

For Board Use Only  
Fee Paid \_\_\_\_\_  
Date \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Applicant # \_\_\_\_\_



For Board Use Only  
Date of Review \_\_\_\_\_  
Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Reinstated \_\_\_\_\_

GEORGIA STATE BOARD OF LANDSCAPE ARCHITECTS  
237 Coliseum Drive  
Macon, GA 31217  
(404) 424-9966

<https://sos.ga.gov/georgia-state-board-landscape-architects>

### APPLICATION FOR REINSTATEMENT OF LICENSE

REINSTATEMENT FEE: \$200.00 + \$10.00 processing fee = \$210.00 NON REFUNDABLE  
Effective January 1, 2009, the returned check fee will be \$40.00.

Application must be returned in a 9 X 12 envelope, unstapled and unfolded

NAME \_\_\_\_\_  
First Middle Last

LICENSE NUMBER \_\_\_\_\_ DATE EXPIRED \_\_\_\_\_

SOCIAL SECURITY NUMBER \* \_\_\_\_\_

\* This information is authorized to be obtained & disclosed to State & Federal agencies pursuant to O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 1001

DATE OF BIRTH \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_  
Number and Street (P. O. Box not acceptable) City State Zip Code

MAILING ADDRESS \_\_\_\_\_  
(If different) Street/P. O. Box City State Zip Code

TELEPHONE NUMBER DAY \_\_\_\_\_ TELEPHONE NUMBER EVENING \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Providing your e-mail address allows us to notify you via e-mail when we receive your application and when we issue your license. These e-mails will contain useful information on how to check the status of your application and how to verify licensure. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email address will not be shared with any third party.

Since the date of last renewal of this license have you been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere, or a plea under the "First Offender Act", or been sanctioned by this or another state board or agency? DUI or DWI convictions are not minor traffic offenses.

( ) YES            ( ) NO            (If YES, attach certified copy of conviction or plea)

**CONTINUING EDUCATION**

I certify that I have completed \_\_\_\_\_ hours of continuing education for reinstatement of my license to practice as provided for in the enclosed copy of Rule Chapter 310-4. I further understand that I must submit sufficient documentation to support this statement. Such evidence shall include evidence of completion of each course or program, a description of the contents of each course or program, and verification of the number of hours of each course or program; or, for other activities which meet the requirements, such documentation as to ascertain their completion.

**REASON FOR FAILING TO RENEW** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIFY PROFESSIONAL WORK OR EMPLOYMENT ACTIVITIES YOU HAVE BEEN INVOLVED IN SINCE YOUR LAST RENEWAL. ATTACH ADDITIONAL PAGES, IF NECESSARY.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Board cannot process incomplete applications. If any item is missing or incomplete, your application will be returned. Please review this application before you submit it to ensure that all information and documentation is complete.**

**AFFIDAVIT**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Landscape Architects, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or other document as indicated on pages 4 and 5 of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
DATE

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**  
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

## RULES OF STATE BOARD OF LANDSCAPE ARCHITECTS

### 310-4-.04 REINSTATEMENT

- (2) An application for reinstatement shall be accompanied by:
- (a) A reinstatement fee of \$200.00, and
  - (b) Evidence, satisfactory to the Board, of completion of continuing education as specified below:
    1. Six (6) hours of continuing education described in Chapter 310-9 for each year or fraction thereof since the last renewal of the applicant's registration, up to a maximum of 24 continuing education hours.
    2. In order to be satisfactory, at least twelve (12) of the hours required for reinstatement must have been completed during the two-year period immediately preceding the date of application for reinstatement.
    3. The hours required for reinstatement, which are earned within 24 months prior to expiration of the reinstated certificate of registration, may be counted towards fulfilling the continuing education requirements to biennially renew that certificate of registration.

### EXCERPT FROM CHAPTER 310-9 – CONTINUING EDUCATION

#### 310-9-.01 Reporting Requirements.

(1) Beginning with applications for renewal of registrations, which expire on December 31, 1996, a registered landscape architect must have completed 12 hours of acceptable continuing education during the two-year period immediately preceding each biennial renewal date as a condition for registration renewal.

(2) An applicant for registration renewal who has been initially registered in Georgia as a registered landscape architect for one year, but less than two, at the date of registration expiration must have completed six hours of acceptable continuing education during the period between initial registration and the expiration date as a condition for registration renewal.

(3) An applicant for license renewal who has been initially licensed in Georgia as a registered landscape architect for less than one year at the date of registration expiration will not be required to complete any hours of continuing education prior to that first registration expiration date as a condition for license renewal.

(4) All applicants for biennial registration renewal will report having completed the continuing education required in this section as part of the application for registration renewal.

(5) Failure to comply with the provisions of this section will result in non-renewal of the landscape architect registration. Registered landscape architects whose registrations have expired for non-renewal are prohibited from identifying themselves as registered landscape architects and practicing landscape architecture.

#### 310-9-.02 Record Maintenance and Verification.

(1) Responsibility for documenting the fulfillment of the continuing education requirements provided for in this section rests with the registrant and the registrant must retain for a period of four years the evidence to support fulfillment of the requirements. Such evidence shall include evidence of completion of each course or program, and verification of the number of hours of each course or program; or, for other activities, which meet the requirements, such documentation as to ascertain their completion.

(2) The Board will verify on a test basis satisfactory completion of the requirements in this section. In doing so, the Board may require registrants to submit copies of the documentation described in paragraph (1) above to the Board and may require other information, as it deems necessary, to decide upon the acceptability of a course or program. In cases where the Board determines that the requirements have not been met, the Board may grant an additional period of time in which the deficiencies may be corrected.

**310-9-.03 Exemptions.** The Board may relax or suspend the requirements of continuing education for reasons of individual hardship or health of the registrant based on the registrant's written request and accompanying supporting documentation.

#### 310-9-.04 Approved Programs.

(1) Courses or programs offered by institutions of higher learning, specialty societies, professional organizations and government agencies will be considered acceptable provided that they are developed and conducted by qualified persons, provide the registrant with evidence of attendance or satisfactory completion, and consist of subject matter which contributes directly to the professional competence of a registrant in the practice of landscape architecture.

(2) Correspondence Courses. Correspondence courses and independent study programs, which meet the criteria provided in (1) above, are permitted if the course provided for interaction between the participant and instructor or administrator. This usually takes the form of periodic examinations and must be documented.

(3) Academic Courses. University and college courses offered in a degree program which meet the criteria provided in (1) above are permitted so long as the course is not taken to meet the education requirements for registration as a landscape architect.

(4) Independent Research and Publications. Credit may be awarded for published articles and books provided they contribute to the professional competence of the applicant. Credit for preparation of such publications may be given on a self-declaration basis up to 50% of the total hours required. In exceptional circumstances an applicant may request additional credit by submitting the article(s) or book(s) to the Board with an explanation of the circumstances which justify a greater credit.

**310-9-.05 Calculation of Hours of Credit.**

(1) Credit accrues at a rate of one hour for each hour of actual contact. This shall be known as a contact hour or clock hour. Three hours of tour or field session activities are required to equal one contact hour. For providers who measure continuing education activities in "Continuing Education Units" (CEUs), one CEU is defined as 10 contact hours of continuing education. Credit will not be allowed for any program which in its entirety, including question and answer periods, lasts less than sixty minutes. However, credit may be rounded down to the nearest whole or half hour, so long as it is at least one hour. Credit will not be given for time spent in introductory remarks, coffee and luncheon breaks, meals, or business meetings where no organized course work is presented.

(2) Credit as an instructor, discussion leader or speaker will be allowed for any course or program provided that it is one which would meet the continuing education requirements of those attending. The credit allowed an instructor, discussion leader or a speaker will be on the basis of two hours of continuing education credit for each hour of teaching. No credit will be given for preparation and no additional credit will be allowed for repetition of the same program.

(3) Each semester hour of credit from a college or university shall be deemed to be fifteen hours and each quarter hour of credit shall be deemed to be ten hours.