



CERTIFICATION OF EXPERIENCE

Section I – Completed by Applicant

*All first-time California candidates are required to complete this certification along with the Eligibility Application and submit it to the Landscape Architect's Technical Committee (LATC). All materials must be **received** at least 45 days prior to the licensing examination for which you wish to receive eligibility.*

NAME: _____
(Last) (First) (Middle)

KNOWN BY ANY OTHER NAME: _____
(Include Maiden Name)

ADDRESS: _____
(Number and Street) (City) (State) (Zip Code)

WORK PHONE: (____) _____ HOME PHONE: (____) _____

Section II – Completed by Employer

*All items are mandatory. The information provided will be used to determine qualifications for examination. Please read the attached disclosure information. **The LATC will not accept the Certification of Experience form without an original signature.***

The applicant was employed by _____ and worked for said employer as described
Print or type name of employer

from _____ to _____. Full Time Part Time – Number of hours per week _____
Month/Year Month/Year

Check the box(s) that identifies your **business relationship** to the applicant:

- Employer Landscape Architect Architect Civil Engineer

Other, specify relationship and explain how you are able to assess the applicant's knowledge and skills in landscape architecture.

Check the box(s) that identifies the **capacity** in which the applicant worked:

- Draftsperson Planning Contractor Other _____
- Designer Supervising Employee

List specific tasks performed in landscape architecture by the applicant of which you have knowledge. The listed tasks must be related to your **business relationship** to the applicant and the **capacity** in which the applicant worked:

I certify under penalty of perjury under the laws of the State of California that the information contained in this certification is true and correct.

Executed on _____ at _____
Date City or County State

Certifier Name (please print)

Certifier Signature

Email Address

License#

Issue Date

Expiration Date

Street Address

City

State

Zip Code

Telephone Number

As a mentor of future landscape architects, the LATC is interested in sharing information regarding the licensure examination plan and process that will assist you in preparing candidates for success. The LATC website contains useful information regarding recent changes to the practice. Other content found on the website includes:

- o Format of the exam and subject areas outlined
- o Candidate Guide to Examination
- o Roles of the LATC, Council of Landscape Architectural Registration Boards and the American Society of Landscape Architects
- o Data on current pass rates for the Landscape Architect Registration Examination

You may want to add our address to your Internet favorites or subscribe to our email list at www.latc.ca.gov.

DISCLOSURES

Collection and Use of Personal Information. The LATC, of the Department of Consumer Affairs (DCA), 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 applications for examination and licensure, to 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 be disclosed in the following circumstances:

- Response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law; or
- To a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the LATC at 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email latc@dca.ca.gov. For questions about the DCA's 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.