

Landscape Architects Technical Committee
CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION



SUNSET REVIEW REPORT
NOVEMBER 2014

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

DAVID ALLAN TAYLOR, JR., CHAIR

KATHERINE SPITZ, VICE CHAIR

ANDREW BOWDEN

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Landscape Architects Technical Committee
CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

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LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA ARCHITECTS BOARD

2014 Sunset Review Report

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LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of November 1, 2014

Section 1

Background and Description of the LATC and Regulated Profession

- 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 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 3,500 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 mission of the LATC is to regulate the practice of landscape architecture in a manner which protects the public health, safety, and welfare and safeguards the environment by:

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

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 constantly 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 LATC’s subcommittees/task forces and their duties are as follows:

The University of California Extension Certificate Program Task Force: One of the pathways to licensure is successful completion of the extension certificate program, currently established within the University of California system and approved by the LATC. The University of California Extension Certificate Program Task Force is charged with: 1) reviewing extension certificate programs in landscape architecture; 2) conducting site visits of the program to determine their compliance with the requirements of California Code of Regulations section (CCR) 2620.5 (Requirements for an Approved Extension Certificate Program); 3) making recommendations to the LATC regarding the continued approval of the extension certificate programs and; 4) developing procedural documents for review of the programs. The Task Force is composed of seven members consisting of four current and former LATC members and three educators.

The **Exceptions and Exemptions Task Force** was charged with: 1) determining how the LATC can ensure clarity in Business and Professions Code (BPC) 5641 (Chapter Exceptions, Exemptions); 2) ensuring the public is protected through the provisions in BPC 5641; and 3) making recommendations to the LATC for the Board to approve regarding any change in language. The Task Force extensively reviewed the exemption for unlicensed practice and recommended that LATC obtain a legal opinion from its DCA legal counsel. The Task Force members also recommended that LATC direct staff to maintain a record of interpretations regarding terminology in BPC section 5641 and relay these interpretations to the LATC at a future date. The LATC approved the recommendation and reviewed the legal opinion on May 22, 2013, which stated the provisions outlined in BPC 5641 were sufficiently clear. As of the date of this report, staff had not needed to apply the provisions of BPC 5641 for any complaints received since the conclusion of the Task Force. Staff continues to monitor cases and application of BPC 5641.

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

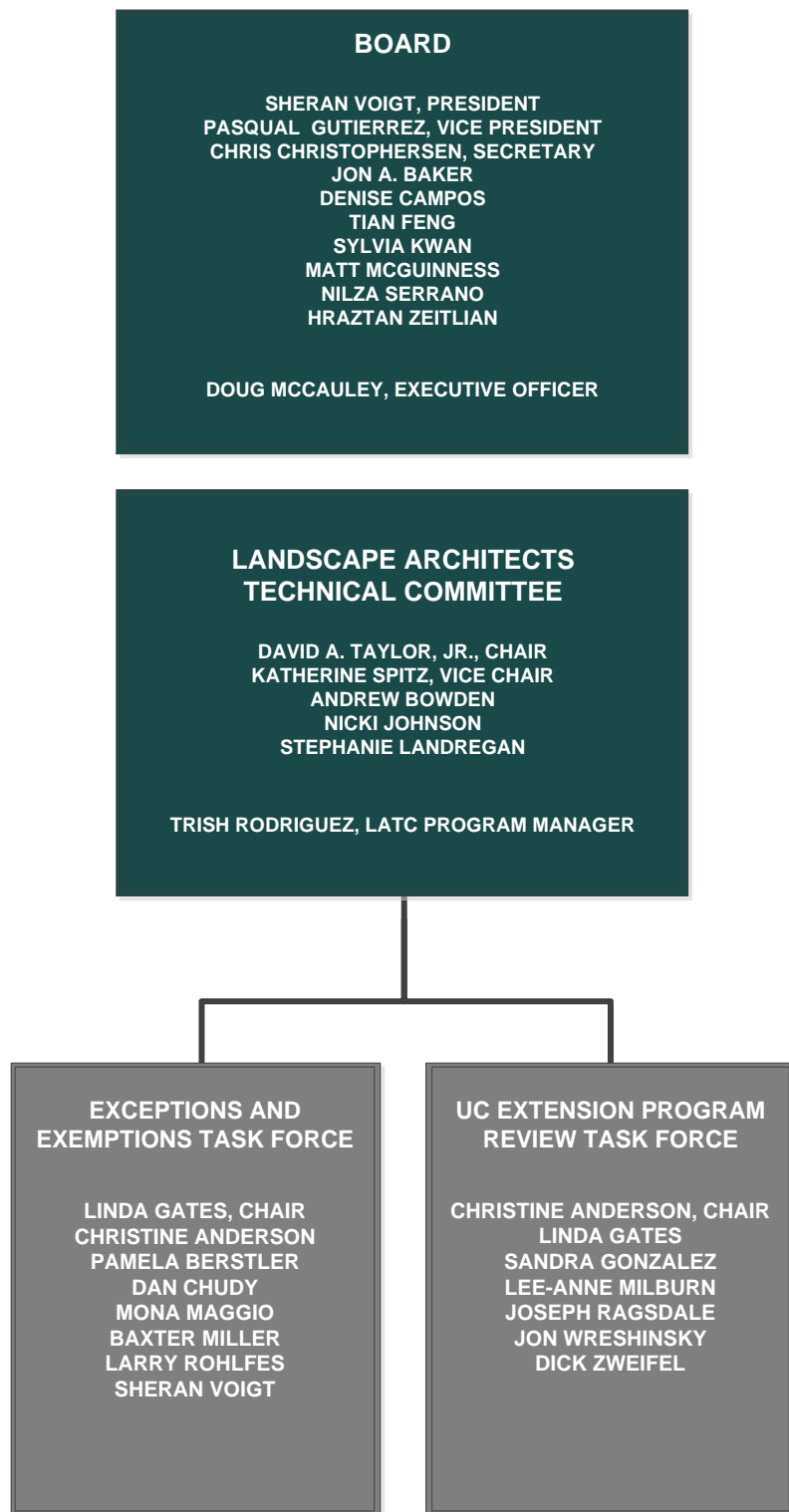


Table 1a. Attendance**Christine Anderson**

Date Appointed: 11/13/2003 [Term Expired 6/1/2011]

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	1/20-21/2010	Berkeley	Yes
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various Locations	No (excused)
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting (Teleconference)	7/19/2011	Sacramento & Various Locations	Yes
LATC Meeting	1/23/2012	Berkeley	Yes
LATC Meeting	5/4/2012	Sacramento	Yes
Exceptions and Exemptions Task Force Meeting	5/24/2012	Sacramento	Yes
University of California (UC) Extension Certificate Program Task Force Meeting	6/27/2012	Sacramento	Yes
UC Extension Certificate Program Task Force Meeting	10/8/2012	Sacramento	Yes
Exceptions and Exemptions Task Force Meeting	10/18/2012	Sacramento	Yes
UC Extension Certificate Program Task Force Meeting (Teleconference)	11/2/2012	Sacramento & Various Locations	Yes
UC Extension Certificate Program Task Force Meeting	7/23/2013	Sacramento	Yes

Katherine Spitz

Date Appointed: 5/24/2012 [Term Expires: 6/1/2016]

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Los Angeles	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	No
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes

Andrew Bowden			
Date Appointed: 1/17/2008 [Term Expired 6/10/2010] Date Re-appointed: 5/24/2012 [Term Expires 6/1/2015]			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	1/20-21/2010	Berkeley	Yes
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various	Yes
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes

Nicki Johnson			
Date Appointed: 5/24/2012 [Term Expired 6/1/2014]			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/24/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes

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 Expires 6/1/2018]			
Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	1/20-21/2010	Berkeley	No
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various Locations	Yes
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting	7/19/2011	Sacramento	Yes
LATC Meeting (Teleconference)	11/16/2011	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/16/2011	Sacramento & Various Locations	Yes
LATC Meeting	1/23-24/2012	Berkeley	No
LATC Meeting	5/4/2012	Sacramento	Yes
LATC Meeting	8/14/2012	Sacramento	No
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	No
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	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	1/20-21/2010	Berkeley	Yes
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	No
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various Locations	No (excused)
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting	7/19/2011	Sacramento	Yes
LATC Meeting (Teleconference)	11/16/2011	Sacramento & Various Locations	Yes
LATC Meeting	1/23-24/2012	Berkeley	Yes
LATC Meeting	5/4/2012	Sacramento	Yes
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	Yes

Current and prior members (who served during this reporting period) of the LATC include:

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)
DAVID ALLAN TAYLOR, JR., Chair	6/25/2008	6/1/2010 6/4/2014	6/1/2010 6/1/2014 6/1/2018	Senate Rules Committee	Landscape Architect
KATHERINE SPITZ, Vice Chair	5/24/2012	N/A	6/1/2016	Governor	Landscape Architect
CHRISTINE ANDERSON	11/13/2003	6/1/2007 7/24/2008	7/24/2008 6/1/2011	Governor	Landscape Architect
ANDREW BOWDEN	1/17/2008	5/24/2012	6/10/2010 6/1/2015	Governor	Landscape Architect
NICKI JOHNSON	5/24/2012	N/A	6/1/2014	Governor	Landscape Architect
STEPHANIE LANDREGAN	11/15/2002	5/11/2006 12/10/2010	6/1/2006 6/1/2010 6/1/2014	Speaker of the Assembly	Landscape Architect

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?

In the past four years, the LATC has successfully held all scheduled meetings. The LATC held a meeting on January 23-24, 2012 in Berkeley without a quorum. During this time, there were two vacant Committee positions. One Committee member was unable to attend, resulting in the absence of a quorum. The meeting was held and any necessary voting was deferred until the following meeting on May 4, 2012. The impact on operations was minimal, as all topics requiring a vote were successfully addressed at the subsequent meeting.

3. Describe any major changes to the LATC since the last Sunset Review, including:

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

Landscape Architect Registration Examination (LARE) - Format Change

The Council of Landscape Architectural Registration Boards (CLARB) completed a job task analysis in 2011 to determine current practices in landscape architecture and subsequently updated the LARE to reflect the appropriate knowledge, skills, and abilities required for safe practice. This update resulted in a transition from a five-section to a four-section examination. The LATC worked closely with CLARB

during the task analysis and test development to ensure a smooth transition to the new examination format.

As a result of transitioning the entire administration of the LARE to CLARB in 2009, the LATC, in consultation with the DCA Budget Office, determined that a reduction in the LATC's expenditure authority would be appropriate because of improved efficiencies and ongoing savings from the transition. The LATC is currently pursuing a negative Budget Change Proposal (BCP) in the amount of \$200,000 for fiscal year (FY) 2015/16 and ongoing (also discussed under Section 3 of this report).

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. The results of this OA will serve as the basis for updates to the examination.

In May 2013, OPES initiated the OA process and finalized the OA report in June 2014. The results of the OA will be used by OPES to perform a linkage study with the LARE. The findings of the linkage study will be 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. By adopting the Landscape Architect California Specific Examination Plan contained in the 2014 OA, the LATC ensures that its examination reflects current practice.

Public Information

The LATC developed Public Information Disclosure Procedures to assist staff with requests for information received from the public. The procedures were based on CCR 2608 (Public Information System – Disclosure) and were approved by the LATC in November 2011.

University of California (UC) Extension Certificate Program Task Force

Education in landscape architecture is a fundamental prerequisite to licensure. Traditionally, the educational requirement is based on four-year college or university degree programs. The LATC recognized a need to expand the educational options to include non-traditional pathways for students to be able to meet the minimum educational requirements. The extension certificate programs are one alternative that accommodate this approach.

The LATC appointed the UC Extension Certificate Program Task Force to develop procedures for reviewing landscape architecture extension certificate programs, and conduct reviews of the programs, in accordance with CCR 2620.5. The Task Force developed procedural documents for review of the programs and conducted reviews of UC Berkeley and UC Los Angeles extension certificate programs. Both programs were approved by the LATC through December 2020.

Exceptions and Exemptions Task Force

The LATC appointed the Exceptions and Exemptions Task Force to determine how the LATC can ensure clarity of BPC 5641 (Chapter Exceptions, Exemptions), and ensure that these provisions protect the public. The LATC obtained and accepted a legal opinion from DCA legal counsel regarding the clarity of BPC 5641, upon the recommendation of the Exceptions and Exemptions Task Force. DCA legal counsel determined that there was sufficient clarity in BPC 5641 and the Task Force was concluded after fulfilling its charge.

Strategic Planning

Beginning January 2013, the LATC began utilizing DCA Strategic Organization, Leadership & Individual Development (SOLID) Planning Solutions staff for its annual strategic planning sessions. Previously, the Board contracted with a vendor to provide these services. In August 2013, the LATC voted to transition to a two-year strategic plan with annual environmental scans.

Occupational Analysis (OA)

In 2013, the LATC contracted with OPES to conduct an OA to identify current, critical job activities performed by landscape architects licensed in California. The OA was completed in June 2014 and was followed by a review of the LARE psychometric process and linkage study to correlate the knowledge skills and abilities tested for in the LARE and the CSE. The review showed minimal overlap between the two exams, which is acceptable within psychometric standards.

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

Assembly Bill (AB) 186 (Chapter 647, Statutes of 2014) - authorizes boards to issue a provisional license to a spouse, domestic partner or other legal companion of an active duty member of the Armed Forces. The LATC received an exemption from the bill's provisions, as it would require the LATC to waive the CSE.

AB 1057 (Chapter 693, Statutes of 2013) - requires the LATC to inquire in every application for licensure whether the individual applying for licensure is serving in, or has previously served in, the military. The requirement will commence on January 1, 2015.

AB 1588 (Chapter 742, Statutes of 2012) - requires the LATC to waive the renewal fees, continuing education requirements, and other renewal requirements as determined by the LATC for any licensee or registrant called to active duty as a member of the United States Armed Forces or the California National Guard if specified requirements are met.

AB 1881 (Chapter 559, Statutes of 2006) - requires increased water efficiency for both new and existing development statewide. The law required the Department of Water Resources to update the Model Water Efficient Landscape Ordinance (MWELo) in 2009, and took effect in 2010. Landscaping plans will need to be prepared by a landscape architect, licensed landscape contractor, or other landscape

professional as established in state law. Each project will need to have an established water budget, planting schedule, and irrigation details.

A new issue that has emerged is regarding water conservation. Specifically, AB 1881 (Chapter 559, Statutes of 2006) requires that specified new landscapes include a landscape design plan signed by a landscape architect or other designated individual. LATC has received public comment that landscape architects may not possess sufficient education and experience in irrigation. One suggestion was that landscape architects should be subject to continuing education on irrigation. LATC is interested in discussing the viability of such a CE program and possibly receiving statutory authority to develop such a requirement.

AB 1904 (Chapter 399, Statutes of 2012) - requires the LATC to expedite the licensure process for an applicant who meets both of the following requirements: 1) Supplies evidence satisfactory to the LATC that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders; and 2) holds a current license in another state, district, or territory of the United States in the profession or vocation for which he or she seeks a license from the board.

SB 975 (Wright) [2012] - provided that the Board and the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG) would have the sole and exclusive authority to license and regulate the practice of their respective professions pursuant to the provisions of the practice acts. No other entity (city, county, school district, special district, a local or regional agency, joint powers agency, or state agency, department or office) could impose licensing requirements. The bill was vetoed.

- **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 since the last Sunset Review. These changes are listed below.

Form of Examinations (CCR section 2615) - Based on CLARB's Determinants of Success Study, it was determined that candidates would do better on certain portions of the LARE, closer to graduation thereby encouraging earlier entrance into the exam. On December 13, 2012, CCR 2615 was amended to allow candidates to sit for Sections 1 and 2 of the LARE after completing their degree or extension certificate in landscape architecture. Sections 1 and 2 cover Project and Construction Administration and Inventory and Analysis, subjects that are taught in all degree programs. Candidates are eligible to take LARE sections 3 and 4, Design and Grading, Drainage and Construction Documentation after completing the post degree experience requirements for licensure.

Education and Training Credits (CCR section 2620) - Effective December 31, 2012, CCR 2620 was updated to reflect the current accreditation standards and publication date of the Landscape Architectural Accreditation Board (LAAB)'s Accreditation Standards for Programs in Landscape Architecture. It was also amended to add language which increased pathways to licensure. Such changes included provisions to allow education credit for partial completion of a degree in landscape architecture from an approved school; education credit for partial completion of an extension certificate in landscape architecture from an approved school; and education credit for an accredited degree in architecture with

a four-year curriculum. The amendment added new language that defines “partial completion” of a degree and allows candidates with qualifying education under subsections (a)(7) and (8) to gain one year of education credit. The amendment made additional clarifying edits to the language and became effective on March 7, 2012.

Examination Transition Plan (CCR section 2614) - The LATC updated its regulation to establish a transition plan for candidates who passed sections of a previously administered landscape architect licensing examinations into the current four-section LARE, implemented by CLARB in September 2012. The updated regulation took effect April 8, 2013.

Application for Examination (CCR section 2610) - In 2013, the LATC approved an amendment to the regulation to change the deadline for applications for eligibility to take the examination from 70 days to 45 days. This change updates the application filing deadline to be consistent with LATC’s current application processing timeframe. The regulatory package to amend CCR 2610 is under review by DCA and the State and Consumer Services Agency, after which it will be sent to Office of Administrative Law (OAL) for final review and approval.

Fees (CCR section 2649) - The LATC proposed an amendment to its regulations to decrease license renewal fees temporarily for one renewal cycle from \$400 to \$220, between July 1, 2015 through June 30, 2017, returning to \$400 on July 1, 2017. A regulatory package to amend CCR 2649 was published by the OAL on February 7, 2014. The regulatory package is currently under review by DCA and the State and Consumer Services Agency, after which it will be sent to OAL for final review and approval. (See Question 12)

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

In June 2014, the LATC completed an OA which will be the basis for updating the CSE. An OA generally has a life of 5-8 years depending on changes to the occupation, scope of practice, law, etc. The LATC’s last OA was conducted in 2006. An OA (or practice analysis) is a required survey that all boards for licensed professions or trades must complete to ensure that the licensing examination is valid and legal. Additionally, as part of its 2014 OA, the LATC conducted focus group meetings with landscape architects and educators. The LATC reviewed the examination development process for the Landscape Architect Registration Examinations (LARE) and conducted a linkage study to determine the extent to which the LARE measured knowledge relevant to California landscape architect practice. The OA was conducted between October and November 2013 with the final report presented to the LATC at its June 2014 meeting. The national examination review and linkage study were completed September 2014. The LARE was found to meet psychometric standards for examination development and to measure knowledge relevant to California landscape architect practice. The examination plan for the CSE, developed as part of the OA, was further refined to minimize overlap between the LARE and the CSE while focusing strongly on California-specific landscape architect practice.

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 enjoys voting rights pursuant to CLARB’s bylaws.
- 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?

CLARB Board of Directors (BOD) Meeting (Stephanie Landregan)
December 6-7, 2013 (Reston, VA)

CLARB BOD Meeting (Stephanie Landregan)
May 9-10, 2014 (Anchorage, AK)

CLARB Annual Meeting (Stephanie Landregan, Nicki Johnson, Trish Rodriguez)
September 24-27, 2014 (Reston, VA)

- 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 two California participants on CLARB's Exam Writing Committee.

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. As shown below, 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 2013–2014	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?	12	7	1	1	5	5
2.	When you visited our website, how would you rate the ease of locating information?	7	5	3	5	3	8
3.	When you visited our website, how would you rate the usefulness of the provided information?	7	5	4	4	3	8
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1	2	1	1	2	21
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	1	0	1	0	2	24
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	1	1	1	0	3	25
7.	Were you satisfied with the overall service provided by the LATC?	8	5	7	1	6	4
	Total:	37	25	18	12	25	95

	FY 2012–2013	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?	10	5	3	1	4	2
2.	When you visited our website, how would you rate the ease of locating information?	7	5	8	2	3	1
3.	When you visited our website, how would you rate the usefulness of the provided information?	7	4	7	1	3	4
4.	If you submitted an application, how would you rate the timeliness of processing your application?	3	2	3	1	1	16
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	3	1	2	0	1	17
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	3	2	2	0	1	17
7.	Were you satisfied with the overall service provided by the LATC?	9	5	5	0	6	1
	Total:	42	24	30	5	19	58

	FY 2011–2012	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?	1	1	1	2	7	2
2.	When you visited our website, how would you rate the ease of locating information?	0	1	4	4	4	0
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	2	4	2	4	0
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1	2	0	0	3	7
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	1	1	0	1	1	9
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	1	0	2	1	9
7.	Were you satisfied with the overall service provided by the LATC?	0	2	0	4	6	1
	Total:	4	10	9	15	20	28

	FY 2010–2011	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?	10	10	12	5	9	5
2.	When you visited our website, how would you rate the ease of locating information?	1	16	16	7	4	5
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	16	16	7	4	5
4.	If you submitted an application, how would you rate the timeliness of processing your application?	4	5	9	5	2	25
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	3	1	2	2	2	38
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	2	2	1	2	3	39
7.	Were you satisfied with the overall service provided by the LATC?	6	11	16	4	10	3
	Total:	27	61	72	32	34	120

Section 3

Fiscal and Staff

Fiscal Issues

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

The LATC's fund condition is shown below in Table 2, identifying fund balance and expenditure levels. The recent economic climate has resulted in a variety of State Budget spending restrictions, which have impacted the LATC's expenditures and fund condition. LATC staff and DCA Budget Office have initiated a proposal to ensure an appropriate fund balance. A one-time renewal fee-reduction effective July 1, 2015 - June 30, 2017 has been approved by the Board. LATC will monitor the fund condition to determine if the fee reduction should continue beyond June 2017. In addition, due to LARE and CSE savings, the LATC is currently pursuing a negative BCP in the amount of \$200,000 for FY 2015/16 and ongoing.

9. 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.

The LATC does not project any deficits or a need to increase fees. A one-time renewal fee reduction from \$400 to \$220, will be in effective July 1, 2015 - June 30, 2017.

Table 2. Fund Condition

(Dollars in Thousands)	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16*	FY 2016/17*	FY 2017/18*
Beginning Balance	1,934	2,109	2,283	2,445	2,528	2,146	1,741	1,333
Revenues and Transfers	789	778	814	798	793	792	813	805
Total Resources	2,723	2,887	3,097	3,243	3,321	2,938	2,554	2,138
Budget Authority	1,099	1,117	1,126	1,160	1,174	1,197	1,221	1,245
Expenditures**/**	620	602	684	715	1,175	1,197	1,221	1,245
Loans to General Fund	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Accrued Interest, Loans to General Fund	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loans Repaid From General Fund	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fund Balance	2,103	2,285	2,413	2,528	2,146	1,741	1,333	893
Months in Reserve	41.9	40.1	40.5	25.8	21.5	17.1	12.8	8.4
* Includes beginning balance adjustments								
** Includes direct draws from SCO and Fiscal								
*** Projected to spend full budget								

10. 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 a general fund loan in the last four FYs. In FY 2003/04, the LATC loaned the general fund \$1.2 million that was repaid with interest in FY 2005/06.

11. 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 26% of its budget on the enforcement program, 31% on the examination program, 20% on the licensing program, and 7% on administration.

Table 3. Expenditures by Program Component								(list dollars in thousands)
	FY 2010/11		FY 2011/12		FY 2012/13		FY 2013/14*	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement	106	48	117	46	98	59	113	78
Examination	94	106	104	68	87	168	101	88
Licensing	88	36	97	35	82	41	94	55
Administration**	35	15	39	14	33	16	38	22
DCA Pro Rata***	0	88	0	84	0	93	0	108
TOTALS	324	293	357	247	300	377	346	351
* Governor's Budget FY 14/15								
** Administration includes costs for executive staff, board, administrative support, and fiscal services.								
*** DCA Pro Rata included in OE&E								

12. 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 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.

The LATC is currently analyzing whether licensing and renewal fees can be reduced to \$350 or \$375

CCR 2649 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) Biennial renewal fee is \$400;
- g) Delinquency fee is \$200; and
- h) Duplicate certificate fee is \$15.

Table 4. Fee Schedule and Revenue

Fee	Current Fee Amount	Statutory Limit	FY 2010/11 Revenue	FY 2011/12 Revenue	FY 2012/13 Revenue	FY 2013/14 Revenue	% of Total Revenue
Duplicate License/Cert.	\$15	\$25	\$195,000	\$375,000	\$165,000	\$405,000	0.2
Citation/Fine FTB Collection	Various	Various	\$2,250	\$300	\$1,000	\$1,750	0.2
Initial License (Prorated)	\$400	\$400	\$26,926	\$29,304	\$36,087	\$19,592	3.6
CA Supplemental Exam	\$275	\$275	\$34,375	\$34,650	\$40,150	\$33,825	4.6
LARE Eligibility	\$35	\$100	\$3,745	\$3,675	\$4,200	\$8,890	0.7
Biennial Renewal	\$400	\$400	\$689,200	\$678,400	\$702,000	\$703,600	88.2
Delinquent Renewal	\$200	\$200	\$16,750	\$17,600	\$18,400	\$8,400	2.3
Dishonored Check	\$25	\$50	\$150	\$125	\$50	\$75	0.2
TOTAL(S)			\$968,396	\$1,139,054	\$966,887	\$1,181,132	100

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

The LATC has not submitted BCPs in the past four FYs; however, in the summer of 2014, it submitted a negative BCP to the Department of Finance to request a voluntary expenditure authority reduction by \$200,000 for FY 2015/16 and ongoing; approval is currently pending. The LATC, in consultation with the DCA Budget Office, determined that a \$200,000 reduction is appropriate due to savings from the CSE and LARE administrations. Since 2011, the CSE has been a computer-based version, administered with greater efficiency. Additionally, in 2009 CLARB began administering all sections of the LARE, significantly reducing the LATC's costs associated with exam development and administration. The LATC budget should reflect the efficiencies of both exam administrations.

Staffing Issues

14. 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 Management Services Technician classifications, which are entry level. The 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. Since the last reporting period, the LATC has averaged a 25% vacancy rate each year. 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 Student Assistants, Retired Annuitants, and limited-term staff has been effective in minimizing interruption in workload, training and succession planning.

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.

15. 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 in courses offered at no cost through DCA's SOLID Training and Planning Solutions. These courses include customer service, computer software, and other inter-personal classes. Staff is 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 for 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 four FYs, staff has taken more than 65 courses at no charge.

Specialized training is also encouraged and provided to staff through outside providers as needed. These include mandatory courses, such as the Enforcement Academy, investigative training, sexual harassment prevention, ethics, driver safety, and information technology. In the past four fiscal years, staff has taken 12 courses at a cost of approximately \$1,678.

Section 4 Licensing Program

16. 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 to sit for the licensing examinations and issuing licenses, once all examinations have been passed, 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 been able to meet this goal. The LATC cross-trained staff to help mitigate the effects of extended absences and positions left vacant during the hiring freeze. 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 is migrated to the DCA enterprise-wide licensing and enforcement system (BreZE), it is anticipated that additional process efficiencies will be realized.

17. 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 meets established performance targets. As stated 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 LARE at any time and if found eligible, may take several years to pass all sections of the test. There are no set deadlines for completing the exam; however, inactive candidate records may be purged after five years (CCR 2620 (d)(2)). 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.

The LATC has a proposed regulation change to shorten a candidate's application filing deadline from 70 to 45 days prior to the requested examination date. Current regulation was adopted in 1998 when the licensing examination was partially administered by the LATC and it allowed the LATC preparation time for exam administration. In December 2009, CLARB began administering all five sections of the LARE, and in 2012 eliminated the graphic portion of the examination, reducing the lead time necessary for applications to be reviewed by the LATC prior to the examination date.

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 degree in landscape architecture 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.

18. 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 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Landscape Architect	Active	3,462	3,503	3,552	3,548
	Out-of-State	486	498	493	477
	Out-of-Country	31	27	33	34
	Delinquent	315	307	309	283
	Issued	92	92	90	76
	Renewed	1,793	1,696	1,755	1759

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 2011/12	LARE	105	123	NA	N/A	N/A	N/A	N/A	See note below ²		
	CSE	131	107	NA	N/A	N/A	N/A	N/A	See note below ²		
	License	92	92	N/A	92	N/A	N/A	N/A	See note below ²		
	Renewal ¹	1,696	1,696	N/A	1,696	N/A	N/A	N/A	See note below ²		
FY 2012/13	LARE	120	109	NA	N/A	N/A	N/A	N/A	See note below ²		
	CSE	146	122	NA	N/A	N/A	N/A	N/A	See note below ²		
	License	90	90	N/A	90	N/A	N/A	N/A	See note below ²		
	Renewal ¹	1,755	1,755	N/A	1,755	N/A	N/A	N/A	See note below ²		
FY 2013/14	LARE	131	164	NA	N/A	N/A	N/A	0	See note below ²		
	CSE	123	113	NA	N/A	N/A	N/A	0	See note below ²		
	License	76	76	N/A	76	N/A	N/A	0	See note below ²		
	Renewal ¹	1,759	1,759	N/A	1,759	N/A	N/A	0	See note below ²		
* Optional. List if tracked by the board.											
N/A – Not Applicable											

¹Data does not include pending incomplete renewal applications, which range from 10 to 25 per FY.

²Staff typically process applications within 30 days from the date of receipt in the LATC office, provided the application is complete and the required supporting documentation has been submitted in accordance with the LATC's regulations (i.e., approved degree or extension certificate).

Table 7b. Total Licensing Data			
	FY 2011/12	FY 2012/13	FY 2013/14
Initial Licensing Data:			
Initial License/Initial Exam Applications Received	236	266	254
Initial License/Initial Exam Applications Approved	236	266	254
Initial License/Initial Exam Applications Closed	N/A	N/A	N/A
License Issued	92	90	76
Initial License/Initial Exam Pending Application Data:			
Pending Applications (total at close of FY)	0	0	0
Pending Applications (outside of board control)*	N/A	N/A	N/A
Pending Applications (within the board control)*	0	0	0
Initial License/Initial Exam Cycle Time Data (WEIGHTED AVERAGE):			
Average Days to Application Approval (All - Complete/Incomplete)	See note 2 above for Table 7a ²		
Average Days to Application Approval (incomplete applications)*			
Average Days to Application Approval (complete applications)*			
License Renewal Data:			
License Renewed	1,696	1,755	1,759
* Optional. List if tracked by the board.			

19. How does the LATC verify information provided by the applicant?

The LATC uses several measures to verify information provided by candidates on an application. Transcripts are required to substantiate the qualifying degree or certificate listed on the application for which a candidate wishes to receive credit. Transcripts must be certified and submitted directly to the LATC from the respective school in order 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 in order to receive credit. LATC staff verifies with the appropriate jurisdiction or regulatory agency that the experience information provided is true and correct for the supervising professional.

Individuals licensed in another jurisdiction and applying for reciprocity must request that their state board provide a license certification to substantiate licensure, license status (i.e., current, delinquent, suspended, etc.), and information on disciplinary action. Additionally, the certifying board must provide the examination history detailing what form of the LARE was taken and when each section was passed. Reciprocal licensure candidates may substitute CLARB's Council Record in lieu of the above which provides information on education, experience and examination. The CLARB Council Record demonstrates that an individual has met CLARB's professional standards, making it easier to obtain reciprocal licensure in other jurisdictions.

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 registration denied, suspended, or revoked, or otherwise been disciplined by a public agency in any state or country?
- Have you ever pleaded guilty or been convicted by a court of an offense?

If a candidate responds "yes" to either or both questions, the application is referred to the LATC's Enforcement Unit for review and possible disciplinary action. Enforcement Unit staff determine, based on LATC regulations and relevant statutes, whether the offense or action is 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.

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.

The Board considered the necessity for a fingerprinting requirement as part of its strategic plan objectives at its June 16, 2011 and June 14, 2012 meetings, 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 to have a background check conducted by submitting their fingerprints. Additionally, there would be increased costs to licensees and candidates.

The LATC will continue to monitor the Board's action on fingerprinting and consider similar responses for landscape architect applicants.

c. Have all current licensees been fingerprinted? If not, explain.

The LATC is not statutorily authorized to fingerprint licensees. See response to 19b 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, 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 database contains disciplinary action against licensed landscape architects taken by boards and is not a criminal database. The LATC checks the database prior to issuing licenses.

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.

20. 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 licensure. Candidates must document a combination of six years education and experience and successfully complete both a national examination (LARE) and the CSE.

21. 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.

Supervised experience gained while in the military would be accepted in fulfilling the experience requirements.

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?

The LATC is implementing the requirements of BPC 114.5 to be in place by the effective date of January 1, 2015.

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 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 Armed Forces of the United States who is assigned to a duty station in California have requested the expedited processing.

22. 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 LARE and the CSE.

Landscape Architect Registration Examination (LARE) (National Examination) California Candidates								
License Type		Landscape Architect						
Exam Title: LARE Divisions*		Section A	Section B	Section C	Section D	Section E		
FY 2010/11	# of 1 st Time Candidates	See note below						
	Pass %	84%	75%	74%	57%	37%		
FY 2011/12	# of 1 st Time Candidates	See note below						
	Pass %	84%	54%	71%	68%	52%		
Exam Title: LARE Divisions*		Section 1	Section 2	Section 3	Section 4			
FY 2012/13	# of 1 st Time Candidates	See note below						
	Pass %	77%	66%	71%	50%			
FY 2013/14	# of 1 st time Candidates	See note below						
	Pass %	71%	60%	72%	55%			
Date of Last OA		2010/11						
Name of OA Developer		Professional Testing, Inc.						

In September 2012, the LARE transitioned from a five to a four section examination. For FYs 2010/11 and 2011/12 the sections were:

Section A: Project and Construction Administration
 Section B: Inventory, Analysis and Program Development
 Section C: Site Design
 Section D: Design and Construction Documentation
 Section E: Grading, Drainage and Stormwater Management

The currently administered LARE sections are:

Section 1: Project and Construction Administration
 Section 2: Inventory and Analysis
 Section 3: Design
 Section 4: Grading Drainage and Construction Documentation

*New LARE administration September 2012, sections 1-4.

California Supplemental Examination (CSE)		
License Type		Landscape Architect
FY 2010/11	# of 1 st Time Candidates	93
	Pass %	84%
FY 2011/12	# of 1 st Time Candidates	92
	Pass %	91%
FY 2012/13	# of 1 st Time Candidates	115
	Pass %	93%
FY 2013/14	# of 1 st time Candidates	94
	Pass %	65%
Date of Last OA		May 2014
Name of OA Developer		OPES
Target OA Date		May 2020

23. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required?

Each candidate for licensure is required to complete both a national (LARE) and CSE in order to become licensed. The two examinations test candidates for their entry-level knowledge, skills, and ability to provide landscape architectural services required of a landscape architect who possesses entry-level competence.

The LARE is a practice-based examination developed by CLARB. The content of the LARE is based on an analysis of landscape architectural practice. The most recent “Practice Analysis” was conducted by CLARB in 2010. The LARE concentrates on those functions 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.

The LARE is a four-part fully computerized examination. It is prepared and scored by CLARB in accordance with all current standards for fairness and quality of licensure exams. Below 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

The content of the LARE is based on a job “task analysis” study conducted every five to seven years of current practices in the profession. 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. This forms the basis of the LARE.

In the most recent survey, over 1,600 landscape architects across the United States and Canada were involved in focus groups and one, large-scale validation survey to determine changes in practice and the entry level competencies needed. Following the study, the LARE was updated and the new version was introduced in September 2012.

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 exam. Candidates receive an email from CLARB when their results are ready for viewing; a step implemented in September 2012 along with the new exam administration.

California Supplemental Examination (CSE)

The setting for landscape architectural practice in California is distinct from that of other states. California’s 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.

Candidates who have passed the LARE are eligible to take the CSE. In addition, eligible licensees from other jurisdictions and countries must pass the CSE prior to becoming licensed in California. The CSE tests for those aspects of practice unique to California, such as 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 integrative 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 2012 Written Examination Plan and consists of 100 multiple-

choice questions that cover site inventory and analysis, regulatory assessment and compliance, and progressive project alternatives. The CSE is administered by computer at a total of 39 nationwide locations, including 17 testing centers within California, and candidates are given two and one-half hours to complete.

The inflated pass rates in FY 10/11-FY 12/13, may have been a result of overexposure of the exam questions. To address the issue, indiscriminate questions were retired and additional California specific questions were developed and incorporated into a new CSE. A common outcome with the introduction of a new exam is a lower pass rate as reflected in FY13/14.

A new OA was completed by OPES in May 2014 that will play a strong role in shaping the future of the CSE. The OA was followed by a review of the LARE psychometric process and linkage study to correlate the knowledge, skills, and abilities tested for in the CSE Test Plan with those in the CLARB 2010/11 Practice Analysis. This review was done to make sure there was minimal to no overlap between the national and state exams.

24. What are pass rates for first time vs. retakes in the past 4 fiscal years? (Refer to Table 8: Examination Data)

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. The table below shows this comparison for CSE candidates.

Fiscal Year	First-Time Candidates	Retake Candidates
2010/2011	84%	67%
2011/2012	91%	84%
2012/2013	93%	89%
2013/2014	65%	50%

25. 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. CLARB began administering Sections A, B, and D via CBT in 2004. The LARE became fully computerized in 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 exam 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 registration service. Candidates are able 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). PSI is the DCA test administration vendor. 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.

26. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

No.

School approvals

27. 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 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 2620.5. The LATC appointed the UC Extension Program Review Task Force to conduct the reviews for each of the extension programs. Approval is granted with the provision that curriculums cannot be changed without LATC approval. Both programs are currently approved through December 31, 2020.

28. 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 extension certificate programs in landscape architecture in California, as noted above, approved by the LATC. Approval is granted for seven year periods.

29. 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

30. 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

Section 5

Enforcement Program

31. 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 action against those found to be in violation of the Act.

The average time of assigning complaints to staff during FY's 2011/12, 2012/13, and 2013/14 was two days. The LATC is exceeding expectations in this area. For all complaints received, the LATC has a goal of assigning complaints to staff for investigation within seven days. During this reporting period, the Enforcement Unit averaged 13 days to assign complaints. The increased intake cycle time during FY 2010/11 quarter 4, attributed to the 13-day average, which was reflective of two significant batches of complaints, the first of which commanded the majority of enforcement staff resources (which were limited due to vacancies), and the cases opened in this period required additional time to research a unique internet-related issue.

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 FY's 2010/11, 2011/12, 2012/13, and 2013/14, the LATC averaged 345 days, 515 days, 344 days, and 293 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 contracted with an additional expert consultant on May 13, 2013. In addition, the LATC hired two additional temporary analysts to assist in improving the timeliness of investigations and resolution of cases.

32. 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?

Staff has reduced the number of pending complaints since FY 2009/10 by 73%, from 77 to 21. There is a downward trend in the number of complaints received by the LATC. In the last reporting period, there were two batches of complaints received which attributed to a spike in received and pending cases. The batches of complaints were lists of websites provided by two individuals. In addition, since the last reporting period, the average number of advertising and unlicensed complaints received by the LATC decreased 41%

to 23 per year. The LATC received an average of six complaints per year against licensees, which is a 25% decrease since 2010. Enforcement staff closed 26% of investigations within 90 days and 45% within one year.

Advertising and unlicensed practice comprise a majority of the complaints received. Of the citations issued since 2010, 100% included a fine assessment, averaging \$2,272 per citation. The majority of citations issued were to unlicensed individuals, who are often difficult to locate because they change addresses frequently. 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.

The LATC's 2010/2011 Strategic Plan contained an objective to monitor DCA's Consumer Protection Enforcement Initiative, report to LATC, and determine the appropriate course of action. To this end, the LATC adopted an Enforcement Improvement Plan in 2010. This Plan, in part, included implementing DCA's Performance Measures and facilitating coordination with other entities, such as the Office of the Attorney General and the Division of Investigation. The LATC continues to utilize the Plan, which includes a requirement that all enforcement staff complete DCA's Enforcement Academy.

The LATC is also seeking new tools to make its citation program more effective. Authority to release social security numbers to collection agencies, precluding renewal of vehicle registrations or drivers licenses when an individual's citation has not been satisfied (unpaid penalty), and denying the renewal of an occupational license when a citation has not been satisfied, are all concepts the LATC would like to explore (a significant number of the LATC's unlicensed individuals who receive citations hold a license from the Contractors State License Board).

Table 9a. Enforcement Statistics			
	FY 2011/12	FY 2012/13	FY 2013/14
COMPLAINT			
Intake			
Received	28	27	27
Closed	0	0	0
Referred to INV	28	27	27
Average Time to Close	2	2	2
Pending (close of FY)	0	0	0
Source of Complaint			
Public	5	4	6
Licensee/ Professional Groups	14	10	12
Governmental Agencies	0	0	2
Other	9	13	12
Conviction / Arrest			
CONV Received	0	0	5
CONV Closed	0	0	0
Average Time to Close	N/A	N/A	1
CONV Pending (close of FY)	0	0	0

LICENSE DENIAL			
License Applications Denied	0	0	0
SOIs Filed	0	0	0
SOIs Withdrawn	0	0	0
SOIs Dismissed	0	0	0
SOIs Declined	0	0	0
Average Days SOI	N/A	N/A	N/A
ACCUSATION			
Accusations Filed	0	0	1
Accusations Withdrawn	1	0	0
Accusations Dismissed	0	0	0
Accusations Declined	0	0	0
Average Days Accusations	N/A	N/A	792
Pending (close of FY)	0	0	1

Table 9b. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
DISCIPLINE			
Disciplinary Actions			
Proposed/Default Decisions	0	0	0
Stipulations	0	0	0
Average Days to Complete	0	0	0
AG Cases Initiated	0	0	1
AG Cases Pending (close of FY)	0	0	1
Disciplinary Outcomes			
Revocation	0	0	0
Voluntary Surrender	0	0	0
Suspension	0	0	0
Probation with Suspension	0	0	0
Probation	0	0	0
Probationary License Issued	0	0	0
Other	0	0	0
PROBATION			
New Probationers	0	0	0
Probations Successfully Completed	0	0	0
Probationers (close of FY)	0	0	0
Petitions to Revoke Probation	0	0	0
Probations Revoked	0	0	0
Probations Modified	0	0	0
Probations Extended	0	0	0
Probationers Subject to Drug Testing	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A
Petition for Reinstatement Granted	0	0	0
DIVERSION			
New Participants	N/A	N/A	N/A
Successful Completions	N/A	N/A	N/A
Participants (close of FY)	N/A	N/A	N/A
Terminations	N/A	N/A	N/A
Terminations for Public Threat	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A

Table 9c. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
INVESTIGATION			
All Investigations			
First Assigned	28	27	32
Closed	59	23	41
Average days to close	515	344	293
Pending (close of FY)	26	30	21
Desk Investigations			
Closed	59	23	41
Average days to close	515	344	293
Pending (close of FY)	26	30	21
Non-Sworn Investigation			
Closed	0	0	0
Average days to close	0	0	0
Pending (close of FY)	0	0	0
Sworn Investigation			
Closed	0	0	0
Average days to close	0	0	0
Pending (close of FY)	0	0	0
COMPLIANCE ACTION			
ISO & TRO Issued	0	0	0
PC 23 Orders Requested	0	0	0
Other Suspension Orders	0	0	0
Public Letter of Reprimand	0	0	0
Cease & Desist/Warning	33	19	18
Referred for Diversion	N/A	N/A	N/A
Compel Examination	N/A	N/A	N/A
CITATION AND FINE			
Citations Issued	1	1	3
Average Days to Complete	1,030	966	871
Amount of Fines Assessed	\$2,000	\$2,000	\$3,750
Reduced, Withdrawn, Dismissed	1	0	2
Amount Collected	\$300	\$1,472*	\$5,436*
CRIMINAL ACTION			
Referred for Criminal Prosecution	0	0	0

*Amounts reflect fines collected, which were assessed in previous years.

Table 10. Enforcement Aging						
	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	Cases Closed	Average %
Attorney General Cases (Average %)						
Closed Within:						
1 Year	0%	(1)100%	0%	0%	1	100%
2 Years	0%	0%	0%	0%	0	0%
3 Years	0%	0%	0%	0%	0	0%
4 Years	0%	0%	0%	0%	0	0%
Over 4 Years	0%	0%	0%	0%	0	0%
Total Cases Closed*	0	1	0	0	1	0
Investigations (Average %)						
Closed Within:						
90 Days	14 (21.9%)	7 (11.8%)	9 (39.1%)	19 (46.3%)	49	26.2%
180 Days	4 (6.3%)	5 (8.5%)	1 (4.3%)	4 (9.7%)	14	7.5%
1 Year	14 (21.9%)	1 (1.7%)	3 (13.0%)	3 (7.3%)	21	11.2%
2 Years	30 (46.9%)	38 (64.4%)	8 (34.8%)	11 (26.8)	87	46.5%
3 Years	2 (3.0%)	8 (13.6%)	2 (8.7%)	4 (9.7%)	16	8.6%
Over 3 Years	(0)0%	(0)0%	(0)0%	0 (0%)	0	0%
Total Cases Closed	64	59	23	41	187	100%

*Accusation filed

33. What do overall statistics show as to increases or decreases in disciplinary action since last review.

The LATC filed two accusations during the current reporting period (FY 2010/11 through FY 2013/14). One accusation was withdrawn due to the respondent's death. The other accusation is scheduled for hearing in May 2015.

34. 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 unlicensed practice, and unlicensed practice. The most common complaints are contract violations, unlicensed advertising (title) violations, and routine settlement reports.

35. 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 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. The LATC received seven settlement reports in the current period.

Another mandatory reporting requirement is BPC 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 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.

36. 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 5661 (Accusations - Time Limitation for Filing Action). All accusations charging the holder of a license issued under this chapter with the commission of any act constituting a cause for disciplinary action must be filed with the Board within three years after the LATC 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 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 5667.

The LATC did not lose jurisdiction for any cases due to the statute of limitations.

37. 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.

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.

The Board and the LATC also published *Consumer Tips for Design Projects*. This information contains a number of basic steps that consumers can take to help keep their projects on track.

The LATC's 2010/2011 Strategic Plan directed the LATC to convene a task force to determine how the LATC could ensure the clarity of BPC 5641, the statute that describes the services an unlicensed person may provide, and ensure that these provisions protect the public. The Exceptions and Exemptions Task Force, which consisted of three landscape architects, a landscape designer, a landscape contractor, a Board member, and a lay person, was charged with: 1) determining how LATC can ensure clarity in BPC 5641; 2) ensuring the public is protected through the provisions in BPC 5641; and 3) making recommendations to the LATC for the Board to approve regarding any change in language. The Task Force extensively reviewed the exemption for unlicensed practice. The LATC obtained a legal opinion from DCA Legal Counsel which stated the provisions outlined in BPC 5641 were sufficiently clear. The Task Force members then recommended the LATC direct staff to monitor cases in which BPC 5641 was applied and draft interpretations of BPC 5641, as well as perform outreach related to the interpretations.

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

38. 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 expedient 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 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 the prior reporting period, an average of five citations was issued each year. During this period, a number of cases from the influx of complaints received in FY2010/11, as well as older cases, were being closed. For the current reporting period, citations averaged two each year. Of those, all included a fine assessment of approximately \$2,272.

39. How is cite and fine used? What types of violations are the basis for citation and fine?

The citation program provides the LATC with an expedient method of addressing violations involving unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that did not result in substantial financial or physical harm. All technical 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
- 5657 - Filing of Mailing Address - Requirement
- 5671 - Negligence, Willful Misconduct in Practice

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.

40. 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?

There have been eight informal conferences and one administrative hearing.

41. 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

42. What is average fine pre- and post-appeal?

The average pre-appeal fine is \$2,272 and the average post-appeal fine is \$1,118.

43. 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 recovery on dishonored checks. The majority of the LATC’s outstanding, unpaid fines are against unlicensed individuals, and Intercept provides an additional tool to seek those penalties.

Cost Recovery and Restitution

44. 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 always a term in stipulated settlements. In cases where the respondent is placed on probation, cost recovery generally proceeds in compliance with established payment schedules. However, for those cases calling for revocation or a significant suspension period, costs are often difficult to collect. In these cases, respondents have fewer financial resources due to the suspension of their practice.

45. 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. In the last four FYs, the LATC has filed two accusations; however, it has not had any disciplinary decisions.

46. Are there cases for which the LATC does not seek cost recovery? Why?

No.

47. Describe the LATC's use of Franchise Tax Board intercepts to collect cost recovery.

The LATC currently utilizes FTB to collect cost recovery.

48. 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 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Total Enforcement Expenditures	154	163	157	191
Potential Cases for Recovery *	0	0	0	0
Cases Recovery Ordered	0	0	0	0
Amount of Cost Recovery Ordered	0	0	0	0
Amount Collected	0	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 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Amount Ordered	0	0	0	0
Amount Collected	0	0	0	0

49. 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 ten days prior to a meeting, and the related meeting packet seven days prior. LATC meeting minutes and committee summary reports are posted on the website once officially approved and remain for 100 years, in accordance with the LATC's retention schedule. 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 interested party list for news broadcasts.

50. 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 has not used webcasting. There was a period of time when the remote service was unavailable. The LATC is instituting the use of webcasting for future LATC meetings. Meetings of the LATC are held at a variety of locations throughout the state in order to increase public participation. Varying technical capabilities of the meeting sites (schools of landscape architecture) affect the ability to webcast.

51. Does the LATC establish an annual meeting calendar, and post it on the LATC's web site?

Yes. The LATC establishes a meeting calendar 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.

52. 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.

53. What information does the LATC provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

CCR 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 within ten 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 that have been taken against a licensee, as well as a brief summary of the case. It provides the current status of pending complaints (that comply with the criteria for disclosure pursuant to CCR 2608), Accusations, Statements of Issues, and citations filed by the LATC against a licensee.

54. 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 published a new consumer information piece: *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. A key means of distributing both of 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.

The LATC's 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 the above parties with access to enforcement actions, a license verification tool, past newsletters, as well as a comprehensive list of downloadable applications, forms, publications, and instructional materials. It also includes a publication entitled *Selecting a Landscape Architect*. This document contains 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 you and your landscape architect should include; and 4) How to resolve problems and concerns.

The LATC will continue to evaluate these consumer education methodologies and work to identify other effective means to provide information.

55. 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?

The explosion of 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.

In order to remain efficient and competitive, landscape architects can out-source the production of their instruments of service to on-line, “plan production mills.” Such arrangements can stretch the limit of an operational definition of the landscape architect’s “responsible control” over the work produced. As long as BPC 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, but the LATC will continue to track the issue closely.

Another important consumer protection tool in this area is the written contract requirement. BPC 5616 requires landscape architects to use a written contract when agreeing “...to provide professional services...” The statute further states that this requirement does not apply when the professional services rendered by a landscape architect will not be compensated. If landscape architects who propose to “practice without presence” intend to be compensated, they must find a way to comply with the statute. If they do not intend to be compensated, the landscape architect should be very clear about that in their offering. A landscape architect’s license can be subject to discipline under the provisions of the Landscape Architects Practice Act by providing advice in this setting whether or not compensation is actually requested or received.

An obvious issue with the increased use of technology in landscape architecture is privacy. Privacy and/or 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 5640 will be applied in such cases.

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 business practice. There have been some complaints related to Internet advertising of landscape architectural services by persons who are not California licensees. The LATC expects this 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.

Section 8

Workforce Development and Job Creation

56. What actions has the LATC taken in terms of workforce development?

The LATC has amended regulations and implemented process efficiencies to reduce the length of time for eligibility evaluation. 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 hindrances to licensure, such as allowing candidates to take Sections 1 and 2 of the LARE prior to completion of the experience requirements.

57. 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 CBT format expedited licensure, as did releasing scores on-site.

58. 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. Student outreach seminars are conducted regularly at each campus to make sure students are on track for licensure. The LATC believes that these efforts pay dividends by helping students become licensed more efficiently, which saves candidates time and money and preserves the LATC's resources.

59. Provide any workforce development data collected by the LATC, such as:

a. Workforce shortages

No data is available.

b. Successful training programs.

No data is available.

Section 9

Current Issues

60. What is the status of the LATC's implementation of the Uniform Standards for Substance Abusing Licensees?

N/A

61. 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.

62. Describe how the LATC is participating in development of BreEZe and any other secondary IT issues affecting the LATC.

While the LATC is not scheduled for full active participation with the BreEZe staff and vendor until the third development cycle has begun (late 2015), it understands the importance of its investment in BreEZe. To that end, the LATC has assigned staff knowledgeable about the specific business needs and processes respective to their particular area of expertise to the project. The assigned staff has attended working sessions to create requirements for the licensing and enforcement aspects with BreEZe project staff. Staff is currently reviewing and analyzing the candidate and licensing data in the current DCA legacy systems to determine what information will be transitioned to BreEZe when the LATC enters the active development phase.

At this time, the BreEZe team is working on a Request for Change (RFC) regarding the LATC Workaround System (WAS) in order to incorporate the database into the project. The WAS became a functional necessity upon regulatory approval of licensure requirements. It was established after a freeze was put in place for any legacy system changes during DCA's transition to BreEZe.

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/Joint Committee 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.

LATC ISSUE #1: (INCREASE IN NUMBER OF COMPLAINTS)

From FY 2006/07-2008/09, there was an average of about 30 complaints filed per year. In FY2009/10, that number jumped to 86. It is not clear what accounts for the large increase in complaints received by LATC.

Committee Recommendation: *LATC should explain what accounted for the large increase in complaints filed in FY 2009/10. LATC should also address the nature of the source of complaints listed as “other.”*

2010 LATC Response:

Complaints in the “other” category consist of those received from anonymous complainants. In 2009-10, LATC had one anonymous individual who filed a significant batch of complaints that accounted for the increase in complaints for that year. Both Evidence Code section 1040 and *Black Panther Party v. Kehoe*, 42 Cal.App.3d 645 govern LATC’s handling of anonymous complaints. LATC also believes that the current economic conditions encourage complaints. It should be noted that thus far for 2010-11, LATC’s complaint intake has returned to its normal level, with 23 complaints received as of March 31, 2011 (43 is the average over the last four fiscal years).

2014 LATC Response:

Since 2009/10, there have been no additional sizeable groups of complaints received. The LATC received an average of 29 complaints each FY since the last report in 2010. During the current reporting period, there were 32 complaints filed by anonymous individuals, 31 of which alleged unlicensed/advertising violations.

LATC ISSUE #2: (DISPARITY IN CALIFORNIA APPLICANTS’ PASSAGE RATES ON THE LANDSCAPE ARCHITECT REGISTRATION EXAM (LARE))

California’s pass rates for LARE have been consistently lower than the national average, sometimes significantly lower.

Committee Recommendation: *LATC should explain to the committee what factors it sees leading to the lower passage rates for California test takers and what can be done to improve the passage rates.*

2010 LATC Response:

LATC believes that its more flexible eligibility standards may contribute to the difference in examination results compared to the rest of the nation (this is the case for both the Board and LATC). A key factor as to the LATC’s eligibility standards is the education requirements. Most other states require an accredited degree, while California has a variety of pathways to eligibility, including, but not limited to, experience equivalents plus one year of educational credit; associate degrees; and unaccredited baccalaureate and masters degrees. California is the only state which accepts University of California extension certificates. California’s size and diversity may also play a role in examination scores.

As to the pass rates, between 2006 and 2010, the national exam was administered 100 times. California's pass rate was close to the national average during that time, with the national average exceeding CA by 10% or more only 13 times out of 100. In addition, California's pass rate was higher or equal to the national average on 10 separate occasions. LATC does not believe that these differences are statistically significant given the differences in eligibility requirements and other variables.

Traditionally, flexible eligibility standards and access to licensing examinations have been deemed appropriate and valuable in California. LATC's Education Subcommittee produced a report in response to the 2004 Sunset Review Committee recommendations to identify examination eligibility issues. Based on recommendation of the report, the LATC proposed changes to its regulations regarding experience and education providing even more flexibility and increasing the pathways to licensure (see page 68 of *Sunset Review Report* and its Appendix for detailed information about the Education Subcommittee Report).

LATC will continue to monitor pass rates, eligibility standards, practice trends, national issues, etc. to determine that its examinations and standards are performing effectively.

2014 LATC Response:

The LATC believes the response above is still appropriate for explaining the difference between California candidates and the rest of the nation relative to performance on the national examination.

LATC ISSUE # 3: (CONTINUED REGULATION BY LATC)

Should the licensing and regulation of landscape architects be continued and be regulated by the current CAB membership through the Committee?

Staff Recommendation: *Recommend that the landscape architecture profession continue to be regulated by the current CAB membership through the Committee in order to protect the interests of the public and be reviewed once again in four years.*

2010 LATC Response:

LATC concurs with this recommendation.

2014 LATC Response:

The LATC continues to concur with this recommendation.

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.

NEW ISSUES

Licensing

During this last reporting period, LATC has expanded its pathways to licensure allowing partial degrees, and architecture degrees to meet education requirements. 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 the Board is considering for an "integrated path to licensure". The Board is seeking to synthesize licensure components into a more efficient system, building a powerful pipeline into the profession. LATC will work closely with the Board to identify opportunities to initiate efficiencies in its licensure system. It is vitally important the LATC and profession work together to ensure that the path to licensure is efficient and effective so that California's best and brightest are able to navigate the system and enter the profession. An adequate supply of landscape architects is crucial, because in robust economies, firms report that they are simply unable to find enough landscape architects to hire. It is quite possible that a more integrated approach to licensing will produce more landscape architects.

Reciprocity Licensure

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 California requirements to improve efficiencies. Initial research revealed varying minimum standards across states including education only, experience only, varying degree types, and contingency on acceptance of reciprocity from other states. The LATC will 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.

Enforcement

The LATC is proud of its enforcement accomplishments. Its performance in terms of case aging and case load represent significant improvement over the last five years. Nevertheless, the LATC seeks continuous improvement. One area in particular is that of unlicensed practice.

The LATC's citation program is an effective tool and the LATC believes it makes good use of that program. For the program to be more impactful, however, the monetary penalty must be "real." Many unlicensed individuals choose to ignore the citations and not pay the penalty, as they do not have a license that is in jeopardy. The LATC does not currently have an effective mechanism to take additional action against these individuals.

The LATC does use the Intercept Program through the Franchise Tax Board, which captures funds from State tax refunds and Lottery proceeds. The LATC believes that collection agencies could also play a valuable role in recovering funds from citation penalties. Currently, the LATC does not have authority to release Social Security Numbers (SSNs) to collection agencies. It is the LATC's understanding that statutory authority to release SSNs was considered as part of the SB 1111 discussions in 2010, but ultimately the issue was not moved forward. The LATC suggests that the Committee may wish to consider granting such authority to the LATC via Sunset Review legislation. The Committee may also wish to consider other means to ensure payment of citations.

Currently, licenses cannot be renewed if there are outstanding family support or tax liabilities. The LATC is interested in exploring the possibility of requiring the satisfaction of citation penalties as a condition of receiving other State services, such as driver's license and vehicle registration. The LATC has also discovered that unlicensed individuals sometimes hold a license issued by another DCA board. The LATC is interested in collaborating with other related boards to develop recommendations for a program to ensure payment of that citation wherein an unpaid citation from one board could preclude renewing a license held from another board. (For example, many of the LATC's unlicensed violators also hold licenses with the Contractors State License Board, Bureau of Real Estate). DCA's BreEZe system may help facilitate such a program. Any enhancements to the effectiveness of the citation program will serve as a deterrent to help reduce the threat to consumers through unlicensed practice.

(Issues raised under the prior Sunset Review are addressed under Section 10 of this report. Since then, there have been no new issues raised by the Committees/Joint Committee.)

Section 12 Attachments

Please provide the following attachments:

- A. LATC's administrative manual. The manual is currently being updated.
- B. Current organizational chart showing relationship of committees to the LATC 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 15)

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE 2014 SUNSET REVIEW REPORT

APPENDIX

Attachment A

LATC Member Administrative Procedure Manual

Attachment B

Committee Organizational Chart

Attachment C

Occupational Analysis

Attachment D

Year-End Organization Charts - FYs 10/11 - 13/14

Attachment E

Quarterly and Annual Performance Measure Reports

LATC Member Administrative Procedure Manual

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE



COMMITTEE MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Updated 2001

Chapter 1**Introduction****Overview**

The Landscape Architects Technical Committee (LATC) was statutorily established under the jurisdiction of the California Architects Board (CAB) pursuant to the enactment of AB 1546 (Chapter 475, statutes of 1997) which became effective January 1, 1998. It replaces the former Board of Landscape Architects which was abolished through the enactment of SB 2036 (Chapter 908, statutes of 1994) on July 1, 1997.

The LATC's purpose is to act in an advisory capacity to the CAB on examinations and other matters pertaining to the regulation of the practice of landscape architecture in California.

The LATC consists of five technical experts who are licensed to practice landscape architecture in this state. Under the provisions of section 5621(b) of the Business and Professions Code, the Governor has the authority to appoint three of the members. The remaining two members are each appointed by the Senate Committee on Rules and the Speaker of the Assembly. Committee members fill non-salaried positions but are paid \$100 per day for each meeting day and are reimbursed travel expenses.

This procedure manual is provided to Committee members as a ready reference of important laws, regulations, Department of Consumer Affairs (DCA) policies, and CAB policies in order to guide the actions of the LATC and ensure its effectiveness and efficiency.

Delegated Authority

Sections 5620 and 5622 of the Business and Professions Code set forth the duties of the CAB and LATC. On May 14, 1998, the CAB unanimously voted to empower the LATC, to the fullest extent authorized by law, to exercise all duties, powers, purposes, responsibilities and jurisdiction relative to administration of the Landscape Architects Technical Committee as set forth in Chapter 3.5 of Division 3 of the Business and Professions Code (commencing with section 5615), with the following exceptions:

- The Committee shall make recommendations concerning proposed regulatory or statutory changes and submit them to the Board for review and final approval.

- The Committee shall make recommendations concerning budget augmentations and submit them to the Board for review and final approval.
- The Committee shall develop a strategic plan for the Landscape Architects Technical Committee (LATC) and submit it to the Board for review and final approval.
- The Committee shall make recommendations involving disciplining a landscape architect or taking action against a person who has violated this chapter to the Board for review and final approval.

Definitions

B&P Business and Professions Code

CAB California Architects Board

DCA Department of Consumer Affairs

LATC Landscape Architects Technical Committee

Chapter 2**Committee Meeting Procedures****Frequency of Meetings**
(Committee Policy)

The Committee shall meet at least once a quarter and may meet more often as it determines necessary.

Attendance at Meetings
Committee Member
(Committee Policy)

Committee members shall attend each meeting of the LATC. If a member is unable to attend he/she must contact the LATC chair or vice chair and ask to be excused from the meeting for a specific reason.

Committee Member
Participation
(Committee Policy)

The LATC chair may ascertain from members whose level of participation is below standard whether or not the member is able to continue serving as an active member of the LATC. In such a case, the chair may recommend to the CAB that the member resign. If such resignation is not forthcoming within a reasonable time, the CAB, by resolution, may request the appointing authority to have the member replaced. However, the member shall be given the opportunity to present to the CAB his/her arguments against the resolution prior to such a resolution being adopted by the CAB.

Committee Member
Meetings
(Committee Policy)

The LATC may send a representative to CAB board meetings as deemed appropriate by the chair or vice chair.

**Public Attendance at
Committee Meetings**
(Government Code Section
11120 et seq.)

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act. This act governs meetings of the state regulatory boards and meetings of committees of those boards where the committee consists of more than two members. It specifies meeting notice and agenda requirements and prohibits discussing or taking action on matters not included in the agenda.

Any general discussion of exams or disciplinary procedures shall be held in public. The LATC may meet in closed session to discuss examinations where a public discussion would compromise the integrity of the examination, and to deliberate on disciplinary cases. If the agenda contains matters which are appropriate for closed session, the agenda shall cite the particular statutory section and subdivision authorizing the closed session.

Agenda Items
(Committee Policy)

Any Committee member may submit suggested items for a Committee meeting agenda to the LATC program manager 20 days prior to the meeting.

Notice of Meetings
(Government Code Section
11120 et seq.)

According to the Open Meeting Act, meeting notices (including agendas for Committee meetings) shall be sent to persons on the Committee's mailing list of interested persons at least ten (10) calendar days in advance. The notice shall include a telephone number and address where persons can obtain additional information prior to the meeting.

Record of Meetings
(Committee Policy)

The minutes are a summary, not a transcript, of each Committee meeting. They shall be prepared by LATC staff and submitted for review by the LATC before the next scheduled meeting. LATC minutes shall be approved by the CAB at the Board's next scheduled meeting. When approved, the minutes shall serve as the official record of the meeting.

Tape Recording
(Committee Policy)

The meetings may be tape-recorded for staff purposes. Tape recordings shall be disposed of upon CAB approval of the minutes.

Meeting Rules
(Committee Policy)

The LATC will use Robert's Rules of Order, to the extent that it does not conflict with state law (e.g., Bagley-Keene Open Meeting Act), as a guide when conducting meetings.

Chapter 3**Travel & Salary Policies/Procedures****Travel Approval**
(Committee Policy)

Committee members shall have the chair's approval for all travel except for regularly scheduled meetings.

Travel Arrangements
(Committee Policy)

Committee members should attempt to make travel arrangements through LATC staff.

Out-of-State Travel
(SAM Section 700 et seq.)

For out-of-state travel, Committee members will be reimbursed actual lodging expenses, supported by vouchers, and will be reimbursed for meal and supplemental expenses. Out-of-state travel for all persons representing the state of California is controlled and approved by the Governor's Office.

Travel Claims
(SAM Section 700 et. seq. and
DCA Memorandum 91-26)

Rules governing reimbursement of travel expenses for Committee members are the same as for management and state staff. All expenses shall be claimed on the appropriate travel expense claim forms. The LATC's administrative assistant maintains these forms and completes them as needed. It is advisable for Committee members to submit their travel expense forms immediately after returning from a trip and not later than two weeks following the trip.

In order for the expenses to be reimbursed, Committee members shall follow the procedures contained in DCA Departmental Memoranda that are periodically disseminated by the director.

Salary Per Diem
(B&P Code Section 103)

Compensation in the form of salary per diem and reimbursement of travel and other related expenses for Committee members is regulated by the Business and Professions Code.

In relevant part, this section provides for the payment of salary per diem for Committee members "for each day actually spent in the discharge of official duties," and provides that the Committee member "shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties."

(Committee Policy)

Accordingly, the following general guidelines shall be adhered to in the payment of salary per diem or reimbursement for travel:

1. No salary per diem or reimbursement for travel-related expenses shall be paid to Committee members except for

attendance at official meetings, unless a substantial, official service is performed by the Committee member. Attendance at gatherings, events, hearings, conferences, or meetings in which a substantial official service is performed shall be approved in advance by the LATC chair. The program manager shall also be notified of the event prior to the Committee member's attendance.

Committee members attending out-of-state annual or regional meetings, conferences, seminars, etc. are expected to attend all appropriate sessions and to make a report to the Committee on the sessions at its next scheduled meeting following the event.

2. The statement "day actually spent in the discharge of official duties" shall mean such time as is expended from the commencement of a Committee meeting to the conclusion of that meeting. Where it is necessary for a member to leave early from a meeting, the LATC chair shall determine if the member has provided a substantial service during the meeting and, if so, shall authorize payment of salary per diem and reimbursement for travel-related expenses.

3. For LATC specified work, Committee members will be compensated for actual time spent performing work authorized by the LATC chair. That work includes, but is not limited to, authorized attendance at other gatherings, events, meetings, hearings, or conferences or participation in item writing workshops for the California Supplemental Examination, and travel time on non-meeting days. That work does not include preparation time for Committee meetings. Members cannot claim salary per diem for time spent traveling to and from a Committee meeting.

Chapter 4

Committee Member Disciplinary Actions (Committee Policy)

Other Policies/Procedures

A Committee member may be censured by the CAB if, after a hearing before the Board, the Board determines that the member has acted in an inappropriate manner.

The president of the Board shall sit as chair of the hearing or in his or her absence, the vice president. In accordance with the Public Meetings Act, the censure hearing shall be conducted in open session.

Removal of Committee Members
(B&P Code Sections
106 and 106.5)

The Governor has the power to remove from office at any time any member of any board or committee appointed by him/her for continued neglect of duties required by law or for incompetence or unprofessional or dishonorable conduct. The Governor may also remove from office a board or committee member who directly or indirectly discloses examination questions to an applicant for examination for licensure.

Resignation of Committee Members
(Government Code Section 1750)

In the event that it becomes necessary for a Committee member to resign, a letter shall be sent to the appropriate appointing authority (Governor, Senate Rules Committee, or Speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the director of the DCA, the CAB president, the executive officer of the CAB and the chair of the LATC.

Officers of the Committee
(Committee Policy)

The LATC shall elect from its members a chair and a vice chair to hold office for one year or until their successors are elected.

The chair shall preside over and conduct meetings in accordance with Robert's Rules of Order. In addition, the chair shall represent the LATC at the Council of Landscape Architectural Registration Boards' annual and regional meetings and make reports to the LATC at the next scheduled meeting following the event.

The vice-chair shall assume the duties of chair in the chair's absence.

Program Budget
(Committee Policy)

The vice chair shall serve as the LATC's budget liaison with staff and shall assist staff in the monitoring and reporting of the budget to the Committee. Staff will conduct an annual budget briefing with the CAB with the assistance of the vice chair. The program manager or his/her designee will attend and testify at legislative budget hearings and shall communicate all budget issues to the Administration and Legislature.

General Role of Committee Members
(Committee Policy)

The primary role of LATC members is to recommend policy under the statutes governing it. Policy guidance is developed by interpreting the regulatory law through officially adopted regulations and clearly developed licensing and enforcement procedures.

More detailed duties of a Committee member are contained in the Department of Consumer Affairs' Board Member Orientation and Reference Manual.

Election of Officers
(Committee Policy)

The LATC shall elect its officers at the last meeting of the fiscal year. Officers shall serve a term of one year. All officers may be elected on one motion (or ballot) as a slate of officers unless objected to by a Committee member.

Officer Vacancies
(Committee Policy)

If an office becomes vacant during the year, an election shall be held at the next meeting. If the office of the chair becomes vacant, the vice chair shall assume the office of the chair. Elected officers shall then serve the remainder of the term.

Task Force Appointments
(Committee Policy)

The chair shall establish task force groups or special committees as he or she deems necessary. The composition of the task forces or special committees shall be determined by the chair in consultation with the vice chair and the program manager of the LATC.

Attendance at Task Force Meetings
(Committee Policy)

If a Committee member wishes to attend a task force or special committee meeting, and he/she is not a participant on that task force, that member shall obtain permission from the Committee chair to attend and shall notify the Committee chair and program manager of the LATC.

Request for Records Access
(Committee Policy)

No Committee member may access a licensee or candidate file without the CAB executive officer's knowledge and approval of the conditions of access. Records or copies of records shall not be removed from the LATC's office.

Communications with Other Organizations/Individuals
(Committee Policy)

All official communications relating to any Committee recommendation or policy to any individual or organization, including the Council of Landscape Architectural Registration Boards (CLARB), the American Society of Landscape Architects (ASLA), or a representative of the media, shall be made only by the chair of the LATC, his/her designee, or the program manager of the LATC. Any Committee member who is contacted regarding official business of the LATC should inform the chair or program manager of the contact. All correspondence shall be issued on the LATC's standard letterhead and will be created and disseminated by the LATC staff.

Program Evaluation
(Committee Policy)

Committee members shall evaluate their performance on an annual basis in conjunction with their strategic planning process.

Program Manager Review
(Committee Policy)

Committee members shall provide input regarding the performance of the program manager at the end of each fiscal year. The LATC chair shall disseminate a performance appraisal form to all Committee members who shall complete the form and return it to the chair who will, in turn, submit it to the executive officer of the CAB.

Contact with Candidates
(Committee Policy)

Committee members shall not intervene on behalf of a candidate for any reason. They should forward all contacts or inquiries to the program manager or LATC staff.

Gifts from Candidates
(Committee Policy)

Gifts of any kind to Committee members or the LATC staff from candidates for licensure with the LATC are not permitted.

Conflict of Interest
(Government Code Section 87100)

No Committee member may make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any Committee member, who has a financial interest, shall disqualify himself/herself from making or attempting to use his/her official position to influence the decision. Any Committee member who feels he or she is entering into a situation where there is a potential for a conflict of interest should immediately consult the program manager of the LATC or the executive officer of the CAB.

Ex Parte Communications
Government Code Section
11430.10 et seq.)

The Government Code contains provisions prohibiting ex parte communications. An ex parte communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

“While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication.”

Committee members are prohibited from ex parte communication with LATC enforcement staff while a proceeding is pending.

Occasionally, an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact LATC members.

If the communication is written, the person should read only far enough to determine the nature of the communication. Once he or she realizes it is from a person against whom an action is pending, they should reseal the documents and send them to the program manager.

If a Committee member receives a telephone call from an applicant or licensee against whom an action is pending, he or she should immediately tell the person they cannot speak to them about the matter. If the person insists on discussing the case, he or she should be told that the Committee member will be required to recuse him or herself from an participation in the matter. Therefore, continued discussion is of no benefit to the applicant or licensee.

If a Committee member believes that he or she has received an unlawful ex parte communication, he or she should contact the LATC's assigned Legal Office attorney.

Business Cards
(Committee Policy)

Business cards will be provided to each Committee member with the LATC's name, address, telephone and fax numbers, and website address.

LATC Staff
(DCA Reference Manual)

Employees of the LATC are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by a myriad of civil service laws and regulations and often by collective bargaining labor agreements. Because of this complexity, it is most appropriate that the LATC delegate all authority and responsibility for management of the civil service staff to the executive officer of the CAB and program manager of the LATC. Committee members shall not intervene or become involved in specific day-to-day personnel transactions.

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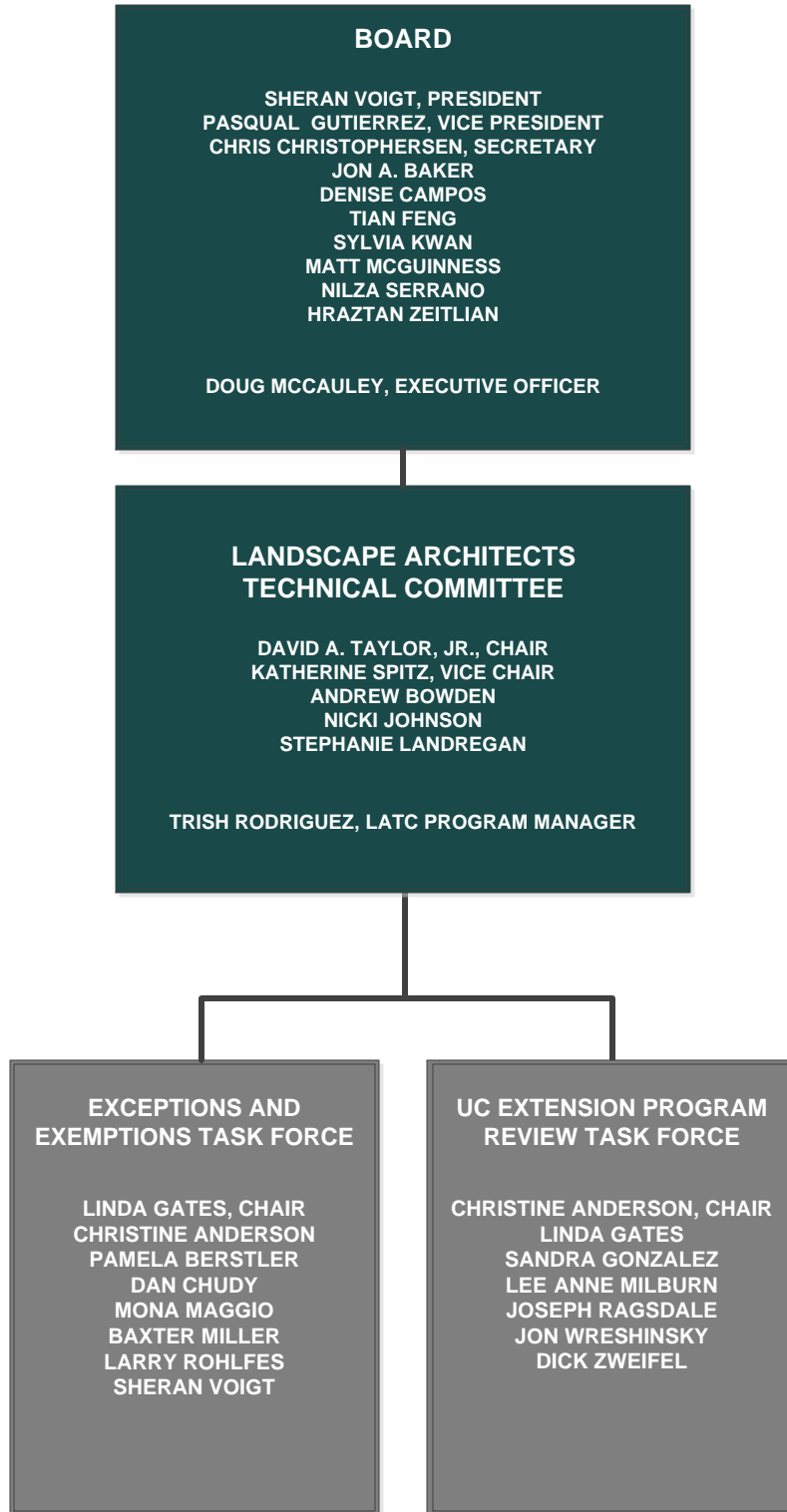
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Committee Organizational Chart

Organizational Chart



Occupational Analysis

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

OCCUPATIONAL ANALYSIS OF THE LANDSCAPE ARCHITECT PROFESSION



OFFICE OF PROFESSIONAL EXAMINATION SERVICES



LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

OCCUPATIONAL ANALYSIS OF THE LANDSCAPE ARCHITECT PROFESSION

This report was prepared and written by the
Office of Professional Examination Services
California Department of Consumer Affairs

May 2014

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EXECUTIVE SUMMARY

The Landscape Architects Technical Committee (LATC) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis to identify critical job activities performed by licensed Landscape Architects in California. The purpose of the occupational analysis is to define practice for Landscape Architects in terms of actual job tasks that new licensees must be able to perform safely and competently at the time of licensure. The results of this occupational analysis serve as the basis for the examination program for the licensed Landscape Architect profession in California.

OPES test specialists began by researching the profession and conducting interviews with eight Landscape Architects throughout California. The purpose of these interviews was to identify the tasks performed in the Landscape Architect practice, and the knowledge required to perform those tasks in a safe and competent manner. An initial focus group of practitioners and educators was held in May 2013 to review the results of the interviews, and to identify changes and trends in Landscape Architect practice specific to California. Two additional focus groups were later held with other Landscape Architect practitioners to review and refine the task and knowledge statements derived from the interviews and initial focus group. Practitioners in these focus groups also developed additional task and knowledge statements to provide an accurate definition of Landscape Architect practice in California. New task and knowledge statements were created as a result of this process, and some statements were eliminated from the final list due to overlap and reconciliation.

Upon completion of the first three focus groups, OPES developed a three-part questionnaire to be completed by Landscape Architects statewide. Development of the questionnaire included a pilot study which was conducted using a group of 17 licensees. The participants' feedback was used to refine the questionnaire. The final questionnaire was prepared by OPES for administration in November 2013.

In the first part of the questionnaire, licensees were asked to provide demographic information relating to their work settings and practice. In the second part, the licensees were asked to rate specific job tasks in terms of frequency (i.e., how often the licensee performs the task in the licensee's current practice) and importance (i.e., how important the task is to performance of the licensee's current practice). In the third part of the questionnaire, licensees were asked to rate specific knowledge statements in terms of how important that knowledge is to performance of their current practice.

LATC sent notification emails to all Landscape Architects with active licenses for whom it had email addresses (2,467 licensees out of 3,569 total) inviting them to complete the questionnaire online. Forty-two percent of these licensed Landscape Architects (1,040) responded by accessing the Web-based survey. The final sample size included in the data analysis was 925, or 37.5 percent of the population that was invited to complete the questionnaire. This response rate reflects two adjustments, the details of which are

described in the Response Rate section of this report. The 37.5 percent response rate indicates a reasonable level of participation by current licensees.

OPES then performed data analyses on the task and knowledge rating responses. OPES combined the task ratings to derive an overall criticality index for each task statement. The mean importance rating was used as the criticality index for each knowledge statement.

Once the data had been analyzed, two additional focus groups were conducted with Landscape Architect practitioners. The purpose of these focus groups was to evaluate the criticality indices and determine whether any task or knowledge statements should be eliminated. Practitioners in these groups also established the linkage between job tasks and knowledge statements, organized the task and knowledge statements into content areas, and defined those areas. Practitioners then evaluated and confirmed content area weights.

The new examination outline for the Landscape Architect California Specific Examination (CSE) is structured into four content areas weighted by criticality relative to the other content areas. The CSE examination outline specifies the job tasks and knowledge that a California-licensed Landscape Architect is expected to have mastered at the time of licensure. An overview of the final examination outline is provided below.

OVERVIEW OF THE CSE EXAMINATION OUTLINE

Content Area	Content Area Description	Percent Weight
I. Site Assessment	This area assesses the candidate's ability to evaluate and analyze the project site and surrounding conditions to determine opportunities and constraints based on the client's goals and objectives.	15
II. Program Development	This area assesses the candidate's ability to develop and evaluate program elements based on the client's goals and the site conditions and constraints.	10
III. Design Process	This area assesses the candidate's ability to develop, evaluate, and refine design solutions to meet the client's needs.	65
IV. Construction Documents and Contract Performance	This area assesses the candidate's ability to prepare construction documents and perform administration.	10
Total		100

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CHAPTER 1. INTRODUCTION

PURPOSE OF THE OCCUPATIONAL ANALYSIS

The Landscape Architects Technical Committee (LATC) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis to identify critical job activities performed by licensed Landscape Architects (LA). This occupational analysis was part of the Committee's comprehensive review of Landscape Architect practice in California. The purpose of this occupational analysis was to define the practice of Landscape Architects in California in terms of the actual tasks and knowledge required to perform safely and competently at the time of licensure. The results of this occupational analysis serve as the basis for the examination program for Landscape Architect licensure.

CONTENT VALIDATION STRATEGY

OPES used a content validation strategy to ensure that the occupational analysis reflected the actual tasks performed by Landscape Architects in independent practice. The technical expertise of California-licensed Landscape Architects was used throughout the occupational analysis process to ensure the identified task and knowledge statements directly reflected requirements for performance in current practice.

UTILIZATION OF SUBJECT MATTER EXPERTS

The Committee selected Landscape Architects to participate as subject matter experts (SMEs) during various phases of the occupational analysis. These Landscape Architects were selected from a broad range of practice settings, geographic locations, and experience backgrounds. The SMEs provided information regarding the different aspects of current Landscape Architect practice during the development phase of the occupational analysis, and participated in focus groups to review the content of task and knowledge statements for technical accuracy prior to administration of the occupational analysis questionnaire.

ADHERENCE TO LEGAL STANDARDS AND GUIDELINES

Licensing, certification, and registration programs in the State of California adhere strictly to federal and State laws and regulations and professional guidelines and technical standards. For the purpose of occupational analysis, the following laws and guidelines are authoritative:

- California Business and Professions Code, Section 139.
- Uniform Guidelines on Employee Selection Procedures (1978), Code of Federal Regulations, Title 29, Section 1607.
- California Fair Employment and Housing Act, Government Code, Section 12944.
- *Principles for the Validation and Use of Personnel Selection Procedures* (2003), Society for Industrial and Organizational Psychology (SIOP).
- *Standards for Educational and Psychological Testing* (1999), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education.

For a licensure program to meet these standards, it must be solidly based upon the job activities required for practice.

DESCRIPTION OF OCCUPATION

The Landscape Architect occupation is described as follows in the California Business and Professions Code, Section 5615:

"Landscape architect" means a person who holds a license to practice landscape architecture in this state under the authority of this chapter.

A person who practices landscape architecture within the meaning and intent of this article is a person who offers or performs professional services, for the purpose of landscape preservation, development and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of drawings, construction documents and specifications, and responsible construction observation. Landscape preservation, development and enhancement is the dominant purpose of services provided by landscape architects. Implementation of that purpose includes: (1) the preservation and aesthetic and functional enhancement of land uses and natural land features; (2) the location and construction of aesthetically pleasing and functional approaches and settings for structures and roadways; and, (3) design for trails and pedestrian walkway systems, plantings, landscape irrigation, landscape lighting, landscape grading and landscape drainage.

CHAPTER 2. OCCUPATIONAL ANALYSIS QUESTIONNAIRE

SUBJECT MATTER EXPERT INTERVIEWS

The LATC provided OPES with a list of California-licensed Landscape Architects to contact for telephone interviews. During the semi-structured interviews, licensed Landscape Architects were asked to identify all of the activities performed that are specific to the Landscape Architect profession. The interviews confirmed major content areas of their practice and the job tasks performed in each content area. The licensees were also asked to identify the knowledge necessary to perform each job task safely and competently.

TASK AND KNOWLEDGE STATEMENTS

OPES staff integrated the information gathered during the interviews and from prior studies of the profession and developed task and knowledge statements. The statements were then organized into the main content areas of practice.

In July and August 2013, OPES facilitated two focus groups of Landscape Architects to evaluate the task and knowledge statements for technical accuracy and comprehensiveness, and to assign each statement to the appropriate content area. The groups also verified that the content areas were independent and non-overlapping. Additional task and knowledge statements were created as needed to complete the scope of the content areas.

The finalized lists of task and knowledge statements were developed into an online questionnaire that was eventually completed by a sample of Landscape Architects throughout California.

QUESTIONNAIRE DEVELOPMENT

OPES developed the online occupational analysis survey, a questionnaire soliciting the licensees' ratings of the job task and knowledge statements for analysis. The surveyed Landscape Architects were instructed to rate each job task in terms of how often they performed the task (FREQUENCY), and how important the task was to the performance of their current practice (IMPORTANCE). In addition, they were instructed to rate each knowledge statement in terms of how important the specific knowledge was to the performance of their current practice (IMPORTANCE). The questionnaire also included a demographic section for purposes of developing an accurate profile of the respondents. The questionnaire can be found in Appendix F.

PILOT STUDY

Prior to developing the final questionnaire, OPES prepared an online pilot survey. The pilot questionnaire was reviewed by the LATC and a group of 17 SMEs for feedback about the technical accuracy of the task and knowledge statements, estimated time for completion, online navigation, and ease of use. OPES used this feedback to develop the final questionnaire.

CHAPTER 3. RESPONSE RATE AND DEMOGRAPHICS

SAMPLING STRATEGY AND RESPONSE RATE

The LATC sent notification emails to all Landscape Architects with active licenses in California for whom it had an email address (2,467 licensees out of 3,569 total), inviting them to complete the questionnaire online. The online format allowed for several enhancements to the survey and data collection process. As part of the survey development, configuration, and analysis process, various criteria were established to exclude invalid participants and capture data automatically, significantly reducing data input errors.

A total of 1,040 licensed Landscape Architects (42 percent of the email sample) responded by logging in to the online survey. The total sample size included in the final data analysis was 925, or 37.5 percent of the original sample of 2,467 that was invited to complete the questionnaire. This response rate (37.5 percent) reflects two adjustments. First, data from respondents who indicated they were not currently licensed and practicing as Landscape Architects in California were excluded from analysis. And second, the reconciliation process removed respondents whose surveys were deemed invalid for various reasons (e.g., failure to complete survey).

DEMOGRAPHIC SUMMARY

Of the respondents included in the analysis, 13 percent had been practicing as a Landscape Architect for five years or less, 43 percent had been practicing between six and 20 years, and 44 percent had been practicing for more than 20 years. When asked about the size of the firms they practice with, 25.7 percent of respondents reported practicing as sole practitioners, 34.3 percent of respondents reported practicing in firms with ten or fewer employees, and 32.8 percent of respondents reported practicing in firms of 20 or more employees. Approximately 38 percent of respondents reported that they are the sole Landscape Architect in their firms.

Almost half of respondents (42 percent) reported working 40 hours or more a week as a Landscape Architect. While the majority of respondents (86 percent) worked primarily in California, approximately one-third of the sample (306) reported that an average of 58 percent of their work was for out-of-state projects during the previous two years. The most common projects were in the areas of commercial development (66.4 percent), school districts (59.5 percent), and park and recreational facilities (54.7 percent).

Overwhelmingly, the majority of respondents reported completing projects where stormwater management (85 percent), water conservation (75 percent), erosion control (72 percent) or permeable paving (70 percent) were project components. Respondents reported working as the project lead the majority of the time (69 percent).

The most commonly cited additional certifications held by respondents were LEED AP (12.2 percent), QSP/QSD (4.5 percent) and Certified Landscape Irrigation Auditor (4.2 percent). In addition, 23 percent of respondents reported holding an out-of-state Landscape Architect license, and 7 percent a California contractor's license.

The demographic information from the respondents can be found in Tables 1 through 15.

TABLE 1 – YEARS PRACTICING IN CALIFORNIA AS A LANDSCAPE ARCHITECT

YEARS	N	PERCENT
0 to 5	119	13%
6 to 10	158	17%
11 to 20	227	25%
More than 20	395	43%
Missing	26	3%
Total	925	

NOTE: Total may not add to 100% due to rounding.

FIGURE 1 – YEARS PRACTICING IN CALIFORNIA AS A LANDSCAPE ARCHITECT

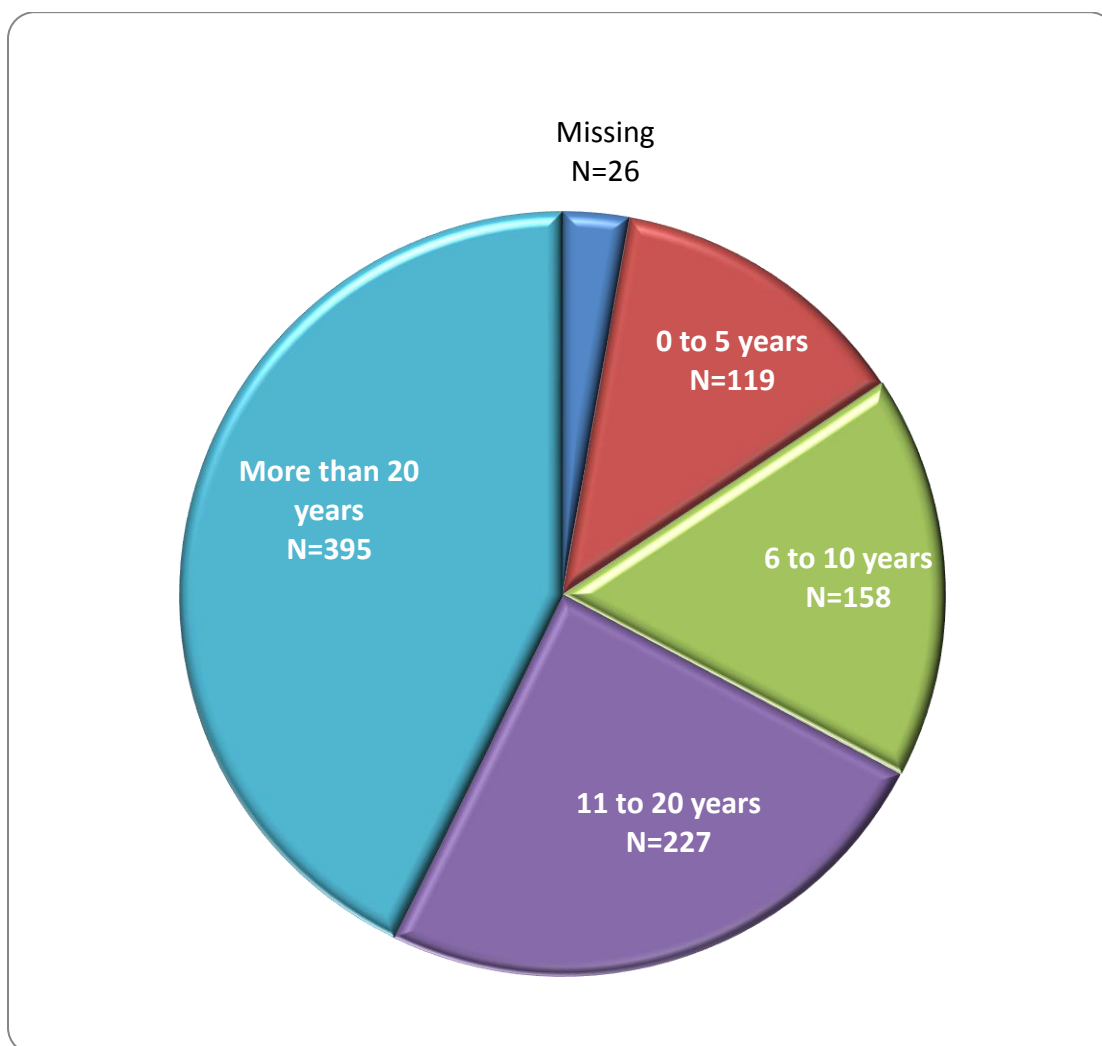


TABLE 2 – NUMBER OF HOURS WORKED PER WEEK

HOURS WORKED	N	PERCENT
0 to 10	104	11.2%
11 to 20	77	8.3%
21 to 40	337	36.4%
More than 40	380	41.1%
Missing	27	2.9%
Total	925	100%

NOTE: Total may not add to 100% due to rounding.

FIGURE 2 – NUMBER OF HOURS WORKED PER WEEK

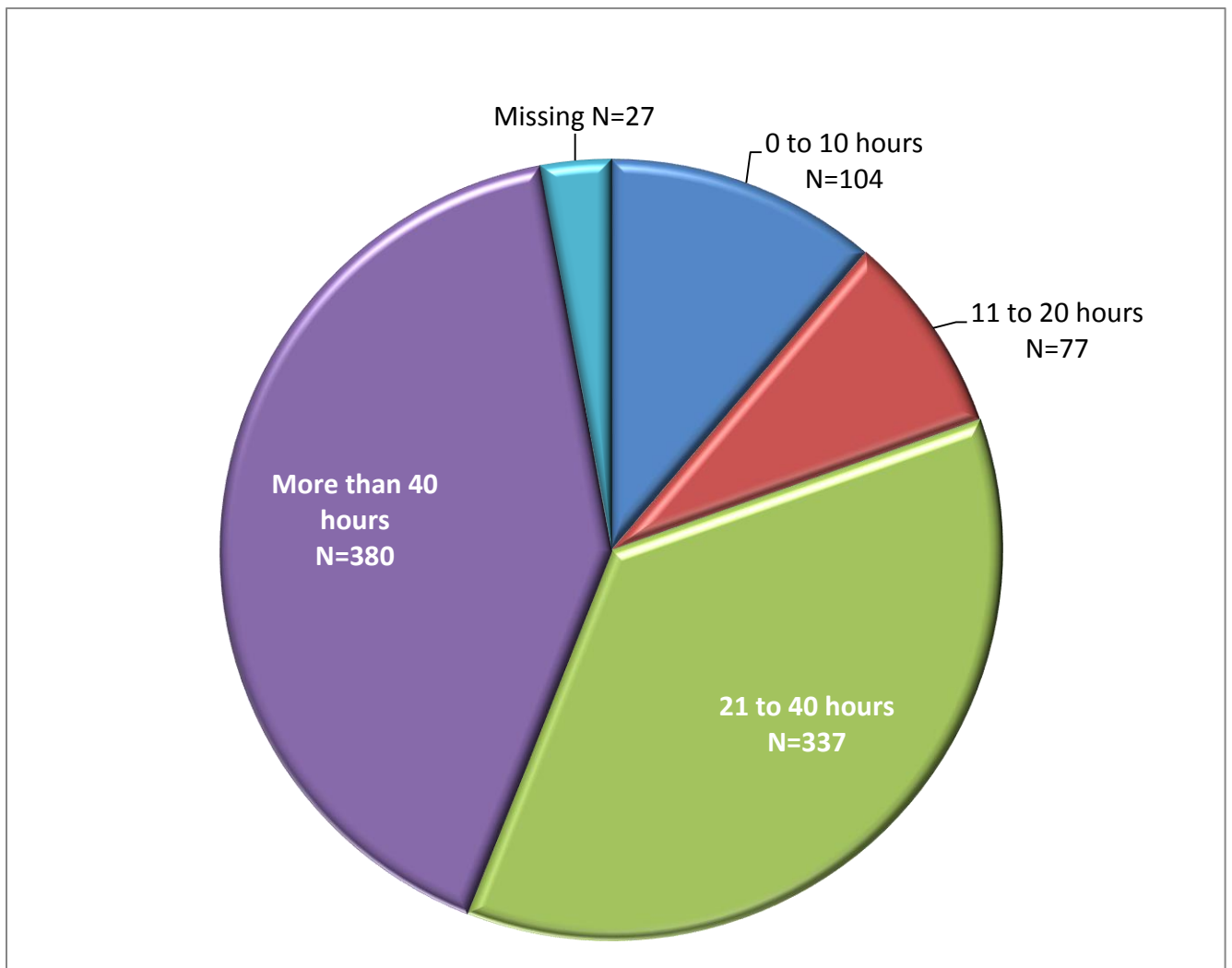


TABLE 3 – NUMBER OF EMPLOYEES IN ORGANIZATION

NUMBER OF EMPLOYEES	N	PERCENT
None	238	25.7%
1 to 10	308	33.3%
11 to 20	46	5.0%
More than 20	303	32.8%
Missing	30	3.2%
Total	925	100%

FIGURE 3 – NUMBER OF EMPLOYEES IN ORGANIZATION

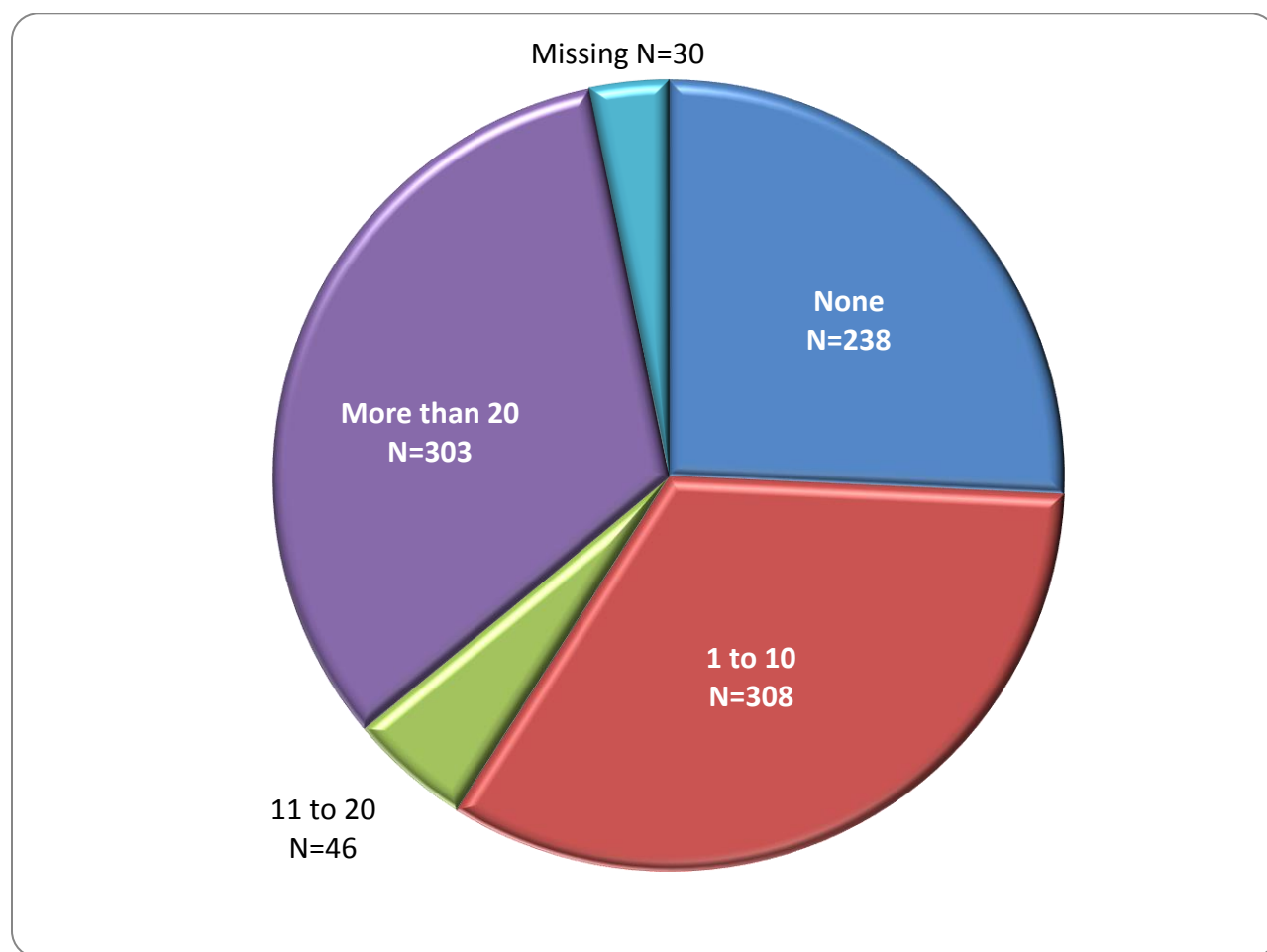


TABLE 4 – NUMBER OF LANDSCAPE ARCHITECTS IN ORGANIZATION

None	344	37.2%
1 to 5	341	36.9%
6 to 10	86	9.3%
More than 10	123	13.3%
Missing	31	3.4%
Total	925	100%

NOTE: Total may not add to 100% due to rounding.

FIGURE 4 – NUMBER OF LANDSCAPE ARCHITECTS IN ORGANIZATION

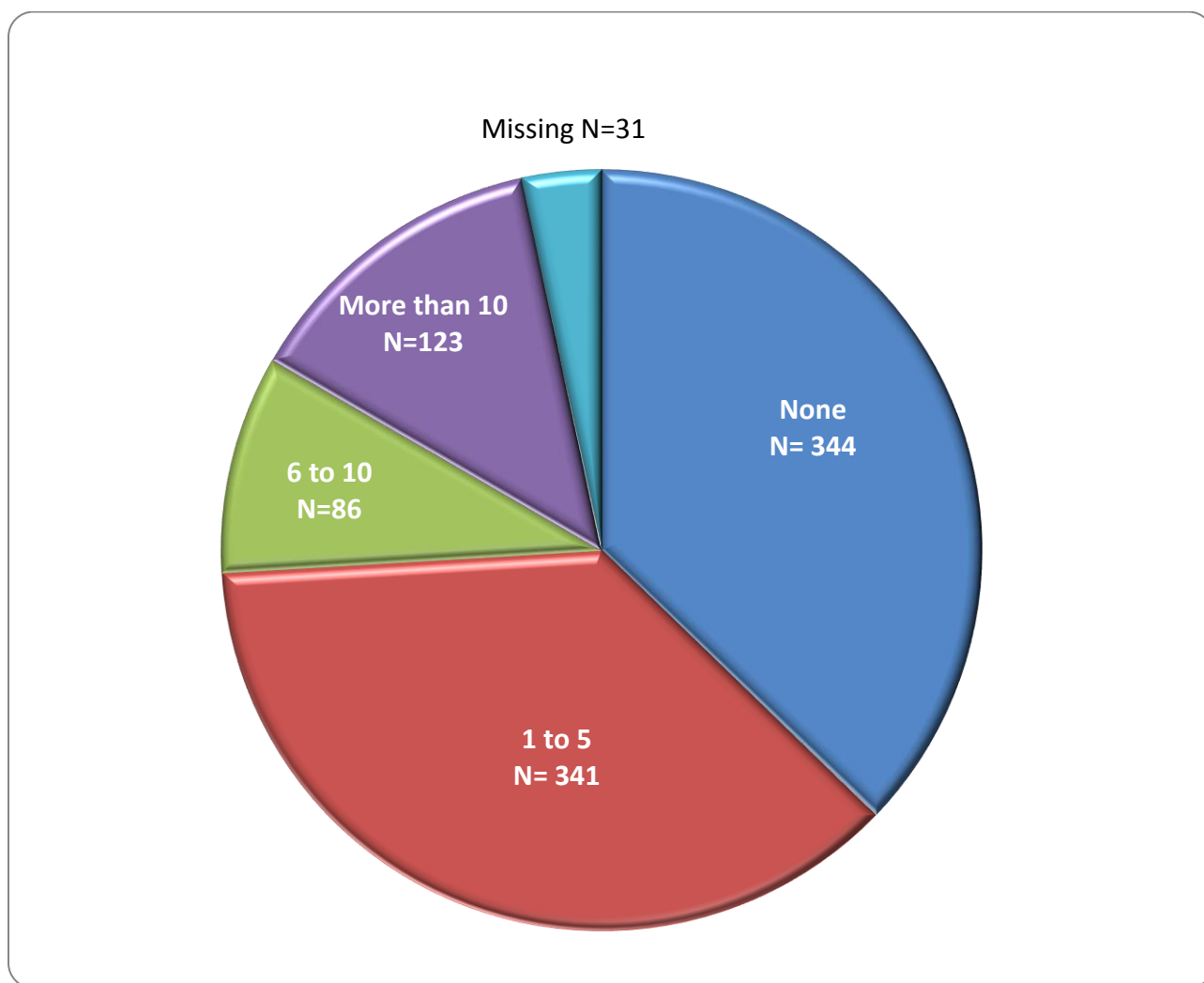


TABLE 5 – HIGHEST LEVEL OF EDUCATION

LEVEL OF EDUCATION	N	PERCENT
Bachelor's degree	601	65.0%
Master's degree	265	28.6%
Missing	28	3.0%
Certificate program	13	1.4%
Associate degree	10	1.1%
High School or GED	6	.6%
Doctorate degree	2	.2%
Total	925	100%

NOTE: Total may not add to 100% due to rounding.

FIGURE 5 – HIGHEST LEVEL OF EDUCATION

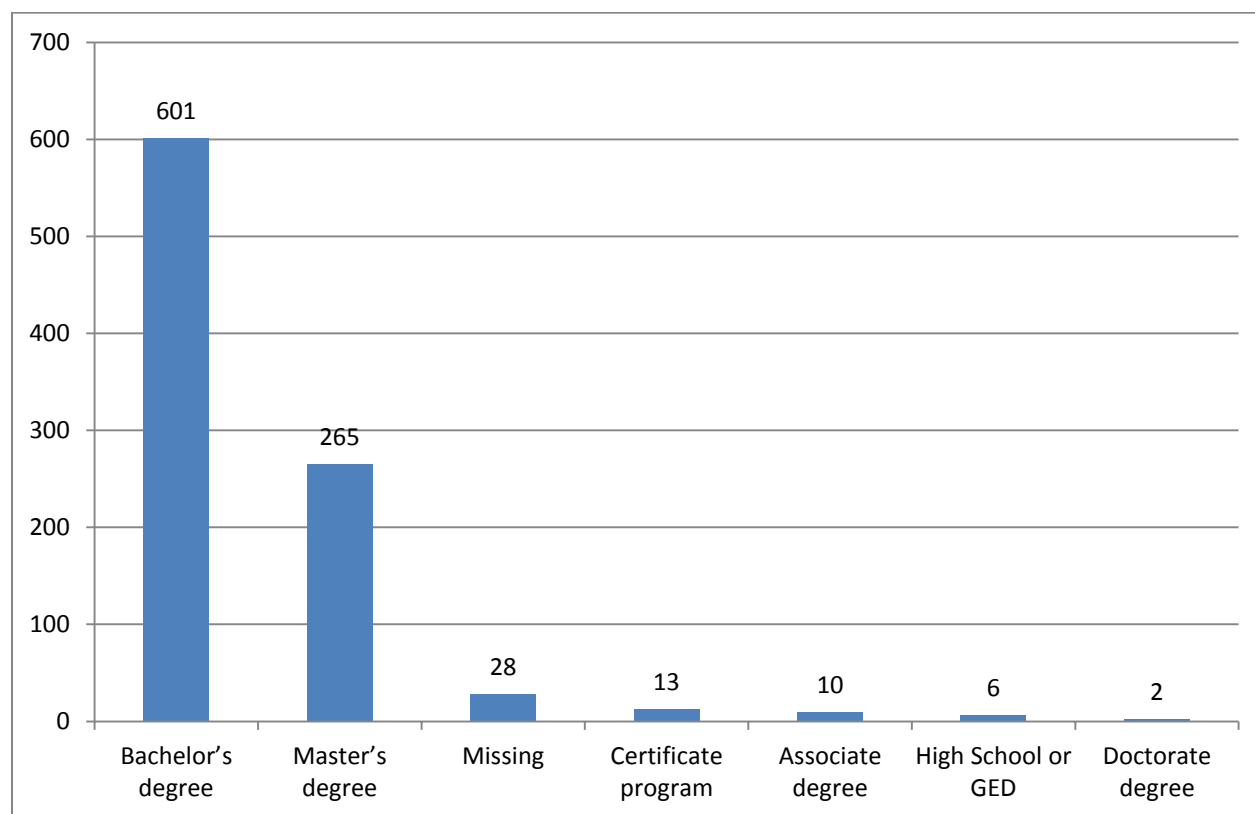


TABLE 6 – PRIMARY WORK SETTING

WORK SETTING	N	PERCENT
Landscape Architecture firm (as individual or group)	508	54.9%
Governmental agency	166	17.9%
Multidisciplinary firm	143	15.5%
Other (please specify)	53	5.7%
Missing	24	2.6%
Construction firm	19	2.1%
Institution (e.g., hospital, school, etc.)	11	1.2%
Non-design company (e.g., hotel, utility company, etc.)	1	.1%
Total	925	100%

FIGURE 6 – PRIMARY WORK SETTING

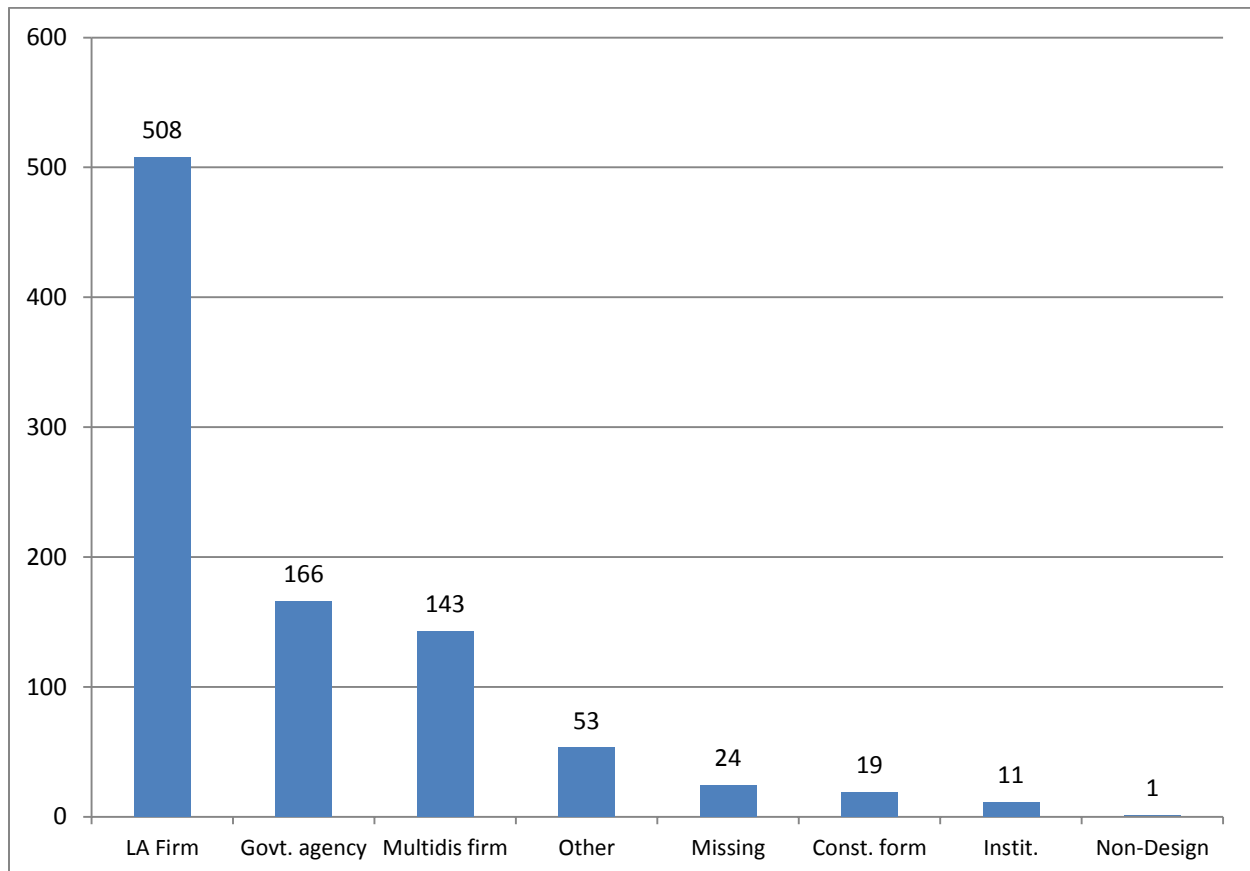


TABLE 7 – PROJECT TYPES WORKED ON LAST TWO YEARS

PROJECT TYPE	N	PERCENT
Commercial	592	66.4%
Schools	530	59.5%
Parks & Rec Facilities	487	54.7%
Transportation	342	38.4%
Medical Care	322	36.1%
Mixed-use	321	36.0%
Residential	265	29.7%
Community Planning	200	22.4%
Corporate Design	192	21.5%
Historical Preservation	181	20.3%
Infrastructure	155	17.4%

NOTE: Respondents were asked to check "All that Apply."

FIGURE 7 – PROJECT TYPES WORKED ON LAST TWO YEARS

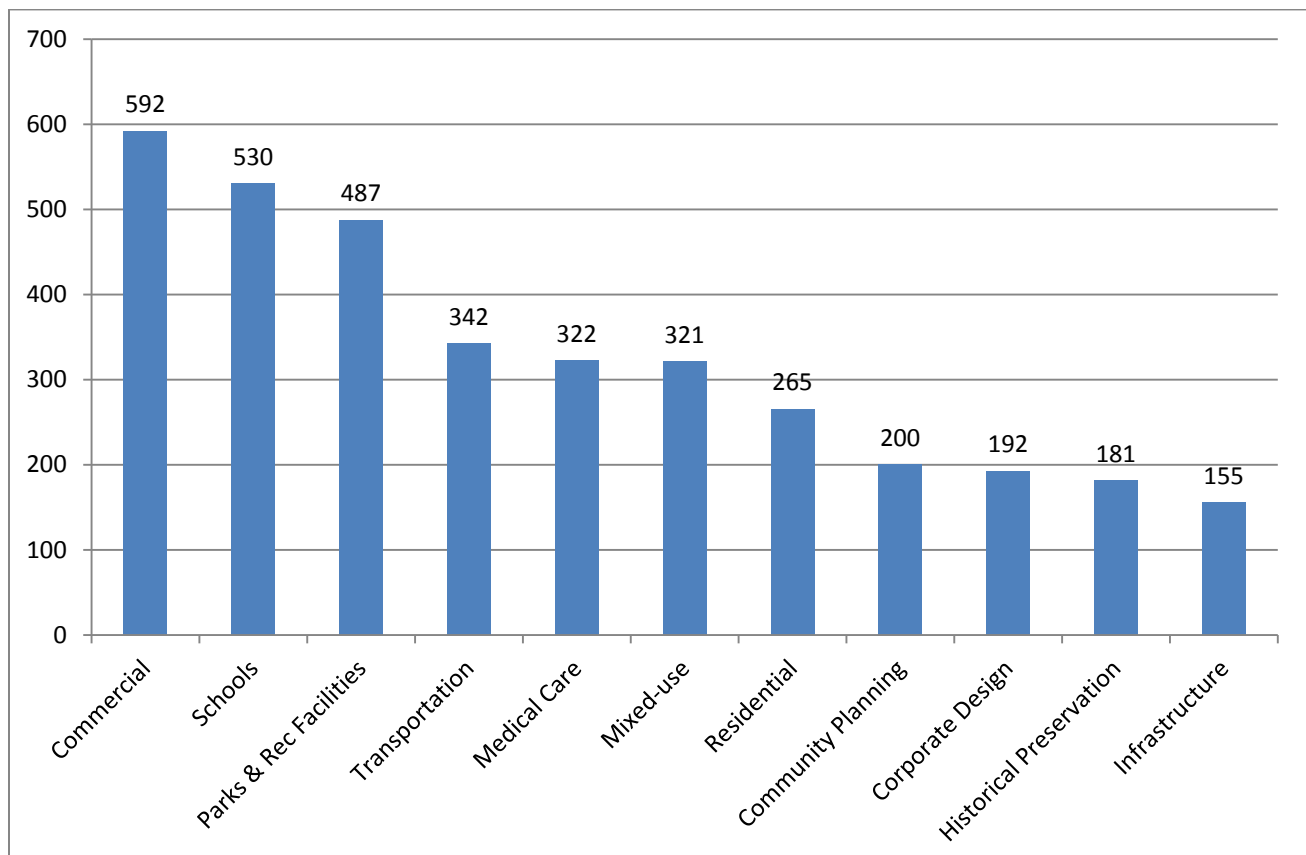


TABLE 8 – GREEN DESIGNS AS PART OF PROJECTS LAST TWO YEARS

DESIGN	N	PERCENT
Water Conservation	711	75%
Stormwater Management	655	85%
Erosion Control	635	72%
Permeable paving	612	70%
Slope Protection	547	55%
Reestablishing Native Habitat	486	62%
Water reuse/Water recycling	412	47%
Mitigating Heat Islands	354	40%
Reducing Light Pollution	349	34%
Low Impact Development	324	40%
Urban/Community Gardens	312	37%
Preserving/Encouraging Biodiversity	298	36%
Green Roofs	254	29%
Energy Conservation	245	28%
Soil Reclamation	140	16%
Adaptation for Changing Climate	92	11%
Indoor Air Quality	44	5%

NOTE: Respondents were asked to check “All that Apply.”

FIGURE 8 – GREEN DESIGNS AS PART OF PROJECTS LAST TWO YEARS

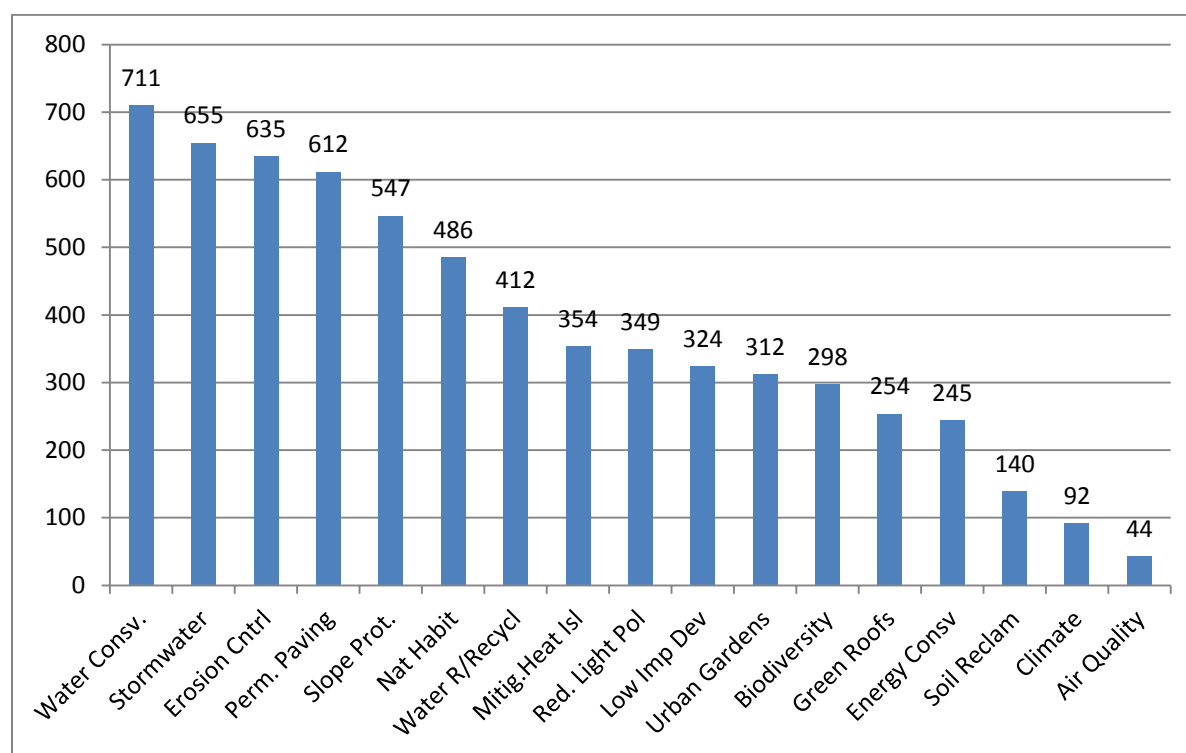


TABLE 9 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST TWO YEARS

WORK LOCATION	N	PERCENT
California	893	86%
Other States	306	58%
International	248	18%

NOTE: Percentage reported is average across all respondents.

FIGURE 9 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST TWO YEARS

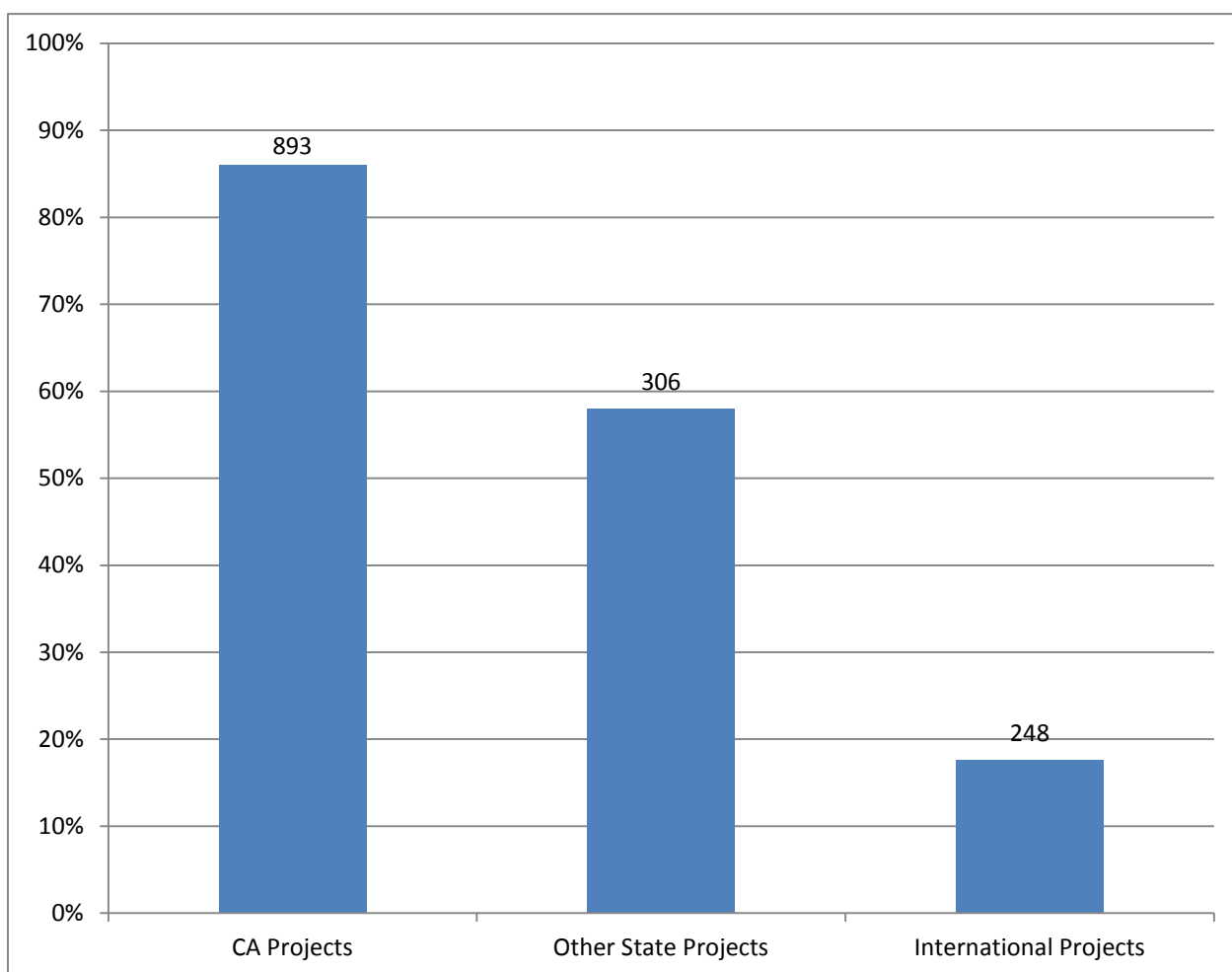


TABLE 10 – PERCENTAGE OF WORK PERFORMED FOR GOVERNMENT AND NON-GOVERNMENT CLIENTS LAST TWO YEARS

CLIENT	N	PERCENT
Government	619	56%
Private Companies	609	46%
Homeowners	539	40%
Non-profits	227	16%

NOTE: Percentage reported is average across all respondents.

FIGURE 10 – PERCENTAGE OF WORK PERFORMED FOR GOVERNMENT AND NON-GOVERNMENT CLIENTS LAST TWO YEARS

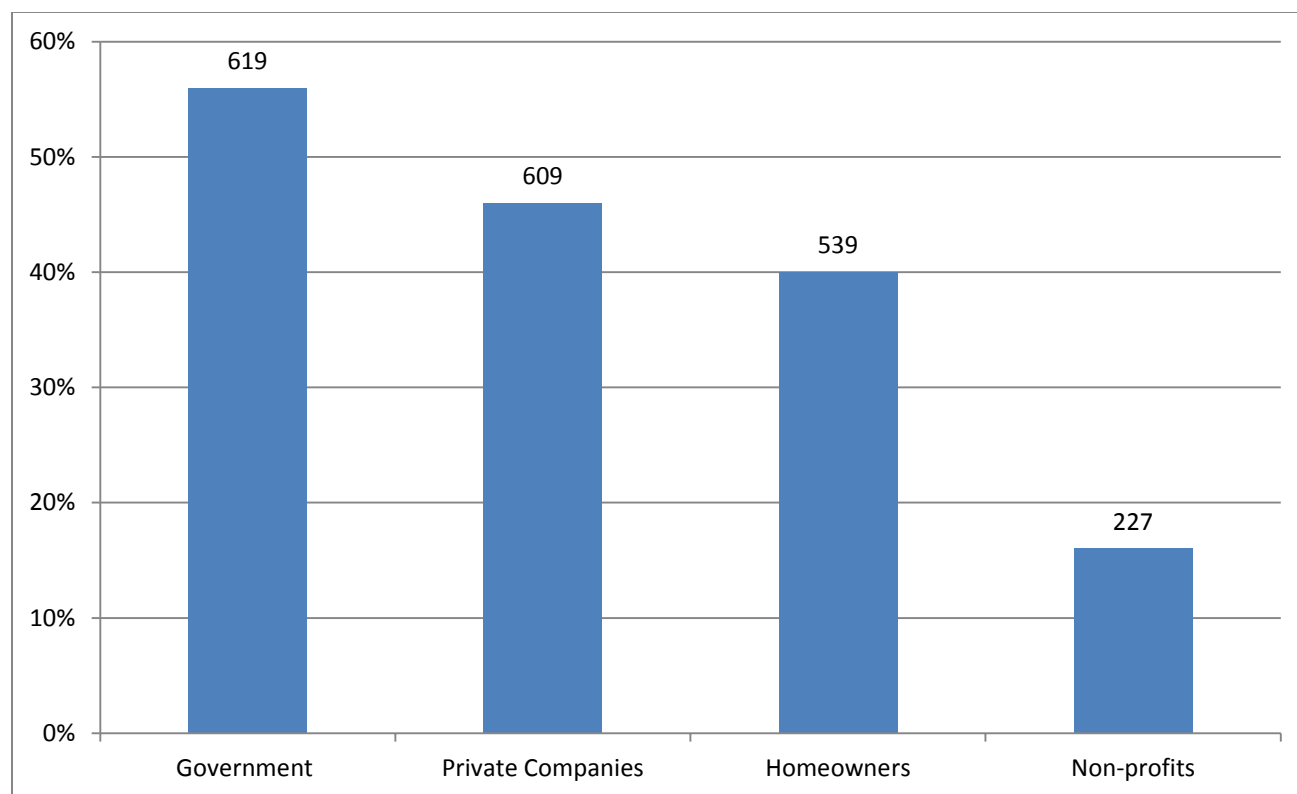


TABLE 11 – PERCENTAGE OF WORK PERFORMED AS PROJECT LEAD AND AS SUBCONTRACTOR

PROJECT LEAD/SUBCONTRACTOR	N	PERCENT
Project Lead	814	69%
Subcontractor	622	49%

NOTE: Percentage reported is average across all respondents.

FIGURE 11 – PERCENTAGE OF WORK PERFORMED AS PROJECT LEAD AND AS SUBCONTRACTOR

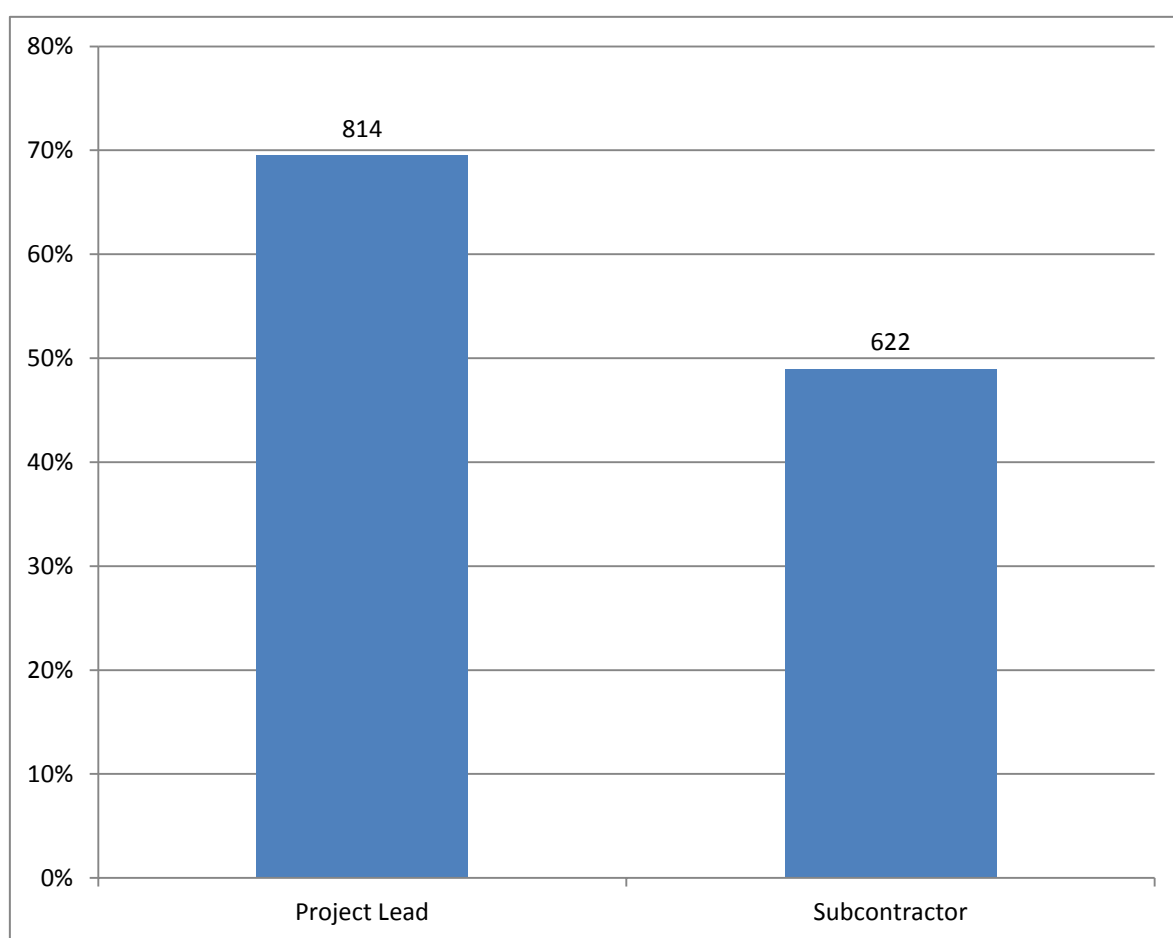


TABLE 12 – TASKS PERFORMED IN COURSE OF WORK LAST TWO YEARS

TASKS	N	PERCENT
Construction Documents	791	86%
Cost Estimation	705	76%
Construction Administration	677	73%
Administration	616	67%
Specification Writing	605	65%
Permit Coordination	551	60%
Plan Check and Plan Review	548	59%
Master Planning	504	55%
Maintenance and Operations Plan	329	36%
Product and Academic Research	255	28%
Workshop Facilitation	248	27%
Environmental Reviews	199	22%
Irrigation Audit	166	18%

NOTE: Respondents were asked to check "All that Apply."

FIGURE 12 – TASKS PERFORMED IN COURSE OF WORK LAST TWO YEARS

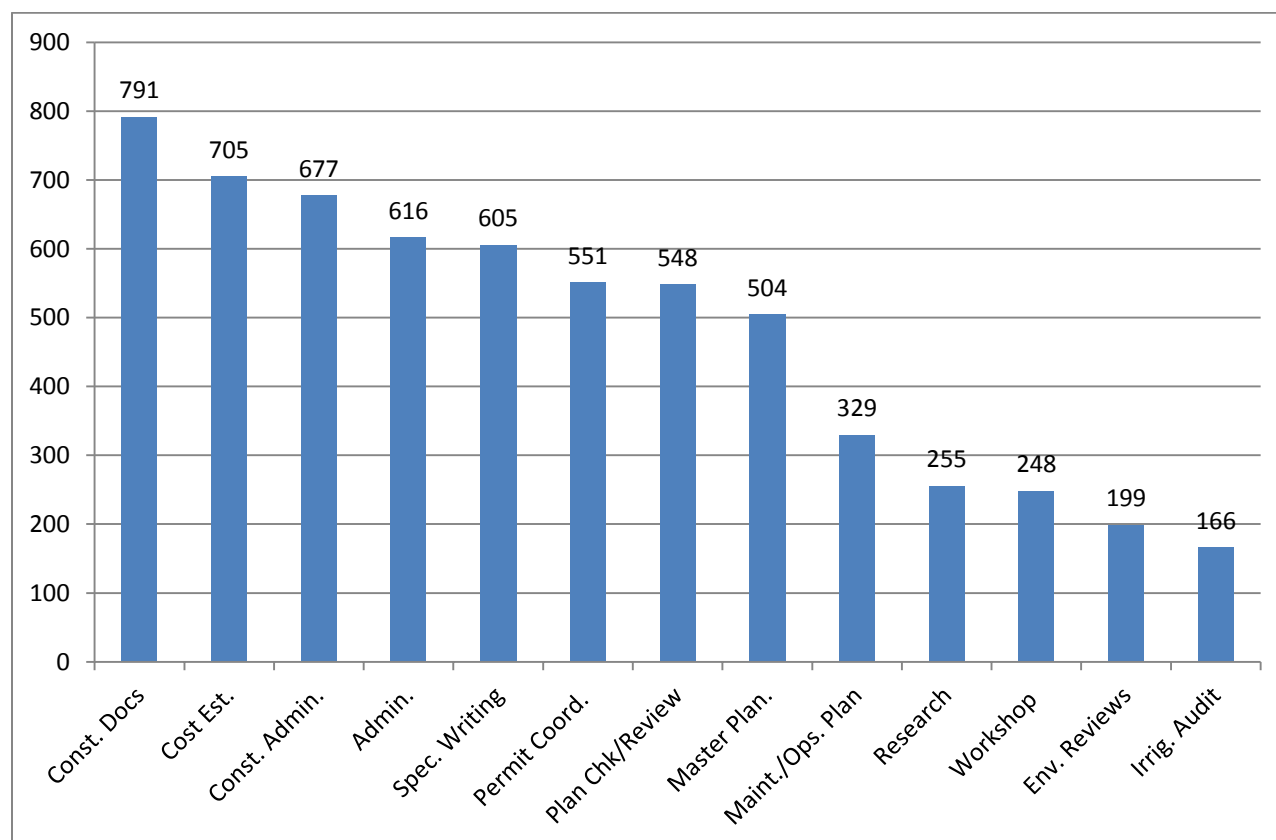


TABLE 13 – SPECIALTY CONSULTANTS TEAMED WITH LAST TWO YEARS

CONSULTANT	N	PERCENT
Geotech Engineer	570	62%
Arborist	556	60%
Traffic Engineer	378	41%
Soil Scientist	337	36%
Biologist	333	36%
LEED Credentialed	311	34%
Product Specialist	294	32%
Artist	266	29%
Horticulturist	213	23%
Environmental Engineer	203	22%
Public Outreach Facilitator	189	20%
Ecologist	160	17%
Historian	128	14%
Grant writer	114	12%
Academic (Education/Research)	105	11%
Economist	64	7%

NOTE: Respondents were asked to check "All that Apply."

FIGURE 13 – SPECIALTY CONSULTANTS TEAMED WITH LAST TWO YEARS

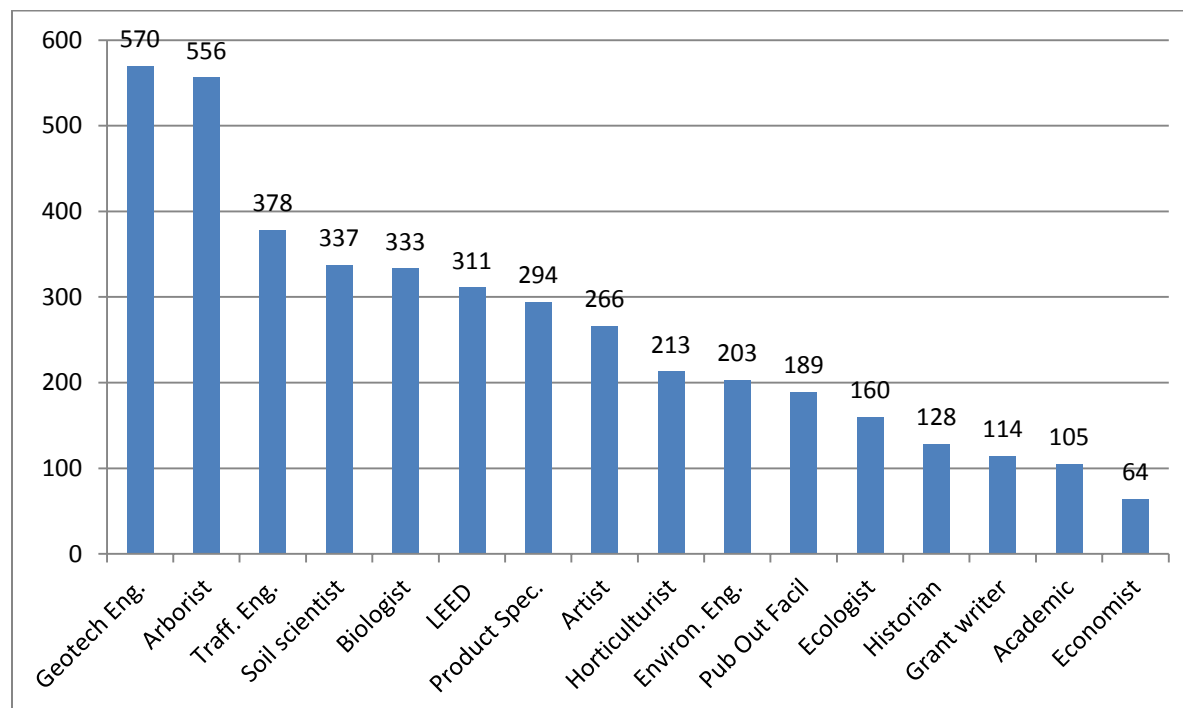


TABLE 14 – OTHER STATE LICENSES POSSESSED

LICENSE	N	PERCENT
Landscape Architect (out of state)	212	23%
Contractor	63	7%
Architect	11	1%
Engineer	4	0.4%

FIGURE 14 – OTHER STATE LICENSES POSSESSED

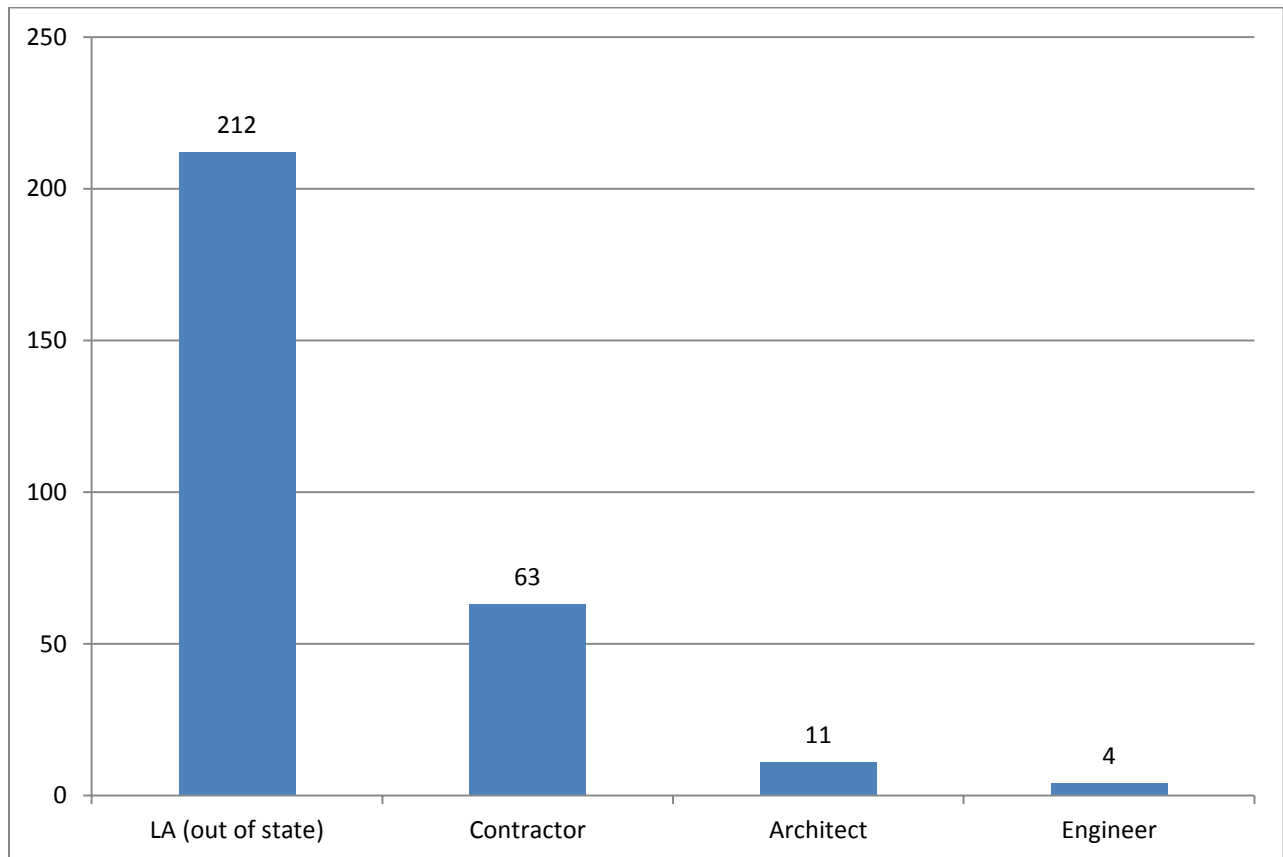


TABLE 15 – CERTIFICATES POSSESSED

CERTIFICATE	N	PERCENT
LEED AP	127	12.2%
QSP/QSD	47	4.5%
Cert. Landscape Irrigation Auditor	44	4.2%
Arborist	39	3.8%
Playground Safety (CPSI)	31	3%
LEED Green Associate	14	1.3%
AICP Certified Planner	13	1.3%
Green Roof Professional	3	0.3%
Certified Access Specialist	0	0%
Evidence-based Design	0	0%

FIGURE 15 – CERTIFICATES POSSESSED

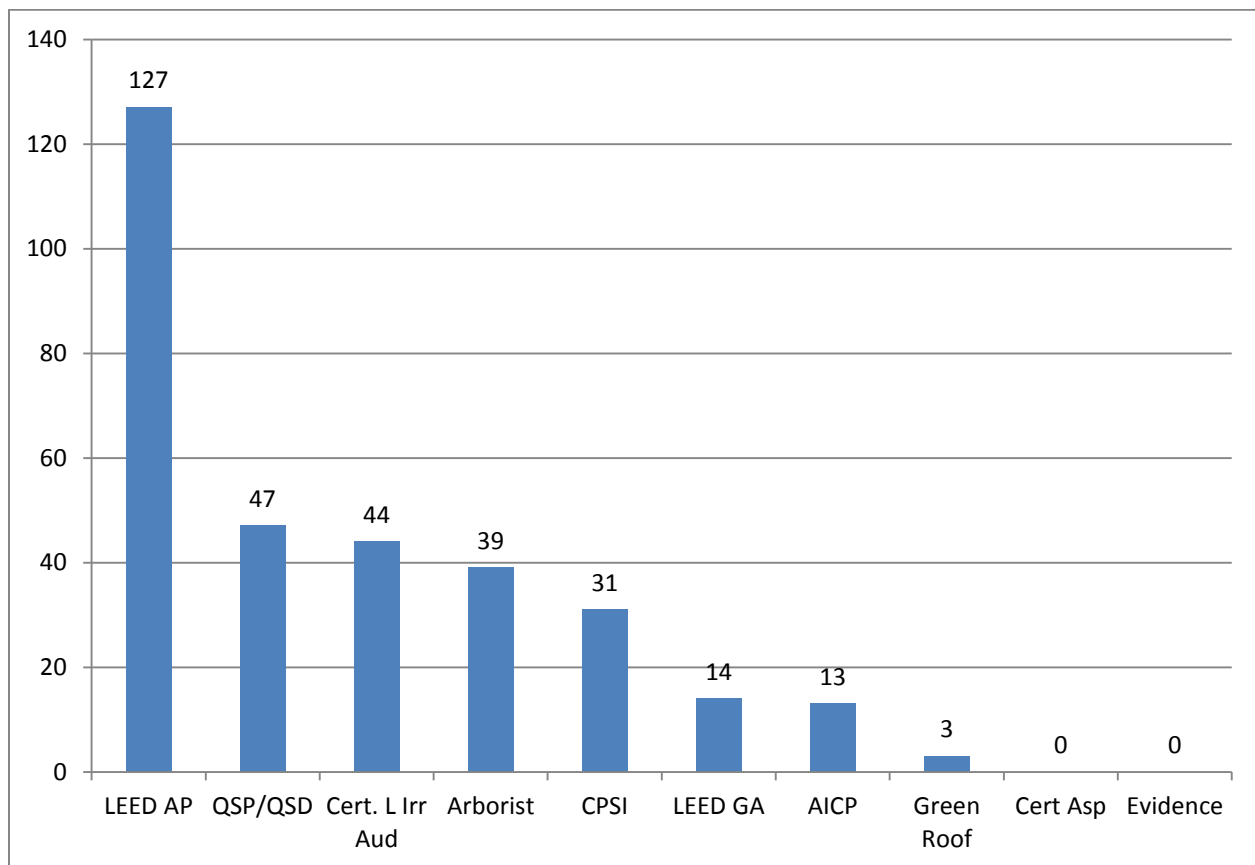


TABLE 16 – RESPONDENTS BY REGION

Region	Region Name	Frequency	Percent
1	Los Angeles and Vicinity	252	28.5%
2	San Francisco Bay Area	251	28.4%
3	San Joaquin Valley	36	4.1%
4	Sacramento Valley	76	8.6%
5	San Diego and Vicinity	91	10.3%
6	Shasta Cascade	3	0.3%
7	Riverside – San Bernardino	57	6.5%
8	Sierra Mountain	31	3.5%
9	North Coast	18	2.0%
10	South/Central Coast	68	7.7%
	Missing	52	
	Total	935	100%

NOTE: Appendix A shows a more detailed breakdown of the frequencies by region.

CHAPTER 4. DATA ANALYSIS AND RESULTS

RELIABILITY OF RATINGS

The job task and knowledge ratings obtained by the questionnaire were evaluated with a standard index of reliability called coefficient alpha (α). Coefficient alpha is an estimate of internal-consistency reliability of the respondents' ratings of job task and knowledge statements. Coefficients were calculated for all respondent ratings.

Table 1 displays the reliability coefficients for the task rating scales in each content area. The overall ratings of task frequency ($\alpha = .95$) and task importance ($\alpha = .95$) across content areas were highly reliable. Table 2 displays the reliability coefficients for the knowledge statements rating scale in each content area. The overall ratings of knowledge importance ($\alpha = .97$) across content areas were highly reliable. These results indicate that the responding Landscape Architects rated the task and knowledge statements consistently throughout the questionnaire.

TABLE 17 – TASK SCALE RELIABILITY

CONTENT AREA	Number of Tasks	α Frequency	α Importance
I. Site Assessment	9	.86	.86
II. Program Development	7	.81	.78
III. Design Process	13	.86	.89
IV. Construction Documents and Contract Performance	14	.86	.88
Total	43	.95	.95

TABLE 18 – KNOWLEDGE SCALE RELIABILITY

CONTENT AREA	Number of Knowledge Statements	α Importance
I. Site Assessment	11	.90
II. Program Development	9	.83
III. Design Process	38	.95
IV. Construction Documents and Contract Performance	17	.91
Total	75	.97

TASK CRITICAL VALUES

Focus groups of Landscape Architect practitioners were convened in January and February 2014 to review the criticality indices of all task and knowledge statements. The purpose of these workshops was to identify the essential tasks and knowledge required for safe and effective Landscape Architect practice at the time of licensure. Practitioners reviewed the task frequency, importance, and criticality indices for all task statements.

In order to determine the critical values (criticality) of the task statements, the frequency rating (Fi) and the importance rating (Ii) for each task were multiplied for each respondent, and the products averaged across respondents.

$$\text{Critical task index} = \text{mean } [(Fi) \times (Ii)]$$

The task statements were then ranked according to the tasks' critical values. The task statements, mean ratings, and associated critical values are presented in Appendix B. The January 2014 focus group of SMEs evaluated the tasks' critical values from the questionnaire results. OPES staff instructed the SMEs to identify a cutoff value of criticality in order to determine if any tasks did not have a high enough critical value to be retained. The SMEs determined that a cutoff value of 8.00 should be set and that four tasks should be eliminated from further consideration based on the low value of their critical tasks indices. The February 2014 focus group of SMEs reviewed the first group's results and agreed with the outcome.

KNOWLEDGE IMPORTANCE VALUES

In order to determine the importance of each knowledge, each knowledge statement's mean importance (KImp) rating was calculated. The knowledge statements were then ranked according to mean importance. The knowledge statements and their importance values are presented in Appendix C. The January 2014 focus group of SMEs that evaluated the task critical values also reviewed the knowledge statement importance values. After reviewing the average importance ratings and considering the tasks that were eliminated, a cutoff value of 2.7 was established and five knowledge statements were dropped from further consideration. The February 2014 focus group of SMEs reviewed the first group's results and agreed with the outcome.

CHAPTER 5. EXAMINATION PLAN

CALIFORNIA SPECIFIC PRACTICE

The January 2014 focus group also assigned the task and knowledge statements to content areas. The content areas were developed so that they were non-overlapping and described major areas of practice. The February 2014 focus group of SMEs reviewed the first group's results and agreed with the outcome.

In addition to reviewing the cutoff values and their outcomes for the task and knowledge statements, the two focus groups of SMEs were charged with identifying the tasks and knowledge that best described California specific practice. As part of this process, both groups of SMEs were provided information about the general content of the national examination for landscape architects (the Landscape Architect Registration Examination, or LARE), which the LATC requires all candidates for California licensure to have passed before taking the State's licensure examination. The objective was to develop a stronger emphasis on California specific practice while minimizing the content overlap between the national and California examinations.

Both groups of SMEs reviewed the tasks in each content area and identified those tasks that were descriptive of general Landscape Architect practice. These tasks were marked for possible deletion from the test plan. The groups then identified the knowledge related to the tasks marked for removal. Those tasks that were linked to knowledge related to California specific practice were retained. The tasks and their related knowledge that were not descriptive of California specific practice were removed. The SMEs continued in this manner until all of the content areas had been reviewed and only the 24 tasks and 43 knowledge statements that best reflected California specific practice remained.

CONTENT AREAS AND WEIGHTS

In order for the February 2014 group of SMEs to determine the relative weights of the content areas for the examination outline, initial calculations were performed by dividing the sum of the task critical values for a content area by the overall sum of the task critical values for all tasks, as shown below. The content area weights based on the task critical values are presented in Table 19.

$$\frac{\text{Sum of Critical Values for Tasks in Content Area}}{\text{Sum of Critical Values for All Tasks}} = \text{Percent Weight of Content Area}$$

In reviewing the preliminary weights based solely on the task critical values, the SMEs determined that these weights did not reflect the relative importance of the content areas to California practice. The SMEs were then presented with values that took into consideration the task frequency and importance ratings and knowledge importance ratings for the tasks and knowledge in each content area. These values were

calculated by multiplying the sum of the task critical values (TCV) for the content area times the sum of the knowledge importance (KImp) ratings for each content area (CA), and dividing by the sum of the TCVs for all tasks times the KImp for all knowledge, for all content areas, as shown below. The content area weights based on the TCV and KImp values are presented in Table 19.

$$\frac{(\text{Sum TCV for all Tasks in CA}) \times (\text{Sum KImp ratings for all Knowledge in CA})}{(\text{Sum (TCV in CA} \times \text{KImp in CA)}) \text{ for all CAs}}$$

The February 2014 SMEs then reviewed the linkage between each task and its related knowledge for each content area. The purpose of reviewing the linkage again was for the group to clarify how this linkage would be reflected as item content in the California specific examination. This review and discussion led the group to agree that the content area weightings based on the totality of the respondent ratings [task frequency (TFreq) and importance (TImp) and knowledge importance (KImp)] were more reflective of the relative importance of the tasks and knowledge in each content area to California specific practice. It was also during this review and discussion that the SMEs requested that the weights for subcontent areas Ia (Site Inventory and Analysis) and Ib (Laws, Codes, and Regulations) be adjusted to better reflect their relative importance.

TABLE 19 – CONTENT AREA WEIGHTS: LANDSCAPE ARCHITECT CALIFORNIA SPECIFIC EXAMINATION

	#Ts / #Ks	TCV (TFreq * TImp)	TCV*KImp	Final Wts.
I. Site Assessment	6 / 8	30.7%	18%	15%
a. Site Inventory and Analysis	3 / 5	14.4%	8%	10%
b. Laws, Codes, and Regulations	3 / 3	16.3%	10%	5%
II. Program Development	3 / 7	12.1%	7%	10%
III. Design Process	9 / 22	39.4%	65.8%	65%
IV. Construction Documents and Contract Performance	3 / 6	18%	9%	10%
	24 / 43	100%	100%	100%

The content outline for the Landscape Architect California Specific Examination is presented in Table 20. The task and knowledge linkage for each content area is presented in Appendix D.

TABLE 20 – EXAMINATION CONTENT OUTLINE: LANDSCAPE ARCHITECT CALIFORNIA SPECIFIC EXAMINATION

I. SITE ASSESSMENT (15%): This area assesses the candidate's ability to evaluate and analyze the project site and surrounding conditions to determine opportunities and constraints based on the client's goals and objectives.

Task Statements	Knowledge Statements
<p>A. Site Inventory and Analysis (10%)</p> <p>2 Gather general site information and data to identify alternative approaches to the project</p> <p>8 Identify on- and off-site conditions and evaluate the potential opportunities and constraints for project development</p> <p>10 Evaluate the potential impacts to the site and surrounding areas posed by the project development</p>	<p>2 Knowledge of methods for collecting and evaluating the information (e.g., regulatory impacts, projected costs, local and environmental issues) needed to determine the feasibility of approaches to a project</p> <p>10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development</p> <p>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development</p> <p>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements</p> <p>12 Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries) on site development</p>
<p>B. Laws, Codes, and Regulations (5%)</p> <p>14 Determine the relevant laws, codes, and regulations that govern the project</p> <p>15 Identify the responsible regulatory agencies and their requirements and approval processes to evaluate the impact on the project (e.g., scope, costs, schedule)</p> <p>16 Coordinate research with technical consultants to evaluate the regulatory and property requirements (e.g., easements, setbacks, restrictions, master/general plans) affecting the site</p>	<p>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g., applicable laws, responsible agency, requirements and approval process) and their potential effect on project development</p> <p>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development</p> <p>15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on- and off-site factors on site development</p>

II. PROGRAM DEVELOPMENT (10%): This area assesses the candidate’s ability to develop and evaluate program elements based on the client’s goals and the site conditions and constraints.

Task Statements		Knowledge Statements
1	Develop project program based on the goals and objectives of the client and users	1 Knowledge of methods for determining the project scope and developing project parameters
7	Develop program alternatives that support human communities, preserve and enhance the environment and biodiversity, and restore degraded sites (e.g., soil mitigation, constructed wetland)	3 Knowledge of water management strategies and systems
13	Identify and engage individuals, groups, and organizations that may have specific knowledge or concerns about the site so that the potential impact on the project can be evaluated	5 Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public
		6 Knowledge of current approaches to sustainable and low impact development
		7 Knowledge of design strategies to facilitate active living (e.g., walkable cities, transit-oriented development, safe routes to schools, bike paths)
		9 Knowledge of design strategies that preserve native habitat and promote biodiversity
		21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process

III. DESIGN PROCESS (65%): This area assesses the candidate's ability to develop, evaluate, and refine design solutions to meet the client's needs.

Task Statements		Knowledge Statements
27	Develop project solutions to implement environmentally responsible design practices to assist in resource preservation (e.g., air quality, energy conservation, water conservation)	55 Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs)
29	Develop landscape solutions to promote energy conservation (e.g., strategic tree planting, use local products)	58 Knowledge of landscape solutions that promote energy conservation
19	Develop measures for the mitigation, remediation, or reclamation of impacts to the environment from site development	30 Knowledge of the effects of environmental toxicity on soil and plants 31 Knowledge of mitigation solutions for complying with environmental regulations (e.g., CEQA, NEPA) 32 Knowledge of remediation strategies and their application for natural resource restoration/preservation (e.g. bioremediation and phytoremediation) 33 Knowledge of strategies for amending site conditions (e.g., alkaline soil, requirements of soil conditions, aerially deposited lead)
24	Design circulation systems (vehicular and non-vehicular) within regulatory design specifications to facilitate implementation of project	46 Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs
25	Design site plan for user safety, security, and crime prevention to facilitate implementation of project	47 Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g., agency contacts, technical consultants) related to site development 49 Knowledge of design options for site layout to increase user safety, security, and crime prevention (e.g., equipment, lighting, plantings, site layout)

III. DESIGN PROCESS (65%): This area assesses the candidate's ability to develop, evaluate, and refine design solutions to meet the client's needs.

Task Statements		Knowledge Statements
21 Design site grading and drainage plan that facilitates implementation of the project and offers solutions for stormwater management		41 Knowledge of federal, State, and local laws and requirements regarding stormwater
22 Develop design solutions for water conservation and management to assist in resource preservation (e.g., water reuse, water recycling, water harvesting)		42 Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, reclaimed water, retention and detention) 43 Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets)
18 Design planting plan to identify vegetation types and locations based on client goals, suitability, and sustainability to comply with the requirements of the project plan		23 Knowledge of factors that affect plant health and longevity (e.g., geography, weather, soils, water quality, water availability, pathogens) 24 Knowledge of approaches to plant selection and compatibility that support water management and conservation (including WUCOLS) 25 Knowledge of landscape strategies that support California's ecological communities and ecoregions 26 Knowledge of plants invasive to California ecological communities 27 Knowledge of plants noxious to people and domesticated animals 29 Knowledge of planting strategies that mitigate site hazards (e.g., erosion, fire)
20 Design irrigation system to facilitate water management and efficient distribution of water to promote healthy plant growth		34 Knowledge of principles and procedures of irrigation system design (e.g., equipment, applications, water conservation) 35 Knowledge of methods and procedures for employing alternative water sources 36 Knowledge of State and local requirements regarding water management and conservation (e.g., AB 1881, CBC) 37 Knowledge of how to perform water use calculations

IV. CONSTRUCTION DOCUMENTS AND CONTRACT PERFORMANCE (10%): This area assesses the candidate's ability to prepare construction documents and perform administration.

Task Statements	Knowledge Statements
<p>34 Develop professional services contract in keeping with legal requirements and professional practice</p> <p>30 Prepare construction documents including demolition, site protection and preservation, grading and drainage, planting, irrigation, layout, lighting, etc.</p> <p>35 Perform project/contractual responsibilities in keeping with professional and ethical standards</p>	<p>59 Knowledge of procedures for preparing construction documents and jurisdictional submittals (e.g., approvals, permits)</p> <p>63 Knowledge of processes and procedures for construction bidding, contract negotiation, and project delivery</p> <p>64 Knowledge of professional and ethical standards related to practice of landscape architecture</p> <p>67 Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, California Building Code)</p> <p>72 Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents</p> <p>70 Knowledge of procedures for contract close-out (e.g., punch lists)</p>

CHAPTER 6. CONCLUSION

The occupational analysis of the Landscape Architect profession described in this report provides a comprehensive description of current practice in California. The procedures employed to perform the occupational analysis were based upon a content validation strategy to ensure that the results accurately represent the practice of Landscape Architects. Results of this occupational analysis provide information regarding current practice that can be used to make job-related decisions regarding professional licensure.

By adopting the Landscape Architect California Specific Examination outline contained in this report, the LATC ensures that its examination program reflects current practice.

This report provides all documentation necessary to verify that the analysis has been implemented in accordance with legal, professional, and technical standards.

APPENDIX A. RESPONDENTS BY REGION

LOS ANGELES VICINITY

County of Practice	Frequency
Los Angeles	142
Orange	110
TOTAL	252

SAN FRANCISCO AREA

County of Practice	Frequency
Alameda	58
Contra Costa	18
Marin	18
Napa	8
San Francisco	68
San Mateo	19
Santa Clara	45
Santa Cruz	15
Solano	2
TOTAL	251

SAN JOAQUIN VALLEY

County of Practice	Frequency
Fresno	11
Kern	9
Mariposa	1
San Joaquin	9
Stanislaus	3
Tulare	3
TOTAL	36

SACRAMENTO VALLEY

County of Practice	Frequency
Butte	3
Sacramento	62
Yolo	9
Yuba	2
TOTAL	76

SAN DIEGO AND VICINITY

County of Practice	Frequency
San Diego	90
Inyo	1
TOTAL	91

SHASTA/CASCADE

County of Practice	Frequency
Shasta	2
Siskiyou	1
TOTAL	3

RIVERSIDE AND VICINITY

County of Practice	Frequency
Riverside	35
San Bernardino	22
TOTAL	57

SIERRA MOUNTAIN

County of Practice	Frequency
El Dorado	5
Nevada	8
Placer	16
Tuolumne	2
TOTAL	31

NORTH COAST

County of Practice	Frequency
Humboldt	1
Sonoma	17
TOTAL	18

SOUTH/CENTRAL COAST

County of Practice	Frequency
Monterrey	17
San Luis Obispo	14
Santa Barbara	17
Ventura	20
TOTAL	68

APPENDIX B. CRITICALITY INDICES FOR ALL TASKS

NOTE: Task statements highlighted in yellow were eliminated based on cutoff values.

Task Num	Task Statement	TFreq	TImp	TCV
1	Develop project program based on the goals and objectives of the client and users	3.78	4.04	16.33
2	Gather general site information and data to identify alternative approaches to the project	3.95	4.11	17.03
3	Develop preliminary feasibility studies (e.g., cost, land use, location, environmental) for alternative approaches to the project	2.81	3.23	10.42
4	Engage stakeholders in discussions about the initial Master Plan program to increase involvement and address potential issues early on	3.00	3.56	11.93
5	Communicate program alternatives to the public and client using a variety of approaches (graphic designs, presentations, charrettes, etc.)	3.05	3.39	11.50
6	Facilitate multiple approaches (e.g., community meetings, team meetings, personal research) for evaluating the placement of the project components of a Master Plan	2.64	3.12	9.38
7	Develop program alternatives that support human communities, preserve and enhance the environment and biodiversity, and restore degraded sites (e.g., soil mitigation, constructed wetland)	2.53	3.18	9.17
8	Identify on- and off-site conditions and evaluate the potential opportunities and constraints for project development	3.45	3.70	13.74
9	Evaluate on and off-site conditions to identify the risk to site and project development posed by potential hazards (e.g., fire, flood, erosion, soil contaminants, unstable soil)	2.91	3.42	11.08
10	Evaluate the potential impacts to the site and surrounding areas posed by the project development	2.78	3.21	10.00
11	Identify project and site elements that require additional research or information to clarify the potential impact on the project	2.37	2.55	7.56
12	Gather additional information through research and consultants to clarify the potential impact to the project from on- and off-site factors	2.57	2.96	8.79
13	Identify and engage individuals, groups, and organizations that may have specific knowledge or concerns about the site so that the potential impact on the project can be evaluated	2.53	2.98	8.56
14	Determine the relevant laws, codes, and regulations that govern the project	3.85	4.26	17.13
15	Identify the responsible regulatory agencies and their requirements and approval processes to evaluate the impact on the project (e.g., scope, costs, schedule)	3.60	3.99	15.39

Task Num	Task Statement	TFreq	TImp	TCV
16	Coordinate research with technical consultants to evaluate the regulatory and property requirements (e.g., easements, setbacks, restrictions, master/general plans) affecting the site	3.25	3.76	13.46
17	Develop overall design concepts that incorporate stakeholder input and provide relevant themes for individual design element decision-making	3.68	3.84	15.07
18	Design planting plan to identify vegetation types and locations based on client goals, suitability, and sustainability to comply with the requirements of the project plan	4.05	3.94	16.73
19	Develop measures for the mitigation, remediation, or reclamation of impacts to the environment from site development	2.61	3.23	9.43
20	Design irrigation system to facilitate water management and efficient distribution of water to promote healthy plant growth	3.71	3.91	15.54
21	Design site grading and drainage plan that facilitates implementation of the project and offers solutions for stormwater management	3.25	3.89	13.55
22	Develop design solutions for water conservation and management to assist in resource preservation (e.g., water reuse, water recycling, water harvesting)	2.72	3.31	10.08
23	Design site amenities to facilitate implementation of project	3.46	3.46	12.93
24	Design circulation systems (vehicular and non-vehicular) within regulatory design specifications to facilitate implementation of project	3.17	3.56	12.34
25	Design site plan for user safety, security, and crime prevention to facilitate implementation of project	3.23	3.58	12.67
26	Evaluate design options based on project goals and design criteria, costs, schedule, and regulatory requirements and constraints	3.74	3.88	15.34
27	Develop project solutions to implement environmentally responsible design practices to assist in resource preservation (e.g., air quality, energy conservation, water conservation)	2.83	3.29	10.36
28	Develop landscape solutions that incorporate on-site energy resources (e.g. wind, solar, etc.)	1.87	2.63	5.74
29	Develop landscape solutions to promote energy conservation (e.g., strategic tree planting, use local products)	3.07	3.16	10.58
30	Prepare construction plans including demolition, site protection and preservation, grading and drainage, planting, irrigation, layout, lighting	4.14	4.23	18.25
31	Prepare construction details including hardscape, planting, furnishing, special features	4.06	4.12	17.50

Task Num	Task Statement	TFreq	TImp	TCV
32	Prepare construction specifications and probable construction costs in support of plans and details	3.66	3.88	15.03
33	Assist client in conducting contract bidding and negotiations (e.g., prepare documents and addenda, conduct meetings, project delivery)	2.92	3.28	10.60
34	Develop professional services contract in keeping with legal requirements and professional practice	3.50	3.96	14.87
35	Perform project/contractual responsibilities in keeping with professional and ethical standards	4.00	4.19	17.61
36	Assist client in identifying members of the construction team and contractors based on project scope	2.79	3.11	9.81
37	Develop staging plan for project construction	2.02	2.53	6.04
38	Develop project schedule and milestones based on project scope	2.64	3.10	9.28
39	Review and evaluate submittals and change orders	3.18	3.51	12.16
40	Perform site observations to ensure the conformity and completeness of work in relation to the contract documents	3.54	4.04	14.91
41	Perform post-occupancy studies to evaluate client and user experiences of project delivery and completed project	2.12	2.96	7.14
42	Prepare record drawings as required for project construction (e.g., as directed by client and/or agencies, for construction changes)	2.45	3.02	8.23
43	Perform inspections of work for conformance and completeness in relation to the construction documents	3.26	3.79	13.27

APPENDIX C. KNOWLEDGE IMPORTANCE RATINGS

NOTE: Knowledge statements highlighted in yellow were eliminated based on cutoff values.

K Num	Knowledge Statement	KImp
1	Knowledge of methods for determining the project scope and developing project parameters	3.76
2	Knowledge of methods for collecting and evaluating the information (e.g., regulatory impacts, projected costs, local and environmental issues) needed to determine the feasibility of approaches to a project	3.67
3	Knowledge of water management strategies and systems	3.31
4	Knowledge of methods for determining the interrelationships between program components to identify options for their optimal placement	3.40
5	Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public	3.74
6	Knowledge of current approaches to sustainable and low impact design	3.37
7	Knowledge of design strategies to facilitate active living (e.g., walkable cities, transit-oriented development, safe routes to schools, bike paths)	3.07
8	Knowledge of the types and uses of urban gardens and spaces (e.g., healing garden, urban agriculture, educational garden, plazas, parks)	2.87
9	Knowledge of design strategies that preserve native habitat and promote biodiversity	3.20
10	Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development	3.36
11	Knowledge of types of existing constructed site features (e.g., structures, streets, utilities) and their potential effect on site development	3.60
12	Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries) on site development	3.06
13	Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development	3.34
14	Knowledge of methods for identifying and evaluating the potential effects on site development of cultural/historical conditions and resources	2.88
15	Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development	3.06
16	Knowledge of methods and techniques for identifying stakeholders and facilitating the communication of their knowledge/concerns so that potential impacts to the project can be evaluated	2.99
17	Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements	2.72

K Num	Knowledge Statement	KImp
18	Knowledge of methods and techniques for engaging the public in the site analysis process	2.76
19	Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process) and their potential effect on project development	3.69
20	Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development	3.81
21	Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process	3.58
22	Knowledge of methods and techniques for integrating the site analysis and project program into the site design	3.83
23	Knowledge of factors that affect plant health and longevity (e.g., geography, weather, soils, water quality, water availability, pathogens)	3.67
24	Knowledge of approaches to plant selection and compatibility that support water management and conservation (including WUCOLS)	3.78
25	Knowledge of landscape strategies that support California's ecological communities and ecoregions	3.39
26	Knowledge of plants invasive to California ecological communities	3.64
27	Knowledge of plants noxious to people and domesticated animals	3.52
28	Knowledge of plant species and their compatibility with the project environment	3.99
29	Knowledge of planting strategies that mitigate site hazards (e.g., erosion, fire)	3.72
30	Knowledge of the effects of environmental toxicity on soil and plants	3.14
31	Knowledge of mitigation solutions for complying with environmental regulations (e.g., CEQA, NEPA)	3.22
32	Knowledge of remediation strategies and their application for natural resource restoration/preservation (e.g. bioremediation and phyto-remediation)	2.77
33	Knowledge of strategies for amending site conditions (e.g., alkaline soil, requirements of soil conditions, aerially deposited lead)	3.15
34	Knowledge of principles and procedures of irrigation system design (e.g., equipment, applications, water conservation)	3.69
35	Knowledge of methods and procedures for employing alternative water sources	2.78
36	Knowledge of State and local requirements regarding water management and conservation (e.g., AB 1881, CBC)	3.59
37	Knowledge of how to perform water use calculations	3.32

K Num	Knowledge Statement	KImp
38	Knowledge of methods and procedures (e.g., grading formulas, manipulation of contours) for developing a grading design	3.68
39	Knowledge of methods and procedures (e.g., hydraulics, minimum head loss, cover-over drain lines, rational method) for developing a drainage design	2.90
40	Knowledge of gradient requirements for site features (e.g., cross slope for public terraces)	3.71
41	Knowledge of federal, State, and local laws and requirements regarding stormwater	3.31
42	Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, reclaimed water, retention and detention)	3.16
43	Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets)	3.20
44	Knowledge of methods and techniques used to design and construct site features (e.g., pavilions, furnishings, water features) for project site	3.55
45	Knowledge of methods and techniques used to design and construct vehicular and non-vehicular circulation systems	3.36
46	Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs	3.84
47	Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g. agency contacts, technical consultants) related to site development	3.21
48	Knowledge of design strategies (e.g., Complete Streets, safe routes to school, bikeways, multi-use trails) that focus on transportation alternatives	2.89
49	Knowledge of design options for site layout to increase user safety, security, and crime prevention (e.g., equipment, lighting, plantings, site layout)	3.33
50	Knowledge of state and local regulations regarding lighting and energy conservation	2.62
51	Knowledge of methods used to evaluate and compare design options based on design, cost, project, and regulatory requirements and constraints	3.48
52	Knowledge of types of development/construction impacts to natural and cultural/historical resources	2.79
53	Knowledge of types of technical consultants and the information each contributes to evaluating design alternatives	3.33
54	Knowledge of types of design solutions used for environmentally responsible development (e.g., material use, land management, energy conservation)	3.02

K Num	Knowledge Statement	KImp
55	Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs)	3.02
56	Knowledge of passive and active solar design strategies as applied to landscape architecture	2.64
57	Knowledge of strategies for the siting of on-site alternative energy resources	2.29
58	Knowledge of landscape solutions that promote energy conservation	2.71
59	Knowledge of procedures for preparing construction drawings and jurisdictional submittals (e.g., approvals, permits)	3.97
60	Knowledge of methods for preparing construction details for project site construction	4.14
61	Knowledge of procedures for verifying consistency between specifications and construction drawings	4.06
62	Knowledge of methods for estimating construction costs	3.56
63	Knowledge of processes and procedures for construction bidding, contract negotiation, and project delivery	3.41
64	Knowledge of professional and ethical standards related to practice of landscape architecture	3.90
65	Knowledge of construction methods for the installation and testing of landscape elements	3.34
66	Knowledge of elements to include in the specifications and procedures for post-construction inspection and maintenance	3.26
67	Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods)	3.11
68	Knowledge of general construction methods and practices sufficient to identify the construction team and contractors required to complete the project	3.38
69	Knowledge of methods for scheduling, managing, and controlling construction operations	2.77
70	Knowledge of procedures for contract close out (e.g., punch lists)	3.32
71	Knowledge of procedures for the review and evaluate of submittals and change orders	3.46
72	Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents	3.71
73	Knowledge of methods and procedures for performing post-occupancy site evaluations	2.57
74	Knowledge of procedures for preparing record drawings	2.81
75	Knowledge of methods and strategies for material removal for site preparation (e.g., existing structures, hazardous materials, vegetation)	2.68

APPENDIX D. TASK AND KNOWLEDGE LINKAGE

TASK AND KNOWLEDGE LINKAGE BY CONTENT AREA

I. SITE ASSESSMENT

A. Site Inventory and Analysis

Task Statement	Linked Knowledge
<p>2 Gather general site information and data to identify alternative approaches to the project</p>	<p>2 Knowledge of methods for collecting and evaluating the information (e.g., regulatory impacts, projected costs, local and environmental issues) needed to determine the feasibility of approaches to a project</p> <p>10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development</p> <p>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development</p> <p>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements</p>
<p>8 Identify on- and off-site conditions and evaluate the potential opportunities and constraints for project development</p>	<p>10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development</p> <p>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development</p> <p>12 Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries) on site development</p> <p>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements</p>

I. SITE ASSESSMENT

A. Site Inventory and Analysis (continued)

Task Statement	Linked Knowledge
10 Evaluate the potential impacts to the site and surrounding areas posed by the project development	<p>10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development</p> <p>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development</p> <p>12 Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries) on site development</p> <p>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements</p>

I. SITE ASSESSMENT

B. Laws, Codes, and Regulations

Task Statement	Linked Knowledge
14 Determine the relevant laws, codes, and regulations that govern the project	<p>15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development</p> <p>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process) and their potential effect on project development</p> <p>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development</p>
15 Identify the responsible regulatory agencies and their requirements and approval processes to evaluate the impact on the project (e.g., scope, costs, schedule)	<p>15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development</p> <p>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process) and their potential effect on project development</p> <p>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development</p>
16 Coordinate research with technical consultants to evaluate the regulatory and property requirements (e.g., easements, setbacks, restrictions, master/general plans) affecting the site	<p>15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development</p> <p>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process, etc.) and their potential effect on project development</p> <p>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development</p>

II. PROGRAM DEVELOPMENT

Task Statement	Linked Knowledge
1 Develop project program based on the goals and objectives of the client and users	<p>1 Knowledge of methods for determining the project scope and developing project parameters</p> <p>5 Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public</p> <p>21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process</p>
7 Develop program alternatives that support human communities, preserve and enhance the environment and biodiversity, and restore degraded sites (e.g., soil mitigation, constructed wetland)	<p>3 Knowledge of water management strategies and systems</p> <p>6 Knowledge of current approaches to sustainable and low impact development</p> <p>7 Knowledge of design strategies to facilitate active living (e.g., walkable cities, transit-oriented development, safe routes to schools, bike paths)</p> <p>9 Knowledge of design strategies that preserve native habitat and promote biodiversity</p> <p>21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process</p>
13 Identify and engage individuals, groups, and organizations that may have specific knowledge or concerns about the site so that the potential impact on the project can be evaluated	<p>1 Knowledge of methods for determining the project scope and developing project parameters</p> <p>5 Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public</p> <p>21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process</p>

III. DESIGN PROCESS

Task Statement	Linked Knowledge
27 Develop project solutions to implement environmentally responsible design practices to assist in resource preservation (e.g., air quality, energy conservation, water conservation)	55 Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs) 58 Knowledge of landscape solutions that promote energy conservation
29 Develop landscape solutions to promote energy conservation (e.g., strategic tree planting, use local products)	55 Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs) 58 Knowledge of landscape solutions that promote energy conservation
19 Develop measures for the mitigation, remediation, or reclamation of impacts to the environment from site development	30 Knowledge of the effects of environmental toxicity on soil and plants 31 Knowledge of mitigation solutions for complying with environmental regulations (e.g., CEQA, NEPA) 32 Knowledge of remediation strategies and their application for natural resource restoration/preservation (e.g. bioremediation and phyto-remediation) 33 Knowledge of strategies for amending site conditions (e.g., alkaline soil, requirements of soil conditions, aerially deposited lead, etc.)
24 Design circulation systems (vehicular and non-vehicular) within regulatory design specifications to facilitate implementation of project	46 Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs 47 Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g. agency contacts, technical consultants) related to site development

III. DESIGN PROCESS (continued)

Task Statement	Linked Knowledge
25 Design site plan for user safety, security, and crime prevention to facilitate implementation of project	<p>46 Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs</p> <p>47 Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g. agency contacts, technical consultants) related to site development</p> <p>49 Knowledge of design options for site layout to increase user safety, security, and crime prevention (e.g., equipment, lighting, plantings, site layout)</p>
21 Design site grading and drainage plan that facilitates implementation of the project and offers solutions for stormwater management	<p>41 Knowledge of federal, State, and local laws and requirements regarding stormwater</p> <p>42 Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, recycled water, retention and detention)</p> <p>43 Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets)</p>
22 Develop design solutions for water conservation and management to assist in resource preservation (e.g., water reuse, water recycling, water harvesting)	<p>41 Knowledge of federal, State, and local laws and requirements regarding stormwater</p> <p>42 Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, recycled water, retention and detention)</p> <p>43 Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets)</p>

III. DESIGN PROCESS (continued)

Task Statement	Linked Knowledge
18 Design planting plan to identify vegetation types and locations based on client goals, suitability, and sustainability to comply with the requirements of the project plan	23 Knowledge of factors that affect plant health and longevity (e.g., geography, weather, soils, water quality, water availability, pathogens) 24 Knowledge of approaches to plant selection and compatibility that support water management and conservation (including WUCOLS) 25 Knowledge of landscape strategies that support California's ecological communities and ecoregions 26 Knowledge of plants invasive to California ecological communities 27 Knowledge of plants noxious to people and domesticated animals 29 Knowledge of planting strategies that mitigate site hazards (e.g., erosion, fire)
20 Design irrigation system to facilitate water management and efficient distribution of water to promote healthy plant growth	34 Knowledge of principles and procedures of irrigation system design (e.g., equipment, applications, water conservation) 35 Knowledge of methods and procedures for employing alternative water sources 36 Knowledge of State and local requirements regarding water management and conservation (e.g., AB 1881, CBC) 37 Knowledge of how to perform water use calculations

IV. CONSTRUCTION DOCUMENTS AND CONTRACT PERFORMANCE

Task Statement	Linked Knowledge
30 Prepare construction documents including demolition, site protection and preservation, grading and drainage, planting, irrigation, layout, lighting, etc.	<p>59 Knowledge of procedures for preparing construction documents and jurisdictional submittals (e.g., approvals, permits)</p> <p>67 Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, CBC)</p> <p>72 Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents</p>
34 Develop professional services contract in keeping with legal requirements and professional practice	<p>64 Knowledge of professional and ethical standards related to practice of landscape architecture</p> <p>67 Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, CBC)</p> <p>72 Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents</p>
35 Perform project/contractual responsibilities in keeping with professional and ethical standards	<p>64 Knowledge of professional and ethical standards related to practice of landscape architecture</p> <p>67 Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, CBC)</p> <p>72 Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents</p> <p>70 Knowledge of procedures for contract close-out (e.g., punch lists)</p>

APPENDIX E. LETTER TO PRACTITIONERS

Dear Licensee:

You have been selected by the Landscape Architects Technical Committee to participate in the Occupational Analysis of Landscape Architect practice!

The purpose of the occupational analysis is to identify the important tasks performed by Landscape Architects in current practice and the knowledge required to perform those tasks. Results of the occupational analysis will be used to update and improve the Landscape Architect Licensing Examination.

A link to the on-line Occupational Analysis questionnaire will be e-mailed to you between **October 21st and 22nd, 2013**. Please check your email spam filter if you have not received the email by close of business, October 22, 2013.

The Committee requests your assistance in this process. Please take the time to complete the survey questionnaire as it relates to your current practice. Your participation ensures that all aspects of the profession are covered and is essential to the success of this project.

Your individual responses will be kept confidential. Your responses will be combined with responses of other Landscape Architects and only group trends will be reported. Your personal information will not be tied to your responses.

If you have any questions about completing this survey, please contact Matt McKinney at **916 575-7235**. The Committee welcomes your participation in this important project and thanks you for your time.

Your participation is essential to the success of this project.

APPENDIX F. QUESTIONNAIRE

LA Occupational Analysis Questionnaire

1. COVER LETTER

Dear Licensee:

The Landscape Architects technical Committee (Committee) is conducting an occupational analysis of the Landscape Architect profession. The purpose of the occupational analysis is to identify the important tasks performed by Landscape Architects in current practice and the knowledge required to perform those tasks. Results of the occupational analysis will be used to update and improve the Landscape Architect Licensing Examination.

The Committee requests your assistance in this process. Please take the time to complete the survey questionnaire as it relates to your current practice. Your participation ensures that all aspects of the profession are covered and is essential to the success of this project.

Your individual responses will be kept confidential. Your responses will be combined with responses of other Landscape Architects and only group trends will be reported. Your personal information will not be tied to your responses.

In order to progress through this survey, please use the following navigation buttons:

- Click the **Next** button to continue to the next page.
- Click the **Prev** button to return to the previous page.
- Click the **Exit this survey** button to exit the survey and return to it at a later time.
- Click the **Done/Submit** button to submit your survey as completed.

Any questions marked with an asterisk (*) require an answer in order to progress through the survey questionnaire.

Please Note: Once you have started the survey, you can exit at any time and return to it later without losing your responses as long as you are accessing the survey from the same computer. The survey automatically saves fully-completed pages, but will not save responses to questions on pages that were partially completed when the survey was exited. For your convenience, the weblink is available 24 hours a day 7 days a week.

Please submit the completed survey questionnaire by November 12, 2013.

If you have any questions about completing this survey, please contact Matt McKinney of the LATC at (916) 575-7235. The Committee welcomes your participation in this project and thanks you for your time.

INSTRUCTIONS FOR COMPLETING THE DEMOGRAPHIC ITEMS

This part of the questionnaire contains an assortment of demographic items, the responses to which will be used to describe Landscape Architect practice as represented by the respondents to the questionnaire. Please note the instructions for each item before marking your response as several permit multiple responses.

LA Occupational Analysis Questionnaire

INSTRUCTIONS FOR RATING TASK AND KNOWLEDGE STATEMENTS

This part of the questionnaire contains a list of tasks and knowledge descriptive of Landscape Architects practice in a variety of settings. Please note that some of the tasks or knowledge may not apply to your setting.

For each task, you will be asked to answer two questions: how often you perform the task **(frequency)** and how important the task is in the performance of your current practice **(importance)**. For each knowledge, you will be asked to answer one question: how important the knowledge is in the performance of your current practice **(importance)**.

Please rate each task and knowledge as it relates to your current practice as a licensed Landscape Architects. **Do not respond based on what you believe all Landscape Architects should be expected to know or be able to do.**

2. OCCUPATIONAL ANALYSIS OF LANDSCAPE ARCHITECT

The LATC recognizes that every Landscape Architect practitioner may not perform all of the tasks and use all of the knowledge contained in this questionnaire. However, your participation is essential to the success of this project, and your contributions will help establish standards for safe and effective Landscape Architect practice in the state of California.

Complete this questionnaire only if you are currently licensed and practicing as a Landscape Architect in California.

3. PART I PERSONAL DATA

The information you provide here is voluntary and confidential. It will be treated as personal information subject to the Information Practices Act (Civil Code, Section 1798 et seq.) and it will be used only for the purpose of analyzing the ratings from this questionnaire.

LA Occupational Analysis Questionnaire

4.

*** 1. Are you currently practicing in California as a licensed Landscape Architect?**

☐ Yes

☐ No

5.

1. How many years have you been practicing in California?

- ☐ 0 to 5 years
- ☐ 6 to 10 years
- ☐ 11 to 20 years
- ☐ More than 20 years

2. How would describe your primary work setting?

- ☐ Landscape Architecture firm (as individual or group)
- ☐ Multidisciplinary Firm
- ☐ Governmental agency
- ☐ Institution (e.g., hospital, school, etc.)
- ☐ Non-design company (e.g., hotel, utility company, etc.)
- ☐ Construction firm
- ☐ Other (please specify)

3. How many licensed Landscape Architects other than yourself work in your organization?

- ☐ None
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ More than 10

4. How many other employees other than Landscape Architects work in your organization?

- ☐ None
- ☐ 1 to 10
- ☐ 11 to 20
- ☐ More than 20

5. How many hours per week do you work as a Landscape Architect?

- ☐ 0 to 10 hours
- ☐ 11 to 20 hours
- ☐ 21 to 40 hours
- ☐ More than 40 hours

LA Occupational Analysis Questionnaire

6. What is your highest level of education?

- ☐ High School or GED
- ☐ Certificate program
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree

7. What major field of study did you receive your certificate or degree in?

Certificate Program	<input type="text"/>
AA Degree	<input type="text"/>
BA/BS	<input type="text"/>
MA/MS	<input type="text"/>
Ph.D.	<input type="text"/>

8. Which of the following types of projects have you worked on over the past twenty-four months? (Check all that apply)

- ☐ Transportation (Streetscapes, bike paths)
- ☐ Community planning (General Plans, Specific Plans, GU permits)
- ☐ Commercial (Shopping centers, strip malls)
- ☐ Residential (Single family, multi-family, subdivision)
- ☐ Parks & Recreation facilities (Open spaces, community parks, play spaces, complexes)
- ☐ Corporate design (Corporate business parks)
- ☐ Schools (Public or private schools, college, university)
- ☐ Mixed use (Residential/retail/office)
- ☐ Historical preservation (Historical buildings, gardens, landscapes)
- ☐ Medical/health care (Hospitals, clinics, care facilities, senior facilities)
- ☐ Infrastructure (Utilities, energy, water treatment plant, pipelines)

LA Occupational Analysis Questionnaire

9. Which of the following green/sustainable designs have been included in the projects you have worked on over the past twenty-four months? (Check all that apply)

- ☐ Light pollution reduction
- ☐ Heat island mitigation
- ☐ Green Roofs
- ☐ Urban/community gardens
- ☐ Native habitat reestablishment
- ☐ Soil reclamation
- ☐ Preserving/encouraging biodiversity
- ☐ Water conservation
- ☐ Water reuse/water recycling
- ☐ Stormwater management
- ☐ Erosion control
- ☐ Low Impact Development
- ☐ Slope protection
- ☐ Energy conservation
- ☐ Indoor air quality
- ☐ Adaptation for changing climate
- ☐ Permeable paving

10. In the past twenty-four months, what percent of your work was performed in each of the following three areas? (Enter whole numbers only. Numbers should add up to 100)

California	<input type="text"/>
Other States	<input type="text"/>
International	<input type="text"/>

11. In the past twenty-four months, what percent of your work was performed for each of the following project clients? (Enter whole numbers only. Numbers should add up to 100)

Government agencies	<input type="text"/>
Private companies	<input type="text"/>
Non-profit organizations	<input type="text"/>
Individual homeowners	<input type="text"/>

LA Occupational Analysis Questionnaire

12. In the past twenty-four months, what percent of your work did you perform as the project lead or a subcontractor? (Enter whole numbers only. Numbers should add up to 100)

Project Lead

Subcontractor

13. In the past twenty-four months, which of the following Specialty Consultants have you teamed with? (mark all that apply)

- ☐ Arborist
- ☐ Geotechnical engineer
- ☐ Soil scientist
- ☐ Environmental engineer
- ☐ Artist
- ☐ Biologist
- ☐ Public outreach facilitator
- ☐ Economist
- ☐ Traffic engineer
- ☐ Grant writer
- ☐ Ecologist
- ☐ Historian
- ☐ LEED credentialed
- ☐ Academic (educator/researcher)
- ☐ Horticulturist
- ☐ Product specialist

LA Occupational Analysis Questionnaire

14. In the past twenty-four months, which of the following tasks have you performed in the course of your work? (mark all that apply)

- ☐ Master Planning
- ☐ Construction documents
- ☐ Construction administration
- ☐ Specification writing
- ☐ Permit coordination
- ☐ Maintenance and operations plan
- ☐ Irrigation audit
- ☐ Environmental reviews
- ☐ Plan check and plan review
- ☐ Workshop facilitation
- ☐ Product and academic research
- ☐ Cost estimation
- ☐ Administration

15. Which of the following certificates do you possess? (mark all that apply)

- ☐ AICP Certified Planner
- ☐ Arborist
- ☐ LEED AP
- ☐ LEED Green Associate
- ☐ Playground Safety (CPSI)
- ☐ Certified Landscape Irrigation Auditor
- ☐ QSP/QSD
- ☐ Green Roof Professional (GRP)
- ☐ Certified Access Specialist (CASP)
- ☐ Evidence Based Design Accred. & Cert. (EDAC)

16. Which of the following licenses do you possess in addition to CA Landscape Architect? (Mark all that apply)

- ☐ Contractor
- ☐ Architect
- ☐ Engineer
- ☐ Landscape Architect (out of State)

LA Occupational Analysis Questionnaire

17. Which type of setting best describes your primary work location?

- ☐ Urban (greater than 50,000 people)
- ☐ Rural (less than 50,000 people)

18. In what California county is your primary practice located?

- | | | |
|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="radio"/> Alameda | <input type="radio"/> Marin | <input type="radio"/> San Mateo |
| <input type="radio"/> Alpine | <input type="radio"/> Mariposa | <input type="radio"/> Santa Barbara |
| <input type="radio"/> Amador | <input type="radio"/> Mendocino | <input type="radio"/> Santa Clara |
| <input type="radio"/> Butte | <input type="radio"/> Merced | <input type="radio"/> Santa Cruz |
| <input type="radio"/> Calaveras | <input type="radio"/> Modoc | <input type="radio"/> Shasta |
| <input type="radio"/> Colusa | <input type="radio"/> Mono | <input type="radio"/> Sierra |
| <input type="radio"/> Contra Costa | <input type="radio"/> Monterey | <input type="radio"/> Siskiyou |
| <input type="radio"/> Del Norte | <input type="radio"/> Napa | <input type="radio"/> Solano |
| <input type="radio"/> El Dorado | <input type="radio"/> Nevada | <input type="radio"/> Sonoma |
| <input type="radio"/> Fresno | <input type="radio"/> Orange | <input type="radio"/> Stanislaus |
| <input type="radio"/> Glenn | <input type="radio"/> Placer | <input type="radio"/> Sutter |
| <input type="radio"/> Humboldt | <input type="radio"/> Plumas | <input type="radio"/> Tehama |
| <input type="radio"/> Imperial | <input type="radio"/> Riverside | <input type="radio"/> Trinity |
| <input type="radio"/> Inyo | <input type="radio"/> Sacramento | <input type="radio"/> Tulare |
| <input type="radio"/> Kern | <input type="radio"/> San Benito | <input type="radio"/> Tuolumne |
| <input type="radio"/> Kings | <input type="radio"/> San Bernardino | <input type="radio"/> Ventura |
| <input type="radio"/> Lake | <input type="radio"/> San Diego | <input type="radio"/> Yolo |
| <input type="radio"/> Lassen | <input type="radio"/> San Francisco | <input type="radio"/> Yuba |
| <input type="radio"/> Los Angeles | <input type="radio"/> San Joaquin | |
| <input type="radio"/> Madera | <input type="radio"/> San Luis Obispo | |

6. PART II RATING JOB TASKS

In this part of the questionnaire, please rate each task as it relates to your current practice as a Landscape Architect. Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign from one rating scale should not influence the ratings that you assign from the other rating scale.

If the task is NOT part of your current practice, rate the task "0" (zero) Frequency and "0" (zero) Importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow for each list to see the ratings and then select the option based on your current job.

FREQUENCY RATING

How often are these tasks performed in your current job?
Use the following scale to make your rating.

- 0 - DOES NOT APPLY TO MY PRACTICE. I do not perform this task in my job.
- 1 - RARELY. This task is one of the tasks I perform least often in my practice relative to other tasks I perform.
- 2 - SELDOM. This task is performed less often relative to other tasks I perform in my practice.
- 3 - REGULARLY. This task is performed as often as other tasks I perform in my practice.
- 4 - OFTEN. This task is performed more often than most other tasks I perform in my practice.
- 5 - VERY OFTEN. This task is one of the tasks I perform most often in my practice.

IMPORTANCE RATING

HOW IMPORTANT are these tasks in the performance of your current practice?
Use the following scale to make your ratings.

- 0 - NOT IMPORTANT; DOES NOT APPLY TO MY PRACTICE. I do not perform this task in my practice.
- 1 - OF MINOR IMPORTANCE. This task is of minor importance for effective performance relative to other tasks; it has the lowest priority of all the tasks I perform in my current practice.
- 2 - FAIRLY IMPORTANT. This task is fairly important for effective performance relative to other tasks; it does not have the priority of most other tasks I perform in my current practice.
- 3 - MODERATELY IMPORTANT. This task is moderately important for effective performance relative to other tasks; it has average priority of all the tasks I perform in my current job.

LA Occupational Analysis Questionnaire

4 - VERY IMPORTANT. This task is very important for performance in my practice; it has a higher degree of priority than most other tasks I perform in my current practice.

5 - CRITICALLY IMPORTANT. This task is one of the most critical tasks I perform in practice; it has the highest degree of priority of all the tasks I perform in my current practice.

1. TASK STATEMENTS

	Frequency	Importance
1. Develop project program based on the goals and objectives of the client and users.	<input type="text"/>	<input type="text"/>
2. Gather general site information and data to identify alternative approaches to the project.	<input type="text"/>	<input type="text"/>
3. Develop preliminary feasibility studies (e.g., cost, land use, location, environmental, etc.) for alternative approaches to the project.	<input type="text"/>	<input type="text"/>
4. Engage stakeholders in discussions about the initial Master Plan program to increase involvement and address potential issues early on.	<input type="text"/>	<input type="text"/>
5. Communicate program alternatives to the public and client using a variety of approaches (graphic designs, presentations, charrettes, etc.).	<input type="text"/>	<input type="text"/>
6. Facilitate multiple approaches (e.g., community meetings, team meetings, personal research, etc.) for evaluating the placement of the project components of a Master Plan.	<input type="text"/>	<input type="text"/>
7. Develop program alternatives that support human communities, preserve and enhance the environment and biodiversity, and restore degraded sites (e.g., soil mitigation, constructed wetland, etc.).	<input type="text"/>	<input type="text"/>
8. Identify on- and off-site conditions and evaluate the potential opportunities and constraints for project development.	<input type="text"/>	<input type="text"/>
9. Evaluate on- and off-site conditions to identify the risk to site and project development posed by potential hazards (e.g., fire, flood, erosion, soil contaminants, unstable soil, etc.).	<input type="text"/>	<input type="text"/>
10. Evaluate the potential impacts to the site and surrounding areas posed by the project development.	<input type="text"/>	<input type="text"/>
11. Make interment arrangements with customers.	<input type="text"/>	<input type="text"/>
12. Gather additional information through research and consultants to clarify the potential impact to the project from on- and off-site factors.	<input type="text"/>	<input type="text"/>
13. Identify and engage individuals, groups, and organizations that may have specific knowledge or concerns about the site so that the potential impact on the project can be evaluated.	<input type="text"/>	<input type="text"/>
14. Determine the relevant laws, codes, and regulations that govern	<input type="text"/>	<input type="text"/>

LA Occupational Analysis Questionnaire

the project.

15. Identify the responsible regulatory agencies and their requirements and approval processes to evaluate the impact on the project (e.g., scope, costs, schedule, etc.).

16. Coordinate research with technical consultants to evaluate the regulatory and property requirements (e.g., easements, setbacks, restrictions, master/general plans) affecting the site.

17. Develop overall design concepts that incorporate stakeholder input and provide relevant themes for individual design element decision-making.

18. Design planting plan to identify vegetation types and locations based on client goals, suitability, and sustainability to comply with the requirements of the project plan.

19. Develop measures for the mitigation, remediation, or reclamation of impacts to the environment from site development.

20. Design irrigation system to facilitate water management and efficient distribution of water to promote healthy plant growth.

21. Design site grading and drainage plan that facilitates implementation of the project and offers solutions for stormwater management.

22. Develop design solutions for water conservation and management to assist in resource preservation (e.g., water reuse, water recycling, water harvesting, etc.).

23. Design site amenities to facilitate implementation of project.

24. Design circulation systems (vehicular and non-vehicular) within regulatory design specifications to facilitate implementation of project.

25. Design site plan for user safety, security, and crime prevention to facilitate implementation of project.

LA Occupational Analysis Questionnaire

2. TASK STATEMENTS (continued)

	Frequency	Importance
26. Evaluate design options based on project goals and design criteria, costs, schedule, and regulatory requirements and constraints.	<input type="text"/>	<input type="text"/>
27. Develop project solutions to implement environmentally responsible design practices to assist in resource preservation (e.g., air quality, energy conservation, water conservation, etc.). 28. Develop landscape solutions that incorporate on-site energy resources (e.g. wind, solar, etc.).	<input type="text"/>	<input type="text"/>
28. Develop landscape solutions that incorporate on-site energy resources (e.g. wind, solar, etc.).	<input type="text"/>	<input type="text"/>
29. Develop landscape solutions to promote energy conservation (e.g., strategic tree planting, use local products, etc.).	<input type="text"/>	<input type="text"/>
30. Prepare construction plans including demolition, site protection and preservation, grading and drainage, planting, irrigation, layout, lighting, etc.	<input type="text"/>	<input type="text"/>
31. Prepare construction details including hardscape, planting, furnishing, special features, etc.	<input type="text"/>	<input type="text"/>
32. Prepare construction specifications and probable construction costs in support of plans and details.	<input type="text"/>	<input type="text"/>
33. Assist client in conducting contract bidding and negotiations (e.g., prepare documents and addenda, conduct meetings, project delivery, etc.).	<input type="text"/>	<input type="text"/>
34. Develop professional services contract in keeping with legal requirements and professional practice.	<input type="text"/>	<input type="text"/>
35. Perform project/contractual responsibilities in keeping with professional and ethical standards.	<input type="text"/>	<input type="text"/>
36. Assist client in identifying members of the construction team and contractors based on project scope.	<input type="text"/>	<input type="text"/>
37. Develop staging plan for project construction.	<input type="text"/>	<input type="text"/>
38. Develop project schedule and milestones based on project scope.	<input type="text"/>	<input type="text"/>
39. Review and evaluate submittals and change orders.	<input type="text"/>	<input type="text"/>
40. Perform site observations to ensure the conformity and completeness of work in relation to the contract documents.	<input type="text"/>	<input type="text"/>
41. Perform post-occupancy studies to evaluate client and user experiences of project delivery and completed project.	<input type="text"/>	<input type="text"/>
42. Prepare record drawings as required for project construction (e.g., as directed by client and/or agencies, for construction changes, etc.).	<input type="text"/>	<input type="text"/>
43. Perform inspections of work for conformance and completeness in	<input type="text"/>	<input type="text"/>

LA Occupational Analysis Questionnaire

relation to the construction documents.

7. PART III. RATING JOB KNOWLEDGE

In this part of the questionnaire, rate each of the knowledge statements based on how important the knowledge is to successful performance in your practice. If a knowledge statement is NOT part of your job, then rate it "0" (zero) for Importance.

The boxes for rating the Importance of each knowledge statement have a drop-down list. Click on the "down" arrow for each list to see the ratings. Then select the rating based on your current practice.

IMPORTANCE RATING

HOW IMPORTANT is this knowledge in the performance of your current practice?
Use the following scale to make your ratings.

0 DOES NOT APPLY TO MY PRACTICE; NOT REQUIRED; this knowledge is not required to perform in my practice.

1 OF MINOR IMPORTANCE; this knowledge is of minor importance for performance of my practice relative to all other knowledge.

2 FAIRLY IMPORTANT; this knowledge is fairly important for performance of my practice relative to all other knowledge.

3 MODERATELY IMPORTANT; this knowledge is moderately important for performance of my practice relative to all other knowledge.

4 VERY IMPORTANT; this knowledge is very important for performance of my practice relative to all other knowledge.

5 CRITICALLY IMPORTANT; this knowledge is essential for performance of my practice relative to all other knowledge.

LA Occupational Analysis Questionnaire

1. KNOWLEDGE STATEMENTS

Importance

1. Knowledge of methods for determining the project scope and developing project parameters.

2. Knowledge of methods for collecting and evaluating the information (e.g., regulatory impacts, projected costs, local and environmental issues, etc.) needed to determine the feasibility of approaches to a project

3. Knowledge of water management strategies and systems

4. Knowledge of methods for determining the interrelationships between program components to identify options for their optimal placement

5. Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public

6. Knowledge of current approaches to sustainable and low impact design

7. Knowledge of design strategies to facilitate active living (e.g., walkable cities, transit-oriented development, safe routes to schools, bike paths, etc.)

8. Knowledge of the types and uses of urban gardens and spaces (e.g., healing garden, urban agriculture, educational garden, plazas, parks, etc.)

9. Knowledge of design strategies that preserve native habitat and promote biodiversity

10. Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development

11. Knowledge of types of existing constructed site features (e.g., structures, streets, utilities, etc.) and their potential effect on site development

12. Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries, etc.) on site development

13. Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development

14. Knowledge of methods for identifying and evaluating the potential effects on site development of cultural/historical conditions and resources

15. Knowledge of data and information resources available (e.g., agency contacts, technical consultants, etc.) to research the potential impacts from on and off-site factors on site development

16. Knowledge of methods and techniques for identifying stakeholders and facilitating the communication of their knowledge/concerns so that potential impacts to the project can be evaluated

17. Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements

LA Occupational Analysis Questionnaire

18. Knowledge of methods and techniques for engaging the public in the site analysis process

19. Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process, etc.) and their potential effect on project development

20. Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development

21. Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements, etc.) in the design process

22. Knowledge of methods and techniques for integrating the site analysis and project program into the site design

23. Knowledge of factors that affect plant health and longevity (e.g., geography, weather, soils, water quality, water availability, pathogens etc.).

24. Knowledge of approaches to plant selection and compatibility that support water management and conservation (including WUCOLS).

25. Knowledge of landscape strategies that support California's ecological communities and ecoregions.

LA Occupational Analysis Questionnaire

2. KNOWLEDGE STATEMENTS (continued)

Importance

- | | Importance |
|---|----------------------|
| 26. Knowledge of plants invasive to California ecological communities. | <input type="text"/> |
| 27. Knowledge of plants noxious to people and domesticated animals. | <input type="text"/> |
| 28. Knowledge of plant species and their compatibility with the project environment. | <input type="text"/> |
| 29. Knowledge of planting strategies that mitigate site hazards (e.g., erosion, fire, etc.). | <input type="text"/> |
| 30. Knowledge of the effects of environmental toxicity on soil and plants. | <input type="text"/> |
| 31. Knowledge of mitigation solutions for complying with environmental regulations (e.g., CEQA, NEPA, etc.). | <input type="text"/> |
| 32. Knowledge of remediation strategies and their application for natural resource restoration/preservation (e.g. bio and phyto-remediation, etc.). | <input type="text"/> |
| 33. Knowledge of strategies for amending site conditions (e.g., alkaline soil, requirements of soil conditions, aerially deposited lead, etc.). | <input type="text"/> |
| 34. Knowledge of principles and procedures of irrigation system design (e.g., equipment, applications, water conservation, etc.). | <input type="text"/> |
| 35. Knowledge of methods and procedures for employing alternative water sources. | <input type="text"/> |
| 36. Knowledge of State and local requirements regarding water management and conservation (e.g., AB 1881, CBC, etc.). | <input type="text"/> |
| 37. Knowledge of how to perform water use calculations. | <input type="text"/> |
| 38. Knowledge of methods and procedures (e.g., grading formulas, manipulation of contours, etc.) for developing a grading design. | <input type="text"/> |
| 39. Knowledge of methods and procedures (e.g., hydraulics, minimum head loss, cover-over drain lines, rational method) for developing a drainage design. | <input type="text"/> |
| 40. Knowledge of gradient requirements for site features (e.g., cross slope for public terraces, etc.). | <input type="text"/> |
| 41. Knowledge of federal, State, and local laws and requirements regarding stormwater. | <input type="text"/> |
| 42. Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, reclaimed water, retention and detention, etc.). | <input type="text"/> |
| 43. Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets, etc.). | <input type="text"/> |
| 44. Knowledge of methods and techniques used to design and construct site features (e.g., pavilions, furnishings, water features, etc.) for project site. | <input type="text"/> |

LA Occupational Analysis Questionnaire

45. Knowledge of methods and techniques used to design and construct vehicular and non-vehicular circulation systems.

46. Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs.

47. Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g. agency contacts, technical consultants, etc.) related to site development.

48. Knowledge of design strategies (e.g., Complete Streets, safe routes to school, bikeways, multi-use trails, etc.) that focus on transportation alternatives.

49. Knowledge of design options for site layout to increase user safety, security, and crime prevention (e.g., equipment, lighting, plantings, site layout, etc.).

50. Knowledge of state and local regulations regarding lighting and energy conservation.

LA Occupational Analysis Questionnaire

3. KNOWLEDGE STATEMENTS (continued)

Importance

51. Knowledge of methods used to evaluate and compare design options based on design, cost, project, and regulatory requirements and constraints.

52. Knowledge of types of development/construction impacts to natural and cultural/historical resources.

53. Knowledge of types of technical consultants and the information each contributes to evaluating design alternatives.

54. Knowledge of types of design solutions used for environmentally responsible development (e.g., material use, land management, energy conservation, etc.).

55. Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs, etc.).

56. Knowledge of passive and active solar design strategies as applied to landscape architecture.

57. Knowledge of strategies for the siting of on-site alternative energy resources.

58. Knowledge of landscape solutions that promote energy conservation.

59. Knowledge of procedures for preparing construction drawings and jurisdictional submittals (e.g., approvals, permits, etc.).

60. Knowledge of methods for preparing construction details for project site construction.

61. Knowledge of procedures for verifying consistency between specifications and construction drawings.

62. Knowledge of methods for estimating construction costs.

63. Knowledge of processes and procedures for construction bidding, contract negotiation, and project delivery.

64. Knowledge of professional and ethical standards related to practice of landscape architecture.

65. Knowledge of construction methods for the installation and testing of landscape elements.

66. Knowledge of elements to include in the specifications and procedures for post-construction inspection and maintenance.

67. Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, etc.).

68. Knowledge of general construction methods and practices sufficient to identify the construction team and contractors required to complete the project.

69. Knowledge of methods for scheduling, managing, and controlling construction operations.

LA Occupational Analysis Questionnaire

70. Knowledge of procedures for contract close out (e.g., punch lists, etc.).

71. Knowledge of procedures for the review and evaluate of submittals and change orders.

73. Knowledge of methods and procedures for performing post-occupancy site evaluations.

74. Knowledge of procedures for preparing record drawings.

75. Knowledge of methods and strategies for material removal for site preparation (e.g., existing structures, hazardous materials, vegetation, etc.).

8. FINISHED

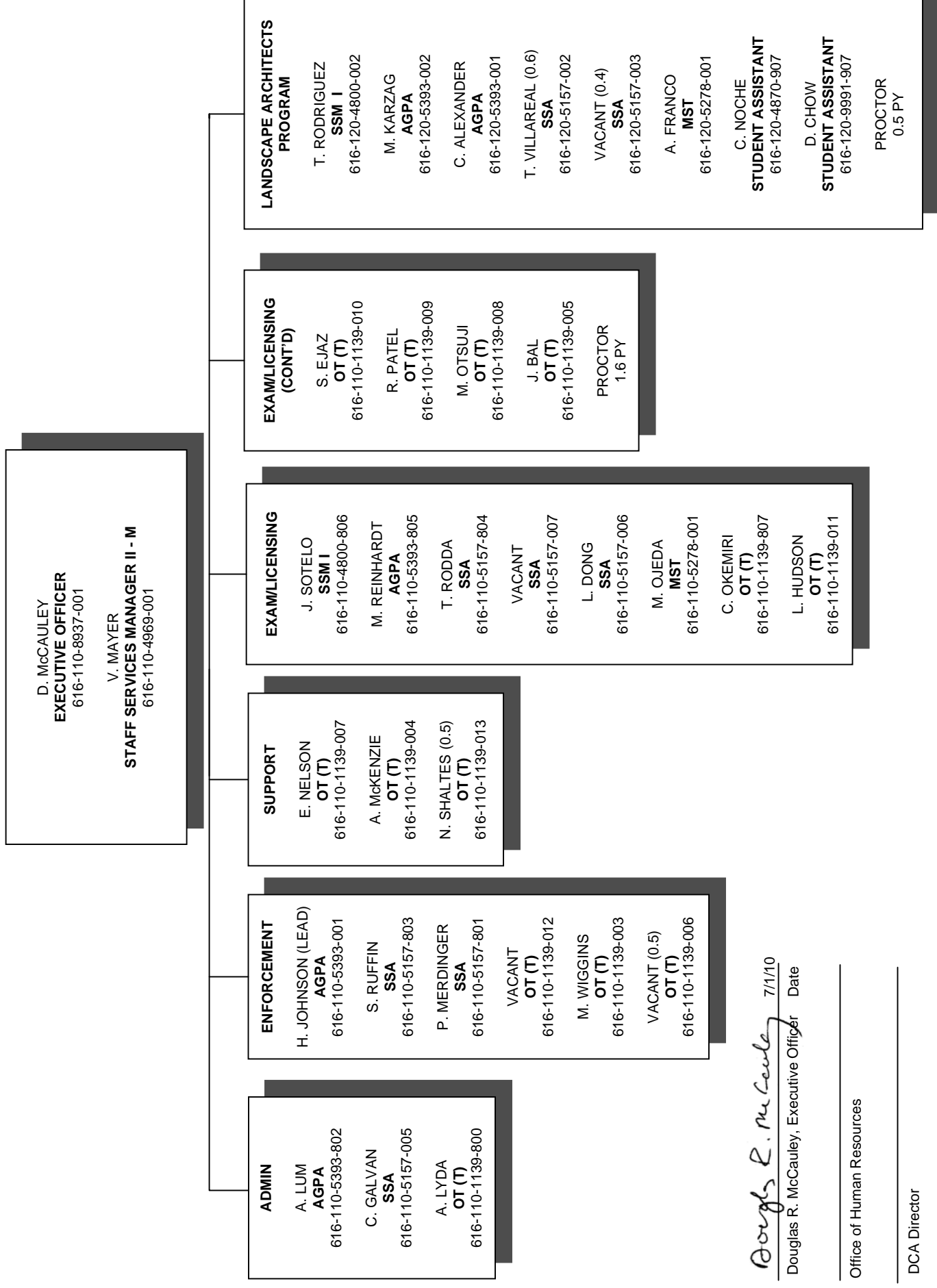
THANK YOU FOR COMPLETING THIS SURVEY QUESTIONNAIRE.

Year-End Organization Charts - FYs 10/11 - 13/14

FY 2010/11
30 Positions
2.1 Positions (Proctor)

July 1, 2010

Current

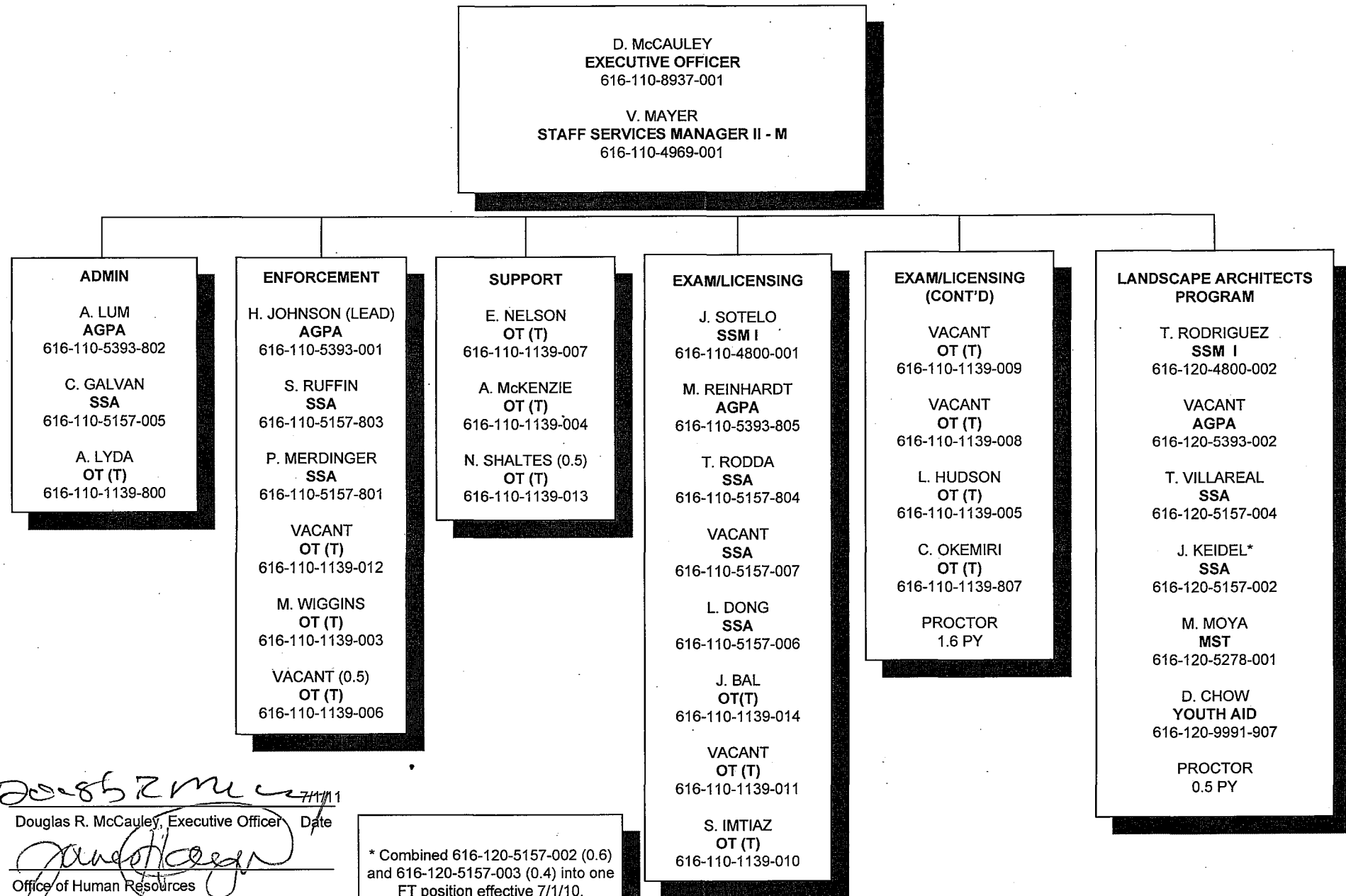


DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA ARCHITECTS BOARD

July 1, 2011

FY 2011/12
30 Positions
2.1 Positions (Proctor)

Current



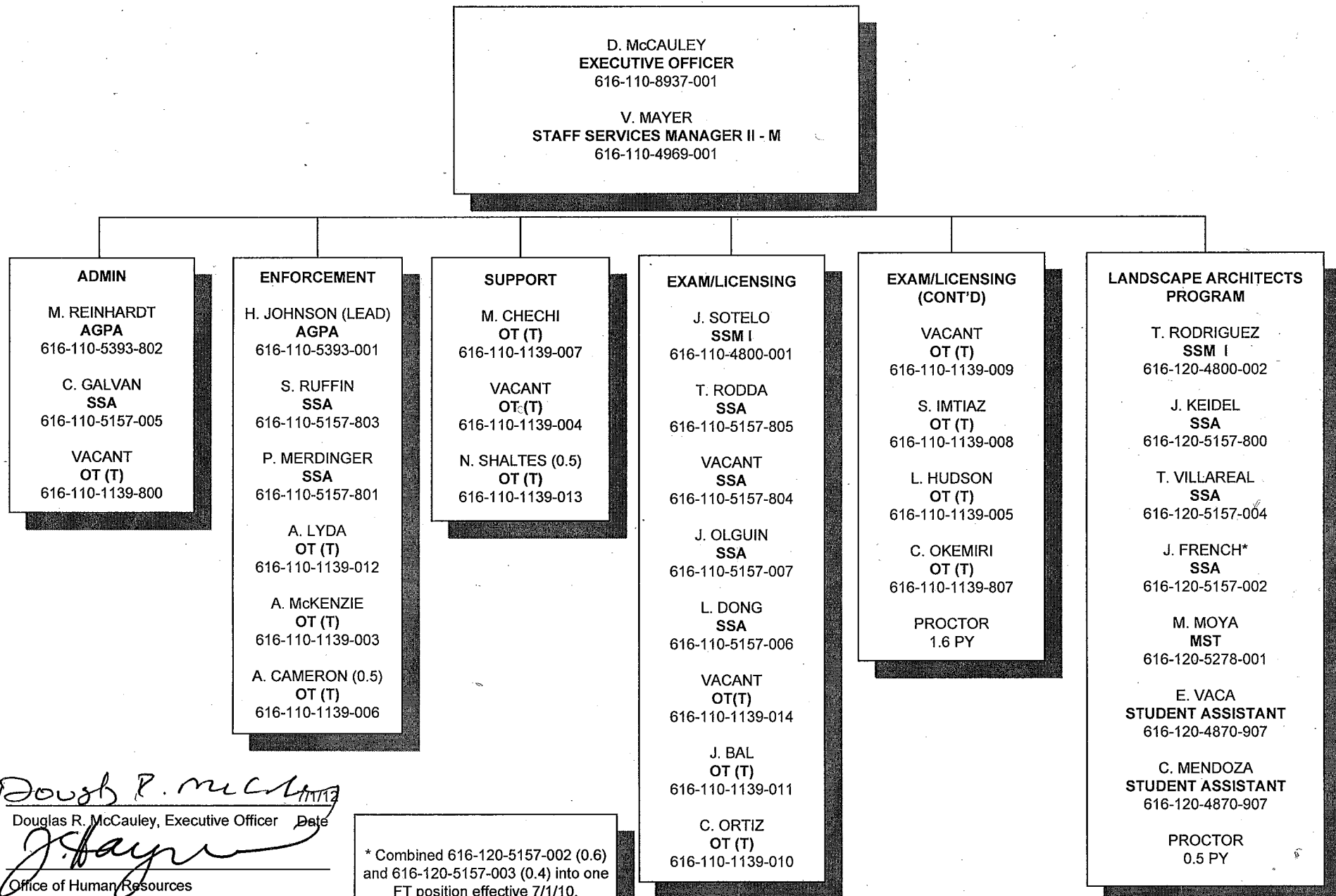
DCA Director

DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA ARCHITECTS BOARD

July 1, 2012

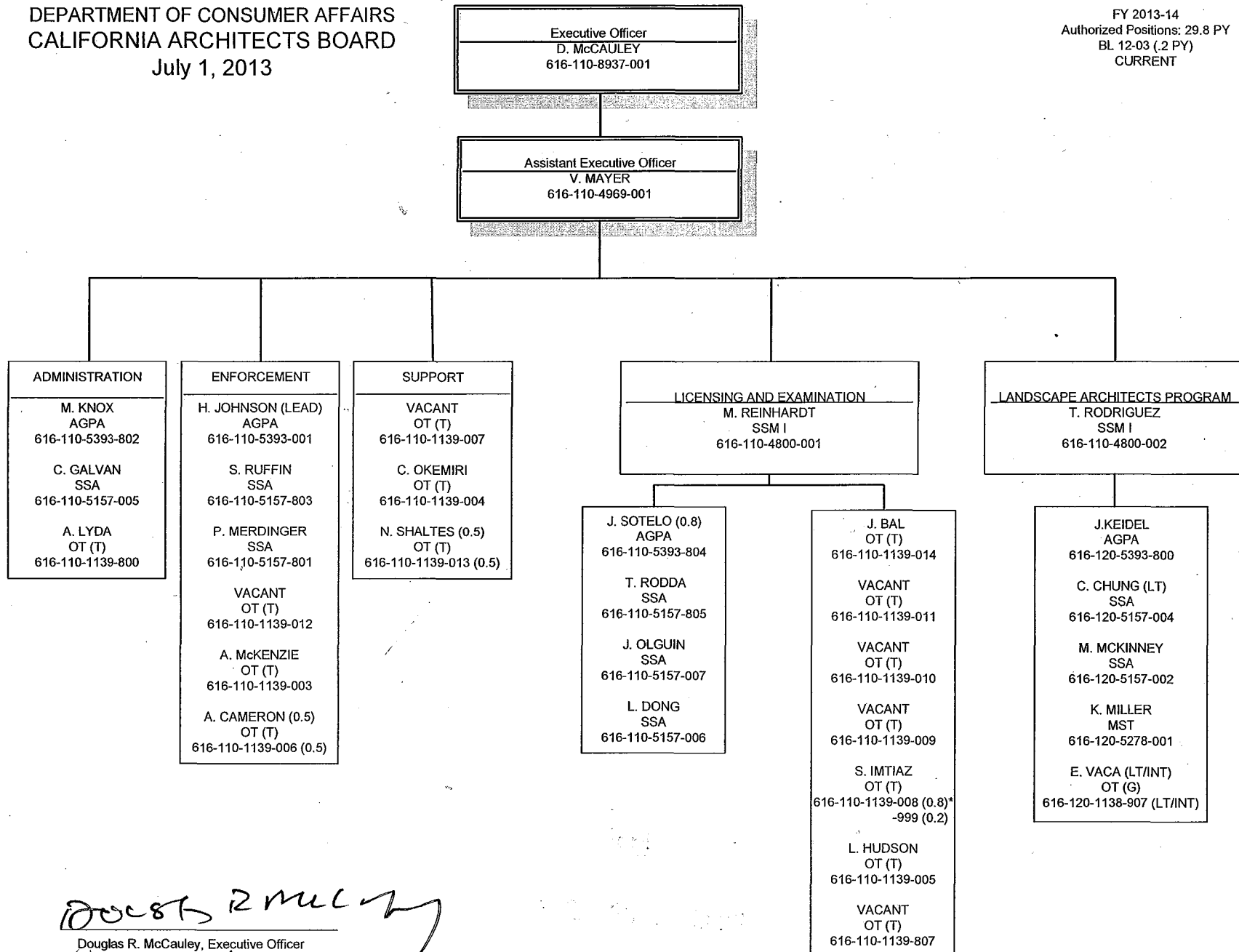
FY 2011/12
30 Positions
2.1 Positions (Proctor)

Current



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA ARCHITECTS BOARD
July 1, 2013

FY 2013-14
Authorized Positions: 29.8 PY
BL 12-03 (.2 PY)
CURRENT

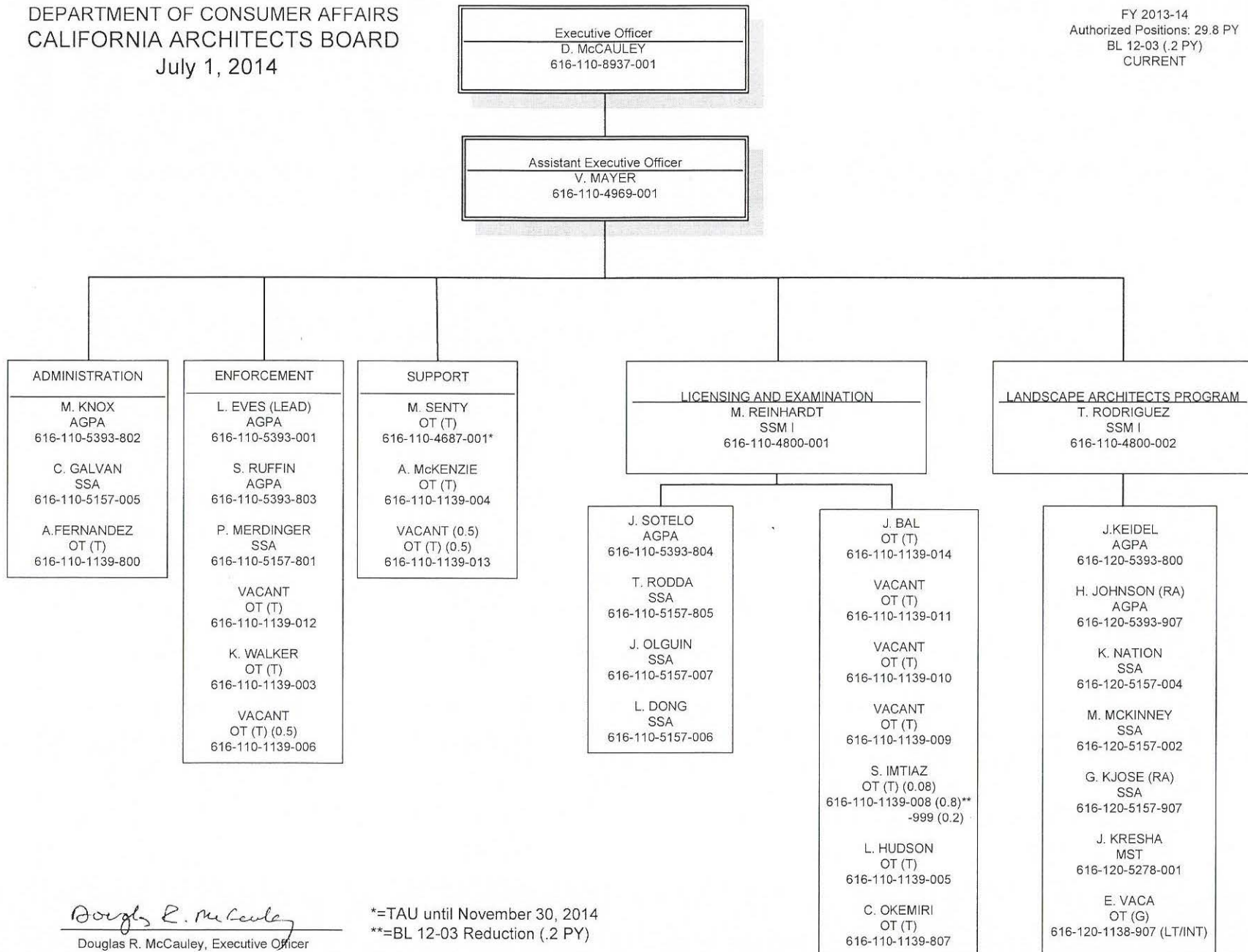


Douglas R. McCauley
Douglas R. McCauley, Executive Officer

Christy Abate
Personnel Analyst

DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA ARCHITECTS BOARD
July 1, 2014

FY 2013-14
Authorized Positions: 29.8 PY
BL 12-03 (.2 PY)
CURRENT



Douglas R. McCauley
Douglas R. McCauley, Executive Officer

*=TAU until November 30, 2014
**=BL 12-03 Reduction (.2 PY)

Personnel Analyst

Quarterly and Annual Performance Measure Reports

Performance Measures

Q1 Report (July - Sept 2010)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement.

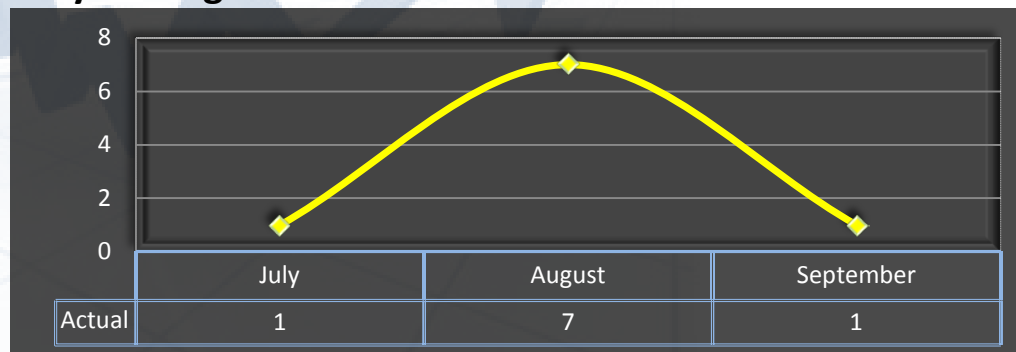
These measures will be posted publicly on a quarterly basis. In future reports, additional measures, such as consumer satisfaction and complaint efficiency, will also be added. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.*

Q1 Total: 9

Q1 Monthly Average: 3

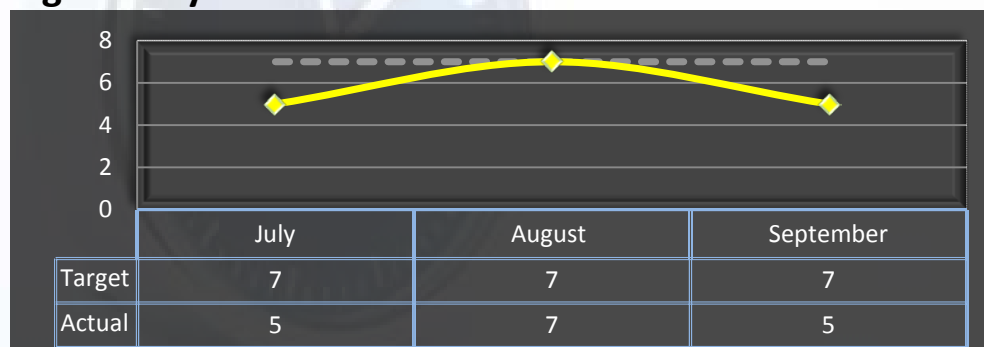


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q1 Average: 6 Days



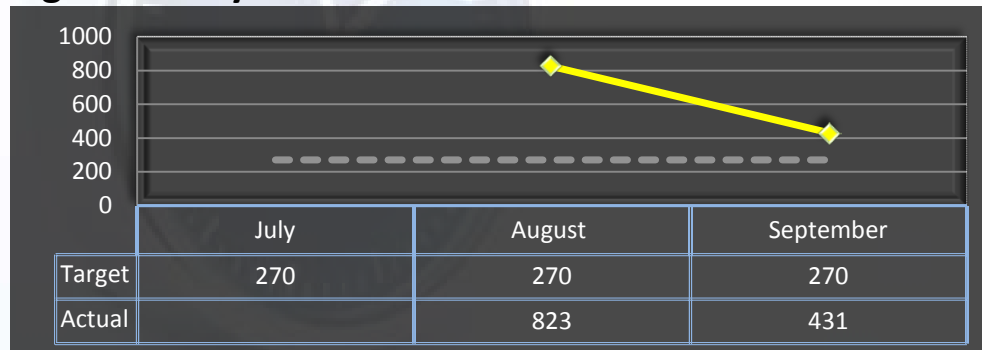
*"Complaints" in these measures include consumer complaints and complaints generated internally.

Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q1 Average: 418 Days



Formal Discipline

Average cycle time from complaint receipt to closure, for cases sent to the Attorney General or other forms of formal discipline.

Target: 540 Days

Q1 Average: N/A

The Committee did not send any cases to the Attorney General this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q1 Average: N/A

The Committee did not receive any new probation cases this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q1 Average: N/A

The Committee did not receive any probation violations this quarter .

Performance Measures

Q2 Report (October - December 2010)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

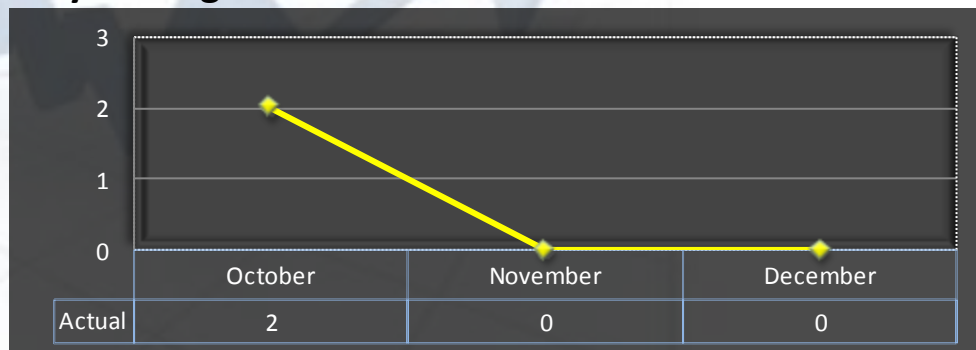
In future reports, the Department will request additional measures, such as consumer satisfaction. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.

Q2 Total: 2

Q2 Monthly Average: 1

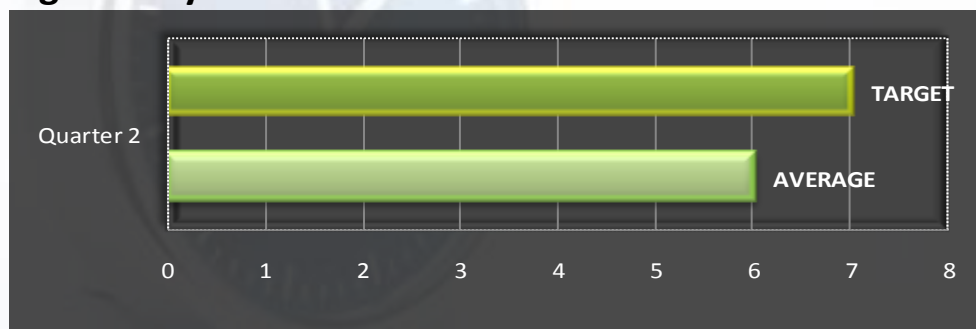


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q2 Average: 6 Days

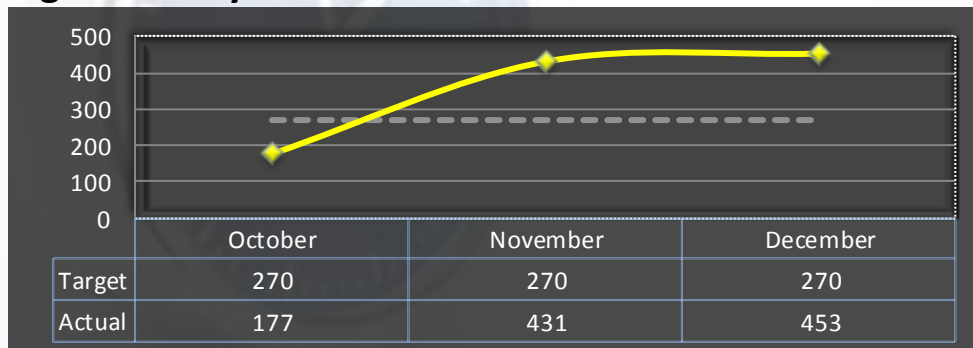


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q2 Average: 287 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q2 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q2 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q2 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q3 Report (January - March 2011)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

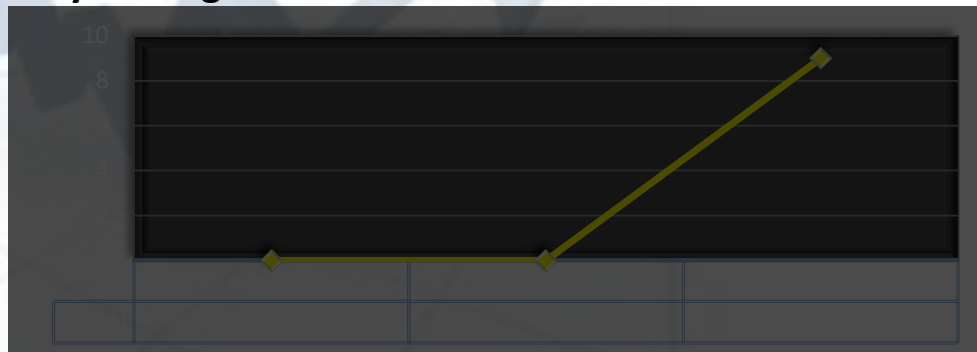
In future reports, the Department will request additional measures, such as consumer satisfaction. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.

Q3 Total: 9

Q3 Monthly Average: 3

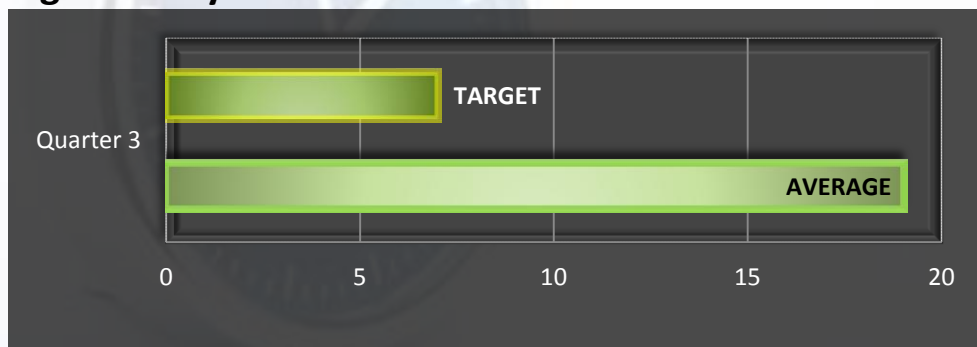


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q3 Average: 19 Days

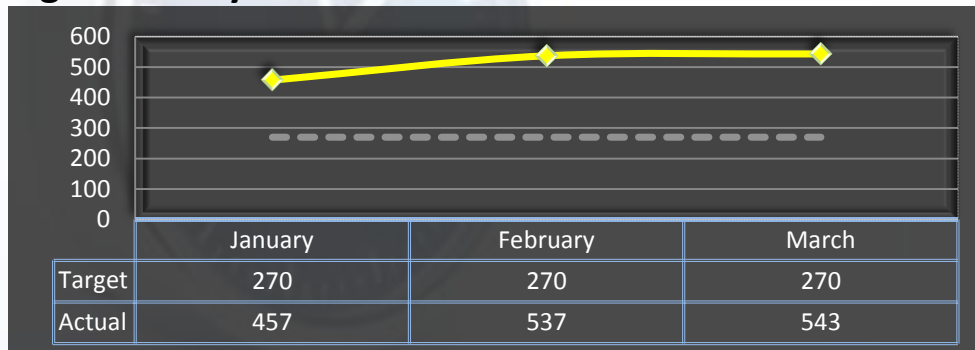


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q3 Average: 500 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q3 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q3 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q3 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q4 Report (April - June 2011)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

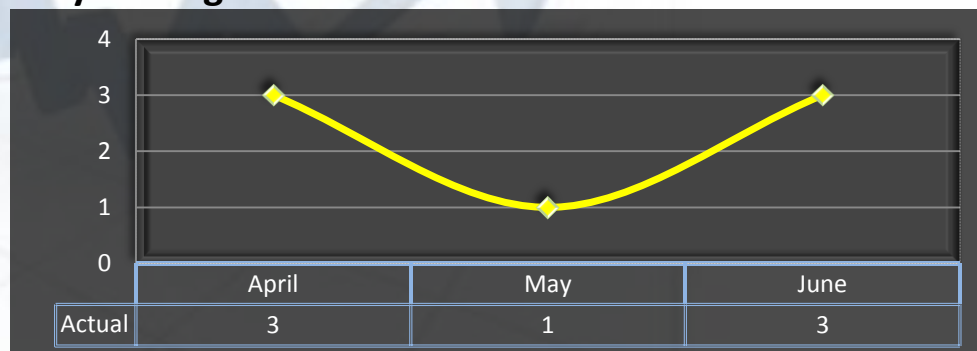
In future reports, the Department will request additional measures, such as consumer satisfaction. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.

Q4 Total: 7

Q4 Monthly Average: 2

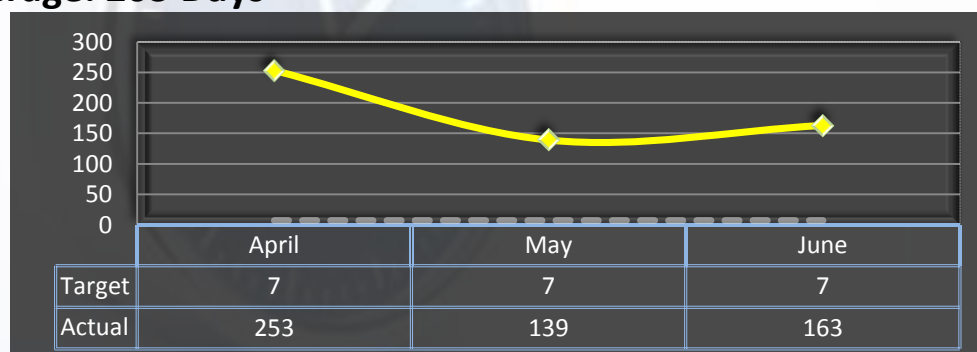


Intake*

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q4 Average: 203 Days*



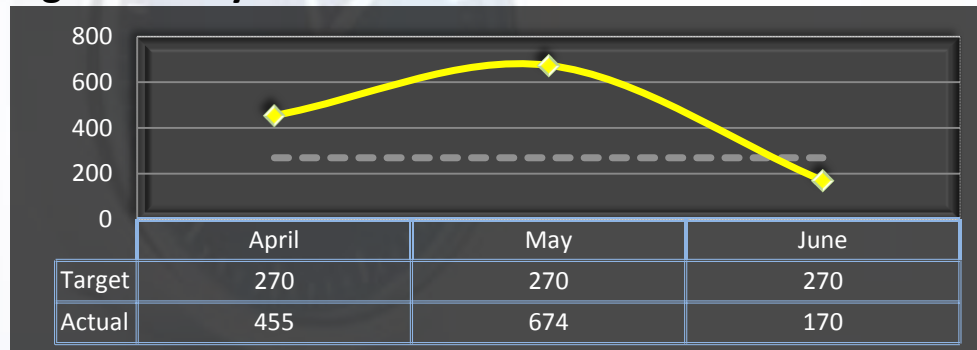
**The increased intake cycle time during Q4 is reflective of two significant batches of complaints, the first of which commanded the majority of enforcement staff resources which were limited due to vacancies, and the cases opened in this period required additional time to research a unique internet-related issue.*

Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q4 Average: 303 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q4 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q4 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q4 Average: N/A

The Committee did not handle any probation violations this quarter .

Landscape Architects Technical Committee

Performance Measures

Annual Report (2010 – 2011 Fiscal Year)

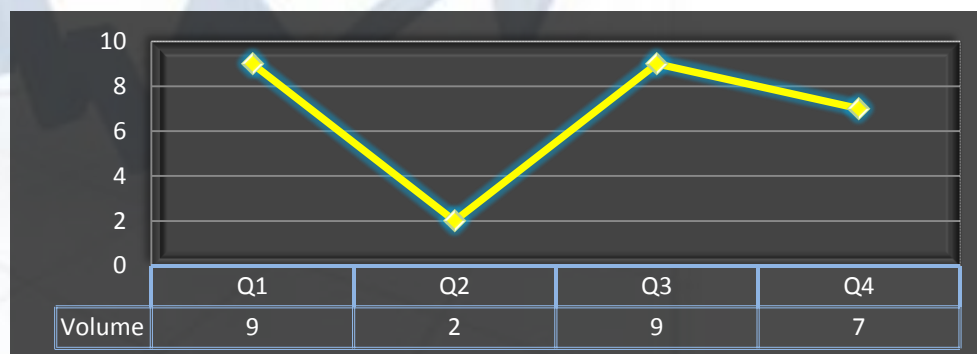
To ensure stakeholders can review the Committee's progress in meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures are posted publicly on a quarterly basis.

This annual report represents the culmination of the first four quarters worth of data.

Volume

Number of complaints and convictions received.

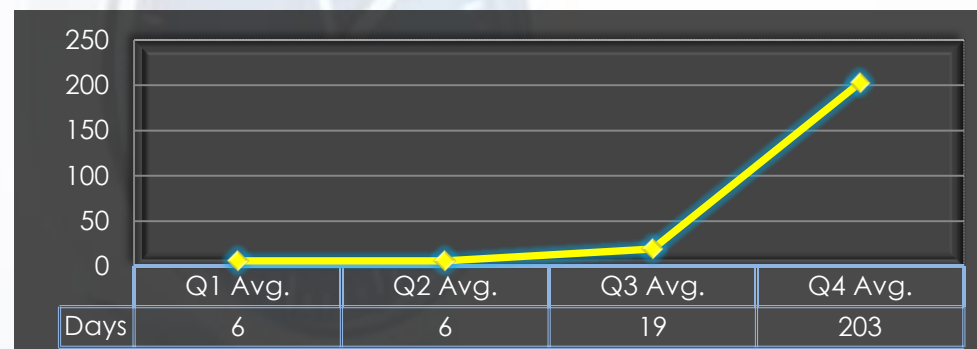
The Committee had an annual total of 27 this fiscal year.



Intake*

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

The Committee has set a target of 7 days for this measure.

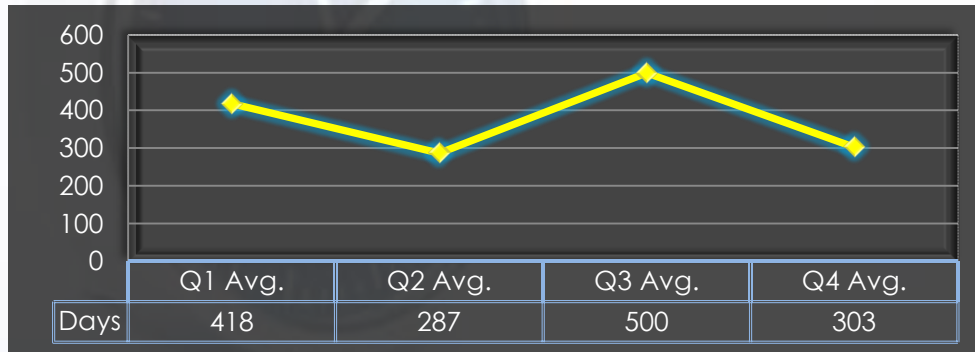


**The increased intake cycle time during Q4 is reflective of two significant batches of complaints, the first of which commanded the majority of enforcement staff resources which were limited due to vacancies, and the cases opened in this period required additional time to research a unique internet-related issue.*

Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

The Committee has set a target of 270 days for this measure.



*

Performance Measures

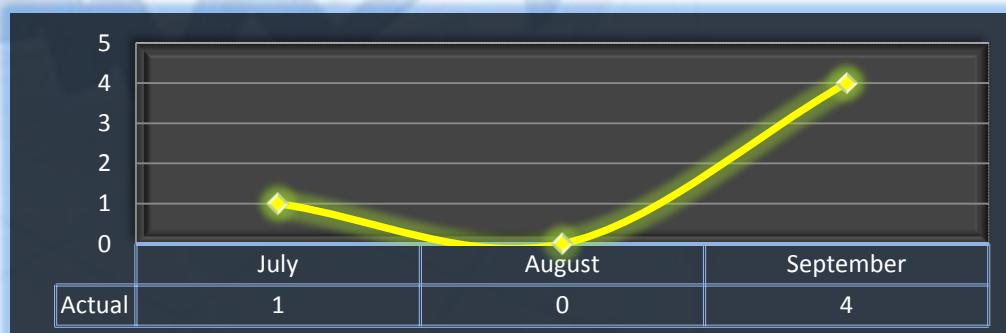
Q1 Report (July - September 2011)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Number of complaints received.

Q1 Total: 5

Q1 Monthly Average: 2

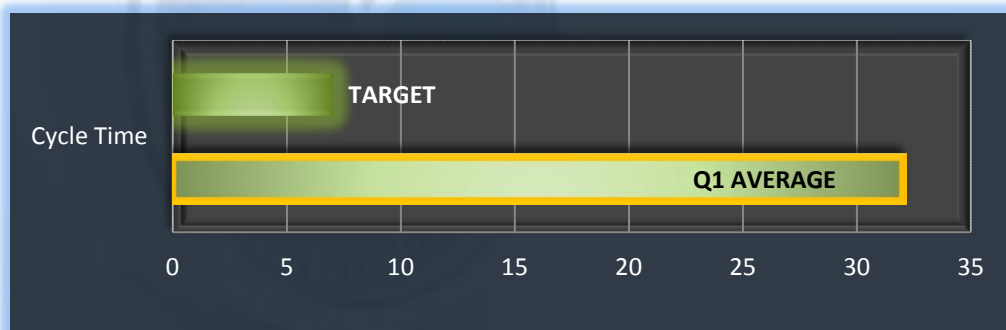


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q1 Average: 32 Days

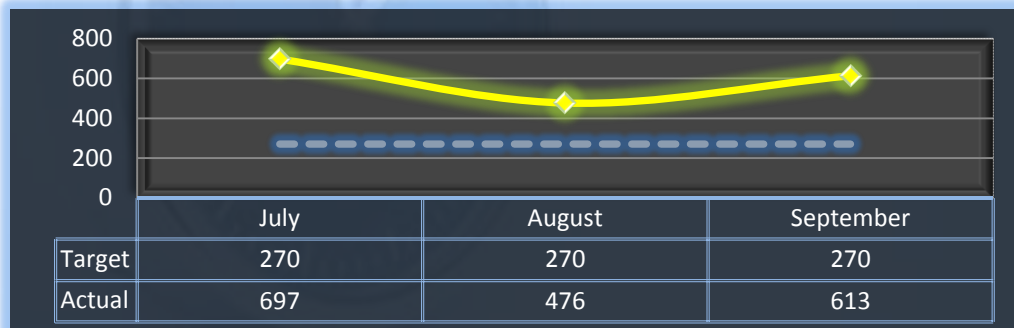


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q1 Average: 563 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q1 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q1 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q1 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q2 Report (October - December 2011)

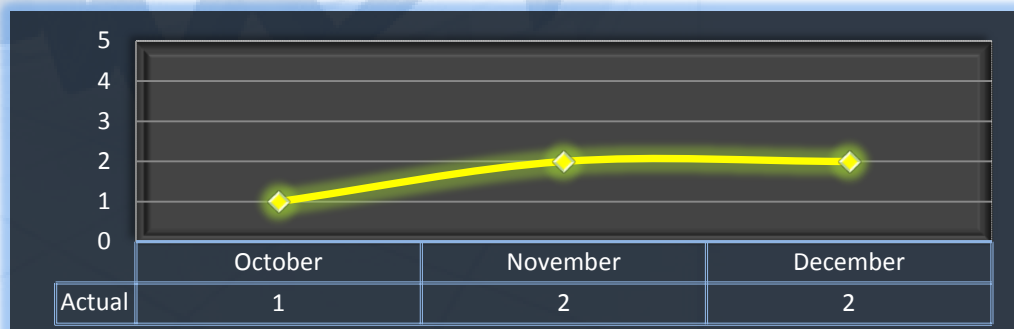
To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q2 Total: 5

Q2 Monthly Average: 2

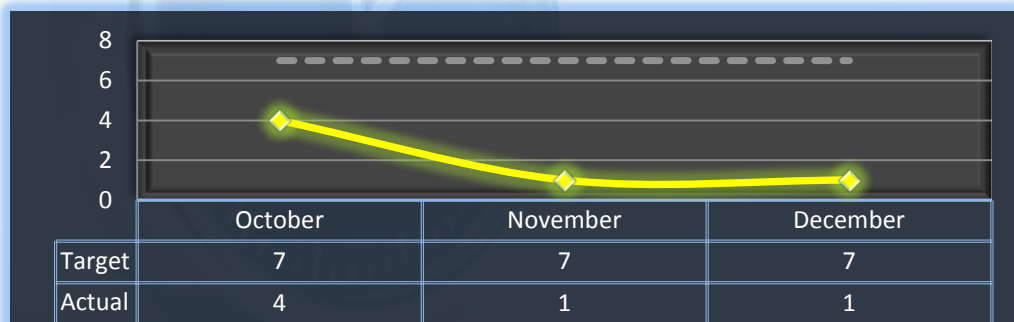


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q2 Average: 2 Days



Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q2 Average: 622 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q2 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q2 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q2 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q3 Report (January-March 2012)

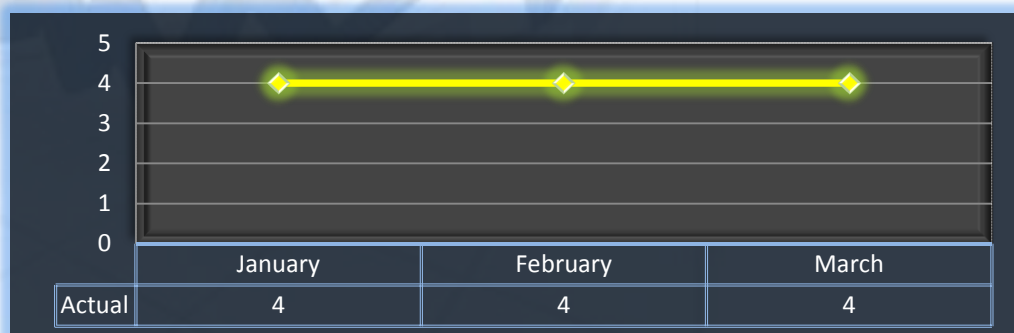
To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q3 Total: 12

Q3 Monthly Average: 4

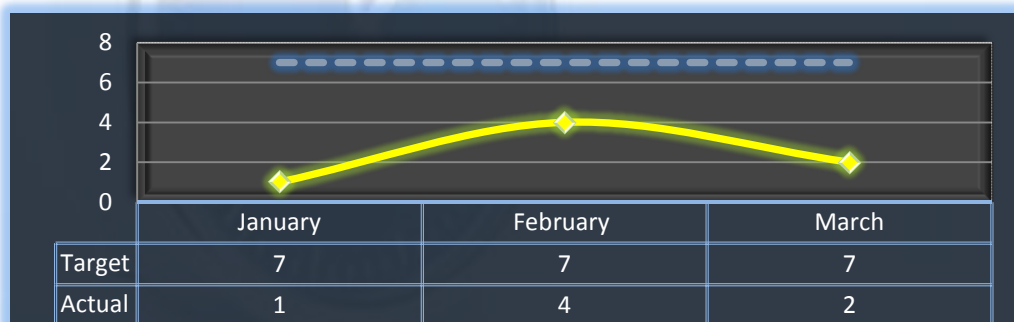


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q3 Average: 2 Days

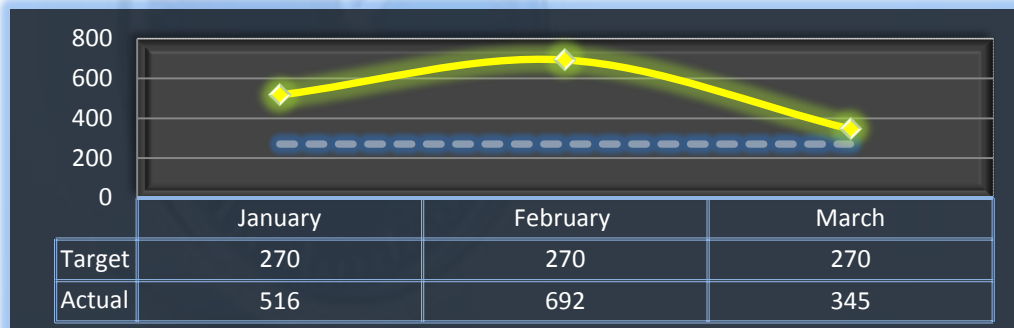


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q3 Average: 449 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q3 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q3 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q3 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q4 Report (April - June 2012)

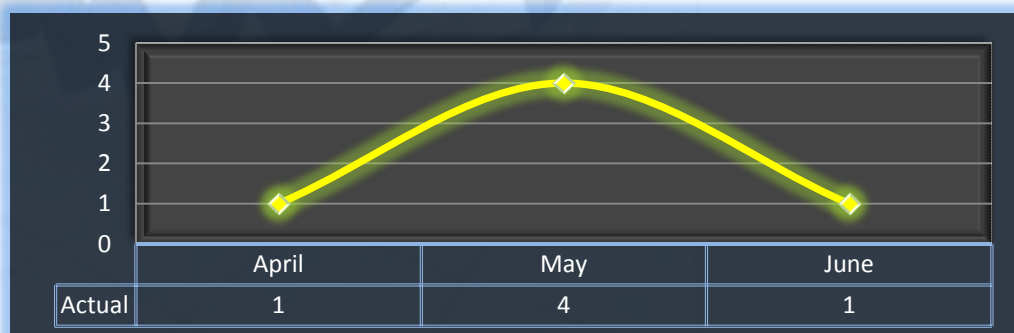
To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q4 Total: 6

Q4 Monthly Average: 2

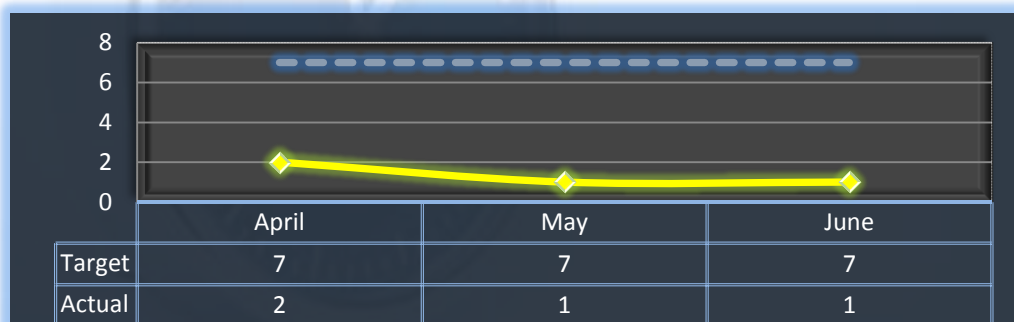


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q4 Average: 1 Days

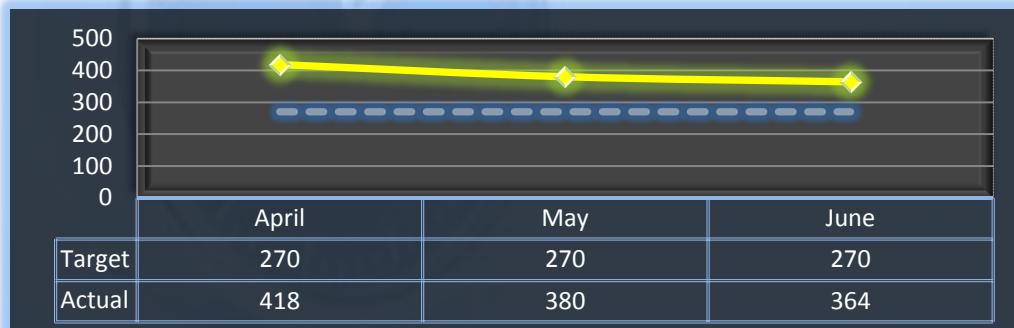


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q4 Average: 379 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q4 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q4 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q4 Average: N/A

The Committee did not handle any probation violations this quarter .

Landscape Architects Technical Committee

Performance Measures

Annual Report (2011 – 2012 Fiscal Year)

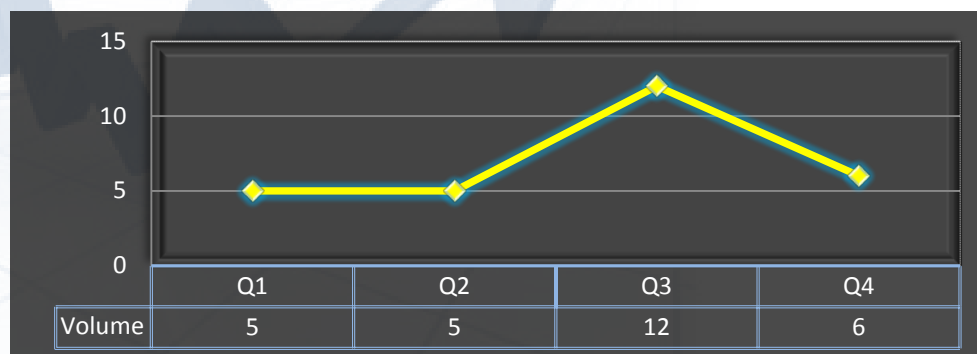
To ensure stakeholders can review the Committee's progress in meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures are posted publicly on a quarterly basis.

This annual report represents the culmination of the four quarters worth of data.

Volume

Number of complaints and convictions received.

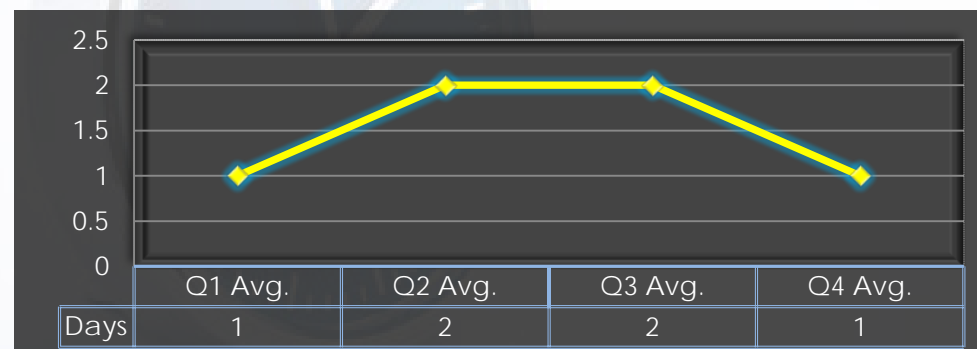
The Committee had an annual total of 28 this fiscal year.



Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

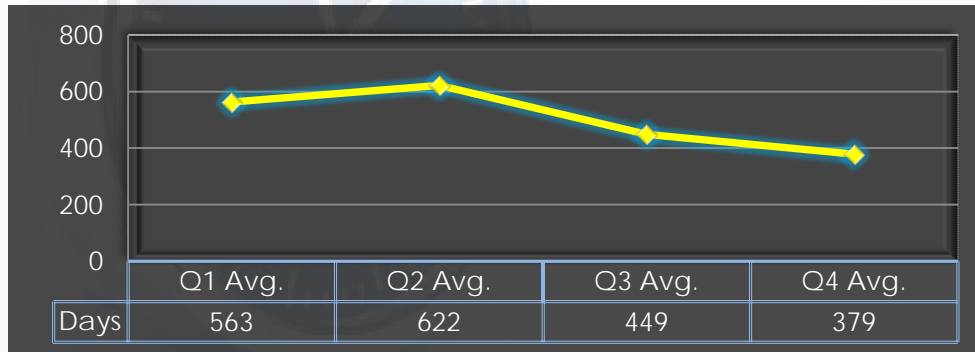
The Committee has set a target of 7 days for this measure.



Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

The Committee has set a target of 270 days for this measure.



Performance Measures

Q1 Report (July - September 2012)

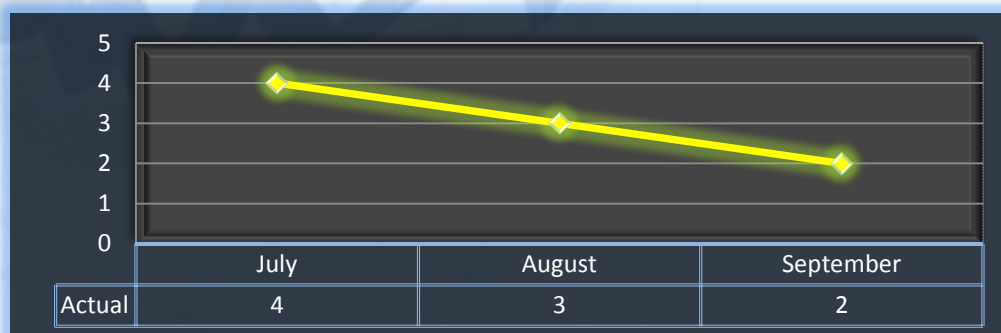
To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q1 Total: 9

Q1 Monthly Average: 3

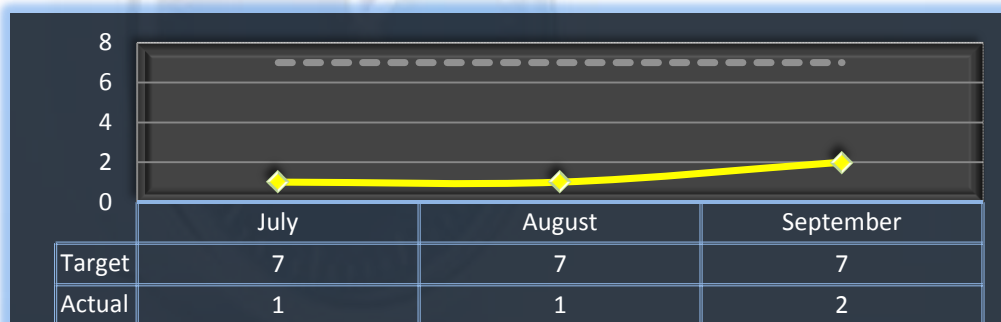


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q1 Average: 1 Day

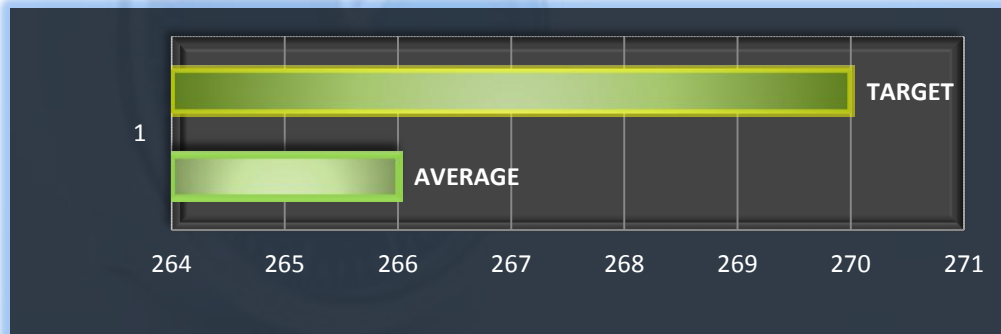


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q1 Average: 266 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q1 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q1 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q1 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q2 Report (October - December 2012)

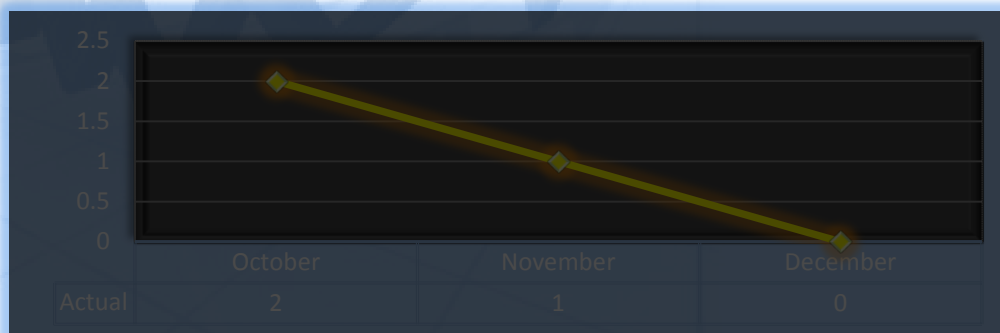
To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q2 Total: 3

Q2 Monthly Average: 1

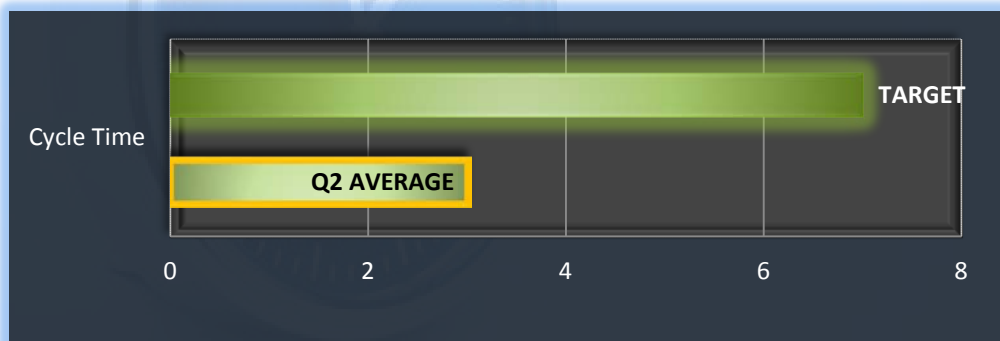


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q2 Average: 3 Days

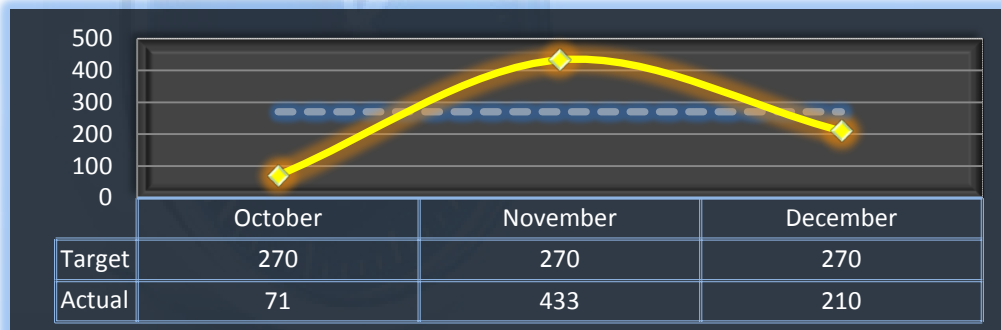


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q2 Average: 196 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q2 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q2 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q2 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q3 Report (January-March 2013)

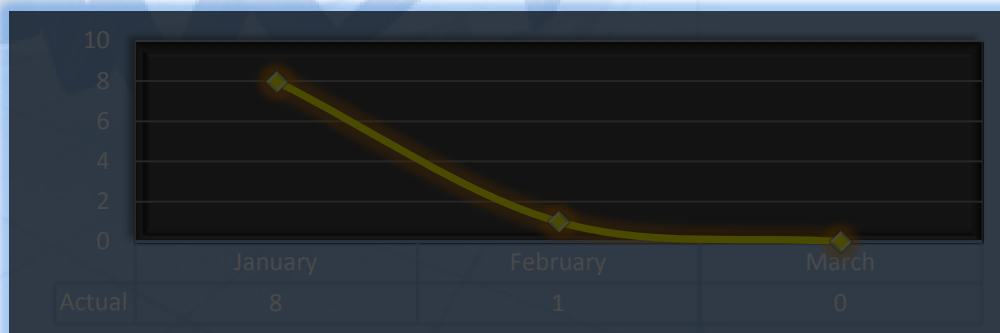
To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q3 Total: 9

Q3 Monthly Average: 3

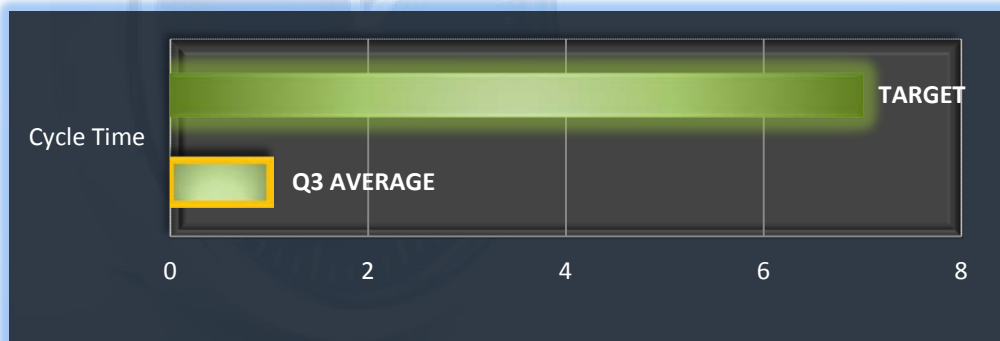


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q3 Average: 1 Day

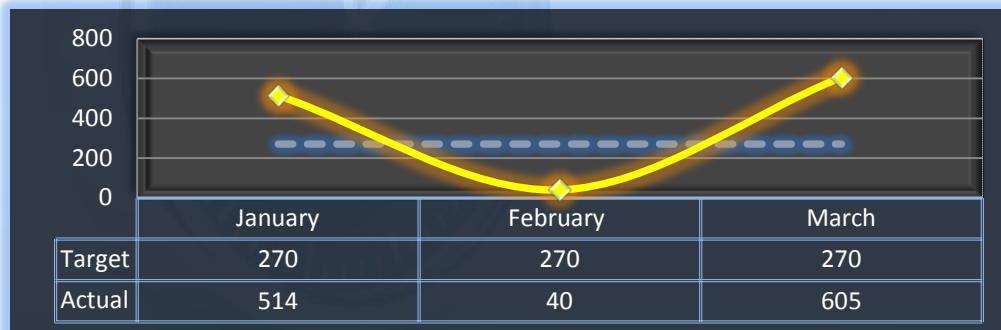


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q3 Average: 447 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q3 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q3 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q3 Average: N/A

The Committee did not handle any probation violations this quarter .

Performance Measures

Q4 Report (April - June 2013)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

Volume

Number of complaints received.

Q4 Total: 6

Q4 Monthly Average: 2

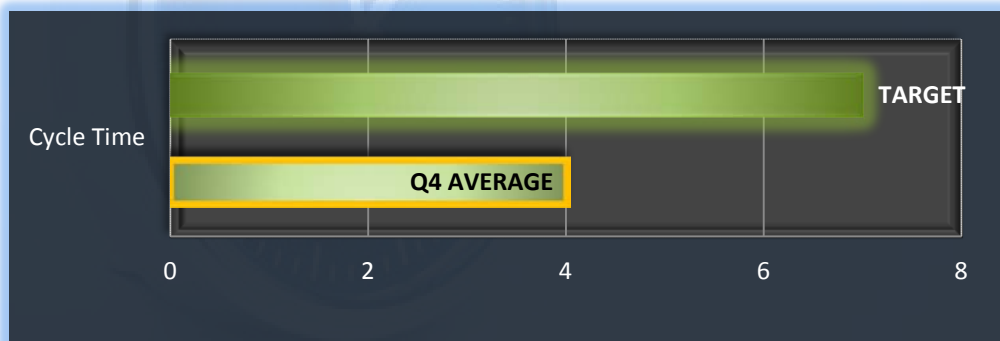


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q4 Average: 4 Days

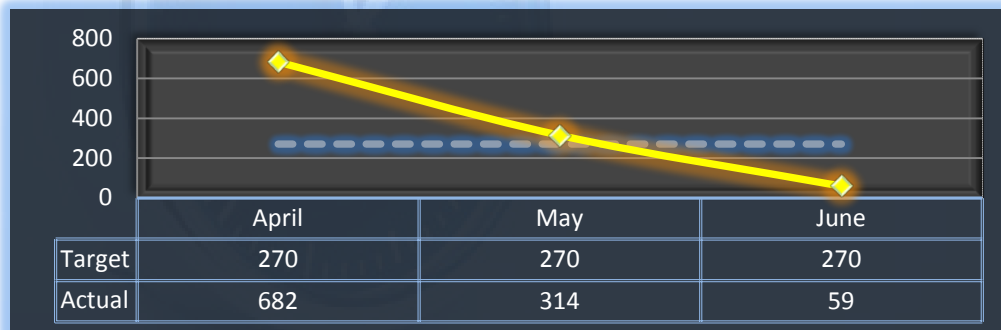


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q4 Average: 342 Days



Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee, and prosecution by the AG)

Target: 540 Days

Q4 Average: N/A

The Committee did not close any disciplinary cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q4 Average: N/A

The Committee did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q4 Average: N/A

The Committee did not handle any probation violations this quarter .

Landscape Architects Technical Committee

Performance Measures

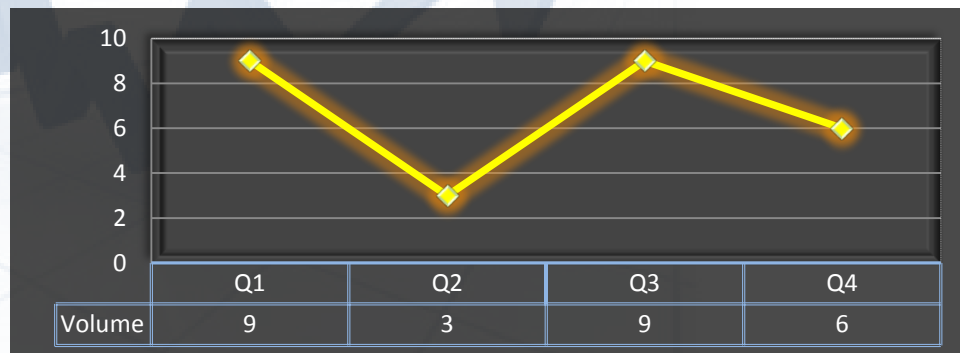
Annual Report (2012 – 2013 Fiscal Year)

To ensure stakeholders can review the Committee's progress in meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures are posted publicly on a quarterly basis.

Volume

Number of complaints and convictions received.

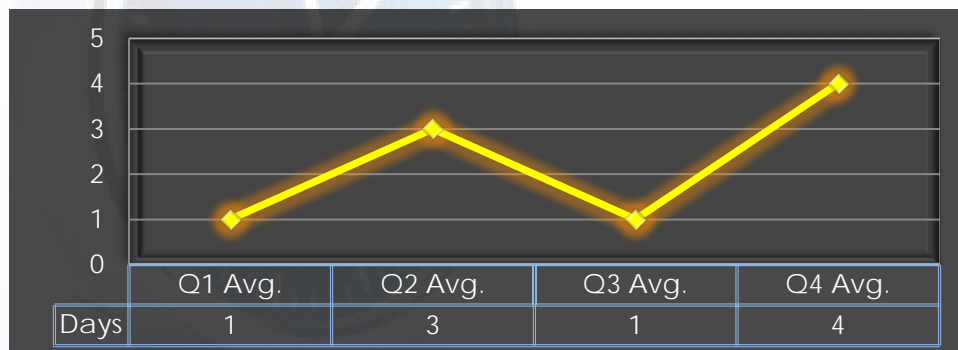
The Committee had an annual total of 27 this fiscal year.



Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

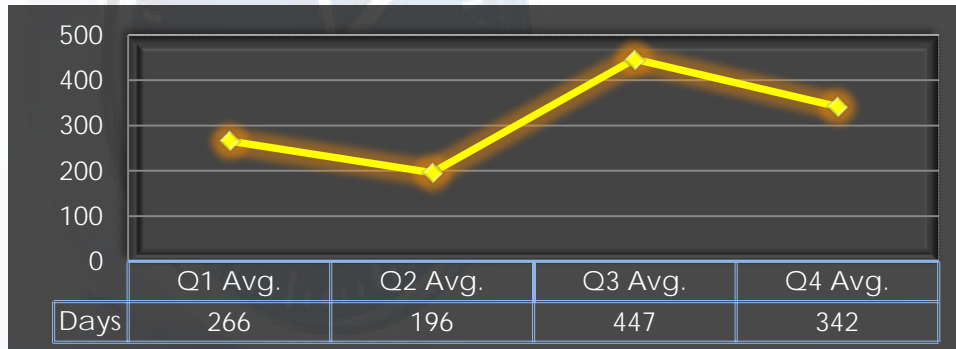
The Committee has set a target of 7 days for this measure.



Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

The Committee has set a target of 270 days for this measure.



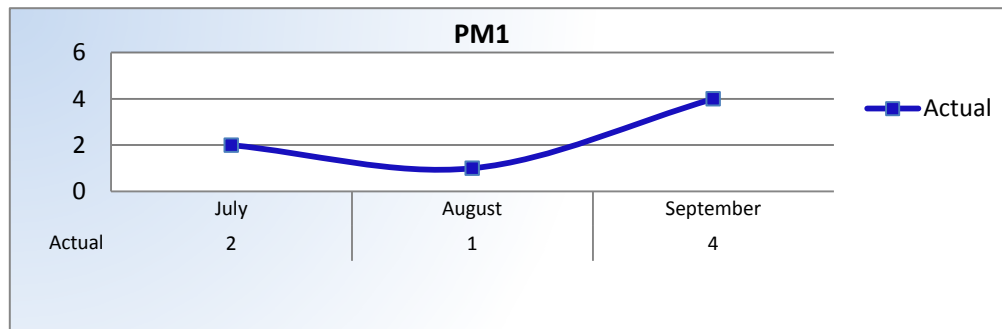
Performance Measures

Q1 Report (July - September 2013)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

PM1 | Volume

Number of complaints and convictions received.

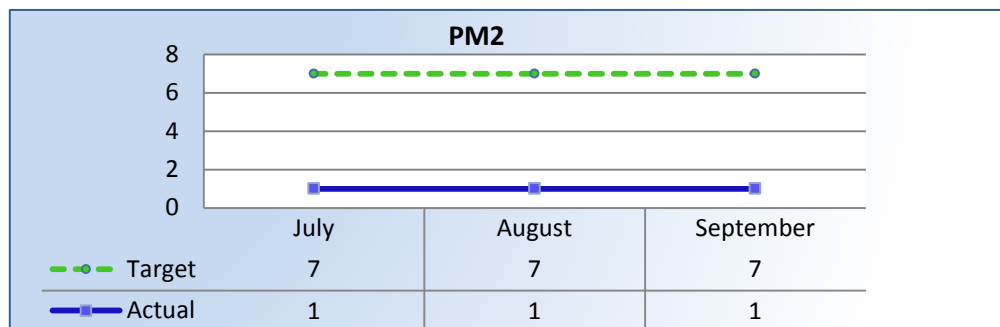


Total Received: 7 Monthly Average: 2

Complaints: 7 | Convictions: 0

PM2 | Intake

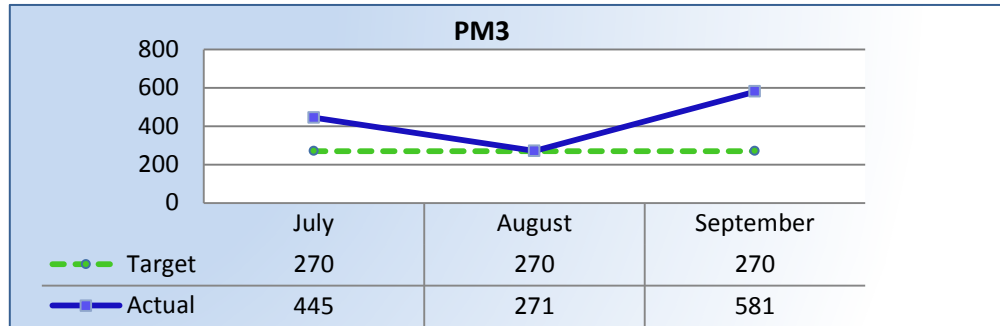
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 7 Days | Actual Average: 1 Day

PM3 | Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 419 Days

PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee and prosecution by the AG).

The Committee did not report any formal discipline this quarter.

Target Average: 540 Days | Actual Average: N/A

PM7 | Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

The Committee did not contact any new probationers this quarter.

Target Average: 10 Days | **Actual Average:** N/A

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Committee did report any probation violations this quarter.

Target Average: 15 Days | **Actual Average:** N/A

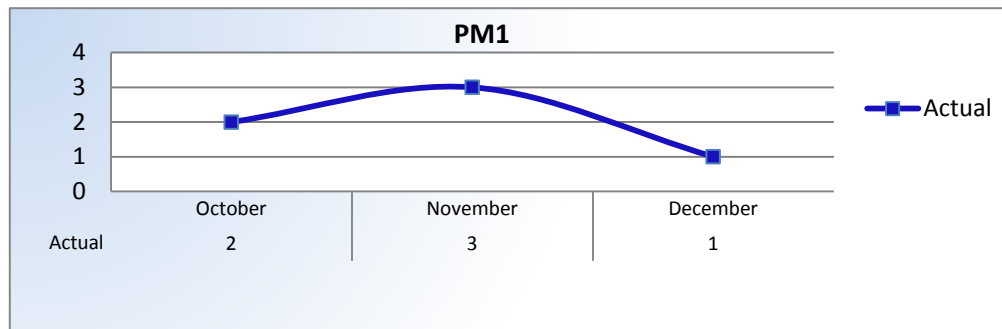
Performance Measures

Q2 Report (October - December 2013)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

PM1 | Volume

Number of complaints and convictions received.

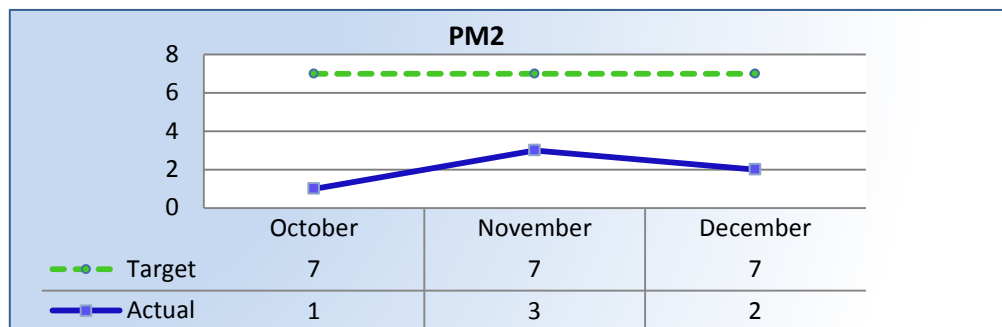


Total Received: 6 Monthly Average: 2

Complaints: 6 | Convictions: 0

PM2 | Intake

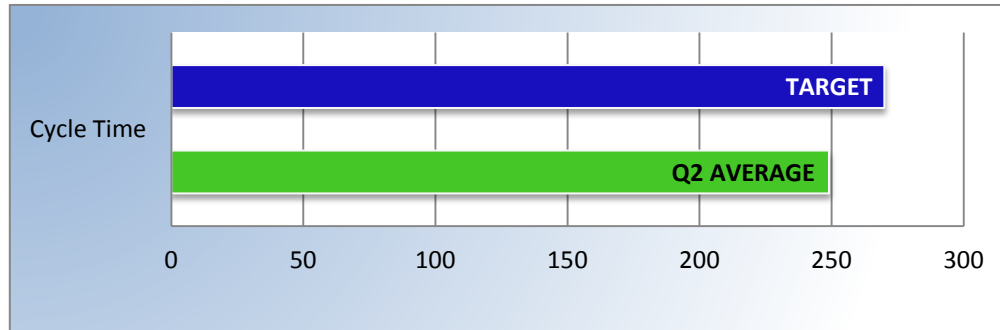
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 7 Days | Actual Average: 2 Days

PM3 | Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 249 Days

PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee and prosecution by the AG).

The Committee did not report any formal discipline this quarter.

Target Average: 540 Days | Actual Average: N/A

PM7 | Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

The Committee did not contact any new probationers this quarter.

Target Average: 10 Days | **Actual Average:** N/A

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Committee did report any probation violations this quarter.

Target Average: 15 Days | **Actual Average:** N/A

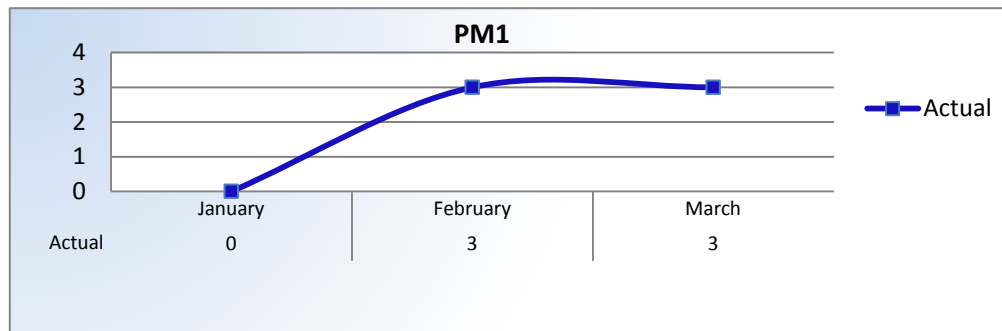
Performance Measures

Q3 Report (January - March 2014)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

PM1 | Volume

Number of complaints and convictions received.

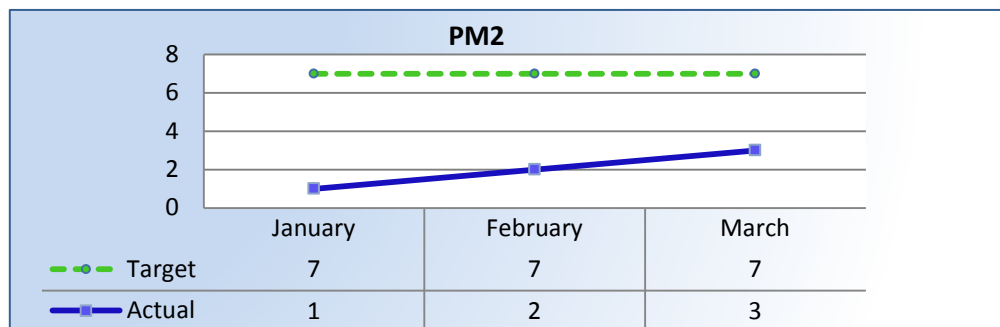


Total Received: 6 Monthly Average: 2

Complaints: 6 | Convictions: 0

PM2 | Intake

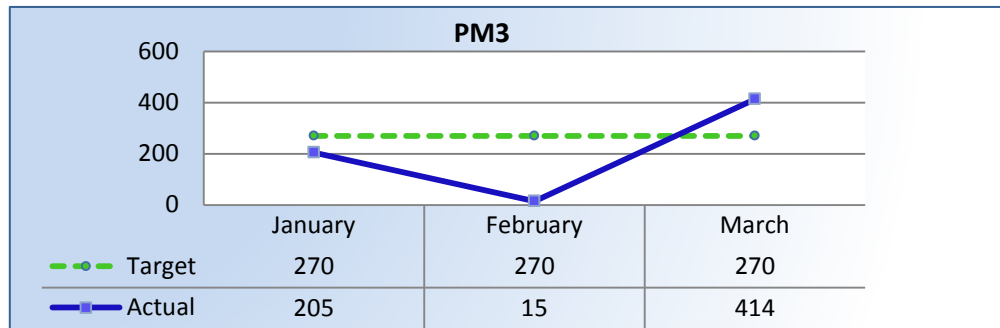
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 7 Days | Actual Average: 3 Days

PM3 | Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 285 Days

PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee and prosecution by the AG).

The Committee did not report any formal discipline this quarter.

Target Average: 540 Days | Actual Average: N/A

PM7 | Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

The Committee did not contact any new probationers this quarter.

Target Average: 10 Days | **Actual Average:** N/A

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Committee did report any probation violations this quarter.

Target Average: 15 Days | **Actual Average:** N/A

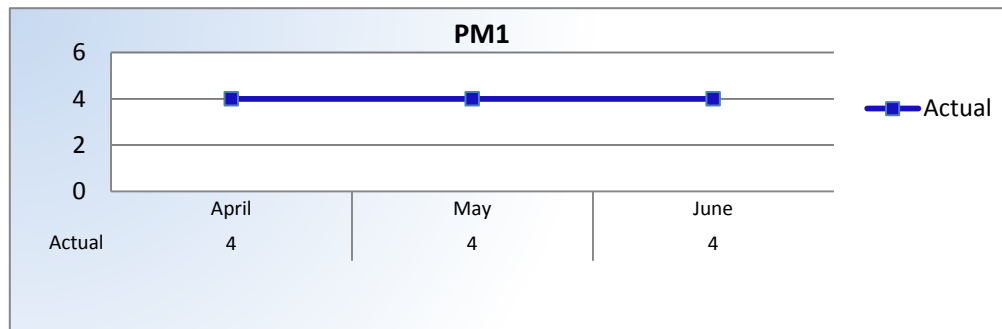
Performance Measures

Q4 Report (April - June 2014)

To ensure stakeholders can review the Committee's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

PM1 | Volume

Number of complaints and convictions received.

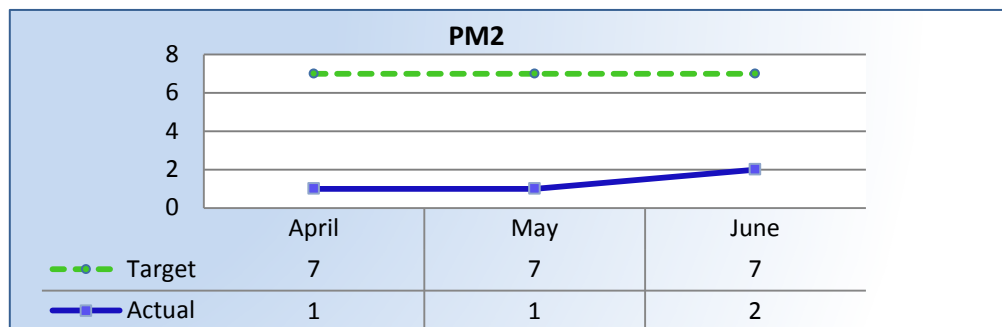


Total Received: 12 Monthly Average: 4

Complaints: 8 | Convictions: 4

PM2 | Intake

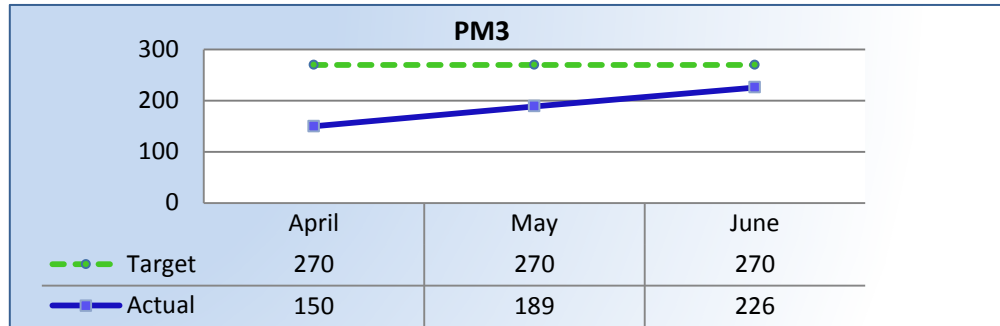
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 7 Days | Actual Average: 1 Day

PM3 | Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 186 Days

PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee and prosecution by the AG).

The Committee did not report any formal discipline this quarter.

Target Average: 540 Days | Actual Average: N/A

PM7 | Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

The Committee did not contact any new probationers this quarter.

Target Average: 10 Days | **Actual Average:** N/A

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Committee did report any probation violations this quarter.

Target Average: 15 Days | **Actual Average:** N/A

Department of Consumer Affairs
Landscape Architects
Technical Committee

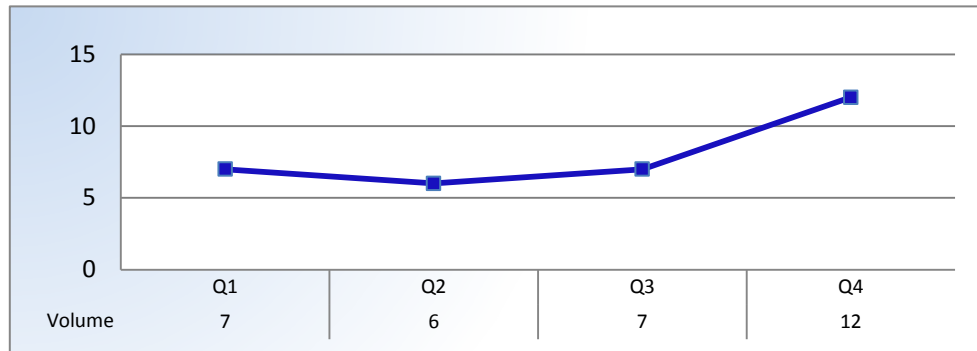
Performance Measures

Annual Report (2013 – 2014 Fiscal Year)

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly and annual basis.

PM1 | Volume

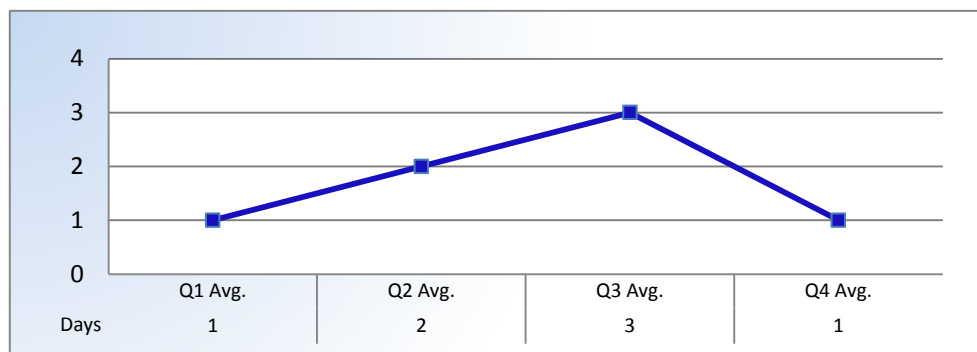
Number of complaints and convictions received.



Fiscal Year Total: 32

PM2 | Intake

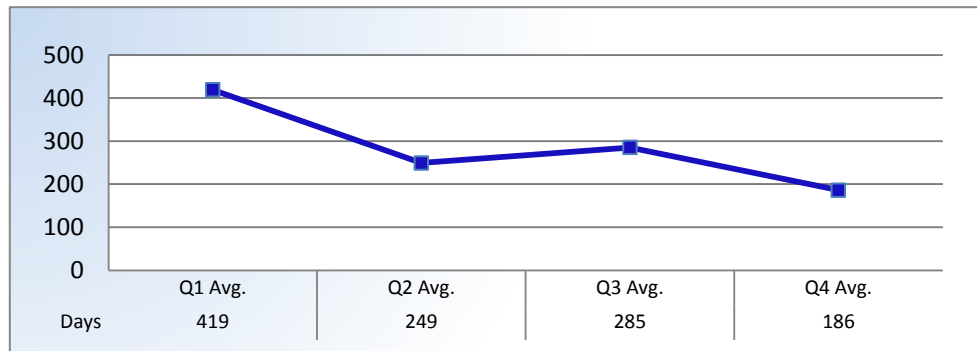
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 7 Days

PM3 | Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days

PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Committee and prosecution by the AG).

The Committee did not have any complaints go through formal discipline this fiscal year.

Target Average: 540 Days

PM7 | Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

The Committee did not contact any new probationers this year.

Target Average: 10 Days

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Committee did not have any probation violations reported this year.

Target Average: 10 Days

