



MISSISSIPPI LANDSCAPE ARCHITECTURE ADVISORY COMMITTEE

2 Professional Parkway #2B • Ridgeland, Mississippi 39157

Phone: 601-856-4652 • Fax: 601-856-1510

Email: msboa@archbd.state.ms.us • URL: www.archbd.state.ms.us

PROCEDURE FOR REGISTRATION BY RECIPROCITY

APPLICATION PROCEDURE

Refer to the Landscape Architecture Law, Rules and Regulations for reciprocal registration requirements. The documents are available through the Board's website at www.archbd.state.ms.us. Refer to section 73-2-7 of the law, and section 1.08 of the rules for reciprocal registration requirements. Failure to meet the registration requirements does not constitute the right to a refund of the application fee.

FORMS

CLARB certification is required for reciprocal candidates. Have your CLARB Council Certificate transmitted to Mississippi by visiting the CLARB website at www.clarb.org or by calling 703-319-8380.

Complete the Mississippi application (which must be typed or neatly printed) and return it with the applicable fees to MS LAAC.

FEES

For Mississippi residents the initial registration fee is \$200.00 and for non-residents the fee is \$250.00. This initial registration fee will supply you with a valid license through December 31 of each odd year. Regardless of when initial registration is granted, all licenses are renewable by December 31 of each odd year.

APPROVAL PROCESS

After receipt of your application CLARB certificate, your application package will undergo an administrative review. If additional information is needed, you will be advised. When the administrative review is complete, your file will be forwarded to each member of the Committee for approval. Following Committee approval, this office will forward your Notice of Registration. Upon seal approval (which will be explained in the Notice of Registration), the license will be activated.

AFTER RECEIPT OF YOUR CLARB CERTIFICATE, licensure typically takes up to four weeks. Your wall certificate will follow in approximately four months. However, within a day or two (24 to 48 hours) of submitting your seal sample (after licensure is granted), you should print a Certificate of Standing from the website.

SEAL

Rule 1.11 provides instructions on producing your official seal. Please note that you are to send a sample of your seal within 60 days of the date shown on the official Notice of Registration. Failure to provide a seal proof may result in disciplinary action.

RENEWALS AND CONTINUING EDUCATION

Renewals are in odd calendar years. The renewal period begins on October 1 and ends at midnight on December 31. After your first renewal, you will be required to meet the continuing education requirements outlined in Chapter IV of the Rules and regulations.

MISSISSIPPI

APPLICATION FOR LANDSCAPE ARCHITECT REGISTRATION BY RECIPROCITY

Mail with payment to:
MSLAAC
2 Professional Parkway #2B
Ridgeland, MS 39157

Application Fee:
\$200 for residents
\$250 for non-residents

Last Name		
First Name		Middle Name
Preferred Name for Certificate		
Mailing Address		
City	State	Zip
Firm Name (Name to be used for Mississippi practice)		
Daytime Phone	Home Phone	Fax Number
Social Security Number		Birth Date
Are you a resident of Mississippi? ___yes ___no		Jurisdiction of original registration
List ALL jurisdictions in which you are currently licensed		
CLARB Certificate No.	Is your certificate active? Yes No	If not, explain (use separate memo if necessary)
Email		
Web Site URL		

AFFIDAVIT

READ each of the statements below very carefully. *Miss. Code Annot. §73-2-11* states "Each nonresident applicant shall submit, as part of the application, a sworn affidavit stating that neither such applicant nor any person in or agent of the applicant's firm has practiced or is practicing landscape architectural work in this state prior to the applicant having been licensed by the board unless such person or agent holds a license to practice landscape architecture in this state." Failure to submit this affidavit, or submitting an affidavit which is false in any respect, shall constitute just cause for denial of the application. It is your responsibility to advise the Committee of circumstances that could lead the Committee to believe that you or your firm is in violation of any of the acts listed on this affidavit.

- ___yes ___no Do you, the applicant, attest that you are the person making the foregoing statements and that they are made in good faith and are true in every respect?
- ___yes ___no Do you certify that you, or another landscape architect registered in Mississippi, will be the landscape architect in charge of any contract entered into by your firm in the State of Mississippi?
- ___yes ___no Do you certify the neither you, nor any agent of your firm, will contract for landscape architectural work in Mississippi until such time as this application is approved and licensure granted?
- ___yes ___no Have you, or any agent of your firm, solicited for or practiced landscape architectural work or represented yourself/himself/herself as a landscape architect in this State prior to having been licensed? (If yes, explain all instances.)
- ___yes ___no Have you been disciplined by any occupation licensing board? (If yes, explain.)
- ___yes ___no Are you currently under investigation by any occupation licensing board? (If yes, explain.)
- ___yes ___no Has your registration been denied, suspended or revoked in any jurisdiction? (If yes, explain.)
- ___yes ___no Have you surrendered or allowed a registration to lapse in any jurisdiction due to any action pending or threatened? (If yes, explain.)
- ___yes ___no Have you signed any legal document that settles a dispute or charges against you brought by a registration board or court of law? (If yes, explain.)
- ___yes ___no Have you been found by a court or registration board to have violated the landscape architectural registration laws or the professional/occupational laws of any jurisdiction? (If yes, explain.)
- ___yes ___no Have you ever been convicted of a felony, any crime involving moral turpitude, or a misdemeanor involving fraud, deceit or misrepresentation or been convicted of any crime other than a minor traffic violation in any jurisdiction? (If yes, explain.)
- ___yes ___no Are there any felony/criminal charges now pending against you? (If yes, explain.)
- ___yes ___no I certify that I have read the Mississippi Landscape Architectural Law and Rules and that I am qualified to become licensed in order to practice landscape architecture in the State of Mississippi.

Applicant's Signature: _____ Date: _____