



Dora NEWSLETTER

Department of Regulatory Agencies

Division of Registrations

Winter 2009

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Director

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Director

STATE BOARD OF LANDSCAPE ARCHITECTS

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Online Registration Services

The Division of Registrations continues to encourage usage of the Registrations Online Services. After a simple registration process, you may now:

- Renew your license using a credit card as soon as your license becomes eligible for renewal
- Update your mailing address and contact information
- Check the status of a pending application

Important requirement affecting your license renewal regarding lawful presence in the USA

Effective January 1, 2007, all applicants requesting original licensure, renewal of an active license, or reinstatement of a lapsed license must complete and sign the Affidavit of Eligibility Form. No license can or will be issued without this form.

The good news is that you can complete this form online when you use Registrations Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal). The list of secure and verifiable documents is available to you when you renew online. We also have a web page where you can read the law, look at the Affidavit, and see the list of acceptable documents.



**Consumer protection
is our mission**

Renewal Fees

By law, the Board of Landscape Architects must operate strictly with funds collected from the licensees it regulates, with no support from the State's General Fund. The legislature determines the budget for the Board. Once the legislature sets the budget, the money must be raised through licensing fees. The license renewal fee is the fee that supports much of the general operations of the Board.

The good news is that fees are evaluated each year. Therefore, it is possible that they will be reduced in the future. The fee this year should provide the revenue needed to meet this year's budget. However, it is difficult to predict that costs of regulation will decrease. It is essential that the Board continue to work diligently to provide consumer protection.

Please contact us:

Colorado Board of Landscape Architects

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Denver, Colorado 80202-6000
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Email:
la@dora.state.co.us

Website:
<http://www.dora.state.co.us/la>

Renewals

You have until January 31, 2009 to renew your license before the grace period begins. There is a 60-day renewal grace period following the license expiration date, during which time you will have to pay an additional late fee to renew your license. If you have not renewed your license before the 60-day grace period has ended, your license will expire and you must then apply for reinstatement to continue practicing landscape architecture. If you do not, you will be practicing without a license, which is a violation of Colorado law. Any license not renewed by March 31, 2009 will be expired and must go through a reinstatement process to become active again.

Renewal Process

The [DLS Registration Online system](#) makes it easier for all licensed professionals to renew and update their mailing information.

To renew your license, follow these steps:

1. Click "I have an individual license" then click the "Continue" button.
2. If you are a returning Registrations Online Services user, enter your SSN and password in the fields on the right. If you are a new user and don't have a password, click the link labeled "Set up password" on the left, then follow the instructions to set up your password.
3. If you need to update any contact information, click on the button labeled, "Update Contact Information" then complete the instructions on updating your information, e.g. mailing address, phone number, and email address.
4. When you are ready to renew, click the button labeled "Renew this License" and follow the instructions.
5. Complete the Affidavit of Eligibility requirement and the Attestation requirement. After completion, you may click the "Pay Now" button.
6. Pay for your renewal using our **secure payment system**. You must pay by Credit Card (Visa, Master Card, American Express or Discover) or by Debit Card (as long as it bears the Visa or Master Card logo) for online renewal. You may also use a pre-paid credit card obtained from a bank (must have Visa or Master Card logo.)
7. Make sure to print your renewal confirmation page for your records. After you see the confirmation page, your renewal is complete. You will receive your renewed license within 7-10 days.

Update Your Mailing Address

It is imperative that all licensees keep their mailing address updated with the Colorado Board of Landscape Architects. The Board mails renewal information to the licensee and registrant at the last address furnished to the Board. Failure to receive such a renewal notice does not relieve the licensee or registrant of the obligation to submit a timely renewal. Landscape Architects can update their mailing address at <https://www.doradls.state.co.us/> .

Landscape Architect Licensing Numbers (effective February 3, 2009)

Applications received: 785
Total licensed: 612
Licensed in State: 550
Licensed out of State: 62
Denied: 33
Pending review: 140
Complaints received: 3

