



Landscape Architecture Licensure Laws

ASLA Summary of Provisions

MINNESOTA

Current Minnesota Statutes: Chapter 326

Minnesota Rules: Chapter 1800

Type of Law: Practice/title act.

Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

The 21-member board is appointed by the Governor and comprised of three architects, five engineers, two landscape architects, two land surveyors, two interior designers, two geoscientists, and five public members. Financed through general fund.

Powers: Make all rules, not inconsistent with the law.

Definitions

Practice of landscape architecture: Any person shall be deemed to be practicing landscape architecture, who holds out as being able to perform or who does perform any professional service in connection with the development of land areas where the dominant purpose of the service is the preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and aesthetic values, the settings, approaches or environment for structures or other improvements, and the consideration and determination of inherent problems of the land relating to erosion, wear and tear, blight and hazards. This practice includes the location and arrangement of tangible objects and features incidental and necessary to the purposes outlined but does not include the design of structures or facilities with separate and self-contained purposes as ordinarily included in the practice of engineering or architecture or the preparation of boundary surveys or final land plats, as ordinarily included in the practice of land surveying. A landscape architect may not engage in the practice of architecture, engineering, land surveying or geoscience.

Exemptions

Interprofessional practice: Does not apply to engineers, architects, or land surveyors. Does not prevent architects and engineers from doing landscape planning and designing.

Exempt persons:

- Any person working on his or her own property.
- Nursery operators or other small business people preparing landscape plans appropriate to the normal operation of their business.
- A person who practices as a landscape architect, solely as an officer or employee of the United States.
- Contractors furnishing detailed or shop plans to a landscape architect.
- Construction superintendents supervising the execution of work designed by a landscape architect.

Eligibility Requirements – Initial Licensure

Applicants must pass the [CLARB] written examination prior to applying for licensure. To be eligible for licensure, applicants must complete one of the following requirements: an LAAB-accredited five year degree and a minimum of at least three years of qualifying experience; an LAAB-accredited four year degree and a minimum of at least four years of qualifying experience; a related degree plus graduation from an LAAB-accredited master's or doctorate program in landscape architecture. [A CLARB record is required to apply for licensure.]

Note: Bracketed [] material is drawn from regulations.

Summary of Licensure Laws: Minnesota

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AMERICAN
SOCIETY OF
LANDSCAPE
ARCHITECTS
636 EYE STREET, NW
WASHINGTON, DC
20001-3736

www.asla.org

T 1.888.999.ASLA

T 202.898.2444

F 202.898.1185



Qualifying experience must be acquired after graduation and be under the direct supervision of a licensed landscape architect (up to one year can be under the direct supervision of a licensed architect or engineer if the work is related to landscape architecture). Qualifying experience gained under a licensed landscape architect before graduation from an accredited landscape architectural curriculum may be permitted in increments of 90 days, up to one year (credited at a rate of 50% time).

Qualifying experience is defined as “varied, progressive, non-repetitive, practical experience at landscape architectural work, developing the ability to apply the theoretical knowledge gained during academic training in making sound judgments in solving landscape architectural problems. Experience shall include landscape architectural elements of programming; site and environmental analysis; schematics; coordination with other disciplines; site cost analysis; code research; design development documents; construction documents; specifications; document checking; bidding and contract negotiation; construction phase including office and construction phase, onsite observation, project management, and client contact; office management; and research other than code or project-related research.

Fee: Application, \$75. Initial license and biennial renewal, \$120.

Eligibility Requirements – Reciprocal Licensure

Licensure in a state or any foreign country, in which the requirements for licensure of landscape architects were equal, in the opinion of the board, to those fixed by the board and by the laws of Minnesota and in which similar privileges are extended to licensees of Minnesota. The board may require submission of a CLARB certificate.

The law generally allows out-of-state licensees who are new establishing themselves in the state to begin to practice prior to licensure if they are licensed in a jurisdiction with which the state exchanges reciprocity, they have applied for reciprocity and have been told by the board that they meet the qualifications for reciprocity and have been granted a temporary permit by the board.

Fee: Application \$100. Initial license and biennial renewal, \$120.

Practice Entities

An entity may engage in landscape architecture provided the person or persons connected with the entity in responsible charge of the work are licensed. Owners and those with governance authority within a professional corporation must be licensed.

Fee: Initial fee, \$100; annual report, \$25.

Seal Requirements

Plans, drawings, specifications, plats, reports, or other documents prepared by a landscape architect must bear the signature of the licensed person preparing it, or the signature of the licensed person under whose direct supervision it was prepared.

Enforcement

Board powers: Investigate and hold hearings; deny, refuse to renew, suspend, temporarily suspend, or revoke a license; censure or reprimand a licensee; condition or limit a licensee’s practice; refuse to permit an applicant to sit for examination; or refuse to release an applicant’s examination grades if the board finds that the order is in the public interest.

Prohibitions/penalties: Licensees may be disciplined for: violating a statute, rule, or order; engaging in conduct or acts that are fraudulent, deceptive, or dishonest whether or not the conduct or acts relate to the

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practice of landscape architecture providing that the conduct or acts reflect adversely on the person's ability or fitness to engage in the practice of landscape architecture; engaging in conduct or acts that are negligent or otherwise in violation of the code of conduct; being convicted or pledging guilty or nolo contendere to a felony, an element of which is dishonesty or fraud, whether or not the person admits guilt, or has been shown to have engaged in acts or practices tending to show that the applicant or licensee is incompetent or has engaged in conduct reflecting adversely on the person's ability or fitness to engage in the practice of landscape architecture.

Licensees may further be disciplined for: employing fraud or deception in obtaining a license, renewal, or reinstatement or in passing all or a portion of the examination; having license or right to practice before governmental entities, revoked, suspended, canceled, limited, or not renewed for cause in any United States jurisdiction or in any foreign country; failing to meet any requirement for the issuance or renewal of the person's license; attaching a licensee's seal or signature to a plan, specification, report, plat, or other landscape architectural document not prepared by the licensee sealing or signing it or under his or her direct supervision; or committing an act, engaged in conduct, or committed practices that may, or has in the opinion of the board, or the complaint committee if authorized by the board, resulted in an immediate threat to the public; or committing any crime involving moral turpitude or upon adjudication of insanity or incompetency.

Prohibitions/penalties for unlicensed practice: Practicing landscape architecture or offering to practice, landscape architecture or using or advertising any title or description tending to convey the impression that an unlicensed person is a landscape architect is prohibited. Only licensed landscape architects may practice landscape architecture, in the preparation of plans, specifications, reports, plats, or other landscape architecture documents, or in the observation of landscape architectural projects. Licensees must comply with applicable laws, ordinances, and building codes, in preparation of such documents. The board may issue a cease and desist order, a permanent or temporary injunction, restraining order, or other appropriate relief or impose a civil penalty not to exceed \$10,000 per violation upon a person who commits an act or practice constituting the unauthorized practice of landscape architecture or violates a statute, rule, or order that the board has issued or is empowered to enforce.

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SOCIETY OF
LANDSCAPE
ARCHITECTS
636 EYE STREET, NW
WASHINGTON, DC
20001-3736

www.asla.org
1.888.999.ASLA
T 202.898.2444
F 202.898.1185

Mandatory Continuing Education

Minnesota requires landscape architects to complete 24 Professional Development Hour (PDH) for each biennial renewal period.

- PDH = contact hour of at least 50 minutes of instruction or presentation
- Licensees may carry over 12 extra PDH to the next renewal period
- CE must directly benefit the health, safety, or welfare of the public
- 2 PDH must be dedicated to professional ethics (carryover PDH cannot be used for this requirement)
- Practitioners may pursue technical, nontechnical, regulatory, ethical, and business practice needs for a well-rounded education provided the education directly benefits the health, safety, or welfare of the public

Activities:

- All activities must have a clear purpose and objective that will maintain, improve or expand skills and knowledge obtained prior to licensure or develop new and relevant skills and knowledge. The content of each presentation must be well organized and presented in a sequential manner. There must be evidence of preplanning, including the opportunity for input by the target group to be served. Those who are well qualified by education or experience must make the presentation. Each activity must provide for documentation of the licensee's participation, including information required for recordkeeping and reporting.
- Completing or auditing college-sponsored courses

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- Completing self-study college or non-college-sponsored courses, presented by correspondence, Internet, television, video, or audio, ending with examination or other verification processes
- Participation in seminars, tutorials, televised or videotaped courses, or short courses
- Attending self-sponsored and prepared in-house educational programs
- Completing a study tour with a structured program resulting in a written or visual presentation by the licensee
- Presenting or instructing qualifying courses or seminars (PDH may be earned for preparation time for the initial presentation)
- Authoring published papers, articles, or books (PDH earned may equal preparation time spent, may be claimed only after publication, and claimed for authorship or presentation, but not both)
- Participating in professional examination grading or writing (maximum 5 PDH/biennium; carryover not permitted)
- Providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service (maximum 10 PDH/biennium, regardless of the number of boards, commissions, and committees the licensee or certificate holder serves; carryover not permitted)
- Patents, after they are granted (10 PDH; carryover not permitted)

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Recordkeeping: Licensee has responsibility for maintaining four-year record, including [detailed records of courses and activities](#).

Reciprocity: No provisions

Exemptions:

- New licensees in the first renewal period
- Licensees who have experienced a serious illness, injury, or other extenuating circumstances during the biennial renewal
- Licensees who, for a period of time exceeding 120 consecutive days, serve honorably on active duty in the military services where such activity restricts participation in a CE program

Last updated March 4, 2015

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