

Prerequisite Score Sheet

for the
CGIP Michigan Certified Landscape Designer Exam

Preparing your Submission

Applicants seeking the CGIP Michigan Certified Landscape Designer designation are required to demonstrate knowledge of design principles and appropriate plant selection in the projects they submit for their certification prerequisite. There is a grading rubric used to evaluate each project that is submitted.

Three (3) representative samples of design work, done by the applicant, are required in plan view drawing format as a prerequisite for taking the CGIP Michigan Certified Landscape Designer exam. At least one of the three design work samples must include hardscape elements (one vertical element such as steps, retaining wall or seat wall, or patio/deck/walkway). There is no limit to the amount of documentation (additional drawings) that may be submitted with the plans. Remember that the documentation you submit is the ONLY material that will be referenced when determining your expertise as a designer. Work samples must be submitted no later than two weeks before the exam date.

Below please find a description of the minimum criteria required for approval to take the CGIP Michigan Certified Landscape Designer Exam. Use this as a guide to help you prepare your submission. A score of 70% or better is required to be approved to take the exam.

Work Experience

2,000 hours of professional landscape design experience must be demonstrated prior to taking the CGIP exam. Outline employment history – company, position held, and dates.

Drafting Quality/Plan Presentation (15%)

Readability of plan view drawings.

Scoring Criteria:

- Readability
 - A clear understanding of line-weight hierarchy.
 - Legible lettering and graphic representation.
 - Clear labeling that doesn't compete with linework.
- The presence of essential elements of a plan view drawing – Title block, North Arrow, and Scale (graphic and written).

Design Intent Statement (10%)

Intended to give a summary of the project that is being designed, the design intent statement should familiarize the reviewers with specifics of the work sample.

Scoring Criteria:

- Program Elements

- Outline of client's priorities and objectives clearly described as to enable the evaluation of the design.
- Site Inventory and Analysis
 - Existing elements included in the design
 - Existing environmental conditions.
 - Off-site elements affecting the design solution.
 - Existing circulation.
- Concept
 - Describe how the design addresses client priorities and works with existing site conditions.

Design Fundamentals (30%)

The basic principles of design and planting design must be evident in the work samples.

Scoring Criteria:

- Incorporation of design and planting design principle into the design.
- Knowledge of the use of design elements (Line, Color, Shape, Texture, Form, Value) as demonstrated through completion of design intent.
- Appropriate design and use of hardscape/vertical elements.
- Elevations shown on any hardscape elements such as patios and retaining walls, including benchmarks and grade points.

Site Awareness (15%)

The design solution should demonstrate an awareness of the environmental aspects of the site, including existing problems and their design solutions.

Scoring Criteria:

- Integration of site environmental conditions related to soils, hydrology, sun exposure, wind and microclimates.
- At least one print to show proper drainage/water management considerations and/or solutions

Material Selection (30%)

Appropriate materials selection and use.

- Strategic selection and placement of landscape plants.
- Strategic selection and placement of hardscape materials.
- Attention to the maintenance requirements of the design.

Photographs

At least one photograph of the built design **including hardscape element** must be included. Please label the photograph(s) clearly per project and per purpose. Before and after pictures are very helpful in demonstrating the effects of the design.