



STATE OF TENNESSEE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
DEPARTMENT OF COMMERCE AND INSURANCE
500 James Robertson Parkway Nashville, TN 37243-1142
800-256-5758 615-741-3221 (Nashville Area) 615-532-9410 (FAX)

Early Landscape Architect Registration Exam (LARE) Eligibility Information

(for initial registration as a Registered
Architect)

You may fill out the application online. The application must then be printed because it must be signed by the applicant and the applicant's sponsor/reference.

Law and Rules

The Law and Rules can be accessed from the Board's homepage. The registration law for architects, engineers, landscape architects, and registered interior designers is found at *Tennessee Code Annotated*, Title 62, Chapter 2.

Early LARE Eligibility

Applicants wishing to sit for the LARE **before completing** the required experience must file this application with the Board.

Applicants who **have completed** the required experience should submit the completed "Application for Registration to Practice as a Professional Landscape Architect." (Found in the Forms and Downloads list as "Application by Exam")

Establishing Your Eligibility to Test

- ◆ Establish a CLARB record.
- ◆ Request transmittal of the education portion of the CLARB record to the Board.

When your application and transcript(s) are received, Board Staff will verify that your degree is acceptable. If you are approved to take the Landscape Architect Registration Exam (LARE), the Board office will notify CLARB and CLARB will notify you to begin scheduling exams. Please contact CLARB at 571-432-0332 if you have any problems during this process.

Fees

Submit the application fee with your application. Make check payable to the **Tennessee Department of Commerce and Insurance**.

- ◆ Application fee -- \$30.00 (non-refundable)
- ◆ LARE Fees – to be paid to CLARB. ([Click here](#) for LARE administration dates, deadlines and fees)

Exam Sites and Scheduling Information

Candidates may take the LARE divisions in any order at any Pearson VUE location they choose (subject to availability). Contact CLARB for LARE administration dates and deadlines.

Special Accommodations

If you have a disability that requires special accommodations to take the exam, you will need to provide the appropriate documents ([Request for Accommodation](#)) to this Board at the time you submit your application.

Score Reporting Procedures

You will have direct access to all score reports through My Account.

Upon Completion of the LARE and the Experience Requirement

The following must be submitted before registration may be granted:

- ♦ the “Application for Registration to Practice as a Professional Landscape Architect,” (Found in the Forms and Downloads list as “Application by Exam”)
- ♦ references
- ♦ a complete CLARB record

Notice Regarding Disclosure of Social Security Numbers

Federal and state laws, including 42 U.S.C. § 405(c)(2)(C)(i), 42 U.S.C. § 666(a)(13), T.C.A. §§ 36-5-711 and 36-5-1301, require disclosure of the social security number for the purpose of administering the state child support program. The social security number will be redacted prior to making your record available for public inspection.

Forms

(1) Application Form –

Fill out the application form completely (on-line or after downloading it). Any major modification of state approved forms may cause the Board to reject your application.

- ♦ Sign the application and obtain the required signature from a sponsor/reference.
- ♦ An employer, company official, or former professor may sign your application as a sponsor or reference.
- ♦ Relatives are prohibited from serving as references.

(2) Eligibility Verification for Entitlements –

If you are a natural person applying for a license, registration, certification or other benefit you must “Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee’s Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States...” **Specific instructions are on the three (3) pages following the application.** Submit the appropriately signed form (page 2) and documents, if required, with the application.

Pending Status

An application that lacks required information or reflects a failure to meet any requirement will be held in a "pending" status for five (5) years from the date of the application. These requirements include passing the required registration exam.

Board Contact

If you have questions about any of this information or about your application, call Wanda Garner or Frances Smith, Landscape Architect Applications Coordinators, at 800-256-5758, 615-741-3221, or send an e-mail: wanda.garner@tn.gov or frances.p.smith@tn.gov .



State of Tennessee
 Department of Commerce and Insurance
 Board of Architectural and Engineering Examiners
 500 James Robertson Parkway
 Nashville, TN 37243-1142

APPLICATION FOR EARLY LANDSCAPE ARCHITECT REGISTRATION EXAM ELIGIBILITY

(Type or print legibly)

PERSONAL INFORMATION

Full Name _____ Mr. Ms.
Last First Middle

Social Security No. _____ Date of Birth _____

Residence Address _____ Telephone Number _____
Street, City, State, Zip

Business Affiliation _____ Telephone Number _____

Business Address _____
Street, City, State, Zip

E-mail Address _____ Most of the correspondence pertaining to your application will be sent by e-mail.

Address for Correspondence: Business Residence

Citizen of _____ Can you speak and write English? Yes No
State/Foreign Country

Other than the name shown on this application, I have been known by the name(s) of _____
List name(s) and date(s) of change

NOTE: If you require special accommodations for the examination, refer to instructions for additional information.

VIOLATIONS

Have you been convicted of or plead nolo contendere/no contest to a felony?

Yes No If **YES**, submit a letter of explanation and a certified copy(ies) of the judgment(s) with this application.

EDUCATIONAL BACKGROUND

NAME AND LOCATION OF INSTITUTION	ATTENDANCE		MAJOR COURSE	DATE OF GRADUATION	DEGREE RECEIVED
	FROM MO/YR	TO MO/YR			

TO BE COMPLETED BY APPLICANT

- I hereby apply for early Landscape Architect Registration Exam eligibility to the Tennessee Board of Architectural and Engineering Examiners. The information provided on this application is accurate.
- If this application is approved, I understand that I will be required to
 - take and pass the Landscape Architect Registration Examination (LARE),
 - complete the required experience and
 - submit an "Application for Registration to Practice as a Professional Landscape Architect" with required documents and registration fee before a license will be granted.

Applicant's signature _____ Date _____

SECTION BELOW TO BE COMPLETED BY APPLICANT'S SPONSOR/REFERENCE

I believe that _____ is of good character and repute, and I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for early eligibility to take the Landscape Architect Registration Exam (LARE).

Sponsor/Reference's name (please print) _____

Signature of Sponsor/Reference _____

Title _____ Date _____

Business Affiliation _____

Business Address _____ Phone _____

E-mail Address _____

NOTE: Following approval by the Tennessee Board to sit for the exam, candidates must register with CLARB at www.clarb.org to pay the exam fees and schedule the exams.



STATE OF TENNESSEE DEPARTMENT OF
COMMERCE AND INSURANCE REGULATORY
BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (J) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act AttestationPart A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

A United States citizen;

A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹

A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

¹Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall not be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (1-197, 1-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.