

Readopt with amendment Lsa 301.01 through Lsa 301.04, effective 9/30/14 (Document #10679), to read as follows:

Lsa 301.01 Application Process.

(a) Persons wishing to become licensed as a landscape architect in New Hampshire and are Council of Landscape Architectural Registration Boards (CLARB) certified shall complete sections 1, 2, 3, 5, and 8 of the “Application for Initial New Hampshire Licensure as a Landscape Architect” form described in Lsa 301.02 provided by the board and submit the application to the board for review.

(b) Persons wishing to become licensed as a landscape architect in New Hampshire who are not CLARB certified and are applying by reciprocity shall complete the entire application described in Lsa 301.02 and submit the application to the board for review.

(c) An application, which is not signed by the applicant or is not accompanied by the application fee, shall not be accepted for processing, and shall be returned to the applicant.

(d) If the application is denied, the applicant shall be provided an opportunity to request a hearing for reconsideration pursuant to Lsa 206 on the deficiency issues identified by the board. Any such request shall be made in writing and received by the board within 30 days of the receipt of the notification of denial.

(e) Applications about which there has been no communication from the applicant to the board for one year shall be destroyed.

Lsa 301.02 Application for Initial Licensure.

(a) Each applicant for initial licensure shall provide, or cause to be provided, the following on the “Application for Initial New Hampshire Licensure as a Landscape Architect”, supplied by the board:

(1) How the applicant is applying for licensure by checking one of the following:

- a. Directly to the board, not CLARB certified;
- a. Through CLARB certification; or
- b. By reciprocity;

(2) The applicant’s full legal name, including any names previously used;

(3) The applicant’s date of birth;

(4) The applicant’s social security number required pursuant to RSA 161- B:11, VI-a;

(5) The applicant’s home mailing and physical addresses, telephone or cell phone number, and e-mail address;

(6) A yes or no answer to the question “Have you ever taken and passed the Landscape Architectural Registration Examination (LARE)?”;

(7) If the answer to (6) above is yes provide the location the exam was taken and the date the exam was completed;

(8) The state, in which the applicant was first registered, licensed, or certified as a landscape architect;

(9) If the applicant was licensed in another state the following information shall be submitted with regards to that license:

- a. Date of licensure;
- b. License number;
- c. A yes or no answer to “Was the license obtained by LARE examination?”;
- d. If no to c. above how was the license obtained;
- e. A yes or no answer to “Is the license currently valid”; and
- f. If the answer to e. above is no indicate why it is not currently valid;

(10) Answer yes or no to the question “Have you ever applied for a landscape architect’s license in New Hampshire?”;

(11) If the answer to (10) above is yes then provide the status of that application or license;

(12) Answer yes or no to the question “Are you applying for facilitated license as a military spouse?”

(13) A listing of every state in which the applicant holds or has ever held registration, certification, or licensure as a landscape architect with corresponding number, date of issuance, and date of expiration;

(14) Answer yes or no to “Have you ever lost your certification or license for disciplinary reasons or been denied a registration, certification, or licensure as a landscape architect or disciplined by this board or another landscape architect licensing board in any other state or jurisdiction?”;

(15) If the answer to (14) above is in the affirmative attach a detailed explanation of the yes answer;

(16) Answer yes or no to “Have you ever been convicted of any felony, any misdemeanor, or a violation involving landscape architecture or the practice of landscape architecture, which has not been annulled?”;

(17) If the answer to (16) above is in the affirmative attach a detailed explanation of the yes answer including name of the court, details of the offense, date of conviction, and the sentence imposed;

(18) Answer yes or no to the question “Have you ever held a CLARB Council Record?”;

(19) Answer yes or no and provide the date to “I have requested CLARB to transmit my Council Record to the board’s office on:”;

(20) List of post-secondary school, college, or university credits obtained including name of institution, years attended, whether or not the applicant has obtained a high school diploma or equivalency, major, and date degree was awarded;

(21) The names, complete addresses, phone number, occupation, and business relationship with the applicant of 5 references as specified in Lsa 302.03; and

(22) List all employers the applicant has had within the immediately preceding 10 years and that is relevant to the license being pursued starting with the first employer and ending with the most current, including:

- a. Employer’s name and address;
- b. Contact person including their phone number and position;
- c. The date of employment;
- d. The number of years employed; and
- e. The title of the position and description of responsibilities;

(23) A supplementary experience record of the projects or assignments the applicant was involved in starting with the first project or assignment, and include:

- a. A brief description and identification of the project or assignment by job title, location, and total cost;
- b. Identify which of the employers listed in (22) above the project or assignment was undertaken for; and
- c. Identification as to what portion of the work the applicant was responsible for;

(22) The applicant’s signature and date of signing below the following affidavit:

“I have read the contents hereof and understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.”

(b) Applicants shall pay the application fee as specified in Plc 1002.22.

(c) Each applicant for licensure who is a graduate of a non United States or Canadian institution shall have their transcripts sent directly from CLARB.

Lsa 301.03 Fees. Fees shall be those fees as described in Plc 1002.22.

Readopt with amendment Lsa 302.01, effective 9/30/14 (Document #10679), to read as follows:

Lsa 302.01 Candidate Requirements.

(a) Candidates for licensure shall meet the requirements established by RSA 310-A:146 before a license shall be granted. The board shall require documentation of the applicant's education and work experience.

(b) Experience in the practice of landscape architecture shall be of a grade and character that indicates to the board that the applicant is competent to practice as a landscape architect as determined pursuant to Lsa 302.02. The board shall also require documentation of the applicant's work products.

(c) Qualifications shall be determined as follows:

(1) Applicants possessing an accredited 4-year landscape architecture degree or equivalent, shall have 3 years professional experience under the direct supervision of a licensed landscape architect; or

(2) Applicants possessing a non-accredited 4-year landscape architecture degree or a 4-year degree in a related field including, but not limited to, engineering, architecture, geology, geography, planning, botany, forestry, environmental design, garden design, environmental studies, environmental science, ecology, or soil science, shall have 5 years professional experience, 3 of which shall be under the direct supervision of a licensed landscape architect.

(d) The applicant shall take the LARE prepared by CLARB and achieve a passing score.

Readopt with amendment Lsa 302.04 through Lsa 302.06, effective 9/30/14 (document #10679), to read as follows:

Lsa 302.04 Information from References. Information from references shall be provided on the "Professional Reference Form" provided by the board requiring the following information:

(a) Applicant's name;

(b) Reference's full name;

(c) Reference's present business or profession;

(d) Whether or not the reference is licensed as a landscape architect and if yes what state(s);

(e) How long the reference has known the applicant;

(f) Whether or not the reference is related to the applicant and if yes how;

(g) What the reference's business relationship is with the applicant;

(h) Whether or not the reference knows anything reflecting adversely on the integrity or general good character of the applicant and if yes specify;

(i) A brief description of the reference's knowledge of the applicant's qualifications in the practice of landscape architecture;

- (j) Whether or not the reference would employ the applicant in a position of trust, and if no why;
- (k) If the applicant is connected with a firm, provide the name of the firm, its address, and the position the landscape architect applicant holds at the firm;
- (l) Whether or not the reference determines if the applicant is qualified to be placed in responsible charge of design or supervision of work with full authority to change designs or specification and if no why;
- (m) If the applicant participates in individual practice, and the reference is aware of this practice, indicate the nature of the practice;
- (n) Whether or not the reference recommends the applicant for licensure as a landscape architect and if no indicate why;
- (o) Any additional remarks concerning the applicant that the reference determines beneficial to the board in making their determination of licensure; and
- (d) Signature of reference and the date of signing under the following statement:

“I make the above statements with full knowledge that the person referred to is making application for licensure to the State of New Hampshire as a Landscape Architect.”

Lsa 302.05 Additional References. The board shall require of the applicant the names and addresses of additional references if the original information provided by the references is unclear, incomplete, or contradictory.

Lsa 302.06 Denial of Application. An application shall be denied if, after notice and an opportunity for hearing, if the board finds that:

- (a) The applicant, or someone acting on the applicant's behalf, has submitted false information to the board in connection with the application;
- (b) Evidence of past disciplinary action taken by another licensing body, professional society, or association, which indicates the applicant cannot be relied upon to practice competently, safely and honestly, or adhere to the standards of conduct required by Lsa 500;
- (c) Evidence of conviction of a felony or misdemeanor indicates the applicant cannot be relied upon to practice competently, safely and honestly, or adhere to the ethical standards required by Lsa 500;
- (d) Evidence of behavior that would violate the ethical standards of Lsa 500, indicates the applicant cannot be relied upon to practice competently, safely and honestly, or adhere to the ethical standards required by Lsa 501.03;
- (e) The applicant failed to meet the educational and experience requirements of Lsa 302 and RSA 310-A146; or
- (f) The applicant failed to successfully pass the examinations required per Lsa 303.01.

Readopt with amendment Lsa 303.01, effective 9/30/14 (Document #10679), to read as follows:

Lsa 303.01 Examinations.

(a) All applicants for licensure shall have taken and successfully passed all sections of the CLARB LARE.

(b) The applicant shall request CLARB to send the test scores directly to the board and follow up with the board's office to ensure they were received.

Readopt with amendment Lsa 304.01, effective 9/30/14 (Document #10679), to read as follows:

Lsa 304.01 Reciprocity.

(a) Candidates for licensure who are licensed, certified, or registered in another state, provided that the other state's licensure, certification, or registration requirements are substantially equivalent to or higher than those of this state, shall apply to the board for licensure on the "Application for Initial New Hampshire Licensure as a Landscape Architect" form provided by the board as specified in Lsa 301.02(a) and pay the fee per Lsa 301.03 (a). The verification of licensure or examination shall be obtained by the candidate for licensure and submitted to the board with the application for licensure.

(b) Each applicant for licensure who holds a CLARB certificate shall have the CLARB certificate sent directly to the board's office by CLARB for evaluation.

(c) Applicants who do not hold a CLARB certificate shall submit the verification required pursuant to Lsa 304.01 (a).

Readopt with amendment Lsa 305.01, effective 9/30/14 (Document #10679), to read as follows:

Lsa 305.01 License. An applicant for licensure as a landscape architect, who has met satisfactorily all the requirements of these rules as well as RSA 310-A:140 through RSA 310-A:160 and who has paid all of the fees, shall be issued a license by the board. The licensee shall be issued a license authorizing the practice of landscape architecture that shall show the full name of the licensee and the board issued license number.

Readopt with amendment Lsa 305.03, effective 9/30/14 (Document #10679), to read as follows:

Lsa 305.03 Licensed Landscape Architect Seal or Stamp.

(a) The board shall upon issuance of a license to an applicant as a licensed landscape architect require the licensee to acquire an impression type seal, digital seal, or rubber stamp of the design described in (b) below by these rules. This seal shall bear the licensee's name and number as shown on the license. This seal may be affixed, at the discretion of the landscape architect, on plans, maps, and reports prepared by the licensee, but shall be affixed to all documents issued or filed for public record.

(b) The seal shall consist of 2 concentric circles with the outer circle having a diameter of 1- 5/8 inches and the inner circle diameter of 1-1/4 inches. In the space between the circles, the top shall be the words "Licensed Landscape Architect" and at the bottom "State of New Hampshire." In the space inside

the inner circle shall be the full name of the licensee and the license number written horizontally. The entire seal shall be encircled by 12 leaves bringing the outside diameter to 1 7/8 inches.

(c) The stamping or sealing of any documents by the licensee with the licensee's seal after the license has expired, has been suspended, revoked, or surrendered voluntarily shall be a violation of these rules, RSA 310-A:152, and is a misdemeanor. The stamping or sealing of any documents by the licensee not prepared by the licensee personally or under the licensee's direct supervision shall be a violation of these rules, RSA 310-A:152, and is a misdemeanor.

APPENDIX

RULE	STATUTE
Lsa 301.01	RSA 310-A:146, II, RSA 541-A:16, I(b)
Lsa 301.02	RSA 310-A:146, I-IV; RSA 310-A:147; RSA 310-A:148, RSA 541-A:16, I(b)
Lsa 301.03	RSA 310-A:144, I and II
Lsa 301.04	RSA 310-A:144
Lsa 302.01	RSA 310-A:143, I (b); RSA 310-A:146 I-IV; RSA 310-A:147; RSA 310-A:148
Lsa 302.04	RSA 310-A:143, I (b)
Lsa 302.05	RSA 310-A:143, I(d) and (g), RSA 310-A:149, II
Lsa 302.06	RSA 310-A:143, I(d) and (g)
Lsa 303.01	RSA 310-A:143, I (c); RSA 310-A:151
Lsa 304.01	RSA 310-A:153
Lsa 305.01	RSA 310-A:143, I (j)
Lsa 305.03	RSA 310-A:152