



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**BOARD OF LICENSURE OF ARCHITECTS,  
LANDSCAPE ARCHITECTS AND INTERIOR  
DESIGNERS**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Janet T. Mills  
Governor

Anne L. Head  
Commissioner

**Public Board Meeting  
Tuesday, July 16, 2024  
AGENDA**

**Location:** 76 Northern Avenue Gardiner, ME 04345

**Time:** 9:00 a.m.

**Room:** Central Conference Room

Information regarding virtual attendance to this meeting will be posted on the Board's website at:  
[Board of Licensure for Architects, Landscape Architects and Interior Designers - Board Meeting Information | Office of Professional and Occupational Regulation \(maine.gov\)](#)

**Contact:** Kaleigh Kennedy- 207-624-8522 or [Kaleigh.Kennedy@Maine.gov](mailto:Kaleigh.Kennedy@Maine.gov)

**I. CALL TO ORDER**

**II. AGENDA MODIFICATIONS**

**III. MINUTES REVIEW AND APPROVAL**

Review and Approval of May 21, 2024 Minutes

**IV. RULEMAKING**

Presentation of Basis Statement and Summary and Response to Comments for proposed rulemaking:  
Repeal and Replace Chapter 13: Licensure of Landscape Architects  
Potential to vote to adopt

**V. ADMINISTRATOR'S REPORT**

**VI. PUBLIC COMMENT**

*Under this item, the Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board, except for any open application or complaint, including any applications or complaints discussed at this meeting. While the Board cannot take action on any issues presented, the Board will listen to comments and may ask staff to place the issue on a subsequent agenda. At the discretion of the Board Chair, a time limit on comments may be set.*

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**VII. MEETING SCHEDULE**

Next meeting scheduled for September 17, 2024

**VIII. ADJOURNMENT**

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS  
AND INTERIOR DESIGNERS  
BOARD MEETING MINUTES  
May 21, 2024**

**MEMBERS PRESENT:**

Cinderella Norris, Chair  
R. Michael Pullen, Complaint Officer

**STAFF PRESENT:**

Catherine Pendergast, Administrator  
John Belisle, AAG  
Regina Ritchie, Licensing Supervisor  
Kaleigh Kennedy, Office Specialist I  
Shara Chesley, Office Specialist I

**MEMBERS ABSENT:**

**Location:** 76 Northern Avenue, Gardiner

**Start:** 9:02 a.m.

**Adjourn:** 9:17 a.m.

**CALL TO ORDER**

The meeting was called to order by Norris at 9:02 a.m.

**AGENDA MODIFICATIONS**

None

**MINUTES REVIEW AND APPROVAL**

A motion was made by Pullen and seconded by Norris to approve the minutes of the September 19, 2023 meeting as presented. Pullen and Norris voted in the affirmative. Motion carried.

**RULE REVIEW**

A motion was made by Pullen and seconded by Norris to initiate the APA rule making process and put proposed rule Chapter 13: Licensure of Landscape Architects out for public comment. Norris and Pullen voted in the affirmative. Motion carried.

A motion was made by Pullen and seconded by Norris to authorize staff to sign an agreement with the Council of Landscape Architectural Registration Boards (CLARB) to have CLARB manage the Board's Landscape Architect Registration Examination (L.A.R.E) candidates. Norris and Pullen voted in the affirmative. Motion carried.

**ADMINISTRATOR'S REPORT**

A motion was made by Norris and seconded by Pullen to make Pullen the National Council of Architectural Registration Board' voting delegate until a new delegate can be appointed. Norris and Pullen voted in the affirmative. Motion carried.

**PUBLIC COMMENT**

Mark Johnson expressed interest in becoming a Board Member.

**MEETING SCHEDULE**

The next meeting is currently scheduled for July 16, 2024.

**ADJOURN**

A motion was made by Pullen and seconded by Norris to adjourn. Norris and Pullen voted in the affirmative. Motion carried.

Being no further business, the meeting was adjourned at 9:17 a.m.

**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**288 MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS**

**BASIS STATEMENT AND SUMMARY AND RESPONSES TO COMMENTS**

**Basis Statement:** The Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers (the “Board”) is charged by the Legislature with the regulation of architects, landscape architects and interior designers in the State of Maine for the sole purpose of protecting the public health and welfare. The Legislature granted the Board rulemaking authority pursuant to 32 M.R.S. § 214 (1).

The proposed rulemaking would repeal and replace the following chapter(s)

Chapter 13, Licensure of Landscape Architects

Changes to this rule are required as a result of PL 2023, c. 548, An Act to Amend Licensing Requirements for Landscape Architects, effective March 19, 2024. The revised law allows landscape architect exam applicants to apply directly to the Council of Landscape Architectural Registration Boards (CLARB) without first paying a fee to the Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers or completing education and experience requirements. Prior to adoption of PL 548, landscape architect examination candidates were required to meet education and experience requirements to qualify for admission to the exam.

Notice of the proposed rulemaking was published in the Maine Secretary of State weekly notice on May 29, 2024, in the Portland Press Herald, the Kennebec Journal, the Bangor Daily News, and the Sun Journal on May 29, 2024, posted on the Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers webpage on May 28, 2024; interested parties were emailed a copy of the rulemaking package on May 28, 2024. The Fact Sheet was filed with the Legislative Council on May 22, 2024.

The written comment period was open through June 28, 2024, at 5:00 p.m.

**Summary of Comments and Responses:**

The Board received one comment on the proposed rule:

A comment was received on May 28, 2024 from Robert LaRoche, a Maine licensed Landscape Architect. He commented that he is concerned about the change to Chapter 13, Licensure of Landscape Architects, being implemented where there is not a landscape architect currently serving on the board.

**Board Response:** The Board thanks the commenter. The Board does not adopt the comment. Revisions to Chapter 13: Licensure of Landscape Architects are required to align the rule with passage of PL 2023, c548 effective March 19, 2024. Additionally, a landscape architect was appointed to the Board and participated in consideration of the proposed rule.

DRAFT

Chapter 13: LICENSURE OF LANDSCAPE ARCHITECTS

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**Summary:** This chapter sets forth the educational qualifications, experience and examination requirements for licensure as a landscape architect.

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**1. Overview**

Applicants for licensure by examination must satisfy the requirements as set forth in this Chapter.

**2. Examination**

1. The current examination for landscape architects is the LARE administered by CLARB. Unless examination is waived by law, the applicant must achieve a passing grade on each division of the LARE. The time, place and manner of examination and the standards for a passing grade shall be as determined by CLARB, including but not limited to any decisions regarding requests for testing accommodations.

2. Those individuals who wish to take the LARE shall contact CLARB directly to obtain exam eligibility.

3. Individuals are not required to fully complete the education and experience or experience alone required for licensure before sitting for any division of the LARE.

2. Exam Eligibility.

A. CLARB

Those individuals qualifying for examination through the pathway set forth in Section 3(1) of this Chapter who wish to take the LARE shall contact CLARB directly to obtain exam eligibility.

B. Application for Examination

Individuals qualifying for examination through any of the pathways set forth in Sections 3(2)-(4) of this Chapter who wish to take the LARE shall submit an application on a form approved by the Board, submit any required

~~fee as set forth in Chapter 10 of the rules of the Office of Professional and Occupational Regulation, and submit other information as requested.~~

### 3. Pathways for Qualification for Examination-Licensure

1. Professional Degree from an Accredited Program. An applicant ~~is qualified~~may qualify for ~~the examination as set forth in Section 2(1) of this chapter~~licensure as a landscape architect by:

- A. Providing evidence of receiving a Bachelor of Landscape Architecture, Bachelor of Science in Landscape Architecture, Master of Landscape Architecture or equivalent or higher degree, from a program that was accredited by LAAB or the Canadian Society of Landscape Architects Accreditation Council not later than two (2) years after the degree was received;

- B. Demonstrating completion of two (2) years of experience in the regulated practice of landscape architecture, with a minimum of one (1) year under the direct supervision of a licensed landscape architect, and up to one (1) year of the remaining experience under the direct supervision of a licensed professional in a related field;

and

- C. Demonstrating a passing grade on each division of the LARE.

2. Professional Degree from Non-Accredited Program. An applicant ~~is qualified~~may qualify for ~~the examination as set forth in Section 2(1) of this chapter~~licensure as a landscape architect by:

- A. Providing evidence of receiving a Bachelor of Landscape Architecture, Bachelor of Science in Landscape Architecture, Master of Landscape Architecture or equivalent or higher degree from a program that was not accredited;

- B. Demonstrating completion of four (4) years of experience in the regulated practice of landscape architecture, with a minimum of two (2) years under the direct supervision of a licensed landscape architect, and up to two (2) years of the remaining experience under the direct supervision of a licensed professional in a related field;

and

- C. Demonstrating a passing grade on each division of the LARE.

3. Other Professional Degrees. An applicant ~~is qualified~~ may qualify for ~~the examination as set forth in Section 2(1) of this chapter~~ licensure as a landscape architect by:

A. Providing evidence of a bachelor's degree or higher from a regionally-accredited institution in a field other than landscape architecture;

B. Demonstrating completion of six (6) years of experience in the regulated practice of landscape architecture, with a minimum of three (3) years under the direct supervision of a licensed landscape architect, and up to three (3) years of the remaining experience under the direct supervision of ~~a licensed professional in a related field~~:-

and

C. Demonstrating a passing grade on each division of the LARE.

4. Experience Only. An applicant ~~is qualified for the examination as set forth in Section 2(1) of this chapter~~ may qualify for licensure as a landscape architect by:

A. \_\_\_\_\_ Demonstrating completion of eight (8) years of experience in the regulated practice of landscape architecture, with a minimum of at least four (4) years under the direct supervision of a licensed landscape architect, and up to four (4) years of the remaining experience under the direct supervision of ~~a licensed professional in a related field~~:-

and

B. Demonstrating a passing grade on each division of the LARE.

#### **4. Experience in the Regulated Practice of Landscape Architecture**

A. For the purposes of this Chapter, "experience in the regulated practice of landscape architecture," means that an applicant must gain experience in the following areas:

- i. Project and Construction Management: includes pre-project management, project management, bidding, construction, and maintenance;
- ii. Inventory and Analysis: includes site inventory, physical analysis, and contextual analysis;
- iii. Design: includes stakeholder process, master planning, and site design;  
and



iv. Grading, Drainage, and Construction Documentation: includes site preparation plans, general plans and details, specialty plans, and specifications.

B. A minimum of 50% of the experience in the regulated practice of landscape architecture must be performed under the direct supervision of a licensed landscape architect, and the remaining amount may be under the direct supervision of a licensed professional in a related field.

## 5. Application for Licensure

### 1. Form of Application and CLARB Record

A.—An applicant for licensure as a landscape architect shall submit an application on a form provided by the board and any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

~~B.—To qualify for licensure, an applicant that passed the examination after qualifying through the pathway set forth in Section 3(1) of this chapter~~An applicant shall provide all evidence of satisfying the requirements for licensure to CLARB and transmit their CLARB record, including evidence of having passed all divisions of the LARE, directly to the board. The board reserves the right to require an applicant to submit other information needed to evaluate the application and qualifications for licensure. Notwithstanding anything herein to the contrary, the board retains the sole discretion to make the final determination as to whether an applicant for licensure is sufficiently qualified.

~~C.—To qualify for licensure, an applicant that passed the examination after qualifying through the pathways set forth in Sections 3(2)-(4) of this chapter shall provide, in addition to the application and fee required by Section 5(1)(A), as applicable:~~

~~i.—Academic transcripts demonstrating satisfaction of applicable degree requirements;~~

~~ii.—Evidence of completion of the requisite years of experience in the regulated practice of landscape architecture; and~~

~~iii.—Proof of passage of all divisions of the LARE.~~

### 2. Completeness

The board will not act on an application until the application is complete. If an applicant does not remedy the deficiencies described by the board within the time designated by the board, the application may be voided and the applicant would need to submit a new application and any required fee to reapply.

7. **Display of Licensed Status**

1. **Advertising and Promotional Materials**

A landscape architect shall display the legend “Maine Licensed Landscape Architect” in all advertising and promotional materials published by or on behalf of the named landscape architect that relate to landscape architectural services for Maine-located projects. Such materials include but are not limited to print media, web sites, and social media platforms.

2. **Correspondence and Business Cards**

A landscape architect shall display the legend “Maine Licensed Landscape Architect” on the landscape architect’s business card and beneath the landscape architect’s name on all professional correspondence, proposals and solicitations signed by or on behalf of the named landscape architect for Maine-located projects.

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STATUTORY AUTHORITY: 32 M.R.S. §§ 214(1) and 220(2)(B)

EFFECTIVE DATE:

DRAFT

**Chapter 13: LICENSURE OF LANDSCAPE ARCHITECTS**

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2. Those individuals who wish to take the LARE shall contact CLARB directly to obtain exam eligibility.
3. Individuals are not required to fully complete the education and experience or experience alone required for licensure before sitting for any division of the LARE.

**3. Pathways for Qualification for Licensure**

1. Professional Degree from an Accredited Program. An applicant may qualify for licensure as a landscape architect by:
  - A. Providing evidence of receiving a Bachelor of Landscape Architecture, Bachelor of Science in Landscape Architecture, Master of Landscape Architecture or equivalent or higher degree, from a program that was accredited by LAAB or the Canadian Society of Landscape Architects Accreditation Council not later than two (2) years after the degree was received;

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C. Demonstrating a passing grade on each division of the LARE.

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STATUTORY AUTHORITY: 32 M.R.S. §§ 214(1) and 220(2)(B)

EFFECTIVE DATE: