



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

SEPTEMBER 8, 2022

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Paul Vogel, LS, Board Chair

SUBJECT: **SEPTEMBER 8, 2022 BOARD MEETING MINUTES**
Golden Rule Building, Suite 120
11:00 AM

The Board held its regularly scheduled meeting on the above-mentioned date, time, and location.

- 1) **QUORUM CALL**
- | | |
|----------------------------------|--|
| Paul Vogel, LS, Chair | Alan Johnson, PE |
| Keith Rapp, PG, Vice Chair | Denise Kazmierczak, PE |
| Daniel Kelsey, PE, Secretary | Erica Larson, CID |
| Melisa Rodriguez, PE, Treasurer | Jami Neiber, PM |
| Jason Amberg, LA | Meg Parsons, FAIA |
| Dan Baar, LS | Tari Rayala, Architect |
| Paul Brandt, PSS - Absent | Claudia Reichert, CID |
| Rachel Dwyer, PM | Graham Sones, LA |
| Eric Friske, JD, PM | David Stenseth, CPA, PM - Absent |
| Sally Grans Korsh, FAIA | Travis Thul, D. Eng., PE - Absent |
| Scott Holm, M. Ed, CBO, PM | |

OTHERS:

Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Stephen Melchionne, Assistant Attorney General
Jordynn Poferl, Investigator
Mary Roguski, OASI
Leama Sather, OASI

Guests:
None

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF JULY 12, 2022 BOARD MEETING MINUTES
MSP: To approve the July 12, 2022 Board Meeting Minutes
- 4) COMPLAINT COMMITTEE REPORT (Eric Friske, Committee Chair)
 - A) The Complaint Committee requested a closed session to deal with disciplinary matters. Paul Vogel recused himself as Board Chair for the duration of the Complaint Committee Report and appointed Melisa Rodriguez as Chair *pro tempore*.

The Board issued Orders for the following:

- A) Todd Koneczny, unlicensed
 - B) John Bradshaw, Architect
 - C) Derek Godwin, Professional Engineer
 - D) Bryan C. Meyer, Architect
- 5) RULES COMMITTEE REPORT (C. Reichert, Committee Chair)
 - A) Proposed statute changes recently approved by the Board were briefly discussed; next the Executive Committee will appoint an ad hoc group to find a legislative author
 - B) Rule change proposals (Attachment 5B)
 - i) Item: Definition of “applicant”
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.
 - ii) Item: Throughout Chapter 1800, strike “written” to describe “examination”
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.
 - iii) Item: Throughout Chapter 1800, when the abbreviated form of a term is already defined in rule, use the abbreviation instead of the full term
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

- iv) Item: Throughout Chapter 1800, add “certified interior designer” to clarify what type of “certificate” or “certification” is meant when both “in-training” certificates and CID certification are in the same part or subpart
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.
- v) Item: Throughout Chapter 1800, delete/edit language that suggests the Board is the administrator/proctor for examinations where that is no longer true, including but not limited to what an applicant can bring to an exam and informing an applicant of the date of an exam
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.
- vi) Item: Clarify the means by which the education of an applicant with a foreign degree can meet the education requirement for examination or licensure for professions that do not have such language in rule now
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.
- vii) Item: Throughout 1800, change references to geoscience to allow for year-round FSS examination and direct registration for the FSS, with an SSIT application option for those who still want the classification (like EIT); and to allow for possibility of PSS, FG, and PG being offered year round, without removing language/application validity, etc., related to single-date examinations.
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.
- viii) Item: Clarify “certification” in 1800.0400
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

**Scott Holm left the meeting.*

**Jason Amberg left the meeting.*

- ix) Item: Reduce fees, clarify validity of applications
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

****Scott Holm joined the meeting.***

****Jason Amberg joined the meeting.***

- x) Item: Miscellaneous and “housekeeping”
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

- xi) Item: Revise Architect education 1800.1000

****Dan Baar left the meeting at 12:31.***

MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

- xii) Item: Revise Architect experience requirements 1800.1000
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

- xiii) Item: Revise Architect experience requirements 1800.1100
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

- xiv) Item: Revise Landscape Architect 1800.1500
MP: To accept and include the proposed rules for this item as specified in Attachment 5B in Rule Package R-04764.

MSP: To approve Rules Committee Report

- 6) CREDENTIALING COMMITTEE REPORT (E. Larson, Committee Chair)
 - A) No meeting held
- 7) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (S. Holm, Section Chair)

- A) Section reviewed rule change proposals and approved them to be sent to the Rules Committee
 - B) NCARB Member Board Member/Educator Symposium, Oct 21-22, 2022 Detroit, MI – Request for authorization for Sally Grans Korsh to attend
MP: To approve attendance of Sally Grans Korsh
 - C) Court case regarding remote testing and room scanning was discussed
MSP: To accept ALACID Section Report
- 8) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, Section Chair)
- A) Court case regarding remote testing and room scanning
 - B) An overview of the complaint process was presented by the Executive Director
 - C) NCEES Annual Meeting 2022, August 23-26, Carlsbad, CA was discussed
 - i) Model Law change for Land Surveying decoupling experience from examination
 - ii) Bylaw updates toward more gender-neutral language
 - iii) Fee increase for exams due to the cost of computer-based testing
 - iv) Structural Engineering exam approved to be split into four modules
 - v) Discussion on Land Surveying modules
- MSP: To accept ELSGEO Section Report**
- 9) EXECUTIVE COMMITTEE REPORT (P. Vogel, Chair)
- A) Internal controls were discussed
 - B) Legislative Action Team will be formed to develop talking points and reach out to professional organizations regarding the proposed statute changes at the next legislative session, contact Paul Vogel if interested
 - C) A proposed 2023 meeting calendar will be circulated prior to the November Board meeting, please report any known conflicts
 - D) Recommended changes in Board Bylaws
 - i) Reduce required minimum of six full Board meetings per annum to required minimum of four full Board meetings per annum; the Board Chair would still be able to call additional meetings
 - ii) Remove from duties of Secretary in the bylaws “assist Board staff in the preparation of Board minutes”
- MP: To send Bylaws to the Rules Committee with suggestion to reduce the regular meetings to a minimum of four each year, and under duties of Secretary strike “assist Board Staff in the preparation of Board meeting minutes.”**
- MSP: To accept Executive Committee Report**

- 10) TREASURER’S REPORT (M. Rodriguez, Treasurer)
A) Budget and Revenue Reports – Operating within budget; no items of concern.
MSP: To accept Treasurer’s Report
- 11) EXECUTIVE DIRECTOR’S REPORT (D. Johnson, Executive Director)
A) Travel expenses and per diems – Discussed
B) The Board shares staff with the Board of Accountancy which is in the process of filling two positions
C) Assistant Executive Director Kay Weiss is thanked for working on the Biennial Report
MSP: To accept Executive Director’s Report
- 12) UNFINISHED BUSINESS
A) None.
- 13) NEW BUSINESS
A) Internal Controls – Discussed.
B) Authorizing Resolution to Publish Request for Comments
MSP: To publish the Request for Comments
C) Proposed Statute changes (previously approved) were reviewed
D) Council for Interior Design Qualification (CIDQ) Annual Meeting, November 11-12, Los Angeles CA – Request for authorization for up to three Board members and Assistant Executive Director to attend
MSP: To authorize up to three Board members and the Assistant Executive Director to attend
E) Licensee Report
MSP: To approve Licensee Report
- 14) PUBLIC COMMENT – None
- 15) ADJOURN
MP: To adjourn at 1:12 pm

Next Meeting: November 17, 2022

See the Board’s website for the times and locations of all meetings.

Item: Definition of applicant

Rationale: The current definition is out of date, not including groups that should have the obligations of an applicant in Parts 1800.0110, 1800.0120, and other parts, but including groups that cannot reasonably be asked to meet the requirements in those parts.

Subp. 2. **Applicant.** "Applicant" means a person applying ~~to take the Architect Registration Examination, Fundamentals of Engineering Examination, Principles and Practice of Engineering Examination, Fundamentals of Surveying Examination, Principles and Practice of Surveying Examination, Minnesota Local Land Surveying Examination, Fundamentals of Geology Examination, Practice of Geology Examination, Fundamentals of Soil Science Examination, or Professional Practice of Soil Science Examination~~ or a person applying for licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or a person applying for certification as a certified interior designer. Applicant also means a candidate and persons who have passed their respective professional examination but have not yet received their license or certificate in Minnesota. directly to the board to sit for an examination; receive an in-training classification; request licensure; request certification as a certified interior designer; renew a license; renew a certificate as a certified interior designer; or request reinstatement.

Applicant also means a person who has been approved for licensure or certificate holder status but has not yet received their license or certificate in Minnesota.

Changes:

Vote:

Item: Strike throughout Chapter 1800 "written" to describe "examination."

Rationale: Inaccurate, archaic.

Changes:

Vote:

Item: Throughout Chapter 1800, when the abbreviated form of a term is already defined in rule, use the abbreviation instead of the full term.

Rationale: Best practice, clarity

Changes:

Vote:

Item: Add throughout Chapter 1800 “certified interior designer” to clarify what type of “certificate” or “certification” is meant when both “in-training” certificates and CID certification are in the same part or subpart.

Rationale: Add clarity.

Changes:
Vote:

Item: Delete/edit references throughout Chapter 1800 that suggest the Board is the exam administrator/proctor for examinations (including but not limited to references to what an applicant can bring to an exam and informing an applicant of the date of an exam) where the board is not the administrator/proctor.

Rationale: Language is obsolete and inaccurate.

Changes:
Vote:

Item: Clarify the means by which the education of an applicant with a foreign degree can meet the education requirement for examination or licensure for professions that do not have such language in rule now.

Rationale: Provide standardized, defensible evaluation of foreign degrees to comply with Minnesota Statute 326.10 Subdivision 1(2). Eliminate barriers to entry for potentially qualified applicants.

1800.0850 COMITY APPLICATION PROCEDURES.

Subpart 1. **Definition.** For the purposes of this chapter, "comity" means an application submitted under Minnesota Statutes, section 326.10, subdivision 1, clause (2).

Subp. 2. **Information required.** An applicant shall submit an application accompanied by payment of the application fee in part 1800.0500, subpart 7, item A. The application must be made on a form provided by the board and must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5. The applicant shall supply the board with evidence of completion of the required education, examination, and experience requirements by submitting:

A. a council record as specified under part 1800.0800, item C, D, or E; or

B. (1) official transcripts of grades showing the degrees awarded and dates of graduation;

(2) a detailed listing of experience gained with signed experience reference forms submitted by the supervisor;

~~(3)~~ (3) verification of current licensure or certification in another jurisdiction; and

(4) verification of passing the required examinations.

For applicants whose degree was not earned at an accredited institution of higher learning, the applicant must prove education equivalency by submitting, along with the application, an education evaluation from an evaluation service approved by the board.

1800.3505 Land Surveying

Subp. 2. **Admission to the Fundamentals of Surveying (FS) examination.** To qualify for admission to the FS examination, applicants shall present satisfactory evidence of one of the following:

A. graduation from a four-year land surveying curriculum as specified in subpart 4 from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of graduation from the same; or

B. graduation with a bachelor's degree from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of obtaining a bachelor's degree, and completion of a minimum of 11 semester credits or 16 quarter credits from the land surveying categories specified in subpart 4, items A to K.

An applicant educated at a foreign college or university must have completed their degree and have it evaluated for equivalency by NCEES Credentials Evaluations and submit the evaluation with the application.

Changes:

Vote:

Item: Change throughout 1800 references to geoscience to allow for

- Year-round FSS examination and direct registration for the FSS, with an SSIT application option for those who still want the classification (like EIT).
 - Possibility of PSS, FG, and PG being offer year round, without removing language/application validity, etc., related to single-date examinations.
- Rationale: CSSE is already converting FSS to year-round. Allowing direct registration for the non-professional exam creates no harm to the public and no lowering of requirements for licensure and may facilitate path to licensure (certainly does not create a barrier: no harm to applicants).

1800.0400 APPLICATION FOR EXAMINATION, IN-TRAINING CLASSIFICATION, LICENSURE, ~~AND~~ CERTIFICATION AS A CERTIFIED INTERIOR DESIGNER, AND REINSTATEMENT.

Subpart 1. **Forms and filing.** Applications for professional practice examination, licensure, or certification as a certified interior designer must be made on forms provided by the board and must be filed with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design and accompanied by payment of the application fee as specified in Minnesota Statutes, section 326.105. An applicant shall file an application for licensure as an architect following passage of the Architectural Registration Examination (ARE) or meeting the requirements in part 1800.0800. An applicant shall file an application for certification as a certified interior designer following passage of the ~~National Council for Interior Design Qualification (NCIDQ)~~ examination or meeting the requirements outlined in part 1800.0800 or 1800.2100, subpart 5. An applicant shall file an application for licensure as a landscape architect following successful passage of the Landscape Architect Registration Examination (LARE) or meeting the requirements in part 1800.0800. Applications for examination, licensure, or certification must include a signed certification as described in subpart 5.

Subp. 1a. **Information required.** The applicant shall submit to the board, on a form provided by the board, the following information:

- A. ~~place and~~ date of birth;
- B. time and place of schools attended and studies completed;
- C. status relative to graduation from such schools or completion of studies;
- D. final official transcript showing the degree or degrees awarded and date of graduation;
- E. for engineer, land surveyor, geologist, and soil scientist applicants, whether the Fundamentals of Engineering (FE), Fundamentals of Surveying (FS), ~~geologist in-training~~ Fundamentals of Geology (FG), or ~~soil scientist in-training~~ Fundamentals of Soil Science (FSS) examination has been successfully completed;
- F. for landscape architect applicants, whether the Landscape Architect Registration Examination (LARE) has been successfully completed;
- G. for certified interior designer applicants, whether the ~~written~~ examination administered by ~~the Council for Interior Design Qualification (CIDQ)~~ has been successfully completed;
- G-H. for architect applicants, whether the ~~written~~ examination administered by NCARB has been successfully completed;
- H-I. a record of personal employment related to the experience requirements described in this Chapter, with all dates and with complete information relative to duties and type of work performed, and particularly outlining the applicant's responsibilities in charge of the whole or any part thereof; and

Subp. 3. In-Training application.

C. Applications for examination and certification as a geologist-in-training ~~or a soil scientist in training~~ must be made on forms provided by the board, and accompanied by the application fee as specified in Minnesota Statutes, section 326.105.

1800.3910

Subp. 3. **Admission to ~~written~~ professional examination.** To qualify for admission to the ~~written~~ professional examination for a geoscience discipline, the applicant shall present evidence of meeting the education and qualifying experience requirements in items A and B.

A. Education:

(1) graduation from a geoscience curriculum approved by the board, as specified in subpart 5, in the geoscience discipline for which the applicant is seeking licensure; or

(2) graduation from a non-board-approved curriculum with a minimum number of equivalent credits in geoscience as specified in subpart 5.

~~(2)(3)~~ An applicant holding a degree from a foreign college or university must be granted credit toward the requirements of this subpart on the same basis as a graduate of a United States college or university if the board determines that the educational requirements for the degree are equivalent to the requirements of this subpart. The applicant shall obtain a subject analysis report from an education evaluation service approved by the board and submit the evaluation as part of the application for examination.

1800.3920

~~Subp. 5. **Equipment during examination.** The board shall advise the applicant at the time of approval for admission to the examination what equipment and materials will be permitted for use during the examination. Applicants shall only use equipment approved by ASBOG for the FG and PG examinations and CSSE for the FSS and PSS examinations.~~

1800.3930 PROCEDURES.

Subpart 1. Request for admission to the fundamentals examination.

A. Admission to Fundamentals of Soil Sciences (FSS) examination. For admission to the FSS examination, an applicant shall apply directly to the CSSE and follow the procedures outlined by CSSE.

B. Request for certification as a soil scientist-in-training. An applicant shall submit an application for certification as a soil scientist-in-training following passage of the FSS examination as a Minnesota exam candidate and completion of the education requirement under part 1800.3910, Subpart 5(B). Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FSS examination must be submitted before the applicant may be certified as a soil scientist-in-training.

C. A. Admission to Fundamentals of Geology (FG) examination. An applicant shall submit an application for admission to the ~~fundamentals-FG examination in the geoscience discipline in which the applicant is seeking licensure~~ as described in part 1800.3920, subpart 2. The application must be postmarked not later than 60 days prior to the date set for the ~~fundamentals-FG~~ examination and accompanied by payment of the fee in Minnesota Statutes, section 326.105. For applicants who have not yet graduated, an unofficial transcript of grades from all institutions attended showing the applicant's name, the name of the college or university, and the number of credits completed must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs must be submitted before the applicant may be certified as a geologist-in-training ~~or soil scientist in-~~

~~training~~. For applicants who have graduated, an official transcript of grades showing the degree awarded and date of graduation must accompany the application.

Subp. 2. Request for admission to professional examination. An applicant shall submit an application for admission to the professional geoscience examination in the geoscience discipline in which the applicant is seeking licensure as explained in part 1800.3920, subpart 3. The application must be postmarked not later than 60 days prior to the date set for the professional examination and accompanied by payment of the fee in Minnesota Statutes, section 326.105. The application must be made on a form provided by the board and must include a detailed listing of geoscience experience gained. The experience listing must include the name and current mailing address of the applicant's direct supervisor for each period of employment. The board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying geoscience experience was gained. An

Subp. 3. **Professional examination administration and application deadline.** An applicant may not sit for the professional examination until an application has been submitted, the board has determined that the applicant has met the qualifications to take the examination, and the applicant has been notified of the applicant's eligibility.

The professional examination shall be administered at a time and place determined by the examination delivery vendor to those applicants determined by the board to meet the requirements for admission to the examination.

The deadline for application for an examination that is administered on a specific date and time shall be 60 days prior to the date set for the examination. Applications and supporting documentation must be postmarked on or before the deadline to be considered on time.

For an examination that is administered on multiple dates and times within an examination window, an application may be submitted at any time.

The board, if necessary, shall forward notification of the applicant's eligibility to the examination delivery vendor. Following the board's determination that an applicant is eligible to sit for an examination, the applicant shall independently contact the examination delivery vendor to schedule the time and place for the examination at an approved test site.

The board or examination delivery vendor shall report to the applicant the results of each examination. In order to pass the examination, the applicant shall attain the uniform passing grade established by the board through a psychometrically acceptable standard-setting procedure.

Subp. 4. **Examination windows.** The examination windows and the frequency in which an applicant may take the examination are determined by the applicable national testing agency.

Subp. 35. Validity of application.

A. An applicant may take one examination for each application approved by the board.

~~B. An applicant who fails the examination, cancels, or fails to appear for the examination must submit a new application with the appropriate fee in order to take the examination on another date.~~ An applicant approved by the board for an examination administered on a specific date who fails to register, cancels, or fails to appear for the examination must submit a new application in order to take the examination on another date.

C. An applicant approved by the board for an examination administered continuously throughout the year, who does not take the examination within three years of the date of the application, must submit a new application in order to take the examination.

D. If an applicant fails an examination, the applicant must submit a new application in order to take the examination on another date.

Changes:

Vote:

Item: Clarify Certification (1800.0400)

- Rationale: Fix inaccuracies (CID is a title act; there are no reserved practices); remove unintended consequence of the same disciplinary actions and felony convictions having to be reported repeatedly; plain language changes. Statement preceding Subp. 5 is redundant; statement requirement is in Subp 5.

1800.0400

MINNESOTA RULES

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~~(2) a statement of explanation if the applicant has had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction since the applicant's last license or certificate renewal in Minnesota; and~~

~~(3)(2)~~ a signed certification as described in subpart 5.

Subp. 5. **Certification.** An applicant for examination, licensure, in-training classification, certification as a certified interior designer, or reinstatement shall submit to the board, on a form provided by the board, a certification affirming that the applicant:

A. has read and will comply with Minnesota Statutes, sections 326.02 to 326.15, and any rule adopted thereunder;

B. is not under any disciplinary proceeding or action in any other jurisdiction; nor has had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction:

(1) in the case of an applicant never licensed in Minnesota, up to the date of application to the Board; or

(2) in the case of an applicant with a current, expired, or retired Minnesota license or certificate, since the applicant's last license or certificate renewal in Minnesota;

~~B.C.~~ has never been convicted of a felony or has previously reporting any felony conviction to the board;

~~C.D.~~ has not represented himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state;

~~D.E.~~ will not represent himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state until the applicant's license or certificate has been issued or reinstated by the board;

~~E.F.~~ has not performed or offered to perform any services reserved in statute to those properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the state; architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior design services, without proper licensure or certification in the state; and

~~F.G.~~ will not perform or offer to perform any services reserved in statute to those properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the state until the applicant's license has been issued or reinstated by the board. architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior design services, without proper licensure or certification in the state until the applicant's license or certificate has been issued or reinstated by the board.

Changes:

Vote:

Item: Reduce fees, clarify validity of applications

Rationale: Make fee reductions where possible in administrative rule (authority: Minnesota Statute 16A.1283 (c)) in keeping with OLA audit recommendation regarding over recovery. Close loopholes/lack of clarity regarding how long and under what conditions an applications remains valid, given other recent rule changes, and changes in which how and when exams are administered (for example, year-round exams, direct registration exams)

See also items related to SSIT references elsewhere that occur in this section.

1800.0500 Subpart 1. Requirements.

...

For applicants deemed ineligible for licensure or certification, a new application shall be submitted each time new evidence of eligibility submitted.

An application for renewal of licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certification as a certified interior designer must be accompanied by a renewal fee as provided in Minnesota Statutes, section 326.105.

An application for examination as a land surveyor-in-training, or geologist-in-training, or soil scientist-in-training must be accompanied by an application fee as provided in Minnesota Statutes, section 326.105. Upon approval by the board, an applicant for an examination administered by the board shall pay to the board a fee in the amount established by the applicable national testing agency and an examination monitoring fee as provided by Minnesota Statutes, section 326.105. For examinations administered by a third-party vendor, the applicant shall pay the actual fee for examination to the national testing agency in a manner it prescribes. Information concerning the current examination fee charged by the applicable national testing agency may be obtained by contacting the board offices.

For applicants who are found to be ineligible for admission to the examination, or who fail the examination, do not register by a required deadline, do not show for the examination, or do not pay any required examination fee by a required deadline, a new application for examination shall be submitted each time the applicant applies to take the examination.

An application for certification as an engineer-in-training or soil scientist-in-training must be accompanied by an application fee as provided in Minnesota Statutes, section 326.105.

Subp. 4. **Delayed renewal fee.** A renewal fee is a delayed renewal fee within the meaning of Minnesota Statutes, section 326.10, subdivision 9, if it is not postmarked on or before June 30 of the year specified in Minnesota Statutes, section 326.105. The delayed renewal fee is \$30 ~~for the first three months of the lapsed period and \$60 for months four to 24~~ per biennium. The delayed renewal fee is computed from July 1 of any even-numbered year and is in addition to the renewal fee provided in Minnesota Statutes, section 326.105.

Subp. 7. **Additional fees.** In addition to all other fees for examination, licensure, or certification, as provided in this part or Minnesota Statutes, section 326.10, subdivision 1, the following schedule of fees is applicable:

A. for each application for licensure by comity under Minnesota Statutes, section 326.10, subdivision 1, clause (2), applicable to any person registered in another state or territory of the United States, or in any province of Canada, or in any foreign country, a fee of ~~\$100~~75;

B. for reissuance of a revoked, lost, destroyed, duplicated, or mutilated certificate of licensure or certificate as a certified interior designer, \$25;

~~C. for certified copies or reproduction of any document required to be supplied on behalf of any applicant for registration or licensure in another state, the cost of reproducing the document will be ten cents per sheet;~~

~~D.C.~~ for monitoring licensing examinations for applicants of boards of other states, the fee shall be \$25, payable by the applicant;

~~E.D.~~ an applicant for examination in more than one branch of engineering shall submit a separate examination fee for each additional branch of engineering for which the applicant has applied for examination; and

~~F.E.~~ for retaking all or any part of any examination for certification or licensure, the fee shall be established by the national testing agency.

Statutory Authority: *MS s 214.06; 214.12; 326.06; 326.10*

History: 8 SR 1777; 12 SR 2574; 14 SR 2988; 17 SR 711; 18 SR 2174; 21 SR 1427; 22 SR 90; L 1999 c 213 s 5,6; 29 SR 754; 38 SR 59; 43 SR 89; 43 SR 1301

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1800.2900 Subp 7 Validity of application (Engineering)

~~E.F.~~ An applicant who passes the FE examination after applying to the board to sit and who does not provide the board with evidence of meeting the education requirements in 1800.2500 Subp. 2a within six months of the examination date must submit an engineer-in-training application in order to obtain an engineer-in-training certificate.

Changes:

Vote:

Item: MISC/Housekeeping

- Remove obsolete references to oral interviews, add missing definition. Remove unnecessary (and inconsistent in not appearing for all professions) references to where applications can be found. Remove redundant and inaccurate part. Other obsolete or redundant items.

1800.0050

Subp. 11a. MNLS. "MNLS" means the Minnesota Land Surveying Examination.

~~1800.0600 CERTIFICATE OF REGISTRATION.~~

~~Certification of an applicant's technical qualifications by the National Council of Architectural Registration Boards (NCARB), the National Council of Examiners for Engineering and Surveying (NCEES), the Council of Landscape Architectural Registration Boards (CLARB), or the Council for Interior Design Qualification (CIDQ) may be accepted by the board as establishing such qualifications, and the applicant, in such instances, will not be required to pass further examination.~~

1800.0900 QUALIFICATION PROCEDURES.

Subpart 1. **Exhibits.** Exhibits in connection with an application ~~oral interview or written examination~~ shall be submitted when requested by the board.

Subp. 4. **Reexamination.** An applicant who does not receive a passing grade in an examination may submit a new application for examination. The application must be accompanied by an application fee as required under Minnesota Statutes, section 326.105. ~~The board shall require an applicant failing an examination three or more times to submit evidence of improved qualifications before approving a new application for examination.~~

Subp. 5. **Date and place of examination.** ~~Oral interviews may be given each year at such times as may be designated by the board.~~ A candidate who files an application for licensure by examination and is determined to be eligible for admission to the examination will be informed of ~~the date and place of the examination~~ their eligibility in writing. Examinations shall be scheduled once the applicant's application is approved.

1800.1100 and .2900

~~Subp. 4. **Obtaining application.** Application materials may be obtained from the board's website.~~

1800.2900

Subp. 1a. **Request for certification as an engineer-in-training.** An applicant shall submit an application for certification as an engineer-in-training following passage of the FE examination as a Minnesota exam candidate and completion of the education requirement under part 1800.2500, subpart 2a. Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FE examination must be submitted before the applicant may be certified as an engineer-in-training.

Changes:

Vote:

Item: Revise Architect education 1800.1000

Rationale: Add an option D for education; restructure existing paths to make each clearer (A, B, C), which will reduce a barrier to licensure in Minnesota (more applicants will qualify under EEE).

Subp. 5. **Education requirement.** An applicant for licensure must present evidence of

A. graduation from an architectural curriculum accredited by the National Architectural Accrediting Board (NAAB); or

B. graduation from an architectural curriculum accredited by the Canadian Architectural Certification Board (CACB); or

C. an architectural education from a United States or foreign institution of higher learning equivalent to an NAAB-accredited degree, for which the applicant shall obtain an Education Evaluation Services for Architects (EESA) evaluation report to submit with the initial application for evaluation by the board; or

D. an NCARB Certificate.

~~An applicant holding a degree from a foreign college or university must be granted credit toward the requirements of this subpart on the same basis as a graduate of a United States college or university if the board determines that the educational requirements for the degree are equivalent to the requirements of this subpart. The applicant shall obtain an Education Evaluation Services for Architects (EESA) evaluation report to submit with the initial application for evaluation by the board.~~

Changes:

Vote:

Item: Revise Architect experience requirements 1800.1000

Rationale: Reference to MN intern development program in the context of rules regarding initial license application is obsolete.

Subp. 6. **Experience requirement.** An applicant for licensure must present evidence of completion of the experience requirement. Qualifying credits for experience must be granted as described in items A and B.

A. The applicant's total experience must meet the requirements for qualifying experience in subpart 7.

B. Experience must comply with either:

(1) the Architectural Experience Program Guidelines (AXP) published by the ~~National Council of Architectural Registration Boards (NCARB)~~, July 2016, which is incorporated by reference, is available at the State Law Library and the board office, and is subject to frequent change;

(2) the Intern Development Program Guidelines (NCARB-IDP) published by NCARB, if the candidate completed the program before June 29, 2016; or

~~(3) the Minnesota Intern Development Program if the candidate began the program prior to March 1, 1997.~~

A candidate is responsible for establishing an ~~NCARB-National Council of Architectural Registration Boards~~ Architectural Experience Program (AXP) record.

Changes:
Vote:

Item: Revise Architect experience requirements 1800.1100

Rationale: With MN intern development an obsolete initial licensure option, the submitting of experience other than through an NCARB Record (AXP or IDP program) is also obsolete.

1800.1100 PROCEDURES.

Subpart 1. **Completion date.** An applicant is eligible for licensure upon verified completion of the education, examination, and experience requirements.

Subp. 2. **Application for licensure.** An applicant for initial licensure as an architect shall submit to the board a completed application, including verification of meeting the education and experience requirements described in part 1800.1000, subpart 1a, and payment of the application fee in Minnesota Statutes, section 326.105. The application must be submitted on a form provided by the board. The applicant must submit an NCARB Record to document meeting education, examination and experience requirements. ~~If the applicant was not required to complete NCARB-AXP or NCARB IDP, the applicant shall include a detailed listing of all architecturally related experience gained according to part 1800.1000. The experience listing must include the name and mailing address of the applicant's supervising licensed architect or other supervisor for each period of employment. The~~

~~board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying architectural experience was gained.~~ The Record must include ~~applicant shall submit~~ an official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs or the applicant must submit them with their application. The application must include one signed copy of Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

Changes:

Vote:

Item: Revise Landscape Architect 1800.1500

- Rationale: UAA, alternate paths; reduce barriers to entry

Subp. 3. **Education requirement.** An applicant for licensure as a landscape architect shall present evidence of

A. graduation from a landscape architecture ~~curriculum~~ masters degree program ~~of a university or college~~ accredited by the Landscape Architectural Accreditation Board (LAAB) or the Landscape Architecture Accreditation Council (LAAC); ~~or~~

B. graduation from a landscape architecture ~~baccalaureate~~ degree program accredited by the Landscape Architectural Accreditation Board (LAAB) or the Landscape Architecture Accreditation Council (LAAC); ~~or~~

~~C~~B. graduation from a non-LAAB or non-LAAC accredited baccalaureate curriculum in landscape architecture, a NAAB-accredited degree architecture program, or an architectural, civil, or structural engineering degree program that is an EAC-ABET accredited.

~~D~~C. graduation from any baccalaureate degree program from an accredited institution of higher learning, or a two-year associates or certificate program in landscape architecture.

Applicants under Subp. 3, items B and C, with a degree from a foreign institution must provide an education evaluation report from an education evaluation service approved by the board, along with the application, as evidence of equivalency.

Subp. 4. **Experience requirement.** An applicant for licensure as a landscape architect shall present evidence of completion of the experience requirement in items A to C.

A. The number of years of professional experience required ~~are~~

(1) ~~Three~~ Two years, if the applicant meets the education requirements in Subp. 3, item A.

(2) ~~Four~~ Three years, if the applicant meets the education requirements in Subp. 3, item B.

(3) Six years, if the applicant meets the education requirements in Subp. 3, items C or D.

~~A. is based on the following table:~~

Degree Received	Years of Education	Years of Professional Experience
Graduation from a five year baccalaureate curriculum in Landscape Architecture accredited by the LAAB or LAAC.	5	3

~~Graduation from a four year baccalaureate curriculum in Landscape Architecture accredited by the LAAB or LAAC.~~ ~~4~~ ~~4~~

~~Graduation from a LAAB-accredited master's or doctorate curriculum in Landscape Architecture.~~ ~~5 or more~~ ~~3~~

B. Qualifying experience must be acquired after ~~graduation~~ obtaining the qualifying education and be under the direct supervision of a licensed landscape architect.

C. Qualifying experience under the direct supervision of a licensed architect or licensed professional engineer shall receive full credit up to a maximum of one year when the work is related to landscape architecture.

D. Qualifying experience gained before graduation from one of the ~~landscape architectural education~~ curricula in ~~item A-Subp. 3~~ must be credited to satisfy part of the requirements for qualifying landscape architect experience under this item according to the following conditions:

- (1) experience must be under the direct supervision of a licensed landscape architect;
- (2) experience must be gained in increments of 90 days or more; and
- (3) experience must be credited at a rate of 50 percent.

This credit must not exceed one year of qualifying landscape architect experience.

Subp. 5. [Repealed, 35 SR 2011]

Subp. 6. **Qualifying experience defined.** As used in this part, "qualifying experience" consists of varied, progressive, nonrepetitive, practical experience at landscape architectural work that develops the applicant's ability to apply the knowledge gained during academic training to make sound judgments in solving landscape architectural problems and prepares the applicant to assume responsible charge of the work involved in the practice of landscape architecture. The experience must include elements of ~~research, codes and standards, site and environmental analysis, landscape architectural programming, planning, economics, schematic design, design development documents, construction documents, specifications, project management, and observation of construction~~

(1) Project and Construction Management, which includes pre-project management, project management, bidding, construction, and maintenance;

(2) Inventory and Analysis, which includes site inventory, physical analysis, and contextual analysis;

(3) Design, which includes stakeholder process, master planning, and site design;

(4) Grading, Drainage, and Construction Documentation: includes site preparation plans, general plans and details, specialty plans, and specifications.

~~:~~ Experience must be written in detail, verified by the applicant's supervisor, and submitted with the application for licensure for evaluation.

Changes:

Vote:



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

SEPTEMBER 9, 2022

TO: EXECUTIVE COMMITTEE
Paul Vogel, LS, Chair
Keith Rapp, PG, Vice Chair
Dan Kelsey, PE, Secretary
Melisa Rodriguez, PE, Treasurer

FROM: Paul Vogel, LS, Board Chair

SUBJECT: SEPTEMBER 9, 2022 EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, Suite 295
8:15 AM

- 1) CALL TO ORDER – ROLL CALL
Paul Vogel, LS, Chair
Keith Rapp, PG, Vice Chair
Dan Kelsey, PE, Secretary
Melisa Rodriguez, PE, Treasurer

OTHERS:
Doreen Johnson, Executive Director

GUESTS: None

- 2) APPROVAL of the SEPTEMBER 8, 2022 EXECUTIVE COMMITTEE MEETING MINUTES
MSP: To approve the September 8, 2022 Executive Committee Meeting Minutes
- 3) UNFINISHED BUSINESS
 - A) Internal Controls
 - i) Yearly Control System Assessment Report – Discussed.

4) NEW BUSINESS

- A) Legislative Action Team (LAT) Formation – Board Chair will appoint members and establish a LAT to address statute changes.
- B) 326.12 (2020) and MN Rule 1805 (2021) – Discussed.
- C) 2023 Board Meeting Calendar – Will review and send to Board members to consider and provide conflict feedback prior to the November 2022 meeting.
- D) Board Bylaws
MSP: To send Bylaws to the Rules Committee with suggestion to reduce the regular meetings to not fewer than four each year, and under duties of Secretary strike “assist Board Staff in the preparation of Board meeting minutes.”

5) ADJOURN

MSP to adjourn at 8:50 AM

Next meeting: November 17, 2022



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

September 8, 2022

**TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER
SECTION**

Scott Holm, M.Ed., CBO, PM, Chair	Meg Parsons, FAIA
Jason Amberg, LA	Tari Rayala, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Sally Grans Korsh, FAIA	Graham Sones, LA
Erica Larson, CID	David Stenseth, CPA, PM

FROM: Scott Holm, M.Ed., CBO, PM, Chair

SUBJECT: SEPTEMBER 8, 2022 ALACID SECTION MEETING MINUTES
Golden Rule Building, STE 120
9:00 AM

1) ROLL CALL/CALL TO ORDER

Scott Holm, M.Ed., CBO, PM, Chair	Meg Parsons, FAIA
Jason Amberg, LA	Tari Rayala, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Sally Grans Korsh, FAIA	Graham Sones, LA
Erica Larson, CID	David Stenseth, CPA, PM - Absent

OTHERS:

Kay Weiss, Assistant Executive Director
Leama Sather, OASI

2) APPROVAL OF THE JULY 12, 2022, ALACID SECTION MEETING MINUTES
MSP: To approve the July 12, 2022 ALACID Section Meeting Minutes

3) UNFINISHED BUSINESS

A) Trends in the professions represented by this Section that may affect the Board's mission – No new items.

4) NEW BUSINESS

A) Architect & Landscape Architect rule change proposals

- i) Item: Revise Architect education and experience requirements
1800.1000

MSP: To recommend to the Rules Committee the changes as specified in the Agenda Enclosure 4A (ATTACH 4A) with the following changes to 1800.1000 Subpart 5:

D. an NCARB Certificate. earned through the “NCARB Education Alternative.” An applicant using this education alternative must have no disciplinary record in any jurisdiction nor with NCARB.

- ii) Item: Revise Landscape Architect 1800.1500

MSP: To recommend to the Rules Committee the changes as specified in Agenda Enclosure 4A (ATTACH 4A).

- B) NCARB Member Board Member/Educator Symposium, Oct 21-22, 2022, Detroit, MI

MSP: To approve Sally Grans Korsh to attend the NCARB Member Board Member/Educator Symposium.

- C) Cleveland State court case on room scanning for online proctored exams

- i) Article: “Scanning students’ rooms during remote tests is unconstitutional, judge rules” – Discussed.
ii) NCARB Statement on court ruling – Discussed.

5) ADJOURN

MSP: To adjourn at 9:51 AM

Next meeting: November 17, 2022.



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

SEPTEMBER 8, 2022

TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Denise Kazmierczak, PE, Chair	Jami Neiber, PM
Daniel Baar, LS	Keith Rapp, PG
Paul Brandt, PSS	Melisa Rodriguez, PE
Rachel Dwyer, PM	Travis Thul, PE
Alan Johnson, PE	Paul Vogel, LS
Daniel Kelsey, PE	

FROM: Denise Kazmierczak, PE, Chair

SUBJECT: SEPTEMBER 8, 2022 ELSGEO SECTION MEETING MINUTES
Golden Rule Building, STE 295
9:00 AM

1) ROLL CALL/CALL TO ORDER

Denise Kazmierczak, PE, Chair	Jami Neiber, PM
Daniel Baar, LS	Keith Rapp, PG
Paul Brandt, PSS – Absent	Melisa Rodriguez, PE
Rachel Dwyer, PM	Travis Thul, PE – Absent
Alan Johnson, PE	Paul Vogel, LS
Daniel Kelsey, PE	

OTHERS:

Doreen Johnson, Executive Director
Mary Roguski, OASI

GUESTS:

None

2) APPROVAL OF THE JULY 12, 2022 ELSGEO SECTION MEETING MINUTES
MSP: To approve the July 12, 2022 ELSGEO Section meeting minutes

- 3) UNFINISHED BUSINESS
 - A) Trends in the professions represented by this Section that may affect the Board's mission. – No new items.
 - B) Standards for work experience – *carried over*
- 4) NEW BUSINESS
 - A) Complaint Committee process – Executive Director Doreen Johnson gave an overview of the process by which complaints are handled by the Board
 - B) NCEES Annual Meeting 2022, August 23-26, Carlsbad, CA (D. Baar, D. Kazmierczak, D. Kelsey, E. Larson, J. Neiber, T. Rayala, P. Vogel reporting)
 - i) Bylaw updates toward more gender-neutral language
 - ii) Motion was passed to recommend re-testing in order to reinstate an expired license after five years, for Model Law
 - iii) Motion was passed to increase exam fees
 - iv) Model Law change for Land Surveying to decouple experience from examination
 - v) Structural engineering exam approved to be split into four modules
 - vi) Discussion on Land Surveying modules but no vote
 - C) Article: "Scanning students' rooms during remote tests is unconstitutional, judge rules" – Discussed.
- 5) ADJOURN

MSP: To adjourn at 9:45 AM

Next meeting: November 17, 2022



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

SEPTEMBER 8, 2022

TO: RULES COMMITTEE

Claudia Reichert, CID, Chair
Jason Amberg, LA
Daniel Baar, LS
Scott Holm, M.Ed, CBO, PM

Jami Neiber, PM
Meg Parsons, FAIA
Melisa Rodriguez, PE
Travis Thul, PhD, PE

FROM: Claudia Reichert, CID, Chair

SUBJECT: SEPTEMBER 8, 2022 RULES COMMITTEE MEETING MINUTES
Golden Rule Building, STE 120
9:45 - 10:45 AM

1) INTRODUCTIONS/CALL TO ORDER

Claudia Reichert, CID, Chair
Jason Amberg, LA
Daniel Baar, LS
Scott Holm, M.Ed, CBO, PM

Jami Neiber, PM
Meg Parsons, FAIA
Melisa Rodriguez, PE
Travis Thul, PhD, PE – **Absent**

OTHERS:

Kay Weiss, Assistant Executive Director
Leama Sather, OASI

2) APPROVAL OF THE JULY 12 RULES COMMITTEE MEETING MINUTES
MSP: To approve the July 12, 2022, Rules Committee meeting minutes.

3) UNFINISHED BUSINESS

A) Proposed Statute changes, final draft – Discussed.

- B) Rule revisions (**ATTACH. 3B**)
- i) Item: Definition of “applicant”
MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).
 - ii) Item: Throughout Chapter 1800, strike “written” to describe “examination”
MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).
 - iii) Item: Throughout Chapter 1800, when the abbreviated form of a term is already defined in rule, use the abbreviation instead of the full term
MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).
 - iv) Item: Throughout Chapter 1800, add “certified interior designer” to clarify what type of “certificate” or “certification” is meant when both “in-training” certificates and CID certification are in the same part or subpart
MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).
 - v) Item: Throughout Chapter 1800, delete and edit language that suggests the Board is the administrator/proctor for examinations where that is no longer true, including but not limited to what an applicant can bring to an exam and informing an applicant of the date of an exam
MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).
 - vi) Item: Clarify the means by which the education of an applicant with a foreign degree can meet the education requirement for examination or licensure for professions that do not have such language in rule now
MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).
 - vii) Item: Change throughout 1800 references to geoscience:
 - (a) Item: To allow for year-round Fundamentals of Soil Science (FSS) examination and direct registration for the FSS, with an

SSIT application option for those who still want the classification (like EIT), and

- (b) Item: To allow for possibility of Principles of Soil Science (PSS), Fundamentals of Geology (FG), and Principles of Geology (PG) exams being offered year-round, without removing language/application validity, etc., related to single-date examinations

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- viii) Item: Clarify “certification” in 1800.0400

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- ix) Item: Reduce fees, clarify validity of applications

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- x) Item: Miscellaneous and “housekeeping”

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- xi) Item: Revise Architect education 1800.1000

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B), with the following changes to 1800.1000 Subpart 5:

D. ~~an NCARB Certificate, earned through the “NCARB Education Alternative.” An applicant using this education alternative must have no disciplinary record in any jurisdiction nor with NCARB.~~

- xii) Item: Revise Architect experience requirements 1800.1000

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- xiii) Item: Revise Architect experience requirements 1800.1100

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- xiv) Item: Revise Landscape Architect 1800.1500

MSP: To recommend to the Board the changes to this item as specified in the Agenda Enclosure 3Bi (ATTACH. 3B).

- C) Full changes, in Chapter order – Discussed.
- 4) NEW BUSINESS
 - A) None
- 5) ADJOURN
 - MSP: to Adjourn 10:35 am.**

Next Meeting: November 17, 2022

Item: Definition of applicant

Rationale: The current definition is out of date, not including groups that should have the obligations of an applicant in Parts 1800.0110, 1800.0120, and other parts, but including groups that cannot reasonably be asked to meet the requirements in those parts.

Subp. 2. **Applicant.** "Applicant" means a person applying ~~to take the Architect Registration Examination, Fundamentals of Engineering Examination, Principles and Practice of Engineering Examination, Fundamentals of Surveying Examination, Principles and Practice of Surveying Examination, Minnesota Local Land Surveying Examination, Fundamentals of Geology Examination, Practice of Geology Examination, Fundamentals of Soil Science Examination, or Professional Practice of Soil Science Examination~~ or a person applying for licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or a person applying for certification as a certified interior designer. Applicant also means a candidate and persons who have passed their respective professional examination but have not yet received their license or certificate in Minnesota. directly to the board to sit for an examination; receive an in-training classification; request licensure; request certification as a certified interior designer; renew a license; renew a certificate as a certified interior designer; or request reinstatement.

Applicant also means a person who has been approved for licensure or certificate holder status but has not yet received their license or certificate in Minnesota.

Changes:

Vote:

Item: Strike throughout Chapter 1800 "written" to describe "examination."

Rationale: Inaccurate, archaic.

Changes:

Vote:

Item: Throughout Chapter 1800, when the abbreviated form of a term is already defined in rule, use the abbreviation instead of the full term.

Rationale: Best practice, clarity

Changes:

Vote:

Item: Add throughout Chapter 1800 “certified interior designer” to clarify what type of “certificate” or “certification” is meant when both “in-training” certificates and CID certification are in the same part or subpart.

Rationale: Add clarity.

Changes:
Vote:

Item: Deletion and edit throughout Chapter 1800 that suggest the Board is the exam administrator/proctor for examinations (no longer true for all but PSS and MNLS), including but not limited to what an applicant can bring to an exam and informing an applicant of the date of an exam.

Rationale: Obsolete and inaccurate (impossible with year-round exams and direct register exams).

Changes:
Vote:

Item: Clarify the means by which the education of an applicant with a foreign degree can meet the education requirement for examination or licensure for professions that do not have such language in rule now.

Rationale: Provide standardized, defensible evaluation of foreign degrees to comply with Minnesota Statute 326.10 Subdivision 1(2). Eliminate barriers to entry for potentially qualified applicants.

1800.0850 COMITY APPLICATION PROCEDURES.

Subpart 1. **Definition.** For the purposes of this chapter, "comity" means an application submitted under Minnesota Statutes, section 326.10, subdivision 1, clause (2).

Subp. 2. **Information required.** An applicant shall submit an application accompanied by payment of the application fee in part 1800.0500, subpart 7, item A. The application must be made on a form provided by the board and must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5. The applicant shall supply the board with evidence of completion of the required education, examination, and experience requirements by submitting:

A. a council record as specified under part 1800.0800, item C, D, or E; or

B. (1) official transcripts of grades showing the degrees awarded and dates of graduation;

(2) a detailed listing of experience gained with signed experience reference forms submitted by the supervisor;

~~(3)~~ (3) verification of current licensure or certification in another jurisdiction; and

(4) verification of passing the required examinations.

For applicants whose degree was not earned at an accredited institution of higher learning, the applicant must prove education equivalency by submitting, along with the application, an education evaluation from an evaluation service approved by the board.

1800.3505 Land Surveying

Subp. 2. **Admission to the Fundamentals of Surveying (FS) examination.** To qualify for admission to the FS examination, applicants shall present satisfactory evidence of one of the following:

A. graduation from a four-year land surveying curriculum as specified in subpart 4 from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of graduation from the same; or

B. graduation with a bachelor's degree from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of obtaining a bachelor's degree, and completion of a minimum of 11 semester credits or 16 quarter credits from the land surveying categories specified in subpart 4, items A to K.

An applicant educated at a foreign college or university must have completed their degree and have it evaluated for equivalency by NCEES Credentials Evaluations and submit the evaluation with the application.

Changes:

Vote:

Item: Change throughout 1800 references to geoscience to allow for

- Year-round FSS examination and direct registration for the FSS, with an SSIT application option for those who still want the classification (like EIT).
 - Possibility of PSS, FG, and PG being offer year round, without removing language/application validity, etc., related to single-date examinations.
- Rationale: CSSE is already converting FSS to year-round. Allowing direct registration for the non-professional exam creates no harm to the public and no lowering of requirements for licensure and may facilitate path to licensure (certainly does not create a barrier: no harm to applicants).

1800.0400 APPLICATION FOR EXAMINATION, IN-TRAINING CLASSIFICATION, LICENSURE, ~~AND~~ CERTIFICATION AS A CERTIFIED INTERIOR DESIGNER, AND REINSTATEMENT.

Subpart 1. **Forms and filing.** Applications for professional practice examination, licensure, or certification as a certified interior designer must be made on forms provided by the board and must be filed with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design and accompanied by payment of the application fee as specified in Minnesota Statutes, section 326.105. An applicant shall file an application for licensure as an architect following passage of the Architectural Registration Examination (ARE) or meeting the requirements in part 1800.0800. An applicant shall file an application for certification as a certified interior designer following passage of the ~~National Council for Interior Design Qualification (NCIDQ)~~ examination or meeting the requirements outlined in part 1800.0800 or 1800.2100, subpart 5. An applicant shall file an application for licensure as a landscape architect following successful passage of the Landscape Architect Registration Examination (LARE) or meeting the requirements in part 1800.0800. Applications for examination, licensure, or certification must include a signed certification as described in subpart 5.

Subp. 1a. **Information required.** The applicant shall submit to the board, on a form provided by the board, the following information:

- A. ~~place and~~ date of birth;
- B. time and place of schools attended and studies completed;
- C. status relative to graduation from such schools or completion of studies;
- D. final official transcript showing the degree or degrees awarded and date of graduation;
- E. for engineer, land surveyor, geologist, and soil scientist applicants, whether the Fundamentals of Engineering (FE), Fundamentals of Surveying (FS), ~~geologist in-training~~ Fundamentals of Geology (FG), or ~~soil scientist in-training~~ Fundamentals of Soil Science (FSS) examination has been successfully completed;
- F. for landscape architect applicants, whether the Landscape Architect Registration Examination (LARE) has been successfully completed;
- G. for certified interior designer applicants, whether the ~~written~~ examination administered by ~~the Council for Interior Design Qualification (CIDQ)~~ has been successfully completed;
- G-H. for architect applicants, whether the ~~written~~ examination administered by NCARB has been successfully completed;
- H-I. a record of personal employment related to the experience requirements described in this Chapter, with all dates and with complete information relative to duties and type of work performed, and particularly outlining the applicant's responsibilities in charge of the whole or any part thereof; and

Subp. 3. In-Training application.

C. Applications for examination and certification as a geologist-in-training ~~or a soil scientist in training~~ must be made on forms provided by the board, and accompanied by the application fee as specified in Minnesota Statutes, section 326.105.

1800.3910

Subp. 3. **Admission to ~~written~~ professional examination.** To qualify for admission to the ~~written~~ professional examination for a geoscience discipline, the applicant shall present evidence of meeting the education and qualifying experience requirements in items A and B.

A. Education:

(1) graduation from a geoscience curriculum approved by the board, as specified in subpart 5, in the geoscience discipline for which the applicant is seeking licensure; or

(2) graduation from a non-board-approved curriculum with a minimum number of equivalent credits in geoscience as specified in subpart 5.

~~(2)(3)~~ An applicant holding a degree from a foreign college or university must be granted credit toward the requirements of this subpart on the same basis as a graduate of a United States college or university if the board determines that the educational requirements for the degree are equivalent to the requirements of this subpart. The applicant shall obtain a subject analysis report from an education evaluation service approved by the board and submit the evaluation as part of the application for examination.

1800.3920

~~Subp. 5. **Equipment during examination.** The board shall advise the applicant at the time of approval for admission to the examination what equipment and materials will be permitted for use during the examination. Applicants shall only use equipment approved by ASBOG for the FG and PG examinations and CSSE for the FSS and PSS examinations.~~

1800.3930 PROCEDURES.

Subpart 1. Request for admission to the fundamentals examination.

A. Admission to Fundamentals of Soil Sciences (FSS) examination. For admission to the FSS examination, an applicant shall apply directly to the CSSE and follow the procedures outlined by CSSE.

B. Request for certification as a soil scientist-in-training. An applicant shall submit an application for certification as a soil scientist-in-training following passage of the FSS examination as a Minnesota exam candidate and completion of the education requirement under part 1800.3910, Subpart 5(B). Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FSS examination must be submitted before the applicant may be certified as a soil scientist-in-training.

C. A. Admission to Fundamentals of Geology (FG) examination. An applicant shall submit an application for admission to the ~~fundamentals-FG examination in the geoscience discipline in which the applicant is seeking licensure~~ as described in part 1800.3920, subpart 2. The application must be postmarked not later than 60 days prior to the date set for the ~~fundamentals-FG~~ examination and accompanied by payment of the fee in Minnesota Statutes, section 326.105. For applicants who have not yet graduated, an unofficial transcript of grades from all institutions attended showing the applicant's name, the name of the college or university, and the number of credits completed must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs must be submitted before the applicant may be certified as a geologist-in-training ~~or soil scientist in-~~

~~training~~. For applicants who have graduated, an official transcript of grades showing the degree awarded and date of graduation must accompany the application.

Subp. 2. Request for admission to professional examination. An applicant shall submit an application for admission to the professional geoscience examination in the geoscience discipline in which the applicant is seeking licensure as explained in part 1800.3920, subpart 3. The application must be postmarked not later than 60 days prior to the date set for the professional examination and accompanied by payment of the fee in Minnesota Statutes, section 326.105. The application must be made on a form provided by the board and must include a detailed listing of geoscience experience gained. The experience listing must include the name and current mailing address of the applicant's direct supervisor for each period of employment. The board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying geoscience experience was gained. An

Subp. 3. **Professional examination administration and application deadline.** An applicant may not sit for the professional examination until an application has been submitted, the board has determined that the applicant has met the qualifications to take the examination, and the applicant has been notified of the applicant's eligibility.

The professional examination shall be administered at a time and place determined by the examination delivery vendor to those applicants determined by the board to meet the requirements for admission to the examination.

The deadline for application for an examination that is administered on a specific date and time shall be 60 days prior to the date set for the examination. Applications and supporting documentation must be postmarked on or before the deadline to be considered on time.

For an examination that is administered on multiple dates and times within an examination window, an application may be submitted at any time.

The board, if necessary, shall forward notification of the applicant's eligibility to the examination delivery vendor. Following the board's determination that an applicant is eligible to sit for an examination, the applicant shall independently contact the examination delivery vendor to schedule the time and place for the examination at an approved test site.

The board or examination delivery vendor shall report to the applicant the results of each examination. In order to pass the examination, the applicant shall attain the uniform passing grade established by the board through a psychometrically acceptable standard-setting procedure.

Subp. 4. **Examination windows.** The examination windows and the frequency in which an applicant may take the examination are determined by the applicable national testing agency.

Subp. 35. Validity of application.

A. An applicant may take one examination for each application approved by the board.

~~B. An applicant who fails the examination, cancels, or fails to appear for the examination must submit a new application with the appropriate fee in order to take the examination on another date.~~ An applicant approved by the board for an examination administered on a specific date who fails to register, cancels, or fails to appear for the examination must submit a new application in order to take the examination on another date.

C. An applicant approved by the board for an examination administered continuously throughout the year, who does not take the examination within three years of the date of the application, must submit a new application in order to take the examination.

D. If an applicant fails an examination, the applicant must submit a new application in order to take the examination on another date.

Changes:

Vote:

Item: Clarify Certification (1800.0400)

- Rationale: Fix inaccuracies (CID is a title act; there are no reserved practices); remove unintended consequence of the same disciplinary actions and felony convictions having to be reported repeatedly; plain language changes. Statement preceding Subp. 5 is redundant; statement requirement is in Subp 5.

1800.0400

MINNESOTA RULES

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~~(2) a statement of explanation if the applicant has had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction since the applicant's last license or certificate renewal in Minnesota; and~~

~~(3)(2)~~ a signed certification as described in subpart 5.

Subp. 5. **Certification.** An applicant for examination, licensure, in-training classification, certification as a certified interior designer, or reinstatement shall submit to the board, on a form provided by the board, a certification affirming that the applicant:

A. has read and will comply with Minnesota Statutes, sections 326.02 to 326.15, and any rule adopted thereunder;

B. is not under any disciplinary proceeding or action in any other jurisdiction; nor has had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction:

(1) in the case of an applicant never licensed in Minnesota, up to the date of application to the Board; or

(2) in the case of an applicant with a current, expired, or retired Minnesota license or certificate, since the applicant's last license or certificate renewal in Minnesota;

~~B.C.~~ has never been convicted of a felony or has previously reporting any felony conviction to the board;

~~C.D.~~ has not represented himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state;

~~D.E.~~ will not represent himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state until the applicant's license or certificate has been issued or reinstated by the board;

~~E.F.~~ has not performed or offered to perform any services reserved in statute to those properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the state; architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior design services, without proper licensure or certification in the state; and

~~F.G.~~ will not perform or offer to perform any services reserved in statute to those properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the state until the applicant's license has been issued or reinstated by the board. architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior design services, without proper licensure or certification in the state until the applicant's license or certificate has been issued or reinstated by the board.

Changes:

Vote:

Item: Reduce fees, clarify validity of applications

Rationale: Make fee reductions where possible in administrative rule (authority: Minnesota Statute 16A.1283 (c)) in keeping with OLA audit recommendation regarding over recovery. Close loopholes/lack of clarity regarding how long and under what conditions an applications remains valid, given other recent rule changes, and changes in which how and when exams are administered (for example, year-round exams, direct registration exams)

See also items related to SSIT references elsewhere that occur in this section.

1800.0500 Subpart 1. Requirements.

...

For applicants deemed ineligible for licensure or certification, a new application shall be submitted each time new evidence of eligibility submitted.

An application for renewal of licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certification as a certified interior designer must be accompanied by a renewal fee as provided in Minnesota Statutes, section 326.105.

An application for examination as a land surveyor-in-training, or geologist-in-training, or soil scientist-in-training must be accompanied by an application fee as provided in Minnesota Statutes, section 326.105. Upon approval by the board, an applicant for an examination administered by the board shall pay to the board a fee in the amount established by the applicable national testing agency and an examination monitoring fee as provided by Minnesota Statutes, section 326.105. For examinations administered by a third-party vendor, the applicant shall pay the actual fee for examination to the national testing agency in a manner it prescribes. Information concerning the current examination fee charged by the applicable national testing agency may be obtained by contacting the board offices.

For applicants who are found to be ineligible for admission to the examination, or who fail the examination, do not register by a required deadline, do not show for the examination, or do not pay any required examination fee by a required deadline, a new application for examination shall be submitted each time the applicant applies to take the examination.

An application for certification as an engineer-in-training or soil scientist-in-training must be accompanied by an application fee as provided in Minnesota Statutes, section 326.105.

Subp. 4. **Delayed renewal fee.** A renewal fee is a delayed renewal fee within the meaning of Minnesota Statutes, section 326.10, subdivision 9, if it is not postmarked on or before June 30 of the year specified in Minnesota Statutes, section 326.105. The delayed renewal fee is \$30 ~~for the first three months of the lapsed period and \$60 for months four to 24~~ per biennium. The delayed renewal fee is computed from July 1 of any even-numbered year and is in addition to the renewal fee provided in Minnesota Statutes, section 326.105.

Subp. 7. **Additional fees.** In addition to all other fees for examination, licensure, or certification, as provided in this part or Minnesota Statutes, section 326.10, subdivision 1, the following schedule of fees is applicable:

A. for each application for licensure by comity under Minnesota Statutes, section 326.10, subdivision 1, clause (2), applicable to any person registered in another state or territory of the United States, or in any province of Canada, or in any foreign country, a fee of ~~\$100~~75;

B. for reissuance of a revoked, lost, destroyed, duplicated, or mutilated certificate of licensure or certificate as a certified interior designer, \$25;

~~C. for certified copies or reproduction of any document required to be supplied on behalf of any applicant for registration or licensure in another state, the cost of reproducing the document will be ten cents per sheet;~~

~~D.C.~~ for monitoring licensing examinations for applicants of boards of other states, the fee shall be \$25, payable by the applicant;

~~E.D.~~ an applicant for examination in more than one branch of engineering shall submit a separate examination fee for each additional branch of engineering for which the applicant has applied for examination; and

~~F.E.~~ for retaking all or any part of any examination for certification or licensure, the fee shall be established by the national testing agency.

Statutory Authority: *MS s 214.06; 214.12; 326.06; 326.10*

History: *8 SR 1777; 12 SR 2574; 14 SR 2988; 17 SR 711; 18 SR 2174; 21 SR 1427; 22 SR 90; L 1999 c 213 s 5,6; 29 SR 754; 38 SR 59; 43 SR 89; 43 SR 1301*

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1800.3505 Subp 7 Validity of application (Engineering)

~~E.F.~~ An applicant who passes the FE examination after applying to the board to sit and who does not provide the board with evidence of meeting the education requirements in 1800.2500 Subp. 2a within six months of the examination date must submit an engineer-in-training application in order to obtain an engineer-in-training certificate.

Changes:

Vote:

Item: MISC/Housekeeping

- Remove obsolete references to oral interviews, add missing definition. Remove unnecessary (and inconsistent in not appearing for all professions) references to where applications can be found.

1800.0050

Subp. 11a. MNLS. "MNLS" means the Minnesota Land Surveying Examination.

1800.0900 QUALIFICATION PROCEDURES.

Subpart 1. **Exhibits.** Exhibits in connection with an application ~~oral interview or written examination~~ shall be submitted when requested by the board.

Subp. 4. **Reexamination.** An applicant who does not receive a passing grade in an examination may submit a new application for examination. The application must be accompanied by an application fee as required under Minnesota Statutes, section 326.105. ~~The board shall require an applicant failing an examination three or more times to submit evidence of improved qualifications before approving a new application for examination.~~

Subp. 5. **Date and place of examination.** ~~Oral interviews may be given each year at such times as may be designated by the board.~~ A candidate who files an application for licensure by examination and is determined to be eligible for admission to the examination will be informed of ~~the date and place of the examination~~ their eligibility in writing. Examinations shall be scheduled once the applicant's application is approved.

1800.1100 and .2900

~~Subp. 4. **Obtaining application.** Application materials may be obtained from the board's website.~~

1800.2900

Subp. 1a. **Request for certification as an engineer-in-training.** An applicant shall submit an application for certification as an engineer-in-training following passage of the FE examination as a Minnesota exam candidate and completion of the education requirement under part 1800.2500, subpart 2a. Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FE examination must be submitted before the applicant may be certified as an engineer-in-training.

Changes:

Vote:

Item: Revise Architect education and experience requirements 1800.1000

Rationale: Add an option D for education; restructure existing paths to make each clearer (A, B, C), which will reduce a barrier to licensure in Minnesota (more applicants will qualify under EEE). Because the NCARB Education Alternative requires someone to document 2x the experience requirements for AXP, therefore completing the AXP, someone meeting the education requirement under D will also meet the experience requirements in Subp. 6.

Subp. 5. **Education requirement.** An applicant for licensure must present evidence of

A. graduation from an architectural curriculum accredited by the National Architectural Accrediting Board (NAAB); or

B. graduation from an architectural curriculum accredited by the Canadian Architectural Certification Board (CACB); or

C. an architectural education from a United States or foreign institution of higher learning equivalent to an NAAB-accredited degree, for which the applicant shall obtain an Education Evaluation Services for Architects (EESA) evaluation report to submit with the initial application for evaluation by the board; or

D. an NCARB Certificate earned through the "NCARB Education Alternative." An applicant using this education alternative must have no disciplinary record in any jurisdiction nor with NCARB.

~~An applicant holding a degree from a foreign college or university must be granted credit toward the requirements of this subpart on the same basis as a graduate of a United States college or university if the board determines that the educational requirements for the degree are equivalent to the requirements of this subpart. The applicant shall obtain an Education Evaluation Services for Architects (EESA) evaluation report to submit with the initial application for evaluation by the board.~~

Changes:

Vote:

Rationale: Reference to MN intern development program in the context of rules regarding initial license application is obsolete.

Subp. 6. **Experience requirement.** An applicant for licensure must present evidence of completion of the experience requirement. Qualifying credits for experience must be granted as described in items A and B.

A. The applicant's total experience must meet the requirements for qualifying experience in subpart 7.

B. Experience must comply with either:

(1) the Architectural Experience Program Guidelines (AXP) published by the ~~National Council of Architectural Registration Boards~~ (NCARB), July 2016, which is incorporated by reference, is available at the State Law Library and the board office, and is subject to frequent change;

(2) the Intern Development Program Guidelines (NCARB-IDP) published by NCARB, if the candidate completed the program before June 29, 2016; or

~~(3) the Minnesota Intern Development Program if the candidate began the program prior to March 1, 1997.~~

A candidate is responsible for establishing an ~~NCARB~~ ~~National Council of Architectural Registration Boards~~ Architectural Experience Program (AXP) record.

Changes:
Vote:

Rationale: With MN intern development an obsolete initial licensure option, the submitting of experience other than through an NCARB Record (AXP or IDP program) is also obsolete.

1800.1100 PROCEDURES.

Subpart 1. **Completion date.** An applicant is eligible for licensure upon verified completion of the education, examination, and experience requirements.

Subp. 2. **Application for licensure.** An applicant for initial licensure as an architect shall submit to the board a completed application, including verification of meeting the education and experience requirements described in part 1800.1000, subpart 1a, and payment of the application fee in Minnesota Statutes, section 326.105. The application must be submitted on a form provided by the board. The applicant must submit an NCARB Record to document meeting education, examination and experience requirements. ~~If the applicant was not required to complete NCARB-AXP or NCARB IDP, the applicant shall include a detailed listing of all architecturally related experience gained according to part 1800.1000. The experience listing must include the name and mailing address of the applicant's supervising licensed architect or other supervisor for each period of employment. The~~

~~board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying architectural experience was gained. The Record must include~~ applicant shall submit an official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs or the applicant must submit them with their application. The application must include one signed copy of Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

Changes:

Vote:

Item: Revise Landscape Architect 1800.1500

- Rationale: UAA, alternate paths; reduce barriers to entry

Subp. 3. **Education requirement.** An applicant for licensure as a landscape architect shall present evidence of

A. graduation from a landscape architecture ~~curriculum~~ masters degree program ~~of a university or college~~ accredited by the Landscape Architectural Accreditation Board (LAAB) or the Landscape Architecture Accreditation Council (LAAC); ~~or~~

B. graduation from a landscape architecture ~~baccalaureate~~ degree program accredited by the Landscape Architectural Accreditation Board (LAAB) or the Landscape Architecture Accreditation Council (LAAC); ~~or~~

~~C~~B. graduation from a non-LAAB or non-LAAC accredited baccalaureate curriculum in landscape architecture, a NAAB-accredited degree architecture program, or an architectural, civil, or structural engineering degree program that is an EAC-ABET accredited.

~~D~~C. graduation from any baccalaureate degree program from an accredited institution of higher learning, or a two-year associates or certificate program in landscape architecture.

Applicants under Subp. 3, items B and C, with a degree from a foreign institution must provide an education evaluation report from an education evaluation service approved by the board, along with the application, as evidence of equivalency.

Subp. 4. **Experience requirement.** An applicant for licensure as a landscape architect shall present evidence of completion of the experience requirement in items A to C.

A. The number of years of professional experience required ~~are~~

(1) ~~Three~~ Two years, if the applicant meets the education requirements in Subp. 3, item A.

(2) ~~Four~~ Three years, if the applicant meets the education requirements in Subp. 3, item B.

(3) Six years, if the applicant meets the education requirements in Subp. 3, items C or D.

~~A. is based on the following table:~~

Degree Received	Years of Education	Years of Professional Experience
Graduation from a five year baccalaureate curriculum in Landscape Architecture accredited by the LAAB or LAAC.	5	3

~~Graduation from a four year baccalaureate curriculum in Landscape Architecture accredited by the LAAB or LAAC.~~ 4 4

~~Graduation from a LAAB-accredited master's or doctorate curriculum in Landscape Architecture.~~ 5 or more 3

B. Qualifying experience must be acquired after ~~graduation~~ obtaining the qualifying education and be under the direct supervision of a licensed landscape architect.

C. Qualifying experience under the direct supervision of a licensed architect or licensed professional engineer shall receive full credit up to a maximum of one year when the work is related to landscape architecture.

D. Qualifying experience gained before graduation from one of the ~~landscape architectural education~~ curricula in ~~item A-Subp. 3~~ must be credited to satisfy part of the requirements for qualifying landscape architect experience under this item according to the following conditions:

- (1) experience must be under the direct supervision of a licensed landscape architect;
- (2) experience must be gained in increments of 90 days or more; and
- (3) experience must be credited at a rate of 50 percent.

This credit must not exceed one year of qualifying landscape architect experience.

Subp. 5. [Repealed, 35 SR 2011]

Subp. 6. **Qualifying experience defined.** As used in this part, "qualifying experience" consists of varied, progressive, nonrepetitive, practical experience at landscape architectural work that develops the applicant's ability to apply the knowledge gained during academic training to make sound judgments in solving landscape architectural problems and prepares the applicant to assume responsible charge of the work involved in the practice of landscape architecture. The experience must include elements of ~~research, codes and standards, site and environmental analysis, landscape architectural programming, planning, economics, schematic design, design development documents, construction documents, specifications, project management, and observation of construction~~

(1) Project and Construction Management, which includes pre-project management, project management, bidding, construction, and maintenance;

(2) Inventory and Analysis, which includes site inventory, physical analysis, and contextual analysis;

(3) Design, which includes stakeholder process, master planning, and site design;

(4) Grading, Drainage, and Construction Documentation: includes site preparation plans, general plans and details, specialty plans, and specifications.

- Experience must be written in detail, verified by the applicant's supervisor, and submitted with the application for licensure for evaluation.

Changes:

Vote: