

1.1 **1800.0050 DEFINITIONS.**

1.2 Subpart 1. **Scope.** For the purposes of this chapter, the terms defined in this part
1.3 have the meanings given them.

1.4 Subp. 2. **Applicant.** "Applicant" means a person applying to take the Architect
1.5 Registration Examination, Fundamentals of Engineering Examination, Principles and
1.6 Practice of Engineering Examination, Fundamentals of Surveying Examination, Principles
1.7 and Practice of Surveying Examination, Minnesota Local Land Surveying Examination,
1.8 Fundamentals of Geology Examination, Practice of Geology Examination, Fundamentals
1.9 of Soil Science Examination, or Professional Practice of Soil Science Examination or
1.10 a person applying for licensure as an architect, professional engineer, land surveyor,
1.11 landscape architect, professional geologist, professional soil scientist, or a person applying
1.12 for certification as a certified interior designer. Applicant also means a candidate and
1.13 persons who have passed their respective professional examination but have not yet
1.14 received their license or certificate in Minnesota.

1.15 **1800.0100 COOPERATION IN COMMUNICATIONS.**

1.16 An applicant, licensee, or certificate holder shall respond to communications from the
1.17 board, committees of the board, or the assistant attorney general on behalf of the board
1.18 within 30 days of the mailing of communications, unless an earlier response is specified.

1.19 An applicant, licensee, or certificate holder shall appear before the board, committees
1.20 of the board, or the attorney general when requested to do so and provide copies of all
1.21 pertinent records, including handwriting samples, to assist the board in its investigations.

1.22 An applicant, licensee, or certificate holder shall sign an authorization letter giving the
1.23 board access to information relating to a board investigation that is held by any federal,
1.24 state, or other local government agency or professional organization, the subject matter
1.25 of which pertains to conduct described in Minnesota Statutes, sections 326.02 to 326.15,
1.26 when requested to do so by the board or by the attorney general.

2.1 **1800.0110 APPEARANCE BEFORE BOARD.**

2.2 For purposes of assisting the board in determining the person's qualifications or
2.3 compliance with Minnesota Statutes or Minnesota Rules, and at the request of the board,
2.4 a committee of the board, or the attorney general on behalf of the board, a holder or
2.5 applicant of a certificate or license issued by the board shall:

2.6 A. appear and provide sworn testimony before the board, a committee of the
2.7 board, or the attorney general;

2.8 B. respond to any questions of the board, a committee of the board, or the
2.9 attorney general; and

2.10 C. produce any evidence requested by the board, a committee of the board,
2.11 or the attorney general.

2.12 Nothing in this part limits the board from requiring appearance before the board
2.13 under any applicable statute or rule.

2.14 **1800.0120 NOTIFICATION.**

2.15 **Subpart 1. Required information.**

2.16 A. Each applicant, licensee, or certificate holder shall provide the board a
2.17 current street address and telephone number. A post office box address is not sufficient
2.18 to satisfy this requirement. Each applicant, licensee, or certificate holder must notify the
2.19 board in writing of any change in address within 30 days of the change.

2.20 B. Each applicant, licensee, or certificate holder shall provide the board with a
2.21 legal name change document within 30 days of any change in name.

2.22 C. Each applicant, licensee, or certificate holder must notify the board in writing
2.23 within ten days if the applicant, licensee, or certificate holder has been convicted of or has
2.24 pled guilty or nolo contendere to a felony, an element of which is dishonesty or fraud,
2.25 whether or not the person admits guilt.

3.1 D. Each applicant, licensee, or certificate holder must notify the board in writing
3.2 within ten days if the applicant, licensee, or certificate holder has had an architecture,
3.3 engineering, land surveying, landscape architecture, geoscience license, or interior design
3.4 certificate, right to exam, or other similar authority revoked, suspended, canceled, limited,
3.5 or not renewed for cause in any state, commonwealth, or territory of the United States, in
3.6 the District of Columbia, or in any foreign country.

3.7 **1800.0130 EXAMINATION IRREGULARITIES; CHEATING.**

3.8 Subpart 1. **Generally.** Cheating by an applicant in applying for or taking the
3.9 examination, or discovered subsequent to the examination, will result in the board
3.10 initiating a complaint and investigation, which may lead to sanctions as identified in
3.11 Minnesota Statutes, section 326.111, and related rules.

3.12 Subp. 2. **Actions constituting cheating.** For purposes of Minnesota Statutes, section
3.13 326.111, subdivision 4, paragraph (a), clause (5), the following acts and practices are
3.14 considered fraudulent, deceptive, or dishonest:

3.15 A. falsifying or misrepresenting educational credentials or other information
3.16 required by the board to sit for the examination;

3.17 B. conduct that violates the standard of test administration, such as
3.18 communicating with another examinee during administration of the examination, copying
3.19 another examinee's answers, permitting another examinee to copy one's answers, or
3.20 possessing unauthorized materials;

3.21 C. impersonating an examinee or permitting an impersonator to take the
3.22 examination on one's own behalf;

3.23 D. unauthorized access or reference to prohibited devices or materials, inside
3.24 of or outside of the examination room, other than that provided to the candidate by the

4.1 examination administrator as part of the examination or as authorized by the board while
4.2 the candidate is taking the examination;

4.3 E. conduct that violates the security of the examination materials, such as
4.4 removing examination materials from the examination room or having unauthorized
4.5 possession of any portion of a future, current, or previously administered licensing
4.6 examination;

4.7 F. unauthorized disclosure of examination questions or content; or

4.8 G. seeking out confidential examination questions or content.

4.9 Subp. 3. **Nonlimitation of authority.** This part does not limit the authority of the
4.10 board from taking action against an applicant, examinee, licensee, or certificate holder for
4.11 conduct not specifically described in this part.

4.12 Subp. 4. **Remedial action during examination.** In any case in which it appears
4.13 that cheating has occurred or is occurring, the board or an exam administrator will take
4.14 action including summarily expelling the candidate involved from the examination or
4.15 moving the candidate to a position in the test site away from other examinees where the
4.16 candidate can be watched more closely.

4.17 **1800.0140 SECURITY AND IRREGULARITIES.**

4.18 Notwithstanding any other provisions under this chapter, the board may postpone
4.19 scheduled examinations, the grading of examinations, or the issuance of certificates due to
4.20 a breach of examination security; unauthorized acquisition or disclosure of the contents
4.21 of an examination; suspected or actual negligence, errors, omissions, or irregularities in
4.22 conducting an examination; or for any other reasonable cause.

4.23 **1800.0400 APPLICATION FOR LICENSURE AND CERTIFICATION.**

4.24 [For text of subp 1, see M.R.]

5.1 Subp. 1a. **Information required.** The applicant shall submit to the board, on a form
5.2 prescribed by the board, information relative to:

5.3 A. place and date of birth;

5.4 B. time and place of schools attended and studies completed;

5.5 C. status relative to graduation from such schools or completion of studies;

5.6 D. final official transcript showing the date of award of the degree or degrees
5.7 received;

5.8 E. for engineer, land surveyor, geologist, and soil scientist applicants, whether
5.9 the Fundamentals of Engineering (FE), Fundamentals of Land Surveying (FLS),
5.10 geologist-in-training, or soil scientist-in-training examination has been successfully
5.11 completed;

5.12 F. for landscape architect applicants, whether the Landscape Architect
5.13 Registration Examination (LARE) has been successfully completed;

5.14 G. for certified interior designer applicants, whether the written examination
5.15 administered by the National Council for Interior Design Qualification (NCIDQ) has
5.16 been successfully completed; and

5.17 H. a record of personal employment, with all dates and with complete
5.18 information relative to duties and type of work performed, and particularly outlining the
5.19 applicant's responsibilities in charge of the whole or any part thereof.

5.20 Subp. 2. **Evaluation of information.** The information required by subpart 1a shall
5.21 be evaluated by the board and if the applicant is found ineligible for admission to the
5.22 examination, ineligible for licensure as a landscape architect, or ineligible for certification
5.23 as a certified interior designer, at that time, the applicant shall be notified in writing and
5.24 given the reasons for the ineligibility. If the applicant for licensure as a landscape architect
5.25 is eligible for licensure at the time of application, the applicant shall be notified by the

6.1 board in writing. If the applicant for certification as a certified interior designer is eligible
 6.2 for certification at the time of application, the applicant shall be notified by the board
 6.3 in writing. If the applicant for examination is eligible at the time for admission to the
 6.4 examination, the applicant shall be notified by the board in writing.

6.5 [For text of subp 3, see M.R.]

6.6 **1800.1500 EDUCATION AND EXPERIENCE.**

6.7 Subpart 1. **Examination requirement.** An applicant for licensure as a landscape
 6.8 architect shall pass the examination referred to in part 1800.1700 and satisfy the education
 6.9 and experience requirements in subparts 3 to 5. Successful passage of the examination
 6.10 referred to in part 1800.1700 is required of an applicant in order to be licensed under
 6.11 part 1800.0800, item G. An applicant for licensure under part 1800.0800, item G, must
 6.12 satisfy the Minnesota licensing requirements in effect at the time of the applicant's original
 6.13 licensure in the other state.

6.14 [For text of subps 2 and 3, see M.R.]

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

6.18 A. The number of years of professional experience required is based on the
 6.19 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.	5	3
Graduation from a four-year baccalaureate curriculum in Landscape Architecture accredited by the LAAB.	4	4

7.1 A related degree PLUS graduation from a 5 or more 3
 7.2 LAAB-accredited master's or doctorate curriculum in
 7.3 Landscape Architecture.

7.4 B. Qualifying experience must be acquired after graduation and be under the
 7.5 direct supervision of a licensed landscape architect.

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

7.9 D. Qualifying experience gained under a licensed landscape architect before
 7.10 graduation from an accredited landscape architectural curriculum, in increments of 90
 7.11 days or more, will be permitted. Not more than one year of credit shall be allowed for
 7.12 qualifying landscape architectural experience gained before graduation from an accredited
 7.13 landscape architect curriculum. The experience gained prior to graduation from an
 7.14 accredited landscape architectural curriculum shall be credited at the rate of 50 percent up
 7.15 to the maximum allowable credit of one year.

7.16 Subp. 5. [Repealed, 35 SR 2011]

7.17 [For text of subp 6, see M.R.]

7.18 **1800.1700 WRITTEN EXAMINATIONS.**

7.19 [For text of subp 1, see M.R.]

7.20 Subp. 2. **Equipment during examination.** Applicants shall only use equipment
 7.21 approved by CLARB during the Landscape Architect Registration Examination.

7.22 **1800.2100 EDUCATION AND EXPERIENCE.**

7.23 [For text of subp 1, see M.R.]

8.1 Subp. 2. **Education and experience requirement.** To qualify for certification as
8.2 a certified interior designer, an applicant shall present evidence that the applicant has
8.3 completed the education and experience requirements in items A and B.

8.4 A. For purposes of this subpart, "equivalent education" means education which
8.5 the board, after review of an applicant's transcript and other educational materials, finds
8.6 to be substantially the same in terms of the curriculum composition and content of
8.7 classes taken by the applicant which culminates in a minimum of a bachelor's degree in
8.8 interior design accredited by the Council for Interior Design Accreditation (CIDA) or
8.9 its predecessor, the Foundation for Interior Design Education Research (FIDER). The
8.10 education requirement must be fulfilled by one of the following options as described:

8.11 (1) graduation from a four- or five-year professional-level interior design
8.12 program resulting in a bachelor's or master's degree, which includes completion of 60
8.13 semester hours or 90 quarter hours of interior design course content from a program
8.14 accredited by CIDA or its predecessor, FIDER, or equivalent education;

8.15 (2) graduation prior to June 1, 2013, from a two-year preprofessional
8.16 or paraprofessional program in interior design accredited by CIDA or its predecessor,
8.17 FIDER, or equivalent education; or

8.18 (3) graduation prior to June 1, 2013, from a three-year professional level
8.19 program in interior design accredited by CIDA or its predecessor, FIDER, or equivalent
8.20 education.

8.21 B. Experience must be under the direct supervision of a certified interior
8.22 designer, NCIDQ certificate holder, licensed architect, or, prior to June 1, 2013, an interior
8.23 designer.

8.24 (1) If the applicant meets the educational requirements of item A, subitem
8.25 (1), the experience required is completion of the Interior Design Experience Program

9.1 (IDEP), as provided by NCIDQ or its successor, or a minimum of two years of qualifying
9.2 interior design experience;

9.3 (2) If the applicant meets the educational requirements of item A, subitem
9.4 (2), prior to June 1, 2013, the experience required is completion of a minimum of four
9.5 years of qualifying interior design experience; or

9.6 (3) If the applicant meets the educational requirements of item A, subitem
9.7 (3), prior to June 1, 2013, the experience required is completion of a minimum of three
9.8 years of qualifying interior design experience.

9.9 C. Experience must be diversified in the practice of interior design for public
9.10 spaces and include all ten of the following knowledge areas, documented as required
9.11 by the board:

9.12 (1) space planning;

9.13 (2) building code research and analysis;

9.14 (3) programming;

9.15 (4) schematic design and design development;

9.16 (5) preparation of construction documents;

9.17 (6) cost estimating;

9.18 (7) specification of building materials and finishes;

9.19 (8) specification of furnishings, fixtures, and equipment;

9.20 (9) bidding/negotiating procedures; and

9.21 (10) construction administration.

9.22 Subp. 3. [Repealed, 35 SR 2011]

9.23 Subp. 4. [Repealed, 35 SR 2011]

10.1 [For text of subp 5, see M.R.]

10.2 **1800.2200 PROCEDURES.**

10.3 [For text of subp 1, see M.R.]

10.4 Subp. 2. **Admission to examination.** The applicant shall apply for examination
10.5 directly to the National Council for Interior Designer Qualification (NCIDQ) and follow
10.6 the procedures outlined by the NCIDQ.

10.7 Subp. 3. **Application for certification.** Applicants shall submit to the board a
10.8 completed application, including verification of completed education, examination, and
10.9 experience requirements and the appropriate application fee. The application shall be
10.10 submitted on a form provided by the board. If the applicant was not required to complete
10.11 IDEP, the applicant shall include a detailed listing of all interior design related experience
10.12 gained as provided in part 1800.2100. The list of experience shall include the name and
10.13 mailing address of the applicant's supervising interior designer or other supervisors for
10.14 each period of employment. A final transcript of grades showing the date of award of any
10.15 degree earned must be submitted by all applicants. The application must include one
10.16 signed copy of the Board Rules of Professional Conduct. Upon approval or denial by the
10.17 board, the applicant shall be notified in writing.

10.18 **REPEALER.** Minnesota Rules, parts 1800.1500, subpart 5; and 1800.2100, subparts 3
10.19 and 4, are repealed.