

CELA/CLARB Faculty Licensure Advancement Program

A CALL FOR PROPOSALS - AY 2026-28

Mission:

The mission of the **CELA/CLARB Faculty Licensure Advancement Program** is to advance CLARB Certification and/or licensure among full-time landscape architecture faculty in CELA member-accredited programs in North America.

Overview:

CELA/CLARB- Faculty Licensure Advancement Program is a cooperative relationship between the Council of Educators in Landscape Architecture (**CELA**) and the Council of Landscape Architectural Registration Boards (**CLARB**) involving the solicitation and review of proposals to promote and increase licensure among CELA member schools' full-time landscape architecture faculty in North America. To accomplish its mission:

CELA will:

- Promote the Faculty Licensure Advancement Program
- In consultation with CLARB, define eligibility requirements for program applicants
- Solicit and process applications
- Establish and manage a selection committee that will select up to three candidates annually for the program based on predetermined criteria
- Provide CLARB with names and backgrounds of approved program participants

CLARB will:

- Promote the Faculty Licensure Advancement Program
- Nominate/appoint a member to the Faculty Licensure Advancement Program Selection Committee
- Provide L.A.R.E. exam attempts, CLARB Record, pass/fail status, etc., up to three program participants (selected by a committee) in this inaugural cycle of the program.
- Provide awardees with L.A.R.E. exam registrations for each section of the exam at no cost up to eighteen months.
- Provide awardees an annual subscription to the CLARB Record for two years.

Calls for Proposals for the **CELA/CLARB- Faculty Licensure Advancement Program** are issued annually and will reward up to three candidates yearly. They are reviewed by a selection committee assembled from CELA & CLARB representatives. The program's total value to the selected candidate/institution is **estimated up to \$5,000** for in-kind services and support (per awardee) by CLARB & CELA. Given that the award is through in-kind services (no exchange of funds), no overhead can be given for this program; If needed, the applicant(s) are responsible for working this out with their respective universities.

CELA-CLARB- Faculty Licensure Advancement Program, AY 2026-28

This new collaborative program RFP is created by CELA (Taner R. Ozdil) in consultation with the CLARB (Matt Miller & Joel Kurokawa) and approved by the leadership of both organizations. The program is a product of the CELA/CLARB MOU signed on March 28th, 2025.

The CELA/CLARB Faculty Licensure Advancement Program is a three-year pilot program made available annually, depending on the interest and availability of support provided by CLARB/CELA, to encourage licensure among full-time landscape architecture faculty. Active full-time faculty with minimum qualification for experience (CLARB - [Pathways for Educators](#)) from all CELA member schools in good standing **who qualify for CLARB Certification and/or licensure in one of [CLARB Member Jurisdictions](#)** are eligible to submit interest proposals. **CELA or CLARB reserves the right not to award this program if the selection committee deems** the submissions do not meet the requirements.

The in-kind support and services will be available up to eighteen months from the notice to proceed. A timeline is provided for all funded parties to utilize the support and develop deliverables. No extensions for using the support and services outside of this timeline will be provided, and CELA/CLARB program recipients will be subject to all reporting and fund release dates specified within the timeline and contract.

Selection Process:

CELA & CLARB will issue the Call for Proposals via email and on their websites.

A selection committee chaired by the CELA Board member appointed by the CELA President shall submit for review and approval to CLARB through the CLARB Chief Executive Officer (CEO) or its designated representatives, recommending the successful proposal(s). The selection committee will notify the awardee(s).

The Selection Committee* includes:

ORGANIZATION	TITLE	NUMBER	VOTING/NON-VOTING
CELA	A CELA Board member appointed by the CELA President: (CELA President-Elect for 2026)	1	Voting -Lead Jury
CELA	An additional representative from a CELA member (from the Standing Committee or an appropriate alternative identified by CELA)	1	Voting
CLARB	A designated representative from the CLARB	1	Voting
	Managed by:		
CELA	<i>Executive Director</i>		Non-Voting
CLARB	<i>Chief Executive Officer (CEO) or their designee</i>		Non-Voting

*(CELA and CLARB reserve the right to modify selection committee membership.)

CELA-CLARB- Faculty Licensure Advancement Program, AY 2026-28

This new collaborative program RFP is created by CELA (Taner R. Ozdil) in consultation with the CLARB (Matt Miller & Joel Kurokawa) and approved by the leadership of both organizations. The program is a product of the CELA/CLARB MOU signed on March 28th, 2025.

Selection Criteria:

(which may guide the selection committee in its deliberations)

- Does the proposal complete and meet all the requirements in the Call, including format, grammar, page limit, budget, and so on?
- Does the candidate have appropriate minimum qualifications for the program?
- Upon successful completion of the L.A.R.E., does the candidate anticipate being eligible to qualify for CLARB Certification or licensure in a CLARB Member jurisdiction?
- Does the proposal and the letter of interest show a critical need for the program?
- Does the candidate(s) have the capacity, institutional resources, and support necessary to complete the proposed program successfully?
- Does the candidate have a level of experience anticipated to qualify for CLARB Certification or licensure in one of CLARB's Member Jurisdictions? (Please check the CLARB website - <https://www.clarb.org/resource/pathways-for-educators/>)?
- Does the candidate have proper commitment and support (in-kind or monetary) from their institution?
- Is the timeline or schedule proposed by the candidate feasible?

Calendar (2026-2028):

- **June 08, 2026:** Call for proposals is announced by CELA & CLARB
- **August 10, 2026:** All proposals are due through the submission portal. Deadline of 5:00 pm Eastern.
- **August 15, 2026:** CELA staff shares all proposals with the Selection Committee.
- **August 16- September 8, 2026: Ideally, during these three weeks, the members of the Selection Committee meet internally via** online call to discuss, rank, and decide on the award recipient(s). The CELA/CLARB Fund is notified of the top-ranked proposal(s). If no objections are raised or adjustments to the schedule are required, CELA/CLARB will inform the candidate(s) no later than **September 10, 2026**.
- **By September 15:** Recipient(s) start coordinating with the CLARB CEO to confirm a detailed schedule and timeline. Recipient(s) should begin the program by the end of September 2026, or as soon as notification is made.
- At the **subsequent meetings** of all the organizations (CLASS Fund and CELA) and in the next issue of their publications and/or another appropriate outlet, the winner will be announced. They will be recognized if the award recipient is present at any CLARB or CELA annual meetings.
- **1st opportunity to test is in December 2026.** Typically, exam windows for CLARB each year are in April, August, and December.

CELA-CLARB- Faculty Licensure Advancement Program, AY 2026-28

This new collaborative program RFP is created by CELA (Taner R. Ozdil) in consultation with the CLARB (Matt Miller & Joel Kurokawa) and approved by the leadership of both organizations. The program is a product of the CELA/CLARB MOU signed on March 28th, 2025.

Timeline for Deliverables:

- E-mail progress updates every six months must be provided to CLARB & CELA and will be due on:

In September 2026, a notice to proceed will be issued	March 1, 2027 Update-1	Oct. 1, 2027 Update-2	March 1, 2028 (final update)
---	---------------------------	--------------------------	---------------------------------

- No later than **18** months after the award, the final report must be delivered to CELA for distribution to the participating groups: CLARB & CELA.
- The award recipients are encouraged to present or publish their experiences in appropriate professional or scholarly outlets. When so doing, award recipients must give proper credit to CLARB & CELA for the Program. Specifically, the CLARB & CELA is to be acknowledged as the funding source for all materials.
- Selected outcomes, quotes, testimonials, or images from the final report or activities may be used by CELA & CLARB in promotional materials to highlight past award winners and their projects.
- The timeline will be 18 months from the date the grant is awarded, beginning in September of the awarding year and ending in March of the following year. No extensions will be provided outside of this timeline.
- Submission Deadline: 5:00 pm Eastern, Monday, August 10, 2026**

Funding:

The program's total value to the selected nominee/institution is estimated to be \$5,000 (per awardee) for in-kind services and support provided by CLARB & CELA. Given that the award is through in-kind services (no exchange of funds), no overhead can be given for this program; the applicant(s) are responsible for working this out with their respective universities.

- Support in services will occur in quarterly increments upon successful completion of work, and quarterly updates will be submitted to the CLARB CEO covering the relevant work for that period.***
- Given that the award is through in-kind services (no exchange of funds), no overhead can be given for this program; the applicant(s) are responsible for working this out with their respective universities.***

Duration of the Proposed Study:

The program will be conducted between September 2026 and March 2028. The award recipient must adhere to the timelines listed above unless exceptional circumstances arise and are communicated, or the CELA & CLARB Selection Committee requires an adjustment to the program

Eligibility:

Full-time faculty members from member institutions in good standing in the Council of Educators in Landscape Architecture (CELA) who qualify for CLARB Certification or licensure in

CELA-CLARB- Faculty Licensure Advancement Program, AY 2026-28

This new collaborative program RFP is created by CELA (Taner R. Ozdil) in consultation with the CLARB (Matt Miller & Joel Kurokawa) and approved by the leadership of both organizations. The program is a product of the CELA/CLARB MOU signed on March 28th, 2025.

one of CLARB's Member Jurisdictions are eligible. Individuals who have already begun the process to attain CLARB Certification or licensure in one of CLARB's member jurisdictions in the past are also eligible, provided that they meet the experience requirements previously stated. Only one faculty member may be nominated per institution per year. Active members of the Selection Committee and the CELA Executive Board are not eligible.

PROPOSAL SUBMISSION REQUIREMENTS*

Proposals must include the following items:

1. Cover page with identifying information, including:

Proposal Title:

Faculty/Nominee: Name, Title, Affiliation(s), Institution, Email, Phone #

Supervisor: Name, Title, Affiliation, Email, Phone #

Institution Contact Staff: Name, Title, Email, Phone #

2. Executive Summary (one-page maximum, single line, 12 pt. font)
3. Nominee Information including:
 - a. Nominee's Biography (one-page maximum, single line, 12 pt. font)
 - b. Nominee's Letter of Interest (one-page maximum, single line, 12 pt. font)
 - c. Nominee's Qualifications (one-page maximum, single line, 12 pt. font)
 - d. Anticipated Schedule (one-page maximum, single line, 12 pt. font)
4. Recommendation/Support Letter (from the nominee's supervisor and the institution. It is encouraged that the letter covers the details of the institution's commitment to support the candidate)
5. Nominees' Summary CV (three-page maximum) including current position, education, background, experience, selected publications, etc.
6. Appendices (as needed)

*Minimum one-inch margins

Submittals:

All proposals are to be submitted via the submission portal. Files should be compiled as a single PDF document in the above order and submitted to:

<https://form.jotform.com/261595172164157>

Incomplete and late proposals will not be considered for the committee review. Each page must include page numbers and the proposal title in the footer.

Submittals are due to CELA no later than **5:00 pm Eastern, Monday, August 10, 2026**

Questions:

CLARB and Licensure Related - Emily Bogstie, CLARB Director of Programs ebogstie@clarb.org
CELA Proposal Submission and Program Related – staff@thecela.org or director@thecela.org

CELA-CLARB- Faculty Licensure Advancement Program, AY 2026-28

This new collaborative program RFP is created by CELA (Taner R. Ozdil) in consultation with the CLARB (Matt Miller & Joel Kurokawa) and approved by the leadership of both organizations. The program is a product of the CELA/CLARB MOU signed on March 28th, 2025.