Certified Landscape Designer
Portfolio Submissions Requirements

Each candidate must submit a portfolio of work within six months of successfully completing the written exam. The portfolio should feature examples of three projects completed by them. Each project must include the following:

1.   A statement of the design intent

The purpose of the statement is to provide an overview of the approach you have taken in the issues you considered in preparing this design. The statement is also to assist the review panel in assessing your portfolio. By placing the design in the proper context and describing the nature of the site, the conditions set out by your client and the theme you have selected. The panel will be better equipped to understand your design.

2.   Photographs of the completed project

The photos should be mounted in photo pages, clearly labeled and referenced to a plan of the site. A description of what the photo is depicting in any other helpful explanations should be included. Photographs of the construction process or before/after images are also acceptable.

3.   Project working drawings

A full set of drawings used to construct the project must be submitted. These drawings should be full-size (no reductions) and include the following information:

   a) title block showing client name, site address, scale, north arrow, and date;
   b) grading and drainage (existing and proposed);
   c) hard and soft materials;
   d) plant list keyed to the landscape plan (including common and botanical names, quantities, size and condition);
   e) construction details including elevations and cross sections.

4.   Project Budget Breakdown

Provide a detailed project budget including an itemized breakdown of quantities, unit costs and total costs.

5.   Permission and Declaration Forms

Each submissions must include a signed copy of the following forms:
   a) permission to contact the client;
   b) declaration that the work submitted was completed by the applicant.

Certified Landscape Designer (CLD)
Portfolio Submission Check-off List

Each candidate must submit a portfolio of work within six (6) months of successfully completing the written exam. The portfolio should feature examples of three (3) projects completed by them. <u>Each of the three projects</u> must include the following:

1.	**A Statement of the Design Intent**
	description of the nature of the site
	conditions set out by the client
	the design selected

2.	**Photographs of the Completed Project**
	photos mounted in photo pages
	labeled photos in reference to a site plan
	a description of what the photos are depicting
	before/after photos

3.	**Project Working Drawings**
	drawings should demonstrate quality drawing techniques
	complete set of drawings to scale used to construct the project
	title block showing client name, site address, scale, north arrow
	grading and drainage (existing and proposed)
	hard and soft materials
	plant list (including common/botanical names, quantities, size and condition)
	layout and dimension plan
	construction details (including elevations and cross sections)

4.	**Project Budget Breakdown**
	breakdown of quantities and pricing
	total expenses

5.	**Permission and Declaration Forms**
	signed permission to contact the client
	signed declaration that the work submitted was completed by you

Candidate Signature: _____