

1800.0400 APPLICATION FOR EXAMINATION, LICENSURE, AND CERTIFICATION.

Subpart 1. **Forms and filing.** Applications for examination, licensure, or certification shall be under oath and made on forms prescribed and furnished by the board and shall be filed with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design and accompanied by payment of the application fee as specified in Minnesota Statutes, section 326.105. Applications for certification as a certified interior designer shall be filed following passage of the applicant's National Council for Interior Design Qualification (NCIDQ) examination or meeting the requirements outlined in part 1800.0800 or 1800.2100, subpart 5. Applications for licensure as a landscape architect shall be filed following the applicant's successful passage of the Council of Landscape Architectural Registration Board (CLARB) professional examination or meeting the requirements in part 1800.0800.

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

- 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 degree or degrees awarded and date of graduation;
- E. for engineer, land surveyor, geologist, and soil scientist applicants, whether the Fundamentals of Engineering (FE), Fundamentals of Surveying (FS), 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 Council for Interior Design Qualification (CIDQ) has been successfully completed;
- 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; and
- I. a signed copy of a statement that the applicant has read the Board Rules of Professional Conduct.

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.

Subp. 3. In-training application.

A. Applications for examination as engineer-in-training or land surveyor-in-training shall be made under oath, on forms prescribed and furnished by the board, and accompanied by the application fee as specified in part 1800.0500, subpart 1.

B. Applications for examination as geologist-in-training or soil scientist-in-training shall be made under oath, on forms prescribed and furnished by the board, and accompanied by the application fee as specified in part 1800.0500, subpart 1.

Statutory Authority: *MS s 197.4552; 326.06; 326.10*

History: *21 SR 1427; 22 SR 90; 29 SR 754; 33 SR 2041; 35 SR 2011; 38 SR 59; 40 SR 431*

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