

**CHAPTER 1800**  
**BOARD OF ARCHITECTURE, ENGINEERING,**  
**LAND SURVEYING, LANDSCAPE ARCHITECTURE,**  
**GEOSCIENCE, AND INTERIOR DESIGN**  
**LICENSING AND OPERATION**

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**1800.0050 DEFINITIONS.**

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

**1800.0100 COOPERATION IN COMMUNICATIONS.**

An applicant, licensee, or certificate holder shall respond to communications from the board, committees of the board, or the assistant attorney general on behalf of the board within 30 days of the mailing of communications, unless an earlier response is specified. An applicant, licensee, or certificate holder shall appear before the board, committees of the board, or the attorney general when requested to do so and provide copies of all pertinent records, including handwriting samples, to assist the board in its investigations. An applicant, licensee, or certificate holder shall sign an authorization letter giving the board access to information relating to a board investigation that is held by any federal, state, or other local government agency or professional organization, the subject matter of which pertains to conduct described in Minnesota Statutes, sections 326.02 to 326.15, when requested to do so by the board or by the attorney general.

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

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**1800.0110 APPEARANCE BEFORE BOARD.**

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

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

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

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

**1800.0120 NOTIFICATION.****Subpart 1. Required information.**

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

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

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

**1800.0130 EXAMINATION IRREGULARITIES; CHEATING.**

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

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

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

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

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

D. unauthorized access or reference to prohibited devices or materials, inside of or outside of the examination room, other than that provided to the candidate by the examination administrator as part of the examination or as authorized by the board while the candidate is taking the examination;

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

F. unauthorized disclosure of examination questions or content; or

G. seeking out confidential examination questions or content.

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

#### 1800.0140 SECURITY AND IRREGULARITIES.

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

#### 1800.0400 APPLICATION FOR LICENSURE AND CERTIFICATION.

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

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

A. place and date of birth;

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

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

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

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

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

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

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

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

## 1800.0800 PROOF OF QUALIFICATION TO PRACTICE.

An applicant shall submit evidence to the board indicating that the applicant is qualified to practice in the profession or field of major practice in which the applicant seeks licensure or certification. The burden of proof is upon the applicant who should make every effort to present qualifications fully and clearly. Qualifications shall be established by one or more of the following methods:

- A. by passing a written examination;
- B. by submitting satisfactory exhibits of technical qualifications;
- C. by submitting a council certificate prepared by the National Council of Architectural Registration Boards (NCARB), for architect applicants only;
- D. by submitting a council record prepared by the National Council of Examiners for Engineering and Surveying (NCEES) for engineer applicants only;
- E. by submitting a council record prepared by the Council of Landscape Architectural Registration Boards (CLARB), for landscape architect applicants only;
- F. for licensure by comity as an architect, engineer, or landscape architect under Minnesota Statutes, section 326.10, subdivision 1, paragraph (a), clause (2), and experience as the board may require together with evidence of current licensure and proof of good standing;
- G. for licensure by comity as a land surveyor, an applicant is subject to Minnesota Statutes, section 326.10, subdivision 1, paragraph (a), clause (2). In addition, the applicant is required to take examinations that the board deems necessary to determine qualifications, but in any event the applicant is required to take an examination;
- H. for certification by comity as a certified interior designer under Minnesota Statutes, section 326.10, subdivision 1, paragraph (a), clause (2). The applicant shall meet the certification requirements that were in effect in Minnesota at the time of the applicant's original licensure or certification in the other state, territory, or the District of Columbia. Applicants who were certified in other states prior to August 1, 1992, shall meet the requirements of part 1800.2100; or
- I. for licensure within a professional geoscience discipline by comity or submission of records, an applicant shall be subject to Minnesota Statutes, sections 326.10, subdivision 1, paragraph (a), clause (2); and 326.10, subdivision 1, paragraph (b).

**Statutory Authority:** *MS s 326.06*

**History:** *36 SR 1103*

**1800.0900 QUALIFICATION PROCEDURES.**

Subpart 1. **Exhibits.** Exhibits in connection with oral interview or written examination shall be submitted when requested by the board.

*[For text of subps 2 to 4, see M.R.]*

Subp. 5. **Date and place of examination.** Oral interviews may be given each year at such times as may be designated by the board. A candidate who files an application for licensure by examination and is determined to be eligible for admission to the examination will be informed of the date and place of the examination in writing. Examinations shall be scheduled once the applicant's application is approved.

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

**Statutory Authority:** *MS s 326.06*

**History:** *36 SR 1103*

**1800.1500 EDUCATION AND EXPERIENCE.**

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

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

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

A. The number of years of professional experience required is based on the following table:

<b>Degree Received</b>	<b>Years of Education</b>	<b>Years of Professional Experience</b>
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
A related degree PLUS graduation from a LAAB-accredited master's or doctorate curriculum in Landscape Architecture.	5 or more	3

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

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

D. Qualifying experience gained under a licensed landscape architect before graduation from an accredited landscape architectural curriculum, in increments of 90 days or more, will be permitted. Not more than one year of credit shall be allowed for qualifying landscape architectural experience gained before graduation from an accredited landscape

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architect curriculum. The experience gained prior to graduation from an accredited landscape architectural curriculum shall be credited at the rate of 50 percent up to the maximum allowable credit of one year.

Subp. 5. [Repealed, 35 SR 2011]

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

**1800.1700 WRITTEN EXAMINATIONS.**

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

**1800.2100 EDUCATION AND EXPERIENCE.**

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

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

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

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

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

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

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

(1) If the applicant meets the educational requirements of item A, subitem (1), the experience required is completion of the Interior Design Experience Program (IDEP), as provided by NCIDQ or its successor, or a minimum of two years of qualifying interior design experience;

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

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

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

- (1) space planning;
- (2) building code research and analysis;
- (3) programming;
- (4) schematic design and design development;
- (5) preparation of construction documents;
- (6) cost estimating;
- (7) specification of building materials and finishes;
- (8) specification of furnishings, fixtures, and equipment;
- (9) bidding/negotiating procedures; and
- (10) construction administration.

Subp. 3. [Repealed, 35 SR 2011]

Subp. 4. [Repealed, 35 SR 2011]

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

#### **1800.2200 PROCEDURES.**

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

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

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

**Statutory Authority:** *MS s 326.06*

**History:** *35 SR 2011*

#### **1800.2600 ORAL INTERVIEW.**

An applicant shall appear before the board for oral interview and shall submit two exhibits of engineering work the applicant has performed if the applicant qualifies for waiver of the fundamentals of engineering examination as provided in part 1800.2800.

The applicant shall furnish a letter to the board from the applicant's employer verifying the degree of involvement and responsibility displayed by the applicant in the conduct of the project exhibited.

**Statutory Authority:** *MS s 326.06*

**History:** *36 SR 1103*

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1800.3600 REQUIREMENTS FOR ADMISSION TO EXAMINATION.

Subpart 1. **Authority to order examination.** The board may subject an applicant to such examinations as may be deemed necessary to establish the qualifications of the applicant. Written examinations shall be held at such times and places as the board may direct.

*[For text of subp 2, see M.R.]*

Subp. 3. **Professional practice.** The applicant must have successfully completed the Fundamentals of Land Surveying (FLS) examination and have met the education and experience requirements in part 1800.3505, subpart 3.

**Statutory Authority:** *MS s 326.06*

**History:** *36 SR 1103*