

**FORM 1****DO NOT WRITE IN THIS SPACE****OFFICE RECORD**DATE RECEIVED: \_\_\_\_\_  
FEES: \_\_\_\_\_ CK( ) MO( ) BD( )  
APPLICATION NO: \_\_\_\_\_  
CLK'S INITIALS: \_\_\_\_\_STATE OF MARYLAND  
DEPARTMENT OF LABOR**STATE BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS**100 S. CHARLES STREET, TOWER 1, BALTIMORE, MD 21201  
(410) 230-6256

dlopboardofexaminersoflandscapearchitects-labor@maryland.gov

**APPLICATION FOR EXAMINATION****FEE: no fee is required to apply****Application is filed under the subsection checked: (see directions)**☐ 9-303(b) ☐ 9-303(c) ☐ 9-303(d) ☐ 9-303(e)**1. PERSONAL DATA:**Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Last name, if different on transcript \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Apt., Suite No.)

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (ZIP) \_\_\_\_\_

(non-US Country) \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ E-Mail \_\_\_\_\_

Social Security Number \_\_\_\_\_ If none, contact the Board.

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Have you previously applied for the exam in Maryland ? ☐ YES ☐ NO If Yes, Date \_\_\_\_\_Have you passed any part or parts of the L.A.R.E? ☐ YES ☐ NO If yes State \_\_\_\_\_ Date \_\_\_\_\_Do you have a CLARB Council Record? ☐ YES ☐ NOIf **YES**, is it being sent to the Maryland Board? ☐ YES ☐ NO**2. CONDUCT QUESTIONS**a. Have you ever been convicted of a felony or misdemeanor in any State or federal court? ☐ YES ☐ NOb. Have you ever had this type of application denied by Maryland or any other jurisdiction? ☐ YES ☐ NO*If you answered **YES** to any question, submit a letter giving complete explanation of the circumstances involved, along with a true test copy of the applicable court documents, if applicable.*

### 3. EDUCATION

Name of College or University	Degree	Graduation Date
Name of College or University	Degree	Graduation Date

☐ check if additional information attached

NOTE: An official academic transcript must be sent to the Board's office directly from the college registrar. Transcripts marked "issued to student" will not be accepted. Foreign Degree applicants - See the instructions.

### 4. EXPERIENCE

The RPE numbers below must correspond to the numbers in the RPE boxes at the top right corner of the individual **RPE Forms**.

RPE FORM No.	Company or Employer Name (Enter earliest engagement first)	Name of Endorser (If any)	Dates of Employment Mo/Yr to Mo/Yr		Total Time Years/Mos
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
TOTAL Experience Claimed:			_____	Years	_____ Months

### 5. CERTIFICATION

"I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I further authorize the release of any information contained within this agreement to an authorized representative of the Department of Labor for further investigation. I certify that I have paid all undisputed taxes and unemployment insurance contributions payable to the Comptroller or the Department of Labor or have provided for payment in a manner satisfactory to the unit responsible for collection."

Signature of Applicant \_\_\_\_\_ DATE \_\_\_\_\_

In accordance with Executive Order 01.01.1983-18, the Department of Labor is required to advise you as follows regarding the collecting of personal information: Personal Information requested by the licensing agency of the Department is necessary in determining your eligibility for licensure. Such personal information is also intended for use as an additional means of verifying the licensee's identity or to enable the agency to communicate, in a timely manner, with the licensee should the need arise. The licensee has a right to inspect his/her personal record and to amend or correct the personal data if necessary. Personal information is generally available for inspection by the public only in accordance with the Public Information Act. Personal information is not routinely shared with state, federal or local government agencies.

**Form 2**

STATE OF MARYLAND  
DEPARTMENT OF LABOR  
**STATE BOARD OF EXAMINERS OF LANDSCAPE  
ARCHITECTS REPORT OF PROFESSIONAL EXPERIENCE  
(RPE)**

**RPE No:** \_\_\_\_\_

SHEET NUMBER

\_\_\_\_ OF \_\_\_\_

**INSTRUCTIONS TO APPLICANT:** After reading instructions, complete Section I and Section III (Page 2), make a copy for your records, Forward this original **RPE Form** to your endorser who must be a licensed Landscape Architect; or, if not, refer to Instructions. Be sure the RPE number in this box at the top right corner of this form corresponds with the appropriate RPE number and information on page 2 of **Form 1**.

**SECTION 1: TO BE COMPLETED BY APPLICANT.**

Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Social Security Number

Experience described in Section 3 of this **RPE form** was obtained while employed by:

Firm or Organization Name: \_\_\_\_\_

Endorser's Name: \_\_\_\_\_

TIME PERIOD: Beginning \_\_\_\_\_ Ending \_\_\_\_\_ ☐ Full Time ☐ Part Time, \_\_\_\_\_ hrs/ per wk

I hereby certify that the work experience described on the reverse side of this **RPE Form** and the time claimed for that experience are true and accurate.

**APPLICANT'S SIGNATURE** \_\_\_\_\_**DATE** \_\_\_\_\_**SECTION 2: TO BE COMPLETED BY ENDORSER**

**ENDORSER MUST BE A Licensed Landscape Architect. If not, refer to instructions**

*DO NOT RETURN ORIGINAL TO THE APPLICANT.*

1. Read carefully the applicant's Report of Professional Experience on the back of this RPE Form and any continuation sheets.
2. Provide the requested information below and answer questions 1-6. Please type or print clearly.
3. If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Board relative to the applicant, please submit a separate letter with this form. If you do so, please identify the applicant by full name and social security number in your letter and indicate that they are an applicant for the landscape architecture examination.
4. SIGN THE ENDORSER'S AFFIDAVIT IN SECTION 4 OF THIS FORM AND AT THE BOTTOM OF EACH **RPE CONTINUATION SHEET (Form 2a)**, IF ANY. If you do not sign this affidavit, please explain in a separate letter and attach it to this form, and mail directly to the address on page 1 of form 1.

Endorser's Name: \_\_\_\_\_

Current Address \_\_\_\_\_

STREET

CITY

STATE

ZIP

Daytime phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Licensed Landscape Architect in \_\_\_\_\_ License No \_\_\_\_\_

**WITH RESPECT TO THE APPLICANT'S REPORT OF PROFESSIONAL EXPERIENCE AS DESCRIBED IN SECTION 3:**

1. Does the description accurately reflect the work personally performed by the applicant? ☐ YES ☐ NO
2. Does the time claimed by the applicant for this experience reasonably reflect the actual time? ☐ YES ☐ NO
3. Was the applicant's work performed in an adequate and professional manner? ☐ YES ☐ NO
4. Are you attaching a separate letter with additional information about the applicant? ☐ YES ☐ NO
5. IDENTIFY YOUR WORK RELATIONSHIP WITH THE APPLICANT AT THE TIME. IF NONE, PLEASE EXPLAIN.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. CHECK if Additional Comments attached. ☐

**SECTION 3. TO BE COMPLETED BY APPLICANT.**

**A.** Briefly describe your general landscape architecture experience during your employment with the firm named in Section 1.

**B.** Describe, in separate listings, specific categories of landscape architecture work you personally performed while employed by the firm named. Use specific assignments as examples and describe how these comply with the definition of "Practice Landscape Architecture" in the Instructions. Indicate separately in the TIME column at the right, the time you spent on each.

1. Were you supervised by a L.A.? ☐ YES ☐ NO

If you need more than one endorser from a single firm, USE SEPARATE RPE FORMS FOR EACH ENDORSER. If you do not have sufficient space on this form to report the experience to be verified by a single endorser, use additional RPE Continuation Sheets (**Form 2a**). **BOTH YOU AND YOUR ENDORSER MUST SIGN EVERY SHEET.**

Indicate the number of extra RPE CONTINUATION SHEETS (Form 2a) for this endorser. If zero enter "0" \_\_\_\_\_

Types of Landscape Architecture Work	TIME	
	YRS	MOS

**C.** Describe briefly your personal level of responsibility or authority for the work described above. Explain any changes in your title resulting from promotions or other job changes during this period of employment.

**SECTION 4: ENDORSER'S AFFIDAVIT** (Also complete Section 2 on other side.)

I have read the applicant's Report of Professional Experience, I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and ability and that, except as otherwise noted on the front of this form, or in attached correspondence, the work experience described by the applicant and the time claimed therefore are generally true and accurate.

Endorser's Signature _____	Date _____
ENDORSER'S License # _____ State: _____	SEAL
<input type="checkbox"/> I cannot so certify. Letter of explanation attached.	

**FORM 2A**

STATE OF MARYLAND  
DEPARTMENT OF LABOR,  
**STATE BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS**  
**RPE CONTINUATION SHEET**

**RPE No:** \_\_\_\_\_

SHEET NUMBER  
OF  
ATTACH TO FORM 2

Name

\_\_\_\_\_  
LAST

\_\_\_\_\_  
FIRST

\_\_\_\_\_  
MIDDLE

Signature

\_\_\_\_\_  
SOCIAL SECURITY

**CONTINUATION OF SECTION 3 B (FORM 2):  
TO BE COMPLETED BY APPLICANT.**

TIME

YRS

Months

TOTAL THIS SHEET

\*☐ FINAL SHEET

Total this endorser

I have read the applicant's Report of Professional Experience, I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and ability and that, except as otherwise noted on the front of this form, or in attached correspondence, the work experience described by the applicant and the time claimed therefore are generally true and accurate.

\_\_\_\_\_  
Endorser's Signature

ENDORSER'S License #

State: \_\_\_\_\_

\_\_\_\_\_  
Date

SEAL

☐ I cannot so certify. Letter of explanation attached.

**Form 3****REQUEST FOR VERIFICATION OF LICENSURE**

**TO:** Maryland State Board of Examiners of Landscape Architects  
100 S. Charles Street Tower 1 Baltimore, Maryland 21201  
(410) 230-6256

**APPLICANTS: INCLUDE POSTAGE PAID, ADDRESSED ENVELOPE WHEN FORWARDING TO  
ANOTHER STATE BOARD FOR RETURN TO ABOVE ADDRESS**

BOARD OF PRIOR LICENSURE	PERSONAL DATA (Completed by Licensee)
<b>FROM:</b>	
STATE BOARD	NAME OF APPLICANT
ADDRESS	ADDRESS
(CITY) (STATE) (ZIP)	(CITY) (STATE) (ZIP)
	Social Security No. _____

STATE VERIFICATION INFORMATION (Completed by State Board Providing Verification)
--

THE ABOVE NAMED PERSON WAS LICENSED AS A LANDSCAPE ARCHITECT	LICENSE NUMBER	DATE ISSUED	VALID UNTIL	DATE APPLIED
_____	_____	_____	_____	_____

BASIS OF LICENSURE			
1. <input type="checkbox"/> WRITTEN EXAMINATION :			
EXAMINATION SUBJECT	PASSING GRADE	CLARB EXAM?	DATE PASSED
2. <input type="checkbox"/> ORAL EXAMINATION - PLEASE GIVE DETAILS			
3. <input type="checkbox"/> BY RECIPROCITY WITH THE STATE OF:			
4. <input type="checkbox"/> OTHER			

DISCIPLINARY QUESTIONS	
1. Has any disciplinary action ever been taken against the applicant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. If so, has this disciplinary case been satisfied to the Board's requirements? on back	<input type="checkbox"/> YES <input type="checkbox"/> NO If not, please note

BY: \_\_\_\_\_

Date: \_\_\_\_\_

TITLE \_\_\_\_\_

BOARD SEAL

# **APPLICATION FOR LANDSCAPE ARCHITECT LICENSE BY EXAMINATION**

Maryland Board of Examiners of Landscape Architects  
100 S. Charles Street, Tower 1, Baltimore, MD 21201  
410-230-6256

[Dloplboardofexaminersoflandscapearchitects-labor@maryland.gov](mailto:Dloplboardofexaminersoflandscapearchitects-labor@maryland.gov)

## **IMPORTANT INFORMATION ABOUT THE LICENSING EXAMINATION**

Please note that even though you may qualify to sit for the licensing examination under CLARB's examination standards, you may or may not have requisite educational and experiential qualifications as a Maryland candidate. You must first file an application with the Maryland Board of Examiners of Landscape Architects to determine your eligibility. If approved, we will notify CLARB of your eligibility to take the exam.

## **REQUIREMENTS FOR LANDSCAPE ARCHITECT LICENSE BY EXAMINATION**

To qualify for licensure as a landscape architect in Maryland, you must;

1. Qualify under one of the education and experience options set by law; (see section 1 below).
2. Prove the required amount of landscape architecture experience (See Section II below).
3. Submit a completed application and all required forms, fee, and supporting documents, whether submitted by you or by others on your behalf; (See section IV below.)
4. Be of good character and reputation.

### **I. HOW TO QUALIFY**

You may qualify for the examination by meeting the education and experience requirements specified in one of the following subsections of the Landscape Architects' law (Business Occupations and Professions Article, Section 9-303:)

#### **Section 9-303(b) GRADUATION FROM COLLEGE OR SCHOOL OF LANDSCAPE ARCHITECTURE.**

An applicant qualifies under this section if the applicant:

- (1) has been graduated from a college or school of landscape architecture that holds accredited status from the national Landscape Architectural Accreditation Board; and
- (2) has at least 2 years of work experience in landscape architecture that is:
  - (i) under the responsible charge of a licensed landscape architect or other authorized individual; and
  - (ii) otherwise satisfactory to the Board.

#### **Section 9-303(c) NONACADEMIC OPTION.**

An applicant qualifies under this section if the applicant:

- (1) has been graduated on completion of at least a 4-year curriculum in a design-related discipline from a college or university that is accredited by, or is a constituent unit of an institution accredited by, the middle states association of colleges and schools or the equivalent regional accrediting association of other regional areas; and
- (2) has at least 4 years of work experience in landscape architecture that is:
  - (i) under the responsible charge of a licensed landscape architect or other authorized individual; and
  - (ii) otherwise satisfactory to the Board.

#### **Section 9-303(d) GRADUATED FROM NONDESIGN-RELATED DISCIPLINE.**

An applicant qualifies under this section if the applicant:

- (1) has been graduated on completion of at least a 4-year curriculum in a non-design related discipline from a college or university that is accredited by, or is a constituent unit of an institution accredited by the middle states association of colleges and schools or the equivalent regional accrediting association of other regional areas; and
- (2) has at least 6 years of practical work experience in landscape architecture that is:
  - (i) under the responsible charge of a licensed landscape architect or other authorized individual; and
  - (ii) otherwise satisfactory to the Board.

#### **Section 9-303(e) HIGH SCHOOL GRADUATE.**

- (1) An applicant qualifies under this section if the applicant:

- (i) is a high school graduate or the equivalent; and
  - (ii) has at least 8 years of practical work experience in landscape architecture that is:

1. under the responsible charge of a licensed landscape architect or other authorized individual;
2. otherwise satisfactory to the Board.

(2) The Board may count each full year of study at a college or school of landscape architecture that meets the criteria set forth in Section 9-303(b) above as one of the years of the work experience required under this subsection.

FOREIGN DEGREE APPLICANTS must have their degree evaluated by a recognized credential evaluation service before submitting an application to the Maryland Board for review. See [www.naces.org](http://www.naces.org) for a list of evaluation companies.

## **II. ACCEPTABLE LANDSCAPE ARCHITECTURE EXPERIENCE**

Acceptability of work experience toward fulfillment of the requirements for examination or licensure is determined, in part, by the extent to which the general characteristics of that work conform with the definition of "practice landscape architecture" as set forth in Business Occupations and Profession Article, Section 9-101(j).

(1) "Practice landscape architecture" means:

- (i) to provide any service or creative work in the analysis or design of land and natural resources that requires training and experience in the application of the biological, physical, mathematical, and social sciences; and
- (ii) to perform design coordination of a project or portion of a project provided that the licensed landscape architect holds a current license issued by the Board and has adequate education and experience in, and understanding of, the project or portion of the project being coordinated.

(2) "Practice landscape architecture" includes:

- (i) consultation, research, analysis, assessment, selection, and allocation of land and natural resources;
- (ii) development of graphic, written, digital, and other appropriate criteria to govern the planning and design of land development and construction programs, including:

1. preparation, review, and analysis of master plans, site plans, and land development plans;
2. reconnaissance, planning, design, and preparation of construction documents;
3. construction, observation, administration, and project management;
4. preservation, restoration, conservation, reclamation, rehabilitation, and management of land and natural resources;
5. preparation of feasibility and site selection studies, environmental studies, and cost estimate reports; and
6. design and analysis of grading and drainage, irrigation, erosion and sediment control systems, and pedestrian and vehicular circulation systems; and

(iii) in conjunction with site plan preparation, the performance of the following:

1. determining a grade;
2. determining drainage; and
3. preparing and designing storm water drainage systems provided that the preparation and design:
  - A. are in accordance with design manuals, details, and standards accepted by the State or local authorities; and
  - B. do not require a hydraulic or structural design of system components.

(3) Responsible charge. -- "Responsible charge" means direct control and personal supervision of landscape architecture services that requires initiative, professional skill, and independent judgment.

## **III. HOW TO PROVIDE EVIDENCE OF LANDSCAPE ARCHITECT EXPERIENCE**

1. For each employment, identify each person from whom you will seek an endorsement. Ideally, your endorser should be the licensed landscape architect who is/was the immediate supervisor of your work.

2. If you are unable to obtain a supervisor's endorsement, select another person with whom you worked and who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description.

3. If you cannot get an endorsement from a licensed landscape architect, the RPE can be signed by:

- a. a licensed architect with experience acceptable to the Board in the planning and design of land development; or
- b. a professional engineer with experience acceptable to the Board in the planning and design of land development; or
- c. a certified planner with adequate experience acceptable to the Board in the planning and design of land development.



#### IV. CHECKLIST

- \_\_\_\_\_ Form 1
- \_\_\_\_\_ Form 2
- \_\_\_\_\_ Form 2a (if needed for additional space from Form 2)
- \_\_\_\_\_ Official transcript(s)
- \_\_\_\_\_ Evaluation of foreign degree(s), if applicable
- \_\_\_\_\_ CLARB Council Record, if applicable
- \_\_\_\_\_ Form 3 (if applicable)

\*\*\*\*\*

**SPECIFIC INSTRUCTIONS FOR EACH FORM FOLLOWS...**

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION AND FORMS**

### **FORM 1 - APPLICATION FOR EXAMINATION**

Check under which section of the law your application is being made.

#### **SECTION 1 - PERSONAL DATA**

Applicant must complete all items of Section 1.

- If you do not have a social security number, you must furnish a 9-digit passport number or a Canadian social insurance number in the space provided. In addition you must submit an explanation as to why you do not possess a social security number and are required to sign a notarized affidavit to that effect. The affidavit form is available by call 410-230-6256.
- If you have a CLARB council record, you must contact CLARB to have your council record forwarded to the Maryland Board of Examiners of Landscape Architects.

#### **SECTION 2. - CONDUCT QUESTIONS**

If you answered "YES" to any question, submit a letter giving complete explanation and a true test copy of the applicable court document(s), if available, of the circumstances involved.

#### **SECTION 3 - EDUCATION**

List the names of the colleges/university attended and the type of degree(s) earned, and the date(s) of graduation. An official transcript must be sent to the board office directly from the college registrar. Transcripts marked "issued to student" will not be accepted. To determine if the college program is LAAB accredited, go to [www.laab.org](http://www.laab.org).

#### **SECTION 4. - EXPERIENCE**

Begin with the earliest employment. For each separate employment, identify each person from whom you will seek an endorsement. In general, your endorser should be the person who is/was the immediate supervisor of your work. If you are unable to obtain a supervisor's endorsement, select another person with whom you worked who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description. If part of your experience results from self-employment, endorsement can be from a responsible subordinate or from a client for whom you provided professional services. If you cannot get an endorsement from a licensed landscape architect, the RPE can be signed by:

- a. a licensed architect with experience acceptable to the Board in the planning and design of land development; or
- b. a professional engineer with experience acceptable to the Board in the planning and design of land development; or
- c. a certified planner with adequate experience acceptable to the Board in the planning and design of land development.

#### **SECTION 6. - CERTIFICATION.**

All applicants must certify the information provided by signing and dating the form.

## **FORM 2/2A – Report of Professional Experience. Form - RPE FORM**

In the upper right hand corner, write the number that corresponds with the numbers you entered on the endorser list that you completed in Section 5 on Form 1.

### **SECTION 1.**

Enter your complete name, telephone number(s) and social security number. Name the firm/organization and endorser from whom you will obtain your work experience report. Please use separate RPE forms for each endorser, even if they work for the same company. If your work for the same company was interrupted with other employment experiences, use a separate RPE form for each of those employments, even if they are to be endorsed by the same person. This is required so that your experience may be accounted for chronologically. For each separate employment, identify each person from whom you will seek an endorsement. In general, your endorser should be the person who is/was the immediate supervisor of your work. If you are unable to obtain a supervisor's endorsement, select another person with whom you worked who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description.

If you cannot get an endorsement from a licensed landscape architect, the RPE can be signed by:

- a. a licensed architect with experience acceptable to the Board in the planning and design of land development; or
- b. a professional engineer with experience acceptable to the Board in the planning and design of land development; or
- c. a certified planner with adequate experience acceptable to the Board in the planning and design of land development.

### **SECTION 2. TO BE COMPLETED BY ENDORSER.**

#### **SECTION 3.** Complete parts A, B and C of this section

Part A should be a precise description of your landscape architecture duties. This section can be stated in general terms and should indicate your TITLE.

Part B should contain a DETAILED description of your specific landscape architecture work. If you need more space than is provided in Part B for your description, use FORM 2a, the RPE continuation sheet. Make sure you enter the appropriate Endorser Number in the box at the top right corner of FORM 2a. When preparing the description of your experience, be specific about your personal contribution to landscape architecture projects to which you were assigned; avoid terms like "participate in", "involved with", or similar generalities.

Acceptability of work experience toward fulfillment of the requirements for examination or licensure is determined, in part, by the extent to which the general characteristics of that work conform with the definition of 'Practice landscape architecture' as set forth in Business Occupations and Profession Article, Section 9-101(j).

Regardless of the total time claimed on a single RPE sheet, break the total time down into segments. Each of which describes one kind of work you have performed, providing for each segment a sufficiently detailed description of your personal activities to allow the Board to make a proper evaluation of that work and indicating in the time column the total time you spent on that specific kind of work.

In the column to the right of Part B, enter the time claimed for the experience described on that page in years and months. At the bottom of the time column, total the times claimed for that endorser, including RPE Continuation Sheets (Form 2a), if used. If you use RPE Continuation Sheets (Form 2a), enter the number of such sheets used for each RPE form at the bottom of Part B of that form. If you did not use RPE Continuation Sheets (Form 2a), enter "O".

Complete Part C of Section III, providing a brief description of your level of responsibility for the work described in Part B of Section III.

### **SECTION 4. TO BE COMPLETED BY THE ENDORSER.**

## **FORM 2A – RPE Continuation Sheet**

If the written description of your experience with an endorser will not fit on one RPE Form 2, use as many copies of the RPE Continuation Sheet, Form 2a as necessary to complete the description. This form may be photocopied.

In the top right corner of the Continuation Sheet, enter the endorser number from the RPE Form to which the Continuation Sheet relates. Number the Continuation Sheets for each RPE Form separately, such that the first Continuation Sheet for each endorser is number “2” of “X” (X being the total number of sheets including the RPE Form 2 and all Form 2A Continuation Sheets).

Use the time column on the RPE Continuation Sheet in the same manner in which you used the time column on the RPE Form 2. For each Continuation Sheet, the boxes at the bottom of the time column should indicate the total time claimed on that sheet and the cumulative total time for all sheets, including the RPE Form 2 up to and including that sheet.

The last Continuation Sheet for an endorser should indicate, in the last box, the total time claimed for experience while working with that endorser.

Arrange the RPE Form 2 and the Continuation Sheets 2a for each endorser in order, with the RPE Form 2 on top, and staple them using a single staple in the top left hand corner, before transmitting them to your endorsers.

In addition to the RPE Form 2, EVERY CONTINUATION SHEET FORM 2A MUST BE SIGNED BY YOUR ENDORSER.