO | |
|-----|-----|--|
| ___ | ___ | Did you complete the required 24 hours of CE between 11/1/2007 and 10/31/2009, or are you exempt because you were licensed by examination since November 1, 2007 or have requested an exemption? |
| ___ | ___ | Do you have on file with the Board a pre-approved exemption from the CE requirement? |
| ___ | ___ | Since your last renewal, have you pleaded guilty to or been convicted of any felony or crime involving moral turpitude or had your registration revoked or suspended, or voluntarily surrendered due to threatened disciplinary action, in another jurisdiction? If YES, please attach a separate sheet with complete details. |

I, the undersigned, hereby certify that the information above is true. I am aware that misrepresentation on this application will result in disciplinary action in accordance with Chapter 4703 of the Revised Code.

Signature of Licensee _____ License # _____ Date _____