Rules and Regulations of the State of Georgia

Department 310 GEORGIA STATE BOARD OF LANDSCAPE ARCHITECTS

Current through Rules and Regulations filed through November 6, 2026

Table of Contents

ADMINISTRATIVE HISTORY
Chapter 310-1. ORGANIZATION.
- Rule 310-1-.01. Organization of the Board.
- Rule 310-1-.02. Meetings.
- Rule 310-1-.03. Officers.
- Rule 310-1-.04. Office of the Board.

Chapter 310-2. APPLICATIONS-EXAMINATIONS.
- Rule 310-2-.01. Applications.
- Rule 310-2-.02. Repealed.
- Rule 310-2-.03. Examinations.

Chapter 310-3. FEES.
- Rule 310-3-.01. Fees.
- Rule 310-3-.02. Repealed.
- Rule 310-3-.03. Repealed.
- Rule 310-3-.04. Repealed.
- Rule 310-3-.05. Repealed.
- Rule 310-3-.06. Repealed.
- Rule 310-3-.07. Repealed.
- Rule 310-3-.08. Repealed.

Chapter 310-4. REGISTRATION.
- Rule 310-4-.01. Registration to Practice Landscape Architecture.
- Rule 310-4-.02. Biennial Renewal.

Rule 310-4-.03. Late Renewal.
Rule 310-4-.04. Reinstatement.
Rule 310-4-.05. Repealed.
Rule 310-4-.06. Repealed.
Rule 310-4-.07. Repealed.
Rule 310-4-.08. Repealed.
Chapter 310-5. TEMPORARY LICENSE.
Rule 310-5-.01. Temporary License.
Chapter 310-6. RECIPROCITY.
Rule 310-6-.01. Reciprocity.
Chapter 310-7. SEALS AND RUBBER STAMPS.
Rule 310-7-.01. Seals and Rubber Stamps.
Chapter 310-8. CERTIFICATE OF ORGANIZATION.
Rule 310-8-.01. Certificate of Organization.
Chapter 310-9. CONTINUING EDUCATION.
Rule 310-9-.01. Reporting Requirements.
Rule 310-9-.02. Record Maintenance and Verification.
Rule 310-9-.03. Exemptions.
Rule 310-9-.04. Approved Programs.
Rule 310-9-.05. Calculation of Hours of Credit.
Chapter 310-10. EXCEPTIONS.
Rule 310-10-.01. Exceptions.
Chapter 310-11. PROCEDURAL RULES.
Rule 310-11-.01. Procedural Rules.

ADMINISTRATIVE HISTORY

The **Administrative History** following each Rule gives the date on which the Rule was originally filed and its effective date, as well as the date on which any amendment or repeal was filed and its effective date. Principal abbreviations used in the Administrative History are as follows:

f. - filed

eff. - effective

R. - Rule (Abbreviated only at the beginning of the control number)

Ch. - Chapter (Abbreviated only at the beginning of the control number)

ER. - Emergency Rule

Rev. - Revised

Note: Emergency Rules are listed in each Rule's Administrative History by Emergency Rule number, date filed and effective date. The Emergency Rule will be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule is adopted, as specified by the Agency.

Chapter 310-1 entitled "Organization", 310-2 entitled "Qualification", 310-3 entitled "Examinations", and 310-4 entitled "License" have been adopted. Filed and effective June 30, 1965.

Chapter 310-5 entitled "Reciprocity" has been adopted. Filed July 2, 1971; effective July 23, 1971, as specified by the Agency.

Emergency Rule Chapter 310-3-0.1 has been adopted. Filed and effective July 1, 1976, the date of adoption, to be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this emergency Rule is adopted, as specified by the Agency. This Emergency Rule repealed Chapters 310-1 to 310-5. (This Emergency Rule will not be published; copies may be obtained from the Agency.)

Chapter 310-1 to 310-5 have been repealed and new Chapters adopted. Chapters 310-6 entitled "Reciprocity", 310-7 entitled "Seals and Rubber Stamps", 310-8 entitled "Procedural Rules" have been adopted. Filed May 2, 1977; effective May 22, 1977.

Rule 310-2-.03 has been amended. Filed January 7, 1980; effective January 27, 1980.

Rule 310-1-.02 has been repealed and a new Rule adopted. Filed March 4, 1980; effective March 24, 1980.

Rules 310-1-.01 and 310-3-.01 have been repealed and new Rules adopted. Filed June 2, 1980; effective June 22, 1980.

Rules 310-3-.01 and 310-7-.01 have been repealed and new Rules adopted. Rule 310-3-.02 has been adopted. Rule 310-4-.01 has been amended. Chapter 310-8 has been repealed and a new Chapter adopted. Chapter 310-9 entitled "Procedural Rules" has been adopted. Filed April 23, 1982; effective May 13, 1982.

Rules 310-2-.01 and 310-3-.02 have been amended. Filed May 2, 1983; effective May 22, 1983.

Rule 310-2-.01 has been amended. Filed October 6, 1983; effective October 26, 1983.

Rule 310-3-.01 has been repealed and a new Rule adopted. Filed March 28, 1984; effective April 17, 1984.

Rules 310-3-.01 and .02 have been amended. Filed September 19, 1984; effective October 9, 1984.

Rule 310-2-.03 has been amended. Filed December 13, 1984; effective January 2, 1985. Rules 310-1-.01 to .03, 310-2-.01, and .03 have been repealed and new Rules adopted. Rules 310-3-.01, 310-4-.01 and 310-6-.01 have been amended. Filed October 27, 1988; effective November 16, 1988.

Rule 310-2-.02 has been repealed and a new Rule adopted. Filed September 24, 1991; effective October 14, 1991.

Rule 310-2-.02 has been repealed. Filed November 21, 1991; effective December 11, 1991.

Rule 310-2-.03 has been amended. Filed December 17, 1991; effective January 6, 1992.

Rule 310-2-.01 has been amended. Filed March 31, 1993; effective April 20, 1993.

Rules 310-1-.01, 310-2-.01, .03, and 310-5-.01 have been repealed and new Rules adopted. Rule 310-3-.02 has been repealed. Rules 310-4-.02 to .04 have been adopted. Rule 310-6-.01 has been amended. Chapter 310-9 has been repealed and a new Chapter adopted. Chapter 310-10 entitled "Procedural Rules" has been adopted. Filed June 14, 1994; effective July 4, 1994.

Rule 310-2-.03 has been amended. Filed May 11, 1995; effective May 31, 1995.

Chapter 310-10 has been repealed and a new Chapter adopted. Chapter 310-11 entitled "Procedural Rules" has been adopted. Filed October 25, 1995; effective November 14, 1995.

Rule 310-2-.01 has been amended. Filed March 21, 1996; effective April 10, 1996.

Rule 310-3-.01 has been amended. Filed November 13, 1996; effective December 3, 1996.

Rule 310-2-.01 has been amended. Filed May 13, 1999; effective June 2, 1999.

Chapter 310-1, Rules 310-3-.01, 310-4-.03, .04 and 310-11-.01 have been amended. Filed September 19, 2002; effective October 9, 2002.

Rules 310-2-.01 and 310-4-.04 have been amended. Rule 310-2-.03 has been repealed and a new Rule adopted. Filed July 20, 2004; effective August 9, 2004.

Rule 310-2-.01 has been repealed and a new Rule adopted. Filed September 21, 2005; effective October 11, 2005.

Rules 310-2-.01 and .03 have been amended. Rule 310-7-.01 has been repealed and a new Rule adopted. Filed July 17, 2006; effective August 6, 2006.

Rules 310-2-.01 and .03 have been amended. Filed December 5, 2007; effective December 25, 2007.

Rule 310-2-.01 has been repealed and a new Rule adopted. Filed October 14, 2009; effective November 3, 2009.

Rule 310-9-.04 has been amended. Filed July 13, 2011; effective August 2, 2011.

Rule 310-9-.03 amended. F. Dec. 5, 2019; eff. Dec. 25, 2019.

Cite as Ga. Comp. R. & Regs. R. dept. 310, ADMINISTRATIVE HISTORY

Chapter 310-1. ORGANIZATION.

Rule 310-1-.01. Organization of the Board.

The Georgia State Board of Landscape Architects shall consist of five members appointed by the Governor. The public may obtain information and forms from the Division Director, Professional Licensing Boards, 237 Coliseum Drive, Macon, Georgia 31217.

Cite as Ga. Comp. R. & Regs. R. 310-1-.01
Authority: O.C.G.A. Secs. 43-1-2, 43-23-2.
History. Original Rule entitled "Organization of the Board" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.01 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: New Rule of same title adopted. F. May 2, 1977; eff. May 22, 1977.
Repealed: New Rule of same title adopted. F. June 2, 1980; eff. June 22, 1980.
Repealed: New Rule of same title adopted. F. Oct. 27, 1988; eff. Nov. 16, 1988.
Repealed: New Rule of same title adopted. F. June 14, 1994; eff. July 4, 1994.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.

Rule 310-1-.02. Meetings.

Meetings of the Board shall be held at the headquarters of the Board, unless another meeting location is requested by the Chairman and approved by the Division Director.

Cite as Ga. Comp. R. & Regs. R. 310-1-.02
Authority: O.C.G.A. Sec. 43-23-2.
History. Original Rule entitled "Meetings" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.02 adopted. F. and eff. July 1, 1976, the date of adoption.

Repealed: New Rule of same title adopted. F. May 2, 1977; eff. May 22, 1977.
Amended: F. Mar. 4, 1980; eff. Mar. 24, 1980.
Repealed: New Rule of same title adopted. F. Oct. 27, 1988; eff. Nov. 16, 1988.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.

Rule 310-1-.03. Officers.

The Board shall annually elect a Chairman. The Division Director shall serve as Secretary of the Board and perform for the Board those duties set forth in Code Section 43-1.

Cite as Ga. Comp. R. & Regs. R. 310-1-.03
Authority: O.C.G.A. Secs. 43-1-2, 43-23-2.
History. Original Rule entitled "Duties of Officers" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.03 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: New Rule of same title adopted. F. May 2, 1977; eff. May 22, 1977.
Repealed: New Rule of same title adopted. F. Oct. 27, 1988; eff. Nov. 16, 1988.
Amended: Rule retitled "Officers". F. Sept. 19, 2002; eff. Oct. 9, 2002.

Rule 310-1-.04. Office of the Board.

The office of the Board shall be that of the Division Director.

Cite as Ga. Comp. R. & Regs. R. 310-1-.04
Authority: O.C.G.A. Secs. 43-1-2, 43-1-6, 43-23-2.
History. Original Rule entitled "Office of the Board" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.04 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: New Rule of same title adopted. F. May 2, 1977; eff. May 22, 1977.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.

Chapter 310-2. APPLICATIONS-EXAMINATIONS.

Rule 310-2-.01. Applications.

(1) An application for licensure as a Landscape Architect by examination shall be submitted on a form provided by the Board and may be received at any time during regular business hours at the office of the Board.

   (a) Each applicant sitting for the examination must obtain written approval from the Board prior to taking any portion (written and/or computer based) of any examination offering that occurs at any time during the year. Scores obtained by an applicant from an examination for which there was not prior written approval by the Board will not be accepted by the Board for the purpose of licensure.

(2) An examination/application fee shall accompany the application.

(3) All portions of the application must be completed and the Board reserves the right to require the applicant to furnish proof of the statements made therein. Failure to supply additional evidence within the dates prescribed by the Board, or failure to appear before the Board, if requested, may be considered just and sufficient cause for denial of the application as an incomplete application.

(4) The Board reserves the right to retain any and all documents submitted.

(5) The Board may require evidence to support the adequacy of the training required. Successive periods of employment of less than 10 weeks may not be considered as part of a training described on the application.

(6) In order to be acceptable to the Board, the 18 months of training required in O.C.G.A. 43-23-7 as a prerequisite for the examination must be in the actual full-time practice of landscape architecture under the direct supervision of a registered landscape architect. Exceptions to the supervision requirements provided for in this paragraph will be considered by the Board on a case by case basis. It is the applicant's responsibility to provide adequate documentation to show evidence of having met the training requirement provided for in this paragraph. Full-time is defined as a minimum of 40 hours worked per week. In order for part-time work to fulfill the training requirement, 36 months of training with a minimum of 20 hours worked per week is required.

(7) Applicants who hold a Master of Landscape Architecture degree or a Master of Science degree in landscape architecture but who do not hold a Bachelor of Landscape Architecture degree or a Bachelor of Science degree in landscape architecture, must complete the training requirements provided for in O.C.G.A. 43-23-7 as a prerequisite for the examination.

(8) The Board or its designated provider will provide reasonable accommodation to a qualified applicant with a disability in accordance with the Americans With Disabilities Act. The written request for an accommodation by an individual with a disability must be submitted to the Board office with the application along with appropriate documentation, as indicated in the Request for Disability Accommodation Guidelines.

Cite as Ga. Comp. R. & Regs. R. 310-2-.01
Authority: O.C.G.A. Secs. 43-1-2, 43-1-3, 43-1-7, 43-1-19, 43-23-2, 43-23-4, 43-23-6 to 43-23-8.
History. Original Rule entitled "Qualifications for Licensing" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.01 adopted. F. and eff. July 1, 1976, the date of adoption.
Amended: New Rule entitled "Applications" adopted. F. May 2, 1977; eff. May 22, 1977.
Amended: F. May 2, 1983; eff. May 22, 1983.
Amended: F. Oct. 6, 1983; eff. Oct. 26, 1983.
Repealed: New Rule of same title adopted. F. Oct. 27, 1988; eff. Nov. 16, 1988.
Amended: F. Nov. 21, 1991; eff. Dec. 11, 1991.
Amended: F. Mar. 31, 1993; eff. Apr. 20, 1993.
Repealed: New Rule of same title adopted. F. June 14, 1994; eff. July 4, 1994.
Amended: F. Mar. 21, 1996; eff. Apr. 10, 1996.
Amended: F. May 13, 1999; eff. June 2, 1999.
Amended: F. July 20, 2004; eff. August 9, 2004.
Repealed: New Rule of same title adopted. F. Sept. 21, 2005; eff. Oct. 11, 2005.

Amended: F. July 17, 2006; eff. August 6, 2006.
Amended: F. Dec. 5, 2007; eff. Dec. 25, 2007.
Repealed: New Rule of same title adopted. F. Oct. 14, 2009; eff. Nov. 3, 2009.

Rule 310-2-.02. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-2-.02
Authority: O.C.G.A. Sec. 43-23-6.
History. Original Rule entitled "Non-Resident Applicants" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.02 adopted. F. and eff. July 1, 1976, the date of adoption.
Amended: New Rule entitled "Processing Applications" adopted. F. May 2, 1977; eff. May 22, 1977.
Repealed: New Rule of same title adopted. F. Sept. 24, 1991; eff. Oct. 14, 1991.
Repealed: F. Nov. 21, 1991; eff. Dec. 11, 1991.

Rule 310-2-.03. Examinations.

(1) Examinations shall be those examinations prepared by the Council of Landscape Architectural Registration Boards (CLARB) and an examination prepared by or on behalf of the Georgia State Board of Landscape Architects covering information related to the practice of landscape architecture in the State of Georgia.

(2) The "Landscape Architectural Registration Examination (LARE)" and the "Georgia Component" shall be the examination provided for in O.C.G.A. 43-23-7(c).

(3) Each applicant sitting for the examination must obtain written approval from the Board prior to taking any portion (written and/or computer based) of any examination offering that occurs at any time during the year.

(4) The examination format may be administered via computer-based and/or written and graphic portions as determined by the Board.

(5) The Examination may consist of the following six (6) sections:

(a) Project and Construction Administration

(b) Inventory, Analysis and Program Development

(c) Site Design

(d) Design and Construction Documentation

(e) Grading, Drainage and Stormwater Management

(f) Georgia Component - Georgia Laws, Rules, Regulations and Ecosystem of Georgia Preservation, Protection, Enhancement and Modification.

(6) The six (6) sections of the examination may cover, but not be limited to, the following topics:

(a) Environmental systems and principles

(b) Life safety and security principles

(c) Plant materials

(d) Planning and design principles

(e) Architectural principles

(f) Engineering principles

(g) Structural considerations

(h) Geology and soil science

(i) Principles of grading, and drainage, and stormwater system design

(j) Erosion, sedimentation, and pollution control

(k) Drafting, surveying, and mapping principles

(l) Assessing existing and built characteristics of sites, areas and regions

(m) Construction details, methods and techniques

(n) Water issues, including use, quality, quantity

(o) Irrigation systems

(p) Ethical standards for professional practice.

(7) The applicant is required to pass all portions of the examination.

(8) The Georgia Component prepared by or on behalf of the Board shall be given at least once each calendar year. The date, time, and place of the examination shall be determined by the Board.

(9) The minimum passing score of each part of the examination shall be established by the Board with a recommendation from CLARB and the Professional Licensing Boards Examination Division.

(10) An applicant receiving a passing grade on one or more subjects on the examination shall be given credit for those subjects passed.

(11) All applicants shall be notified in writing of the results of the examination.

Cite as Ga. Comp. R. & Regs. R. 310-2-.03
Authority: O.C.G.A. Secs. 43-1-2, 43-1-25, 43-23-2, 43-23-7.
History. Original Rule entitled "Examinations" adopted. F. May 2, 1977; eff. May 22, 1977.
Amended: F. Jan. 7, 1980; eff. Jan. 27, 1980.
Amended: F. Dec. 13, 1984; eff. Jan. 2, 1985.
Repealed: New Rule of same title adopted. F. Oct. 27, 1988; eff. Nov. 16, 1988.
Amended: F. Dec. 17, 1991; eff. Jan. 6, 1992.
Repealed: New Rule of same title adopted. F. June 14, 1994; eff. July 4, 1994.
Amended: F. May 11, 1995; eff. May 31, 1995.
Repealed: New Rule of same title adopted. F. July 20, 2004; eff. August 9, 2004.
Amended: F. July 17, 2006; eff. August 6, 2006.
Amended: F. Dec. 5, 2007; eff. Dec. 25, 2007.

Chapter 310-3. FEES.

Rule 310-3-.01. Fees.

The Board hereby adopts by reference a fee schedule that sets forth fees established by the Board. The fee schedule is available from the Board office and at the Board's website. Fees may be reviewed and changed at the discretion of the Board. A fee payment that is dishonored is subject to the provisions of Code Section 16-9-20 and Rule Chapter 295-14. A fee payment for registration or license, or renewal of a registration or license, that is dishonored will result in the registration or license being removed from active status.

Cite as Ga. Comp. R. & Regs. R. 310-3-.01
Authority: O.C.G.A. Secs. 16-9-20, 43-1-7, 43-23-2, 43-23-8.
History. Original Rule entitled "Applications for Examination" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.01 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: New Rule entitled "Fees" adopted. F. May 2, 1977; eff. May 22, 1977.
Repealed: New Rule of same title adopted. F. June 2, 1980; eff. June 22, 1980.
Repealed: New Rule of same title adopted. F. Apr. 23, 1982; eff. May 13, 1982.
Repealed: New Rule of same title adopted. F. Mar. 28, 1984; eff. Apr. 17, 1984.
Amended: F. Sept. 19, 1984; eff. Oct. 9, 1984.
Amended: F. Oct. 27, 1988; eff. Nov. 16, 1988.
Amended: F. Nov. 13, 1996; eff. Dec. 3, 1996.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.

Rule 310-3-.02. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.02
Authority: O.C.G.A. Secs. 43-1-7, 43-23-8.
History. Original Rule entitled "Examination: Fee, Conditional Credit, Re-Examination" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.02 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.
Amended: New Rule entitled "Examination of Registration Penalty Period; Reinstatement" adopted. F. Apr. 23,

1982; eff. May 13, 1982.
Amended: F. May 2, 1983; eff. May 22, 1983.
Amended: F. Sept. 19, 1984; eff. Oct. 9, 1984.
Repealed: F. June 14, 1994; eff. July 4, 1994.

Rule 310-3-.03. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.03
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Excused From Taking Examination: Refund"; was filed and effective on June 30, 1965.
Amended: Rule repealed by Emergency Rule 310-3-0.1. Filed and effective on July 1, 1976, to remain in effect for a period of 120 days. (Emergency Rule expired October 28, 1976.)
Amended: Rule repealed. Filed May 2, 1977; effective May 22, 1977.

Rule 310-3-.04. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.04
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Registration Card" was filed and effective on June 30, 1965.
Amended: Rule repealed by Emergency Rule 310-3-0.1. Filed and effective on July 1, 1976, to remain in effect for a period of 120 days. (Emergency Rule 310-3-0.1 expired October 28, 1976.)
Amended: Rule repealed, Filed May 2, 1977; effective May 22, 1977.

Rule 310-3-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.05
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Examination: Time and Place; Notice; Personal Interview" was filed and effective on June 30, 1965.
Amended: Rule repealed by Emergency Rule 310-3-0.1. Filed and effective on July 1, 1976. to remain in effect for a period of 120 days. (Emergency Rule expired October 28, 1976.)
Amended: Rule repealed, Filed May 2, 1977; effective May 22, 1977.

Rule 310-3-.06. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.06
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Notification of Applicants" was filed and effective on June 30, 1965.
Amended: Rule repealed by Emergency Rule 310-3-0.1. Filed and effective on July 1, 1976, to remain in effect for a period of 120 days. (Emergency Rule 310-3-0.1 expired October 28, 1976.)
Amended: Rule repealed, Filed May 2, 1977; effective May 22, 1977.

Rule 310-3-.07. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.07
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Examination: Subjects and Requirements" was filed and effective on June 30, 1965.
Amended: Rule repealed thy Emergency Rule 310-3-0.1. Filed and effective on July 1, 1976, to remain in effect for a period of 120 days. (Emergency Rule 310-3-0.1 expired October 28, 1976.)
Amended: Rule repealed, Filed May 2, 1977; effective May 22, 1977.

Rule 310-3-.08. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-3-.08
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Examinations: Methods of Conducting" was filed and effective on June 30, 1965.
Amended: Rule repealed by Emergency Rule 310-3-0.1. Filed and effective on July 1, 1976, to remain in effect for a period of 120 days. (Emergency Rule expired October 28. 1976.)
Amended: Rule repealed, Filed May 2, 1977; effective May 22, 1977.

Chapter 310-4. REGISTRATION.

Rule 310-4-.01. Registration to Practice Landscape Architecture.

(1) An applicant eligible for registration to practice Landscape Architecture in Georgia shall be notified by the Board of his eligibility.

(2) Upon payment of the initial registration fee, the Board shall issue a certificate of registration to the Landscape Architect.

(3) The certificate of registration shall indicate the date of registration and the registration number of the Landscape Architect.

(4) A duplicate certificate may be issued by the Board if the original certificate is lost or damaged. A request for a duplicate certificate shall be submitted to the Board in writing together with a fee for the duplicate certificate.

(5) A suspended, revoked, or expired certificate shall be surrendered to the Board upon demand by the Board.

Cite as Ga. Comp. R. & Regs. R. 310-4-.01
Authority: O.C.G.A. Sec. 43-23-8.
History. Original Rule entitled "Temporary License; Qualifications" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.01 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: New Rule entitled "Registration to Practice Landscape Architecture" adopted. F. May 2, 1977; eff. May 22, 1977.
Amended: F. Apr. 23, 1982; eff. May 13, 1982.
Amended: F. Oct. 27, 1988; eff. Nov. 16, 1988.

Rule 310-4-.02. Biennial Renewal.

(1) All registrations shall expire on December 31st of each even numbered year and shall be biennially renewable.

(2) Without a current registration it is unlawful to use the title "landscape architect" or practice landscape architecture.

(3) Every application for renewal of a landscape architect registration shall be accompanied by a renewal fee and a statement from the registrant affirming completion of the continuing education requirements provided for in Chapter 310-9.

Cite as Ga. Comp. R. & Regs. R. 310-4-.02
Authority: O.C.G.A. Secs. 43-23-7.1, 43-23-8.
History. Original Rule entitled "Renewal of License, Registration" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.02 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.
Amended: New Rule entitled "Biennial Renewal" adopted. F. June 14, 1994; eff. July 4, 1994.

Rule 310-4-.03. Late Renewal.

Late renewal applications submitted during the six (6) month penalty period following registration expiration, which are accompanied by a statement from the registrant affirming that the continuing education requirements set forth in Chapter 310-9 have been met, must be accompanied by a late renewal fee.

Cite as Ga. Comp. R. & Regs. R. 310-4-.03
Authority: O.C.G.A. Secs. 43-1-7, 43-1-19, 43-23-2, 43-23-7.1, 43-23-8.
History. Original Rule entitled "Penalty of Delinquents" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.03 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.
Amended: New Rule entitled "Biennial Renewal" adopted. F. June 14, 1994; eff. July 4, 1994.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.

Rule 310-4-.04. Reinstatement.

(1) Registrations not renewed in accordance with 310-4-.02 and 310-4-.03 above shall not be subject to renewal, provided, however, that the holder thereof may apply for reinstatement.

(2) An application for reinstatement shall be accompanied by:

(a) A reinstatement fee; and

(b) Evidence, satisfactory to the Board, of completion of continuing education as specified below:

1. Six (6) hours of continuing professional education described in Chapter 310-9 for each year or fraction thereof since the last renewal of the applicant's registration, up to a maximum of 24 continuing education hours.

2. In order to be satisfactory, at least twelve (12) of the hours required for reinstatement must have been completed during the two-year period immediately preceding the date of application for reinstatement.

3. The hours required for reinstatement, which are earned within 24 months prior to expiration of the reinstated certificate of registration, may be counted towards fulfilling the continuing education requirements to biennially renew that certificate of registration.

Cite as Ga. Comp. R. & Regs. R. 310-4-.04
Authority: O.C.G.A. Secs. 43-1-7, 43-1-19, 43-23-2, 43-23-6, 43-23-7.1, 43-23-8.
History. Original Rule entitled "Duplicate License: Fee" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.04 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.
Amended: New Rule entitled "Reinstatement" adopted. F. June 14, 1994; eff. July 4, 1994.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.
Amended: F. July 20, 2004; eff. August 9, 2004.

Rule 310-4-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-4-.05
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Renewal Privilege" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.05 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.

Rule 310-4-.06. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-4-.06
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Time Limit for Revocation" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-1-0.1-.06 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.

Rule 310-4-.07. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-4-.07
Authority: Ga. L. 1976, pp. 1730-1740.

History. Original Rule entitled "Re-Issuing License After Revocation" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-3-0.1-.07 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.

Rule 310-4-.08. Repealed.

Cite as Ga. Comp. R. & Regs. R. 310-4-.08
Authority: Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Hearings" adopted. F. and eff. June 30, 1965.
Amended: ER. 310-4-0.3-.08 adopted. F. and eff. July 1, 1976, the date of adoption.
Repealed: F. May 2, 1977; eff. May 22, 1977.

Chapter 310-5. TEMPORARY LICENSE.

Rule 310-5-.01. Temporary License.

(1) Applicants applying for a temporary license shall submit evidence of holding a current license as a landscape architect in another jurisdiction.

(2) Applicants applying for a temporary license shall submit a plat or legal description of the project for which the license is requested together with an outline of the services to be provided by the Landscape Architect.

(3) Applicants applying for a temporary license shall provide evidence of having met the continuing education requirements as provided for in Chapter 310-9.

(4) Temporary licenses are renewable annually for the life of the project not to exceed two years. Only one temporary license shall be issued to an individual Landscape Architect.

Cite as Ga. Comp. R. & Regs. R. 310-5-.01
Authority: Ga. L. 1976, pp. 1730-1740 O.C.G.A. Sec. 43-23-10.
History. Original Rule entitled "Reciprocity with Other States" was filed and effective on July 2, 1971; effective July 23, 1971, as specified by the Agency.
Amended: Rule repealed by Emergency Rule 310-3-0.1, filed and effective on July 1, 1976, to remain in effect for a period of 120 days. (Emergency Rule expired October 28, 1976.)
Amended: Rule repealed and a new Rule entitled "Temporary License" adopted. Filed May 2, 1977; effective May 22, 1977.
Repealed: New Rule, same title, adopted. F. Jun. 14, 1994; eff. July 4, 1994.

Chapter 310-6. RECIPROCITY.

Rule 310-6-.01. Reciprocity.

(1) The Board reserves the right to exercise its discretion in the registration of an applicant through reciprocity, by requiring the applicant to qualify by passing the regular written examination or to have a satisfactory examination record from another state.

(2) The applicant seeking registration under this section shall submit satisfactory proof of registration in good standing in the state of prior registration.

(3) Registration under this section shall be granted only upon the basis of evidence that the applicant has qualified for registration in another state where the qualifications are substantially equal to those in Georgia at the date of application. The applicant shall be required to pass additional examination subjects which, in the opinion of the Board, will be the equivalent of the requirements in the State of Georgia.

(4) The applicant shall submit transcripts documenting education and information documenting employment history. The applicant shall submit any additional information requested by the Board.

Cite as Ga. Comp. R. & Regs. R. 310-6-.01
Authority: O.C.G.A. Sec. 43-23-9. Ga. L. 1976, pp. 1730-1740.
History. Original Rule entitled "Reciprocity" was filed on May 2, 1977; effective May 22, 1977.
Amended: Filed October 27, 1988, effective November 16, 1988.
Amended: F. Jun. 14, 1994; eff. July 4, 1994.

Chapter 310-7. SEALS AND RUBBER STAMPS.

Rule 310-7-.01. Seals and Rubber Stamps.

(1) Each registered landscape architect shall, upon receipt of a certificate of registration, obtain a seal of the design authorized by the Board, bearing the registrant's name, certificate number, and the legend "Registered Landscape Architect."

(2) Drawings, specifications, and other documents issued by a registrant shall be stamped or sealed and countersigned by the registrant . A registrant shall not stamp or seal, or allow any other person to stamp or seal any document after the certificate of the registrant named thereon has expired, or has been revoked, or during the period of any suspension imposed by the Board.

(3) A landscape architect shall not affix, or permit to be affixed, his name or seal to any drawing, specification, or other document which was not prepared by him or under his personal supervision. No registrant shall affix his seal to any drawings, specification, or other document unless he has assumed the responsibility for the accuracy of the work involved.

(4) A holder of a Temporary Permit shall meet all the requirements of this section.

Cite as Ga. Comp. R. & Regs. R. 310-7-.01
Authority: Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-23-2, 43-23-5, 43-23-10, 43-23-12, 43-34-18.
History. Original Rule entitled "Seals and Rubber Stamps" adopted. F. May 2, 1977; eff. May 22, 1977.
Repealed: New Rule of same title adopted. F. Apr. 23, 1982; eff. May 13, 1982.
Repealed: New Rule of same title adopted. F. July 16, 2006; eff. August 6, 2006.

Chapter 310-8. CERTIFICATE OF ORGANIZATION.

Rule 310-8-.01. Certificate of Organization.

Landscape architectural practice by firms, partnerships, corporations, and similar organizations is permissible so long as:

(a) Such practice is performed under the personal direction and authority of a Georgia registered landscape architect.

(b) Before undertaking to practice landscape architecture or being held out that it is engaged in the practice, any firm, partnership, corporation or similar organization shall file with the Board a Certificate of Organization containing all the information therein specified and such additional information as the Board may require. A fee of the amount established by the Board may be charged for the Certificate of Organization.

Cite as Ga. Comp. R. & Regs. R. 310-8-.01
Authority: Ga. L. 1976, pp. 1730, 1736.
History. Original Rule entitled "Procedural Rules" was filed on May 2, 1977; effective May 22, 1977.
Amended: Rule renumbered as 310-9-.01 and a new Rule 310-8-.01, entitled "Certificate of Organization," adopted, Filed April 23, 1982; effective May 13, 1982.

Chapter 310-9. CONTINUING EDUCATION.

Rule 310-9-.01. Reporting Requirements.

(1) Beginning with applications for renewal of registrations which expire on December 31, 1996, a registered landscape architect must have completed 12 hours of acceptable continuing education during the two-year period immediately preceding each biennial renewal date as a condition for registration renewal.

(2) An applicant for registration renewal who has been initially registered in Georgia as a registered landscape architect for one year, but less than two, at the date of registration expiration must have completed six hours of acceptable continuing education during the period between initial registration and the expiration date as a condition for registration renewal.

(3) An applicant for license renewal who has been initially licensed in Georgia as a registered landscape architect for less than one year at the date of registration expiration will not be required to complete any hours of continuing education prior to that first registration expiration date as a condition for license renewal.

(4) All applicants for biennial registration renewal will report having completed the continuing education required in this section as part of the application for registration renewal.

(5) Failure to comply with the provisions of this section will result in non-renewal of the landscape architect registration. Registered landscape architects whose registrations have expired for non-renewal are prohibited from identifying themselves as registered landscape architects and practicing landscape architecture.

Cite as Ga. Comp. R. & Regs. R. 310-9-.01
Authority: Ga. L. 1976, pp. 1730-1740. O.C.G.A. Sec. 43-23-7.1.
History. Original Rule entitled "Procedural Rules" was filed on May 2, 1977 as 310-8-.01; effective May 22, 1977.
Amended: Rule renumbered as 310-9-.01, Filed April 23, 1982; effective May 13, 1982.
Repealed: New Rule entitled "Reporting Requirements" adopted. F. Jun. 14, 1994; eff. July 4, 1994.

Rule 310-9-.02. Record Maintenance and Verification.

(1) Responsibility for documenting the fulfillment of the continuing education requirements provided for in this section rests with the registrant and the registrant must retain for a period of four years the evidence to support fulfillment of the requirements. Such evidence shall include evidence of completion of each course or program, a description of the contents of each course or program, and verification of the number of hours of each course or program; or, for other activities which meet the requirements, such documentation as to ascertain their completion.

(2) The Board will verify on a test basis satisfactory completion of the requirements in this section. In doing so, the Board may require registrants to submit copies of the documentation described in paragraph (1) above to the Board and may require other information as it deems necessary to decide upon the acceptability of a course or program. In cases where the Board determines that the requirements have not been met, the Board may grant an additional period of time in which the deficiencies may be corrected.

Cite as Ga. Comp. R. & Regs. R. 310-9-.02
Authority: O.C.G.A. Sec. 43-23-7.1.
History. Original Rule entitled "Record Maintenance and Verification" adopted. F. Jun. 14, 1994; eff. July 4, 1994.

Rule 310-9-.03. Exemptions.

(a) The Board may relax or suspend the requirements of continuing education for reasons of individual hardship or health of the registrant based on the registrant's written request and accompanying supporting documentation.

(b) The board shall waive the continuing education requirement for individuals over the age of 65 who are engaged in the active practice of their profession who have had a valid active license for the previous 25 consecutive years.

Cite as Ga. Comp. R. & Regs. R. 310-9-.03
Authority: O.C.G.A. §§ 43-1-4(a), 43-1-19(a)(2), 43-1-19(a)(6), 43-1-19(a)(8), 43-1-24, 43-1-25, 43-23-4, 43-23-6, 43-23-7.1.
History. Original Rule entitled "Exemptions" adopted. F. Jun. 14, 1994; eff. July 4, 1994.
Amended: F. Dec. 5, 2019; eff. Dec. 25, 2019.

Rule 310-9-.04. Approved Programs.

(1) Courses or programs offered by institutions of higher learning, specialty societies, professional organizations and government agencies will be considered acceptable provided that they are developed and conducted by qualified persons, provide the registrant with evidence of attendance or satisfactory completion, and consist of subject matter which contributes directly to the professional competence of a registrant in the practice of landscape architecture.

(2) Correspondence Courses. Correspondence courses and independent study programs which meet the criteria provided in (1) above are permitted if the course provides for interaction between the participant and instructor or administrator. This usually takes the form of periodic examinations and must be documented.

(3) Academic Courses. University and college courses offered in a degree program which meet the criteria provided in (1) above are permitted so long as the course is not taken to meet the education requirements for registration as a landscape architect.

(4) Independent Research and Publications. Credit may be awarded for published articles and books provided they contribute to the professional competence of the applicant. Credit for preparation of such publications may be given on a self-declaration basis up to 50% of the total hours required. In exceptional circumstances an applicant may request additional credit by submitting the article(s) or book(s) to the Board with an explanation of the circumstances which justify a greater credit.

(5) Service to the Profession and/or Public Service. Rendering service to the profession and/or the public through appointment, election or volunteerism on city/county/state/national commissions or boards, professional societies, councils or committees will be considered acceptable provided the positions held and activities conducted consistently relate to issues considered relative to the practice of landscape architecture. Tasks include, but are not limited to: registration examination grading and

question writing; advocacy; public awareness; policy, etc. Documentation must be retained and submitted verifying length of service, position/title, description and function of entity, meeting dates and agenda. Credit for such service may not exceed 4 contact hours per renewal cycle.

Cite as Ga. Comp. R. & Regs. R. 310-9-.04
Authority: Authority O.C.G.A. Sec. 43-23-7.1.
History. Original Rule entitled "Approved Programs" adopted. F. Jun. 14, 1994; eff. July 4, 1994.
Amended: F. Jul. 13, 2011; eff. Aug. 2, 2011.

Rule 310-9-.05. Calculation of Hours of Credit.

(1) Credit accrues at a rate of one hour for each hour of actual contact. This shall be known as a contact hour or clock hour. Three hours of tour or field session activities are required to equal one contact hour. For providers who measure continuing education activities in "Continuing Education Units" (CEUs), one CEU is defined as 10 contact hours of continuing education. Credit will not be allowed for any program which in its entirety, including question and answer periods, lasts less than sixty minutes. However, credit may be rounded down to the nearest whole or half hour, so long as it is at least one hour. Credit will not be given for time spent in introductory remarks, coffee and luncheon breaks, meals, or business meetings where no organized course work is presented.

(2) Credit as an instructor, discussion leader or speaker will be allowed for any course or program provided that it is one which would meet the continuing education requirements of those attending. The credit allowed an instructor, discussion leader or a speaker will be on the basis of two hours of continuing education credit for each hour of teaching. No credit will be given for preparation and no additional credit will be allowed for repetition of the same program.

(3) Each semester hour of credit from a college or university shall be deemed to be fifteen hours and each quarter hour of credit shall be deemed to be ten hours.

Cite as Ga. Comp. R. & Regs. R. 310-9-.05
Authority: O.C.G.A. Sec. 43-23-7.1.
History. Original Rule entitled "Calculation of Hours of Credit" adopted. F. Jun. 14, 1994; eff. July 4, 1994.

Chapter 310-10. EXCEPTIONS.

Rule 310-10-.01. Exceptions.

A contractor, as defined by Section 43-23-17 paragraph (a)(1) of the law governing the practice of Landscape Architects in Georgia, may charge a fee for the purpose of consultation regarding the proper use of plants including the preparation of a plan delineating the use of plants provided

that said plan does not impact the public safety, health, or welfare. However, any plan prepared shall be limited to the use by the same contractor for the sole purpose of installing said plants.

Cite as Ga. Comp. R. & Regs. R. 310-10-.01
Authority: Ga. L. 1976, pp. 1730-1740, O.C.G.A. Sec. 41-23-17.
History. Original Rule entitled "Procedural Rules" adopted. F. Jun. 14, 1994; eff. July 4, 1994.
Repealed: New Rule entitled "Exceptions" adopted. F. Oct. 25, 1995; eff. Nov. 14, 1995.

Chapter 310-11. PROCEDURAL RULES.

Rule 310-11-.01. Procedural Rules.

The State Board of Landscape Architects hereby adopts by reference as its permanent Rules Chapters 295-3 through 295-13, and any future amendments thereto.

Cite as Ga. Comp. R. & Regs. R. 310-11-.01
Authority: O.C.G.A. Secs. 43-1-19, 43-23-2, 43-23-7, 43-23-12, 43-23-13, and 50-13-3.
History. Original Rule entitled "Procedural Rules" adopted. F. Oct. 25, 1995; eff. Nov. 14, 1995.
Amended: F. Sept. 19, 2002; eff. Oct. 9, 2002.