

**242 CMR 3.00: Policy Rules and Regulations**

By the Division of Professional Licensure

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**3.01: Scheduling and Conduct of Meetings**

~~(1) Regular-The Board conducts both regular and special meetings, which are open to the public. At the first scheduled regular meeting of the Board, as required by M.G.L. c. 13, § 68, shall be held twice each calendar year, and shall be scheduled for the first Monday of June and of November.~~

~~The election of the Board elects a Chairman, a Chair, Vice-Chairman, Chair and a Secretary shall be the first order of business at the Regular Meeting of the Board in November.~~

~~(2) Special Meetings of the Board shall be scheduled at the discretion of the Board, with not less than two weeks advance notice.~~

~~(3) A Regular Meeting may be adjourned and continued at a later date, but may not be cancelled. A Special Meeting may be adjourned and continued at a later date or may be cancelled, but such cancellation may not be made later than one week before the scheduled date of the meeting.~~

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~~(4) All meetings of the Board shall be open to the public, except that the Board may sit in executive session from~~  
~~which the public is excluded during its consideration of the qualifications of individual candidates for registration,~~  
~~and at such times as are permitted by the laws of the Commonwealth and are deemed advisable by the~~  
~~Boardmembers.~~

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~~(5) Robert's Rules of Order shall govern the conduct of business at meetings of the Board.~~

~~(6) Requests for Appointments shall be filed at the office of the Board not less than seven days prior to a scheduled regular or special meeting.~~

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### **3.02: Filing of Applications and Examination Administration**

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(1) Applicants must submit an application to the Board for approval prior to beginning the examination process in Massachusetts.

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(2) The course of study and degree referred to in G. L. c. 112, § 101(c) shall mean a degree in landscape architecture from an LAAB- or LAAC-accredited educational program.

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(3) No member of the Board, during ~~his~~their tenure, shall permit ~~his~~their name to be used as a reference in connection with the filing of an application for registration as a Landscape Architect in the Commonwealth of Massachusetts.

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(4) Applications for registration as a Landscape Architect will be received at any time during the regular business hours and shall be ~~mailed or delivered to~~sent or delivered to the Board.

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The Board of Registration of Landscape Architects

Room 1514, State Office Building

100 Cambridge Street

Boston, Massachusetts 02202

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Only those persons whose applications are ~~received~~complete shall be approved by the Board ~~on or~~

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~~before September 1, prior to~~ to take the ~~scheduled date of an~~ examination ~~shall be considered eligible to take~~

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~~that examination.~~

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(~~5~~6) No application will be considered complete unless accompanied by the required fees, nor until all required supporting documents have been received by the Board.

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Application fees will not be refunded for any cause.

(~~6~~7) When deemed by the Board necessary to demonstrate the applicant's eligibility under the

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section of the law upon which the application is based, each applicant shall submit in support of his formal application, authentic proof of the statements made therein, by attaching documentary evidence, affidavits, registrar's statements, diplomas, published data, photographs, or other sworn or proven evidence.

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(~~7~~8) The Board reserves the right to retain, as a permanent part of the application, any or all

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documents submitted, which shall be properly marked for identification and ownership. Original documents may be replaced by photocopies of such documents, however, at the request and expense of the applicant.

(~~8~~9) Personal appearance before the Board, if required, shall be at the time and place designated

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by the Board, and shall be at the ~~applicant's~~applicant's expense.

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(79) Failure, within 60 days from the date of written request from the Board, to provide additional evidence or information, or to appear before the Board when such appearance is deemed necessary by the Board, may be considered as just and sufficient cause for disapproval of the application.

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(10) In consideration of applications for registration under M.G.L. c. 112, § 104, the Board reserves the right to require the applicant:

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- (a) to qualify by passing the regular written examination;
- (b) to submit a satisfactory examination record from another state;
- (c) and/or to pass such additional examination as, in the opinion of the Board, may be necessary to bring the applicant's qualifications up to the existing requirements of the Board.

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### **3.03: Processing of Applications**

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(1) Each application shall be considered separately by the Board and shall be approved or rejected individually on a roll call vote. The affirmative vote of at least three of the five Board Members shall be required for approval or rejection of each application.

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(2) The action of the Board shall be recorded both in the minutes of the meeting and upon the fact of the application, and the applicant shall be notified of the Boards' action promptly.

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**3.04: ~~Administrative Rules~~ Signing and Certifying Documents**

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(1) For the purpose of certifying plans, specifications, ~~and~~ reports, ~~and other documents~~, the seal referred to in M.G.L. c. 112, § 100 may be either a metal embossing device ~~or~~ a rubber stamp ~~or an electronically generated image~~, but shall be of the ~~design, arrangement, size and design authorized by the Board~~ ~~working of which shall conform exactly with the figure below except for insertion of the registrant's own name~~ and ~~illustrated in the facsimile following~~: ~~registration number~~.

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~~Each~~

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~~(2) Every~~ registered Landscape Architect, ~~upon receipt of his seal~~, shall stamp or emboss ~~the seal~~ upon two sheets of ~~his~~ letterhead and send the impression to the Board as evidence that ~~he as they~~

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have complied with the requirement of acquiring a seal ~~and that his seal~~ conforms to the design authorized by the Board. Nonconforming seals will be rejected by the Board.

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(23) All stamped or embossed plans, specifications, reports, and other documents shall also be signed and dated by the Landscape Architect.

(4) 242 CMR 3.00, or any part of them, may be amended or rescinded only upon the affirmative vote of at least four-fifths of the Board Members.

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### 3.05: Definitions

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(1) The terms "Landscape Architect", "Landscape Architecture," and the "Board" shall be as defined in M.G.L. c. 112, § 98.

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(2) **"Evidence"** shall be understood to mean acceptable and usable documentation required or submitted for consideration of the Board, and may include drawings, specifications, photographs, news items, advertisements, letters, listings, diplomas, awards, certificates, contracts, agreements, letterhead, invoices, signs, rental agreements, and certified personal statements. Each item of evidence shall be clearly marked to insure positive identification. It shall be the entire responsibility of the applicant to satisfy the Board as to the sufficiency of the Evidence.

(3) **"Practice"** shall be understood to mean the continuous rendering of Landscape Architectural services, as hereinbefore defined, as the principal occupation of the applicant. Ample proof of

professional responsibility shall be part of the evidence necessary to establish a record of professional practice.

(4) "**Experience**" shall be understood to mean employment in the practice of Landscape Architecture, as hereinbefore defined, under the direct supervision of a qualified individual registered and licensed to practice Landscape Architecture when so required by the laws of the state or country in which the work has been performed. Training, practice, and knowledge in allied fields (Architecture, Engineering, Horticulture, or Planning) may be submitted for evaluation by the Board, which may consider such related experience germane to the qualifications of the applicant as a Landscape Architect.

(5) "LAAB" shall mean the Landscape Architectural Accreditation Board of the American Society of Landscape Architects. "LAAC" shall mean the Landscape Architectural Accreditation Council of the Canadian Society of Landscape Architects.

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### **3.06: Rules Relating to Examinations**

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(1) **Content.** Content of each examination shall be determined by the Board, which shallThe Board has determined that the Council of Landscape Architectural Registration Boards (hereinafter, "CLARB") is an agent of the Board and is responsible for administering the examination. The Board will approve and notify qualified applicants prior to the examination.

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(2) **Equipment.** Each candidate reporting for examination shall bring only the equipment specified by the Board prior to the examination.

~~(2) Grading.~~ Each examination will be graded on a basis of 100 points. A grade of 75% will be by CLARB. Passing grades shall be required on consistent with the national standard established by CLARB for each section of the examination.

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~~(4) Retaking Failed Examination.~~ Each candidate may take the licensing examination or sections thereof a total of three times during three consecutive examination administrations administration. A license will be granted by the Board when a candidate has accumulated a passing score in all required sections over the three consecutive examination administrations. If a candidate does not accumulate a passing score in all required sections over the three consecutive examination administrations, the each of the required sections. A candidate must successfully pass the entire licensing examination within five (5) years from the date of approval for examination by the Board. Unsuccessful candidates must submit a new application to the Board and retake all sections of the entire examination.

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### 3.07: Qualifications of Applicants

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In reference

~~(1) For the purposes of meeting the practical experience requirement referred to M.in G. L. c. 112, § 101(c), the) and required prior to receiving Board shall not consider acceptable as practical experience permission to sit for the examination, the Board requires that such professional experience:~~

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(a) ~~experience gained as a student;~~

~~(b) must be acquired while under the direct, on-site supervision of a licensed or registered landscape architect with at least ten (10) years' experience gained while employed by practicing as a licensed or registered landscape architect;~~

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~~(b) for candidates for licensure with a qualifying degree, such experience must be acquired after satisfying the educational requirement for candidates for licensure with a qualifying degree;~~

~~(c) any experience must be acquired through working in an office less for fewer more than six continuous months of (6) months' full-time employment;~~

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~~(e) experience gained experience, or fewer more than one thousand and forty (1040) hours; will not qualify for licensure; and~~

~~(d) such experience must be solely in the practice of landscape architecture, not in a related field, and must be diversified, meaning directly supervised practice related to most or all of the following:~~

~~\_\_\_\_\_ (1) project programming;~~

~~\_\_\_\_\_ (2) site and environmental analysis;~~

~~\_\_\_\_\_ (3) code research;~~

~~\_\_\_\_\_ (4) feasibility study drafting;~~

~~\_\_\_\_\_ (5) schematic design or design development;~~

~~\_\_\_\_\_ (6) cost estimation or project coordination;~~

(7) drafting of layout, grading drainage, or planting plans;

(8) section and detail drafting;

(9) drafting specifications or obtaining permits or ~~other than under the direct~~  
supervision of a Registered Landscape Architect approvals;

(10) administering shop drawings or other submissions; and

(11) field observation.

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## REGULATORY AUTHORITY

242 CMR 3.00: M.G.L. c. 112, § 102.