



## VA LARE CANDIDATE INFORMATION BULLETIN

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) is responsible for licensing and regulating the profession. The Board through DPOR has contracted with Professional Credential Services, Inc. (PCS) to provide testing administration for Sections C and E of the Landscape Architect examination.

For questions concerning the examination administration process for Sections C and E, please contact PCS at:

PCS  
Attn: VA LARE  
P. O. Box 198689  
Nashville, TN 37219

Phone: (toll-free) 877-U-TRY-PCS (877-887-9727)  
Fax: 615-846-0153  
Web site: [www.pcshq.com](http://www.pcshq.com)

The Board through DPOR requires an application for licensure, as well as the use of a variety of other forms for Board review and approval. Applicants may download this information at [www.dpor.virginia.gov/dporweb/ape\\_main.cfm](http://www.dpor.virginia.gov/dporweb/ape_main.cfm). Please follow the procedures as outlined or contact the Board office for the necessary forms, questions concerning the application or eligibility process. The DPOR may be contact at:

DPOR  
Perimeter Center, Suite 400  
9960 Mayland Drive  
Richmond, VA 23233

Licensing Section: 804-367-8506/8512  
Fax: 804-527-4294  
Web site: [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

The Council of Landscape Architecture Registration Boards (CLARB) is responsible for developing and scoring the LARE examination, as well as, administering Sections A, B, and D of the LARE. For questions regarding the examination content, format, scoring, or the administration of Sections A, B, and/or D, please contact CLARB at:

CLARB  
3949 Pender Drive, Suite 120  
Fairfax, VA 22030

Phone: 571-432-0332  
Fax: 571-432-0442  
Web site: [www.clarb.org](http://www.clarb.org)

**EXAMINATIONS, FEES AND DATES**

Sec. C – Planning and Site Design (only)	\$338
Sec. E – Grading, Drainage & Storm Water Management (only)	\$338

Please visit the PCS website, [www.pcshq.com](http://www.pcshq.com), for examination dates.

**PAYMENTS**

Examination fees may be paid by certified check or U.S. money order to Professional Credential Services / VA LARE (include Social Security Number on the front of the check), or by Visa or MasterCard.

Those candidates whose fees are paid by their employer may submit a *company* check, made payable to Professional Credential Services. (Include candidate's name and Social Security Number on the front of the check.)

**EXAMINATION FEE PAYMENT DEADLINE**

First-time and Re-exam candidates: Complete the LARE Scheduling Form and send it (must be received by the deadline) along with the examination fee payment to PCS. Please visit the PCS website, [www.pcshq.com](http://www.pcshq.com), for examination deadlines.

## **SPECIAL ACCOMMODATIONS**

Once approved to test, contact PCS to request an ADA Accommodation Request Form. Complete the form and return it to PCS with written documentation from a proper authority as proof of the disability and verifying the need for the special accommodation requested. The proper documentation needed will be explained in the ADA Accommodation Request Form. Documentation must be received by PCS no later than September 15 (December examination) and March 15 (June examination).

Candidates will be notified by PCS of the accommodations granted. In making the request, please allow for sufficient time for paperwork to be evaluated and the determination to be made.

## **EXAMINATION SITE AND ADMISSION MATERIALS**

Admission materials are typically mailed three weeks prior to the examination by PCS. Candidates who do not receive their admission materials within seven days of the examination must contact PCS for further instructions.

Sections C and E of the LARE examination are administered in Richmond, VA. Exact test site location and reporting time will be provided in the admission documentation. It is suggested that candidates visit a web site for driving directions to the test site, as well as take a test drive to the examination site in advance of the day of the examination.

It is the candidates' responsibility to contact PCS prior to the test date if admission materials have not been received. PCS has no control over the U.S. mail. Candidates who do not appear for testing and have not previously been approved for either a withdrawal or a rollover will forfeit their examination fee.

## **ENVIRONMENTAL DISTRACTORS**

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distracter. It is suggested that if a candidate is sensitive to noise or temperature variations, they may want to bring earplugs and types of dress that can help them to adapt to a cooler or warmer climate in the examination room. PCS will work with the test site staff to anticipate potential problems.

## **ADMISSION REQUIREMENTS**

1. Candidates must present their admission card and one form of identification with a photograph and signature (i.e. drivers license, or passport) in order to be admitted to the examination room.
2. The identification must be current and clearly recognizable or the candidate will not be admitted to test. If the photo does not have a signature, a second form of signature identification is required. Candidates without the proper documentation will not be admitted to test.
3. It is the candidate's responsibility to be at the examination center on time. It is strongly suggested that candidates visit the site before the day of the examination and are familiar with the route and the needed travel time.

## **ITEMS PROHIBITED IN EXAMINATION ROOM**

Candidates may not have alcoholic beverages or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, computers, beepers or pagers in the examination room. If any of the aforementioned items are found on a candidate, the Examiner will collect it until the end of the examination and a report will be written documenting the incident to the Board. Smoking or wearing a hat/baseball cap is not permitted in the examination room.

## **SECURITY GUIDELINES**

Copying, reproducing, or taking any action to reveal the contents of an examination in whole or in part is unlawful. Removal of an examination booklet, answer sheet, or other confidential material supplied at the test site is prohibited.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, or possession of unauthorized notes or equipment may be sufficient cause for a candidate's removal from the examination room. All such irregularities will generate a report to the Board.

No visitors, guests, or children are permitted in the examination room.

## **SCORING AND REPORTING**

Examinations are returned to CLARB for scoring. Results are confidential and will be reported to the DPOR office (not PCS) from CLARB. The DPOR office will notify candidates of results. It is the candidates' responsibility to notify the DPOR in writing of any address change prior to the release of scores.