

# LICENSES REQUIRED FOR LANDSCAPE CONSTRUCTION WORK



OREGON  
LANDSCAPE  
CONTRACTORS  
BOARD

# TOPICS

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**2 LICENSES REQUIRED!**

02

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03

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04

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06

**CONTINUING EDUCATION- LCP**

07

**OBTAIN LCB - LICENSE#2**



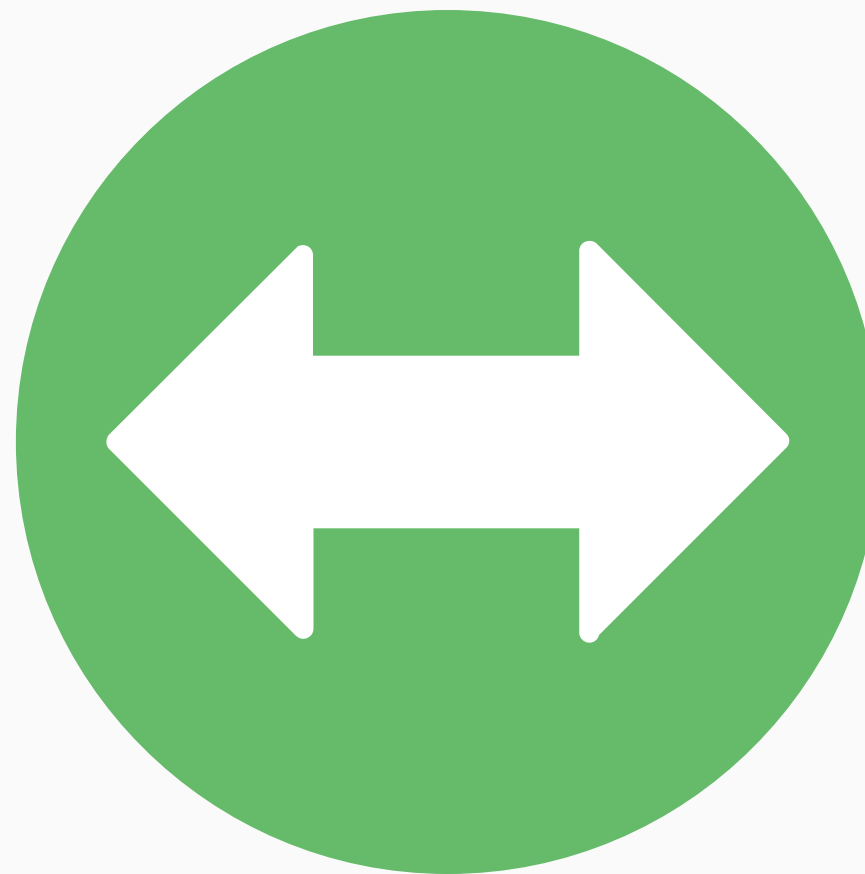


# 2 LICENSES REQUIRED!

## **LCP #1- Individual License** *(Landscape Construction Professional)*



*The Landscape Construction Professional is the person who will take the exams and is responsible for supervising the employees of the Landscape Contracting Business.*



## **LCB #2-Business License** *(Landscape Contracting Business)*

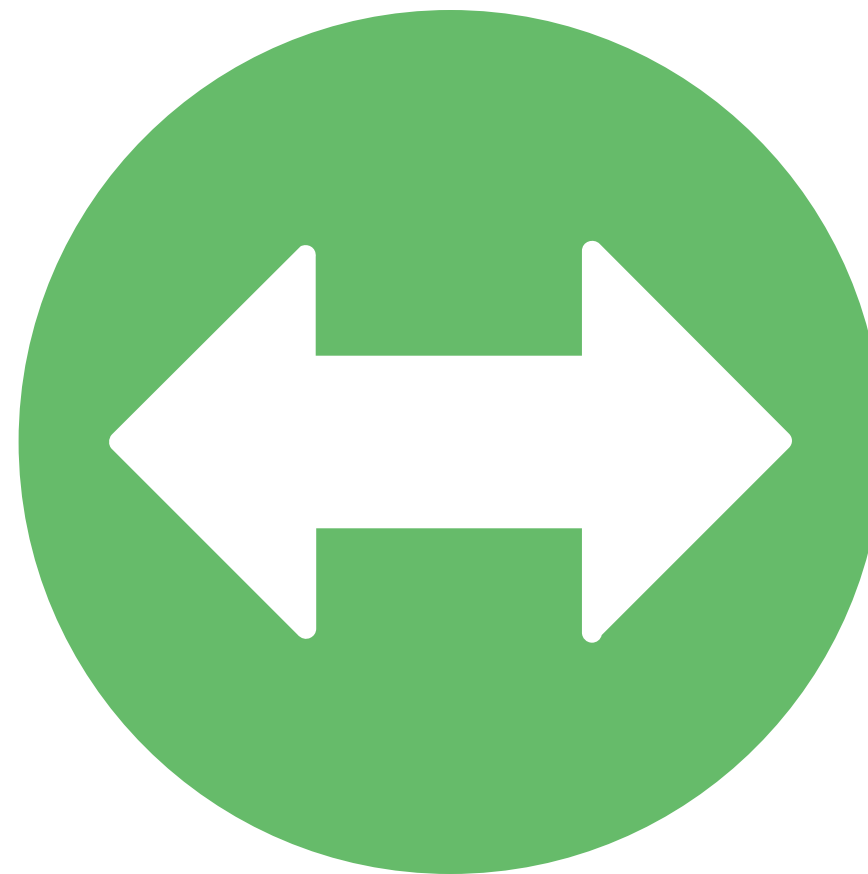


*The Landscape Contracting Business is the entity that contracts the work, is owned by or employs an LCP, and carries insurance, workers' comp, and a bond.*

# 2 LICENSES REQUIRED!

## **LCP #1-Individual License** *(Landscape Construction Professional)*

- Take exams
- Continuing education-  
(Every 2 Years)
- \$340 Total (\$170 application fee and \$170 license fee)
- Renewal - (\$170 each year)



## **LCB #2-Business License** *(Landscape Contracting Business)*

- Have an LCP
- Business Surety (Bond)
- Business insurance
- Workers compensation-  
(if applicable)
- FEIN & BIN (if applicable)
- \$600 Total -(\$255 application fee and \$345 license fee)
- Renewal -(\$345 each year)



# REQUIRED EXPERIENCE-LCP#1

## Landscape Maintenance does NOT require a license!

01

Two years- Working for a company that has its Landscape Contracting Business License.

02

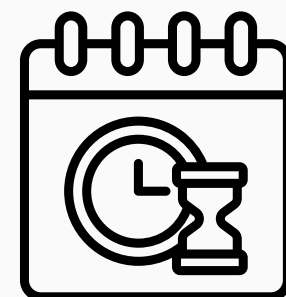
Two years of experience related to maintenance work. Example-on a golf course, in a nursery, or your own company.

03

Associate's, bachelor's or master's degree, in a related field and experience in cooperative work (6 months of related experience).

04

There are other ways to qualify.....



# OBTAIN LCP- LICENSE#1

01

Fill out the application



Submit application, we will call you to take the payment of \$170 - Application fees are non-refundable

02

03

Application will be approved within 2 to 3 days/ you will receive your Candidate ID number by email

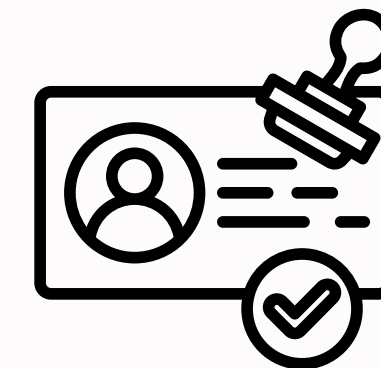


Study for exams/Schedule exams with PSI and give your Candidate ID number

04

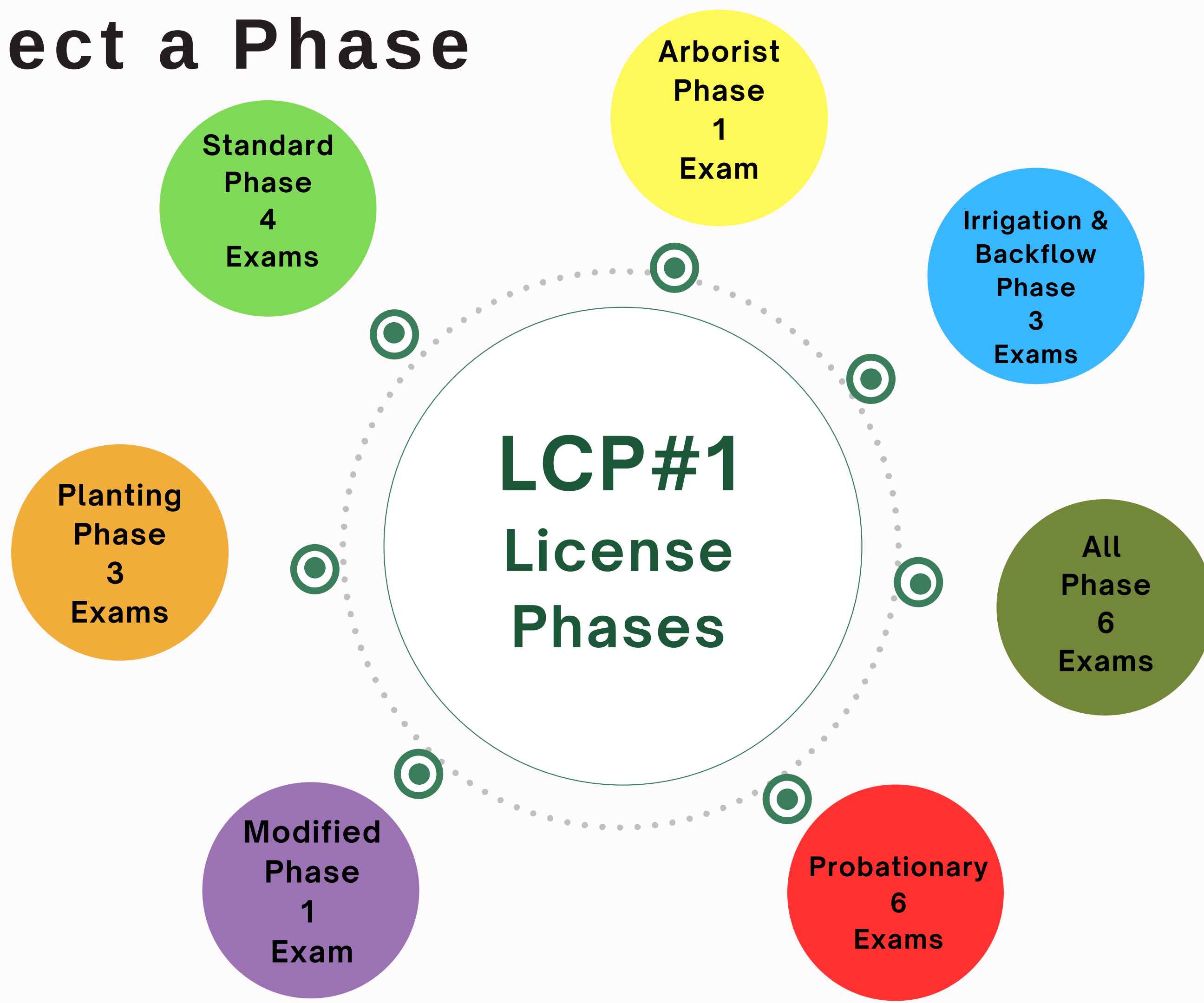
05

Notify LCB when you pass exams to pay for LCP license (\$170)- Renew this license every year

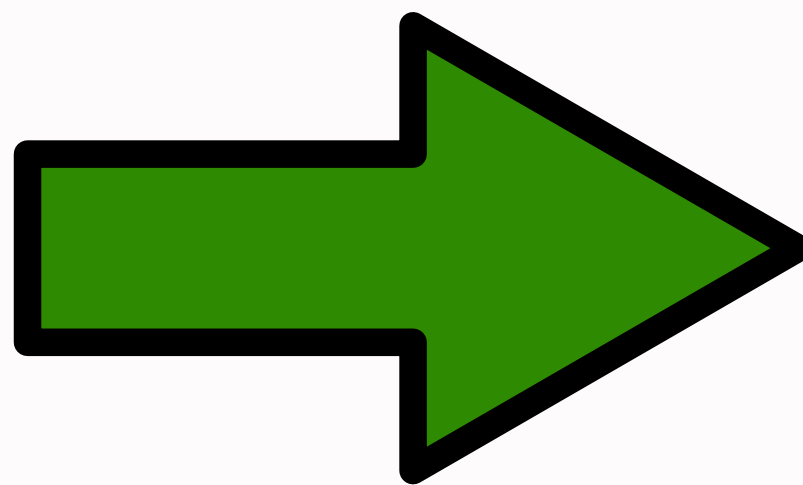




# Select a Phase



# Select a Phase

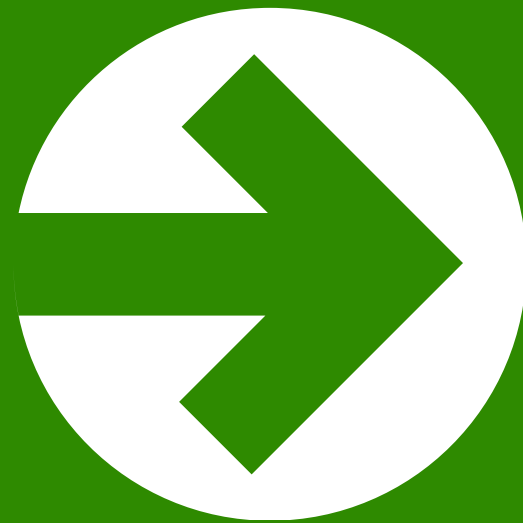


## What can I do with my Landscape Contracting Business License?

	Planting Phase	Standard Phase	Irrigation & Backflow Phase	Modified Phase <small>Owner= LCP \$5000 job limit</small>	Arborist Phase	All Phase
Plan & install: lawns, shrubs, vines, trees, or nursery stock					Trees only	
Install & repair artificial turf						
Prepare property for planting and artificial turf					Trees only	
Plan or install: Fences, decks, arbors, patios, landscape edging, driveways, walkways				Decks <u>only</u> when a permit is <u>not</u> required.		
Plan or install retaining walls						
Install low voltage lighting				After 12 Months		
Construct or repair water features						
Install, maintain or repair landscape drainage systems	<u>Only in conjunction with planting.</u>					
Construct, repair, or design Irrigation systems						
Install Backflow devices - Licensed LCP must perform job Repair Backflow - <u>Only</u> if LCP has Backflow Tester Certification						
Maintain irrigation systems with compressed air						
Remove trees, grind stumps, guy limbs						



# EXAMS FOR PHASES



All exams can be taken in Spanish  
but only the Law, Rules &  
Business Practices exam has the  
books available in Spanish

## Which Exams Do You Need to Take?

The following exam sections must be passed for the Landscape Construction Professional license phases as listed below:

### Modified phase

- Laws, Rules, and Business Practices

### Planting phase

- Laws, Rules, and Business Practices
- Plants & Turf
- Design, Grading & Drainage

### Standard phase

- Laws, Rules, and Business Practices
- Plants & Turf
- Hardscaping
- Design, Grading & Drainage

### Irrigation & Backflow phase

- Laws, Rules, and Business Practices
- Irrigation
- Backflow

### All Phase

- Laws, Rules, and Business Practices
- Plants & Turf
- Hardscaping
- Design, Grading & Drainage
- Irrigation
- Backflow

### Arborist phase

- Must have [ISA Certified Arborist Credential](#)
- Laws, Rules, and Business Practices

### Probationary phase

- Laws, Rules, and Business Practices
- Plants & Turf
- Hardscaping
- Design, Grading & Drainage
- Irrigation
- Backflow

# MODIFIED PHASE

## MUST HAVE THE FOLLOWING:

- One year landscape-related experience required
- Licensee must be the owner of the business
- Pass the Laws, Rules & Business Practices Exam -1 Exam (Available in Spanish and English)
- \$5,000 job limit (per jobsite, per customer, per year)
- Cannot hold a residential or commercial CCB license

## WORK ALLOWED

- ✓ Plan & install lawns, shrubs, vines, trees, or nursery stock
- ✓ Install & repair artificial turf (less than 30k sq ft.)
- ✓ Prepare property for planting and artificial turf
- ✓ Grading (With allowed landscaping, not to exceed 5 cubic yards)
- ✓ Plan or install: Fences, arbors, patios, landscape edging, driveways, walkways, decks (only when permit is not required)
- ✓ Install low-voltage lighting (After 12 months of being licensed)
- ✓ Tree removal, trimming and pruning, stump grinding and guying

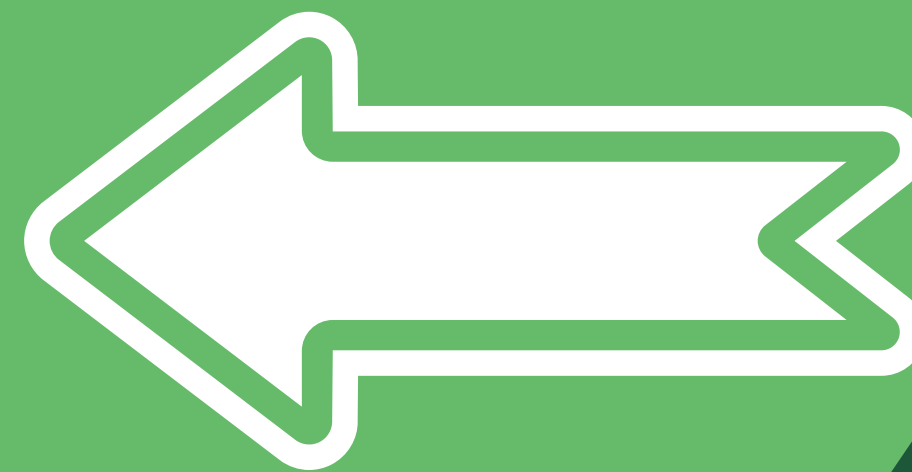


## STUDY MATERIAL- OPEN BOOK

- Laws, Rules & Business Practices Guide (English & Spanish)
- Oregon OSHA's Guide for Landscaping Contractor (English & Spanish)

Many applicants start with this phase because only one exam is required. You cannot have a CCB license with this phase, and it has a limit of \$5000 of work, per customer, per jobsite, per year. After 12 months the limit changes to \$6500. The job limit is for landscape construction work only; maintenance work is not included in that job limit

# MODIFIED PHASE







If you have a CCB, you can start with another phase other than the Modified, for example you can start with the Planting phase...

# PLANTING PHASE



## MUST HAVE THE FOLLOWING:

- Two years of landscape-related work experience
- Pass 3 Exams (Available in Spanish and English):
  - Laws, Rules & Business Practices
  - Plants & Turf
  - Design, Grading & Drainage

## WORK ALLOWED

- ✓ Plan & install: lawns, shrubs, vines, trees, or nursery stock
- ✓ Install & repair artificial turf (less than 30k sq ft.)
- ✓ Prepare property for planting and artificial turf
- ✓ Grading & Drainage Services (Only in conjunction with planting)
- ✓ Tree removal, trimming and pruning, stump grinding and guying

## STUDY MATERIAL- OPEN BOOK

- Laws, Rules & Business Practices Guide (English & Spanish)
- Oregon OSHA's Guide for Landscaping Contractors (English & Spanish)
- Oregon Plant Study Guide
- Western Garden Book, Sunset Publishing Company, 2012
- Landscape Construction, Custom 3rd Edition— Oregon Landscape Contractors Board Special Edition, Cengage Learning, Author: David Sauter
- Figure Booklet (diagrams and plans)

# OTHER PHASES

- Planting Phase
- Irrigation & Backflow Phase
- Arborist Phase
- Standard Phase
- All Phases
- Probationary Phase (No Experience)





# BOOKS FOR EXAMS

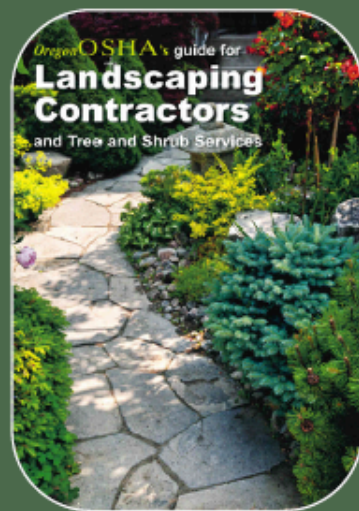


## EXAM RESOURCE MATERIALS



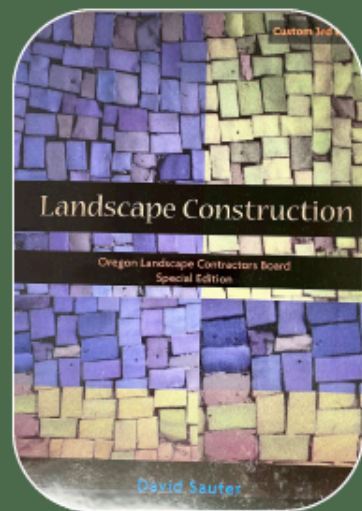
LAWS, RULES & BUSINESS PRACTICES GUIDE

\$ 15



OREGON OSHA'S GUIDE FOR LANDSCAPING

FREE upon request



LANDSCAPE CONSTRUCTION, CUSTOM 3RD EDITION—OREGON LANDSCAPE CONTRACTORS BOARD SPECIAL EDITION, CENGAGE LEARNING, AUTHOR: DAVID SAUTER

\$ 205 (Additional \$10 fee for shipping)



## EXAM RESOURCE MATERIALS

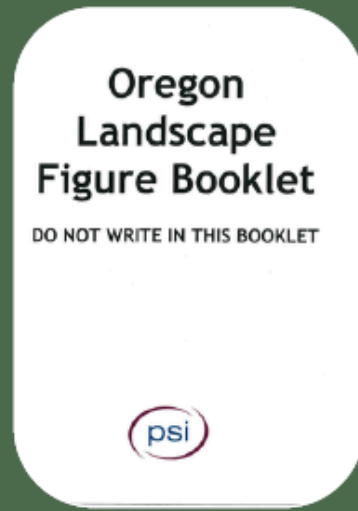
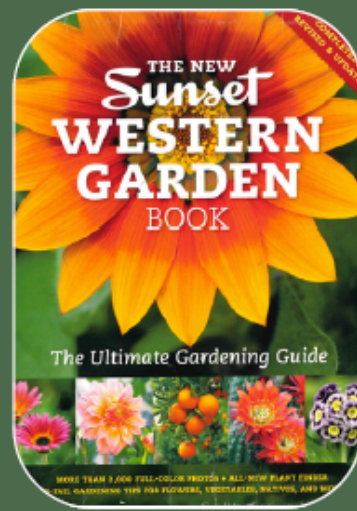


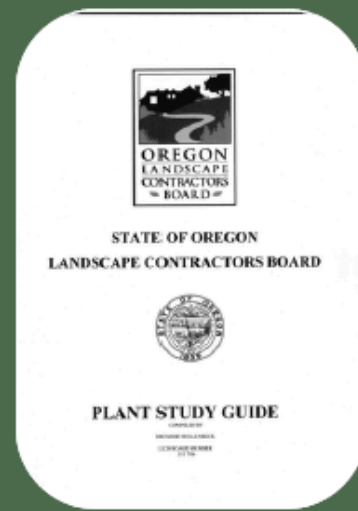
FIGURE BOOKLET (DIAGRAMS AND PLANS)

\$ 15



WESTERN GARDEN BOOK, SUNSET PUBLISHING COMPANY, 2012

Found online or in bookstores



OREGON PLANT STUDY GUIDE

\$ 40



## SPANISH EXAM RESOURCE MATERIALS



GUÍA SOBRE LEYES, NORMAS Y PRÁCTICAS COMERCIALES

\$ 15



GUÍA DE LA ADMINISTRACIÓN DE SEGURIDAD Y SALUD OCUPACIONAL (OSHA) DE OREGÓN PARA LOS CONTRATISTAS DE PAISAJISMO

GRATIS en nuestra oficina



# TAKE EXAMS AT HOME



## PSI VIRTUAL EXAM PROCTORING

Save time and resources by eliminating the need to travel to a physical testing location. Allow for more frequent testing, as exams may be taken at the test-taker's convenience. Take ALL 6 exams in one sitting!

### WHAT YOU NEED

- ✓ PRIVATE SPACE
- ✓ GOOD INTERNET CONNECTION (WILL NEED TO PERFORM A SYSTEM CHECK)
- ✓ COMPUTER & WEBCAM /LAPTOP WITH WEBCAM
- ✓ PURCHASE STUDY MATERIALS FOR OPEN BOOK EXAMS



CONTACT PSI



(855) 746-8170



<https://www.psiexams.com/contact-psi/>

In order to maintain your LCP license, you need...

# Continuing Education (CEH)-Renew LCP



Need continuing education -16 hours-  
Every two years



After 6 years of having your LCP license, it is reduced to 8 hours every two years



A list of approved courses is available on our website [CEH\\_listing.pdf \(oregon.gov\)](#).



Volunteer Hours -For 12 hours of work, you will receive 4 hours of credit (4 CEH is the maximum amount of credit)

When is my CEH Due:  
LCP ending in an even number, CEH due on even number year. LCP ending in an odd number, CEH due on an odd number year (LCP# 12345-CEH due on years 2025, 2027, 2029 etc.)



# CAN I WORK NOW ???



Now you need your LCB!



# OBTAIN-LCB LICENSE#2

01

Determine type of  
business (Example: LLC)

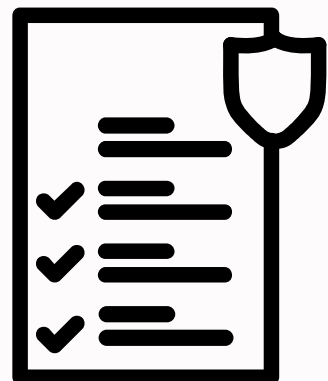
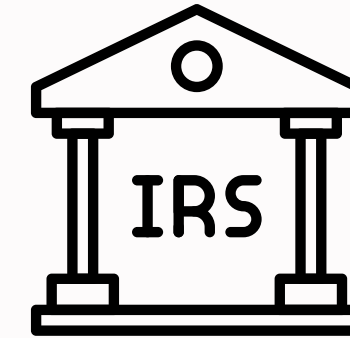


Register your business  
with the Secretary of  
State

02

03

Obtain FEIN & BIN numbers from the IRS,  
and Department of Revenue (information in  
the app)



Need Liability Insurance-  
Minimum coverage of  
\$500,000

04

# OBTAIN-LCB LICENSE#2

05

Surety Bond-The business is required to determine the estimated job charges and submit the corresponding bond (bond amounts are listed on the application)



Workers' Compensation - Required when a business has employees

06



07

Submit business application, we will call you to take payment over the phone -App fee is \$255 and license fee is \$345 - \$600 Total



Business License Renewal (LCB)-\$345 each year

08

Completed Business Applications will be approved within 10 business days

# CONGRATULATIONS


You have obtained your LCB!








# Thank you!

 503-967-6291

 [lcb.info@lcb.oregon.gov](mailto:lcb.info@lcb.oregon.gov)

 <https://www.oregon.gov/lcb>

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