



STATE BOARD OF LANDSCAPE ARCHITECTS

179 Summers St, Suite 319, Charleston, WV 25301
ph: (304) 558-3527 fax: (304) 594-1482

Attachment B

MEMORANDUM

TO: Registration Applicant Reference

FROM: Jason Testman, PLA, Chairperson,
West Virginia State Board of Landscape Architects

RE: Instructions for Submitting References

You have been requested to serve as a reference for an applicant for registration in West Virginia as a Landscape Architect. Please complete the enclosed questionnaire and return it to:

Jason Testman, PLA, ASLA
West Virginia State Board of Landscape
Architects 179 Summers St, Suite 319
Charleston, WV 25301

***PLEASE MAIL THE QUESTIONNAIRE DIRECTLY TO THE BOARD OFFICE. DO NOT
RETURN IT TO THE APPLICANT.***

To ensure that the licensing law is effective in safeguarding the health, safety and welfare of the public, the Board has been charged with the responsibility of determining the eligibility of persons wishing to register as landscape architects. Persons seeking registration must be qualified in the profession of landscape architecture.

As one of the applicant's references, you are familiar with his or her professional work and/or have knowledge of his or her character, reputation and abilities. The Board would appreciate information regarding the eligibility of the applicant. Specifically, the Board is interested in the applicant's responsibilities as they relate to his or her professional work as well as his or her professional competence and character. Generalities do not help the Board in fulfilling their obligations to the people of West Virginia which is licensing only qualified persons. Any information provided to the Board will be treated as confidential.

Your assistance in this matter is greatly appreciated.