



**Process for Registration with the
Nevada State Board of Landscape Architecture
When Eligible Based on Reciprocity**

**And do not hold a Council of Landscape
Architect Registration Board Record**

There are 8 Steps that must be completed, see below

Step 1 Are you eligible?

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

Step 2

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?

Did you answer no to all questions?

If So, Proceed to Step 3

Step 3

Download and submit 4 professional references, 2 from registered landscape architects and 2 from other licensed professionals in a related design profession who have direct knowledge of your professional abilities. All references must be stamped by the person providing the reference.

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

Are you active and registered in good standing, with no disciplinary action ever taken, in another state of the United States or province of Canada? Did you receive a minimum passing score on each section of the national examination?

If you answered Yes, Proceed to Step 4

Step 4

Submit a copy of your transcripts from your college or university.

Submit verification from your home state or province of Canada that you are active and registered in good standing, with no disciplinary action ever taken and that you received a minimum passing score of 75 percent on each section of the national examination from the state where you were first registered.

Submit verification from each additional state or province of Canada that you are active and in good standing with no disciplinary action ever taken.

Have you been actively engaged in full-time practice as a registered landscape architect for 2 or more years; or achieved a combination of 6 years of education and experience in landscape architecture? (NAC 623A.220.)

If Yes, Proceed to Step 5

Step 5

Provide verification of 2 years or more of active engagement in full-time practice as a Registered Landscape Architect. Use as many forms as needed to provide verification for the past 2 years
<http://nsbla.state.nv.us/FORMS/ProfessionalExperienceVerificationForm.pdf>

Proceed to step 6

Step 6 Application

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

- ▷ All Applicants must submit the following fees
 - \$100. Application Fee
 - \$75. Nevada Specific Test 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.

Step 7 Examination

When eligibility has been met and all documents have been verified and all fees are paid, you will be able to take the Nevada Specific Examination.

You may request to have an electronic exam be sent to you via e-mail. The exam will need to be printed and once completed, returned to the office of the Nevada State Board of Landscape Architecture via US Mail. If you choose, you may request a paper examination to be sent to you. Each exam will be dated, candidates will have a 3-month period to complete and return the examination. Once the 3-month period has passed, the examination fee will be charged again and so on until the examination is returned.

The examination is designed to encourage you to hunt through the provided material to answer each of the questions. The information provided to you will be a valuable resource when you begin your practice in Nevada. It is intended that you will answer each question correctly, all of the answers are provided; you will need to find each of them.

Step 8 Registration by Reciprocity

Your entire application and completed passing examination will be forwarded to the Board at its next regularly scheduled meeting. Tentative meeting dates are posted on the Board's web site. All returned exams must be delivered to the Board office at least 2 weeks prior to the meeting in order to be approved. 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 \$150 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.

Direct all questions to: LandscapeBoard@nsbla.nv.gov