

Instructions for Applying for a ABELA License*

** Your application must be completed in one year or you will need to start the process over.*

Application instructions if you have a CLARB Record:

1. Coordinate with CLARB to send us a copy of your council record including your LARE score report.
2. Complete Sections 1 & 4 of our state application and send \$500 (effective 8/1/2019) to ABELA, P.O. Box 305004, Montgomery, AL 36130-5004. (Send a copy of your receipt with your application if you pay your fee online at www.abela.alabama.gov)
3. Send proof with your application that you are (or not) a US citizen. Complete the immigration form located on the Application & Forms page of our website.
4. We'll send you our handbook. Become familiar with it, 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 2019, and the Rules and Regulations.
5. Your paperwork will be sent to the Board for approval.
6. 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 \$500 (effective 8/1/2019) to ABELA, P.O. Box 305004, Montgomery, AL 36130-5004. (Send a copy of your receipt with your application if you pay your fee online at www.abela.alabama.gov)
2. Send proof with your application that you are (or not) a US citizen. Complete the immigration form located on the Application & Forms page of our website.
3. Send in a copy of your most current CE report. We require 12 hours yearly, with 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 reference form & reference letter. Your references are instructed in the letter to return the form directly to the Board office. You'll find these on the web site.
7. We'll send you our handbook. Become familiar with it 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 2019, and the Rules and Regulations.
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

Call or Email for Reinstatement Instructions:

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