

**OREGON LANDSCAPE CONTRACTORS BOARD**

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**Steps to Become Licensed**

**TWO licenses are required to do landscaping work in Oregon: the individual landscape construction professional license and the landscape contracting business license.**

The individual landscape construction professional (LCP) license is the person that supervises all landscaping work performed by a landscape contracting business. The LCP license is obtained after passing required exam section(s).

The landscape contracting business license requires the bond, liability insurance, workers compensation (if applicable), and enters into contracts with consumers. For the [modified license phase](#), the owner must also be the LCP.

Landscape Construction Professional	
Step	Action
<i><b>NOTE: Timelines and fees are noted within each step where applicable.</b></i>	
1. Is a License Needed?	1.1. Review <a href="#">work requiring a license</a> to determine if you need a license. <a href="#">Landscape maintenance</a> does not require a license. If a license is required, proceed to the next step.
2. Qualification Requirements	<p>2.1. Review the <a href="#">qualification requirements</a> to determine if you meet the requirements to be eligible to sit for the exam.</p> <p>a) Traditional – requires two years of landscape related experience within the last 10 years <u>or</u> other qualifications outlined in the <a href="#">requirements</a>.</p> <p>b) Modified – requires one year of landscape related experience within the last 10 years. <a href="#">Scope of work</a> is limited.</p> <p>c) Probationary – no experience requirements, but all 6 exam sections be passed within 12-months from the date the first exam is taken. Requires a higher bond amount (see below) and job charges are limited to \$15k per job site, per year.</p> <p>A majority of applicants that qualify do so by having landscape <i>related</i> work experience. However, there are several <a href="#">alternate ways to qualify</a>. If no qualifications can be met, a probationary license may be the best fit. If you are uncertain how or if you qualify, please contact the agency to discuss.</p>

## Landscape Construction Professional

Step	Action
3. LCP Application	<p>3.1. Submit an LCP application and required fee. Applications can be completed <a href="#">online</a> or by completing a <a href="#">printable form</a>.</p> <p>3.2. Review the application decision. Once an application is approved, notification of the decision is sent to the applicant via email. If an application is incomplete, the applicant will receive notification via email requesting additional information or actions needed.</p> <p>3.3. Review the <a href="#">recommended resource materials</a>. Many of the resource materials are available for free on the <a href="#">LCB website</a>. The Landscape Construction Custom 3<sup>rd</sup> Edition book by David Sauter, can be purchased by completing the <a href="#">exam resource material order form</a> or by contacting the agency.</p> <p>3.4. Review the <a href="#">Candidate Information Bulletin</a> (CIB). The CIB includes helpful information regarding registering and preparing for the exam(s).</p> <p style="color: #A52A2A;">Timeline: 2 – 5 business days for determination</p> <p style="color: #6B8E23;">Fee: \$170 application (\$160 for probationary), resource materials vary (see <a href="#">exam resource material order form</a>)</p>
4. License Phases	<p>4.1. Review the <a href="#">phases of licenses</a>. This will determine which exam(s) need(s) to be passed.</p>
5. Schedule Exam(s)	<p>5.1. <a href="#">Schedule exam(s) with PSI</a>. The number of exams required to be passed depends on the desired <a href="#">license phase</a>. Included in the email approval is a candidate identification number which is needed to schedule the exam(s).</p> <p>All sections of the exam, <i>except</i> backflow, are open book; however, all exams are timed. Exams are available in English and Spanish. There are two ways to register:</p> <p>a) Online at <a href="http://www.psiexams.com">www.psiexams.com</a>. When registering online, be sure to follow all steps outlined in the <a href="#">CIB</a>.</p> <p>b) Call (855) 746-8170 Mon-Fri 4:30am – 7:00pm and Sat-Sun 6:00am – 1:30pm. (Tip: Calling earlier or later in the day or on weekends may reduce hold times.).</p> <p style="color: #A52A2A;">Timeline: varies depending on number of exams needed for <a href="#">license phase</a> and number of attempts needed for each.</p> <p style="color: #6B8E23;">Fees: \$75 for the first exam and \$10 for each additional section, <a href="#">each</a> taken the same day.</p> <p style="color: #6B8E23;"><u>Example:</u></p> <p style="color: #6B8E23;">Day 1: \$75 planting + \$10 design, grading &amp; drainage = \$85</p> <p style="color: #6B8E23;">Day 2: \$75 irrigation + \$10 backflow = \$85</p>

## Landscape Construction Professional

Step	Action
6. Request Initial LCP License	<p data-bbox="483 310 1495 382">6.1. Request the initial license once the required exam section(s) are passed for the desired license phase and pay the initial license fee.</p> <p data-bbox="565 403 1484 541">Once exam scores are verified and the fee is paid, an email is sent notifying the licensee to activate an online account by logging in to the <a href="#">individual online portal</a>. From the portal, licensees can update contact information, report <a href="#">continuing education</a>, and print a license card.</p> <p data-bbox="565 562 899 596">Timeline: 2 business days</p> <p data-bbox="565 617 695 651">Fee: \$170</p>
7. Apply for Business License	<p data-bbox="483 688 1471 760">7.1. Follow steps below under “Landscape Contracting Business License” if you plan to start your own landscape contracting business.</p> <p data-bbox="565 781 1516 886">If you plan to work for a currently licensed landscape contracting business, submit the completed <a href="#">employment verification form</a> and you do not need to complete the remaining steps.</p>

<b>Landscape Contracting Business License</b>	
<b>Step</b>	<b>Action</b>
<i><b>NOTE: Timelines and fees are noted within each step where applicable.</b></i>	
8. Choose Business Entity Type	8.1. Consider speaking with an attorney when making the selection of entity types. The decision can affect taxes and personal liability. Information may also be found on the <a href="#">Oregon Secretary of State website</a> .
9. Tax Accounts Set-up	9.1. Set-up any required accounts with the <a href="#">IRS</a> and <a href="#">Oregon Department of Revenue</a> .
10. Business Registry	10.1. Register the business entity and/or assumed business name with the <a href="#">Oregon Secretary of State</a> .
11. Insurance, Bond, Workers' Comp	<p>11.1. Obtain liability insurance with a minimum of \$500,000 coverage and the LCB listed as the certificate holder.</p> <p>11.2. Obtain a bond using the <a href="#">LCB surety bond form</a>. There are 4 bond amounts to choose from. Bond amounts are based on the job charges. Job charges are the amount of all contracts during a 12-month period at the same job site with the same owner.</p> <ul style="list-style-type: none"> <li>a) \$3,000 bond for jobs between \$0 and up to \$10,000</li> <li>b) \$10,000 bond, for jobs more than \$10,000 but less than \$25,000 (required for hardscaping work)</li> <li>c) \$15,000 bond for jobs more than \$25,000 but less than \$50,000 (required for probationary licenses)</li> <li>d) \$20,000 bond for job charges \$50,000 or greater</li> </ul> <p>11.3. Obtain worker's compensation insurance, if required. The LCB must be listed as the certificate holder.</p>
12. Verification Form	12.1. Complete and have <a href="#">notarized</a> the <a href="#">employment verification form</a> . The form must be completed by the landscape construction professional and must indicate the relationship to the landscape contracting business.
13. Business Application	<p>13.1. Complete the business application. Applications can be completed <a href="#">online</a> or by completing a <a href="#">printable form</a>. Be sure to include the liability insurance and workers' compensation (if applicable) certificates, bond, and documents used to form the business (e.g.; articles of incorporation (for corporations), organizational filings, (for LLC's), or partnership agreement).</p> <p style="color: #c00000;"><b>Timeline: 10 business days</b></p> <p style="color: #008000;"><b>Fees: \$255 application fee + \$345 initial license fee</b></p>

<b>Landscape Contracting Business License</b>	
<b>Step</b>	<b>Action</b>
14. Initial License	14.1. Once approved, an email is sent notifying the business to activate an online account by logging in to the <a href="#">business online portal</a> . From the portal, licensees can update contact information and print a license card. <u>Note</u> : this is a separate portal from the individual licensee LCP portal, but the same email and password may be set for both.
15. Contracts & Advertising	15.1. Ensure all written advertisements (business cards, social media, flyers) display the business license number. 15.2. Ensure all contracts meet the <a href="#">required elements of a contract</a> .

Special Notes:

- Spanish documents can be found [here](#).
- Annual renewal notices will be emailed approximately 60 days prior to the renewal due date for each license. Renewals can be processed online through the [online portals](#).