



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 LATC. All materials must be **received** at least 70 days prior to the licensing examination in 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 licensure. Read the attached disclosures for more information. The LATC will not accept the Certification of Experience 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(es) that identifies your **business relationship** to the applicant:

- Employer Landscape Architect Architect Engineer
 Other, specify relationship and explain how you are able to assess the applicant's knowledge:

Check the box(es) 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 specific 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 application 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 exam plan and process that will assist you in preparing candidates for success. The LATC Web site contains useful information regarding recent changes to the practice. Other content found on the Web site 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 Landscape Architects Technical Committee of 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 Landscape Architects Technical Committee 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 Landscape Architects Technical Committee cannot consider your application for licensure or renewal unless you provide all of the requested information.

Access to Your Information. You may review the records maintained by the Landscape Architects Technical Committee that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. We make every effort to protect the personal information you provide us. In order to follow up on your complaint, however, we may need to share the information you give us with the business you complained about or with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- 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 notice 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.