

California Architects Board  
Landscape Architects Technical Committee  
May 16, 2025







**NOTICE OF MEETING**  
**Landscape Architects Technical Committee**

**LATC MEMBERS**

Pamela S. Brief, Chair  
Patricia M. Trauth, Vice Chair  
Martin Armstrong  
Susan M. Landry  
Jon S. Wreschinsky

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

**The Landscape Architects Technical Committee**

**(LATC or Committee) will meet at**

**Department of Consumer Affairs**

**HQ 2 Hearing Room (Room #186)**

**1747 North Market Blvd.**

**Sacramento, CA 95834**

**at 10 a.m., on May 16, 2025**

**Information to Register/Join Meeting for Members of the Public via Webex:** To access the Webex event, attendees will need to click the following link. Instructions to connect to the meeting can be found at the end of this agenda.

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m18d4b32d65cc4a671a7b8571bf1d4e98>

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

Due to potential technical difficulties, please consider submitting written comments by May 12, 2025, to [latc@dca.ca.gov](mailto:latc@dca.ca.gov) for consideration.

## **AGENDA**

**10 a.m. to 5 p.m.**  
(or until completion of business)

**Action may be taken on any item listed below.**

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. Chair’s Procedural Remarks and Committee 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. Update from the Department of Consumer Affairs (DCA) – Board and Bureau Relations, DCA, Leslie Barmby, Associate Government Program Analyst
- E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst
- F. Office of Professional Examination Services (OPES) California Supplemental Exam (CSE) Presentation, Brian Knox, Research Data Analyst II, and Karen Okicich, Research Data Supervisor II
- G. Review and Possible Action on January 31, 2025, LATC Meeting Minutes
- H. Legislation Update
  - 1. [\*\*AB 667 \(Solache\)\*\*](#) Professions and Vocations: License Examinations: Interpreters
  - 2. [\*\*AB 742 \(Elhawary\)\*\*](#) Department of Consumer Affairs: Licensing: Applicants Who are Descendants of Slaves
  - 3. [\*\*SB 470 \(Laird\)\*\*](#) Bagley-Keene Open Meeting Act: Teleconferencing
  - 4. [\*\*SB 641 \(Ashby\)\*\*](#) Department of Consumer Affairs and Department of Real Estate: States of Emergency: Waivers and Exemptions

I. Program Manager's Report

1. Update on LATC's Administrative/Management, Examination, Licensing, and Enforcement Programs
  - i. Update on Social Media
  - ii. Strategic Plan Updates

J. Discuss Upcoming University of California, Los Angeles (UCLA) Extension Certificate Program Review

K. Discuss and take action on the Possibility of Establishing a "Retired License" Option for Landscape Architects

L. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):

1. Update and Discuss Committee Meetings

M. Review of Future Committee Meeting Dates

N. Adjournment

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.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

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

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

**Person:** Heather Davis

**Telephone:** (916) 575-7235

**Email:** Heather.Davis@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.

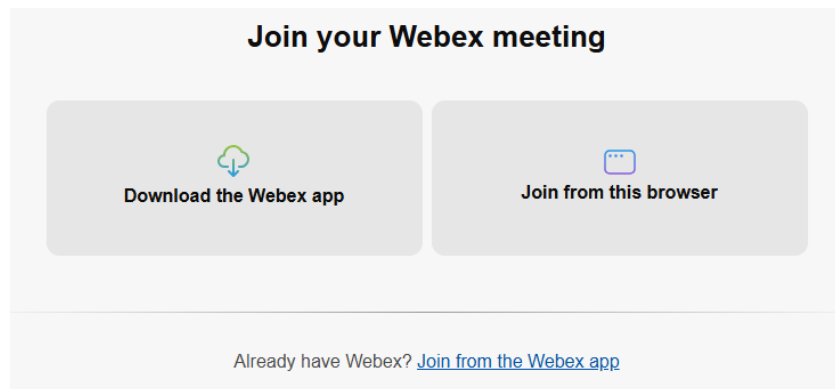
***Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business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

## Recommended: Join using the meeting link.

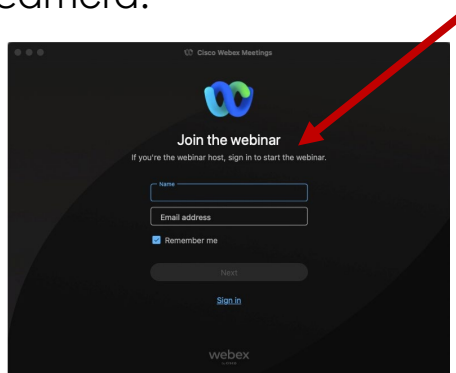
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.

**DO NOT** click "Join from this browser," as you will not be able to fully participate during the meeting.



- 3 Enter your name and email address\*. Click "Next."  
Accept any request for permission to use your microphone and/or camera.



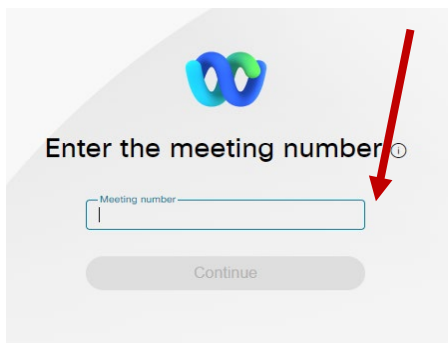
\*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

## Alternative 1. Join from Webex.com

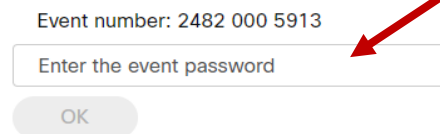
1 Click on “Join a Meeting” at the top of the Webex window.



2 Enter the meeting/event number and click “Continue.” Enter the event password and click “OK.” This can be found in the meeting notice you received or on the meeting agenda.



To view more information about the event, enter the event password.



3 The meeting information will be displayed. Click “Join Event.”

< Back to List

### Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021 |  
(UTC-07:00) Pacific Time (US & Canada)



Join Event

OR

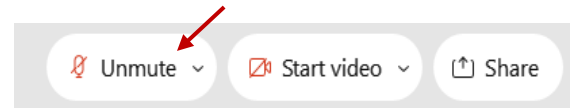
## Alternative 2. Connect via Telephone



You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.



Microphone control (mute/unmute button) is located at the bottom of your Webex window.



Green microphone = Unmuted: People in the meeting can hear you.



Red microphone = Muted: No one in the meeting can hear you.

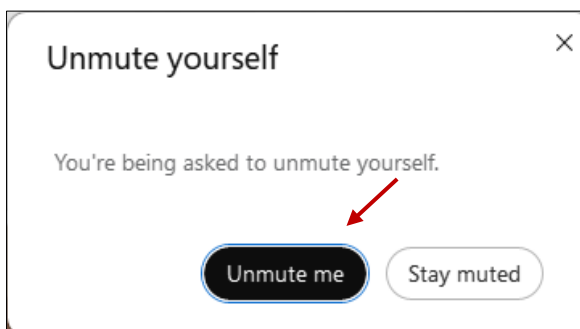
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

## Attendees/Members of the Public

### Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



### Joined via Telephone (Call-in User)



1. When you are asked to unmute yourself, press \*6.
2. When you are finished speaking, press \*6 to mute yourself again.

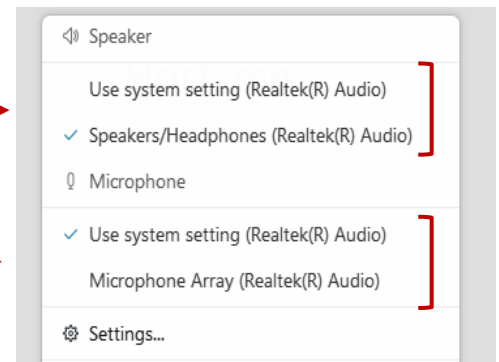
## If you cannot hear or be heard

1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



2 From the drop-down menu, select different:

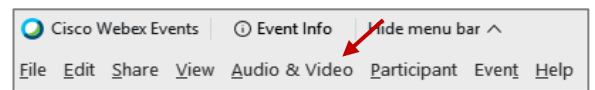
- Speaker options if you can't hear participants.
- Microphone options if participants can't hear you.



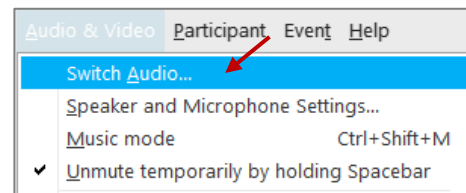
## Continue to Experience Issues?

If you are connected by computer or tablet and you have audio issues, you can link your phone to your Webex session. Your phone will then become your microphone and speaker source.

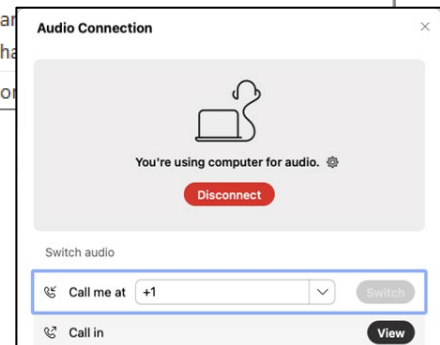
1 Click on "Audio & Video" from the menu bar.



2 Select "Switch Audio" from the drop-down menu.



3 Hover your mouse over the "Call In" option and click "View" to show the phone number to call and the meeting login information. You can still un-mute from your computer window.



## Hand Raise Feature

### Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



### Joined via Telephone (Call-in User)



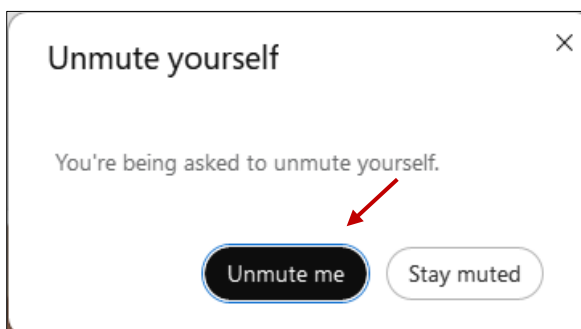
Press \*3 to raise or lower your hand.

## Unmuting

### Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.

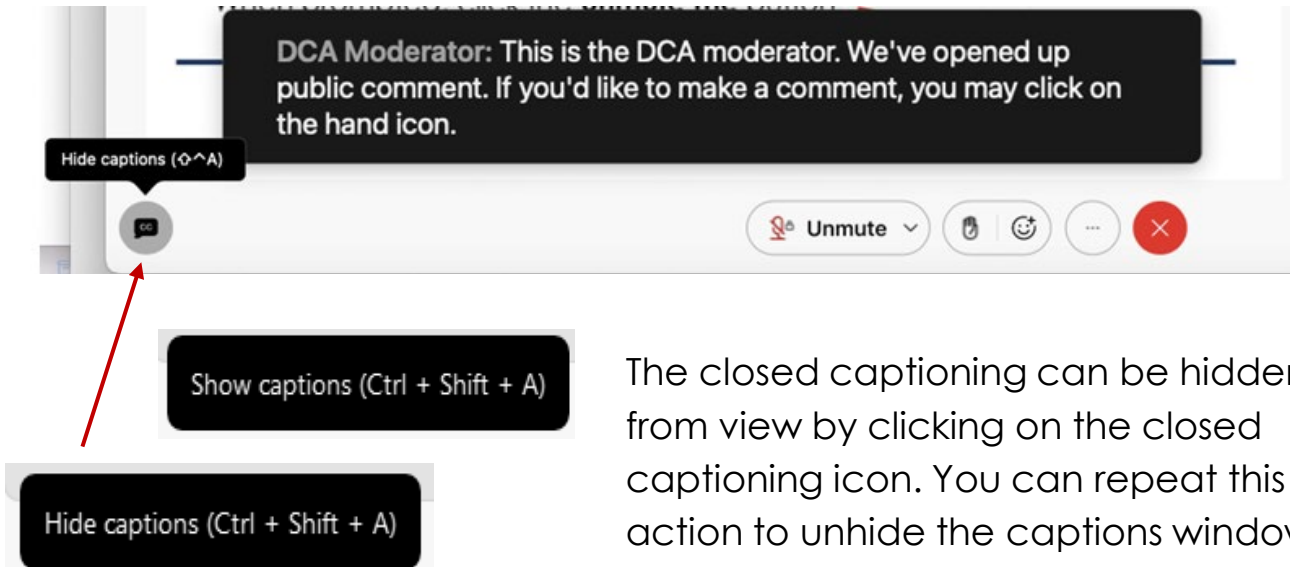


### Joined via Telephone (Call-in User/Audio Only)

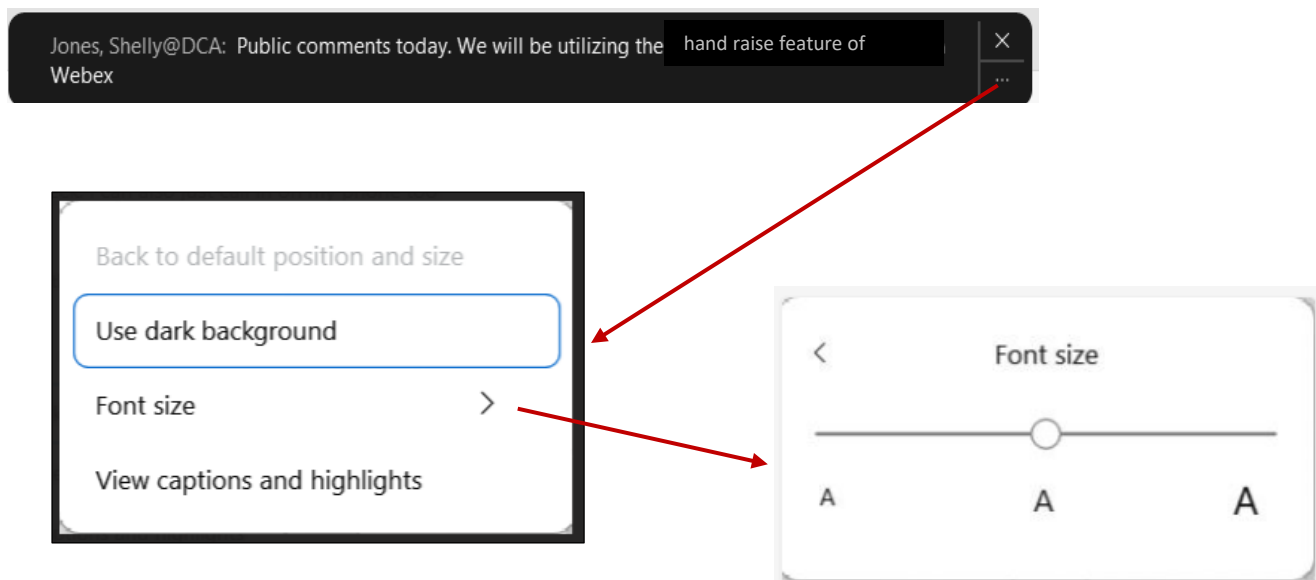


1. When you are asked to unmute yourself, press \*6.
2. When you are finished speaking, press \*6 to mute yourself again.

Webex provides real-time closed captioning displayed in a dialog box in your Webex window. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



## **AGENDA ITEM A: CALL TO ORDER - ROLL CALL - ESTABLISHMENT OF A QUORUM**

Roll is called by the LATC Vice Chair or, in their absence, by an LATC member designated by the LATC Chair.

### **LATC Member Roster**

Pamela S. Brief, Chair

Patricia M. Trauth, Vice Chair

Susan M. Landry

Martin Armstrong

Jon S. Wreschinsky



**Department of Consumer Affairs**  
**Expenditure Projection Report**  
 California Architects Board  
 Reporting Structure(s): 11110320 Landscape Architects Committee  
 Fiscal Month: 9  
 Fiscal Year: 2024 - 2025  
 Run Date: 04/21/2025

**PERSONAL SERVICES**

| Fiscal Code | Line Item                      | PY Budget        | PY FM13          | Budget           | Current Month   | YTD              | Encumbrance | YTD + Encumbrance | Projections to Year End | Balance          |
|-------------|--------------------------------|------------------|------------------|------------------|-----------------|------------------|-------------|-------------------|-------------------------|------------------|
| 5100        | PERMANENT POSITIONS            | \$349,000        | \$258,235        | \$326,000        | \$21,257        | \$188,439        | \$0         | \$188,439         | \$261,705               | \$64,295         |
| 5100        | TEMPORARY POSITIONS            | \$6,000          | \$0              | \$6,000          | \$0             | \$0              | \$0         | \$0               | \$0                     | \$6,000          |
| 5105-5108   | PER DIEM, OVERTIME, & LUMP SUM | \$3,000          | \$900            | \$3,000          | \$0             | \$0              | \$0         | \$0               | \$900                   | \$2,100          |
| 5150        | STAFF BENEFITS                 | \$229,000        | \$182,949        | \$222,000        | \$16,099        | \$110,183        | \$0         | \$110,183         | \$153,022               | \$68,978         |
|             | <b>PERSONAL SERVICES</b>       | <b>\$587,000</b> | <b>\$442,084</b> | <b>\$557,000</b> | <b>\$37,356</b> | <b>\$298,622</b> | <b>\$0</b>  | <b>\$298,622</b>  | <b>\$415,627</b>        | <b>\$141,373</b> |

**OPERATING EXPENSES & EQUIPMENT**

| Fiscal Code | Line Item                                 | PY Budget        | PY FM13          | Budget           | Current Month   | YTD              | Encumbrance     | YTD + Encumbrance | Projections to Year End | Balance          |
|-------------|---|------------------|------------------|------------------|-----------------|------------------|-----------------|-------------------|-------------------------|------------------|
| 5301        | GENERAL EXPENSE                           | \$34,000         | \$7,768          | \$69,000         | \$4             | \$7,160          | \$1,309         | \$8,470           | \$10,970                | \$58,030         |
| 5302        | PRINTING                                  | \$16,000         | \$8,732          | \$6,000          | \$0             | \$0              | \$4,731         | \$4,731           | \$4,731                 | \$1,269          |
| 5304        | COMMUNICATIONS                            | \$5,000          | \$1,204          | \$5,000          | \$70            | \$296            | \$0             | \$296             | \$1,380                 | \$3,620          |
| 5306        | POSTAGE                                   | \$12,000         | \$217            | \$4,000          | \$6             | \$181            | \$0             | \$181             | \$500                   | \$3,500          |
| 5308        | INSURANCE                                 | \$0              | \$10             | \$0              | \$0             | \$0              | \$0             | \$0               | \$10                    | -\$10            |
| 53202-204   | IN STATE TRAVEL                           | \$14,000         | \$9,407          | \$14,000         | \$1,054         | \$4,149          | \$0             | \$4,149           | \$12,000                | \$2,000          |
| 53206-208   | OUT OF STATE TRAVEL                       | \$0              | \$153            | \$0              | \$0             | \$1,099          | \$0             | \$1,099           | \$4,024                 | -\$4,024         |
| 5322        | TRAINING                                  | \$3,000          | \$0              | \$3,000          | \$0             | \$0              | \$0             | \$0               | \$3,000                 | \$0              |
| 5324        | FACILITIES                                | \$25,000         | \$52,300         | \$15,000         | \$4,331         | \$38,649         | \$12,842        | \$51,491          | \$53,545                | -\$38,545        |
| 53402-53403 | C/P SERVICES (INTERNAL)                   | \$23,000         | \$11,040         | \$24,000         | \$426           | \$1,847          | \$0             | \$1,847           | \$2,871                 | \$21,129         |
| 53404-53405 | C/P SERVICES (EXTERNAL)                   | \$271,000        | \$102,702        | \$272,000        | \$0             | \$24,459         | \$16,159        | \$40,618          | \$59,789                | \$212,212        |
| 5342        | DEPARTMENT PRORATA                        | \$266,000        | \$225,976        | \$247,000        | \$20,750        | \$207,500        | \$0             | \$207,500         | \$240,000               | \$7,000          |
| 5342        | DEPARTMENTAL SERVICES                     | \$30,000         | \$52,945         | \$40,000         | \$0             | \$15,134         | \$0             | \$15,134          | \$50,482                | -\$10,482        |
| 5344        | CONSOLIDATED DATA CENTERS                 | \$1,000          | \$6,510          | \$6,000          | \$0             | \$0              | \$0             | \$0               | \$5,253                 | \$747            |
| 5346        | INFORMATION TECHNOLOGY                    | \$24,000         | \$15,519         | \$15,000         | \$293           | \$491            | \$21,182        | \$21,674          | \$21,674                | -\$6,674         |
| 5362-5368   | EQUIPMENT                                 | \$0              | \$1,136          | \$0              | \$0             | \$601            | \$377           | \$978             | \$978                   | -\$978           |
| 54          | SPECIAL ITEMS OF EXPENSE                  | \$0              | \$290            | \$0              | \$0             | \$203            | \$0             | \$203             | \$350                   | -\$350           |
|             | <b>OPERATING EXPENSES &amp; EQUIPMENT</b> | <b>\$724,000</b> | <b>\$495,909</b> | <b>\$720,000</b> | <b>\$26,935</b> | <b>\$301,770</b> | <b>\$56,600</b> | <b>\$358,369</b>  | <b>\$471,556</b>        | <b>\$248,444</b> |

|                       |                    |                  |                    |                 |                  |                 |                  |                  |                  |
|-----------------------|--------------------|------------------|--------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|
| <b>OVERALL TOTALS</b> | <b>\$1,311,000</b> | <b>\$937,992</b> | <b>\$1,277,000</b> | <b>\$64,291</b> | <b>\$600,392</b> | <b>\$56,600</b> | <b>\$656,992</b> | <b>\$887,183</b> | <b>\$389,817</b> |
|-----------------------|--------------------|------------------|--------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|

|                           |                    |                  |                    |                 |                  |                 |                  |                  |                  |
|---------------------------|--------------------|------------------|--------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|
| REIMBURSMENTS             | -\$1,000           | \$0              | -\$1,000           |                 |                  |                 |                  | \$0              |                  |
| <b>OVERALL NET TOTALS</b> | <b>\$1,310,000</b> | <b>\$937,992</b> | <b>\$1,276,000</b> | <b>\$64,291</b> | <b>\$600,392</b> | <b>\$56,600</b> | <b>\$656,992</b> | <b>\$887,183</b> | <b>\$388,817</b> |

|                                 |                    |                  |                    |                 |                  |                 |                  |                  |                  |
|---------------------------------|--------------------|------------------|--------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|
| ESTIMATED TOTAL NET ADJUSTMENTS |                    |                  | -\$123,000         |                 |                  |                 |                  |                  |                  |
| <b>OVERALL NET TOTALS</b>       | <b>\$1,310,000</b> | <b>\$937,992</b> | <b>\$1,153,000</b> | <b>\$64,291</b> | <b>\$600,392</b> | <b>\$56,600</b> | <b>\$656,992</b> | <b>\$887,183</b> | <b>\$265,817</b> |

23.05%

**Department of Consumer Affairs**

**Revenue Projection Report**

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 9

Fiscal Year: 2024 - 2025

Run Date: 04/21/2025

| <b>Revenue</b> |                                      |                    |                  |                  |                  |                  |                 |                 |                  |                  |                  |                    |                        |
|----------------|--------------------------------------|--------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|------------------|--------------------|------------------------|
| Fiscal Code    | Line Item                            | Budget             | July             | August           | September        | October          | November        | December        | January          | February         | March            | Year to Date       | Projection To Year End |
|                | Delinquent Fees                      | \$10,000           | \$800            | \$1,200          | \$800            | \$1,000          | \$1,200         | \$800           | \$1,400          | \$1,000          | \$1,200          | \$9,400            | \$12,000               |
|                | Other Regulatory Fees                | \$2,000            | \$0              | \$750            | \$0              | \$0              | \$0             | \$0             | \$0              | \$0              | \$0              | \$750              | \$1,400                |
|                | Other Regulatory License and Permits | \$174,000          | \$15,500         | \$8,550          | \$15,200         | \$17,350         | \$10,150        | \$9,750         | \$14,800         | \$13,650         | \$13,800         | \$118,750          | \$163,900              |
|                | Other Revenue                        | \$10,000           | \$0              | \$25             | \$0              | \$10,947         | \$67            | \$0             | \$11,324         | \$25             | \$0              | \$22,388           | \$32,262               |
|                | Renewal Fees                         | \$1,281,000        | \$129,600        | \$129,900        | \$160,700        | \$91,900         | \$87,450        | \$87,500        | \$114,000        | \$94,500         | \$109,066        | \$1,004,616        | \$1,245,116            |
|                | <b>Revenue</b>                       | <b>\$1,477,000</b> | <b>\$145,900</b> | <b>\$140,425</b> | <b>\$176,700</b> | <b>\$121,197</b> | <b>\$98,867</b> | <b>\$98,050</b> | <b>\$141,524</b> | <b>\$109,175</b> | <b>\$124,066</b> | <b>\$1,155,904</b> | <b>\$1,454,678</b>     |



**0757 - Landscape Architects Technical Committee Fund**  
**Analysis of Fund Condition**  
**(Dollars in Thousands)**  
**2025-26 Governor's Budget with FM 9 Projections**

Prepared 4.24.2025

|  | <b>Actuals</b> | <b>CY</b>      | <b>BY</b>      | <b>BY +1</b>   | <b>BY +2</b>   |
|--|----------------|----------------|----------------|----------------|----------------|
|  | <b>2023-24</b> | <b>2024-25</b> | <b>2025-26</b> | <b>2026-27</b> | <b>2027-28</b> |
| <b>BEGINNING BALANCE</b>   |                |                |                |                |                |
| Prior Year Adjustment  | \$ 653         | \$ 654         | \$ 1,151       | \$ 1,173       | \$ 1,304       |
| Adjusted Beginning Balance   | \$ -5          | \$ -           | \$ -           | \$ -           | \$ -           |
|  | \$ 648         | \$ 654         | \$ 1,151       | \$ 1,173       | \$ 1,304       |
| <b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>                                 |                |                |                |                |                |
| Revenues   |                |                |                |                |                |
| 4121200 - Delinquent fees  | \$ 12          | \$ 12          | \$ 12          | \$ 10          | \$ 12          |
| 4127400 - Renewal fees   | \$ 865         | \$ 1,245       | \$ 1,160       | \$ 1,281       | \$ 1,160       |
| 4129200 - Other regulatory fees  | \$ 5           | \$ 1           | \$ 2           | \$ 2           | \$ 2           |
| 4129400 - Other regulatory licenses and permits                                  | \$ 128         | \$ 164         | \$ 179         | \$ 174         | \$ 179         |
| 4163000 - Income from surplus money investments                                  | \$ 31          | \$ 32          | \$ 16          | \$ 19          | \$ 19          |
| 4171400 - Escheat of unclaimed checks and warrants                               | \$ 1           | \$ 1           | \$ 1           | \$ 1           | \$ 1           |
| Totals, Revenues   | \$ 1,042       | \$ 1,455       | \$ 1,370       | \$ 1,487       | \$ 1,373       |
| <b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>                         | \$ 1,042       | \$ 1,455       | \$ 1,370       | \$ 1,487       | \$ 1,373       |
| <b>TOTAL RESOURCES</b>   | \$ 1,690       | \$ 2,109       | \$ 2,521       | \$ 2,660       | \$ 2,677       |
| Expenditures:  |                |                |                |                |                |
| 1111 Department of Consumer Affairs (State Operations)                           | \$ 938         | \$ 887         | \$ 1,253       | \$ 1,291       | \$ 1,329       |
| 9892 Supplemental Pension Payments (State Operations)                            | \$ 15          | \$ 6           | \$ 6           | \$ -           | \$ -           |
| 9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations) | \$ 83          | \$ 65          | \$ 89          | \$ 65          | \$ 65          |
| <b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>                          | \$ 1,036       | \$ 958         | \$ 1,348       | \$ 1,356       | \$ 1,394       |
| <b>FUND BALANCE</b>  |                |                |                |                |                |
| Reserve for economic uncertainties   | \$ 654         | \$ 1,151       | \$ 1,173       | \$ 1,304       | \$ 1,283       |
| Months in Reserve  | 8.2            | 10.2           | 10.4           | 11.2           | 11.0           |

**NOTES:**

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Expenditure growth projected at 3% beginning BY+1.



# Occupational Analysis, Examination Development, and National Review



May 16, 2025

Karen Okicich, MA, Research Data Supervisor  
Brian Knox, Research Data Analyst

## OPES provides:

Professional consulting services in examination validation and development

Recommendations based on legal requirements, professional guidelines, and technical standards

# **OPES Mandate: Business & Professions Code (BPC) §139**

“The Legislature finds and declares that occupational analyses and examination validation studies are fundamental components of licensure programs.”

## Implementing BPC § 139

**DCA Policy OPES 22-01**  
*Licensure Examination Validation*

**DCA Policy OPES 20-01**  
*Participation in Examination Development Workshops*

**DCA DPM OPES 22-01**  
*Examination Security*

*Standards for Educational and Psychological Testing*  
**(2014)**

# Requirements for Licensure Examinations

- Must provide a reliable method for identifying practitioners who are able to practice safely and competently.
- Must focus on **entry-level** tasks and knowledge important for **public protection**.
- Relies on subject matter experts (SMEs) in all phases of examination development to ensure that the examination reflects current practice.

# Examination Development Cycle





# Occupational Analysis

Captures significant changes in a profession:

- tasks and job demands
- scope of practice
- equipment
- technology
- required knowledge, skills, and abilities
- laws and regulations governing the profession

**Should be conducted every 5 years.**

Provides a description of current practice.

Provides the basis for legislation and policy.

## **Occupational Analysis**

Provides the basis of job-related, fair, and legally defensible examinations.

Establishes examination validity by linking examination content to critical job competencies.

# Occupational Analysis Process



- Research the profession and conduct SME phone interviews.



- Develop task and knowledge statements with SMEs.



- Develop and administer OA survey.



- Analyze survey data and demographics.



- Review survey results with SMEs.



- Develop examination content outline with SMEs.

## BPC §139 Requirements for National Examination Reviews

- Must meet psychometric and legal standards.
- California practitioners must be represented.
- Must be reviewed for California content.

# Review of National Examinations



Psychometric  
Evaluation



SME comparison of  
national OA to  
California OA



Identification of any  
critical entry-level content  
that is not assessed

# Psychometric Evaluation



Evaluate occupational analysis.



Review procedures for developing examination.



Review procedures for establishing passing scores.



Review examination scoring and passing rates.

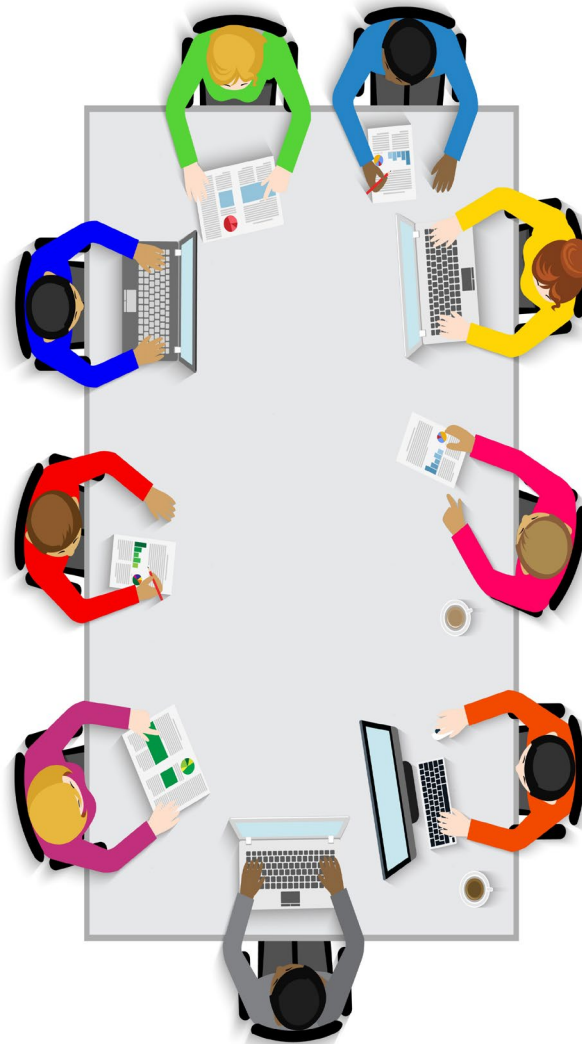


Review administration and security procedures.



Review information available to candidates.

Board recruits  
a sufficient  
number of  
representative  
SMEs.



OPES facilitates  
process and  
ensures  
psychometric  
standards are met.

# OPES Deliverables

- Occupational Analysis reports for Landscape Architects
- National examination reviews and linkage studies
- Findings and recommendations
- Board meeting presentation



# California-Specific Examination Development

- Ensure that candidates who receive a license have the minimum level of competence regarding California specific practice.
- Candidates are able to apply California legal and practice principles in a manner that does not cause harm to the public.

# Examination Development Cycle



# Questions





## **AGENDA ITEM G: REVIEW AND POSSIBLE ACTION ON JANUARY 31, 2025, LATC MEETING MINUTES**

### **Summary**

The Committee is asked to review and take possible action on the minutes of the January 31, 2025, LATC meeting.

### **Action Requested**

Approval of the January 31, 2025, LATC Meeting Minutes

### **Attachment**

January 31, 2025, LATC Meeting Minutes (Draft)



## MEETING MINUTES

### CALIFORNIA ARCHITECTS BOARD The Landscape Architects Technical Committee Meeting

WebEx Teleconference  
January 31, 2025

#### Landscape Architects Technical Committee (LATC/Committee)

##### Members Present

Pamela S. Brief, Chair  
Patricia M. Trauth, Vice Chair  
Martin "Marty" Armstrong  
Susan M. Landry  
Jon Wreschinsky

##### Staff Present

Laura Zuniga, Executive Officer  
Jesse Laxton, Assistant Executive Officer  
Kim McDaniel, Program Manager  
Timothy Rodda, Regulations Manager  
Kourtney Fontes, Administration Manager  
Shree Jones, Licensing and Examination Coordinator  
Gloria Padilla-Todd, Enforcement Analyst  
Heather Davis, Special Projects Analyst

##### Department of Consumer Affairs (DCA) Staff Present

Harmony DeFilippo, Budget Manager  
Luke Fitzgerald, Budget Analyst  
Helen Geoffroy, Legal Affairs Attorney III  
Brian Clifford, Senior Planning and Implementation Manager

##### Guests Present

Elizabeth Hebron, American Society of Landscape Architects (ASLA) National Director, State Government Affairs  
Jason Ikerd, California Council of American Society of Landscape Architects (CCASLA)  
Marcia Scott  
Melissa Gear, Deputy Director, Board and Bureau Relations  
Christine Hawkins

Leslie Barmby  
Ann White

#### **A. Call to Order / Roll Call / Establishment of a Quorum**

LATC Chair Pamela Brief called the meeting to order at 10:07a.m. and Vice Chair, Patricia Trauth called roll. Four members of LATC were present, thus a quorum was established.

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

Chair Brief acknowledged and expressed her sympathy for the recent Southern California fires.

#### **C. Public Comment on Items Not on the Agenda**

Chair Brief invited members of the public to address LATC.

The Committee may not discuss or act 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)).

**PUBLIC COMMENT:** There were no comments from the public.

#### **D. Update from the Department of Consumer Affairs (DCA), Brian Clifford, Executive Office**

Brian Clifford, from the DCA Executive Office, provided an update regarding the recent release of Governor Newsom's Executive Order N-15-25 on January 29, 2025. The order offers rapid recovery relief to local businesses by deferring renewal fees and waiving other fees for DCA licensees in areas affected by the Los Angeles wildfires. Key provisions of the order include granting a one-year extension for DCA licensees whose licenses expire between January 1, 2025, and July 2, 2025, allowing them extra time to pay renewal fees if their business or residence is located within specific wildfire-impacted zip codes. Additionally, duplicate or replacement licenses and wall certificates will be issued at no cost until January 7, 2026, and delinquency fees will be suspended until July 1, 2025, for those in the affected areas. Information regarding the Executive Order, along with a list of frequently asked questions, is available on the DCA's disaster help center web page at [www.dca.ca.gov](http://www.dca.ca.gov). Fire survivors needing assistance can also contact the DCA through the toll-free number, 1-800-799-8314, or by emailing [cafires@dca.ca.gov](mailto:cafires@dca.ca.gov).

Mr. Clifford further discussed the Governor's release of the proposed 2025-2026 State Budget on January 10, 2025

Mr. Clifford shared about AB1170, signed by the Governor last year, which requires Board members to file their Form 700's electronically, using the Fair Political Practices

Commission (FPPC's) electronic filing system effective January 1, 2025.

Mr. Clifford provided DCA training updates, announcing that on February 19, 2025, from 10:00 a.m. through 12:30 p.m., there will be a President and Vice-President board member training. Mr. Clifford shared that Board Member Orientation Training (BMOT), must be completed within one year of appointment and re-appointment, and it will be offered all day virtually March 26, 2025; June 18, 2025; and October 22, 2025.

Mr. Clifford shared a personnel update from the Office of Board and Bureau Relations, announcing that Yvonne Dorantes, who had served as the Assistant Deputy Director of Board and Bureau Relations, was appointed by the Governor on December 6, 2024, as the Assistant Deputy Director of Legislative and Government Affairs Office of Emergency Services. Mr. Clifford noted that her last day at DCA was on December 31, 2024, and expressed gratitude for her dedication to Board and Bureau Relations, wishing her well in her future endeavors.

Questions were answered posed by members of the Committee.

**PUBLIC COMMENT:** There were no comments from the public.

#### **E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst**

Budget Analyst Luke Fitzgerald reviewed LATC's Expenditure Projection Report, Fund Analysis of Fund Condition, and Revenue Projection Report included in the meeting materials handouts. Mr. Fitzgerald informed the Committee that the current year beginning base budget was \$1.267 million and the Committee is projected to spend \$906,000, therefor creating a \$370,000 reversion, or almost 29.07%. The Budget Office will continue to monitor the Committee's revenue and expenditures and report back to the Committee with expenditure projections as fiscal months are closed in the current year.

Mr. Fitzgerald and Harmony DeFilippo, Budget Manager, answered questions from the Committee. Chair Brief inquired about IT expenditure lines, with Ms. DeFilippo explaining the source of fees related to business modernization. A member asked about the minimum reserve requirement for LATC, and Ms. DeFilippo clarified that 3-6 months is considered low, while a maximum of 24 months is allowed, confirming that LATC currently has 10 months in reserve.

Member Martin Armstrong is welcomed as he joins the meeting.

**PUBLIC COMMENT:** There were no comments from the public.

#### **F. Review and Possible Action on November 7, 2024, LATC Meeting Minutes**

**Susan M. Landry moved to approve the November 7, 2024; Meeting Minutes as presented.**



**Patricia M. Trauth seconded the motion.**

**Members Trauth, Landry, Wreschinsky, Armstrong and Chair Brief voted in favor of the motion. The motion passed 5-0.**

**PUBLIC COMMENT:** There were no comments from the public.

### **G. Discussion and Possible Action Regarding Landscape Architecture and Public Protection and Outreach for Rebuilding Process Post California Fires**

Chair Brief opened the discussion on the importance of hiring California Landscape Architects and entities for public protection during the rebuilding process post Southern California fires, as well as LATC being readily available and accessible to candidates and licensees. Ms. Landry proposes updating the LATC website with defensible space reminders in addition to email notifications being sent out to licensees during wildfires and other emergencies. Patricia Trauth suggests adding wildfire safety tips for consumers on the LATC website. Mr. Wreschinsky recommends contacting the Department of Insurance to address concerns about insurance cancellations. Mr. Armstrong advises reaching out to agencies in the rebuilding process to remind them of landscape architects' availability and make resources readily available. Mr. Wreschinsky seeks clarification on the actions LATC can take and Helen Geoffroy responded that LATC is responsible for licensing, regulating, and enforcing laws and regulations for professionals in the field, ensuring licensees maintain professionalism when working with consumers.

#### **PUBLIC COMMENT:**

Elizabeth Hebron, ASLA National Director of State Government Affairs, thanked the Committee for raising awareness on the topic. Ms. Hebron mentioned that she will collaborate with ASLA's communications team to post the Executive Order on the ASLA website to inform licensees. Ms. Hebron expressed her willingness for open communication and collaboration and appreciated the Committee's efforts.

#### **Lunch Break 11:35am-12:05pm**

**Roll called after lunch and all members returned, establishing a quorum.**

### **H. Program Manager's Report**

#### **H.1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs**

Kim McDaniel delivered the Program Manager's Report, covering business modernization, outreach, personnel, social media, legislation updates, and exam and enforcement data.

Chair Brief welcomed new staff Heather Davis. Mr. Wreschinsky inquired about the Connect platform, asking about adding features and querying data. Ms. Zuniga responded that DCA and the Office of Information Security (OIS) use a variety of programs within Connect, and any proposed changes go through an approval process to determine if they are worth the investment, though suggestions for changes are welcome. Members asked questions and discussion ensued.

**PUBLIC COMMENT:** There were no comments from the public.

## **I. Review and Possible Action on Draft 2025-2028 Strategic Plan**

Ms. McDaniel presented the Draft 2025-2028 Strategic Plan. The Committee reviewed each goal individually, proposing changes to the draft. Discussions took place amongst the Committee members, and suggestions were made to revise subtopics outlined within the four goals in the Draft 2025-2028 Strategic Plan.

**PUBLIC COMMENT:** There were no comments from the public.

**Break 1:15pm-1:20pm**

**Roll called after break and all members returned, establishing a quorum.**

## **J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB)**

### **J.1. Update and Discuss Committee Meetings**

Mr. Wreschinsky provided an update on the Experience Committee, explaining that they met several times to review draft documents. These documents were sent to CLARB for feedback, and suggestions were provided. The Committee then discussed the suggestions, made the necessary revisions, and sent the updated documents back to CLARB for final review. Mr. Wreschinsky mentioned that the Committee will meet again in February to vote on and approve the recommendations that were forwarded to CLARB.

**PUBLIC COMMENT:** There were no comments from the public.

## **K. Review of Future Committee Meeting Dates**

Chair Brief led discussion about 2025 meeting dates. Meeting dates were established for LATC, with the following dates confirmed: July 24, 2025, and October 17, 2025. Meeting dates were also established for CAB, with the following dates confirmed: June 5, 2025,

August 21, 2025, and November 6, 2025.

**PUBLIC COMMENT:** There were no comments from the public.

**L. Adjournment**

Meeting adjourned at 1:37 p.m.



## **AGENDA ITEM H.1: AB 667 (SOLACHE) PROFESSIONS AND VOCATIONS: LICENSE EXAMINATIONS: INTERPRETERS**

### **SUMMARY**

AB 667 (as amended 4/9/2025) aims to enhance the accessibility for non-English-speaking applicants seeking licensure or certification in California. The bill mandates starting July 1, 2026, Boards allow applicants who cannot read, speak, or write in English to use an interpreter at no cost to interpret the English verbal and oral portions of the state-administered or contracted license examinations, if they meet all other requirements.

### **Background**

AB 667 was introduced by Assemblymember Jose Solache on February 14, 2025, and addresses language access in professional licensing examinations. AB 667 mandates that starting on July 1, 2026, applicants who cannot read, speak, or write in English may use an interpreter, at no cost to the applicant, to interpret the English verbal and oral portions of state-administered license examinations if they meet all other requirements. This bill applies to Boards under the Department of Consumer Affairs (DCA) and the State Department of Public Health. AB 667 will require the Committee to permit the use of interpreters for eligible applicants, post information on their websites about this accommodation in multiple languages, including Spanish, Farsi, Hindi, Chinese, Cantonese, Mandarin, Korean, Vietnamese, Tagalog, and Arabic. It also requires the Committee to include a section in license applications asking applicants to identify their preferred written, spoken, and signed languages. Annual reviews of language preferences are set to begin starting July 1, 2027. The Committee also will be required to report language preference data to the Senate and Assembly Committees on Business and Professions and Health annually from January 1, 2029, to January 1, 2033.

### **Action Requested**

None.

## **AGENDA ITEM H.2: AB 742 (ELHAWARY) DEPARTMENT OF CONSUMER AFFAIRS: LICENSING APPLICANTS WHO ARE DESCENDANTS OF SLAVES**

### **SUMMARY**

AB 742 (as amended March 13, 2025) seeks to address historical injustices by prioritizing the licensure of individuals who are descendants of American slaves. AB 742 requires that the Department of Consumer Affairs (DCA) Boards prioritize applicants seeking licensure who are descendants of American slaves.

### **Background**

AB 742 was introduced by Assemblymember Sade Elhawary on February 18, 2025, and seeks to prioritize applicants who are descendants of enslaved individuals when applying for licensure through the DCA.

If enacted, AB 742 would add Section 115.7 to the Business and Professions Code, requiring licensing boards to give preference to applicants who can verify their status as descendants of American slaves. This provision would become operative once the certification process is in place and would remain effective for four years from that date or until January 1, 2032, whichever comes first.

### **Action Requested**

None.

## **AGENDA ITEM H.3: SB 470 (LAIRD) BAGLEY-KEENE OPEN MEETING ACT: TELECONFERENCING**

### **SUMMARY**

SB 470 (as amended 4/10/2025) seeks to permanently modernize the Bagley-Keene Open Meeting Act by removing the January 1, 2026, sunset provision established in SB 544 (2023). This change would allow state bodies to continue utilizing revised teleconferencing authority for public meetings indefinitely, enhancing accessibility and public participation.

### **Background**

SB 470 was introduced by Senator John Laird on February 19, 2025. Senator Laird introduced SB 470 to build upon the successful implementation of SB 544, aiming to enhance equity, public engagement, and access while preserving transparency in decision-making processes. SB 470 requires that meetings are accessible to the public through teleconference, with the agenda posted online and opportunities for public comment provided. SB 470 requires that at least one member of the state body must be physically present at a designated location during the meeting. Multimember state bodies are permitted to meet remotely, if they designate a primary physical meeting location and ensure public access and participation.

### **Action Requested**

None.

## **AGENDA ITEM H.4: SB 641 (ASHBY) DEPARTMENT OF CONSUMER AFFAIRS AND DEPARTMENT OF REAL ESTATE: STATES OF EMERGENCY: WAIVERS AND EXEMPTIONS**

### **SUMMARY**

SB 641 (as amended 4/9/2025) addresses the flexibility of licensing requirements during declared emergencies within California. SB 641 empowers the Department of Consumer Affairs (DCA) and the Department of Real Estate (DRE) to waive certain licensure provisions for individuals affected from a declared federal, state, or local emergencies or whose home or business is in a disaster area.

### **Background**

SB 641 was introduced by Senator Angelique Ashby on February 20, 2025, and addresses the flexibility of licensing requirements for professionals under the DCA and the DRE during declared states of emergency or disasters. SB 641 aims to facilitate the continued provision of essential services and support to affected individuals by allowing temporary waivers and exemptions from certain regulatory obligations, including examination eligibility, licensure renewal deadlines, continuing education requirements, license display requirements, fee submission timing, and delinquency fees. SB 641 exempts impacted licensees from paying duplicate license fees during emergencies or disasters, in addition to suspending the requirement for licensees to notify their issuing board of any change in mailing address within 30 days if their home or business is in a declared disaster area.

### **Action Requested**

None.



## **AGENDA ITEM I: PROGRAM MANAGER'S REPORT – UPDATE ON LATC'S ADMINISTRATIVE/MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS**

### **Summary**

Program Manager will provide an update on the Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs. Updates on the Strategic Plan and social media efforts will be included.



## MEMORANDUM

|                |   |
|----------------|---|
| <b>DATE</b>    | May 16, 2025  |
| <b>TO</b>      | Landscape Architects Technical Committee (LATC) Members |
| <b>FROM</b>    | Kim McDaniel, Program Manager                           |
| <b>SUBJECT</b> | <b>Program Manager Report</b>                           |

The following information is provided as an overview of Committee activities and projects as of April 30, 2025. The Committee met virtually on January 31, 2025.

### Administrative/Management

**California Architects Board** The Board held a meeting on February 20, 2025 in San Diego. During this meeting, CAB developed a draft of its 2025-2028 Strategic Plan. The next Board meeting is scheduled for June 5, 2025, in Sacramento.

**Strategic Plan** The Strategic Plan for 2025-2028 was approved by the Board at its meeting on February 20, 2025, following review and discussion by the LATC on January 31, 2025. The LATC continues to work diligently to implement the plan and is on track for meeting first quarter goals. Updates on various aspects of the Strategic Plan follow:

**Artificial Intelligence (AI) Initiative** As part of the ongoing goal to monitor AI trends that could impact the profession, LATC’s Chair attended CAB’s Professional Qualifications Committee meeting in November 2024, where AI was the primary topic of discussion. In the first quarter of 2025, the Program Manager began conducting research on AI including Governor Newsom’s Executive Order N-12-13 regarding AI. Additionally, in April 2025, the Program Manager reviewed Laura Schmidt’s ASLA presentation, “Putting AI to Work: Practical Applications of AI” and began compiling an “AI Reference List” document for staff.

**Outreach** As part of its ongoing efforts under the 2025-2028 Strategic Plan, the LATC has completed one outreach presentation this quarter for UC Berkeley. In alignment with the Plan’s objective to increase outreach at various age and educational levels, the LATC is preparing to identify opportunities to engage with diverse audiences across the state. The Program Manager attended a high school presentation of the Architecture, Construction, Engineering, Sustainability (ACES) Pathway Program which is designed to encourage high school students to explore careers in science, technology, engineering, arts, and mathematics (STEAM). These efforts reflect the LATC’s commitment to expanding awareness and access to the profession.

**Personnel** As part of Strategic Plan Goal #4 which focuses on customer service and administration, the LATC took action to fill the vacant Licensing and Examination Coordinator position. In the interim, Heather Davis has been assisting with key duties to ensure continuity of licensing and examination services while recruitment efforts are underway. Consequently, staff have completed numerous hours of training to get up-to-speed in their respective areas of responsibility. A list of those trainings follows:

| <b>Date</b> | <b>Title of Training</b>  | <b>Staff</b>         |
|-------------|---|----------------------|
| 01/02/2025  | Disability Awareness Training   | Heather              |
| 01/06/2025  | 2025 Workplace Violence Prevention Requirements                                     | Heather, Gloria      |
| 01/06/2025  | 2025 Sexual Harassment Prevention Policy  | Heather, Kim, Gloria |
| 01/06/2025  | 2025 Non-Discrimination Policy and Complaint Procedures                             | Heather, Kim, Gloria |
| 01/06/2025  | 2025 Information Security Awareness Training  | Heather, Gloria      |
| 01/07/2025  | 2025 Information Security Awareness Training Ethics Orientation for State Officials | Gloria               |
| 01/13/2025  | Basic Adobe Acrobat Functionality   | Heather              |
| 01/16/2025  | Strategies for Effective Business Writing   | Heather              |
| 01/29/2025  | Investigative Report Writing  | Kim                  |
| 01/30/2025  | OHR: ECOS Training  | Kim                  |
| 02/10/2025  | Effective Delegation Skills for All   | Heather              |
| 03/20/2025  | 2025 Security Patches and Security Upgrade Policy                                   | Heather, Gloria      |

**Social Media** From January through April 2025, LATC maintained an active presence across multiple social media platforms, with notable growth in engagement. Instagram saw the highest level of activity with 28 posts and the largest follower increase, gaining 77 new followers for a total of 232.

Committee members are encouraged to follow LATC's official social media accounts and help expand outreach by sharing them with colleagues, students, and other professional networks. Increasing LATC's online presence supports broader engagement and awareness of LATC activities and resources.

**BlueSky:** [ca-latc.bsky.social](https://bsky.app/profile/ca-latc.bsky.social)

**Instagram:** [CA\\_LATC](https://www.instagram.com/CA_LATC)

**LinkedIn:** [social.latc.ca.gov](https://www.linkedin.com/company/social.latc.ca.gov)

**X:** [CA\\_LATC](https://twitter.com/CA_LATC)

To increase engagement on social media, LATC is considering several strategies aligned with the mission and Strategic Plan. These include sharing educational content on the role and the importance of licensure, providing reminders about key licensing and regulatory updates, information on the LARE and CSE and updates from CLARB.

| <b>Platform</b> | <b>Posts<br/>January-<br/>April 2025</b> | <b>Followers as of<br/>January 1, 2025</b> | <b>Followers as of<br/>April 30, 2025</b> |
|-----------------|--|--|---|
| BlueSky         | 1  | 8  | 13 *8 new follows                         |
| Instagram       | 31                                       | 155  | 232 *77 new follows                       |
| LinkedIn        | 1  | 32   | 36 *4 new follows                         |
| X               | 19                                       | 279  | 291 *12 new follows                       |

**Newsletter** Content for the upcoming LATC newsletter is currently in development, with the goal of submitting it to the Executive Team and Legal Office for review and approval by mid-June. Following approval, the content will be sent to the Office of Publications, Design, and Editing for final layout and production. Due to minimal participation in the initial vote on Instagram for the newsletter name, a re-vote will be conducted to encourage broader engagement.

**Business Modernization** The Board and LATC are in the process of transitioning to a new licensing and enforcement platform. Working under the guidance of the Department of Consumer Affairs (DCA), the first phase of the new system came online in May 2023. The second phase of business modernization and implementation of the Connect system was completed in November 2024. The project has entered Maintenance and Operations, and the LATC will continue to work with DCA staff on further functionality.

**Legislation Updates**

**AB 667** (as amended 4/9/2025) aims to enhance the accessibility for non-English-speaking applicants seeking licensure or certification in California. The bill mandates starting July 1, 2026, Boards allow applicants who cannot read, speak, or write in English to use an interpreter at no cost to interpret the English verbal and oral portions of the state-administered or contracted license examinations, if they meet all other requirements.

**AB 742** (as amended 3/13/2025) seeks to address historical injustices by prioritizing the licensure of individuals who are descendants of American slaves. AB 742 requires that the DCA Boards prioritize applicants seeking licensure who are descendants of American slaves.

**SB 470** (as amended 4/10/2025) seeks to permanently modernize the Bagley-Keene Open Meeting Act by removing the January 1, 2026, sunset provision established in SB 544 (2023). This change would allow state bodies to continue utilizing revised

teleconferencing authority for public meetings indefinitely, enhancing accessibility and public participation.

**SB 641** (as amended 4/9/2025) addresses the flexibility of licensing requirements during declared emergencies within California. SB 641 empowers the DCA and the Department of Real Estate (DRE) to waive certain licensure provisions for individuals affected from a declared federal, state, or local emergencies or whose home or business is in a disaster area.

### **Major Provisions**

**Regulation Proposals** Currently there are no regulatory proposals planned for calendar year 2025.

## **LATC EXAMINATION PROGRAM**

In March, the Program Manager attended a CSE site walk through and exam demo. This participation supports ongoing efforts to enhance understanding of examination administration and ensure alignment with best practices in candidate testing. This also supports the Strategic Plan specific to licensing and professional qualifications.

**California Supplemental Examination (CSE)** Performance data for the CSE during the current quarter (Table A) and calendar year (Table B) are displayed in the following tables.

**Table A. Current Quarter - CSE Performance by Candidate Type (January 1- March 31, 2025)**

| <b>Candidate Type</b> | <b>Passed</b> | <b>Rate</b> | <b>Failed</b> | <b>Rate</b> | <b>Total</b> |
|-----------------------|---------------|-------------|---------------|-------------|--------------|
| First-time            | 13            | 72%         | 5             | 28%         | 18           |
| Repeat                | 4             | 80%         | 1             | 20%         | 5            |
| Total                 | 17            | 74%         | 6             | 26%         | 23           |

**Table B. Previous Calendar Year - CSE Performance by Candidate Type (January 1- December 31, 2024)**

| <b>Candidate Type</b> | <b>Passed</b> | <b>Rate</b> | <b>Failed</b> | <b>Rate</b> | <b>Total</b> |
|-----------------------|---------------|-------------|---------------|-------------|--------------|
| First-time            | 81            | 70%         | 34            | 30%         | 115          |
| Repeat                | 21            | 55%         | 17            | 45%         | 38           |
| Total                 | 102           | 67%         | 51            | 33%         | 153          |

**CSE Highlights** Between January 1 and March 31, 2025, a total of 23 candidates took the CSE. First-time candidates had a pass rate of 72%, while repeat candidates had a higher pass rate of 80%. Overall, the pass rate for the quarter was 74%.

For comparison, during the 2024 calendar year, 153 candidates took the CSE. First-time candidates had a pass rate of 70%, while repeat candidates passed at a rate of 55%, resulting in an overall annual pass rate of 67%. The first quarter shows an improvement in both overall and repeat candidate performance.

## Landscape Architect Registration Examination (LARE)

The LARE was administered March 31-April 16, 2025, therefore test information will be available for the next reporting period.

### LATC ENFORCEMENT PROGRAM

#### Enforcement Actions

**Table E. Landscape Architects Complaints and Enforcement Actions**

| Category                    | Current Quarter<br>Jan.-March 2025 | Prior Quarter<br>Oct. – Dec. 2024 | FY 24–25 |
|-----------------------------|------------------------------------|-----------------------------------|----------|
| <b>Complaints</b>           |                                    |                                   |          |
| Received*                   | 4                                  | 8                                 | 19       |
| Opened (Reopened)           | 4                                  | 3                                 | 13       |
| Closed                      | 5                                  | 2                                 | 8        |
| Average Days to Close       | 113                                | 157**                             | 92       |
| Pending                     | 4                                  | 7                                 | 16       |
| <b>Citations</b>            |                                    |                                   |          |
| Issued                      | 2                                  | 1                                 | 5        |
| Final                       | 2                                  | 2                                 | 4        |
| <b>Discipline</b>           |                                    |                                   |          |
| Pending Attorney<br>General | 1                                  | 0                                 | 1        |
| Final                       | 0                                  | 0                                 | 0        |

\*\* Staff vacancies impacted this metric

**AGENDA ITEM J: DISCUSS UPCOMING UNIVERSITY OF CALIFORNIA,  
LOS ANGELES (UCLA) EXTENSION CERTIFICATE  
PROGRAM REVIEW**

**Summary**

Program Manager will provide Committee with an update on the 2025 UCLA Extension Certificate Program Review that is scheduled for Summer 2025.

**Action Requested**

None.





## **AGENDA ITEM K: REVIEW AND DISCUSS THE POSSIBILITY OF ESTABLISHING A “RETIRED LICENSE” OPTION FOR LANDSCAPE ARCHITECTS**

### **Summary**

This item proposes that the Committee review and discuss the possibility of creating a “retired license” category for landscape architects. This status would allow licensees who are no longer actively practicing to continue maintaining a formal association to the profession.

### **Background**

Several Boards under the Department of Consumer Affairs (DCA), including the California Architects Board, offer a retired license status to honor licensed professionals who are no longer actively practicing but wish to maintain a formal association with the profession.

### **Action Requested**

The Committee is asked to review and discuss the possibility of establishing a “retired license” category for landscape architects and provide direction to staff on whether to further research and develop a proposal.



## **AGENDA ITEM L: UPDATE AND DISUCSS COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB)**

### **Summary**

Update and Discussion of National Council of Landscape Architectural Registration Boards (CLARB):

1. Update and Discuss Committee Meetings



**AGENDA ITEM M: REVIEW OF FUTURE COMMITTEE MEETING DATES**

A schedule of planned meetings and events for 2025 are provided to the Committee.

| <b>Date</b>           | <b>Event</b>   | <b>Location</b>  |
|-----------------------|--|--|
| June 5, 2025          | California Architect Board Meeting                     | Department of Consumer Affairs – HQ 2<br>Hearing Room 186<br>1747 North Market Boulevard<br>Sacramento, CA 95834           |
| July 24, 2025         | LATC Meeting   | <b>TBD</b>   |
| August 21, 2025       | California Architect Board Meeting                     | Laney College<br>The BEST Center<br>900 Fallon Street<br>Oakland, CA 94607   |
| September 18-20, 2025 | Council of Landscape Architectural Registration Boards | Lexington, Kentucky  |
| October 17, 2025      | LATC Meeting   | <b>TBD</b>   |
| November 6, 2025      | California Architect Board Meeting                     | Department of Consumer Affairs –<br>Evergreen Office<br>Hearing Room 1150<br>2005 Evergreen Street<br>Sacramento CA, 95815 |