



STATE OF RHODE ISLAND

Bd. of Examiners of Landscape Architects

1511 Pontiac Avenue, Building 68-2
Cranston, RI 02920

(401)-462-9594 Fax (401) 462-9532

www.bdp.ri.gov

INSTRUCTION SHEET FOR REGISTRATION BY RECIPROCITY

Each application for reciprocity will be assessed on its own merit. Before being considered by the Board, applicants must submit the following:

1. A completed application in either form as follows:
 - a. Via online with electronic payment: <https://elicensing.ri.gov/> - Follow the instructions for "First Time Applicants;"
 - b. Via mail with paper application, tax affidavit and check at the following link: http://www.bdp.ri.gov/documents/land/Application_by_Examination_Reciprocity.pdf.
2. A non-refundable application fee of \$150.00.
 - a. Electronic payment can be made via electronic check, credit or debit card;
 - b. Checks must be made payable to: **General Treasurer, State of Rhode Island.**
3. **CLARB certificate record holders** must complete the application, submit the application fee and request that CLARB transmit their record directly to the Board.
 - a. (General Reference and Experience forms, Verification forms from the applicant's reciprocal State Board and transcripts are **NOT required** when submitting CLARB certificate record.)
4. **Two (2) references from landscape architects who have been registered a minimum of four (4) years and one (1) character reference** as listed on the application. **Reference forms must be sent directly to the Board.**
5. **Verification** Form from the applicant's reciprocal **State Board verifying**:
 - a. That his/her registration is current and in good standing;
 - b. That the applicant successfully passed the CLARB exam; and
 - c. That the Board's policy is to grant a Rhode Island landscape architect, with comparable qualifications, a license by reciprocity in that State.
 - d. **Verification form must be sent directly to the Board.**
6. **Transcripts** verifying the applicant's education. **Transcripts must be sent directly to the Board.**
7. **Experience** Form(s) from the applicant's experience reference(s) as listed on the application. **Experience forms must be sent directly to the Board.**