



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

Instructions for Late Renewal of Registration To Practice Landscape Architecture

- This application should be used only for licenses that expired on October 31, 2009. Licenses which expired prior to 2009 must use the Reinstatement Application.
- Complete entire form. Incomplete applications will be returned.
- **Include proof of completion of 24 hours of continuing education activities** within the past two years. Acceptable proof includes Certificates of Completion or other documentation from providers. Visit <http://arc.ohio.gov/lae/ce.stm> for complete details.
- **The license will be renewed only if the Continuing Education requirement has been fulfilled.**
- Include a check or money order for \$156.25 (renewal fee plus penalty), in US dollars only, payable to “**Treasurer, State of Ohio**”.
- Keep a copy for your files.

For questions or assistance, contact:

Jodi Ross, Executive Secretary

Phone: (614) 466-2316

Fax: (614) 644-9048

Email: jodi.ross@arla.state.oh.us

FIRM REGISTRATION REQUIRED

Ohio Revised Code § 4703.331 requires all firms, partnerships, associations, limited liability companies, ESOPs and corporations to obtain a firm Certificate of Authorization **prior** to providing architectural services in Ohio. See “Firm Registration” at <http://arc.ohio.gov/lae/firmreg.stm> for further information. In addition, all firms must register to do business in the state of Ohio with the Ohio Secretary of State at <http://www.sos.state.oh.us/sos/businessservices/corp.aspx>.



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Application for Late Renewal of Registration to Practice Landscape Architecture

PERSONAL

Name		Email (required)	
Ohio License #		Birth Date (month/day/year)	
Send all correspondence to: <input type="checkbox"/> Home <input type="checkbox"/> Firm			
Residence address		Firm Name	
Street Address		Street Address	
City, State, Zip + 4		City, State, Zip + 4	
Phone	Fax	Phone	Fax

1. CONTINUING EDUCATION: Proof of completion of 24 hours of Continuing Education, and the completed CE log form, are both required to renew. Visit <http://arc.ohio.gov/lae/ce.stm> for complete details.

2. ANSWER THESE QUESTIONS: If you answer yes to any of question numbers 1—6, submit a statement of facts for each question on a separate sheet of paper.

1. Yes No Has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction?
2. Yes No Have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action?
3. Yes No Have you been found by any court to have violated the architectural registration laws or professional/occupational license laws of any jurisdiction?
4. Yes No Have you or your firm been the subject of disciplinary action by a professional or occupational registration board? Disciplinary action includes, but is not limited to, any reprimand, fine, probation, suspension, revocation, cease and decision order, or other action relating to the practice or registration of architects, engineers, or landscape architects, including consent orders, settlement agreements, stipulations or the like.
5. Yes No Have you been convicted of any crime (other than a minor misdemeanor)?
6. Yes No Are you registered with the Ohio Civil Child Sexual Abuse Registry under ORC 4799.01?
7. Yes No Are you aware of the requirements for firm registration set forth in ORC 4703.331?

Signature Required: By signing this document, the licensee affirms all questions have been truthfully answered, and no information has been withheld that might affect the application. Failure to respond truthfully can result in board sanctions, including denial of the renewal application, fines, suspension, revocation and/or other penalties.

Signature _____

Date _____

Board Use Only	Date Received	Check #
CE Reviewed	Director Approved	Board Approved