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# **Individual Landscape Construction Professional License Packet**

This packet contains the information you need to get the **individual license required by the Landscape Contractors Board.**

Please read and follow the directions carefully.

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# What do I do now?

**TWO licenses are required to do landscaping work in Oregon— (1) the Landscape Construction Professional license (this packet) and (2) the landscape contracting business license (separate packet). You will need to finish the individual license application prior to applying for the business license.**

**Step 1: Read pages 2-5.** The Board has put together a list of most commonly asked questions. If you have additional questions not covered on these pages, call the Landscape Contractors Board.

**Step 2:** Fill out the application on pages 7 and 8.

**Step 3:** Decide how you will document your eligibility to take the exam (see page 6)

**Step 4:** Submit the following to the Landscape Contractors Board:

- (a) The application on pages 7 & 8.
- (b) The appropriate document(s) to show your exam eligibility.
- (c) Application fee.

# LANDSCAPE CONTRACTORS BOARD

## GENERAL LICENSE INFORMATION

### **What is a licensed Landscape Construction Professional?**

*A Landscape Construction Professional is an individual who has passed the competency examination administered by the LCB who then is granted a license to provide services as an employee or owner of a licensed landscape contracting business that include the planning and installing of lawns, shrubs, vines, trees or nursery stock including the preparation of the property on which the plantings are to be installed. A Landscape Construction Professional also supervises unlicensed employees of licensed landscape contracting businesses and is able to construct and repair ornamental water features, drainage systems and irrigation systems; plans and installs fences, decks, arbors, driveways, walkways, patios, landscape edging and retaining walls. See ORS 671.520(2) for the full legal definition.*

### **Do I need a license to do yard/landscape maintenance?**

*No, landscape maintenance is not presently a state regulated trade. However, you should check with your city or county for local requirements. Landscape maintenance is work performed on an existing landscape (mowing; pruning; edging; applying bark dust; trimming; planting of annuals, perennials and bulbs; and the general upkeep of an already installed project).*

### **How do I know if I'm doing landscape maintenance or landscape contracting?**

*Maintenance involves the care of plants and the general upkeep of an already installed project. Landscape contracting is the preparation and/or installation of a project or any part of it.*

### **Why is an individual license required?**

*Landscape construction work in Oregon does not require permits to be obtained and subsequent inspections to be performed except for backflow installations and construction work that has specific code requirements. The landscape construction professional license promotes consumer confidence that this individual has the knowledge and experience in performing and supervising landscape construction work on the consumer's landscape construction project.*

### **What types of licenses are there?**

*There are three types of Landscape Construction Professional license:*

- *All Phase—all phases of landscaping including irrigation and backflow.*
- *Standard—does not include irrigation or backflow.*
- *Irrigation & Backflow only—irrigation and backflow only.*

### **What if a Landscape Construction Professional holds a license from another state?**

*Oregon does not have reciprocity agreements with other states. However, you should submit a copy of your out-of-state license with your application. Your out-of-state license will not automatically qualify you for a license but it may qualify you to sit for the exam.*

**How much is the application and exam fee?**

*The initial non-refundable application fee of \$60 must be submitted with your license application and documentation of eligibility. The exam fee is based on the license for which you are applying. The All Phase license exam fee is \$75, the Standard license exam fee is \$55 and the Irrigation license exam fee is \$35. If you will be taking the exam at a DMV, there is an additional processing fee of \$12. The exam fee and DMV fee must be paid prior to sending the exam to the DMV.*

**How long before I'll know if I'm eligible to sit for the exam?**

*Applications are reviewed within 5 working days. The length of time before you're notified of eligibility depends on the complexity of your application and how long it takes to verify all of your documentation of experience. You will be notified by mail when you are approved to take the exam. The status of your application will not be given over the phone.*

**What should I study for the exam?**

*The Laws & Rules will be sent to you when you have qualified to sit for the exam. The Study Guide is available on the web at [www.lcb.state.or.us](http://www.lcb.state.or.us) with a suggested resource list.*

**Can I get a sample exam or previous exam to study?**

*No, however, sample questions are included in the Study Guide material.*

**What if I change my mind and decide not to take the exam? Can I get a refund?**

*The exam fee will be refunded if prepaid. However, the application fee is non-refundable.*

**How often is the exam given?**

*The exam is given on an individual basis by appointment only.*

**Where is the exam given?**

*You may either schedule an appointment in the Salem office (taken on a computer), or you may schedule to take a written exam at an Oregon Department of Motor Vehicles (DMV) office that we have contracted with to proctor the exam. A list is provided in the Study Guide.*

**What does the exam consist of?**

*There are seven sections to the exam: Laws and Rules, Generals A-D (which are Plants and Turf (A), General Construction(B), Grading and Drainage(C) and Estimating, Soil Science, Chemicals and general Safety(D)), Irrigation, and Backflow.*

**Which parts do I need to pass to receive which type of license?**

*You must pass the Laws and Rules section and Generals A-D if you wish to do all forms of landscaping except irrigation (Standard license). You must pass the Laws and Rules, Irrigation, and Backflow sections if you wish to perform irrigation and backflow work only (Irrigation plus Backflow only license). You must pass all seven sections if you wish to do all phases of landscaping (All Phase license). You must obtain a passing score of 75% on each section.*

**How many questions are on the exam?**

*The number of questions varies from 45 to 100 per section. The All Phase exam (all seven sections) has a total of 425 questions.*

**How will I find out the results?**

*You will be notified by mail or by email (if requested) within 5 working days after receipt from the DMV unless you take the exam at the Salem office on the touch screen computer system which gives you immediate results. Results will not be given over the phone.*

**After I pass the exam, what are my fees?**

*The initial license fee is \$75 and the renewal fee each year is \$75. Your license will show an expiration date and your renewal form and fee must be postmarked on or before that date each year. A late penalty fee of \$25 is charged if you renew after that expiration date.*

**Once I pass the exam, can I start working?**

*No, passing the exam allows you to become a licensed Landscape Construction Professional. However, to begin work, you must be employed by (or be an owner of) a licensed landscape contracting business (see business license application packet).*

**If I do not pass, is the fee refunded?**

*No.*

**If I fail, can I take the exam again?**

*You may take the exam as many times as you want. However, you must wait two weeks between each attempt or review of the exam.*

**Is there a fee to retake the exam?**

*The fee to retake the exam is \$15 for the first section and \$10 for each additional section per sitting.*

**Can I review the results of exam questions if I fail?**

*If the exam is taken in Salem you can review immediately. Reviews can only be done in the Salem office within 30 days of taking the exam. Once you review you must wait two weeks before retaking the exam. You may only review the questions you missed.*

**What is the “plus Backflow” portion of the license?** *It is no longer necessary for licensed landscape construction professionals to obtain a special plumbing license from the State Plumbing Board to install backflow prevention assemblies for irrigation systems and water features. Your Irrigation and backflow license will include tapping into potable water supply lines and installing backflow prevention assemblies for irrigation and water features only. You are required to pass the backflow section, the irrigation section and the Laws and Rules to obtain the Irrigation plus backflow license.*

### **How about low-voltage electrical installations?**

*Employees of licensed landscape contracting businesses are authorized to install low-voltage landscape irrigation control wiring and outdoor landscape lighting without an electrical license for one and two family residential dwellings only if the licensed landscape contracting business provides the employee with a Low voltage I.D. Card. Low-voltage is defined as Class II or Class III systems that do not exceed 30 volts and 750 volt –amperes. The business must hold an All Phases or Standard license.*

### **What other licenses do I need?**

*Besides a Landscape Construction Professional license, you also need a Landscape Contracting Business license and possibly a local business license if you plan to start your own business.*

## **How can I qualify to take the licensing exam?**

To qualify to sit for the exam your experience must be within 10 years of the date of application and you must meet one of the following requirements:

1. Employed by a licensed landscape contracting business(es) for two years (total of 24 months).
2. Verify 48 months of related landscape work such as landscape maintenance work, nursery work or work for a municipality performing landscape related work.
3. Employed by a licensed landscape contracting business(es) for one year (12 months) **and** verified related landscape work for two years (24 months).
4. Employed by a licensed landscape contracting business(es) for one year (12 months) and have one year of education in the landscape or related field (total of 36 credit hours).
5. Verify 24 months of related landscape work such as landscape maintenance work, nursery work or work for a municipality performing landscape related work **and** have one year of education in landscape construction or related field (36 credit hours).
6. Have completed the Certified Landscape Technician (CLT) program administered by OLCA or another entity licensed to the Professional Landscape Network (PLANET).
7. Have obtained Associates, Bachelors or Masters Degree in horticulture or related field which includes cooperative work experience.
8. Hold a current certification with the International Society of Arboriculture (ISA) as a Certified Arborist and be licensed with the Construction Contractor Board (CCB).
9. Hold a certificate in horticulture or other related field from an accredited school or college that requires a minimum of 72 credit hours, which includes cooperative work experience in landscaping.

To verify your employment with a licensed landscape contracting business, please have your employer(s) complete the Employer Verification Statement. This form must be submitted with your exam and license application. (NOTE: out-of-state landscape maintenance and private business employers can also use this form.)

To verify an Associates, Bachelors, or Masters Degree you will need to submit a certified copy of your transcripts.

To verify one year of education in the landscape field, you will need to submit a certified copy of your college transcripts showing at least 36 credit hours of classes relating to landscape.

To verify your CLT, you need to submit a copy of your signed certificate.

To verify experience gained in landscape related\* work, you will need to complete the Landscape Maintenance Project Description form (page 11) or the Employer Verification Statement. You may photocopy this form as many times as you need. These forms must be submitted with your application.

- a) To show four years of maintenance work you will need to submit six Landscape Maintenance Project Descriptions per year for a total of 24 in a 48 month period.
- b) To show two years of maintenance work you will need to submit six Landscape Maintenance Project Descriptions per year for a total of 12 in a 24 month period.

\*Landscape related work means work such as landscape maintenance which is work performed on an already existing landscape (mowing; pruning [up to 15']; edging; applying bark dust; trimming; planting of annuals, perennials and bulbs; and general upkeep.), or work as an employee of a nursery or municipality where work includes the care and nurturing of plants as the primary function of your employment.

It is **important** that you fill out the Landscape Maintenance Project Descriptions completely and legibly. The form must list the full name of the customer, address, city, state, and zip code or it will be returned to you for completion. You need to have the customer sign, date and insert their telephone number for our verification process.

### **After January 1, 2008 - Probationary License** (Probationary License Application Required)

In the 2007 legislature the law was changed so **anyone** is allowed sit for the Landscape Construction Professional exam without meeting the qualifications that were previously required. **However**, the individual must submit the application, pay the application fee and **must pass all** sections of the exam within one year of the first sitting of the exam. If these conditions are met, then the individual will be granted a probationary license which means the individual may:

1. Work for 24 months as an employee of a licensed landscape contracting business under the direct supervision of a non-probationary licensed construction professional after which the probation will be removed.
2. Work for 24 months as an employee of a licensed landscape contracting business and be the phase basis of this business but the business must carry a \$15,000 bond and will only be allowed to perform landscape projects that do not exceed \$15,000 for a period of 24 months after which the probation will be removed.
3. Start his/her own landscape contracting business where the business will be required to carry a \$15,000 bond and will only be allowed to perform landscape projects that do not exceed \$15,000 for a period of 24 months after which the probation will be removed.



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## LANDSCAPE CONSTRUCTION PROFESSIONAL EXAM & LICENSE APPLICATION

### FEE INFORMATION:

- Application fee (must be submitted with this application) - \$60
- Initial sitting and retake fees - \$15 for first section and \$10 for each additional section per sitting
- License fee (can be paid with application or paid after passing the exam) - \$75

Make checks payable to the Landscape Contractors Board.  
We also accept Visa and MasterCard.

\_\_\_ Visa \_\_\_ MasterCard # \_\_\_\_\_ Exp \_\_\_\_\_ \$ \_\_\_\_\_

Signature \_\_\_\_\_

1. **FEES & LICENSE:** In which of the following landscape categories do you wish to be licensed? Check only one below:

- \_\_\_ All Phase license (exam includes laws and rules, generals A-D, irrigation, and backflow)  
\$60 application fee & \$75 exam fee
- \_\_\_ Standard license (exam includes laws and rules, and generals A-D)  
\$60 application fee & \$55 exam fee
- \_\_\_ Irrigation and backflow only (exam includes laws and rules, irrigation, and backflow)  
\$60 application fee & \$35 exam fee

\*\* Will you be taking the exam at a DMV?  Yes  No If yes, you must include an additional \$12 fee.

2.

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Mailing Address City/State Zip County

\_\_\_\_\_  
Physical Address City/State Zip County

\_\_\_\_\_  
Area code/home phone number Social security number\*

\_\_\_\_\_  
Area code/Cell phone number Email address

3. Have you previously applied for or been a licensed Landscape Construction Professional in Oregon?

\_\_\_ Yes \_\_\_ No If yes, previous LCB license number \_\_\_\_\_



**4. CRIMINAL BACKGROUND**

Have you ever been convicted of any of the felonies listed in the table below?  No  Yes  
 If yes, check the appropriate box(es) and fill in the information below. Please provide a detailed explanation of the felony on a separate piece of paper and submit police reports, court reports and all other pertinent documentation.

Felony	Date	State	County	Felony	Date	State	County
<input type="checkbox"/> Murder				<input type="checkbox"/> Robbery I			
<input type="checkbox"/> Assault I				<input type="checkbox"/> Theft I			
<input type="checkbox"/> Kidnapping				<input type="checkbox"/> Arson I			
<input type="checkbox"/> Sexual abuse				<input type="checkbox"/> Theft by extortion			
<input type="checkbox"/> Rape, sodomy or unlawful sexual penetration				If you are under supervision, list the name and contact number for your supervisor:			
<b>Providing incomplete or inaccurate information may delay or stop approval. The Landscape Contractors Board has the authority to check all applicants' criminal history.</b>							

**5. I understand that I may practice landscape contracting only if I obtain a landscape contracting business license or if I am employed by a licensed landscape contracting business. I certify that the answers to all questions on this application are true and complete to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Social security number.** As part of your application you are required to provide your social security number to the LCB. The authority for this requirement is ORS 305.385 and ORS 25.785. Failure to provide your social security number will be a basis to refuse to issue the license you seek. Although a number other than your social security number appears on the face of the license issued by the LCB, your social security number will remain on file with the LCB. This record of your social security number will be used for child support enforcement and tax administration purposes only, unless you authorize other uses of the number. The LCB will not give out nor sell nor otherwise make your social security number available to the public.

**If you do not have a social security number:** I certify that I do not now have, nor have I ever had a social security number. I understand that if I obtain a social security number after submitting the application to the LCB that I am required to notify the LCB in writing of my social security number within 14 days of receiving the number. I also understand that if this statement is untrue it is grounds for revoking my Landscape Construction Professional license.

**Note:** Submitting a fraudulent social security number is grounds for refusing to issue, revocation or termination of the Landscape Construction Professional license.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# EMPLOYER VERIFICATION STATEMENT

**Landscape Construction Professional Employer:** The applicant whose name appears below needs you to confirm his/her qualifications for the Landscape Construction Professional examination and license. Please complete the form below. Indicate the exact dates of employment and description of the applicant's experience in landscaping while in your employ. After completing the form, return it to the applicant as promptly as possible.

NOTE: This form can be completed by an Oregon licensed landscape contracting business employer or an out-of-state landscape business employer.

Name of applicant: \_\_\_\_\_

Date employed: \_\_\_\_\_ Still employed?  Yes  No If no, date released: \_\_\_\_\_

Please check below the applicant's experience in landscaping while employed (check all that apply):

- preparation (soil work)
- layout
  - plantings
  - irrigation
- designing
  - plantings
  - irrigation
- installation
  - plants
  - concrete (walkways, driveways etc.)
  - irrigation
  - pavers
  - retaining walls
  - decks
  - arbors
  - fences

other (please briefly describe)

\_\_\_\_\_  
Print Employer's name (**owner/corporate officer/member**) 4 digit LCB business license #  
(if applicable)

\_\_\_\_\_  
Business Name / Business phone number

\_\_\_\_\_  
Business mailing address City/State Zip

\_\_\_\_\_  
Employer's signature (**owner/corporate officer/member**) Date

Maintenance Projects that the LCB will accept:

- Upkeep of “already installed” landscape projects which includes mowing lawns, fertilizing, weeding, spreading bark dust and pruning shrubs and/or trees up to 15 feet above ground level where the cost of the project is more than \$100. The maintenance project may be less than \$100 if it is a recurring maintenance project such as in the performance of regular weekly maintenance or yearly contracts.
- Planting of annuals, perennials and bulbs in existing beds.
- Performance of “casual, minor and inconsequential” \* work for which the price of all labor, materials, and other items for a given job site in a calendar year is less than \$500 including items furnished by owner or others.

\* **OAR 808-002-0020 “casual, minor and inconsequential”** work includes the **replacement** of trees and nursery stock with varieties that are similar in habit and culture; the reseeding of lawns; the decorative placement of rock (3” in diameter or less); the replacement of non-concrete edging; the replacement of three or fewer malfunctioning sprinkler heads of the same or similar type and hydraulic equivalency; the adjustment of sprinkler head nozzles and the programming of irrigation controllers. “casual, minor and inconsequential” **does not** include construction of new planting areas or the construction or repair of arbors, decks, driveways, fences, retaining walls, walkways, ornamental water features, drainage systems and irrigation systems.

Maintenance Projects that the LCB will not accept:

- Landscape maintenance where a non-recurring project amount was under \$100
- Landscape contracting (preparation for and the installation of new shrubs, trees, plants, lawns, etc). These projects require a license.
- Installation or repair of irrigation systems for any project amount. These projects require a license.

**LANDSCAPE MAINTENANCE PROJECT DESCRIPTION**  
*(Please print or type. These descriptions must be fully completed to be accepted.)*

Applicant's name: \_\_\_\_\_ \*Date of Project \_\_\_\_\_  
\*If continual maintenance, insert month/year started and month/year ended

Name of customer: \_\_\_\_\_

Address of project: \_\_\_\_\_  
Street address City/State Zip

Amount billed for Project: \$ \_\_\_\_\_

Description of work performed on project:

- mowing       edging       pruning (below 15')       fertilizing
- planting annuals and perennials in existing beds
- lawn, tree and shrub replacement (less than \$500 per year per jobsite)
- other (please briefly describe):

Customer Signature: \_\_\_\_\_ Telephone # \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

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**LANDSCAPE MAINTENANCE PROJECT DESCRIPTION**  
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- lawn, tree and shrub replacement (less than \$500 per year per jobsite)
- other (please briefly describe):

Customer Signature: \_\_\_\_\_ Telephone # \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_