

**The Board of Governors of the Licensed Architects,  
Landscape Architects and Registered Interior Designers  
of Oklahoma**

**220 NE 28th St., Ste#150  
Oklahoma City, OK 73105  
(405) 949-2383**

**MEMORANDUM**

**TO: ALL RECIPROCAL LICENSE APPLICANTS - Landscape Architecture**

**FROM: LESLIE HANSKA, EXECUTIVE DIRECTOR**

**RE: RECIPROCAL APPLICATION PROCESS AND REQUIREMENTS**

Attached is an application for individual licensing. Please attach a 2" x 3" color or b/w photograph, (passport quality) to the application and return one check in the amount of \$100.00 with your application. Once your application has been approved for licensing we will send you notification either by written notice or email to submit the licensing fee of \$325.00. Please make checks payable to the Oklahoma Board of Architects. All applicants are required to complete and pass the Plant Materials Exam as well as the Act & Rules Exam. A copy of our Act and Rules can be found on our website. \*\*The license fee cannot be prorated.

If you wish to apply through CLARB: Complete only pages 1 & 4 of the application, both exams and INS citizenship documents then mail the entire application to the Oklahoma Board. You will need to contact CLARB and have them send an electronic copy of your Clarb file to the Oklahoma Board. If you wish to apply by direct reciprocity through your base state of registration: Complete the entire application and make sure the following items below are forwarded directly to us:

**Transcript** indicating professional degree in landscape architecture. It must be issued directly from the University. Copies " issued to student" will not be accepted unless it is in a sealed envelope from the institution.

**Training references**, (application-page 5) (see section 55:10-5-8) Please fill out the enclosed work verification form(s) and forward them to your employer(s), they in turn must submit them directly to this office. You may make additional copies as needed. This information may be available from your state board file, in which case you must contact your board and have them forward this information directly to our office.

**Completed Certification Form** including grades must be submitted. This information must include confirmation of a current license with an expiration date, examination grades and date passed, whether or not any grades were modified, and that derogatory remarks are or are not in your file. If your file contains derogatory remarks, please authorize your state to send this information to us directly.

The state of Oklahoma now requires all applicants to submit proof of U.S. Citizenship before a license can be issued. Please be sure to download the INS Citizenship Forms and submit the required information along with your application.

**All licenses will expire June 30, 2021 unless renewed.**

# THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA

220 NE 28th St., Ste #150  
Oklahoma City, OK 73105  
(405) 949-2383

## application for landscape architect registration

Email address _____		Social Security Number _____ - _____ - _____	
Name in Full _____		Date _____	
Business Address	Firm Name _____		
	Street _____		
	City _____	State _____	Zip _____
	Telephone _____		
Residence Address	Street _____		
	City _____	State _____	Zip _____
	Telephone _____		
	Address for Correspondence <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/>		
Citizenship <input type="checkbox"/> Birth <input type="checkbox"/> Naturalization <input type="checkbox"/>			
Birth Date _____		Birth Place _____	
<i>I hereby apply for registration and license to practice landscape architecture by the following method:</i>			
<input type="checkbox"/> By written examination.	Duration of residency in State	Years _____	Months _____
<input type="checkbox"/> By reciprocal Registration.	CLARB Cert. No. _____	State of Regis: _____	No: _____
Have you ever been convicted of a felony?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give details. (Attach a separate sheet if necessary)			
Have you ever been registered in Oklahoma?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, my registration number was: _____			

**The State of Oklahoma**

Name in Full

Preparatory Schools, High Schools	Dates of Attendance		Grades Completed
	From	To	
Colleges, Universities, Technical Schools <i>Attach Original Transcript</i>	Dates of Attendance		Degrees
	From	To	
Travel, Continuing Education, Research, Publications			

A. Educational Background

Name three landscape architects who are personally acquainted with your professional abilities. Give complete addresses.

**DO NOT** list present employers, fellow employees, present partners or relatives.

Name/Address

B. Landscape Architect References

Name/Address

Name/Address

# The State of Oklahoma

Name in Full

## C. Practical Experience

Full name and complete current address of employer  (Begin with first employer and include military and others)  (Please list part-time & full-time separately)	Dates of Employment  Give Month, Day and Year	Total Time Employed		Check Appropriate Experiences			
		Part Time *	Full Time	General practice of architecture	Teaching and research	Public service	Other – Explain **
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				

\*If part-time work is noted, state average number of hours per week. \*\* If "other" kinds of work are noted, describe.

The State of Oklahoma

Name in Full

D. Affidavit and Notarization

I swear that neither I nor a firm, association, corporation or partnership, which I am affiliated with, have performed or contracted to perform landscape architectural services of any kind prior to the Board of Governors of the Licensed Architect, Landscape Architects and Registered Interior Designers of Oklahoma issuing a license to practice landscape architecture within the state of Oklahoma and, where applicable, a certificate of authority to the firm, association, corporation or partnership. The undersigned, being duly sworn, upon his/her oath deposes and says that he/she is the person making the foregoing statements and that they are made in good faith and are true in every respect.

Signature of applicant

In the event you can not truthfully sign the statement above, attach an explanation and describe the services performed in detail.

State of:

County of:

I, \_\_\_\_\_ a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that

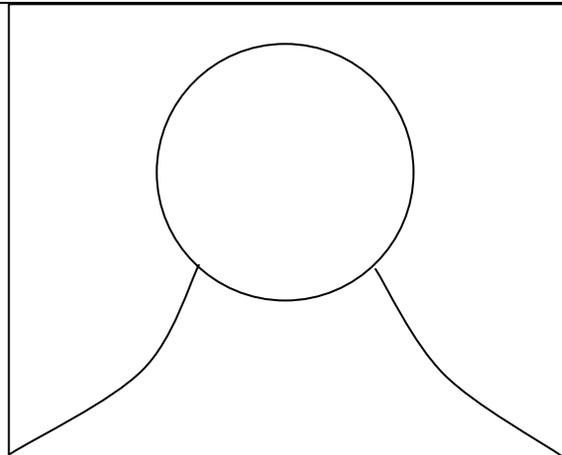
\_\_\_\_\_ Personally know to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledge that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND NOTARIAL SEAL  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC

MY COMMISSION EXPIRES

NOTARIAL SEAL



**Affix Photo Here**  
Bust Only  
Approximately 2 1/8 X 2 3/4"



**OKLAHOMA STATE LAW AND RULES EXAMINATION FOR ARCHITECTS,  
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS**

This is an open book examination of the Oklahoma State Architectural and Registered Interior Designers Act and corresponding Rules. Please mark (T) for true and (F) for False on the provided lines.

Seventy-five (75%) percent of the answers must be correct for a passing score.

**True or False**

- \_\_\_\_\_ 1. As it applies to the Act and Rules, the definition of “license” means to practice architecture or landscape architecture issued by the Board and permission to use the title Architect or Landscape Architect.
- \_\_\_\_\_ 2. An Architect, Landscape Architect and Registered Interior Designer may hold all these licenses, registrations, Certificate of Authority and Certificate of Title at the same time.
- \_\_\_\_\_ 3. The building use groups listed in the State Architectural and Registered Interior Designers Act are defined by the 2003 International Building Code.
- \_\_\_\_\_ 4. The Board shall waive all fees, penalties and continuing education, if applicable, during the time Licensees, Registrants or Candidates are called to active military duty in the armed forces of the United States and deployed to a temporary military assignment.
- \_\_\_\_\_ 5. Architects and Landscape Architects are allowed to call themselves Registered Interior Designers without having to obtain a Certificate of Registration.
- \_\_\_\_\_ 6. All plans shall be submitted to all required building code and/or permit offices required by the State of Oklahoma, county, municipal and/or federal government.
- \_\_\_\_\_ 7. An Architect may bid for a contract for the construction of a project for which the Licensee has prepared construction documents.
- \_\_\_\_\_ 8. Oklahoma only accepts accredited degrees to satisfy their education requirement for licensing and registration.
- \_\_\_\_\_ 9. Continuing education reinstatement penalty is \$1000.00 per biennial renewal period of noncompliance and the licensee is required to complete the continuing education units.
- \_\_\_\_\_ 10. If the licensee exceeds the continuing education requirements in any renewal period, the licensee may carry six continuing education credits forward into the subsequent renewal period.
- \_\_\_\_\_ 11. Training credits for a landscape architect license may be obtained through an unlicensed professional, but holds an LAAB accredited degree.

\_\_\_\_\_ 12. Emeritus status means a person is retired from their normal professional activities or work environment, but still allowed to perform professional services.

\_\_\_\_\_ 13. “Registered Interior Designer” means an individual registered by the Board to use the title.

\_\_\_\_\_ 14. The Board will not restore a license to any person whose license has lapsed or has been revoked or suspended.

\_\_\_\_\_ 15. Emeritus readmission to active practice without re-examination must occur within five (5) years of acquiring emeritus status.

\_\_\_\_\_ 16. “Building” means a structure consisting of a foundation, walls, all floors and roof, with or without other parts.

\_\_\_\_\_ 17. If a license or registration remains canceled for a period exceeding three (3) consecutive years, it may be reinstated by demonstrating a current license or registration in any jurisdiction in good standing, paying all back fees, penalties, meeting continuing education requirements and paying a readmission fee and re-apply.

\_\_\_\_\_ 18. Where no building code has been adopted by the local, municipal or county jurisdiction, the applicable building official shall be defined as the State Fire Marshal.

\_\_\_\_\_ 19. An Architect, Landscape Architect, or Entity shall retain a copy of all technical submissions produced for a minimum of fifteen (15) years following the date of preparation.

\_\_\_\_\_ 20. A Certificate of Title is required for all entities desiring to use the title Registered Interior Designer.

\_\_\_\_\_ 21. Prototypical plans that are not complete must carry a seal, signature and date prior to leaving the original architect’s office.

\_\_\_\_\_ 22. Applications for an Architect or Landscape Architect license by reciprocity will be through submission of an NCARB or CLARB record only.

\_\_\_\_\_ 23. Each individual holding a License shall display it at his/her place of practice and is prepared to substantiate biennial renewals.

\_\_\_\_\_ 24. The Act requires all Architects, Landscape Architects and Registered Interior Designers desiring to practice or use the professional titles in Oklahoma to biennially renew the License or Registration with the Board and pay a biennial License or Registration renewal fee.

\_\_\_\_\_ 25. Except confidential records, records of the Board are open to public inspection and copying at any time during normal business hours.

\_\_\_\_\_ 26. The Architect, Landscape Architect or Entity contracting to provide professional services may disclose whether or not they carry liability insurance or are bonded for the project.

\_\_\_\_\_ 27. Every individual authorized to practice architecture or landscape architecture by a license shall procure a seal with which to identify all technical submissions, addenda, field orders and other documents of service issued by the licensee for use in this state.

\_\_\_\_\_ 28. The Board shall investigate complaints, hold hearings, issue orders and determine penalties against entities in the same manner, procedure and with the same rights and offenses as an individual Architect, Landscape Architect or Registered Interior Designer.

\_\_\_\_\_ 29. Upon notice of the Board, Certificates of Authority or Certificates of Title suspended, refused to renew or revoked for cause by Board action shall be surrendered within thirty (30) days of notification.

\_\_\_\_\_ 30. Each Architect and Landscape Architect shall complete 18 hours of acceptable continuing education during the two-year period immediately preceding the biennial renewal date as a condition for License renewal.

\_\_\_\_\_ 31. All public buildings with a value over \$158,000 require the professional services of an Architect.

\_\_\_\_\_ 32. Architects and Engineers may perform services included within the definition of "landscape architecture" when incidental to the performance of his normal practice as an Architect or Engineer.

\_\_\_\_\_ 33. Each Entity in the state where architectural or landscape architectural services are offered or performed for execution in Oklahoma shall have a current Oklahoma licensed Architect or Landscape Architect in responsible control.

\_\_\_\_\_ 34. Certificates of Authority or Certificates of Title may be granted by the Board to any Entity which meets the criteria of the Act and the Rules.

\_\_\_\_\_ 35. Failure to biennially renew and remit payment of the renewal fee for the Certificate of Authority or Certificate of Title on June 30 of the renewal year will result in a late payment and reinstatement penalties in 55:10-3-13 and cancellation of the certificate.

\_\_\_\_\_ 36. Entities shall notify the Board office within sixty (60) days of any or all changes that affect the Certificate of Authority or Certificate of Title.

\_\_\_\_\_ 37. Failure of an Entity to properly file or register with the Oklahoma Secretary of State and maintain said Entity in good standing with the Oklahoma Secretary of State may result in revocation of the Certificate of Authority or Certificate of Title and disciplinary action pursuant to the Act and Rules.

\_\_\_\_\_ 38. Civil or formal proceedings in matters involving violations shall be brought only by Counsel of the Board, based upon recommendation of the investigative committee, investigator, or when ordered by the Board.

\_\_\_\_\_ 39. A hearing authority may require the furnishings of information; the production of records, papers or other objects as may be necessary and proper for the purposes of the hearing.

\_\_\_\_\_ 40. All disciplinary actions where the party has been convicted, pled guilty or nolo contendere to a violation of the Act or Rules, shall be publicized to the public and profession with their name, License or Registration number and/or the Certificate of Authority or Certificate of Title number and the city and state on the Board's records, if applicable.

\_\_\_\_\_ 41. The Board does not have the authority to issue a temporary license of any kind even in a declared state of emergency.

\_\_\_\_\_ 42. An Architect or Landscape Architect may not at anytime be exempt from participating in the continuing education program required by the Rules.

\_\_\_\_\_ 43. Fifty percent (50%) of each person's continuing education units (CEUs) are subject to auditing and the Board may disapprove any CEU not meeting the intended continuing education criteria.

\_\_\_\_\_ 44. Minimum codes are adopted by the Uniform Building Code Commission of the State of Oklahoma.

\_\_\_\_\_ 45. If the Board determines through an audit, that continuing education hours are to be disallowed, an Architect or Landscape Architect shall have sixty (60) calendar days after notification to substantiate the original claim or earn other continuing education hours to meet minimum requirements and submit documentation to the Board office.

\_\_\_\_\_ 46. Each Architect or Landscape Architect, at License renewal, shall submit an affidavit attesting to the individual's fulfillment of continuing education requirements during the two years preceding the renewal.

\_\_\_\_\_ 47. The Board is responsible for retaining proof of participation in continuing education activities.

\_\_\_\_\_ 48. Continuing education courses shall be related to health, safety or welfare only as defined by NCARB and adopted by this Board.

\_\_\_\_\_ 49. The Board requires all licensees to obtain continuing education credits for sustainability.

\_\_\_\_\_ 50. Architects and Landscape Architects may obtain partial continuing education units (CEUs) for portions of courses taken without staying for the full course.

Please check **each** License or Registration you are applying to receive:

\_\_\_\_\_ Architect

\_\_\_\_\_ Landscape Architect

\_\_\_\_\_ Registered Interior Designer

Please print your name: \_\_\_\_\_

OKLAHOMA PLANT MATERIALS EXAMINATION  
READ BOOK "KNOW IT AND GROW IT" revision II or III  
By Dr. Carl Whitcomb

TRUE/FALSE

- \_\_\_\_\_ 1. Leaves, buds and husks of nuts of the *Carya illinoensis* (Pecan) release a material during rain or when damaged that can stain patio furniture, car tops, and sidewalks.
- \_\_\_\_\_ 2. The fruit of the *Celtis occidentalis* (Hackberry) is poisonous to humans.
- \_\_\_\_\_ 3. The 1-2 inch long thorns on the *Chilopsis linearis* (Desertwillow) make it unacceptable for use around children playing.
- \_\_\_\_\_ 4. The possibility that the fruit of the *Euonymus bungeana* (Winterberry *Euonymus*) may be poisonous is reason enough not to plant this tree around children.
- \_\_\_\_\_ 5. It is best to locate *Fraxinus pennsylvanica* (Green Ash) away from structures because wood is only moderately strong and, particularly with an old tree, the branches could fall on the building.
- \_\_\_\_\_ 6. *Vitex agnus-castus* (*Vitex*) has a large and poisonous seed pod.
- \_\_\_\_\_ 7. *Ulmus americana* (American Elm) and *Ulmus pumila* (Siberian Elm) should not be planted due to their susceptibility to Dutch Elm disease.
- \_\_\_\_\_ 8. *Ulmus parvifolia* (Lacebark Elm) is very susceptible to attack by the elm leaf beetle.
- \_\_\_\_\_ 9. Female *Populus deltoides* (Cottonwoods) are superior to male cottonwoods because of their lacy cotton-looking blooms.
- \_\_\_\_\_ 10. The sharp spines and the large seed pod are two reasons the *Maclure pomifera* (Osage Orange) are not used in areas of high pedestrian traffic.
- \_\_\_\_\_ 11. *Liquidambar styraciflua* (Sweetgum) has a very small and insignificant seed pod.
- \_\_\_\_\_ 12. Some of the fruit of the *Malus* spp. (Flowering Crabapple) is so messy it is best not to use it around a patio or outdoor living area.
- \_\_\_\_\_ 13. *Ilex cornuta* (Chinese Holly) has a soft textured leaf with few thorns.

- \_\_\_\_\_ 14. *Morus alba* (White Mulberry) has a seeking root system that is capable of heaving sidewalks and causing structural damage to footings.
- \_\_\_\_\_ 15. *Campsis radicans* (Trumpet Creeper) can become invasive and a public nuisance because of its survivability in adverse conditions.
- \_\_\_\_\_ 16. *Pistacia chinensis* (Chinese Pistache) is a nearly perfect tree.
- \_\_\_\_\_ 17. *Platanus x acerifolia* (London planetree) is highly susceptible to anthracnose.
- \_\_\_\_\_ 18. *Populus nigra* (Lombardy Poplar) is a wonderful exclamation point in the landscape and should be used more.
- \_\_\_\_\_ 19. *Quercus alba* (White Oak) has very aggressive and destructive root system.
- \_\_\_\_\_ 20. *Salix babylonica* (Weeping Willows) should be considered a short lived tree in most locations.
- \_\_\_\_\_ 21. Although the flowers of the *Tilia americana* (American Linden) are very fragrant and full of nectar, bees are not usually present.
- \_\_\_\_\_ 22. One of the best and yet most overlooked of the small or medium-sized trees that could be utilized in the urban landscape is *Sapindus drummondi* (Western Soapberry).
- \_\_\_\_\_ 23. *Pyracantha coccinea* (Pyracantha) is one of the most pest free shrubs and should be utilized more in the landscape.
- \_\_\_\_\_ 24. *Hedera helix* (English Ivy) does not damage trees, although it may cover all interior branches. However, the additional wind resistance may increase damage to the tree during high winds.
- \_\_\_\_\_ 25. *Yucca gloriosa* (Mound Lily Yucca) has a very sharp and dangerous leaf that will penetrate the skin when contacted.
- \_\_\_\_\_ 26. *Ilex vomitoria* (Yaupon Holly) has a very invasive root system capable of doing severe structural damage.
- \_\_\_\_\_ 27. *Euonymus japonica* (Evergreen Euonymus) is considered the almost perfect shrub since it tolerates pruning exceptionally well, grows well in moist soil and tolerates considerable drought, grows in full sun or will do well in part shade or very dense shade, and will suffice in poor soil with poor nutrition.

- \_\_\_\_\_ 28. *Elaeagnus macrophylla* (Silverberry) has irregular, long, slender thorns that are not especially stout on most vigorous new shoots but could be hazardous under certain circumstances.
- \_\_\_\_\_ 29. The root system of *Buxus sempervirens* (English or Common Box) is so aggressive and invasive that it is best not to plant it within four or five feet of a sidewalk or structure.
- \_\_\_\_\_ 30. The fruit of the *Cleyera japonica* (Cleyera) is not poisonous.
- \_\_\_\_\_ 31. Although *Yucca aloifolia* (Spanish Bayonet) is one of the most durable and maintenance-free broadleaf evergreens available, its leaves are so sharp, stiff and dangerous that it should be kept away from people, especially children.
- \_\_\_\_\_ 32. The fruit of the *Raphiolepis indica* (Indian Hawthorn) is extremely poisonous.
- \_\_\_\_\_ 33. The leaves of the *Rhododendron obtusum* (Kurume Azalea) may be mildly toxic if eaten in quantity.
- \_\_\_\_\_ 34. Bees swarm around the fragrant and showy blooms of the *Robinia pseudoacacia* (Black Locust) making it an undesirable tree for people spaces.
- \_\_\_\_\_ 35. The spiny fruit of the *Liquidambar styraciflua* (Sweetgum) can be dangerous when hit and thrown by a lawnmower and can be very discomforting to a bare foot.
- \_\_\_\_\_ 36. *Platanus occidentalis* (Sycamore) creates considerable litter in the landscape from the dropping of leaves and twigs and in some cases bark.
- \_\_\_\_\_ 37. Although *Ziziphus jujuba* (Jujube or False Date) tolerates the alkaline soils of Central Oklahoma it should not be considered for people spaces because of its weak, soft wood.
- \_\_\_\_\_ 38. *Ulmus americana* (American Elm) should not be considered for planting due to its many pest problems.
- \_\_\_\_\_ 39. *Ulmus pumila* (Siberian Elm) should not be considered for planting due to its many pest problems.
- \_\_\_\_\_ 40. *Ulmus parvifolia* (Lacebark Elm) should not be considered for planting due to its many pest problems.
- \_\_\_\_\_ 41. *Juglans nigra* (Black Walnut) should not be planted in the ornamental landscape because of the chemical (Juglone) it releases which may kill or severely stunt certain other plants.

- \_\_\_\_\_ 42. *Juniperus virginiana* (Eastern Redcedar) should not be planted near apples or hawthorns due to its susceptibility to cedar apple rust.
- \_\_\_\_\_ 43. *Thuja orientalis* (Oriental or Chinese Arborvitae) is frequently a continuing source of spider mites and juniper blight fungus, thus contaminating the entire landscape.
- \_\_\_\_\_ 44. *Acer negundo* (Boxelder) is extremely cold, hardy and drought resistant but wood is very weak and brittle.
- \_\_\_\_\_ 45. *Acer saccharum* 'Caddo' (Caddo Maple) is very similar to the Silver Maple in regards to its growth habits but it is planted anyway, due to its wonderful fall color.
- \_\_\_\_\_ 46. All parts of the *Aesculus arguta* (Texas Buckeye) are poisonous.
- \_\_\_\_\_ 47. *Quercus palustris* (Pin Oaks) are excellent trees with no known cultural problems.
- \_\_\_\_\_ 48. Due to its large and messy fruit the *Alnus glutinosa* (Black Alder) is not recommended for people areas and perform well in high alkaline soils.
- \_\_\_\_\_ 49. *Betula nigra* (River Birch) has so many disease and insect problems that it is not recommended for general plantings.
- \_\_\_\_\_ 50. Because the fruit of the *Poncirus trifoliata* (Trifoliolate Orange) would be so interesting to children it would be a good choice to plant in a children's play yard.