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**IDAPA 24  
TITLE 07  
CHAPTER 01**

**24.07.01 – RULES OF THE IDAHO STATE BOARD OF LANDSCAPE ARCHITECTS**

**000. LEGAL AUTHORITY (RULE 0).**

In accordance with Section 54-3003, Idaho Code, the Idaho State Board of Landscape Architects shall promulgate rules which implement the provisions of Chapter 30, Title 54, Idaho Code. (7-1-93)

**001. TITLE AND SCOPE (RULE 1).**

These rules shall be cited as IDAPA 24.07.01, “Rules of the Idaho State Board of Landscape Architects.” (11-25-94)

**002. WRITTEN INTERPRETATIONS (RULE 2).**

The Board may have written statements which pertain to the interpretation of the rules of this chapter. Such interpretations, if any, are available for public inspection and copying at cost in the main office of the Bureau of Occupational Licenses. (3-20-04)

**003. ADMINISTRATIVE APPEALS (RULE 3).**

Administrative appeals shall be governed by the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (3-20-04)

**004. INCORPORATION BY REFERENCE (RULE 4).**

The document titled the Council of Landscape Architectural Registration Boards (CLARB) Model Rules of Professional Conduct as amended February 2007, referenced in Subsection 425, is herein incorporated by reference. (3-26-08)

**005. ADDRESS OF IDAHO BOARD OF LANDSCAPE ARCHITECTS (RULE 5).**

The office of the Board of Landscape Architects is located within the Bureau of Occupational Licenses, 700 W. State Street, Boise, Idaho 83702. The Bureau is open between the hours of 8:00 a.m. and 5:00 p.m. each day except Saturdays, Sundays and holidays. The phone number of the Board is (208) 334-3233. The Board's fax number is (208) 334-3945. The Board's e-mail address is [lar@ibol.idaho.gov](mailto:lar@ibol.idaho.gov). The Board's official website is <http://www.ibol.idaho.gov>. (3-29-10)

**006. PUBLIC RECORDS (RULE 6).**

The records associated with the Board of Landscape Architects are subject to the provisions of the Idaho Public Records Act. Title 74, Chapter 1, Idaho Code. (3-20-04)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS (RULE 10).**

**01. Board.** The Idaho State Board of Landscape Architects, as prescribed in Section 54-3001(c), Idaho Code. (7-1-93)

**02. Bureau.** The Bureau of Occupational Licenses as prescribed in Sections 54-3003 and 67-2602, Idaho Code. (3-20-04)

**011. -- 099. (RESERVED)**

**100. AGE (RULE 100).**

Minimum age -- eighteen (18) years. (7-1-93)

**101. APPROVED EDUCATION (RULE 101).**

An approved college or school of landscape architecture shall have a landscape architecture program accredited by the Landscape Architectural Accreditation Board (LAAB), or shall substantially meet the accrediting standards of the LAAB as may be determined by the Board. (3-22-18)

**102. PRACTICAL EXPERIENCE IN LIEU OF EDUCATION (RULE 102).**

An applicant shall document at least eight (8) years of actual practical experience in landscape architecture in lieu of graduation from an approved college or school of landscape architecture. Such experience shall establish the applicant's education in those subjects and areas contained in the curriculum of an approved college or school of landscape architecture. No less than fifty percent (50%) of such practical experience shall be under the supervision of a licensed landscape architect. (3-20-04)

**103. -- 199. (RESERVED)**

**200. APPLICATION (RULE 200).**

Each applicant for licensure shall submit a complete application together with the required fees to the Board. An application shall be made on the uniform application form adopted by the Board and furnished to the applicant by the Bureau. An application shall not be reviewed by the Board until all required information is furnished and the required fees paid. (3-20-04)

**201. APPLICATION FORM (RULE 201).**

**01. Reference Requirements.** Applicants are required to furnish the Board with four (4) references. Two (2) of the references must be from currently licensed Landscape Architects. The remaining two (2) may be licensed landscape architects, licensed engineers, licensed architects, or any combination thereof. All references must be from competent individuals who are well acquainted with the applicant's character and professional ability. (3-29-10)

**02. Materials Submitted to Board.** All required applications, statements, fees and other documentation must be submitted to the Board in care of the Bureau of Occupational Licenses, and shall include: (3-20-04)

- a. A passport photograph taken within thirty (30) days of the date of application; (3-20-04)
- b. Documentation of being at least eighteen (18) years of age at the time of application; and (3-20-04)
- c. Either certification of graduation from an approved college or school of landscape architecture; or (3-20-04)
- d. Documentation of all actual landscape architectural or other applicable experience signed by the person under whose supervision the work was performed, giving kind and type of work done, together with dates of employment; and (3-20-14)
- e. Proof of successful passage of an examination approved by the Board. (3-20-14)

**03. Deadlines.** To be considered by the Board, completed applications must be received by the Bureau prior to the next scheduled meeting of the Board. (3-20-14)

**04. Inactive Applications.** Applications on file with the Board where an applicant has failed to respond to a Board request or where the applications have lacked activity for twelve (12) consecutive months shall be deemed denied and shall be terminated upon thirty (30) days written notice unless good cause is established to the Board. (3-20-14)

**202. -- 249. (RESERVED)**

**250. LANDSCAPE ARCHITECT-IN-TRAINING (RULE 250).**

An individual may represent themselves as a landscape architect-in-training only under the following conditions: (3-20-04)

**01. Qualifications.** Any person who is at least eighteen (18) years of age and has graduated from an approved college or school of landscape architecture, or who documents at least eight (8) years of actual practical experience in landscape architecture approved by the Board. (3-20-04)

**02. Supervision.** Each landscape architect-in-training shall be employed by and work under the direct supervision of an Idaho licensed landscape architect. Any change in supervision shall require a new application and registration. (3-26-08)

**03. Prohibitions.** A landscape architect-in-training shall not sign or seal any plan, specification, or other document, and shall not engage in the practice of landscape architecture except under the direct supervision of an Idaho licensed landscape architect. (3-20-04)

**04. Registration.** Each landscape architect-in-training shall register with the Board on forms provided by the Bureau of Occupational Licenses that shall include the application fee and the names and addresses of their employer, and supervisor. (3-26-08)

**05. Termination.** A registration for a landscape architect-in-training shall not exceed a total of six (6) years. (3-26-08)

**251. -- 299. (RESERVED)**

**300. EXAMINATIONS (RULE 300).**

The examination prepared by the Council of Landscape Architectural Registration Boards is an approved examination. The Board may approve other examinations it deems appropriate. (3-20-14)

**01. Minimum Passing Score.** The minimum passing score for each section of the examination shall be the score as determined by the examination provider. (3-20-14)

**02. Failing a Section of Exam.** An applicant failing any section of the examination will be required to retake only that section failed. (7-1-93)

**301. (RESERVED)**

**302. ENDORSEMENT (RULE 302).**

The Board may approve the registration and licensure of an applicant who holds a current license in another state and who has successfully passed the Landscape Architect Registration Examination as required by Section 300 or holds a current Council of Landscape Architectural Registration Boards certificate. (3-20-04)

**303. -- 399. (RESERVED)**

**400. FEES (RULE 400).**

Fees are not refundable, therefore, applications should not be filed unless the applicant can meet all requirements. (7-1-93)

**01. Application Fee.** Application Fee: Seventy-five dollars (\$75). (3-22-18)

**02. Landscape Architect-in-Training Application Fee.** Landscape architect-in-training application fee: Twenty-five dollars (\$25). (3-26-08)

**03. Examination Fees.** Examination fees will be as established by the Council of Landscape Architectural Registration Boards (CLARB). (3-22-18)

**04. Original License and Annual License Fee.** Original license and annual license fee: One hundred twenty-five dollars (\$125). (3-22-18)

**05. Reinstatement Fee.** Reinstatement fee is as provided in Section 67-2614, Idaho Code. (3-24-16)

**401. -- 424. (RESERVED)**

**425. RULES OF PROFESSIONAL RESPONSIBILITY (RULE 425).**

**01. Rules of Professional Responsibility.** Pursuant to Section 004 of these rules, the CLARB model rules of professional conduct, as incorporated, are the Rules of Professional Responsibility for all Idaho licensed landscape architects. (3-29-10)

**02. Violation of the Rules of Professional Responsibility.** The Board will take action against a licensee under Section 54-3004(5), Idaho Code, who is found in violation of the Rules of Professional Responsibility. (3-20-04)

**426. -- 449. (RESERVED)**

**450. DISCIPLINE (RULE 450).**

**01. Civil Fine.** The Board may impose a civil fine not to exceed one thousand dollars (\$1,000) upon a licensed landscape architect for each violation of Section 54-3004, Idaho Code. (3-18-99)

**02. Costs and Fees.** The Board may order a licensed landscape architect to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of Section 54-3004, Idaho Code. (3-18-99)

**451. -- 499. (RESERVED)**

**500. MEETINGS (RULE 500).**

Board meetings will be held at least twice yearly and at such other times as the Board deems necessary. (3-20-14)

**501. -- 599. (RESERVED)**

**600. RULEMAKING HISTORY PRIOR TO JULY 1, 1993 (RULE 600).**

Re-adopt all existing Rules, to be effective August 18, 1992. (7-1-93)

**601. -- 999. (RESERVED)**

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