



## APPLICATION FOR CERTIFICATION

This category of membership is available to those who practice in the landscape design field. Certified Members must demonstrate a high level of skill in design appropriateness, plant suitability, and graphic communication in keeping with the set standards of the organization.

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

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

Email: \_\_\_\_\_

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

Website: \_\_\_\_\_ Owner \_\_\_\_\_ Partner \_\_\_\_\_ Employee \_\_\_\_\_

**Present Employment:** Please list all duties required by your present employment and indicate primary responsibilities.

_____ Consultation	_____ General Manager of Firm
_____ Landscape Design	_____ Garden Center/Nursery Sales
_____ Sales & Customer Contact	_____ Nursery Production
_____ Supervision of Landscape Jobs	_____ Grading, Lawn Renovation/Maintenance
_____ Bid Projects	_____ Propagation
_____ Garden Maintenance	_____ Other (specify)

**Business Experience:** (Include a resume detailing work experience, landscape design positions, and duties.)

Check all that apply: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Estate

\_\_\_\_\_ Years in the field \_\_\_\_\_ Hours per week \_\_\_\_\_ Number of designs completed per year

Describe your design process with a prospective client.

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### Academic Record:

High School: # years \_\_\_\_\_ Graduate: Yes \_\_\_ No \_\_\_ College: # years \_\_\_\_\_ Graduate: Yes \_\_\_ No \_\_\_

Name of College: \_\_\_\_\_ City/State: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Landscape Design Education: (Include copies of transcripts.)

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**Submittal of the following material is required:** (Application will not be considered without proper documentation.)

- A completed application form and a \$25.00 non-refundable application fee payable to VSLD.
- Two professional endorsements and three letters of reference from previous clients.
- A separate résumé identifying past employment and any additional training, skills, and interests you may have involving leadership, community service, technical certifications, etc.
- A comprehensive landscape master plan drawn to scale that best represents the designer's professional skills and abilities. (Please note that student work may not be submitted for certification.)

- A type-written "Design Intent" which fully describes how the design satisfies the site requirements, client's desires, and designer's goals.
- A plant specification list.
- Before and after photos (optional but recommended for accurate evaluation of the design.)

**Please Note: Application and fee deadlines for certification are January 1, April 1, July 1, and October 1. Application materials will not be returned.**

Visit [www.vslld.org](http://www.vslld.org) for required certification criteria.

**MAIL THIS APPLICATION FORM AND YOUR LANDSCAPE DESIGN SUBMITTAL FOR CERTIFICATION TO:**

Janet Baruch, VSLD Certification Chair  
 23 Towana Road  
 Richmond, VA 23226  
[janetbaruch@me.com](mailto:janetbaruch@me.com)



**Professional Endorsements** (Two landscape professionals required-including a current certified VSLD member.)  
*I am acquainted with the applicant and honestly believe that the individual will be an asset to the VSLD and that the individual is well qualified and entitled to practice as a Landscape Designer.*

1.	Name _____	Date _____
	Name of Business _____	Address _____
	Phone # _____	_____
	Signature _____	
2.	Name _____	Date _____
	Name of Business _____	Address _____
	Phone # _____	_____
	Signature _____	

**Client References** (Three required)

Please attach letters of reference from three previous clients to the application and list their contact information below. References are to have no relation with class projects and only one reference is allowed per project.

1.	Name _____
	Phone # _____
2.	Name _____
	Phone # _____
3.	Name _____
	Phone # _____

**Applicant's Statement:** I hereby apply for membership in the Virginia Society of Landscape Designers and in so doing agree to observe all rules and regulations of the Society. I further agree to conduct my professional affairs at all times based on honesty, fairness, and the highest standards of quality.

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