

NOTICE OF MEETING
Landscape Architects Technical Committee

LATC MEMBERS

Patricia Trauth, Chair
Marq Truscott, Vice Chair
Andy Bowden
David Allen (DJ) Taylor, Jr.

May 4, 2018

**2420 Del Paso Road
Sequoia Conference Room, Suite 109
Sacramento, CA 95834
(916) 575-7230**

*Action may be
taken on any
item listed on
the agenda.*

The Landscape Architects Technical Committee (LATC) will hold a meeting, as noted above.

Agenda

**9:30 a.m. – 3:00 p.m.
(or until completion of business)**

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. Chair's Procedural Remarks and LATC Member Introductory Comments
- C. Public Comment on Items Not on the Agenda
The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).
- D. Review and Possible Action on November 2, 2017 LATC Meeting Minutes
- E. Program Manager's Report - Update on LATC's Administrative/Management, Examination, Licensing, and Enforcement Programs
- F. Review and Possible Action on Proposed Amendments to California Code of Regulations (CCR) Title 16, Division 26, Article 1, Section 2615 (Form of Examinations) and Proposed Amendments to CCR Section 2620 (Education and Training Credits)
- G. Discuss and Possible Action on LATC's Certification of Experience Form to Incorporate Proposed Amendments to CCR, Title 16, Division 26, Article 1, Section 2620 (Education and Training Credits)
- H. Review and Possible Action to Approve 2018-19 Intra-Departmental Contract With Office of Professional Examination Services (OPES) for California Supplemental Examination (CSE) Development

- I. Discuss and Possible Action on 2017-2018 Strategic Plan Objectives to:
 - 1. Revamp the LATC's Website to be More User-Friendly for Consumers
 - 2. Prepare for Sunset Review Process to Demonstrate the LATC's Effectiveness
- J. Review and Possible Action on Proposed Amendments to LATC's *Disciplinary Guidelines* and CCR, Title 16, Division 26, Article 1, Section 2680 (Disciplinary Guidelines)
- K. Review of Future LATC Meeting Dates
- L. Adjournment

The notice and agenda for this 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 below, or you may contact Tremaine Palmer at (916) 575-7233.

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 Committee 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 Committee are open to the public. This meeting may be webcast. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. 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 the physical location.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee 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 sections 11125 and 11125.7(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:

Person: Tremaine Palmer

Telephone: (916) 575-7233

Email: tremaine.palmer@dca.ca.gov

Telecommunication Relay Service: Dial 711

Mailing Address:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) 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

Patricia Trauth, Chair

Marq Truscott, Vice Chair

Andrew Bowden

Susan Landry

David Allan Taylor, Jr.

Agenda Item B

CHAIR'S PROCEDURAL REMARKS AND LATC MEMBER INTRODUCTORY COMMENTS

LATC Chair Patricia Trauth or, in her absence, the Vice Chair will review the scheduled LATC actions and make appropriate announcements.

Agenda Item C

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

Agenda Item D

REVIEW AND POSSIBLE ACTION ON NOVEMBER 2, 2017 LATC MEETING MINUTES

The Landscape Architects Technical Committee (LATC) is asked to review and take possible action on the attached November 2, 2017 LATC Meeting Minutes.

Attachment:

November 2, 2017 LATC Meeting Minutes (Draft)

Minutes

CALIFORNIA ARCHITECTS BOARD **Landscape Architects Technical Committee Meeting**

November 2, 2017
Los Angeles, California

Landscape Architects Technical Committee (LATC) Members Present

Patricia Trauth, Chair (arrived at 11:49 a.m.)
Marq Truscott, Vice Chair
Andrew Bowden
David Allan Taylor, Jr.

Staff Present

Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Brianna Miller, Program Manager
Tara Welch, Attorney III, Department of Consumer Affairs (DCA or Department)
Kourtney Nation, Examination Coordinator
Tremaine Palmer, Special Projects Analyst

Guests Present

Suzanne Baird
Katrina Coombs
Francesca Corra
Stephanie Landregan, University of California, Los Angeles (UCLA)
Tracy Morgan Hollingworth, California Council of American Society of Landscape Architects (CCASLA)
Jim Pickel
Jon Pride, American Society of Landscape Architects, Jon Pride Designs

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

LATC Vice Chair Marq Truscott called the meeting to order at 11:23 a.m. in absence of Chair Patricia Trauth and called roll. Three members of LATC were present, thus a quorum was established.

C.* Public Comment on Items Not on the Agenda

There were no comments from the public.

D.* Presentation of Applicable Open Meeting Act Requirements (Tara Welch, Attorney III, Department of Consumer Affairs)

Tara Welch provided an overview of the Bagley-Keene Open Meeting Act (Act). She stated that the Committee's responsibility is to comply as individuals and as a body with the Act, which requires that actions of state agencies and deliberations be open to the public. Ms. Welch further discussed proper noticing of meetings and penalties for violating the Act. She offered her assistance to any Committee members and participants which may have questions or concerns.

F.* Program Manager's Report – Update on LATC's Administrative/Management, Examination, Licensing, and Enforcement Programs

In reference to Attachment F.1 (Monthly Report [October 2017]), Program Manager Brianna Miller reported that Blake Clark was selected to fill the Licensing Coordinator position and that LATC is fully staffed. She also reported that the Board and LATC are a part of Release Three for the BreEZe roll out which has already begun. She continued that she met with SOLID's Organizational Change Management Group to discuss the Gap Analysis which will assist in incorporating the Board and LATC's current licensure pathways into the BreEZe platform. Ms. Miller added that she and Board management met with the Office of Information Services to discuss their Business Modernization Report that details their process and procedures to ensure a smooth transition to the BreEZe platform.

Mr. Truscott asked Ms. Miller to explain BreEZe to the public. Ms. Miller stated that BreEZe is an updated web-based platform that facilitates licensing and enforcement processes in which candidates can track their applications and the public can search license information and submit complaints.

Ms. Miller reported that of the 59 candidates who took the California Supplemental Examination (CSE) during fiscal year 2017/18 (as of October 24, 2017), 31 passed (52%). She continued that Landscape Architect Registration Examination (LARE) administration will be held from December 4-16, 2017, and noted the results from the previous administration. Mr. Truscott expressed satisfaction with the current pass rate of 52%.

Ms. Miller reported that Senate Bill 800, which includes amendments to Business and Professions Code sections 5680.1 (Expired License – Renewal) and 5680.2 (License Renewal – Three Years After Expiration), was signed by the Governor on October 7, 2017. She continued that the amendments will take effect on January 1, 2018 and, at that time, LATC would proceed with a regulatory proposal to repeal California Code of Regulations (CCR) §§ 2624 (Expired License – Three Years After Expiration) and 2624.1 (Expired License – Five Years After Expiration). Mr. Bowden asked if a previously licensed candidate passed the examination, would they be required to re-take it under the new law. Ms. Miller responded that, after five years, expired license holders would be required to re-test. Mr. McCauley clarified that they would be required

to re-take the CSE and not the national examination, which is the same as the Board's requirement.

Ms. Miller reported on the 2017-2018 Strategic Plan objective to advocate to the Council of Landscape Architectural Registration Boards (CLARB) to institute an internship/experience-based program. She advised that at the July 13, 2017 meeting, the LATC elected to draft a letter to CLARB to advocate the development of a structured internship program similar to the National Council of Architectural Registration Boards' (NCARB) Architectural Experience Program (AXP). Ms. Miller updated the LATC that the letter was provided to CLARB on October 13, 2017 and added that the LATC received acknowledgment of the letter.

Ms. Miller reported that LATC's *Disciplinary Guidelines* were presented to and approved by the Board with edits on September 7, 2017. She continued that the LATC will work in tandem with the Board to begin the regulatory process with the Office of Administrative Law (OAL) to update the corresponding regulation. Tracy Morgan Hollingworth requested a copy of LATC's letter to CLARB, so CCASLA could send a letter of support.

Ms. Miller referenced Attachment F.2 (California Architects Board September 7, 2017 Meeting Notice) and stated that the LATC presented an update to the Board on the Committee's recommendation regarding proposed amendments to CCR § 2620 (Education and Training Credits) and the *Disciplinary Guidelines*.

G.* Presentation on the University of California, Los Angeles Landscape Architecture Extension Program (Stephanie V. Landregan, Program Director)

Stephanie V. Landregan, Program Director of UCLA's Landscape Architecture Extension Program (Program), gave a presentation in which she provided an overview of the Program and curriculum. She stated that the Program's purpose is to provide a certificate to individuals who cannot attend school during normal hours. She continued that the Program consists of a three-year sequenced curriculum in applied theory and science with 75 percent of the instructors being licensed professionals.

Ms. Landregan stated that students participate in Capstone Presentations which are professional presentations made in front of a jury. She advised that the Program hosts an annual student show that professionals and City and county employees attend. Ms. Landregan noted that the Program recently received a city of Los Angeles award from Board of Public Works for designing sustainable mediums. She added that the Program has 395 graduates and is celebrating 40 years.

Mr. Bowden asked how many students from the Program have been licensed. Ms. Landregan responded that four students recently received their license, and 80 percent of the Program's graduates have passed Sections 1 and 2 of the LARE. Mr. Truscott asked how far students commute to the Program. Ms. Landregan responded that students commute from different cities such as Santa Barbara, Chula Vista, Riverside, and Costa Mesa.

Ms. Landregan advised that the Program recently put its history class online and is considering the same for other non-studio classes. Mr. Bowden inquired about the size of the graduating class. Ms. Landregan responded that the graduating class consisted of 13-25 students. Mr. Bowden

asked about the Program's current enrollment. Ms. Landregan informed the LATC that the Program currently has 87 enrolled students. She added that, since transitioning from a four-year program to a three-year program, there has been an increase in the retention rate and, if needed, students are allowed to take time off and still complete the Program.

Ms. Trauth asked if weekend courses are still available to study for the examination. Ms. Landregan responded "yes" and advised that they are offered twice a year.

B.* Chair's Procedural Remarks and LATC Member Introductory Comments

Ms. Trauth thanked the UCLA and Ms. Landregan for hosting the LATC meeting and announced that the meeting would not be webcast. She introduced Ms. Welch as LATC's legal counsel and advised that all motions and seconds would be repeated, and that votes would be taken with roll call.

E.* Review and Possible Action on July 13, 2017 LATC Meeting Minutes

Ms. Trauth asked for a motion to approve the July 13, 2017 LATC Meeting Minutes.

- **Andrew Bowden moved to approve the July 13, 2017 LATC Meeting Minutes.**

Marq Truscott seconded the motion.

Members Bowden, Taylor, Truscott, and Chair Trauth voted in favor of the motion. The motion passed 4-0.

H.* Update and Possible Action on Education/Experience Subcommittee's Recommendation to Amend California Code of Regulations (CCR), Title 16, Division 26, Section 2620 (Education and Training Credits) That Define Related and Non-Related Degrees (Baccalaureate and Associate) and Experience-Only Pathways and Prescribe Allowable Credit for Initial Licensure

Ms. Miller referenced Attachment H.1 (Historical Information: Development of Current CCR § 2620) and reported that a regulatory proposal was brought to the Board on June 15, 2017 in which the Board directed that LATC's initial licensure and reciprocity requirements align and, where possible, mirror the Board's requirements. She stated that staff amended CCR § 2620 to match the Board's requirements and included an experience-only pathway and provided a draft to the LATC during their meeting on July 13, 2017.

The Committee approved the proposed language and referred the newly proposed pathways that include related and non-related degrees and experience-only to the Education/Experience Subcommittee (Subcommittee) to define related and non-related degrees and prescribe allowable credit. She continued that the Subcommittee was composed of: 1) one LATC member [Marq Truscott]; 2) one licensed California landscape architect private practitioner [John Nicolaus]; 3) one educator who is a licensed California landscape architect [Nathan Lozier];

4) one licensed California landscape contractor [Steve Jacobs]; and 5) one public member from California [Pasqual Gutierrez].

Ms. Miller reported that the Subcommittee meeting was held on October 3, 2017 and that the discussion was facilitated by representatives from DCA's SOLID Office. She added that LATC staff provided the Subcommittee with resources that included other states' licensing criteria; CSE and LARE content outlines; CLARB's Model Law and Regulations; accrediting standards for landscape architects, architects, and civil engineers; and the Board's Table of Equivalents.

Ms. Miller directed the Committee's attention to Attachments H.4 (Proposed 6-Year Requirement Graphic as Recommended by the Education/Experience Subcommittee) and H.5 (Proposed Amendments to CCR § 2620 with Education/Experience Subcommittee Recommendations Incorporated) for review of the Subcommittee's recommendation and possible action to recommend for the LATC to approve amendments to CCR § 2620. Referencing the Subcommittee meeting, Mr. Truscott commented that the Subcommittee consisted of a diverse group and expressed appreciation for SOLID's facilitators.

Ms. Landregan expressed concern with accepting related degrees without reviewing their curricula. She also expressed favor with New York's approach of granting two years of education credit for any four-year degree. She opined that any degree pertaining to landscape architecture should receive three years of education credit regardless of accreditation. Ms. Landregan suggested simplifying the proposed regulatory language so that any related degree receives two years of education credits. She added that it may be difficult to justify all the degrees that were recommended by the Subcommittee.

Ms. Landregan stated that she is not opposed to an experience-only pathway but expressed concern about how a candidate's experience would be measured. She advised the LATC to not wait for CLARB to implement an internship program and suggested reviewing NCARB's requirements to create a program for candidates to be interned under landscape architects in which they would learn specific elements of landscape architecture that uphold the health, safety, and welfare of the public.

Jim Pickel agreed with Ms. Landregan about simplifying the education requirements and expressed concern that core curricula for the proposed related degrees could be validated against the minimum competencies of landscape architecture. In reference to Attachment H.11 (Education/Experience Subcommittee October 3, 2017 Meeting Minutes [Draft]), he noted that the Subcommittee recommended six years of required experience as a landscape architect without regard to a Landscape Architecture Experience Program (LAXP) and questioned how a candidate receiving training in only one area of landscape architecture would be qualified to sit for the examination. Mr. Pickel suggested a form to certify a candidate's experience that lists subject matter areas of landscape architecture. Ms. Trauth advised that LATC and CLARB have a Certification of Experience form.

Ms. Morgan Hollingworth commented that, Subcommittee Vice Chair, Mr. Gutierrez, was consistent with his view of requiring a structured internship program along with the experience-only pathway. She suggested that the Committee consider the LAXP and simplify the requirements. Ms. Landregan agreed that experience requirements should be simplified and also commented that, with respect to the proposed three years of experience credit for a candidate

directly supervised by a licensed California landscape contractor, she believes that it is difficult to discern whether someone working for a licensed California landscape contractor consistently acquires sufficient experience and suggested one year of experience credit, instead.

Mr. Bowden expressed appreciation for the Subcommittee members' recommendation. He referenced language in the Board's Meeting Notice that states protection of the public is paramount. He also expressed concern on how the related degrees were selected. He added that programs use different titles for degrees in landscape architecture.

For the recommended related degrees, Mr. Bowden inquired about their curricula and how they compare to landscape architecture. He expressed disapproval with allowing education credit for any degree and noted that the previous LATC Education Subcommittee discounted a civil engineering degree. As for an experience-only pathway, Mr. Bowden stated that the LATC should have a similar program to the AXP but should not wait for CLARB to implement it.

David Allan Taylor, Jr. agreed with the notion of simplifying the requirements and suggested not identifying specific degree programs. Ms. Trauth agreed with Mr. Taylor and offered her support for accepting any degree as it is something which CLARB provides in its Model Law. Ms. Miller asked the Committee to distinguish between related accredited and related non-accredited degrees. Ms. Trauth expressed concern with identifying the types of related degrees in the proposed non-accredited degree pathway. She suggested discussing two years of education credit for any degree, which is stipulated in CLARB's Model Law and Regulations.

Ms. Landregan suggested granting any bachelor's degree two years of education credit. Mr. Taylor stated that he is in favor of allowing for two categories of degrees: 1) landscape architecture; and 2) any degree. Mr. Bowden disagreed with any degree receiving two years of education credit.

Ms. Trauth reminded the Committee that candidates still have to pass a rigorous national examination and that the responsibility is on the candidate to acquire the necessary knowledge and skills.

With regard to designation of course curriculum, Mr. Truscott stated that it depends on the instructor of the course. Mr. Bowden asked if UCLA has to teach specific learning objectives. Ms. Landregan stated that learning objectives are on UCLA's curricula but it is not a requirement for the majority of universities. She added that it is more prevalent in community colleges.

Ms. Trauth asked if there is an appeal process for candidates who have degrees other than what is proposed by the Subcommittee. Mr. McCauley replied "no," and stated that regulations have to be clear for staff to administer. He continued that the Board's directive was clear and believes the Subcommittee's recommendation was founded on sound judgement. He added that the Chief of DCA's Division of Programs and Policy Review, which includes the Office of Professional Examination Services, approved of the Subcommittee's process and that she stated it would be held as a model for the Department.

Mr. Bowden suggested having two separate motions. He continued that, in order to certify experience, LATC's form should be more explicit to attest that a candidate has met specific requirements. Mr. Truscott asked whether a candidate could be denied if the form was more

specific and listed stringent subject matter pertaining to landscape architecture. Ms. Welch responded that subject matter would have to match the regulation and advised against selecting certain skills. She reminded the Committee that regulations would need to meet the justification standards for approval by OAL; DCA's Division of Legislative and Policy Review; and Business, Consumer Services, and Housing Agency; and that carving out skills could make it difficult for candidates to obtain licensure.

Mr. Truscott inquired about enforcement statistics for the Board's licensees who were licensed as experience-only. Mr. McCauley responded that there is no discernable difference between experience-only and education pathways. He commented that the Board had a non-structured experience component for decades without any issues. Mr. McCauley continued that the examination is effective in measuring competence; therefore, LATC could implement a general experience requirement. He continued that landscape architecture practice areas in relation to health, safety, and welfare could be included in the experience component and could be drawn from CSE and LARE Test Plans. He added that it is uncertain if CLARB will implement an internship program, so LATC should take action more readily.

Ms. Trauth asked how much detail is needed in the regulation in order to support the new pathways. Mr. McCauley responded that Attachment H.5 provides draft language in which supporting documentation would need to be developed that is consistent with the Subcommittee's recommendation. As for the experience component, he continued that a national program from CLARB would be a benefit which would be consistent with other states.

Mr. Pickel expressed that the Board's pass rate for the experience-only candidates is the lowest. He continued that a lot of people work hard to become landscape architects and that the requirements should not be lessened. Mr. Pickel further stated that an experience-only pathway needs monitoring, and that a form utilized to certify a candidate's experience should list subject matter.

Mr. McCauley stated that examination scores should not be relied upon alone because candidate pools are different. He continued that, currently, the LATC's associate degree pathway, which provides one year of education credit, does not have a structured internship component and there have not been any issues. He added that the Board had an experience-only pathway for decades without any issues as well.

Ms. Welch stated that the LATC could validate a candidate's experience by signed affirmation, which would list subject matter from the Practice Act or CSE. She added that it would demonstrate public protection while fulfilling the justification standard.

Mr. Bowden advised that for the experience-only pathway, one year has to be under a landscape architect and opined that there needs to be a monitor to verify that candidates have been exposed to all facets of landscape architecture. Ms. Welch reminded the Committee that the current form has licensed professionals certify the candidate's experience under penalty of perjury.

- **Marq Truscott moved to accept the Subcommittee's recommended amendments to CCR § 2620 (Education and Training Credits) as presented.**

Patricia Trauth seconded the motion.

Ms. Landregan expressed her disapproval of the motion and stated that she would oppose it to the Board and OAL. She continued that the proposed regulations are complicated and unsupported, and that the degrees selected by the Subcommittee were not justified. Ms. Morgan Hollingworth agreed with Ms. Landregan.

Mr. Taylor commented that the requirements should be simplified. He continued that all of his experience had to be under a landscape architect and believes, for the experience-only pathway, the six years of experience should be under the direct supervision of a landscape architect. With regard to the form, Mr. Taylor commented that if a landscape architect signs a candidate's form despite the candidate not receiving the mandated amount of training, they are doing that candidate a disservice.

Mr. Bowden requested data that shows an overlay between landscape architecture and other related degrees. Mr. Truscott commented that the same degree at a different university may consist of different courses. Mr. Taylor added that it could take years to research and review every curriculum and suggested accepting any related degree.

Mr. McCauley reminded the Committee that the Board requested an alignment with their requirements and expects a proposal in December. Ms. Welch asked if the Subcommittee's recommendation is closer to the Board's directive. Mr. McCauley responded "yes."

Members Truscott and Chair Trauth voted in favor of the motion. Members Bowden and Taylor opposed the motion. The motion did not pass 2-2.

Mr. Taylor asked about validating a candidate's experience. Kourtney Nation responded that, currently, one year is required to be under a licensed landscape architect. She continued that candidates can combine remaining experience as an architect, civil engineer, or under the supervision of a landscape contractor or landscape contractor licensed in another jurisdiction within the guidelines of the proposed language.

Mr. Taylor proposed to accept the Subcommittee's recommendation for CCR § 2620 with an amendment to move related degrees to the non-related degree category. Messrs. McCauley and Bowden disagreed with Mr. Taylor's proposal because accredited related degrees would be equal with non-accredited, non-related degrees. Mr. Bowden proposed that architects and civil engineers receive two years of education credit, and other degrees, one year. He continued that experience under a landscape contractor or a landscape contractor licensed in another jurisdiction should not receive more credit than experience as, or under the supervision of, a landscape architect.

The Committee reviewed the proposed language and agreed to eliminate CCR §§ 2620(a)(5), (a)(8), and (b)(1) while modifying CCR § 2620(a)(17) to receive up to one year of experience credit in order to achieve parity with the other pathways. Ms. Welch directed the Committee's attention to CCR § 2620(c)(5) to clarify that it does not represent reciprocity and is not an exemption for the national examination. The Committee concurred.

- **Marq Truscott moved to approve the Subcommittee’s recommendation with the following amendments: 1) eliminate CCR §§ 2620(a)(5), (a)(8), and (b)(1); and 2) modify CCR § 2620(a)(17) to receive up to one year of experience credit.**

David Allan Taylor, Jr. seconded the motion.

Ms. Landregan expressed satisfaction with the motion.

Members Bowden, Taylor, Truscott, and Chair Trauth voted in favor of the motion. The motion passed 4-0.

With regard to updating the LATC’s Certification of Experience form, Mr. McCauley explained that updating the form would require regulatory amendments. Ms. Welch commented that the form could be updated to current regulations. Mr. Bowden opined that the form alone does not monitor candidates. Mr. Taylor suggested listing subject matter that relates to landscape architecture on the form. Ms. Nation informed the Committee that candidates can verify their experience through CLARB or LATC. Ms. Trauth requested staff to obtain a copy of CLARB’s Experience Verification form.

Mr. Truscott commented that the goal is to have an LAXP. Mr. Bowden expressed concern that CLARB may not implement the program. Mr. Taylor asked if CLARB could be contacted again. Mr. McCauley stated that if CLARB is not interested, then LATC would consider an alternative. Ms. Landregan commented that CLARB is an association of regulatory agencies and if LATC garners another agency’s interest in a structured internship program, it may help expedite the process. She added that the British Columbia Society of Landscape Architects has an experience verification monitoring program similar to a structured internship program that already exists and suggested that the LATC contact them.

Mr. McCauley referenced CCR § 2670 (Rules of Professional Conduct) (c)(2) which ensures a candidate’s experience is in landscape architecture. He continued that the regulation could be modified to compel supervisors to accurately report landscape architecture experience. Ms. Trauth suggested staff research how other states monitor their experience-only pathways.

I. Update on the 2017 Council of Landscape Architectural Registration Boards (CLARB) Annual Meeting

Ms. Miller reported that CLARB’s Annual Meeting was held on September 14-16, 2017 and that Mr. McCauley, Ms. Miller, and Board Secretary (and LATC Liaison), Tian Feng were in attendance. She continued that the meeting consisted of discussions about federal and state deregulation issues and the health of the landscape architecture profession. Ms. Miller also reported that the meeting featured an introduction to friction analysis, which is aimed at identifying “friction” in licensure processes. She added that the results of the election were revealed and CLARB members elected to adopt the draft Model Law and Regulations.

J. Discuss and Possible Action on the Following 2017-2018 Strategic Plan Objectives to:

- 1. Incorporate a Quick Link on the Website That will Enable Consumers to Search Enforcement Actions and More Easily Identify Licensee Violations**
- 2. Expand Communication to Licensees Utilizing an “Opt-In” E-Mail Component on the Website to Increase Stakeholder Awareness of LATC**

Ms. Miller referenced Attachment J.1 (LATC Website Screenshot for Enforcement Actions) which depicts the location of enforcement actions and Attachment J.2 (LATC Website Screenshot for Email Alert Subscription) which depicts the location of email subscriptions. She continued that, in order to increase visibility, staff consulted with the DCA Office of Publications, Design and Editing to design more attention-grabbing buttons to be placed on the home page as opposed to embedded links.

Ms. Miller suggested removing the LATC web button which directs stakeholders back to the homepage and enhancing communication to LATC’s interested parties to include information on subject matter expert recruitment, examinations, and other relevant issues. Mr. Bowden asked how LATC’s website compares to the Board’s website. Ms. Miller responded that it is currently different and that staff is working to bring them in alignment. She clarified that once transitioned to the new web format, only the layout would change and that the information would stay the same.

- Marq Truscott moved to approve the design and placement of the website buttons for LATC’s website.**

Andrew Bowden seconded the motion.

Members Bowden, Taylor, Truscott, and Chair Trauth voted in favor of the motion. The motion passed 4-0.

K. Election of 2018 LATC Officers

- Marq Truscott moved to nominate Patricia Trauth as Chair for 2018.**

Andrew Bowden seconded the motion.

Members Bowden, Taylor, Truscott, and Chair Trauth voted in favor of the motion. The motion passed 4-0.

- Andrew Bowden moved to nominate Marq Truscott as Vice Chair for 2018.**

David Allan Taylor, Jr. seconded the motion.

Members Bowden, Taylor, Truscott, and Chair Trauth voted in favor of the motion. The motion passed 4-0.

Ms. Landregan asked when the fifth Committee seat would be filled. Mr. McCauley responded that the Speaker of the Assembly elects the fifth member; however, no appointment has been made.

L. Review Tentative Schedule and Confirm Future LATC Meeting Dates

Mr. Truscott was receptive to Mr. Pickel's suggestion made during Public Comments to hold meetings on Saturdays but was concerned about staff and overtime. Mr. Taylor asked if the LATC could hold meetings on Fridays. The Committee was receptive to the idea and proposed the following meeting dates for 2018: February 9, May 11, August 10, and November 15-16. Mr. Truscott also advised that he would be in attendance for the December 7, 2017 Board meeting.

M. Adjournment

The meeting adjourned at 3:00 p.m.

**Agenda items for this meeting were taken out of order to accommodate full Committee participation. The order of business conducted herein follows the transaction of business.*

Agenda Item E

PROGRAM MANAGER'S REPORT – UPDATE ON LATC'S ADMINISTRATIVE/ MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS

The California Architects Board and Landscape Architects Technical Committee's (LATC) March 2018 Monthly Report provides a synopsis of current activities and is attached for the LATC's review.

Attachments:

1. Monthly Report (March 2018)
2. California Architects Board March 1, 2018 Meeting Notice



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: April 26, 2018

TO: Board and Landscape Architects Technical Committee Members

FROM: Vickie Mayer, Interim Executive Officer *Vickie Mayer*

SUBJECT: MONTHLY REPORT

The following information is provided as an overview of Board activities and projects as of March 31, 2018.

ADMINISTRATIVE/MANAGEMENT

Board The Board met on March 1, 2018, in Sacramento. The next Board meeting is scheduled for June 13, 2018, in Sacramento. The remaining Board meetings for 2018 are scheduled for September 12, 2018, in the Bay Area; and December 13-14, 2018, in Sacramento. The December meeting will include a Strategic Planning session.

Business Modernization (BreEZe) In late December, the Board in collaboration with the Department of Consumer Affairs (DCA) finalized a Business Modernization Plan (Plan) to effectively facilitate the analysis, approval, and potential transition to a new licensing and enforcement platform. The Plan is an academic look at the purpose, guiding principles, objectives, and activities needed to achieve the Board's goals of business modernization. The Plan has an accompanying document, the Business Modernization Report (Report), which is an artifact specific to the Board that documents the business modernization activities that will be conducted. The Report includes proposed timelines, milestone documentation, business planning artifacts, project approval documents, among other items. Together, these documents outline a specific framework, and the Board's progress within such framework.

The primary objective of the Plan is to ensure that business modernization efforts for the Board follow a structured approach based on best practices and lessons learned, with more accurately planned, managed, and implemented technology solutions. The thorough planning, business analysis, and program-specific nature of this effort will ensure success for the Board and DCA.

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

On August 17, 2017, staff met with DCA's Office of Change Management (OCM) staff to discuss the initial inventory of the Board's existing administrative, enforcement, and licensing business processes. This inventory will inform the proposed timeline for the effort, currently under development. At the request of the DCA, on October 11, 2017, staff provided suggested edits to the business processes. Staff completed the Project Charter for the business activities phase of the modernization effort. The Charter specifies our role and responsibilities as key project stakeholders. It also describes the project decision-making authority for our business area, and the commitment DCA needs from the Board to conduct a successful project. Staff and management met with SOLID on November 7, 2017, to review the draft Project Charter and discuss combining the Board and Landscape Architects Technical Committee (LATC) charters into one document. The Charter was submitted to OCM in January 2018, after approval of the Board's president and LATC's chair.

Key elements of Business Modernization specific to the needs of the Board and LATC include: 1) Business Activities, 2) Project Approval Lifecycle, and 3) System Implementation. Jason Piccione, DCA Chief Information Officer, updated the Executive Committee and Board on the Business Modernization project, formerly known as BreEZe; he stressed that the Board's progression of activities to implement the Business Modernization project will be based on the Board's overall organizational readiness and ability to support an aggressive (or less aggressive) timeframe regarding staff resources. Mr. Piccione reported that the Business Process Inventory is now complete and the Board's business activities are scheduled to begin in October 2018. Furthermore, he reported that Business Activities are scheduled from October 2018 through October 2019, the Project Approval Lifecycle from July 2019 through November 2020, and System Implementation from November 2020 through November 2022. The proposed schedule employs a minimum viable product strategy, which could reduce the total proposed time of implementation to November 2021.

Communications Committee The next Communications Committee meeting has not been scheduled at this time.

Executive Committee The Executive Committee met on January 17, 2018, to work on its assigned objectives from the 2017-2018 Strategic Plan. At its March 1, 2018 meeting, the Board approved each of the Executive Committee's recommendations concerning its Strategic Plan objectives. The next Executive Committee meeting is scheduled for May 16, 2018, in Sacramento in which the members will review the first draft of the Board's Sunset Review Report.

Legislation Assembly Bill (AB) 2138 (Chiu) would ease the licensing restrictions on former offenders and place requirements upon licensing entities including that programs develop criteria for determining whether a crime is directly and adversely related to the qualifications, functions, or duties of the business or profession. This bill is now with the Committee on Business and Professions.

AB 2409 (Kiley) would prohibit boards from using a person's criminal record as an automatic or mandatory permanent bar to licensure. Additionally, this bill would establish a right for persons who are behind on their taxes or student loans to obtain a license to engage in a profession. The bill would also set up an appeal process for persons who have been denied a license. AB 2409 is now with the Committee on Business and Professions.

AB 2483 (Voepel) would create the Office of Supervision of Occupational Boards to actively supervise boards and bureaus under the DCA. The bill is now with the Committee on Appropriations.

Senate Bill (SB) 721 (Hill) would add requirements to the Contractors' State License Law that inspections be performed on buildings containing three or more multifamily dwelling units, any existing balcony, or other elevated walkway more than six feet above ground level to ensure surfaces are in generally safe condition and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. This bill would require those inspections to be completed by a licensed architect, licensed engineer, or other licensee as approved by DCA. Inspections and repairs, as well as a written report submitted to the local county recorder by the licensee, would be required to be completed by January 1, 2021, and every five years thereafter. SB 721 passed the Committee on Appropriations and is now in the Assembly.

SB 984 (Skinner) would require all state boards and commissions to be comprised of at least 50% women. This bill would also require the Secretary of State to disclose the gender composition of every state board and commission on its website. SB 984 is now with the Committee on Judiciary.

SB 1137 (Vidak) would require the Department of Veterans Affairs and the DCA to consult with each other in order to take appropriate steps to increase awareness and notification for veterans regarding professional licensing benefits. The bill is now with the Committees on Veterans Affairs and Business, Professions, & Economic Development (BP&ED).

Newsletter The *California Architects* newsletter was published on February 16, 2018. In an effort to provide increased distribution of the newsletter, staff worked with DCA Office of Information Services to identify a way to compile all emails in our systems to distribute the newsletter using ListServe. The last published newsletter in 2017 was emailed to all licensees and current candidates, and promoted on Facebook and Twitter. This approach resulted in an increase of email recipients from approximately 2,200 to 28,000. The next issue is scheduled to be published in May 2018. Staff have been working with the Office of Public Affairs on an article to be published into the summer *Consumer Connection* magazine. The inclusion of an article in the magazine was an objective of the 2017-2018 Strategic Plan objective to explore the possibility of the Board participating in consumer events as a means of communicating directly with the public. The article provides consumer information on natural disasters and mistakes to avoid during the rebuilding, as well as consumer protection tools to ensure projects stay on track.

Sunset Review The Board's 2018 Sunset Review Report is due for submission to the Legislature on November 1, 2018. Preparations for the 2018 Sunset Review are underway. The draft report will be presented to the Executive Committee in May 2018, for input and recommendations for the Board's consideration.

Outreach On March 9, 2018, posters were mailed to over 100 veterans' counseling centers throughout the state to help connect with veterans about the Board's licensure process. On April 23-25, 2018, Board Examination/Licensing Analyst, Timothy Rodda, will, in conjunction with National Council of Architectural Registration Boards' (NCARB) management, provide presentations to students, faculty and candidates at schools located in the San Diego area.

Personnel Executive Officer (EO), Doug McCauley was appointed by the Governor as the Chief Deputy Director of the Department of Housing and Community Development. His last day at the Board was March 1, 2018. The Board is working with DCA on the recruitment to fill his position. Laura Bishop was selected to fill the Office Technician position in the Examination and Licensing Unit and her first day was March 16, 2018. Recruitment efforts are still underway to fill the OT position in the Enforcement Unit.

Social Media The Board has expanded its social media presence to include three platforms, which are shown in the following table:

Platform	Current Followers	Followers 1 Year Prior	Difference
Facebook (launched June 6, 2017)	41	N/A	N/A
Instagram (launched September 20, 2016)	351	120	293%
Twitter (launched in 2014)	1,159	1,056	10%

Training The following employee(s) have been scheduled to participate in upcoming training:

4/5/18 Investigative Report Writing (Lauren and Katie)

5/3/18 Growing in Your State Career (Jared)

8/7/18 Interviewing Techniques for Investigators and Inspectors (Katie)

Website In March, staff posted a news alert regarding the recruitment to fill the EO position.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) The pass rates for ARE divisions taken by California candidates between March 1–31, 2018, are shown in the following tables:

March 2018 ARE 5.0

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		No. of Divisions	Passed	No. of Divisions	Failed
Construction & Evaluation	36	25	69%	11	31%
Practice Management	98	54	55%	44	45%
Programming & Analysis	70	34	49%	36	51%
Project Development & Documentation	91	43	47%	48	53%
Project Management	60	35	58%	25	42%
Project Planning & Design	136	55	40%	81	60%

March 2018 ARE 4.0

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		No. of Divisions	Passed	No. of Divisions	Failed
Building Design & Construction Systems	31	13	42%	18	58%
Building Systems	31	12	39%	19	61%
Construction Documents & Services	185	79	43%	106	57%
Programming, Planning, & Practice	189	86	46%	103	54%
Schematic Design	18	15	83%	3	17%
Site Planning & Design	114	68	60%	46	40%
Structural Systems	59	30	51%	29	49%

National pass rates for 2017 ARE 5.0 and ARE 4.0 are shown in the following tables:

2017 ARE 5.0

DIVISION	CALIFORNIA		NATIONAL	DIFFERENCE
	Total	Passed	Passed	
Construction & Evaluation	238	54%	61%	-7%
Practice Management	488	42%	50%	-8%
Programming & Analysis	296	43%	53%	-10%
Project Development & Documentation	602	47%	56%	-9%
Project Management	292	58%	59%	-1%
Project Planning & Design	774	42%	50%	-8%

2017 ARE 4.0

DIVISION	CALIFORNIA		NATIONAL	DIFFERENCE
	Total	Passed	Passed	
Building Design & Construction Systems	607	56%	62%	-6%
Building Systems	636	56%	59%	-3%
Construction Documents & Services	1,607	46%	52%	-6%
Programming, Planning, & Practice	1,507	48%	52%	-4%
Schematic Design	317	80%	81%	-1%
Site Planning & Design	1,087	59%	64%	-5%
Structural Systems	585	59%	59%	0%

California Supplemental Examination (CSE) Staff, at the direction of the Board, researched with OPES the feasibility of reducing the mandatory wait time after a candidate fails the CSE while maintaining examination security and defensibility. The Board was provided an update on the research at its December 7, 2017, meeting, and directed staff to proceed with a regulatory proposal to reduce the wait time. At its March 1, 2018 meeting, the Board received a presentation from OPES detailing how the reduction in the wait time will be implemented, and approved proposed regulatory language to commence the rulemaking process. Staff is currently developing a regulatory proposal for submittal and notice.

The current Intra-Departmental Contract (IAC) with the Office of Professional Examination Services (OPES) for examination development for fiscal year (FY) 2017/18 expires on June 30, 2018. Staff collaborated with OPES to amend the current IAC to include additional workshops required to reduce the mandatory retake waiting period from 180 to 90 days that is planned to commence in March 2019. Staff is coordinating with OPES in developing a new IAC for fiscal year (FY) 2018/19 that will be presented to the Board for approval at its June 13, 2018 meeting.

The pass rates for the CSE taken by candidates between March 1–31, 2018, and prior FYs are shown in the following tables:

March 1–31, 2018 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
126	70	56%	56	44%

**FY 2017/18 CSE
(as of March 31, 2018)**

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
770	414	54%	356	46%

FY 2016/17 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
1,096	712	65%	384	35%

NCARB Integrated Path to Architectural Licensure (IPAL) Launched in 2015, IPAL is an initiative spearheaded by NCARB and designed to provide students the opportunity to complete the requirements for licensure in a more integrated and streamlined manner while earning their accredited degree. Programs from three California schools were accepted by NCARB for participation: NewSchool of Architecture and Design, University of Southern California, and Woodbury University; currently, there are 26 programs at 21 participating schools.

The Board sponsored an amendment to update Business and Professions Code (BPC) section 5550.2, which permits the Board to grant early eligibility to take the ARE for students enrolled in an NCARB-accepted integrated degree program. Periodically, the Board invites accepted California schools to its meetings for updates on the progress of their respective program. Woodbury University provided the Board with an update on its IPAL program at the Board's September 7, 2017, meeting.

At its October 18, 2017, meeting the Professional Qualifications Committee voted to recommend the Board send NCARB a letter requesting it collaborate with The American Institute of Architects on reviving the Emerging Professional's Companion. The Board considered the recommendation at the December 7, 2017, Board meeting and declined to take action on it.

Professional Qualifications Committee (PQC) The next PQC meeting has not been scheduled.

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: Architect consultants are available on-call to Building Officials to discuss the Board's policies and interpretations of the Architects Practice Act (Act), stamp and signature requirements, and scope of architectural practice.

Education/Information Program: Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In March, there were 55 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 27 of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

Outreach: The 2018 Annual Business Meeting of California Building Officials (CALBO) was held March 27-29, 2018, in Burlingame. This was the 56th annual meeting of the organization. The Board sponsored a vendor table as part of the Exhibitor's Program, which was staffed by Board

architect consultants Bob Carter and Bob Chase. There were approximately 300 people representing various building departments throughout the State. The Board had over 20 documented direct contacts. Once again, CALBO leadership extended a special thank you to the Board for participating and continuing its history of support to the organization. In addition, the City of Moreno Valley and the County of Ventura requested supplies of the Board's *Consumer's Guide to Hiring an Architect* and *Consumer Tips for Design Projects*.

Collection Agency Contract The Board's 2015-2016 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties. At its November 5, 2015, meeting, the REC reviewed and discussed this objective, and voted to recommend to the Board that it should encourage staff to continue pursuing all avenues for collecting unpaid administrative fines, and specifically, start utilizing a collection agency for unpaid accounts aged beyond 90 days, or at the discretion of the EO. The Board approved the REC's recommendation at its December 10, 2015, meeting. Following the meeting, staff identified outstanding accounts that could be referred to a collection agency and obtained quotes for full-service debt collection services, including "skip-tracing," credit reporting, and filing legal actions as appropriate. Staff is in the process of securing a contract with a collection agency through the informal solicitation method (Government Code (Gov.) section 14838.5) to allow the Board to refer unpaid accounts aged beyond 90 days to a collection agency. The collection agency contract is planned to be presented to the Board for review and possible action at a future meeting.

Disciplinary Action Mustafa Bdaiwi (Tustin) Effective January 19, 2018, Mustafa Bdaiwi's architect license number C-33953 was revoked; however, the revocation was stayed and Bdaiwi's license was placed on probation for three years with specific terms and conditions, including reimbursing the Board \$3,125 for its enforcement costs. The action came after a Proposed Decision, as corrected, was adopted by the Board.

An Accusation was filed against Bdaiwi for alleged violations of BPC sections 490 (Conviction of Crime), 5577 (Conviction of a Crime Substantially Related to the Qualifications, Duties, and Functions of an Architect), 5578 (Violation of Architects Practice Act), 5583 (Fraud or Deceit), and 5584 (Willful Misconduct). On April 24, 2006, the Registrar of Contractors State License Board issued contractor's license number 881020 to Malcon Civils, Inc., with Bdaiwi as Responsible Managing Officer (RMO), Chief Executive Officer (CEO), and President in the "B" (General Building Contractor) classification. As RMO, CEO, and President, Bdaiwi associated on October 30, 2009, in the "ASB" (Asbestos) classification and on February 10, 2010, in the "C-8" (Concrete) classification. In December 2010, Bdaiwi submitted a bid and won a \$444,000 contract with the Irvine Unified School District for structural concrete and reinforcing to the Deerfield Elementary School Administration Building and Classroom Building. On August 9, 2011, the Center for Contract Compliance (CCC) provided information to the Orange County District Attorney's Office regarding at least five workers who were misclassified, not paid prevailing wage, not paid overtime, and deprived of paycheck stubs or fringe benefits. CCC's audit also uncovered underreporting with the State Compensation Insurance Fund (SCIF) and the Employment Development Department (EDD). On September 24, 2012, Bdaiwi disassociated as RMO, CEO, and President in all classifications. As a result of CCC's audit of the Deerfield Elementary Expansion School Project, on May 11, 2015, in a criminal proceeding entitled *The People of the State of California v. Mustafa Mohamed Bdaiwi*, in Orange County Superior Court, Bdaiwi was

convicted on his plea of guilty of violations of Labor Code section 1778 (Receipt of Portion of Wages of Workmen), a felony, Penal Code section 115(a) (Attempting to File Forged Instruments), a felony, Unemployment Insurance Code section 2108 (Failure to Make Contributions), nine felonies reduced to misdemeanors under Penal Code section 17(b), and Insurance Code section 11880(a) (Fraudulent Statements for Purposes of Reducing Premiums), a felony.

The Accusation alleged that Bdaiwi subjected his architect license to disciplinary action in that he: 1) was convicted of crimes substantially related to the qualifications, functions, and duties of a licensed architect; 2) was fraudulent and deceitful when he received a portion of wages of his workmen, intentionally misclassified the Malcon Civils, Inc. payroll, paid his workers an hourly rate that was substantially below the prevailing wage rate, adjusted hours worked to match the higher wage rate, and under-reported payroll to SCIF and EDD; 3) committed willful misconduct when he knew the laws as provided in the Labor Code, Penal Code, Unemployment Insurance Code, and Insurance Code, as they apply to the Deerfield Elementary School Expansion Project and deliberately violated them; and 4) committed acts substantially related to the qualifications, functions, and duties of a licensed architect.

Enforcement Actions (includes actions effective January - March)

Richard Henry Abramson (Los Angeles) The Board issued a one-count citation that included a \$250 administrative fine to Abramson, architect license number C-20660, for an alleged violation of BPC section 5536.22(a) (Written Contract). The action alleged that Abramson failed to execute a written contract with his client prior to commencing professional services for a residential addition and remodel project located in West Hollywood, California. Abramson paid the fine, satisfying the citation. The citation became final on January 19, 2018.

John Robert Crowe (Oceanside) The Board issued a one-count citation that included a \$500 administrative fine to Crowe, architect license number C-17811, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Crowe certified false or misleading information on his 2017 License Renewal Application. Crowe paid the fine, satisfying the citation. The citation became final on January 26, 2018.

Vincent Antony Dyer (Ferndale, Washington) The Board issued a one-count citation that included a \$750 administrative fine to Dyer, architect license number C-12762, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Dyer certified false or misleading information on his 2017 License Renewal Application. The citation became final on March 22, 2018.

Anthony Wayne Janson (Colbert, Washington) The Board issued a one-count citation that included a \$500 administrative fine to Janson, architect license number C-29455, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Janson certified false or misleading information on his 2017 License Renewal Application. Janson paid the fine, satisfying the citation. The citation became final on March 9, 2018.

Eric Foster Mahoney (Studio City) The Board issued a one-count citation that included a \$500 administrative fine to Mahoney, architect license number C-31657, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Mahoney failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Mahoney paid the fine, satisfying the citation. The citation became final on February 16, 2018.

John I. Roberts (Kapolei, Hawaii) The Board issued a one-count citation that included a \$500 administrative fine to Roberts, architect license number C-29946, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Roberts certified false or misleading information on his 2017 License Renewal Application. Roberts paid the fine, satisfying the citation. The citation became final on January 17, 2018.

Patrick O'Reedy Russell (Laguna Niguel) The Board issued a one-count citation that included a \$500 administrative fine to Russell, architect license number C-17294, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Russell failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Russell paid the fine, satisfying the citation. The citation became final on March 9, 2018.

Louis V. Scaduto (Manhattan Beach) The Board issued a one-count citation that included a \$500 administrative fine to Scaduto, architect license number C-26282, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Scaduto certified false or misleading information on his 2017 License Renewal Application. Scaduto paid the fine, satisfying the citation. The citation became final on January 11, 2018.

Christopher Jarrett Seals (Lexington, Kentucky) The Board issued a one-count citation that included a \$500 administrative fine to Seals, architect license number C-35539, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Seals certified false or misleading information on his 2017 License Renewal Application. Seals paid the fine, satisfying the citation. The citation became final on February 9, 2018.

Kenneth Vincent Stroop (New York, New York) The Board issued a one-count citation that included a \$500 administrative fine to Stroop, architect license number C-34897, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Stroop failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Stroop paid the fine, satisfying the citation. The citation became final on March 28, 2018.

Vlado Todorov Valkov (Santa Monica) The Board issued a one-count citation that included a \$750 administrative fine to Valkov, aka Valkof, Vlado Valkof, and Vladimir Todorov Valkov, and dba Design Initiatives, an unlicensed individual, for alleged violations of BPC section 5536(a)

(Practice Without License or Holding Self Out as Architect); however, the fine is stayed for a period of one year, during which time, if no further violations are proved, the stay shall become final. The action alleged that on or about December 29, 2015, Valkov's website, designinitiatives.com, identified his company, Design Initiatives, as an "innovative, award-winning architecture practice based in Los Angeles, California and Sofia, Bulgaria" and Valkov's advertisement on the Internet at allcities.org identified Valkov as an "Architect" in California. The citation became final on January 19, 2018.

<u>Enforcement Statistics</u>	<u>Current Month</u> March 2018	<u>Prior Month</u> February 2018	<u>FYTD</u> 2017/18	<u>5-FY Avg</u> 2012/13- 2016/17
Complaints				
Received/Opened (Reopened):	32 (0)	13 (0)	284 (1)	314 (3)
Closed:	24	24	249	305
Average Days to Close:	122 days	124 days	89 days	days
Pending:	150	142	141*	109
Average Age of Pending:	182 days	180 days	140 days*	151 days
Citations				
Issued:	0	5	40	40
Pending:	5	10	10*	10
Pending AG: †	2	3	3*	4
Final:	4	2	37	37
Disciplinary Actions				
Pending AG:	4	3	4*	4
Pending DA:	1	0	0*	2
Final:	0	0	3	2
Continuing Education (\$5600.05)**				
Received/Opened:	12	0	68	58
Closed:	6	6	66	55
Pending:	14	8	13*	21
Settlement Reports (\$5588)**				
Received/Opened:	1	1	11	30
Closed:	0	1	10	30
Pending:	12	11	11*	8

* Calculated as a monthly average of pending cases.

** Also included within "Complaints" information.

† Also included within "Pending Citations."

Most Common Violations The majority of complaints received are filed by consumers for allegations such as unlicensed practice, professional misconduct, negligence, and contract violations, or initiated by the Board upon the failure of a coursework audit.

During FY 2017/18 (as of March 31, 2018) 37 citations with administrative fines became final with 43 violations of the provisions of the Act and/or Board regulations. Below are the most common violations that have resulted in enforcement action during the current FY:

- BPC section 5536(a) - Practice Without License or Holding Self Out as Architect [11.6%]

- BPC section 5536.1(c) - Unauthorized Practice [4.7%]
- BPC section 5536.22(a) - Written Contract [2.3%]
- BPC section 5584 - Negligence or Willful Misconduct [2.3%]
- BPC section 5600.05(a)(1) or (b) - License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements [72.1%]
- CCR section 134(a) - Use of the Term Architect [2.3%]
- CCR section 160(b)(1) or (2) - Rules of Professional Conduct (Willful Misconduct) [4.7%]

Regulatory Proposals *CCR section 152.5 (Contest of Citations, Informal Conference)* - Staff developed proposed regulatory language to amend CCR section 152.5 to allow the EO to delegate to a designee, such as the Assistant Executive Officer or the Enforcement Program Manager, the authority to hold an informal conference with a cited person and make a decision to affirm, modify, or dismiss a citation. The proposed regulatory language also contains additional revisions to CCR section 152.5, including: changing the deadline for requesting an informal conference for consistency with the deadline for requesting a formal administrative hearing; authorizing the EO or a designee to extend the 60-day period for holding the informal conference for good cause; and clarifying that the decision to affirm, modify, or dismiss a citation is made following (rather than at the conclusion of) an informal conference, and a copy of the decision will be transmitted to the cited person within 30 days after the conference. The REC reviewed and discussed staff's draft proposed regulation to amend CCR section 152.5 at its November 8, 2016 meeting, and voted to recommend to the Board that it approve the regulation and authorize staff to proceed with the regulatory change. At its December 15, 2016, meeting, the Board approved the proposed regulation to amend CCR section 152.5, authorized staff to proceed with the required regulatory change to amend CCR section 152.5, and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and make minor technical or non-substantive changes to the language, if needed. Staff is preparing the proposed regulatory package for submission to DCA for review, prior to publicly noticing with the Office of Administrative Law (OAL).

CCR section 154 (Disciplinary Guidelines) - The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The REC reviewed recommended updates to the Board's *Disciplinary Guidelines* in 2013 and 2014. Additionally, at the request of the REC, staff consulted with a representative of AIACC to address a proposed modification to the "Obey All Laws" condition of probation. The representative concurred with the revision and indicated that there was no issue with the proposal. Staff then consulted with the REC Chair who agreed to provide the *Disciplinary Guidelines* with recommended revisions to the Board for consideration at its December 2014, meeting due to the target date established for the Strategic Plan objective. At its December 2014, meeting, the Board approved the proposed revisions to the *Disciplinary Guidelines* and authorized staff to proceed with a regulatory proposal to amend CCR section 154 in order to incorporate the revised *Disciplinary Guidelines* by reference. Staff prepared the required regulatory documents for the Board's review and approval at its June 10, 2015, meeting. The Board approved the proposed regulatory language to amend CCR section 154 at its June 10, 2015 meeting and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes, if needed.

At its August 6, 2015, meeting, the LATC reviewed recommended updates to LATC's *Disciplinary Guidelines* based on the revisions made to the Board's *Guidelines*. Following the meeting, Legal Counsel advised LATC staff that additional research may be necessary regarding Optional Conditions 9 (CSE) and 10 (Written Examination) in LATC's *Guidelines*. LATC staff subsequently discussed the matter with Legal Counsel on September 30, 2015. Board staff reviewed Legal Counsel's comments as they relate to the Board's *Disciplinary Guidelines*, and determined the Board's *Guidelines* would also need to be amended. On October 21, 2015, Board and LATC staff sent proposed edits to these conditions to Legal Counsel for review. Legal Counsel notified Board and LATC staff on November 12, 2015, that the proposed edits were acceptable, but substantive, and would require re-approval by the Board.

On November 25, 2015, Legal Counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the Board's *Disciplinary Guidelines*, as this method was previously approved by OAL for the 2000 edition of the *Guidelines*. At its December 10, 2015 meeting, the Board reviewed and approved the additional recommended revisions to the Board's *Disciplinary Guidelines* and the proposed regulation to amend CCR section 154, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff prepared the proposed regulatory package for Legal Counsel's review and approval on March 15, 2016. On April 8, 2016, Legal Counsel advised staff that further substantive changes were necessary prior to submission to OAL. Staff developed recommended revisions to the *Guidelines* in response to Legal Counsel's concerns, and presented those revisions to the REC for review and consideration at its November 8, 2016, meeting. At the meeting, the REC voted to recommend to the Board that it approve the additional revisions to the *Disciplinary Guidelines* and authorize staff to proceed with the regulatory change to amend CCR section 154. The additional revisions to the *Guidelines* and the proposed regulatory language to amend CCR section 154 were presented to the Board for consideration at its December 15, 2016 meeting. At the meeting, the Board approved the additional revisions to the *Disciplinary Guidelines* and the proposed regulation to amend CCR section 154, authorized staff to proceed with the required regulatory change to amend CCR section 154 in order to incorporate the revised *Guidelines* by reference, and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and make minor technical or non-substantive changes to the language, if needed.

Following the December 15, 2016, Board meeting, LATC staff updated LATC's *Disciplinary Guidelines* to include the approved revisions that are appropriate for LATC. On July 13, 2017, LATC approved the revised *Guidelines* and recommended that they be presented to the Board for approval. On September 5, 2017, Legal Counsel advised LATC staff that additional substantive changes to LATC's *Guidelines* and the proposed language to amend CCR section 2680 were necessary prior to Board approval and submission of the regulatory package. The Board approved the revisions to LATC's *Guidelines* and the proposed language to amend CCR section 2680, including the necessary changes identified by Legal Counsel, at its September 7, 2017 meeting. Following the meeting, Board staff reviewed Legal Counsel's recommendations as they relate to the Board's *Disciplinary Guidelines* and determined that they would also need to be amended. Staff prepared additional, recommended revisions to the Board's *Guidelines* and the proposed language to amend CCR section 154 in response to Legal Counsel's recommendations, and presented those revisions to the Board for review and approval at its December 7, 2017, meeting.

At the meeting, the Board accepted the additional revisions to the *Guidelines*, and directed Legal Counsel and staff to conduct further research to determine if the Board has the statutory authority to impose fines through the disciplinary process and whether it should be referenced in the *Guidelines*.

Legal Counsel subsequently researched the Board's statutory authority to assess an administrative penalty or fine through discipline and found that BPC section 5565(d) authorizes the Board to assess a fine for any of the causes of action specified in BPC section 5577 (Conviction of a Crime Substantially Related to the Qualifications, Duties, or Functions of an Architect), and BPC section 5588(e) authorizes the Board to impose a civil penalty against a licensee who fails to report a civil action judgment, settlement, or arbitration award of \$5,000 or greater against the licensee to the Board within 30 days. Based on Legal Counsel's research, staff revised the Board's *Disciplinary Guidelines* to: 1) include the fine and civil penalty provisions authorized by BPC sections 5565(d) and 5588(e); 2) provide information regarding the Board's citation authority in the General Considerations section; and 3) update the descriptions of BPC sections 140, 5536.5, 5577, 5579, 5582.1, 5583, 5584, 5585, and 5586, to more accurately reflect the nature of the violations. At its March 1, 2018 meeting, the Board reviewed and approved the proposed regulatory changes to the *Disciplinary Guidelines* and CCR section 154 as modified, directed the EO to make any technical or non-substantive changes to the rulemaking package, notice the proposed text for a 45-day comment period, and, if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory changes, as modified. Staff is preparing the proposed regulatory package for submission to DCA, prior to publicly noticing with OAL.

Regulatory and Enforcement Committee (REC) The next REC meeting is planned for the summer in Sacramento. At this meeting, the Committee will continue its work on assigned objectives from the 2017–2018 Strategic Plan.

Written Contract (BPC section 5536.22) A proposal was previously submitted by the Board to the Senate Business, Professions and Economic Development Committee (BP&ED) for possible inclusion in an omnibus bill. The amendment to BPC section 5536.22 sought to clarify that the following elements are needed in architects' written contracts with clients for professional services: 1) a description of the project; 2) the project address; and 3) a description of the procedure to accommodate contract changes. BP&ED staff determined that the proposal was substantive and, as such, would need to be included in another bill. At its April 28, 2016, meeting, the REC accepted staff's recommendation to also include a: 1) statement identifying the ownership and/or reuse of instruments of service prepared by the architect; and 2) notification to the client that the architect is licensed by the Board, in the amendment to BPC section 5536.22. Staff developed proposed language for BPC section 5536.22 to include these two additional elements, and presented it to the REC for consideration at its November 8, 2016, meeting. At the meeting, the REC supported adding the two additional provisions to the written contract requirement, but expressed concerns that the use of the word "complaints" in the proposed language for subsection (a)(9) could result in frivolous complaints to the Board against architects. The REC ultimately voted to recommend to the Board that it approve the proposed language to amend BPC section 5536.22 with the words "concerns about" instead of "complaints concerning" in the proposed subsection (a)(9). The Board considered the REC's recommendation at its December 15, 2016, meeting, and approved the proposed language to amend BPC section 5536.22 with the exception of proposed subsection (a)(9); the Board returned subsection (a)(9) to the REC for further study.

and consideration of alternative methods of disclosure. The language was submitted to the BP&ED Committee on October 27, 2017, for consideration to be included in the 2018 Omnibus Committee bill. BP&ED staff determined that the proposal would not be included in the omnibus bill because it was deemed substantive, and instead, suggested that the Board present it to the Legislature for consideration via the “New Issues” section of the Sunset Review Report.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Business Modernization (BreEZe) Refer to section under Board’s Administrative/Management.

Committee The next LATC meeting is scheduled for May 4, 2018 (Sacramento). Thereafter, LATC plans to hold meetings on: July 20, 2018 (Southern California) and November 15-16, 2018 (Sacramento).

Social Media The LATC maintains a Twitter account that currently has 143 followers. This account largely permits the LATC to have active social media participation with the public and professionals.

Training The following employee(s) have been scheduled to participate in upcoming training:

4/5/18	Investigative Report Writing (Stacy)
4/24/18	CalATERS Training (Blake)
5/11/18	Spring Management Training (Trish)

Website In March, staff updated the date of LATC meeting to May 4, 2018 and published the updated “Licensee Search” lists to the website.

The LATC is anticipated to begin the process of transitioning to the DCA’s updated and modernized Web License Look Up in Summer 2018. Presently, the LATC’s License Look Up feature is a PDF that is updated and re-posted on the website on a monthly basis. DCA seeks to include LATC on its modernized license search feature, which will be compatible for smart phones and provide consumers with enhanced licensee information. Specifically, this new search tool will enable the LATC to display current information on an ongoing basis as well as enable consumers to view all license related data for a licensee (i.e., display all licenses that a person may hold from DCA’s boards and bureaus as well as enforcement actions). It will also make searches easier by enabling search filters to distill search results. At the onset of conversion, LATC staff will engage with DCA’s Office of Information Services to engage in user-testing before rollout of the Web License Look Up.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) LATC's current Intra-Departmental Contract with OPES for examination development expires on June 30, 2018. OPES provides the LATC with Occupational Analysis (OA) and examination development services. BPC section 139 requires that an OA be conducted every five to seven years. An OA was completed by OPES for the LATC in 2014. The Test Plan developed from the 2014 OA is being used during content development of the CSE. The CSE development is based on an ongoing analysis of current CSE performance and evaluation of examination development needs. Staff recruits subject matter experts to participate in examination development workshops to focus on item writing and examination construction.

CSE Results The pass rates for the CSE taken by candidates during FY 2017/18, and prior FYs are shown in the following tables:

FY 2017/18 (as of March 31, 2018)

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
151	81	54%	70	46%

FY 2016/17 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
153	80	52%	73	48%

FY 2015/16 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
132	94	71%	38	29%

Landscape Architect Registration Examination (LARE) The next LARE administration will be held from April 9-21, 2018. The candidate application deadline was February 23, 2018. Examination results will be released five-six weeks following the last day of administration. Results of the December administration were released on January 22, 2018.

The pass rates for LARE sections taken by California candidates during the December 4-16, 2017, administration are shown below:

SECTION	NUMBER OF SECTIONS	TOTAL PASSED		TOTAL FAILED	
		No. of Sections	Passed	No. of Sections	Failed
Project and Construction Management	70	40	57%	30	43%
Inventory and Analysis	69	43	62%	26	38%
Design	65	49	75%	16	25%
Grading, Drainage and Construction	75	50	66%	25	33%

National pass rates for LARE sections taken in 2017 are shown below:

SECTION	CALIFORNIA		NATIONAL	DIFFERENCE
	Total	Passed	Passed	
Project and Construction Management	235	66%	72%	-6%
Inventory and Analysis	225	66%	73%	-7%
Design	223	66%	70%	-4%
Grading, Drainage and Construction Documentation	224	66%	68%	-2%

Regulatory Proposals CCR section 2615 (Form of Examinations) and CCR section 2620 (Education and Training Credits)- At its meeting on February 10, 2015, LATC directed staff to draft proposed regulatory language to specifically state that California allows reciprocity to individuals who are licensed in another jurisdiction, have 10 years of practice experience, and have passed the CSE. At the LATC meeting on November 17, 2015, the Committee approved proposed amendments to CCR section 2615(c)(1), and recommended that the Board authorize LATC to proceed with a regulatory change. At its December 10, 2015 meeting, the Board approved the regulatory changes and delegated authority to the EO to adopt the corresponding regulations to amend CCR section 2615 provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.

The LATC received extensive input during the public comment period expressing concern about the proposed length of post-licensure experience (at least 10 years, within the past 15 years) to be

required of reciprocity candidates who do not meet California's educational requirements (specifically, a degree in landscape architecture). At its November 4, 2016, meeting, LATC reviewed and discussed the public comments, heard from several members of the audience, and directed staff to provide additional research and possible options for its next meeting in January 2017. At its January 17, 2017 meeting, the Committee directed staff to draft proposed regulatory language allowing reciprocity licensure to applicants licensed to practice landscape architecture by any US jurisdiction, Canadian province, or Puerto Rico, upon passing the CSE. Staff consulted with legal counsel to draft new, proposed regulatory language in accordance with the Committee's direction. Staff was also advised that it would be more timely to begin a new regulatory proposal for this new language in lieu of continuing with the existing proposal. Pursuant to Gov. section 11346.4, the one-year deadline to finalize the existing regulatory proposal was August 12, 2017, which did not allow sufficient time to complete the required review/approval process through the control agencies.

At its April 18, 2017 meeting, the Committee approved the new proposed regulatory language to amend CCR section 2615(c)(1) and recommended that the Board authorize LATC to proceed with the regulatory change. The LATC's recommendation was considered by the Board at its June 15, 2017, meeting. Following discussion, the Board voted to reject the proposed regulatory language. The Board directed staff to prepare a proposal that addresses both the LATC's initial and reciprocal licensure requirements, and that closely aligns with the Board's current licensure requirements. The Board requested that the LATC's proposal should be presented to the Board at its next meeting.

At the July 13, 2017 meeting, the LATC reviewed proposed language to amend CCR section 2620 (Education and Training Credits) composed by staff and DCA Legal. This proposed language reflects the Board's licensing provisions by granting credit for related and non-related degrees while also adding an experience-only pathway. The Committee voted to establish an Education/Experience Subcommittee (Subcommittee) to determine the execution for these proposed pathways to licensure. Specifically, the Committee directed the Subcommittee to determine the appropriate amount of credit to grant for these new pathways, and define related versus unrelated degrees and the execution of an 'experience-only' pathway. The Subcommittee met on October 3, 2017, and issued recommendations in accordance with its charge. These recommendations were provided to the LATC at its meeting on November 2, 2017. The LATC made minor revisions to the Subcommittee's recommendations and voted to recommend to the Board the approval of amendments to CCR section 2620. Upon the Board's review of amendments for CCR section 2620 during its meeting on December 7, 2017, the Board voted to approve the language. As initial licensing provisions and reciprocity provisions are closely tied, the LATC voted on July 13, 2017, to recommend to the Board that reciprocity requirements align with the final, amended provisions to CCR section 2620.

Further, per LATC and Board directive to align reciprocity and initial license requirements, staff evaluated CCR section 2615 to determine if updates are necessary to bring reciprocity requirements in congruence with the newly proposed initial licensure requirements. Staff determined that updates related to reciprocity are not needed as the existing language defers to CCR section 2620 to determine licensure eligibility. However, it was found that minor changes are necessary for consistency with the proposed amendments to CCR section 2620. Specifically, these changes will replace the term "Board approved degree" with "degree from an accredited program" and update

a reference to CCR section 2620(a)(7). This new language will be presented to the LATC for review and possible approval at their meeting on May 4, 2018.

Following is a chronology, to date, of the processing of LATC's regulatory proposal for CCR section 2615:

November 17, 2015	Proposed regulatory language approved by the LATC
December 10, 2015	Proposed regulatory language approved by the Board
August 2, 2016	Notice of Proposed Changes in the Regulations submitted to OAL
August 12, 2016	Notice of Proposed Changes in the Regulations published by OAL
September 27, 2016	Public hearing, public comments received during 45-day period
April 18, 2017	LATC voted to withdraw regulatory proposal and approved new proposed regulatory language
June 15, 2017	Board requested LATC prepare an alternate proposal that refines both initial and reciprocal licensure requirements to be more closely related to those of the Board's
July 13, 2017	LATC voted to recommend to the Board that reciprocity requirements align with initial licensure requirements once they are determined by the Education/Experience Subcommittee and approved by the LATC and the Board at subsequent meetings
October 3, 2017	The Education/Experience Subcommittee met and recommended expanded initial licensure pathways (and their respective education/experience credit allocations) as amendments to CCR section 2620 for the LATC's consideration
November 2, 2017	LATC met to review the Education/Experience Subcommittee's recommendations and voted to recommend that the Board approve proposed amendments to CCR section 2620 to expand initial licensure pathways
December 7, 2017	Board reviewed and approved the LATC's proposed amendments to CCR section 2620
February 2018	Staff developing Notice and Initial Statement of Reasons

CCR section 2620.5 (Requirements for an Approved Extension Certificate Program) – 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 that the Board authorize LATC to proceed with a regulatory change. At the December 15–16, 2010 Board meeting, the Board approved the regulatory change and delegated authority to the EO to adopt the regulations to amend CCR section 2620.5 provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed. 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 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, 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, 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 OAL. The disapproval was based on OAL's determination that the regulatory package did not meet the necessity standard of the Gov. section 11349.1, subdivision (a)(1). Gov. section 11349(a) defines "necessity" as demonstrating the need for the regulatory change through evidence not limited to facts, studies, and expert opinion. Based on OAL's disapproval, staff worked with DCA Legal Counsel and the Task Force Chair to refine the proposed language and identify appropriate justification that would meet OAL's requirements.

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. 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 section 2620.5 and the probability that new LAAB accreditation standards will be implemented in 2016. Staff also met with 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 in the fall of 2014. LAAB met in the summer of 2015 to draft revisions to the Standards. In the fall of 2015, additional public input and comments were received.

On October 8, 2015, LATC received a copy of LAAB's proposed revisions which included several suggested changes to curriculum requirements. LAAB implemented its new Accreditation Standards and Procedures in March 2016, making significant changes to the curriculum

requirements beginning in 2017. Staff recommended that LATC review the LAAB Accreditation Standards and Procedures at its January 2017 meeting, and determine how to proceed. Prior to the meeting, Stephanie V. Landregan, Director of the University of California Los Angeles Extension Certificate program, requested that discussion be postponed until the April 18, 2017, LATC meeting. Her request was granted, and this topic was tabled, accordingly.

At the April 18, 2017 LATC meeting, the Committee heard comments from Ms. Landregan and Ms. Anderson, president-elect of the Council of Landscape Architectural Registration Boards, that offered insight on how LATC could incorporate LAAB accreditation standards and continue to approve University of California Extension Certificate programs. In addition, the LATC was presented with several written public comments addressing the University of California Extension Certificate programs. After discussion, the Committee directed staff to form a subcommittee to recommend regulatory changes for LATC's consideration at a later meeting date.

At this time, staff is working with Legal Counsel to assess possible regulatory changes and plan to discuss this matter with the LATC during its July 20, 2018 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 language approved by LATC
December 15, 2010	Proposed regulatory language approved by 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 on website
January 9, 2013	Written comment (one) received during 40-day period
January 24, 2013	Modified language to accommodate public comment approved by LATC
February 15, 2013	Final rulemaking file submitted to DCA's Legal Office and Division of Legislative and Policy Review
March 7, 2013	Final approval of modified language by Board
May 31, 2013	Final rulemaking file submitted to OAL for approval
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 worked with Task Force Chair to draft 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
March 2016	LAAB implemented its new Accreditation Standards and Procedures
April 18, 2017	LATC directed the formation of a subcommittee to recommend regulatory changes for LATC's consideration

CCR sections 2624 (Expired License – Three Years After Expiration) & 2624.1 (Expired License – Five Years After Expiration) – Senate Bill (SB) 800 amended Business and Professions Code

(BPC) section 5680.2 to authorize a license to be renewed within five years of its expiration. The bill also prohibits a license that is expired for more than five years from being renewed, restored, reissued, or reinstated but would authorize the holder of the expired license to apply for a new license, as specified. SB 800 was approved by the Governor on October 7, 2017 and took effect on January 1, 2018.

With the passage of SB 800, CCR sections 2624 and 2624.1 are obsolete as they delineate application processes for re-licensure requirements that are no longer specified in statute. Accordingly, LATC staff have begun work on an Initial Statement of Reasons and Notice to repeal CCR sections 2624 and 2624.1

2017–2018 Strategic Plan Below is a summary of progress made toward the Strategic Plan objectives:

Revamp the Website (Using the Board’s website as a possible template) to be More User-Friendly for Consumers - In pursuit of fulfilling this Strategic Plan objective, a developmental website has been developed using the California Department of Technology’s (CDT) template for state government websites. The purpose for this template is to provide all state government websites a standardized look and feel as well as implement a consistent display of information across state agencies. Staff utilized v5 of the California State Template and the Board’s website as a model. The developmental website contains the same information as the LATC’s existing website; however, the information on the developmental website is displayed in a manner consistent with CDT standards as well as the Board’s own layout.

The proposed developmental website will be presented to the LATC at its May 4, 2018 meeting. Staff seek to obtain LATC feedback and, ultimately, approval to launch the website.

Upon LATC approval of the developmental website, LATC staff will work with DCA’s Office of Information Services to replace the existing website with the new layout which will fulfill this objective.

Expand Credit for Education Experience - to include degrees in related areas of study, i.e., urban planning, environmental science or horticulture, etc., to ensure that equitable requirements for education are maintained. At the November 17, 2015, LATC meeting, the Committee directed staff to agendaize this objective at its next meeting. At its meeting on February 10, 2016, the Committee agreed to table the objective until its upcoming Strategic Planning session in January 2017. At its January 17, 2017, meeting, the Committee considered options of granting education credit for related, as well as unrelated, degrees in landscape architecture or architecture. After discussion and receiving public comments, the Committee directed staff to conduct a public forum to receive additional input from the public by the next scheduled meeting, on April 18, 2017. Accordingly, staff scheduled two public forums to take place in northern and southern California, respectively, to enhance accessibility for public participation.

The first public forum was held on March 17, 2017, in Sacramento. Twelve participants attended the forum, which was facilitated by the DCA SOLID office. Participants were advised that the forum was for the sole purpose of gathering public input for consideration by the Committee.

Accordingly, the feedback collected ranged from comments of support, opposition, and general feedback toward the expansion of education requirements.

The second public forum was held on April 18, 2017, in Pomona during the LATC meeting. Seventeen participants attended the forum, which was opened with a PowerPoint presentation by Program Manager Brianna Miller. Chair Trauth called on members of the public for comment. Feedback collected during the forum addresses support and opposition to the expansion of education requirements. LATC staff also collected all submitted written comments and presented them to the Committee for consideration.

At the June 15, 2017 Board meeting, the Board directed the LATC to develop a proposal to align its initial and reciprocal licensure requirements with one another, and where possible, mirror those of the Board.

At the July 13, 2017 LATC meeting, the Committee reviewed proposed language to amend CCR section 2620 (Education and Training Credits) composed by staff and DCA Legal Counsel. This proposed language reflects the Board's licensing provisions by granting credit for related and non-related degrees while also adding an experience-only pathway. The Committee voted to establish an Education/Experience Subcommittee (Subcommittee) to determine the execution for these proposed pathways to licensure. Specifically, the Subcommittee was charged to define related and non-related degrees (baccalaureate and associate) and experience-only pathways and prescribe allowable credit for initial licensure.

The Subcommittee met on October 3, 2017, in Sacramento. The meeting discussion was facilitated by the DCA SOLID office. During the meeting, the Subcommittee discussed and determined recommended credit for each of the five initial licensure pathways under its charge and identified degrees to be defined as "related degrees."

At the November 2, 2017 LATC meeting, the Committee reviewed the Subcommittee's recommendations to amend CCR section 2620. The recommendations included prescribed education and experience credit for the following proposed pathways: Related Degrees (Accredited), Related Degrees (Unaccredited), Any Bachelor's Degree, and Experience-Only. The LATC accepted the Subcommittee's recommended pathways as presented with a modification to degrees accepted under the proposed "Related Degrees (Unaccredited)" category to be accepted under "Any Bachelor's Degree".

The LATC voted to recommend to the Board the approval of amended language to CCR section 2620 that expands the approved pathways for initial licensure. This proposed language was presented to the Board during its December 7, 2017, meeting. The Board approved the amendments to CCR section 2620.

Since the Board meeting in December 2017, it was found that two additional minor changes are necessary for CCR section 2620 for consistency with the previously approved amendments. Specifically, these changes will replace the term "Board approved degree" with "degree from an accredited program" and update a reference to CCR section 2620(a)(7). Staff will present these proposed amendments to the LATC during its meeting on May 4, 2018. Upon Committee approval, staff will, thereafter, present the language to the Board for approval. Thereafter, staff will prepare a regulatory change proposal.

Advocate for Council of Landscape Architectural Registration Boards (CLARB) to Institute an Internship/Experience-Based Program - to allow applicants' participation in the licensure process early and provide a more comprehensive experience component. For the LATC (and CLARB), an AXP-like program could balance the need for multiple pathways into the profession while maintaining protection of the public's health, safety and welfare.

At the July 13, 2017 LATC meeting, the Committee discussed advocating for the CLARB to develop a structured internship program similar to NCARB's AXP. The Committee voted to draft a letter to CLARB advising of NCARB's program and for CLARB to seek guidance from NCARB in order to create a similar structured internship program (using the AXP as a model). This letter was provided to CLARB on October 13, 2017. On December 5, 2017, the LATC received a letter of response from CLARB president, Ms. Anderson. In this letter, she advised that CLARB will not be moving forward with this request in the absence of additional research. She further advised that CLARB is partaking in a year-long friction analysis, which could yield pertinent data.

Incorporate a Quick Link on the Website That Will Enable Consumers to Search Enforcement Actions and More Easily Identify Licensee Violations – Currently, stakeholders can be routed to enforcement actions on the LATC's website either through the "Licensee Search" link or via the "Consumer Tab" on the header of the website. In order to make this search tool more prominent, LATC staff consulted with the DCA Publication, Design, & Editing Office (on October 9, 2017) to obtain a mock-up of a web button that would be placed on the home page of the website. This web button would specifically route a stakeholder to LATC's enforcement actions.

At the November 2, 2017 LATC meeting, staff presented the web button mock-up to the Committee for review. The Committee voted to approve the design and placement of the web button. On December 4, 2017, the web button was placed on the home page of the website.

Expand Communication to Licensees Utilizing an "Opt-In" Email Component on the Website to Increase Stakeholder Awareness of LATC - Currently, stakeholders may join the LATC email subscriber list via the "Quick Hits" section of the LATC's website. However, this link is embedded within other links on the same column. In pursuit of making email sign-up more prominent, LATC staff presented the LATC on November 2, 2017 with a proposed web button that would be added to the home page of the website to enable stakeholders to subscribe to LATC email alerts. Additionally, staff proposed increasing its email communication to its interested parties in effort to expand information sharing and increase stakeholder awareness. Examples presented of such increased communication included providing more information about scheduled Committee meetings and how to provide public comment, information about examinations, subject matter expert recruitment, and/or regular updates relevant to current issues facing the LATC. The LATC voted to approve the web button and increased stakeholder communication. On December 4, 2017, the web button was placed on the home page of the website.

LATC ENFORCEMENT PROGRAM

Disciplinary Guidelines As part of the Strategic Plan established by LATC at the January 2013 meeting, LATC set an objective of collaborating with the Board in order to review and update LATC's *Disciplinary Guidelines*. At its December 2014 meeting, the Board approved the proposed updates to their *Disciplinary Guidelines* and authorized staff to proceed with the required

regulatory change in order to incorporate the revised *Disciplinary Guidelines* by reference. At its February 10, 2015 meeting, LATC approved proposed revisions to its *Disciplinary Guidelines* based on the recent Board approval for their *Guidelines*. Staff provided the revised *Disciplinary Guidelines* to the new Deputy Attorney General Liaison for review. He suggested several amendments, which staff added to the *Guidelines*. The amended *Disciplinary Guidelines* and proposed regulatory package were approved by LATC at its August 6, 2015 meeting and by the Board at their September 10, 2015 meeting.

On October 21, 2015, staff sent DCA Legal Counsel suggested edits to the Optional Conditions section in the *Disciplinary Guidelines* for review. Legal Counsel notified staff on November 12, 2015, that the edited portions were sufficient and substantive, and would require re-approval by the Board. On November 25, 2015, Legal Counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the *Disciplinary Guidelines*. At its December 10, 2015, meeting, the Board approved the revised *Disciplinary Guidelines* and the proposed regulation to amend CCR § 2680, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff prepared the proposed regulatory package for Legal Counsel's review and approval on March 15, 2016. On April 8, 2016, Legal Counsel advised staff that further substantive changes were necessary prior to submission to OAL. Board staff developed recommended revisions to the *Guidelines* in response to Legal Counsel's concerns, and presented those revisions to the REC for review and consideration at its November 8, 2016 meeting. At the meeting, the REC voted to recommend to the Board that it approve the additional revisions to the *Disciplinary Guidelines* and authorize staff to proceed with the regulatory change to amend CCR section 154 in order to incorporate the revised *Guidelines* by reference. The additional revisions to the *Guidelines* and the proposed regulatory language to amend CCR section 154 were approved by the Board at its December 15, 2016 meeting. Staff updated its *Guidelines* to include the approved revisions that are appropriate to the LATC. On July 13, 2017, the Committee approved the revised *Guidelines* and recommended they be presented to the Board for approval.

On September 5, 2017, Legal Counsel advised LATC staff that additional substantive changes to LATC's *Guidelines* and the proposed language to amend CCR section 2680 were necessary. These changes were communicated by Legal Counsel during the Board's September 7, 2017 meeting. The Board approved the revisions to LATC's *Guidelines*, including the necessary changes identified by Legal Counsel, as well as proposed language to amend CCR section 2680. Following the meeting, Board staff prepared additional, recommended revisions to the Board's *Guidelines* and the proposed language to amend CCR section 154 in response to Legal Counsel's concerns, and presented those revisions to the Board for review and approval at its December 7, 2017 meeting. At the meeting, the Board accepted the additional revisions to the Board's *Guidelines*, and directed Legal Counsel and staff to conduct further research to determine if the Board has the statutory authority to impose fines through the disciplinary process and whether it should be referenced in the *Guidelines*. At its March 1, 2018 meeting, the Board was presented with and approved the additional edits to its *Disciplinary Guidelines* with no changes and authorized staff to proceed with a regulatory amendment. At this time, LATC staff is incorporating the changes made to the Board's *Guidelines* that are relevant to the LATC's *Guidelines*. The LATC's *Guidelines* will once more go before the Committee for review and approval at the May 4, 2018 Committee meeting.

<u>Enforcement Statistics</u>	<u>Current Month</u> March 2018	<u>Prior Month</u> February 2018	<u>FYTD</u> 2017/18	<u>5-FY Avg</u> 2012/13- 2016/17
Complaints				
Received/Opened (Reopened):	5 (0)	3 (0)	30(0)	26 (0)
Closed:	3	3	27	28
Average Days to Close:	15 days	171 days	105 days	290 days
Pending:	16	14	15*	18
Average Age (Pending):	150 days	142 days	125 days*	266 days
Citations				
Issued:	0	0	0*	3
Pending:	0	0	0*	2
Pending AG: †	0	0	0*	1
Final:	0	0	0	3
Disciplinary Actions				
Pending AG:	2	2	0*	1
Pending DA:	0	0	0*	0
Final:	0	0	0	1
Settlement Reports (§5678)**				
Received/Opened:	0	0	0	2
Closed:	0	0	2	2
Pending:	1	1	1*	2

* Calculated as a monthly average of pending cases.

** Also included within "Complaints" information.

† Also included within "Pending Citations."



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF BOARD MEETING

Board Members

Sylvia Kwan, President
Tian Feng, Vice President
Denise Campos, Secretary
Jon A. Baker
Pasqual V. Gutierrez
Ebony Lewis
Matthew McGuinness
Robert C. Pearman, Jr.
Nilza Serrano
Barry Williams

March 1, 2018

*Action may be taken
on any item listed on
the agenda.*

**Office of Statewide Health Planning and Development
2020 West El Camino Avenue, 8th Floor (sign-in)
The Conference Center (9th Floor)
Sacramento, CA 95833
(916) 326-3200 or (916) 574-7220 (Board)**

The California Architects Board will hold its quarterly meeting as noted above.

Agenda

**10:00 a.m. to 4:00 p.m.
(or until completion of business)**

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. President's Procedural Remarks and Board Member Introductory Comments
- C. Executive Officer's Report – Update on Board's Administration/Management, Examination, Licensing, and Enforcement Programs
- D. Public Comment on Items Not on the Agenda
The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).
- E. Review and Possible Action on December 7, 2017 Board Meeting Minutes
- F. Executive Officer (EO) Recruitment and Selection Process
 - 1. Presentation from Department of Consumer Affairs (DCA), Office of Human Resources on EO Recruitment and Selection Process
 - 2. Discuss and Possible Action on Process for Recruitment and Selection of an EO
 - 3. Discuss and Possible Action on Appointment of an EO Selection Committee
 - 4. Review and Possible Action on Revised EO Duty Statement and Recruitment Announcement

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

(Continued)

- G. Closed Session (will not be webcast)
 - 1. Pursuant to Government Code Section 11126(a), the Board Will Meet in Closed Session to Discuss and Take Possible Action on the Selection Process and Appointment of an “Acting” or “Interim” EO
 - 2. Pursuant to Government Code Section 11126(c)(1), the Board Will Meet in Closed Session to Discuss and Take Possible Action on Development and Administration of California Supplemental Examination (CSE) Related to Reduction of Mandatory Retake Wait Period and Effects on Examination Content and Security
 - 3. Recess Closed Session
- H. Reconvene Open Session
- I. Review and Possible Action on Proposed Regulations to Amend California Code of Regulations (CCR), Title 16, Division 2, Article 3, Sections 124 (CSE) and 124.5 (Review of CSE)
- J. Executive Committee Report
 - 1. Update on January 17, 2018 Executive Committee Meeting
 - 2. Presentation on DCA Business Modernization Project by Chief Information Officer Jason Piccione
 - 3. Discuss and Possible Action on Executive Committee’s Recommendations to the Board Regarding 2017-2018 Strategic Plan Objectives to:
 - a. Identify Organizational Relationships That Should be Maintained and/or Established in Order to Enhance the Board’s Mission to Regulate the Profession and Protect the Public
 - b. Encourage Collaboration with Other Related Boards in an Effort to Share Best Practices
 - c. Enhance an Onboarding Program for New Board Members to Increase Board Member Understanding of Board Functions and Purpose
 - d. Assess and Enhance Existing Committee Charges, Process, Procedures, Appointments, etc. to Improve Effectiveness
 - e. Expand Cross-Training Program for Board Staff and Revise Operational Manuals to Retain Knowledge and Increase Organizational Effectiveness
 - f. Research and Work With the DCA to Update Communications Technology in Order to Efficiently Notify Stakeholders of Important Information
- K. National Council of Architectural Registration Boards (NCARB)
 - 1. Review of 2018 NCARB Regional Summit Agenda
 - 2. Discuss and Possible Action on NCARB Resolutions:
 - a. 2018-A (NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Health, Safety, and Welfare [HSW] Category Realignment)
 - b. 2018-B (Certification Guidelines Amendment – Revision to the Education Evaluation Services for Architects [EESA] Requirement for the Education Alternative to Certification)
 - c. 2018-C (Amendment and Restatement of the NCARB Model Rules of Conduct)
 - d. 2018-D (Amendment and Restatement of the NCARB Bylaws)
 - 3. Consider and Take Action on Candidates for 2018 NCARB and Region VI Officers and Directors

(Continued)

L. Review and Possible Action on Proposed Amendments to Board's *Disciplinary Guidelines* and CCR, Title 16, Division 2, Article 8, Section 154 (Disciplinary Guidelines)

M. Review of Future Board Meeting Dates

N. Reconvene Closed Session (will not be webcast)

1. Pursuant to Government Code Sections 11126(f)(4) and 11126.1, Review and Possible Action on December 7, 2017 Closed Session Minutes
2. Pursuant to Government Code Section 11126(c)(3), the Board Will Meet in Closed Session to Deliberate on Disciplinary Matters
3. Adjourn Closed Session

O. Reconvene Open Session (will not be webcast)

P. Adjournment (will not be webcast)

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 Board may webcast this meeting on its website at www.cab.ca.gov. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. 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 the physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.

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)).

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Mel Knox

Telephone: (916) 575-7221

Email: mel.knox@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) 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 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.)

Agenda Item F

REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 16, DIVISION 26, ARTICLE 1, SECTION 2615 (FORM OF EXAMINATIONS) AND PROPOSED AMENDMENTS TO CCR SECTION 2620 (EDUCATION AND TRAINING CREDITS)

The LATC's 2017-2018 Strategic Plan contains objectives to expand pathways to both initial and reciprocal licensure by exploring requirements for applicants who have degrees related to the field of landscape architecture or experience-only. Currently, applicants for both initial and reciprocal licensure must verify a minimum of six years of combined education and training credit. Education credit may be granted for either a degree or approved extension certificate in landscape architecture, or a degree in architecture accredited by the National Architectural Accreditation Board (NAAB).

At their December 7, 2017 meeting, the Board reviewed and approved LATC's proposal to amend CCR section 2620 which would expand initial licensure pathways to include:

- Related degrees (accredited architecture and civil engineering degrees);
- Non-related baccalaureate degrees;
- An experience-only pathway; and
- Experience supervised by a landscape contractor.

Following Board approval of amendments to CCR section 2620, it was determined in consultation with DCA legal counsel that revisions are also necessary to CCR sections 2620(a)(12-15). It is recommended that the phrase "qualifying foreign country" be removed from subsections (a)(12) and (13). Unlike for the Architects Practice Act, there is currently no list of countries that have been vetted to be considered a qualifying foreign country for purposes of landscape architecture licensure and including this phrase could improperly limit candidates from countries arbitrarily deemed as not qualifying. In regard to subsections (a)(14) and (15), DCA legal counsel suggested to clarify acceptance of registered landscape contractor experience, where in the last revision only the term "licensed" was included.

Further, per LATC and Board directive to align reciprocity and initial license requirements, staff evaluated CCR section 2615 to determine if updates are necessary to bring reciprocity requirements in congruence with the newly proposed initial licensure requirements. Staff determined that updates related to reciprocity are not needed as the existing language defers to CCR section 2620 to determine licensure eligibility. However, it was found that two minor changes are necessary for consistency with the proposed amendments to CCR section 2620. Specifically, these changes will replace the term "Board approved degree" with "degree from an accredited program" and update a reference to CCR section 2620(a)(7).

Given the connectivity between these two regulatory proposals, staff recommend the submittal of a singular regulatory change proposal to the California Office of Administrative Law (OAL) to jointly amend CCR sections 2620 and 2615. See Attachments 1 and 2 for proposed amendments to CCR sections 2620 and 2615, respectively. Proposed revisions to CCR section 2620 shown in yellow highlight were made after the Committee's last review and Board approval of the language.

At today's meeting, the LATC is asked to review and recommend to the Board approval of the proposed amendments to CCR sections 2620 and 2615. In addition, the LATC is asked to approve submittal of the proposed amendments as a single regulatory package.

Attachments:

1. Proposed Amendments to CCR § 2620
2. Proposed Amendments to CCR § 2615

CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

PROPOSED REGULATORY LANGUAGE

Changes to the original language are shown in single underline for new text and single ~~strike through~~ for deleted text.

Amend section 2620 of Article 1 of Division 26 of Title 16 of the California Code of Regulations as follows:

§ 2620 Education and Training Credits

(a) Experience Equivalents. The Board's evaluation of a candidate's ~~training and~~ educational and training experience is based on the following table:

Experience Description	Education Max. Credit Allowed	Training and/ or Practice Max. Credit Allowed
(a) Experience Equivalent:		
(1) Degree in landscape architecture from an approved school where the degree program has been accredited by the Landscape Architectural Accreditation Board (LAAB). <u>where the degree program has not been accredited by LAAB and where the program consists of at least a four-year curriculum.</u>	4 years	
(2) Degree in landscape architecture from a non-approved school where the degree program has not been accredited by LAAB and where the program consists of at least a four-year curriculum.	3 years	
(3) Extension certificate in landscape architecture from an approved school. Degree in architecture, where the degree program has been accredited by the National Architectural Accrediting Board (NAAB).	2 years	
(4) Degree in civil engineering, where the degree program has been accredited by the Accreditation Board for Engineering and Technology (ABET).	<u>2 years</u>	
(5) Degree where the degree program consists of at least a four-year curriculum.	<u>1 year</u>	
(4) Associate d Degree in landscape architecture from a community college which where the degree program consists of at least a two- year curriculum.	1 year	
(7) Extension certificate in landscape architecture from an Extension Certificate Program that meets the requirements of section 2620.5.	<u>2 years</u>	
(5) 8 Extension certificate as specified in subdivision (a)(37) and a degree from a university or college which consists of <u>at least a 4</u> four-year curriculum.	4 years	
(6) 9 Associate degree from a college specified in subdivision (a)(4) and an e Extension certificate as specified in subdivision (a)(37) of this section and a degree as specified in subdivision (a)(6).	3 years	

(7) <u>10</u> Partial completion, as defined in subsection (b)(2), of a degree in landscape architecture <u>where the degree program has been accredited by the LAAB</u> from an approved school.	1 year	
(8) <u>11</u> Partial completion, as defined in subsection (b)(2), of an extension certificate in landscape architecture from an <u>Extension Certificate Program that meets the requirements of section 2620.5</u> approved school along with where the applicant has a degree from a university or college <u>where the degree program</u> which consists of at least a four-year curriculum.	1 year	
(9) A degree in architecture which consists of at least a four-year curriculum that has been accredited by the National Architectural Accrediting Board.	1 year	
(10) <u>12</u> Self-employment Experience as, or employment by experience obtained under the direct supervision of, a landscape architect licensed <u>or registered in the jurisdiction where the experience occurred</u> shall be granted credit on a 100% basis.		5 <u>1-6</u> years
(11) <u>13</u> Self-employment Experience as, or employment by experience obtained under the direct supervision of, an <u>licensed architect or registered civil engineer licensed or registered in the jurisdiction where the experience occurred</u> shall be granted credit on a 100% basis.		4 <u>up to 3</u> years
(12) <u>14</u> Self-employment Experience as a California-licensed landscape contractor or a <u>licensed landscape contractor licensed or registered in another jurisdiction where the scope of practice for landscape contracting is equivalent to that allowed in this State pursuant to Business and Professions Code Section 7027.5 of the Code and Cal. Code Regs. Title 16, Section 832.27 of Article 3, Division 8, Title 16 of the California Code of Regulations</u> shall be granted credit on a 100% basis.		<u>up to 4</u> years
(15) Experience obtained under the direct supervision of a California-licensed landscape contractor or a landscape contractor <u>licensed or registered in another jurisdiction where the scope of practice for landscape contracting is equivalent to that allowed pursuant to section 7027.5 of the Code and section 832.27 of Article 3, Division 8, Title 16 of the California Code of Regulations.</u>		<u>up to 1</u> year
(13) <u>16</u> Teaching in a landscape architecture degree program <u>as specified in subdivisions (a)(1), (2), and (4) of this section, under the supervision of a licensed landscape architect and where the degree program consists of at least a two-year curriculum.</u>		1 year

(b) Education Credits

- ~~— (1) Candidates shall possess at least one year of educational credit to be eligible for the examination.~~
- ~~— (2) A degree from a school with a landscape architecture program shall be defined as one of the following:~~
 - ~~— (A) Bachelor of Landscape Architecture.~~
 - ~~— (B) Bachelor of Science in landscape architecture.~~
 - ~~— (C) Bachelor of Arts in landscape architecture.~~
 - ~~— (D) Masters degree in landscape architecture.~~
- ~~— (3) The maximum credit which may be granted for a degree or combination of degrees from an approved school shall be four years of educational credit.~~
- ~~— (4) A degree from a school with a landscape architecture program shall be deemed to be approved by the Board if the landscape architectural curriculum has been approved by the Landscape Architectural Accreditation Board (LAAB) as specified in its publication: "Accreditation Standards And Procedures" dated February 6, 2010 or the Board determines that the program has a curriculum equivalent to a curriculum having LAAB~~

~~accreditation.~~

~~(51)~~ For purposes of subdivisions (a)(~~7~~10) and (~~8~~11), “partial completion” shall mean that the candidate completed at least 80 percent of the total units required for completion of the ~~4~~four-year degree or extension certificate program.

~~(62)~~ Except as provided in subdivisions (a)(~~7~~10) and (~~8~~11), no credit shall be granted for academic units obtained without earning a degree or extension certificate ~~under categories of subdivisions (a)(1), (2), (3) or (4) of this section.~~

~~(73)~~ ~~A~~eCandidates ~~enrolled~~ in a degree program ~~where~~ earning credit ~~earned is~~ based on work experience courses (e.g., internship or co-op program) shall not receive more than the maximum credit otherwise granted ~~allowed~~ for degrees under subdivisions (a)(1), (2) or (3) of this section.

~~(84)~~ ~~Except as specified in subdivision (a)(5) and (6) of this section,~~ eCandidates with multiple degrees shall not be granted education ~~able to accumulate~~ credit for more than one degree.

(5) Candidates with multiple extension certificates shall not be granted education credit for more than one extension certificate.

(6) Except as provided in subdivisions (a)(8) and (9), candidates with both a degree and an extension certificate shall only be granted education credit for either the degree or the extension certificate, whichever holds the greater credit value.

~~(97) The maximum education credit allowed to any candidate is four years. The Board shall not grant more than four years of credit for any degree or certificate or any combination thereof for qualifying educational experience.~~

(c) Training Credits

~~(1)(A)~~ Candidates shall possess at least ~~two years of training/practice credit to be eligible for the examination.~~
~~—(B) At least one of the two years of training/practice credit shall be as, or~~ under the direct supervision of, a landscape architect licensed in a United States jurisdiction, ~~and shall be gained in one of the following forms:~~

~~1. After graduation from an educational institution specified in subdivisions (a)(1), (2), (3) or (4) of this section.~~

~~—2. After completion of education experience specified in subdivisions (a)(7) and (8) of this section.~~

~~(A)~~ ~~A~~eCandidates shall be deemed to have met the ~~provisions of requirements in~~ subdivision (c)(1)(B) if the candidate ~~he or she~~ possesses either:

i. a degree from a school specified in subdivision (a)(1) or an extension certificate as specified in subdivision (a)(8) and has at least two years of training/practice credit as a licensed landscape contractor as specified in subdivision (a)(14); or

ii. possesses an extension certificate ~~from a school as~~ specified in subdivision (a)(~~3~~7) and has at least four years of training/practice credit as a licensed landscape contractor as specified in subdivision (a)(14).

(2) Candidates shall be at least 18 years of age or a high school graduate before they ~~shall be~~ are eligible to receive training/practice credit ~~for work experience.~~

(3) Candidates may receive one ~~A~~ year of training/practice ~~experience credit shall consist of for~~ 1500 hours of qualifying employment. ~~Training/practice experience~~ Candidates may ~~be accrued~~ training/practice credit on the basis of part-time employment. Candidates will not receive training/practice credit for ~~E~~employment in excess of 40 hours per week ~~shall not be considered.~~

~~—(d) Miscellaneous Information~~

~~(14) Candidates will not receive training/practice credit for~~ I independent, non-licensed practice or experience, regardless of claimed coordination, liaison, or supervision of licensed professionals ~~shall not be considered.~~

~~(2d) The Board may purge application records after five (5) years of lack of communication or inactivity from candidates. shall retain inactive applications for a five (5) year period. Thereafter, the Board shall purge these records unless otherwise notified by the candidate. A~~ eCandidates who wishes to reapply to the Board, shall ~~be required to re-obtain~~ submit the required documents to allow the Board to determine their current eligibility.

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

CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
PROPOSED REGULATORY LANGUAGE

Changes to the original language are shown in single underline for new text and single ~~striketrough~~ for deleted text.

Amend section 2615 of Article 1 of Division 26 of Title 16 of the California Code of Regulations 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 from an accredited program 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~~7) 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.

(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.

Note: Authority cited: Section 5630, Business and Professions Code. Reference: Section 5651, Business and Professions Code.

Agenda Item G

DISCUSS AND POSSIBLE ACTION ON LATC'S CERTIFICATION OF EXPERIENCE FORM TO INCORPORATE PROPOSED AMENDMENTS TO CCR, TITLE 16, DIVISION 26, ARTICLE 1, SECTION 2620 (EDUCATION AND TRAINING CREDITS)

The LATC's 2017-2018 Strategic Plan contains objectives to expand pathways to both initial and reciprocal licensure by exploring requirements for applicants who have degrees related to the field of landscape architecture or experience only. Currently, applicants for both initial and reciprocal licensure must verify a minimum of six years of combined education and training credit. Education credit may be granted for either a degree or approved extension certificate in landscape architecture, or a degree in architecture accredited by the National Architectural Accreditation Board (NAAB).

The LATC is currently pursuing a proposal to expand the pathways to initial licensure to include 1) related baccalaureate degrees, 2) non-related baccalaureate degrees, 3) experience-only, and 4) experience under a landscape contractor. Given these changes to experience allowances, LATC discussed possible impacts to the Certification of Experience form and instructed staff to review the form to see if changes are necessary to accommodate the new experience-based pathways. In doing so, the Committee advised staff to also review the experience verification form used by the Council of Landscape Architectural Registration Boards (CLARB) and research how other states evaluate their experience-only pathways.

At their December 7, 2017 meeting, the Board approved LATC's proposal to amend CCR section 2620. Following the meeting, staff began research into how the form might need to be revised to accommodate the proposed regulation changes. In doing so, staff collected experience verification forms used by CLARB, the non-healing arts boards within the Department of Consumer Affairs (DCA), and a selection of other states' landscape architect licensing boards (Attachments 1 and 2). Staff also worked with DCA Legal Counsel to determine appropriate revisions to the current Certification of Experience form. Based on this review, it was determined that the existing form should be modified to meet current regulations, including adding a section for self-certification for instances where the candidate qualifies for experience credit under current CCR section 2620 by holding a qualifying license to practice landscape architecture, architecture, civil engineering, or landscape contracting; but does not require a supervisor's certification. These changes have been implemented, and the updated form is available on the LATC website and provided for reference in Attachment 3.

In consideration of proposed amendments to CCR section 2620 and the updates already made to the Certification of Experience form, staff recommend that the form be updated to include supervisory certification for work performed under the direct supervision of a licensed landscape contractor. A draft of this updated form is included in Attachment 4.

At today's meeting, the LATC is asked to review the draft Certification of Experience form (Attachment 4) and take possible action. Also attached for the Committee's reference is the prior Certification of Experience form (Attachment 5).

Attachments:

1. CLARB Employment Verification Form
2. Sample Employment/Experience Verification Forms (DCA Boards and Other States)
3. Certification of Experience – (Rev. April 2018)
4. Certification of Experience – (Draft May 2018)
5. Certification of Experience – (Prior Version February 2017)

CLARB Employment Verification Form

Attachment G.1

Employment Information		Employment Type *	
Council Record Holder	<input type="text"/>	Full Time	
Supervisor Contact (you) *	<input type="text"/>	Nature of Work *	
Supervisor First Name *	<input type="text"/>	Landscape Architecture	
Supervisor Last Name *	<input type="text"/>	Weekly Hours *	
Supervisor company at time of employment *	<input type="text"/>	40	
Supervisor Licensure *	Landscape Architect	Supervisor Contact Information	
Employment From *	<input type="text"/>	Supervisor Email	<input type="text"/>
Employment To *	<input type="text"/>	Supervisor Phone	<input type="text"/>
		Supervisor Address 1	<input type="text"/>
		Supervisor Address 2	<input type="text"/>
		Supervisor City	<input type="text"/>

CLARB Employment Verification Form

Supervisor Jurisdiction

Supervisor Zip Code

Supervisor Country

Landscape Architecture Skills

Project and Construction
Administration *

☒ Yes ☐ No

Grading, Drainage and Stormwater
Management *

☒ Yes ☐ No

Site Design *

☒ Yes ☐ No

Inventory, Analysis and Program
Development *

☒ Yes ☐ No

Detailed Construction Drawings *

☒ Yes ☐ No

Related Skills

Teaching/Research *

☐ Yes ☒ No

Planting Design *

☒ Yes ☐ No

Onsite construction, maintenance or
installation *

☐ Yes ☒ No

Supervisor verification questions

Are the dates of employment shown
above correct? *

☐ Yes ☐ No

Has the applicant worked under your
direct supervision? *

☐ Yes ☐ No

CLARB Employment Verification Form

Were the skills indicated above demonstrated by the applicant during their period of employment? *

☐ Yes ☐ No

Technical Competence *

Excellent



Professional Conduct *

Excellent



Technical Competence Explanation

^

v

Professional Conduct Explanation

^

v

License Information

Supervisor Jurisdiction *

^

Supervisor License Number *

Initial Registration Date *

Supervisor Registration Expiration Date *

For Supervisors: I hereby confirm the information provided is accurate to the best of my knowledge

Supervisor Validation *

^

SUBMIT

CANCEL



CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834

MAIN (916) 574-7220

FAX (916) 575-7283

WWW.CAB.CA.GOV

CAB@DCA.CA.GOV

Edmund G. Brown Jr.
GOVERNOR

TO THE EMPLOYER:

Please complete the employment information on the reverse side of this form verifying the applicant's employment under your direct supervision. If additional space is needed, please use another Employment Verification Form or a photocopy of a blank Employment Verification Form.

Signature must be provided by the “Responsible Managing Officer” for California general building contractor corporations.

The Board requires that all Employment Verification Forms submitted for an applicant contain the original signature of the employer. Copies, rubber stamps, or other reproductions of the signature will not be accepted. In addition, forms containing strikeouts or corrections will not be accepted.

CALIFORNIA ARCHITECTS BOARD

EMPLOYMENT VERIFICATION FORM

APPLICANT MUST COMPLETE SECTIONS I ONLY

TYPE OR PRINT CLEARLY IN INK

I. Applicant is required to complete section I of this form prior to sending it to the employer. Please remember that making or giving any false information in connection with an application for examination and/or licensure may be grounds for denial, suspension, or revocation of a license to practice architecture.

Name _____ ID # _____
Last First Middle (If known)

Known By Any Other Name _____ Birthdate _____

Address _____

City _____ State _____ Zip _____ Country _____

Work Phone (____) _____ Home Phone (____) _____

☐ CHECK BOX IF ABOVE IS A CHANGE OF ADDRESS

Filing Status - Please Check Appropriate Category Only

☐ ARE

☐ CSE

☐ RECIPROCITY

SECTION II TO BE COMPLETED BY EMPLOYER AND/OR SUPERVISOR ONLY
FORMS CONTAINING STRIKEOUTS OR CORRECTIONS WILL NOT BE ACCEPTED

II. This will certify that to the best of my knowledge and as indicated in the records of this office, the above-named person worked under my direct supervision performing architectural duties for the following time period.

Month/Day/Year Month/Day/Year
From _____ To _____ Full-Time ☐ Part-Time ☐ Hours/Week _____

From _____ To _____ Full-Time ☐ Part-Time ☐ Hours/Week _____

Name of Firm _____ Work Phone (____) _____

Address _____

City _____ State _____ Zip _____ Country _____

During the time period shown above, my professional status was as follows:

Name _____
Last First Middle

Licensed as _____ State of Registration _____
(architect, civil or structural engineer, landscape architect, California general building contractor *)

Individual License # _____ Original Date Issued _____ Date Expires _____

If applicant performed work in a state other than the one listed above, provide employment period for that project and the following information for that state.

From _____ To _____ Full-Time ☐ Part-Time ☐ Hours/Week _____

Licensed as _____ State of Registration _____
(architect, civil or structural engineer, landscape architect, California general building contractor *)

Individual License # _____ Original Date Issued _____ Date Expires _____

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Original Signature _____ Current Date _____
(Please do not sign in black ink)

Print Name _____



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

Telephone: (916) 263-2222 Toll Free: 1-866-780-5370

Facsimile: (916) 263-2246

www.bpelsg.ca.gov

**PROFESSIONAL ENGINEER ENGAGEMENT RECORD AND REFERENCE FORM**

This form must be submitted for each engagement claimed as qualifying experience. Each engagement being claimed as qualifying experience must be summarized on a separate Engagement Record and Reference Form. "SEE ATTACHED" and resumés are not acceptable in lieu of this form. **Part A of this form must be typed, or it will be returned to applicant.**

The original of this form must be mailed to the Board Office postmarked by the Final Filing Date. Failure to have all documents in the Board Office by the final filing date will result in the Applicant not being set to the current examination.

A copy of the Information Collection, Access, and Disclosure Notice must be provided by the applicant to the reference.

PART A – TO BE COMPLETED BY THE APPLICANT

I, the Applicant, hereby demonstrate qualifying experience as required by the Business and Professions Code and the California Code of Regulations, as detailed below.

Last Name		First Name		Middle Name	
Address of Record (Mailing Address):		City	State	Zip Code	Country
Birth Date (MM/DD/YYYY):		E-Mail Address:			
Daytime Phone Number (including area code & extension):		Evening Phone Number (including area code):		Cell Phone Number (including area code):	
Engagement Number	EMPLOYMENT DATES (MM/DD/YYYY)	TOTAL TIME WORKED IN MONTHS (for this engagement)	Employer: Employer Address: City/State/Zip: Applicant's Title:		
	From:	QUALIFYING EXPERIENCE IN MONTHS (**SEE NOTE BELOW)	Reference's Name: Reference's Address: City/State/Zip: Reference's Phone (including area code & extension):		
	To:				

All of the following items must be completed.

Description of Engineering Tasks & Duties:

Level of Responsibility:

Description of Engineering Decisions Made:

Projects (include project name, location [city/state/country], & type):

**** Qualifying experience claimed for this Engagement includes only subordinate level engineering work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering work, or summer work while a student. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying experience means engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.**

Signature of

Applicant _____ Date: _____

I, the Reference, confirm that I have reviewed the information contained on Part A of this form.

Signature of

Reference _____ Date: _____

Applicant's Full Name: _____

PART B - TO BE COMPLETED BY REFERENCE

PLEASE PRINT CLEARLY AND COMPLETE THE ENTIRE FORM.
INCOMPLETE FORMS MAY CAUSE THE APPLICANT TO BE DEEMED INELIGIBLE.

You, as the reference, may request additional experience information from the applicant, including the Board's licensing requirements as contained in the Business and Professions Code and the California Code of Regulations. You must personally complete, sign, seal or stamp, and return both Part A and Part B of this form to the applicant in a sealed envelope.

My relation with the Applicant has been/is: ☐ Employer/Supervisor ☐ In Responsible Charge*
(check all that apply) ☐ Co-Worker/Associate* ☐ Reviewed Work* ☐ Other*

Are you related to this Applicant by blood, marriage, or adoption? ☐ YES* ☐ NO

Do you verify the Applicant's experience on Part A, including position title and employment dates? ☐ YES ☐ NO*

Have you personally seen and reviewed the Applicant's engineering work? ☐ YES ☐ NO*

I have personal knowledge of the Applicant's work experience from the date of _____ to the date of _____

Do you consider the Applicant technically qualified
to be licensed as a Professional Engineer? ☐ YES ☐ NO* ☐ DO NOT KNOW*

***Explain in detail all responses marked with an asterisk in this section. Also, include any additional information about the Applicant's engineering experience, capabilities, or limitations. ATTACH ADDITIONAL SHEETS IF NEEDED. If you and the applicant currently have different employers, please explain how you know of the applicant's experience.**

From personal knowledge, I verify that the applicant has the appropriate experience in the following areas (check all that apply): Technical Competency _____ Engineering Judgment _____ Professional Integrity/Ethics _____ Project Communications _____ Independent Decision Making _____ Coordination of Project Support Staff _____ Code/Regulatory Knowledge _____ Responsible Charge Capability _____	PLEASE AFFIX YOUR PROFESSIONAL SEAL OR STAMP HERE
---	---

Your Title _____

Your Name _____

Your Company Name _____

Lic No./Exp. Date _____

Address _____

Branch/State/Country _____

City/State/Zip _____

OR – I am legally exempt from licensure because

Phone (____) _____ Ext. _____

I certify under penalty of perjury that these statements are true and correct to the best of my knowledge and that I have personally reviewed and examined the applicant's engineering work.

Signature of
Reference: _____

Date: _____



CERTIFICATION OF WORK EXPERIENCE

General Information

- This form must be filled in completely in order to document applicant's work experience, or the application will be returned for correction or completion. The qualifying individual on the application (as listed on Page 1 of the application) and certifier (a qualified and responsible person who verifies the experience in the classification for which the applicant is seeking licensure) must type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.
- **FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED.**
- **Corrections on the Certification of Work Experience forms must be initialed by the certifier.**
- **Original signatures are required** – faxed, photocopied, or stamped signatures are not acceptable.
- All qualifying individuals and certifiers must be at least 18 years old.
- All Certification of Work Experience forms must be submitted with the application.
- The Certification of Work Experience form, when filed with an application, becomes the property of CSLB and is kept as a matter of record. **Keep a copy of the completed and signed form for your records** – you may be asked to provide further documentation or testimony to verify your experience. A random three percent (3%) of applications are subject to review, and experience must be verifiable through payroll records and similar documents. CSLB staff may contact the certifier or other parties to verify experience.
- If you have ever served as a qualifier on a license in the classification for which you are now applying, you may not need to complete this form. However, if you are applying for a waiver of the examination pursuant to Business and Professions Code (BPC) sections 7065.1(b) or 7065.1(c), you do need to complete this form. *(Please refer to CSLB's website for more information on exam waivers.)* **NOTE: If you had a previous application that was denied on the basis of a lack of qualifying work experience, you must complete this form, regardless of whether or not you passed the examination.**
- **Anyone who knowingly procures or offers false or forged documents to be filed, registered, or recorded in any public office in California is guilty of a felony.** *(Penal Code section 115)*

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

- **The qualifying individual (qualifier) must complete Part 1 in its entirety before the certifier completes Part 2.**
- Lines 2 and 3 request the business name of company, license number of company, and company's business street address of the place where your experience was gained, which may or may not have been your employer.

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

- **The certifier must complete Part 2 in its entirety after the qualifying individual has completed Part 1.**
- **The qualifying individual must document at least four (4) years of journeyman-level or higher experience in the classification for which they are applying. The experience must have been obtained within the last 10 years.**
- **The qualifying individual's work experience must have been completed at the level of journeyman, foreman, supervising employee, or contractor**, as defined below *(Title 16, California Code of Regulations [T16 CCR] section 825)*. Also defined below are "owner-builder" and "self-employed individual."
 - A **"journeyman"** is an experienced worker who is fully qualified (as opposed to a trainee) and is able to perform the trade without supervision, or a person who has completed an apprenticeship program. *(T16 CCR section 825)*
 - A **"foreman"** or **"supervising employee"** is a person who has the knowledge and skills of a journeyman and directly supervises construction projects.
 - A **"contractor"** is an individual who is currently a licensed California contractor, a former licensed California contractor, or an out-of-state licensed contractor. A contractor has the skills necessary to manage the daily activities of a construction business, including field supervision.
 - An **"owner-builder"** (a person who performs B-General Building classification work **solely on their own property**, pursuant to BPC section 7044) or a **"self-employed individual"** must have the knowledge and skills of a journeyman as listed above and the skills necessary to manage the daily activities of a construction business, including field observation. Owner-builders must complete and submit an Owner-Builder B-General Building Construction Project Experience form for each owner-builder project on their own property.
- The Description of Classifications document may be used as a reference only and is available through a link on the Applicants page of CSLB's website.
- **The certifier (a qualified, responsible person who is able to verify the work experience of the qualifier) must complete and date and sign under the certification statement on line 9 at the bottom of the form.** The certifier can be an employer, fellow employee, journeyman, union representative, contractor, business associate, or a client if the applicant is/was self-employed. This form will help CSLB determine whether the qualifier has the experience necessary to become a qualified contractor.
- **The certifier must have direct knowledge of the qualifier's experience during the time period listed.** "Direct knowledge" means personal knowledge of the experience that does not depend on outside information or hearsay. The certifier must be able to certify that the qualifier demonstrated a level of knowledge and skills expected of a journeyman or higher in the classification for which they are applying.
- **Any licensee whose signature appears on a falsified Certification of Work Experience form, or who otherwise certifies false or misleading experience claims submitted by an applicant to obtain a contractor license, will be subject to disciplinary action.** *(BPC section 7114.1)*

**CONTRACTORS STATE LICENSE BOARD**

9821 Business Park Drive, Sacramento, CA 95827

Mailing Address: P.O. Box 26000, Sacramento, CA 95826

800.321.CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.comSTATE OF CALIFORNIA
Governor Edmund G. Brown Jr.

Certification of Work Experience

Please read the General Information on the previous page before beginning this form.

The qualifying individual from Page 1 of the application must complete the information in Part 1 below; then, the certifier (person certifying the experience) must complete Part 2. The experience must be verifiable through payroll records or similar documents. If additional space is needed to list the trade duties, please attach a separate sheet that must also be signed under the same certification statement contained below in line 9.

Use a separate form for each employer or work setting. If you need additional forms, please make a copy of this blank form or visit CSLB's website to print the form.

Please type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.

FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED. Corrections must be initialed by the certifier.

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.

1. QUALIFIER'S FULL LEGAL NAME Last First Middle		
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX <input type="checkbox"/> (If you checked the box, skip line 3 and go to line 4.)		LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED
3. COMPANY'S BUSINESS STREET ADDRESS Number/Street Only – NO P.O. Boxes City State ZIP Code		
4. WAS THE EXPERIENCE OBTAINED <u>WORKING ON YOUR OWN PROPERTY</u> AS AN OWNER-BUILDER (see previous page for definition)? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked "Yes" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.		

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (check one): <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		} FROM _____ TO _____ = _____ YEAR(S) and _____ MONTH(S) Month/Day/Year Month/Day/Year (List ONLY journeyman-level or higher experience that was obtained in the applicable classification.)	FOR A TOTAL OF (Do not claim credit for full-time work if applicant worked only part-time or if trade duties in requested classification were only one component of entire job. For example, if applicant worked half-time in specific trade duties for six (6) years, write "3 years" in the space above.)
6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE. (Do not list office work or individual project names.)			
7. My business relationship to _____ is or was (check all that apply): Name of Qualifying Individual (Applicant) <input type="checkbox"/> Employer <input type="checkbox"/> Contractor (License Number _____) <input type="checkbox"/> Foreman or Supervisor <input type="checkbox"/> Journeyman <input type="checkbox"/> Fellow Employee <input type="checkbox"/> Union Representative <input type="checkbox"/> Business Associate			
8. CERTIFIER'S STREET ADDRESS Number/Street Only – NO P.O. Boxes City State ZIP Code			
PHONE NUMBER () () ()		FAX NUMBER () () ()	EMAIL ADDRESS
9. I certify that I have direct knowledge of the work covering the time period outlined above. I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.			
Date	Signature	Printed Name	

Note: For information on the collection of personal information, please refer to the General Information and Instructions at the beginning of this application package, under the heading "Collection of Personal Information."

FOR CSLB USE ONLY



WORK EXPERIENCE VERIFICATION

I. THIS PORTION TO BE COMPLETED BY THE APPLICANT:

I, _____, am applying to the State of Alaska for registration as a Landscape Architect.

My application shows that I was under your supervision and/or employ from _____ to _____ = _____ (total months)

II. **Employer or Supervisor:** Complete this form and send directly to the Alaska State Board of Registration for Architects, Engineers and Land Surveyors. This is important to the applicant as his/her experience cannot be accepted unless verified.

_____ was/was not under my responsible control while employed by _____

as a _____ for a total of _____ months.

Describe the work he/she performed and his/her responsibilities. If applicable, list a project and the applicant's role:

Would you employ this applicant in a position of trust? ☐ Yes ☐ No

Do you recommend him/her for registration or examination? ☐ Yes ☐ No

What professional association did you have with the applicant? _____

In order for the applicant to receive full credit for work experience, the experience must be gained while under the responsible control of a landscape architect registered in the United States. To determine how much credit for work experience the applicant will receive please answer the following questions (See 12 AAC 36.068(c)):

Are you a registered landscape architect? ☐ Yes ☐ No

Were you a registered landscape architect at the time you supervised the applicant? ☐ Yes ☐ No

Do you have a degree in landscape architecture? _____

Do you have at least eight years of experience as a landscape architect? _____

Do you have at least eight years post-registration experience, the majority of which was obtained as a landscape architect?

☐ Yes ☐ No

Professional Seal

NOTE: If no seal or stamp is available, please state reason.

Signature

Date

(Print or Type Name)

Registration No.

State

Address

Telephone No.



CERTIFICATE OF EXPERIENCE RECORD AND REFERENCE

Engineers, Landscape Architects, and Land Surveyors

Applicant Name _____ Discipline _____

Branch (engineering candidates only) _____

SECTION A

(to be completed by applicant)

Name, Address, and Telephone Number of Organization _____

Your Job Title _____

Supervisor/Reference Name and Job Title _____

If the name given above is other than an immediate supervisor, indicate below the professional relationship of the person you have chosen.

Co-Worker ☐ Client ☐ Other ☐ Explain: _____

DETAILED SUMMARY OF QUALIFYING EXPERIENCE

Note: The detailed summary should include a description of the work you performed on your projects when you were in responsible charge and a breakdown of the time spent on sub professional and professional duties.

Attach additional pages if needed to adequately detail your experience. (See R4-30-101.10)

Fulltime ☐ Parttime ☐ Employment Dates: From: mm/yy _____ To: mm/yy _____

Approximate Number of Hours Worked Weekly _____

Time Worked (in months)

Sub-professional _____ Professional _____ Responsible Charge _____ Design _____ Total Time _____

Maximum 6 Months

Work Description

I swear or affirm under penalty of law that the foregoing statements and supporting documentation are accurate, true and complete to the best of my knowledge. I understand that submitting a materially false statement in connection with an application may be grounds for denial of this application and/or referral for criminal prosecution.

Applicant's Signature _____ Date _____

Applicant Name _____ Discipline Work _____

SECTION B

(to be completed by supervisor/reference)

TO SUPERVISORS: The Board will rely on your answers to the questions below in determining whether or not this applicant should be issued a certificate to practice as a professional in Arizona. Please recognize the importance of this information and give due care to your responses. Use additional pages, if required. This form must be mailed directly to the Board (not provided to the Applicant).

TO REFERENCES: Please evaluate the qualifications of this applicant in the light of professional requirements. Please understand that, while an examination may determine an applicant's technical ability to do the standard task, it does not determine honesty, integrity, dependability, resourcefulness, judgment, ability to take responsible charge and other qualities and traits of character necessary in a competent and ethical professional. These characteristics show up in practice and are known only to the applicant's acquaintances and associates. Thank you for your help.

Your Name _____ Address _____

City, State, Zip _____ Telephone _____

Your job title at the time you supervised/knew the applicant _____

Have you personally supervised and examined the applicant's work? Yes ☐ No ☐Does the information presented by the applicant accurately reflect his/her experience? Yes ☐ No ☐If "No" or "Don't Know," please explain on a separate sheet. Don't Know ☐

Give the last date you observed the applicant performing professional duties, either directly or indirectly.

Date _____ Directly ☐ Indirectly ☐

How long have you known this applicant? _____

Is this applicant related to you by blood or marriage? Yes ☐ No ☐

From your personal knowledge, your appraisal of the applicant would be:

Rating Factors	Excellent	Very Good	Adequate	Below Par	Poor	Don't Know
Quality of Work						
Technical Knowledge						
Professional Attitude						
Professional Judgment						
Character Reputation						

REMARKS: _____

Do you believe the applicant is qualified for registration? Yes ☐ No ☐(If you marked "No" or "Don't Know," please explain on a separate sheet. Don't Know ☐Is this applicant's description of work performed on the first page of this form true or correct? Yes ☐ No ☐(If you marked "No" or "Don't Know," please explain on a separate sheet. Don't Know ☐

I swear or affirm under penalty of law that the foregoing statements and supporting documentation are true and correct to the best of my knowledge. I understand that submitting a materially false statement in connection with an application for registration is grounds for disciplinary action.

Signature _____ Date _____

Professional Registration _____ Registration # _____

Issue Date _____ State _____

Place imprint of seal in the space to the right.

State of Florida
Department of Business and Professional Regulation
Board of Landscape Architecture
Practical Experience Verification Form
Form # DBPR LA 6

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

Section I - Practical Experience – copy form as necessary

THE LANDSCAPE ARCHITECTURE SUPERVISOR MUST COMPLETE THIS SECTION			
See Instructions, page 2.			
APPLICANT INFORMATION			
Social Security Number*			
FULL LEGAL NAME			
Last/Surname	First	Middle	Suffix
Street Address or P.O. Box			
City	State	Zip Code (+4 optional)	
I have supervised the applicant on landscape architecture work and in the capacities listed below:			
Dates	Total Hours	Describe Work Performed	Position / Capacity

I hereby certify that all statements made on this verification form are true and correct and that the applicant completed the applicable practical experience requirements under my supervision.	
Print Name	
Signature	
License #	State Licensed in
Business Name ¹	License # ¹
¹ If applicable	

*Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by Federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Section 653, 654, and 666(a); and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security numbers must be recorded on all professional and occupational license applications and will be used to allow efficient screening of applicants and licensees by Title IV-D Child Support Agency to assure compliance with child support obligations.

Section II - Instructions

1. Instructions (by section)

a. Section I

- i. This section must be mailed directly to the Department by the professional validating your experience - **copy the form as needed.**
- ii. In the Full Legal Name section, applicants must use the name as it appears on his or her Social Security card. Do not use any nicknames or initials.
- iii. One Year Practical Experience Requirement
 - a. One year of practical experience shall be 2000 hours of landscape architectural work.
 - b. As of October 1, 1990, Section 481.310, Florida Statutes, requires every applicant for licensure as a registered landscape architect to demonstrate, prior to licensure, one year of practical experience in landscape architecture work.
 - c. Practical experience substituted for the education requirement **may not** be used to satisfy the one-year practical experience requirement.
 - d. Applicants are allowed to test before completing the one-year practical experience requirement.
 - i. If fulfilling one year practical experience requirement after examination, you must submit this form (DBPR LA 6) before an active license will be issued.

Please mail your completed form to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0783

MONTANA BOARD OF ARCHITECTS AND LANDSCAPE ARCHITECTS

301 South Park, 4TH Floor – Delivery
PO Box 200513
Helena, Montana 59620-0513
(406) 444-5711

E-MAIL: dlibsdlar@mt.gov WEBSITE: www.landscapearchitect.mt.gov

LANDSCAPE ARCHITECT

Illegible and incomplete applications will be returned.

GENERAL INSTRUCTIONS: Applicants for licensure shall complete the entire application unless you hold a current CLARB record. If you hold a current complete CLARB you do not need to complete the practical experience list (#29) or provide the Experience Detail Sheet(s).

GENERAL INFORMATION:

The Montana Board of Architects and Landscape Architects does not have temporary licensure.

All non-routine applications are reviewed by the Board at their next scheduled board meeting.
All applications without a complete CLARB record are considered non-routine.

FEES: \$325.00 Application Fee

Make check or money order payable to the Montana Board of Architects and Landscape Architects. Application fees are non refundable. Please do not send cash.

Education and Experience

Applicants for licensure must meet one of the following minimum education and experience requirements. (This requirement is evidenced by a complete CLARB record or other acceptable documentation indicated.)

(1) An applicant with an accredited landscape architect degree must have at least two years of practical experience in landscape architecture **or**

(2) An applicant with a nonaccredited landscape architect degree must have three years of practical experience in landscape architecture **or**

(3) An applicant with a bachelor's degree must have four years of practical experience in landscape architecture **or**

(4) An applicant with an associate's degree must have six years of practical experience in landscape architecture **or**

(5) An applicant with no post-secondary education must have eight years of practical experience in landscape architecture.

Two-thirds of the experience must be gained under the supervision of a licensed landscape architect. The remaining experience can be obtained under the supervision of a licensed civil engineer, licensed architect, or a city planner certified by a nationally recognized certifying body, and is subject to review and approval by the board.

All applicants for licensure must successfully pass the landscape architect registration exam (LARE).

REQUIRED DOCUMENTS:

Evidence supporting qualifications for licensure include:

A complete CLARB record **OR**

Proof of education and professional experience, which must include:

- official college or university transcripts sent directly from the college or university;
- experience detail sheets verified by the licensed design professional under whose supervision you worked. It is your responsibility to provide the board office with appropriate verification of licensure of the supervising design professional during your and employment; and
- verification of successful completion of the landscape architect registration examination.

If you hold, or have ever held a license in another jurisdiction, we must receive a license verification directly from that jurisdiction.

APPLICATION PROCEDURES:

- If the application is considered non-routine, it will require Board review and there will be a delay in processing. **Please be aware that all applications for licensure without a complete CLARB record are considered non-routine and will require board review which may take up to 120 days.**
- All verifications of licensure must be sent directly from each state board in which you currently or have ever been licensed. You may make copies of the attached verification request form as needed (page 9 if the application), or the jurisdiction may provide their own form. Some states may charge a fee for verifications.
- Keep the board office informed at all times of any address changes, changes in licensure status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.
- A routine application may take up to 30 days to process once it is complete.
- **PLEASE NOTE: In accordance with 24.114.1401 (3) The applicant must correct any deficiencies and resubmit the application within 60 days or the application will be treated as voluntary withdrawn. After a voluntary withdrawal, an applicant must submit an entirely new application and nonrefundable fee(s) to begin again.**
- Please be sure the supervisor(s) you list verify and sign the experience detail sheet. The experience detail sheet must accompany your application.

MONTANA BOARD OF ARCHITECTS AND LANDSCAPE ARCHITECTS

301 South Park 4TH FLOOR - Delivery
PO Box 200513
Helena, Montana 59620-0513
(406) 444-5711
E-MAIL: dlibsdlar@mt.gov
WEBSITE: www.landscapearchitect.mt.gov

LANDSCAPE ARCHITECT APPLICATION

Complete routine applications with a CLARB record will be processed within 30 days

Please check one of the following licensure methods:

COMPLETE CLARB RECORD
\$325.00- Application Fee

OR

NO CLARB RECORD
\$325.00 – Application Fee

1. FULL NAME: _____
Last First Middle

2. OTHER NAME(S) KNOWN BY _____

3. BUSINESS NAME _____

4. BUSINESS ADDRESS _____
Street or PO Box # City and State Zip

5. HOME ADDRESS _____
Street or PO Box # City and State Zip

6. PREFERRED MAILING ADDRESS Business Home

7. E-MAIL _____

8. TELEPHONE (____) _____ (____) _____ (____) _____
Business Home Fax

9. SOCIAL SECURITY NUMBER _____ FOREIGN ID NUMBER _____

10. DATE OF BIRTH _____ 11. FEMALE MALE

12. QUALIFICATIONS REQUIRED TO APPLY FOR LICENSURE: (CHECK ONLY ONE BOX)

An applicant with an accredited landscape architect degree must have at least two years of practical experience in landscape architecture or

An applicant with a nonaccredited landscape architect degree must have three years of practical experience in landscape architecture or

An applicant with a bachelor's degree must have four years of practical experience in landscape architecture or

An applicant with an associate's degree must have six years of practical experience in landscape architecture or

An applicant with no post-secondary education must have eight years of practical experience in landscape architecture.

13. PROFESSIONAL EDUCATION: List all of the colleges, universities, and institutions where you have obtained official transcripts. Please have all transcripts sent directly to the board office. **If you have a CLARB record, please complete this information but you are not required to request transcripts.**

Name of University of College	City and State/Province/Territory	Dates attended	Degree (s) Earned

14. PROFESSIONAL LICENSES:

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state where the applicant has been licensed.

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification
						Yes No
						Yes No
						Yes No

DISCIPLINARY QUESTIONS:

All applicants must answer the following questions. If you answer, "yes" to any of these questions, attach a detailed explanation on a supplemental sheet containing names of organizations, dates, reasons, and outcome. If you answer "yes" to any question that relates to disciplinary action, attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish this information is grounds for denial or revocation of your license.

- | | | |
|---|-----|----|
| 15. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 16. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 17. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 18. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 19. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 20. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 21. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 22. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source. | Yes | No |
| 23. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security; Indian Health Service, etc) If yes, please attach a detailed explanation and provide documentation from the source. | Yes | No |

24. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes No
25. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purposes of this question includes a deferred imposition of sentence and/or deferred prosecution. Yes No
- If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult.
26. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. Yes No
27. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation. Yes No
28. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source. Yes No

29. PRACTICAL EXPERIENCE IN LANDSCAPE ARCHITECTURE (if no CLARB record):

Please type or print names and addresses of the licensed design professional under whose supervision the applicant has worked and will be verifying work experience.

Name:
Complete Address:
Telephone Number:
Dates of Practical Experience:

Name:
Address:
Telephone Number:
Dates of Practical Experience:

Name:
Address:
Telephone Number:
Dates of Practical Experience

Name:
Address:
Telephone Number:
Dates of Practical Experience:

Name:
Address:
Telephone Number:
Dates of Practical Experience:

Name:
Address:
Telephone Number:
Dates of Practical Experience:

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history, and competence to practice, by anyone who might possess such information, to the Montana Board of Architects and Landscape Architects

I hereby declare the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal Signature of Applicant

Date

Each licensed design professional you list as a supervisor must verify your experience by signing and sealing this form.

Experience Detail Sheet

(You may duplicate this sheet as many times as needed)

Description of Duties:

Use extra sheets to explain in detail your experience with each licensed Landscape Architect/licensed design professional. Describe specific projects, inclusive dates and your level of responsibility for that project. The Board will determine from the information presented whether or not you meet Montana's current experience requirements.

[illegible]

Your Name: _____ License number: _____

Signature_____ State: _____ License Seal: _____

VERIFICATION OF LICENSURE

PLEASE COMPLETE THE TOP SECTION OF THIS FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A LANDSCAPE ARCHITECT. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice Landscape Architecture in the State of Montana. The Board of Landscape Architect requires this form to be completed by each state wherein you hold or ever have held a Landscape Architect license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF LANDSCAPE ARCHITECTS, P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

(Signature) Name: _____
(Please print)

Address: _____

License number: _____ Social Security number: _____

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF LANDSCAPE ARCHITECTS

State of: _____

Full Name of Licensee: _____

License No. _____ Issue Date: _____

License is current? _____ If NO, explain _____

Has license been suspended, revoked, placed on probation, or otherwise disciplined? _____

If YES, explain and attach documentation _____

Has licensee ever been requested to appear before your Board? _____

If YES, explain _____

Derogatory information, if any _____

Comments, if any _____

BOARD SEAL

Signed: _____
Title: _____
State Board: _____ Date: _____



**NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE
POSTGRADUATE WORK VERIFICATION**

APPLICANT'S NAME: _____

1. Have you employed the above named applicant? ☐ Yes ☐ No
If yes, give dates: _____
Company: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Applicant's Position: _____
Your Position: _____

2. Indicate types of services rendered by firm:
☐ Landscaping Architecture ☐ Contracting ☐ Architecture ☐ Planning
☐ Engineering ☐ Other (Explain) _____

3. Position of immediate supervisor: ☐ Registered Landscape Architect
☐ Registered Contractor ☐ Registered Architect ☐ Registered Planner
☐ Registered Engineer ☐ Other (Explain) _____

4.

Dates of Employment	Full or Part Time	Applicant's Position	Indicate primary areas in which applicant spent time practicing Landscape Architecture

5. Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by placing an X in the appropriate spaces below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence					
Professional Integrity					
Character (honesty/ethics)					

6. Do you consider the applicant qualified to become a professional practitioner?
☐ Yes ☐ No ☐ Not qualified to answer

7. Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for registration. Please keep in mind it is the intent of registration to insure the safeguarding of public health, safety and welfare and it is the Board's responsibility to grant registration only to those who are qualified for the profession on the basis of quality of work, character and practical experience in Landscape Architecture. As one of the applicant's confirmation of work experience, it is expected that you are familiar with the professional work and have knowledge of his/her ability, character and reputation.

7. Your Name: _____ Licensed Professional? ☐ Yes ☐ No
Signature: _____ Profession: _____
(Pursuant to NAC623A.120 place state stamp over signature) License #/State: _____

Date: _____

Landscape Architect Form 4A

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of the Professions
Division of Professional Licensing Services
www.op.nysed.gov

VERIFICATION OF PROFESSIONAL EXPERIENCE

APPLICANT INSTRUCTIONS

1. In Section I, enter your name exactly as it appears on your Application for Licensure (Form 1).
2. Ask the person under whose direction you worked to complete Section II to verify your experience and send both pages of the form directly to the Office of the Professions at the address at the end of the form. The form must bear an original signature and the stamp or seal of the supervisor(s) and date. If additional copies are needed, you may photocopy this form. **This form will not be accepted if submitted by the applicant.**

Section I: Applicant Information

1	Social Security Number	<input type="text"/>	2	Birth Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
					Month	Day	Year

(Leave this blank if you do not have a U.S. Social Security Number)

3 Print Your Full Name Exactly As It Appears On Your Application for Licensure (Form 1)

Last	<input type="text"/>
First	<input type="text"/>
Middle	<input type="text"/>

4 Mailing Address (You must notify the Department promptly of any address or name changes.)

Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country/ Province	<input type="text"/>

5 I am/was employed by the firm of: _____

6 I rendered the following services (check all that apply)

- | | | | |
|---|---|--|---------------------------------|
| <input type="checkbox"/> Landscape Architecture | <input type="checkbox"/> Architectural Coordination | <input type="checkbox"/> Construction | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Engineering Coordination | <input type="checkbox"/> Construction Management | |

DATES OF EMPLOYMENT				LENGTH OF TIME					CHECK APPROPRIATE EXPERIENCES											
FROM		TO		FULL TIME		PART TIME (LESS THAN 35HRS/WK)			POSITION HELD				GENERAL PRACTICE OF LANDSCAPE ARCHITECTURE				RELATED ACTIVITY			
									PARTNER	CORP. DIR.	EMPLOYEE	OTHER *	DESIGN	WORKING DRAWINGS	ENGINEERING COORDINATION	SPECIFICATIONS	PROFESSIONAL ADMINISTRATION	TEACHING OR RESEARCH*	PUBLIC SERVICE*	OTHER*
Month	Year	Month	Year	Yrs.	Mos.	Yrs.	Mos.	Hours Per Wk												

*Provide explanation on a separate sheet.

Section II: Verification Of Experience

INSTRUCTIONS TO ENDORSER: To uphold the licensing law and safeguard life, health and property, the New York State Board for Landscape Architecture evaluates the level and character of each applicant's practical experience in landscape architectural work.

The ratings and comments you provide below will help the Board evaluate the applicant's work, ability, and character. Please complete Section II, sign, date and stamp or seal the attestation and return both pages of the form directly to the Office of the Professions at the address at the end of the form. **Do not return this form to the applicant.**

1 The dates of employment as shown by the applicant in item 6 on page 1 are correct. ☐ YES ☐ NO
(If "No", please clarify on a separate sheet)

2 The experience(s) checked by the applicant for the dates of employment in item 6 on page 1 are correct. ☐ YES ☐ NO
(If "No", please clarify on a separate sheet)

3 Please indicate to the best of your knowledge the applicant's ability to practice landscape architecture by placing an "X" in the appropriate spaces below. If you check the "unsatisfactory" box for "experience" or "conduct," please submit a letter of explanation with this form.

RATING AREAS	ON LATEST DATES OF EMPLOYMENT					ON DATE OF THIS REPLY				
	Excellent	Satisfactory	Marginal	Unsatisfactory	Not qualified to answer	Excellent	Satisfactory	Marginal	Unsatisfactory	Not qualified to answer
Education										
Practical Experience										
Professional Conduct										

AFFIDAVIT WITH ACKNOWLEDGMENT (Notarization required.)

SUPERVISOR/LICENSED COLLEAGUE

I have read the applicant's summary of professional experience (Section I). I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and landscape architecture ability and that, except as otherwise noted on this form, or in attached correspondence, the work experience described by the applicant and the time claimed for it are true and accurate.

☐ Check here if you are attaching additional information.

Signature: _____ Date: _____ / _____ / _____
Month Day Year

Print Name: _____

Title: _____

License Number: _____ Dates of Registration: _____

Name of Firm: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Place
Stamp or Seal
Here

NOTARY

State of _____ County of _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this application and acknowledged to me that he/she executed the application and swore that the statements made by him/her in the application and all supporting materials are true, complete, and correct.

Notary Public's signature _____

Notary ID number _____

Expiration date _____ / _____ / _____
Month Day Year

Notary Stamp

Return Directly to: New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Landscape Architecture Unit, 89 Washington Avenue, Albany, NY 12234-1000.

EMPLOYER VERIFICATION OF PRACTICAL EXPERIENCE

NAME OF CANDIDATE:

FIRM NAME AND ADDRESS:

DATE EMPLOYED: From _____ To _____

PLEASE USE AN "X" WHERE APPROPRIATE

Areas of Experience	Involvement		
	None	Minimum	Major
Landscape Architectural Design			
Plant Design			
Irrigation Design			
Grading and Drainage Design			
Planting Construction Drawings			
Irrigation Construction Drawings			
Grading and Drainage Construction Drawings			
Detail Construction Drawings			
Specification Writing			
Cost Estimating			
Construction Contract Administration			
Project Administration			
Office Administration			
General Drafting			
Other (Please explain on lines below)			

YOUR NAME, CURRENT FIRM NAME AND ADDRESS:

SIGNATURE:

DATE:

TITLE:

LICENSE NUM & STATE:



Employment Verification Form for Landscape Architectural Registration

1. OPEN RECORDS NOTICE: The Texas Public Information Act, Ch. 552 TX Gov't Code, provides for public access to this document.

2. APPLICANT'S NAME: _____
Last First Middle

3. APPLICANT'S MAILING ADDRESS: _____

Phone _____ Email Address: _____

4. EMPLOYMENT DATES: (Provide specific dates of continuous experience) (Provide separate forms for full-time/part-time employment)

☐ Full-time ☐ Part-time (15 - 34 hrs/week) Number of hrs/week: _____

From: _____ To: _____
(MM/DD/YY) (MM/DD/YY) (If still employed, show ending date as "PRESENT")

5. EMPLOYER (Indicate name and address at time of employment):

6. EMPLOYMENT ACTIVITY (Choose one):

- ☐ Landscape Architectural Services only;
☐ Teaching Landscape Architecture as a full-time faculty member in a LAAB accredited program;
☐ Other (Describe): _____

7. Applicant's Supervisor: Applicant cannot be supervised by an employee of his/her business. Self-Employment is not considered for experience credit

Supervisor's Name: _____

Business Address: _____

	State	Initial Registration Date	Registration Number	Expiration Date
Registered Landscape Architect				

Supervisor's Signature _____ Date _____

Please return completed form to TBAE: exams@tbae.state.tx.us, FAX: 512/305-8900, P.O. Box 12337, Austin, TX 78711

NOTICE TO PERSON COMPLETING THIS FORM: With few exceptions, upon request you are entitled to be informed about the information the Texas Board of Architectural Examiners (TBAE) collects about you through this form. Pursuant to Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review such information. Pursuant to Section 559.004 of the Texas Government Code, you are entitled to have TBAE correct information about you that is incorrect. Making a false statement under oath may be a Criminal Offense** Penal Code: 37:02 Perjury and other False Statements. Effective 9/1/95 H.B. 655, the 74th Legislature established a law to suspend professional licenses of those with child support delinquency.

State of Utah
Department of Commerce
Division of Occupational and Professional Licensing

Landscape Architect

APPLICANT INFORMATION

Full Legal Name: _____
First Middle Last

All Previous Legal Names: _____

Other DOPL Licenses Held: _____

SSN: _____ Date of Birth: _____ Gender: ☐ Male ☐ Female

Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City State ZIP Code

Phone: _____ Email: _____

Please Select ONE:

- ☐ I am a United States citizen OR a non-citizen of the United States who is lawfully present.
☐ I am a foreign national not physically present in the United States.
☐ None of the above, please explain: _____

**Driver License
or State ID Card:**

State of Issue License Number Expiration Date

NOTE: If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of authorization to work in the United States.

AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Applicant: _____ Date: _____

QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently under investigation or is any disciplinary action pending against you now by any <i>local, state or federal licensing, enforcement or regulatory agency</i> ?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been declared by any court to be incompetent by reason of mental defect or disease and not restored?
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been terminated, suspended, reprimanded, sanctioned, or asked to leave voluntarily from a position because of drug or alcohol use or abuse within the past five (5) years?
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently using or have you recently (<i>within 90 days</i>) used any drugs (<i>including recreational drugs</i>) without a valid prescription, the possession or distribution of which is unlawful under applicable state or federal laws?
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever unlawfully used any drugs for which you have not successfully completed, or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently have any criminal action pending?*
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? *
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?*
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been incarcerated for any reason in any correctional facility (<i>domestic or foreign</i>) in any jurisdiction or on probation/parole in any jurisdiction?*

***NOTE: Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed.**

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

If you answered "Yes" to Questions 9,10,11 or 12 you must submit the following for **EACH** and **EVERY** incident:

- personal account of the incident(s)
- police report(s)
- court record(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

PROFESSIONAL LICENSES

List all other licenses, registrations or certifications issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

EDUCATION AND EXAM REQUIREMENTS

Select one:

- ☐ I have requested CLARB submit my current Council Record documenting my education and/or experience.

Date Requested: _____

- ☐ I have a degree in landscape architecture accredited by LAAB.

Submit official transcripts documenting your degree. Transcripts are considered "official" when they are sent directly from the school to DOPL or sealed in an envelope bearing the school's stamp/seal on the envelope flap.

- ☐ I have completed 8 years of supervised practical experience in landscape architecture.

Submit documentation of completing the required hours using the "Verification of Landscape Architectural Experience" form and/or transcripts.

If you did not select "CLARB Council Record" above, please select one:

- ☐ I passed the LARE in Utah.

Approximate date range of passing ALL Divisions: _____

- ☐ I passed the LARE in a state other than Utah

Request the state send verification of your scores to Utah. Date Requested: _____

Verification of Landscape Architectural Experience

***Note:** Supervised practical experience must meet the requirements outlined in R156-53-302a (b).
Each supervisor must complete a separate form.

APPLICANT INFORMATION

To Be Completed By The Applicant:

Full Legal Name: _____
First Middle Last

Mailing Address: _____
Street/PO Box City State/Zip

License Number (if applicable) : _____ State of Issue: _____

Dates of Employment: _____ to _____
MM/DD/YYYY MM/DD/YYYY

Approximate Number of Hours Worked Per Week: _____ Total Hours Worked: _____

I certify that during the dates and hours listed above I completed the required qualifying experience as outlined in R156-53-302a (b).

Signature of Applicant: _____ Date: _____

EMPLOYER INFORMATION

To Be Completed By The Supervising Landscape Architect:

Please review the information above, complete the sections below, sign and seal the document and mail it directly to DOPL or place the completed form in a **sealed envelope** and provide it to the applicant to include in their application to Utah.

Is the information provided above by the applicant correct? ☐ Yes ☐ No, please attach an explanation.

Name of Supervisor: _____

Title: _____ Date: _____

Phone: _____ Email: _____

License Number: _____

State of Issue: _____

(Seal and Signature)

APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience, you do not need to include it with your application.

NOTE: Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

The following items are required to complete your application:

- ☐ \$120.00 non-refundable application-processing fee, made payable to "DOPL".
- ☐ Supporting documentation for any "yes" answers provided on the "Qualifying Questionnaire".
- ☐ If reinstating an expired license, documentation that you have completed 16 hours of continuing education in the last two years.

APPLICANTS WITH A CURRENT CLARB COUNCIL RECORD

If you are applying with a **current CLARB Council Record**, *in addition* to the items required for all applicants, you must:

- ☐ Request that CLARB submit your current Council Record to Utah. To obtain an CLARB Council Record contact CLARB by calling (571) 432-0332 or visit the web site at www.clarb.org.

APPLICANTS WITHOUT A CLARB COUNCIL RECORD

If you are applying for a Utah license **without a council record**, *in addition* to the items required for all applicants you must:

- ☐ Provide verification of meeting licensure education requirements selected on Education and Exam Requirements page of this application.
- ☐ Provide verification of passing all division of the LARE through the methods below:
 - If passed in Utah, your scores are automatically provided by the testing provider.
 - If passed in a state other than Utah, request the state send verification of your scores to Utah.

Submit the above items with your completed application to:

In person or via express delivery:

Division of Occupational and Professional Licensing
Heber M Wells Building, 1st Floor Lobby
160 E 300 S
Salt Lake City, UT 84111

US Postal Service:

Division of Occupational and Professional Licensing
PO BOX 146741
Salt Lake City, UT 84114-6741

Landscape Architect Applicant Employment and Experience Verification

The individual named below has applied for a landscape architect license. As a former supervisor, please provide information that will be used to determine the applicant's eligibility for examination or reciprocity. Specific dates are important. Complete this form as soon as possible and send to:

Washington State Board of Licensure for Landscape Architects
Department of Licensing
PO Box 9012
Olympia, WA 98507-9012

1. Applicant

Type of license (<i>Check one</i>) <input type="checkbox"/> Board approval for examination <input type="checkbox"/> Reciprocity		
PRINT or TYPE Name (<i>Last, First, Middle</i>)	Former name (<i>if applicable</i>)	
Mailing address		
City	State	ZIP code

2. Verifier's information

Verifier's name		Title	
Current place of employment		(Area code) Telephone number	
Address			
City		State	ZIP code
Current state of licensure	License type	License number	Year of licensure

3. Experience verification

The applicant named above worked under my supervision at (<i>name of company</i>):			
From (<i>month/year</i>)	To (<i>month/year</i>)	Total months	Average hours per week
My professional relationship with applicant (employer, supervisor, coworker, other)			
Percentage of time performing the following activities			
_____% Client relations	_____% Working drawings	_____% Inspection reports and change	
_____% Site design and planning	_____% Construction supervision	_____% Contract administration	
_____% Construction materials and methods	_____% Specification writing	_____% Office administration	
_____% Plant selection and use	_____% Cost estimating	_____% Other _____	
_____% Coordination with consultants	_____% Field inspections	_____% Other _____	
Describe roles and responsibilities			

Date

X

Verifier signature



Governor
Edmund G. Brown Jr.

CERTIFICATION OF EXPERIENCE

Section I – Completed by Candidate

All first-time California candidates are required to complete this certification along with the Eligibility Application and submit it to the Landscape Architects Technical Committee (LATC). All materials must be **postmarked** at least **45** days prior to the licensing examination for which you wish to receive eligibility. All items are mandatory. The information provided will be used to determine qualifications for examination. Please read the attached disclosure information. **The LATC will not accept the Certification of Experience form without an original signature or with any strikeouts or deletions.**

NAME: _____
(Last) (First) (Middle)

KNOWN BY ANY OTHER NAME: _____
(Include Maiden Name)

ADDRESS: _____
(Number and Street) (City) (State) (Zip Code)

WORK PHONE: (____) _____ HOME PHONE: (____) _____

Section II – Supervisory Certification

Completed by supervisor

This will certify that the above-named candidate worked under my direct supervision for the following time period:

From _____ To _____ ☐ Full Time ☐ Part Time Hours/Week _____
Month/Year Month/Year

Supervisor's License Type	License#	State Issued	Country	Issue Date	Expiration Date
Business Address	City	State	Zip Code	Country	Business Phone Number

Check the box(s) that identifies the type(s) of work performed by the candidate:

☐ Landscape Architecture ☐ Architecture ☐ Civil Engineering

I certify under penalty of perjury under the laws of the State of California that the information contained in this certification is true and correct.

Executed on _____ at _____
Date City or County State Country

Supervisor Name (please print)

Supervisor Signature

Section III – Self-Certification

Completed by candidate with qualifying licensed experience

This will certify that I worked under my own license for the following time period:

From _____ To _____ ☐ Full Time ☐ Part Time Hours/Week _____
Month/Year Month/Year

Candidate's License Type License# State Issued Country Issue Date Expiration Date

Business Address City State Zip Code Country Business Phone Number

Check the box(s) that identifies the type(s) of work you performed:

☐ Landscape Architecture ☐ Architecture ☐ Civil Engineering ☐ Landscape Contracting

I certify under penalty of perjury under the laws of the State of California that the information contained in this certification is true and correct.

Executed on _____ at _____
Date City or County State Country

Candidate Name (please print)

Candidate Signature

DISCLOSURES

Collection and Use of Personal Information. The LATC and California Architects Board (CAB) of the Department of Consumer Affairs (DCA) collect the personal information requested on this form as authorized by Business and Professions Code sections 5630, 5650, 5651, 5652 and Civil Code section 1798 et seq. The LATC and CAB use this information principally to identify and evaluate applications for examination and licensure, to issue and renew licenses, and enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. The LATC cannot consider your application for examination unless you provide all of the requested information.

Access to Your Information. You may review the records maintained by the LATC and CAB that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. The LATC and CAB make every effort to protect the personal information you provide. The information you provide may be disclosed in the following circumstances:

- Response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law; or
- To a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the LATC at 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email latc@dca.ca.gov. For questions about the DCA's privacy policy or the Information Practices Act, contact the Office of Privacy Protection, 1625 North Market Boulevard, Sacramento, CA 95834, (866) 785-9663, or email privacy@dca.ca.gov.



Governor
Edmund G. Brown Jr.

CERTIFICATION OF EXPERIENCE

Section I – Completed by Candidate

All first-time California candidates are required to complete this certification along with the Eligibility Application and submit it to the Landscape Architects Technical Committee (LATC). All materials must be **postmarked** at least **45** days prior to the licensing examination for which you wish to receive eligibility. All items are mandatory. The information provided will be used to determine qualifications for examination. Please read the attached disclosure information. **The LATC will not accept the Certification of Experience form without an original signature or with any strikeouts or corrections.**

NAME: _____
(Last) (First) (Middle)

KNOWN BY ANY OTHER NAME: _____
(Include Maiden Name)

ADDRESS: _____
(Number and Street) (City) (State) (Zip Code)

WORK PHONE: (____) _____ HOME PHONE: (____) _____

Section II – Supervisory Certification

Completed by supervisor

This will certify that the above-named candidate worked under my direct supervision for the following time period:

From _____ To _____ ☐ Full Time ☐ Part Time Hours/Week _____
Month/Year Month/Year

Supervisor's License Type	License#	State Issued	Country	Issue Date	Expiration Date
---------------------------	----------	--------------	---------	------------	-----------------

Business Address	City	State	Zip Code	Country	Business Phone Number
------------------	------	-------	----------	---------	-----------------------

Check the box(s) that identifies the type(s) of work performed by the candidate:

☐ Landscape Architecture ☐ Architecture ☐ Civil Engineering ☒ Landscape Contracting

I certify under penalty of perjury under the laws of the State of California that the information contained in this certification is true and correct.

Executed on _____ at _____
Date City or County State Country

Supervisor Name (please print)

Supervisor Signature

Section III – Self-Certification

Completed by candidate with qualifying licensed experience

This will certify that I worked under my own license for the following time period:

From _____ To _____ ☐ Full Time ☐ Part Time Hours/Week _____
Month/Year Month/Year

Candidate's License Type License# State Issued Country Issue Date Expiration Date

Business Address City State Zip Code Country Business Phone Number

Check the box(s) that identifies the type(s) of work you performed:

☐ Landscape Architecture ☐ Architecture ☐ Civil Engineering ☐ Landscape Contracting

I certify under penalty of perjury under the laws of the State of California that the information contained in this certification is true and correct.

Executed on _____ at _____
Date City or County State Country

Candidate Name (please print)

Candidate Signature

DISCLOSURES

Collection and Use of Personal Information. The LATC and California Architects Board (CAB) of the Department of Consumer Affairs (DCA) collect the personal information requested on this form as authorized by Business and Professions Code sections 5630, 5650, 5651, 5652 and Civil Code section 1798 et seq. The LATC and CAB use this information principally to identify and evaluate applications for examination and licensure, to issue and renew licenses, and enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. The LATC cannot consider your application for examination unless you provide all of the requested information.

Access to Your Information. You may review the records maintained by the LATC and CAB that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. The LATC and CAB make every effort to protect the personal information you provide. The information you provide may be disclosed in the following circumstances:

- Response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law; or
- To a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the LATC at 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email latc@dca.ca.gov. For questions about the DCA's privacy policy or the Information Practices Act, contact the Office of Privacy Protection, 1625 North Market Boulevard, Sacramento, CA 95834, (866) 785-9663, or email privacy@dca.ca.gov.



Section I – Completed by Applicant

NAME: _____
(Last) (First) (Middle)

KNOWN BY ANY OTHER NAME: _____
(Include Maiden Name)

ADDRESS: _____
(Number and Street) (City) (State) (Zip Code)

WORK PHONE: (____) _____ HOME PHONE: (____) _____

2420 Del Paso Road, Suite 105 • Sacramento, CA 95834 • P (916) 575-7230 • F (916) 575-7283
latc@dca.ca.gov • www.latc.ca.gov

I certify under penalty of perjury under the laws of the State of California that the information contained in this certification is true and correct.

Executed on _____ at _____
Date City or County State

Certifier Name (please print)

Certifier Signature Email Address

License# Issue Date Expiration Date

Street Address City State Zip Code Telephone Number

As a mentor of future landscape architects, the LATC is interested in sharing information regarding the licensure examination plan and process that will assist you in preparing candidates for success. The LATC website contains useful information regarding recent changes to the practice. Other content found on the website includes:

- o Format of the exam and subject areas outlined
- o Candidate Guide to Examination
- o Roles of the LATC, Council of Landscape Architectural Registration Boards and the American Society of Landscape Architects
- o Data on current pass rates for the Landscape Architect Registration Examination

You may want to add our address to your Internet favorites or subscribe to our email list at www.latc.ca.gov.

DISCLOSURES

Collection and Use of Personal Information. The LATC, of the Department of Consumer Affairs (DCA), collects the personal information requested on this form as authorized by Business and Professions Code Sections 5630, 5650, 5651, 5652 and Civil Code Section 1798.17. The LATC uses this information principally to identify and evaluate applications for examination and licensure, to issue and renew licenses and enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. The LATC cannot consider your application for examination unless you provide all of the requested information.

Access to Your Information. You may review the records maintained by the LATC that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. The LATC makes every effort to protect the personal information you provide. The information you provide may be disclosed in the following circumstances:

- Response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law; or
- To a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the LATC at 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email latc@dca.ca.gov. For questions about the DCA's privacy policy or the Information Practices Act, contact the Office of Privacy Protection, 1625 North Market Blvd, Sacramento, CA 95834, (866) 785-9663, or email privacy@dca.ca.gov.

Agenda Item H

REVIEW AND POSSIBLE ACTION TO APPROVE 2018-19 INTRA-DEPARTMENTAL CONTRACT WITH OFFICE OF PROFESSIONAL EXAMINATION SERVICES (OPES) FOR CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) DEVELOPMENT

The Department of Consumer Affairs' (DCA) 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-Departmental Contract with OPES for development of the CSE will expire on June 30, 2018. A new contract (attached) is needed for fiscal year (FY) 2018-19 for continued examination development.

At today's meeting, the Committee is asked to review and take possible action on the new contract with OPES for examination development for FY 2018-19.

Attachment:

Intra-Departmental Contract with OPES for FY 2018-19

INTRA-DEPARTMENTAL CONTRACT

COPY

CONTRACT NUMBER

AMENDMENT NUMBER

IAC #75731

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: **July 1, 2018 through June 30, 2019**
3. The maximum amount of this Contract is: **\$34,456**
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	3 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

Vickie Mayer, Interim 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, 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 Examination (CSE) and establish the passing score for one new form.

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: Vickie Mayer
Phone: (916) 575-7222
Fax: (916) 575-7285

Office of Professional Examination Services:

Name: Heidi Lincer
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) #75631
PROJECT PLAN
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT
FISCAL YEAR 2018-19

Project Objectives: *Develop new items for Landscape Architects Technical Committee California Supplemental Examination, review existing items, construct one new form of the exam and establish passing score for one form of the written examination.*

Proposed Completion Date: June 30, 2019

Committee Contact(s): Brianna Miller
(916) 575-7231

OPES Contact(s): Brian Knox
(916) 575-7273

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Item Writing Workshop Recruit SMEs for 2-day workshop Provide list of SMEs to OPES Conduct workshop with SMEs Perform post workshop activities	June 2018 July 2018 August 24-25, 2018 August 2018	Board Board OPES OPES
2. Item Review Workshop Recruit SMEs for 2-day workshop Provide list of SMEs to OPES Conduct workshop with SMEs Perform post workshop activities	July 2018 August 2018 September 14-15, 2018 September 2018	Board Board OPES OPES
3. Item Writing Workshop Recruit SMEs for 2-day workshop Provide list of SMEs to OPES Conduct workshop with SMEs Perform post workshop activities	August 2018 September 2018 October 5-6, 2018 Oct-2018	Board Board OPES OPES
4. Item Review Workshop Recruit SMEs for 2-day workshop Provide list of SMEs to OPES Conduct workshop with SMEs Perform post workshop activities	September 2018 October 2018 October 25-26, 2018 October 2018	Board Board OPES OPES
5. Exam Construction Workshop Recruit SMEs for 2-day workshop Provide list of SMEs to OPES Conduct workshop with SMEs Perform post workshop activities	October 2018 November 2018 December 13-14, 2018 December 2018	Board Board OPES OPES
6. Passing Score Workshop Recruit SMEs for 2-day workshop Provide list of SMEs to OPES Conduct workshop with SMEs Analyze data, prepare passing score memo	November 2018 December 2018 January 10-11, 2019 January 2019	Board Board OPES OPES
7. Publish Examination Prepare final copies for one form of examination Prepare examination for CBT	May 2019 June 2019	OPES OPES

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75631
ROLES AND RESPONSIBILITIES
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
LANDSCAPE ARCHITECTS
WRITTEN EXAMINATION DEVELOPMENT
FISCAL YEAR 2018-19

INTRODUCTION

The Office of Professional Examination Services (OPES) of the Department of Consumer Affairs (DCA) provides psychometric consulting in examination development and occupational analysis to DCA's regulatory entities through Intra-Agency Contract (IAC) agreements.

The purpose of a licensure examination is to identify individuals who have the minimum knowledge and skills to perform job tasks safely and competently. An occupational analysis (OA) of the profession is required to determine the most critical job tasks and knowledge. The OA must be conducted prior to examination development and reviewed every 5-7 years. To ensure legal defensibility, the content of the examination must be based on the results of a current OA.

The examination development process is conducted in several workshops and requires a total of 60 licensed landscape architects to serve as expert consultants known as subject matter experts (SMEs). A minimum of 6 SMEs, with a range of 8-10 SMEs, are needed for each workshop. The SMEs in each workshop should be different to ensure objectivity of the examination development process and to ensure that all aspects of the profession are represented.

The examination development services to be provided will include: item writing, item review, examination construction, and passing score processes.

ROLE OF THE COMMITTEE

The primary role of the Landscape Architects Technical Committee (Committee) is to recruit a representative sample of SMEs for development of the examination. The Committee should also inform SMEs about the nature of their participation and the OPES security requirements.

The selection of SMEs critically affects the quality and defensibility of a licensure examination program. The SMEs selected to participate in an examination development workshop panel should:

- reflect the landscape architect profession in terms of geographic location, practice specialty area, ethnicity, and gender;
- be currently working in the field and have up-to-date skills; and
- maintain a license in good standing that is not retired nor inactive.

Additionally, approximately half of all SMEs in each workshop should have received their license within the past 5 years to ensure that an entry-level perspective is maintained. It is essential that a Committee representative consult with OPES before beginning SME recruitment.

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

In addition, the Committee has the responsibility to acquire any reference materials to be used by the SMEs in the development of examination items.

The nature of the work performed by OPES can result in unanticipated changes. For example, work may be completed ahead of or behind schedule. Flexibility on the part of both parties is essential to the success of the contract.

ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES

The primary role of OPES is to develop the written examination. OPES will link the examination to the results of an occupational analysis to ensure the content validity of the examination. During the workshops, OPES will work with the SMEs to develop items, review items, construct an examination, and establish the passing score for one examination.

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

SECURITY

OPES has implemented various controls to ensure the integrity, security, and appropriate level of confidentiality of licensure examination programs. These controls include prohibiting certain items, such as electronic devices and items that could potentially conceal recording devices, in all workshops.

SMEs are required to:

- provide valid photo identification;
- allow for electronic devices to be secured in the reception area during workshops; and
- sign one or more agreements accepting responsibility for maintaining strict confidentiality of licensure examination 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 examination workshops. In addition, any person who subverts or attempts to subvert a licensure examination will face serious consequences, which may include loss of licensure, criminal charges per Business and Professions Code section 123, or both.

OPES will notify the Committee whose presence is disruptive. OPES reserves the right to immediately dismiss any SME whose presence poses a security risk. OPES will take steps to manage disruptive behavior; however, if such behavior persists or prevents other SMEs from completing their tasks, or both, OPES may dismiss the person from the workshop.

SUMMARY OF EVENTS

- Committee recruits two panels of SMEs to serve as item writers for two workshops.
- OPES works with SMEs to develop new items.
- Committee recruits two panels of SMEs to serve as item reviewers for two workshops. The reviewers should be different SMEs than the item writers.
- OPES works with SMEs to review items.
- Committee recruits one panel of SMEs to select items to construct a new examination form for one workshop.
- OPES works with SMEs to select items to construct the new form.
- Committee recruits one panel of SMEs to serve as judges in one passing score workshop. The SMEs should be different SMEs than the examination construction participants to ensure objectivity of the passing score ratings.
- OPES works with SMEs to establish the passing scores. OPES analyzes the ratings and prepares a passing score memo.

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:

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.

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75731
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2018-19

1.	Item Writing Workshop	\$ 4,208
2.	Item Review Workshop	\$ 4,744
3.	Item Writing Workshop	\$ 4,208
4.	Item Review Workshop	\$ 4,504
5.	Exam Construction Workshop	\$ 5,080
6.	Passing Score Workshop	\$ 3,968
7.	Exam Production	\$ 2,264
	Administrative Support	\$ 5,480
	TOTAL	\$34,456

Index/PCA/Object Code 6000/60000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75631

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM

WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2018-19

		Test Validation Staff				Editor		Support Staff		Totals	GRAND TOTAL
		\$72.00		Overtime @ \$102		\$67.00		\$52.00			
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
1. Item Writing Workshop											
	Workshop preparation	8	\$ 576					2	\$ 104	\$ 680	
	Conduct 2-day workshop	8	\$ 576	12	\$ 1,224					\$ 1,800	
	Perform post workshop activities	24	\$ 1,728							\$ 1,728	
											\$ 4,208
2. Item Review Workshop											
	Workshop preparation	8	\$ 576					2	\$ 104	\$ 680	
	Conduct 2-day workshop	8	\$ 576	12	\$ 1,224					\$ 1,800	
	Perform post workshop activities	24	\$ 1,728			8	\$ 536			\$ 2,264	
											\$ 4,744
3. Item Writing Workshop											
	Workshop preparation	8	\$ 576					2	\$ 104	\$ 680	
	Conduct 2-day workshop	8	\$ 576	12	\$ 1,224					\$ 1,800	
	Perform post workshop activities	24	\$ 1,728							\$ 1,728	
											\$ 4,208
4. Item Review Workshop											
	Workshop preparation	8	\$ 576					2	\$ 104	\$ 680	
	Conduct 2-day workshop	16	\$ 1,152	4	\$ 408					\$ 1,560	
	Perform post workshop activities	24	\$ 1,728			8	\$ 536			\$ 2,264	
											\$ 4,504
5. Exam Construction Workshop											
	Workshop preparation	16	\$ 1,152					2	\$ 104	\$ 1,256	
	Conduct 2-day workshop	16	\$ 1,152	4	\$ 408					\$ 1,560	
	Perform post workshop activities	24	\$ 1,728			8	\$ 536			\$ 2,264	
											\$ 5,080
6. Passing Score Workshop											
	Workshop preparation	16	\$ 1,152					2	\$ 104	\$ 1,256	
	Conduct 2-day workshop	16	\$ 1,152	4	\$ 408					\$ 1,560	
	Analyze data, prepare passing score memo	16	\$ 1,152							\$ 1,152	
											\$ 3,968
7. Publish Examination											
	Prepare final copies for one form of examination	16	\$ 1,152			8	\$ 536			\$ 1,688	
	Prepare examination for CBT	8	\$ 576							\$ 576	
											\$ 2,264
Administrative Support											
	Technical oversight (40 hours @ \$76/hour)									\$ 3,040	
	Cost oversight (40 hours @ \$61/hour)									\$ 2,440	
											\$ 5,480
TOTAL		296	\$ 21,312	48	\$ 4,896	32	\$ 2,144	12	\$ 624	\$ 34,456	\$ 34,456

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 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

1. Revamp the LATC's Website to be More User-Friendly for Consumers
2. Prepare for Sunset Review Process to Demonstrate the LATC's Effectiveness

Agenda Item I.1

DISCUSS AND POSSIBLE ACTION ON 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

1. REVAMP THE LATC'S WEBSITE TO BE MORE USER-FRIENDLY FOR CONSUMERS

As part of its 2017-2018 Strategic Plan, the Landscape Architects Technical Committee (LATC) has an objective to, "Revamp the website (using the California Architects Board's [Board] website as a possible template) to be more user-friendly for consumers."

The California Department of Technology (CDT) provides a template for state government websites. The purpose for this template is to provide all state government websites a standardized look and feel as well as implement a consistent display of information across state agencies. In addition, the website template is compliant with CDT policy and State Administrative Manual guidelines regarding accessibility standards for state websites.

The Board has transitioned to CDT's v5 of the California State Template. In pursuit of fulfilling the LATC's objective, a developmental website has been created using the state template and the Board's website as a model. This developmental website contains the same information as the LATC's existing website; however, the information is displayed in a manner consistent with CDT standards as well as the Board's own layout.

Examples of design changes to the website include:

- The overall website formatting provides licensees and consumers with a more reader-friendly layout and easier navigation of information.
- The website adheres to the CDT standard formatting for header and footer links. These links are also consistent with those featured on the Board's website.
- A reorganized navigation bar, which also provides descriptions of links to provide users with easier ability to search information.
- A display of web buttons to link users to other state sites and/or provide information.
- A centered "Quick Hits" section for enhanced visibility of commonly searched information.
- Changes that are congruent with CDT accessibility standards and include high contrast functions, font size controls, and Google translation functionality.
- Microdata for search engine optimization.
- Ability to provide alert messages on the top of each page for urgent messages.
- Improved search bar functionality.

Included as an attachment are screenshots of select portions of the developmental website to provide the LATC with a brief overview of its layout. Staff will also present the LATC with a

live demonstration of the website at the meeting to offer the Committee an opportunity for review and feedback of its full content.

Upon LATC approval of the developmental website, LATC staff will work with Department of Consumer Affairs' Office of Information Services to replace the existing website with this new layout. Further, the implementation of the updated website will have fulfilled the LATC's 2018-2019 Strategic Plan objective and better align the site with CDT website standards.





At today's meeting, the Committee is asked to discuss and take possible action on the revamped website.





Attachment:


Screenshots of Select LATC Developmental Website Pages









Developmental Website Screenshots

Homepage Layout:






✓ License Verification   Translation  Settings 

 CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

 Consumers  Candidates  Licensees  News  General Information  About Us  Contact Us  Search

Landscape Architects Technical Committee

The Landscape Architects Technical Committee (LATC), under the purview of the California Architects Board, was created by the California Legislature to protect the health, safety, and welfare of the public by establishing standards for licensure and enforcing the laws and regulations that govern the practice of landscape architecture in California. The LATC is one of the numerous entities within the Department of Consumer Affairs responsible for consumer protection and the regulation of licensed professionals.



Quick Hits

News **Consumers** Military Candidates Licensees Laws

New! - License Renewal Fees Temporarily Reduced

Effective July 1, 2017, License Renewal Fees temporarily reduced to \$220 for licenses expiring between July 1, 2017 and June 30, 2019.


Important Message - Applying for the LARE


Individuals interested in obtaining a license to practice landscape architecture must submit a completed an [Eligibility Application \(PDF, 217K\)](#) to the LATC. Eligibility applications and all required documents must be **postmarked** no later than 45 days before the date of any Landscape Architect Registration Examination (LARE) section they wish to take.

See the chart below for upcoming eligibility deadlines and LARE administration dates:




Eligibility Deadline	Testing Dates
June 22, 2018	August 6–18, 2018
October 26, 2018	December 10–22, 2018







Landscape Architect Registration Examination (LARE)

 Latest From Twitter

 **Christine Anderson**
@winslow_homer
You may rest assured that you and your users will be protected if you hire a licensed professional #commonsenseregulation @CLARBHQ @JoelAlbizo @CA_LATC
Mar 7, 2018


Connect With Us





STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

[Back to Top](#) [Accessibility](#) [Conditions of Use](#) [Privacy Policy](#) [Disclaimer](#)
[Customer Satisfaction Survey](#)



Quick Hits – News Section:

The screenshot shows a web browser window with the URL <http://dev-latc-new.dca.ca.gov/>. The page is titled "Quick Hits" and has a navigation menu with links: News, Consumers, Military, Candidates, Licensees, and Laws. The "News" tab is selected.

Subscriptions: A green button labeled "SUBSCRIBE FOR EMAIL ALERTS" is in the top right corner.

News Article: The main article is titled "New! - License Renewal Fees Temporarily Reduced". The text states: "Effective July 1, 2017, License Renewal Fees temporarily reduced to \$220 for licenses expiring between July 1, 2017 and June 30, 2019."

Important Message: The section is titled "Important Message - Applying for the LARE". The text states: "Individuals interested in obtaining a license to practice landscape architecture must submit a completed an Eligibility Application (PDF, 217K) to the LATC. Eligibility applications and all required documents must be postmarked no later than 45 days before the date of any Landscape Architect Registration Examination (LARE) section they wish to take. See the chart below for upcoming eligibility deadlines and LARE administration dates:"

Landscape Architect Registration Examination (LARE)

Eligibility Deadline	Testing Dates
June 22, 2018	August 6–18, 2018
October 26, 2018	December 10–22, 2018

Government and Executive Staff: A sidebar on the right lists the following staff members with their photos and titles:

- Governor:** Edmund G. Brown, Jr. (State of California)
- Secretary:** Alexis Podesta (Business, Consumer Services, and Housing Agency)
- Director:** Dean R. Grafilo (Department of Consumer Affairs)

Latest From Twitter: A section showing a tweet from Christine Anderson (@winslow_homer).

The Windows taskbar at the bottom shows the time as 3:33 PM on 4/20/2018.

Quick Hits – Consumers Section:

The screenshot shows the same web browser window, but the "Consumers" tab is selected in the navigation menu.

Subscriptions: A green button labeled "SUBSCRIBE FOR EMAIL ALERTS" is in the top right corner.

Consumer Resources: The main content area lists various resources with expandable arrows and PDF icons:

- Consumer Complaint Form (PDF, 182K)
- Complaint/Comment Form Relating to the LATC (PDF, 66K)
- Customer Satisfaction Survey
- Department of Consumer Affairs
- Enforcement Actions
- Frequently Asked Questions (FAQ)
- License Verification
- Meetings
- Permitted Practices in California (PDF, 45K)
- Recommended Links
- Selecting a Landscape Architect for Private Development Projects (PDF, 915K)
- Selecting a Landscape Architect for Public Sector Projects (PDF, 909K)
- Selecting a Landscape Architect for Residential Projects (PDF, 941K)
- Subscriber List

Government and Executive Staff: The sidebar on the right is identical to the previous screenshot, listing Edmund G. Brown, Jr., Alexis Podesta, and Dean R. Grafilo.

Latest From Twitter: The section shows a tweet from Christine Anderson (@winslow_homer).

The Windows taskbar at the bottom shows the time as 3:34 PM on 4/20/2018.

Quick Hits – Military Section:

The screenshot shows a web browser window with the URL <http://dev-latc-new.dca.ca.gov/>. The page title is "Quick Hits". The navigation menu includes "News", "Consumers", "Military" (selected), "Candidates", "Licensees", and "Laws". The "Military" section lists the following links:

- > [County Veterans Service Offices \(CVSO\)](#)
- > [Customer Satisfaction Survey](#)
- > [Evaluating Military Education](#)
- > [Expedited Licensure for Candidates with an Honorable Discharge](#)
- > [Expedited Licensure for a Military Spouse / Domestic Partner](#)
- > [Resources](#)
- > [US Department of Veteran Affairs \(USDVA\) Career Centers](#)
- > [Waiver for Active Duty Military Licensees](#)

On the right side, there is a "SUBSCRIBE FOR EMAIL ALERTS" button. Below it is a section titled "Governor and Executive Staff" featuring:

- Governor:** Edmund G. Brown, Jr. (State of California)
- Secretary:** Alexis Podesta (Business, Consumer Services, and Housing Agency)
- Director:** Dean R. Grafilo (Department of Consumer Affairs)

Below the staff section is a "Latest From Twitter" section featuring a tweet from Christine Anderson (@winslow_homer).

The bottom of the browser window shows the taskbar with icons for Windows, Outlook, Internet Explorer, Chrome, and File Explorer. The system clock indicates 3:34 PM on 4/20/2018.

Quick Hits – Candidates Section:

The screenshot shows the same web browser window, but with the "Candidates" section selected in the navigation menu. The "Quick Hits" section lists the following links:

- > [Address and Name Changes](#)
- > [CLARB LARE Exam Results and Pass Rates](#)
- > [Customer Satisfaction Survey](#)
- > [Expedited Licensure for a Military Spouse / Domestic Partner](#)
- > [Failure to Pay Taxes: Potential License Denial or Suspension](#)
- > [Forms](#)
- > [Frequently Asked Questions \(FAQ\)](#)
- > [Landscape Architect Registration Examination \(LARE\)](#)
- > [Landscape Architects Practice Act \(Act\)](#)
- > [Recommended Links](#)
- > [Subscriber List](#)

The right side of the page remains the same, featuring the "SUBSCRIBE FOR EMAIL ALERTS" button, the "Governor and Executive Staff" section, and the "Latest From Twitter" section.

The bottom of the browser window shows the taskbar with icons for Windows, Outlook, Internet Explorer, Chrome, and File Explorer. The system clock indicates 3:35 PM on 4/20/2018.

Quick Hits – Licensees Section:

The screenshot shows a web browser window with the URL <http://dev-latc-new.dca.ca.gov/>. The page is titled "Quick Hits" and features a navigation menu with tabs: News, Consumers, Military, Candidates, Licensees (selected), and Laws. The Licensees section contains a list of links: Address and Name Changes, Customer Satisfaction Survey, Expedited Licensure for a Military Spouse / Domestic Partner, Failure to Pay Taxes: Potential License Denial or Suspension, Forms, Frequently Asked Questions (FAQ), Landscape Architects Practice Act (Act), Recommended Links, Renewal Waiver for Active Duty Military Licensees, Renewing a License, and Subscriber List. On the right side, there is a "SUBSCRIBE FOR EMAIL ALERTS" button, a "Governor and Executive Staff" section listing Edmund G. Brown, Jr. (Governor), Alexis Podesta (Secretary), and Dean R. Grafilo (Director), and a "Latest From Twitter" section featuring Christine Anderson (@winslow_homer). The Windows taskbar at the bottom shows icons for Internet Explorer, Outlook, and other applications, with the system clock displaying 3:35 PM on 4/20/2018.

Quick Hits

News Consumers Military Candidates Licensees Laws

- > Address and Name Changes
- > Customer Satisfaction Survey
- > Expedited Licensure for a Military Spouse / Domestic Partner
- > Failure to Pay Taxes: Potential License Denial or Suspension
- > Forms
- > Frequently Asked Questions (FAQ)
- > Landscape Architects Practice Act (Act)
- > Recommended Links
- > Renewal Waiver for Active Duty Military Licensees
- > Renewing a License
- > Subscriber List

Connect With Us

Twitter Facebook Email

150% 3:35 PM 4/20/2018

Quick Hits – Laws Section:

The screenshot shows the same web browser window, but with the "Laws" tab selected in the navigation menu. The Laws section contains a list of links: Failure to Pay Taxes: Potential License Denial or Suspension, Landscape Architects Practice Act (Act), Laws, and Pending Decisions and Opportunities for Public Participation. The right side of the page remains the same, featuring the "SUBSCRIBE FOR EMAIL ALERTS" button, the "Governor and Executive Staff" section, and the "Latest From Twitter" section. The Windows taskbar at the bottom shows the system clock displaying 3:36 PM on 4/20/2018.

Quick Hits

News Consumers Military Candidates Licensees Laws










- > Failure to Pay Taxes: Potential License Denial or Suspension
- > Landscape Architects Practice Act (Act)
- > Laws
- > Pending Decisions and Opportunities for Public Participation




Connect With Us









Twitter Facebook Email

150% 3:36 PM 4/20/2018

Consumers Tab – Drop-down menu with link descriptions:







Consumers

Candidates

Licensees

News


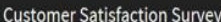

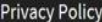




General Information

About Us










Contact Us




Search









Complaint Process for filing a complaint against an individual who illegally uses the title of landscape architect, fails to provide contracted services, etc.	Forms Forms for consumers including: consumer complaint form and complaint/comment form.	License Verification Record statuses include: canceled, current, deceased, expired, family support, incomplete renewal, renewal pending, retired, revoked, and voluntary surrender.	Small Claims Guide Guide through the small claims process.
Enforcement Actions Enforcement actions taken against individuals.	Frequently Asked Questions (FAQ) Frequently asked questions by consumers.	Publications Publications for consumers regarding hiring a landscape architect, design limitations, unlicensed practice penalty.	



Consumers Section with Links:







Consumers

Candidates

Licensees


News

General Information

About Us

Contact Us

Search



Consumers

Consumers

▶ Complaint Process


▶ Enforcement Actions

▶ Filing a Complaint


▶ Forms


▶ Frequently Asked Questions (FAQ)


▶ License Verification


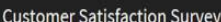

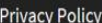
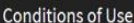



▶ *Permitted Practices in California* (PDF, 45K) 

▶ Small Claims Guide

▶ *Selecting a Landscape Architect for Private Development Projects* (PDF, 915K) 


▶ *Selecting a Landscape Architect for Public Sector Projects* (PDF, 909K) 


▶ *Selecting a Landscape Architect for Residential Projects* (PDF, 941K) 




Candidates Tab – Drop-down menu with link descriptions:


CA.GOV











✓ License Verification


 Act


 Google™ Translation


 Settings





 CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION


 Consumers


 Candidates


 Licensees

 News

 General Information










 About Us












 Contact Us



 Search

Becoming a Landscape Architect California's requirements for becoming a landscape architect.	Colleges and Universities List of California colleges and universities offering landscape architecture related programs.	Experience Information about applying work experience to obtain credit for testing eligibility.	Military Information and resources for candidates with military experience.
Landscape Architect Registration Examination (LARE) Information on the Council of Landscape Architectural Registration Boards (CLARB's) licensing examination.	Education Information including: overview of examination eligibility requirements, foreign education, and approved education evaluation services.	Forms Forms for candidates.	Reciprocity Candidates who are licensed in another jurisdiction pursuing a license in California.
California Supplemental Examination (CSE) Information regarding the California-specific examination.			

Candidates Section with Links:







Candidates

[Basic Information](#)[California Supplemental Examination \(CSE\)](#)[Landscape Architect Registration Examination \(LARE\)](#)[Reciprocity](#)

Basic Information

[Address and Name Changes](#)[Becoming a Landscape Architect](#)[Colleges and Universities](#)[Deceased Candidates](#)[Education](#)[Experience](#)[Forms](#)[Frequently Asked Questions \(FAQ\)](#)[Landscape Architects Practice Act \(Act\)](#)[Military](#)[SSN/TIN Requirement](#)

Landscape Architect Registration Examination (LARE)




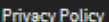
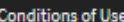



[Overview](#)[Eligibility](#)[Sections](#)[Dates](#)[Preparing for the Examination](#)[Reasonable Accommodations](#)

California Supplemental Examination (CSE)



















[Overview](#)[Eligibility](#)[Scheduling Procedures](#)[Preparing for the Examination](#)[CSE Candidate Guide \(PDF, 191K\) !\[\]\(e25bbb81404cb50afe33c887e1f27bdf_img.jpg\)](#)[CSE Test Plan](#)[Examination Security and Confidentiality](#)[Reference Material](#)[Taking the Examination](#)[Reasonable Accommodations](#)[Results](#)[Appeals or Reviews](#)[FAQ](#)

Reciprocity Requirements































[Reciprocity in California from Another US Jurisdiction](#)[Expedited Licensure for a Spouse or Domestic Partner of Active Duty Military Personnel](#)[Licensure Process](#)[FAQ](#)



Licensees Tab – Drop-down menu with link descriptions:

        			
        			
Consumers Candidates Licensees News General Information About Us Contact Us Search			
Landscape Architects Practice Act (Act) Statute and regulation requirements of all California landscape architects.	Expired License Expired license information.	Reciprocity Candidates who are licensed in another jurisdiction pursuing a license in California.	Renewing a License Renewal information for licensees.
Business Information about forming a business/firm in California.	Forms Forms for licensees.		

Licensees Section with Links:

        			
        			
Consumers Candidates Licensees News General Information About Us Contact Us Search			
 Licensees			
<h1>Licensees</h1>			
<div><div><div>▶ Advertising Requirement</div><div>▶ Change of Address Form</div><div>▶ Consumer Complaint Form (PDF, 182K) </div><div>▶ Deceased Licensee</div><div>▶ Disciplinary Guidelines (PDF, 295K) </div><div>▶ Expedited Licensure for Military Spouse / Domestic Partner</div><div>▶ Expired License</div><div>▶ Failure to Pay Taxes: Potential License Denial or Suspension</div><div>▶ Forms</div><div>▶ Landscape Architects Practice Act (Act)</div></div><div><div>▶ Model Water Efficient Landscape Ordinance</div><div>▶ Name Change Form</div><div>▶ Permitted Practices in California (PDF, 45K) </div><div>▶ Renewal Requirements Waiver for Active Duty Military Personnel</div><div>▶ Renewing a License</div><div>▶ Reporting of Settlements and Arbitration Awards</div><div>▶ Request for Replacement License Form (PDF, 166K) </div><div>▶ Rules of Professional Conduct</div><div>▶ Stamp Requirements</div><div>▶ Written Contract Requirement</div></div></div>			
<div></div> <div>Back to Top Accessibility Conditions of Use Privacy Policy Disclaimer Customer Satisfaction Survey</div>			

Agenda Item I.2

DISCUSS AND POSSIBLE ACTION ON 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

2. PREPARE FOR SUNSET REVIEW PROCESS TO DEMONSTRATE THE LATC'S EFFECTIVENESS

The Landscape Architects Technical Committee's (LATC) current Strategic Plan contains an objective to, "Prepare for the Sunset Review process to demonstrate LATC's effectiveness".

Each year, the Assembly Business and Professions Committee and the Senate Business, Professions and Economic Development Committee hold joint Sunset Review oversight hearings to review the boards and bureaus under the Department of Consumer Affairs (DCA). The Sunset Review process provides an opportunity for the DCA, the Legislature, the boards, and interested parties and stakeholders to discuss the performance of the boards and make recommendations for improvements.

The LATC must complete this Sunset Review process once every four years, with the LATC's next Sunset Review Report due to the Legislature on November 1, 2018. In order to facilitate this process, staff have begun drafting responses to each question delineated in the Report. In addition, the LATC Chair appointed a Working Group of two Committee members to provide review and feedback on the Report to staff.

A current draft of the LATC's Sunset Review Report is included in this section for the Committee's review and input. The Report has been divided by section for ease of reference. It is notable that some responses to questions and provided data may have limited information and will be updated upon the end of the fiscal year.

A draft of the Report is also anticipated to be presented to the Board's Executive Committee during its meeting on May 16, 2018. Subsequently, the draft Report will be presented to the Board at its meeting on June 13, 2018 and, thereafter, to the LATC at its July 20, 2018 meeting for approval. The final draft of the Board and LATC's Reports will be provided to the Board at its September 12, 2018, meeting. At that time, the Board will be asked to delegate authority to the Board President, Vice President, and Executive Officer to make any necessary changes to the Reports prior to submittal to the Legislature by November 1, 2018.

A Sunset Review hearing, likely to be held in March of 2019, will provide the LATC an opportunity to present its Report and discuss identified issues and recommendations from the Legislature.

The DCA is offering a training tentatively scheduled for May 24, 2018 to discuss the Sunset Review process for each board currently undergoing Sunset Review. During this training, DCA personnel will review areas of the report, the Sunset Review process, and answer questions. Additionally, the DCA will supply boards with this year's iteration of the Template Sunset Report, provided its availability. In the event the updated Template Report has different questions than that of the previous year, the LATC's draft Report content may be subject to change.

Attachments:

1. LATC 2018 Sunset Review Report Section 1 Background
2. LATC 2018 Sunset Review Report Section 2 Performance Measures
3. LATC 2018 Sunset Review Report Section 3 Fiscal
4. LATC 2018 Sunset Review Report Section 4 Licensing
5. LATC 2018 Sunset Review Report Section 5 Enforcement
6. LATC 2018 Sunset Review Report Section 6 Public
7. LATC 2018 Sunset Review Report Section 7 Online Practice
8. LATC 2018 Sunset Review Report Section 8 Workforce
9. LATC 2018 Sunset Review Report Section 9 Current Issues
10. LATC 2018 Sunset Review Report Section 10 Response to Prior Sunset Issues
11. LATC 2018 Sunset Review Report Section 11 New Issues
12. LATC 2018 Sunset Review Report Section 12 Attachments

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 1

Background and Description of the LATC and Regulated Profession

Provide a short explanation of the history and function of the board. Describe the occupations/profession that are licensed and/or regulated by the board (Practice Acts vs. Title Acts).

- The Board of Landscape Architects (BLA) was created by the California Legislature in 1953.
- The Landscape Architects Technical Committee (LATC) was established under the California Architects Board in 1997 to replace BLA.
- The 5-member Committee consists of 3 gubernatorial appointees, 1 Senate Rules Committee appointee, and 1 Assembly Speaker appointee.
- Fifty U.S. states, three Canadian Provinces, and Puerto Rico regulate the practice of landscape architecture.
- Of the 54 jurisdictions, 47 have practice acts and 7 have title acts only. California has both a practice and title act.
- There are more than 16,400 licensed landscape architects in the United States.
- More than 21 percent of the nation's landscape architects are licensed in California.
- The LATC is a strong proponent of strategic planning and collaborates with professional, consumer, and government agencies to develop effective and efficient solutions to challenges.
- The LATC is proactive and preventative by providing information and education to consumers, candidates, clients, licensees, rather than expend more resources later.
- The LATC is committed to a strong enforcement program as a part of its mission to protect consumers and enforce the laws, codes, and standards governing the practice of landscape architecture.

Landscape architects offer an essential array of talent and expertise to develop and implement solutions for the built and natural environment. Based on environmental, physical, social, and economic considerations, landscape architects produce overall guidelines, reports, master plans, conceptual plans, construction contract documents, and construction oversight for landscape projects that create a balance between the needs and wants of people and the limitations of the environment. The decisions and performance of landscape architects affect the health, safety, and welfare of the client, as well as the public and environment. Therefore, it is essential that landscape architects meet minimum standards of competency.

California began regulating the practice of landscape architecture in 1953 with the formation of the BLA. In 1994, the statute authorizing the existence of the BLA expired. The Department of Consumer Affairs (DCA) recommended the Board as the appropriate oversight agency due to the similarities between the two professions and the Boards' regulatory programs. DCA began discussions with the Board and other interested parties on possible organizational structures for regulating landscape architecture in California. In April 1997, the groups reached consensus and the Board unanimously supported legislation to establish the LATC under its *Landscape Architects Technical Committee*

2018 Sunset Review Report

jurisdiction. Legislation establishing the LATC was passed by the Legislature and signed into law effective January 1, 1998.

The LATC is responsible for the examination, licensure, and enforcement programs concerning landscape architects. The LATC currently licenses more than 3,600 of the over 16,400 licensed landscape architects in the United States. California has both a practice act, which precludes unlicensed individuals from practicing landscape architecture, and a title act, which restricts the use of the title “landscape architect” to those who have been licensed by the LATC.

Mission

The LATC regulates the practice of landscape architecture through the enforcement of the Landscape Architects Practice Act to protect consumers, and the public health, safety, and welfare while safeguarding the environment.

In fulfilling its mission, the LATC has found that acting preventively and proactively is the best use of its resources. Because of the nature of the design profession, there are numerous opportunities to prevent minor problems from becoming disasters. As such, the LATC works to aggressively address issues well before they exacerbate into catastrophes. The LATC works closely with professional groups to ensure that landscape architects understand changes in laws, codes, and standards. The LATC also invests in communicating with schools, and related professions and organizations. To ensure the effectiveness of these endeavors, the LATC works to upgrade and enhance its communications by seeking feedback and analyzing the results of its communications efforts. All of these initiatives underscore the LATC’s firm belief that it must be both strategic and aggressive in employing the preventive measures necessary to effectively protect the public health, safety, and welfare.

1. Describe the make-up and functions of each of the LATC’s committees (cf., Section 12, Attachment B).

To assist in the performance of its duties, the LATC establishes subcommittees and task forces, as needed, which are assigned specific issues to address.

The **Education/Experience Subcommittee** (Subcommittee) was charged with reviewing informational tools and data relevant to California’s current landscape architecture licensure requirements and various licensure pathways in other states. Thereafter, the Subcommittee was charged with issuing a recommendation to the LATC for expanded pathways to licensure and amendment of California Code of Regulations (CCR) section 2620 to define and prescribe allowable credit for the following new pathways: 1) acceptance of degrees related to landscape architecture, 2) acceptance of non-related degrees, and 3) an experience-only pathway to licensure. On November 2, 2017, the LATC reviewed the Subcommittee’s recommendations and accepted them with the exception of the Subcommittee’s proposal to allocate credit toward designated non-accredited related degrees and any associates degree. On December 7, 2017, the California Architects Board approved the proposed amendments to CCR section 2620. As of the date of this report, staff has submitted a rulemaking file to the Office of Administrative Law (OAL) initiating a regulatory change to amend CCR section 2620.

An organizational chart of the LATC's committee structure is provided below:



Table 1a. Attendance**Andrew Bowden**

Date Appointed: 1/17/2008 [Term Expired 6/10/2010]
 Date Re-appointed: 5/24/2012 [Term Expired 6/1/2015]
 Date Re-appointed: 6/1/2015 [Term Expires: 6/1/2019]

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes
LATC Meeting	2/10/2015	Pomona	Yes
LATC Meeting (Teleconference)	5/13/2015	Sacramento & Various Locations	Yes
LATC Meeting	8/6/2015	Sacramento	Yes
LATC Meeting	11/17/2015	Davis	Yes
LATC Meeting	2/10/2016	San Diego	Yes
LATC Meeting	5/24/2016	Sacramento	Yes
LATC Meeting	11/4/2016	Sacramento	Yes
LATC Meeting	1/17-18/2017	Sacramento	Yes
LATC Meeting	4/18/2017	Pomona	Yes
LATC Meeting	7/13/2017	Sacramento	Yes
LATC Meeting	11/2/2017	Los Angeles	Yes
LATC Meeting	5/4/2018	Sacramento	
LATC Meeting	7/20/2018		

Nicki Johnson

Date Appointed: 5/24/2012 [Term Expired 6/1/2014]

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes
LATC Meeting	2/10/2015	Pomona	Yes
LATC Meeting (Teleconference)	5/13/2015	Sacramento & Various Locations	Yes

Stephanie Landregan

Date Appointed: 5/11/2006 [Term Expired 6/1/2010]
 Date Re-appointed: 12/10/2010 [Term Expired 6/1/2014]

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes
LATC Meeting	2/10/2015	Pomona	Yes

Susan Landry			
Date Appointed: 4/19/2018 [Term Expired 6/1/2018]			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	5/4/2018	Sacramento	
LATC Meeting	7/20/2018		

Katherine Spitz			
Date Appointed: 5/24/2012 [Term Expired: 6/1/2016]			
Resigned: 5/14/2015			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes
LATC Meeting	2/10/2015	Pomona	No
LATC Meeting (Teleconference)	5/13/2015	Sacramento & Various Locations	No

David Allan Taylor, Jr.			
Date Appointed: 6/25/2008 [Term Expired 6/1/2010]			
Date Re-appointed: 6/1/2010 [Term Expired 6/1/2014]			
Date Re-appointed: 6/4/2014 [Term Expired 6/1/2018]			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes
LATC Meeting	2/10-11/2015	Pomona	Yes
LATC Meeting (Teleconference)	5/13/2015	Sacramento & Various Locations	Yes
LATC Meeting	8/6/2015	Sacramento	Yes
LATC Meeting	11/17/2015	Davis	Yes
LATC Meeting	2/10/2016	San Diego	Yes
LATC Meeting	5/24/2016	Sacramento	No
LATC Meeting	11/4/2016	Sacramento	Yes
LATC Meeting	1/17-18/2017	Sacramento	No
LATC Meeting	4/18/2017	Pomona	Yes
LATC Meeting	7/13/2017	Sacramento	Yes
LATC Meeting	11/2/2017	Los Angeles	Yes
LATC Meeting	5/4/2018	Sacramento	
LATC Meeting	7/20/2018		

Patricia Trauth			
Date Appointed: 6/1/2015 [Term Expired 6/1/2018]			

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	8/6/2015	Sacramento	Yes
LATC Meeting	11/17/2015	Davis	Yes
LATC Meeting	2/10/2016	San Diego	Yes
LATC Meeting	5/24/2016	Sacramento	Yes
LATC Meeting	11/4/2016	Sacramento	Yes
LATC Meeting	1/17-18/2017	Sacramento	Yes
LATC Meeting	4/18/2017	Pomona	Yes
LATC Meeting	7/13/2017	Sacramento	Yes
LATC Meeting	11/2/2017	Los Angeles	Yes
LATC Meeting	5/4/2018	Sacramento	
LATC Meeting	7/20/2018		

Marq Truscott			
Date Appointed: 9/1/2015 [Term Expired 6/1/2016]			
Date Re-appointed: 6/9/2016 [Term Expires 6/1/2020]			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	11/17/2015	Davis	Yes
LATC Meeting	2/10/2016	San Diego	Yes
LATC Meeting	5/24/2016	Sacramento	Yes
LATC Meeting	11/4/2016	Sacramento	Yes
LATC Meeting	1/17-18/2017	Sacramento	Yes
LATC Meeting	4/18/2017	Pomona	Yes
LATC Meeting	7/13/2017	Sacramento	Yes
LATC Meeting	11/2/2017	Los Angeles	Yes
LATC Meeting	5/4/2018	Sacramento	
LATC Meeting	7/20/2018		

Table 1b. Board/Committee Member Roster					
Member Name* (Include Vacancies)	Date First Appointed	Date Re- appointed	Date Term Expires	Appointing Authority	Type (public or professional)
PATRICIA TRAUTH, Chair	6/1/2015	N/A	6/1/2018	Governor	Landscape Architect
MARQ TRUSCOTT, Vice Chair	9/1/2015	6/9/2016	6/1/2016 6/1/2020	Governor	Landscape Architect
ANDREW BOWDEN	1/17/2008	5/24/2012 6/1/2015	6/10/2010 6/1/2015 6/1/2019	Governor	Landscape Architect
NICKI JOHNSON	5/24/2012	N/A	6/1/2014	Governor	Landscape Architect

DAVID ALLAN TAYLOR, JR..	6/25/2008	6/1/2010 6/4/2014	6/1/2010 6/1/2014 6/1/2018	Senate Rules Committee	Landscape Architect
SUSAN LANDRY	4/19/2018	N/A	6/1/2018	Speaker of the Assembly	Landscape Architect

*Includes current and prior members (who served during this reporting period) of the LATC.

2. In the past four years, was the LATC unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?

No, in the past four years, the LATC has held all meetings without any quorum issues.

3. Describe any major changes to the LATC since the last Sunset Review, including, but not limited to:

- **Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)**

California Supplemental Examination (CSE)

The CSE tests for areas of practice unique to California. In January 2013, the LATC contracted with DCA's Office of Professional Examination Services (OPES) to conduct an occupational analysis (OA) of the landscape architect profession. The purpose of the OA was to define practice for landscape architects in terms of actual job tasks that new licensees must be able to perform safely and competently.

In May 2013, OPES initiated the OA process and finalized the OA report in June 2014. As part and parcel of the OA process, OPES conducted a Landscape Architect Registration Examination (LARE) review and linkage study in November 2014 that compared the content of the 2014 CSE Test Plan with the subject matter covered in the various sections of the LARE. The findings of the linkage study were then used to define the content of the CSE and form the basis for determining "minimum acceptable competence" as it relates to safe practice at the time of initial licensure.

The LATC has since contracted with OPES to prepare a new CSE form every year; using the examination plan contained in the 2014 OA as the basis. As a result, LATC developed and administered new CSE forms in 2015, 2016, 2017, and 2018.

Proposal to Expand Initial Pathways to Licensure

The LATC appointed the Education/Experience Subcommittee (Subcommittee) to issue a recommendation to the LATC that expands pathways to licensure and enables amendments of California Code of Regulations (CCR) section 2620 to define and prescribes allowable credit for the following new pathways: 1) acceptance of degrees related to landscape architecture, 2) acceptance of non-related degrees, and 3) an experience-only pathway to licensure. On November 2, 2017, the LATC reviewed the Subcommittee's recommendations and accepted them a minor change with the exception of the Subcommittee's proposal to allocate credit toward designated non-accredited related degrees and any associates degree. On December 7, 2017, the California Architects Board approved the proposed amendments to CCR section 2620. The regulatory proposal is pending Office of Administrative Law (OAL) approval.

Strategic Planning

The LATC utilizes DCA SOLID Planning Solutions staff to facilitate the development of its biennial annual Strategic Plans. As preparation for each new Strategic Plan, SOLID conducts an environmental scan for the LATC, which is used as a reference tool for the establishment of new Strategic Plan objectives. Presently, the LATC is in the midst of its 2017-2018 Strategic Plan. Beginning Fall 2018, LATC will engage with SOLID to commence the development of its 2019-2020 Strategic Plan.

Leadership and Personnel

The LATC experienced a leadership change when former Program Manager, Trish Rodriguez, left the LATC in November 2016. In March 2017, Brianna Miller was hired as Program Manager. LATC has also experienced transitional changes as staff promoted to outside agencies. Presently, the LATC is fully staffed.

- **All legislation sponsored by the LATC and affecting the LATC since the last sunset review.**

Senate Bill (SB) 800 (Chapter 573, Statutes of 2017) authorizes a license to be renewed within five years of its expiration and prohibits a license that is expired for more than five years from being renewed, restored, reissued, or reinstated. Rather, the holder of the expired license would apply for a new license.

Assembly Bill (AB) 177 (Chapter 428, Statutes of 2015) extends the effective date of the Landscape Architects Technical Committee from January 1, 2016 to January 1, 2020.

- **All regulation changes approved by the LATC since the last sunset review. Include the status of each regulatory change approved by the LATC.**

A number of relevant regulatory changes have been enacted or proposed since the last Sunset Review. These changes are listed below.

Education and Training Credits (CCR section 2620) - Effective January 2017, CCR section 2620 was amended to add new subsection 2620(a)(13) to allow candidates to gain up to one year of training/practice credit for teaching in an approved or non-approved landscape architecture degree program or an associate landscape architecture degree program, under the supervision of a licensed landscape architect.

Fees (CCR section 2649) – Effective July 2017, CCR section 2649 was amended to extend the temporary renewal fee reduction to continue at \$220 between July 1, 2017 and June 30, 2019.

Reciprocity (CCR section 2615) – In September 2016, the LATC initiated a regulatory proposal that would amend CCR section 2615(c)(1) by adding a provision requiring candidates applying for California licensure based on licensure in another jurisdiction to submit verifiable documentation to the LATC that they possess both education and experience equivalent to that required of California applicants or, if they do not meet the education requirement, that they hold a current license in good

standing in another jurisdiction where they have been actively engaged in the profession for at least 10 of the last 15 years. In response to this regulatory proposal, staff received 296 public comments, many of which were not supportive of the proposal. Thereafter, the LATC determined that reciprocity requirements should mirror the initial licensure requirements. As the regulatory package was not consistent with initial licensure requirements, at the advice provided by DCA legal counsel, the LATC elected to not pursue this regulatory change to CCR section 2615.

Application for Examination (CCR section 2610) – Effective April 2015, CCR section 2610 was amended to increase the amount of time that candidates have to apply for the LARE, and change the registration deadline to be consistent with LATC’s current application processing timeframe. This proposal also has the potential to expedite the pathway to licensure for prospective licensees.

Reciprocity, Education, and Training Credits (CCR sections 2615 and 2620) - The LATC is pursuing a regulatory change to amend CCR sections 2615 and 2620 to mirror its expanded licensure pathways and reciprocity requirements with those already used by the Board. Specifically, proposed amendments to section 2620(a) will expand pathways for licensure to provide credit for a candidate with an accredited civil engineering degree, any bachelor’s degree, experience supervised by a licensed landscape contractor, as well as an experience-only pathway. As of the date of this report, staff has submitted a rulemaking file to the Office of Administrative Law initiating a regulatory change.

Expired License (CCR sections 2624 and 2624.1) – The LATC is pursuing a regulatory change to repeal CCR sections 2624 and 2624.1 as they no longer are supported by statute due to amendments made to Business and Professions Code sections 5680.1 (Expired License – Renewal) and 5680.2 (License Renewal – Three Years After Expiration) effective January 1, 2018. These amendments allow an expired license holder to renew his/her license within five years of its expiration; and, an expired license holder, whose license is not renewed within five years after its expiration, to pay the fees required of new applicants and pass the CSE. As of the date of this report, staff has submitted a rulemaking file to the Office of Administrative Law initiating a regulatory change.

4. Describe any major studies conducted by the LATC (cf. Section 12, Attachment C).

In 2017, the LATC began reviewing existing education and training requirements for licensure to ensure that there are no barriers to the landscape architect profession for qualified individuals. Staff collected initial research via two public forums, held on March 17, 2017 and April 18, 2017 in northern and southern California, to obtain stakeholder feedback about the expansion of existing licensure requirements. This feedback contributed to the LATC’s pursuit of regulatory changes to create more opportunities for licensure.

In October 2017, the LATC held an Education/Experience Subcommittee (Subcommittee) meeting to evaluate and issue a recommendation to the LATC regarding increased pathways to licensure. To prepare for this meeting, staff conducted extensive research in order to provide the Subcommittee with data to guide their recommendation. This data included examination content areas for the CSE and the LARE, as well as the accreditation requirements for degrees in landscape architecture, architecture, and civil engineering. In addition, staff collected data on other states’ licensing requirements. This included a reporting on which states allow for degrees in fields related to landscape architecture, baccalaureate degree requirements, associate degree requirements, and experience-only.

On November 2, 2017, the LATC considered the Subcommittee's recommendations and proposed amendments to CCR section 2620. The LATC made a recommendation for the Board's approval to expand the pathways to licensure that include related degrees (accredited architecture and civil engineering degrees), non-related baccalaureate degrees, an experience-only pathway, and experience supervised by a landscape contractor. As of the date of this report, staff has submitted a rulemaking file to OAL initiating a regulatory change to update CCR 2620, accordingly. The regulatory proposal is pending Office of Administrative Law (OAL) approval.

5. List the status of all national associations to which the LATC belongs.

- Does the LATC's membership include voting privileges?

The LATC is a member of CLARB and exercises its voting rights pursuant to CLARB's bylaws when approved to attend official meetings.

- List committees, workshops, working groups, task forces, etc., on which the LATC participates.
None.

- How many meetings did LATC representative(s) attend? When and where?

The LATC was approved to participate in the CLARB Annual Meetings as follows:

CLARB Annual Meeting

September 17-19, 2015 (New Orleans, LA)

September 22-24, 2016 (Philadelphia, PA)

September 14-16, 2017 (Boise, ID)

September 27-29, 2018 (Toronto, ON)

- If the LATC is using a national exam, how is the LATC involved in its development, scoring, analysis, and administration?

The national exam, the LARE, is computer-based. As such, there is no opportunity for involvement on scoring and analysis. CLARB contacts licensees directly to select technical experts for a four-year term on their Exam Writing Committee. Currently, there are three California participants on CLARB's Exam Writing Committee.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM As of November 1, 2018

Section 2

Performance Measures and Customer Satisfaction Surveys

- 6. Provide each quarterly and annual performance measure report for the LATC as published on the DCA website.**

The LATC's quarterly and annual performance measure reports for the last four years are attached. (cf., Section 12, Attachment E).

- 7. Provide results for each question in the LATC's customer satisfaction survey broken down by fiscal year (FY). Discuss the results of the customer satisfaction surveys.**

The LATC performs customer satisfaction surveys of consumers including those who have filed complaints against landscape architects/unlicensed individuals and of individuals seeking or renewing a license to practice landscape architecture in California. For this reporting period, the LATC received a relatively low response rate. However, a majority (69%) of the responses to the survey demonstrate that individuals are satisfied or very satisfied with the services provided by the LATC (non-applicable responses excluded).

	FY 2017–2018	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?						
2.	When you visited our website, how would you rate the ease of locating information?						
3.	When you visited our website, how would you rate the usefulness of the provided information?						
4.	If you submitted an application, how would you rate the timeliness of processing your application?						
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?						
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?						
7.	Were you satisfied with the overall service provided by the LATC?						
	Total:						

	FY 2016–2017	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	3	2	0	0	1	1
2	When you visited our website, how would you rate the ease of locating information?	0	2	2	3	0	0
3	When you visited our website, how would you rate the usefulness of the provided information?	0	2	2	2	0	1
4	If you submitted an application, how would you rate the timeliness of processing your application?	0	0	0	0	0	7
5	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	0	0	0	0	0	7
6	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	0	0	0	0	7
7	Were you satisfied with the overall service provided by the LATC?	2	1	1	2	0	1
	Total:	5	7	5	7	1	24

	FY 2015–2016	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	6	2	1	1	2	2
2.	When you visited our website, how would you rate the ease of locating information?	5	4	4	1	0	0
3.	When you visited our website, how would you rate the usefulness of the provided information?	4	5	1	2	1	0
4.	If you submitted an application, how would you rate the timeliness of processing your application?	3	0	2	2	1	6
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	2	0	1	1	2	8
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	1	0	1	0	2	10
7.	Were you satisfied with the overall service provided by the LATC?	4	3	2	1	3	1
	Total:	25	14	12	8	11	27

	FY 2014–2015	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	5	1	2	0	4	2
2.	When you visited our website, how would you rate the ease of locating information?	1	4	3	3	1	1
3.	When you visited our website, how would you rate the usefulness of the provided information?	2	3	4	3	1	1
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1	0	3	0	2	7
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	0	0	1	0	3	8
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	0	1	0	3	8
7.	Were you satisfied with the overall service provided by the LATC?	3	4	2	0	4	1
	Total:	12	12	16	6	18	28

DRAFT

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 3 Fiscal and Staff

Fiscal Issues

- 8. Is the board's fund continuously appropriated? If Yes, please cite the statute outlining this continuous appropriation.**

No.

- 9. Describe the LATC's current reserve level, spending, and if a statutory reserve level exists.**

Per Business and Professions Code section 128.5(b), the LATC's statutory fund limit is no more than 24 months in reserve. The current reserve level for fiscal year (FY) 2017/18 is \$1,557,000 (17.1 months in reserve). The current spending level is \$1,062,000. The LATC's fund condition is shown below in Table 2, identifying fund balance and expenditure levels. In addition, due to Landscape Architect Registration Examination and California Supplemental Examination savings, the LATC's request for spending authority reduction in the form of a negative Budget Change Proposal (BCP) was approved in the amount of \$200,000 for FY 2015/16 and ongoing.

- 10. Describe if/when a deficit is projected to occur and if/when fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the LATC.**

In 2015, the LATC implemented a temporary license renewal fee-reduction for FY 2015/16 through 2016/17 to maintain an appropriate fund balance. The LATC promulgated an additional regulatory amendment to continue the fee reduction for FYs 2017/18 through 2018/19. LATC is committed to continue monitoring its fund condition to determine if the fee reduction should continue or whether a permanent fee reduction should be implemented.

Table 2. Fund Condition

(Dollars in Thousands)	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18***	FY 2018/19***	FY 2019/20***
Beginning Balance*	\$2,524	\$2,521	\$2,299	\$2,102	\$1,557	\$976
Revenues and Transfers	\$787	\$540	\$519	\$517	\$512	\$814
Total Revenue	\$3,311	\$3,061	\$2,818	\$2,619	\$2,069	\$1,790
Budget Authority	\$1,190	\$1,019	\$972	\$1,009	\$1,034	\$1,055

Expenditures**	\$773	\$751	\$716	\$1,009	\$1,034	\$1,055
Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Accrued Interest, Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Loans Repaid From General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$2,538	\$2,310	\$2,102	\$1,557	\$976	\$683
Months in Reserve	40.6	38.7	23.8	17.1	10.6	7.3
* Includes beginning balance adjustments ** Includes direct draws from SCO and Fi\$cal *** Projected to spend full budget						

11. Describe the history of general fund loans. When were the loans made? When have payments been made to the LATC? Has interest been paid? What is the remaining balance?

The LATC has not issued any general fund loans in the preceding four FYs. In FY 2003/04, the LATC loaned the general fund \$1.2 million that was repaid with interest in FY 2005/06.

12. Describe the amounts and percentages of expenditures by program component. Use Table 3. Expenditures by Program Component to provide a breakdown of the expenditures by the LATC in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

During the last four years, the LATC has spent approximately XX% of its budget on the enforcement program, XX% on the examination program, XX% on the licensing program, XX% on administration, and XX% on DCA pro rata.

Table 3. Expenditures by Program Component (list dollars in thousands)								
	FY 2014/15		FY 2015/16		FY 2016/17		FY 2017/18*	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement								
Examination								
Licensing								
Administration**								
DCA Pro Rata								
Total Expenditures								
* Governor's Budget FY 2017/18								
** Administration includes costs for executive staff, board, administrative support, and fiscal services								
*** DCA Pro Rata included in OE&E for FY 2014/15 and FY 2015/16								

13. Describe the amount the board has contributed to the BreZE program. What are the anticipated BreZE costs the board has received from DCA?

Since the inception of the BreEZe project, the LATC has contributed a total of \$44,221. The LATC's estimated contribution in FY 2017-18 is \$11,000.

14. Describe license renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citation) for each fee charged by the LATC.

The LATC is a special fund agency that generates revenue from its fees. The LATC's main source of revenue is from applicants and licensees through the collection of examination, licensing, and renewal fees. These fees support the license, examination, enforcement, and administration programs, which include processing and issuing licenses, conducting an OA and ongoing examination development, maintaining records, producing and distributing publications, mediating consumer complaints, enforcing statutes, disciplinary actions, personnel, and general operating expenses.

Fees for an original license and biennial renewal increased on July 1, 2009, pursuant to CCR section 2649. As a result:

- 1) Original license fees increased from \$300 to \$400 (license is prorated based on birth month and year);
- 2) Renewal fees increased from \$300 to \$400 (prior to that, the fee had not been increased since 1991, when it was raised from \$200 to \$300); and
- 3) Delinquency fee increased from \$150 to \$200.

In 2015, the LATC implemented a temporary license renewal fee-reduction for FY 2015/16 through 2016/17 to maintain an appropriate fund balance. The LATC promulgated an additional regulatory amendment to continue the fee reduction for FYs 2017/18 through 2018/19. LATC is committed to continue monitoring its fund condition to determine if the fee reduction should continue or whether a permanent fee reduction should be implemented.

CCR section 2649 currently authorizes the following fees:

- a) Eligibility application fee is \$35;
- b) Reciprocity application is \$35;
- c) CSE application fee is \$35;
- d) CSE fee is \$275;
- e) Original license fee is \$400 (Prorated);
- f) For licenses expiring on or after July 1, 2009, the fee for biennial renewal is \$400. For licenses expiring on or after July 1, 2015, the fee for biennial renewal is \$220. For licenses expiring on or after July 1, 2019, the fee for biennial renewal is \$400.;
- g) Delinquency fee is \$110; and
- h) Duplicate certificate fee is \$15.

Table 4. Fee Schedule and Revenue							(list dollars in thousands)
Fee	Current Fee Amount	Statutory Limit	FY 2014/15 Revenue	FY 2015/16 Revenue	FY 2016/17 Revenue	FY 2017/18 Revenue	% of Total Revenue

Duplicate License/Cert.	\$15	\$50					
Citation/Fine*	Various	Various					
Citation/Fine FTB Collection	Various	Various					
Citation/Fine*	Various	Various					
Cost Recovery	Various	Various					
Initial License (Prorated)	\$400	\$400					
CA Supplemental Exam	\$275	\$275					
LARE Eligibility	\$35	\$100					
Biennial Renewal	\$400	\$400					
Accrued Renewal	Various	Various	N/A	N/A	N/A		
Delinquent Renewal	\$200	\$200					
Dishonored Check	\$25	\$50					
TOTAL(S)							

*Citation/Fine received and cashiered by LATC.

15. Describe Budget Change Proposals (BCPs) submitted by the LATC in the past four fiscal years.

Table 5. Budget Change Proposals (BCPs)								
BCP ID #	Fiscal Year	Description of Purpose of BCP	Personnel Services				OE&E	
			# Staff Requested (include classification)	# Staff Approved (include classification)	\$ Requested	\$ Approved	\$ Requested	\$ Approved

The LATC has not submitted BCPs in the past four FYs.

Staffing Issues

16. Describe any LATC staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

The LATC works to expeditiously fill vacant positions to help ensure adequate staff resources to meet the LATC's objectives. Currently, the LATC has all positions filled. The LATC's position vacancies have mainly been in the Staff Services Analyst and Office Technician classifications, which are entry level. These vacancies are often attributed to other promotional opportunities, a common civil service occurrence. Since one staff person is allocated to each program area a single vacancy is 20% of the staffing level and can have a significant impact on workload until the position is filled. The LATC has been successful in reclassifying positions when needed to ensure appropriate classifications are available to meet operational

needs and cross trains staff. Hiring temporary help such as Retired Annuitants and limited-term staff has also been effective in minimizing interruption in workload, training and succession planning, when necessary.

The LATC utilizes DCA's Workforce and Succession Plan and has identified mission critical positions that have a significant impact on the LATC and require specialized job skills and/or expertise. The LATC is refining the plan to develop strategies to retain the expertise and staff knowledge so that it is preserved for the future and on a continual basis.

17. Describe the LATC's staff development efforts and how much is spent annually on staff development (cf., Section 12, Attachment D).

The LATC encourages training for all staff and participates heavily in courses offered at no cost through DCA's Strategic Organization, Leadership & Individual Development (SOLID) Training and Planning Solutions. These courses include enforcement-related, customer service, computer software, and other skills-training classes. Staff are also encouraged to pursue SOLID's Analyst Certification Training. This training program is free of charge and includes a series of courses to develop analytical tools, strategies, and techniques. The courses offered and completed develop staff to have the essential tools and training to effectively perform their job. It also enables them to be viable candidates for future promotional opportunities both in-house and externally. In the past FYs, staff have taken more than XX courses at no charge. In addition, SOLID offers an Enforcement Academy which is a series of courses aimed at developing staff's knowledge and skills related to DCA's enforcement programs as well as leadership trainings, such as the Future Leadership Development Program, which the Program Manager participated in.

Specialized training is also encouraged and provided to staff as needed. These include mandatory courses, such as sexual harassment prevention, ethics, information technology, and defensive driving. In the past three FYs, the average cost spent on training is approximately \$595.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 4 Licensing Program

18. What are the LATC's performance targets/expectations for its licensing program? Is the LATC meeting those expectations? If not, what is the LATC doing to improve performance?

The LATC's performance target for processing applications and issuing licenses is 30 days from receipt of the application. Where the application is complete, all requirements met (including the submission of required supporting documentation and there is no criminal history), the LATC has typically been able to meet this goal. Additionally, staff is cross-trained to help mitigate the effects of extended absences and vacancies. Staff and management work together in a continuous effort to improve the quality of service provided by the LATC to its candidates and licensees. To this end, processes are routinely evaluated for efficiency to maximize staff performance and achieve performance expectations. When the LATC migrates to a new licensing and enforcement system, it is anticipated that additional process efficiencies will be realized.

19. Describe any increase or decrease in the LATC's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the LATC to address them? What are the performance barriers and what improvement plans are in place? What has the LATC done and what is the LATC going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

Staff processing of applications typically meets its established performance targets. As noted above, management works with staff to routinely evaluate processes for efficiencies and implement them in a timely manner to maintain performance expectations and provide continuously improving customer service to stakeholders.

When evaluating performance on processing applications, it should be taken into consideration that candidates may submit applications for the Landscape Architect Registration Examination (LARE) at any time and if found eligible, it may take several years for the candidate to pass all sections of the test. Candidates may submit applications for the California Supplemental Examination (CSE) and licensure once determined eligible by the LATC. There are no set deadlines for completing the examinations; however, inactive candidate records may be purged after five years (CCR section 2620 (d)(2)). The Council of Landscape Architectural Registration Boards (CLARB) implemented a Council Record as part of the application process in 2012. The Council Record includes information on the candidate's education and certifications of experience which are maintained annually. The Council Record can be transmitted to the LATC and is typically available within one day of the request.

Another matter for consideration relative to application processing is the documentation that must be submitted in support of an application. Candidates are required to have certified transcripts sent directly from their school verifying their qualifying degree and a Certification of Experience form submitted by the licensee who supervised their experience. The LATC sends Ineligibility Notifications when an application is incomplete, advising candidates of documents that must be submitted for eligibility. It is the candidate's responsibility to ensure that the necessary documents are provided.

There can also be a great variation in the amount of time candidates who have passed the CSE wait to apply for licensure. CSE results are provided to candidates immediately upon completion of the examination at the test center. However, a candidate may choose to wait before applying for licensure. A license is typically issued within 30 days after receipt of the completed application and fee.

20. How many licenses or registrations does the LATC issue each year? How many renewals does the LATC issue each year?

Table 6. Licensee Population

		FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18
Landscape Architect	Active	3,507	3,593	3,607	
	Delinquent	292	253	227	
	Retired	N/A	N/A	N/A	N/A
	Out-of-State	461	470	490	
	Out-of-Country	34	32	30	

Table 7a. Licensing Data by Type

Application Type		Received	Approved	Closed	Issued	Pending Applications			Cycle Times		
						Total (Close of FY)	Outside Board control*	Within Board control*	Complete Apps	Incomplete Apps	Combined, if unable to separate out
FY 2015/16	LARE	225	194	NA	N/A	DNA	DNA	DNA	See note below ²		
	CSE	152	122	NA	N/A	DNA	DNA	DNA	"		
	License	97	96	N/A	96	DNA	DNA	DNA	"		
	Renewal ¹	1,873	1,873	N/A	1,873	DNA	DNA	DNA	"		
FY 2016/17	LARE	231	177	N/A	N/A	DNA	DNA	DNA	"		
	CSE	196	146	N/A	N/A	DNA	DNA	DNA	"		
	License	74	74	N/A	74	DNA	DNA	DNA	"		
	Renewal ¹	1,769	1,769	N/A	1,769	DNA	DNA	DNA	"		
FY 2017/18	LARE			N/A	N/A	DNA	DNA	DNA	"		
	CSE			N/A	N/A	DNA	DNA	DNA	"		
	License			N/A		DNA	DNA	DNA	"		
	Renewal ¹			N/A		DNA	DNA	DNA	"		

* Optional. List if tracked by the board.

DNA = Data Not Available N/A – Not Applicable

¹Data does not include pending incomplete renewal applications, which range from 10 to 25 per FY.

²Applications are typically processed within 30 days from the date of receipt, provided application is complete and required supporting documentation submitted in accordance with the LATC's regulations (i.e., certified transcripts sent by the educational institution).

Table 7b. Total Licensing Data			
	FY 2015/16	FY 2016/17	FY 2017/18
Initial Licensing Data:			
Initial License/Initial Exam Applications Received	375	427	
Initial License/Initial Exam Applications Approved	316	323	
Initial License/Initial Exam Applications Closed	N/A	N/A	N/A
License Issued	96	74	
Initial License/Initial Exam Pending Application Data:			
Pending Applications (total at close of FY)	N/A	N/A	N/A
Pending Applications (outside of board control)*	N/A	N/A	N/A
Pending Applications (within the board control)*	N/A	N/A	N/A
Initial License/Initial Exam Cycle Time Data (WEIGHTED AVERAGE):			
Average Days to Application Approval (All - Complete/Incomplete)	See note 2 above for Table 7a		
Average Days to Application Approval (incomplete applications)*			
Average Days to Application Approval (complete applications)*			
License Renewal Data:			
License Renewed	1,873	1,769	
Note: The values in Table 7b are the aggregates of values contained in Table 7a			
* Optional. List if tracked by the board.			

21. How does the LATC verify information provided by the applicant?

The LATC uses several measures to verify information provided by candidates on an application. For example, transcripts are required to substantiate the qualifying degree or certificate listed on the application for which a candidate wishes to receive credit. The transcripts must be certified and submitted directly from the respective school to the LATC for credit to be granted.

Work experience must be submitted on the LATC approved Certification of Experience form signed by the licensed professional who supervised the candidate's work to receive credit. LATC staff verify with the appropriate jurisdiction or regulatory agency that the licensing information provided on the form is true and correct for the supervising professional.

Individuals who are licensed in another jurisdiction and applying for reciprocity must request that their state board provide a license certification to substantiate licensure, license status (e.g., current, delinquent, suspended, etc.), and information on disciplinary action. Additionally, the board certifying the information must provide the examination history detailing what form of the LARE (or equivalent) was taken and when each section was passed.

Initial and reciprocal licensure candidates may substitute their CLARB Council Record in lieu of the above-mentioned transcripts and work experience documentation. The CLARB Council Record provides information on education, experience and examination. LATC staff use the information included in the Council Record to verify that the candidate meets California's licensure requirements.

a. What process does the LATC use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant?

The LATC's applications include the following questions about the candidate's criminal/disciplinary history:

- Have you ever had a landscape architecture license denied, suspended, or revoked?
- Have you ever been disciplined by another public agency?
- Have you ever been convicted of, or plead guilty or nolo contendere to any criminal or civil offense in the United States, its territories, or a foreign country?
- Is any criminal action pending against you or are you currently awaiting judgement and sentencing following entry of a plea or jury verdict?

The applications of those candidates responding "yes" to any of the questions are referred to the LATC's Enforcement Unit for review and possible disciplinary action. The Enforcement Unit staff obtains a certified copy of the conviction or disciplinary action, a written explanation of the underlying circumstances of the offense or action, and evidence of rehabilitation from the candidate, and determines, based on LATC's regulations and relevant statutes, whether the offense or action is substantially related to the practice of landscape architecture or to the candidate's ability to practice landscape architecture in the interest of the public health, safety, and welfare.

CLARB also maintains a disciplinary database that can be used by member boards to disclose and share information regarding disciplinary actions taken against licensees and unlicensed individuals within their jurisdiction. Prior to the issuance of each license, the Enforcement Unit staff searches the database and verifies if any disciplinary action has been taken against the candidate in another state, but was not disclosed to the Board on the candidate's applications.

b. Does the LATC fingerprint all applicants?

The LATC is a component of the Board and works in tandem to align processes and procedures. The Board and LATC are not statutorily authorized to fingerprint candidates (applicants) for a landscape architect license.

In 2011 and 2012, the Board considered the necessity of a fingerprinting requirement as part of its Strategic Plan objectives and determined that based on the anticipated low number of arrest and prosecution reports expected, there would be little increased benefit to the public health, safety, and welfare. It was noted that current law already requires landscape architects working on school projects where children are present to have a background check conducted by submitting their fingerprints. Additionally, there would be increased costs to licensees and candidates.

The Board's current Strategic Plan includes an objective assigned to its Regulatory and Enforcement Committee (REC) to determine the necessity and implementation alternatives of a licensure fingerprint requirement as a means of protecting consumers. At this time, the Board is one of six programs within the Department of Consumer Affairs' (DCA) 39 boards and bureaus without the statutory authority to use fingerprinting for criminal background checks. Staff is researching how other DCA boards and bureaus implemented their fingerprint requirements for applicants and licensees, as well as examining

the current fingerprint requirements for other architectural licensing boards throughout the country. The REC plans to review and discuss this objective at its next meeting, and develop a recommendation for the Board's consideration at a future meeting in 2018.

Nonetheless, the LATC continues to monitor the Board's action on fingerprinting and included an objective on its current 2017-2018 Strategic Plan to follow the Board's determination regarding a licensure fingerprint requirement.

c. Have all current licensees been fingerprinted? If not, explain.

No. The LATC is not statutorily authorized to fingerprint licensees. See response to 21b for additional information.

d. Is there a national databank relating to disciplinary actions? Does the LATC check the national databank prior to issuing a license? Renewing a license?

Yes, as noted above, CLARB maintains a database available to its membership that contains disciplinary actions reported by participating Member Boards and the LATC's enforcement unit utilizes this resource. The LATC checks the database prior to issuing licenses and when a licensee discloses on his or her license renewal application that he or she had been convicted of a crime or disciplined by another public agency within the preceding renewal period.

e. Does the LATC require primary source documentation?

Yes, the LATC requires candidates to submit (or have submitted on their behalf) original and/or certified documentation (such as university transcripts) to provide verification of authenticity. The LATC also accepts CLARB Council Records which require primary source documentation.

22. Describe the LATC's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

The LATC's laws and regulations require all candidates to meet the same prerequisites for a license. Candidates must document a combination of six years education and experience as specified in CCR section 2620 and successfully complete both the national examination (LARE or the equivalent) and the CSE.

23. Describe the LATC's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

The LATC considers military education, training, and experience the same as that from any other source, provided it is related to the practice of landscape architecture. Education, training, and experience must fall within the parameters established in California Code of Regulations section 2620 to receive credit towards the six-year experience licensure requirement.

a. Does the LATC identify or track applicants who are veterans? If not, when does the LATC expect to be compliant with BPC § 114.5?

Yes, the LATC tracks the military status of all candidates (applicants), including branch of service and military documentation received.

- b. **How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the LATC?**

None.

- c. **What regulatory changes has the LATC made to bring it into conformance with BPC § 35?**

No changes are necessary, as the LATC is already permitted by its regulations to grant credit for military education, training or experience that is related to the practice of landscape architecture.

- d. **How many licensees has the LATC waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on LATC revenues?**

None.

- e. **How many applications has the LATC expedited pursuant to BPC § 115.5?**

None. No candidates seeking reciprocal licensure and who are married to, or in a domestic partnership or other legal union with, an active duty member of the US Armed Forces who is assigned to a duty station in California have requested the expedited processing.

24. Does the LATC send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

N/A

Examinations

Table 8. Examination Data – Tables modified to include examination results for the CSE and the LARE (by division).

Table 8a. Examination Data		
California Supplemental Examination (CSE)		
	License Type	Landscape Architect
FY 2014/15	# of 1 st Time Candidates	90
	Pass %	81%
FY 2015/16	# of 1 st Time Candidates	107
	Pass %	81%
FY 2016/17	# of 1 st Time Candidates	117

	Pass %	76%
FY 2017/18	# of 1 st time Candidates	
	Pass %	
Date of Last OA		May 2014
Name of OA Developer		OPES
Target OA Date		May 2020

Table 8b. Examination Data							
Landscape Architect Registration Examination (LARE) (National Examination) – California Candidates							
License Type		Landscape Architect					
Exam Title: LARE Divisions*		Section 1	Section 2	Section 3	Section 4		
FY 2014/15	# of 1 st Time Candidates ¹	DNA	DNA	DNA	DNA		
	Pass %	69%	65%	68%	47%		
FY 2015/16	# of 1 st Time Candidates ¹	DNA	DNA	DNA	DNA		
	Pass %	72%	62%	62%	54%		
FY 2016/17	# of 1 st Time Candidates ¹	DNA	DNA	DNA	DNA		
	Pass %	69%	66%	60%	58%		
FY 2017/18	# of 1 st Time Candidates ¹	DNA	DNA	DNA	DNA		
	Pass %						
Date of Last OA		2016					
Name of OA Developer		Professional Testing, Inc.					
Target OA Date		TBD					

¹CLARB does not report LARE data separately for first time candidates.

The LARE sections currently administered are:

Section 1: Project and Construction Administration

Section 2: Inventory and Analysis

Section 3: Design

Section 4: Grading Drainage and Construction Documentation

25. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?

Each candidate for licensure is required to complete both a national examination (LARE) and CSE to become licensed. The two examinations test candidates for their entry-level knowledge, skills, and ability to provide services required of a landscape architect who possesses entry-level competence. Both examinations are only offered in English.

Landscape Architect Registration Examination (LARE)

The LARE is a practice-based examination developed by CLARB. The content of the LARE is based on an analysis of landscape architectural practice conducted every five to seven years. The study identifies what is required at the initial point of licensure in terms of tasks to be completed and the knowledge required to successfully complete those tasks. The most recent “Practice Analysis” was conducted by CLARB in 2016. The LARE concentrates on those services that most affect the public health, safety, and welfare. The LARE has been developed with specific concern for its fidelity to the practice of landscape architecture; that is, its content relates to the actual tasks a landscape architect encounters in practice. No single examination can test for competency in all aspects of landscape architecture, which is why the LARE is not the only requirement to become a licensed landscape architect. Education and experience are also crucial licensure requirements. The examination attempts to determine the candidate’s qualifications not only to perform measurable tasks, but also to exercise the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of landscape architecture as an integrated whole.

All sections of the LARE are administered and graded by computer. The following is a list of the sections:

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

CLARB partners with Pearson VUE Test Centers to administer the LARE three times annually. There are 22 test centers in California and over 250 nationwide, making the examination easily accessible for candidates.

Candidates must pass each section of the LARE independently and receive credit for sections passed, but must retake those sections not passed. Full or partial credit may be given when all sections have not been completed at the time a new LARE is introduced. Otherwise credit for sections passed is valid until the candidate passes the entire current examination. Candidates receive an email from CLARB when their results are ready for viewing.

California Supplemental Examination (CSE)

The setting for landscape architectural practice in California is distinct from that of other states. California’s large physical size, massive and diverse population, varied landscape and climate, high seismicity, distinctive legal framework, and expansive economy create an unusually demanding environment for landscape architectural practice. The varying interplay of these conditions for specific projects gives rise to even more complicated settings. Additionally, these complexities are further exacerbated by the pressure to accommodate change with increased speed, requiring landscape architects to stretch the limits of their capacity to practice safely. Due to these unique needs and regulatory requirements, California administers the CSE to ensure that candidates have the necessary landscape architectural knowledge and skills to respond to the conditions found in California.

The LATC administers the CSE to candidates who have successfully completed all sections of the LARE, as well as to eligible licensees from other jurisdictions and countries, all of whom must pass the CSE prior to receiving licensure. The CSE tests for those aspects of practice unique to California, including accessibility,

energy conservation, sustainability, irrigation, water management, wetlands, wildlife corridors, wildfire resistant landscapes and legal issues (California Environmental Quality Act, etc.), as well as those aspects of practice that are not adequately tested for in the LARE.

The CSE was previously administered as a written examination, but has been delivered via computer since February 2011. The CSE is based on the 2014 Occupational Analysis (OA) and Test Plan and consists of 100 multiple-choice questions that cover site assessment, program development, design process, and construction documents and contract performance. The CSE is administered by computer at a total of 40 nationwide locations, including 17 testing centers within California, and candidates are given two and one-half hours to complete.

The OA was completed in May 2014. The OA was immediately followed by a review of the LARE psychometric process and linkage study that correlated the knowledge, skills, and abilities tested for in the CSE Test Plan with those present in the *Task Analysis for the Council of Landscape Architectural Registration Board's Landscape Architect (2010)* to ensure there is no overlap between the content in the LARE and CSE.

26. What are pass rates for first time vs. retakes in the past 4 fiscal years? (Refer to Table 8: Examination Data) Are pass rates collected for examinations offered in a language other than English?

Statistics collected by CLARB relative to pass rates for the LARE do not distinguish between first-time and retake candidates by state. However, the LATC does collect CSE pass rate statistics for a comparison between first-time and retake candidates. Proportionately across the board, re-exam candidates have lower pass rates and once they have failed their pass rates drop precipitously. Both the LARE and CSE are only offered in English. The following table provides a comparison for CSE candidates.

Fiscal Year	First-Time Candidates	Retake Candidates
2014/2015	66%	62%
2015/2016	73%	64%
2016/2017	54%	47%
2017/2018	%	%

27. Is the LATC using computer-based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

Yes, the LATC utilizes computer-based testing (CBT) for its licensing examinations. The LARE and CSE, which are required for licensure, are both administered through CBT. The LARE has been administered via CBT since 2012 when the exam transitioned from five to four sections. The CSE was a written examination given by the LATC until 2008 when the LATC contracted with Psychological Services Inc. (PSI) to begin offering the examination via CBT. The LARE is offered three times annually and each administration takes place over a two-week period.

Candidates schedule LARE sections through the CLARB online service. This service allows candidates to view all pertinent information relative to their examination history and schedule examinations at their

convenience. Pearson VUE Test Services is the test administrator for the LARE. Candidates schedule their exam appointments through CLARB and sit for an administration at a Pearson Vue test center. Each of the four LARE sections is scheduled and administered separately. Depending on the length of the specific section, it is possible to take more than one section on the same day.

The CSE is administered year-round (Monday through Saturday). Psychological Services, Incorporated (PSI) is the test administration vendor for DCA. There are 39 PSI test centers throughout the U.S. (including 17 in California) where a candidate may take the CSE during normal business hours. A candidate may call the PSI scheduling department or use the online scheduler to make an appointment. Candidates receive their CSE results immediately upon completion of their examination.

28. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

No.

School approvals

29. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the LATC work with BPPE in the school approval process?

In accordance with CCR section 2620(b)(2), a degree from a school with a landscape architecture program is deemed approved by the LATC if the curriculum has been approved by the Landscape Architectural Accreditation Board (LAAB), as specified in its publication "Accreditation Standards for Programs in Landscape Architecture." The Bureau for Private Postsecondary Education does not play a role in the process of approving schools of landscape architecture or landscape architectural degree programs for the purposes of the LATC.

The LAAB is the only agency nationally recognized to accredit professional and post-professional degree programs in landscape architecture within the U.S. LAAB accredits the degree programs within the schools, not the schools themselves. The Canadian Society of Landscape Architects Accreditation Council (CSLAAC) is the Canadian equivalent of LAAB and accredits the landscape architectural degree programs in Canada.

The LATC does approve extension certificate programs in landscape architecture. Currently, there are two such programs in California, the University of California, Los Angeles Extension Program and the University of California, Berkeley Extension Program. Programs must meet the requirements specified in CCR section 2620.5 for approval as extension certificate programs. In 2013, the LATC conducted reviews for each of the extension program. Approval is granted with the provision that curriculum cannot be changed without LATC approval. Both programs are currently approved through December 31, 2020. In July 2017, LATC was advised that the University of California, Berkeley Extension Program will close in the Fall 2019 and is no longer accepting new students.

30. How many schools are approved by the LATC? How often are approved schools reviewed? Can the LATC remove its approval of a school?

The LATC is not statutorily authorized to approve schools of landscape architecture or the professional and post-professional degree programs offered by them. The LAAB reviews degree programs every three to six years and has the authority to withdraw accreditation if the program is not meeting accreditation standards.

There are two landscape architecture extension certificate programs in California, as noted above, approved by the LATC. Approval is granted for seven-year periods.

31. What are the LATC's legal requirements regarding approval of international schools?

The LATC is not authorized to approve schools of landscape architecture outside the U.S. or its territories. The legally authorized accrediting entity (if one exists) within each country would be responsible for such approvals of landscape architectural schools or the professional and post-professional programs available at those schools. LAAB provides advice and consultation to organizations in other countries that are developing accreditation standards and procedures.

Continuing Education/Competency Requirements

32. Describe the LATC's continuing education/competency requirements, if any. Describe any changes made by the LATC since the last review.

The Landscape Architects Practice Act does not require continuing education.

a. How does the LATC verify CE or other competency requirements?

N/A

b. Does the LATC conduct CE audits of licensees? Describe the LATC's policy on CE audits.

N/A

c. What are consequences for failing a CE audit?

N/A

d. How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?

N/A

e. What is the LATC's course approval policy?

N/A

f. Who approves CE providers? Who approves CE courses? If the LATC approves them, what is the LATC application review process?

N/A

g. How many applications for CE providers and CE courses were received? How many were approved?

N/A

h. Does the LATC audit CE providers? If so, describe the LATC's policy and process.

N/A

i. Describe the LATC's effort, if any, to review its CE policy for purpose of moving toward performance based assessments of the licensee's continuing competence.

N/A

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 5 Enforcement Program

33. What are the LATC's performance targets/expectations for its enforcement program? Is the LATC meeting those expectations? If not, what is the LATC doing to improve performance?

The LATC's performance measures for the Enforcement Unit are defined by DCA's Consumer Protection Enforcement Initiative (CPEI) and focus on timely response to consumers and the pursuit of prompt disciplinary or enforcement action against those found to be in violation of the Landscape Architects Practice Act (Act).

For all complaints received, the LATC has a goal of assigning complaints to staff for investigation within seven days. Currently, the average time of assigning complaints for investigation to staff is two days. The LATC is exceeding expectations in this area. Concerning the time necessary to investigate a complaint, the LATC's CPEI standards stipulate that complaints are to be closed within an average of 270 days of receipt. For fiscal years (FY's) 2014/15, 2015/16, 2016/17, and 2017/18, the LATC averaged 330 days, 306 days, 151 days, and XX days respectively. Case review, evaluation, and consideration of the technical expert consultant findings and staff recommendations are critical, but are often a very time-consuming process that adds to the aging of the investigation and case closure process. The LATC's experts are not physically located in LATC's office. All complaint information must be copied and sent to them for review and returned by the expert upon completion of the report. To aid in improving the length of time it takes to investigate a complaint, the LATC contracts with two expert consultants and recruits additional experts as needed.

34. Explain trends in enforcement data and the LATC's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the LATC done and what is the LATC going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

Since the last reporting period, the LATC has not experienced any fluctuations in enforcement data trends. The LATC received an average of 23 complaints for FY's 2014/15, 2015/16, 2016/17, and 2017/18, of which 16 were advertising and unlicensed activity complaints. Staff has maintained an average of 13 pending complaints at the end of each FY. Enforcement staff closed 32% of investigations within 90 days and 42% within one year.

The LATC has issued 10 citations since the last reporting period. Nine of the citations included a fine assessment averaging \$1,639, and one outlier at \$16,000. The majority of citations issued were to unlicensed individuals, who are often difficult to locate because they change addresses frequently. For these citations, staff utilizes the Franchise Tax Board (FTB) Intercept Program to attempt to collect fines. However, there is currently no incentive for these individuals to pay their fines, unlike licensees who cannot renew their license without paying.

Lastly, the LATC's 2017/2018 Strategic Plan contained an objective to collect and review data respective to unlicensed activity and licensee violations to identify if trends exist. The LATC will use the results of the collected data to shape consumer education and enhance enforcement efforts.

The LATC has also continued to focus on promptly responding to consumer complaints and maintain an internal weekly report on case aging to improve the tracking of each case through the intake and investigation processes.

Table 9a. Enforcement Statistics			
	FY 2015/16	FY 2016/17	FY 2017/18
COMPLAINT			
Intake			
Received	22	24	
Closed	0	0	
Referred to INV	22	24	
Average Time to Close	1	5	
Pending (close of FY)	0	0	
Source of Complaint			
Public	9	5	
Licensee/ Professional Groups	9	9	
Governmental Agencies	3	7	
Other	1	3	
Conviction / Arrest			
CONV Received	3	4	
CONV Closed	2	4	
Average Time to Close	86 days	95 days	
CONV Pending (close of FY)	0	0	
LICENSE DENIAL			
License Applications Denied	0	0	
SOIs Filed	0	0	
SOIs Withdrawn	0	0	
SOIs Dismissed	0	0	
SOIs Declined	0	0	
Average Days SOI	N/A	N/A	
ACCUSATION			
Accusations Filed	1	0	2
Accusations Withdrawn	0	0	
Accusations Dismissed	0	0	
Accusations Declined	0	0	

Average Days Accusations	1,260	N/A	
Pending (close of FY)	0	0	
* All complaints received by the LATC are referred for investigation.			

Table 9b. Enforcement Statistics (continued)			
	FY 2015/16	FY 2016/17	FY 2017/18
DISCIPLINE			
Disciplinary Actions			
Proposed/Default Decisions	0	1	
Stipulations	0	1	
Average Days to Complete	0	1,092	
AG Cases Initiated	1	1	
AG Cases Pending (close of FY)	2	1	
Disciplinary Outcomes			
Revocation	0	1	
Voluntary Surrender	0	1	
Suspension	0	0	
Probation with Suspension	1	0	
Probation	0	0	
Probationary License Issued	0	0	
Other	0	0	
PROBATION			
New Probationers	1	0	
Probations Successfully Completed	0	0	
Probationers (close of FY)	1	1	
Petitions to Revoke Probation	0	0	
Probations Revoked	0	0	
Probations Modified	0	0	
Probations Extended	0	0	
Probationers Subject to Drug Testing	N/A	N/A	
Drug Tests Ordered	N/A	N/A	
Positive Drug Tests	N/A	N/A	
Petition for Reinstatement Granted	0	0	
DIVERSION			
New Participants	N/A	N/A	
Successful Completions	N/A	N/A	
Participants (close of FY)	N/A	N/A	
Terminations	N/A	N/A	
Terminations for Public Threat	N/A	N/A	
Drug Tests Ordered	N/A	N/A	
Positive Drug Tests	N/A	N/A	

Table 9c. Enforcement Statistics (continued)			
	FY 2015/16	FY 2016/17	FY 2017/18
INVESTIGATION			
All Investigations			
First Assigned	22	24	
Closed	33	19	
Average days to close	306	145	
Pending (close of FY)	8	13	
Desk Investigations			
Closed	33	24	
Average days to close	306	145	
Pending (close of FY)	8	13	
Non-Sworn Investigation			
Closed	0	0	
Average days to close	0	0	
Pending (close of FY)	0	0	
Sworn Investigation			
Closed	3	2	
Average days to close	80	169	
Pending (close of FY)	2	0	
COMPLIANCE ACTION			
ISO & TRO Issued	0	0	
PC 23 Orders Requested	0	0	
Other Suspension Orders	0	0	
Public Letter of Reprimand	0	0	
Cease & Desist/Warning	15	6	
Referred for Diversion	N/A	N/A	
Compel Examination	N/A	N/A	
CITATION AND FINE			
Citations Issued	8	4	
Average Days to Complete	648	248	
Amount of Fines Assessed	\$12,500	\$18,250	
Reduced, Withdrawn, Dismissed	2	0	
Amount Collected	\$1,000	\$8,750*	
CRIMINAL ACTION			
Referred for Criminal Prosecution	1	1	

*Amounts reflect fines collected, which were assessed in previous years.

Table 10. Enforcement Aging						
	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	Cases Closed	Average %
Attorney General Cases (Average %)						
Closed Within:						
0-1 Year	0%	0%	0%			
1-2 Years	0%	0%	0%			
2-3 Years	0%	0%	(1) 100%			
3-4 Years	0%	(1) 100%	0%			
Over 4 Years	0%	0%	0%			
Total Attorney General Cases Closed*	0	1	1			
Investigations (Average %)						
Closed Within:						
90 Days	9 (34.6%)	9 (27.3%)	7 (36.8%)			
91-180 Days	2 (7.7%)	8 (24.2%)	8 (42.1%)			
181 Days-1 Year	6 (23.1%)	7 (21.2%)	2 (10.5%)			
1-2 Years	5 (19.2%)	6 (18.2%)	2 (10.5%)			
2-3 Years	3 (11.5%)	1 (3%)	0 (0%)			
Over 3 Years	1 (3.8%)	2 (6.1%)	0 (0%)			
Total Cases Closed	26	33	19			

*Accusation filed

35. What do overall statistics show as to increases or decreases in disciplinary action since last review.

The LATC filed four accusations, all seeking revocation of licensure, during the current reporting period (FY 2014/15 through FY 2017/18) an increase by two from the last reporting period. One accusation resulted in a stipulated settlement in which the respondent voluntarily surrendered his license in response to the accusation. One accusation resulted in respondent's license being revoked. Respondent contested the decision and a hearing was held in April 2018. The majority of respondent's motions have been denied and the court ordered further briefing on one motion. At this time, the parties have not briefed nor has the court scheduled another hearing. Two accusations have been served to the respondent and are currently awaiting a decision.

In evaluating an enforcement program, it is important to reflect on the nature of the profession being regulated. Landscape architects often collaborate with other parties (engineers, architects, attorneys, contractors, and other landscape architects) who provide additional quality control, and their plans must be approved by local building departments. Thus, there are parties who can identify problems earlier in the process so that cases that come to the LATC typically do not deal with major property damage or bodily injury.

36. How are cases prioritized? What is the LATC's complaint prioritization policy? Is it different from DCA's *Complaint Prioritization Guidelines for Health Care Agencies* (August 31, 2009)? If so, explain why.

The LATC's case prioritization policy is consistent with DCA's guidelines and appropriate for the profession being regulated. As complaints are received, staff immediately reviews the complaint to determine the appropriate course of action based on the LATC's prioritization guidelines. Complaints given the highest or "urgent" priority include imminent life and safety issues, severe financial harm to clients, egregious pattern of complaints, and project abandonment. Complaints given a "high" priority level include those that involve aiding and abetting, negligence, and unlicensed practice. The most common complaints are contract violations, unlicensed advertising (title) violations, and routine settlement reports.

37. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the LATC actions taken against a licensee. Are there problems with the LATC receiving the required reports? If so, what could be done to correct the problems?

Mandatory reporting requirements are specified in BPC sections 5678 (Report of Settlement or Arbitration - Licensee) and 5678.1 (Report of Settlement or Arbitration - Insurer). The law requires that within 30 days, every licensee and insurer providing professional liability insurance to a California landscape architect send a report to the LATC on any civil action judgment, settlement, arbitration award, or administrative action of \$5,000, or greater of any action alleging the license holder's fraud, deceit, negligence, incompetency, or recklessness in practice.

Another mandatory reporting requirement is BPC section 5680.05 (Report to Board by Clerk of Court of Judgment of Conviction of Crime by License Holder), which requires that within 10 days after a judgment by a court of this state that a licensee has committed a crime or is liable for any death, personal or property injury, or loss caused by the license's fraud, deceit, negligence, incompetency, or recklessness in practice, the court which rendered the judgment shall report that fact to the LATC.

In addition, BPC section 5680 (Renewal of License - Forms) mandates that licensees report on their renewal forms whether they have been convicted of a crime or disciplined by another public agency during the preceding renewal period.

a. What is the dollar threshold for settlement reports received by the board?

As noted above, the dollar threshold for settlement cases received by the LATC is \$5,000.

b. What is the average dollar amount of settlements reported to the board?

The average dollar amount of settlements reported to the LATC during the current reporting period is \$80,924.

38. Describe settlements the LATC, and Office of the Attorney General on behalf of the board, enter into with licensees.

The Board considers agreeing into stipulated settlements with licensees where appropriate to promote cost-effective consumer protection and to expedite disciplinary decisions. In order to enter into a settlement with the Board, the licensee is generally required to admit to the violations set forth in the accusation, have his or her license placed on probation, submit quarterly probation reports, complete professional education courses directly relevant to the violation(s), and reimburse the Board for its investigative and prosecution costs.

Each proposed stipulated settlement is negotiated by the DAG assigned to the case (in consultation with the Executive Officer), the respondent (licensee or applicant), and the respondent's legal counsel, if represented, and must be accompanied by a memorandum from the DAG addressed to Board members explaining the background of the case and defining the allegations, mitigating circumstances, admissions, and proposed penalty, along with a recommendation for the Board to adopt the stipulated settlement.

a. What is the number of cases, pre-accusation, that the LATC settled for the past four years, compared to the number that resulted in a hearing?

The Board has not settled any disciplinary cases in the past four years prior to the filing of an accusation.

b. What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

In the past four years, there were four cases sent to the Office of the Attorney General, all of which resulted in the filing of an accusation. Out of those four cases, three were settled without going to hearing and one resulted in a hearing.

c. What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?

In the past four years, 75% of disciplinary cases were settled, 0% resulted in default decisions, and 25% resulted in a hearing.

39. Does the LATC operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases have been lost due to statute of limitations? If not, what is the LATC's policy on statute of limitations?

The LATC's statute of limitations is defined by BPC section 5661. All accusations charging the holder of a license issued under this chapter with the commission of any act constituting a cause for disciplinary action shall be filed with the Board within three years after the Board discovers, or through the use of reasonable diligence should have discovered, the act or omission alleged as the ground for disciplinary action, whichever occurs first, but not more than six years after the act or omission alleged as the ground for disciplinary action. However, with respect to an accusation alleging a violation of BPC section 5667 (Fraud, Misrepresentation - Obtaining License), the accusation may be filed within three years after the discovery by the Board of the alleged facts constituting the fraud or misrepresentation prohibited by BPC section 5667.

Since FY 2014/15, the Board received two cases in which the alleged violation(s) occurred beyond the statute of limitations, and as a result, could not be investigated by the Board. These cases involved settlement reports where the landscape architectural services were provided more than six years prior to the receipt of the report.

40. Describe the LATC's efforts to address unlicensed activity and the underground economy.

In most cases, consumers, licensees, or other government agencies provide evidence of unlicensed activity to be investigated. The LATC addresses unlicensed activity and advertising by immediately and thoroughly investigating complaints, including reviewing online advertisements for violations, issuing citations with administrative fines for violations, and advising consumers of how to recover their money through small claims court. The Board also refers egregious cases to the Division of Investigation for sworn investigation, if appropriate.

In an effort to address unlicensed practice, the LATC's website contains a document entitled "Permitted Practice for Professionals, Practitioners, and Unlicensed Person," which provides a quick reference regarding the various professionals, practitioners, and unlicensed persons who may offer landscape design services and the permitted scope and/or limitations that pertain to each.

Additionally, on its website, the LATC promotes publications for selecting a landscape architect for residential, private development, and public-sector projects. These publications were designed with the intention to help consumers understand the sometimes complex and technical nature of landscape architectural services to include: how to find and select a landscape architect; written contract requirements and recommendations; and what to do if a problem occurs with the project. The LATC also promotes its *Consumer's Guide to Hiring a Landscape Architect* to provide information on the practice of landscape architecture and how to choose the right landscape architect for a project. This information contains a number of basic steps that consumers can take to help keep their projects on track.

In addition, the LATC provides presentations at schools to educate students about the title act and exempt area of practice, thereby helping to prevent future violations.

Cite and Fine

41. Discuss the extent to which the LATC has used its cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the LATC increased its maximum fines to the \$5,000 statutory limit?

The citation program provides the LATC with an expeditious method of addressing violations involving unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that have not resulted in substantial financial or physical harm. CCR section 2630, the regulation that authorizes the LATC to issue administrative citations and fines, was last amended in 2006 to: 1) increase the maximum administrative fine to \$5,000; 2) modify the fine ranges for Class A, B, and C violations; and 3) modify the Class A violation to pertain to unlicensed individuals in violation of the laws or regulations.

For this reporting period, citations averaged three each year. Of those, all included a fine assessment averaging \$1,639, with one outlier fine assessment of \$16,000.

42. How is cite and fine used? What types of violations are the basis for citation and fine?

As noted above, the citation program provides the LATC with an expeditious method of addressing violations that have not result in substantial financial or physical harm. All professional practice complaints and some unlicensed practice complaints recommended for citation are reviewed by an expert. Administrative fines range from \$250 to \$5,000 per violation, depending on prior violations; the gravity of the violation; the harm, if any, to the complainant, client or public; and other mitigating evidence.

The LATC has used the citation program most frequently to cite individuals who have violated the following:

BPC Sections:

- 5616 - Landscape Architecture Contract - Contents, Notice Requirements

- 5640 - Unlicensed Person Engaging in Practice - Sanctions

CCR Section:

- 2670 - Rules of Professional Conduct

Licensees who fail to pay the assessed fines have a “hold” placed on their license record that prevents renewal of the license until the fine is paid.

43. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

In the last four fiscal years, there have been six informal conferences and no administrative hearings as a result of citation appeals.

44. What are the 5 most common violations for which citations are issued?

BPC Sections:

- 5616 - Landscape Architecture Contract - Contents, Notice Requirements
- 5640 - Unlicensed Person Engaging in Practice - Sanctions
- 5657 - Filing of Mailing Address - Requirement
- 5671 - Negligence, Willful Misconduct in Practice

CCR Section:

- 2670 - Rules for Professional Conduct

45. What is average fine pre- and post-appeal?

The average pre-appeal fine is \$1,639 and the average post-appeal fine is \$1,306 with an outlier fine of \$16,000.

46. Describe the LATC’s use of Franchise Tax Board intercepts to collect outstanding fines.

The LATC uses the Franchise Tax Board (FTB) Intercept Program to collect unpaid administrative fines from unlicensed individuals and recover dishonored checks. The majority of the LATC’s outstanding, unpaid fines are against unlicensed individuals, and Intercept Program provides an additional tool to seek those penalties. Thus far, the success in collecting via this program has not been significant, as the potential sources of recovery are limited to Lottery proceeds, state tax refunds, and unclaimed property.

Cost Recovery and Restitution

47. Describe the LATC’s efforts to obtain cost recovery. Discuss any changes from the last review.

The LATC seeks cost recovery in all disciplinary cases (i.e., accusations, statements of issues, and petitions to revoke probation). Cost recovery is generally a required term in stipulated settlements. In cases where the respondent is placed on probation, cost recovery is required pursuant to established payment schedules.

However, for those cases calling for revocation, costs are often difficult to collect as respondents have fewer financial resources due to the loss of their licenses and no incentive to pay.

48. How many and how much is ordered by the LATC for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

The amount of cost recovery ordered is dependent upon the amount of time spent on the investigation, including the classification of the investigator, and the charges imposed by the Office of the Attorney General up to the date of the hearing.

In the last four FYs, the Board has filed four accusations. One accusation resulted in a disciplinary decision of license surrender with a cost reimbursement of \$4,775; a second accusation resulted in a disciplinary decision of license revocation with a cost reimbursement of \$7,762.50 (this accusation is currently being appealed through the State of California Superior Court); and two accusations pending disciplinary decisions.

49. Are there cases for which the LATC does not seek cost recovery? Why?

No.

50. Describe the LATC's use of Franchise Tax Board intercepts to collect cost recovery.

The LATC currently utilizes FTB to collect cost recovery.

51. Describe the LATC's efforts to obtain restitution for individual consumers, any formal or informal LATC restitution policy, and the types of restitution that the LATC attempts to collect, i.e., monetary, services, etc. Describe the situation in which the LATC may seek restitution from the licensee to a harmed consumer.

The LATC has no authority to order restitution outside of a stipulated agreement or an administrative law judge's proposed decision. Through the LATC's complaint handling process, the LATC may recommend that a licensee refund a client's monies or make an adjustment to satisfactorily resolve a complaint involving services provided and fees paid. The LATC has no jurisdiction over fee disputes.

Table 11. Cost Recovery (list dollars in thousands)				
	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18
Total Enforcement Expenditures	154	150	131	
Potential Cases for Recovery *	0	0	2	
Cases Recovery Ordered	0	0	2	
Amount of Cost Recovery Ordered	0	0	\$12,537	
Amount Collected	0	0	0	
* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.				

Table 12. Restitution (list dollars in thousands)				
	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18
Amount Ordered	0	0	0	0

Amount Collected	0	0	0	0
------------------	---	---	---	---

DRAFT

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 6

Public Information Policies

52. How does the LATC use the internet to keep the public informed of LATC activities? Does the LATC post LATC meeting materials online? When are they posted? How long do they remain on the LATC's website? When are draft meeting minutes posted online? When does the LATC post final meeting minutes? How long do meeting minutes remain available online?

The LATC continually updates its website to reflect upcoming LATC and committee meetings and activities, changes in laws or regulations, licensing information, forms, publications, and other relevant information of interest to consumers, candidates, and licensees. Meeting notices are posted to the website at least 10 days prior to a meeting, and the related meeting packet 7 days prior. Committee meeting minutes are posted on the website once officially approved and remain for 100 years, in accordance with the LATC's retention schedule. Draft meeting minutes are posted on the website in the subsequent meeting packet for Committee approval. Other meeting related documents, such as meeting packets, remain on the website for 50 years, also in accordance with the LATC's retention schedule. The LATC continually seeks input from users for items that may be included on the website and makes a specific effort to ensure that our website meets the needs of our constituents. Other tools used by the LATC to communicate its messages include the eSubscriber list for e-news broadcasts and Twitter.

53. Does the LATC webcast its meetings? What is the LATC's plan to webcast future LATC and committee meetings? How long do webcast meetings remain available online?

The LATC webcasts its meetings when DCA resources are available. The meetings are held at a variety of locations throughout the state in order to increase public participation. In addition, the LATC has actively engaged with the Department of Consumer Affairs' Office of Public Affairs to facilitate the webcasting of its Committee meetings and includes notification of webcast availability on its meeting notices. Despite the LATC's active effort to facilitate webcast at each of its meetings, varying technical capabilities of the meeting sites (schools of landscape architecture) as well as availability of Department personnel to perform the video streaming affect the ability to webcast. Lastly, webcast meetings are uploaded onto the DCA YouTube account and are available online for an indefinite period of time.

54. Does the LATC establish an annual meeting calendar, and post it on the LATC's web site?

Yes. The LATC establishes a meeting calendar normally at its last meeting of each year and posts it on the website afterwards. Meetings of committees are also posted to the calendar when the dates are determined by the respective committee Chair.

55. Is the LATC's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*? Does the LATC post accusations and disciplinary actions consistent with DCA's *Web Site Posting of Accusations and Disciplinary Actions* (May 21, 2010)?

The LATC's complaint disclosure policy is consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure. Accusations and disciplinary actions are posted on the LATC's website according to its retention schedule.

56. What information does the LATC provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

California Code of Regulations (CCR) section 2608 requires the LATC to maintain a public information system to provide members of the public with information regarding complaints and disciplinary or enforcement actions against licensed landscape architects and unlicensed persons subject to its jurisdiction.

Information subject to the public information system is disclosed to the public upon request by telephone, in person, or in writing (including fax or email). Information is made available by the LATC in writing or by telephone within 10 days of the request.

The following information is disclosed regarding license status of past and current licensees:

1. Name of the licensee, as it appears on the LATC's records;
2. License number;
3. Address of record;
4. License issue date;
5. License expiration date; and
6. License status and history.

The LATC also discloses the total number of enforcement and disciplinary actions, as well as brief summaries. It provides the current status of pending complaints (that comply with the criteria for disclosure pursuant to CCR section 2608), accusations, statements of issues, and citations filed by the Board.

57. What methods are used by the LATC to provide consumer outreach and education?

The LATC provides outreach and education to consumers through a variety of means to ensure effective dissemination of information.

The LATC has specific publications targeting consumers and utilizes the following long-standing publications:

1. *Consumer Tips for Design Projects*. This information is a concise document that summarizes the basic steps that consumers can take to help keep their projects on track.
2. *Selecting a Landscape Architect* publications, which include: *Selecting a Landscape Architect for Public Sector Projects*; *Selecting a Landscape Architect for Residential Projects*; and *Selecting a Landscape Architect for Private Development Projects*. These publications contain information regarding: 1) A description of the typical services a licensed landscape architect can provide; 2) How to select a landscape architect; 3) What the written agreement between a consumer and a landscape architect should

include; and 4) The LATC's role as a regulatory entity. Though the information provided in each of the three publications is consistent, each publication has information tailored to the type of project being performed by the landscape architect.

Additionally, in 2017, the LATC approved a new consumer-oriented publication: *Consumer's Guide for Hiring a Landscape Architect*. This publication is a comprehensive guide for consumers that includes information about the practice of a landscape architect, contract criteria, as well as how to file a complaint.

A key means of distributing these publications is making them available in city and county building departments. This enables consumers who are researching permit requirements for their projects to have timely information on landscape architects and managing a project. In addition, the LATC's posts these publications on its website in order to make them readily available. Further, in response to the LATC's 2017-2018 Strategic Plan objective to expand communication to stakeholders, the LATC is conducting more frequent emails to its e-Subscribers. An example of such notification includes advertisement of the availability of new publications and means by which stakeholders can request hardcopies for their own use or distribution.

Lastly, the website continues to be a primary focus of our efforts, providing the public, licensees, and candidates with a wide range of information. The website provides stakeholders with access to enforcement actions, a license verification tool, newsletters, as well as a comprehensive list of downloadable applications, forms, publications, and instructional materials.

The LATC will continue to evaluate these consumer education methodologies and work to identify other effective means to provide information.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 7

Online Practice Issues

58. Discuss the prevalence of online practice and whether there are issues with unlicensed activity. How does the LATC regulate online practice? Does the LATC have any plans to regulate internet business practices or believe there is a need to do so?

Technology in the landscape architectural profession continues to have a tremendous impact on practice. While technology has certainly provided efficiencies in practice, it also can have an impact on quality control.

Thus far the LATC has not identified Internet business practices as a key or focus area for enforcement. To date, there have been no consumer complaints specifically related to Internet-based practice. However, there have been some complaints related to Internet advertising of landscape architectural services by persons who are not California licensees. The LATC expects Internet advertising to be an ongoing issue since there are no governmental or geographic boundaries on the Internet. Another approach to the problem this situation creates is increased consumer education on the license requirements in California when selecting a landscape architect on the Internet.

Landscape architects can out-source the production of their instruments of service to online, “plan production mills” in order to remain efficient and competitive. Such arrangements can stretch the limit of an operational definition of the landscape architect’s “responsible control” over the work produced. As long as Business and Professions Code (BPC) section 5659 continues to require the landscape architect’s stamp or seal and signature “...as evidence of the person’s responsibility for those documents...” the LATC has an enforceable consumer protection provision. At this point, the use of such plans has not resulted in an increase in complaints.

Another important consumer protection tool in this area is the written contract requirement (BPC section 5616), which requires a landscape architect to execute a written contract when providing professional services to a client, with limited exceptions. At this point, technology and online practice have not resulted in an increase in complaints against landscape architects, but the LATC will continue to monitor these issues closely.

A final issue with the increased use of technology in landscape architecture is security. Security of information or documents are generally not issues within the jurisdiction of the LATC. The control of electronic documents, especially those that are electronically “stamped and signed” is an issue the profession addresses in various ways. Theft of work product, however, is addressed under the fraudulent practice sections of the Act. The LATC is also very concerned about targeted marketing within the state if

persons not licensed to practice in California are marketing themselves and their services in California. The applicable business name restrictions and the provisions against misrepresentation and unlicensed practice found in BPC section 5640 will be applied in such cases.

DRAFT

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 8

Workforce Development and Job Creation

59. What actions has the LATC taken in terms of workforce development?

The LATC has amended regulations and implemented process efficiencies to expand the eligibility requirements for licensure. In 2017, amendments to CCR section 2620 (Education and Training Credits) became effective, which grant candidates up to one year of training credit for teaching in a landscape architecture degree program.

The LATC is currently pursuing additional amendments to CCR section 2620 that would expand the eligibility requirements to grant two years of education credit for an accredited degree in civil engineering or architecture, one-year of credit for any bachelor's degree, and up to six years of training credit for qualifying landscape architectural experience. Presently, a candidate must hold a landscape architectural degree or certificate, or an accredited architecture degree to qualify for licensure. By expanding these pathways, the LATC hopes to achieve more opportunities for individuals to become licensed landscape architects. (See Section 11 for additional information.)

Additionally, the LATC maintains its website (latc.ca.gov), which contains easy-to-understand information about licensing requirements and other related issues. Staff provides presentations regarding licensure at the accredited and approved schools of landscape architecture. The LATC strives to remove impediments to licensure, such as allowing candidates to take Sections 1 and 2 of the LARE prior to completion of the experience requirements.

60. Describe any assessment the LATC has conducted on the impact of licensing delays.

No formal studies have been conducted. However, LATC management has been very proactive in directing the workload of staff to avoid or reduce delays in processing applications and mitigating any impact to the workforce. In addition, converting the CSE to a computer-based testing format greatly expedites licensure, as does releasing scores on-site.

61. Describe the LATC's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

The LATC is proactive in working with chairs, deans and students of landscape architectural programs to convey information on the licensing requirements in California. The LATC supplements this effort by holding Committee meetings at schools' campuses. Student outreach seminars are also conducted at campuses to explain licensing requirements. Additionally, at the commencement of the school year, the LATC, through the chairs and deans of the landscape architectural colleges, sends a letter introducing itself

and explaining its role to students. A similar related letter is disseminated at the end of the school year. The LATC believes that these efforts pay dividends by helping students become licensed more efficiently, which saves candidates time and money.

62. Describe any barriers to licensure and/or employment the board believes exist.

The LATC proactively strives to expand its pathways to licensure such that there are more opportunities for potential candidates to qualify for licensure. As the Committee operates under California Architects Board's (Board) governance, the LATC strives to mirror the regulations of the Board, where appropriate. The Board offers diversity in pathways to licensure, including granting credit for related and unrelated degrees and an Integrated Pathway to Architectural Licensure (IPAL) program. IPAL is a structured pathway designed for aspiring architects to have the opportunity to complete the requirements for licensure in an integrated and streamlined manner while earning their accredited degree.

Current LATC licensure requirements necessitate that a candidate must hold a degree or extension certificate in landscape architecture or an accredited degree in architecture. However, the LATC believes that education and training requirements should be expanded as valuable training can occur via the inclusion of more diversity in its licensure pathways. Accordingly, in 2017, the LATC voted to approve amendments to CCR section 2620 that would allow education credit for a degree in civil engineering as well as any baccalaureate degree. In addition, the proposed regulation would allow for expanded opportunities to gain experience credit for licensure as well as a new experience-only pathway to licensure. The LATC believes that promulgation of these regulatory amendments will achieve mitigation of licensure impediments as well as effectuate enhanced opportunities for individuals to pursue licensure in California.

63. Provide any workforce development data collected by the LATC, such as:

a. Workforce shortages

No data is available. However, it should be noted there is anecdotal information to suggest that when the economy is strong, firms experience difficulty hiring new landscape architects.

b. Successful training programs.

No data is available.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 9 Current Issues

64. What is the status of the LATC's implementation of the Uniform Standards for Substance Abusing Licensees?

N/A

65. What is the status of the LATC's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations?

CPEI was launched in an effort to overhaul the enforcement processes of DCA healing arts boards and bureaus. However, the LATC strives to achieve the performance measures outlined in CPEI, such as the goal to complete all investigations within an average of 270 days. In addition, the LATC continues to report to DCA on a quarterly basis the success in meeting the applicable enforcement goals of CPEI. The LATC is exceeding expectations by closing complaints within an average of 228 days.

66. Describe how the LATC is participating in development of BreEZe and any other secondary IT issues affecting the LATC.

a. Is the board utilizing BreEZe? What Release was the board included in? What is the status of the board's change requests?

The LATC is not using the BreEZe platform. The LATC was originally in the BreEZe Release 3 and has not submitted any change requests during this reporting period.

b. If the board is not utilizing BreEZe, what is the board's plan for future IT needs? What discussions has the board had with DCA about IT needs and options? What is the board's understanding of Release 3 boards? Is the board currently using a bridge or workaround system?

The Board and LATC, along with 19 other boards and bureaus was scheduled for the third release of BreEZe. However, numerous technical delays and problems with the project forced the delay of both the first and second releases of the system, and subsequently eliminated the project for those boards and bureaus scheduled for Release 3, including the Board/LATC.

The Department of Consumer Affairs (DCA) developed a Business Modernization Plan, based on the new Project Approval Lifecycle developed by the California Department of Technology (CDT).

The purpose of this initiative is to address business and technology needs for programs that continue to rely on legacy technology solutions. The Plan identifies a methodical step-by-step approach that boards and bureaus within DCA will use to assist in moving their programs forward. The goal is to embrace the unique nature of each of DCA's programs while offering some process standardization. The Plan outlines four stages of the project approval process: Stage 1 - document business justification, Stage 2 - alternatives and cost-benefit analysis, Stage 3 - solution development framework, and Stage 4 - project approval. The final step of the process will be system implementation.

An initial meeting was held on July 11, 2017, with the Board/LATC and DCA's Organizational Change Management (OCM) to discuss the Business Modernization Plan and approach. On August 17, 2017, the Board/LATC met with OCM to discuss the Project Charter and initial inventory of the existing administrative, enforcement, and licensing business processes. The Charter outlines the roles and responsibilities of key project stakeholders, describes the project decision-making authority, and the commitment needed in order to conduct a successful project. The Charter was finalized in January 2018.

The Board/LATC's Business Modernization Report accompanies the Business Modernization Plan and documents the business modernization activities that will be conducted specific to the Board/LATC. The Plan and Report were presented to the Board at their March 1, 2018 meeting along with a presentation by a DCA representative explaining the process planned for Release 3 boards. The Report presented to the Board included a proposed timeline, with a "go-live" release of a minimum viable product by November 2021 with release of configuration and phased implementation enhancements by November 2022. However, the LATC's potential need for a Budget Change Proposal could extend this timeline.

The Board/LATC's business processes inventory was finalized and provided to OCM in April 2018. The next step included mapping all of the business processes in consultation of the Board/LATC's subject matter experts.

Currently the LATC utilizes two legacy systems (Consumer Affairs System [CAS] for licensing and enforcement and Applicant Tracking System [ATS] for cashiering) and a workaround system for candidates.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 10

LATC Action and Response to Prior Sunset Issues

Include the following:

1. Background information concerning the issue as it pertains to the LATC.
2. Short discussion of recommendations made by the Committees during prior sunset review.
3. What action the LATC took in response to the recommendation or findings made under prior sunset review.
4. Any recommendations the LATC has for dealing with the issue, if appropriate.

ISSUE #1: TRAVEL RESTRICTIONS. Should the Committees encourage travel to professional conferences or meetings that directly affect licensure of California licensees?

Committee Staff's Recommendation: The Committees should encourage the Board to pursue opportunities at which its Members and Officers can interact directly with their national peers, and provide a strong voice for California's unique perspective and needs. The Board should inform the Committees of whether it continues to face travel restrictions that prohibit it from attending meetings where its representation could significantly impact California's ability to ensure that national examinations or standards reflect California's needs and protect California licensees, candidates for licensure, and consumers.

2014 LATC Response:

The Board/LATC concurs with the Committees' recommendation. Participation in national affairs is critical for the Board and LATC. The national examinations save the Board and LATC literally millions of dollars by not having to replicate the national examinations. In addition, the Board relies on the Intern Development Program to ensure that candidates receive experience in crucial areas of practice.

The Board and LATC have had recent success on travel, with approvals to attend three key out-of-state national sessions. In addition, three recent sessions have been in California, where the Board was also able to participate. These approved trips for the Board were funded by our national nonprofit - the National Council of Architectural Registration Boards (NCARB), so no State funds were spent. The **Board has not received** approval to travel with State funds since 2010. LATC was approved to travel to the Annual Business Meeting

Landscape Architects Technical Committee *2018 Sunset Review Report*

of the Council of Landscape Architectural Registration Boards (CLARB) in 2009 and 2014 with State funds, but CLARB does not offer “funded trips.” LATC was denied the opportunity to attend a CLARB session that was held in California. Sending a Board member to the Annual Meeting costs a fraction of the Board’s budget - approximately .0005.

The Board just participated in the NCARB Regional Summit on March 13-14 in Long Beach. At that meeting, the main proposal discussed would restrict existing reciprocity standards and prevent nearly 2,000 California architects from practicing in other states. California was the only state advocating to preserve the existing pathway. Through our efforts, we built a coalition to oppose the measure when it is up for a vote in June at the Annual Business Meeting. There is much more to be done to defeat the measure, but much of the effort takes place on-site at the meeting. In order to succeed, the Board must be in attendance with a strong delegation. This is because there are approximately 250 people in attendance from the 54-member jurisdictions, as well as NCARB executive staff and leadership from the American Institute of Architects, National Architectural Accrediting Board, Association of Collegiate Schools of Architecture and American Institute of Architects - Students. Persuading a group of that size requires a delegation of at least four, but a larger group has greater odds for success and also helps with succession planning so that new Board/LATC members can learn first-hand about the national associations and develop the relationships needed to protect California’s interests.

The Board is in the process of submitting an out-of-state trip request to Department of Consumer Affairs (DCA) to add two members in addition to the two that were previously approved. This will provide the Board a strong delegation to work to defeat the resolution.

The professions, via the American Institute of Architects - California Council and California Council of the American Society of Landscape Architects, understand the importance of participation and regularly and consistently support the Board’s engagement in NCARB and CLARB. The Board appreciates that DCA and Administration have been approving some of the trips, and the Board encourages ongoing and increased support for the criticality of national issues.

(Note: This was Issue #1 for LATC in the Sunset Background Paper.)

2018 LATC Update Response:

The Board’s and LATC’s travel requests for out-of-state meetings have been consistently approved since the last report. The Board has participated in all the NCARB Annual Meetings since the last report except for the 2017 Regional Meeting which took place in Kansas, a State banned from travel pursuant to Assembly Bill 1887 (Chapter 687, Statutes of 2016). This bill prohibits State-funded or state sponsored travel to states that, after June 26, 2015, have enacted a law of a discriminatory nature.

The work conducted at these meetings is critically important and can have a profound impact on issues such as reciprocity. The Board’s and LATC’s participation can directly influence the policies and procedures that are discussed and decided upon. For example, by California’s participation at an NCARB Annual Meeting, the Board was able to successfully advocate against a resolution that would have precluded California architects who do not hold an accredited degree from attaining the “NCARB Certificate” and, accordingly, gaining reciprocity in key states that require the certificate. Through the Board’s advocacy, we were able to preserve

this important pathway. Similarly, the presence of LATC representatives at the CLARB Annual Meetings ensures that California is sufficiently informed on CLARB activity and able to participate in major discussions and decisions that occur during the meetings. Additionally, during their annual meetings CLARB hosts many discussions to help inform participants of various trends related to the licensing, regulatory, and disciplinary functions of CLARB member boards. The Board and LATC look forward to maintaining a strong presence at the national level.

LATC ISSUE #2: PRO RATA. What services does the Board receive for its share of pro rata?

Committee Staff's Recommendation: The Board should advise the Committees about the basis upon which pro rata is calculated, and the methodology for determining what services to utilize from DCA. In addition, the Board should discuss whether it could achieve cost savings by providing some of these services in-house.

2014 LATC Response:

The Board/LATC's share of the department's pro rata is calculated based on authorized position counts, licensing and enforcement record counts, prior year workload, and interagency agreements. The Board/LATC currently utilizes most of the pro rata services for efficiencies and cost savings. Centralized services are more practical and efficient particularly for smaller boards such as ours. Board/LATC staff would need special high-level expertise in certain administrative services to be effective. It would be difficult to achieve an "economy of scale" if the Board/LATC were to assume pro rata-related services. The Board/LATC has limited staff with diverse responsibilities, whereas DCA has teams of trained specialists with program-specific management.

Senate Bill 1243 (Chapter 395, Statutes of 2014) requires DCA to conduct a study and submit a report to the Legislature on its pro rata calculation of administrative expenses by July 1, 2015. The study will assess whether the pro rata system is the most productive, efficient, and cost-effective methodology and whether some of the services should be outsourced or charged on an as-needed basis. The study will also include consideration of whether the boards should be permitted to elect not to receive (and be charged for) certain administrative services. As part of the study, the Board/LATC has participated in a survey of its use of DCA's services. Based on the outcome of the study and the DCA's report to the Legislature, the Board/LATC will reassess its continued use of the DCA's pro rata services.

(Note: This was Issue #4 for LATC in the Sunset Background Paper.)

2018 LATC Update Response:

The Board's 2014 response is still applicable. The Board/LATC's share of the department's distributed costs (pro rata) is calculated based on authorized position counts, licensing and enforcement record counts, volume of calls, complaints and correspondence, prior year workload, interagency agreements, and other distributions. The Board/LATC currently utilizes most, if not all, of the pro rata services for efficiencies and cost savings. Centralized services are more practical and efficient particularly for smaller boards such as ours. Board/LATC staff would need special high-level expertise (and potentially additional resources) to provide such administrative services in an effective manner. It would be difficult to achieve an "economy of scale" if the Board/LATC were to assume pro rata-related services. The Board/LATC has limited staff with diverse responsibilities, whereas DCA has teams of trained specialists with program-specific management.

At an annual meeting, DCA provides an overview of the department's distributed costs. The purpose of this meeting is to explain how the costs of DCA's services are funded. In addition, Senate Bill 1243 (Chapter 395, Statutes of 2014) required the department to provide a one-time study of its process for distributing

administrative costs among its 29 boards, bureaus, committees, commission and program (boards). The distribution of costs for these divisions is budgeted to all boards utilizing the various distribution methodologies described above. The study and resultant report provided to all boards provides robust data as to pro rata. The Board is appreciative of the transparency and DCA's efforts to explain the basis for costs for services.

DRAFT

LATC ISSUE #3: BREEZE IMPLEMENTATION. The Board was supposed to be part of BreEZe's Release Three, which has now been delayed until at least 2016.

Committee Staff's Recommendation: The Board should inform the Committees of any difficulties it foresees as a result of having to remain on its legacy system, and whether any additional stop-gap technological measures are needed until BreEZe is implemented. The Board should inform the Committees of how costs related to BreEZe will impact its fund condition.

2014 LATC Response:

Substantial difficulties are foreseeable, as a result of having to remain on the legacy systems, due to numerous significant changes to the national Architect Registration Examination (ARE) and potential changes to other national programs. Board/LATC staff is conducting an assessment of the impact due to delayed implementation of BreEZe for Release 3 boards and bureaus and coordinating efforts with DCA to develop stop-gap measures that could involve significant modifications to the legacy systems.

The Board believes, however, that due to the changes to the ARE, the corresponding changes to the “business model analysis” that was prepared in preparation for BreEZe approximately five years ago, are so significant that the current delay and repositioning of BreEZe may actually be a strategic advantage. Had BreEZe actually rolled out with the ARE consisting of seven divisions, as it does now, it would be completely dysfunctional, as the ARE previously had nine divisions. To add further complexities, there are intricate new rules that place restrictions on candidates’ eligibility, which would have further exacerbated the problems.

The Board/LATC routinely monitors its fund condition and works very closely with DCA’s Budget Office. The Budget Office has provided the Board/LATC’s fund condition projected to fiscal year (FY) 2016/17, which includes anticipated BreEZe costs. The Board/LATC and the Budget Office do not foresee an issue with the Board/LATC’s fund condition based on the current projections for BreEZe costs. The Board’s fund condition will have an 11-month reserve in FY 2016/17, the year the BreEZe program is planned to be implemented for the Board.

(Note: This was Issue #3 for LATC in the Sunset Background Paper.)

2018 LATC Update Response:

The Board is working in collaboration with DCA on its Business Modernization Plan to effectively facilitate the analysis, approval, and potential transition to a new licensing and enforcement platform. The Plan is a structured approach to identifying business needs and overlaying those requirements on available licensing platforms and complimentary technology. This approach will take time and the Board is pursuing a stop gap measure to accept credit card payments for renewal transactions, our highest volume transaction.

Since the inception of the BreEZe project, the Board has contributed a total of \$328,269 through FY 2016-17. The Board’s estimated contribution in FY 2017-18 is \$83,000. A budget change proposal may be required if the costs for the new platform are not absorbable. The Board has not yet determined whether it will utilize the BreEZe system or an alternative platform.

ISSUE #7: COLLECTION OF FINES. The Board notes that it is seeking ways to increase collection of fines, particularly in cases of unlicensed practice when it does not have the leverage of a license to incentivize payment.

Committee Staff's Recommendation: The Board should continue to explore ways to improve its enforcement efforts and collect fines. The Board should examine other agencies that are authorized to release SSNs to collection agencies, and whether there are any privacy or security issues that may arise if such information was transmitted. The Board should work with other licensing boards, such as the Contractors State Licensing Board, the Bureau of Real Estate, and the Board of Professional Engineers, Land Surveyors, and Geologists, to determine the feasibility of sharing disciplinary information for purposes of leveraging other professional licenses as a way to achieve compliance; how such a system would operate; and what changes would be necessary.

2014 LATC Response:

The Board/LATC concurs with the Committees' recommendations.

The Board currently has an ongoing objective from its 2014 Strategic Plan to “pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties” and is committed to continuous improvements with regard to all enforcement efforts.

The Board's fine collection success has averaged about 62% over the last three fiscal years, while other construction/design boards have averaged 37%.

Should the Board pursue authority to release SSNs to collection agencies, it would fully investigate whether there are any privacy or security issues that may arise. The Board has noted that the Respiratory Care Board is authorized to release SSNs to collection agencies via Business and Professions Code section 3778 (Chapter 586, Statutes of 2003); the Board is currently not aware of other agencies with similar authority.

As part of its Strategic Plan objective, the Board/LATC will research the feasibility of working with other licensing boards in sharing disciplinary information for purposes of leveraging other professional licenses. Other strategies the Board/LATC has utilized with regard to fine collection: Franchise Tax Board Intercept Program; payment plans; revised enforcement letters; etc. In addition, the Board is working with DCA to explore the possibility of establishing a collections unit in DCA to assist boards in collecting citation penalties.

(Note: This was Issue #5 for LATC in the Sunset Background Paper.)

2018 LATC Update Response:

The Board continues to focus on the collection of citation penalties, and its current Strategic Plan includes an objective to measure the effectiveness of the Board's citation collection methods as a means of protecting future consumers. The Board's ongoing efforts to pursue payment of citation penalties resulted in a 70% collection rate over the past three fiscal years, while other design and construction boards have averaged 56%. Research has also indicated that collection agencies can take action without SSNs. Accordingly, the Board is currently in

the process of contracting with a collection agency for full-service debt collection services, including skip-tracing, credit reporting, and filing legal actions, as appropriate. In addition, collaboration with other boards may be feasible when the Board is on a new platform system.

DRAFT

ISSUE #8: CONTINUED REGULATION BY THE BOARD. Should the licensing and regulation of architects be continued and be regulated by the current Board membership?

Committee Staff's Recommendation: Recommend that the licensing and regulation of architects continue to be regulated by the current Board members of the California Architects Board in order to protect the interests of the public and be reviewed once again in four years.

The Board/LATC concurs with the Committees' recommendation.

(Note: This was Issue #6 for LATC in the Sunset Background Paper and the Board/LATC concur with that recommendation.)

Note: as indicated on the cover memo, the following issue was unique to LATC.

LATC ISSUE #2: PATHWAYS TO LICENSURE. Should the LATC consider ways to streamline its licensure process or make its licensure process more flexible to accommodate out-of-state applicants?

Committee Staff's Recommendation: The LATC should continue to work closely with the Board to identify opportunities to initiate efficiencies in its licensure system, and consult with stakeholders to ensure that the path to licensure is efficient and effective. The LATC should also continue to discuss the possibility of expanding the definition of "education credit" to encompass a certain amount of licensed experience, and to consider granting education credit for degrees related to landscape architecture, while ensuring that licensees retain their competence and that consumers are protected by any changes in eligibility.

2014 LATC Response:

The LATC concurs with the Committees' recommendation. During this last reporting period, LATC has expanded its pathways to licensure to allow partial degrees, and architecture degrees to meet education requirements. The LATC is researching other related degrees that can meet the education requirement for licensure.

Efficiencies in the licensure processes were improved by permitting candidates to take certain sections of the national exam upon graduation. On the horizon are changes to allow credit for teaching under a landscape architect. LATC will also work closely with the Board on its efforts on the Accelerated Path to Architectural Licensure.

In addition, the LATC has received license applications from candidates who are licensed in other states but do not meet specific California requirements, namely a degree in landscape architecture. The LATC is reviewing reciprocity requirements of other states to determine possible changes to improve efficiencies. Initial research revealed varying minimum standards across states including education only, experience only, varying degree types, and acceptance of reciprocity from other states. The LATC will work closely with CLARB to establish the minimum years of licensed experience to qualify to take the California Supplemental Exam in order to become licensed in California. The LATC will also work closely with other stakeholders to ensure that the path to licensure is efficient and effective.

2018 LATC Update Response:

During the previous reporting period, the LATC extended its licensure pathways to allow for partial degrees and architecture degrees to meet education requirements. Since then, the LATC has pursued additional efforts that proactively mitigate impediments to licensure and provide enhanced opportunities for prospective candidates to qualify for licensure that are congruent with the type of education and training currently available. Effective January 1, 2017, the LATC promulgated regulations that allocated credit toward licensure for candidates who have landscape architectural teaching experience. Thereafter, the LATC has begun pursuit of additional regulatory changes that would provide expanded pathways to licensure.

Generally, the LATC presently requires that candidates have a combination of education and experience to qualify for licensure. To assess stakeholder feedback regarding expansion of licensure requirements, the LATC held public forums in March and April 2017. Thereafter, the LATC formed an Education/Experience Subcommittee (Subcommittee) tasked with determining expanded pathways to licensure and allocating credit given to those pathways. The LATC sought to mirror its expanded licensure pathways with those already used by the California Architects Board (Board), which provides credits for candidates who have degrees related to architecture, any bachelor's degree, and an experience-only pathway, which is constructed as a structured internship program.

Resultant of the Subcommittee's recommended new licensure pathways and in due consideration of public opinion, the LATC and the Board approved amendments to current regulation that provide credit for a candidate with an accredited civil engineering degree, any bachelor's degree, experience supervised by a licensed landscape contractor, as well as an experience-only pathway.

As of the date of this report, staff has submitted a rulemaking file to the Office of Administrative Law initiating a regulatory change. Additionally, the Committee will continue discussions regarding how it will structure the allocation of experience-based credit. The LATC believes that these proactive efforts will ensure enhanced licensure opportunities, while still maintaining competency of practitioners, for individuals of diverse backgrounds seeking licensure in California.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2018

Section 11

New Issues

This is the opportunity for the LATC to inform the Committees of solutions to issues identified by the LATC and by the Committees. Provide a short discussion of each of the outstanding issues, and the LATC's recommendation for action that could be taken by the LATC, by DCA or by the Legislature to resolve these issues (i.e., policy direction, budget changes, legislative changes) for each of the following:

1. Issues that were raised under prior Sunset Review that have not been addressed.
2. New issues that are identified by the LATC in this report.
3. New issues not previously discussed in this report.
4. New issues raised by the Committees.

The LATC has addressed all issues from the prior review.

.

NEW ISSUES

Enhanced Pathways to Licensure

During the previous reporting period, the LATC extended its licensure pathways to allow for partial degrees and architecture degrees to meet education requirements. Since then, the LATC has pursued additional efforts that proactively mitigate impediments to licensure and provide enhanced opportunities for prospective candidates to qualify for licensure that are congruent with the type of education and training currently available. Effective January 1, 2017, the LATC promulgated regulations that allocated credit toward licensure for candidates who have landscape architectural teaching experience. Thereafter, the LATC has begun pursuit of additional regulatory changes that would provide expanded pathways to licensure.

Generally, the LATC presently requires that candidates have a combination of education and experience to qualify for licensure. To assess stakeholder feedback regarding expansion of licensure requirements, the LATC held public forums in March and April 2017. Thereafter, the LATC formed an Education/Experience Subcommittee (Subcommittee) tasked with determining expanded pathways to licensure and allocating credit given to those pathways. The LATC sought to mirror its expanded licensure pathways with those already used by the California Architects Board (Board), which provides credits for candidates who have degrees related to architecture, any bachelor's degree, and an experience-only pathway, which is constructed as a structured internship program.

Resultant of the Subcommittee's recommended new licensure pathways and in due consideration of public opinion, the LATC and the Board approved amendments to current regulation that provide credit for a candidate with an accredited civil engineering degree, any bachelor's degree, experience supervised by a licensed landscape contractor, as well as an experience-only pathway.

As of the date of this report, staff has submitted a rulemaking file to the Office of Administrative Law initiating a regulatory change. Additionally, the Committee will continue discussions regarding how it will structure the allocation of experience-based credit. The LATC believes that these proactive efforts will ensure enhanced licensure opportunities, while still maintaining competency of practitioners, for individuals of diverse backgrounds seeking licensure in California.

Written Contract

The LATC's "written contact requirement" is one of its most important consumer protection tools. Presently, the landscape architect's written contract must: 1) describe the services to be provided to the landscape architect to the client; 2) describe the basis of compensation, including total cost and method of payment; 3) include a notice that reads, "Landscape architects are licensed by the State of California"; 4) identify by name and address the client and the landscape architect, including the landscape architect's license number; 4) describe the procedure to accommodate additional services; and 5) describe the procedure to be used by both parties to terminate the contract.

Memorializing the basic terms of a business relationship can prove invaluable. Both parties to the relationship need to understand the cost, schedule, compensation, etc. When there is no contract, there is an enhanced opportunity for one party to take advantage of the other. The LATC believes that the contract requirement benefits both the consumer and the landscape architect.

Since this provision has been in effect for some time, the Board has investigated many consumer complaints that centered around the existence of a contract or meaning of specific terms. As such, the Board's experts in the enforcement program (Architect Consultants) have identified several potential improvements to the current law. Many of the disputes that have resulted in complaints stemmed from misunderstandings concerning the project description and/or failure to manage changes in the project description during the design process. The description of the project has direct bearing on the: 1) design services required; 2) compensation related to those services; and 3) project budget and schedule. Without a defined project description, it is often unclear whether the project is on track in meeting the expectations and project requirements established by the client and the architect or landscape architect.

Under the Rules of Professional Conduct, Title 16, California Code of Regulations section 2670(d), landscape architects are prohibited from materially altering the scope or objective of a project without first fully informing the client and obtaining the client's consent in writing. However, landscape architects are not currently required to define the project description in their written contracts with clients. Therefore, it can be difficult for the client or landscape architect to determine when the project description has been materially altered if it has not first been defined and agreed upon in the written contract.

The Board has also received complaints and questions from consumers related to disputes regarding the ownership and use of an architect's instruments of service. Assembly Bill 630 (Chapter 453, Statutes of 2013) became effective January 1, 2014, and added BPC section 5536.4 to the Architects Practice Act, which prohibits the use of an architect's instruments of service without the consent of the architect in a written contract, written agreement, or written license specifically authorizing that use. However, architects nor landscape architects are not currently required to include a provision addressing the ownership and use of their instruments of service in their written contracts with clients. Therefore, clients are often unaware of each party's rights with respect to the instruments of service.

The LATC is proposing to amend BPC section 5616 in order to clarify that the following elements are needed in landscape architects' written contracts with clients for professional services: 1) a description of the project for which the client is seeking services; 2) the project address; 3) a description of the procedure that the landscape architect and the client will use to accommodate contract changes, including, but not limited to, changes in the description of the project, in the description of the services, or in the description of the compensation and method of payment; and 4) a statement identifying the ownership and use of instruments of service prepared by the landscape architect.

The LATC expects this proposal to benefit consumers and landscape architects by providing enhanced transparency for contracted parties, thereby, reducing the number of disputes related to disagreements regarding

the project description, unauthorized changes made to the project during the design process, and/or the ownership and use of instruments of service.

The LATC respectfully requests that this proposal be included as part of the legislation addressing its sunset date.

DRAFT

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM As of November 1, 2018

Section 12 Attachments

Please provide the following attachments:

- A. Board's administrative manual.
- B. Current organizational chart showing relationship of committees to the board and membership of each committee (cf., Section 1, Question 1).
- C. Major studies, if any (cf., Section 1, Question 4).
- D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 3, Question 17)
- E. Quarterly and Annual Performance Measure Reports.

Agenda Item J

REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO LATC'S *DISCIPLINARY GUIDELINES* AND CCR, TITLE 16, DIVISION 26, ARTICLE 1, SECTION 2680 (DISCIPLINARY GUIDELINES)

The Landscape Architects Technical Committee's (LATC) Strategic Plan contains an objective to amend regulations to incorporate the updated *Disciplinary Guidelines* to maintain consistent decisions in disciplinary cases. The LATC's *Disciplinary Guidelines* were last updated in 2000. The California Architects Board's (Board) Strategic Plan similarly contains an objective to update its *Disciplinary Guidelines*. The Board and LATC have been collaborating their efforts to complete the objectives to increase efficiencies.

At the July 13, 2017 LATC meeting, the Committee voted to approve the LATC's *Disciplinary Guidelines* with no changes to the proposed recommended edits. Following LATC's approval, legal counsel reviewed the *Disciplinary Guidelines* and recommended additional changes. Thereafter, the *Disciplinary Guidelines* were presented to the Board for review and approval at its meeting on September 7, 2017. The Board approved the amended LATC *Disciplinary Guidelines*, including the additional changes provided by legal counsel. However, the Board determined that the approved changes to the LATC's *Disciplinary Guidelines* warranted corresponding amendments to the Board's *Disciplinary Guidelines*.

At its December 7, 2017 meeting, the Board reviewed and approved the necessary revisions to the Board's *Disciplinary Guidelines* that were identified by legal counsel. The Board also questioned why information regarding citations was not referenced in the *Disciplinary Guidelines* and why fines were not included as possible disciplinary penalties. Board staff and legal counsel were asked to research the Board's questions regarding citations and fines, and present their research and findings to the Board at its next meeting.

At its March 1, 2018 meeting, the Board approved its *Disciplinary Guidelines* with the proposed changes, including additional language for citations, fines, and civil penalties and authorized staff to proceed with a regulatory amendment. Following this meeting, LATC staff reviewed the approved changes to the Board's *Disciplinary Guidelines* and determined that corresponding changes should also be made to the LATC's *Disciplinary Guidelines*.

Staff consulted with legal counsel and identified changes to the LATC's *Disciplinary Guidelines* based on those which were approved for the Board's. The Board proposed the addition of civil penalty provisions authorized by Business and Professions Code sections 125.9 and 148, in which the LATC has one statute within the Landscape Architects Practice Act that provides authority to assess an administrative penalty or fine through discipline:

Business and Professions Code (BPC) section 5678(e) states that any licensee who fails to report a civil action judgement, settlement, or arbitration award of \$5,000 or greater against the licensee to the LATC within 30 days may be subject to a civil penalty of not less than \$100 and not more than \$1,000, or up to \$20,000 for knowingly and intentionally failing to report as required, as an additional intermediate sanction in lieu of revoking the license.

In addition to the civil penalty provisions, a new section was also added to the LATC's *Disciplinary Guidelines* under General Considerations to provide information regarding the citation authority, and changes were made to the descriptions of BPC sections 5667, 5670, 5671, 5672, 5673, 5675.5, and 140 to accurately reflect the nature of the violations.

In preparing for this meeting, it was discovered that the proposed changes to the LATC's *Disciplinary Guidelines* were being made using an outdated version of the *Guidelines* and not the latest Office of Administrative Law approved version. Therefore, all proposed changes have now been made in the most current version of the *Guidelines*. Attachment 1 shows all the tracked changes previously reviewed and approved at the LATC's July 13, 2017 meeting, with the substantive new recommended revisions from legal counsel at the Board's September 7, 2017, December 7, 2017, and March 1, 2018 meetings, and the updated language from the current *Disciplinary Guidelines* highlighted in yellow.

At today's meeting, the Committee is asked to review and take possible action to recommend to the Board the approval of the revisions to its *Disciplinary Guidelines* (Attachment 1) and authorize staff to proceed with the required regulatory change to amend CCR section 2680 (Attachment 2) in order to incorporate the revised *Disciplinary Guidelines* by reference.

Attachments:

1. LATC's *Disciplinary Guidelines* with Recommended Revisions
2. Proposed Regulatory Language, Title 16, California Code of Regulations Section 2680

[Start Face Page:](#)

[Landscape Architects Technical Committee](#)
[Disciplinary Guidelines](#)
[\(Revised 2018\)](#)



[Landscape Architects Technical Committee](#)
[2420 Del Paso Road, Suite 105](#)
[Sacramento, CA 95834](#)
[Phone: \(916\) 575-7230](#)
[www.latc.ca.gov](#)

[End Face Page](#)

TABLE OF CONTENTS

<u>I.</u>	<u>INTRODUCTION</u>	<u>3</u>
<u>II.</u>	<u>GENERAL CONSIDERATIONS</u>	<u>3</u>
	<u>A. Citations.....</u>	<u>3</u>
	<u>AB. Proposed Decisions.....</u>	<u>5</u>
	<u>BC. Stipulated Settlements</u>	<u>5</u>
	<u>CD. Cost Reimbursement</u>	<u>5</u>
	<u>DE. Factors to be Considered.....</u>	<u>5</u>
	<u>EF. Substantial Relationship Criteria</u>	<u>6</u>
	<u>FG. Criteria for Rehabilitation</u>	<u>6</u>
<u>III.</u>	<u>DEFINITION OF PENALTIES.....</u>	<u>7</u>
<u>IV.</u>	<u>DISCIPLINARY GUIDELINES.....</u>	<u>8</u>
	<u>A. Business and Professions Code.....</u>	<u>8</u>
	<u>B. General Provisions of Business and Professions Code ...</u>	<u>13</u>
	<u>C. California Code of Regulations</u>	<u>15</u>
	<u>D. Violation of Probation</u>	<u>17</u>
<u>V.</u>	<u>MODEL DISCIPLINARY ORDERS</u>	<u>17</u>
	<u>A. Licensee.....</u>	<u>17</u>
	<u>B. Petition for Reinstatement</u>	<u>18</u>
	<u>C. Petition to Revoke Probation.....</u>	<u>19</u>
	<u>D. Applicant</u>	<u>19</u>
<u>VI.</u>	<u>CONDITIONS OF PROBATION</u>	<u>20</u>
	<u>A. Standard Conditions</u>	<u>20</u>
	<u>B. Optional Conditions.....</u>	<u>22</u>
VI.	REHABILITATION CRITERIA	
	<u>ATTACHMENT: QUARTERLY PROBATION</u>	
	<u>REPORT</u>	<u>26</u>

DISCIPLINARY GUIDELINES

I. INTRODUCTION

To establish consistency in disciplinary penalties for similar offenses on a statewide basis, the California Architects Board (~~Board~~**CAB**), Landscape Architects Technical Committee (LATC) has adopted these uniform disciplinary guidelines for particular violations. This document, designed for use by Administrative Law Judges, attorneys, landscape architects, others involved in the disciplinary process, and ultimately the Board, ~~shall~~**may** be revised from time to time and will be distributed to interested parties upon request.

These guidelines include general factors to be considered, probationary terms, and guidelines for specific offenses. The guidelines reference the statutory and regulatory provisions for specific offenses ~~are referenced to the statutory and regulatory provisions.~~

For purposes of this document, terms and conditions of probation are divided into two general categories: (1) Standard Conditions are those conditions of probation which will generally appear in all cases involving probation ~~as a standard term and condition~~; and (2) Optional Conditions are those conditions which address the specific circumstances of the case and require discretion to be exercised depending on the nature and circumstances of a particular case.

The Board ~~(CAB)~~ recognizes ~~that~~ these recommended penalties and conditions of probation are merely guidelines, and ~~that~~ mitigating or aggravating circumstances ~~and/or~~ other factors, may necessitate deviations, as discussed herein. If there are deviations from the guidelines, the Board would request that the Administrative Law Judge hearing the matter include an explanation in the Proposed Decision so that the circumstances can be better understood and evaluated by the Board upon review of the Proposed Decision and before final action is taken.

Additional copies of this document may be obtained by contacting the ~~LATC~~**CAB** at its office in Sacramento, California. There may be a charge assessed sufficient to cover the cost of production and distribution of copies.

II. GENERAL CONSIDERATIONS

A. Citations

The Board may issue a citation pursuant to Section 125.9 or 148 of the Business and Professions Code, and in accordance with Section 2630 of Article 1 of Division 26 of Title 16 of the California Code of Regulations, as an alternate means to address relatively minor violations not necessarily warranting discipline.

Citations are not disciplinary actions, but are matters of public record. The citation program increases the effectiveness of the Board's consumer protection process by providing a method to effectively address less egregious violations.

Citations shall be in writing and shall describe the particular nature and facts of the violation, including a reference to the statute or regulation allegedly violated. In assessing a fine, the Board shall give due

consideration to the factors enumerated in subdivision (b) of Section 2630.1 of Article 1 of Division 26 of Title 16 of the California Code of Regulations.

Citations that include an assessment of an administrative fine are classified according to the nature of the violation as follows:

- 1) Class "A" violations are violations that involve an unlicensed person who has violated Business and Professions Code section 5640, including, but not limited to, acting in the capacity of a landscape architect or engaging in the practice of landscape architecture. A class "A" violation is subject to an administrative fine in an amount not less than \$750 and not exceeding \$2,500 for each and every violation.
- 2) Class "B" violations are violations that involve a person who, while engaged in the practice of landscape architecture, has violated a statute or regulation relating to the practice of landscape architecture and which has caused physical damage to a structure or building or to real property or monetary damage to a client or member of the public, or a person who has committed a class "C" violation and has one or more prior, separate class "C" violations. A class "B" violation is subject to an administrative fine in an amount not less than \$1,000 and not exceeding \$2,500 for each and every violation.
- 3) Class "C" violations are violations that involve a person who, while engaged in the practice of landscape architecture, has violated a statute or regulation relating to the practice of landscape architecture and which has not caused either the death or bodily injury to another person or physical damage to a structure or building or to real property or monetary damage to a client or a member of the public. A class "C" violation is subject to an administrative fine in an amount not less than \$250 and not exceeding \$1,000 for each and every violation.

Notwithstanding the administrative fine amounts listed above, a citation may include a fine between \$2,501 and \$5,000 if one or more of the following circumstances apply:

- 1) The citation involves a violation that has an immediate relationship to the health and safety of another person.
- 2) The cited person has a history of two or more prior citations of the same or similar violations.
- 3) The citation involves multiple violations that demonstrate a willful disregard of the law.
- 4) The citation involves a violation or violations perpetrated against a senior citizen or disabled person.

Payment of a fine with or without an informal conference or administrative hearing does not constitute an admission of the violation charged, but represents a satisfactory resolution of the citation for purposes of public disclosure.

After a citation is issued, the person may:

- 1) Pay the fine/comply with any order of abatement and the matter will be satisfactorily resolved.
- 2) Request an informal conference. Following the informal conference, the citation may be affirmed, modified, or dismissed, including any fine levied or order of abatement issued.
- 3) Request an administrative hearing to appeal the citation regardless of whether or not an informal conference was held.

Failure to pay a fine, unless the citation is being appealed, may result in disciplinary action. Where a citation is not contested and a fine is not paid, the fine shall be added to the fee for renewal of the license.

AB. Proposed Decisions

The Board requests ~~that~~ Proposed Decisions following administrative hearings include the following:

- a. Specific code sections violated, along with their ~~definitions-~~descriptions.
- b. Clear description of the underlying facts demonstrating the violation committed.
- c. Respondent's explanation of the violation if he or ~~she~~ is present at the hearing.
- d. Findings regarding aggravation, mitigation, and rehabilitation where appropriate.
- e. When suspension or probation is ordered, the Board requests that the disciplinary order include terms within the recommended guidelines for that offense unless the reason for departure from the recommended terms is clearly set forth in the findings and supported by the evidence.

BC. Stipulated Settlements

The Board will consider agreeing to stipulated settlements to promote cost-effective consumer protection and to expedite disciplinary decisions. The respondent should be informed that in order to stipulate to a settlement with the Board, he or she may be required to admit to the violations set forth in the accusation or statement of issues. All proposed stipulated settlements must be accompanied by a memorandum from the Deputy Attorney General addressed to Board members explaining the background of the case and defining the allegations, mitigating circumstances, admissions, and proposed penalty, along with a recommendation for the Board to adopt the stipulated settlement.

CD. Cost Reimbursement

The Board seeks reimbursement of its investigative and prosecution costs in all disciplinary cases. The costs include all charges incurred from the Office of the Attorney General, the Division of Investigation, and Board services, including, but not limited to, expert consultant opinions and services. The Board seeks reimbursement of these costs because the burden for payment of the costs of investigation and prosecution of disciplinary cases should fall upon those whose proven conduct required investigation and prosecution, not upon the profession as a whole.

DE. Factors to be Considered

In determining whether revocation, suspension, or probation is to be imposed in a given case, factors such as the following should be considered:

1. Nature and severity of the act(s), offense(s), or crime(s) under consideration.
2. Actual or potential harm to any consumer, client, or the general public.
3. Prior disciplinary record.
4. Number and/or variety of current violations.
5. ~~Mitigation evidence-~~ Aggravating evidence.
6. Mitigating evidence.
67. ~~Rehabilitation E~~evidence-, if any, of rehabilitation submitted by the respondent~~licensee.~~
7. ~~In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.~~
8. ~~Overall criminal record.~~
98. Time passed since the act(s) or offense(s) occurred.

- ~~109.~~ Any financial benefit to the respondent from his or her misconduct.
10. Whether or not the respondent cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.
11. Recognition by the respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence.

EF. Substantial Relationship Criteria

California Code of Regulations, Title 16, Division 26, Article 1, section 2655 states:

For the purpose of denial, suspension, or revocation of the license of a landscape architect pursuant to Division 1.5 (commencing with Section 475) of the Business and Professions Code, a crime or act shall be considered substantially related to the qualifications, functions, and duties of a landscape architect if to a substantial degree it evidences present or potential unfitness of a landscape architect to perform the functions authorized by his or her license in a manner consistent with the public health, safety, or welfare. Such crimes or acts shall include, but not be limited to, the following:

- (a) Any violation of the provisions of Chapter 3.5 of Division 3 of the Business and Professions Code.

FG. Criteria for Rehabilitation

(For cases involving an applicant, the conviction of a crime, the reinstatement of licensure, or the reduction of penalty)

California Code of Regulations, Title 16, Division 26, Article 1, section 2656 states:~~Criteria for Rehabilitation states:~~

- (a) When considering the denial of a landscape architect's license under Section 480 of the Business and Professions Code, the ~~b~~Board, in evaluating the rehabilitation of the applicant and his or her present eligibility for a license, will consider the following criteria:
- (1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
 - (2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.
 - (3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
 - (4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
 - (5) Evidence, if any, of rehabilitation submitted by the applicant.
- (b) When considering the suspension or revocation of the license of a landscape architect on the grounds that the person licensed has been convicted of a crime, the ~~b~~Board, in evaluating the rehabilitation of such person and his or her present eligibility for a license, will consider the following criteria:
- (1) Nature and severity of the act(s) or offense(s).
 - (2) Total criminal record.
 - (3) The time that has elapsed since commission of the act(s) or offense(s).
 - (4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.

- (5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.
(6) Evidence, if any, of rehabilitation submitted by the licensee.
(c) When considering a petition for reinstatement of the license of a landscape architect, the ~~b~~Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).

III. DEFINITION OF PENALTIES

Revocation: Loss of a license as the result of any one or more violations of the Landscape Architects Practice Act. Revocation of a license is permanent, unless the respondent takes affirmative action to petition the Board for reinstatement of his ~~/~~ or her license and demonstrates to the Board's satisfaction that he or ~~/~~ she is rehabilitated.

Suspension: Invalidation of a license for a fixed period of time, not to exceed a period of one year.

Stayed Revocation: Revocation of a license, held in abeyance pending respondent's compliance with the terms of his or ~~/~~ her probation.

Stayed Suspension: Suspension of a license, held in abeyance pending respondent's compliance with the terms of his or ~~/~~ her probation.

Probation: A period during which a respondent's sentence is suspended in return for respondent's agreement to comply with specified conditions relating to improving his or ~~/~~ her conduct or preventing the likelihood of a reoccurrence of the violation.

Public Reproval: A condition of probation whereby the respondent is required to appear before the Board to review in public the violation which he or she was determined to have committed and the penalties imposed.

IV. DISCIPLINARY GUIDELINES

The offenses are listed by ~~statute~~section number in the Business and Professions Code or California Code of Regulations. The standard terms of probation as stated herein shall be included for all probations. The optional conditions of probation as stated herein are to be considered and imposed along with any other optional conditions if facts and circumstances warrant. The number(s) in brackets ~~listed after each condition of probation~~ refers to the specific standard or optional conditions of probation~~listed on pages XX—XX~~.

A. Business and Professions Code ~~Sections~~

Section 5616: Landscape Architecture Contract – Contents, Notice Requirements

<u>Maximum:</u>	<u>Revocation</u>
<u>Minimum:</u>	<u>Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:</u>
	a. <u>Cost reimbursement [#16]</u>
	b. <u>Restitution [#17] (if applicable)</u>

Section 5640: Unlicensed Person Engaging in Practice - Sanctions

Applicant Maximum:	<u>Revocation or Ddenial of application for a license <u>application</u></u>
Applicant Minimum:	<u>Ninety (90) days actual suspension <u>Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:</u></u>
	a. <u>All standard conditions of probation [#1-#7] <u>Ethics course [#14]</u></u>
	b. <u>Cost reimbursement [#16]</u>
	c. <u>Restitution [#17] (if applicable)</u>

Section 5642: Partnership, Corporation – Unlicensed Person

Maximum:	<u>Revocation</u>
Minimum:	<u>Stayed Revocation, 90 days' actual suspension <u>[#11]</u>, and for 5 years' <u>probation</u> on <u>all standard conditions [#1-10] and the following optional</u> conditions:</u>
	a. <u>All standard conditions of probation [#1-#7]</u>
	b a. <u>Cost reimbursement [#11] <u>[#16]</u></u>

Section 5659: Inclusion of License Number – Requirement

<u>Maximum:</u>	<u>Revocation</u>
<u>Minimum:</u>	<u>Stayed revocation and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:</u>

- a. [Ethics course \[#14\]](#)
- b. [Cost reimbursement \[#16\]](#)
- c. [Restitution \[#17\] \(if applicable\)](#)

Section 5666: Practice in Violation of Chapter Provisions

The appropriate penalty depends on the nature of the offense.

Maximum: [Revocation](#)

Minimum: [Stayed revocation and 3 years' probation on all standard conditions \[#1-10\] and the following optional conditions:](#)

- a. [Cost reimbursement \[#16\]](#)
- b. [Restitution \[#17\] \(if applicable\)](#)

Section 5667: Fraud, Misrepresentation - Obtaining License

~~Licensee~~ Maximum/Minimum: [Revocation](#)

Minimum: [Stayed revocation, 90 days' actual suspension \[#11\], and 5 years' probation on all standard conditions \[#1-10\] and the following optional conditions:](#)

- a. [Ethics course \[#14\]](#)
- b. [Cost reimbursement \[#16\]](#)

Section 5668: Impersonating Landscape Architect – Practice Under Assumed Name

~~Licensee~~ Maximum: [Revocation](#)

~~Licensee~~ Minimum: [Stayed revocation, 90 days' actual suspension \[#11\], and 5 years' probation on all standard conditions \[#1-10\] ~~on~~ and the following optional conditions:](#)

- ~~a. All standard conditions of probation [#1-#7]~~
- ~~b. Continuing education courses~~ [Ethics course \[#1014\]](#)
- ~~c. Cost reimbursement [#1116]~~
- ~~d. Restitution [#1217] (if applicable)~~

Section 5669: Aiding, Abetting - Unlicensed Practice

Maximum: [Revocation](#)

Minimum: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation [on all standard conditions](#) [\[#1-10\]](#) ~~on~~ [and](#) the following [optional](#) conditions:

~~a. All standard conditions of probation~~ [\[#1-#7\]](#)

~~b.a. Continuing education courses~~ [Ethics course](#) [\[#1014\]](#)

~~e.b.~~ Cost reimbursement [\[#1116\]](#)

~~d.c.~~ Restitution [\[#1217\]](#) [\(if applicable\)](#)

Section 5670: Fraud, Deceit in Practice

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation [on all standard conditions](#) [\[#1-10\]](#) ~~on~~ [and](#) the following [optional](#) conditions:

a. ~~All standard conditions of probation~~ [\[#1-#7\]](#) [Ethics Course](#) [\[#14\]](#)

b. Continuing education courses [\[#1015\]](#)

c. Cost reimbursement [\[#1116\]](#)

d. Restitution [\[#1217\]](#) [\(if applicable\)](#)

Section 5671: Negligence, ~~Willful Misconduct in Practice~~

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation [on all standard conditions](#) [\[#1-10\]](#) ~~on~~ [and](#) the following [optional](#) conditions:

~~a. All standard conditions of probation~~ [\[#1-#7\]](#)

~~d.a.~~ Continuing education courses [\[#1015\]](#)

~~e.b.~~ Cost reimbursement [\[#1116\]](#)

~~f.c.~~ Restitution [\[#1217\]](#) [\(if applicable\)](#)

Section 5671: Willful Misconduct in Practice

Maximum: [Revocation](#)

Minimum: [Stayed revocation, 90 days' actual suspension](#) [\[#11\]](#), and 5 years' probation [on all standard conditions](#) [\[#1-10\]](#) [and the following optional conditions:](#)

[a. Ethics course](#) [\[#14\]](#)

[b. Continuing education course \[#15\]](#)

[c. Cost reimbursement \[#16\]](#)

[d. Restitution \[#17\] \(if applicable\)](#)

Section 5672: Gross Incompetence in Practice

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation [on all standard conditions \[#1-10\]](#) ~~on~~ [and](#) the following [optional](#) conditions:

~~a. All standard conditions of probation [#1-#7]~~

~~b. Written examination [#109]~~

~~b~~[a. California Supplemental Examination \[#12\]](#)

~~e~~[b. Continuing education courses \[#1015\]](#)

~~d~~[c. Cost reimbursement \[#1116\]](#)

~~e~~[d. Restitution \[#1217\] \(if applicable\)](#)

Section 5673: False Use of Signature

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation [on all standard conditions \[#1-10\]](#) ~~on~~ [and](#) the following [optional](#) conditions:

~~a. All standard conditions of probation [#1-#7]~~

~~b~~[a. Continuing education courses Ethics course \[#1014\]](#)

~~e~~[b. Cost reimbursement \[#1116\]](#)

~~d~~[c. Restitution \[#1217\] \(if applicable\)](#)

Section 5675: Felony Conviction - Sanctions

Maximum: Revocation ~~or denial of license application~~

Minimum: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation [on all standard conditions \[#1-10\]](#) ~~on~~ [and](#) the following [optional](#) conditions:

~~a. All standard conditions of probation [#1-#7]~~

~~b. Continuing education courses [#10]~~

~~e~~a. Cost reimbursement [#~~11~~16]

~~d. Restitution [#12]~~

~~e~~b. Criminal Probation Reports [#~~13~~18]

Section 5675.5: Disciplinary Action by a Public Agency – Disciplinary Action

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] ~~on~~ and the following optional conditions:

~~a. All standard conditions of probation [#1-7]~~

~~b~~a. Continuing education courses [#~~10~~15]

~~e~~b. Cost reimbursement [#~~11~~16]

~~d~~c. Restitution [#~~12~~17] (if applicable)

Section 5676: Plea of Nolo Contendere – Criminal Conviction - Sanctions

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] ~~on~~ and the following optional conditions:

~~a. All standard conditions of probation [#1-7]~~

~~b. Continuing education courses [#10]~~

~~e~~a. Cost reimbursement [#~~11~~16]

~~d. Restitution. [#12]~~

~~e~~b. Criminal Probation Reports [#~~13~~18]

Section 5678: Report of Settlement or Arbitration Award – Licensee

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional condition:

a. Cost reimbursement [#16]

Civil Penalty: In lieu of revocation, assess civil penalty of not less than \$100 and not more than \$1,000. If knowing and intentional failure to report, in lieu of revocation, assess civil penalty up to \$20,000.

B. General Provisions of Business and Professions Code

Section 125.6: Discrimination ~~by Licensee~~ – Physically Handicapped

Maximum: Revocation

Minimum: Stayed revocation, ~~60~~90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] ~~on~~ and the following optional conditions:

~~a. All standard conditions of probation [#1-#7]~~

~~b~~a. Cost reimbursement [#~~11~~16]

Section 140: Failure to Record and Preserve Cash Transactions Involving Employee Wages or Failure to Make Those Records Available to Board Representative

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional condition:

a. Cost reimbursement [#16]

Section 141: Effect of Disciplinary Action Taken by Another State or the Federal Government

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

a. Continuing education courses [#15]

b. Cost reimbursement [#16]

c. Restitution [#17] (if applicable)

Section 143.5 Provision Prohibited in Settlement Agreements; Adoption of Regulations; Exemptions

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:

a. Ethics course [#14]

b. Cost reimbursement [#16]

Section 480 (a): Applicant's Grounds for Denial-of Licenses

An applicant's application may be denied for (1) conviction of a crime substantially related to the qualifications, functions, or duties of the practice of landscape architecture; (2) any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; (3) any act ~~which~~that if done by a licensee would be grounds for suspension or revocation of license; or (4) knowingly making a false statement of fact required to be revealed in the application for such license.

Maximum/Minimum: Denial of license application

Minimum: Issue initial license, stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Continuing education courses [#15]
- c. Cost reimbursement [#16]
- d. Restitution [#17] (if applicable)

Section 490: Conviction of Crime; Suspension, Revocation – Grounds

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Cost reimbursement [#16]
- b. Criminal Probation Reports [#18]

Section 496: **Subversion of Licensing Examinations or Administration of Examinations**

Maximum/Minimum: Revocation or denial of license application

Minimum: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Continuing education courses [#15]
- c. Cost reimbursement [#16]
- d. Restitution [#17] (if applicable)

Section 499: False Statement in Support of Another Person's Application; Grounds

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Cost reimbursement [#16]

C. California Code of Regulations

Division 2, Title 16, Chapter 26 Article 1. General Provisions

Section 2670: Rules of Professional Conduct

(a) Competence

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] ~~on~~ and the following optional conditions:

- ~~a. All standard conditions of probation [#1-#7]~~
- a. California Supplemental Examination [#12]
- b. Continuing education courses [#1015]
- c. Cost reimbursement [#1116]
- d. Restitution [#1217] (if applicable)

(b) Willful Misconduct

Maximum: Revocation

Minimum: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Continuing education courses [#15]
- c. Cost reimbursement [#16]
- d. Restitution [#17] (if applicable)

(bc) Full Disclosure

Maximum:

Revocation

Minimum:

Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

a. ~~All standard conditions of probation [#1-#7]~~ [Ethics course \[#14\]](#)

b. ~~Continuing education courses [#10]~~

e**b**. Cost reimbursement [~~#11~~[16](#)]

d**c**. Restitution [~~#12~~[17](#)] [\(if applicable\)](#)

(ed) Informed Consent

Maximum:

Revocation

Minimum:

Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

a. ~~All standard conditions of probation [#1-#7]~~

b**a**. Continuing education courses [~~#10~~[15](#)]

e**b**. Cost reimbursement [~~#11~~[16](#)]

d**c**. Restitution [~~#12~~[17](#)] [\(if applicable\)](#)

(de) Conflict of Interest

Maximum:

Revocation

Minimum:

Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

a. ~~All standard conditions of probation [#1-#7]~~ [Ethics course \[#14\]](#)

b. ~~Continuing education courses [#10]~~

e**b**. Cost reimbursement [~~#11~~[16](#)]

d**c**. Restitution [~~#12~~[17](#)] [\(if applicable\)](#)

(ef) Copyright Infringement

Maximum:

Revocation

Minimum:

Stayed revocation, 90 days' actual suspension [11], and 5 years' probation on all standard conditions [1-10] and the following optional conditions:

- a. ~~All standard conditions of probation [1-7]~~ Ethics course [14]
- b. Continuing education courses [1015]
- c. Cost reimbursement [1116]
- d. Restitution [1217] (if applicable)

V.D. Violation of Probation

Maximum Penalty

Actual suspension; vacate stay order and reimpose penalty that was previously stayed; and/or revoke, separately and severally, for violation of probation and/or for any additional offenses.

Minimum Penalty

Actual suspension and/or extension of probation.

The maximum penalty is appropriate for repeated similar offenses, or for probation violations indicating a cavalier or recalcitrant attitude. If the probation violation is due in part to the commission of additional offense(s), additional penalties shall be imposed according to the nature of the offense; and the probation violation shall be considered as an aggravating factor in imposing a penalty for those offense(s).

V. MODEL DISCIPLINARY ORDERS

A. Licensee

Revocation of License

Landscape Architect License No. _____, issued to respondent _____, is revoked.

Respondent shall relinquish and forward or deliver his or her license to practice landscape architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of his or her revoked license for ~~three (3) years~~ one (1) year from the effective date of this Decision.

Respondent shall pay to the Board its costs of investigation and prosecution in the amount of \$ _____ within thirty (30) days of the effective date of this Decision.

Option: As a condition precedent to reinstatement of his or her revoked license, respondent shall reimburse the Board for its costs of investigation and prosecution in the amount of \$ _____. Said amount shall be paid in full prior to the reinstatement of his or her license unless otherwise ordered by the Board.

Revocation Stayed and License Placed on Probation

Landscape Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed and respondent is placed on probation for _____ years on the following terms and conditions:

Public Reprimand

Landscape Architect License No. _____, issued to respondent _____, is publicly reprimanded. This reprimand constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

Surrender License

Respondent _____ surrenders Landscape Architect License No. _____ as of the effective date of this Decision. Respondent shall relinquish and forward or deliver his or her license to practice landscape architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision.

The surrender of respondent's license and the acceptance of the surrendered license by the Board shall constitute the imposition of discipline against respondent. This Decision constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

B. Petition for Reinstatement

Grant Petition with No Restrictions on License

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's landscape architect license shall be fully restored.

Grant Petition and Place License on Probation

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's landscape architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed and the petitioner shall be placed on probation for a period of _____ years on the following terms and conditions:

Grant Petition and Place License on Probation After Completion of Conditions Precedent

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's landscape architect license shall be fully reinstated upon the following conditions precedent:

Upon completion of the conditions precedent above, petitioner's landscape architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed, and petitioner shall be placed on probation for a period of _____ years on the following terms and conditions:

Deny Petition

The petition for reinstatement filed by petitioner _____ is hereby denied.

C. Petition to Revoke Probation

Revocation of Probation

Landscape Architect License No. _____, issued to respondent _____, is revoked.

Extension of Probation

Landscape Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed, and respondent is placed on probation for an additional _____ year(s) on the following terms and conditions:

D. Applicant

(in cases where a Statement of Issues has been filed)

Grant Application with No Restrictions on License

The application filed by respondent _____ for initial licensure is hereby granted, and a landscape architect license shall be issued to respondent upon successful completion of all licensing requirements including payment of all fees.

Grant Application and Place License on Probation

The application filed by respondent _____ for initial licensure is hereby granted, and a landscape architect license shall be issued to respondent upon successful completion of all licensing requirements, including payment of all fees. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the following terms and conditions:

Grant Application and Place License on Probation After Completion of Conditions Precedent

The application filed by respondent _____ for initial licensure is hereby granted, and a landscape architect license shall be issued to respondent upon the following conditions precedent:

Upon completion of the conditions precedent above and successful completion of all licensing requirements, including payment of all fees, respondent shall be issued a landscape architect license. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the following terms and conditions:

Deny Application

The application filed by respondent _____ for initial licensure is hereby denied.

VI.—~~STANDARD~~ CONDITIONS OF PROBATION

A. Standard Conditions

(~~To~~ to be included in all cases of probation)

Severability Clause

Each condition of probation is a separate and distinct condition. If any condition of this Decision and Order, or any application thereof, is declared unenforceable in whole, in part, or to any extent, the remainder of this Decision and Order, and all other applications thereof, shall not be affected. Each condition of this Decision and Order shall separately be valid and enforceable to the fullest extent permitted by law.

1. Obey All Laws

Respondent shall obey all federal, state, and local laws and regulations ~~governing the practice of landscape architecture in California~~ and comply with all conditions of probation.

2. Submit Quarterly Reports

Respondent, within 10 days of completion of the quarter, shall submit quarterly written reports to the Board ~~on~~ using the Board's a Quarterly Probation Report ~~of Compliance~~ form (~~10/98~~ Rev. 5/2018) obtained from the Board (Attachment A).

3. Personal Appearances

Upon reasonable notice by the Board, ~~the~~ respondent shall report to and make personal appearances at times and locations as the Board may direct.

4. Cooperate During Probation

Respondent shall cooperate fully with the Board, and with any of its agents or employees in their supervision and investigation of his ~~or~~ her compliance with the terms and conditions of this probation. Upon reasonable notice, ~~the~~ respondent shall provide the Board, its agents or employees, with the opportunity to review all plans, specifications, and instruments of service prepared during the period of probation.

5. Maintain Active and Current License

Respondent shall maintain an active and current license to practice landscape architecture in California for the length of the probation period. Failure to pay all renewal fees prior to respondent's license expiration date shall constitute a violation of probation.

6. Notification of Changes to Address and/or Telephone Number

Respondent shall notify the Board in writing of any and all changes to his or her address of record and telephone number within 10 calendar days of such change.

57. Tolling for Out-of-State Practice, Residence or In-State Non-Practice

Respondent shall provide a list of all states, United States territories, and elsewhere in the world where he or she has ever been licensed as a landscape architect or held any landscape architecture related professional license or registration within 30 calendar days of the effective date of this Decision. Respondent shall further provide information regarding the status of each license and registration and any changes in the license or registration status within 10 calendar days, during the term of probation. Respondent shall inform the Board if he or she applies for or obtains a landscape architectural license or registration outside of California within 10 calendar days, during the term of probation.

In the event respondent should leave California to reside or to practice outside the State or for any reason stop practicing landscape architecture in California, respondent shall notify the Board or its designee in writing within 10 ~~ten~~ days of the dates of departure and return, or the dates of non-practice or the resumption of practice within California. Respondent's probation is tolled, if and when he or she ceases practicing in California. Non-practice is defined as any period of time exceeding 30 ~~thirty~~ days in which respondent is not engaging in any activities defined in Section 5615 of the Business and Professions Code. ~~All provisions of probation other than the quarterly report requirements, examination requirements, and education requirements, shall be held in abeyance until respondent resumes practice in California. All provisions of probation shall recommence on the effective date of resumption of practice in California.~~ Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period. Respondent shall not be relieved of the obligation to maintain an active and current license with the LATC. It shall be a violation of probation for Respondent's probation to remain tolled pursuant to the provisions of this condition for a period exceeding a total of five years.

All provisions of probation other than the quarterly report requirements, examination requirements, cost reimbursement, restitution, and education requirements, shall be held in abeyance until respondent resumes practice in California. All other provisions of probation shall recommence on the effective date of resumption of practice in California.

68. Violation of Probation

If respondent violates probation in any respect, the Board, after giving respondent notice and opportunity to be heard, may revoke probation and carry out the disciplinary order that ~~which~~ was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation, the Board shall have continuing jurisdiction ~~until the matter is final~~, and the period of probation shall be extended until the matter is final.

9. License Surrender While on Probation

During respondent's term of probation, if he or she ceases practice due to retirement or health reasons, or is otherwise unable to satisfy any condition of probation, respondent may surrender his or her license to the Board. The Board reserves the right to evaluate respondent's request and exercise its discretion in determining whether to grant the request, or take any other action deemed appropriate and reasonable under the circumstances, without further hearing. Upon formal acceptance of the tendered license and wall certificate, respondent will no longer be subject to the

conditions of probation. All costs incurred (i.e., cost reimbursement) are due upon reinstatement or relicensure.

Surrender of respondent's license shall be considered a disciplinary action and shall become a part of respondent's license history with the Board.

710. Completion of Probation

Upon successful completion of probation, respondent's license will be fully restored.

~~VII. OPTIONAL CONDITIONS OF PROBATION~~

B. Optional Conditions

811. Suspension

Respondent is suspended from the practice of landscape architecture for _____ days beginning on the effective date of ~~the~~this Decision.

12. California Supplemental Examination

Option 1 (Condition Subsequent)

Within six months of the effective date of this Decision, respondent shall take and pass the California Supplemental Examination (CSE) designated by the Board.

If respondent fails to pass said examination within six months, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he or ~~she~~ may resume practice. Tolling provisions apply during any period of non-practice due to respondent's failure to take and pass said examination. It shall be a violation of probation for respondent's probation to remain tolled pursuant to this condition for a period exceeding a total of three years. Respondent is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall take and pass the California Supplemental Examination (CSE) designated by the Board within two years of the effective date of this Decision.

This probationary period shall not commence until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he or she may resume practice. Respondent is responsible for paying all costs of such examination.

913. Written Examination

Option 1 (Condition Subsequent)

Within one year of the effective date of this Decision, ~~R~~respondent shall take and pass (specified) sections of the Landscape Architect Registration Examination (L-A-R-E).

If respondent fails to pass said examination within one year or within two attempts, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he

or /she may resume practice. Tolling provisions apply during any period of non-practice due to respondent's failure to take and pass said examination. It shall be a violation of probation for respondent's probation to remain tolled pursuant to this condition for a period exceeding a total of three years. Failure to pass the required examination no later than one year 100 days prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall take and pass (specified) sections of the Landscape Architect Registration Examination (LARE) within two years of the effective date of this Decision.

This probationary period shall not commence until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he or she may resume practice. Respondent is responsible for paying all costs of such examination.

14. Ethics Course

Within 30 days of the effective date of this Decision, respondent shall submit for prior Board approval a course in ethics that will be completed within the first year of probation.

Failure to satisfactorily complete the required course as scheduled or failure to complete same within the first year of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board for its approval the specifics of the course required by this condition, and for paying all costs of said course.

15. Continuing Education Courses

Respondent shall successfully complete and pass professional education courses, approved in advance by the Board or its designee, directly relevant to the violation as specified by the Board. The professional education courses shall be completed within a period of time designated by the Board, which timeframe shall be incorporated as a condition of this probation.

Failure to satisfactorily complete the required courses as scheduled or failure to complete same no later than one year 100 days prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board for its approval the specifics of each course required by this condition, and for paying all costs of such courses.

16. Cost Reimbursement

Respondent shall reimburse the Board \$ _____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the effective date ~~the Board's of this~~ Decision is final.

Option: The payment shall be made as follows: _____ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).

1217. Restitution

Within _____ days of the effective date of this Decision, respondent shall make restitution to _____ in the amount of \$_____ and shall provide the Board with proof from _____ attesting that the full restitution has been paid. In all cases, restitution shall be completed no later than one year before the termination of probation.

Note: Business and Professions Code section 143.5 prohibits the Board from requiring restitution in disciplinary cases when the Board's case is based on a complaint or report that has also been the subject of a civil action and that has been settled for monetary damages providing for full and final satisfaction of the parties in the civil action.

1318. Criminal Probation Reports

~~In the event of conviction~~ If respondent is convicted of any crime, Respondent shall provide the Board with a copy of the standard conditions of the criminal probation, copies of all criminal probation reports, and the name of his or her probation officer.

14. — Relinquish License and Wall Certificate

~~Respondent shall relinquish and shall forward or deliver the license to practice and the wall certificate to the Board within 10 days of the effective date of this decision and order.~~

1519. Notification to Clients/Cessation of Practice

In orders which provide for a cessation or suspension of practice, within 30 days of the effective date of this Decision, respondent shall ~~comply with procedures provided by the Board regarding notification to, and management of,~~ provide all clients with whom he or she has a current contractual relationship in the practice of landscape architecture with a copy of the Decision and Order of the Board and provide the Board with evidence of such notification, including the name and address of each person or entity required to be notified.

20. Civil Penalty

Respondent shall pay to the Board a civil penalty in the amount of \$_____ [not less than \$100 and not more than \$1,000; if knowing and intentional failure to report, assess civil penalty up to \$20,000] pursuant to Business and Professions Code section 5678. Respondent shall make the payments as follows:

[Term only applicable to Business and Professions Code section 5678 violations and used in lieu of revocation.]

VIII. REHABILITATION CRITERIA

~~California Code of Regulations, Title 16, Division 26, Section 2656, Criteria for Rehabilitation states:~~

- ~~(a) When considering the denial of a landscape architect's license under Section 480 of the Business and Professions Code, the board, in evaluating the rehabilitation of the applicant and his present eligibility for a license will consider the following criteria:~~
 - ~~(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.~~

- ~~(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.~~
- ~~(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).~~
- ~~(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.~~
- ~~(5) Evidence, if any, of rehabilitation submitted by the applicant.~~
- ~~(b) When considering the suspension or revocation of the license of a landscape architect on the grounds that the person licensed has been convicted of a crime, the board, in evaluating the rehabilitation of such person and his present eligibility for a license, will consider the following criteria:~~
 - ~~(1) Nature and severity of the act(s) or offense(s).~~
 - ~~(2) Total criminal record.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or offense(s).~~
 - ~~(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.~~
 - ~~(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.~~
 - ~~(6) Evidence, if any, of rehabilitation submitted by the licensee.~~
- ~~(c) When considering a petition for reinstatement of the license of a landscape architect, the board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).~~

QUARTERLY PROBATION REPORT

1. NAME: _____ TELEPHONE #: (____) _____

ADDRESS OF RECORD: _____

CITY: _____ STATE: _____ ZIP CODE: _____

2. NAME OF FIRM: _____ YOUR TITLE: _____

FIRM ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE #: (____) _____

3. On the second page of this form, detail your landscape architectural activities for the probation period beginning:

_____ and ending _____
Mo. Day Year Mo. Day Year

4. List any other activities related to the practice of landscape architecture:

ACTIVITY

DATE

5. I declare under penalty of perjury under the laws of the State of California that the information contained in this quarterly report regarding my professional practice is true and correct.

Signature: _____

Date: _____

DATE: _____ QUARTER: _____ YEAR: _____

CLIENT NAME: _____ TELEPHONE #: () _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

<u>PROJECT TITLE/ADDRESS</u>	<u>PROJECT DESCRIPTION</u>	<u>DATE START-COMPLETE</u>	<u>YOUR INVOLVEMENT</u>

CLIENT NAME: _____ TELEPHONE #: () _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

<u>PROJECT TITLE/ADDRESS</u>	<u>PROJECT DESCRIPTION</u>	<u>DATE START-COMPLETE</u>	<u>YOUR INVOLVEMENT</u>

CLIENT NAME: _____ TELEPHONE #: () _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

<u>PROJECT TITLE/ADDRESS</u>	<u>PROJECT DESCRIPTION</u>	<u>DATE START-COMPLETE</u>	<u>YOUR INVOLVEMENT</u>

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

Title 16. Professional and Vocational Regulations Division 26. Landscape Architects Technical Committee

PROPOSED REGULATORY LANGUAGE

Changes to the existing regulation are shown in single underline for new text and single-strikeout for deleted text.

~~Article 1. General Provisions~~

Amend Section 2680 of Article 1 of Division 26 of Title 16 of the California Code of Regulations as follows:

Section 2680. Disciplinary Guidelines.

In reaching a decision on a disciplinary action under the Administrative Procedure Act (Government Code Section 11400 et seq.), the Board shall consider the disciplinary guidelines entitled “Disciplinary Guidelines” [Rev. 5/20187/20172000] which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Board in its sole discretion determines that the facts of the particular case warrant such a deviation - for example: the presence of mitigating factors; the age of the case; evidentiary problems.

Note: Authority cited: Sections 5622, and 5630, ~~and 5662~~, Business and Professions Code; and Section ~~11425.50(e)~~ 11400.20, Government Code. Reference: Sections 125.3, 125.6, 140, 141, 143.5, 480(a), 490, 496, 499, 5616, 5640, 5642, 5659, 5660, 5662, 5666, 5667, 5668, 5669, 5670, 5671, 5672, 5673, 5675, 5675.5, ~~and 5676~~, and 5678, Business and Professions Code; and sections 11400.20, ~~11400.21, 11425~~ and 11425.50(e), Government Code.

Agenda Item K

REVIEW OF FUTURE LATC MEETING DATES

May

4	Landscape Architects Technical Committee (LATC) Meeting	Sacramento
16	Executive Committee Meeting	Sacramento
28	<i>Memorial Day</i>	<i>Office Closed</i>

June

13	California Architects Board (Board) Meeting	Southern California
27	National Council of Architectural Registration Boards Annual Meeting	Detroit, MI

July

4	<i>Independence Day</i>	<i>Office Closed</i>
20	LATC Meeting	Southern California

September

3	<i>Labor Day</i>	<i>Office Closed</i>
12	Board Meeting	Bay Area
27-29	Council of Landscape Architectural Registration Boards Annual Meeting	Toronto, Ontario

November

12	<i>Veterans Day Observed</i>	<i>Office Closed</i>
15-16	LATC Meeting & Strategic Planning Session	Sacramento
22-23	<i>Thanksgiving Holiday</i>	<i>Office Closed</i>

December

13-14	Board Meeting & Strategic Planning Session	Sacramento
25	<i>Christmas Day</i>	<i>Office Closed</i>

Agenda Item L

ADJOURNMENT

Time: _____