

Wisconsin Department of Safety and Professional Services

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LANDSCAPE ARCHITECT EXAMINING BOARD

CONSUMER INFORMATION

Shopping Smart...How We Can Help

The Landscape Architect Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors determines the minimum competency standards within the field of landscape architecture, for protecting the health, safety and welfare of the Wisconsin citizenry. The Department of Safety and Professional Services (DPS) provides administrative services for the regulatory authorities of more than 95 professions, which includes landscape architecture. In turn you help us by "shopping smart" for professional services. We provide information necessary for making the best decisions for your needs

Wisconsin landscape architects must display a current Wisconsin registration certificate; this certificate lists the professional's name, address, and the dates of the registration period. Some professionals also display their original Wisconsin registration, their diploma, their credentials from other states, and various membership certificates. Landscape architects must re-register every two years to practice in Wisconsin.

Filing A Complaint

You may file a complaint about the professional misconduct of a Wisconsin registered landscape architect or about someone who is using the title Landscape Architect and is not registered. You may obtain a complaint form by:

Written request: Send request to the Division of Enforcement at the above address.
Telephone: 608-266-7482
E-mail: dorl@dps.state.wi.us
Website: <http://dps.wi.gov>

Verification of Licensure

To verify registration information, to access information on final Landscape Architecture Section actions, or learn more about other credentialed professions, you may access the Department's website at: <http://dps.wi.gov>

How To Contact the Landscape Architect Section

Application Forms: 608-266-2112
FAX: 608-261-7083

Consumer's Bill of Rights

As a user of services offered by credentialed professionals, to ensure your health, safety and welfare, you have the right to:

- Receive competent professional services.
- Verify the credentials of professionals and know the names and titles of professionals who provide service.
- Receive clear explanations of the services being offered or provided and how much they cost.
- Refuse any services offered.
- Know what records will be kept and how to get copies (information that identifies you or your relationship with the professional cannot normally be revealed without your permission, except investigative files in which you were the complainant).
- File a complaint with the Department of Safety & Professional Services about a credentialed professional or an uncredentialed practitioner.
- Request and be provided a reasonable accommodation to access professional services, if you are a person with a disability.
- Choose professionals who uphold the rights listed above, who treat you with courtesy and respect, and who explain your service options and any follow-up services which may be required or recommended.

What is a landscape architect, and what services do landscape architects offer?

A Wisconsin registered landscape architect provides services related to the development of land areas. This includes preparing drawings and specifications in conformance with governing codes and regulations to ensure that land use, plant materials, grading, drainage, and the location and settings for structures and other improvements are appropriate.

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What credentials does a Wisconsin registered landscape architect have?

Generally, a Wisconsin registered landscape architect has earned registration by completing a four-year professional landscape architecture degree and two years of experience or a combination of a two-year education in landscape architecture and experience totaling seven years. These professionals have also passed the national landscape architect examination.

When would I use the services of a landscape architect?

Some municipalities require a landscape architect to place a seal on portions of land use plans submitted for approval.

You might retain a landscape architect to provide the following:

- Advice on development of a parcel of land, whether for residential, commercial or institutional and/or public use, including preservation and conservation projects.
- Plans for site improvements around new or existing residential or commercial structures.
- Environmental impact statements and the processing of zoning and planning applications through government agencies.
- Designs for parks, public spaces and recreational facilities.
- Neighborhood, community, or regional land use plans.

What should I expect as a client of a landscape architect?

You should expect to be provided with the following:

- Proof of the landscape architect's qualifications.
- Names of former clients as references.
- A clear and complete description of the services to be provided.
- A schedule of work and the related fees.
- Courteous and professional services, tailored to your needs.

What can I do to ensure a good professional relationship with my landscape architect?

Work with your landscape architect from the inception of the project. Make your requirements known as clearly and as thoroughly as possible, so your landscape architect can design to suit both your budget and your needs.

If you are uncertain about anything, ask questions. Always insist on a written contract that accurately addresses the following:

- A description of the work to be done.
- A work schedule.
- The amount and terms of payments of the landscape architect's fees.
- The responsibilities of the parties to the contract.

How do I locate a landscape architect?

Check with friends and colleagues who have used a landscape architect's service. You may also look under "Landscape Architects" in the yellow pages of your phone book. In addition, professional organizations may be able to identify their members who specialize in your area of need.

Neither the Department of Safety and Professional Services nor the Landscape Architect Section can refer you to a particular registrant.

What questions should be asked by individuals who have concerns about accessing services for a landscape architect?

Whether the service location is physically accessible (curb cuts, ramps, restrooms, etc.) as well as whether the landscape architect has a Telecommunication Device for the Deaf (TDD) and parking for people with disabilities. You may also ask if the landscape architect makes house calls. The Landscape Architect Section has concerns that persons with disabilities be able to access the services of landscape architects.

Who may legally use the title "Landscape Architect"?

To use the title "Landscape Architect" in Wisconsin, an individual must be registered by the Landscape Architect Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors.