

# Table of Contents

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## 24.07.01 - Rules of the Idaho State Board of Landscape Architects

000. Legal Authority (Rule 0). .....	2
001. Title And Scope (Rule 1). .....	2
002. Written Interpretations (Rule 2). .....	2
003. Administrative Appeals (Rule 3). .....	2
004. Incorporation By Reference (Rule 4). .....	2
005. Address Of Idaho Board Of Landscape Architects (Rule 5). .....	2
006. Public Records (Rule 6). .....	2
007. -- 009. (Reserved) .....	2
010. Definitions (Rule 10). .....	2
011. -- 099. (Reserved) .....	2
100. Age (Rule 100). .....	2
101. Approved Education (Rule 101). .....	2
102. Practical Experience In Lieu Of Education (Rule 102). .....	3
103. -- 199. (Reserved) .....	3
200. Application (Rule 200). .....	3
201. Application Form (Rule 201). .....	3
202. -- 249. (Reserved) .....	3
250. Landscape Architect-in-Training (Rule 250). .....	3
251. -- 299. (Reserved) .....	4
300. Examinations (Rule 300). .....	4
301. (Reserved) .....	4
302. Endorsement (Rule 302). .....	4
303. -- 399. (Reserved) .....	4
400. Fees (Rule 400). .....	4
401. -- 424. (Reserved) .....	5
425. Rules Of Professional Responsibility (Rule 425). .....	5
426. -- 449. (Reserved) .....	5
450. Discipline (Rule 450). .....	5
451. -- 499. (Reserved) .....	5
500. Meetings (Rule 500). .....	5
501. -- 599. (Reserved) .....	5
600. Rulemaking History Prior To July 1, 1993 (Rule 600). .....	5
601. -- 999. (Reserved) .....	5

**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 9, Chapter 3, 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 American Society of Landscape Architects, or shall substantially meet the accrediting standards of the ASLA as may be determined by the Board. (3-20-04)

**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. (3-20-04)

**03. Deadlines.** To be considered by the Board, completed applications must be received by the Bureau at least thirty (30) days prior to the first day of the month in which the Board will meet. Applications for examination must be filed with the Bureau of Occupational Licenses by April 1 for the June examination, or October 1 for the December examination. (3-20-04)

**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 shall be that published by the Council of Landscape Architectural Registration Boards. Examinations will be in the months of June and December. (3-20-04)

**01. Minimum Passing Score.** The minimum passing score for each section of the examination shall be seventy-five percent (75%). (7-1-93)

**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)

**03. Required Forms.** Each applicant approved for examination must provide notice of intent to sit for examination on a form approved by the Board. Notice of intent to sit for examination must be filed with the Bureau of Occupational Licenses by April 1 for the June examination, or October 1 for the December examination. (3-20-04)

**04. Reexamination.** Applicants applying for reexamination must file an application of intent to sit for examination by April 1 for the June examination, or October 1 for the December examination. The fees for reexamination shall be the same as those for examination and must accompany the application of intent to sit. (3-20-04)

**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 (Original-Reapplication-Endorsement): One hundred dollars (\$100). (3-20-04)

**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. (3-20-04)

**04. Original License and Annual License Fee.** Original license and annual license fee: One hundred fifty dollars (\$150). (3-21-07)

- 05. Reinstatement Fee.** Reinstatement fee: Twenty-five dollars (\$25). (7-1-93)
- 06. Processing Fee.** Applicants for examination must submit a twenty-five dollar (\$25) processing fee, together with the examination fees and the application fee. (3-20-04)
- 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 registered landscape architect for each violation of Section 54-3004, Idaho Code. (3-18-99)
- 02. Costs and Fees.** The Board may order a registered 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 in April and October of each year and at such other times as the Board deems necessary. (3-20-04)
- 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)**

# Subject Index

## A

Age 2  
Application 3  
Application Form 3  
Deadlines 3  
Materials Submitted to Board 3  
Reference Requirements 3  
Approved Education 2

## D

Definitions, IDAPA 24.07.01 2  
Board 2  
Bureau 2  
Discipline 5  
Civil Fine 5  
Costs & Fees 5

## E

Endorsement 4  
Examinations 4  
Failing a Section of Exam 4  
Minimum Passing Score 4  
Reexamination 4  
Required Forms 4

## F

Fees 4  
Application Fee 4  
Examination Fees 4  
Landscape Architect-in-Training  
Application Fee 4  
Original License & Annual  
License Fee 4  
Processing Fee 5  
Reinstatement Fee 5

## L

Landscape Architect-In-Training 3  
Prohibitions 4  
Qualifications 3  
Registration 4  
Supervision 3  
Termination 4

## M

Meetings 5

## P

Practical Experience In Lieu of  
Education 3

## R

Rules Of Professional Responsibility

5  
Rules of Professional  
Responsibility 5  
Violation of the Rules of  
Professional Responsibility 5