

## How to Obtain Your North Carolina Landscape Contractor License

### Step #1 : Complete NC Landscape Contractor License Application

Obtained this at the following web site:

<https://nclclb.com/licensing-2/license-applications-forms/>

Mail your completed application\*, original Surety bond, and a \$75 check made payable to the “NCLCLB” to the following address:

NC Landscape Contractors’ Licensing Board

P.O. Box 20875

Raleigh, NC 27619

\*By Administrative rule, in order to be permitted to take an examination, an applicant shall submit a complete application no less than 30 days prior to the scheduled examination date. Also by the same laws you must submit a signed Landscape Contractor’s Surety Bond of \$10,000 or Irrevocable Letter of Credit from a financial institution with your application

A North Carolina Landscape Contracting Bond is not insurance for you. It is insurance for your customers.

**Step #2 : Take the NC Landscape Contractor License Exams.** (there are 3 involved, see below)

Once your NC Landscape Contractor Application is processed by the NCLCLB, you will receive information regarding how to sign-up for

the NC Landscape Contractor License Exam. The exam fee is \$150.00 and is due when you submit the exam sign-up form.

There are three parts to the exam:

**Part A: Landscape Design** - which consists of 35-40 multiple choice questions on interpreting a landscape plan.

**Part B: Multiple Choice Exam** - 200 general landscaping questions, most of which are taken from the NC Landscape Contractors study manuals. Order them from NCLCLB at <https://nclclb.com/licensing-2/manuals/>. **You do need to order and plan on studying all three!**

**Part C: Plant ID Section** –The Plant ID exam can be taken along with the other two exams however, Individuals that have taken and passed the Plant ID portion of the Certified Plantsman exam administered by the NC Nursery and Landscape Association (NCNLA), do not need to take this exam over. The NCNLA offers this exam several times a year. Visit the Certified Plant Professional page:

[http://www.ncnla.com/site\\_page.cfm?pk\\_association\\_webpage\\_menu=2988&pk\\_association\\_webpage=7026](http://www.ncnla.com/site_page.cfm?pk_association_webpage_menu=2988&pk_association_webpage=7026) on the NCNLA website for information on how to take this exam. ID only — \$50 (Landscape Contractors License)

\*\*\*Study manuals are available for the first two on the NCLCLB website: <https://nclclb.com/licensing-2/manuals/>

**Step #3: Pay Licensing Fees**

After you pass your exam, you will be notified and the \$60 licensing fee is due at this time. If you have more specific questions about licensing, contact the NCLCLB. 919-266-8070

If your business is not a sole-proprietorship but is a corporation, partnership, Limited Liability Corporation (LLC), or other business entity, you must also have a Corporate License in addition to the above Individual License. Corporate Landscape Contractor License Application (CL001)

The attached registration form is for those of you who wish to take a pre-exam study course to prepare to take any/or all of the required exams.

## NC Landscape Contractor Exam Review Short Course

### Registration Information

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

Address: \_\_\_\_\_

E.mail \_\_\_\_\_

Phone: \_\_\_\_\_

Fill out a separate form for everyone planning to attend the classes.

While this course is being offered to prepare individuals, who wish to prepare for the NC Landscape Contractor Exam, CEUs have been applied for credits for those who are already licensed landscape contractors. Classes are \$30.00 each or all 5 classes can be taken for \$125.00. **Please read the attached document above regarding taking the exam.**

Please check the classes, (inside this flier) that you wish to take.

Total number of classes \_\_\_ X \$30.00 \_\_\_\_\_ or

Complete course \$125.00 = \_\_\_\_\_

## NC Landscape Contractor Exam Review Short Course

Dates: February 17<sup>th</sup> and 24<sup>th</sup>, and March 3rd 2018 with the NC Landscape Contractor's Licensing Exam offered all day on March 10<sup>th</sup> 2018. If you plan to take the exam on this date you must have **your application in to NCLCLB by February 10<sup>th</sup>**, including the required Surety Bond as indicated in the preceding information.

Location: Iredell Cooperative Extension Center, 444 Bristol Drive, Statesville, NC 28677



Instructor: Cliff Ruth, Extension Area Agent and Regional Certification Program Coordinator

Make all payments to NC State University and mail to  
Buncombe County Center, NC Cooperative Extension  
49 Mt. Carmel Rd. Suite 102  
Asheville, NC 28806

The classes are as follows:

\_\_February 17th 2018- 8:30-12:00, Class 1- Landscape Design and Construction

- Overview of landscape design and construction processes, legal requirements of construction documents and additional information related to design implementation. Q&A session (Break / Networking time)

- Site Preparation including examining existing components of the site; grading and drainage issues required; and installation of any bio-retention or erosion control elements. Discussion of preconstruction call to \*811 to locate any existing utilities and the color coding involved. Q&A session

- Hardscaping elements including use of various structural elements and materials in building retaining walls; constructing walks and drives; use of permeable paving materials and stormwater retention devices; and other hardscaping features. Worker safety guidelines. Q&A session

\_\_February 17, 2018 - 1:00-4:30, Class 2- Landscape Math, Plan Reading Concepts, and Practice

- Landscape Math- Emphasis will be on the geometry used by landscape construction employees and managers to determine the correct amounts of materials to be used during the site development and landscape installation. Math exercise activity. Discussion of how this information is important in developing accurate job estimates and/or bids. Q&A

- Landscape Plans- Emphasis on reading and understanding the various components of a landscape plan and being able to correlate that information in to the bidding process. Q&A (Break / Networking time)

- Landscape Plan Exercise with mock exam. Participants may be paired into groups of 3-5 individuals to do this exercise as a team building element.

\_\_Febraury 24th, 2017- 8:30-12:00 Class 3- Basic Professional Horticulture Principles

- Basic Botany Concepts (Morphology and Physiology) Taxonomy

- Plant Materials, Use and Site placement

- Pruning and Training Plants

- Planting and Mulching of Landscape Plants Q&A

(Break / Networking time)

- Basic Soils and Site Assessment Review- soil testing, amendments, site evaluation, soil preparation and the relationship to good landscaping principles. Q&A

- Turfgrass overview- installation and maintenance methods for the various turf species in NC

- General Landscaping Management practices, post construction maintenance bids, and typical establishment follow-up practices. Q&A

\_\_November 10th, 2017, 1:00-12:00 Class 4- Landscape Business Planning, Business Practices, Landscape Contractor Laws, and Minimum Standards

- Business Planning, Business Laws, Operational Management, and Establishment Goal Setting; discussion and Q&A

(Break /Networking time)

- Overview of NC Landscape Contractor Law and other laws that impact the business of landscape contracting (ie. Laws related to General Contracting, Irrigation Contracting, etc-) Q&A

- Minimum Standards- Team discussion of minimum standards from the Licensing Board Rules with correlation of these minimum standards with the basic horticulture principles; construction concepts; and business laws, bidding practices, and basic management practices previously discussed in the workshop.

\_\_\_March 3<sup>rd</sup>; Plant Identification Crash Course

This is a fast-paced class with 6 hours of lecture in identifying the plants used for the Plant ID exam portion of the Landscape Contractor's Exam.

Individuals that have not completed the Plant ID portion of the NCNLA Certified Plant Professional exam will find this day long class useful to prepare for the alternate exam that is provided by the NC Landscape Contractor's Licensing Board. Landscapers that have already taken and passed the CPP exam or the Plant ID portion of that exam do not need to take this class.