

Application instructions if you have a CLARB Record:

1. Coordinate with CLARB to send us a copy of your council record.
2. Complete Section 1 of our state application and send \$425 to ABELA, 2777 Zelda Road, Montgomery, AL 36106. (You may now pay your fee online at www.abela.alabama.gov) Also, complete the affidavit on the back page of the application.
3. Send proof with your [application](#) that you are (or not) a US citizen. Complete this [immigration form](#).
4. Send in a copy of your most current CE report. We require 16 hours yearly, with at least 8 of those hours bring directly related to HSW.
5. Become familiar with our handbook as our State Supplemental Exam will be based on its contents. We'll send you the exam and you'll have a couple of weeks to complete it and return it to us. The handbook consists of these documents: [Code of Conduct](#), [Statute 2012](#), and [Rules and Regulations](#).
6. Your paperwork will be sent to the Board for approval.
7. Need more info? Contact our office at 334-262-1351 or landscapeboard@alstateboard.com

Application Instructions through Reciprocity (if you do not have a CLARB Record):

1. Complete the entire application and send it along with \$425 to 2777 Zelda Road, Montgomery, AL 36106. (You may now pay your fee online at www.abela.alabama.gov)
2. Send proof with your [application](#) that you are (or not) a US citizen. Complete this [immigration form](#).
3. Send in a copy of your most current CE report. We require 16 hours yearly, with at least 8 of those hours being directly related to HSW.
4. Coordinate with each state in which you are licensed to send us [license verification](#).
5. Send us a copy of your college diploma or college transcripts.
6. Send out the attached [reference form](#) & [reference letter](#). Your references are instructed in the letter to return the form directly to the Board office.
7. Become familiar with our handbook as our State Supplemental Exam will be based on its contents. You'll have a couple of weeks to complete the exam and return it to us. The handbook consists of these documents: [Code of Conduct](#), [Statute 2012](#), and [Rules and Regulations 2012](#).
8. The Board office will help you stay informed of the progress of your application, but you are encouraged to follow up with our office for regular updates as well.
9. Once the above steps have been completed, the paperwork will be sent to the Board for approval.
10. Need more info? Contact our office at 334-262-1351 or landscapeboard@alstateboard.com

Application Instructions for Reinstatement:

1. Contact our office at 334-262-1351 or at landscapeboard@alstateboard.com