NOTICE OF MEETING

November 17, 2015
11:00 a.m. – 3:00 p.m.
(or until completion of business)
University of California, Davis (142 Hunt Hall)
One Shields Avenue
Davis, California 95616
(530) 754-5983

The Landscape Architect Technical Committee (LATC) will hold a meeting, as noted above. The notice and agenda for this meeting and other meetings of the LATC can be found on the LATC's website: latc.ca.gov. For further information regarding this agenda, please see reverse or you may contact Rodney Garcia at (916) 575-7236.

The LATC plans to webcast this meeting on its website. Webcast availability cannot, however, be guaranteed due to limited resources. The meeting will not be cancelled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location.

AGENDA

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

B. Chair's Remarks and LATC Member Comments

C. Public Comment for Items Not on Agenda
(The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)

D. Review and Approve August 6, 2015, LATC Meeting Minutes

E. Program Manager's Report

F. Presentation on the University of California, Davis Landscape Architecture Program

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

H. Review and Approve Intra-Agency Contract Agreement with Department of Consumer Affairs Office of Professional Examination Services for California Supplemental Examination Development

(Continued on Reverse)

I. Discuss and Possible Action on Strategic Plan Objective to Establish Equitable Reciprocity Guidelines, Without Altering Entry Standards of the Profession, to Widen Path to Licensure

J. Discuss and Possible Action on Strategic Plan Objective to Review California Code of Regulations, Sections 2624 and 2624.1 and Assess Whether any Revisions are Needed to Regulations, Procedures, and Instructions for Expired License Requirements

K. Discuss and Possible Action on Strategic Plan Objective to Create and Disseminate Printed Document(s) to Educate Public on Differences Between Landscape Architects, Landscape Contractors, and Landscape Designers

L. Review Tentative Schedule and Confirm Future LATC Meeting Dates

M. Adjourn

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the LATC are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the LATC prior to the Committee taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting [Government Code §§ 11125 and 1125.7(a)].

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Mr. Garcia at (916) 575-7236, emailing rodney.garcia@dca.ca.gov, or sending a written request to the LATC. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the LATC in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5620.1)

Agenda Item A

CALL TO ORDER-ROLL CALL-ESTABLISHMENT OF A QUORUM

Roll is called by the Landscape Architects Technical Committee (LATC) Vice Chair or, in his/her absence, by an LATC member designated by the Chair.

LATC MEMBER ROSTER

Andrew Bowden, Chair

David Allan Taylor, Jr., Vice Chair

Patricia Trauth

Marq Truscott

Agenda Item B

CHAIR'S REMARKS AND LATC MEMBER COMMENTS

LATC Chair Andrew Bowden, or in his absence, the Vice Chair will review the scheduled LATC actions and make appropriate announcements.

Agenda Item C

PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

Members of the public may address the Committee at this time.

Agenda Item D

REVIEW AND APPROVE AUGUST 6, 2015 LATC MEETING MINUTES

The Landscape Architects Technical Committee (LATC) is asked to approve the attached August 6, 2015 LATC Meeting Minutes.

DEPARTMENT OF CONSUMER AFFAIRS
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA ARCHITECTS BOARD
Public Protection through Examination, Licensure, and Regulation

Governor
Edmund G. Brown Jr.

Meeting Minutes

CALIFORNIA ARCHITECTS BOARD
Landscape Architects Technical Committee

August 6, 2015
Sacramento, California

Landscape Architects Technical Committee (LATC) Members Present
David Allan Taylor, Jr., Chair
Andrew Bowden
Patricia Trauth

Staff Present
Doug McCauley, Executive Officer
Trish Rodriguez, Program Manager
Rebecca Bon, Legal Counsel, Department of Consumer Affairs (DCA)
Richie Barnard, Special Projects Analyst
Hattie Johnson, Retired Annuitant
Matthew McKinney, Enforcement Officer
Kourtney Nation, Examination Coordinator

Guests Present
Amy Cox-O'Farrell, Chief Information Officer, DCA Information Services
Michelle Stout, Analyst, DCA Executive Office

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

LATC Chair David Taylor called the meeting to order at approximately 10:43 a.m. and called roll. Three members of LATC were present, thus a quorum was established.

B. Chair's Remarks and LATC Member Comments

No remarks or comments were made.

C. Review and Approve May 13, 2015, LATC Meeting "Summary Report" Minutes

- **Andrew Bowden moved to approve the May 13, 2015, LATC Meeting "Summary Report" Minutes.**

  Patricia Trauth seconded the motion.

Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

D. Public Comment for Items Not on Agenda

There was one public comment email received from Julie Saare-Edmonds, Senior Environmental Scientist with the Department of Water Resources (DWR), regarding updates to the Model Water Efficient Landscape Ordinance (MWELO). Ms. Saare-Edmonds requested feedback on additional content to include in upcoming guidebooks and workshops being developed by DWR for local agencies and landscape professionals. She inquired on what needs to be further communicated or explained, what part of the MWELO language or intent is unclear, and how the DWR can better explain water budgets. The Committee agreed to discuss the public comments related to this matter under Agenda Item L.

E. Program Manager's Report

Trish Rodriguez presented the Program Manager's Report. She informed the Committee that staff continues to use the workaround system (WAS) to track candidate records until "BreEZe" is implemented. She informed the Committee that a DCA representative would be presenting an update on BreEZe under Agenda Item F.

Ms. Rodriguez updated the Committee on the Board's June 5, 2015 meeting. She noted that she presented the draft LATC 2015-2016 Strategic Plan at the meeting, and the Board approved the plan. She also reported the new Governor's appointment of Ms. Trauth to LATC, whose term expires June 1, 2018, and the reappointment of Mr. Bowden, whose term expires June 1, 2019.

Ms. Rodriguez noted that staff continues to work on the extension certificate review procedures. She indicated that LATC is currently expecting the updated Landscape Architectural Accreditation Board (LAAB) curriculum requirements to be released by the fall of 2015. She reported that staff will continue to assess the standards and procedures following the release of the updated LAAB curriculum requirements.

Ms. Rodriguez announced that CCR section 2649 (Fees) regulatory changes were implemented on July 1, 2015. She stated that the regulatory change reduced license renewal fees from $400 to $220 for one renewal cycle. She also noted that system changes were applied to allow staff to process the reduced fees and updated notices to be mailed to licensees. Ms. Trauth asked about the temporary status of the reduction. Ms. Rodriguez explained that the temporary fee reduction was implemented in order to avoid exceeding maximum allowable budget reserves, and staff will reassess the condition of the budget in 2016 to determine whether to extend the reduction.

Ms. Rodriguez continued and updated the Committee on an objective in the Strategic Plan regarding reciprocity requirements. She indicated that staff, at the February LATC meeting, was directed to obtain samples of reciprocity regulatory language from Arizona and New York. She stated that this objective will be included on the agenda at the next LATC meeting.

Ms. Rodriguez reported that work on the California Supplemental Examination (CSE) development was concluded in June 2015. She added that staff will be drafting a new Intra-

Agency Contract with the Office of Professional Examination Services (OPES) for ongoing examination development, which will be provided to the Committee for approval at the next meeting.

Ms. Rodriguez stated that staff continues mailing customer satisfaction surveys to complainants when a complaint is closed. She also indicated that staff has continued to work on revising LATC *Disciplinary Guidelines*, and noted that a proposed regulatory amendment will be presented later in the meeting under Agenda Item H.3.

Doug McCauley clarified that the legislative report from the California Chapter of American Society of Landscape Architects (ASLA) is included in the Program Manager's Report (Attachment E.2) as an informational item and in no way suggests LATC would take similar positions on bills. Mr. McCauley added that, per the Landscape Architects Practice Act, it is the Board, not LATC, that has authority to give final approval for anything regarding disciplinary or regulatory/legislative proposals.

F. Update on BreEZe Enterprise System by Department of Consumer Affairs

Amy Cox-O'Farrell presented an update on the BreEZe Enterprise System. She explained that BreEZe was originally planned to be deployed department-wide via three separate releases. She noted that the first release went live on October 8, 2013. She reported that over $200 million in revenue has been collected through BreEZe, with over 150,000 transactions. She stated that there have been multiple issues and challenges with the first release, which has continued through the second release. She added that these issues ultimately led to the termination of the contract with the vendor. She noted that a cost-benefit analysis will be performed in the last part of 2016 to determine whether to move forward with the implementation of BreEZe to the remaining 19 boards and bureaus. Mr. Bowden asked when LATC could expect to be on BreEZe. Ms. Cox-O'Farrell indicated that nothing will be definitive until after the cost-benefit analysis is performed.

G. Election of LATC Officers

Mr. Taylor nominated Mr. Bowden for Chair of LATC. Mr. Bowden nominated Mr. Taylor for Vice-Chair of LATC.

- **Patricia Trauth moved to approve Mr. Bowden as LATC Chair and Mr. Taylor as LATC Vice-Chair.**

  Andrew Bowden seconded the motion.

  Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. Motion passed 3-0.

Mr. Bowden assumed Chair duties and Mr. Taylor assumed Vice-Chair duties at 10:07 a.m.

H. Enforcement

Matthew McKinney presented an update on LATC Enforcement Program. He noted that during its 2012-2013 Strategic Planning session, LATC appointed an Exceptions and Exemptions Task Force charged with determining how LATC can ensure clarity on Business and Professions Code section (BPC) 5641 (Chapter Exceptions, Exemptions), and ensure that these provisions protect the public. He stated that on July 23, 2013 the Task Force approved a motion declaring BPC 5641 sufficiently clear.

Mr. McKinney noted that the Task Force also approved a motion recommending that LATC consider providing further interpretation and specificity regarding the terminology used in BPC 5641. He reported that at its August 20, 2013 meeting, LATC directed staff to 1) maintain a record of any interpretations used for the terminology of BPC 5641; 2) identify any problematic areas; and 3) provide a summary of any interpretations of BPC 5641 made during investigation and review of enforcement cases. He stated that since staff received that directive there have been 41 complaints pertaining to unlicensed practice and none have had issues regarding terminology or interpretations of BPC 5641.

Mr. Bowden asked if there have been any questions regarding the phrase "tangible objects" within BPC 5641. Mr. McKinney reported that he has not encountered any instances of anyone questioning that terminology.

Ms. Trauth asked if the complaint statistics combine licensed and unlicensed complaints and if the statistics include complaints pertaining to other boards and bureaus. Mr. McKinney explained that the statistics combine licensed and unlicensed complaints, and complaints that do not pertain directly to LATC are referred to the appropriate board or bureau. Mr. McCauley added that staff will work on differentiating the numbers for licensed and unlicensed complaints, and that this disparity is not unique to LATC. He noted that other boards and bureaus face similar challenges when presenting data, and that some complaints involve multiple licensed professionals that may include landscape architects. Mr. McCauley indicated that there is a need for LATC to collaborate with other boards and bureaus to better track statistics.

Ms. Rodriguez presented an update on the revised *Disciplinary Guidelines*. She stated that the revision was approved at LATC's February 10, 2015 meeting. She reported that following the approval, and upon the appointment of a new Deputy Attorney General (DAG) Liaison, staff requested that he review the *Guidelines* for any additional recommendations. She noted that Attachment H.3.1 is the draft of the *Guidelines*, which shows all of the tracked changes previously approved by LATC at its February 10, 2015 meeting and the revisions suggested by the new DAG highlighted in yellow.

Ms. Rodriguez added that there is also a regulatory change needed to CCR section 2680 (Disciplinary Guidelines) as this section incorporates by reference the latest edition of the *Guidelines*. She indicated that a draft of the Proposed Regulatory Language to amend CCR section 2680, the Notice of Proposed Changes in the Regulations, and the Initial Statement of Reasons are attached under Agenda Item H as H.3.2, H.3.3, and H.3.4 respectively. She stated that LATC is asked to discuss and consider approval of the recommended revisions to the *Guidelines* and authorize staff to proceed with a regulatory change proposal to amend CCR section 2680 to incorporate by reference the revised edition of the *Guidelines*.

- **David Taylor moved to approve the proposed amendment to CCR section 2680.**

  Patricia Trauth seconded the motion.

Ms. Rodriguez asked Ms. Bon if the Committee should include language in the motion to delegate authority to the Executive Officer (EO) to adopt the regulation and make minor technical or non-substantive changes, if needed. Ms. Bon advised that the Committee could delegate authority to the EO to make non-substantive changes, if needed.

David Taylor amended his motion to approve the proposed regulations to amend CCR section 2680 and delegate authority to the Executive Officer (EO) to make minor technical or non-substantive changes, if needed.

Patricia Trauth seconded the amended motion.

Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

I. Review and Consider Request for Re-licensure

Mr. Taylor addressed the Committee regarding the request from Joshua Nash for re-licensure without examination. He explained that Mr. Nash was first licensed in October 2001 and maintained licensure for ten years until it expired in March 2011. Mr. Taylor noted he and former LATC member Nicki Johnson reviewed the request for re-licensure, and upon review of the work samples and supporting materials determined Mr. Nash should be required to take and pass LARE section 1 (Project and Construction Management) and the CSE to qualify for re-licensure.

- **David Taylor moved to deny Joshua Nash's request for re-licensure without examination; however, LATC waives the requirement for Mr. Nash to take LARE sections 2, 3, and 4, and he must pass LARE section 1 (Project and Construction Management) and the CSE in order to qualify for re-licensure.**

  Patricia Trauth seconded the motion.

  Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

Mr. Taylor directed staff to assess whether the Board's procedures for reviewing a request for re-licensure after expiration of licensure should be considered to be used by LATC.

J. Council of Landscape Architectural Registration Boards (CLARB)

Ms. Rodriguez reported that the CLARB annual meeting is scheduled for September 2015. She stated that staff, at the last meeting, was directed to work with the Chair to complete the CLARB 2015 Committee on Nominations Election Ballot, which is attached as Agenda Item J.1. She added that the CLARB 2015 Board of Directors Final Slate Candidate Biographies is provided as Agenda Item J.2 for LATC's review. She indicated that after today's vote staff will mail the ballots by the September 17, 2015 deadline. Ms. Rodriguez reported that she will be

participating in the Region 5 webcast on August 10, 2015 to submit the ballots for the Region 5 Director and Alternate Director. She also noted that the Resolution to Amend CLARB Bylaws is attached under Agenda Item J.6.

- **David Taylor moved to ratify the CLARB 2015 Committee on Nominations Elections Ballot, voting for Dennis Bryers and Fred Ogram.**

  Patricia Trauth seconded the motion.

  Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

- **Patricia Trauth moved to vote for Randy Weatherly for CLARB President, Christine Anderson for Vice President, Christopher Hoffman for President-Elect, and Patrick Jay Beam for Treasurer.**

  David Taylor seconded the motion.

  Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

- **David Taylor moved to vote for Cary Baird for CLARB Region V Director, and Mr. Bowden for Region V Alternate Director.**

  Patricia Trauth seconded the motion.

  Members Trauth and Chair Taylor voted in favor of the motion. Andrew Bowden abstained. The motion passed 2-0-1.

K. Review and Approve Proposed Regulations to Amend CCR, Title 16, Section 2620 (Education and Training Credits)

Kourtney Nation reported that the LATC Strategic Plan contains an objective to review the table of equivalents for training and experience and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. She noted that LATC, at its May 13, 2015, meeting, approved proposed regulatory language to allow up to one year of credit for teaching under the supervision of a licensed landscape architect in an approved or non-approved landscape architecture degree program or an associate landscape architecture degree program from a community college.

Ms. Nation stated that the Proposed Regulatory Language to amend CCR section 2620 (Education and Training), a draft of the Notice of Proposed Changes in the Regulations, and the Initial Statement of Reasons are attached under Agenda Item K. She added that at today's meeting the Committee is asked to review and approve the proposed regulation and delegate authority to the EO to adopt the regulation provided there are no adverse comments received during the public comment period and make minor technical or non-substantive changes to the language, if needed.

Ms. Trauth asked Ms. Bon for advice on the wording of a motion to approve. Ms. Bon advised the Committee that the motion could include language to approve the proposed regulation,

authorize staff to move forward with noticing the language and the rulemaking process, and to make any non-substantive or technical changes, if needed.

- **Patricia Trauth moved to approve the proposed regulations to amend CCR section 2620 (Education and Training Credit), authorize staff to proceed with the rulemaking process, and the EO to make minor technical or non-substantive changes to the language, if needed.**

  David Taylor seconded the motion.

  Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

L. Ratify Comments Previously Submitted to Department of Water Resources Regarding Proposed Regulations to Amend CCR, Title 23, Division 2, Chapter 2.7 Model Water Efficient Landscape Ordinance

Mr. McCauley reported on DWR's update to the State's MWELO. He stated that LATC was made aware of the proposed changes to the MWELO on June 25, 2015. He indicated that LATC Vice-Chair, Mr. Bowden, worked with staff to draft a response, which was submitted to DWR on June 26, 2015. He added that he and Mr. Bowden participated in a July 1, 2015 teleconference with Ms. Saare-Edmonds, Senior Environmental Scientist for DWR, wherein they provided additional feedback regarding LATC's concerns. He indicated that one of the concerns is that some standards and regulations on the installation of equipment are not feasible for landscape architects or contractors. He noted that in response to those concerns DWR plans to establish a Landscape Stakeholder Committee to provide guidance on future revisions and assist in the evaluation of statewide ordinance implementation and enforcement in early 2016.

Mr. McCauley stated that at today's meeting the Committee is asked to review and ratify the attached comments (Attachment L.1) submitted on behalf of LATC on June 26, 2015 regarding the proposed changes.

- **David Taylor moved to ratify comments previously submitted to DWR regarding proposed regulations to amend CCR, Title 23, Division 2, Chapter 2.7 Model Water Efficient Landscape Ordinance.**

  Patricia Trauth seconded the motion.

  The motion passed 3-0. Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

Mr. McCauley commented on the urgency of conserving water in California. He indicated that in addition to working with the DWR on implementing and enforcing MWELO, LATC has also directed OPES to ensure water conservation and irrigation design is sufficiently covered in the CSE. He stated LATC is working with the Contractors State License Board on generating quality information to help consumers make informed decisions on conserving water. He noted that LATC is working with DCA Public Affairs to increase water conservation awareness through social media. He discussed the Sustainable Sites Initiative (SITES) program, which is led in part by ASLA. He indicated that SITES is a program dedicated to sustaining healthy functioning landscapes, and it should be considered a standard for public projects.

Mr. Bowden questioned whether LATC could correspond with schools to inform or give them direction on the need for an increased awareness of water conversation through irrigation design. Mr. McCauley indicated that LATC has a strong relationship with the schools, and staff could work with DWR to produce a guide on standards for schools to follow or consider in regards to curriculum. Mr. McCauley also noted that LATC will amend the 2015-2016 Strategic Plan to include an objective on water conservation awareness.

M. Review Tentative Schedule and Confirm Future LATC Meeting Dates

The next LATC meeting is tentatively scheduled for November 17, 2015 in Los Angeles.

N. Adjourn

- **David Taylor moved to adjourn the meeting.**

  Patricia seconded the motion.

  Members Trauth, Bowden, and Chair Taylor voted in favor of the motion. The motion passed 3-0.

The meeting adjourned at 1:05 p.m.

Agenda Item E

PROGRAM MANAGER'S REPORT

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

ATTACHMENTS:
1. Program Manager's Report
2. California Architects Board September 10, 2015 Meeting Notice
3. University of California, Berkeley Extension Program August 13, 2015 Student Outreach

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

Program Manager's Report
September 2015

ADMINISTRATIVE/MANAGEMENT

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

Manual processes remain in place, using the temporary WAS until the transition to BreEZe in 2016. The BreEZe team met with staff on March 25, 2014 to conduct an analysis of the database and determine options for including it in the BreEZe data conversion activities. Staff continue to work with the BreEZe team towards integrating WAS and ATS data with the BreEZe system. The BreEZe team will be working on a Request for Change (RFC) regarding WAS in order to incorporate the database into the project. The WAS became a functional necessity upon regulatory approval of licensure requirements. It was established after a freeze was put in place for any legacy system changes during the Department's transition to BreEZe.

BreEZe Project

The Department of Consumer Affairs (DCA) is developing a new online program called BreEZe, which is a web-enabled enterprise system that supports all applicant tracking, licensing, renewal, enforcement, monitoring, cashiering, and management capabilities. The program also allows the public to file complaints and look up licensee information and complaint status through the internet. 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 is being implemented in three releases. Release 1 was implemented on October 9, 2013 and Release 2 is scheduled to be implemented at the end of 2015. LATC and the Board are currently scheduled for Release 3.

At the March 20, 2014 LATC meeting, Sean O'Connor, BreEZe Project Manager, provided an update on the status of the Project, and emphasized that a successful transition to BreEZe will demand a significant amount of staff time. He asked the Committee to be cognizant of the intense demand that the BreEZe transition will place on staff resources when delegating and prioritizing assignments.

On November 20, 2014, DCA Director Awet Kidane provided a BreEZe project update to Bureau Chiefs, Board Presidents and Vice Presidents, and Executive Officers. A memorandum summarizing the update was also issued, highlighting two important points: (1) The contractual relationship with Accenture, the current BreEZe vendor, is changing, and (2) Implementation of Release 2 will be moved from April 2015 to the end of 2015. Mr. Kidane emphasized that Releases 1 and 2 remain on course. The change in the project was approved in a new Special Project Report, and a meeting with programs was held on February 11, 2015 to provide a cost analysis of the BreEZe project for each program. After Release 2 is completed, DCA will conduct a cost-benefit analysis for the remaining boards and bureaus, as recommended by the

State Auditor. Absent any contrary findings in the analysis, DCA still intends to bring the remaining boards and bureaus into BreEZe, but likely will do so in smaller groups. DCA anticipates the development of the Release 3 project plan to begin in mid-2016.

Budget

At the May 22, 2013 LATC meeting, the Committee voted to approve a temporary fee reduction and also reduce its spending authority by $200,000 beginning in fiscal year (FY) 2015/16 to address its fund condition per Business and Professions Code section (BPC) 128.5 (Reduction of License Fees in Event of Surplus Funds). Staff prepared a Concept Paper, which is the first step in the process, and is an internal document which formulates the LATC's intent to pursue the negative Budget Change Proposal (BCP) to reduce its spending authority. The Concept Paper was submitted to DCA's Budget Office on April 21, 2014. Staff prepared a draft of the negative BCP and provided it to the LATC's Budget Office analyst on July 18, 2014. Per the request of DCA, the LATC's BCP was combined with the Board's proposal and was submitted to the Budget Office on August 6, 2014, then to the Business, Consumer Services and Housing Agency (Agency) on August 11, 2014. The negative BCP was next submitted to the Department of Finance (DOF) on September 2, 2014. It was subsequently approved by DOF and the LATC's reduced spending authority was incorporated into the Governor's Proposed Budget in January. The 2015-16 State Budget was signed by the Governor on June 24, 2015.

In September, staff submitted the FY 2016-17 Workload & Revenue and Equipment Schedules. In FY 2015, LATC collected $786,638 in revenue. Based on estimations calculated from previous years, LATC is projected to generate $470,200 in revenue for FY 2016, and $468,643 in FY 2017. The revenue collected is projected to be lower due to the reduction in biennial renewal fees.

California Architects Board Meeting

On September 10, 2015, the Board held a meeting in San Francisco. The LATC Program Manager provided a summary of the August 6, 2015, LATC meeting. The summary included the Board's approval of the recommended revisions to the Disciplinary Guidelines and the proposed regulatory changes to amend California Code of Regulations (CCR) section 2680 which incorporates the Disciplinary Guidelines by reference; and, the Board's approval of the proposed regulatory changes to amend CCR section 2620, allowing up to one year of credit for teaching under the supervision of a licensed landscape architect. Additional information provided below under Regulatory Changes.

Committee Members

On September 1, 2015, Governor Brown appointed landscape architect Marq Truscott to the LATC. His term expires on June 1, 2016.

Outreach

Outreach presentations are being planned for the spring semester.

Regulatory Changes

CCR section 2680 (Disciplinary Guidelines) – The Landscape Architects Technical Committee's (LATC) current Strategic Plan tasked the LATC to collaborate with the California Architects Board to review and update its disciplinary guidelines. The LATC's Disciplinary Guidelines were last updated in 2000.

The Board's 2013 and 2014 Strategic Plans directed its Regulatory and Enforcement Committee (REC) to review and update the Board's Disciplinary Guidelines. To this end, Board staff consulted with its legal counsel and Deputy Attorney General (DAG) Liaison and reviewed the Disciplinary Guidelines for both the Board for Professional Engineers, Land Surveyors, and Geologists and the Contractors State License Board to determine if changes were needed to the Board's Disciplinary Guidelines. As a result, staff and legal counsel recommended revisions which were provided to the REC for its consideration and ultimately approved by the Board at its December 10, 2014 meeting.

Based upon the Board's approval of its Disciplinary Guidelines and authorization to proceed with a regulatory amendment, LATC staff reviewed and revised its own Disciplinary Guidelines to mirror the Board's wherever possible. LATC Disciplinary Guidelines are supplemental to the Board's as they have included Definitions of Penalties and written examination as a standard condition of probation on relevant statute and regulatory code section violations.

At its February 10, 2015 meeting the LATC approved the edits to its Disciplinary Guidelines. Following that meeting, staff requested its DAG Liaison to review the approved Guidelines. The DAG made several suggestions that were incorporated into the previously approved Guidelines. These amendments include: 1) Changes to the Factors to be Considered; 2) Increasing the length of suspension for Gross Incompetence in Practice, from 90 to 120 days; and, 3) Adding Conviction of Crime; Suspension, Revocation – Grounds as an offense.

At its August 6, 2015 meeting the LATC approved the DAG's recommended revisions to its Disciplinary Guidelines, the proposed regulations to amend CCR section 2680, and directed staff to present to the Board for approval. Following the August 6, 2015 LATC meeting, DCA legal counsel advised staff of additional research necessary regarding Optional Conditions 9 (California Supplemental Examination) and 10 (Written Examination) of the Disciplinary Guidelines. Absent any additional recommended edits by DCA legal counsel, the amended Disciplinary Guidelines and proposed regulatory package was approved by the Board at their September 10, 2015 meeting.

On October 21, 2015 staff sent DCA legal counsel proposed edits to the Optional Conditions for review. DCA legal counsel notified staff on November 12, 2015 that the edited portions were acceptable but substantive, and would require approval by the Board. The package will be presented to the Board at its next meeting in December 2015 for approval.

Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR section 2680:

August 6, 2015	Proposed regulatory changes approved by LATC
September 10, 2015	Final approved by Board

CCR section 2620(a)(13), Expand Eligibility Requirements to Allow Credit for Teaching Under a Licensed Landscape Architect – At the LATC meeting on February 10, 2015 the Committee agreed that up to one year of experience/training credits should be granted for teaching under the supervision of a licensed landscape architect. At the May 13, 2015 LATC meeting the Committee approved the proposed language in CCR section 2620(a)(13) to provide one year of teaching credit under the supervision of a landscape architect in a degree program as specified in section 2620(a)(1), (2), and (4). At the August 6, 2015 LATC meeting the Committee recommended that the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory changes and delegated authority to the Executive Officer (EO) to adopt the regulation at the September 10, 2015 Board meeting.

Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR section 2620:

August 6, 2015	Proposed regulatory changes approved by LATC
September 10, 2015	Final approval by the Board
October 9, 2015	Notice of Proposed Changes in the Regulations published by OAL

CCR section 2620.5, Requirements for an Approved Extension Certificate Program - The 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 recommended the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory change and delegated authority to the EO to adopt the regulation at the December 15-16, 2010 Board meeting. The regulatory proposal to amend CCR section 2620.5 was published by the OAL on June 22, 2012.

In 2012, the LATC appointed the University of California Extension Certificate Program Task Force, which was charged with developing the procedures for the review of the extension certificate programs, and conducting reviews of the programs utilizing the new procedures. The Task Force held meetings on June 27, 2012, October 8, 2012, and November 2, 2012. As a result of these meetings, the Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012 LATC meeting, the LATC approved the Task Force's recommended modifications to CCR section 2620.5, with an additional edit. At the January 24-25, 2013 LATC meeting, the LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove a few proposed modifications to the language to address the public comments. The Board approved adoption of the modified language for CCR section 2620.5 at their March 7, 2013 meeting. On July 17, 2013, a Decision of Disapproval of Regulatory Action was issued by the OAL.

In May 2014, the LATC Special Projects Analyst prepared draft language for CCR section 2620.5 incorporating legal counsel's recommendation that regulatory language be added to address the application, approval, denial, and annual review processes. In June 2014, staff assignments changed. The interim Special Projects Analyst began working on new proposed regulatory language in November 2014. On December 8, 2014, staff was advised by LAAB that

the accreditation standards are scheduled to be reviewed and updated beginning with draft proposals in the spring of 2015. LAAB anticipated adopting new standards in early 2016. On December 30, 2014 staff met with the Task Force Chair to discuss proposed changes to CCR 2620.5 and the probability that new LAAB accreditation standards will be implemented in 2016. Staff met with DCA legal counsel on January 14, 2015 to discuss justifications to proposed changes and again on January 28, 2015 to further review edits and justifications.

Proposed regulatory language was presented to the LATC at its February 10-11, 2015 meeting. At this meeting, the Committee approved the appointment of a new working group to assist staff in substantiating recommended standards and procedures in order to obtain OAL approval. Linda Gates and Christine Anderson, former LATC members and University of California extension program reviewers, were appointed to the working group.

On June 5, 2015, LAAB confirmed that they are in the process of updating their Standards and Procedures for the Accreditation of Landscape Architecture Programs. The process included a public call for input and commentary that took place last fall (2014). LAAB met this past summer to draft revisions to the Standards. After additional public input and comments in the fall 2015, LAAB will take action on the updated standards and procedures at its 2016 Winter meeting (takes place in January 2016). Implementation of the new Standards will begin with programs to be reviewed by LAAB during the 2016 Fall term.

On October 8, 2015, LATC received a copy of LAAB's proposed revisions which include several suggested changes to curriculum requirements. LATC staff has begun incorporating the proposed changes and drafting new proposed language that includes many of LATC's previously submitted modifications to CCR 2620.5. LATC's working group will meet as soon as possible to review the suggested language and provide sufficient justification to meet OAL standards which will be presented for consideration to the LATC at its next meeting.

Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR section 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	End of public comment period
January 24, 2013	LATC approved modified language to address public comments
February 15, 2013	Final rulemaking file to DCA Legal Office
March 7, 2013	Final approval of modified language by the Board
May 31, 2013	Final rulemaking file to OAL
July 17, 2013	Decision of Disapproval of Regulatory Action issued by OAL
August 20, 2013	LATC voted not to pursue a resubmission of rulemaking file to OAL
February 21, 2014	Staff met with Task Force Chair to discuss justifications for proposed changes*
December 8, 2014	LAAB reported that accreditation standards are scheduled to be reviewed and updated in 2015

February 10, 2015	LATC approved the appointment of a new working group to assist staff
October 8, 2015	LATC received LAAB's suggested revisions to curriculum requirements

**Staff is analyzing proposed modifications to develop a new regulatory proposal with justification to submit to OAL.*

Strategic Plan Objectives

The 2015-2016 Strategic Plan was approved by the LATC on May 13, 2015, and approved by the Board on June 10, 2015. The plan includes many objectives two of which are included below.

Reciprocity Requirements - The LATC's Strategic Plan for FY 2013/14 through 2014/15 contained an objective to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. This objective was discussed at the November 7, 2013 LATC meeting. The LATC directed staff to 1) summarize state reciprocity data by identifying the specific number of education years required by each state, 2) determine whether a degree is mandatory, and 3) identify the number of years of experience required for initial licensure. The Committee also asked for state specific requirements for reciprocity. This topic was revisited at the March 20, 2014 LATC meeting where the Committee reviewed the education and experience requirements of other states for initial and reciprocity licensure, prepared by staff. The LATC voted to address the topic further at the next Strategic Planning session. At its meeting on February 10, 2015, the LATC directed staff to obtain a sample of regulatory language from Arizona and New York and draft proposed regulatory language for the Committee to consider at a future meeting. This topic will be discussed under Agenda Item I.

Training Credit for Teaching under a Licensed Landscape Architect - The Strategic Plan includes an objective to review the Table of Equivalents for training and experience credit and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. This objective was discussed at the November 7, 2013, LATC meeting and staff was directed to 1) determine if a future LATC meeting could be held in southern California and invite schools to provide input, 2) add the topic of allowing Landscape Architect Registration Examination (LARE) training credit for teaching under a licensed landscape architect to a future meeting agenda, and 3) review the Education Subcommittee summary reports to see if allowing training credit for teaching experience under a licensed landscape architect was previously considered by the Subcommittee, and include the findings when this agenda item is addressed again by the LATC. At its meeting on February 10, 2015, the LATC directed staff to draft possible regulatory language for granting experience credit for teaching. At the August 6, 2015 LATC meeting the Committee recommended that the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory changes and delegated authority to the EO to adopt the regulation at the September 10, 2015 Board meeting. The regulatory proposal to amend CCR section 2620 was published by OAL on October 9, 2015.

Training

Staff continues to receive training. Courses completed or scheduled since the August LATC meeting include:

September 16, 2015	Sexual Harassment Prevention (Richie)
September 23, 2015	Welcome to DCA (Rodney)
October 6, 2015	Effective Business Writing (Rodney)
December 9, 2015	Basic Project Management (Richie)

Website

LATC staff continues to publish the updated "Licensee Search" lists monthly. Staff published an updated Eligibility Application and Certification of Experience form to the website. The new application includes allowing candidates to provide an Individual Taxpayer Identification Number in lieu of a social security number, an option for honorably discharged veterans to include a copy of his or her DD 214 to qualify for expedited application processing, and updates to the conviction question to comply with recent statutory changes as to what must be disclosed.

The updated Landscape Architects Practice Act is now available on LATC's website. In addition, the 2015 LATC Practice Act booklets were completed on July 10, 2015. These booklets are being mailed to schools, newly licensed individuals, and available upon request.

EXAMINATION PROGRAM

Landscape Architect Registration Examination (LARE)

Examination results for the August 3-15, 2015, administration of the LARE were mailed to candidates on October 8, 2015. Pass rates for the August LARE are attached under Agenda Item G. Examination results for the November 30-December 13, 2015, administration will be available in January.

Upcoming LARE administration dates are as follows:

November 30-December 13, 2015
April 4-16, 2016

California Supplemental Examination (CSE)

BPC 139 requires that an Occupational Analysis (OA) be conducted every five to seven years. An OA was recently completed by the Office of Professional Examination Services (OPES) for the LATC in 2014. The CSE development is based on an ongoing analysis of current CSE performance and evaluation of examination development needs. The prior Intra-Agency Contract Agreement (IAC) with OPES for examination development expired on June 30, 2015. Staff worked with OPES on the development of a new IAC for FY 2015/16, which is attached under Agenda Item H for the Committee's approval. If approved, CSE development would commence January 2016.

BPC 139 also requires boards and bureaus that use a national examination in conjunction with one developed by the state to have a psychometric process review conducted along with a linkage study, which compares the knowledge tested for on the national examination with those identified by the California OA. This is done to ensure that the national examination tests for

knowledge relevant to license practice in California and to identify the California relevant knowledge not covered by the national examination. This latter knowledge typically forms the basis for the content of the CSE. A review of the national examination and linkage study was completed in 2014 as well.

ENFORCEMENT PROGRAM

Complaint Statistics

	1st Quarter 2015/16			1st Quarter 2014/15		
	July	August	September	July	August	September
Complaints Opened	2	0	3	0	5	1
Complaints to Expert	0	2	1	0	0	0
Complaints to DOI	1	1	0	0	0	0
Complaints Pending DOI	0	0	0	0	0	0
Complaints Pending AG	2	2	2	0	0	0
Complaints Pending DA	0	0	0	0	0	0
Complaints Pending	19	17	16	21	16	16
Complaints Closed	2	2	4	1	10	1
Settlement Cases (§5678.5) Opened	0	1	0	0	0	0
Settlement Cases (§5678.5) Pending	1	1	2	1	0	0
Settlement Cases (§5678.5) Closed	0	0	0	1	0	0
Citations Final	0	0	0	1	0	0

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

NOTICE OF BOARD MEETING

September 10, 2015
9:30 a.m. to 4:00 p.m.
Port of San Francisco
Pier 1 The Embarcadero - Bayside Conference Room
San Francisco, CA 94111
(415) 274-0400 (Port of San Francisco) or (916) 575-7202 (Board)

The California Architects Board will hold a Board meeting, as noted above. Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Annamarie Fernandez at (916) 575-7202, emailing annamarie.fernandez@dca.ca.gov, or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

Agenda

A. Call to Order/Roll Call/Establishment of Quorum

B. President's Remarks and Board Member Comments

C. Public Comment on Items Not on Agenda
(The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)

D. Review and Approve June 10, 2015 Board Meeting Minutes

E. Executive Officer's Report
   1. Update on August 2015 Monthly Report
   2. Update and Possible Action on Legislation Regarding:
      a. Assembly Bill (AB) 177 (Bonilla) [Authority: Extension]
      b. AB 507 (Olsen) [BreEZe]
      c. Senate Bill 704 (Gaines) [Conflict of Interest]

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(Continued)

F. National Council of Architectural Registration Boards (NCARB)
   1. Update and Possible Action on NCARB's Accelerated Path to Architectural Licensure
   2. Discuss and Possible Action on NCARB's Initiative: Path for Professionals With Qualified Experience Beyond Five Years

G. Review and Approve Proposed Regulations to Amend California Code of Regulations (CCR), Title 16, Section 109 (Filing of Applications) as it Relates to Reference of Current Edition of *Intern Development Program Guidelines*

H. Review and Approve Proposed Regulations to Amend CCR, Title 16, Section 118.5 (Examination Transfer Credit) and Adopt Section 119.8 (Examination Transition Plan - ARE 4.0 to ARE 5.0)

I. Review and Approve Second Modified Text Regarding Proposed Amendment to CCR, Title 16, Section 120 (Re-Examination) as it Relates to Reference of Current Edition of *Architect Registration Examination Guidelines*

J. Professional Qualifications Committee (PQ) Report
   1. Update on PQ July 14, 2015 Meeting
   2. Discuss and Possible Action on PQ's Recommendation Regarding NCARB Resolution 2015-02 as it Relates to Alternative for Certification of Foreign Architects

K. Landscape Architects Technical Committee (LATC) Report
   1. Update on LATC August 6, 2015 Meeting
   2. Review and Approve LATC's Updated *Disciplinary Guidelines* and Proposed Regulations to Amend CCR, Title 16, Section 2680 (Disciplinary Guidelines) as it Relates to Reference of Proposed Revised *Disciplinary Guidelines*
   3. Review and Approve Proposed Regulations to Amend CCR, Title 16, Section 2620 (Education and Training Credits) as it Relates to Credit for Teaching Experience
   4. Update and Possible Action on Department of Water Resources Independent Technical Panel "Workforce Challenges and Opportunities" Item from August 24-25, 2015 Meeting

L. Closed Session – Pursuant to Government Code Section 11126(c)(3) the Board will Convene into Closed Session
   1. Review and Approve June 10, 2015 Closed Session Minutes
   2. Deliberate on Disciplinary Matters
   3. Adjourn Closed Session

M. Reconvene Open Session

N. Review of Schedule

O. Adjournment

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting [Government Code sections 11125 and 11125.7(a)].

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5510.15)

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
STUDENT OUTREACH
University of California, Berkeley Extension Program
August 13, 2015

SURVEY RESULTS

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. The presentation was informative. I learned more about pathways to licensure than I already knew.	2	5	0	0	0
	29%	71%	0%	0%	0%
COMMENTS: None					
Question	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**N/A**
2. I understand the importance of licensure and how it relates to the public's health, safety, and welfare.	5	2	0	0	0
	71%	29%	0%	0%	0%
COMMENTS: None					
Question	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**N/A**
3. I now know what I have to do to become licensed.	2	5	0	0	0
	29%	71%	0%	0%	0%
COMMENTS: None					
Question	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**N/A**
4. I could have used this information earlier.	1	3	1	0	2
	14%	43%	14%	0%	29%
COMMENTS: None					

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
5. The presentation answered all of my questions.	0	6	1	0	0
	0%	86%	14%	0%	0%
COMMENTS: -Good info on video					
6. If you answered "Disagree" or "Strongly Disagree," to any of the questions, please provide details of your experience and any suggested improvements.					
COMMENTS: -Information is timely and still early so good to start thinking – will need more specifics when time arrives.					
7. How will you use the information received today?					
COMMENTS: -To plan for steps following certificate -For planning long-term goals and timeline through school, graduation, and post-graduation to work toward licensure -To follow up as I finish the program -As prep for exam and info for first studies					
8. Please use this space to include any other comments not covered in the questions above.					
COMMENTS: None					

A student outreach presentation was held on August 13, 2015 at the University of California, Berkeley Extension Program. The presentation included information on the LATC's website, pathways to licensure, the benefit of licensure, eligibility requirements for the Landscape Architect Registration Examination (LARE) and the enforcement process.

The total number of students and faculty attending the presentation was **8** and **7** surveys were collected. Overall, the students appreciated the presentation and found the information regarding the pathways to licensure and the importance of licensure to be helpful. The comments represent the cumulative number of surveys received.

Agenda Item F

PRESENTATION ON THE UNIVERSITY OF CALIFORNIA, DAVIS LANDSCAPE ARCHITECTURE PROGRAM

Steve Greco, Landscape Architecture and Environmental Design Program Chair, will provide a presentation on the Landscape Architecture program at the University of California, Davis.

Agenda Item G

REPORT ON COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB)

CLARB's Annual Meeting was held on September 17-19, 2015. LATC Vice Chair, David Allan Taylor, Jr. and Program Manager, Trish Rodriguez were in attendance. Election results for the 2015-2016 Board of Directors are attached.

On November 12, 2015, LATC received an invitation to nominate individuals to serve on the 2016 CLARB Board of Directors and Committee on Nominations. CLARB established the attached list of eligible candidates to run in the 2016 elections. The nomination form is due to CLARB by January 8, 2016. Due to the timing of the invitation after the notice of the LATC's meeting agenda, it is recommended that the Committee consider delegation of completion of the nomination form.

LATC continues to track pass rates for the Landscape Architect Registration Examination (LARE). Pass rates for the August 3-15, 2015 LARE administration are attached. The next administration of the LARE is November 30-December 13, 2015 and LATC's eligibility deadline for this administration was October 16, 2015.

ATTACHMENTS:
1. CLARB 2015-2016 Board of Directors
2. CLARB Member Board E-News (October 2015)
3. CLARB 2016 Election List of Eligible Candidates
4. CLARB 2016 Nomination Form
5. LARE California and National Pass Rates

CLARB

2015-2016 Board of Directors

President	Randy Weatherly
President-Elect	Christopher Hoffman
Vice President	Christine Anderson
Secretary	Phil Meyer
Treasurer	Stan Williams
Region 1 Director	Rick Picatagi
Region 2 Director	Thomas Nieman
Region 3 Director	Bob Mercier
Region 4 Director	Allison Fleury
Region 5 Director	Cary Baird
Past President	Jerany Jackson
MBE Director	Dawne Broadfield
CEO (ex officio)	Joel Albizo

COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS

Member Board E-News

October 2015

Important Dates and Reminders

- **November 20** -- Registration closes for the December L.A.R.E. administration
- **November 30 - December 12** -- December L.A.R.E. administration

Visit the CLARB website for information about Board of Directors meetings and minutes.

Annual Meeting Recap, Save the Date for 2016

Thank you to all those that made the 2015 Annual Meeting one of the best meetings yet! We had 41 Member Boards in attendance with 24 Boards represented by both the MBE and a MBM.

View a quick video recap of the Annual Meeting. The following are a few highlights:

Members Unanimously Approve Resolution to Amend CLARB Bylaws
At the Annual Meeting, members approved a resolution to amend the CLARB bylaws that includes new eligibility requirements for leadership, a voting MBE Director position on the Board of Directors, phasing out the Alternate Regional Director position and granting authority to the Board to adjust regional boundaries. **View the updated bylaws.**

Members Provide Input on Model Law
As CLARB works to revise the Model Law and Regulations this coming year, member input, such as ensuring the model does not unduly restrict access to practice, providing clear guidance on exemptions and strengthening the scope of practice, will be taken into consideration.

CLARB Working to Help Boards Be More Strategic
This year's workshop helped members recognize the value of strategic planning. As members look to CLARB for support in beginning and maintaining the process, we are thinking creatively about how to address this need.

Members Discuss Staying Relevant through Changing Times
In the Future of Licensure session, members discussed changes in the licensure environment; potential disruptors of regulation and the need to defend; adapt and innovate all at the same time, noting that forced change may occur when it falls out of step with the public mood.

Presidential Recognition Award Presented to Firm for the First Time
CLARB President Jerany Jackson presented the **Presidential Recognition Award** to the Northeastern consulting firm **Milone & MacBroom** in recognition of their culture of service and long-time commitment to CLARB.

Highlights from the September Board of Directors Meeting
The Board of Directors met on September 16 to review progress on programs, finances and strategic initiatives. Key outcomes included approving the budget with no increase to member dues and fees and validating the 50th anniversary meeting plan to host the Annual Meeting in New York City in 2020.

Last Chance
If you would like to **download** the Annual Meeting materials, please do so by Monday, November 30. As a reminder, membership communications are prepared for the benefit and exclusive use of our MBMs, MBEs and Staffs. We respectfully ask that information not be shared with the public without prior permission from CLARB.

New Board Member Take Office October 1

Members elected four new officers and three new Regional Directors to the **Board of Directors** for the 2015-2016 fiscal year, which began on October 1. Members also voted to make the Member Board Executive (MBE) position on the Board of Directors a voting Director position. Dawne Broadfield will serve as the first MBE Director, which is appointed by the President for a two-year term.

CLARB Welcomes New Committee Members

New members of the Committee on Nominations, Exam Writing Committee and Member Board Executives (MBE) Committee began their terms on October 1.

Committee on Nominations
The Committee on Nominations is responsible for creating and maintaining a complete list of all eligible candidates for elected office; identifying qualified nominees for elected office; and identifying and proposing enhancements to the nominating and election processes. **View the members of the Committee on Nominations.**

Exam Writing Committee
The Exam Writing Committee is responsible for the development of the examination and other duties as determined by the Board of Directors. The Committee is made up of four subcommittees based on the sections of the L.A.R.E. **View the members of the Exam Writing Committee.**

MBE Committee
The MBE Committee is charged annually to complete a scope of work that is aligned with the organization's goals, strategy and approved work plan for the fiscal year. The committee's responsibilities include partnering with staff to develop, refine and validate themes, topics, formats and content for the annual membership meeting; and providing input on proposed changes to policies, procedures, standards and other projects as needed. **View the members of the MBE Committee.**

It's Time to Renew Your CLARB Membership

A	B	C
Base Dues $5,485 Required to maintain access to CLARB benefits	Base Dues PLUS One Participation Credit $8,235 Ensures that your Board is represented by one person at the CLARB Annual Meeting	Base Dues PLUS Two Participation Credits $10,985 Ensures that your Board is represented by two people at the CLARB Annual Meeting (recommended)

Renew your 2015-2016 membership and maintain **access to important, exclusive benefits** to keep your regulatory program robust, defensible and relevant.

Your base dues will remain the same for the next two years based on the Board of Directors vote to freeze the annual dues amount October 2014 through September 2017.

If your Board purchased Participation Credits last year, they will automatically be included in this year's invoice. If you don't have any Participation Credits, consider adding them now to ensure your Board's attendance at the 2016 Annual Meeting. Should you need to add or change your Participation Credits, please **contact Dot Ludwig**.

How to Renew
The primary contact for your Board is the only user with access to renewing your membership.

We've got a new website so things may be a little different. **Walk through the renewal process step-by-step**.

Ready? **Renew your membership now**.

Questions?

- For invoice questions, contact Dot Ludwig - **dludwig@clarb.org** or 703-949-9463.
- For all other questions, contact Missy Sutton - **msutton@clarb.org** or 703-949-9466.

Learn More about Leadership Opportunities in the 2016 Elections

Join Jerany Jackson, Chair of the Committee on Nominations, and CLARB staff on Tuesday, November 10 at 3:00 p.m. EST / 2:00 p.m. CST / 1:00 p.m. MST / Noon PST for a candid and informative conversation about leadership positions available for 2016 and changes to the nominations and elections process as a result of the recently-approved governance changes.

Changes include new eligibility requirements for all candidates, as well as increased leadership opportunities available for Member Board Executives. Jackson will also discuss what the leadership experience is like, what's expected of leadership and the nominations and elections timeline.

Accessing the webcast is easy!

- Step 1: Login. There's no need to pre-register. **Simply login** when it's time to begin.
- Step 2: Dial in. Dial 1-800-501-8979 and enter access code 9499463.

About CLARB's "In the Know" Webcast Series

This webcast series is designed to ensure that all CLARB Members are "in the know" about key issues, programs, activities, and processes that are part of the organization's work on behalf of the Membership.

The webcasts are prepared for the benefit and exclusive use of our Member Board Members, Executives and Staffs. We respectfully ask that access information for these webcasts not be shared with the public.

Input Sought on Revised LAAB Standards, Procedures

During the past year, members of the Landscape Architecture Accreditation Board (LAAB) have worked to revise and update the STANDARDS & PROCEDURES by which they evaluate and accredit professional education programs in landscape architecture. These efforts started in fall 2014, with a call for comment and input among members of the “community of interest” (persons interested in professional landscape architectural education). The LAAB Board received and reviewed comments, suggestions and recommendations for improving the STANDARDS & PROCEDURES. In addition, they explored trends in professional accreditation policy before developing the Proposed 2016 Revision of **LAAB STANDARDS & PROCEDURES**.

LAAB invites members of the community of interest and the public to review the proposed revisions and to comment on them. Comments and input on the revised STANDARDS & PROCEDURES document can be sent to Kristopher D. Pritchard, Accreditation & Education Programs Manager at **kpritchard@asla.org** **until Tuesday, November 10**.

LAAB anticipates final adoption of the revised STANDARDS & PROCEDURES in winter 2016 with the document being placed in service with program reviews scheduled for fall 2017. **Learn more about the revised document and revision process**.

CLARB 2016 Election List of Eligible Candidates

Name	First Name	Last Name	Title	Board	Region	Eligible For
Richard Alomar	Richard	Alomar	MBM	NY	1	BOD; COM on NOM
Wilson Barlow	Wilson	Barlow	MBM	CT	1	BOD; COM on NOM
Dawne Broadfield	Dawne	Broadfield	MBE	RI	1	COM on NOM
Cabell Crowther	Cabell	Crowther	MBM	VA	1	BOD; COM on NOM
Dan DiMucci	Dan	DiMucci	MBM	PA	1	BOD; COM on NOM
Kimberly Drake	Kimberly	Drake	MBM	MA	1	BOD; COM on NOM
Terrie Kocher	Terrie	Kocher	MBE	PA	1	COM on NOM
Rob Lopez	Rob	Lopez	MBE	NY	1	COM on NOM
Linda MacLeod	Linda	MacLeod	MBE	OA	1	COM on NOM
Vincent McDermott	Vincent	McDermott	MBM	CT	1	BOD; COM on NOM
David Morgan	David	Morgan	MBM	PA	1	BOD; COM on NOM
Robert Norman	Robert	Norman	MBM	OA	1	BOD; COM on NOM
Kate Nosbisch	Kate	Nosbisch	MBE	VA	1	COM on NOM
Steven Pilz	Steven	Pilz	MBM	RI	1	BOD; COM on NOM
John Sadlon	John	Sadlon	Volunteer	NJ	1	BOD; COM on NOM
Christopher Schein	Christopher	Schein	MBM	MD	1	BOD; COM on NOM
Andy Scherzer	Andy	Scherzer	MBM	VA	1	BOD; COM on NOM
Le Ann Seely	Le	Seely	MBM	OA	1	BOD; COM on NOM
Patrick West	Patrick	West	MBM	PA	1	BOD; COM on NOM
Mark Zarrillo	Mark	Zarrillo	MBM	MA	1	BOD; COM on NOM
Patrick Beam	Patrick	Beam	MBM	OH	2	BOD; COM on NOM
Michael Biafore	Michael	Biafore	MBE	WV	2	COM on NOM
Tanya Digiovanni	Tanya	Digiovanni	MBM	MN	2	BOD; COM on NOM
Gwen Eberly	Gwen	Eberly	MBM	OH	2	BOD; COM on NOM
Noel Fehr	Noel	Fehr	MBM	MO	2	BOD; COM on NOM
Doreen Frost	Doreen	Frost	MBE	MN	2	COM on NOM
Jane Gardner	Jane	Gardner	MBE	KY	2	MBE Director; COM on NOM
Diane Green	Diane	Green	MBE	IL	2	COM on NOM
Amy Hall	Amy	Hall	MBE	IN	2	COM on NOM
Bob Hartnett	Bob	Hartnett	MBM	MO	2	BOD; COM on NOM
Judy Kempker	Judy	Kempker	MBE	MO	2	COM on NOM
Amy Kobe	Amy	Kobe	MBE	OH	2	COM on NOM

Brittany Lewin	Brittany	Lewin	MBE	WI	2	COM on NOM
Sherie Long	Sherie	Long	MBM	KY	2	BOD; COM on NOM
Jonathan Martin	Jonathan	Martin	MBM	IA	2	BOD; COM on NOM
Sue Massie	Sue	Massie	MBM	IL	2	BOD; COM on NOM
Thomas Nieman	Thomas	Nieman	MBM	KY	2	BOD; COM on NOM
Marjorie Pitz	Marjorie	Pitz	MBM	MN	2	BOD; COM on NOM
John Rudmann	John	Rudmann	MBM	WV	2	BOD; COM on NOM
Christopher Seeger	Christopher	Seeger	MBM	IA	2	BOD; COM on NOM
Bob Shotts	Bob	Shotts	MBM	MO	2	BOD; COM on NOM
Jill Simbro	Jill	Simbro	MBE	IA	2	COM on NOM
Les Smith	Les	Smith	MBM	IN	2	BOD; COM on NOM
Lisa Smith	Lisa	Smith	MBM	DE	2	COM on NOM
Rosheen Styczinski	Rosheen	Styczinski	MBM	WI	2	BOD; COM on NOM
Frank Alley	Frank	Alley	MBM	MS	3	BOD; COM on NOM
Barret Anderson	Barret	Anderson	MBM	SC	3	BOD; COM on NOM
Gustavo Barba	Gustavo	Barba	MBM	PR	3	BOD; COM on NOM
Temple Barry	Temple	Barry	MBM	MS	3	BOD; COM on NOM
Lawrence Bates	Lawrence	Bates	MBM	AL	3	BOD; COM on NOM
Hugh Brown	Hugh	Brown	Volunteer	GA	3	BOD; COM on NOM
Ruthanne Christie	Ruthanne	Christie	MBE	FL	3	COM on NOM
John Cothron	John	Cothron	MBE	TN	3	COM on NOM
Chad Davis	Chad	Davis	MBM	TX	3	BOD; COM on NOM
Joseph Delate	Joseph	Delate	MBM	FL	3	BOD; COM on NOM
Laura Dukes	Laura	Dukes	MBM	SC	3	BOD; COM on NOM
Barbara Geiger	Barbara	Geiger	MBE	NC	3	COM on NOM
Kingsley Glasgow	Kingsley	Glasgow	MBE	AR	3	COM on NOM
Bill Hall	Bill	Hall	MBM	AR	3	BOD; COM on NOM
Tad Hardy	Tad	Hardy	MBE	LA	3	COM on NOM
Jerome Headley	Jerome	Headley	MBM	TN	3	BOD; COM on NOM
Julie Hildebrand	Julie	Hildebrand	MBE	TX	3	COM on NOM
Christine Hilt	Christine	Hilt	MBM	NC	3	BOD; COM on NOM
James Jackson	James	Jackson	MBM	MS	3	BOD; COM on NOM
Becky Kirk	Becky	Kirk	MBM	GA	3	BOD; COM on NOM
Bill Lockwood	Bill	Lockwood	MBM	TN	3	BOD; COM on NOM

Sherri Moorer	Sherri	Moorer	MBE	SC	3	MBE Director; COM on NOM
Margaret Nealon	Margaret	Nealon	MBM	NC	3	BOD; COM on NOM
Virginia Pennock	Virginia	Pennock	MBM	PR	3	BOD; COM on NOM
James Perry	James	Perry	MBM	MS	3	BOD; COM on NOM
Molly Price	Molly	Price	MBE	SC	3	COM on NOM
Ansel Rankins	Ansel	Rankins	MBE	LA	3	MBE Director; COM on NOM
Chuck Smith	Chuck	Smith	MBM	NC	3	BOD; COM on NOM
John Tarkany	John	Tarkany	MBM	SC	3	BOD; COM on NOM
Cleve Turner	Cleve	Turner	Volunteer	TX	3	BOD; COM on NOM
Keith Warren	Keith	Warren	MBE	AL	3	COM on NOM
Jenny Wilkinson	Jenny	Wilkinson	MBE	MS	3	COM on NOM
Timothy Belton	Timothy	Belton	MBM	WY	4	BOD; COM on NOM
Michael Beresnak	Michael	Beresnak	MBM	AA	4	BOD; COM on NOM
Eileen Bergt	Eileen	Bergt	MBM	NE	4	BOD; COM on NOM
Brian Dougherty	Brian	Dougherty	MBM	OK	4	BOD; COM on NOM
Mary Leigh Dyck	Mary	Dyck	MBE	KS	4	MBE Director; COM on NOM
Allison Fleury	Allison	Fleury	MBM	WY	4	BOD; COM on NOM
David Hornbeek	David	Hornbeek	MBM	OK	4	BOD; COM on NOM
Mark Humphreys	Mark	Humphreys	MBE	SD	4	COM on NOM
Jean Lais	Jean	Lais	MBE	NE	4	MBE Director; COM on NOM
Michelle Lamorie	Michelle	Lamorie	MBE	WY	4	COM on NOM
Carisa McMullen	Carisa	McMullen	MBM	KS	4	BOD; COM on NOM
Philip Meyer	Philip	Meyer	MBM	KS	4	BOD; COM on NOM
Dean Pearson	Dean	Pearson	MBM	CO	4	BOD; COM on NOM
Bill Perkins	Bill	Perkins	MBM	NM	4	BOD; COM on NOM
J. Mark Taylor	J	Taylor	MBM	OK	4	BOD; COM on NOM
Enid Tidwell	Enid	Tidwell	MBM	NM	4	BOD; COM on NOM
Ellen White	Ellen	White	MBE	OK	4	COM on NOM
Jean Williams	Jean	Williams	MBE	OK	4	COM on NOM
Chip Winslow	Chip	Winslow	Volunteer	KS	4	BOD; COM on NOM
Joyce Young	Joyce	Young	MBE	CO	4	COM on NOM
Christine Anderson	Christine	Anderson	Volunteer	CA	5	BOD; COM on NOM
Frank Basciano	Frank	Basciano	MBM	BC	5	BOD; COM on NOM
Andrew Bowden	Andrew	Bowden	MBM	CA	5	BOD; COM on NOM

LeRoy Brady	LeRoy	Brady	MBM	AZ	5	BOD; COM on NOM
Melissa Cornelius	Melissa	Cornelius	MBE	AZ	5	MBE Director; COM on NOM
Tara Culham	Tara	Culham	MBE	BC	5	COM on NOM
Dale Doerr	Dale	Doerr	MBM	NV	5	BOD; COM on NOM
Lorin Doyle	Lorin	Doyle	MBE	WA	5	COM on NOM
Shelly Engler	Shelly	Engler	MBM	MT	5	BOD; COM on NOM
Gregg Everhart	Gregg	Everhart	MBM	OR	5	BOD; COM on NOM
Julia Gambrel	Julia	Gambrel	MBE	WA	5	COM on NOM
Linda Grief	Linda	Grief	MBE	MT	5	COM on NOM
Ryan Hansen	Ryan	Hansen	MBM	NV	5	BOD; COM on NOM
Dan Hill	Dan	Hill	MBM	NV	5	BOD; COM on NOM
Nicki Johnson	Nicki	Johnson	MBM	CA	5	BOD; COM on NOM
Richard Jones	Richard	Jones	MBE	AK	5	COM on NOM
Karen Kiest	Karen	Kiest	MBM	WA	5	BOD; COM on NOM
James Kobashigawa	James	Kobashigawa	MBE	HI	5	COM on NOM
Joel Kurokawa	Joel	Kurokawa	MBM	HI	5	BOD; COM on NOM
Stephanie Landregan	Stephanie	Landregan	MBM	CA	5	BOD; COM on NOM
Steve Lang	Steve	Lang	MBM	CA	5	BOD; COM on NOM
Edward Marley	Edward	Marley	MBM	AZ	5	BOD; COM on NOM
Michael O'Brien	Michael	O'Brien	MBM	OR	5	BOD; COM on NOM
Fred Ogram	Fred	Ogram	MBM	ID	5	BOD; COM on NOM
Deborah Peters	Deborah	Peters	MBM	WA	5	BOD; COM on NOM
Stephen Ray	Stephen	Ray	MBM	OR	5	BOD; COM on NOM
Trish Rodriguez	Trish	Rodriguez	MBE	CA	5	COM on NOM
Tom Sherry	Tom	Sherry	Volunteer	WA	5	BOD; COM on NOM
Susan Smith	Susan	Smith	MBM	OR	5	BOD; COM on NOM
Stanton Southwick	Stanton	Southwick	MBM	NV	5	BOD; COM on NOM
David Taylor	David	Taylor	MBM	CA	5	BOD; COM on NOM
Jamie Tsandes	Jamie	Tsandes	MBM	UT	5	BOD; COM on NOM
Luanne Urfer	Luanne	Urfer	MBM	AK	5	BOD; COM on NOM
Christine Valentine	Christine	Valentine	MBE	OR	5	COM on NOM
Mark Vaughan	Mark	Vaughan	MBM	BC	5	BOD; COM on NOM
Helen Wright	Helen	Wright	MBE	NV	5	COM on NOM
Len Zickler	Len	Zickler	MBM	WA	5	BOD; COM on NOM

CLARB

1840 Michael Faraday Drive
Suite 200
Reston, VA 20190
571-432-0332
www.clarb.org

2016 Nomination Form

Nominee: _____

Email: _____

Phone: _____

I am nominating the person listed above for the following position:

Committee on Nominations Member

Your name: _____

Before submitting this form, please confirm that the person you are nominating is interested in running for an elected position.

*Please **submit this form to CLARB** by Friday, January 8, 2016.*

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

LARE Sections

1 - Project and Construction Administration
2 - Inventory and Analysis
3 - Design
4 - Grading, Drainage and Construction Documentation

2013	April 8-20							August 19-30							December 1-13							Total						
	California			National				California			National				California			National				California			National			
Section	Total	Pass	%	Total	Pass	%	Diff.	Total	Pass	%	Total	Pass	%	Diff.	Total	Pass	%	Total	Pass	%	Diff.	Total	Pass	%	Total	Pass	%	Diff.
1	56	44	79%	352	289	82%	-3%	35	23	66%	248	191	77%	-11%	40	30	75%	281	196	69%	6%	131	97	74%	881	676	77%	-3%
2	48	30	63%	320	222	69%	-6%	42	29	69%	258	191	74%	-5%	42	24	57%	249	162	65%	-8%	132	83	63%	827	575	70%	-7%
3	36	23	64%	253	178	70%	-6%	27	20	74%	213	160	75%	-1%	24	15	63%	249	179	72%	-9%	87	58	67%	715	517	72%	-5%
4	52	27	52%	325	186	57%	-5%	31	22	71%	254	140	55%	16%	22	8	36%	298	164	55%	-19%	105	57	54%	877	490	56%	-2%

2014	March 31-April 12							August 18-30							December 1-13							Total						
	California			National				California			National				California			National				California			National			
Section	Total	Pass	%	Total	Pass	%	Diff	Total	Pass	%	Total	Pass	%	Diff.	Total	Pass	%	Total	Pass	%	Diff.	Total	Pass	%	Total	Pass	%	Diff.
1	46	33	72%	351	260	74%	-2%	59	40	68%	303	203	67%	1%	53	39	74%	296	219	74%	0%	158	112	71%	950	682	72%	-1%
2	47	26	55%	326	222	68%	-13%	46	32	70%	271	192	71%	-1%	58	40	69%	314	223	71%	-2%	151	98	65%	911	637	70%	-5%
3	28	22	79%	275	215	78%	1%	34	17	50%	251	175	70%	-20%	37	28	76%	250	180	72%	4%	99	67	68%	776	570	73%	-5%
4	48	28	58%	338	210	62%	-4%	46	24	52%	271	159	59%	-7%	37	14	38%	301	163	54%	-16%	131	66	50%	910	532	58%	-8%

2015	April 6-18							August 3-15							November 30 - December 13						
	California			National				California			National				California			National			
Section	Total	Pass	%	Total	Pass	%	Diff	Total	Pass	%	Total	Pass	%	Diff.	Total	Pass	%	Total	Pass	%	Diff.
1	61	41	67%	420	327	77%	-10%	42	27	64%	258	185	72%	-8%							
2	64	37	58%	380	269	70%	-12%	45	32	71%	286	208	73%	-2%							
3	50	37	74%	343	260	75%	-1%	39	22	56%	285	208	73%	-17%							
4	50	25	50%	348	201	57%	-7%	53	35	66%	301	201	67%	-1%							

The next administration of the LARE will be held on November 30 - December 13, 2015.

Agenda Item H

REVIEW AND APPROVE INTRA-AGENCY CONTRACT AGREEMENT WITH THE DEPARTMENT OF CONSUMER AFFAIRS OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CALIFORNIA SUPPLEMENTAL EXAMINATION DEVELOPMENT

The Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) is charged with providing professional psychometric services to DCA boards and bureaus, which include all aspects of the examination validation process (i.e., occupational analyses, examination development, test scoring and statistical analyses, and national examination reviews).

The Landscape Architects Technical Committee's current Intra-Agency Contract (IAC) agreement with OPES for development of the California Supplemental Examination (CSE) expired on June 30, 2015. A new IAC agreement (attached) is needed for fiscal year (FY) 2015/16 for continued examination development.

The Committee is asked to review and approve the new IAC agreement with OPES for CSE development for FY 2015/16.

Attachment:
OPES Intra-Agency Contract Agreement for FY 2015/16

Department of Consumer Affairs
INTRA-DEPARTMENTAL CONTRACT COPY

CONTRACT NUMBER	AMENDMENT NUMBER
IAC #75728	

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, 2016 through June 30, 2016**

3. The maximum amount of this Contract is: **$30,180**

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 Provision	1 Page
• Attachment I - Cost Sheet - Global Costs	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		Department of Consumer Affairs Contracts Unit Use Only
REQUESTING BOARD/BUREAU/DIVISION'S NAME **California Architects Board/Landscape Architects Technical 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**		
BY (Authorized Signature) –	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING **Heidi Lincer-Hill, Chief**		
ADDRESS **2420 Del Paso Road, Suite 265** **Sacramento, CA 95834**		
BUDGET OFFICER'S SIGNATURE –		

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 California Supplemental Exam (CSE) and establish the passing scores for two new forms.

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 Committee:

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

Office of Professional Examination Services:

Name: Heidi Lincer-Hill
Phone: (916) 575-7240
Fax: (916) 419-1697

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) #75728

PROJECT PLAN
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2015-16

Project Objectives:	***Develop new items for the Landscape Architects Technical Committee California Supplemental Exam (CSE) and establish the passing scores for two new forms.***
Proposed Completion Date:	June 30, 2016
Committee Contact:	Trish Rodriguez (916) 575-7231
OPES Contact:	Raul Villanueva (916) 575-7255

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Item Writing Workshop		
> Recruit for 2-day item writing workshop		Committee
> Prepare for workshop		OPES
> Conduct workshop	January 11-12, 2016	OPES
> Update item bank		OPES
2. Item Review Workshop		
> Recruit for 2-day item review workshop		Committee
> Prepare for workshop		OPES
> Conduct workshop	February 8-9, 2016	OPES
> Develop item bank		OPES
3. Item Writing Workshop		
> Recruit for 2-day item writing workshop		Committee
> Prepare for workshop		OPES
> Conduct workshop	March 14-15, 2016	OPES
> Update item bank		OPES
4. Item Review Workshop		
> Recruit for 2-day item review workshop		Committee
> Prepare for workshop		OPES
> Conduct workshop	April 25-26, 2016	OPES
> Update item bank		OPES
5. Exam Construction Workshop		
> Recruit for 2-day workshop		Committee
> Prepare for workshop		OPES
> Conduct workshop	May 13-14, 2016	OPES
> Develop examination		OPES
6. Passing Score Workshop		
> Recruit for 2-day workshop		Committee
> Prepare for workshop		OPES
> Conduct workshop	June 10-11, 2016	OPES
> Develop passing score		OPES
7. Exam Production: Convert Exam to PSI		
> Edit and review of final CSE items		OPES
> Submit exam to PSI for launch	June 2016	OPES
> PSI launch of exam		OPES

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75728

ROLES AND RESPONSIBILITIES
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2015-16

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 60 Licensed Landscape Architects to serve as subject matter experts (SMEs). Eight to ten 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 convene a representative sample of SMEs for development of the examination.

The selection of SMEs by boards, bureaus, and committees of the Department of Consumer Affairs (DCA) critically affects the quality and defensibility of their licensure examinations, 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 with the Committee
- Articulate specialized technical knowledge related to a profession

One third of the SMEs in each workshop should be licensed five years or less to ensure an entry-level perspective is represented.

In addition, the Committee has the ultimate responsibility for acquiring any reference materials to be used by the SMEs to develop examination items.

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.

Following each workshop, OPES and Board staff will review the performance of each SME to determine those who should be invited back. Board agrees to recruit SMEs in such a manner as to build a competent pool of representative, productive participants.

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(s) to the results of an occupational analysis of practice. During the workshops, OPES will work with the Committee and the SMEs to develop items, review items, construct one or two-forms of an examination, and establish the passing score for each examination.

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 will notify the Board if any subject matter expert during a workshop violates policy or whose presence is disruptive. OPES reserves the right to immediately dismiss any subject matter expert whose presence poses a security risk. OPES will take steps to manage disruptive behavior; however if said behavior persists and/or prevents other SMEs from completing their tasks, OPES may dismiss the person from the workshop.

SUMMARY OF EVENTS

- Committee recruits panels 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 edited and prepared for the exam construction workshop.
- Board 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 forms.
- Committee recruits a panel of SMEs at least half of whom are licensed five years or less, to serve as judges in the passing score workshop. The passing score SMEs must be different SMEs than the item writers or item reviewers to ensure objectivity of the passing score ratings.
- OPES works with SMEs to establish the passing score. OPES analyzes the ratings and prepares a report 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, the 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 cost of services completed as identified in Exhibit B, Attachment I; any related travel expenses will be billed as actuals. 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

   C. The Committee will reimburse OPES for the partial performance (e.g. workshop preparation, rescheduling) of any services provided by OPES if the Committee does not demonstrate in good faith their roles/responsibilities as defined by Attachment II – Roles and Responsibilities.

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.

Exhibit B
Attachment I

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75728

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2015-16

1.	**Item Writing Workshop**	$ 3,642
2.	**Item Review Workshop**	$ 3,306
3.	**Item Writing Workshop**	$ 3,642
4.	**Item Review Workshop**	$ 3,306
5.	**Exam Construction Workshop**	$ 3,642
6.	**Passing Score Workshop**	$ 3,306
7.	**Exam Production**	$ 2,256
	Administrative Support	$ 7,080
	TOTAL	**$30,180**

Index/PCA/Object Code 6000/60000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75728
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2015-16

	Test Validation Staff				Editor		Support Staff			
	$60		Overtime $85		$56		$43			GRAND
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
1. Item Writing Workshop										
Prepare for item writing workshop	16	$ 960							$ 960	
Conduct 2-day workshop	16	$ 960	4	$ 340	6	$336	2	$ 86	$ 1,722	
Update item bank	16	$ 960							$ 960	
										$ 3,642
2. Item Review Workshop										
Prepare for item review workshop	16	$ 960							$ 960	
Conduct 2-day workshop	16	$ 960	4	$ 340			2	$ 86	$ 1,386	
Develop item bank	16	$ 960							$ 960	
										$ 3,306
3. Item Writing Workshop										
Prepare for item writing workshop	16	$ 960							$ 960	
Conduct 2-day workshop	16	$ 960	4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Update item bank	16	$ 960							$ 960	
										$ 3,642
4. Item Review Workshop										
Prepare for item review workshop	16	$ 960							$ 960	
Conduct 2-day workshop	16	$ 960	4	$ 340			2	$ 86	$ 1,386	
Update item bank	16	$ 960							$ 960	
										$ 3,306
5. Exam Construction Workshop										
Prepare for exam construction workshop	16	$ 960							$ 960	
Conduct 2-day workshop	16	$ 960	4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Develop examination	16	$ 960							$ 960	
										$ 3,642
6. Passing Score Workshop										
Prepare for passing score workshop	16	$ 960					2	$ 86	$ 1,046	
Conduct 2-day workshop	16	$ 960	4	$ 340					$ 1,300	
Develop passing score	16	$ 960							$ 960	
										$ 3,306
7. Exam Production: Convert CSE Exam to PSI										
Edit and review of final CSE items	24	$ 1,440			6	$ 336			$ 1,776	
Submit exam to PSI for launch	8	$ 480							$ 480	
										$ 2,256
Administrative Support										
Technical oversight (80 hours @ $63/hour)									$ 5,040	
Cost oversight (40 hours @ $51/hour)									$ 2,040	
										$ 7,080
GRAND TOTAL	320	$19,200	24	$2,040	24	$1,344	12	$516	$ 30,180	$ 30,180

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**

   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 I

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO ESTABLISH EQUITABLE RECIPROCITY GUIDELINES, WITHOUT ALTERING ENTRY STANDARDS OF THE PROFESSION, TO WIDEN PATH TO LICENSURE

In 2013, the Landscape Architects Technical Committee (LATC) began discussing the issue of license reciprocity with other jurisdictions and subsequent Strategic Plans have included objectives to review reciprocity requirements. At its May 22, 2013 meeting, the LATC directed staff to compile the education, training and examination requirements of other states offering reciprocity and report the findings back to the Committee.

A summary of each states' requirements for initial and reciprocal licensure was presented at the November 7, 2013 LATC meeting. After review, the Committee asked staff to compile the data in summary form, identifying the specific number of years required by each state for education and whether a degree is mandatory and the number of years of experience required for initial licensure. The Committee also requested state specific requirements for reciprocity.

At the November 7, 2013 LATC meeting, the Committee also discussed the fact that Business and Professions Code (BPC) section 5650 requires a combination of six years training **and** educational experience as a prerequisite for licensure in California. California Code of Regulations (CCR) section 2620 specifies the type and amount of credit allowed for each. The issue at hand is that the Committee has received requests for reciprocal licensure from individuals licensed in jurisdictions where education was not a component of initial licensure.

The Committee requested legal counsel to further research CCR section 2620 and determine if there is a way to make reciprocity requirements less prescriptive and allow more flexibility without the necessity of a regulatory change. At the March 20, 2014 LATC meeting, Department of Consumer Affairs legal counsel advised the Committee that regulatory change would be necessary in order to allow reciprocity applicants who have not met the current education requirement. The Committee was also advised that if a regulatory amendment was pursued to allow educational credit for work experience, the Committee would have to equate licensed experience with education credit. The factual basis for making such a determination would need to clearly demonstrate how licensed experience is equivalent to academic training.

At the February 10, 2015 LATC meeting, the Committee addressed this objective and suggested a regulation change to specifically state that California allows reciprocity to individuals who are licensed in another jurisdiction, have ten years of practice experience, and have passed the California Supplemental Examination. The Committee directed staff to review the reciprocity requirements from Arizona and New York and draft proposed regulatory language for the Committee's consideration.

New York allows reciprocity to an applicant who holds a current license, has passed the written exam given in the jurisdiction in which they are licensed, and met New York's requirements at the time their license was issued in the other jurisdiction. Arizona allows reciprocity if the applicant's education, experience and examination were "substantially identical" to the requirements that existed in Arizona at the time they were originally licensed. Both New York and Arizona accept ten years of licensed experience in lieu of meeting their degree and experience requirements (see attached applicable state laws).

Charts reflecting other state's requirements for initial and reciprocal licensure, as well as state specific requirements are attached for the Committee's consideration. To summarize:

- Four states allow candidates to take the licensing examination upon completion of an undergraduate or graduate degree in landscape architecture.
- Thirty-one states allow candidates to take the examination on the basis of experience alone, with an average of eight years required.
- Five states have specific provisions that allow reciprocity only if their licensees are granted reciprocity in return.
- Six states grant reciprocity on the basis of Council of Landscape Architectural Registration Boards certification.

Currently, CCR section 2615 provides that 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. Based on the LATC's request, staff prepared the attached proposed regulatory amendment to CCR section 2615 with advice of legal counsel. The proposed amendment includes provisions that require a candidate for reciprocal licensure to either submit verifiable documentation of education and experience equivalent to that required of California applicants at the time of application **or** submit verifiable documentation that the candidate has been actively engaged as a licensed landscape architect in another jurisdiction for at least ten years.

At today's meeting, the LATC is asked to review the attached proposed regulatory language for CCR section 2615 and take possible action.

ATTACHMENTS:

1. New York Education Law, Article 148, Section 7324 (Requirements for a professional license)
2. Arizona Administrative Code, Title 4, Section R4-30-203 (Waiver of Examination)
3. Landscape Architects - Initial Licensure and State Specific Eligibility Requirements
4. National Landscape Architects – Eligibility and Reciprocity Requirements
5. Proposed Language to Amend CCR Section 2615 (Form of Examinations)

New York Education Law, Article 148

Section 7324. Requirements for a Professional License

1. To qualify for a license as a landscape architect, an applicant shall fulfill the following requirements:
    1. Application: file an application with the department;
    2. Education: have received an education, including a bachelor`s or higher degree in landscape architecture, in accordance with the commissioner`s regulations;
    3. Experience: have experience satisfactory to the board in appropriate landscape architectural work and of sufficient amount so that the combined college study and experience total eight years;
    4. Examination: pass an examination satisfactory to the board and in accordance with the commissioner`s regulations;
    5. Age: be at least twenty-one years of age;
    6. Citizenship or immigration status: be a United States citizen or an alien lawfully admitted for permanent residence in the United States;
    7. Character: be of good moral character as determined by the department; and
    8. Fees: pay a fee of two hundred twenty dollars to the department for admission to a department conducted examination and for an initial license, a fee of one hundred fifteen dollars for each reexamination, a fee of one hundred fifteen dollars for an initial license for persons not requiring admission to a department conducted examination, and a fee of one hundred fifty-five dollars for each triennial registration period.
2. In lieu of degree and experience requirements specified in subparagraphs (2) and (3) of subdivision one of this section, twelve years of practical experience in landscape architecture of a grade and character satisfactory to the board may be accepted by the department provided that each complete year of study satisfactory to the department may at the discretion of the board be accepted in lieu of two years of experience but not to exceed eight years toward the required total of twelve years. Eight years of such experience satisfactory to the board may be accepted by the department for admission to that portion of the examination related to fundamental landscape architecture theory.
3. In lieu of degree, experience and examination requirements specified in subparagraphs (2), (3) and (4) of subdivision one of this section, ten years of lawful practice of landscape architecture outside the state satisfactory to the board may be accepted by the department upon the passing of a practical examination satisfactory to the board.
4. On recommendation of the board, the department may exempt from examination an applicant who holds a license or certificate to practice landscape architecture issued to him upon examination by a legally constituted board of examiners in any other state or political subdivision of the United States, provided the applicant`s qualifications met the requirements in this state at the time such license was issued.

Arizona Administrative Code, Title 4

Section R4-30-203. Waiver of Examination

A. The Board shall grant a waiver of the professional examination requirement in A.R.S. § 32-122.01 and R4-30-201 to an applicant for professional registration who holds a valid professional or occupational registration, certification, or license in the category for which registration, certification, or licensure is sought, and is in good standing in another state or jurisdiction provided:

1. The applicant submits verifiable documentation to the Board that the education, experience, and examination requirements under which the applicant was registered in the original state or jurisdiction were substantially identical to those existing in Arizona at the time of the applicant's original registration, certification, or licensure; or
2. The applicant submits verifiable documentation to the Board that the applicant has been actively engaged as a professional or occupational registrant, certificant, or licensee in another state or jurisdiction for at least 10 years in the category for which registration, certification, or licensure is sought. For purposes of this subsection, "actively engaged as a professional registrant" means that the applicant holds a valid professional or occupational registration, certification, or license in good standing, and has been practicing or offering professional services for at least 10 of the last 15 years.

B. The Board shall grant a waiver of the professional examination requirement in A.R.S. § 32-122.01 and R4-30-201 to an applicant for professional registration who submits verifiable documentation to the Board that the applicant holds one of the following professional records, issued by a national registration body, and is registered in good standing in another state or jurisdiction. The Board recognizes the following national registration body records:

1. National Council of Architectural Registration Boards Certificate Record, with design and seismic (lateral forces) qualifications;
2. National Council of Examiners for Engineers and Surveyors Council Record; or
3. Council of Landscape Architectural Registration Boards Council Record and Certification.

C. When reviewing an engineering applicant's experience and examination information, the Board shall take into account the specific branch of engineering in which the applicant is seeking proficiency recognition.

D. The Board shall waive the in-training examination if an applicant has successfully completed an in-training examination in another state or jurisdiction in the category for which registration is sought, which is equivalent to those examinations administered in Arizona. The applicant shall ensure that proof of successful completion is forwarded directly from the authority that administered the original examination.

E. The Board shall waive the in-training examination for an applicant who has a degree listed in R4-30-208(A) or other educational credit approved by the Board in the category, and branch if applicable, for which registration is sought, and meets all other requirements of A.R.S. § 32-126(D).

F. All applicants who request a waiver of any examination requirement shall meet all other requirements for professional registration or in-training designation in R4-30-201 and R4-30-202. An applicant applying for a waiver under subsection (B) shall ensure that the required documentation is forwarded directly to the Board from the national registration body.

G. The Board shall waive the remediation specialist examination requirement if the applicant has successfully completed a remediation specialist examination in another state or jurisdiction that is substantially equivalent to the remediation specialist examination provided in Arizona.

Landscape Architects - Initial Licensure and State Specific Eligibility Requirements

	Initial Licensure					State Specific
	Required Years Combined Training and Educational Experience	**Credit for Years of Education**	**Credit for Years of Training**	**Allow Education Only**	**Allow Years of Training Only**	**State Specific Requirements for Reciprocity**
AL	6	4 -5	1 - 2	No	Yes, 8	Must offer reciprocity with AL
AK	8 - 12	1 - 6	2 - 12	No	No	Course in arctic engineering
AZ	8	4 - 5	3 - 4	No	Yes, 8	
AR	6 - 8	4	2 - 4	No	Yes, 7	
CA	6	1 - 4	2 - 5	No	No	
CO	6	1 - 4	2 - 6	No	Yes, 6	
CT	6 - 8	4	2 - 8	No	Yes, 8	
DE	6	2 - 4	2 - 4	No	No	
DC	N/A	N/A	N/A	N/A	N/A	
FL	5 - 6	4	1 - 6	No	Yes, 6	
GA	5.5	4	1.5	plus MA in LA	No	Must offer reciprocity with GA
HI	6 - 12	4	2 - 12	No	Yes, 12	
ID	Both not required	4	8	LA degree	Yes, 8	
IL	6	4	2	No	No	
IN	7	4	3	No	Yes, 8 prior to 1993	CLARB certification
IA	7 - 8	4	3 - 4	No	Yes, 10	
KS	8	4 - 5	3 - 4	No	Yes, 8 prior to 1993	
KY	6	4	2	No	Yes, 7 prior to 1994	
LA	5 - 6	2 - 4	1 - 4	No	Yes, 6	No provision for reciprocity
ME	6 - 12	3 - 4	2 - 12	No	Yes, 12	
MD	6 - 8	2 - 4	2 - 8	No	Yes, 8	Must offer reciprocity with MD
MA	6	4	2 - 6	No	Yes, 6	Must offer reciprocity with MA
MI	7	1 - 5	6 - 7	No	Yes, 7	
MN	8	4 - 5	3 - 4	No	No	CLARB certification
MS	Both not required	2 - 4	5 - 7	Yes, BA or MA	Yes, 7	
MO	7	4	3	No	No	
MT	2 - 8	2 - 5	2 - 8	No	Yes, 8	
NE	5 - 7	4	1 - 3	No	No	CLARB certification
NV	6 - 8	2 - 4	2 - 4	No	Yes, 6	
NH	7 - 8	3 - 4	3 - 5	No	No	
NJ	8	4	4	No	No	
NM	6 - 10	4	2 - 10	No	Yes, 10	
NY	8	2 - 4	4 - 12	No	Yes, 12	
NC	8 - 10	4	4 - 10	No	No	
ND	N/A	N/A	N/A	N/A	N/A	
OH	7	4	3	No	No	CLARB certification
OK	7	4	3	No	Yes, at the board's discretion	Must offer reciprocity with OK
OR	7 - 10	4	3 - 6	No	Yes, 11	
PA	6 - 7	1 - 5	1 - 6	No	Yes, 8	
RI	6	4	2	No	Yes, 6	
SC	6 - 9	4	2 - 5	No	No	
SD	5	4	1	No	No	CLARB certification
TN	7	4	3	No	No	CLARB certification
TX	6	4	2	No	No	
UT	Both not required	4 - 5	8	Yes, BA or MA	Yes, 8	
VT	7	3 - 4	3 - 9	No	Yes, 9	
VA	6 - 8	3 - 4	3 - 6	No	Yes, 8	
WA	7	2 - 4	3 - 8	No	Yes, 8	
WV	4 - 6	4 - 5	1 - 2	No	Yes, 10	
WI	6 - 7	2 - 4	2 - 5	No	No	
WY	7	4	3	No	No	

National Landscape Architects - Eligibility and Reciprocity Requirements

State - Acronym	Initial Education/Experience Requirements	Reciprocity Requirements	Licensed Experience Allowed in Lieu of Education for Purposes of Reciprocity
Alabama - AL	6 years combined education and experience which may include up to 5 years credit for education. In lieu of education, 8 years experience if that experience began prior to August 1, 2012.	Passed a test prepared by CLARB and is from a state with similar qualifications for licensure that also offers reciprocity with AL.	Yes, if experience was gained or began prior to August 1, 2012.
Alaska - AK	8 to 12 years combined education and experience, plus a course in arctic engineering.	Licensed in a state that the board determines meets the requirements of law or, have a CLARB certificate. Must also complete an artic engineering course.	No
Arizona - AZ	8 years of active education or experience or both (not more than 5 years credit for education).	Licensed in another jurisdiction with similar requirements but must submit proof of education, training and examination or CLARB certification.	Yes
Arkansas - AR	Accredited degree in LA plus 2 years experience; or a degree in a field related to LA plus 4 years experience; or 7 years experience satisfactory to the board.	Holds a current, valid license issued under standards equivalent to AR at the time of original licensure. May submit a valid CLARB certificate.	Yes
California - CA	6 years combined education and experience. Minimum one year education and minimum one year experience under landscape architect after graduation.	Licensed in another jurisdiction and meets initial eligibility requirements for CA candidates.	No
Colorado - CO	Accredited degree in LA plus 2 years experience or 6 years practical experience or a combination of education and experience to meet 6 year requirement. Educational credit is given for non-accredited programs.	Holds a current, valid license in another jurisdiction with eligibility requirements substantially equivalent to CO.	Yes
Connecticut - CT	Accredited degree in LA plus 2 years of experience or 8 years experience.	CLARB certification or licensure in another state with standards substantially similar or higher than CT.	Yes
Delaware - DE	Accredited degree in LA plus 2 years experience or 2 years coursework in LA from an accredited school plus 4 years experience.	Proof of licensure in good standing in another state or territory and passage of a uniform national licensing exam for landscape architecture.	No
District of Columbia - DC	N/A	N/A	N/A

Florida - FL	Accredited degree in LA or 6 years experience.	Licensure by Endorsement if applicant has passed a licensing exam substantially equivalent to that used by FL or who holds a valid LA license in a state or territory with substantially identical criteria to the requirements in FL at the time of issuance.	Yes
Georgia - GA	BA/BS degree in LA plus 18 months of training or post graduate degree in LA.	Legally registered/licensed by another jurisdiction where licensure requirements are substantially equivalent to GA and where the same privilege is extended to GA licensees.	No
Hawaii - HI	MA in LA plus 2 years experience or undergraduate degree in LA plus 3 years experience or undergraduate degree in pre-LA or Arts and Sciences plus 5 years experience, or 12 years experience. Applicants with 15 years experience do not have to pass the LARE.	Current licensure in a jurisdiction where the requirements for licensure at the time the license was issued are satisfactory to the board. If in doubt that the requirements for licensure are satisfactory or that the applicant successfully completed them, must pass the national licensing exam and HI supplemental exam.	Yes
Idaho - ID	Graduation from a college or school of LA approved by the board or 8 years experience.	Licensure in another jurisdiction whose requirements are substantially equivalent to ID or CLARB certification.	Yes
Illinois - IL	Approved professional degree in LA plus 2 years experience.	Licensure in another state which has substantially equivalent requirements and/or CLARB certification.	Yes
Indiana - IN	Accredited degree in LA plus 3 years of experience or, before January 2003, at least 8 years experience.	Licensed in another jurisdiction with substantially equivalent requirements as IN and CLARB certification.	Yes, if obtained before January 2003.
Iowa - IA	4 year accredited degree in LA plus 3 years experience, 4 year non-accredited degree in LA plus 4 years experience, or 10 years experience.	Licensure in another jurisdiction whose requirements are substantially equivalent to IA.	Yes
Kansas - KS	Accredited 5 year degree in LA plus 3 years experience or accredited 4 year degree in LA plus 4 years experience.	Licensure in another jurisdiction whose requirements are substantially equivalent to KS.	Yes, if licensed in their home state before January 1993, may use 8 years experience in lieu of education.
Kentucky - KY	Accredited degree in LA plus 2 years experience.	Licensed in a jurisdiction where the requirements at the time of licensing were equal to those required in KY at the time of application.	No
Louisiana - LA	Professional degree from an accredited school or a degree which the commission has declared to be substantially equivalent plus at least 1 year experience, or 6 years experience.	No provision for reciprocity.	N/A
Maine - ME	Accredited degree in LA plus 2 years experience other than as a principal or 5 years as a principal, or non-accredited degree plus 3 years experience other than a principal or 5 years experience as a principal, or bachelors degree in a non-related field plus 5 years experience, or 3 years experience under the supervision of a licensed LA plus 5 years experience as a principal, or 12 years experience other than as a principal at least 6 of which was under the supervision of a licensed LA.	Current and valid license from another jurisdiction where the requirements for licensure are equivalent to the requirements in ME or CLARB certification issued after examination.	Yes

Maryland - MD	Accredited degree plus 2 years experience, or design-related degree plus 4 years experience, or non-related degree plus 6 years experience, or 8 years experience.	Licensed in another jurisdiction with substantially equivalent requirements as MD and which offers reciprocity to MD licensees.	Yes
Massachusetts - MA	Accredited degree and 2 years experience or, 6 years experience.	Licensed in another jurisdiction whose requirements are at least substantially equivalent to MA provided the jurisdiction extends the same privilege to MA licensees.	Yes
Michigan - MI	7 years of education and/or work experience. Degree is not required but the applicant must have taken university level courses in the subjects included in a degree program accredited by ASLA. BS/BA degree equals 4 years of the 7 year requirement; MA equals 5 years of the 7 year requirement.	At least 7 years of training and experience. Satisfactory completion of each year (up to 5 years) of an accredited course in LA shall be considered equivalent to 1 year experience.	Yes
Minnesota - MN	5 year accredited degree in LA plus 3 years experience or, 4 year accredited degree in LA plus 4 years experience or, related degree plus MA/Ph.d. in LA plus 3 years experience.	CLARB certification.	No
Mississippi - MS	Accredited degree in LA or one that is accepted by a CLARB recognized accreditation body. In lieu of education, 7 years experience in LA suitable to the board. A degree in a curriculum other than LA qualifies for 2 years credit toward the 7 year requirement.	Licensed by another jurisdiction recognized by CLARB and/or CLARB certification. An applicant without CLARB certification must meet the education and/or experience requirements.	Yes
Missouri - MO	Accredited degree in LA plus 3 years experience.	Must meet the minimum education and experience requirements.	No
Montana - MT	Accredited MA degree in LA plus 2 years experience or, non-accredited MA degree in LA and 3 years experience or, BA/BS degree plus 4 years experience or AA degree plus 6 years experience, or 8 years experience.	Verification of licensure in another jurisdiction disclosing the laws and regulations in effect at the time of licensure, verification from CLARB of having passed all sections of the LARE. The board determines whether the education and experience requirements for original licensure are substantially equivalent to those in MT.	Yes
Nebraska - NE	Accredited degree in LA or, non-accredited degree plus 1 year experience or, any bachelors degree plus 3 years experience.	Licensure in another jurisdiction and has CLARB certification.	Yes, to the extent that the applicant holds CLARB certification that was issued based on licensure in a state that did not have education requirements.
Nevada - NV	Accredited or approved BA/MA degree in LA plus 2 years experience or, an AA in LA or BA in a related field plus 4 years experience or, an accredited BA in architecture or civil engineering plus 3 years experience or, any combination of education and experience the board deems acceptable. MA degree in a related field counts as 1 year of experience.	Licensure in another jurisdiction and actively engaged in the practice of LA for 2 or more years or fulfilled the education and experience requirements of NV.	Yes, 6 years full time professional practice in LA under the direct supervision of a licensed LA.

New Hampshire - NH	Accredited degree in LA and 3 years experience or, non-accredited degree in LA or related field and 5 years experience.	Licensure in another jurisdiction whose requirements are substantially equivalent to those in NH or, CLARB certification accompanied by verification of licensure in the other jurisdiction.	No
New Jersey - NJ	Accredited or approved degree in LA plus 4 years experience of which at least 2 years must have been full time.	Licensure in another jurisdiction where the standards for licensing met the standards in NJ at the time of initial licensure, and passed the national examination or holds CLARB certification.	No
New Mexico - NM	Accredited degree in LA plus 2 years experience or, non-accredited degree in LA plus 4 years experience or, BA or MA in a related field plus 5 years experience, or 10 years practical experience in LA at least 1 of which must have been under the direct supervision of a licensed LA (each year of completed study in an accredited LA program counts as 1 year experience and a baccalaureate degree in any field counts as 2 years experience toward 10 year requirement).	Licensure in another jurisdiction with standards as stringent or higher than NM and meet the qualifications of a licensed LA in NM.	Yes
New York - NY	Accredited or approved degree in LA plus experience to equal at least 8 years total or, 12 years experience in LA. Each complete year of study satisfactory to the board counts as 2 years toward the 12 year requirement, not to exceed 8 years of credit.	Licensure in another jurisdiction provided the applicant's qualification met the requirements in NY at the time of initial licensure.	Yes
North Carolina - NC	Accredited degree in LA plus 4 years experience or, 10 years education and experience in any combination in LA.	Licensure in a jurisdiction whose requirements are deemed equal or equivalent to NC. Applicant must provide proof of education, experience and examination.	No
North Dakota - ND	N/A	N/A	N/A
Ohio - OH	Accredited degree in LA plus 3 years experience.	Licensure in another jurisdiction whose qualifications at the time of licensure were substantially equal to the requirements in OH and CLARB certification.	No
Oklahoma - OK	Accredited or approved degree in LA plus 3 years experience. The board may accept "broad experience" in LA as meeting the educational requirements.	Licensure in another jurisdiction with requirements substantially equivalent to OK and where reciprocity is granted for OK licensees.	Yes
Oregon - OR	Accredited degree in LA plus 3 years experience or, non-accredited degree in LA or related field plus 4 years experience or, degree in any field plus 6 years experience or, 11 years experience.	Must meet the same requirements as OR applicants.	No

Pennsylvania - PA	Accredited or approved degree in LA plus 2 years experience or, accredited or approved degree in LA plus 1 year of graduate school in LA plus 1 year experience or, 1 year of study in an approved program in LA plus 6 years of combined education and experience or, 8 years experience actual experience in LA. The board waives the examination requirements for individuals with a degree in LA and 10 years experience and for individuals with 15 years experience in LA.	Must meet the education and experience requirements and hold a current license in LA in another jurisdiction.	Yes
Rhode Island - RI	Accredited BS/MA degree in LA or, at the discretion of the board, a BS/MA degree in a field related to LA or completion of a non-accredited program, plus 2 years experience in LA or 1 year experience in LA plus 1 year experience in a related field. In lieu of a degree, 6 years experience.	Licensure in another jurisdiction with equal standards to those in RI and that grants equal rights to RI licensees, provided that the applicant passed a comparable examination and demonstrates comparable education and experience.	Yes
South Carolina - SC	Accredited degree in LA plus 2 years experience or, non-accredited degree in LA or a related field plus 5 years experience.	Licensure in another jurisdiction with substantially equivalent requirements to those in SC at the time of initial licensure.	No
South Dakota - SD	Accredited degree in LA and completion of a council record from CLARB. Experience requirements are those required by CLARB.	CLARB certification.	No
Tennessee - TN	Accredited degree in LA plus 3 years experience.	Comity - must have accredited degree in LA plus 3 years experience, current CLARB certification and be licensed in another jurisdiction.	No
Texas - TX	Professional degree from a program accredited by the LAAB plus 2 years experience.	Licensed in another jurisdiction with requirements substantially equivalent to those in TX, or where the jurisdiction has entered into an agreement with the board that has been approved by the Governor of TX. Applicants must have passed the LARE or an equivalent exam approved by CLARB as conforming to CLARB's standards or as being acceptable in lieu of the LARE, and have 2 years of post licensure experience or have CLARB certification.	No
Utah - UT	Degree in LA or no less than 8 years experience. Each year of education counts as 1 year of experience.	Must meet the same requirements as UT applicants.	Yes
Vermont - VT	Accredited degree in LA plus 3 years experience or 9 years experience under a licensed LA. Up to 1 year of that experience may be under the supervision of an architect, professional engineer or land surveyor. Credits from an accredited degree program may be substituted for no more than 3 of the 9 year requirement.	Licensure in another jurisdiction with substantially equal requirements as VT or CLARB certification.	Yes
Virginia - VA	Accredited degree in LA plus 3 years experience or, non-accredited degree in LA plus 4 years experience or, any bachelors degree plus 6 years experience or, 8 years experience.	Licensed in a jurisdiction whose requirements were at least as rigorous as those in VA at the time of original licensure (must have passed an examinatiion) or CLARB certification.	Yes

Washington - WA	Accredited degree in LA or an equivalent degree in LA as determined by the board plus 3 years experience, or 8 years LA experience, 6 of which must have been under the supervision of a licensed LA. Up to 2 years of experience may be granted for postsecondary education courses in LA if the courses are equivalent to those offered in accredited degree programs.	Licensure in another jurisdiction if the applicant's qualifications and experience are equivalent to the requirements of WA.	Yes
West Virginia - WV	Accredited degree in LA plus 2 years experience, or accredited graduate degree in LA plus 1 year experience, or, prior to December 31, 2006, 10 years experience in LA, 6 of which must have been under the supervision of a licensed LA or a person having similar qualifications as a LA. After January 1, 2007, 10 years of experience under the supervision of a licensed LA or a person having similar qualifications.	Licensure in another jurisdiction with substantially equivalent requirements to those in WV or CLARB certification.	Yes
Wisconsin - WI	Accredited degree in LA or an equivalent degree plus 2 years experience, or 7 years training and experience in LA including at least 2 years of coursework in LA or an area related to LA and 4 years practical experience.	Licensed in another jurisdiction with similar requirements to those in WI.	No
Wyoming – WY	Accredited degree plus 3 years experience.	Licensed in a jurisdiction with substantially equal requirements to those in WY or CLARB certification.	No

CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
PROPOSED REGULATORY LANGUAGE

Proposed language to amend California Code of Regulations section 2615 as follows:

§ 2615 Form of Examinations

(a)(1) A candidate who has a combination of six years of education and training experience as specified in section 2620 shall be eligible and may apply for the Landscape Architect Registration Examination.

(2) Notwithstanding subdivision (a)(1), a candidate who has a Board-approved degree in landscape architecture in accordance with section 2620(a)(1) or an extension certificate in landscape architecture from a Board-approved school in accordance with section 2620(a)(3) shall be eligible and may apply for Sections 1 and 2 of the Landscape Architect Registration Examination (LARE). Such candidates shall not be eligible for Sections 3 and 4 of the LARE until the candidate has a combination of six years of education and training experience as specified in section 2620.

A candidate's score on the LARE shall not be recognized in this State if at the time the candidate took the LARE, the candidate was not eligible in accordance with California laws and regulations for the examination or sections thereof.

(b) A candidate shall be deemed eligible and may apply for the California Supplemental Examination upon passing all sections of the Landscape Architect Registration Examination.

(c) All candidates applying for licensure as a landscape architect shall pass all sections of the Landscape Architect Registration Examination or a written examination substantially equivalent in scope and subject matter required in California, as determined by the Board, and the California Supplemental Examination subject to the following provisions:

(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 provided that the candidate submits verifiable documentation to the Board indicating:

(A) Candidate possesses education and experience equivalent to that required of California applicants at the time of application; or

(B) Candidate has been actively engaged as a licensed landscape architect in another jurisdiction for at least 10 years. For purposes of this subsection, "actively engaged as a licensed landscape architect" means that the applicant holds a valid license in good standing, and has been practicing or offering professional services for at least 10 of the last 15 years.

(2) A candidate who is not a licensed landscape architect and who has received credit from a U.S. jurisdiction, Canadian province, or Puerto Rico for a written examination substantially equivalent in scope and subject matter required in California shall be entitled to receive credit for the corresponding sections of the Landscape Architect Registration Examination, as determined by the Board, and shall be eligible for licensure upon passing any remaining sections of the Landscape Architect Registration Examination and the California Supplemental Examination.

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

Agenda Item J

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO REVIEW CALIFORNIA CODE OF REGULATIONS, SECTIONS 2624 AND 2624.1 AND ASSESS WHETHER ANY REVISIONS ARE NEEDED TO THE REGULATIONS, PROCEDURES, AND INSTRUCTIONS FOR EXPIRED LICENSE REQUIREMENTS

The Landscape Architects Technical Committee's (LATC) Strategic Plan contains an objective to "assess whether any revisions are needed to the regulations, procedures, and instructions for expired license requirements." At the August 6, 2015 LATC meeting, the Committee directed staff to assess whether the California Architects Board's (Board) procedures for reviewing a request for re-licensure should be considered to be used by LATC. Summaries of the re-licensure procedures followed by LATC and Board are included below.

Currently, an individual who has let their license lapse for more than three years but less than five years may submit a request for re-licensure without retaking the Landscape Architect Registration Examination (LARE). An applicant for re-licensure must submit a portfolio for the LATC's review that demonstrates their knowledge and skills in landscape architecture. If this review demonstrates to the LATC's satisfaction that the applicant is qualified to practice landscape architecture, the licensing examination or portions thereof, may be waived. Following the LATC's review, the applicant for re-licensure must take and pass any required sections of the LARE and the California Supplemental Examination (CSE) prior to becoming eligible for a new license.

The Board's current re-licensure procedures require the holder of a license that has been expired more than five years to pay all of the accrued renewal fees, and meet all of the requirements for obtaining an original license. An applicant who has submitted all required documentation is provided an application for the CSE. Upon passing the CSE, the applicant is eligible for re-licensure. Re-licensure applicants are not required to retake the Architect Registration Examination (national examination).

For the Committee's consideration, staff prepared the attached chart reflecting the re-licensure requirements of a selection of other state licensing boards and three licensing boards within the Department of Consumer Affairs. Of the six landscape architect boards researched, Arizona is the only state that requires applicants to retake the national examination in order to become relicensed. However, Arizona waives this requirement if the applicant has been practicing in a professional capacity in another state within the last five years. The California Board for Professional Engineers, Land Surveyors, and Geologists allows engineering applicants to apply for a waiver of the reexamination requirement and the California Contractors State License Board requires applicants to take a state specific examination.

Attached are Business and Professions Code (BPC) section 5680.2 and California Code of Regulations (CCR) sections 2624 and 2624.1 and LATC's current Re-Licensure Procedures and Re-Licensure Review Guidelines. Also attached is BPC section 5600.3 which outlines the Board's current re-licensure requirements.

At today's meeting, the LATC is asked to discuss the current re-licensure requirements of LATC, the Board and other boards to determine if modifications to California's re-licensure regulations, procedures, and instructions should be considered.

ATTACHMENTS:

1. Re-licensure Requirements of Other States and Boards
2. BPC Section 5680.2 (License Renewal-Three Years After Expiration)
3. CCR Section 2624 (Expired License-Three Years After Expiration)
4. CCR Section 2624.1 (Expired License-Five Years After Expiration)
5. LATC Re-Licensure Procedures
6. LATC Re-Licensure Review Guidelines
7. BPC Section 5600.3 (Failure to Renew Within Five Years; Issuance of New License; Conditions) Architects Practice Act

Re-licensure Requirements of Other States and Boards

State	Re-licensure Procedure	Require Applicants to Retake National Exam?
Arizona	Expired landscape architect may have to retest if he or she has not practiced in professional capacity, i.e.,: in another state requiring registration, for more than 5 years. If he or she reapplied within the 5 year window, then only late payment fees are required for reapplication.	Only if applicant has not practiced in a professional capacity for more than 5 years.
Nevada	Certificate which is not reinstated within 3 years after expiration may not be reinstated. The individual can apply for new registration subject to current requirements.	No
New York	Landscape architects are licensed for life unless license is suspended, revoked, or annulled by the Board. In order to practice, licensee must be currently registered. Registration is for a 3 year period. To become re-registered after a lapse in practice, the landscape architect must send proof of meeting CE requirements in place when registration expired (usually 36 hours for a 3 year period) and must send proof of 1 hour of continuing education (CE) for each month, up to an additional 36 hours of CE (total of 72 hours).	No
Oregon	If registration is not renewed or reinstated within 5 years of last renewal due date, then the registration expires. The individual cannot renew an expired registration but can apply for new registration subject to current requirements.	No
Utah	Must reapply if license expired more than 2 years. Applicant must meet all current licensing requirements of education, experience and examinations, even if one or more of those items were previously waived because of the requirements changing. Applicant must also demonstrate current in CE requirements.	No
Washington	Applicant returning to active status from less than 5 years of inactive status, must send to the department: letter requesting reactivation, current renewal fee and evidence of completion of 24 professional development hours (PDHs). Applicant returning to active status after 5 years of inactive status, must send to the department: a letter requesting reinstatement, current renewal fee plus late penalty fee, a review of laws related to the practice of landscape architecture, and evidence of completion of 24 PDHs.	No
California Architects Board	The holder of a license that has been expired more than five years must pay all of the accrued renewal fees, and meet all of the requirements for obtaining an original license. An applicant who has submitted all required documentation is provided an application for the CSE. Upon passing the CSE, the applicant is eligible for re-licensure.	No

California Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG)	Certificate which is not reinstated within 3 years of expiration can be renewed if holder: a. Takes and passes examination that would be required if applying for the first time, or otherwise establishes to the satisfaction of the board that, with due regard for the public interest, he or she is qualified to practice the branch of engineering in which he or she seeks renewal or reinstatement. The application for waiver of examination involves submitting professional references and a letter explaining circumstances of expired certificate and work completed since expiration for review by BPELSG staff. b. Pays all fees that would be required if applying for the first time. If holder has been practicing in state with an expired or delinquent license and receives a waiver from taking the examination then must pay all accrued and unpaid renewal fees.	Yes, unless waived by Board.
California Contractors State License Board	License which is not renewed within 5 years after expiration may not be reinstated. Individual can apply for a new license subject to current requirements.	N/A, state specific exam may be required.

California Business and Professions Code
Landscape Architects Practice Act

§ 5680.2 License Renewal-Three Years After Expiration

A license which is not renewed within three years after its expiration may not be renewed, restored, reissued, or reinstated thereafter, but the holder of the license may apply for and obtain a new license if:

(a) No fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension.

(b) 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.

(c) 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.

The board may, by regulation, authorize waiver or refund of all or any part of the examination fee in those cases in which a license is issued without an examination under this section.

California Code of Regulations, Title 16, Division 26

2624. Expired License-Three Years After Expiration

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.

California Code of Regulations, Title 16, Division 26

2624.1 Expired License-Five Years After Expiration.

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

(a) Complying with the provisions of Business and Professions Code section 5680.2, subdivisions (a) and (b) (see also sections 2610 and 2649);

(b) Passing the current national licensing examination; and

(c) Passing the California Supplemental Examination.

DEPARTMENT OF CONSUMER AFFAIRS
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA ARCHITECTS BOARD
Public Protection through Examination, Licensure, and Regulation

Governor
Edmund G. Brown Jr.

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 years but less than five 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 <u>most current</u> 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 <u>most recent</u> 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**

DEPARTMENT OF CONSUMER AFFAIRS
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA ARCHITECTS BOARD
Public Protection through Examination, Licensure, and Regulation

Governor
Edmund G. Brown Jr.

Re-licensure Review

Date: _____ Reviewer:_____

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

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

_____

_____

Was landscape architectural work performed after license expired? ☐ Yes ☐ No

2420 Del Paso Road, Suite 105 • Sacramento, CA 95834 • P (916) 575-7230 • F (916) 575-7285
latc@dca.ca.gov • www.latc.ca.gov

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 ☐ 1 ☐ 0 ☐
  - 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 ☐ 1 ☐ 0 ☐
  - 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 ☐ 1 ☐ 0 ☐
  - Determine Applicable Codes, Regulations, and Permitting Requirements
  - Conduct Onsite Investigation
  - Collect and Record Site Inventory
  - Identify Gaps and Deficiencies
- Analysis of Existing Conditions 2 ☐ 1 ☐ 0 ☐
  - 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 ☐ 1 ☐ 0 ☐
- 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 ☐ 1 ☐ 0 ☐
- 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 ☐ 1 ☐ 0 ☐
- 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: _____

California Business and Professions Code
Architects Practice Act

§ 5600.3 Failure to Renew Within Five Years; Issuance of New License; Conditions

A license which is not renewed within five years after its expiration may not be renewed, restored, reissued, or reinstated thereafter. The holder of the expired license may apply for and obtain a new license only if he or she pays all of the fees, and meets all of the requirements set forth in this chapter for obtaining an original license, except as follows:

(a) An examination shall not be required if the expired license was issued without an examination.
(b) Examination may be waived by the board if it finds that with due regard for the public interest, the holder of the expired license is qualified to practice architecture.
(c) The holder of the expired license shall not be required to meet the qualifications set forth in this chapter relating to education.

The board may, by regulation, authorize the waiver or refund of all or any part of the application fee paid by a person to whom a license is issued without an examination under this section.

Agenda Item K

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO CREATE AND DISSEMINATE PRINTED DOCUMENT(S) TO EDUCATE THE PUBLIC ON DIFFERENCES BETWEEN LANDSCAPE ARCHITECTS, LANDSCAPE CONTRACTORS, AND LANDSCAPE DESIGNERS

As part of its 2015-2016 Strategic Plan objectives, the LATC identified a task to develop a plan to communicate with the public on the differences between landscape architects, landscape contractors, and landscape designers.

The LATC currently has a guide to selecting a landscape architect that was last updated in 2008. The Board released an updated consumer guide to hiring an architect in 2011. As part of LATC's ongoing strategy of sharing best practices, and based on requests to release additional information on the differences of licensed and unlicensed practice, LATC staff prepared a consumer's guide to hiring a landscape architect using the Board's *Consumers Guide to Hiring an Architect* as a guide.

Attached is a draft of the *Consumer's Guide to Hiring a Landscape Architect*. Included in the guide is a list of what competencies landscape architects are tested on and what services an unlicensed person may provide.

At today's meeting, the LATC is asked to review the attached draft *Consumer's Guide to Hiring a Landscape Architect* and take possible action.

ATTACHMENT:
Draft *Consumer's Guide to Hiring a Landscape Architect*

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INTRODUCTION

Are you thinking about hiring a~~n~~ landscape architect? Consumers and businesses often wish to construct or modify ~~sites, buildings, or other structures~~ landscapes for the purpose of preservation, development and enhancement. The best approach is to hire a~~n~~ landscape architect to plan, design, and observe the construction of these projects. Working with a~~n~~ landscape architect helps ensure that your project is designed properly. The ~~California Architects Board (Board)~~Landscape Architects Technical Committee (LATC) examines, licenses, and regulates more than ~~22,000~~3,500 landscape architects. The ~~Board's~~ LATC's mission is to protect the welfare of the public by ensuring the professional performance of those landscape architects licensed to practice in the state.

The ~~Board~~ LATC produced this *Consumer's Guide to Hiring a~~n~~ Landscape Architect* to help you understand the sometimes complex and technical nature of landscape architectural services. It provides information on:

- what types of projects require a licensed landscape architect;
- how to find and select a~~n~~ landscape architect;
- what the written contract between you and your landscape architect should contain; and
- how to manage budgeting and construction of your project.

By following the suggestions contained in this guide and carefully planning and thoroughly discussing your project beforehand with your landscape architect, you will help ensure a successful project.

THE PRACTICE OF LANDSCAPE ARCHITECTURE

California law defines the practice of landscape architecture as professional services, for the purpose of landscape preservation, development and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of drawings, construction documents and specifications, and responsible construction observation~~the planning of sites, and the design, in whole or in part, of buildings or groups of buildings and structures~~. Any person who uses the title of landscape architect, or advertises to provide landscape architectural services in California, must be licensed as a~~n~~ landscape architect by the ~~Board~~LATC.

Obtaining a~~n~~ landscape architect's license requires an individual to demonstrate competence by passing a national examination, a Supplemental Examination required by the State of California, as well as providing evidence of at least ~~eight~~ six years of a combination of education and~~/or~~ experience ~~(which includes completion of a structured intern development program requiring 5,600 hours of experience)~~. Individuals are tested for competence in the following areas:

- ~~applicable codes and regulations, and assistance in the governmental review process;~~
- ~~investigation, evaluation, consultation, and advice;~~
- ~~planning, schematic and preliminary studies, designs, working drawings, and specifications;~~
- ~~coordination of services and/or documents by technical and special consultants;~~
- ~~technical assistance in the preparation of bid documents and agreements between clients and contractors;~~
- ~~contract administration; and~~
- ~~construction observation~~
- 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;
- specifications;
- 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; and
- field observation and inspection of land area construction, restoration, and maintenance.

SHOULD I HIRE A~~N~~ LANDSCAPE ARCHITECT FOR MY ~~BUILDING~~ PROJECT?

For a successful project, it is generally recommended that you hire a~~n~~ landscape architect; however, not every ~~building~~landscape project requires a~~n~~ landscape architect's services. Current California law provides that persons who are not licensed as landscape architects ~~or registered as civil or structural engineers can design certain types of buildings or portions of buildings,~~

~~including~~may provide landscape design and related services:

- ~~Single-family dwellings of conventional woodframe construction that are not more than two stories and basement in height;~~
- ~~Multiple dwellings containing no more than four dwelling units that are of conventional woodframe construction, not more than two stories and basement in height, and not more than four dwelling units per lot;~~
- ~~Garages or other structures added to dwellings of woodframe construction that are not more than two stories and basement in height;~~
- ~~Agricultural and ranch buildings of woodframe construction, unless the building official deems that an undue risk to the public health, safety, or welfare is involved;~~
- ~~Nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment, including nonstructural work necessary to provide for their installation; or~~
- ~~Nonstructural or nonseismic alterations or additions to any building necessary for the installation of storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system or safety of the building.~~
- Prepare plans, drawings, and specifications for the selection, placement, or use of plants for single family dwellings;
- Prepare drawings for the conceptual design and placement of tangible objects and landscape features;
- Prepare any plans, drawings, or specifications for any property owned by that person;
- Engage in the practice of, or offer to practice as, a golf course architect;
- Perform professional services, such as consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and responsible supervision, where the dominant purpose of such services is the design of a golf course, in accordance with accepted professional standards of public health and safety;
- Engage in the practice of, or offer to practice as, an irrigation consultant; or
- Perform professional services, such as consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and responsible supervision, where the dominant purpose of such service is the design of landscape irrigation, in accordance with accepted professional standards of public health and safety.

~~However, before you hire someone who is not a licensed architect or registered engineer to design a new building or alter an existing structure, it is suggested that you consult the building official in your city or county building department who can advise whether your project will require a licensed architect or engineer to prepare and submit plans and specifications.~~ Additionally, ~~In~~when determining whether you need a licensed landscape architect, architect or civil/structural ~~or~~ engineer, ~~the building official will~~ consider what existing state laws~~, the~~ pertaining to public health, safety, ~~and~~ welfare issues, and/or local environmental and geographical conditions, (such as snow loads, winds, earthquake activity, tidal action, flood hazard zones, and soil conditions) might need to be taken into consideration.

FINDING AND SELECTING A~~N~~ LANDSCAPE ARCHITECT

Start by obtaining the names of several landscape architects from more than one source. You can ask for recommendations from people you know, or look on the internet for California licensed landscape architects, firms, and professional associations. You can also receive more information about the practice of landscape architecture and referrals from professional associations such as ~~T~~the ~~American Institute of Architects (AIA)~~American Society of Landscape Architects (ASLA) -and its local chapters ~~(www.aia.org)~~(www.asla.org).

Some landscape architects specialize in ~~designing certain types of structures such as single-family dwellings, multiple residential, commercial, institutional, or industrial structures~~ visual analysis, public facilitation and mediation, and historic preservation, while others focus on ~~design a variety of building types~~site planning, master planning, environmental planning, and design. You may find it to your advantage to contact several landscape architects or landscape architectural firms.

After receiving referrals and recommendations from various sources, you will need to determine which landscape architect will be able to provide the services you need at a cost you are willing to pay. The following information will assist you with this process:

BASIC PROJECT CRITERIA

Prior to selecting a~~n~~ landscape architect, you should define basic criteria for your project and prepare to share this information with the landscape architects you are considering. The basic criteria for your project should include, but not necessarily be limited to:

- the desired size, appearance, and functional requirements of your project;
- the services you expect the landscape architect to perform;
- proposed total budget including fees, permits, construction costs and contingencies;
- how the project will be financed and, if known, by whom; and,
- important/critical milestone dates such as anticipated starting and completion dates of your project.

Request For Information/Qualifications

To make sure you hire a qualified landscape architect for your project, you should request the landscape architect provide information about their qualifications and experience.~~-~~ After reviewing this information, you may want to interview a number of landscape architects to determine their understanding of your project and your compatibility. During the selection process, you may want to ask some or all of the following questions:

General Information

- How long have you been in business?
- How many persons are employed by your firm?
- Do you have a valid California landscape architect's license? If so, what is your license number?
- How have you kept current in your practice?
- Do you intend to use consultants for this project? If so, who do you propose to use? What are their qualifications? What has been your experience with them? Are they insured?

- What percentage of your practice involves the type of ~~structure I intend to build~~work required for my project?
- Do you carry insurance? If so, what type(s)? How long have you carried each type and what are the policy limits?

Experience

- Have you recently ~~designed the~~ completed similar types of ~~structure I intend to build~~work required for my project?
- When and what was your most recent project?
- May I see examples of your previous projects that are similar to my project (sketches, photos, plans)?
- May I have the names, addresses, and telephone numbers of the clients for these previous similar projects?
- What was the actual construction cost versus budgeted cost for these projects?

Services

- What services did you provide for these clients during the design, bidding, and construction phases?
- What services do you propose to provide for my project during each of these phases?
- Which services are "basic" services and which are "extra or additional" services?
- Who will provide these services, you or your employees?
- What services will you not provide or are provided by others?
- What does construction observation services entail? How often will you be on site? What is your role during site visits/during construction?

Fees

- How will your fees for my project be determined and what services do the fees cover?
- Will you provide probable construction cost estimates for my project?
- If consultants (civil, structural, mechanical, electrical, geotechnical, testing and inspection, ~~interior design, landscape~~ architecture, etc.) are necessary, are their fees included in your "basic" services fee or are they separate services?
- What additional costs (e.g., permit and other governmental fees) or services (e.g., time spent obtaining necessary permits and other approvals) do you anticipate for my project?
- How do you establish your fees for additional services and reimbursable expenses?
- Will there be a charge for redesign if it is necessary to meet the construction budget?
- Will there be additional charges for changes required by the building department or other government agency?
- How are additional charges computed for design changes requested by me or requested by a contractor?

Time

- Can you meet my proposed schedule?

Disputes

- How will we handle any dispute that may arise between us?

MAKING THE FINAL DECISION

It is wise to check the references that each landscape architect gives you and ask the following questions:

- Did the landscape architect adhere to required schedules and budgets?
- Were you pleased with the landscape architect's services and your working relationship with the landscape architect?
- Did the landscape architect listen to your concerns and attempt to resolve them?
- Would you hire the landscape architect again?
- What problems surfaced during the project? How were they handled? Were they resolved to your satisfaction?
- Did the landscape architect have a productive relationship with the landscape contractor and others involved in the construction of your project?

If possible, visit the projects the landscape architects have used as examples of their services.

Although the ~~Board~~ LATC does not maintain a referral service and cannot recommend landscape architects; it can advise if a~~n~~ landscape architect is currently licensed and whether the ~~Board~~ LATC has taken any enforcement and/or disciplinary action against that landscape architect. You can contact the ~~Board~~ LATC by telephone or visit its website at www.~~cab~~latc.ca.gov.

THE CONTRACT FOR DESIGN SERVICES

~~Since January 1, 1996,~~ California law ~~has~~ require~~d~~s that any landscape architect who agrees to provide landscape architectural services to a client must have a written contract. The contract must be signed by the landscape architect and client prior to commencing services, unless the client knowingly states in writing that the services can be started before the contract is signed, or the client states in writing, after being informed about the statutory provision, that he or she does not want a written contract. Although there are these few exceptions to the requirement for a written contract, the ~~Board~~ LATC recommends that you always insist upon a written contract with the landscape architect to document the terms and conditions that will govern your relationship. Many landscape architects prepare their own contracts or have them prepared by an attorney; others use standard form agreements published by ~~AIA~~ASLA.

Whatever contract is used for professional services, it is a legal document that binds you and the landscape architect to certain obligations for the life of the project and, in some cases, beyond project completion. It should include the specific services that you and your landscape architect have agreed upon and the conditions under which these services are to be rendered. Otherwise, issues could arise that may be both expensive and time consuming to resolve.

Review the contract carefully. It is your responsibility, along with the landscape architect's, to understand and follow the contract. You have the right to question and negotiate changes in the terms of the contract before signing it, even if it is a printed standard form. Because it is a binding legal document, you may wish to have your legal counsel review the contract before you sign it. You should retain an original copy of the signed contract. In addition, you should not make agreements with other parties regarding your project without first notifying the landscape architect.

MANDATORY ITEMS FOR THE WRITTEN CONTRACT

California law (Business and Professions Code section ~~5536.22~~5616) requires that a written contract for landscape architectural services contain, at a minimum, the following items:

1. a description of services to be provided by the landscape architect to the client;
2. a description of any basis of compensation applicable to the contract, including the total price that is required to complete the contract and method of payment agreed upon by both parties (e.g., hourly rate, flat fee, percentage of construction cost);
3. a notice that reads: "Landscape architects are licensed by the State of California;
4. the name, address, and license number of the landscape architect and the name and address of the client;
5. a description of the procedure that the landscape architect and the client will use to accommodate additional services; and
6. a description of the procedure to be used by either party to terminate the contract.

ADDITIONAL RECOMMENDED ITEMS IN THE WRITTEN CONTRACT

Beyond those items required for landscape architects by law, the ~~Board~~ LATC recommends that a contract for landscape architectural services be as clear and complete as possible in defining the goals and the expectations of both parties for the project. Since this venture is a collaboration of client and landscape architect, the contract should clearly define the client's responsibilities, as well as those of the landscape architect.

Basic client responsibilities generally include providing the following:

- project information and decisions in a relevant and timely manner;
- property related information including legal descriptions, boundary and topographic surveys showing existing conditions, soils testing and reports, unless otherwise defined or authorized in the agreement;
- description of desired project requirements, especially related to size, uses, and appearance; and,
- definition of critical project milestones such as funding cycles, third party approvals, and anticipated or required completion/occupancy dates.

Basic contract could be expanded to include some or all of the following:

- the address of the project and, if applicable the project's title;
- a narrative description of the project including any unique or special requirements;
- the project schedule with critical time frames for events such as funding cycles, third-party approvals, completion of design services, start and completion of construction, ~~occupancy date,~~ etc.;
- an estimated construction budget and a description of what it includes;
- a provision for fee and construction budget cost escalation or contingencies for changes in the project scope during design and construction phases or for delays to schedules;
- an understanding of when the client's approval must be given in order for the landscape architect to proceed to the next phase;
- an itemized listing and description of the landscape architect's basic services and the proposed fee;
- a definition of additional services and procedures for authorization and compensation;
- a definition of reimbursable expenses and the procedures for authorization and compensation;
- a definition of the procedure for documenting all changes in project scope, cost, and schedule;
- a listing of the project consultants, if known, that may be needed (i.e., engineering, geotechnical, ~~landscape~~architect, etc.), and the procedure for hiring and compensating them;
- a schedule of when fee payments are due and in what amounts;
- a definition of the amount of any required retainer fee and how and when it will be applied to the total fee for services;
- how final payment is computed if the contract is terminated;
- a clarification of who is responsible for keeping project account records and when they may be reviewed;
- whether construction observation services are included and a description of the intent and scope of these services, and if they are part of basic or additional services;

- whether assistance with bidding and/or establishing a contract between a contractor and owner will be provided and if it is part of basic or additional services;
- a clarification of who owns, can use or reuse the project documents, including electronic files, at completion of the project or if the landscape architect is terminated; and
- a procedure for handling disputes between the parties should the need arise (for example, arbitration, mediation, or civil action). (Be aware a~~n~~ landscape architect has a right to file ~~a Design Professionals' Lien and/or~~ a Mechanics' Lien in the event the agreed-upon fees are not paid. See page 12.)

KEEPING RECORDS

It is important to keep the written contract and a written record of all verbal communication with your landscape architect related to the project. Do not assume your landscape architect will interpret everything you discuss with him or her the same way you do. When you have a meeting or discussion with the landscape architect about your project, write the landscape architect a memo or email confirming your understanding of that meeting or discussion. These memos can help to prevent misunderstandings from occurring and may prove invaluable should a problem or dispute occur. Include the date and time of your conversation in the memo or email, as well as the date you write it.

You may also want to write memos or notes to yourself about the progress of the project. Photographs or videotapes taken at regular intervals (with notes as to the dates that the photos are taken) can be very useful in establishing a historical record of the project.

Keep detailed financial records by ensuring the landscape architect provides detailed invoices. Also keep records of the date and amount of each payment you make. Require the landscape architect to obtain your written approval at designated phases and before additional costs are incurred.

Make sure that you receive a copy of all documents you sign, and keep a copy of all documents you give to your landscape architect.

FINANCIAL ISSUES

Before you sign the written contract, clearly establish the total amount of money (including contingency funds) you are willing to pay for the design and construction of your project, the frequency of progress payments you will make to your landscape architect, and the amounts and schedule for these payments. Make sure this fee schedule is recorded accurately in the written contract, and that you make each payment to the landscape architect as called for in the contract. If you have obtained a loan for your project, ensure that it covers both the cost of your landscape architect's services and the construction cost.

Payment schedules should reflect the services to be provided on your project. Be wary of excessive advances or retainer fees to begin services. Make the final payment when the services are complete in accordance with your contract and you are satisfied with the services your landscape architect has provided you.

Careful planning and discussion with your landscape architect regarding services and payments, as well as accurate record keeping, will develop open communication and lead to a successful working relationship.

~~RELEASE OF PLANS~~

~~The official copy of the plans maintained by the building department of the city or county is open for inspection as a public record. However, a copy may only be duplicated with the permission of the architect and the original or current owner. Criteria for retention and release of official copies of permitted projects by building departments are defined in Health and Safety Code sections 19850-19853.~~

CONSTRUCTION HINTS

Unless you are experienced in landscape construction, you probably should not attempt to build your project yourself. A properly licensed and experienced ~~building~~ landscape contractor should perform the construction. Contact the Contractors State License Board at (800) 321-2752 or www.cslb.ca.gov to verify a contractor's license and to access consumer information.

A building permit does not guarantee that the plans your landscape architect gives you are sufficient for construction. Discuss the plans with your landscape architect and your contractor to ensure that they are suitable for bidding and construction purposes.

WHAT TO DO IF A PROBLEM OCCURS WITH YOUR PROJECT

You have a right to receive competent and professional service from the landscape architect you have hired. However, even if you have read and followed this guide and have done everything possible to prevent problems, you may still encounter difficulties.

In the event a problem should arise, you should first, discuss the problem thoroughly and calmly with your landscape architect. If you believe the landscape architect is violating your written contract, review the contract and other relevant documentation with the landscape architect. If your contract has a dispute resolution procedure, you should comply with it or take civil action as appropriate. You may also file a complaint with the ~~Board~~LATC.

PRE-CONSTRUCTION ~~DESIGN PROFESSIONALS' LIENS~~MECHANICS' LIENS

Design professionals have a right to record a mechanics' lien before construction begins. A pre-construction ~~design professionals'~~ mechanics' lien is a ~~separate~~ remedy available only to architects, landscape architects, ~~-~~professional engineers, and land surveyors who provide services during the planning phase of a private work project under a written agreement with the owner. The lien is on the property for which the project is planned and may not be recorded until a building permit or other governmental approval associated with the project has been obtained in connection with the services rendered by the design professional. Pre-construction mechanics' liens may be converted to regular mechanics' liens within 30 days of commencement of the work of improvement.

MECHANICS' LIENS

Once construction commences, a~~n~~ landscape architect may have the right to record a mechanics' lien against your property for any unpaid fees. ~~Like design professionals' liens, a~~A mechanics' lien is a ~~separate~~ remedy available to certain persons that bestow labor, services, materials, etc. to a private project. The law governing mechanics' liens is very complex. In the event of a dispute with your landscape architect that results in the recording of a mechanics' lien, you may wish to consult legal counsel.

WHAT CONSTITUTES A COMPLAINT?

The California Architects Board (Board) ~~has the~~ delegates authority to the LATC ~~power, duty, and authority~~ to investigate alleged violations of the provisions of the Landscape Architects Practice Act (Business and Professions Code, Division 3, Chapter 3.5, section ~~5500~~ 5615 et. seq.). The ~~Board~~ LATC ~~is also given specific~~has the authority to receive and investigate complaints against ~~its~~landscape architect licensees and the Board has authority to discipline violators accordingly. Do not hesitate to call or write the ~~Board~~ LATC about any questions or concerns you may have. The Board may take action against landscape architects for:

- fraud or misrepresentation in obtaining a license;
- impersonation or use of an assumed or corporate name;
- aiding or abetting unlawful practice;
- signing someone else's plans or permitting the misuse of their name;
- fraud or deceit in the practice of landscape architecture;

- negligence or willful misconduct;
- failure to accurately represent qualifications; and/or,
- ~~conflict of interest; and/or,~~
- gross incompetence ~~or recklessness~~.

Disciplinary and enforcement actions may include license revocation, license suspension, license probation, citations, civil injunctions, and/or referral to local district attorneys for criminal prosecution.

The Board/LATC may also investigate complaints about unlicensed individuals attempting to provide landscape architectural services.

HOW TO FILE A COMPLAINT

You may contact the ~~Board~~ LATC at the address listed in this booklet. If you telephone the ~~Board~~LATC, you will be sent a complaint form with instructions for filing a complaint against a~~n~~ landscape architect or unlicensed person. Complaint information and forms are also available online at www.~~cab~~latc.ca.gov. You will need to fill out the form and return it to the ~~Board~~ LATC with any evidence to support your complaint. If you submit a letter, fully describe your complaint. Submit copies of all documentation that you believe will substantiate your complaint. Keep the originals of these documents, as well as a copy of your complaint letter. Include your name, address, and telephone number so that the ~~Board~~ LATC can contact you if more information is required.

You have the right to remain anonymous if you so choose by requesting it at the time you file your complaint. However, anonymity may add some difficulty or may prevent the ~~Board~~ LATC from fully investigating your complaint and/or prosecuting the case.

HOW WILL THE ~~BOARD~~ LATC RESPOND?

You are encouraged to notify the ~~Board~~ LATC as early as possible so that ~~Board~~ LATC staff can help you resolve the problem.

After the ~~Board~~ LATC receives your complaint, you will be formally notified of its receipt and that the ~~Board~~ LATC ~~is~~ has begun~~inning~~ the review process. If necessary, you will be asked to provide additional information. If the ~~Board~~ LATC believes that the complaint has merit it will begin the investigation by evaluating the professional and/or technical aspects of your complaint. A letter will be sent to the landscape architect or unlicensed individual approximately ~~10~~ ten days after receipt of your complaint requesting a response to the allegations.

The Board may only take action where there is a violation of the Landscape Architects Practice Act. If your complaint concerns something outside the ~~Board's~~ LATC's jurisdiction, you will be notified if another state or local agency might be able to assist you. If you are seeking recovery of money for alleged damages, you should consider other avenues of redress (i.e., arbitration, small claims court, civil, or criminal action) as the Board/LATC does not have the authority to recover monetary damages for you. The Department of Consumer Affairs has several publications available at www.dca.ca.gov concerning small claims court.

The ~~Board~~ LATC gives priority to complaints involving a person's life, health, safety, or welfare.

~~SPECIAL PROVISIONS IN THE EVENT OF A NATURAL DISASTER~~

~~In the event of a declared disaster such as an earthquake, fire, or flood, additional provisions of state law become effective.~~

~~PENALTIES FOR UNLICENSED PRACTICE~~

~~When responding to advertisements or solicitations offering architectural services, disaster victims should verify whether the person offering services has a valid license. Only persons licensed by the Board may call themselves architects and provide architectural services.~~

~~During a declared state of emergency, the penalty against an unlicensed person who represents that he or she is an architect in connection with the offer or performance of architectural services for the repair of damage to a structure caused by a natural disaster is increased and punishable by a fine up to $10,000 and/or imprisonment.~~

~~REQUIREMENTS FOR RECONSTRUCTION~~

~~Individuals are advised to contact their local building officials for clarification of the requirements for repair or reconstruction of their project. It may not be possible to recreate the home or business as it existed before the disaster if it was designed years ago to conform to building codes that have since been changed. In some instances, substantial design or redesign services may be necessary to meet current code requirements.~~

~~RELEASE OF COPY OF PLANS~~

~~If damage to residential real property is caused by a natural disaster declared by the Governor, and if the damage may be covered by insurance, the architect or other person who prepared the plans originally used for the construction or remodeling of the property must release a copy of the plans to the homeowner, the homeowner's insurer, or a duly authorized agent of either upon request. The plans may only be used for verifying the amount of damage for insurance purposes.~~

~~The architect may charge a reasonable fee to cover the reproduction costs of providing a copy of the plans. The plans cannot be used to rebuild any part of the property without prior written consent of the architect or other person who prepared the plans. If prior written consent is not provided, the architect will not be liable if the plans are subsequently used by the homeowner or anyone else to rebuild any part of the property.~~

~~IMMUNITY FOLLOWING AN EARTHQUAKE~~

~~California has a Good Samaritan Law for licensed architects, engineers, and land surveyors who, at the request of a public official, provide safety inspection services, without compensation, at the scene of a declared national, state, or local emergency caused by an earthquake. This law provides that the "Good Samaritan" architects who provide these services are immune from liability. This immunity applies only for an inspection that occurs within 30 days of the declared emergency.~~

WHERE TO NOTIFY THE ~~BOARD~~LATC

~~California~~ Landscape Architects ~~Board~~Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 574-72~~2~~30
~~(800) 991-2223~~
www.~~cab~~latc.ca.gov
latc~~cab~~@dca.ca.gov

Agenda Item L

REVIEW SCHEDULE AND CONFIRM FUTURE LATC MEETING DATES

2015

November		
26-27	*Thanksgiving Holiday*	*Office Closed*
December		
1-13	Landscape Architect Registration Examination Administration	Various
10	California Architects Board Meeting	Sacramento
25	*Christmas*	*Office Closed*

2016

January		
1	*New Year's Day*	*Office Closed*
18	*Marin Luther King, Jr. Day*	*Office Closed*
February		
15	*President's Day*	*Office Closed*

Agenda Item M

ADJOURNMENT

Time: _____