



CALIFORNIA SUPPLEMENTAL EXAMINATION APPLICATION

All items are mandatory. Information provided will be used to determine qualifications for examination. Please read the attached instructions and disclosures. All California Supplemental Examination (CSE) candidates are required to complete and submit this application, along with the applicable fees, to the Landscape Architects Technical Committee (LATC).

NAME: (Last) (First) (Middle)

KNOWN BY ANY OTHER NAME: (Include Maiden Name)

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

WORK PHONE: ( ) HOME PHONE: ( ) Male Female

INDIVIDUAL TAXPAYER IDENTIFICATION # or BIRTHDATE (Month/Day/Year): SOCIAL SECURITY#:

EMAIL ADDRESS:

By providing your email address you will be subscribed to receive email alerts with important news about LATC activities such as changes to the examination, proposed and final changes to law, and meeting notices. You may opt out by checking here:

1. 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

2. 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? 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. Yes No

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.

3. 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? Yes No

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 the aforementioned CPC sections, please submit a certified copy of the court order dismissing the conviction(s) with your application.) 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.

If you answered "yes", attach an explanation indicating 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. You may omit any traffic infraction for which the fine imposed was \$1000 or less or 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

Table with 2 columns: Fee Description, Amount. Rows include CSE Application Evaluation Fee - Non Refundable (\$35.00), California Supplemental Exam Fee - Will be refunded if you are deemed ineligible for examination (\$275.00), and Total (\$310.00).

Table with 4 columns: For Official Use Only: Date Received, Receipt #, Amount Received \$, ATS #

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 the behalf of the United States government.  Yes  No

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.

***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.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONS AND DISCLOSURES

The following documentation must be received by the LATC prior to the application being reviewed.

1. Application – complete with original signature.
2. Application evaluation fee of \$35.00 is required and non-refundable.  
California Supplemental Examination Fee of \$275 which will be refunded if you are deemed ineligible for examination. The total payment of \$310 must be included with your application. Money order, cashier's check or personal check must be made payable to "LATC." Credit or debit cards are not accepted.
3. If applicable, reasonable accommodation request and all required documentation.

**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 section 11350.6 of the Welfare and Institutions Code, 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:

- In 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
- 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).

**Fingerprinting Requirement** Starting January 1, 2022, all new applicants for licensure by the LATC must submit a full set of fingerprints for the purpose of conducting a federal and state criminal history record check. Fingerprints are compared to the records of the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to determine if the applicant has a criminal history.

For more information see the Fingerprinting FAQs on LATC's website at [www.latc.ca.gov](http://www.latc.ca.gov).

### California Supplemental Examination Application Checklist:

- CSE Application – with original signature
- Application and Examination fees