



BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS
DEPARTMENT OF BUSINESS REGULATION
DIVISION OF DESIGN PROFESSIONALS
1511 PONTIAC AVENUE, BUILDING 68-2
CRANSTON, RI 02920
(401) 462-9595 FAX: (401) 462-9532
www.bdp.state.ri.us

INITIAL COA APPLICATION INSTRUCTION SHEET

INSTRUCTIONS FOR CORPORATIONS and LIMITED LIABILITY COMPANIES

1. Complete the Certificate of Authorization (COA) application, have it notarized, and mail it to the Board with the initial application fee of \$50.00. If the application is complete, it will be reviewed by the Board at its next scheduled meeting. **If you are the only employee (NOT the only RI registered LA) in your firm, you are exempt from the fee.**
2. You must also contact the RI Secretary of State's office at (401) 222-3040 and request the application to register as a company doing business in RI. **Do not submit the Secretary of State application until you receive the conditional approval letter from the Board.**
3. After review by the Board, you will be mailed a conditional approval letter. At this time you may submit your application to the Corporation Division of the Office of the RI Secretary of State. With your application, you must also **submit a written request for a Certificate of Good Standing, the required fee, and a copy of the conditional approval letter from the Board.**
4. The RI Secretary of State Corporation Division will forward a Certificate of Good Standing to you. You must mail the **original certificate** to this office for completion of the application process.
5. Upon receipt of your Certificate of Good Standing, you will be issued a COA number and wall certificate. **Your Certificate of Authorization (COA) must be renewed every two (2) years. Renewal applications will be mailed at the appropriate time.**

INSTRUCTIONS FOR PARTNERSHIPS and SOLE PROPRIETORSHIPS

1. Complete the Certificate of Authorization (COA) application, have it notarized, and mail it to the Board with the initial application fee of \$50.00. If the application is complete, it will be reviewed by the Board at its next scheduled meeting. **If you are the only employee in your firm, you are exempt from the fee.**
2. Upon Board acceptance, you will be issued a COA number and wall certificate. **Your Certificate of Authorization (COA) must be renewed every two (2) years. Renewal applications will be mailed at the appropriate time.**

INSTRUCTIONS FOR LIMITED LIABILITY PARTNERSHIPS

1. Complete the Certificate of Authorization (COA) application, have it notarized, and mail it to the Board with the initial application fee of \$50.00. If the application is complete, it will be reviewed by the Board at its next scheduled meeting. **If you are the only employee in your firm, you are exempt from the fee.**
2. You must also contact the RI Secretary of State's office at (401) 222-3040 and request the application to register as a Limited Liability Partnership doing business in RI. **Do not submit the Secretary of State application until you receive the conditional approval letter from the Board.**
3. After review by the Board, you will be mailed a conditional approval letter. At this time you may submit your application to the Corporation Division of the Office of the RI Secretary of State. With your application, you must also **submit a written request for a Certificate of Legal Existence, the required fee, and a copy of the conditional approval letter from the Board.**
4. The RI Secretary of State Corporation Division will forward a Certificate of Legal Existence to you. You must mail the **original certificate** to this office for completion of the application process. Renewal applications will be mailed at the appropriate time.



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COA INITIAL APPLICATION

INITIAL FEE: \$50.00

**MAKE CHECK PAYABLE TO:
 "GENERAL TREASURER, STATE OF RI"**

APPLICATIONS MUST COMPLETE IN FULL. APPLICATIONS THAT ARE INCOMPLETE AND/OR ILLEGIBLE WILL BE RETURNED.

Name under which services will be offered _____

Address _____

Phone No. _____ Fax No. _____ EMail _____

Please check one: Corporation _____ Sole Proprietorship _____ Partnership _____ LLC _____ LLP _____

SERVICES TO BE OFFERED IN RI: _____

List all Rhode Island licensed landscape architects in responsible charge who act on behalf of the firm in the table below. **The Board shall not approve any application for a COA where the landscape architect in direct control and supervision is a subcontractor or independent contractor hired by the applicant.** Your signature indicates that "I acknowledge that I must notify this Board in the event that I should terminate my employment and/or position of landscape architect in responsible charge. I further acknowledge that in the event that such a termination of responsibility occurs, that I must notify this board, in writing, within seven (7) days of the date of such termination and that otherwise, this Board shall be authorized to hold me responsible for any and all work performed by this firm. I hereby certify that I am familiar with and agree to comply with the Rhode Island general laws and regulations governing the practice for which I am licensed."

| Name | RI Lic. No. | Signature | Full-time employee Yes or No | Part-time employee Yes or No How many hrs. per week?. | Subcontractor or Independent Contractor Yes or No -Which? |
|------|-------------|-----------|------------------------------|---|---|
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TOTAL NUMBER OF EMPLOYEES OF THE FIRM INCLUDING SELF _____

If you are the only employee in your firm, you are exempt from the fee but only if you complete this section. This does not mean that you are the only RI registered Landscape Architect in the firm, it means that you are the SOLE employee of the firm.

I hereby certify under penalty of perjury that I have no employees. **Signature:** _____

1. Have you or any partner, officer, majority shareholder or member of the Board of Directors, been convicted of or entered into a plea bargain as to any offense which involves, fraud, professional negligence, moral turpitude or are any such charges now pending? If yes, for each such offense, state the nature of the charge, the State in which the charge was brought and the person or persons convicted or has entered into a plea. If any charges are pending, please briefly explain. **Yes ___ No ___**

2. Has any partner, majority shareholder or member of the Board of Directors, or any registered landscape architect employed by the firm, had his or her license to practice landscape architecture revoked or suspended in any State? If yes, state the name of such person, their address, and the nature and State of such revocation or suspension. **Yes ___ No ___**

3. Have you read/understood the provisions of R.I. Gen. Laws Chapter 5-51, as amended? **Yes ___ No ___**

4. Have you read/understood the Rules of the Board adopted by the Board. **Yes ___ No ___**

I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of landscape architecture in RI.

Signed: (Corporate Officer) _____ **Title:** _____ **Date:** _____

Subscribed and sworn to before me this _____ day of _____, 200_____.

County and State _____ **Signed (Notary Public)** _____ **Date Commission Expires** _____ **Notary Seal** _____



STATE OF RHODE ISLAND
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**2008-2010 APPLICATION
CERTIFICATE OF AUTHORIZATION (COA)
VALID JULY 1, 2008 TO JUNE 30, 2010**

\$50.00 Initial Application Fee

Certificate of Authorization (COA)

R.I. GEN. LAWS §5-51-13 **Partnerships, limited liability partnerships, corporations, and limited liability companies.** --- (a) Partnerships, limited liability partnerships, corporations and limited liability companies may not be licensed as registered to practice landscape architecture or to use any form of the title "landscape architect" in connection with the corporate or partnership company name unless authorized by this chapter.

(b)(1) The right to engage in the practice of landscape architecture is a personal right, based upon the qualifications of the individual evidenced by his or her license and is not transferable.

(2) No person shall practice landscape architecture, or use the title "landscape architect", or any title, sign, card, or device to indicate that this person is practicing landscape architecture, or is a landscape architect, unless that person has secured from the board a license in the provided manner.

(3) All final drawings, specifications, plans, reports, or other papers or documents involving the practice of landscape architecture, as defined in §5-51-1, for use in this state shall be dated, and bear the signature and seal of the landscape architect or landscape architects who prepared or personally supervised their preparation.

(c) The practice or offer to practice landscape architecture as defined by this chapter by a sole proprietorship, partnership, limited liability partnership, corporation, or limited liability company (hereafter "the firm"), through one or more landscape architects license under the provisions of this chapter, is permitted provided, that those licensed landscape architect(s) are in direct control of the practice; exercise personal supervision of all personnel who act on behalf of the firm in professional and technical matters; and are registered under the provisions of this chapter; and, provided further, that the firm has been issued a certificate of authorization by the board of examiners of landscape architects.

(d)(1) Within one year after enactment of this chapter, every firm must obtain a certificate of authorization from the board, and those individuals in direct control of the practice, and who exercise direct supervision of all personnel who act on behalf of the firm in professional and technical matters must be registered with the board.

(2) The certificate of authorization is issued by the board upon satisfaction of the provisions of this chapter and the payment of the required fee. This fee is waived if the firm consists of only one person who is the person in responsible charge.

(e)(1) Every firm desiring a certificate of authorization must file with the board an application on a form provided by the board. Every certificate of authorization is valid for a period of two (2) years and expires on the last day of June of each even numbered year following its issuance.

(2) A separate form provided by the board is to be filed with each renewal of the certificate of authorization. In addition, each firm shall complete a renewal form within thirty (30) days of the time any information previously filed with the board has changed, is no longer true or valid or has been revised for any reason.

(3) If, in its judgment, the information contained on the application and renewal form is satisfactory and complete, the board issues a certificate of authorization for the firm to practice landscape architecture in this state.