LANDSCAPE ARCHITECT
INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CLARB PROFESSIONAL EXAM AUTHORIZATION

NOTICE: KNOWINGLY MAKING A FALSE STATEMENT IN CONNECTION WITH YOUR APPLICATION MAY BE CAUSE FOR DENIAL OF YOUR APPLICATION AND/OR REFERRAL FOR CRIMINAL PROSECUTION.

Please review the Arizona Board of Technical Registration (AZBTR) **Rules** and **Statutes** on the website carefully. They establish the requirements for examination and explain Board procedures. It is very important that you become thoroughly familiar with the Statutes and Rules. A violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

- Complete each section of the application following instructions on the form and in Rule R4-30-204.
- Print the required information neatly or use a word processor. Be sure to sign it. If you require additional space, please attach a supplemental sheet of paper.
- The information on this website provides answers to the most frequently asked application related questions. All requests for information relating to your application status should be made **in writing.**
- Applicants requesting a waiver of exam must submit an application for waiver of examination. Please refer to the AZBTR website for the appropriate application.

Once the AZBTR receives a properly completed application, an application number will be assigned and a file established. **No refunds** will be made. It is your responsibility to ensure that your application is correct and complete. A completed application includes the following:

- Completed application with all questions answered, signed and dated
- A signed check or money order in the amount of $100.00 for the application fee
- Completed, signed and dated " Arizona Statement of Citizenship" form
- Copy of a government issued photographic identification.
- Verification of all examinations
- Official college transcripts, if applicable
- Three (3) Certificates of Experience Record and Reference form
- Any applicable disciplinary or criminal documents – see further instructions

All applicants must obtain pre-authorization approval to sit for an examination from **<u>either</u>**:

- **The Arizona Board of Technical Registration**: You should submit an application to sit for the examination to the Board if you do not have a LAAB accredited degree or do not have any formal education at all. The Board's approval process may take two to six months depending on the applicant's qualifications and timely submission of required documents. If the Board has not received an application from you and approved you to sit for a national examination, you will not be authorized to take a CLARB examination.

  OR

- **CLARB by Auto-approval:** This option is only available to applicants with a LAAB accredited bachelor's degree or a LAAB accredited master's degree. Not all landscape architect degrees are LAAB accredited. Refer to http://asla.org/accreditationlaab.aspx to determine if your degree is

LAAB accredited. If it is, you may register directly with CLARB to take the national exams. Be sure to identify your LAAB education when completing registration for examination registration.

Application supporting documentation for education, experience and examination

- The Board will maintain all documentation submitted (prior to applying) for a maximum of one year.

- Documentation from a previously submitted application will not be used for a new application.

- Driver's licenses submitted from the following states will require a copy of the applicant's birth certificate as additional proof of citizenship – Illinois, New Mexico, Utah or Washington.

- Transcripts: Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar**. Electronic transcripts should be sent directly to your designated Licensing Specialist. The AZBTR will accept an education equivalency evaluation from a Board approved entity in place of official transcripts for foreign education. The evaluation must contain the applicant's graduation date. If a graduation date is not listed then official transcripts will be required. Please refer to A.A.C. R4-30-208 to determine the education allocation that may be applied to your degree.

- Verification of previous professional examination and registration must be submitted to the AZBTR directly from the Board of jurisdiction. The applicant is responsible for requesting the verification from the Board of jurisdiction and is responsible for any fees required for verification of registration/exam – if applicable.

- Three Certificates of Experience Record and Reference forms must be **submitted directly to the Board from the applicant's current or former supervisors** who are registered in the same profession for which the applicant is applying to demonstrate that the applicant meets the experience criteria for registration. The applicant is responsible for completing Section A of the form and mailing at least three forms to the present and past supervisors. The sum of the four categories in the "Detailed Summary of Qualifying Experience" section of the form must total the amount (in months) of your employment with that particular company. The supervisors must complete Section B of the form and send all pages directly back to the Board. The Board will not accept forms that are submitted by the applicant and will not accept old forms previously submitted to this or any other jurisdiction.

- Supervisors must complete a minimum of two of the three Certificate of Experience Record and Reference forms. If the applicant cannot provide at least two Certificate of Experience Record and Reference forms completed by supervisors, the applicant can submit a letter of explanation as to the reason why that requirement cannot be met and three Certificate of Experience Record and Reference forms submitted by professional references for consideration. Please note that

submission of these alternate forms will be considered but may not be accepted as demonstrating necessary experience.

- Registered Professionals in the applicant's specific field must complete a minimum of two of the three Certificate of Experience Record and Reference forms. If the third reference is not registered in the applicant's specific field, is not registered at all, or is registered in a foreign jurisdiction, he or she must submit their personal resume.

- If you have had any license or registration disciplined in Arizona or another jurisdiction, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense, you must have the police record and court order sent to the AZBTR directly by the court of jurisdiction.

An application is not considered "administratively complete" until all of the verifying documentation has been received. You will receive a notice from the Board via regular mail when your application is received. If you do not receive a confirmation within two weeks, you are welcome to contact your Licensing Specialist by email. Please refer to the "About Us" "Staff" section on the website to obtain the email for your assigned Licensing Specialist. Application assignments are made based on the first letter of the applicant's last name.

Please refer to:

- A.R.S. §32-122.01
- A.A.C. R4-30-201
- A.A.C. R4-30-204
- A.A.C. R4-30-208

State of Arizona
BOARD OF TECHNICAL REGISTRATION
1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 •(602)364-4930• FAX: (602) 364-4931• https://btr.az.gov

APPLICATION FOR CLARB PROFESSIONAL LANDSCAPE ARCHITECT EXAM AUTHORIZATION

PLEASE TYPE OR PRINT LEGIBLY

APPLICATION FEE $100.00

Please submit a check or money order made payable to the Arizona Board of Technical Registration with this form.

1. GENERAL INFORMATION

Name: Last _____ First _____ Middle _____

Date of Birth: _____ Social Security # (mandatory) _____

Citizenship or Legal Residence: _____

Residence Address: _____ Apt/Suite/Unit _____

City, State, Zip: _____ Tel. # _____

Mailing Address: _____

Mailing City, State, Zip: _____

Business Name: _____

Business Address: _____ Suite _____

City, State, Zip: _____ Tel. # _____

Email: _____

If you have been legally known by another name(s) list here with explanation and provide documentation:

_____

_____

2. BACKGROUND/DISCIPLINE

If the answer to any of the following questions is "yes," please attach a detailed explanatory statement (use additional sheets if necessary) *and related official documentation*. The board will verify your answers by searching public records databases and if it learns that you answered any of the following questions incorrectly you may be denied access to take the exam and/or registration in Arizona.

Please refer to the "**Important Notice to Applicants**" in the Instructions.

1. Have you ever been the subject of professional disciplinary action, including license denial, or do you now have such action pending against you in any state or jurisdiction (including Arizona)? Yes ☐ No ☐

2. Have you ever been arrested for or convicted of a criminal offense, including a misdemeanor such as a DUI? Even if on appeal, you must disclose. *("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas MUST be reported)* Yes ☐ No ☐

Internal Use Only

Receipt Number: _____ Amount Paid: _____

Criminal History Check Completed

No Further Action Required ☐
Further Information Required ☐
Initials: _____
Date: _____

Revised 8/5/18

3. PREVIOUS PROFESSIONAL REGISTRATIONS/CERTIFICATIONS

Please refer to A.A.C.R4-30-204.
(Please provide verifications issued by each state/jurisdiction)

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS (*Attach Complete List*):

Profession	State/ jurisdiction	Year Reg./Cert	Reg./Cert.#	How registered/certified (exam, education and experience, etc.)	Hrs. of Written exam	Active/ Canceled

4. EDUCATION

Please refer to A.A.C.R4-30-204.
Months of Education Credit will be awarded pursuant to A.A.C.R4-30-208.
Applicant must demonstrate at least 60 months of education and/or experience.

Level of Education Completed:

LAAB Master or Doctorate of Landscape Architecture (qualifies for 60 months credit)
LAAB Bachelor of Landscape Architecture (qualifies for 48 months credit)
Bachelor of Science or Bachelor of Arts in Landscape Architecture, Non-LAAB (qualifies for 36 months credit)
Bachelor of Science, Non-Landscape Architectural (qualifies for 24 months credit)

Name and Location of Institution	Years: From-To	Date Graduated	Major/Minor	Type of Degree
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			

ALL EDUCATION RELEVANT TO THIS APPLICATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE REGISTRAR'S OFFICE OF THE COLLEGE OR UNIVERSITY ATTENDED TO THE BOARD.

Transcripts of non-degreed applicants other than seniors claiming educational credit must be forwarded and received, including an outline of the nature and extent of studies, prior to admission to examination (seniors should not have transcripts forwarded until a degree has been awarded).

Applicant Name_____

5. EXPERIENCE RELATED TO THE FIELD OF APPLICATION

The applicant's current and former employers/supervisors must verify all experience on the Certificate of Experience Record and Reference forms provided them. Experience must be gained in accordance with A.R.S. § 32-122 and A.A.C. R4-30-201(A)(12). If experience was not gained under a registrant, provide your supervisor's resume along with the Certificate of Experience Record and Reference form. *If you cannot supply the names and addresses of supervisors for at least three engagements, you must provide to the Board a written, sworn statement explaining the inability to provide this information. Applicant must demonstrate at least 60 months of education and/or experience.*

List experience below starting with your current employer:

Employment Dates: From mm/yyyy To mm/yyyy	**Job Title:**
Name And Current Address Of Employer:	
Supervisor's Name:	**Supervisor's Title:**
Average Number Of Hours Worked Weekly:	

Employment Dates: From mm/yyyy To mm/yyyy	**Job Title:**
Name And Current Address Of Employer:	
Supervisor's Name:	**Supervisor's Title:**
Average Number Of Hours Worked Weekly:	

Employment Dates: From mm/yyyy To mm/yyyy	**Job Title:**
Name And Current Address Of Employer:	
Supervisor's Name:	**Supervisor's Title:**
Average Number Of Hours Worked Weekly:	

Employment Dates: From mm/yyyy To mm/yyyy	**Job Title:**
Name And Current Address Of Employer:	
Supervisor's Name:	**Supervisor's Title:**
Average Number Of Hours Worked Weekly:	

6. REFERENCES

If you are unable to provide the names and addresses of supervisors for at least three engagements, provide an explanation in the space below the table, and list the names and addresses here of three personal references in accordance with A.A.C. R4-30-201(A)(12) unrelated to you, at least two of whom shall be registered or certified in the profession in which registration/certification is sought. Have your references verify your qualifications on the Certificate of Experience Record and Reference form.

Name	Address and Telephone Number	Position

7. CERTIFICATION / RELEASE

I certify the information contained in this application to be accurate, true and complete to the best of my knowledge. I authorize any individual, company or institution with whom I have been associated to furnish the Arizona State Board of Technical Registration with any information concerning my qualifications for professional registration/certification in Arizona which they have on record or otherwise possess, and release the individual, company or institution and all individuals from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

The Board will verify your answers by searching public records databases. If the Board determines that any of your answers are incorrect you may become the subject of an investigation.

_____ _____

Signature of Applicant Date

Making a false statement in connection with this application may be cause for denial of this application and/or referral for criminal prosecution.

Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition."

A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section."

A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy."

A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12-820.01 or 12-820.02."

Form 1: LONG FORM APPLICANT STATEMENT (revised)
REQUIRING SUBMISSION OF DOCUMENTATION OF STATUS

ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS
Arizona State Board of Technical Registration
Professional License and Commercial License

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of1996 (the "Act"), 8 U.S.C. § 62 , provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), non-immigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes §1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal .

SECTION I - APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one): _____ INITIAL APPLICATION _____ RENEWAL

TYPE OF LICENSE _____

SECTION II - CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

A. Are you a citizen or national of the United States? (check one) ❑ Yes ❑ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country
City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III - ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. §1-501. Name of document provided: _____

"Qualified Alien" Status [8 U.S.C. §§1621 (a)(1), -1641(b) and (c)]

❑ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).

❑ 2. An alien who is granted asylum under Section 208 of the INA.

- ❑ 3. A refugee admitted to the United States under Section 207 of the INA.

- ❑ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.

- ❑ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.

- ❑ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

- ❑ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

- ❑ 8. An alien who is, or whose child or child's parent is, a "battered alien" or an alien subjected to extreme cruelty in the United States.

Non-immigrant Status (8 U.S.C. §1621(a)(2))

- ❑ 9. A non-immigrant under the Immigration and Nationality Act [8 U.S.C. §1101 *et seq*.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. §1101(a)(15).

Alien Paroled into the United States For Less Than One Year [8 U.S.C. §1621(a)(3)]

- ❑ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA.

Other Persons (8 U.S.C. §1621(c)(2)(A) and (C))

- ❑ 11. A non-immigrant whose visa for entry is related to employment in the United States, or

- ❑ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in the Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. §1901 et seq.];

- ❑ 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. §1-501)

- ❑ 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsiblity and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §1621(a).

SECTION IV - DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE _____ TODAY'S DATE _____

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status

03/28/08

ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A Xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:
*If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

a. Primary Evidence:

(1) An AZ driver's license issued after 1996 or an AZ non-operating identification license
(2) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); *
(3) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; *
(4) A signed United States passport; current or expired;
(5) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad *
(6) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; *
(7) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
(8) Form N-561, Certificate of Citizenship;
(9) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
(10) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
(11) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United states who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or *
(12))Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
(13) A tribal certificate of lndian blood.*
(14) A tribal or bureau of lndian affairs affidavit of birth*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

(1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
(2) Evidence of civil service employment by the U.S. government before June 1, 1976;
(3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
(4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
(5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
(6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March I, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying passion prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period ofone year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage
A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.
Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. A U.S. certificate of birth abroad*

h. A foreign passport with a U.S. Visa*

i. An 1-94 form with a photograph

j. A U.S. citizenship and immigration services employment authorization document or refugee travel document*

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. "Qualified Aliens"
Evidence of "Qualified Alien" status includes the following:
Alien Lawfully admitted for Permanent Residence
- *Form I-SS 1 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-SS l stamp in foreign passport or on *I Form I-94.
Asylee
- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (S)";
- *Form I-766 (Employment Authorization Document) annotated "AS";
- Grant letter from the Asylum Office of the U.S. Citizenship and immigration Service; or
- Order of an immigration judge granting asylum.
Refugee
- *Form I-94 annotated with stamp showing admission under § 207 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "AS";
Alien Paroled Into the US. for at Least One Year
- *Form I-94 with stamp showing admission for at least one year under section 212(d) (S) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.
Alien Whose Deportation or Removal was withheld
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)";
- *Form I-766 (Employment Authorization Document) annotated "A1O"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.
Alien Granted Conditional Entry
- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3".
Cubanmaitian Entrant
- *Form I-SS I (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-SS I stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (S) of the INA.
Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty
- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant
Evidence of "Nonimmigrant" status includes the following:
- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for less than One year
- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (S) of the INA

d. A foreign passport with a U.S. visa

e. An I-94 form with a photograph.

f. A U.S. citizenship and immigration services employment authorization document or refugee travel document.

State of Arizona
BOARD OF TECHNICAL REGISTRATION
1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931• www.azbtr.gov

ATTENTION

Effective July 20, 2011, the Arizona State Legislature modified A.R.S. § 41-1080, (Licensing and fingerprint clearance card eligibility; authorized presence; documentation; applicability; definitions) to require applicants for state licensure and licensure renewal to submit photographic identification with their applications to all state licensing boards and commissions. (See: H.B. 2102.)

This law does not apply to applicants who are citizens of foreign countries and do not need to reside in Arizona to use a state license. The law also does not apply to applicants who reside in other states or jurisdictions and hold a similar professional license in that state or jurisdiction and are not planning to reside in Arizona.

The Arizona State Board of Technical Registration understands that you may have already submitted documentation with your application for registration to the Board, verifying your lawful presence in the United States. However, unless you are exempt from the requirements of A.R.S. § 41-1080 as listed above, or you have already submitted a photograph in support of an application filed after March 2008; we request that you send us the required photograph to complete your registration/renewal process.

Please submit to the Board a "government issued document that contains (your) photograph," as soon as possible, so as not to delay the issuance or renewal of your registration.

The government issued documents you may submit include a copy of the following:

- An Arizona driver's license, issued after 1996, or an Arizona nonoperating identification license.
- A driver's license issued by a state that verifies lawful presence in the United States.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.
- A United States citizenship and immigrations services employment authorization document or refugee travel document.
- A United States certificate of naturalization.
- A United States certificate of citizenship.

Please contact the Board if you have any questions or concerns. Thank you for your consideration.

State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240*Phoenix, Arizona 85007* (602) 364-4930 Fax (602) 364-4931• www.azbtr.gov

Dear Reference:

In order to complete the application process, please complete and return requested information on the applicant indicated. Your responses will be kept confidential. To assist you in making your determination and recommendation on the applicant's qualifications, this office has secured from the applicant, and maintains in his/her file, the following Authorization and Release, properly signed:

AUTHORIZATION AND RELEASE

"I authorize any individual, company or institution with whom I have been associated to furnish the Arizona State Board of Technical Registration with any information concerning my qualifications for professional registration/certification in Arizona which they have on record or otherwise possess, and release the individual, company or institution and all individuals from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

We request that you complete and return the enclosed form promptly so that the Board may act upon the application of this candidate. Thank you for your cooperation.

Sincerely,

Melissa Cornelius
Executive Director

State of Arizona
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CERTIFICATE OF EXPERIENCE RECORD AND REFERENCE

Engineers, Landscape Architects, and Land Surveyors

Applicant Name _____ Discipline _____

Branch (engineering candidates only) _____

SECTION A

(to be completed by applicant)

Name, Address, and Telephone Number of Organization _____
Your Job Title _____
Supervisor/Reference Name and Job Title _____
If the name given above is other than an immediate supervisor, indicate below the professional relationship of the person you have chosen.
Co-Worker ☐ Client ☐ Other ☐ Explain: _____

DETAILED SUMMARY OF QUALIFYING EXPERIENCE

Note: The detailed summary should include a description of the work you performed on your projects when you were in responsible charge and a breakdown of the time spent on sub professional and professional duties. Attach additional pages if needed to adequately detail your experience. (See R4-30-101.10)

Fulltime ☐ Partime ☐ Employment Dates: From: mm/yy _____ To: mm/yy _____

Approximate Number of Hours Worked Weekly _____

Time Worked (in months)

Sub-professional _____ Professional _____ Responsible Charge _____ Design _____ Total Time _____
(Maximum 6 Months)

Work Description

I swear or affirm under penalty of law that the foregoing statements and supporting documentation are accurate, true and complete to the best of my knowledge. I understand that submitting a materially false statement in connection with an application may be grounds for denial of this application and/or referral for criminal prosecution.

Applicant's Signature _____ Date _____

Applicant Name _____ Discipline Work _____

Revised 2/23/2017

Applicant Name _____

SECTION B

(to be completed by supervisor/reference)

TO SUPERVISORS: The Board will rely on your answers to the questions below in determining whether or not this applicant should be issued a certificate to practice as a professional in Arizona. Please recognize the importance of this information and give due care to your responses. Use additional pages, if required. This form must be mailed directly to the Board (not provided to the Applicant).

TO REFERENCES: Please evaluate the qualifications of this applicant in the light of professional requirements. Please understand that, while an examination may determine an applicant's technical ability to do the standard task, it does not determine honesty, integrity, dependability, resourcefulness, judgment, ability to take responsible charge and other qualities and traits of character necessary in a competent and ethical professional. These characteristics show up in practice and are known only to the applicant's acquaintances and associates. Thank you for your help.

Your Name _____ Address _____

City, State, Zip _____ Telephone _____

Your job title at the time you supervised/knew the applicant _____

Have you personally supervised and examined the applicant's work? Yes ☐ No ☐

Does the information presented by the applicant accurately reflect his/her experience? Yes ☐ No ☐

(If "No" or "Don't Know," please explain on a separate sheet.) Don't Know ☐

Give the last date you observed the applicant performing professional duties, either directly or indirectly.

Date _____ Directly ☐ Indirectly ☐

How long have you known this applicant? _____

Is this applicant related to you by blood or marriage? Yes ☐ No ☐

From your personal knowledge, your appraisal of the applicant would be:

Rating Factors	Excellent	Very Good	Adequate	Below Par	Poor	Don't Know
Quality of Work						
Technical Knowledge						
Professional Attitude						
Professional Judgment						
Character & Reputation						

REMARKS: _____

Do you believe the applicant is qualified for registration? Yes ☐ No ☐

(If you marked "No" or "Don't Know," please explain on a separate sheet.) Don't Know ☐

Is this applicant's description of work performed on the first page of this form true or correct? Yes ☐ No ☐

(If you marked "No" or "Don't Know," please explain on a separate sheet.) Don't Know ☐

I swear or affirm under penalty of law that the foregoing statements and supporting documentation are true and correct to the best of my knowledge. I understand that submitting a materially false statement in connection with an application for registration is grounds for disciplinary action.

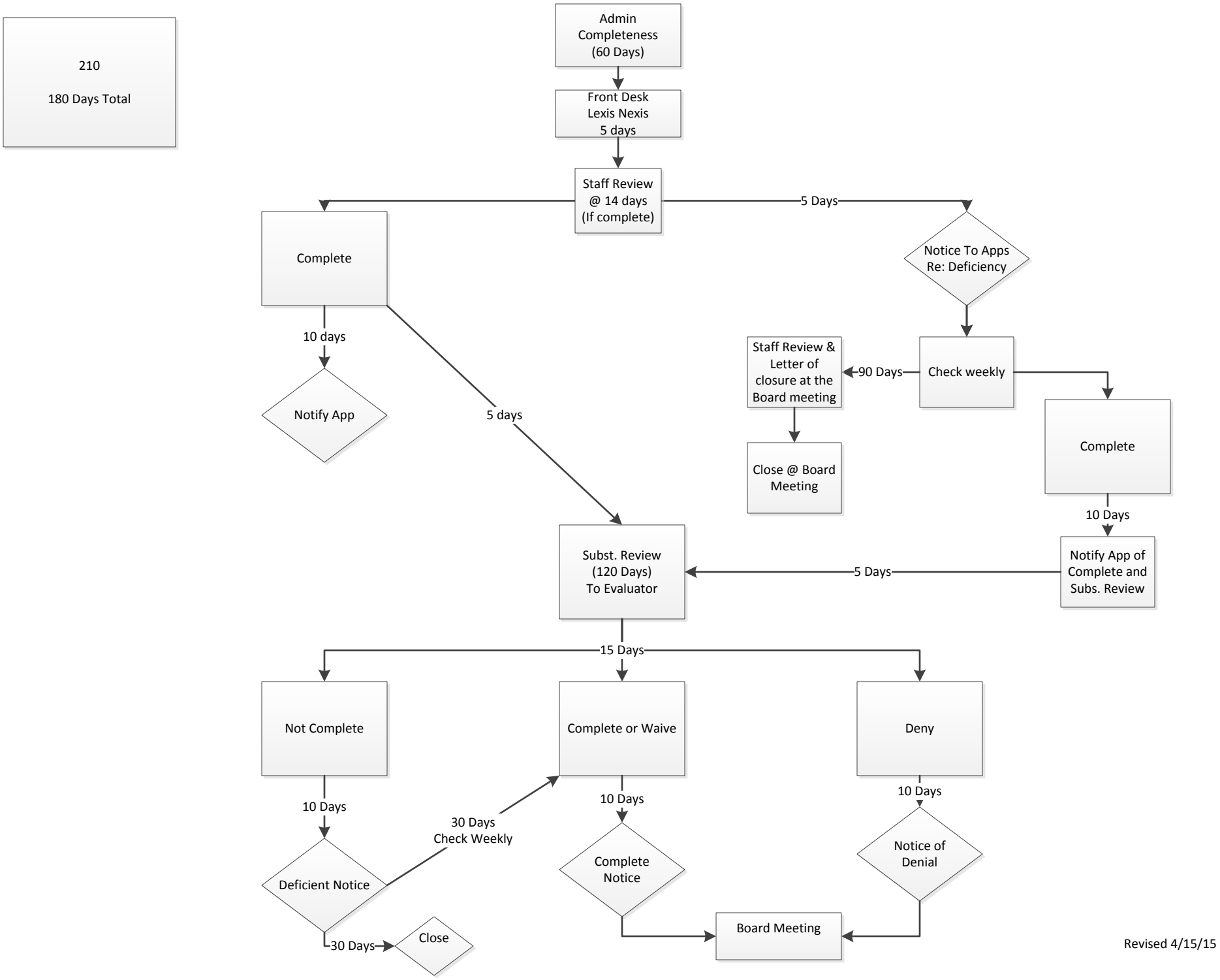
Signature _____ Date _____

Professional Registration _____ Registration # _____

Issue Date _____ State _____

Place imprint of seal in the space to the right.

Revised 2/23/2017


210
180 Days Total
Admin Completeness (60 Days)
Front Desk Lexis Nexis 5 days
Staff Review @ 14 days (If complete)
5 Days
Complete
Notice To Apps Re: Deficiency
10 days
Notify App
5 days
Staff Review & Letter of closure at the Board meeting
90 Days
Check weekly
Close @ Board Meeting
Complete
10 Days
Notify App of Complete and Subs. Review
5 Days
Subst. Review (120 Days) To Evaluator
15 Days
Not Complete
Complete or Waive
Deny
10 Days
30 Days Check Weekly
10 Days
10 Days
Deficient Notice
Complete Notice
Notice of Denial
30 Days
Close
Board Meeting
Revised 4/15/15