



STATE BOARD OF LANDSCAPE ARCHITECTS

179 Summers Street, Suite 319
Charleston, WV 25301

APPLICATION FOR LICENSE RENEWAL JULY 31ST, 2025 – JUNE 30TH, 2026

Mailing Address:

WV Board of Landscape Architects
179 Summers Street, Suite 319
Charleston, WV 25301

Phone: (304) 558-3527

www.wvlaboard.org

WVFIMS IGT: 8528 YEAR 0910 999696

1. The renewal fee is **\$100.00**, for Active status, **\$25.00** for Inactive status and **\$5.00** for Retired status and is non-refundable. Submit a check or money order made payable to West Virginia State Board of Landscape Architects. A **\$25.00** fee will be assessed for any returned check. Please do not send cash.
2. The Board is not responsible for misreading illegible print. This form must also be signed and sealed with your West Virginia seal, as approved by the Board.
3. Your email address is required for communication, but you may elect to provide us with a mailing address as an alternative
4. The renewal is a two-page application. Please make sure to complete both pages and submit the appropriate fee
5. DO NOT send continuing education (CE) documentation at this time. The board will request this if needed.
6. Inactive or Retired status applicants are not required to complete the continuing education section of this application
7. All active renewals are subject to an audit of CE requirements. Each applicant shall have a total of eight professional development hours (PDHs) with a minimum of six in topics covering public health, safety, and welfare.
8. The application and fee must be received by July 31st, 2025 or your license will lapse.
9. Late renewals (after June 30th) will be automatically audited for CE requirements and assessed a late fee of \$50.00

Desired License Status: ☐ Active \$100 ☐ Inactive \$25 ☐ Retired \$5

FULL NAME: _____

License # _____

Firm Name: _____ or ☐ Self Employed

Email Address: _____ if you do not provide an email address, you must provide a mailing address. ☐ Email address has changed

Mailing Address: _____
