



## CONNECT APPLICATION GUIDE

### California Landscape Architects Technical Committee

#### Initial License Application

#### SCREEN

DEPARTMENT OF CONSUMER AFFAIRS  
CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

Profile | Sign Out

Link License

Connect Support

Landscape Architects Technical Committee

Licenses

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

Links & Resources

Name
Landscape Architects Technical Committee

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.	

#### 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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#### 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

Initial License Application

Create Application

Cancel

3. Select the type of application that you wish to complete—in this case the **Initial License Application**.

4. With the Initial License Application selected, click the green '**Create Application**' button.



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Instructions & Disclosures

Personal Information

Special Consideration

Person History

Fingerprinting

Attestation

Fee and Payment

Initial License Application

Instructions & Disclosures

Instructions

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

- Initial License Application.
- Initial License Fee of \$400.
- Live Scan fingerprint submission.

(OR)

**Only If located outside of California:** Two FD-258 Fingerprint Cards with \$49 processing fee payable to the California Department of Justice. Fingerprint cards can be requested from the LATC or obtained independently.

**The Initial License fee must be received by the LATC with the Initial License Application.** Licensure will not be considered until all information has been provided. It is the applicant's responsibility to make sure the application is complete and the license fee of \$400.00 is paid. Once accepted, the applicant will receive a wall certificate with the license number in approximately two weeks. The pocket license will be issued within three to four weeks.

**Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) Disclosure:** Disclosure of your SSN or ITIN is mandatory, and collection of this information is authorized by Business and Professions Code Sections 30 and 31. 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 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity that 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 of the California Architects Board and the Department of Consumer Affairs, collects the personal information requested on this form to determine qualifications for a landscape architect license. Business and Professions Code sections 27, 141, 480, 5650, 5651, 5652, and 5654 authorize the collection of this information.

**Mandatory Submission:** Submission of the requested information is mandatory. The LATC cannot consider your application for licensure 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 (Civil Code section 1798 et seq.). 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 Business and Professions Code section 30, Civil Code section 1798.24, and California Code of Regulations, title 16, division 26, article 1, section 2608:

- In response to a California Public Records Act (Government Code section 6250 et seq.) request, as allowed by the Information Practices Act (Civil Code section 1798 et seq.);
- 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:** The Executive Officer of the Board is responsible for maintaining the information in this application, and may be contacted at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834, (916) 574-7220 regarding questions about this notice or access to records. For questions about this application you may contact the Program Manager of 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).

**NOTICE:** The State Board of Equalization and the Franchise Tax Board may share taxpayer information with the LATC. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid. (Business and Professions Code section 31, subdivision (e).)

**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).

Save & Continue

Save & Exit

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

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



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Personal Information

First Name: \*  
Tom

Middle Name:

Last Name: \*  
Smith

Known By Any Other Name  
(Include Maiden Name):

DOB (Date of Birth): \*  
08/23/1984

SSN/ITIN: \*  
222-11-2222

Address of Record (AOR): \*  
123 Street

Country: \*  
UNITED STATES

State: \*  
California

City: \*  
SACRAMENTO

Address of Record AOR Line 2:

Zip: \*  
95835

Email Address:  
@dca.ca.gov

Home Phone Number: \*  
555-222-1111

Work Phone:

Save & Continue

Save & Exit

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

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



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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 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.
- 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. \*

☐ Yes ☐ No

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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Initial License Application		9. Read the instructions and questions.
<div><div>Instructions &amp; Disclosures ✓</div><div>Personal Information ✓</div><div>Special Consideration ✓</div><div>Person History ✗</div><div>Fingerprinting ✗</div><div>Attestation ✗</div><div>Fee and Payment ✗</div></div>	<div><div>Person History</div><div><div>Instructions</div><p>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.</p><p>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</p></div><div><div>Person History</div><div><div>1. Have you ever been disciplined by another public agency? If yes, attach explanation. *</div><div><input type="radio"/> Yes <input type="radio"/> No</div><div>2. Have you ever been convicted of, or pled guilty or nolo contendere to ANY criminal or civil offense in the Unites States, its territories, or a foreign country? *</div><div><input type="radio"/> Yes <input type="radio"/> No</div></div></div><div><div>Save &amp; Continue</div><div>Save &amp; Exit</div></div></div>	



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#### Person History

1. Have you ever been disciplined by another public agency? If yes, attach explanation. \*

☒ Yes ☐ No

Explanation \*

#### Upload New Linked Files

+ Browse

Type

File Name

Actions

#### Linked Files

Type

File Name

Actions

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? \*

☐ Yes ☒ No

Save & Continue

Save & Exit

10. If you answer YES to any of the questions, additional information and/or uploading supporting documentation will be required. Once all questions have been addressed, click the green **'Save & Continue'** button.



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<div>Instructions &amp; Disclosures ✓</div> <div>Personal Information ✓</div> <div>Special Consideration ✓</div> <div>Person History ✓</div> <div>Fingerprinting ✕</div> <div>Attestation ✕</div> <div>Fee and Payment ✕</div>	<div>Initial License Application</div> <div>Fingerprinting</div> <div>Instructions</div> <p>Pursuant to California law (Bus. &amp; Prof. Code § 5650.5), all applicants for licensure by the Landscape Architects Technical Committee (LATC) are required to 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.</p> <p>Are you a California resident? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <div>Save &amp; Continue Save &amp; Exit</div>	<p>11. Read the instructions, respond to questions, and click the green <b>'Save &amp; Continue'</b> button.</p> <p>*Note: Depending on your answer, you will be prompted with another question before you can continue.</p>
<div>Instructions &amp; Disclosures ✓</div> <div>Personal Information ✓</div> <div>Special Consideration ✓</div> <div>Person History ✓</div> <div>Fingerprinting ✓</div> <div>Attestation ✕</div> <div>Fee and Payment ✕</div>	<div>Initial License Application</div> <div>Attestation</div> <div><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> <p>Date * Signature *</p> <p>03/02/2023</p> <div>Save &amp; Continue Save &amp; Exit</div>	<p>12. Check the box that you are certifying all information contained in the application is true and correct.</p> <p>13. Type your name and click the green <b>'Save &amp; Continue'</b> button.</p>





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<div><div>Instructions &amp; Disclosures ✓</div><div>Personal Information ✓</div><div>Special Consideration ✓</div><div>Person History ✓</div><div>Fingerprinting ✓</div><div>Attestation ✓</div><div>Fee and Payment ✕</div></div>	<div><div>Fee and Payment</div><div><div>Fee and Payment</div><div><div>Payment Method: <span>Select A Method</span></div><div>Credit/Debit Card</div></div><div>Initial License Landscape Architect \$ 400</div><div>Service Fee: 2.30%</div><div>Total Fees: \$ 409.20</div></div><div>Pay and Submit</div></div>	



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Order Information	Billing Information	Required Fields *
Total Fees: 409.20	<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: *	Street 2: *	<input type="text"/>
Month: * <input type="text" value="M..."/>	Year: * <input type="text" value="Y..."/>	Country: * <input type="text" value="Country: is required."/>
	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.

15. Order information will populate.

16. 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.