

NOTICE OF MEETING

January 24-25, 2013
Landscape Architects Technical Committee
2420 Del Paso Road
Sequoia Room
Sacramento, CA 95834

The Landscape Architects Technical Committee (LATC) will hold a meeting as noted above. The agenda items may not be addressed in the order noted and the meeting will be adjourned upon completion of the agenda which may be at a time earlier than that posted in this notice. The meeting is open to the public and held in a barrier free facility according to the Americans with Disabilities Act. Any person requiring a disability-related modification or accommodation to participate in the meeting may make a request by contacting John Keidel at (916) 575-7230, emailing latc@dca.ca.gov, or sending a written request to LATC, 2420 Del Paso Road, Suite 105, Sacramento, California, 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

Agenda
January 24, 2013
9:30 a.m. – 5:00 p.m.

- A. Call to Order – Roll Call – Establishment of a Quorum
Chair's Remarks
Public Comment Session
- B. Approve November 14, 2012 LATC Summary Report
- C. Program Manager's Report
- D. Presentation by Department of Consumer Affairs (DCA) Staff Regarding New Online Program (BreEZe)
- E. Report on Council of Landscape Architectural Registration Boards (CLARB)
- F. Annual Enforcement Report
- G. Budget Update

- H. Review Public Comments on Proposed Regulation to Amend California Code of Regulations (CCR) Section 2620.5, Requirements for an Approved Extension Certificate Program, and Possible Action
- I. Review Proposed Amendments to CCR Section 2649, Fees, and Possible Action
- J. Review and Consider Request for Re-Licensure
- K. Review and Approval of Intra-Agency Contracts with the DCA Office of Professional Examination Services for California Supplemental Examination Occupational Analysis and Exam Development
- L. Review Legal Opinion Letter from DCA Legal Counsel Regarding Business and Professions Code Section 5641, Exceptions, Exemptions, and Possible Action

Adjourn

Agenda
January 25, 2013
8:30 a.m. – 3:00 p.m.

- M. Call to Order – Roll Call – Establishment of a Quorum
Chair's Remarks
Public Comment Session
- N. Strategic and Communications Planning Review Session for Fiscal Year 2013/2014
- O. Review Tentative Schedule and Confirm Future LATC Meeting Dates

Adjourn

Please contact John Keidel at (916) 575-7230 for additional information related to the meeting. Notices and agendas for LATC meetings can be found at www.latc.ca.gov.

Agenda Item A

CALL TO ORDER-ROLL CALL-ESTABLISHMENT OF A QUORUM

Landscape Architects Technical Committee (LATC) Member Roster

Stephanie Landregan, Chair

Andrew Bowden, Vice Chair

Nicki Johnson

Katherine Spitz

David Allan Taylor, Jr.

CHAIR'S REMARKS

LATC Chair Stephanie Landregan will review the scheduled LATC actions and make appropriate announcements.

PUBLIC COMMENT SESSION

Members of the public may address the Committee at this time. The Committee Chair may allow public participation during other agenda items at her discretion.

The LATC received correspondence from Jon K. Pride regarding California reciprocity requirements. Mr. Pride requested that his application for reciprocity be considered by the LATC based on the merits outlined in his letter. Mr. Pride has not submitted an initial eligibility application at this time.

ATTACHMENT:

1. Letter Dated December 10, 2012 from Jon K. Pride

Jon Pride

Designs

A large, stylized yellow graphic in the top right corner, resembling a map of California or a series of connected landmasses.

Building Design
Landscape Planning
Site Supervision

December 10, 2012

LANDSCAPE ARCHITECTS
TECHNICAL COMMITTEE

DEC 27 2012

RECEIVED

Ms. Stephanie Landregan
LATC Board Chair
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

Subject: Design/Consultation Services

Dear Ms. Landregan,

I want to thank you for your time on the phone last week regarding my interest in obtaining licensure in California via reciprocity. As I mentioned, I have passed the LARE, and am now licensed in the State of Washington as a Landscape Architect. Although I do work all over the western U.S., and Mexico, I live and practice mostly in California.

California rules wouldn't allow me to sit for the exams because I didn't meet the education requirement. Washington is one of about twelve states that allow work experience as criteria for the ability to sit for the exams. Because the code is not clear, my assumption was that if I passed in another state, that once licensed I would be able to file for reciprocity. It would be a reasonable assumption, since I have seen verbiage in documents from California and CLARB that the LARE with its high degree of difficulty show and prove competency. Irrespective of one's educational background, if one passes the LARE, and it is the same test as administered for the state of California, than California should recognize my license and offer reciprocity.

Be that as it may, California's rules have been interpreted so that education is a requirement for reciprocity as well. I have to strongly disagree. All verbiage in the B & P code show education as a requirement for acceptance to sit for the exam, reciprocity is not included. It has only been interpreted to be as such.

Cont.

Ms. Landregan
Page 2
Dec. 10, 2012

I believe that the minimum one year education credit doesn't apply to reciprocity. It clearly applies to initial preregistration for sitting for the exam, but does not apply to an individual that has already successfully completed the LARE and has obtained licensure in another state.

As per 2615 c (1) A candidate who is licensed as a landscape architect in a U.S. jurisdiction, Canadian province, or Puerto Rico by having passed a written examination substantially equivalent in scope and subject matter required in California as determined by the board shall be eligible for licensure upon passing the California Supplemental Examination.

No mention or connection to education exists in this statute. Moreover, if one reads all of 2615 the only mention of the six year education/experience requirement is to be able sit for the LARE initially in California. Since I have already passed the LARE, and Washington's supplemental, 2615 (a) (1) doesn't apply to me. Even c (2) would apply had I completed some of the sections of LARE, and wished to switch my U.S. jurisdiction to California.

I was a licensed landscape contractor in California for 14 years, and 3 years in the State of Washington, as well as had a landscape design firm here in California for the last 13 years, and have a long list of Architects, L.A.'s, Engineers, and Consultants that would document in writing that I am more than qualified to be licensed in California.

With all that, and the law I am respectfully requesting the Committee consider my application for reciprocity based on the merits above, and that licensure as described in the California Statute obtained in another state with the same exam completion requirements be accepted to sit for the supplemental exam.

Feel free to call with any questions.

Sincerely

A handwritten signature in black ink, appearing to read "Jon K. Pride". The signature is fluid and cursive, with the first name "Jon" being particularly prominent.

Jon K. Pride
Principal

Agenda Item B

APPROVE NOVEMBER 14, 2012 LATC SUMMARY REPORT

The Landscape Architects Technical Committee (LATC) is asked to approve the attached November 14, 2012, LATC Meeting Summary Report.

SUMMARY REPORT

CALIFORNIA ARCHITECTS BOARD Landscape Architects Technical Committee

November 14, 2012
Los Angeles, California

LATC Members Present

Stephanie Landregan, Chair
Andrew Bowden, Vice Chair
Nicki Johnson
Katherine Spitz
David A. Taylor, Jr. (arrived at 11:00 a.m.)

Staff Present

Doug McCauley, Executive Officer, California Architects Board (Board)
Don Chang, Assistant Chief Counsel, Department of Consumer Affairs (DCA)
Trish Rodriguez, Program Manager, Landscape Architects Technical Committee (LATC)
John Keidel, Special Projects Coordinator, LATC
Matthew McKinney, Enforcement Coordinator, LATC

Guests Present

Kimberly Alexander, Association of Professional Landscape Designers (APLD)
Christine Anderson, Chair, University of California (UC) Extension Certificate Program Task Force
Lisa Bellora, APLD
Pamela Berstler, Legislative Chair, California Chapter, APLD
Hal Blevins, Landscape Architect
Jerry Hastings, Secretary, California Council/American Society of Landscape Architects (CC/ASLA)
Jack V. Ouzounian, Landscape Architect
Raul Villanueva, Personnel Selection Consultant, DCA Office of Professional Examination Services (OPES)

A. Call to Order – Roll Call – Establishment of a Quorum

Chair's Remarks

Public Comment Session

Stephanie Landregan called the meeting to order at 9:27 a.m. and called the roll. Four members of LATC were present, thus a quorum was established.

B. Approve August 14, 2012 LATC Summary Report

Ms. Landregan presented the August 14, 2012 LATC Meeting Summary Report for approval. Andrew Bowden stated that on page three of the Summary Report, the phrase, “he has practiced landscape architecture since 1970” should state, “he has been employed in the landscape architecture profession since 1970.” He also noted that the phrase, “he served on the Board of Landscape Architects” should state, “he served on the Board of Landscape Architects Enforcement Committee.” Katherine Spitz noted that on page three of the Summary Report, the phrase, “has practiced landscape architecture since 1986” should state, “has been practicing in a landscape architecture firm since 1986.”

- **Andrew Bowden moved to approve the August 14, 2012 LATC Summary Report with the corrections as noted.**

Nicki Johnson seconded the motion.

The motion carried 4-0.

C. Program Manager’s Report

Trish Rodriguez presented the Program Manager’s Report. She explained that DCA has not determined a date for the release of phase one of the BreEZe Project; however, BreEZe is tentatively scheduled to be implemented for LATC in phase three scheduled for Fall 2013. She noted that another BreEZe Project update will be provided at the 2013 LATC strategic planning meeting.

Ms. Rodriguez stated that LATC was disconnected from the examination and licensing functions of the Applicant Tracking System (ATS) on October 26, 2012. She explained that LATC started using a new workaround system (WAS) to supplement the lost functions of ATS. She stated that the WAS has been successfully implemented and minimal issues have been encountered. She added that an update on the WAS will also be provided at the strategic planning meeting.

Ms. Rodriguez stated that Ms. Landregan delivered an outreach presentation at California State Polytechnic University, Pomona, on November 5, 2012, and the survey results are included in the meeting packet.

Ms. Rodriguez shared that the final rulemaking file for the regulatory package for California Code of Regulations (CCR) sections 2615, Form of Examinations, and 2620, Education and Training Credits, was submitted to the Office of Administrative Law (OAL) on October 31, 2012 for approval. She stated that the regulatory package for CCR section 2620.5, Requirements for an Approved Extension Certificate Program, is temporarily suspended until modifications to the regulatory language can be addressed later in the meeting. Ms. Rodriguez continued that the regulatory package for CCR section 2614, Examination Transition Plan, was submitted to the DCA Legal Office on October 22, 2012, with a request for expedited review.

Ms. Rodriguez said that the LATC website was updated with the August 2013 and December 2013 Landscape Architects Registration Examination (LARE) administration dates, and the list of community colleges with landscape architecture degree programs was also updated. She

noted that the LATC website was updated with a link to the Landscape Architectural Accreditation Board (LAAB) website.

Ms. Rodriguez stated that Raul Villanueva of OPES will provide a presentation on the occupational analysis (OA) process later in the meeting. She also stated that updates on the University of California Extension Certificate Program Task Force and the Exceptions and Exemptions Task Force will be provided later in the meeting.

**E.* Exceptions and Exemptions Task Force Report and Review and Approve
Recommendation for a Legal Opinion on Business and Professions Code Section 5641,
Chapter Exceptions, Exemptions**

Christine Anderson provided an update on the Exceptions and Exemptions Task Force. She stated that the Task Force held a meeting on October 18, 2012. She explained the charge of the Task Force is to ensure clarity about Business and Professions Code (BPC) section 5641, Chapter Exceptions, Exemptions, and ensure that the provisions of the section protect the public. She explained that much of the discussion at the October 18, 2012 meeting centered around the Board and LATC being charged to enforce laws, but many times the laws are not specific enough to focus attention on particular areas. She stated that enforcement of BPC section 5641 relies on interpretation by LATC staff. She explained that the Task Force believes BPC section 5641 is clear; however, more measures can be taken to ensure that the law is implemented consistently in the future. She stated that the Task Force recommended that Don Chang provide a legal opinion letter on BPC section 5641. She added that the Task Force also discussed providing a list of frequently asked questions (FAQs) about BPC section 5641, but there was concern that FAQs could be considered underground regulations. Pamela Berstler stated that the Task Force also discussed concern regarding licensed professionals understanding the difference between unlicensed practice and illegal practice.

Ms. Spitz asked what the next step is for the Task Force. Ms. Anderson responded that LATC will review the request for Mr. Chang to provide the legal opinion letter. She explained that if LATC requests that Mr. Chang provide the legal opinion letter, LATC will review the opinion once it is written. She stated that LATC will provide the opinion to the Task Force after reviewing it and the Task Force will determine if it provides enough clarity in the areas that they are interested in. She stated that the next step for the Task Force can be determined after the Task Force reviews the opinion. Mr. Chang stated that BPC section 5641 has a high degree of clarity on what unlicensed persons are permitted to do. He further stated that the phrase “as required by law” in BPC section 5641 is deliberately ambiguous. He explained that LATC must decide if it is appropriate for a legal opinion letter to be provided since the Task Force does not have authority to directly request an opinion from the DCA Legal Office. He explained that if LATC decides to request the legal opinion letter, LATC must also decide if the opinion will be written to the Task Force or directly to LATC.

Ms. Spitz asked for examples of some of the clarity issues regarding BPC section 5641. Ms. Anderson explained that it is sometimes difficult to determine what differentiates a construction drawing and a conceptual drawing. Ms. Spitz opined that attempting to specifically define a construction drawing makes the term “construction drawing” less accurate. She explained that a construction drawing is a sketch intended for use by a contractor to implement a design and that some residential projects can be performed without detailed drawings that give instruction to a contractor. She explained these types of projects can be performed by using

written notes that tell a contractor how to implement a project and do not include drawings. She stated she is concerned about narrowing down the exact elements that should go into a construction drawing because it can add a burden to the profession of landscape architecture. Ms. Landregan stated the Task Force is concerned with how BPC section 5641 affects the health, safety, and welfare of the public. She explained that some building departments have standard plans and designs that an unlicensed person can use to safely construct various projects. She explained that there are no plan checkers for landscape architecture plans so the landscape architect license becomes the method of regulation.

Ms. Anderson stated that one of the Task Force members is a building official and he explained that the building departments in some jurisdictions provide a large amount of input as to what unlicensed persons are allowed to do; however, the level of input is not consistent across all jurisdictions. She stated that the laws in the Landscape Architects Practice Act apply uniformly across all California jurisdictions and LATC needs to ensure that there is consistency when enforcement cases are reviewed. Ms. Landregan stated that there was an inconsistent application of BPC section 5641 in the past. She explained that APLD notified LATC that the inconsistent application of the law made it difficult for APLD members to perform services as landscape designers. Ms. Anderson explained that complaints can come from a variety of sources to LATC enforcement staff. She noted that LATC enforcement staff may not have a background in landscape architecture; therefore, BPC section 5641 must be clear enough so that the initial review of a complaint can be assessed in a proper manner. Ms. Berstler stated the primary reason for the formation of the Task Force was the inconsistent handling of complaints by LATC staff in the past. She explained that as laws change, it is important to have a legal interpretation of BPC section 5641 stating it is flexible and it is intentionally designed to have ambiguity.

Hal Blevins stated that he is concerned about allowing landscape designers to perform any tasks other than sketches and that landscape designers should obtain a landscape architect license. Ms. Landregan provided a brief explanation of the purpose of the Task Force to Mr. Blevins. Mr. Blevins stated his degree is in architecture. He explained that he performed work under a licensed landscape architect, then he took and passed the landscape architect licensing examination. He stated he does not understand why landscape designers think they can design without a license. He stated that landscape designers do not carry errors and omissions insurance or liability insurance, and their fees to perform services do not reflect the cost of holding these types of insurance policies. He stated that he works in the residential profession and that landscape designers intrude on his business. He stated that he sent several complaints to the LATC and he has several complaints to file against landscape designers.

Mr. Bowden stated that he agreed with Ms. Spitz regarding how a non-licensed professional can give direction to a contractor in a verbal form without violating BPC section 5641; however, if the non-licensed professional followed-up the verbal direction with a detail, then they would be in violation of BPC section 5641. Ms. Rodriguez stated that part of the reason the Task Force was created was because there was an increase in complaints that was received by LATC several years ago. She noted that the Program Manager's report includes the current pending enforcement caseload of 30, which seems to be in the range of the standard average number of pending cases in a typical year. Nicki Johnson asked why LATC is not more proactive with enforcement similar to how the landscape architecture regulatory body in Nevada actively searches for enforcement violations. Mr. McCauley stated that LATC has a legal obligation to investigate each complaint that is received. He explained that Nevada has a much smaller population than California and the regulatory boards between states have varying missions.

Ms. Spitz stated that it is not possible for LATC to list everything an unlicensed person is allowed to do in BPC section 5641. She opined that section 5641 does not need refinement and she is concerned about the resources being used to address this concern. Ms. Landregan explained that LATC was given direction to investigate clarity over section 5641 at its last Sunset Review. She explained that one of the goals of LATC is to not be a restraint to trade and that LATC exists to protect the consumer. She stated that LATC does not exist to provide for the economic continuity of landscape architects, or to protect the right of landscape architects to earn income. She explained that if Mr. Chang provides a legal opinion letter, it will include an explanation of how to interpret BPC section 5641 that should be consistently interpreted by all professions, that is fair to every trade, and will protect the consumer. Mr. Chang stated that in the past, LATC staff interpreted BPC section 5641 to mean that an unlicensed person was prohibited from creating any kind of construction documents, performing construction work, or providing details. He stated the problem with this interpretation is that it may not be giving full meaning to the law itself, because the law is modified with the phrase “as required by law.” He stated that he will provide a clarification for the phrase “as required by law” in his opinion and he will not attempt to define what construction documents or details are.

Ms. Berstler asked how many of the complaints in the enforcement statistics listed in the Program Manager’s report were against licensed persons and how many complaints were against unlicensed persons. Ms. Rodriguez stated that staff would need to research the question. Ms. Landregan asked staff to investigate providing this complaint information at the next LATC meeting.

- **Andrew Bowden moved to approve the recommendation of the Exceptions and Exemptions Task Force to have Don Chang, DCA Legal Counsel, provide a legal opinion letter to LATC for BPC section 5641.**

Katherine Spitz seconded the motion.

The motion carried 4-0.

D. Overview and Discussion of Occupational Analysis Process and Request Authorization for Staff to Enter into Intra-Agency Contract with Office of Professional Examination Services

Mr. Villanueva of OPES provided an overview of the OA and Intra-Agency Contract (IAC) process. He explained the mission of OPES, and the legal mandates and professional standards for licensing examinations. Ms. Landregan asked how OPES prepares an examination with California-specific subject matter areas not included in the national exam. Mr. Villanueva responded that the OA describes the entire practice of landscape architecture. He explained that critical tasks and knowledge statements are identified from the OA and California-specific subject matter can be parsed out as the basis for creating the California Supplemental Examination (CSE). He stated that the OA is based on the overall description of the practice. He explained that one of the challenges of developing the CSE is to relate the California-specific subject matter areas to the critical tasks of the profession and proportionally develop the exam based on that.

Mr. Villanueva explained the steps to conduct an OA. He explained the first step is reviewing background information to identify changes in laws and the profession and to review results of previous studies of the profession. He noted that one of the best places for LATC input in the OA process is during the initial stages when the background information is reviewed so that emerging trends affecting the profession can be identified. He explained that this information can be communicated to staff and then staff can relay the information to OPES. He stated that the next step in the OA process is developing job content and structure items. He continued that during this step, OPES conducts interviews with licensees and works with subject-matter expert (SME) focus groups to develop and refine task and knowledge statements. He stated that developing task and knowledge statements defines California-specific practice and that once task and knowledge statements are developed, OPES develops and evaluates a pilot survey. He stated that LATC staff ensures licensee email addresses are available and invitations are distributed to licensees requesting their participation. He explained that after the OA survey invitations are sent, OPES conducts the OA survey with those who have expressed an interest in participating. He stated that it is an online survey that is reviewed on an ongoing basis. He explained that once the survey results are received, a survey analysis is conducted to interpret the data.

Ms. Landregan stated that licensees perform some important tasks on an infrequent basis. She asked how OPES reviews task information with SMEs. Mr. Villanueva explained that one of the rubrics of the OA survey analysis is to assign a critical index value to each of the tasks and arrange them by criticality. He explained that the SMEs discuss each of the tasks, what is critical for the profession, and what is critical for licensure. He stated that this discussion is important because tasks cannot be rated by critical index value alone. He stated that OPES relies on LATC staff to ensure that entry-level licensees ideally have a 50-60% participation rate in the OA process. He explained that entry-level perspective is important to ensure that critical tasks for safe entry-level practice are addressed.

Mr. Villanueva explained that the last step in the OA process is developing the validation report which is a summary of the results and survey analysis. He stated that it serves as documentation that OPES has met the technical requirements of the OA. He continued that the validation report also provides ratings and linkage of task and knowledge statements. He stated that the examination plan is included in the validation report and that this step is where overlapping content areas on the national exam and the California-specific exam can be identified. Mr. Villanueva stated that LATC members contribute to the OA process by monitoring and reporting changes to the profession and relevant laws. He stated that LATC recruits licensee participation, ensures adequate funding, and gives final approval and acceptance of the validation report. He explained that OPES contributes to the OA process by providing technical oversight, workshop facilitation, developing a questionnaire based on input from SMEs, providing an analysis of the survey results, and writing the final validation report. He stated that LATC staff contributes to the OA process by working proactively with OPES to ensure that exams are current and valid. He noted that this is accomplished by engaging in planning sessions and maintaining open communication with OPES. He explained that licensees contribute to the OA process by acting as SMEs and providing information representing all areas of current practice. He added that SMEs ensure job-relatedness in all areas of the OA and that SMEs also evaluate the task and knowledge statements to ensure accuracy of technical and conceptual terms. Mr. Villanueva explained that SMEs ensure thoroughness for the description of the current practice of the profession. He noted that the meaning of "entry-level" for landscape architects is different from some professions because landscape architects are required to have both education and experience before licensure is granted. Mr. Villanueva concluded by summarizing the goals

of the landscape architect OA. He stated that the OA develops a description of the practice that considers anticipated changes in the profession and that it also provides an examination plan that facilitates identification of California-specific subject matter areas and their associated tasks. He also explained that the OA minimizes content overlap between the CSE and the LARE.

Ms. Landregan stated that she has a list of legislative changes and changes to the practice of landscape architecture that she would like to provide for the OA process. She indicated that she would provide them to Ms. Rodriguez to forward to OPES. She inquired if the OA survey allowed for answers that are not predetermined for the survey taker. Mr. Villanueva responded that open-ended questions are not used in OA surveys. He explained that although this may seem to be a restriction, it is necessary in order to quantify human judgment. Mr. Bowden asked how many SMEs are used in the exam development process. Mr. Villanueva responded that a specific percentage of the licensing population is used because the licensee populations can vary. Ms. Anderson asked if there is a methodology in place to account for surveys that are incomplete. Mr. Villanueva replied that incomplete records are not used and it is important to obtain complete records. Mr. McCauley asked for further clarification on the types of anticipated changes in the profession that LATC should provide to OPES during the OA process. Mr. Villanueva responded that LATC should only provide changes that can be reasonably anticipated as occurring. Ms. Landregan asked if LATC could compensate volunteers for responding to the survey. She explained that she has seen greater response to surveys when an incentive is provided. Mr. Villanueva responded that he is aware of a board that provides continuing education credit for completing surveys, but this would be a topic for discussion between LATC staff. Mr. McCauley stated that the Board and LATC have not compensated survey respondents in the past. Ms. Landregan noted that David A. Taylor, Jr. arrived to the meeting at 11:00 a.m.

Mr. Villanueva reviewed a draft project plan for the OA. He explained that reviewing the background information takes approximately a month to complete. He stated that recruiting SMEs should happen in January 2013 and that the pilot survey should ideally take 30 days to collect, depending on the response rate and representativeness of the samples received. He explained that from August 2013 through October 2013, data will be analyzed, results will be arranged, workshops will be conducted, and the examination plan will be assembled. He stated the development of the validation report takes approximately 30 days and that most OA plans follow this format because the steps are similar regardless of the profession.

Ms. Landregan called for any public comments. There were no public comments.

- **David A. Taylor, Jr. moved to authorize LATC staff to enter into an intra-agency contract with OPES to conduct the OA in 2013.**

Andrew Bowden seconded the motion.

The motion carried 5-0.

F. University of California (UC) Extension Certificate Program Task Force Report Including Review and Approval of Draft UC Extension Certificate Program Review Documents:

- 1. Review and Approval Procedures**
- 2. Self-Evaluation Report**
- 3. Visiting Team Guidelines**
- 4. Annual Report Format**
- 5. Visiting Team Report Template**

Ms. Landregan recused herself from participation in the discussion and voting on this agenda item due to a financial conflict of interest. Mr. Bowden temporarily assumed the Chair's duties.

Ms. Anderson commended John Keidel and Ms. Rodriguez for working hard to complete these documents and develop them in a short amount of time. Ms. Anderson stated that the Task Force developed five documents for the reviews of the extension certificate programs. She explained that CCR section 2620.5 requires extension certificate programs to go through an approval process by LATC because the LAAB does not review or accredit extension certificate programs. She explained that the extension certificate programs were last reviewed in 2006 and the procedures to conduct the reviews were inadequate. She explained that the Task Force developed the Review and Approval Procedures, Self-Evaluation Report (SER), Visiting Team Guidelines, Annual Report Format, and the Visiting Team Report Template.

Ms. Anderson provided an overview of the Review and Approval Procedures. She stated that the target audience for this document is the site review team and LATC staff. She stated that the LAAB Accreditation Standards and Procedures publication was used as a template to create the LATC Review and Approval Procedures. She discussed significant differences between the LAAB Accreditation Standards and Procedures and the LATC Review and Approval procedures, including that the mission statement was changed to reflect LATC standards and that the proposed regulatory language for CCR section 2620.5 was added. She explained the standards and assessments within the document correlate directly with LAAB guidelines. She stated that assessments were added relating to health, safety, and welfare, because this was a distinguishing factor between a certificate program and a degree-granting program.

Mr. Bowden asked if LATC could require all future extension program students to have a bachelor's degree as a prerequisite for entry into the extension certificate programs.

Ms. Anderson responded that LATC could require this, but the Task Force did not want to place an immediate burden on the schools to conform to new requirements. She explained that LATC must carefully consider the rules they impose on the extension certificate programs because they do not want to make approval requirements so stringent that it compels the schools to not pursue LATC approval. Mr. Bowden stated that he respects the opinion of the Task Force, but he is concerned that LATC grants the same amount of educational credit to certificate holders from both extension certificate programs when the programs are very different from each other. He stated he is unsure if both extension certificate programs are providing the same education.

Ms. Anderson stated that almost all of the students in the UC Berkeley extension certificate program have a bachelor's degree but there are several who do not. She stated that if LATC makes a bachelor's degree a prerequisite to entering the program, it could mean that the UC Berkeley Extension Certificate Program loses their approval. Ms. Spitz responded that students who are already enrolled in the extension certificate program could be "grandfathered" into the

program if LATC makes a bachelor's degree a prerequisite to entry. Mr. Bowden stated that the intent of LATC requiring a bachelor's degree as a prerequisite to entry would be make it a requirement at a future point and not to cause a program to lose their approval immediately. He explained that one of LAAB's criticisms of the extension certificate programs is that they do not require bachelor's degrees as a prerequisite to entry and LAAB may not be able to accredit the programs for this reason. Ms. Anderson noted that any changes to CCR section 2620.5 will need to be addressed during the discussion of Agenda Item G.

Mr. Bowden stated that the term "graduate" on page one of the Review and Approval Procedures might not be the appropriate term to use because students of extension programs do not graduate; they become certificate holders. Ms. Anderson stated that she would research the issue and determine if it is the appropriate term to use.

Ms. Anderson explained that the SER, Visiting Team Guidelines, and the Annual Report Format documents were also developed for review of the extension certificate programs. Ms. Rodríguez noted that the highlighted portions of the documents reflect changes made subsequent to the November 2, 2012 Task Force meeting. Ms. Anderson asked for any suggested edits to the documents. Mr. Taylor asked if it was reasonable to expect that the site review teams would have the Visiting Team Report completed on the third day of site reviews as indicated in the review documents. Ms. Anderson responded that the Task Force discussed this question in detail and it was determined to be a reasonable expectation. She noted that the intent of completing the Visiting Team Report on the third day is so that the information is fresh on the minds of the visiting team members, and it is good to provide feedback to the extension certificate programs before leaving the site. She noted that LAAB uses this methodology for site reviews.

Mr. Taylor noted that on the SER the phrase should say, "File complete annual reports" rather than "Regularly file complete annual and other requested reports." The LATC members concurred with this edit. Mr. Bowden asked if the proposed .5 time-base requirement for the Program Administrator was .75 time-base at one point. Ms. Anderson stated that the Task Force debated requiring a .75 time-base for the Program Administrator, but JC Miller, UC Berkley Extension Certificate Program Administrator, made a compelling argument that the .5 time-base requirement allows him to work as a landscape architect and it provides him with a valuable perspective for the students. Mr. Taylor noted that he is in favor of the .5 time-base requirement for the Program Administrator.

Mr. Bowden asked for any public comments. Mr. Hastings asked how LAAB monitors the programs that they accredit. Ms. Anderson stated that LAAB reviews the programs every six years and the programs are required to submit an annual report.

- **Nicki Johnson moved to approve the Review and Approval Procedures, SER, Visiting Team Guidelines, Annual Report Format, and the Visiting Team Report Template with the edits as noted.**

Katherine Spitz seconded the motion.

The motion carried 4-0. Stephanie Landregan recused herself.

G. Review Proposed Amendments to California Code of Regulations (CCR) Section 2620.5, Requirements for an Approved Extension Certificate Program, and Possible Action

Ms. Landregan recused herself from participation in the discussion and the voting on this agenda item due to a financial conflict of interest. Mr. Bowden continued Chair duties.

Ms. Rodriguez presented the proposed regulatory language for CCR section 2620.5 for review and approval. She noted that the proposed modifications to section 2620.5 were recommended from the UC Extension Certificate Program Review Task Force at the November 2, 2012 Task Force meeting. Mr. Taylor stated that he agreed with Mr. Bowden's suggestion from earlier in the meeting of requiring a bachelor's degree as a prerequisite for entry into the program.

Mr. Bowden stated that this requirement is not intended to penalize anyone enrolled in the programs; it is intended to further align LATC approval requirements with LAAB.

Ms. Rodriguez noted that there are an increasing number of students attending associate degree programs and subsequently attending extension certificate programs. She noted that this is a pathway to licensure that would no longer be present if a bachelor's degree becomes a prerequisite for entry into the extension certificate programs. Mr. Bowden stated that the intent of making a bachelor's degree a prerequisite for entry into the extension certificate programs is to set a minimum level of education as a requirement for entry. Mr. Chang noted that having a bachelor's degree shows that a student has at least two years of general educational experience. Ms. Anderson explained that the general education requirements for an associate in science degree are stringent and consistent between associate's degree programs in California. She stated that associate's degree programs differ from each other when they become focused in distinct areas such as architecture or physics.

Mr. Bowden stated that UC Berkeley has a three-year extension certificate program and UCLA has a four-year extension certificate program. He stated that students are given the same amount of educational credit for receiving a certificate from either program. He asked if this difference between the programs has caused issues in the past. Ms. Anderson explained this difference is partially because one of the schools operates on a quarter system, and the other school operates on a semester system. Mr. Bowden asked the LATC members if they want to add regulation language to CCR section 2620.5 to include a requirement for a bachelor's degree as a prerequisite for entry into the extension certificate programs. Mr. Chang stated that LATC could require a bachelor's degree as a prerequisite for entry and make it effective several years from now. Ms. Anderson stated that a benefit of not requiring a bachelor's degree for entry into the program is that there is another pathway to entry into the profession. Ms. Johnson stated that she prefers to not impose the bachelor's degree prerequisite requirement because of the high cost of attending school and the financial climate. Ms. Spitz responded that the extension programs are expensive and the cost issue may not be pertinent to the conversation. Mr. Taylor added his concern is that candidates are gaining the necessary knowledge, skills, and abilities for entry into the landscape architecture profession. Mr. Bowden stated that he would like to have a bachelor's degree as a prerequisite to entry into the extension certificate programs. Ms. Spitz suggested making this requirement effective in September 2015.

Mr. Chang suggested a motion to modify CCR section 2620.5 to require that extension certificate programs require a bachelor's degree as a prerequisite for entry into the extension certificate programs, effective September 2015. Mr. Chang stated staff will submit a Notice of Availability

of Modified Language, notify the two extension programs of this change, and any associate's degree programs in landscape architecture that LATC is aware of.

- **David A. Taylor, Jr. moved to modify CCR section 2620.5 to require that extension certificate programs require a bachelor's degree as a prerequisite for entry into the extension certificate programs, effective September 2015.****

Katherine Spitz seconded the motion.

The motion carried 4-0. Stephanie Landregan recused herself.

***It was noted later in the meeting that LATC did not vote to approve the proposed changes to CCR section 2620.5 and a new vote was taken.*

Mr. Bowden returned LATC Chair duties to Ms. Landregan.

H. Report on Council of Landscape Architectural Registration Boards (CLARB)

1. Election Results

2. Present New Landscape Architect Registration Examination Data

Ms. Anderson provided an update on the 2012 Council of Landscape Architectural Registration Boards (CLARB) annual meeting in San Francisco. She explained that there were workshops regarding policy guidance; CLARB's proposed eligibility requirement; and welfare at the annual meeting. She stated there was also a discussion about the title Professional Landscape Architect; threats to licensure and global relevance for landscape architecture. Ms. Landregan stated the global relevance discussion was driven by an influx of international students to universities. Ms. Rodriguez noted that Ms. Landregan was voted as CLARB President-Elect.

Ms. Landregan stated that the new LARE requires candidates to become a CLARB Council Record holder. She explained that having a Council Record benefits LARE candidates by allowing them to pay one time to have a record for an entire year instead of having to pay to register for each exam throughout the year. She stated this saves money for candidates who take multiple sections of the LARE throughout the year. Ms. Rodriguez stated that the first administration of the new LARE was for sections 1 and 2 only. She stated that LATC requested the California LARE pass rates compared to the national pass rates from CLARB after the first administration of the new LARE. She noted that CLARB provided the data through a manual calculation and it was time-consuming for CLARB to generate. She stated that LATC should determine if it is necessary for LATC to gather data regarding California LARE pass rates compared to the national LARE pass rates. She stated that LATC recently passed a regulation change that allows candidates who have only completed the LARE educational prerequisite to take sections 1 and 2 of the LARE. She stated that the pass rate data displayed in the meeting packet shows how candidates scored who took sections 1 and 2 of the LARE under the new regulation criteria. Ms. Landregan explained that if LATC can provide a justification for CLARB to provide the California LARE pass rates compared to the national LARE pass rates, it will assist in requesting this information from CLARB in the future. Mr. Bowden stated that this data comparison is important because if there is a problem in California landscape architecture schools, it allows LATC to have awareness of it. Ms. Landregan stated that LATC does not have control over landscape architecture schools in California; LATC only has control over the extension certificate programs. Mr. Bowden noted that although LATC does not have control

over the LAAB-approved landscape architecture schools in California, LATC is the regulatory body for landscape architecture in California. He explained that if the California LARE candidate pool has problems with the examination compared to the national candidate pool, then there could be a problem with the curriculum being taught in California. Mr. McCauley noted that California LARE pass rates have varied from the national average in the past because California provides certain pathways to licensure that some other states do not.

Ms. Spitz asked if there is a problem with the current California LARE pass rates.

Ms. Landregan stated that California LARE pass rates on section B (Inventory, Analysis and Program Development) of the five-section LARE used to be approximately 15 percentage points lower than the national average. Mr. Bowden stated there might still be a need for CLARB to provide LATC with the California LARE pass rates compared to the national LARE pass rates. Ms. Landregan stated that she has talked with CLARB about gathering the pass rate data for the next Sunset Review. Ms. Landregan stated that pass rate data will be available at a future point once more administrations of the new four-section LARE have been administered.

Ms. Anderson noted that it is important for LATC to notify CLARB if variances are identified between California LARE pass rates and the national pass rate average. Ms. Landregan requested that Ms. Anderson and Ms. Rodriguez contact CLARB staff to determine if CLARB will be able to provide LATC with California LARE pass rates compared to the national pass rates in the future.

Ms. Rodriguez suggested that an amendment was needed to the motion passed in Agenda Item G. She stated that the motion should be modified to also approve the other proposed changes in the regulation language that were presented, and authorize staff to proceed with submitting a Notice of Availability of Modified Language to modify the regulation. Ms. Landregan recused herself again from participation in the discussion and the voting on Agenda Item G due to a financial conflict of interest. Mr. Bowden temporarily assumed the Chair's duties.

- **David A. Taylor, Jr. made a motion to amend his previous motion in Agenda Item G to approve the proposed modifications to CCR section 2620.5; additionally modify CCR section 2620.5 to require that extension certificate programs require a bachelor's degree as a prerequisite for entry into the extension certificate programs, effective September 2015; and to authorize staff to submit a Notice of Availability of Modified Language for this regulatory package.**

Katherine Spitz seconded the motion.

The motion carried 4-0. Stephanie Landregan recused herself.

Mr. Bowden returned LATC Chair duties to Ms. Landregan.

I. Review Tentative Schedule and Confirm Future LATC Meeting Dates

LATC meetings tentatively scheduled:

January 24-25, 2013, location to be determined

Adjourn

- **Stephanie Landregan adjourned the meeting.**

The meeting adjourned at 2:20 p.m.

**Agenda items for this meeting were taken out of order to accommodate the arrival of a guest speaker. The order of business conducted herein follows the transaction of business.*

Agenda Item C

PROGRAM MANAGER'S REPORT

The Program Manager's Report provides a synopsis of current activities and is attached for the LATC's review.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

Program Manager's Report

January 2013

ADMINISTRATIVE/MANAGEMENT

BreEZe Project

The BreEZe Project is the Department of Consumer Affairs' (DCA) program that provides the DCA organizations an enterprise system that supports all applicant tracking, licensing, renewal, enforcement, monitoring, cashiering, and management capabilities. BreEZe will support the DCA's highest priority initiatives of Job Creation and Consumer Protection by replacing the DCA's aging legacy business systems with an integrated software solution that utilizes current technologies to facilitate increased efficiencies in the DCA boards' and bureaus' licensing and enforcement programs.

BreEZe will be web-enabled to allow application, renewal, and payment processing via the Internet for applicants and licensees. Furthermore, BreEZe will allow the public to file complaints and look up licensee information and complaint status through the Internet. As part of the BreEZe implementation, interfaces to electronically share data with internal and external systems will be established; existing data will be converted and migrated into BreEZe; user training will be conducted; and system documentation will be created.

BreEZe will be implemented in three phases and LATC will be part of phase three, planned for Fall 2013. The implementation date for phase one release of BreEZe has been temporarily delayed while the vendor works out several stability issues with Office of Information Services (OIS). DCA and the vendor agreed to a tentative phase one release date of February 19, 2013 while OIS staff review the proposed release schedule and ensure DCA has adequate resources. The BreEZe Project is currently in the User-Acceptance Testing (UAT) phase for the first release. UAT is a process to obtain confirmation that a system meets mutually agreed-upon requirements. OIS will provide a BreEZe update later in the meeting (see Agenda Item D). OIS will continue to update LATC as BreEZe implementation moves forward.

Applicant Tracking System (ATS)/Workaround System (WAS)

LATC staff worked closely with OIS to determine ATS requirements and temporary manual processes necessary to implement regulation changes (i.e., examination transition, educational credit for partial degrees and architectural degrees, etc.) concurrently with the implementation of the DCA BreEZe Project. On April 17, 2012, LATC staff attended a DCA Business Technical Review (BTR) meeting to determine if the necessary ATS changes that resulted from the recent LATC regulation changes could be made to ATS. The BTR was also charged with making a recommendation to DCA's Change Control Board (CCB). As a result of this meeting, the BTR members determined that resources devoted to BreEZe were needed to make the necessary changes to ATS and the BreEZe Project would be negatively impacted if resources were diverted from it. The BTR members recommended that all of LATC's automated processes normally done under ATS (cashiering, application evaluation, exam eligibility, etc.) be discontinued and converted to manual workaround processes until the LATC transitions to BreEZe in the Fall of

2013. On April 23, 2012, the BTR's decision was appealed before the CCB. The CCB concurred with BTR's recommendation and denied the LATC's request to modify ATS. LATC was presented with the alternatives and recommendations at its meeting on May 4, 2012.

In response to the decision of the CCB, a DCA programmer on loan from the Contractors State License Board began development of a new and separate WAS. LATC staff worked closely with OIS to ensure the manual processes were developed and implemented with minimal impact when LATC transitions to BreEZe. Staff created flowcharts for specific business processes for the development of the WAS. The programmer delivered the first release of the WAS to LATC for testing on October 2, 2012. LATC staff worked with the programmer to debug the initial WAS release until October 26, 2012, when LATC was disconnected from all functions of ATS except cashiering. The WAS will integrate with BreEZe when it is implemented for LATC and staff continue to work with OIS to ensure a smooth transition to BreEZe.

Previously, the process for transmitting data (eligibility and scores) between LATC and examination vendors was automated; however, the disconnection from ATS now requires additional manual processes. The manual processes are an added workload for staff and although work is verified for accuracy, manual processes by definition have an increased potential for human error.

Outreach

An outreach presentation was requested by University of California, Davis on January 15, 2013 for their Professional Practice class on February 26 or 28, 2013. Approximately 36 students are estimated to attend. The presentation will be provided by Christine Anderson, former LATC member.

Regulatory Changes

California Code of Regulations (CCR) section 2614 Examination Transition Plan – The existing regulation sets forth the transition plan for previous divisions of the licensing examination to the divisions of Landscape Architect Registration Examination (LARE) through June 2012. This proposal would amend CCR section 2614 by adding subsections (f)(1) – (4), thus establishing a transition plan for those candidates who previously passed sections of the LARE into the new four sections when it transitions in September 2012. Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR 2614:

November 16, 2011	Proposed regulatory changes approved by LATC
December 7, 2011	Final approval by the Board
June 22, 2012	Notice of Proposed Changes in the Regulations published by the Office of Administrative Law (OAL) (Notice re-published to allow time to notify interested parties)
August 6, 2012	Public hearing, no public comments received
August 7, 2012	Final rulemaking file to DCA Legal Office
October 4, 2012	Final rulemaking file received from DCA Legal Office
October 5, 2012	15-Day Notice of Availability of Modified Language posted, no public comments received
October 22, 2012	Final rulemaking file to DCA Legal Office
December 19, 2012	Final rulemaking file received from DCA Legal Office

Note: The final rulemaking file for CCR section 2614 will be submitted to OAL for approval after the Board adopts the modified regulatory language at its March 7, 2013 meeting.

CCR sections 2615, Form of Examinations, and 2620, Education and Training Credit – The Council of Landscape Architectural Registration Boards (CLARB) implemented modest structural changes to the LARE in September 2012, better aligning its content with the current practice of landscape architecture. CCR section 2615 was amended on March 7, 2012 to allow a candidate with a landscape architect degree or a landscape architect extension certificate to take the multiple choice sections of the LARE. The multiple choice sections of the five-section LARE were sections A, B, and D. However, the new four-section LARE is comprised of all multiple choice items. On December 13, 2012, CCR section 2615 was amended to clarify that such candidates should only be allowed to take sections 1 and 2 of the new LARE. Additionally, an amendment was necessary to clearly specify the LATC will not recognize the LARE scores for sections 3 and 4 if a candidate takes the sections when not eligible at the time it was administered.

The Landscape Architectural Accreditation Board (LAAB) is the accrediting organization for landscape architectural programs. LAAB released their updated “Accreditation Standards And Procedures” publication on February 6, 2010. CCR section 2620 was updated to reflect this change. Additionally, CCR section 2620(a)(4) included the phrase “city/community college.” This phrase was corrected to say “community college” to avoid redundancy. Following is a chronology, to date, of the processing of the regulatory proposal for CCR sections 2615 and 2620:

May 4, 2012	Proposed regulatory changes approved by LATC
May 18, 2012	Notice of Proposed Changes in the Regulations published by OAL
June 22, 2012	Notice of Change of Date of Regulatory Hearing and Extension of Written Comment Period published by OAL (hearing date changed and written comment period extended to allow time to notify interested parties)
August 6, 2012	Public hearing, no public comments received
August 28, 2012	Final rulemaking file to DCA Legal Office
October 29, 2012	Final rulemaking file received from DCA Legal Office
October 31, 2012	Final rulemaking file to OAL
December 13, 2012	Regulation package approved by OAL and filed with the Secretary of State; effective upon filing

CCR section 2620.5, Requirements for an Approved Extension Certificate Program - LATC reviews landscape architecture extension certificate programs in California approximately every five years in order to determine the programs’ adherence to the requirements under CCR section 2620.5. Examination candidates may receive educational credit for landscape architecture certificates from extension programs approved by LATC. Currently, there are two landscape architecture extension certificate programs in the state of California; University of California, Los Angeles (UCLA), and University of California Berkeley (UCB).

On October 22, 2009, LATC recommended that the current extension certificate requirements be revised, if necessary, to ensure that the proposed updates made by LAAB pertaining to public health, safety, and welfare are also reflected in the extension certificate program requirements.

Since the UCLA and UCB Landscape Architecture Extension Certificate Programs' approval were set to expire in 2010, at its July 28, 2010, meeting, LATC extended these programs' expiration dates until 2012 in order to allow sufficient time to re-evaluate the current requirements and proceed with the rulemaking process, if needed.

LATC staff, along with then member Christine Anderson and Legal Counsel Don Chang, worked together in reviewing the current California standards contained in the regulations as well as the recently updated LAAB standards. Since the LAAB standards are broad, not state specific, and mostly apply to four-year baccalaureate institutions, the workgroup decided not to rely on the LAAB standards for the update but rather to revise the standards based on California needs. Some of the key changes recommended by the workgroup involved an annual report from each landscape architecture extension certificate program to update LATC on changes between review cycles, currently not defined in section 2620.5. As the public agency responsible for the protection of the consumer, the workgroup identified the need to incorporate health, safety and welfare on all program curriculum areas. Both California extension certificate programs provided feedback on the proposed regulatory changes identified by the workgroup.

At the November 22, 2010, LATC meeting, Committee members reviewed and approved, with minor changes, the proposed language to amend CCR section 2620.5. A few of the significant revisions in this regulatory proposal include: adding a "public policy and regulation" criterion; requiring nine specified areas of study to cover public health, safety, and welfare; allowing the program's instructional personnel to hold a certificate from an approved extension certificate program in landscape architecture; and establishing an annual review process that gives the Board the option to further evaluate each program, if desired.

At its December 15-16, 2010, meeting, the Board approved the proposed regulation to amend CCR section 2620.5 and delegated authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and to make minor technical changes to the language, if needed.

Since the last UC Landscape Architecture Extension Certificate Program reviews were conducted in 2006, the next reviews were due in 2011. During the November 16, 2011 LATC meeting, the UC extension program directors, present at the meeting, were asked if they could provide a voluntary Self-Evaluation Report (SER) to LATC regarding their certificate programs in March 2012. LATC also extended the extension programs' approval to December 31, 2013 in light of pending regulatory changes to CCR section 2620.5. A letter was mailed out to the extension certificate program directors extending their current certification through December 31, 2013. Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR 2620.5:

November 22, 2010	Proposed regulatory changes approved by LATC
December 15, 2010	Final approval by the Board
June 22, 2012	Notice of Proposed Changes in the Regulations published by OAL (Notice re-published to allow time to notify interested parties)

August 6, 2012	Public hearing, no public comments received
November 30, 2012	40-Day Notice of Availability of Modified Language posted
January 9, 2013	LATC received one comment during 40-day Notice period

Note: After the August 6, 2012 public hearing, further action on the regulation package for CCR section 2620.5 was temporarily suspended due to the potential for further recommended changes to the regulatory language that could arise from the University of California Extension Certificate Program Task Force meetings (see Agenda Item G). At the November 14, 2012 LATC meeting, LATC approved a modification to the pending regulation package for CCR section 2620.5, to require a bachelor's degree as a prerequisite for entry into the extension certificate programs effective September 2015. LATC also approved all of the proposed changes to the section as recommended by the Task Force. A 40-Day Notice of Availability of Modified Language was posted on November 30, 2012 to incorporate these changes to the proposed language. LATC notified the two extension certificate programs and landscape architecture associate's degree programs of this change. The 40-day public comment period for the notice ended on January 9, 2013. One public comment was received during the 40-day public comment period, and one was received after the public comment period ended. These comments will be addressed under Agenda Item H.

LATC Website

Landscape Architect Registration Examination – The following exam administration date changes were made on the website:

December 3-15, 2012 Sections 3 and 4
April 8-20, 2013, Sections 1, 2, 3, and 4
August 19-30, 2013, Sections 1, 2, 3, and 4
December 2-14, 2013, Sections 1, 2, 3, and 4

Web License Lookup – LATC currently receives a monthly report of licensees from OIS. The BreEZe team has indicated that BreEZe will include a function to accommodate the automated licensee lookup functionality when BreEZe is implemented for LATC in Fall 2013.

LATC EXAMINATION PROGRAM

Landscape Architect Registration Examination (LARE)

The LARE, which is developed by CLARB, previously consisted of five sections. The multiple-choice sections (A, B, and D) were computer-delivered and were administered in March and September of each year. The graphic performance sections (C and E) were “pencil and paper” format examinations and administered in June and December of each year.

The LARE transitioned from the five sections (A-E) to a four section (1-4) exam commencing with the first administration of sections 1 and 2 on September 10 – 22, 2012. Exam sections 3 and 4 were administered on December 3 – 15, 2012. Beginning in April 2013, sections 1-4 will be administered concurrently three times per year over a two-week period.

A regulatory proposal to amend CCR 2614, Examination Transition Plan, and allow transitional credit for the new sections of the LARE was noticed on June 22, 2012. See section under Regulatory Changes above for additional information.

California Supplemental Examination (CSE)

The Office of Professional Examination Services (OPES) entered into an Intra-Agency Contract Agreement with the LATC to redevelop the CSE during fiscal year 2010/2011, and has developed and administered (through an exam vendor) the exam since 2007. OPES conducted five examination development workshops in Sacramento from September 2010 through March 2011, and the new CSE was introduced to candidates in August 2011.

At the November 14, 2012 LATC meeting, OPES provided an overview of the intra-agency contract process and occupational analysis standard project plan. LATC approved staff to enter into an intra-agency contract (IAC) with OPES to conduct a new occupational analysis (OA). LATC will be asked to review and approve the IAC agreement with OPES for examination development as well as the FY 12/13 and FY 13/14 IAC for the OA later in the meeting (see Agenda Item K).

University of California Extension Certificate Program

At the January 2012 LATC strategic planning meeting, members were appointed to a task force and charged to develop procedures for reviewing the extension certificate programs and conduct the reviews of the programs utilizing the new procedures, as outlined in CCR section 2620.5 (Requirements for an Approved Extension Certificate Program). The University of California Extension Certificate Program Task Force met on June 27, 2012, October 8, 2012, and November 2, 2012. At the November 14, 2012 LATC meeting, LATC approved the following five documents developed by the Task Force for use in reviewing the extension certificate programs:

1. Review and Approval Procedures
2. Self-Evaluation Report
3. Visiting Team Guidelines
4. Annual Report Format
5. Visiting Team Report Template

The site reviews are estimated to occur between March and April 2013. Requests for program review and the new SER were sent to UCB and UCLA Extension Certificate Programs electronically and by regular mail on January 7, 2013. The programs are required to submit their SER to the LATC at least 45 days before the site visits. The LATC has requested the programs to provide three or more preferred date options between March and April for the upcoming site visits.

An invitation for LATC review was received from UCLA electronically on January 7, 2013. LATC staff have received confirmation from the site review team members and are preparing a letter to UCLA to confirm their site review on April 22-24, 2013.

ENFORCEMENT PROGRAM

Exempt Area of Practice

Outlined in the fiscal year 12/13 LATC strategic plan, is an objective to appoint and convene a task force to review the exempt area of practice Business and Professions Code (BPC) section 5641, *Chapter Exceptions, Exemptions*. Members of various professional organizations were asked to nominate members to this task force. The task force was assembled and is comprised of members from LATC, California Architects Board, California Council/American Society of Landscape Architecture (CC/ASLA), California Landscape Contractors Association (CLCA), Association of Professional Landscape Designers (APLD), as well as past LATC staff and Committee members.

The Exceptions and Exemptions Task Force met on May 24, 2012, and discussed the exempt area of practice, BPC section 5641, and any issues or concerns relating to the unlicensed practice of landscape architecture. Several action items resulted from the meeting which were further reviewed and discussed at the October 18, 2012, Task Force meeting in Sacramento. At the November 14, 2012 LATC meeting, LATC approved the recommendation of the Task Force to have DCA legal counsel prepare a legal opinion letter to LATC for clarification of BPC section 5641. An update on the legal opinion letter will be provided later in today's meeting (see Agenda Item L).

Complaint Statistics

(1st Quarter 2012 & 2011)	2012			2011		
	October	November	December	October	November	December
Complaints Opened	2	1	2	1	2	2
Complaints to Expert	0	1	0	0	0	0
Complaints to DOI	0	0	0	0	0	0
Complaints Pending DOI	0	0	0	0	0	0
Complaints Pending AG	0	0	0	0	0	0
Complaints Pending DA	0	0	0	0	0	0
Complaints Pending	30	30	29	32	34	31
Complaints Closed	2	1	3	8	0	5
Settlement Cases (§5678.5)						
Opened	1	1	0	1	1	0
Settlement Cases (§5678.5)						
Pending	4	5	5	2	3	3
Settlement Cases (§5678.5)						
Closed	0	0	0	0	0	0
Citations Final	0	0	0	0	0	0

ADMINISTRATIVE

Personnel

Interviews were held in November to select a Licensing and Administration Coordinator. Ken Miller was selected for the position and began on December 3, 2012. Efforts are underway to establish and fill a 24-month Intermittent/Limited-Term Office Technician position.

Staff continue to receive training. Courses completed since November's LATC meeting include:

November 27, 2012 Presentation Skills for Analysts (*Matt and Claire*)
December 11, 2012 Research, Analysis and Problem Solving (*John and Claire*)

Courses planned include:

January 29-31, 2013 Office of Administrative Law 3-Day Rule Making Training (*John*)
March 12, 2013 Basic Program Management (*Matt*)
March 19, 2013 Cal-Card and Procurement Training (*Ken*)

Agenda Item D

PRESENTATION BY DEPARTMENT OF CONSUMER AFFAIRS (DCA) STAFF REGARDING NEW ONLINE PROGRAM (BreEZe)

The BreEZe Project is the DCA program that will provide the DCA organizations an enterprise system to support all applicant tracking, licensing, renewal, enforcement, monitoring, cashiering, and management capabilities. BreEZe will replace DCA's aging legacy business systems with an integrated software solution that utilizes current technologies to facilitate increased efficiencies in DCA's licensing and enforcement programs.

The BreEZe Project will be implemented in three phases. The implementation date for phase one was temporarily delayed so the vendor could address several stability issues with DCA's Office of Information Systems (OIS). DCA and the vendor agreed to a tentative phase one release date of February 19, 2013 while OIS staff review the proposed release schedule and ensure DCA has adequate resources. The BreEZe Project is currently in the User-Acceptance Testing (UAT) phase for the first release. UAT is a process to obtain confirmation that the system meets mutually agreed-upon requirements.

Representatives from the BreEZe Project provided presentations to LATC at its July 19, 2011 and May 4, 2012 meetings. Since May 4, 2012, three new members have been appointed to LATC. Additionally, LATC was disconnected from the examination and licensing functions of the Applicant Tracking System (ATS) on October 26, 2012. A new Workaround System (WAS) was developed and successfully implemented to supplement the lost functions of ATS. The WAS will integrate with BreEZe when it is implemented for LATC.

BreEZe is tentatively scheduled to be implemented for LATC during phase three in Fall 2013. A representative from the BreEZe Project will provide information and an update on the status of the project.

Agenda Item E

REPORT ON COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB)

The 2013 CLARB Spring Meeting is set for March 1-2 in Scottsdale, Arizona. The goal of the meeting is for different parties to come together to design a future where the public's health, safety and welfare is protected and advanced and the relevance of effective and efficient regulation is valued.

CLARB began administering a new Landscape Architect Registration Examination (LARE) in September 2012. The new, four section exam format (1-4) has replaced the five-section exam (A-E) and all exam sections are computer-based. Sections 1 and 2 were administered in September 2012 and Sections 3 and 4 were administered in December 2012. In California, 50 candidates took Section 1 and 51 candidates took Section 2 in September 2012. The pass rates for Section 1 and 2 in September for California candidates were 74% and 69% respectively, 4% below the national pass rates.

Beginning in April 2013, Sections 1-4 will be administered concurrently three times per year over a two-week period. The next administration of the LARE will be April 8-20, 2013. The deadline to apply for eligibility with the Landscape Architects Technical Committee for April's exam administration is January 28, 2013.

ATTACHMENTS:

1. March 1-2, 2013 CLARB Spring Meeting Overview
2. 2013 Spring Meeting Business Agenda
3. Landscape Architect Registration Examination Pass Rates



Benefits of Attending the Meeting

Overview

We hope you are planning to attend the 2013 CLARB Spring Meeting as North American licensure boards, CLARB leadership and staff, and trusted partners come together to design a future where the public's health, safety and welfare is protected and advanced and the relevance of effective and efficient regulation is valued.

To realize this goal we need to always be aware that there is a degree of interdependence between those who make up or depend on the "CLARB Community" (licensure boards, licensees, exam candidates, CLARB, and the public) and endeavor to work collaboratively to ensure the relevance of regulation in the future.

By attending this meeting, your Board will:

- Share with and learn from fellow Licensure Board Executives during the Member Board Executive (MBE) Exchange;
- Provide input to CLARB leadership that will support more effective and efficient regulation;
- Learn about new threats to licensure and how to address them;
- Weigh in on important issues that impact our future;
- Hear the latest on the implementation of the "new" L.A.R.E. (two administrations complete);
- Renew and form new professional relationships.

More Meeting Details

Results from the post-2012 Annual Meeting participant survey, leadership and staff debriefs have resulted in the continued enhancement of our meeting schedule and programming. The 2013 Spring Meeting will feature four educational tracks:

- Strategic Conversations – Enables members to provide valuable input to the Board on strategically important topics and issues. This was the highest rated program element at the 2012 Annual Meeting in San Francisco.
- Operational Efficiency and Effectiveness – Provides members with an opportunity to identify, vet and discuss ideas for creating greater efficiency and effectiveness in day-to-day operations such as processing applications for initial and reciprocal licensure.
- Regulatory Relevance – Offers access to timely, expert insights into how Boards can increase their value proposition.
- Deep Dive – Provides an opportunity for in-depth discussion of topics that are important the CLARB community.

Bonus Sessions

Member feedback also sparked the addition of "bonus" sessions for those "hard-core" learners that have expressed interest in developing their own social media strategy or would like to continue the conversation on how the new ADA requirements affect regulation.



Additional Enhancements

The meeting – as well as each session – will begin with a brief overview (how did we get here, why are we discussing this, what have we already done, how does this fit into the big picture) to help keep attendees (old and new alike) engaged and able to fully participate in discussions. Each session and the meeting overall will conclude with a summary of what was accomplished and what the next steps will be. We will also indicate, as we move through the agenda, where additional information can be located and how attendees can access captured thoughts.

What Your Peers Say

After each CLARB membership meeting, we survey meeting attendees to get feedback about their overall experience/satisfaction. On a scale of 1-5 with 5 being the most satisfied a meeting attendee can be, surveys continue to show that meeting satisfaction ranks at 4.5 to 4.8. Members feel that attending CLARB meetings is a worthwhile investment.

“The meetings are always very professionally managed. I learn something in every session. I very much enjoy meeting other board staff and learning more about our regional members. One of my board members indicated that this meeting was well above a 90 on a scale of 0-100 (with 100 being the best it could be).”

“I continue to be very pleased with the overall quality of CLARB in every respect. The meetings have become very interactive, interesting and educational.”

“Thank you for making the meeting short and insightful, educational and informative.”



Attachment E.2
BUSINESS AGENDA
2013 Spring Meeting (March 1-2)
Hotel Valley Ho
Scottsdale, Arizona

Meals included for all meeting attendees:

2 breakfasts, 1 lunch

Thursday, February 28, 2013

MBE Exchange

1:00 p.m. – 5:00 p.m.

A session developed for MBEs by MBEs. Engage with your peers to generate and share ideas on how to operate more efficiently and effectively and to build and maintain regulatory relevance.

Networking Reception

6:00 p.m. – 7:30 p.m.

Join fellow regulators, CLARB leadership and staff and members of the local Chapter of the ASLA for a relaxing evening of networking and relationship building.

Friday, March 1, 2013

Opening Session

8:00 a.m. – 9:00 a.m.

Kick off the 2013 CLARB Spring Meeting with this informative opening session that will provide a brief overview of the agenda and desired outcomes for the meeting.

Operational Input and Learning

9:00 a.m. – 12:00 p.m.

Attendees will rotate through small group discussions designed to inform, solicit input and generate ideas on important operational issues including an update on the L.A.R.E., proposed enhancements to the nominations and elections process and an overview of the Council Record and CLARB Certification.

ADA Impacts on Regulation

1:30 p.m. – 3:00 p.m.

Attendees will rotate through small group discussions designed to inform, solicit input and generate ideas on important operational issues including an update on the L.A.R.E., proposed enhancements to the nominations and elections process and an overview of the Council Record and CLARB Certification.

Bonus Sessions

3:30 p.m. – 4:30 p.m.

- Social Media Workshop – Work with CLARB staff to develop your own social media strategy. Attendees will learn first-hand how to establish and maintain social media channels.
- ADA Impacts Discussion – Ask questions and learn more about the new ADA guidelines in a small group discussion with the presenter.

Saturday, March 2, 2013

Strategic Conversations

9:00 a.m. – 12:00 p.m.

Attendees will rotate through small group discussions designed to inform and solicit input on issues that are strategically important to the long term success of the organization. Topics include increasing member engagement, regulating welfare and a look into the future of licensure.

Closing Session

12:00 p.m. – 1:00 p.m.

Wrap up the meeting with a summary of what was accomplished and what the next steps will be.

Meeting Adjourns

1:00 p.m.

Landscape Architect Registration Examination (LARE) California and National Pass Rates

2012	September							December						
	California			National*				California			National*			
	(1) Total	(2) Pass	(3) %	(1) Total	(2) Pass	(3) %	(4) Diff.	(1) Total	(2) Pass	(3) %	(1) Total	(2) Pass	(3) %	(4) Diff.
1-Project and Construction Administration	50	37	74%	251	195	78%	-4%							
2-Inventory and Analysis	51	35	69%	291	211	73%	-4%							
3-Design														
4-Grading, Drainage and Construction Documentation														

Future Exam Dates

2013	April 8-20	August 19-30	December 2-14
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*National figures include California candidates

New LARE first administration September 2012
Section 1 and 2 only were administrated in September 2012
Section 3 and 4 only were administrated in December 2012

- (1) Total number of candidates that took the exam
- (2) Number of candidates that passed the exam
- (3) Percentage of candidates that passed the exam
- (4) The difference between the California pass rate and the National pass rate. An (-) indicates California's pass rate is lower than the National rate

Note: Results for December exam is expected to be available on the week of January 21, 2013

Agenda Item F

ANNUAL ENFORCEMENT REPORT

The Landscape Architects Technical Committee (LATC) continues to monitor activity relating to case aging and reducing the average enforcement completion timeline to between 12 and 18 months. LATC is focusing on reducing aging of enforcement cases and seeking greater efficiencies.

LATC had 26 pending enforcement cases at the end of fiscal year (FY) 2011/2012. The current pending case load as of January 4, 2013 is 29.

LATC monitors ongoing unlicensed activity with respect to Business and Professions Code section 5641, Chapter Exceptions, Exemptions. The data is provided in the attached Enforcement Statistics chart which displays data for LATC enforcement cases organized by fiscal year. The chart includes a compilation of enforcement statistics ranging from FY 2001/2002 to FY 2011/2012. The enforcement actions shown in this chart are reported in the format required for LATC's last Sunset Review.

Enforcement Statistics by Fiscal Year

Enforcement Data	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Inquiries	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A	Total: N/A
Complaints Received (Source)	Total: 41	Total: 55	Total: 39	Total: 38	Total: 15	Total: 33	Total: 26	Total: 30	Total: 88	Total: 30	Total: 28
Public	23	1	27	17	6	13	8	9	16	10	5
Licensee/Prof. Groups	4	0	5	6	1	2	2	0	0	4	14
Governmental Agencies	8	54	4	1	5	14	11	11	11	3	0
Other	6	0	3	14	3	4	5	10	10	13	9
Complaints Filed (By Type)	Total: 41	Total: 55	Total: 39	Total: 38	Total: 15	Total: 33	Total: 26	Total: 30	Total: 88	Total: 30	Total: 28
Competence/Negligence	4	0	3	1	2	1	2	3	12	4	5
Unprofessional Conduct	0	0	0	1	0	0	1	0	1	1	0
Fraud	0	0	0	0	0	0	0	0	0	0	0
Health & Safety	0	0	0	0	0	0	0	0	0	0	0
Unlicensed Activity	31	0	9	8	2	22	22	26	75	24	22
Personal Conduct	0	0	0	0	0	0	0	0	0	0	0
Other	6	55	27	28	11	10	1	1	0	1	1
Complaints Closed	Total: 21	Total: 75	Total: 18	Total: 31	Total: 26	Total: 23	Total: 29	Total: 29	Total: 46	Total: 64	Total: 59
Investigations Commenced	Total: 41	Total: 55	Total: 39	Total: 38	Total: 15	Total: 33	Total: 26	Total: 30	Total: 88	Total: 30	Total: 28
Compliance Actions	Total: 0	Total: 7	Total: 1	Total: 14	Total: 11	Total: 8	Total: 17	Total: 12	Total: 29	Total: 37	Total: 29
Citations and Fines	0	3	0	2	7	3	10	3	4	3	1
Public Letter of Reprimand	0	0	0	0	0	0	0	0	0	0	0
Cease & Desist/Warning	0	4	1	12	4	5	7	9	25	34	28
Referred for Criminal Action	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0
Referred to AG's Office	Total: 0	Total: 0	Total: 0	Total: 1	Total: 1	Total: 0	Total: 1	Total: 0	Total: 0	Total: 1	Total: 2
Accusations Filed	0	0	0	1	0	0	0	0	0	1	0
Accusations Withdrawn	0	0	0	0	0	0	0	0	0	0	1
Accusations Dismissed	0	0	0	0	0	0	0	0	0	0	0
Citations Appealed	0	0	0	0	1	0	1	0	0	0	1
Disciplinary Actions	Total: 0	Total: 0	Total: 0	Total: 0	Total: 1	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0
Revocation	0	0	0	0	0	0	0	0	0	0	0
Voluntary Surrender	0	0	0	0	0	0	0	0	0	0	0
Suspension Only	0	0	0	0	0	0	0	0	0	0	0
Probation with Susp.	0	0	0	0	0	0	0	0	0	0	0
Probation	0	0	0	0	1	0	0	0	0	0	0
Probation Violations	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0
Suspension or Probation											
Revocation or Surrender											

Note: Compliance Actions resulting in Cease & Desist/Warning for fiscal years 2010/11 and 2011/12 were against unlicensed individuals. Prior fiscal years for this category were not tabulated for this report and may include unlicensed and licensed individuals.

Agenda Item G

BUDGET UPDATE

Robert Delos Reyes, Budget Analyst with the Department of Consumer Affairs Budget Office, will provide an overview of the budget process and LATC's fund condition.

ATTACHMENTS:

1. LATC Fund Condition
2. LATC Fiscal Year 2012/2013 Expenditure Projection
3. Historical LATC Fund Condition Graph

0757 - Landscape Architects Technical Committee Analysis of Fund Condition

Prepared 1/15/2013

(Dollars in Thousands)

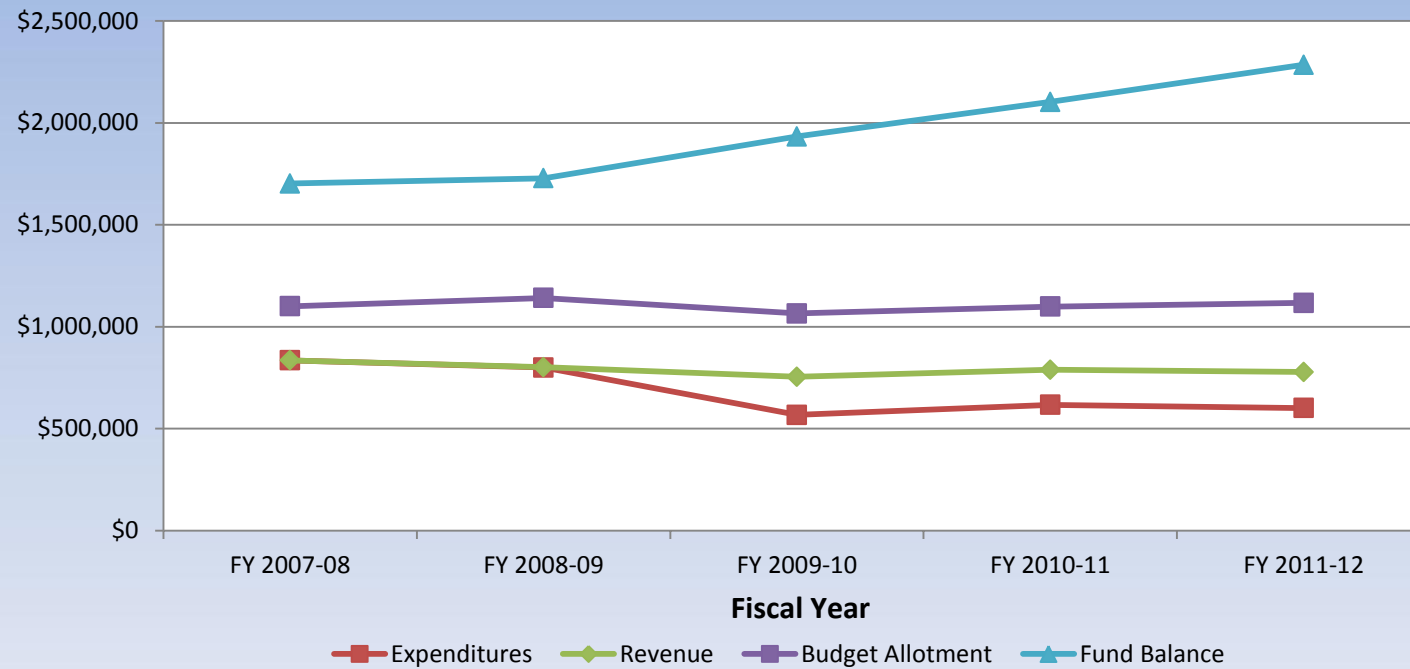
Proposed Gov's Bud FY 13-14		Governor's Budget				
		ACTUAL	CY	BY	BY + 1	BY + 2
		2011-12	2012-13	2013-14	2014-15	2015-16
BEGINNING BALANCE		\$ 2,103	\$ 2,285	\$ 1,912	\$ 1,497	\$ 1,070
Prior Year Adjustment		\$ 6	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance		\$ 2,109	\$ 2,285	\$ 1,912	\$ 1,497	\$ 1,070
REVENUES AND TRANSFERS						
Revenues:						
125600 Other regulatory fees		\$ 1	\$ 2	\$ 2	\$ 2	\$ 2
125700 Other regulatory licenses and permits		\$ 72	\$ 71	\$ 71	\$ 71	\$ 71
125800 Renewal fees		\$ 678	\$ 664	\$ 664	\$ 664	\$ 664
125900 Delinquent fees		\$ 18	\$ 17	\$ 17	\$ 17	\$ 17
141200 Sales of documents		\$ -	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public		\$ -	\$ -	\$ -	\$ -	\$ -
150300 Income from surplus money investments		\$ 8	\$ 6	\$ 5	\$ 11	\$ 12
150500 Interest Income from Interfund Loans		\$ -	\$ -	\$ -	\$ -	\$ -
160400 Sale of fixed assets		\$ -	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants		\$ 1	\$ -	\$ -	\$ -	\$ -
161400 Miscellaneous revenues		\$ -	\$ -	\$ -	\$ -	\$ -
Totals, Revenues		\$ 778	\$ 760	\$ 759	\$ 765	\$ 766
Transfers from Other Funds						
Transfers to Other Funds						
Totals, Revenues and Transfers		\$ 778	\$ 760	\$ 759	\$ 765	\$ 766
Totals, Resources		\$ 2,887	\$ 3,045	\$ 2,671	\$ 2,262	\$ 1,836
EXPENDITURES						
Disbursements:						
0840 State Controller		\$ 1	\$ 1	\$ -	\$ -	\$ -
8860 FSCU (State Operations)		\$ -	\$ 6	\$ 5	\$ -	\$ -
1110 Program Expenditures (State Operations)		\$ 601	\$ 1,126	\$ 1,169	\$ 1,192	\$ 1,216
9670 Equity Claims / Board of Control (State Operations)		\$ -	\$ -	\$ -	\$ -	\$ -
Total Disbursements		\$ 602	\$ 1,133	\$ 1,174	\$ 1,192	\$ 1,216
FUND BALANCE						
Reserve for economic uncertainties		\$ 2,285	\$ 1,912	\$ 1,497	\$ 1,070	\$ 620
Months in Reserve		24.2	19.5	15.1	10.6	6.0

NOTES:

- A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED
- B. ASSUMES 2% GROWTH IN EXPENDITURES IN FY 2014-15
- C. ASSUMES 0.3% GROWTH IN INCOME FROM SURPLUS MONEY

[illegible]

Historical LATC Fund Condition



	Expenditures	Revenue	Budget Allotment	Fund Balance
FY 2007-08	\$835,000	\$835,000	\$1,100,000	\$1,702,000
FY 2008-09	\$800,000	\$801,000	\$1,141,000	\$1,728,000
FY 2009-10	\$567,000	\$754,000	\$1,065,000	\$1,933,000
FY 2010-11	\$617,000	\$789,000	\$1,099,000	\$2,103,000
FY 2011-12	\$601,000	\$778,000	\$1,117,000	\$2,285,000

Agenda Item H

REVIEW PUBLIC COMMENTS ON PROPOSED REGULATION TO AMEND CALIFORNIA CODE OF REGULATIONS (CCR) SECTION 2620.5, REQUIREMENTS FOR AN APPROVED EXTENSION CERTIFICATE PROGRAM, AND POSSIBLE ACTION

The Landscape Architects Technical Committee (LATC) established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and submitted a regulation package with the proposed changes to CCR section 2620.5 to the Office of Administrative Law on June 22, 2012.

The LATC appointed the University of California Extension Certificate Program Task Force which was charged to develop the procedures for the review of the extension certificate programs and conduct reviews of the programs utilizing the new procedures, as outlined in CCR section 2620.5. At the Task Force's first meeting on June 27, 2012, the Task Force discussed several standards that could potentially require further changes to the proposed language contained in CCR section 2620.5. The Task Force discussed adding regulatory language to accommodate these standards. LATC staff and Department of Consumer Affairs (DCA) legal counsel discussed adding additional regulation language subsequent to the June 27, 2012, Task Force meeting. During this discussion, it was determined that provisions to deny or rescind a program's approval during the proposed biennial update process should also be included in CCR section 2620.5 to address any issues which may arise during the review process. Additionally, DCA legal counsel recommended adding language to provide schools with an opportunity to respond to any charges, such as deficiencies, before an approval is rescinded.

LATC held a public hearing on the initial proposed changes to CCR section 2620.5 on August 6, 2012. No comments were received. Further action on the regulation package was temporarily suspended due to the potential for further recommended changes to the regulatory language that could arise from the Task Force meetings.

At the October 8, 2012, Task Force meeting, the Task Force reviewed modified proposed language for CCR section 2620.5 that was revised based on the discussion at the June 27, 2012

Task Force meeting and subsequent discussion between staff and DCA legal counsel. The Task Force proposed further edits to the regulatory language to align the section with LAAB guidelines and LATC goals. Subsequent to the October 8, 2012, Task Force meeting, DCA legal counsel recommended modifying CCR section 2620.5 to limit LATC approval to schools approved by the Western Association of Schools and Colleges.

At the November 2, 2012 Task Force meeting, the Task Force decided to remove the proposed .75 time-base requirement for the program administrator and change it to a .5 time-base requirement in order to allow more time to evaluate if the Extension Certificate Programs will be able to meet a .75 time-base requirement. The Task Force voted to recommend that LATC approve the modified proposed language as noted.

LATC reviewed and approved the modifications to the proposed language for CCR section 2620.5 at its November 14, 2012 meeting. LATC also approved a new program approval requirement that effective September 2015, students shall be required to have a Bachelor's degree as a prerequisite for entry into the extension certificate programs. LATC voted to authorize staff to issue a Notice of Availability of Modified Language for the regulatory file.

LATC issued a 40-day Notice of Availability of Modified Language for CCR section 2620.5 on November 30, 2012. The written comment period for the notice ended on January 9, 2013. One public comment was received during the comment period. The written comment is presented for review and possible action. Additionally, another public comment was received on January 11, 2013, after the public comment period ended. LATC is not required to consider this public comment since it was received after the written comment period ended; however, it is attached for possible review by LATC.

ATTACHMENTS:

1. Public Comment from Stephanie Landregan Regarding the Proposed Modifications to CCR Section 2620.5, Received by LATC on December 20, 2012
2. Public Comment from Alexis Slafer Regarding the Proposed Modifications to CCR Section 2620.5, Received by LATC on January 11, 2013 (After Public Comment Period)

From: [Landregan, Stephanie](#)
To: [Keidel, John@DCA](#)
Cc: [Rodriguez, Trish@DCA](#)
Subject: Emailing: LATC proposed modifications to 2620
Date: Thursday, December 20, 2012 1:34:04 PM
Attachments: [LATC proposed modifications to 2620.pdf](#)

Dear Mr. Keidel and Ms. Rodriguez,

Per the notice we received, I have prepared comments that address the concerns of the UCLA Extension Landscape Architecture Program with the proposed modified language of California Code of Regulations Section 2620.5.

Thank you,

Happy Holidays and New Year,

Stephanie V. Landregan, FASLA, PLA
Program Director
UCLA Extension Landscape Architecture Program

December 20, 2012

John Keidel, Special Projects Analyst
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, California 95834
Telephone: (916) 575-7233
FAX: (916) 575-7285
E-Mail Address: John.Keidel@dca.ca.gov

RE: November 30, 2012, NOTICE OF AVAILABILITY OF MODIFIED LANGUAGE to
Section 2620.5, Requirements for an Approved Extension Certificate Program

Dear Mr. Keidel,

As the program director for the UCLA Extension Certificate Program, I am in receipt of Ms. Trish Rodriguez's letter indicating a change to the Certificate Programs to California Code of Regulations Section 2620.5

I would like to address three areas of the changes to Section 2620.5 that are of concern to our certificate program.

1. 2620.5 (q) Effective September 2015, students shall be required to have a Bachelor's degree as a prerequisite for entry into the program.

Although the UCLA Extension Program has required a Bachelor's degree as an admission criterion for the UCLA Extension Program since January 2012, I have allowed "conditional" admissions of exceptional students with associate degrees who have exceptional recommendations and grades.

In theory, I agree and ascribe to degree entry criteria, **but I also ascribe to the academic privilege to make exceptions based upon academic review.** By placing INTO LAW a set standard, which in essence removes another viable venue to licensure, you are infringing on the academic ability and freedom of university directors to make informed conditional admissions. This privilege is provided all program heads of universities; it has NEVER been curtailed or denied by any accrediting body on other bachelors or masters programs of Landscape Architecture.

Because the certificate programs are governed by LAW, making conditional admissions will in essence be against the LAW. This issue was considered by the LATC's Education

Subcommittee, which has qualified and distinguished academics that discussed the issue and chose to let stand the existing undefined entry requirements, leaving program directors the discretion to provide conditional admissions.

If the LATC chooses to make a degree a requirement or prerequisite, I would request that the language read for 2620.5 (q) **Effective September 2015, students shall be required to have a degree (a Bachelor's degree, or for conditional admission, an Associate's degree) as a prerequisite for entry into the program.**

With the rising cost of education, unavailability of classes, limited seats in accredited programs and challenges within the California educational system, this change removes a viable educational access to licensure.

As educational options become more innovative with online classes and fast track masters degrees, providing such rigid constraints to the Extension Programs could, frankly, make them noncompetitive and unsustainable. The intent of credentialing these programs is to allow each program to creatively and flexibly provide the quality of education, materials, knowledge, skills and abilities that are provided by a LAAB program.

Which bring me to the second issue with the modifications to 2620.5.

2. 2620.5 (n) (5) The program shall have 3 FTE instructional faculty with a degree in landscape architecture.

- a) To calculate **Full Time Equivalent faculty (FTE)** for our program: we have approximately 84.5 WTU's (work teaching units per class) for 4 quarters, which is a yearly total of 338 WTUs. A full time load is 135 WTU's. $FTE = \text{Program WTU} / \text{Full time load WTU's}$, or $84.5 \text{ WTU} / 135 \text{ WTU}$, which is at full instructional faculty, 2.5 FTE. In short, our program would never be able to meet a goal of 3 FTE, unless the program director is considered as 1 FTE instructional faculty, and presently, I am only considered a .5 FTE (teaching).

The concern is that the formula is not compatible with the reality of the program hiring all adjunct instructors. We can always make a case as to why we do not meet this criterion, but I would request that 2620.5 (n)(5) be reduced to **2 FTE**.

This change would allow the programs to hire for the other .5 FTE, other appropriate professionals to teach plant materials, soils and computer classes, which do not require a landscape architecture degree or certificate.

Which then brings me to the second part of this change:

- b) I have spoken with Ms. Christine Anderson, chair of the Subcommittee on Education, and Dr. Lee-Anne Milburn, Subcommittee member, who prepared the recommended changes. As recommended in Section 2620(n) (1), it is my understanding that 2620.5 (n) (5) should also read

...with a degree or a certificate from an approved extension certificate program in landscape architecture.

I respectfully suggest changing the final rewording of 2620.5 (n)(5) to read:

2620.5 (n) (5) The program shall have 2 FTE instructional faculty with a degree or a certificate from an approved extension certificate program in landscape architecture.

California has prided itself on providing many venues and paths to licensure. I would ask the LATC to NOT remove access to licensure through narrowing the entry requirement to Extension Programs. I ask that you abide the recommendation of your Education Subcommittee, defer to their expertise and allow no rigid limitation of law on entry requirements OR modify the prerequisite language to add conditional admission with an Associate's degree. I also request that the FTE count be reduced from 3 FTE to 2 FTE and that the change to the faculty requirements be made consistent.

Thank you and please feel free to contact me if you have questions. I can be reached by email at slandreg@unex.ucla.edu, or by phone, 310-825-9414 during business hours.

Have a safe and wonderful holiday.

Sincerely,



Stephanie V. Landregan, FASLA, PLA
Program Director
UCLA Extension Landscape Architecture Program

From: [Alexis Slafer](#)
To: [Keidel, John@DCA](#)
Cc: [abowden@landconcern.com](#); [k.spitz@me.com](#); [datj.la@gmail.com](#); [laurusds@gmail.com](#); [SLandreg@unex.ucla.edu](#)
Subject: Comments on Modified Language to CCR 2620.5 - Entry Requirements to UC Extension Certificate Programs
Date: Friday, January 11, 2013 1:54:05 PM
Attachments: [LATC Program Entrance BA Reqmt Comments 7Jan13.pdf](#)

John,

I realize that this response is being sent after the requested deadline of January 9th. However, I am hoping that it will still be helpful to the discussion.

Please feel free to contact me if you have any questions or would like to discuss this.

I can be reached at:

email: landaslafer@ca.rr.com

Home phone: 323.292.6657

Cell phone: 323.708.4114

Thank you,

Alexis Slafer

RLA 2563

January 7, 2013

Via Email: John.Keidel@dca.ca.gov
abowden@landconcern.com
k.spitz@me.com
datj.la@gmail.com
laurusds@gmail.com
SLandreg@unex.ucla.edu

This letter is written to express my concerns regarding the proposed modification to the language in Section 2620.5 Requirements for an Approved Extension Certificate Program. I am a California licensed landscape architect in private practice, member of ASLA, and CLARB certified. As a graduate of the Landscape Architecture Program at UCLA Extension (1982), former Program Advisor (1987-94), instructor (1994-2012) and Program Director (1994-2008), I feel that I have an accurate perspective on this issue. I am opposed to the following modification:

The state of California has recognized the Professional Certificate in Landscape Architecture at UCLA Extension and since 1979 has certified the program on a regular review schedule as meeting the requirements of the California Landscape Architects Practice Act. This recognition has enabled our graduates (including those who entered the Program without degrees - as Conditional Candidates) to sit for the landscape architecture licensing exam in California and become licensed landscape architects, who not only

enhance the quality of life through good design, but also protect the public's health, safety and welfare. This proposed modification would make the options for licensure more limiting and restrictive.

Currently, the Landscape Architecture Program at UCLA Extension has an admission policy that requires a bachelor's degree, but also gives the Program Administrator the option and ability to admit a student as a Conditional Certificate Candidate if they are extremely well qualified. This practice should continue giving the Program Administrator the responsibility of making an exception to the regular admission policy on an individual basis. Based upon my previous experience, less than 10% of the student population is admitted in this way. While this may not seem like a large number, there have been some outstanding Conditional Candidates (and graduates) who, with the additional experience requirement, have become licensed landscape architects with their certificates as evidence that their education has provided the appropriate knowledge, skills, and abilities. They have practiced with others who have accredited degrees in landscape architecture or "regular" Certificate graduates without incident or harm to the public's health, safety, or welfare for over 30 years. They have gone on to be valued members of the profession, assumed responsible positions in firms and agencies, undertaken opportunities as instructors and lecturers (through outreach to community organizations, through *pro bono* work and education), assumed leadership roles in the profession, as well as been the recipients of awards and scholarships - including SCC/ASLA and National ASLA awards as both students and professionals. Failure to provide an avenue towards education for these exceptionable individuals, who could become valued members of our profession, is unconscionable and fails to enrich our cadre of licensees.

Speaking briefly about the Landscape Architecture Certificate Program at UCLA Extension might prove helpful. The Program began in 1977 as an alternative to education programs for certain professional groups, including landscape architects. The intent was to provide a formal, but alternate education for individuals interested in entering the field but unable to attend traditional, daytime programs. This initial effort included those students with or without degrees. (I have provided a more detailed description of the Program's history at the end of this letter.) In an attempt to reduce the rate of attrition and strengthen the academic level of the student population, a degree entrance requirement was approved in December 1987. At that time, a conditional admission option for other promising students was instituted as well.

Formal admission to the Landscape Architecture Program requires a baccalaureate degree, in any subject, from an approved four-year institution. This application process requires:

- Candidacy Admission form and fee
- Official transcript(s) from an undergraduate institution indicating the degree awarded

However, conditional admission is available to students with exceptional backgrounds, but lacking the academic requirement. Students without a baccalaureate degree may be

admitted into the Program conditionally, if they are otherwise exceptionally well qualified and can provide evidence of their ability to perform at the requisite level. The admission procedures for students applying for conditional admission are more complex and require additional review and scrutiny by the Program Administrator:

- Application for Candidacy Conditional Admission form and fee
- Two-page typewritten statement of purpose
- Evidence of professional and/or academic background (portfolio, creative work, transcripts, published works, professional achievements, etc.)
- Two personal references supporting the basis on which the student has applied for candidacy. These may be exceptional professional background or near-completion of the undergraduate degree requirement, providing evidence that the student is able to perform at the expected post-baccalaureate level
- A review of transcripts to review course work previously completed at other institutions, but particularly at UCLA Extension, including those courses taken in the Landscape Architecture Program

In addition, students who do not have an undergraduate degree and are admitted on conditional basis must successfully complete Portfolio Review I and receive a grade of "B" or better in all of the required courses in the first five quarters of the curriculum, before their conditional status converts to regular status.

A strength of the Program at UCLA Extension is its students who possess diverse educational and professional backgrounds. The degree requirement for admission establishes a minimum expectation for the ability of students to perform at the level inherent in the curriculum. In addition, when the significant prior professional experience and knowledge of the Conditional Students are added, a very special dimension is created to enhance the learning experience in the classroom and studio. It is also important to consider their choosing Landscape Architecture as a new and preferred career direction, based on careful reflection and the discovery of "vocation" in the highest sense. These combinations of high levels of disparate educational and professional backgrounds and mature personal motivation provide students with fruitful exposure to alternative perspectives and an appreciation of the value of collaboration and of drawing upon different kinds of relevant expertise. Consider the enrichment a Conditional Student can bring to their classmates when they may have worked in a landscape architecture office for many years and now wants to become licensed or perhaps they may be one course away from receiving their degree. It would be a shame to prevent their ability to become educated and then go on to be licensed landscape architects. It is up to the Program Administrator to make sure that all of the students (including Conditional Candidates) adhere to the appropriate and required educational standards. Students are required to maintain an academically rigorous level of commitment and participation, especially since the program at UCLA Extension is an intense four-year course, involving a year-round curriculum where the students attend four quarters per year.

In ongoing discussions, concern has been expressed on the future of the profession and the dwindling number of landscape architects. In fact, in the July 1999, issue of *Landscape Architecture Magazine*, Jot Carpenter, FASLA, wrote an article expressing concern about the growth of the profession, attrition in the numbers of landscape architects, and the projected growth of the profession in the country. During the ASLA Annual Meeting in Boston emphasis was placed on a need to not only maintain, but increase, the size and number of existing education programs. I do not feel that either of these concerns has been properly addressed. There is a need to grow the profession and expand our roles to meet the needs that will arise in the future. There is more than one way to accomplish the goal to grow the profession. Alternative and less traditional methods must be explored and embraced to improve and expand the field of landscape architecture. Whether the students enter an Extension Program as a Conditional Candidate or not, the form of study conforms to the highest academic standards. These high standards also extend to the quality of students and expectations of their future role in the profession. The proposed modification represents a significant restriction to participate in this alternate educational opportunity for an audience that would otherwise be unable to join our profession as licensed landscape architects.

For these reasons, I respectfully ask that you do not approve this language modification to CCR 2620.5 (q).

Sincerely,



Alexis Joan Slafer (RLA 2563)
ASLA, CLARB

Attachment:

- *Landscape Architecture Program at UCLA Extension: A Brief History to 1983*

Attachment:

*Landscape Architecture Program at UCLA Extension: A Brief History to 1983
(Excerpts from the 2001 SER)*

Landscape architectural instruction has been part of the UCLA curriculum on a continuous basis since 1956 when Kent De Haas, ASLA, was appointed to the faculty of the UCLA Department of Art. Mr. De Haas resigned that position and was replaced by Donald Roberts, FAIA, ASLA, in 1966, who continued in a stewardship capacity for the next eleven years.

In 1972, the State Senate of California expressed concern about the lack of alternative education programs for certain professional groups, including landscape architects. The Dukmejian Resolution of 1972 clearly indicated the responsibility of each professional group to create programs that would develop an awareness and ability to cope with the changing demands of the profession. In response to this mandate, the California State Board of Landscape Architects retained Donald Roberts to work jointly with The California Council of Landscape Architects (CCLA), to conduct a survey of California's licensed practitioners, aimed at defining attitudes and specific subject areas on felt needs for education. Questionnaires were submitted to every landscape architect in California, and garnered a 35% rate of response. The findings of the survey were published in the November 1975 report, "California Landscape Architects: Felt Needs For Education--An Aid to Planning and Programming Continuing Professional Education for Landscape Architects in California." The proposed recommendations included working in cooperation with local institutions of higher learning and taking a decentralized approach in the development of programs to satisfy these identified educational needs.

In 1975, the design area of the UCLA Department of Art, in preparing its three-year review for then Vice-Chancellor David Saxon, mandated Donald Roberts, Head of Landscape Design, to continue with the development of a program that could be approved by the California State Board of Landscape Architects.

Subsequently, a professional and student curriculum Guidance Committee formed which met over a period of a year and a half. This committee, with Donald Roberts as Chairman, included landscape architects Susan Kelleher, Mel Yoakum, Ken Nakaba, Kathy Berman, and UCLA graduate students Don Marquardt and Mark Otesa. The committee defined the program philosophy and goals and established a curriculum. The three primary resources used by the committee for models of curriculum development were 1) Toward A Clear Definition, A Matrix of Landscape Architectural Curriculum Content and Depth by David Young, ASLA; 2) A Proposed Alternative to Traditional Models of Education in Landscape Architecture by Thomas Paulo and Walter Tryon; and 3) Subject Outlines For The Uniform National Examination For Landscape Architectural Registration by the Council of Landscape Architectural Registration Boards.

In early 1976, during an informal conversation with Professor Leonard Freedman, Dean of Continuing Education, and subsequently in formal meetings with Phillip E. Frandson, Dean, UCLA Extension, Donald Roberts outlined the "Felt Needs" report along with the implications and relationship to UCLA Extension. A conservative estimate of landscape architects plus support personnel, living or practicing within a fifty-mile radius of UCLA, numbered among 2500 to 3000. The survey included not only the felt needs of landscape architects, but also a census of the support personnel in each responding public and

private landscape architecture office. The results indicated the possible audience interest within the targeted educational market. Although initially identified as the audience for an extension professional program in landscape architecture, the audience later proved to be broader and included people who were retraining for second careers.

In February 1976, at a meeting attended by UCLA Extension academic personnel, notably Dean Phillip Frandson, Robert Barrett, (Director, Biological and Physical Sciences); Warren Pelton, (Director, Management and Labor); and Jody Greenwald, (Head, Interior and Environmental Design), the committee agreed that a program was feasible and desirable for Extension. Donald Roberts was designated to provide the advice and guidance necessary to define the purpose of such a program, identify the possible student population, and develop the curriculum required to meet the professional standards of landscape architecture practice. An ad-hoc Guidance Committee was appointed to ensure that the program adapt a professional orientation. This committee, including both academic and professional members, was charged with producing the necessary curriculum, recommending instructors, and approving courses. The program developed was presented to the Board of Directors of AILA and ASLA, and both professional organizations responded by:

- 1) Endorsing the concepts of the program
- 2) Endorsing the specifics of the program as developed to that date
- 3) Agreeing to provide, on a rotating basis, Guidance Committee members to be appointed by their respective Board of Directors to provide professional approval, guidance, and liaison.

At this point, a permanent committee consisting of Courtland Paul, Joseph Linesch, Kenneth Nakaba, Coy Howard, Donald Roberts, and Jody Greenwald replaced the ad-hoc Guidance Committee.

In August 1976, Ray Brown, Chairman, UCLA Art Department, approved the implementation of a Landscape Architecture Program in the Department of the Arts, UCLA Extension. In January 1977, the first landscape architecture curriculum was offered in UCLA Extension with Donald Roberts as Program Coordinator.

Donald Roberts resigned as Program Coordinator in October 1977. Susan Kelleher, a landscape architect for the U.S. Army Corps of Engineers and an instructor in the Program, was subsequently appointed Program Coordinator following approvals by the UCLA Art Department, the Guidance Committee, and the Director of the Arts, UCLA Extension.

During the early part of 1978, some members of the instructional staff became concerned about the loose structure of the curriculum. As a result, the Program Coordinator formed an instructor Curriculum Committee consisting of Susan Kelleher, Donald Roberts, Tom Lockett, Don Marquardt, and Nori Hashibe. The Committee suggested a modification of the curriculum that involved changing several classes and providing a parallel sequence of design studios and support courses. The proposed curriculum changes were approved by the UCLA Art Department, the Guidance Committee, and the Director, Department of the Arts, UCLA Extension.

In June 1978, Don Marquardt was retained as a curriculum specialist to write specific educational goals and objectives for each course in the Program, incorporating the approved curriculum changes. The modified curriculum began in the Fall Quarter, 1978. In December 1978, Susan Kelleher resigned as Program Coordinator and Don Marquardt was appointed and approved to fill the position. He served in this capacity until fall 1979.

Patricia Boyd Allen, MA, MLA, was Coordinator of the Professional Designation Program in Landscape Architecture from September 1979 to June 1985. During her tenure the Program became more academically rigorous and increased from three to four years (1980), the first certification by the State Board occurred (1979), the first student show took place (1979), and public and academic visibility improved. In 1983, the Program received the American Society of Landscape Architects' Extension Landscape Architecture Award for Excellence in Education.

Agenda Item I

REVIEW PROPOSED AMENDMENTS TO CCR SECTION 2649, FEES, AND POSSIBLE ACTION

Business and Professions Code (BPC) section 5681, Fee Schedule, was amended by Senate Bill 572 on January 1, 1990, to allow the Landscape Architects Technical Committee (LATC) to charge a fee for filing an application for the approval of a school of landscape architecture. BPC section 5681(h), states:

“The fee for filing an application for approval of a school pursuant to Section 5650 may not exceed six hundred dollars (\$600) charged and collected on a biennial basis.”

Although LATC is authorized to charge a fee for filing an application for the approval of a school of landscape architecture, LATC cannot charge the fee until it has been specified in regulation.

At the June 27, 2012, University of California Extension Certificate Program Task Force meeting, the Task Force discussed specifying a fee for applying for approval of the extension programs due to the cost of conducting the reviews. At the August 14, 2012, LATC meeting, LATC approved a motion to charge the maximum allowable fee for the application for approval of a school of landscape architecture.

LATC staff met with Department of Consumer Affairs (DCA) legal counsel to discuss how to administer a biennial fee for filing an application for approval of a school. Since LATC currently reviews extension schools and approves them for a period up to six or seven years, there was clarification needed on how to administer an application fee on a biennial basis. DCA legal counsel explained that in the context of the language contained in BPC section 5681, the term “application fee” can be interpreted to mean an “initial application fee” for approval. Since the law also states that the application fee is to be collected on a biennial basis, this implies that any additional collections of the fee are in essence a “renewal fee” once the initial application and fee have been processed. Essentially, a school would be required to pay an initial application fee of \$600 when they first applied for LATC approval. If the school were approved, they would then be required to submit another \$600 payment two years later as an application renewal fee. The school would also be required to pay another \$600 application renewal fee four

years after their initial approval. When the six-year approval period of the school ended, the school would start the approval cycle by paying the initial application fee of \$600.

The Task Force proposed modifications to LATC's approval process in order to implement an annual report (as proposed in the pending regulatory package for CCR section 2620.5, Requirements for an Approved Extension Certificate Program) along with a biennial application renewal fee. To meet this requirement, schools will submit their biennial renewal fee along with their annual report. The proposed modifications to the approval process need to be incorporated into the regulations and a justification will need to be provided in the regulatory proposal to charge the \$600 fee. A \$600 biennial renewal fee would equate to \$1,800 over the six-year approval period from each program. Currently, there are two approved extension certificate schools in California.

At the October 8, 2012, Task Force meeting, the Task Force was asked to review the proposed language for California Code of Regulations (CCR) section 2649, Fees, and make a recommendation to the LATC. The Task Force reviewed the proposed language and determined that it needed further clarification by DCA legal counsel to ensure that the proposed language was clear and worded properly. Subsequent to the October 8, 2012, Task Force meeting, LATC staff consulted with DCA legal counsel to ensure that the proposed language for CCR section 2649 was clear in accordance with the concerns of the Task Force. Legal counsel advised that the proposed language was clear and was worded in a manner that the ongoing application renewal fee was tied to the statute that authorized it, BPC section 5681, and would also be clear when referenced in the future. It was further explained that since LATC is only authorized to charge and collect the \$600 application fee on a biennial basis, the ongoing biennial \$600 fee must be worded in such a way that it is tied to the application for approval. Thus, the biennial renewal fees collected after the initial \$600 application fee must be called an "ongoing application renewal fee." LATC staff made a minor edit to the proposed language, removing the phrase "six hundred dollars (\$600)" and replacing it with "\$600" to make the language consistent with the section.

At the November 2, 2012 Task Force meeting, the Task Force voted to recommend that LATC approve the attached proposed language for CCR section 2649, Fees. LATC is asked to consider the Task Force recommendation and determine if staff should pursue further action on a regulatory package. The LATC's fund condition and BPC section 128.5, Reduction of License Fees in Event of Surplus Funds, are also attached for the LATC's information to be part of its consideration.

ATTACHMENTS:

1. Proposed Language for CCR Section 2649, Fees
2. LATC Fund Condition
3. BPC Section 128.5, Reduction of License Fees in Event of Surplus Funds

**CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
PROPOSED LANGUAGE**

California Code of Regulations, Title 16, Division 26

Amend Section 2649 to read as follows:

§ 2649 Fees

The fees for landscape architect applicants and landscape architect licensees shall be fixed by the Board as follows:

- (a) The fee for reviewing an eligibility application or an application to take the California Supplemental Examination is \$35.
- (b) The fee for the California Supplemental Examination is \$225. On or after July 1, 2009, the fee for the California Supplemental Examination is \$275.
- (c) The fee for a duplicate license is \$15.
- (d) The penalty for late notification of a change of address is \$50.
- (e) The fee for an original license is \$300. For licenses issued on or after July 1, 2009, the fee for original license shall be \$400.
- (f) The fee for a biennial renewal is \$300. For licenses expiring on or after July 1, 2009, the fee for a biennial renewal shall be \$400.
- (g) The fee for filing an application for approval of a school pursuant to Section 2620.5 shall be \$600 initially, and \$600 collected thereafter on a biennial basis as an ongoing application renewal fee during the approval period of the school.

Note: Authority cited: Section 5630, Business and Professions Code. Reference: Section 5650, Business and Professions Code.

0757 - Landscape Architects Technical Committee Analysis of Fund Condition

Prepared 1/15/2013

(Dollars in Thousands)

Proposed Gov's Bud FY 13-14		Governor's Budget				
		ACTUAL 2011-12	CY 2012-13	BY 2013-14	BY + 1 2014-15	BY + 2 2015-16
BEGINNING BALANCE		\$ 2,103	\$ 2,285	\$ 1,912	\$ 1,497	\$ 1,070
Prior Year Adjustment		\$ 6	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance		\$ 2,109	\$ 2,285	\$ 1,912	\$ 1,497	\$ 1,070
REVENUES AND TRANSFERS						
Revenues:						
125600 Other regulatory fees		\$ 1	\$ 2	\$ 2	\$ 2	\$ 2
125700 Other regulatory licenses and permits		\$ 72	\$ 71	\$ 71	\$ 71	\$ 71
125800 Renewal fees		\$ 678	\$ 664	\$ 664	\$ 664	\$ 664
125900 Delinquent fees		\$ 18	\$ 17	\$ 17	\$ 17	\$ 17
141200 Sales of documents		\$ -	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public		\$ -	\$ -	\$ -	\$ -	\$ -
150300 Income from surplus money investments		\$ 8	\$ 6	\$ 5	\$ 11	\$ 12
150500 Interest Income from Interfund Loans		\$ -	\$ -	\$ -	\$ -	\$ -
160400 Sale of fixed assets		\$ -	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants		\$ 1	\$ -	\$ -	\$ -	\$ -
161400 Miscellaneous revenues		\$ -	\$ -	\$ -	\$ -	\$ -
Totals, Revenues		\$ 778	\$ 760	\$ 759	\$ 765	\$ 766
Transfers from Other Funds						
Transfers to Other Funds						
Totals, Revenues and Transfers		\$ 778	\$ 760	\$ 759	\$ 765	\$ 766
Totals, Resources		\$ 2,887	\$ 3,045	\$ 2,671	\$ 2,262	\$ 1,836
EXPENDITURES						
Disbursements:						
0840 State Controller		\$ 1	\$ 1	\$ -	\$ -	\$ -
8860 FSCU (State Operations)		\$ -	\$ 6	\$ 5	\$ -	\$ -
1110 Program Expenditures (State Operations)		\$ 601	\$ 1,126	\$ 1,169	\$ 1,192	\$ 1,216
9670 Equity Claims / Board of Control (State Operations)		\$ -	\$ -	\$ -	\$ -	\$ -
Total Disbursements		\$ 602	\$ 1,133	\$ 1,174	\$ 1,192	\$ 1,216
FUND BALANCE						
Reserve for economic uncertainties		\$ 2,285	\$ 1,912	\$ 1,497	\$ 1,070	\$ 620
Months in Reserve		24.2	19.5	15.1	10.6	6.0

NOTES:

- A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED
- B. ASSUMES 2% GROWTH IN EXPENDITURES IN FY 2014-15
- C. ASSUMES 0.3% GROWTH IN INCOME FROM SURPLUS MONEY

California Business and Professions Code
§ 128.5. Reduction of License Fees in Event of Surplus Funds

(a) Notwithstanding any other provision of law, if at the end of any fiscal year, an agency within the Department of Consumer Affairs, except the agencies referred to in subdivision (b), has unencumbered funds in an amount that equals or is more than the agency's operating budget for the next two fiscal years, the agency shall reduce license or other fees, whether the license or other fees be fixed by statute or may be determined by the agency within limits fixed by statute, during the following fiscal year in an amount that will reduce any surplus funds of the agency to an amount less than the agency's operating budget for the next two fiscal years.

(b) Notwithstanding any other provision of law, if at the end of any fiscal year, the California Architects Board, the Board of Behavioral Sciences, the Veterinary Medical Board, the Court Reporters Board of California, the Medical Board of California, the Board of Vocational Nursing and Psychiatric Technicians, or the Bureau of Security and Investigative Services has unencumbered funds in an amount that equals or is more than the agency's operating budget for the next two fiscal years, the agency shall reduce license or other fees, whether the license or other fees be fixed by statute or may be determined by the agency within limits fixed by statute, during the following fiscal year in an amount that will reduce any surplus funds of the agency to an amount less than the agency's operating budget for the next two fiscal years.

Agenda Item J

REVIEW AND CONSIDER REQUEST FOR RE-LICENSURE

The Landscape Architects Technical Committee's (LATC) re-licensure procedures, fees and guidelines for reviewers were updated to include the latest changes to the Landscape Architect Registration Examination (LARE).

Pursuant to Business and Professions Code (BPC) section 5680.2(b) (License Renewal–Three Years after Expiration), and California Code of Regulations (CCR) section 2624(b)(1) (Expired License–Three Years After Expiration), a re-licensure applicant pays all the fees which would be required of the applicant if he/she were applying for a license for the first time. The fee to apply for re-licensure has changed from \$840 to \$345. The previous fee (\$840) covered the eligibility application fee (\$35), LARE (Sections A-E) fees (\$770), and the California Section fee (\$35). All sections of the LARE are currently administered by the Council of Landscape Architectural Registration Boards (CLARB); therefore, the applicant will pay CLARB directly for LARE fees. The new fee (\$345) covers the eligibility application fee (\$35), the California Supplemental Examination (CSE) application fee (\$35) and the CSE fee (\$275). The Work Sample Categories were updated to the following categories to reflect the new LARE: Project and Construction Management, Inventory and Analysis, Design, and Grading, Drainage and Construction Documentation.

The LATC has received a re-licensure application for:

Applicant:	Craig Hutchinson
Former License Number:	LA 3894
License Issued:	August 31, 1993
License Expired:	February 28, 2009

Pursuant to BPC section 5680.2(c) and CCR section 2624, an applicant must obtain LATC approval for re-licensure.

BPC section 5680.2(c) reads as follows:

“The applicant takes and passes the examination which would be required of the applicant if the applicant were then applying for the license for the first time, or otherwise establishes to the satisfaction of the board that the applicant is qualified to practice landscape architecture.”

CCR section 2624 reads as follows:

“An applicant whose landscape architect license has been expired for more than three years but less than five years shall be eligible for a new license upon:

- (a) Complying with the provisions of Business and Professions Code Section 5680.2;
- (b) Completing the re-licensure application process as follows:
 - (1) Submitting application for examination and all fees required of first-time applicants (see sections 2610 and 2649);
 - (2) Submitting work samples and supporting materials that demonstrate applicant’s current knowledge and experience in landscape architecture; and
 - (3) Passing current sections of the national licensing examination, if any, designated by the Landscape Architects Technical Committee.
- (c) Passing the California Supplemental Examination.”

A re-licensure application packet was provided to LATC members Stephanie Landregan and Katherine Spitz for review. The packet contained Mr. Hutchinson’s eligibility application, resume, a letter explaining the circumstances of the expired license and three work samples that he submitted for re-licensure consideration. The members were asked to review his portfolio of information and provide a recommendation to the LATC.

At today’s meeting, the LATC will be asked to determine whether: 1) Mr. Hutchinson has demonstrated minimal competence through the application packet and portfolio without examination, and 2) any current sections of the national licensing examination shall be passed prior to becoming eligible for a new license.

ATTACHMENTS:

- 1. Re-Licensure Procedures
- 2. Re-Licensure Review Guidelines

RE-LICENSURE PROCEDURES

Pursuant to Business and Professions Code (BPC) section 5680.2 and California Code of Regulations section 2624, a landscape architect license which is not renewed within three years after its expiration, may not be renewed, restored, reissued, or reinstated thereafter; however, an applicant whose license has been expired for more than three (3) years but less than five (5) years shall be eligible for a new license if:

1. No fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension,
2. The applicant pays all of the fees which would be required of the applicant if the applicant were then applying for the license for the first time,
3. The applicant takes and passes the examination which would be required of the applicant if the applicant were then applying for the license for the first time, or otherwise establishes to the satisfaction of the Landscape Architects Technical Committee (LATC) that the applicant is qualified to practice landscape architecture, and
4. The applicant takes and passes the California Supplemental Examination (CSE).

In order for you to legally practice landscape architecture in California, it will be necessary to obtain a new landscape architect license. As outlined below, you may submit an eligibility application, CSE application, and portfolio for the LATC's review that demonstrates your knowledge and skills in landscape architecture. If this review demonstrates to the LATC's satisfaction that you are qualified to practice landscape architecture, the licensing examination or portions thereof, may be waived. This option is available only to those individuals whose license has been expired for more than three (3) years but less than five (5) years. Be advised that there are specific conditions associated with the portfolio review option.

The LATC requires that your portfolio include your most current work samples. If the samples are for work performed in California **after** the expiration of your license, such work may constitute unlicensed activity, a violation of BPC section 5640, and grounds for denial of a new license. However, where the unlicensed activity is not of a serious nature (e.g., does not involve consumer harm or a pattern of disregard for the licensing laws), the LATC may choose to address the unlicensed activity by issuance of an administrative citation and the imposition of a fine rather than denial of the license application.

If you believe you qualify for a new license under the portfolio review alternative, thoroughly read and follow the instructions on the subsequent pages. **Your portfolio packet must be complete when submitted.** Receipt of additional material after receipt of original packet will not be accepted.

INSTRUCTIONS FOR COMPLETING THE RE-LICENSURE APPLICATION PACKET

Portfolio packages must be received 60 days prior to the LATC meeting at which they will be considered. Visit www.latc.ca.gov for meeting schedule. Portfolio packets received after that time will be reviewed at the next scheduled LATC meeting. All materials submitted become the property of the LATC and will not be returned. You will be notified of the decision of the LATC within 30 days of the meeting at which your information was reviewed.

To be considered for a new license, you must submit the following fees and documents:

1. A completed Eligibility Application and CSE application.
2. A check payable to the LATC in the amount of \$345, to cover the eligibility application fee (\$35), the California Supplemental Examination (CSE) application fee (\$35), and the CSE fee (\$275).
3. A statement to explain the circumstances of your expired license.
4. Vitae/resume of relevant professional practice and educational experience to date. Please list in chronological order.
5. A minimum of two references from landscape architects licensed in California to verify the period of your work experience since your license expired.
6. Work samples that demonstrate your current knowledge and experience in the practice of landscape architecture. Please submit two copies of each work sample.

The work samples must be complete and meet the criteria listed below.

1. Please submit your most recent work. Work submitted must be your own work. If part of the work samples includes work other than your own, clearly identify the work you personally performed.
2. All work samples must be dated.
3. Each work sample must include a brief description and the content must be self-evident. Label, or in some manner, identify the category under which each work sample is to be considered.
4. Place your signature or initials on every page of each work sample submitted.
5. Submit work samples in a manner that demonstrates your knowledge, skills and abilities under each category as described below.

WORK SAMPLE CATEGORIES

Project and Construction Management

- ◆ Project Management
 - Determine Project Scope and Client Requirements
 - Establish and Monitor Project Budgets (or Statement of Probable Cost)
 - Establish Scope of Services and Required Outside Expertise
 - Develop Program
 - Prepare and Review Contractual Agreements
 - Coordinate Topographical Survey and Develop Project Base Map
 - Establish Project Schedule
 - Facilitate Meetings (e.g. staff, government regulations, consultants, clients)
 - Coordinate Other Discipline's Documents
 - Document Design Decisions and Project Base Map
 - Prepare Technical Memorandum and Graphics
 - Obtain Input from Stakeholders Regarding Project
 - Coordinate Construction Documents (internally, with clients, and with other consultants)
- ◆ Bidding and Construction
 - Respond to Bidder Requests for Information
 - Issue Addenda to Construction Documents
 - Participate in Construction Meetings
 - Respond to Contractor Requests for Information
 - Review and Respond to Shop Drawings
 - Prepare Change Orders
 - Conduct Construction Site Review and Documentation
 - Perform Substantial Completion Inspection
 - Perform Final Inspection

Inventory and Analysis

- ◆ Site Inventory
 - Determine Applicable Codes, Regulations, and Permitting Requirements
 - Conduct Onsite Investigation
 - Collect and Record Site Inventory
 - Identify Gaps and Deficiencies
- ◆ Analysis of Existing Conditions
 - Analyze Codes and Regulations for Design Impact
 - Perform Site Use Analysis
 - Perform Circulation Analysis
 - Interpret Utility Analysis
 - Perform View Analysis
 - Perform Microclimate Analysis
 - Interpret Floodplain Conditions
 - Perform Vegetation Analysis
 - Perform Solar Analysis
 - Interpret Ecological Analysis (e.g. habitat, biodiversity)
 - Perform a Slope Analysis
 - Interpret Soil Analysis
 - Interpret Geotechnical Analysis
 - Perform Small-Scale Surface Hydrological Analysis
 - Interpret Stakeholder Input
 - Analyze On and Offsite Relationships

Design

- ◆ Concept Development
 - Synthesize Site Opportunities and Constraints
 - Refine Program
 - Create Design Alternatives
 - Analyze Design Alternatives
 - Develop Concept Narrative
 - Refine Conceptual Design(s)

- Prepare Conceptual Renderings
- ◆ Design Development
 - Develop Master Plan Documents (e.g. land-use, circulation, phasing plan, and guidelines)
 - Perform Earthwork Analysis
 - Refine the Preferred Design Alternative
 - Develop Preliminary Site Plans, Sections, and Details
 - Prepare Illustrative Graphics (e.g. perspectives, elevations, plans, sections)
 - Investigate, Verify Availability, and Select Design Materials and Component

Grading, Drainage and Construction Documentation

- ◆ Exam
 - Prepare Existing Conditions Plan
 - Prepare Demolition and Removal Plan
 - Prepare Site Protection and Preservation Plans (e.g. soil, existing features, existing pavements, historic elements, vegetation)
 - Prepare Erosion and Sediment-Control Plan
 - Prepare Layout and Materials Plan
 - Prepare Grading Plan
 - Prepare Stormwater Management Plan
 - Prepare Planting Plans
 - Prepare Project Sections and Profiles
 - Prepare Construction Details
 - Prepare General Contract and Bidding Specifications
 - Prepare Technical Specifications

In accordance with BPC section 5640, it is a misdemeanor, punishable by a fine of not less than (\$100) nor more than (\$5,000) or by imprisonment in the county jail not exceeding six months, or by both such fine and imprisonment, for any person, who, without possessing a valid, unrevoked license engages in the practice of landscape architecture or uses the title or term "landscape architect," "landscape architecture," "landscape architectural," or any other titles, words, or abbreviations that would imply or indicated that he or she is a landscape architect.

I, _____, declare under penalty of perjury under the laws of the State of California that all of the work samples submitted herein are exclusively my own work except where it is clearly identified which portion of the work samples is not my own.

Signature

Date



Re-licensure Review

Reviewer: _____

Date: _____

Applicant's Name: _____ Date Application Received: _____

Expired License Number: _____ Original Issue Date: _____ Expiration Date: _____

Instructions to Reviewer:

The following materials are included for your review:

- ◆ An Eligibility/Examination Application for First Time Candidates
- ◆ A statement explaining the circumstances pertaining to the expired license
- ◆ Vitae/resume of relevant professional practice and educational experience to date
- ◆ Two references from landscape architects licensed in California to verify the period of work experience since license expired
- ◆ Work samples that demonstrate applicant's current knowledge and experience in the practice of landscape architecture

Note: References were not received from the applicant. Please see the attached letter.

List the date(s) of the work samples provided by the applicant:

Was landscape architectural work performed after license expired?

☐ Yes ☐ No

Applicant: _____

Please check the appropriate box when indicating if work samples submitted demonstrate current knowledge and experience in the following categories (if required knowledge and experience in the specified category is clearly demonstrated, check 2; if it is met, check 1; if it is not met, check 0):

Project and Construction Management

Requirement Met Yes ☐ No ☐

- | | |
|--|--|
| ◆ Project Management | 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Determine Project Scope and Client Requirements ○ Establish and Monitor Project Budgets (or Statement of Probably Cost) ○ Establish Scope of Services and Required Outside Expertise ○ Develop Program ○ Prepare and Review Contractual Agreements ○ Coordinate Topographical Survey and Develop Project Base Map ○ Establish Project Schedule ○ Facilitate Meetings (e.g. staff, government regulators, consultants, clients) ○ Coordinate Other Discipline's Documents ○ Document Design Decisions and Project Communication ○ Prepare Technical Memorandum and Graphics ○ Obtain Input from Stakeholders Regarding Project ○ Coordinate Construction Documents (internally, with clients, and with other consultants) | |
| ◆ Bidding and Construction | 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Respond to Bidder Requests for Information ○ Issue Addenda to Construction Documents ○ Participate in Construction Meetings ○ Respond to Contractor Requests for Information ○ Review and Respond to Submittals ○ Review and Respond to Shop Drawings ○ Prepare Change Orders ○ Conduct Construction Site Review and Documentation ○ Perform Substantial Completion Inspection ○ Perform Final Inspection | |

Inventory and Analysis

Requirement Met Yes ☐ No ☐

- | | |
|---|--|
| ◆ Site Inventory | 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Determine Applicable Codes, Regulations, and Permitting Requirements ○ Conduct Onsite Investigation ○ Collect and Record Site Inventory ○ Identify Gaps and Deficiencies | |
| ◆ Analysis of Existing Conditions | 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Analyze Codes and Regulations for Design Impact ○ Perform Site Use Analysis ○ Perform Circulation Analysis ○ Interpret Utility Analysis ○ Perform View Analysis ○ Perform Microclimate Analysis ○ Interpret Floodplain Conditions | |

- Perform Vegetation Analysis
- Perform Solar Analysis
- Interpret Ecological Analysis (e.g. habitat, biodiversity)
- Perform a Slope Analysis
- Interpret Soil Analysis
- Interpret Geotechnical Analysis
- Perform Small-Scale Surface Hydrological Analysis
- Interpret Stakeholder Input
- Analyze On and Offsite Relationships

Design**Requirement Met** Yes ☐ No ☐

- | | | | |
|---|----------------------------|----------------------------|----------------------------|
| ◆ Concept Development | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Synthesize Site Opportunities and Constraints ○ Refine Program ○ Create Design Alternatives ○ Analyze Design Alternatives ○ Develop Concept Narrative ○ Refine Conceptual Design(s) ○ Prepare Conceptual Renderings | | | |
| ◆ Design Development | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Develop Master Plan Documents (e.g. land-use, circulation, phasing plan, and guidelines) ○ Perform Earthwork Analysis ○ Refine the Preferred Design Alternative ○ Develop Preliminary Site Plans, Sections, and Details ○ Prepare Illustrative Graphics (e.g. perspectives, elevations, plans, sections) ○ Investigate, Verify Availability, and Select Design Materials and Component | | | |

Grading, Drainage and Construction Documentation**Requirement Met** Yes ☐ No ☐

- | | | | |
|---|----------------------------|----------------------------|----------------------------|
| ◆ Exam | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Prepare Existing Conditions Plan ○ Prepare Demolition and Removal Plan ○ Prepare Site Protection and Preservation Plans (e.g. soil, existing features, existing pavements, historic elements, vegetation) ○ Prepare Erosion and Sediment-Control Plan ○ Prepare Layout and Materials Plan ○ Prepare Grading Plan ○ Prepare Stormwater Management Plan ○ Prepare Planting Plans ○ Prepare Project Sections and Profiles ○ Prepare Construction Details ○ Prepare General Contract and Bidding Specifications ○ Prepare Technical Specifications | | | |

Applicant: _____

RECOMMENDATION

- ◆ Recommend the LATC approve the re-licensure application with the stipulation that the applicant take and pass the California Supplemental Examination. ☐
- ◆ Recommend the LATC deny the re-licensure application. Applicant must take and pass section(s) of the Landscape Architect Registration Examination as indicated below and the California Supplemental Examination. ☐

LARE Section(s) required if applicable: 1 _____ 2 _____ 3 _____ 4 _____**1:** Project and Construction Management**2:** Inventory and Analysis**3:** Design**4:** Grading, Drainage and Construction Documentation

Please list the basis for recommending section(s) of the LARE to be taken. (Use additional paper if necessary)

Signature of Reviewer: _____

Date: _____

Agenda Item K

REVIEW AND APPROVE INTRA-AGENCY CONTRACTS WITH THE DCA OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CALIFORNIA SUPPLEMENTAL EXAMINATION OCCUPATIONAL ANALYSIS AND EXAM DEVELOPMENT

Landscape Architects Technical Committee (LATC) conducted the last occupational analysis (OA) for the California Supplemental Examination (CSE) in 2006. According to the Office of Professional Examination Services (OPES), an OA is conducted approximately every five years. At the August 14, 2012 LATC meeting, OPES consultants Raul Villanueva and Judy Greer, discussed test development and validation, and reported on the results of the CSE. The current CSE was introduced in August 2010 and OPES has recommended that exam development continue and a second exam be developed until the next OA is complete.

On November 14, 2012, OPES provided an overview of the OA and intra-agency contract (IAC) processes. At this meeting, the LATC authorized staff to enter into an IAC with OPES to conduct a new OA.

The LATC is asked to approve the fiscal year (FY) 12/13 IAC agreement for examination development as well as the FY 12/13 and FY 13/14 IAC for the OA. Exam development would begin immediately and be completed by June 30, 2013. The contract amount for the exam development is \$28,900. The IAC for the OA will be for the term of February 1, 2013 through June 30, 2014, and the contract total amount is \$43,183.

ATTACHMENTS:

1. Intra-Agency Contract for Exam Development
2. Intra-Agency Contract for Occupational Analysis

+Department of Consumer Affairs

INTRA-DEPARTMENTAL CONTRACT

CONTRACT NUMBER

IAC #75725

AMENDMENT NUMBER

1. This Contract is entered into between the Committee/Bureau/Divisions named below

REQUESTING COMMITTEE/BUREAU/DIVISION'S NAME

Landscape Architects Technical Committee (Committee)

PROVIDING COMMITTEE/BUREAU/DIVISION'S NAME

Office of Professional Examination Services (OPES)

2. The term of this Contract is: **January 1, 2013 through June 30, 2013**

3. The maximum amount of this Contract is: **\$ 28,900**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Contract:

**California Supplemental Exam
Written Examination Development**

Exhibit A – Scope of Work	1 Page
• Attachment I - Project Plan	1 Page
• Attachment II - Roles and Responsibilities	2 Pages
Exhibit B – Budget Detail and Payment Provisions	1 Page
• Attachment III - Cost Sheets	2 Pages
Exhibit C – General Terms and Conditions	1 Page
Exhibit D – Special Terms and Conditions	1 Page

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

DEPARTMENT OF CONSUMER AFFAIRS

REQUESTING COMMITTEE/BUREAU/DIVISION'S NAME

Landscape Architects Technical Committee (Committee)

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas R. McCauley, Executive Officer

ADDRESS

2420 Del Paso Road, Suite 105, Sacramento, CA 95834

BUDGET OFFICER'S SIGNATURE

DEPARTMENT OF CONSUMER AFFAIRS

PROVIDING COMMITTEE/BUREAU/DIVISION'S NAME

Office of Professional Examination Services (OPES)

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

Sonja Merold, Chief

ADDRESS

**Department of Consumer
Affairs
Contracts Unit
Use Only**

EXHIBIT A

SCOPE OF WORK

1. The Office of Professional Examination Services (OPES) agrees to provide the following services:

Develop new items for the Landscape Architects Technical Committee (Committee) California Supplemental Examination (CSE), review existing items, construct one form of the California Supplemental Examination, and establish the passing score.

2. Committee agrees to provide the following services:

See attached: I. Project Plan
II. Roles and Responsibilities

3. The project representatives during the term of this agreement will be:

Requesting Committee:

Name: Douglas R. McCauley
Phone: (916) 574-7220
Fax: (916) 575-7283

Office of Professional Examination Services:

Name: Sonja Merold
Phone: (916) 575-7240
Fax: (916) 575-7291

Direct all agreement inquiries to:

**Department of Consumer Affairs
Contracts Unit:**

Address: 1625 N. Market Street, Suite #S-103
Sacramento, CA 95834
Phone: (916) 574-7277
Fax: (916) 574-8658

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75725
PROJECT PLAN
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT
FISCAL YEAR 2012-13

Project Objectives: *Develop new items for the Landscape Architects Technical Committee California Supplemental Examination (CSE) and establish the passing score.*

Proposed Completion Date: June 30, 2013

Board Contact: Trish Rodriguez
(916) 575-7231

OPES Contact: Raul Villanueva
(916) 575-7255

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Item Review Workshop > Recruit for 2-day workshop > Prepare for Workshop > Conduct workshop (IRW-1) > Update item bank	March 2013	Board OPES OPES OPES OPES
2. Item Writing Workshop > Recruit for 2-day workshop > Prepare for Workshop > Conduct workshop (IWW-1) > Develop item bank	April 2013	Board OPES OPES OPES
3. Item Review Workshop > Recruit for 2-day workshop > Prepare for Workshop > Conduct workshop (IRW-2) > Update item bank	April 2013	Board OPES OPES OPES
4. Item Review Workshop > Recruit for 2-day workshop > Prepare for Workshop > Conduct workshop (IRW-3) > Update item bank	May-2013	Board OPES OPES OPES
5. Exam Construction Workshop > Recruit for 2-day workshop > Conduct workshop (ECW-1) > Develop examination	May-2013	Board OPES OPES
6. Passing Score Workshop > Recruit for 2-day workshop > Conduct workshop (PSW-1) > Develop passing score	Jun-2013	Board OPES OPES
7. Exam Production: Convert Exam to PSI > Edit review of final CSE items > Submit exam to PSI for launch > PSI launch of exam	Jun-2013	OPES OPES OPES

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75725
ROLES AND RESPONSIBILITIES
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2012-13**

INTRODUCTION

The purpose of licensing examinations is to identify persons who possess the minimum knowledge and experience necessary to perform tasks on the job safely and competently. The content of the examination should be based upon the results of an occupational analysis of practice so that the examination assesses the most critical competencies of the job.

The examination development process requires approximately 48 Landscape Architects to serve as expert consultants. In licensure examination development work, expert consultants are known as subject matter experts (SMEs). Six to eight SMEs are needed for each workshop. The SMEs in each workshop should be unique to ensure objectivity in all aspects of examination development.

Item writing, item review, examination construction, and passing score processes are included in examination development services to be provided.

ROLE OF THE COMMITTEE

The primary role of the Landscape Architects Technical Committee (Committee) is to recruit a representative sample of SMEs for development of the examination.

The selection of SMEs by Committees, bureaus, and committees of the Department of Consumer Affairs (DCA) critically affects the quality and defensibility of their licensure exams, and is based on the following minimum criteria:

- Reflect the profession in specialty, practice setting, geographic location, ethnicity, and gender
- Represent the current pool of practitioners
- Possess current skills and a valid license in good standing
- Articulate specialized technical knowledge related to a profession

In addition, at least half of the six to eight SMEs in each workshop should be licensed five years or less to ensure an entry-level perspective is represented.

Due to potential conflict of interest, undue influence, and/or security considerations, board members, committee members, and instructors shall not serve as SMEs for, nor participate in, any aspect of licensure exam development or administration, pursuant to DCA Policy OPES 11-01.

ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES

The Office of Professional Examination Services (OPES) will use a content validation strategy to link the examination to the results of an occupational analysis of practice. During the workshops, OPES will work with Landscape Architects Technical Committee (Committee) and the SMEs to develop items, review items, construct examinations, and establish passing scores.

SECURITY

OPES has implemented a variety of controls to ensure the integrity, security, and appropriate level of confidentiality of licensure exam programs. These controls vary according to the sensitivity of the information, and will include restricting and/or prohibiting certain items, such as electronic devices, when conducting exam-related workshops.

SMEs are required to provide valid identification, allow for personal belongings to be secured in the reception area during workshops, and sign one or more agreements accepting responsibility for maintaining strict confidentiality of licensing exam material and information to which they have access.

Any person who fails to comply with OPES' security requirements will not be allowed to participate in licensure exam workshops. In addition, any person who subverts or attempts to subvert any licensing exam will face serious consequences which may include loss of licensure and/or criminal charges, per Business and Professions Code section 123.

OPES examination developers, with the concurrence of the Committee and the approval of OPES management, will dismiss any subject matter expert from an examination development workshop who is disruptive, violates policy, or whose presence disrupts other SMEs or OPES personnel from completing their assigned tasks.

SUMMARY OF EVENTS

- Committee recruits a panel of SMEs to serve as item writers.
- OPES works with SMEs to develop items.
- Committee recruits panels of SMEs to serve as item reviewers. The reviewers should be different SMEs than the item writers.
- OPES works with SMEs to review items. Final revisions are made to the items and the bank of new items is submitted to Committee.
- Committee recruits panels of SMEs to participate in workshops for exam construction.
- OPES works with the SMEs to select items from item bank of new and existing items and constructs the examination.
- Committee recruits SMEs to serve as judges in the passing score workshops. The passing score SMEs must be different SMEs than the item writers or item reviewers to ensure objectivity of the passing score ratings. In addition, at least half of the SMEs should be licensed 5 years or less to ensure an entry-level perspective is represented.
- OPES works with SMEs to establish the passing score. OPES analyzes the ratings and prepares reports of findings.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered and upon receipt and approval of the invoices, Landscape Architects Technical Committee (Committee) agrees to compensate the Office of Professional Examination Services (OPES) for services rendered and expenditures incurred.
- B. Invoices shall include the agreement number and shall be submitted on a quarterly basis for the actual cost of services and related travel expenses. Signed/approved invoices from the Committee will be due to OPES fifteen (15) working days from the date of invoice billings. OPES will then submit the approved invoices to the Department of Consumer Affairs for processing and payment. Invoices will be submitted to:

Douglas R. McCauley
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to OPES or to furnish any other considerations under this Agreement and OPES shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to OPES to reflect the reduced amount.

3. Payment

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

4. Cost

- A. Costs for this Agreement shall be subject to any collective bargaining agreements negotiated in Fiscal Year 2000/2001 or thereafter.

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75725

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

**CALIFORNIA SUPPLEMENTAL EXAMINATION
WRITTEN EXAMINATION DEVELOPMENT COSTS**

FISCAL YEAR 2012-13

1.	Item Review Workshop	\$ 3,642
2.	Item Writing Workshop	\$ 3,642
3.	Item Review Workshop	\$ 3,642
4.	Item Review Workshop	\$ 3,642
5.	Exam Construction Workshop	\$ 3,642
6.	Passing Score Workshop	\$ 3,220
7.	Exam Production	\$ 1,920
	Administrative Support	\$ 5,550
	TOTAL	\$ 28,900

Index/PCA/Object Code 0600/06000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75725
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2012-13

	Test Validation Staff					Editor		Support Staff		Totals	GRAND TOTAL
	\$60		Travel	Overtime \$85		\$56		\$43			
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost		
1. Item Review Workshop											
Prepare for item review workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop (IRW-1)	16	\$ 960		4	\$ 340	6	\$336	2	\$ 86	\$ 1,722	
Update item bank	16	\$ 960								\$ 960	
										\$ 3,642	\$ 3,642
2. Item Writing Workshop											
Prepare for item writing workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop (IWW-1)	16	\$ 960		4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
Develop item bank	16	\$ 960								\$ 960	
										\$ 3,642	\$ 3,642
3. Item Review Workshop											
Prepare for item review workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop (IRW-2)	16	\$ 960		4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
Update item bank	16	\$ 960								\$ 960	
										\$ 3,642	\$ 3,642
4. Item Review Workshop											
Prepare for item review workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop (IRW-3)	16	\$ 960		4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
Update item bank	16	\$ 960								\$ 960	
										\$ 3,642	\$ 3,642
5. Exam Construction Workshop											
Prepare for exam construction workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop (ECW-1)	16	\$ 960		4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
Develop examination	16	\$ 960								\$ 960	
										\$ 3,642	\$ 3,642
6. Passing Score Workshop											
Prepare for passing score workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop (PSW-1)	16	\$ 960		4	\$ 340					\$ 1,300	
Develop passing score	16	\$ 960								\$ 960	
										\$ 3,220	\$ 3,220
7. Exam Production: Convert CSE Exam to PSI											
Edit review of final CSE items	24	\$ 1,440								\$ 1,440	
Submit exam to PSI for launch	8	\$ 480								\$ 480	
										\$ 1,920	\$ 1,920
Administrative Support											
Technical oversight (40 hours @ \$63/hour)										\$ 2,520	
Project facilitation/coordination (40 hours @ \$63/hour)										\$ 2,520	
Cost oversight (Staff Analyst - 10 hours @ \$51/hour)										\$ 510	
										\$ 5,550	\$ 5,550
GRAND TOTAL	320	\$19,200		24	\$2,040	30	\$1,680	10	\$430	\$ 28,900	\$ 28,900

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. **Approval:**

This Contract is not valid until signed by both parties.

2. **Payment:**

Costs for this Contract shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **Mutual Cooperation**

The Office of Professional Examination Services (OPES) is entering into a partnership where mutual cooperation is the overriding principle.

2. **Evaluation**

The OPES and the Landscape Architects Technical Committee (Committee) reserve the right to evaluate progress, make midcourse corrections as needed, and to negotiate changes to the agreement as necessary to ensure a high quality examination program. This may affect the cost of the analysis.

3. **Examination Criteria**

The primary responsibility of OPES is to develop examinations that are psychometrically sound, legally defensible and job related.

4. **Good Faith Agreement**

In good faith, OPES believes the project steps accurately describe the work to be performed and that the costs are reasonable. This agreement will remain in effect until the work is completed.

INTRA-DEPARTMENTAL CONTRACT

CONTRACT NUMBER

AMENDMENT NUMBER

IAC #75724

1. This Contract is entered into between the Board/Bureau/Divisions named below
 REQUESTING BOARD/BUREAU/DIVISION'S NAME
California Architects Board/Landscape Architects Technical Committee (Committee)
 PROVIDING BOARD/BUREAU/DIVISION'S NAME
Office of Professional Examination Services (OPES)
2. The term of this Contract is: **January 1, 2013 through June 30, 2014**
3. The maximum amount of this Contract is: **\$43,183**
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Contract:

**Landscape Architects
Occupational Analysis**

- | | |
|---|---------|
| Exhibit A – Scope of Work | 1 Page |
| • Attachment I - Project Plan | 2 Pages |
| • Attachment II - Roles and Responsibilities | 3 Pages |
| Exhibit B – Budget Detail and Payment Provision | 1 Page |
| • Attachment I - Cost Sheet - Global Costs | 3 Pages |
| Exhibit C – General Terms and Conditions | 1 Page |
| Exhibit D – Special Terms and Conditions | 1 Page |

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

DEPARTMENT OF CONSUMER AFFAIRS

**Department of Consumer
Affairs
Contracts Unit
Use Only**

REQUESTING BOARD/BUREAU/DIVISION'S NAME

California Architects Board/Landscape Architects Technical Committee (Committee)

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas R. McCauley, Executive Officer

ADDRESS

2420 Del Paso Road, Suite 105, Sacramento, CA 95834

BUDGET OFFICER'S SIGNATURE

DEPARTMENT OF CONSUMER AFFAIRS

PROVIDING BOARD/BUREAU/DIVISION'S NAME

Office of Professional Examination Services (OPES)

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

Sonja Merold, Chief

ADDRESS

**2420 Del Paso Road, Suite 265
Sacramento, CA 95834**

BUDGET OFFICER'S SIGNATURE

EXHIBIT A

Draft

SCOPE OF WORK

1. The Office of Professional Examination Services (OPES) agrees to provide the following services:

Complete an Occupational Analysis for Landscape Architects to identify critical competencies and develop a description of practice.

2. The Landscape Architects Technical Committee (Committee) agrees to provide the following services:

See attached: I. Project Plan
II. Roles and Responsibilities

3. The project representatives during the term of this agreement will be:

Requesting Board:

Name: Douglas R. McCauley
Phone: (916) 575-7231
Fax: (916) 575-7285

Office of Professional Examination Services:

Name: Sonja Merold
Phone: (916) 575-7240
Fax: (916) 575-7291

Direct all agreement inquiries to:

**Department of Consumer Affairs
Contracts Unit:**

Address: 1625 North Market Blvd. Suite S-103
Sacramento, CA 95834
Phone: (916) 574-7277
Fax: (916) 574-8658

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75724
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
LANDSCAPE ARCHITECTS
OCCUPATIONAL ANALYSIS
FISCAL YEARS 2012-13 and 2013-14

Draft

Project Objectives: Identify critical competencies of Landscape Architects and develop a description of practice.

Proposed Completion Date: June 30, 2014

Committee Contact: Douglas R. McCauley
(916) 575-7231

OPES Contact: Raul Villanueva
(916) 575-7255

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Review Background Information > Review past OAs > Review changes in Law & Practice > Identify emerging trends & considerations > Communicate upcoming OA to licensees > Collect licensee email addresses	TBD TBD TBD TBD TBD	OPES OPES OPES/COMMITTEE OPES/COMMITTEE COMMITTEE COMMITTEE
2. Develop Job Content and Structure > Recruit SMEs for 2-day CA Practice Focus Group > Provide list of SMEs to OPES > Conduct 2-day CA Practice Focus Group > Transcribe and analyze Focus Group results > Recruit SMEs for interviews > Provide list of SMEs to OPES > Schedule and conduct interviews > Transcribe interview information > Develop preliminary list of tasks and knowledge	TBD TBD TBD TBD TBD TBD TBD TBD TBD	COMMITTEE COMMITTEE OPES OPES COMMITTEE COMMITTEE OPES OPES OPES
3. Review Tasks and Knowledge > Recruit SMEs for first 2-day workshop > Provide list of SMEs to OPES > Conduct first 2-day workshop with SMEs > Transcribe workshop results > LATC review of Preliminary results > Revise tasks and knowledge > Recruit SMEs for second 2-day workshop > Provide list of SMEs to OPES > Conduct second 2-day workshop with SMEs > Revise tasks and knowledge	TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD	COMMITTEE COMMITTEE OPES/COMMITTEE/SMEs OPES OPES/COMMITTEE OPES COMMITTEE COMMITTEE OPES/COMMITTEE/SMEs COMMITTEE
4. Construct and Distribute Pilot Questionnaire > Develop demographic items and rating scales > LATC review of OA pilot survey > Prepare Web-based questionnaire for pilot study > Prepare text of letters for pilot study and final distribution (presurvey, survey, post survey) of questionnaire > Prepare announcement of OA in newsletter or other media > Email questionnaire for pilot study to selected participants > Download pilot questionnaire data files for analysis	TBD TBD TBD TBD TBD TBD TBD	OPES/COMMITTEE OPES/COMMITTEE OPES COMMITTEE COMMITTEE OPES/COMMITTEE OPES
5. Construct and Distribute Final Questionnaire > Prepare draft of final questionnaire > Determine sampling plan > Provide master file for mailing labels > Prepare final Web-based questionnaire > Assemble and mail questionnaire invitations to selected participants > Duplicate and distribute post survey letter two weeks after distribution of questionnaire (OPTIONAL)	TBD TBD TBD TBD TBD TBD	OPES OPES OPES OPES COMMITTEE COMMITTEE
6. Data Analysis > Download final questionnaire data files > Convert and merge data files for analysis > Analyze demographics, task and knowledge ratings > Develop preliminary description of practice	TBD TBD TBD TBD	OPES OPES OPES OPES

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75724
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
LANDSCAPE ARCHITECTS
OCCUPATIONAL ANALYSIS
FISCAL YEARS 2012-13 and 2013-14

Draft

Project Objectives: Identify critical competencies of Landscape Architects and develop a description of practice.

Proposed Completion Date: June 30, 2014

Committee Contact: Douglas R. McCauley
(916) 575-7231

OPES Contact: Raul Villanueva
(916) 575-7255

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
7. Review Results of Occupational Analysis > Recruit SMEs for two 2-day workshops > Provide list of SMEs to OPES > Conduct third 2-day workshop with SMEs > Conduct fourth 2-day workshop with SMEs > Develop description of practice	TBD TBD TBD TBD TBD	COMMITTEE COMMITTEE OPES/COMMITTEE/SMEs OPES/COMMITTEE/SMEs OPES
8. Prepare Validation Report > Prepare draft of validation report > Review report and provide comments > Prepare, print and submit final validation report > Develop preliminary description of practice	TBD TBD TBD TBD	OPES COMMITTEE OPES OPES

**Exhibit A
Attachment II****INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75724****ROLES AND RESPONSIBILITIES
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE****LANDSCAPE ARCHITECTS
OCCUPATIONAL ANALYSIS****FISCAL YEARS 2012-13 and 2013-14****INTRODUCTION**

The purpose of the Occupational Analysis is to describe the Landscape Architects practice in terms of the tasks that are performed on the job. The results of the Occupational Analysis form the foundation of an examination program that protects the public health, safety, and welfare.

The Occupational Analysis requires a total of 40 Landscape Architects to serve as expert consultants. In licensure examination development work, expert consultants are known as subject matter experts (SMEs).

Approximately 20 SMEs will participate in interviews during the information-gathering phase of the project to identify job tasks and knowledge. Interviews will be conducted as long as new information is being generated.

Six to ten SMEs are needed for each of the workshops to evaluate and refine the tasks and knowledge. Some of the SMEs may participate in both workshops and interviews.

A survey questionnaire based on the interview information will be developed and sent to approximately 2,000 licensed Landscape Architects throughout California.

ROLE OF THE COMMITTEE

The primary role of the Landscape Architects Technical Committee (Committee) is to recruit a representative sample of SMEs for the Occupational Analysis interviews and workshops. The Committee is also responsible for duplication and distribution of survey invitations.

The selection of SMEs by boards, Committees, and committees of the Department of Consumer Affairs (DCA) critically affects the quality and defensibility of their licensure exams, and is based on the following minimum criteria:

- Reflect the profession in specialty, practice setting, geographic location, ethnicity, and gender.
- Represent the current pool of practitioners.
- Possess current skills and a valid license in good standing.
- Articulate specialized technical knowledge related to a profession.

In addition, half of the six to ten SMEs in each workshop should be licensed five years or less to ensure an entry-level perspective is represented.

Due to potential conflict of interest, undue influence, and/or security considerations, board members, committee members, and instructors shall not serve as SMEs for, nor participate in, any aspect of licensure exam development or administration, pursuant to DCA Policy OPES 11-01.



ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATIONS SERVICES

The Office of Professional Examination Services (OPES) will use a content validation strategy to conduct the Occupational Analysis and thereby link the job tasks and knowledge directly to critical content areas of practice.

The Occupational Analysis begins with interviews of SMEs who represent different aspects of practice. During the interviews, SMEs identify categories of work and the job tasks performed in each category. SMEs are also asked to identify the knowledge necessary to perform each job task. OPES transcribes the information from the interviews and develops a preliminary list of statements that describe tasks and knowledge.

Two panels of SMEs evaluate the task and knowledge statements. OPES then develops a questionnaire based on the task and knowledge statements. The questionnaire asks SMEs to provide demographic information and to rate each task and knowledge against job-related criteria.

OPES analyzes the demographic characteristics and questionnaire ratings of all respondents. Two panels of SMEs evaluate the results of the analysis and develop a description of practice.

SECURITY

OPES has implemented a variety of controls to ensure the integrity, security, and appropriate level of confidentiality of licensure exam programs. These controls vary according to the sensitivity of the information, and will include restricting and/or prohibiting certain items, such as electronic devices, when conducting exam-related workshops.

SMEs are required to provide valid identification, allow for personal belongings to be secured in the reception area during workshops, and sign one or more agreements accepting responsibility for maintaining strict confidentiality of licensing exam material and information to which they have access.

Any person who fails to comply with OPES' security requirements will not be allowed to participate in licensure exam workshops. In addition, any person who subverts or attempts to subvert any licensing exam will face serious consequences which may include loss of licensure and/or criminal charges, per Business and Professions Code section 123.

OPES examination developers, with the concurrence of the Committee and the approval of OPES management, will dismiss any subject matter expert from an examination development workshop who is disruptive, violates policy, or whose presence disrupts other SMEs from completing their tasks.

Profit

SUMMARY OF EVENTS

- OPES schedules and interviews SMEs and transcribes the information into a preliminary list of job tasks and knowledge.
- The Committee convenes panels of SMEs to evaluate the list of tasks and knowledge statements. During the workshops, the panels work with OPES staff to evaluate the list in terms of technical accuracy, overall clarity, and consistency. New task and knowledge statements are developed as needed.
- OPES develops a Web-based survey questionnaire to obtain demographic data and ratings of the task and knowledge statements. The demographic data, such as years of licensed practice and number of hours worked per week, assists in the interpretation of the ratings.
- OPES assists the Committee to identify a representative sample of Landscape Architects. The sample is drawn from the population of all Landscape Architects in the State of California.
- The Committee is responsible for promoting the survey, mailing survey notifications to the sample group of Landscape Architects, and sending follow-up reminders.
- OPES is responsible for set up and configuration of the online survey and compiling the data.
- OPES analyzes the information from the questionnaire. The Committee convenes panels of SMEs to review the results of the questionnaire and develop a description of practice.
- OPES prepares a report of findings and submits it to the Committee for review.

EXHIBIT B

Draft

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered and upon receipt and approval of the invoices, the Landscape Architect Technical Committee (Committee) agrees to compensate the Office of Professional Examination Services (OPES) for services rendered and expenditures incurred.
- B. Invoices shall include the agreement number and shall be submitted on a quarterly basis for the actual cost of services. Signed/approved invoices from the (Committee) will be due to OPES fifteen (15) working days from the date of invoice billings. OPES will then submit the approved invoices to the Department of Consumer Affairs for processing and payment. Invoices will be submitted to:

Douglas R. McCauley
California Architects Board/Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to OPES or to furnish any other considerations under this Agreement and OPES shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to OPES to reflect the reduced amount.

3. Payment

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

4. Cost

- A. Costs for this Agreement shall be subject to any collective bargaining agreements negotiated in Fiscal Year 2005/2006 or thereafter.

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75724

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

**LANDSCAPE ARCHITECTS
OCCUPATIONAL ANALYSIS COSTS**

FISCAL YEARS 2012-13 and 2013-14

Draft

1.	Review Background Information	\$ 2,400
2.	Develop Job Content and Structure	\$ 9,188
3.	Review Tasks and Knowledge	\$ 6,974
4.	Construct and Distribute Pilot Questionnaire	\$ 4,080
5.	Construct and Distribute Final Questionnaire	\$ 1,200
6.	Data Analysis	\$ 5,520
7.	Review Results of Occupational Analysis	\$ 4,606
8.	Prepare Validation Report	\$ 5,675
	Administrative Support	\$ 3,540

TOTAL \$43,183

Index/PCA/Object Code 6000/60000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75724**LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE****LANDSCAPE ARCHITECTS
OCCUPATIONAL ANALYSIS COSTS****FISCAL YEARS 2012-13 and 2013-14**

	Test Validation Staff					Editor		Support Staff		Totals	GRAND TOTAL
	\$60		Travel	Overtime \$85		\$56		\$43			
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost		
1. Review Background Information											
Review past Occupational Analysis	8	\$ 480								\$ 480	
Review changes in Law and Practice	24	\$ 1,440								\$ 1,440	
Identify emerging trends and considerations	8	\$ 480								\$ 480	
										\$ 2,400	\$ 2,400
2. Develop Job Content and Structure											
Prepare for 2-day CA Practice Focus Group	12	\$ 720								\$ 720	
Conduct 2-day CA Practice focus Group	16	\$ 960		4	\$ 340					\$ 1,300	
Transcribe and analyze Focus Group results	12	\$ 720				4	\$ 224			\$ 944	
Schedule, prepare, and conduct 8-12 interviews	40	\$ 2,400								\$ 2,400	
Transcribe interview information	24	\$ 1,440								\$ 1,440	
Develop preliminary list of tasks and knowledge	36	\$ 2,160				4	\$ 224			\$ 2,384	
										\$ 9,188	\$ 9,188
3. Review Tasks and Knowledge											
Prepare for first 2-day workshop	16	\$ 960						1	\$ 43	\$ 1,003	
Conduct first 2-day workshop	16	\$ 960		4	\$ 340					\$ 1,300	
Transcribe workshop results	12	\$ 720								\$ 720	
Meet with LATC for review of results	4	\$ 240								\$ 240	
Revise tasks and knowledge	8	\$ 480								\$ 480	
Prepare for second 2-day workshop	8	\$ 480				4	\$ 224	1	\$ 43	\$ 747	
Conduct second 2-day workshop	16	\$ 960		4	\$ 340					\$ 1,300	
Revise tasks and knowledge	16	\$ 960				4	\$ 224			\$ 1,184	
										\$ 6,974	\$ 6,974
4. Construct and Distribute Pilot Questionnaire											
Develop demographic items and rating scales	16	\$ 960								\$ 960	
Meet with LATC for review of OA Pilot	8	\$ 480								\$ 480	
Prepare Web-based questionnaire for pilot study	36	\$ 2,160								\$ 2,160	
Download pilot questionnaire data files and analyze data	8	\$ 480								\$ 480	
										\$ 4,080	\$ 4,080
5. Construct and Distribute Final Questionnaire											
Determine sampling plan	8	\$ 480								\$ 480	
Prepare final web-based questionnaire	12	\$ 720								\$ 720	
										\$ 1,200	\$ 1,200
6. Data Analysis											
Download final questionnaire data files	4	\$ 240								\$ 240	
Convert and merge data files for analysis	24	\$ 1,440								\$ 1,440	
Analyze demographics, task and knowledge ratings	40	\$ 2,400								\$ 2,400	
Develop preliminary description of practice	24	\$ 1,440								\$ 1,440	
										\$ 5,520	\$ 5,520

D1024

7. Review Results of Occupational Analysis											
Prepare for third 2-day workshop	8	\$ 480						1	\$ 43	\$ 523	
Conduct third 2-day workshop	16	\$ 960		4	\$ 340					\$ 1,300	
Develop description of practice/examination outline	8	\$ 480								\$ 480	
Prepare for fourth 2-day workshops	8	\$ 480						1	\$ 43	\$ 523	
Conduct fourth 2-day workshop	16	\$ 960		4	\$ 340					\$ 1,300	
Develop description of practice/examination outline	8	\$ 480								\$ 480	
										\$ 4,606	\$ 4,606
8. Prepare Validation Report											
Prepare draft of report	40	\$ 2,400				24	\$ 1,344			\$ 3,744	
Prepare camera-ready copy of report	24	\$ 1,440				8	\$ 448	1	\$ 43	\$ 1,931	
										\$ 5,675	\$ 5,675
Administrative Support											
Technical oversight (PSC II - 40 hours @ \$63/hour)										\$ 2,520	\$ 2,520
Cost oversight (Staff Analyst - 20 hours @ \$51/hour)										\$ 1,020	\$ 1,020
TOTAL	584	\$ 35,040	\$ -	20	\$ 1,700	48	\$ 2,688	5	\$ 215	\$ 43,183	\$ 43,183

draft

EXHIBIT C

Draft

GENERAL TERMS AND CONDITIONS

1. Approval:

This Contract is not valid until signed by both parties.

2. Payment:

Costs for this Contract shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.

EXHIBIT D

Draft

SPECIAL TERMS AND CONDITIONS

1. Mutual Cooperation

The Office of Professional Examination Services (OPES) is entering into a partnership where mutual cooperation is the overriding principle.

2. Evaluation

OPES and the Landscape Architects Technical Committee (Committee) reserve the right to evaluate progress, make midcourse corrections as needed, and to negotiate changes to the agreement as necessary to ensure a high quality examination program. This may affect the cost of the analysis.

3. Examination Criteria

The primary responsibility of OPES is to develop examinations that are psychometrically sound, legally defensible and job related.

4. Good Faith Agreement

In good faith, OPES believes the project steps accurately describe the work to be performed and that the costs are reasonable. This agreement will remain in effect until the work is completed.

Agenda Item L

REVIEW LEGAL OPINION LETTER FROM DCA LEGAL COUNSEL REGARDING BUSINESS AND PROFESSIONS CODE SECTION 5641, EXCEPTIONS, EXEMPTIONS, AND POSSIBLE ACTION

The Exceptions and Exemptions Task Force is charged to determine how the Landscape Architects Technical Committee (LATC) can ensure clarity about Business and Professions Code (BPC), section 5641 (Chapter Exceptions, Exemptions), and ensure that these provisions protect the public.

During the May 24, 2012 meeting, the Task Force discussed that the charge of the Task Force is to ensure the provisions in BPC section 5641 are clear and this could include investigating possible changes to the provisions. At the conclusion of the May 24, 2012, Task Force meeting, members were asked to submit information to be reviewed and considered at the next meeting.

At the October 18, 2012, meeting, the Task Force members provided information to assist in discussion on how LATC can ensure clarity regarding BPC section 5641. The Task Force reviewed and discussed the following information:

1. Council of Landscape Architectural Registration Boards (CLARB) Determinants of Success Research Study, October 2011
2. CLARB Landscape Architect Registration Examination Specifications
3. September 7, 2012, Letter from the Association of Professional Landscape Designers (including Washington State Landscape Architects Practice Act)
4. Dan Chudy, California Building Official, Suggestions to BPC Section 5641
5. Linda Gates, Landscape Architect, Suggestions to BPC Section 5641

After reviewing and discussing the provisions in BPC section 5641, the Task Force recommended that Don Chang, Department of Consumer Affairs legal counsel, should provide a legal opinion letter to LATC for BPC section 5641. Linda Gates, Task Force Chair, determined that the Task Force will be provided a copy of the legal opinion letter if LATC approves the recommendation. Once the Task Force receives the legal opinion letter, they can determine if the Task Force needs to meet again.

At the November 14, 2012 LATC meeting, LATC reviewed and approved the recommendation of the Exceptions and Exemptions Task Force to have Mr. Chang provide a legal opinion letter for BPC section 5641. Mr. Chang will provide LATC with an update at today's meeting.

Agenda Item M

CALL TO ORDER-ROLL CALL-ESTABLISHMENT OF A QUORUM

Landscape Architects Technical Committee (LATC) Member Roster

Stephanie Landregan, Chair

Andrew Bowden

Nicki Johnson

Katherine Spitz

David Allan Taylor, Jr.

CHAIR'S REMARKS

LATC Chair Stephanie Landregan will review the scheduled LATC actions and make appropriate announcements.

PUBLIC COMMENT SESSION

Members of the public may address the Committee at this time. The Committee Chair may allow public participation during other agenda items at her discretion.

Agenda Item N

STRATEGIC AND COMMUNICATIONS PLANNING REVIEW SESSION FOR FISCAL YEAR 2013/2014

At this meeting, the Landscape Architects Technical Committee is scheduled to update its strategic plan, which will be facilitated by the Department of Consumer Affairs, Strategic Organization, Leadership, and Individual Development team.

ATTACHMENTS:

1. Session Agenda
2. Facilitator Biographies
3. 2012/2013 Strategic Plan

Landscape Architects Technical Committee
Strategic Planning Session

Agenda

1/25/13

8:30am – 3:00pm

- ▶ Introductions
- ▶ LATC Accomplishments
- ▶ Review of Mission, Vision and Values
- ▶ Strategic Goals
- ▶ Review SWOT Analysis
- ▶ Develop New Objectives
- ▶ Next Steps/ Evaluations / Adjournment



Facilitator Biographies

Tom Roy- Facilitator

Tom Roy has been working in Strategic Planning with DCA for over 2 years. He has assisted in the completion and implementation of strategic plans for 15 DCA Boards, Bureaus and programs and action planning for 10 DCA Boards, Bureaus and programs. In addition, he has actively assisted programs within the department to identify and implement process improvement initiatives. Tom is the lead departmental analyst responsible for collecting, vetting and posting DCA Enforcement Performance Measures. Tom has a Bachelor of Arts degree in Psychology from Chico State, and is a certified ToPS facilitator and strategic planner. Most Recently Tom assisted in the facilitation of the Physical Therapy Board and the California Architects Board Strategic Plan.

Terrie Meduri- Facilitator

Terrie Meduri has 10 years of Organization Development and Training experience facilitating meetings, workshops, trainings for colleges, health care and government organizations focusing on strategic planning, communication techniques, management practices, sales processes, and system implementations. With a Master of Human Resources and Organization Development, from the University of San Francisco and a Bachelor of Science in Business Management, from the University of Phoenix, Terrie applies business models and strategies when collaborating with participants. As an enthusiastic facilitator, Terrie incorporates adult learning, participant-centered techniques, addressing visual, auditory and kinesthetic modalities to guide participants toward consensus and productive outcomes. Terrie has collaborated with leadership, subject matter experts, stakeholders and work groups through strategic planning, system implementations, workflow design, process improvements, and training development. Most Recently Terrie assisted in the facilitation of the California Architects Board Strategic Plan.

CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
STRATEGIC PLAN
July 1, 2012 through June 30, 2013

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INTRODUCTION

Effective January 1, 1998, the California Architects Board (Board) assumed responsibility for regulating the practice of landscape architecture in this State. Under the enabling legislation (AB 1546 – Chapter 475, Statutes of 1997), the California Legislature created the Landscape Architects Technical Committee (LATC), a technical advisory committee consisting of five professional members. The LATC performs duties and functions delegated to it by the Board.

The LATC assists the Board with examination of candidates for licensure and, after investigation, evaluates and makes recommendations regarding potential violations of the Landscape Architects Practice Act. It is also charged with the duty of investigating, assisting, and making recommendations to the Board regarding regulation of landscape architects in California.

The laws and regulations addressing the practice of landscape architecture benefit two primary categories of people.

First, regulation protects the public at large. The primary focus of a landscape architect is to create ways in which people can safely interact with their environment. The practice of landscape architecture means planning and designing the use, allocation, and arrangement of land and water resources through the creative application of biological, physical, mathematical, and social processes to safeguard the public. Landscape architectural services include:

- Investigation, selection, and allocation of land and water resources for appropriate uses
- Feasibility studies
- Formulation of graphic and written criteria to govern the planning and design of land construction programs
- Preparation, review, and analysis of master plans for land use and development
- Production of overall site plans, landscape grading and landscape drainage plans, irrigation plans, planting plans, and construction details
- Development of specifications
- Preparation of cost estimates and reports for land development
- Collaboration in the design of roads, bridges, and structures with respect to the functional and aesthetic requirements of the areas on which they are to be placed
- Negotiation and arrangement for execution of land area projects
- Field observation and inspection of land area construction, restoration, and maintenance

Second, regulation protects consumers of services rendered by landscape architects. The LATC helps consumers directly by providing information on selection and hiring of landscape architects and by establishing regulations and enforcement/complaint handling procedures that protect consumers from incompetent and dishonest practitioners.

As marketplace conditions change, it is the role of the LATC to monitor and respond to those changes that impact the health, safety, and welfare of the public.

STRATEGIC PLANNING PROCESS

Before the LATC's establishment, an interim Landscape Architects Advisory Council initiated the first strategic planning sessions in October and November 1997. This Council defined the mission and vision statements, identified key strategic issues most relevant to current practice, and began identifying specific goals to further its mission.

Legislative authority that formed the LATC became effective January 1, 1998. The LATC held its first meeting on April 16, 1998. At this strategic planning session, the LATC evaluated, refined, and formally adopted its mission, vision, and key issues and prioritized its goals.

The LATC annually reviews and updates the Strategic Plan in response to changing conditions, needs, and priorities. At each session, the LATC:

- Reviews its progress towards achieving its objectives over the previous year
- Conducts an environmental scan and updates the Strategic Plan summary of key external issues in response to changing social, economic and environmental conditions
- Reviews and confirms its mission and vision statements
- Strategizes to meet the challenges of the upcoming year

This document reflects the latest update.

Strategic planning for the LATC is ongoing. Once the Board approves the main elements of the plan, the LATC develops specific action plans for each goal and objective, and continually monitors its performance in achieving them.

LATC EXTERNAL ENVIRONMENT

In developing its Strategic Plan, the LATC examines the external factors that impact the field of landscape architecture and the LATC's mission. This year's external environment continues to be impacted by the economic downturn and, despite greater economic stability, recovery is slow and unemployment and underemployment remain high. This section identifies current trends based on perceptions and observations of LATC members and practitioners. These trends are presented and organized according to eight general categories:

- Changes in landscape architecture practice
- Landscape architecture academic preparation
- Professional collaboration
- Public/client relations
- Professional development, licensure and certification
- Information technology
- Government, policy and regulation
- Culture, lifestyle and environment

CHANGES IN LANDSCAPE ARCHITECTURE PRACTICE

- Increasing emphasis on security, crime prevention, and anti-terrorism in public space design
- Decreasing average firm size and considerable increase in number of smaller firms
- A competitive marketplace with a decrease in the number of jobs available for landscape architects
- Lower retirement rate in practice due to the economic recession
- Increasing liability, risk and exposure due to lawsuits; forensic landscape architecture is on the rise, further highlighting the landscape architect's role in ensuring public health, safety, and welfare
- Increasing reliance on environmental and biological science as a basis for landscape architectural design
- Widening scope of practice and responsibilities and a widening body of knowledge required to practice landscape architecture
- Greater need for landscape architects with working knowledge of key technical areas, especially universal design and accessibility
- Proliferation of unlicensed practice, potentially due to the economic downturn
- Rapidly increasing emphasis on and demand for "green" and low-impact design due to diminished natural resources and increasing use of sustainable design and development techniques
- Increasing costs of doing business
- Increasing level of landscape architect involvement earlier in the planning process
- Increase in design-build orientation, with a corresponding increase in firms adding design to their services
- Increasing level of competition among landscape architects for limited work opportunities due to the depressed economy

- Continuing lack of clarity about the landscape architect's responsible control over construction documents due to changes in the project delivery process and use of technology
- Rise in the number of sole practitioners
- Increasing functional specialization
- Growing number of landscape architects taking on more "environmental" responsibilities such as sustainable design, site hydrology, and environmental technologies; increasing number of landscape architects in leadership or "prime roles" for these issues
- Increasing mobility of landscape architects, with more professionals working around the globe from multiple locations
- Segmentation of landscape architecture production, which impacts the integrity and quality of services delivered

LANDSCAPE ARCHITECTURE ACADEMIC PREPARATION

- Increasing emphasis on information selectivity and critical thinking skills in landscape architecture education
- Schools are not keeping pace with the rapidly expanding growth of the profession and the supply of qualified faculty is limited
- Decreasing numbers of undergraduate landscape architecture students and increasing numbers of graduate-level students
- Fewer slots available to prospective landscape architecture students and fewer graduates
- Increasing cost of education
- Institutional enrollment caps in landscape architecture programs limit the number of graduates available to meet the growth demands of the profession
- Academic career demands have limited the number of licensed faculty teaching in landscape architecture programs
- Need for landscape architects and accredited schools to demonstrate competencies in ecological sciences and processes
- Need to understand the differing impacts of science, technology, nature, and sustainability on landscape architectural practice
- Greater need for writing, communication, business, and critical reasoning skills in practice
- A move towards for-profit schools and programs, evidenced by greater supply of and enrollment in landscape architecture programs offered by for-profit education institutions

PROFESSIONAL COLLABORATION

- Increasing involvement of landscape architects as primary members of professional architecture and engineering consultant teams
- Increasing collaboration of landscape architecture, planning, design, and engineering professionals
- More "collateral" work, like grading, is being contracted out due to liability concerns
- More collaboration in design-build contracts and increasing numbers of such contracts
- Need for greater cooperation and communication between landscape architecture practitioners and academics
- Increasing level of landscape architect involvement earlier in the planning process

PUBLIC/CLIENT RELATIONS

- Greater public awareness of what landscape architects do
- Greater expectations for landscape architects to contribute to the public good, meet environmental quality goals, and garner community support
- Increasing client expectations for cost control, timely project delivery, agency processing, etc.
- Increasing expectations of consumers regarding quality of life issues in their communities
- Increasing public interest in park expansion and development
- Increasing recognition of the aesthetic value of landscape architecture and how it affects property values and sales

PROFESSIONAL DEVELOPMENT, LICENSURE AND CERTIFICATION

- Greater emphasis on professional development and continued competency due to more stringent technical requirements, incorporation of scientific knowledge, and new laws and mandates
- Rising cost of education, candidate examination fees, and licensure
- Rapidly advancing technological changes that are difficult to keep up with in professional development
- A “leveling out” in the number of landscape architects becoming licensed
- A greater number of graduates with landscape architecture degrees electing not to pursue licensure
- Increasing public and professional demand for specialty certification
- Interest in establishing a national certification process that would allow landscape architects more job flexibility

INFORMATION TECHNOLOGY

- Continuing/expanding use of technology including (e.g., CAD, GIS, Building Information Modeling [BIM], electronic plans, electronic plan checking, and smart permits)
- Increasing use of “do-it-yourself” software, media, and web-based programs
- Increasing use of outsourcing, leading to practice without presence
- Greater use of technically-oriented individuals (especially for CAD and GIS) who may or may not be landscape architects
- Less distinction in the lines of responsibility due to remote supervision of design production and non-licensed individuals working in technical capacities
- Greater reliance on computer-aided design and drafting, increasing the difficulties and complexities of design production and supervision and leading to a false sense of confidence regarding quality of technical drawings (e.g., BIM)
- Increasing use of e-drawings and e-boards, which have inherent limits and may result in a loss of attention to detail, creating potentially unsafe project conditions
- Proliferation of technical or software-based certifications that do not address health, safety, and welfare concerns and distract candidates who would otherwise seek licensure
- Recognition that use of interactive and real-time technology tools will be an increasingly important element in design and will play a role in all steps of the design process

GOVERNMENT, POLICY AND REGULATION

- Continuing State budget crisis, resulting in fiscal constraints and related impacts to purchasing, staffing, and travel
- Greater number of government services being offered via the Internet (“e-government”)
- Increasing level of sophistication and expectations from local city councils and planning commissions concerning project life-cycle costs (especially maintenance and operations)
- Increased competition for jobs now that Request for Proposals are on-line
- Federal government’s Public Service Initiative may affect profession
- Out-sourcing of plan checking by local and city agencies
- Persistent economic uncertainty, which has led to deep government cut backs, resulting in reduced staff resources, restricted out-of-state travel for government agencies, and pressure to increase licensure
- Continuing pressures to deregulate, restructure, and streamline government operations
- Continuing effects of drought and water conservation-related legislation on practice
- Increasing complexity of building codes and standards affecting the practice of landscape architecture
- Loss of redevelopment agencies in California in response to the recent legislative decision, and a resulting impact on local public works

CULTURE, LIFESTYLE AND ENVIRONMENT

- Growth pressure throughout California which has placed more emphasis on issues, such as urban/agriculture interface, water issues, toxins, transportation, and transit-oriented development
- Continuing water cost, supply, and quality issues and a growing focus on related fiscal impacts, without a corresponding increase in attention to public health, safety, and welfare
- Transfer of wealth to baby boom generation (who have high lifestyle expectations and are seeking sense of place) and to Generation X
- Growing regionalization within California, resulting in local areas wanting to create individual community identities
- Decrease in volunteerism among new generation
- Growing public knowledge and interest around the value of green space, livability, sustainable lifestyles, and natural processes
- Emerging critical issues related to public health, safety, and welfare that landscape architecture can address including water conservation, fire hazard mitigation, coastal development, infill development, and need for healthy communities
- Opportunities for landscape architecture to become involved in public initiatives to develop sustainable urban food systems that promote community health and wellness
- Rise in demand for green design as it relates to infrastructure and storm water management

RECENT ACCOMPLISHMENTS

Through strategic action and ongoing collaboration, LATC has successfully advanced or accomplished its top priorities in recent years. This section briefly reviews key accomplishments as identified during the 2012 strategic planning session.

SUNSET REVIEW

On October 1, 2011, LATC successfully submitted its required sunset report to the Joint Legislative Sunset Review Committee (JLSRC). In this report, LATC described actions it has taken since its prior review to address the recommendations of JLSRC, including programmatic and operational changes, enhancements, and other important policy decisions or regulatory changes.

EXPANDED ENFORCEMENT

LATC strengthened its enforcement program by adding 0.4 of a position to enforce laws, codes, and standards affecting the practice of landscape architecture. This addition has helped ensure that complaints are addressed in a timely manner. The LATC redoubled efforts to meet Department of Consumer Affairs (DCA) goals set forth relating to case aging and as a result the LATC reduced the pending caseload by 52% between January 2011 and January 2012.

CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE)

The Office of Professional Examination Services (OPES) completed development of a new CSE and the exam was launched in August 2011. An Intra-Agency Contract Agreement with OPES to redevelop the exam was approved by DCA and OPES conducted five exam development workshops in Sacramento between September 2010 and March 2011. These workshops covered the Test Plan, existing item review, and writing new items.

STAFF POSITIONS FILLED

The Enforcement Coordinator, Special Projects Coordinator, and Administrative Licensing Coordinator positions have been filled.

COLLABORATION WITH OTHER ORGANIZATIONS

LATC has had a consistent presence at recent California Architects Board (CAB), American Society of Landscape Architects (ASLA), California Chapter of American Society of Landscape Architects (CCASLA), and Council of Landscape Architectural Registration Boards (CLARB) meetings, reflecting strong, ongoing relations and collaboration with partner agencies.

TWO LATC MEMBERS ELECTED TO THE CLARB BOARD OF DIRECTORS

CLARB is governed by a volunteer Board of Directors comprised of leaders in the landscape architecture community. Each year, the CLARB membership elects a Board of Directors to provide oversight and direction to the organization. CLARB's 2011-2012 Board of Directors includes LATC members Stephanie Landregan (CLARB Vice President) and Christine Anderson (CLARB Region V Director).

STRATEGIC ISSUES

While discussing the external environment, a number of strategic issues were identified by the LATC in the areas of education, examinations, professional qualifications, enforcement and safety, public and professional awareness, and organizational effectiveness. The LATC recognizes that these broader issues are interrelated and require focused attention.

EDUCATION

- Promoting continuing education for landscape architects
- Supporting accreditation of approved extension certificate programs
- Participating in the process of educating students so that they are properly prepared to practice safely upon licensure

EXAMINATIONS AND LICENSURE

- Evolving nature of the Landscape Architect Registration Examination (LARE) with respect to national and state requirements, expense, eligibility, and pass rates
- Ensuring that the examination stays current with a rapidly changing field
- Ensuring access to the profession while protecting consumers

PROFESSIONAL QUALIFICATIONS

- Understanding how the expanding scope of practice of landscape architects impacts education and regulation
- Articulating the requirements of contemporary landscape architecture practice in California
- Encouraging adequate candidate preparation for licensure
- Staying current with knowledge requirements, which are changing more rapidly than in the past

ENFORCEMENT AND SAFETY

- Enforcing rules and regulations
- Tracking consumer complaints and conducting complaint analysis
- Defining responsible control for landscape architects
- Enforcing laws against unlicensed practice, including lapsed licenses, and identifying the impact of unlicensed activity on public health, safety, and welfare
- Developing standard practices for cases involving contractors

PUBLIC AND PROFESSIONAL AWARENESS

- Developing a plan to expand outreach to consumers, students, practitioners, and other key constituents regarding laws and regulations affecting the practice of landscape architecture
- Enhancing professional relationships as they relate to regulatory issues [i.e., American Society of Landscape Architects (ASLA) and the Council of Landscape Architectural Registration Boards (CLARB)]
- Strengthening relationships with allied professionals, such as architects, engineers, and Building Officials, to ensure adequacy of LATC regulations and enforcement procedures
- Maintaining communication with licensees regarding current regulations and LATC matters

ORGANIZATIONAL EFFECTIVENESS

- Maintaining LATC appointments and adequate staffing
- Use of volunteers and staffing for committees
- Strengthen relationships with Department of Consumer Affairs (DCA) and the California Architects Board

MISSION

The mission of the LATC is to regulate the practice of landscape architecture in a manner which protects the public health, safety, and welfare and safeguards the environment by:

- Protecting consumers and users of landscape architectural services
- Empowering consumers by providing information and educational materials to help them make informed decisions
- Informing the public and other entities about the profession and standards of practice
- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination
- Establishing and enforcing the laws, regulations, codes, and standards governing the practice of landscape architecture
- Requiring that any person practicing or offering landscape architectural services be licensed

VISION

As a model organization for consumer protection, the LATC safeguards the public, protects and enhances the environment, and ensures quality landscape architectural services.

VALUES

The LATC will strive for the highest possible quality throughout all of its programs, making it an effective and efficient landscape architectural regulatory body.

To that end, the LATC will:

- Be **participatory**, through continuing involvement with CLARB and other organizations
- Be **professional**, by treating all persons who interact with the LATC as valued customers
- Be **prevention oriented**, by providing information and education to consumers, candidates, clients, licensees, and others
- Be **proactive**, by continuously scanning the field of landscape architecture for changes in practice and legislation that may affect consumers, candidates, clients, and licensees
- Be **progressive**, by utilizing the most advanced and effective means for providing services

GOALS

The LATC has established five goals as a framework for organizing the Strategic Plan.

REGULATION AND ENFORCEMENT

Protect consumers through effective regulation and enforcement of laws, codes, and standards affecting the practice of landscape architecture.

PROFESSIONAL QUALIFICATIONS

Ensure that landscape architects are qualified to practice by setting and maintaining equitable requirements for education, experience, and examinations.

PUBLIC AND PROFESSIONAL AWARENESS

Increase public and professional awareness of LATC's mission, program, and services.

ORGANIZATIONAL RELATIONSHIPS

Strengthen effectiveness of relationships with related organizations in order to further LATC mission, goals, and services.

ORGANIZATIONAL EFFECTIVENESS

Provide accessible and responsive quality service to consumers and licensees.

CONSTITUENCIES AND NEEDS

The primary constituency groups of LATC include the following:

Constituency	Needs
Public (consumers/clients, users, general public)	Competent professionals Assurance of recourse Stewardship/environmental protection/safety Information on contracting with landscape architects
Licensees	Fair enforcement Regulation of practice High standards of competency and equitable licensing
Students	Information Coordinating with schools to communicate licensure and practice requirements
Candidates	Fair examinations Timely response to requests Quality, accurate, and relevant information
Public Agencies (e.g., Building, Planning, Parks and Recreation, and Public Works departments)	Maintaining standards, regulation, and information Information on practice standards for landscape architects
Policy making bodies (e.g., conservancies, city councils, planning commissions, Boards and supervisors, public utilities, and Water Boards)	Maintaining standards, regulation, and information Information on practice standards for landscape architects
Employers	Carry out and promote the Practice Act Communicate the benefits of licensure to employees Provide training opportunities to interns
Architects Engineers Landscape Contractors Geologists Landscape Designers	Collaboration on joint efforts Clarity of responsibility
Legislators	Consumer protection Clear definition of standards
CLARB	Information and participation

DCA	Support and information
American Society of Landscape Architects (ASLA), California Council of the American Society of Landscape Architects (CCASLA), California Landscape Contractors Association (CLCA), and the Association of Professional Landscape Designers (APLD)	Regulation of profession and information
Educators	Information on licensure requirements and practice standards

ACTION PLAN

The Action Plan is a dynamic framework for the many activities that the LATC performs in promoting and meeting its goals. The goals and objectives are assigned to committees, subcommittees, task forces, staff, or individuals, as appropriate, who create more detailed action plans in order to meet the goals and objectives set by the LATC.

Regulation and Enforcement	15
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REGULATION AND ENFORCEMENT

GOAL: Protect consumers through effective regulation and enforcement of laws, codes, and standards affecting the practice of landscape architecture.

Ongoing Responsibilities

- Address consumer complaints in a timely and effective manner
- Analyze pattern of consumer complaint data to keep track of major issues
- Maintain communication with licensees regarding the obligations and requirements of licensure
- Implement regulatory changes, as needed, to keep Practice Act up to date
- Maintain currency of Frequently Asked Questions on LATC website
- Maintain currency of enforcement actions on LATC website
- Review and update the Landscape Architects Practice Act and Regulations to keep pace with changes in practice
- Monitor unlicensed activity with respect to Business and Professions Code (BPC) section 5641 – Exceptions and Exemptions amendment to Practice Act (report on results and determine appropriate action, if necessary.)
- Monitor enforcement activity, level of enforcement actions, and expenditures. Document results and determine appropriate course of action. Monitor level of enforcement efforts and expenditures as a proportion of the LATC's total work effort. Propose changes, if necessary, based upon an annual review of data
- Perform an annual assessment of consumer complaint resolution satisfaction survey.
- Monitor new DCA enforcement improvement initiatives, report to LATC and determine the appropriate course of action

Objectives	Target Date
1. Appoint and convene a task force to address Landscape Architecture/APLD/Residential Designer issues, including BPC section 5641.	June 2012
2. Update procedures for enforcement case review.	June 2013
3. Inform licensees of their rights and responsibilities associated with their stamping authority and communicate the Landscape Architect's stamping authority to permitting and approval authorities.	December 2013
4. Monitor CLARB's efforts to define "public welfare" for potential regulatory impacts.	December 2013
5. Develop a communications piece informing students and graduates about what they can and cannot do as unlicensed professionals.	January 2014

6. Review regulations to identify sections that need clean-up, minor revisions.	January 2014
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PROFESSIONAL QUALIFICATIONS

GOAL: Ensure that landscape architects are qualified to practice by setting and maintaining equitable requirements for education, experience, and examinations.

Ongoing Responsibilities

- Ensure access to the profession by providing a fair and equitable licensure process
- Ensure that examinations are kept current and meet all legal requirements
- Inform licensees on specific practice issues in California
- Review and monitor LATC's role in landscape architectural education
- Coordinate with CLARB to ensure timely, effective, and fair examination administration
- Track, review, and analyze sufficient pass rate data to determine if changes in examinations and/or eligibility are needed

Objectives	Target Date
1. Amend California Code of Regulations (CCR) section 2614 to conform with the LARE transition.	September 2012
2. Amend CCR section 2620 (b)(2) to conform to updated LAAB accreditation standards.	November 2012
3. Develop a process for reviewing extension certification programs.	November 2012
4. Modify, implement and monitor examination eligibility requirements under CCR sections 2615 and 2620, if necessary.	March 2013
5. Update CCR section 2620.5 in accordance with new Landscape Architectural Accreditation Board (LAAB) accreditation criteria.	June 2013
6. Conduct extension program reviews.	November 2013
7. Request that OPES review the CLARB Occupational Analysis (OA) and determine a course of action. Conduct new OA.	December 2013
8. Review CLARB's graphically-oriented public relations materials outlining a) steps to obtain licensure, geared towards candidates; and b) different ways candidates can gain the experience required to obtain licensure, geared towards employers, and adapt to be California-specific.	December 2013

9. Review and incorporate CLARB’s determinants of success into California’s experience requirements, as appropriate.	January 2014
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PUBLIC AND PROFESSIONAL AWARENESS

GOAL: Increase public and professional awareness of LATC's mission, activities, and services.

Ongoing Responsibilities

- Maintain effective communication with LATC constituencies
- Participate in consumer, public, and professional awareness events
- Continue to review and update the LATC Communications Plan and emphasize consumer and professional awareness
- Update written materials and LATC's Web site, as needed
- Maintain a presence and an ongoing dialog at schools of landscape architecture to inform students and faculty about licensing requirements

Objectives	Target Date
1. Implement the frequently asked questions (FAQ) strategy as defined in the LATC Communications Plan.	January 2014

ORGANIZATIONAL RELATIONSHIPS

GOAL: Strengthen effectiveness of relationships with related organizations in order to further LATC mission, goals and services.

Ongoing Responsibilities

- Maintain working relationships with the Board and DCA
- Work with CLARB, LAAB, and Council of Educators in Landscape Architecture (CELA) to influence the national examination and to ensure that California-specific issues are addressed
- Exchange information with organizations that will assist the LATC in the regulatory process, such as ASLA, CCASLA, AIACC, building officials, California Building Officials, and engineers
- Maximize LATC and California involvement in CLARB by pursuing leadership opportunities
- Conduct ongoing communication with CLARB regarding important policy issues and procedures
- Work with the California Landscape Contractors Association (CLCA) to serve as an educational resource and political advocate around shared interests in support of the profession

Objectives	Target Date
1. Monitor CLARB's efforts to facilitate member participation.	January 2014

ORGANIZATIONAL EFFECTIVENESS

GOAL: Provide accessible and responsive quality service to consumers and licensees.

Ongoing Responsibilities

- Improve service to all constituencies through timely, cost-effective, and efficient operations
- Encourage licensee participation in the LATC
- Update LATC Administrative Procedures Manual on a regular basis
- Monitor legislation that impacts landscape architectural practice as it relates to the public health, safety, and welfare
- Monitor State budget conditions and maintain clear budget priorities
- Utilize former LATC members on LATC committees and task forces to maintain organizational memory and continuity
- Monitor changes in CLARB examination fees

Objectives	Target Date
1. Develop interim solutions for candidate tracking prior to BreEZe implementation.	September 2012
2. Work with DCA staff to implement the BreEZe system for LATC.	September 2013
3. Explore ways to use technology to increase licensee participation in LATC meetings.	January 2014

COMMUNICATIONS PLAN

To support its strategic planning goals and objectives, the LATC conducts information and outreach activities. This plan presents key messages, existing communication channels, and preliminary strategies for improving external communications.

GOALS

The LATC Communications Plan seeks to achieve the following:

- Protect consumers and the public by providing education regarding the LATC's role
- Provide information to licensees regarding standards of practice and their legal and regulatory responsibilities
- Disseminate factual information in a timely manner
- Seek feedback to improve and measure overall operations
- Enhance consumer understanding of the landscape architecture profession
- Maintain consistent and quality outreach services
- Evaluate the success and effectiveness of the Communications Plan

CONSTITUENTS

The LATC provides information to eight main constituents:

- Licensees
- Candidates and Pre-Candidates
- Schools (educators and students)
- Public (consumers/clients, users, general public)
- Practitioners
- Public Agencies
- Professional Organizations
- Firms and Employers

MESSAGES AND KEY INFORMATION

The LATC Communications Plan will provide the following messages and key information to the eight main constituents:

LICENSEES

Licensed professionals require up-to-date information to ensure compliance with the Landscape Architects Practice Act and other current laws. Important information includes:

- Enforcement procedures
- Updates and changes to laws and regulations
- Information that affects the public's health, safety, and welfare

CANDIDATES AND PRE-CANDIDATES

Candidates for examination need accurate and timely information regarding eligibility, costs, and the examination process. In addition, candidates need information in order to clearly differentiate between the LATC's and CLARB's roles, and to understand the value of a license.

SCHOOLS (EDUCATORS AND STUDENTS)

Schools with landscape architectural programs and their faculty need to have current practice, licensure, and candidate information. They also need to understand the steps involved in obtaining a license to practice landscape architecture.

PUBLIC (CONSUMERS/CLIENTS, USERS, GENERAL PUBLIC)

The public needs information regarding the role of the LATC, the practice and regulation of landscape architecture, compliance with laws, how and when to hire a landscape architect, and the role that licensure plays in ensuring quality professional service. The public also needs information explaining that LATC offers recourse in the event of disputes.

PRACTITIONERS

Practitioners need information on the steps involved in obtaining a license.

PUBLIC AGENCIES

Public agencies need information regarding the role of the LATC, the practice and regulation of landscape architecture, the laws under the Practice Act, and the LATC's enforcement methods.

PROFESSIONAL ORGANIZATIONS

Professional organizations, including CLARB, ASLA, LAAB, and CELA, and other state boards, need to be kept informed of changes to the Practice Act and LATC activities which may impact their organizations and members. These organizations and the LATC need opportunities to exchange information.

FIRMS AND EMPLOYERS

Employers are responsible for complying with the Practice Act and communicating the benefits of licensure, as well as providing training opportunities to interns for them to gain practical experience.

ACTIONS

The LATC recommends the following actions:

Public (consumers/clients, users, general public)

- Publish article(s) that clarify the practice of landscape architecture and the role of the LATC
- Review letter to television production company(ies) and distribute, if necessary
- Develop scope of practice table / “graphic” and post on LATC Web site
- Provide additional consumer information on the LATC Web site

Licensees

- Communicate with licensees regarding awareness of current health and safety-related codes and regulations

Candidates and Pre-Candidates

- Update, develop, and distribute candidate material
- Prepare “guidelines” for meeting examination experience requirements

Firms and Employers

- Communicate to encourage employees to obtain licensure
- Develop and provide guidelines for successful internship
- Disseminate information to promote accurate and current landscape architecture laws

Public Agencies

- Review Consumer Guides for currency and distribute
- Develop and distribute scope of practice table / “graphic” and other materials that clarify the practice of landscape architecture and the role of the LATC

Schools (educators and students)

- Review CLARB presentation materials for currency and incorporate information specific to California into LATC outreach materials
- Contact program directors regarding LATC presentations during professional practice courses
- Update PowerPoint presentation
- Prepare licensure letter for students approaching graduation

Professional Organizations

- Review CLARB presentation materials for currency and incorporate information into LATC outreach materials
- Contact CCASLA regarding collaboration to clarify the practice of landscape architecture for public agency officials
- Attend conferences and meetings to clarify the practice of landscape architecture and the role of the LATC
- Explore opportunities to participate in panels and workshops

COMMUNICATION TOOLS

The LATC will utilize the following communication tools to reach the target audiences identified above:

- Web Site Content*
- Use of Social Media Networks*
- “FAQ”**
- Newsletter/Technical Bulletin*
- Candidate Information Packet and PowerPoint*
- Practice Act, Rules and Regulations*
- Consumer Guides (residential, commercial, industrial)*
- Committee Participation
- Press Releases and Articles
- Joint Meetings
- Media/PowerPoint Presentations
- Licensure Posters (for practitioners, educators, students)
- Design Professions Chart
- CLARB Tools
- Speakers Bureau

* Highest priority communication tools for development and/or update.

Information available will be shared with the target audience and research conducted on what each group wants to see, what information will benefit them the most, and in what type of media they prefer to receive the information.

**A set of FAQs will be developed with multiple audiences in mind, and is intended for print and web publication. Content will be updated regularly. Initial FAQs for FY 2013-14 will provide information on the following:

Enforcement

- Unlicensed Activity
- Stamping Authority

Professional Qualifications

- “Welfare”
- Educational Dialogue

Organizational Relationships

- CLCA
- LATC Role in CAB
- CCASLA
- CLARB
- PSI

High Priority Target Audiences

	Candidate Publication							
		Consumer Guides						
			Newsletter and FAQs					
				Practice Act				
				Website and Social Media				
Audience							Message	Activity
Candidates, Pre-Candidates, and Students	X	X	X	X	X		Value and purpose of license	Partner with ASLA and send out LATC postcard
Schools (educators)	X		X	X	X		Steps to achieve a license	Convene focus group to determine what educators need to know about LATC and the best way to provide that information
Firms/Employers			X		X		Their role in supporting the licensing process by providing internships and practical experience	Partner with ASLA, sponsor seminars “The Practice Academy,” send out information that summarizes topics on the examination
Public/Consumers		X	X		X		Purpose and role of LATC (that LATC protects consumers and ensures qualified landscape architects; offers recourse in the event of a dispute)	
Licensees		X	X	X	X		Current laws and regulations	
Practitioners/Mentors	X		X	X	X		Steps to achieve a license	
Public Agencies			X		X		LATC's current scope	Send out practice act with cover memo
Professional Organizations (CLARB, ASLA, etc.)		X	X	X	X		LATC's current scope, current laws and regulations	Maintain regular two-way conversation and information exchange with relevant organizations

APPENDIX B

LATC Staff Report Schedule				
Consumer Satisfaction Survey	To gauge satisfaction with LATC	Annual	November	Online consumer survey
Consumer Complaint Satisfaction Survey	To gauge satisfaction with LATC resolution process	Annual	November	Online complaintant survey
Examination Pass Rate Data	To monitor LA candidate success	Quarterly	June, September, December, March	CLARB
Enforcement Report	To monitor enforcement cases	Annual	October	TEALE reports
Candidate Eligibility and Success Report	To correlate candidate qualifications with examination success	Annual	November	Applicant Tracking System (ATS)
Strategic Plan Action Status Report	To monitor strategic plan objective completion	Quarterly	April, July, October, January	LATC staff

Agenda Item O

REVIEW TENTATIVE SCHEDULE AND CONFIRM FUTURE LATC MEETING DATES

<u>January 2013</u> January 24-25	Landscape Architects Technical Committee (LATC) Meeting/ Strategic Planning Session	Sacramento
<u>February</u> 18	<i>Presidents' Day</i>	<i>Office Closed</i>
<u>March</u> 1-2	Council of Landscape Architectural Registration Boards (CLARB) Spring Meeting	Scottsdale, AZ
7	Board Meeting	TBD
15-16	Western Conference of Architectural Registration Boards Joint Regions 1, 2 & 6 Meeting	Providence, RI
<u>April</u> 8-20	Landscape Architect Registration Examination (LARE) Sections 1-4 Administration	Various
<u>May</u> 27	<i>Memorial Day</i>	<i>Office Closed</i>
<u>June</u> TBD 19-20	Board Meeting National Council of Architectural Registration Boards Annual Meeting and Conference	TBD San Diego
20-22	The American Institute of Architects National Convention	Denver, CO
<u>July</u> 4	<i>Independence Day</i>	<i>Office Closed</i>
<u>August</u> 19-30	LARE Sections 1-4 Administration	Various
<u>September</u> TBD 2 26-28	Board Meeting <i>Labor Day</i> CLARB Annual Meeting	TBD <i>Office Closed</i> Minneapolis, MN

LATC Meeting

January 24-25, 2013

Sacramento, CA

November

11

Veteran's Day

Office Closed

15-18

American Society of Landscape Architects Annual Meeting

Boston, MA

28-29

Thanksgiving Holiday

Office Closed

December

TBD

Board Meeting

TBD

2-14

LARE Sections 1-4 Administration

Various

25

Christmas

Office Closed