



## **Process for Registration by Examination with the Nevada State Board of Landscape Architecture When Eligible Based on Combination of Education and Experience**

### **Step 1 Are you eligible?**

Are you 21 years of age or older and are you of good moral character?

If yes, answer Step 2:

Step 2; Have you passed all sections of the Landscape Architecture Registration Examination?
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### **If Yes - - Step 3**

Have a copy of your passing scores sent to the Nevada State Board of Landscape Architecture

Proceed to Step 4

**Step 4:** Please answer the following questions:

1. Have you been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of Landscape Architecture?
2. Have you committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of Landscape Architecture?
3. Were you incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a Landscape Architect intern?
4. Have you committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a Landscape Architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A?

5. Have you had your certificate of registration suspended or revoked by the Board or in any other state or country?

6. Have you, in lieu of receiving disciplinary action against yourself, surrendered a certificate of registration or certificate to practice as a Landscape Architect intern in this State or a certificate or license to practice Landscape Architecture issued in another state or country?

7. Have you engaged in the practice of Landscape Architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a Landscape Architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a Landscape Architect intern pursuant to the provisions of this chapter?

8. Have you, within the 5 years immediately preceding the filing of an application specified in question 7, engaged in unprofessional conduct in violation of the regulations adopted by the Board?

C. Did you answer no to all questions? Proceed to Step 5

**Step 5 (a):** Submit 4 completed professional reference forms 2 from Landscape Architects and 2 from other Licensed Professionals with your application. Your professional references are expected to be familiar with your professional work and have knowledge of your character and reputation.

<http://nsbla.state.nv.us/FORMS/LandscapeArchitectReferenceForm.pdf>

**Step 5(b):** Have you earned a bachelor's or master's degree in Landscape Architecture from an approved school\* and completed 2 or more years of postgraduate work experience under the direct supervision\*\* of a Landscape Architect who is registered in Nevada or any other state in the United States, any province of Canada or any other jurisdiction approved by the Board

1. Request each of your Educational institutions to forward your Official Transcripts to the Board.

2. Submit Verification of 2 years of postgraduate work experience.  
<http://nsbla.state.nv.us/FORMS/ProfessionalExperienceVerificationForm.pdf>

**Step 5 (c):** Continue to Step 10

**If No to Step 5 → Continue with Step 6**

**Step 6:** Do you have an Associate Degree in Landscape Architecture, or a Bachelor's Degree in a related field, including, but not limited to, horticulture or forestry, and 4 years of postgraduate work experience under the direct supervision\*\* of a Landscape Architect who is registered in Nevada or any other state in the United States, any province of Canada or any other jurisdiction approved by the Board. A master's degree in a related field is deemed equivalent to 1 year of postgraduate work experience.

1. Request each of your Educational institutions to forward your Official Transcripts to the Board.
2. Submit Verification of 4 years of postgraduate work experience.  
<http://nsbla.state.nv.us/FORMS/ProfessionalExperienceVerificationForm.pdf>

Continue to Step 10

**If No to Step 6-- Continue to Step 7**

**Step 7:** Do you have a Bachelor's Degree in Architecture or Civil Engineering from an institution that is accredited by an accrediting body approved by the Board and 3 years of postgraduate work experience under the direct supervision\*\* of a Landscape Architect who is registered in Nevada or any other state in the United States, any province of Canada or any other jurisdiction approved by the Board. A master's degree in Architecture or Civil Engineering will be deemed equivalent to 1 year of postgraduate work experience.

1. Request each of your Educational institutions to forward your Official Transcripts to the Board.
2. Submit Verification of 3 years of postgraduate work experience  
<http://nsbla.state.nv.us/FORMS/ProfessionalExperienceVerificationForm.pdf>
3. Continue to Step 10

Have you obtained another combination of education and experience, which could be deemed by the Board to be equivalent to the requirements set forth in the previously described requirements? If Yes, Continue to Step 8

### **Step 8**

1. Request each of your Educational institutions to forward your Official Transcripts to the Board.
2. Submit Verification of your postgraduate work experience.  
<http://nsbla.state.nv.us/FORMS/ProfessionalExperienceVerificationForm.pdf>
3. Submit a request to the Board asking that your combination of education and experience be considered for eligibility.
4. Continue to Step 10

### **For those with Experience Only, continue to Step 9**

**Step 9:** Have you achieved active engagement in the full-time professional practice of Landscape Architecture under the direct supervision\*\* of a Landscape Architect who is registered in Nevada or any other state in the United States, any province of Canada or any other jurisdiction approved by the Board for at least 6 years.

#### **If the answer is Yes:**

1. Submit Verification of up to 6 years of work experience.  
<http://nsbla.state.nv.us/FORMS/ProfessionalExperienceVerificationForm.pdf>
2. Continue to Step 10

### **If you do not meet any of the above listed criteria You are not eligible**

\*Approved school means an institution which offers a program of Landscape Architecture accredited by the Landscape Architectural Accreditation Board of the American Society of Landscape Architects or a program deemed by the Board to be equivalent thereto.

\*\*\*"Direct supervision" means a critical examination and evaluation of the work product by a holder of a certificate of registration, during and after the work product is prepared, to ensure that the work product complies with any applicable law or regulation concerning the practice of Landscape Architecture.

## Step 10 Application

All Applicants must submit a completed Application for Professional Registration and fees.

[http://nsbla.state.nv.us/FORMS/Application\\_ProfessionalRegistration.pdf](http://nsbla.state.nv.us/FORMS/Application_ProfessionalRegistration.pdf)

All Applicants must submit a \$175. application fee

Mail all requested fees and documents to:

Nevada State Board of Landscape Architecture  
P.O. Box 34143  
Reno, NV 89533

Remember to retain a copy of all application documents for your records.

Direct all questions to: [LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)

**Once all of the requirements and fees have been submitted you will receive notification that you are eligible to begin the Nevada Specific Research Examination process.**

When the Nevada Specific Research Examination is passed the entire application and completed passing examination scores will be forwarded to the Board at its next regularly scheduled meeting. Tentative meeting dates are posted on the Board's web site. You will be notified in writing of the Board's action following the meeting. You are welcome to attend the meeting in person if you wish. Your application will be considered complete when you have paid the following fees. These fees may be paid prior to the Board meeting to expedite the process. **Required are \$200 Registration Fee, \$25 Stamp Fee and \$25 Certificate Fee.** An optional electronic stamp is available for an additional \$25 at your request. Your name will be added to the *Roster of Registered Landscape Architects in the State of Nevada*. You may practice your profession in the State of Nevada at that time.