

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, cashiers 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. 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.

California Supplemental Examination Application Checklist:

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