

## Chapter A-E 9

### LANDSCAPE ARCHITECT REGISTRATION

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**A-E 9.01 Authority and purpose.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.035, 443.09 and 443.10, Stats. The purpose of the rules in this chapter is to interpret basic education, experience and examination requirements for registration as a landscape architect as specified in ss. 443.035, 443.09 and 443.10, Stats.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95.

**A-E 9.02 Application for registration.** An applicant who files an application but does not comply with a request for information related to the application within one year from the date of the request shall file a new application and fee.

**Note:** Application forms are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95; am. Register, January, 1999, No. 517, eff. 2-1-99.

**A-E 9.03 Experience as a landscape architect.**

(1) To qualify as satisfactory experience in landscape architecture for the purposes of s. 443.035, Stats., an applicant's experience shall include the application of accepted principles in the practice of landscape architecture and shall demonstrate an applicant's progressive development of competence to practice landscape architecture. The experience shall be acquired in the areas of the practice of landscape architecture listed in sub. (2) (a) to (g), or in other areas of the practice of landscape architecture which in the opinion of the board provide the applicant with a knowledge of principles and data related to the practice of landscape architecture at least equivalent to that which would be acquired by experience in the areas of practice listed. Experience in every listed area is not required.

(2) Areas of experience in the practice of landscape architecture include:

(a) Project development, management and training, including developing project goals, determining political and legal restraints, scheduling, budgeting and contract compliance.

(b) Professional practice, including preparing contracts, fulfilling insurance requirements, determining appropriate scope of practice, and ensuring compliance with all legal requirements.

(c) Site analysis, including gathering and reviewing site analysis data; studying and documenting environmental factors and impacts; producing site analyses of existing physical, psychosocial, human factor, economic and regulatory conditions; analyzing results of site data to determine project feasibility; and making recommendations based on site analyses.

(d) Preliminary design, including developing and reviewing potential programs to ensure optimum results; developing design programs to best ensure a client's goals and objectives; developing spatial study plans showing design components; developing potential design alternatives; presenting draft designs and preliminary plans to clients; coordinating with allied professionals; developing preliminary cost estimates; determining regulatory approval requirements; and rendering detailed exhibits of preliminary plans for client approval.

(e) Design development, including establishing planting lists, establishing irrigation requirements, establishing construction elements, establishing grading plans, establishing lighting plans, refining cost estimates, and reviewing for compliance with fed-

eral, state and local codes, with the requirements of the Americans with disabilities act of 1990 (42 USC 12131) and with required public approvals.

(f) Preparation of construction documents, including inventorying required construction documents; preparing demolition plans; preparing tree removal and preservation plans; preparing grading and drainage plans; preparing detailed layout staking or construction plans; performing calculations required by local regulatory bodies; obtaining soil tests; preparing planting plans; preparing lighting plans; preparing construction details for all site elements for construction implementation; and coordinating each of these elements with other project design professionals.

(g) Construction administration, including preparing cost estimates for all elements of a project; obtaining client and regulatory approvals; compiling bid documents; assisting clients in contractor selection; ensuring quality control as projects progress; conducting and documenting regular site meetings; responding to field questions and issues; verifying contractor billings; issuing necessary change orders; creating punch lists for review of design implementation; conducting final walk-throughs to verify design compliance; and conducting post-construction evaluation visits.

(3) Not more than one year of satisfactory experience credit may be granted for any calendar year.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95.

**A-E 9.04 Education. (1)** In satisfaction of the education requirement under s. 443.035 (1) (a), Stats., the board accepts bachelor's or master's degrees in landscape architecture granted by a college or university accredited by the landscape architecture accreditation board of the American society of landscape architects or a degree determined by the board to be equivalent thereto. If the degree is from an international educational institution, the applicant shall provide an official evaluation by a transcript evaluation service acceptable to the board which shows that the degree is equivalent to a bachelor's degree in landscape architecture or a master's degree in landscape architecture granted by a college or university accredited by the landscape architecture accreditation board of the American society of landscape architects.

(2) In satisfaction of the education requirement under s. 443.035 (1) (b), Stats., the board accepts coursework in landscape architecture completed at a college or university accredited by the landscape architecture accreditation board of the American society of landscape architects, or other equivalent college level coursework in landscape architecture or in an area related to landscape architecture, completed at a college or university accredited by a regional accrediting agency approved by the state board of education in the state in which the college or university is located.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1999, No. 525.

**A-E 9.05 Examinations. (1) SCOPE OF WRITTEN EXAMINATIONS.** (a) After December 31, 1995, an applicant for initial registration as a landscape architect shall pass an examination determined by the examining board to assess knowledges required for the professional practice of landscape architecture.

(b) After December 31, 1995, an applicant for initial registration as a landscape architect and all applicants applying for registration under s. 443.10 (1) (a), (b) and (d), Stats., shall pass a writ-

ten examination, administered by the section, on barrier free design.

(c) The passing scores set by the board represent the minimum competency required to protect public health and safety.

(2) REQUIREMENTS FOR ENTRANCE TO EXAMINATIONS. To be eligible to take the examinations required under this section, an applicant shall submit to the board satisfactory evidence of having met the requirements under ss. 443.035 (1) (a) or (b) and 443.09 (2), Stats.

(3) APPLICATION FOR EXAMINATION. An applicant for initial registration shall file an application for examination with the board not less than 90 days before the scheduled date of the examination.

**Note:** An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

(4) EXAMINATION AND REFUND FEES. The fee for the examinations for landscape architects, and the requirements for refund of fees are specified in s. 440.05, Stats., and ch. SPS 4, respectively.

(5) PLACE AND TIME OF EXAMINATIONS. The examinations required by this section shall be held at sites and on dates designated by the board.

(6) EXAMINATION REVIEW. (a) *One-year limitation.* An applicant for a landscape architect examination may review questions on any part of an examination failed by the applicant within one year from the date of the examination, as specified in s. 443.09 (6), Stats. An applicant may review the examination only once.

(b) *Review procedure.* Failing candidates shall be notified of the procedure to schedule a review of the appropriate examination parts. The applicant may take notes on the examination questions reviewed. No notes may be retained by the applicant following the review. The review may not take place within 30 days prior to a scheduled examination. If the section confirms the failing status following its review, the application shall be deemed incomplete, and the applicant may be reexamined under sub. (7).

**Note:** Subsection (6) was invalidated by the repeal of s. 443.09 (6), Stats., in 2009 Wis. Act 350 and will be removed in future rule-making by the Board.

(7) REEXAMINATION. An applicant failing any part of an examination may be reexamined on the part or parts failed, except that after failure of 3 reexaminations, the board shall require a one-year waiting period before further reexaminations on the part or parts failed.

(8) CHEATING. Any applicant for registration who receives aid or cheats in any other manner in connection with the examination

shall be barred from completing the examination or shall not be given a passing grade, or both.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95; am. (6) (b), Register, March, 1996, No. 483, eff. 4-1-96; am. (6) (a), Register, October, 1996, No. 490, eff. 11-1-96; cr. (1) (c) and (8), am. (3), Register, January, 1999, No. 517, eff. 2-1-99; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

**A-E 9.06 Application contents.** An application for registration as a landscape architect shall include:

(1) Official transcripts of graduate and undergraduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.

(2) A chronological history of the applicant's employment or other qualifying experience.

(3) References from at least 5 individuals, 3 of whom have personal knowledge of the applicant's experience in landscape architecture and are engaged in the practice of landscape architecture. If 3 references from individuals who are engaged in the practice of landscape architecture are not available, the board may accept references from individuals actively engaged in the practice of an allied profession. After December 31, 1995, one of the 3 references having personal knowledge of the applicant's experience in landscape architecture shall be licensed or registered as a landscape architect by the licensing authority of some licensing jurisdiction in the United States or Canada.

(4) The fee required under s. 440.05 (1), Stats.

(5) For applicants previously licensed in another state, territory or possession of the United States or in another country, verification of the applicant's licensure in the licensing jurisdiction of original licensure or, if the applicant has permitted his or her registration in the jurisdiction of original licensure to lapse, verification of licensure in the licensing jurisdiction where the applicant is currently licensed and where the applicant was last engaged in the practice of landscape architecture.

(6) For applicants who have a pending criminal charge or have been convicted of a crime, all related information necessary for the board to determine whether the circumstances of the pending criminal charge or criminal conviction are substantially related to the circumstances of the practice of landscape architecture.

(7) Any additional data, exhibits or references showing the extent and quality of the applicant's experience that may be required by the landscape architect section.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95.