



# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

#### SCREEN

DEPARTMENT OF CONSUMER AFFAIRS  
CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE Landscape Architects Technical Committee [Connect Support](#)

[Profile](#) | [Sign Out](#) [Link License](#)

**Licenses**

License Type	License#	Issuance Date	Expiration Date
No records found.			

**Links & Resources**

Name
<a href="#">Landscape Architects Technical Committee</a>

**Applications**

[New Application](#)

Application Type	License Type	Application#	Submitted Date	Business Name	Status	Action
No applications found.						

Showing 0 to 0 of 0 entries

**Notifications**

Search Keyword

Subject	Date Sent
No records found.	

Showing 0 to 0 of 0 entries

#### ACTION

1. Locate LATC User Dashboard
2. Click the **'New Application'** button on the top right of the Applications pane

**Applications**

[New Application](#)

Application Type	License Type	Application#	Submitted Date	Business Name	Status	Action
No applications found.						

Showing 0 to 0 of 0 entries



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## California Landscape Architects Technical Committee

### Eligibility Application

**Application Type Selection**

To start a new application, please select one from the list below.

Application

- Select -
- Eligibility Application
- California Supplemental Examination Application
- Initial License Application

**Application Type Selection**

To start a new application, please select one from the list below.

Application

Eligibility Application

**Create Application** Cancel

3. Select the type of application that you wish to complete—in this case the **Eligibility Application**.
4. With the Eligibility Application selected, click the green **'Create Application'** button.



# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

#### Eligibility Application

- Instructions & Disclosures ✕
- Personal Information ✕
- Special Consideration ✕
- Education ✕
- Certificate of Experience ✕
- Person History ✕
- Attestation ✕
- Fee and Payment ✕

Instructions & Disclosures

#### Instructions

#### INSTRUCTIONS AND DISCLOSURES

**The following documentation must be received by the LATC prior to the Eligibility Application being reviewed and at least 45 days prior to the date of the licensing examination section(s) for which you wish to receive eligibility. Completed applications received after the final filing date will be processed for the next examination administration:**

1. Eligibility Application.
2. Application Evaluation Fee of \$35.00 is required and non-refundable.
3. Sealed/Official school transcript - Include only the transcript(s) used to qualify. The transcript(s) must indicate "Degree Conferred". The transcript(s) may be mailed or emailed directly from the educational institution; however, the candidate is responsible for its timely arrival.
4. Certification(s) of Experience – If you hold a qualifying degree or extension certificate and are applying to take Section 1 and/or 2 of the licensing examination only, the Certification of Experience is not required. However, you must submit the Certification of Experience before you will be eligible for Sections 3 and 4 of the licensing examination.

**Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) Disclosure:** Disclosure of your SSN or ITIN is mandatory. Business and Professions Code Section 30 and Public Law 94-455 (42 USCA 405(c) (2) (C)) authorize collection of your SSN or ITIN. YOUR SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Family Code section 17520, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN number, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

**Collection and Use of Personal Information:** The LATC, under the auspices the California Architects Board and the Department of Consumer Affairs, collects the personal information requested on this form as authorized by Business and Professions Code sections 5630, 5650, 5651, 5652 and Civil Code Section 1798.17. The LATC uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses and enforce licensing standards set by law and regulation.

**Mandatory Submission:** Submission of the requested information is mandatory. The LATC cannot consider your application for examination unless you provide all of the requested information.

**Access to Your Information:** You may review the records maintained by the LATC that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information:** The LATC makes every effort to protect the personal information you provide. The information you provide may also be disclosed in the following circumstances, according to the provisions of Title 16, Division 26, California Code of Regulations section 2608:

- To another government agency as required by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information** For questions about this application or access to your records, you may contact the Landscape Architects Technical Committee, 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email [latc@dca.ca.gov](mailto:latc@dca.ca.gov). For questions about the Department of Consumer Affairs' privacy policy or the Information Practices Act, contact the Office of Privacy Protection, 1625 North Market Blvd, Sacramento, CA 95834, (866) 785-9663, or email [privacy@dca.ca.gov](mailto:privacy@dca.ca.gov)

Save & Continue

Save & Exit

5. Here is what the online Eligibility Application for LATC looks like.

6. Review Instructions and Disclosure and click 'Save & Continue.'



# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

### Eligibility Application

Instructions & Disclosures

Personal Information

Special Consideration

Education

Certificate of Experience

Person History

Attestation

Fee and Payment

#### Personal Information

**Instructions**

All items are mandatory. Information provided will be used to determine qualifications for examination. Please read the attached instructions and disclosures. All first-time California candidates are required to complete and submit this application to the Landscape Architects Technical Committee (LATC). All materials must be received at least 45 days prior to the licensing examination for which you wish to receive eligibility.

**Personal Information**

First Name: \*  Middle Name:  Last Name: \*  Known By Any Other Name (Include Maiden Name):

DOB (Date of Birth): \*   SSN/ITIN: \*

Address of Record (AOR): \*  Country: \*  State: \*  City: \*

Address of Record AOR Line 2:  Zip: \*

Email Address:  Home Phone Number: \*  Work Phone:

7. Complete all fields and click the green 'Save & Continue' button.

\*Note: All required fields have a red asterisk.



# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

**Eligibility Application**

Instructions & Disclosures ✓

Personal Information ✓

**Special Consideration** ✗

Education ✗

Certificate of Experience ✗

Person History ✗

Attestation ✗

Fee and Payment ✗

**Special Consideration**

**Instructions**

Business and Professions Code section 135.4 provides that the Landscape Architects Technical Committee must expedite, and may assist, the initial licensure process for certain applicants described below. Do any of the following statements apply to you:

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

**Special Consideration**

1. Have you ever been licensed to practice landscape architecture?  
If yes, attach explanation. \*

Yes  No

2. Have you served as an active duty member of the United States Armed Forces and were honorably discharged? If yes, you may qualify for expedited application processing by providing a copy of your DD214 (Certificate of Release or Discharge from Active Duty). \*

Yes  No

3. Are you a spouse/domestic partner of an active duty military member of the U.S. Armed Forces who is assigned to a duty station in California under official active duty military orders? \*

Yes  No

Individuals married to, or in a domestic partnership (or other legal union) with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders will receive expedited license processing.

Individuals eligible for this option must attach to this application proof of marriage or domestic partnership (or other legal union) and hold a current landscape architect license in another state, district, or territory of the U.S.

Business and Professions Code section 135.4 provides that the Landscape Architects Technical Committee must expedite, and may assist, the initial licensure process for certain applicants described below. Do any of the following statements apply to you:

1. You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code. \*

Yes  No

2. You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or \*

Yes  No

3. You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government. \*

Yes  No

**Save & Continue** **Save & Exit**

8. Complete all questions, upload any needed documentation, and click the green **'Save & Continue'** button.



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## California Landscape Architects Technical Committee

### Eligibility Application

<ul style="list-style-type: none"><li>Instructions &amp; Disclosures <input checked="" type="checkbox"/></li><li>Personal Information <input checked="" type="checkbox"/></li><li>Special Consideration <input checked="" type="checkbox"/></li><li>Education <input checked="" type="checkbox"/></li><li>Certificate of Experience <input checked="" type="checkbox"/></li><li>Person History <input checked="" type="checkbox"/></li><li>Attestation <input checked="" type="checkbox"/></li><li>Fee and Payment <input checked="" type="checkbox"/></li></ul>	<h3>Eligibility Application</h3> <h4>Education</h4> <p><b>Instructions</b></p> <p>Please only submit the transcript(s) used to qualify. The transcript(s) must indicate "Degree Conferred". The transcript(s) may be mailed or emailed directly from the educational institution; however, the candidate is responsible for its timely arrival.</p> <p>Mailing Address:</p> <p>Landscape Architects Technical Committee 2420 Del Paso Road, Suite 105 Sacramento, CA 95834</p> <p>Email Address: latc@dca.ca.gov</p> <p><b>Education</b></p> <p>Do you want to report education? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Save &amp; Continue"/> <input type="button" value="Save &amp; Exit"/></p>	<p>9. Read the instructions and question.</p>
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## California Landscape Architects Technical Committee

### Eligibility Application

**Education**

Do you want to report education? \*

Yes  No

College or University:

Course of Study:

Degree Received:

Date Conferred:

10. If you answer YES to the question, complete all fields and click the green **'Save & Continue'** button.



# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

### Eligibility Application

- Instructions & Disclosures ✓
- Personal Information ✓
- Special Consideration ✓
- Education ✓
- Certificate of Experience ✗
- Person History ✗
- Attestation ✗
- Fee and Payment ✗

#### Certificate of Experience

**Instructions**

California Code of Regulations (CCR) section 2615 (Form of Examinations) requires 6 years of education and/or experience.

**Exception:** Candidates who hold a Landscape Architectural Accreditation Board (LAAB) accredited degree in landscape architecture or an approved extension certificate in landscape architecture in accordance with CCR section 2620.5 (Requirements for an Approved Extension Certificate Program) can apply to take Sections 1 and 2 of the Landscape Architect Registration Examination (LARE) prior to obtaining work experience. A Certification of Experience is required to take Sections 3 and 4 of the LARE.

**Certification of Experience**

Certification of Experience Pdf Link: [Click Here](#)

Certification of Experience (optional):

Upload New Files

[+ Browse](#)

Type	File Name	Actions
<a href="#">Click here to Upload</a> <a href="#">Clear</a>		

Uploaded Files

Type	File Name	Actions
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[Save & Continue](#) [Save & Exit](#)

11. Read the instructions, upload necessary documentation, and click the green **'Save & Continue'** button.



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### Eligibility Application

<ul style="list-style-type: none"> <li>Instructions &amp; Disclosures <span style="float: right;">✔</span></li> <li>Personal Information <span style="float: right;">✔</span></li> <li>Special Consideration <span style="float: right;">✔</span></li> <li>Education <span style="float: right;">✔</span></li> <li>Certificate of Experience <span style="float: right;">✔</span></li> <li><b>Person History <span style="float: right;">✘</span></b></li> <li>Attestation <span style="float: right;">✘</span></li> <li>Fee and Payment <span style="float: right;">✘</span></li> </ul>	<h3>Eligibility Application</h3> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <span style="color: green;">↺</span> Person History         </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">           Person History         </div> <p>1. Have you ever been disciplined by another public agency? If yes, attach explanation. *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>2. Have you ever been convicted of, or pled guilty or nolo contendere to ANY criminal or civil offense in the United States, its territories, or a foreign country? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Convictions that were later dismissed pursuant to California Penal Code (CPC) sections 1203.4, 1203.4a, or 1203.41, or equivalent non-California law, MUST be disclosed. (If you have obtained a dismissal of your conviction(s) pursuant to the aforementioned CPC sections, please submit a certified copy of the court order dismissing the conviction(s) with your application.)</b></p> <p><b>Convictions that were adjudicated in juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older should NOT be reported.</b></p> <p>If you answered "yes", attach an explanation:</p> <p>Indicate the date and place of arrest, name of court, court case number, code section violated, a brief explanation of the offense, and sentence imposed. If convicted under another name, please indicate that name. <b>You may omit:</b></p> <p style="padding-left: 20px;">Any traffic infraction for which the fine imposed was \$1000 or less.</p> <p style="padding-left: 20px;">Any incident that has been sealed or disposed of under California Welfare and Institutions Code section 781, Penal Code sections 1000.3, 1000.5 or 1203.45</p> <p>If you answered "yes", attach an explanation:</p> <p>Indicate the date and place of arrest, name of court, court case number, code section violated, a brief explanation of the offense, and sentence imposed. If convicted under another name, please indicate that name. <b>You may omit:</b></p> <p style="padding-left: 20px;">Any traffic infraction for which the fine imposed was \$1000 or less.</p> <p style="padding-left: 20px;">Any incident that has been sealed or disposed of under California Welfare and Institutions Code section 781, Penal Code sections 1000.3, 1000.5 or 1203.45</p> <p><b>ALL OTHER CONVICTIONS MUST BE DISCLOSED</b></p> <p>3. Is any criminal action pending against you or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict? If yes, attach an explanation *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>4. Have you ever had a landscape architecture license denied, suspended, or revoked? If yes, attach explanation. *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div> <div style="margin-top: 10px;"> <span style="background-color: #28a745; color: white; padding: 5px 10px; border: 1px solid #28a745;">Save &amp; Continue</span> <span style="background-color: #28a745; color: white; padding: 5px 10px; border: 1px solid #28a745; margin-left: 10px;">Save &amp; Exit</span> </div> </div>	<p>12. Carefully read the instructions and the questions.</p>
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# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

#### ALL OTHER CONVICTIONS MUST BE DISCLOSED

3. Is any criminal action pending against you or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?

If yes, attach an explanation \*

Yes  No

Explanation \*

#### Upload New Linked Files

+ Browse

Type	File Name	Actions
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#### Linked Files

Type	File Name	Actions
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4. Have you ever had a landscape architecture license denied, suspended, or revoked?

If yes, attach explanation. \*

Yes  No

13. If you answer 'YES' to any of the questions, complete an explanation, upload any supporting documentation needed, and click the green 'Save & Continue' button.

<ul style="list-style-type: none"> <li style="margin-bottom: 5px;">Instructions &amp; Disclosures <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Personal Information <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Special Consideration <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Education <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Certificate of Experience <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Person History <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Attestation <span style="float: right;">✘</span></li> <li style="margin-bottom: 5px;">Fee and Payment <span style="float: right;">✘</span></li> </ul>	<div style="text-align: center; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <h4>Eligibility Application</h4> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <span style="color: green; font-weight: bold;">✔</span> Attestation         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Attestation</div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> I certify under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct. *         </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Date *  <input type="text" value="03/01/2023"/> </div> <div style="width: 45%;">           Signature *  <input style="border: 2px solid red;" type="text"/> </div> </div> <div style="margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px; color: green; font-weight: bold;">Save &amp; Continue</span> <span style="padding: 2px 10px; color: green; font-weight: bold;">Save &amp; Exit</span> </div> </div> </div>	<p>14. Check the box that you are certifying all information contained in the application is true and correct.</p> <p>15. Type your name and click the green <b>'Save &amp; Continue'</b> button.</p>
<ul style="list-style-type: none"> <li style="margin-bottom: 5px;">Instructions &amp; Disclosures <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Personal Information <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Special Consideration <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Education <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Certificate of Experience <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Person History <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Attestation <span style="float: right;">✔</span></li> <li style="margin-bottom: 5px;">Fee and Payment <span style="float: right;">✘</span></li> </ul>	<div style="text-align: center; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <h4>Eligibility Application</h4> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <span style="color: green; font-weight: bold;">✔</span> Fee and Payment         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Fee and Payment</div> <div style="margin-top: 10px;">           Payment Method: * <span style="border: 2px solid red; padding: 2px;">             Select A Method              Credit/Debit Card           </span> </div> <div style="margin-top: 10px;">           Application Landscape Architect            Service Fee: 2.30%            Total Fees: \$ 35.81         </div> </div> </div> <div style="margin-top: 10px;"> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 4px;">Pay and Submit</span> </div>	<p>16. Select payment method.</p>



# CONNECT APPLICATION GUIDE

## California Landscape Architects Technical Committee

### Eligibility Application

Order Information	Billing Information	Required Fields *
Total Fees: 35.81	<input type="checkbox"/> Copy Details From Application	
<b>Payment Information</b>		
	First Name: *	<input type="text"/>
Card Number: *	Last Name: *	<input type="text"/>
CVV: *	Street 1: *	<input type="text"/>
Expiration Date: * Month: * [M...] Year: * [Y...]	Street 2: *	<input type="text"/>
	Country: *	<input type="text"/> <small>Country: is required.</small>
	State/Province: *	<input type="text"/>
	City: *	<input type="text"/>
	Zip/Postal Code: *	<input type="text"/>
<input type="button" value="Pay and Submit"/>		

\*Note: Once application is submitted you will get a payment confirmation and application submission confirmation email.

17. Order information will populate.

18. Complete all payment information and click the blue **'Pay and Submit'** button.

\*Note: You can select **'Copy Details From Address of Record'** which will populate the fields in the Billing Information based on information within the application, however; any of these fields may be updated as needed.