



***NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
NOTICE OF PUBLIC HEARING
AGENDA***

Steve Sisolak
Governor

DATE: February 15, 2019

BOARD MEMBERS

Melinda Gustin, President/Public
Member

Stan Southwick, Secretary

Marc Chapelle, Board Member

Laura Miller, Board Member

Ryan Hansen, Board Member

TIME: 1:00 PM

***PLACE: Nevada State Attorney General's Office,
Conference Room, 100 North Carson
Street, Carson City, NV 89701***

DEPUTY ATTORNEY GENERAL
Henna Rasul

EXECUTIVE DIRECTOR
Ellis Antuñez

Please Note: The Nevada State Board of Landscape Architecture may 1) take agenda items out of order; 2) combine two or more items for consideration; 3) remove an item from the agenda or delay discussion related to an item at any time. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please, contact Ellis Antuñez at (775) 671-3242 (landscapeboard@nsbla.nv.gov), in advance, so that arrangements can be made.

1. CALL TO ORDER- Melinda Gustin, President

- A. Roll Call of Board Members
- B. Introductions of all Present.
- C. Establish Quorum.

2. PUBLIC COMMENT PERIOD (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.



3. DISCUSSION AND POSSIBLE ACTION ON

- A. Approval of December 7, 2018, Meeting Minutes. **(For Possible Action)**

4. OLD BUSINESS

- A. Bill Draft Request from Sunset Review Committee-Update
- B. Discussion and Approval of policies on Continuing Education. **(For Possible Action)**
- C. Discuss and review proposed changes to NRS 623A. **(For Possible Action)**
 - 1) Proposed changes and Bill Sponsor- Bill Draft Request (BDR)
 - a) In-active status for Licensees
 - b) Military & Spouse reduced fees
 - c) Change Certificate to License

5. EXECUTIVE DIRECTOR REPORT- Ellis Antuñez (For Possible Action)

- A. Discussion and possible action on Financial Operations Update
 - 1) Total Balance of all accounts as of February 10, 2019
 - 2) Review of current budget statement.
- B. The number of Registered Landscape Architects in Nevada.
 - 1) new licenses granted via reciprocity by CLARB Council Record in the past quarter.
- C. Review and Discuss Governor's Financial Audit Division Phase 2 Request.
 - 1) Review and Approve Financial Management Policy.
 - 2) Disciplinary Action List (LCB request)
 - 3) Addition to Renewal Form
- D. 2019 Legislative Session-Update
- E. Review Change in L.A. Certificate.

6. NEW BUSINESS (For Possible Action)

- A. Review and Approve the following licensees and Applicants. **(For Possible Action)**
 - 1) Tom Schuster LARE Applicant
- B. Discuss and Review Nevada Specific Exam. Prepare new questions and update existing subject matter.
- C. Discuss and Approve contract with Legislative Lobbyist.



7. REVIEW AND DISCUSSION OF MATTERS PERTAINING TO THE COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT – Marc Chapelle (For Possible Action)

- A. Report on In-the-know Webinars
- B. CLARB updates, MBE committee, ASLA Licensure Committee, LAAB.
- C. Update of activities of the Nevada American Society of Landscape Architecture chapter.
 - 1) Presentation by NVASLA representative
- D. 2018 CLARB Annual Meeting Location
 - 1) St. Louis, Missouri 2019 -- Sept. 26-28
 - 2) New York, New York 2020 – 50th Anniversary –Dates TBA

8. DISCUSSION AND IDENTIFICATION OF TOPICS FOR FUTURE MEETINGS – All Board Members (Discussion Only)

9. DISCUSSION OF NEXT MEETING DATE AND LOCATION (For Possible Action)

- a. Next Quarterly Meetings to be Virtual Meetings.
 - 1) May 3
 - 2) August 23
 - 3) November 1, Possibly in Las Vegas.

10. PUBLIC COMMENT PERIOD (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date.

11. ADJOURNMENT

At the discretion of the Chair, public comment is welcomed by the Board, but will be limited to five minutes per person. A public comment time will be available at the beginning of the meeting and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and in his/her discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.



Anyone desiring agenda or supporting Materials regarding any board meeting is invited to call or email the Executive Director, Ellis Antuñez at (775) 671-3242 or by email at landscapeboard@nsbla.nv.gov and is available on the web site: <http://landscapeboard.nv.gov/Agendas.html> The agenda and supporting materials may also be picked up in person at 1575 DeLucchi Lane, Suite 115-11, Reno, Nevada 89502

In accordance with NRS 241.020, this public notice and agenda was posted on or before February 2nd on the Nevada State Board of Landscape Architecture website, <http://landscapeboard.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov>, and in the following locations:

- a. Nevada State Board of Landscape Architecture, 1575 DeLucchi Lane, Suite 115-11, Reno, NV 89502
 - b. Truckee Meadows Community College, Pennington Applied Science Center, 475 Edison Way, Reno, NV 89502
 - c. University of Nevada, School of Architecture, 4505 S. Maryland Pkwy, Las Vegas, NV 89154
 - d. City of Henderson, 240 Water Street, Henderson, NV 89015
 - e. Nevada Department of Transportation, 1263 South Stewart Street, Carson City, NV 89712
 - f. Nevada State Board of Landscape Architecture Web-site
 - g. Nevada State Board of Architecture, Interior Design and Residential Design Conference Room, 2080 E. Flamingo Road, Las Vegas, Nevada
 - h. Nevada State Attorney General's Office, 100 North Carson Street, Carson City, NV 89701
- The Board reserves the right to change the order of items (other than those items posted with a specific date and time) on the agenda. Agenda items may be taken out of sequence to accommodate persons appearing before the Board and/or to aid in the effectiveness of the meeting.
- The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, in this regard, please notify Ellis Antuñez at 1575 DeLucchi Lane, Suite 115-11, Reno, NV 89502 or by mail at P.O. Box 34143, Reno, NV 89533, or at 775 671-3242 as soon as possible prior to the date of the meeting.
- This Agenda was sent to all requestors for notice in accordance with NRS 241.0203B.
- With regard to any Board meeting, it is possible that an amended notice will be published adding new items to the original agenda. Amended notices will be posted in accordance with the Open Meeting Law.



AFFIDAVIT OF POSTING

The undersigned affirms that on or before 10AM on December 4, 2018, he/she posted a copy of the Notice of Public Meeting and Agenda for the December 7, 2018 meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

Signature	Title	Date & Time of Posting
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Agenda Item 3A

NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE QUARTERLY MEETING DECEMBER 7, 2018

PLACE: NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR
DESIGN & RESIDENTIAL DESIGN CONFERENCE ROOM, 2080 FLAMINGO
ROAD, SUITE 120, LAS VEGAS, NV 89119

Members Present: Melinda Gustin, Marc Chapelle, Laura Miller, Stan Southwick
Ryan Hansen by Phone at 11:35AM

Staff Present: Henna Rasul, Senior Deputy Attorney General
Ellis Antuñez, Executive Director

Guests Present: Autumn Scheider, Jana Vanderhaar, Shawn Maestretti,
David Farley

Meeting was called to order by Secretary Melinda Gustin at 10:08AM.
A Quorum was established.

Agenda Item 2. Public Comment: No Public Comment

Agenda Item 3. Meeting minutes of August 10, 2018.
Motion to approve by Stan Southwick, Second by Melinda
Gustin
Motion Passed. Laura and Marc recused as they were not at
the meeting.

New Board members Laura Miller and Marc Chapelle were
introduced and provided background on their experience.

New Business Item for license reciprocity and LAIT was moved
to this time as the participants were in attendance.

The board reviewed Mr. Shawn Maestretti, application for
reciprocity. Mr. Maestretti was asked to provide a comment on
his experience.

A motion to Approve was made by Marc Chapelle, Second by
Stan Southwick. Motion Passed.

The board reviewed Ms. Autumn Schneider application for
Landscape Architect-in-Training. Ms. Schneider was asked to
comment on her experience and education.

A motion to Approve was made by Laura Miller, Second by
Marc Chapelle. Motion Passed.



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The board reviewed the reciprocity application of Mr. Patrick Diaz. A waiver had been received from Mr. Diaz.
Motion to Approve by Marc Chapelle, Second by Laura Miller.
Motion Passed.

The board reviewed the reciprocity of Mr. Eric Roverud.
Motion to Approve by Laura Miller, Second by Marc Chapelle.
Motion Passed.

Agenda Item 4. A. A discussion of letter from Interim Sunset Review Committee dated October 1, 2018 and the bill draft request that the Sunset Review Committee followed. This pertained to the committee recommendation that a bill be brought forward to allow for credit card and electronic acceptance of payment for fees. Also, to change the Nevada Revised Statute (NRS) and Nevada Administrative Code 623A (NAC) to eliminate the President from reviewing complaints and placing the authority with the Executive Director. No action taken.

Agenda Item 4 B. A preliminary set of policies for Continuing Education was presented. This utilized the information gathered from the approved regulation, the workshops and meetings held on this subject. A discussion followed. The board members were tasked with reviewing the information and commenting on it, with edits going to the Executive Director that will be disseminated to the board.
The board will discuss the comments at the next board meeting.

Agenda Item 4 C. A preliminary policy was distributed concerning the changes to disciplinary investigation in NAC 623A. This removes the President and/or a designated board member from reviewing the complaint and provides for the Executive Director to have the authority to determine the validity and to proceed with an investigation.
Motion to Approve by Marc Chapelle, Second by Laura Miller. Motion Passed.

Agenda Item 4 D. The board discussed the proposed changes to NRS 623A. Changes regarding increase in the maximum amount for fees, ability to accept credit cards and electronic payments, and eliminating the President and/or designated board



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member for complaints, allowing the Executive Director to have authority to determine action on complaint. A comment from Jana Vanderhaar concerning creating a tiered system for new Licensee, rather than the current fee schedule. A discussion from the board followed. It was mentioned by Henna Rasul, Deputy Attorney General, that as this will be brought up to the legislature, the public is able to bring this idea to the legislature at their hearing on this bill. No action was taken, this was for information only at this time.

Executive Director's Report:

- A. The total balance of the accounts as of December 4, 2018 was presented. A question concerning the outstanding credit card balance was asked. The credit card is used for trips, such as the CLARB annual meeting, office supplies and other board expenses. A review of the year to date Profit & Loss was reviewed as it pertained to the budget. The budget amounts did not populate the line items, although there was a total amount at the bottom of each section.
- B. Number of Registered L.A.'s in Nevada is 356 plus the 3 added at this meeting. The number of those registered by administrative policy for the past quarter was 5. It was explained that the past board had given the authority to administratively approve reciprocity if the person is CLARB certified with no disciplinary actions against them.
- C. The Governor's Audit of the Occupational Boards was reviewed and discussed. Recently, the report for phase II of the audit was announced that it was to be released soon. The preliminary report that was released showed what boards were being looked at, especially the salary of the Executive Director. The Landscape Board is not being reviewed at this time. As the board complies with the governing statutes and administrative codes. No action was taken.
- D. Preparing for the 2019 Legislative Session was discussed. The board discussed having a part-time lobbyist for this coming session. The Executive Director, and a board member will contact a couple of lobbyist and ask for a proposal for a retainer contract. Motion by Marc Chapelle, Second by Laura Miller. Motion Passed.



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The proposals will be brought to the board at the next meeting.

A presentation by the Mr. David Farley, President of Nevada ASLA Chapter concerning their hiring of a lobbyist for the 2019 session was made. It was pointed out by Ms. Henna Rasul, that the Association (ASLA) and the

Landscape Board (a regulatory agency) are to remain separate with regard to hiring a lobbyist.

- E. Concerning Certificate Layout, no information on this subject was available.

6. New Business:

- Item 6A. Welcome of New Members and discussion of orientation materials and meetings followed.
- Item 6 B. New Licensees: these approved earlier in the meeting. See page 1.
- Item 6 C. The Nevada Specific Exam now has 3 versions that are used. A request for new questions and back-up material was made of the board. 5 questions for each section of the exam was requested from the board members. A copy of the exam will be sent to each L.A. member to review and use as a template for the new questions.
- Item 6 D. A discussion of using the digital stamp and a digital stamp service followed. Some jurisdictions require wet stamp and signature, a digital stamp is not used. The costs were discussed and commented that they are too expensive. No action was taken at this time.
- Item 6 E. Election of Officers for 2019:
President: Melinda Gustin, Motion by Stan, Second by Marc, Passed.
Secretary: Stan Southwick, Motion by Marc, Second by Laura, Passed
CLARB Representative: Marc Chapelle, Motion by Laura, Second by Stan, Passed.
Outreach: Ryan Hansen, Motion by Marc, Second by Stan, Passed.
Communication: Laura Miller, Motion by Marc, Second by Stan, Passed.



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- Item 7** Stan presented information concerning the recent Council of Landscape Architectural Registration Boards (CLARB) Annual Meeting in Toronto, Ontario Canada. The topics discussed concerned disruption of licensure in several states. How to look at ourselves critically as a board and become flexible and future thinking. Some of the meeting is on-line at youtube and through the CLARB website at CLARB.org.
Dates and locations of upcoming meetings were presented. 2019 scheduled for September 26-28 in St. Louis, Missouri. 2020 scheduled for September in New York, New York.
- Item 8** Topics for next meeting:
1) Continuing Education Policy
2) Information for new Bank accounts
3) Discuss an Inactive Status for registrants
4) Reduced fees for Military and spouses if requesting reciprocity.
5) Lobbyist Contract
6) Test Questions
- Item 9** 2019 Meeting dates and locations:
1) February 15 in Carson City to coincide with Lobbying meet and greet.
2) May 3, virtual meeting
3) August 23, virtual meeting
4) November 1, virtual meeting or group in Las Vegas
- Item 10** Public Comment
Dave Farley, Nevada Registered Landscape Architect, Commented on Clarifying Digital Stamp use, would like to have some regulation on the proper use.
- Item 11** Adjournment at 1:56PM

Respectfully Submitted,

Ellis L. Antuñez, fasla
Executive Director

Agenda Item 4A

REQUIRES TWO-THIRDS MAJORITY VOTE (§ 1)

S.B. 128

SENATE BILL No. 128—COMMITTEE ON COMMERCE AND LABOR

(ON BEHALF OF THE SUNSET SUBCOMMITTEE
OF THE LEGISLATIVE COMMISSION)

PREFILED FEBRUARY 1, 2019

Referred to Committee on Commerce and Labor

SUMMARY—Revises provisions governing the administration of occupational licensing boards. (BDR 54-518)

FISCAL NOTE: Effect on Local Government: No.
Effect on the State: Yes.

EXPLANATION—Matter in *bolded italics* is new; matter between brackets ~~(omitted material)~~ is material to be omitted.

AN ACT relating to occupational licensing boards; authorizing certain occupational licensing boards to contract for the acceptance of credit cards, debit cards or electronic transfers of money for certain payments or to participate in such a contract entered into by the Director of the Office of Finance; revising provisions governing the forms of payment authorized to be accepted by the State Board of Landscape Architecture; revising provisions governing the review of complaints filed with the State Board of Landscape Architecture; requiring members of the Nevada Physical Therapy Board to attend certain training; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

1 Existing law authorizes certain state agencies to enter into a contract with
2 issuers of credit cards or debit cards, or with operators of systems that provide for
3 the electronic transfer of money, to provide for the acceptance of credit cards, debit
4 cards or electronic transfers of money by such state agencies. (NRS 353.1465,
5 353.1466) **Section 1** of this bill authorizes certain occupational licensing boards to
6 enter into such contracts with issuers of credit cards or debit cards, or with
7 operators of systems that provide for the electronic transfer of money, to provide
8 for the acceptance of such forms of payment by such occupational licensing boards
9 or to participate in such a contract entered into by the Director of the Office of
10 Finance. **Section 2** of this bill makes a conforming change to specifically authorize



* S B 1 2 8 *

the State Board to accept credit cards, debit cards and electronic transfers of money in addition to checks, cashier's checks and money orders.

Existing law requires the President or a designated member of the State Board of Landscape Architecture to consider each complaint filed with the State Board and make a recommendation to the State Board if it appears further proceedings are warranted. (NRS 623A.305) Section 3 of this bill requires the Executive Director of the State Board to perform such duties.

Section 4 of this bill requires each new member of the Nevada Physical Therapy Board to attend certain training, which existing law requires the Attorney General to provide to members of occupational licensing boards. (NRS 622.200)

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 622 of NRS is hereby amended by adding thereto a new section to read as follows:

1. A licensing board may:

(a) Enter into a contract with an issuer of credit cards or debit cards or an operator of a system that provides for the electronic transfer of money to provide for the acceptance of credit cards, debit cards or electronic transfers of money by the licensing board; or

(b) Upon approval of the Director of the Office of Finance, participate in a contract entered into by the Director pursuant to NRS 353.1466.

2. If the issuer or operator charges the licensing board a fee for each use of a credit card or debit card or for each electronic transfer of money, the licensing board may require the cardholder or the person requesting the electronic transfer of money to pay a convenience fee when appropriate and authorized. The total convenience fees charged by the licensing board in a fiscal year must not exceed the total amount of fees charged to the licensing board by the issuer or operator in that fiscal year.

3. As used in this section:

(a) "Cardholder" means the person or organization named on the face of a credit card or debit card to whom or for whose benefit the credit card or debit card is issued by an issuer.

(b) "Convenience fee" means a fee paid by a cardholder or person requesting the electronic transfer of money to a licensing board for the convenience of using the credit card or debit card or the electronic transfer of money to make such payment.

(c) "Credit card" means any instrument or device, whether known as a credit card or credit plate or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, property, goods, services or anything else of value on credit.



(d) "Debit card" means any instrument or device, whether known as a debit card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in depositing, obtaining or transferring funds.

(e) "Electronic transfer of money" has the meaning ascribed to it in NRS 463.01473.

(f) "Issuer" means a business organization, financial institution or authorized agent of a business organization or financial institution that issues a credit card or a debit card.

(g) "Licensing board" means a board created by the provisions of chapters 623 to 625A, inclusive, 628, 630 to 644A, inclusive, 648, 654 and 656 of NRS.

Sec. 2. NRS 623A.240 is hereby amended to read as follows:

623A.240 1. The following fees must be prescribed by the Board and must not exceed the following amounts:

Application fee.....	\$200.00
Examination fee.....	100.00,
	plus the actual
	cost of the
	examination
Certificate of registration.....	25.00
Annual renewal fee.....	200.00
Reinstatement fee.....	300.00
Delinquency fee.....	50.00
Change of address fee.....	10.00
Copy of a document, per page.....	.25

2. In addition to the fees set forth in subsection 1, the Board may charge and collect a fee for the expedited processing of a request or for any other incidental service it provides. The fee must not exceed the cost incurred by the Board to provide the service.

3. The Board may authorize a landscape architect intern to pay the application fee or any portion of that fee during any period in which he or she is the holder of a certificate to practice as a landscape architect intern. If a landscape architect intern pays the fee or any portion of the fee during that period, the Board shall credit the amount paid towards the entire amount of the application fee for the certificate of registration required pursuant to this section.

4. The fees prescribed by the Board pursuant to this section must be paid in United States currency in the form of a check, cashier's check or money order **or, if the Board has entered into or is participating in a contract pursuant to section 1 of this act, in any other form of payment authorized pursuant to section 1 of this**



1 *act*. If any ~~{check}~~ *form of payment* submitted to the Board is
2 dishonored upon presentation for payment, repayment of the fee,
3 including the fee for ~~{a}~~ *any* returned ~~{check}~~ *payment* in the
4 amount established by the State Controller pursuant to NRS
5 353C.115, must be made by money order or certified check.

6 5. The fees prescribed by the Board pursuant to this section are
7 nonrefundable.

8 **Sec. 3.** NRS 623A.305 is hereby amended to read as follows:

9 623A.305 1. When a complaint is filed with the Executive
10 Director of the Board, it must be considered by the ~~{President}~~
11 *Executive Director* of the Board . ~~{or a member of the Board~~
12 ~~designated by the President.}~~ If it appears to the ~~{President or the~~
13 ~~person designated by the President}~~ *Executive Director* that further
14 proceedings are warranted, he or she shall report the results of the
15 investigation together with a recommendation to the Board in a
16 manner which does not violate the right of the person charged in the
17 complaint to due process in any later hearing on the complaint.

18 2. The Board shall promptly make a determination with respect
19 to each complaint reported to it by the ~~{President or a person~~
20 ~~designated by the President}~~ *Executive Director* and shall dismiss
21 the complaint or proceed with disciplinary action pursuant to
22 chapter 622A of NRS.

23 **Sec. 4.** NRS 640.030 is hereby amended to read as follows:

24 640.030 1. The Nevada Physical Therapy Board, consisting
25 of five members appointed by the Governor, and any nonvoting
26 advisory members appointed by the Board pursuant to NRS
27 640.055, is hereby created.

28 2. The Governor shall appoint:

29 (a) Three members who are licensed physical therapists in the
30 State of Nevada.

31 (b) One member who is a licensed physical therapist assistant in
32 the State of Nevada.

33 (c) One member who is a representative of the general public.
34 This member must not be:

- 35 (1) A physical therapist or a physical therapist assistant; or
36 (2) The spouse or the parent or child, by blood, marriage or
37 adoption, of a physical therapist or a physical therapist assistant.

38 3. No member of the Board may serve more than two
39 consecutive terms.

40 4. The Governor may remove any voting member of the Board
41 for incompetency, neglect of duty, gross immorality or malfeasance
42 in office.

43 5. A majority of the voting members of the Board constitutes a
44 quorum.



1 **6.** No member of the Board may be held liable in a civil action
2 for any act which he or she has performed in good faith in the
3 execution of his or her duties under this chapter.

4 **7.** The Board shall comply with the provisions of chapter 241
5 of NRS, and all meetings of the Board must be conducted in
6 accordance with that chapter.

7 **8.** *Each member of the Board, as soon as practicable after*
8 *being first appointed to serve as a member of the Board, shall*
9 *attend the training provided by the Office of the Attorney General*
10 *pursuant to NRS 622.200.*

11 **Sec. 5.** This act becomes effective on July 1, 2019.



Agenda item 4B

Continuing Education Policy-Draft

As per NAC623A.315 the following policy is set forth by the Nevada State Board of Landscape Architecture to assist in the regulation of Continuing Education Credits and for the renewal of individuals for licensure in the state.

Credits Earned: 8 minimum

Self-directed educational activity: 4 credits maximum. Educational Activity primarily engaged in subject matter relating to public health, safety and welfare not in a systematically presented manner by another person.

Structured educational activity: 8 credits maximum. An educational activity in which teaching methodology is used to present technical and professional subjects by qualified persons relating to health, safety and welfare.

Credits carried forward: 4 maximum. Earned credits over the 8 maximum in self-directed or structured educational activities may be applied to the following fiscal year.

Credits defined: 1 continuing education credit equals 50 minutes of structured educational activity. 0.5 continuing education credit equals not less than 25 minutes of structured educational activity.

Self-Structured credit: 1 continuing education credit equals

The following Self-directed and Structured Educational Activities are not all inclusive. The board will review, adopt and delete activities from time-to-time.

Board Accepted Self-Directed Educational Activity defined:

- 1) Landscape Architecture Continuing Education System (LACES) on-line
- 2) Green Business Certification Inc. (GBCI), SITES on-line
- 3) Leadership in Energy and Environmental Design (LEED) on-line
- 4) AECDaily on-line
- 5) American Planning Association On-line Learning
- 6) HanleyWood University on-line.
- 7) International Society of Arboriculture

Board Accepted Structured Educational Activity defined:

- 1) Conference,
 - a) American Society of Landscape Architecture Annual
 - b) American Planning Association, National Planning Conference
 - c)
 - d)

- 2) Landscape Architecture Continuing Education System (LACES)
- 3) Green Business Certification Inc. (GBCI), SITES
- 4) Leadership in Energy and Environmental Design (LEED)
- 5) Irrigation Association Education Conference
- 6) University Classes in the topics of Design (health, safety and welfare)
- 7) Community College classes in Design (health, safety and welfare)
- 8)

Registrant to retain records to support Continuing Education Activities for three (3) years after date of renewal.

For structured study: Verification of attendance form will be accepted from the organizations listed above with the participants Name, Date attended, Topic/Subject and CE attained.

For Self-Structured study: Verification form provided by board which shows the type of activity claimed, title, sponsoring organization, mode of delivery, duration, name of the author(s), and continuing education units earned. A summary of the topic in 25 words.

Audit: Yearly, 3-5% of registrants. Random selection by license number. Will not audit same number in consecutive years, unless, prior year indicated a discrepancy or failure to provide required amount of CE's. The registrant found deficient in the required number of credits will be given 30 days to make-up the deficiency and report to the board with verification from the accepted organization as to participants Name, Date Attended, Topic/Subject and CE attained. The registrant will be assessed a late fee in the amount of the delinquency fee for renewal of the license.

Documentation. Each licensee shall maintain documentation as proof of compliance on a form prescribed by the Board, which shows:

- (1) the date of the activity;
- (2) the name of the activity provider;
- (3) the name of the instructor;
- (4) the activity title;
- (5) the number of contact hours of continuing education credit; and
- (6) the activity objectives.
- (7) certificate of completion or school transcript,
- (8) activity description,
- (9) activity syllabi, or other activity materials.

Non-compliance of fulfilling Continuing Education will result in non-renewal of registrant's license.

Appeal: Registrant may appeal the decision to the Board for a hearing, within 30 days of notice of non-compliance. The decision of the board is final.

Exemptions.

1. A registrant holding an initial certificate of registration issued by the Board, is exempt from the requirements for continuing education for the year in which the certificate of registration was issued and the next following year.
2. A registrant who serves on active duty in the Armed Forces of the United States for a period of more than 120 consecutive days during a calendar year is exempt from the requirements for continuing education for that calendar year.
3. The Board may exempt a registrant from the requirements for continuing education if the registrant cannot meet the requirements because of illness, physical disability or undue hardship, as determined by the Board based on documentation provided by the registrant before the date of expiration of the certificate of registration.

Credit for continuing education shall be recognized in accordance with the following:

- (a) a maximum of **three hours per one year renewal** cycle may be recognized for teaching in a college or university or for teaching continuing education activities in the field of landscape architecture, provided it is the first time the material was taught;
- (b) a maximum of **one hour per one year renewal cycle may** be recognized for authoring or study of published papers, articles, or books directly related to the practice of landscape architecture;
- (c) a maximum of **two hours per one year renewal cycle** may be recognized for pro-bono service that has a clear purpose and objective and maintains, improves, and expands the professional knowledge or skill of the licensee;
- (d) a maximum of **one hour per one year** renewal cycle may be recognized for mentoring one or more students for one day at the American Society of Landscape Architecture Annual Meeting, mentoring program, or other mentoring event;
- (e) a maximum of **two hours per one year renewal** cycle may be recognized for membership on a state regulatory board for the practice of landscape architecture;
- (f) a maximum of **one hour per one year renewal** cycle may be recognized for serving as an elected officer or appointed chair of a committee or organization in a professional society or organization related to the practice of landscape architecture;
- (g) a maximum of **one hour per one year renewal** cycle may be recognized for serving as an elected officer or appointed member of a governmental board or commission related to the practice of landscape architecture;

- (h) a maximum of two hours per one year renewal cycle may be recognized for serving as an exam grader or on a committee writing exam materials for a professional registration or licensing examination; and
- (i) **The Maximum number of required hours may be recognized for continuing education** that is online, distance-learning, correspondence course, or home study provided the activity verifies registration and participation in the activity by means of a test or other assessment method including a final summary, individual paper, or individual project which demonstrates that the participant learned the material presented.

A continuing education activity shall meet the following standards:

(a) Activity Content and Types. The activity shall have an identifiable, clear statement of purpose and defined objective directly related to the practice of landscape architecture and directly related to topics involving the public health, safety, and welfare of landscape architecture practice and the ethical standards of landscape architectural practice.

(i) Health, safety, welfare, and ethical standards as used in this Subsection are defined to including the following:

(A) The definition of "health" shall include aspects of landscape architectural practice that have salutary effects among users of sites, site structures, pedestrian ways, and vehicular facilities that are environmental and affect human health. Examples include all aspects of air quality, provisions of personal hygiene, and use of non-toxic materials and finishes.

(B) The definition of "safety" shall include aspects of landscape architectural practice intended to limit or prevent accidental injury or death among users such as sites, site structures, or construction sites. Examples include safe access and egress within sites and site structures, minimization of slipping hazards on exterior surfaces, correct proportions and visibility of stairs, safety railings, and accommodations for users with disabilities.

(C) The definition of "welfare" shall include aspects of landscape architectural practice that consist of values that may be social, psychological, cultural, spiritual, physical, aesthetic, and monetary in nature. Examples include spaces that afford natural light, natural materials, or views of nature or whose proportions, color, or materials engender positive emotional responses from its users.

(D) The definition of "ethical standards for landscape architectural practice" shall **include the ASLA Code of Professional Ethics and as specified in NAC623A.480**

(ii) The activity shall be completed in the form of any of the following activity types:

- (A) in-house programs sponsored by an organization;
- (B) seminar;
- (C) lecture;
- (D) conference;
- (E) training session;
- (F) webinar;
- (G) internet course;
- (H) distance learning course;
- (I) televised course;
- (J) authoring of an article, textbook, or professional book publication;
- (K) lecturing in or instructing a continuing education course;
- (L) study of a scholarly peer-reviewed journal article, book, or book chapter;
- (M) pro-bono service that has a clear purpose and objective and maintains, improves, or expands the professional knowledge or skill of the licensee;
- (N) mentoring one or more students for one day at the American Society of Landscape Architecture Annual Meeting, mentoring program, or other mentoring event;
- (O) membership on a state regulatory board for the practice of landscape architecture;
- (P) serving as an elected officer or appointed chair of a committee or organization in a professional society or organization;
- (Q) serving as an elected officer or appointed member of a professional board or commission; or
- (R) serving as an exam grader or on a committee writing exam materials for a professional registration or licensing examination.

(b) Objectives. The activity learning objectives shall be clearly stated in activity material.

(c) Faculty. The activity shall be prepared and presented by individuals who are qualified by education, training, and experience.

(d) Activity provider or sponsor. The activity shall be approved by, conducted by, or under the sponsorship of one of the following:

- (i) an accredited college or university;
- (ii) a state or federal agency;
- (iii) a professional association, organization, or company related to the practice of landscape architecture; or
- (iv) a commercial continuing education provider providing an activity related to the practice of landscape architecture.

If the activity is self-directed, such as study or authoring of a scholarly peer-reviewed journal article, book, book chapter, or similar document, the documentation shall contain the following:

- (A) the dates of study or research;
 - (B) the title of the paper, article, or book;
 - (C) an abstract of the paper, article, or book;
 - (D) the number of contact hours of continuing education credit; and
 - (E) the objectives of the self-study activity.
- (f) Contact hour. Each contact hour of continuing education credit shall consist of not fewer than 50 minutes of education. One professional development hour (PDH) is equal to one contact hour. One university quarter credit hour is equivalent to 40 contact hours. One university semester credit hour is equivalent to 45 contact hours. One International Association of Continuing Education and Training (IACET) Continuing Education Unit CEU is equivalent to ten contact hours.

Agenda Item 4C

REQUIRES TWO-THIRDS MAJORITY VOTE

(§§ 1, 2)

S.B. 125

SENATE BILL NO. 125—SENATOR HARDY

PREFILED JANUARY 31, 2019

Referred to Committee on Commerce and Labor

SUMMARY—Revises provisions relating to landscape architecture.
(BDR 54-612)

FISCAL NOTE: Effect on Local Government: No.
Effect on the State: Yes.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

AN ACT relating to landscape architecture; requiring the State Board of Landscape Architecture to accept credit cards, debit cards and electronic transfers of money for the payment of certain fees; authorizing the Board to contract for the acceptance of such methods of payment; increasing the maximum amount of fees relating to the licensure of a landscape architect and a landscape architect intern; revising provisions relating to complaints filed with the State Board of Landscape Architecture; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law prohibits a person from engaging in the practice of landscape architecture unless he or she has been issued a certificate of registration or a certificate to practice as a landscape architect intern by the State Board of Landscape Architecture. (NRS 623A.165) Existing law requires the Board to prescribe certain fees related to the issuance and renewal of a certificate of registration and a certificate to practice as a landscape architect intern. (NRS 623A.240) **Section 2** of this bill increases the maximum amount of such fees and provides that the fees are payable in advance. **Section 2** also specifies that the Board must prescribe a separate application fee for a certificate of registration and a certificate to practice as a landscape architect intern and authorizes the Board to credit money paid to apply for a certificate to practice as a landscape architect intern toward the application fee for a certificate of registration.

Under existing law, all fees paid to the Board must be paid in the form of a check, cashier's check or money order. (NRS 623A.240) **Section 2** expands the acceptable forms of payment to include credit cards, debit cards and electronic transfers of money. **Section 1** of this bill authorizes the Board to enter into contracts with issuers of credit cards, debit cards or operators of systems that



* S B 1 2 5 *

provide for the electronic transfer of money to provide for the acceptance of such methods of payment and authorizes the Board to charge and collect a convenience fee in certain circumstances.

Under existing law, complaints against a landscape architect or landscape architect intern may be filed with the Executive Director of the State Board of Landscape Architecture. (NRS 623A.290) The President of the Board or a designee of the President is required to consider the complaint and make a recommendation to the Board if further proceedings are warranted. (NRS 623A.305) Section 3 of this bill removes the President or his or her designee from this process and instead requires the Executive Director to consider each complaint and make a recommendation to the Board.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 623A of NRS is hereby amended by adding thereto a new section to read as follows:

1. The Board may enter into contracts with issuers of credit cards or debit cards or operators of systems that provide for the electronic transfer of money to provide for the acceptance of credit cards, debit cards or electronic transfers of money by the Board for the payment of fees prescribed pursuant to NRS 623A.240.

2. If the issuer or operator charges the Board a fee for each use of a credit card or debit card or for each electronic transfer of money, the Board may require the cardholder or the person requesting the electronic transfer of money to pay a convenience fee. The total convenience fees charged by the Board in a fiscal year must not exceed the total amount of fees charged to the Board by the issuer or operator in that fiscal year.

3. As used in this section:

(a) "Cardholder" means the person or organization named on the face of a credit card or debit card to whom or for whose benefit the credit card or debit card is issued by an issuer.

(b) "Convenience fee" means a fee paid by a cardholder or person requesting the electronic transfer of money to the Board for the convenience of using the credit card or debit card or the electronic transfer of money to make such payment.

(c) "Credit card" means any instrument or device, whether known as a credit card or credit plate or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, property, goods, services or anything else of value on credit.

(d) "Debit card" means any instrument or device, whether known as a debit card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in depositing, obtaining or transferring funds.



(e) "Electronic transfer of money" has the meaning ascribed to it in NRS 463.01473.

(f) "Issuer" means a business organization, financial institution or authorized agent of a business organization or financial institution that issues a credit card or debit card.

Sec. 2. NRS 623A.240 is hereby amended to read as follows:
623A.240 1. The following fees must be prescribed by the Board and must not exceed the following amounts:

Application fee for a certificate of registration.....	\$200.00 \$300.00
Application fee for a certificate to practice as a landscape architect intern.....	100.00
Examination fee.....	100.00, plus the actual cost of the examination
Certificate of registration.....	25.00 50.00
Certificate to practice as a landscape architect intern	50.00
Annual renewal fee.....	(200.00) 300.00
Reinstatement fee	300.00 400.00
Delinquency fee.....	(50.00) 100.00
Change of address fee.....	10.00 20.00
Copy of a document, per page.....	25. 50

2. In addition to the fees set forth in subsection 1, the Board may charge and collect a fee for the expedited processing of a request or for any other incidental service it provides. The fee must not exceed the cost incurred by the Board to provide the service.

3. The Board may ~~{authorize a landscape architect intern to pay}~~ deem the payment of the application fee for a certificate to practice as a landscape architect intern or any portion of that fee ~~{during any period in which he or she is the holder of a certificate to practice as}~~ by a landscape architect intern ~~{}~~ to also apply to the application fee for a certificate of registration. If a landscape architect intern pays ~~{the}~~ an application fee ~~{or any portion of the fee during that period.}~~ so deemed by the Board, the Board shall credit the amount ~~{paid}~~ deemed to apply to the application fee for a certificate of registration towards the entire amount of the application fee for the certificate of registration required pursuant to this section.

4. The fees prescribed by the Board pursuant to this section must be paid in United States currency in the form of a check,



1 cashier's check , ~~{or}~~ money order ~~{-}~~ , *credit card, debit card or*
2 *electronic transfer of money.* If any check *or other method of*
3 *payment* submitted to the Board is dishonored upon presentation for
4 payment, repayment of the fee, including the fee for a returned
5 check in the amount established by the State Controller pursuant to
6 NRS 353C.115, must be made by money order or certified check.

7 5. The fees prescribed by the Board pursuant to this section are
8 *payable in advance and* nonrefundable.

9 6. *As used in this section:*

10 (a) *"Credit card" has the meaning ascribed to it in section 1 of*
11 *this act.*

12 (b) *"Debit card" has the meaning ascribed to it in section 1 of*
13 *this act.*

14 (c) *"Electronic transfer of money" has the meaning ascribed*
15 *to it in NRS 463.01473.*

16 Sec. 3. NRS 623A.305 is hereby amended to read as follows:

17 623A.305 1. When a complaint is filed with the Executive
18 Director of the Board, it must be considered by the ~~{President of the~~
19 ~~Board or a member of the Board designated by the President.}~~
20 *Executive Director.* If it appears to the ~~{President or the person~~
21 ~~designated by the President}~~ *Executive Director* that further
22 proceedings are warranted, he or she shall report the results of the
23 investigation together with a recommendation to the Board in a
24 manner which does not violate the right of the person charged in the
25 complaint to due process in any later hearing on the complaint.

26 2. The Board shall promptly make a determination with respect
27 to each complaint reported to it by the ~~{President or a person~~
28 ~~designated by the President}~~ *Executive Director* and shall dismiss
29 the complaint or proceed with disciplinary action pursuant to
30 chapter 622A of NRS.

31 Sec. 4. This act becomes effective on July 1, 2019.





Nevada State Board of Landscape Architecture

2019

Board Members

Melinda Gustin
Reno
*Public Member
Board President*

Stanton Southwick
Board Secretary
Las Vegas

Marc Chapelle
CLARB
Representative
Reno

Laura Miller
Communications
Las Vegas

Ryan Hansen
Outreach
Reno

Ellis L. Antuñez
Executive Director

Henna Rasul
*Senior Deputy
Attorney General*

To: Senate Commerce and Labor Committee
From: Nevada State Board Landscape Architecture
Date: February 12, 2019
Re: S.B. 125

On February 21, 2018, the Sunset Subcommittee members reviewed with representatives of the Board various items, including fees and expenses. This is a follow up to the recommendations from the Sunset Subcommittee. The enclosed information is sent to provide references within Senate Bill 125.

- 1) Letter from Sunset Subcommittee of the Legislative Commission
- 2) Summary of Recommendations of the Sunset Subcommittee of the Legislative Commission
- 3) Landscape Architecture License Fees of the Neighboring States Boards
- 4) Letter from Rocky Cooper, Legislative Auditor to Sunset Subcommittee of the Legislative Commission dated January 16, 2018

*The Board welcomes
contributions,
questions and comments;
please direct all
correspondence to:*

P. O. Box 34143
Reno, NV 89533

E-mail
LandscapeBoard@
Nsbla.nv.gov

Visit us at
www.nsbla.state.nv.us

Phone: 775-671-3242

Sincerely,

Ellis L. Antuñez, FASLA
Executive Director

IRENE BUSTAMANTE ADAMS

ASSEMBLYWOMAN

District No. 42



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State of Nevada Assembly

October 1, 2018

RECEIVED
OCT 03 2018
Nevada State Board of
Landscape Architecture

Ryan Hansen, President
State Board of Landscape Architecture
Post Office Box 34143
Reno, Nevada 89533-4143

Dear President Hansen:

The Sunset Subcommittee of the Legislative Commission (*Nevada Revised Statutes* [NRS] 232B.210) has completed its work for the 2017–2018 Interim, including reviews of several occupational and professional licensing boards established by acts of the Nevada Legislature. Pursuant to statute, the Subcommittee is charged with determining whether those entities should be continued, modified, consolidated, or terminated. At the completion of each interim, the Subcommittee reports its recommendations to the Legislative Commission.

At its meeting on February 21, 2018, the Subcommittee considered the State Board of Landscape Architecture (NRS 623A.080). At that time, Subcommittee members reviewed with representatives the Board's continuing education policies, its fees and expenses, and accessibility to forms and other functions online for the convenience of certificate holders. Representatives of the Board also noted that statutes limit certain financial transactions involving the Board to United States currency in the form of a cashier's check, check, or money order.

The Board representatives also identified a revision to its practice act governing operations. Existing statutes provide that the president of the Board or a designated Board member must review a complaint filed with the executive director. Because this requirement effectively eliminates that person from subsequent participation in a later hearing on the complaint, the Board suggested revising these procedures by substituting the executive director for the president or any Board member.

At its work session on March 21, 2018, the Subcommittee recommended continuation of the Board. It also voted to recommend amending provisions of NRS to provide that the executive director, rather than the president or any designated Board member, consider a complaint that is filed with the Board to determine if further proceedings are warranted. In addition, the Subcommittee voted to recommend revisions to statutory provisions to authorize, but not require, each board or commission provided for in Title 54 ("Professions, Occupations and Businesses") of NRS to enter into or participate in a contract to accept credit cards and other electronic transfers

Ryan Hansen, President

Page 2


October 1, 2018

of money or to participate in such a contract entered into by the director of the Office of Finance, Office of the Governor.

Finally, in March, the Subcommittee voted to request to be informed when the Board's continuing education policy is implemented. The Subcommittee intends this letter to serve as notification that it wishes the Board to provide such information in the next interim.

Thank you for your attention to this request and for all of the assistance provided by members of the Board and staff as the Subcommittee conducted its reviews and completed its work. Please plan to submit the requested information at the direction of the Subcommittee when it convenes again in the 2019–2020 Interim. As always, please do not hesitate to contact me if the Subcommittee or I may be of assistance.

Sincerely,


Assemblywoman Irene Bustamante Adams, Chair
Sunset Subcommittee of the Legislative Commission

IBA/cr:W182349

cc: Ellis L. Antunez, F.A.S.L.A., Executive Director, State Board of Landscape Architecture

SUMMARY OF RECOMMENDATIONS

SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION

Nevada Revised Statutes (NRS) 232B.210

This summary presents the recommendations approved by the Sunset Subcommittee of the Legislative Commission at its meetings on March 21, April 23, May 21, and June 13, 2018. The recommendations will be submitted to the Legislative Commission for its consideration and possible inclusion in bill draft requests (BDRs) to be forwarded to the 80th Session of the Nevada Legislature.

RECOMMENDATIONS FOR LEGISLATION

Entities Recommended for Continuation With Statutory Revisions

1. State Board of Landscape Architecture ([NRS 623A.080](#)) (BDR –)
2. Board of Registered Environmental Health Specialists ([NRS 625A.030](#)) (BDR –)
3. Nevada Physical Therapy Board ([NRS 640.030](#)) (BDR –)

Entity Recommended for Termination With Functions Transferred

1. Board of Homeopathic Medical Examiners ([NRS 630A.100](#)) (BDR –)

Further Legislation Recommended

1. Authorize each board or commission, created in Title 54 (“Professions, Occupations and Businesses”) of NRS, to enter into or participate in a contract for the acceptance of credit cards and other electronic transfers of money or to participate in such a contract entered into by the director of the Office of Finance, Office of the Governor. (BDR –)
2. Establish an interim study of the operations of the professional and occupational licensing boards during the 2019–2020 Interim. (BDR –)

RECOMMENDATIONS FOR COMMITTEE ACTION

Entities Recommended for Continuation

1. State Contractors’ Board ([NRS 624.040](#))
2. State Board of Professional Engineers and Land Surveyors ([NRS 625.100](#))
3. Advisory Committee on Nursing Assistants and Medication Aides ([NRS 632.072](#))

**Landscape Architecture License Fees
of
Neighboring State Boards**

	Nevada	Arizona	California	Idaho	Oregon	Utah	Washington
Application Fee	\$175.00	\$100.00	\$400.00	\$100.00	\$100.00	\$110.00	\$250.00
Initial License Fee	\$200.00	\$225.00	\$400.00	\$150.00	\$325.00	\$73.00	\$450.00
Reciprocity Application Fee	\$100.00	\$100.00	\$400.00	\$100.00	\$325.00	\$110.00	\$450.00
Renewal Fee	\$200.00	\$225.00	\$400.00	\$150.00	\$325.00	\$73.00	\$450.00
Late Fee	\$50.00						\$150.00
Landscape Architect-in-Training Application Fee	\$50.00						
Landscape Architect-in-Training Renewal Fee	\$100.00						
Emeritus/In-Active Fee per year	\$0.00				\$50.00	\$50.00	
Firm Registration & Renewal Fee	\$0.00	\$50.00			\$112.00		
Nevada Specific Exam Fee	\$75.00						

All Renewals are annual unless otherwise stated.

NV - Fiscal Year

AZ - Anniversary of License

CA - Biennial Birthday

ID - Birthday

OR - Anniversary of License

UT - Biennial-May 31 of Even Years

WA- Biennial Birthday

March 26, 2018

STATE OF NEVADA
LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE BUILDING
401 S. CARSON STREET
CARSON CITY, NEVADA 89701-4747



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JASON FRIERSON, *Assemblyman, Chair*

Rick Combs, *Director, Secretary*

INTERIM FINANCE COMMITTEE (775) 684-6821

JOYCE WOODHOUSE, *Senator, Chair*

Cindy Jones, *Fiscal Analyst*

Mark Krmpotic, *Fiscal Analyst*

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BRENDA J. ERDOES, *Legislative Counsel* (775) 684-6830

ROCKY COOPER, *Legislative Auditor* (775) 684-6815

MICHAEL J. STEWART, *Research Director* (775) 684-6825

January 16, 2018

Assemblywoman Irene Bustamante Adams, Chair
Legislative Commission's Sunset Subcommittee
Legislative Building
Carson City, Nevada 89701-4747

Dear Chair Bustamante Adams:

On December 8, 2017, we presented a review of our financial oversight over certain state boards to the Legislative Commission's Sunset Subcommittee. In the past, legislators have questioned whether board reserves are excessive and if there is a standard for how many months of reserves should be maintained. The following information is presented to help answer those questions and enhance financial transparency over occupational licensing boards.

Based on our review of financial information submitted to us in accordance with NRS 218G.400, we found 27 of 34 (79%) occupational licensing boards have reserves to fund operations for more than 6 months, with 18 (53%) having over 12 months in reserves. As noted below, we concluded a reserve equivalent to 6 months of operating costs would likely be sufficient for Nevada's occupational licensing boards.

Our work did not constitute an audit performed in accordance with generally accepted government auditing standards. We reviewed and analyzed financial information previously submitted to the Audit Division, and we did not contact any board for clarification regarding the planned use of reserves or the need to maintain reserves in excess of 6 months.

Our review of literature revealed a reserve of 3 to 6 months of operating costs to be a common best practice for boards and nonprofit organizations. Reserves should not be used to cover a long-term or permanent revenue shortfall, but allow time to solve temporary problems, not structural financial problems. Boards should balance the need to fund revenue shortfalls or unforeseen costs, while making sure licensees are not overburdened with excessive fees.

Based on our review, we concluded a reserve equivalent to 6 months of operating costs would likely be sufficient for Nevada's occupational licensing boards. While we realize each board's specific needs and financial circumstances may vary, 6 months of operating costs should

be adequate for funding unexpected financial shortfalls. The table below illustrates two scenarios using a reserve equivalent to 6 months of operating costs. In both scenarios, a 6-month reserve will allow a board to operate for 1 year while the board makes adjustments to stabilize operations.

Board XYZ	
<u>Illustrative Financial Information for 1 Year:</u>	
Annual Revenue	\$ 100,000
Operating Costs	\$ 100,000
Reserve*	\$ 50,000
* Equivalent to 6 months of operating costs, assuming costs are spread consistently throughout the year.	
<i>Scenario 1: Fee revenue reduced by 50%</i>	
Possible Cause:	~ Economic downturn results in half of the board's licensees not renewing their license.
Financial Effect:	
Annual Resources	
Fees	\$ 50,000 (Decrease of 50%)
Reserve	<u>50,000</u>
Total Funds Available	<u>\$ 100,000</u>
Total Operating Costs	<u>\$ 100,000</u>
<i>Scenario 2: Operating costs increase by 50%</i>	
Possible Cause:	~ Unexpected legal issue results in increased legal costs.
Financial Effect:	
Annual Resources	
Fees	\$ 100,000
Reserve	<u>50,000</u>
Total Funds Available	<u>\$ 150,000</u>
Total Operating Costs	<u>\$ 150,000</u> (Increase of 50%)
<u>Conclusion:</u> In both scenarios, revenue with a reserve equivalent to 6 months of operating costs was sufficient to conduct operations for 1 year. One year should be sufficient for the board to make adjustments to stabilize operations.	

Assemblywoman Irene Bustamante Adams, Chair
Legislative Commission's Sunset Subcommittee
January 16, 2018
Page 3

The scenarios in the table are extreme examples, but they show that even in difficult conditions a reserve equivalent to 6 months of operating costs is adequate.

- e Attachment A shows adjusted reserve balances and the equivalent number of monthse of operating costs for occupational licensing boards.e
- e Attachment B shows total expenditures for 2016 and 2017, and the combinede monthly average expenditures for occupational licensing boards.e
- e Attachment C shows the fund balances for occupational licensing boards and oure adjustments to fund balances based on amounts restricted and GASB 68 (explainede below).e

GASB 68 Adjustments

With the implementation of Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, some boards' reserves were significantly reduced by recording the boards' share of the Public Employees' Retirement System of Nevada (PERS) pension liability in their financial statements. However, this liability is not under the boards' control and there is no process for immediate payment by the boards. As a result, the implementation of GASB 68 understates the funds available for use by the boards to conduct its operations, and some boards have a negative fund balance solely because of GASB 68 implementation. Therefore, we have added back the GASB 68 adjustments to the boards' reserves to provide a more accurate picture of available funds.

If you would like additional information concerning our review, please contact me at (775)684-6815.e

Sincerely,



Rocky Cooper, CPA
Legislative Auditor

Attachments (3)
RC:sy

Attachment A
Occupational Licensing Boards
Months of Operating Costs

Board	Monthly Average Expenditures (Attachment B)	Adjusted Reserve Balances (Attachment C)	Equivalent Number of Months of Operating Costs
1 Accountancy	\$ 53,661	\$1,192,929	22.2
2 Alcohol, Drug, & Gambling Counselors	18,362	163,485	8.9
3 Architecture, Interior Design & Residential Design	71,320	550,772	7.7
4 Athletic Trainers	2,615	89,402	34.2
5 Barbers' Health & Sanitation	6,029	112,490	18.7
6 Certified Court Reporters	6,791	83,451	12.3
7 Chiropractic Physicians	29,088	206,385	7.1
8 Contractors	536,872	6,924,480	12.9
9 Cosmetology	198,441	(93,062)	(0.5)
10 Dental Examiners	96,683	1,598,116	16.5
11 Dispensing Opticians	10,006	84,582	8.5
12 Funeral & Cemetery Services	23,064	291,713	12.6
13 Homeopathic Medical Examiners	3,808	(132,525)	(34.8)
14 Landscape Architecture	7,036	74,224	10.5
15 Liquefied Petroleum Gas	33,183	88,908	2.7
16 Long-Term Care Administrators	13,865	290,796	21.0
17 Marriage & Family Therapists & Clinical Counselors	11,703	35,122	3.0
18 Massage Therapists	66,542	527,826	7.9
19 Medical Examiners	327,746	4,284,650	13.1
20 Nursing	252,788	5,628,175	22.3
21 Occupational Therapy	15,090	654,470	43.4
22 Optometry	11,853	516,172	43.5
23 Oriental Medicine	5,606	135,101	24.1
24 Osteopathic Medicine	54,258	1,110,565	20.5
25 Pharmacy	219,780	1,899,135	8.6
26 Physical Therapy Examiners	32,893	331,695	10.1
27 Podiatry	4,777	163,434	34.2
28 Private Investigators	119,363	404,182	3.4
29 Professional Engineers & Land Surveyors	63,898	2,208,827	34.6
30 Psychological Examiners	16,569	88,032	5.3
31 Registered Environmental Health Specialists	2,575	40,172	15.6
32 Social Workers	29,358	(2,474)	(0.1)
33 Speech-Language Pathology, Audiology and Hearing Aid Dispensing	13,146	134,840	10.3
34 Veterinary Medical Examiners	35,959	581,084	16.2

Attachment B
Occupational Licensing Boards
Monthly Average Expenditures

Board	Expenditures		2-Year Monthly Average Expenditures
	2016	2017	
1 Accountancy	\$ 662,786	\$625,087	\$53,661
2 Alcohol, Drug, & Gambling Counselors	194,128	246,556	18,362
3 Architecture, Interior Design & Residential Design	889,021	822,661	71,320
4 Athletic Trainers	31,142	31,611	2,615
5 Barbers' Health & Sanitation ⁽¹⁾	72,342	-	6,029
6 Certified Court Reporters	85,580	77,412	6,791
7 Chiropractic Physicians	348,591	349,509	29,088
8 Contractors	6,396,383	6,488,536	536,872
9 Cosmetology	2,364,830	2,397,747	198,441
10 Dental Examiners	1,152,052	1,168,331	96,683
11 Dispensing Opticians	111,459	128,674	10,006
12 Funeral & Cemetery Services	271,339	282,208	23,064
13 Homeopathic Medical Examiners	35,956	55,436	3,808
14 Landscape Architecture	95,027	73,834	7,036
15 Liquefied Petroleum Gas	402,629	393,758	33,183
16 Long-Term Care Administrators	177,188	155,563	13,865
17 Marriage & Family Therapists & Clinical Counselors ⁽¹⁾	140,437	-	11,703
18 Massage Therapists	795,966	801,035	66,542
19 Medical Examiners	3,805,238	4,060,672	327,746
20 Nursing	2,932,835	3,134,069	252,788
21 Occupational Therapy ⁽¹⁾	181,083	-	15,090
22 Optometry ⁽¹⁾	142,231	-	11,853
23 Oriental Medicine	54,259	80,294	5,606
24 Osteopathic Medicine	637,321	664,861	54,258
25 Pharmacy	2,300,225	2,974,492	219,780
26 Physical Therapy Examiners ⁽¹⁾	394,711	-	32,893
27 Podiatry ⁽¹⁾	57,319	-	4,777
28 Private Investigators	1,374,003	1,490,706	119,363
29 Professional Engineers & Land Surveyors	701,808	831,748	63,898
30 Psychological Examiners	180,712	216,934	16,569
31 Registered Environmental Health Specialists	33,927	27,875	2,575
32 Social Workers	292,818	411,771	29,358
33 Speech-Language Pathology, Audiology and Hearing Aid Dispensing	161,055	154,448	13,146
34 Veterinary Medical Examiners	423,587	439,437	35,959

⁽¹⁾ Monthly Average is a 1-year average based on 2016 expenditures, as this is the most recent financial information reported to us.

Attachment C
Occupational Licensing Boards
Adjusted Reserve Balances

Board	Fund Balances (a)	Restricted Amounts (b)	Unrestricted Fund Balances (c)=(a)-(b)	GASB 68 Adjustments (d)	Adjusted Reserve Balances =(c)+(d)
1 Accountancy	\$ 750,982	\$ 25,135	\$ 725,847	\$ 467,082	\$ 1,192,929
2 Alcohol, Drug, & Gambling Counselors	(55,202)	14	(55,216)	218,701	163,485
3 Architecture, Interior Design & Residential Design	(94,171)	130,088	(224,259)	775,031	550,772
4 Athletic Trainers	89,402	-	89,402	-	89,402
5 Barbers' Health & Sanitation	112,490	-	112,490	-	112,490
6 Certified Court Reporters	84,416	965	83,451	-	83,451
7 Chiropractic Physicians	(53,703)	904	(54,607)	260,992	206,385
8 Contractors	8,283,160	1,358,680	6,924,480	-	6,924,480
9 Cosmetology ⁽¹⁾	(1,897,327)	467,806	(2,365,133)	2,272,071	(93,062)
10 Dental Examiners	950,744	-	950,744	647,372	1,598,116
11 Dispensing Opticians	84,582	-	84,582	-	84,582
12 Funeral & Cemetery Services	299,426	7,713	291,713	-	291,713
13 Homeopathic Medical Examiners ⁽²⁾	(132,525)	-	(132,525)	-	(132,525)
14 Landscape Architecture	74,224	-	74,224	-	74,224
15 Liquefied Petroleum Gas	(73,669)	276,927	(350,596)	439,504	88,908
16 Long-Term Care Administrators	296,800	6,004	290,796	-	290,796
17 Marriage & Family Therapists & Clinical Counselors	36,082	960	35,122	-	35,122
18 Massage Therapists	(178,884)	43,251	(222,135)	749,961	527,826
19 Medical Examiners	1,398,648	422,815	975,833	3,308,817	4,284,650
20 Nursing	2,398,830	56,282	2,342,548	3,285,627	5,628,175
21 Occupational Therapy	657,869	3,399	654,470	-	654,470
22 Optometry	384,214	800	383,414	132,758	516,172
23 Oriental Medicine	135,101	-	135,101	-	135,101
24 Osteopathic Medicine	559,850	4,988	554,862	555,703	1,110,565
25 Pharmacy	(662,314)	92,963	(755,277)	2,654,412	1,899,135
26 Physical Therapy Examiners	119,364	4,557	114,807	216,888	331,695
27 Podiatry	164,601	1,167	163,434	-	163,434
28 Private Investigators	404,182	-	404,182	-	404,182
29 Professional Engineers & Land Surveyors	2,279,896	71,069	2,208,827	-	2,208,827
30 Psychological Examiners	88,032	-	88,032	-	88,032
31 Registered Environmental Health Specialists	40,172	-	40,172	-	40,172
32 Social Workers ⁽¹⁾	(320,591)	9,069	(329,660)	327,186	(2,474)
33 Speech-Language Pathology, Audiology and Hearing Aid Dispensing	137,676	2,836	134,840	-	134,840
34 Veterinary Medical Examiners	154,865	691	154,174	426,910	581,084

Note: Financial information stated in this table is based on the most recent data reported to us. Although a majority of the information is for 2017, four boards report biennially on even years, so amounts stated are for 2016. Additionally, Marriage and Family Therapists and Clinical Counselors, and Optometry, have not submitted their most recent financials, so amounts stated are for 2016.

⁽¹⁾ Deficit reserves are due to amounts restricted for capital assets.

⁽²⁾ Deficit reserves are due to prior year legal fees.

SENATE BILL NO. 125—SENATOR HARDY

PREFILED JANUARY 31, 2019

Referred to Committee on Commerce and Labor

SUMMARY—Revises provisions relating to landscape architecture.
(BDR 54-612)

FISCAL NOTE: Effect on Local Government: No.
Effect on the State: Yes.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~(omitted material)~~ is material to be omitted.

AN ACT relating to landscape architecture; requiring the State Board of Landscape Architecture to accept credit cards, debit cards and electronic transfers of money for the payment of certain fees; authorizing the Board to contract for the acceptance of such methods of payment; increasing the maximum amount of fees relating to the licensure of a landscape architect and a landscape architect intern; revising provisions relating to complaints filed with the State Board of Landscape Architecture; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

1 Existing law prohibits a person from engaging in the practice of landscape
2 architecture unless he or she has been issued a certificate of registration or a
3 certificate to practice as a landscape architect intern by the State Board of
4 Landscape Architecture. (NRS 623A.165) Existing law requires the Board to
5 prescribe certain fees related to the issuance and renewal of a certificate of
6 registration and a certificate to practice as a landscape architect intern. (NRS
7 623A.240) **Section 2** of this bill increases the maximum amount of such fees and
8 provides that the fees are payable in advance. **Section 2** also specifies that the
9 Board must prescribe a separate application fee for a certificate of registration and a
10 certificate to practice as a landscape architect intern and authorizes the Board to
11 credit money paid to apply for a certificate to practice as a landscape architect
12 intern toward the application fee for a certificate of registration.

13 Under existing law, all fees paid to the Board must be paid in the form of a
14 check, cashier's check or money order. (NRS 623A.240) **Section 2** expands the
15 acceptable forms of payment to include credit cards, debit cards and electronic
16 transfers of money. **Section 1** of this bill authorizes the Board to enter into
17 contracts with issuers of credit cards, debit cards or operators of systems that



provide for the electronic transfer of money to provide for the acceptance of such methods of payment and authorizes the Board to charge and collect a convenience fee in certain circumstances.

Under existing law, complaints against a landscape architect or landscape architect intern may be filed with the Executive Director of the State Board of Landscape Architecture. (NRS 623A.290) The President of the Board or a designee of the President is required to consider the complaint and make a recommendation to the Board if further proceedings are warranted. (NRS 623A.305) Section 3 of this bill removes the President or his or her designee from this process and instead requires the Executive Director to consider each complaint and make a recommendation to the Board.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 623A of NRS is hereby amended by adding thereto a new section to read as follows:

1. The Board may enter into contracts with issuers of credit cards or debit cards or operators of systems that provide for the electronic transfer of money to provide for the acceptance of credit cards, debit cards or electronic transfers of money by the Board for the payment of fees prescribed pursuant to NRS 623A.240.

2. If the issuer or operator charges the Board a fee for each use of a credit card or debit card or for each electronic transfer of money, the Board may require the cardholder or the person requesting the electronic transfer of money to pay a convenience fee. The total convenience fees charged by the Board in a fiscal year must not exceed the total amount of fees charged to the Board by the issuer or operator in that fiscal year.

3. As used in this section:

(a) "Cardholder" means the person or organization named on the face of a credit card or debit card to whom or for whose benefit the credit card or debit card is issued by an issuer.

(b) "Convenience fee" means a fee paid by a cardholder or person requesting the electronic transfer of money to the Board for the convenience of using the credit card or debit card or the electronic transfer of money to make such payment.

(c) "Credit card" means any instrument or device, whether known as a credit card or credit plate or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, property, goods, services or anything else of value on credit.

(d) "Debit card" means any instrument or device, whether known as a debit card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in depositing, obtaining or transferring funds.



(e) "Electronic transfer of money" has the meaning ascribed to it in NRS 463.01473.

(f) "Issuer" means a business organization, financial institution or authorized agent of a business organization or financial institution that issues a credit card or debit card.

Sec. 2. NRS 623A.240 is hereby amended to read as follows:
623A.240 1. The following fees must be prescribed by the Board and must not exceed the following amounts:

Application fee for a certificate of registration.....	\$200.00	\$300.00	
Application fee for a certificate to practice as a landscape architect intern.....			100.00
Examination fee.....		100.00,	
		plus the actual	
		cost of the	
		examination	
Certificate of registration.....	25.00	50.00	
Certificate to practice as a landscape architect intern			50.00
Annual renewal fee.....	(200.00)	300.00	23
Reinstatement fee	300.00	400.00	24
Delinquency fee.....	(50.00)	100.00	25
Change of address fee.....	10.00	20.00	26
Copy of a document, per page.....	25.50		27

2. In addition to the fees set forth in subsection 1, the Board may charge and collect a fee for the expedited processing of a request or for any other incidental service it provides. The fee must not exceed the cost incurred by the Board to provide the service.

3. The Board may ~~{authorize a landscape architect intern to pay}~~ deem the payment of the application fee for a certificate to practice as a landscape architect intern or any portion of that fee ~~{during any period in which he or she is the holder of a certificate to practice as}~~ by a landscape architect intern ~~{}~~ to also apply to the application fee for a certificate of registration. If a landscape architect intern pays ~~{the}~~ an application fee ~~{for any portion of the fee during that period.}~~ so deemed by the Board, the Board shall credit the amount ~~{paid}~~ deemed to apply to the application fee for a certificate of registration towards the entire amount of the application fee for the certificate of registration required pursuant to this section.

4. The fees prescribed by the Board pursuant to this section must be paid in United States currency in the form of a check,



cashier's check, ~~{or}~~ money order ~~{,}~~, *credit card, debit card or electronic transfer of money.* If any check *or other method of payment* submitted to the Board is dishonored upon presentation for payment, repayment of the fee, including the fee for a returned check in the amount established by the State Controller pursuant to NRS 353C.115, must be made by money order or certified check.

5. The fees prescribed by the Board pursuant to this section are *payable in advance and* nonrefundable.

6. *As used in this section:*

(a) *"Credit card" has the meaning ascribed to it in section 1 of this act.*

(b) *"Debit card" has the meaning ascribed to it in section 1 of this act.*

(c) *"Electronic transfer of money" has the meaning ascribed to it in NRS 463.01473.*

Sec. 3. NRS 623A.305 is hereby amended to read as follows:

623A.305 1. When a complaint is filed with the Executive Director of the Board, it must be considered by the ~~{President of the Board or a member of the Board designated by the President.}~~ *Executive Director.* If it appears to the ~~{President or the person designated by the President}~~ *Executive Director* that further proceedings are warranted, he or she shall report the results of the investigation together with a recommendation to the Board in a manner which does not violate the right of the person charged in the complaint to due process in any later hearing on the complaint.

2. The Board shall promptly make a determination with respect to each complaint reported to it by the ~~{President or a person designated by the President}~~ *Executive Director* and shall dismiss the complaint or proceed with disciplinary action pursuant to chapter 622A of NRS.

Sec. 4. This act becomes effective on July 1, 2019.



[Rev. 5/23/2016 8:36:23 AM--2015]

CHAPTER 623A - LANDSCAPE ARCHITECTS

GENERAL PROVISIONS

NRS 623A.010	Legislative declaration.
NRS 623A.020	Definitions.
NRS 623A.030	"Board" defined.
NRS 623A.033	"Certificate of registration" "License" defined.
NRS 623A.035	"Direct supervision" defined.
NRS 623A.040	"Instruments of service" defined.
NRS 623A.xxx	"Licensee" defined.
NRS 623A.050	"Landscape architect" defined.
NRS 623A.055	"Landscape architect intern" defined.
NRS 623A.060	"Practice of landscape architecture" defined.
NRS 623A.065	Good moral character.
NRS 623A.070	Applicability of chapter.

STATE BOARD OF LANDSCAPE ARCHITECTURE

NRS 623A.080	Creation; number, appointment and qualifications of members; terms; oaths; removal; vacancies; immunity.
NRS 623A.090	Salary of members; per diem allowance and travel expenses of members and employees.
NRS 623A.100	Officers; appointment, salary and duties of Executive Director.
NRS 623A.110	Meetings; quorum.
NRS 623A.120	Employees: Hiring, compensation and reimbursement.
NRS 623A.130	Duties.
NRS 623A.133	Preparation and adoption of code of conduct.
NRS 623A.135	Record of certificates: Maintenance; contents; availability for inspection and sale.
NRS 623A.137	Confidentiality of certain records of Board; exceptions.

[NRS 623A.140](#) Powers.

[NRS 623A.143](#) Authority of Board to grant or deny applications for or revoke or suspend certificates to practice as landscape architect intern, hold membership in certain organizations and administer examinations.

[NRS 623A.147](#) Fiscal year.

[NRS 623A.150](#) Deposit and use of money collected by Board; delegation of authority concerning disciplinary action; deposit of fines; claim for attorney's fees or cost of investigation.

[NRS 623A.160](#) Designation of Attorney General as legal adviser.

CERTIFICATES

[NRS 623A.165](#) Practice of landscape architecture or use of certain titles without certificate prohibited; issuance of certificate; proration of fees; contents of certificate of registration.

[NRS 623A.170](#) ~~Certificate of registration:~~ **Qualifications for License:** Qualifications of applicant; application; study equivalent to work experience; standards for examinations; regulations; deadline for application.

[NRS 623A.180](#) ~~Certificate of registration:~~ **License:** Action of Board on application; notification of applicant.

[NRS 623A.182](#) Certificate to practice as landscape architect intern: Qualifications of applicant; application.

[NRS 623A.184](#) Certificate to practice as landscape architect intern: Issuance of certificate; supervision by holder of certificate of registration; expiration; renewal.

[NRS 623A.185](#) Payment of child support: Submission of certain information by applicant; grounds for denial of certificate; duty of Board. [Effective until the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

[NRS 623A.185](#) Payment of child support: Submission of certain information by applicant; grounds for denial of certificate; duty of Board. [Effective on the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings and expires by limitation 2 years after that date.]

[NRS 623A.187](#) Crediting of work experience; regulations; applicant required to comply with requirements for education and experience before taking examination.

- [NRS 623A.190](#) Examination; prohibition on participation in preparing or grading examination.
- [NRS 623A.193](#) ~~Certificate of registration:~~ Issuance **of License** without examination.
- [NRS 623A.195](#) ~~Certificate of registration:~~ Issuance and use of seal; regulations; unlawful acts.
- [NRS 623A.200](#) ~~Certificate of registration:~~ **License** ~~E~~ expiration, renewal or reinstatement; issuance of renewal card; record of renewal; unlawful acts.
- [NRS 623A.210](#) ~~Certificate of registration:~~ New ~~certificate~~ **License**-required after failure to renew within 3 years.
- [NRS 623A.215](#) ~~Certificate of registration:~~ Continuing education; regulations.
- [NRS 623A.220](#) ~~Certificate of registration:~~ Renewal of suspended **license** ~~certificate~~; reinstatement of revoked **license** ~~certificate~~.
- [NRS 623A.225](#) Issuance of temporary **license** ~~certificate~~ prohibited.
- [NRS 623A.230](#) Notification of Executive Director upon change of address or if **license** ~~certificate of registration~~ is lost, stolen, destroyed or mutilated; duplicate certificate of registration; regulations.
- [NRS 623A.240](#) Fees.
- [NRS 623A.250](#) Conditions under which business organization or association may practice landscape architecture; conditions under which landscape architects may form business organizations or associations with certain other persons; business organization or association and certain owners responsible for violations.
- [NRS 623A.260](#) Conditions under which business organization or association may establish and operate branch offices.

LANDSCAPE ARCHITECT INTERNS

- [NRS 623A.263](#) Application; qualifications of applicant. [Replaced in revision by [NRS 623A.182](#).]
- [NRS 623A.267](#) Issuance of **license** ~~certificate~~; supervision by holder of certificate of registration; expiration. [Replaced in revision by [NRS 623A.184](#).]

DISCIPLINARY AND OTHER ACTIONS

- [NRS 623A.270](#) Authorized actions of Board; conditions of probation; orders imposing discipline deemed public records; private reprimands prohibited; regulations.
- [NRS 623A.280](#) Grounds.

[NRS 623A.285](#) Suspension of certificate for failure to pay support or comply with certain subpoenas or warrants; reinstatement of certificate. [Effective until 2 years after the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

[NRS 623A.290](#) Complaint against holder of ~~license~~ certificate: Contents; filing.

[NRS 623A.305](#) Consideration of complaint by President of Board; recommendation to Board; action by Board.

[NRS 623A.350](#) Limitations on complaints.

MISCELLANEOUS PROVISIONS

[NRS 623A.351](#) Immunity from civil action.

[NRS 623A.353](#) Confidentiality of certain records of Board; exceptions. [Replaced in revision by [NRS 623A.137](#).]

[NRS 623A.355](#) Inclusion of number of certificate of registration in advertising and business cards.

[NRS 623A.357](#) Allegation and proof of certificate in action for compensation.

PROHIBITED ACTS; PENALTIES; ENFORCEMENT

[NRS 623A.360](#) Prohibited acts; penalty.

[NRS 623A.365](#) Civil penalty.

[NRS 623A.370](#) Injunctive relief; remedies cumulative.

GENERAL PROVISIONS

NRS 623A.010 Legislative declaration. The practice of landscape architecture affects the public welfare and is charged with the public interest and therefore subject to protection and regulation by the State.

(Added to NRS by [1975, 1464](#))

NRS 623A.020 Definitions. As used in this chapter, unless the context otherwise requires, the words and terms defined in [NRS 623A.030](#) to [623A.060](#), inclusive, have the meanings ascribed to them in those sections.

(Added to NRS by [1975, 1464](#); A [2001, 502](#))

NRS 623A.030 “Board” defined. “Board” means the State Board of Landscape Architecture.

(Added to NRS by [1975, 1464](#); A [2001, 502](#))

NRS 623A.033 ~~“Certificate of registration”~~ “License” defined. ~~“Certificate of registration”~~ means a ~~license~~ ~~certificate of registration~~ issued by the Board to a landscape architect pursuant to the provisions of this chapter.

(Added to NRS by [2001, 497](#))

NRS623A.xxx Licensee defined. “Licensee” means a professional landscape architect licensed pursuant to the provisions of this chapter. Pursuant to NRS

NRS 623A.035 “Direct supervision” defined. “Direct supervision” means a critical examination and evaluation of the work product by a holder of a ~~license~~ ~~certificate of registration~~, during and after the work product is prepared, to ensure that the work product complies with any applicable law or regulation concerning the practice of landscape architecture.

(Added to NRS by [2001, 497](#))

NRS 623A.040 “Instruments of service” defined. “Instruments of service” means the finalized drawings or specifications prepared by ~~the holder of a~~ ~~licensee~~ ~~certificate of registration~~.

(Added to NRS by [1975, 1464](#); A [2001, 502](#))

NRS 623A.050 “Landscape architect” defined. “Landscape architect” means any person who engages in the practice of landscape architecture.

(Added to NRS by [1975, 1465](#))

NRS 623A.055 “Landscape architect intern” defined. “Landscape architect intern” means a person who is issued a certificate to practice as a landscape architect intern pursuant to the provisions of this chapter.

(Added to NRS by [2001, 497](#))

NRS 623A.060 “Practice of landscape architecture” defined. “Practice of landscape architecture” means to provide or hold professional services out to the public, including, without limitation, services for consultation, investigation, reconnaissance, research, planning, design, preparation of drawings and specifications, and supervision, if the dominant purpose of the services is for the:

1. Preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and esthetic values, natural drainage, and the settings and approaches to buildings, structures, facilities and other improvements; and

2. Consideration and determination of issues of the land relating to erosion, wear and tear, lighting characteristics, and design of landscape irrigation, lighting and grading.

Ê The term includes the location and arrangement of such tangible objects, structures and features as are incidental and necessary to that dominant purpose, but does not include the design of structures or facilities with separate and self-contained purposes for habitation or industry whose design is normally included in the practice of architecture or professional engineering.

(Added to NRS by [1975, 1465](#); A [1995, 1048](#); [2001, 502](#))

NRS 623A.065 Good moral character. For the purposes of this chapter, a person has good moral character if the person:

1. Has not been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture;

2. Has not committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture;

3. Is not incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern;

4. Has not committed fraud or misrepresentation in connection with:

- (a) The submission of an application for a ~~license~~ certificate of registration or certificate to practice as a landscape architect intern; or

- (b) The taking of one or more examinations pursuant to the provisions of this chapter;

5. Has not had a ~~license~~. certificate, ~~or registration~~ of registration suspended or revoked by the Board or in any other state or country;

6. Has not, in lieu of receiving disciplinary action, surrendered a ~~license, certificate, registration~~ of registration or certificate to practice as a landscape architect intern in this State or a ~~certificate or license~~ ~~license, certificate or registration~~ to practice landscape architecture issued in another state or country;

7. Has not engaged in the practice of landscape architecture in this State or in any other state or country without a license, or certificate of ~~or registration~~ or certificate to practice as a ~~landscape architect or~~ landscape architect intern within the 2 years immediately preceding the filing of an application for a ~~license~~ certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; or

8. Has not, within the 5 years immediately preceding the filing of an application specified in subsection 7, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

(Added to NRS by [2001, 497](#); A [2003, 2703](#))

NRS 623A.070 Applicability of chapter.

1. This chapter does not apply to:

(a) Owners of property who make plans, specifications or drawings for their own property.

(b) Any person engaged in the practice of architecture who is registered pursuant to the provisions of [chapter 623](#) of NRS.

(c) A contractor licensed pursuant to the provisions of [chapter 624](#) of NRS who provides his or her own drawings for his or her own construction activities.

(d) Any person who is licensed as a civil engineer pursuant to the provisions of [chapter 625](#) of NRS.

(e) Any person who designs, manufactures or sells irrigation equipment and provides instructions pertaining to the mechanical erection and installation of the equipment but does not install the equipment.

2. Any person exempted by the provisions of this section is not thereby absolved from any civil or criminal liability that might otherwise accrue.

3. The exemptions provided by this section do not entitle any person who does not hold a certificate of registration or certificate to practice as a landscape architect intern to hold himself or herself out to the public or advertise himself or herself as a landscape architect or a landscape architect intern.

(Added to NRS by [1975, 1469](#); A [1995, 1049](#); [1997, 1037](#); [2001, 502](#))

STATE BOARD OF LANDSCAPE ARCHITECTURE

NRS 623A.080 Creation; number, appointment and qualifications of members; terms; oaths; removal; vacancies; immunity.

1. The State Board of Landscape Architecture, consisting of five members appointed by the Governor, is hereby created.

2. The Governor shall appoint:

(a) Four members who, at the time of their appointment, are not the subject of any disciplinary action by the Board and who, for not less than 3 years immediately preceding their appointment, have been:

- (1) Engaged in the practice of landscape architecture; and
 - (2) Holders of a ~~license~~ ~~certificates of registration~~; and
- (b) One member who is a representative of the general public. This member must not be:
- (1) A landscape architect or a landscape architect intern; or
 - (2) The spouse or the parent or child, by blood, marriage or adoption, of a landscape architect or a landscape architect intern.
3. Each member must have been a resident of this State for not less than 3 years immediately preceding appointment to the Board.
4. A member of the Board shall not serve for more than three terms.
5. Each member of the Board shall, within 30 days after being appointed, take and subscribe to the oath of office as prescribed by the laws of this State and file the oath with the Secretary of State.
6. Upon receipt of a complaint concerning a member of the Board and for good cause shown, the Governor may, after providing 10 days' notice to the member and providing an opportunity for a hearing, remove the member for inefficiency, neglect of duty or malfeasance in office.
7. An appointment to fill a vacancy in the membership of the Board for a cause other than expiration of the term must be for the unexpired portion of the term.
8. A member, agent or employee of the Board or any hearing officer or member of a hearing panel appointed by the Board is immune from personal liability relating to any action taken in good faith and within the scope of his or her authority.

(Added to NRS by [1975, 1465](#); A [1977, 1248](#); [2001, 503](#); [2003, 1188](#))

NRS 623A.090 Salary of members; per diem allowance and travel expenses of members and employees.

1. Members of the Board are entitled to receive:
 - (a) A salary of not more than \$150 per day, as fixed by the Board, while engaged in the business of the Board; and
 - (b) A per diem allowance and travel expenses, at a rate fixed by the Board, while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.
2. While engaged in the business of the Board, each employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for state officers and employees generally.

3. Any salary, per diem allowance or travel expenses paid pursuant to the provisions of this section must be paid from money kept or deposited by the Board in accordance with the provisions of [NRS 623A.150](#).

(Added to NRS by [1975, 1465](#); A [1981, 1991](#); [1989, 1694](#); [2001, 503](#); [2007, 2940](#))

NRS 623A.100 Officers; appointment, salary and duties of Executive Director.

1. At each annual meeting of the Board, the members shall:

(a) Elect a President and a Secretary; and

(b) Appoint an Executive Director.

2. The President and the Secretary of the Board serve without additional compensation.

3. The Executive Director must not be a member of the Board and is entitled to a salary fixed by the Board.

4. The Executive Director shall:

(a) Keep an accurate record of all proceedings of the Board;

(b) Maintain custody of the official seal;

(c) Maintain a file containing the names and addresses of all **license** holders of ~~certificates of registration~~ and certificates to practice as a landscape architect intern;

(d) Submit to the Board each application for a **license** ~~certificate of registration~~ or certificate to practice as a landscape architect intern that is filed with the Board;

(e) If a holder of a **license** ~~certificate of registration~~ or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and

(f) Perform any other duties assigned by the Board.

(Added to NRS by [1975, 1465](#); A [1995, 1049](#); [2001, 503](#))

NRS 623A.110 Meetings; quorum.

1. The Board shall meet at least once each calendar quarter for the purpose of transacting its regular business and may meet at any other time as the Board designates.

2. Special meetings of the Board must be called by the Executive Director upon the written request of any member, by giving 20 days' written notice of the meeting and the time and place the meeting is to be held to each member of the Board.

3. Three members of the Board constitute a quorum.

(Added to NRS by [1975, 1466](#); A [1979, 962](#); [1995, 1049](#))

NRS 623A.120 Employees: Hiring, compensation and reimbursement. The Board may:

1. Employ and fix the compensation for legal counsel, inspectors, special agents, investigators and clerical personnel necessary to the discharge of its duties; and
2. Reimburse an employee specified in subsection 1 for any actual expenses incurred by the employee while acting on behalf of the Board.

(Added to NRS by [1975, 1466](#); A [2001, 504](#))

NRS 623A.130 Duties. The Board shall:

1. Adopt an official seal.
2. Administer and enforce the provisions of this chapter.
3. Adopt regulations for the administration of this chapter.
4. Administer and conduct comprehensive examinations of applicants, which must test the applicant's fitness to engage in the practice of landscape architecture.

(Added to NRS by [1975, 1466](#); A [1977, 87](#); [2001, 504](#))

NRS 623A.133 Preparation and adoption of code of conduct. The Board shall prepare and adopt a code of conduct for **license** holders of ~~certificates of registration~~ and holders of a certificate to practice as a landscape architect intern. The code must ensure the maintenance of a high standard of integrity, dignity and professional responsibility by members of the profession. Before adopting the code, the Board shall send a copy of the proposed code to each holder of a certificate of registration and holder of a certificate to practice as a landscape architect intern. Each holder of a **license** ~~certificate of registration~~ and holder of a certificate to practice as a landscape architect intern may vote on any provision included in the code. The Board may adopt each provision in the code unless 25 percent or more of the holders of certificates of registration vote against that provision.

(Added to NRS by [2001, 498](#); A [2003, 4](#))

NRS 623A.135 Record of certificates: Maintenance; contents; availability for inspection and sale. The Board shall prepare and maintain a record of each **licensee** ~~certificate of registration~~ and certificate to practice as a landscape architect intern. The record must include, without limitation, the name of the **licensee** ~~holder of the certificate of registration~~ or the certificate to practice as a landscape architect intern, the address at which he or she resides and the number of the **license** ~~certificate of registration~~ or certificate to practice as a landscape architect intern. The Board shall make the record available:

1. For inspection by each **licensee** ~~holder of a certificate of registration~~ or certificate to practice as a landscape architect intern in a manner prescribed by the Board; and

2. For sale to a member of the general public who is not a ~~licensee holder of a certificate of registration~~ or holder of a certificate to practice as a landscape architect intern.

(Added to NRS by [2001, 498](#); A [2003, 4](#))

NRS 623A.137 Confidentiality of certain records of Board; exceptions.

1. Except as otherwise provided in this section and [NRS 239.0115](#), a record of the Board that relates to an employee of the Board or an examination administered by the Board is confidential.

2. The records described in this section may be disclosed, pursuant to procedures established by regulation of the Board, to:

(a) A court;

(b) An agency of the Federal Government;

(c) Another state;

(d) A political subdivision of this State; or

(e) Any other related professional board or organization.

3. The Board may report to any other related professional board and organization the score of an applicant on an examination administered by the Board.

4. Except as otherwise provided in this section and [NRS 239.0115](#), a complaint filed with the Board, all documents and other information filed with the complaint and all documents and other information compiled as a result of an investigation conducted to determine whether to initiate disciplinary action against a person are confidential, unless the person submits a written statement to the Board requesting that such documents and information be made public records.

5. The charging documents filed with the Board to initiate disciplinary action pursuant to [chapter 622A](#) of NRS and all other documents and information considered by the Board when determining whether to impose discipline are public records.

6. The provisions of this section do not prohibit the Board from communicating or cooperating with or providing any documents or other information to any other licensing board or any other agency that is investigating a person, including, without limitation, a law enforcement agency.

(Added to NRS by [2001, 498](#); A [2005, 758](#); [2007, 2130](#))—(Substituted in revision for NRS 623A.353)

NRS 623A.140 Powers. In a manner consistent with the provisions of [chapter 622A](#) of NRS, the Board may:

1. Grant or refuse ~~licenses certificates~~ after examination and revoke or suspend a ~~license or certificate~~ or take any other disciplinary action set forth in [NRS 623A.270](#) for any of the causes specified in this chapter.

2. Take depositions and issue subpoenas for the purpose of any hearing authorized by this chapter.

3. Establish reasonable educational requirements for applicants.

4. Establish requirements for approval of schools of landscape architecture.

(Added to NRS by [1975, 1466](#); A [1981, 97](#); [1995, 1050](#); [2005, 755](#))

NRS 623A.143 Authority of Board to grant or deny applications for or revoke or suspend ~~licenses or~~ certificates to practice as landscape architect intern, hold membership in certain organizations and administer examinations. The Board may:

1. Grant or deny an application for a ~~license or~~ certificate to practice as a landscape architect intern after examination and revoke or suspend a ~~license or~~ certificate to practice as a landscape architect intern or take any other disciplinary action set forth in [NRS 623A.270](#) for any of the causes specified in this chapter;

2. Hold membership in any organization relating to landscape architects or the practice of landscape architecture; or

3. Administer examinations on behalf of any national association of registered boards that certifies landscape architects.

(Added to NRS by [2001, 501](#))

NRS 623A.147 Fiscal year. The Board shall operate on the basis of a fiscal year beginning on July 1 and ending on June 30.

(Added to NRS by [2001, 498](#))

NRS 623A.150 Deposit and use of money collected by Board; delegation of authority concerning disciplinary action; deposit of fines; claim for attorney's fees or cost of investigation.

1. All money coming into the possession of the Board must be kept or deposited by the Executive Director in an account in a bank, credit union or savings and loan association in this State.

2. Except as otherwise provided in subsection 6, all money collected by the Board must be used to pay the expenses of:

- (a) Examinations and the issuance of ~~licenses certificates of registration~~ and certificates to practice as a landscape architect intern; and

- (b) Conducting the business of the Board.

3. The expenses, including the per diem allowances and travel expenses of the members and employees of the Board while engaged in the business of the Board and the expenses to conduct examinations, must be paid from the current receipts. No portion thereof may be paid from the State Treasury.

4. Any balance remaining in excess of the expenses incurred may be retained by the Board and used to defray the future expenses of the Board.

5. In a manner consistent with the provisions of [chapter 622A](#) of NRS, the Board may delegate to a hearing officer or panel its authority to take any disciplinary action pursuant to the provisions of this chapter, impose and collect fines and penalties therefor and deposit the money therefrom in an account maintained by the Board in a bank, credit union or savings and loan association specified in subsection 1.

6. If a hearing officer or panel is not authorized to take disciplinary action pursuant to the provisions of subsection 5 and the Board deposits the money collected from the imposition of fines with the State Treasurer for credit to the State General Fund, it may present a claim to the State Board of Examiners for recommendation to the Interim Finance Committee if money is needed to pay attorney's fees or the costs of an investigation, or both.

(Added to NRS by [1975, 1466](#); A [1995, 1050](#); [1999, 1528](#); [2001, 504](#); [2005, 755](#))

NRS 623A.160 Designation of Attorney General as legal adviser. The Attorney General is the legal adviser of the Board, but the Board may employ legal counsel.

(Added to NRS by [1975, 1466](#))

CERTIFICATES ~~LICENSES~~

NRS 623A.165 Practice of landscape architecture or use of certain titles without ~~a license certificate~~ prohibited; issuance of ~~license certificate~~; proration of fees; contents of ~~license certificate~~.

1. A person shall not engage in the practice of landscape architecture or use the title of "landscape architect" or "landscape architect intern" unless the person is issued a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern by the Board pursuant to the provisions of this chapter.

2. If an applicant complies with the provisions of this chapter and is otherwise qualified to engage in the practice of landscape architecture, the Board shall, upon payment by the applicant of the applicable fees prescribed by the Board pursuant to the provisions of [NRS 623A.240](#), issue to the applicant a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern. If a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is issued after the beginning of the fiscal year, the Board may prorate the fee that the applicant must pay for that year pursuant to those provisions.

3. Each ~~license certificate of registration~~ must include the complete name of the holder of the ~~license certificate~~, the number of the ~~license certificate~~, and the signatures of the President and Secretary of the Board.

(Added to NRS by [2001, 501](#))

NRS 623A.170 ~~Certificate of registration~~ Qualifications for License: Qualifications of applicant; application; study equivalent to work experience; standards for examinations; regulations; deadline for application.

1. Any person who:

(a) Is at least 21 years of age;

(b) Is of good moral character;

(c) Is a citizen of the United States or is lawfully entitled to remain and work in the United States; and

(d) Has satisfied the requirements for education and experience in landscape architecture, in any combination deemed suitable by the Board,

Ê may submit an application for a certificate of registration to the Board upon a form and in a manner prescribed by the Board. The application must be accompanied by the application fee prescribed by the Board pursuant to the provisions of [NRS 623A.240](#) and all information required to complete the application.

2. Each year of study, not exceeding 5 years of study, satisfactorily completed in a program of landscape architecture accredited by the Landscape Architectural Accrediting Board or a similar national board approved by the Board, or a program of landscape architecture in this State approved by the Board, is considered equivalent to 1 year of experience in landscape architectural work for the purpose of registration as a landscape architect.

3. The Board shall, by regulation, establish standards for examinations which may be consistent with standards employed by other states. The Board may adopt the standards of a national association of registered boards approved by the Board, and the examination and grading procedure of that organization, as they exist on the date of adoption. Examinations may include tests in such technical, professional and ethical subjects as are prescribed by the Board.

4. If the Board administers or causes to be administered an examination during:

(a) June of any year, an application to take that examination must be postmarked not later than March 1 of that year; or

(b) December of any year, an application to take that examination must be postmarked not later than September 1 of that year.

(Added to NRS by [1975, 1466](#); A [1997, 2111](#); [2001, 505](#); [2005, 2701](#), [2807](#))

NRS 623A.180 ~~Certificate of registration~~: Action of Board on application; notification of applicant.

1. The Board shall approve or disapprove each application. Except as otherwise provided in subsection 4, the Board shall approve the application if the Board is satisfied that:

- (a) The information set forth in the application is true;
- (b) The applicant is qualified to take the examination;
- (c) The applicant has paid the examination fee; and
- (d) The applicant has submitted all information required to complete the application.

2. If the Board approves an application, the Executive Director shall promptly notify the applicant in writing of the approval and of the time and place of the examination, if required.

3. If the Board disapproves an application, the Executive Director shall promptly notify the applicant of the disapproval, stating the reasons therefor.

4. The Board may disapprove an application for any violation of the provisions of this chapter.

(Added to NRS by [1975, 1466](#); A [1977, 87](#); [1995, 1050](#); [1997, 2111](#); [2001, 505](#); [2005, 2702, 2807](#))

NRS 623A.182 Certificate to practice as landscape architect intern: Qualifications of applicant; application.

1. Any person who:

- (a) Is at least 21 years of age;
- (b) Is of good moral character;
- (c) Is a citizen of the United States or is lawfully entitled to remain and work in the United States; and
- (d) Has graduated from a school approved by the Board or has completed at least 4 years of work experience in the practice of landscape architecture in accordance with regulations adopted by the Board,

Ê may submit an application to the Board for a certificate to practice as a landscape architect intern.

2. The application must be submitted on a form furnished by the Board and include:

- (a) The applicable fees prescribed by the Board pursuant to the provisions of [NRS 623A.240](#); and

(b) All information required to complete the application.

(Added to NRS by [2001, 499](#); A [2005, 2705](#))—(Substituted in revision for NRS 623A.263)

NRS 623A.184 Certificate to practice as landscape architect intern: Issuance of certificate; supervision by holder of certificate of registration; expiration; renewal.

1. The Board shall issue a certificate to practice as a landscape architect intern to any person who is qualified pursuant to the provisions of [NRS 623A.182](#) and who passes an examination or any portion of an examination required by the Board.

2. Such a person may engage in the practice of landscape architecture only under the direct supervision of a holder of a **Landscape Architecture license** or certificate of registration. Any work performed by the person as a landscape architect intern may be credited toward the requirements for a **license** ~~certificate of registration~~ in accordance with regulations adopted by the Board.

3. A certificate to practice as a landscape architect intern expires on June 30 and may be renewed for 1 year from each succeeding July 1 in accordance with regulations adopted by the Board and upon the payment of the annual renewal fee prescribed by the Board pursuant to the provisions of [NRS 623A.240](#).

(Added to NRS by [2001, 500](#))—(Substituted in revision for NRS 623A.267)

NRS 623A.185 Payment of child support: Submission of certain information by applicant; grounds for denial of certificate; duty of Board. [Effective until the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. In addition to any other requirements set forth in this chapter:

(a) An applicant for the issuance of a **license** ~~certificate of registration~~ or certificate to practice as a landscape architect intern shall include the social security number of the applicant in the application submitted to the Board.

(b) An applicant for the issuance or renewal of a **license** ~~certificate of registration~~ or certificate to practice as a landscape architect intern shall submit to the Board the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to the provisions of [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Board shall include the statement required pursuant to the provisions of subsection 1 in:

(a) The application or any other forms that must be submitted for the issuance or renewal of the certificate of registration or certificate to practice as a landscape architect intern; or

(b) A separate form prescribed by the Board.

3. A ~~license certificate of registration~~ or certificate to practice as a landscape architect intern may not be issued or renewed by the Board if the applicant:

(a) Fails to submit the statement required pursuant to the provisions of subsection 1; or

(b) Indicates on the statement submitted pursuant to the provisions of subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Board shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

(Added to NRS by [1997, 2110](#); A [2001, 506](#); [2005, 2702, 2807, 2810](#))

NRS 623A.185 Payment of child support: Submission of certain information by applicant; grounds for denial of certificate; duty of Board. [Effective on the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings and expires by limitation 2 years after that date.]

1. In addition to any other requirements set forth in this chapter, an applicant for the issuance ~~of a license~~, renewal of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern shall submit to the Board the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to the provisions of [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Board shall include the statement required pursuant to the provisions of subsection 1 in:

(a) The application or any other forms that must be submitted for the issuance or renewal of the ~~license certificate of registration~~ or certificate to practice as a landscape architect intern; or

(b) A separate form prescribed by the Board.

3. A ~~license certificate of registration~~ or certificate to practice as a landscape architect intern may not be issued or renewed by the Board if the applicant:

(a) Fails to submit the statement required pursuant to the provisions of subsection 1; or

(b) Indicates on the statement submitted pursuant to the provisions of subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Board shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

(Added to NRS by [1997, 2110](#); A [2001, 506](#); [2005, 2702](#), [2703](#), [2807](#), [2810](#), effective on the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings)

NRS 623A.187 Crediting of work experience; regulations; applicant required to comply with requirements for education and experience before taking examination.

1. For the purpose of issuing a ~~license~~ ~~certificate of registration~~ or a certificate to practice as a landscape architect intern pursuant to the provisions of this chapter, the Board shall credit work experience as follows:

(a) One hundred and thirty hours or more of work in the practice of landscape architecture completed during a month is equal to 1 month of work experience.

(b) Eighty-five hours or more but less than one hundred and thirty hours of work in the practice of landscape architecture completed during a month is equal to one-half of a month of work experience.

2. The Board shall not grant credit for work experience to an applicant for less than 85 hours of work experience in the practice of landscape architecture completed during a month.

3. Before the Board may grant credit to an applicant for work experience pursuant to the provisions of this section, the employer of the applicant must submit proof satisfactory to the Board that the applicant completed the work experience for which the applicant wishes to receive credit.

4. Except as otherwise provided in this subsection, all work experience must be completed under the direct supervision of a holder of a certificate of registration. The Board may adopt regulations that provide for the granting of credit for not more than 1 year of work experience completed under the direct supervision of a person who is licensed in a profession other than the practice of landscape architecture.

5. Each applicant for a license ~~certificate of registration~~ or certificate to practice as a landscape architect intern must, before taking one or more examinations required for ~~the license~~ or certificate, comply with the requirements for education and experience set forth in this chapter and any regulations adopted by the Board.

(Added to NRS by [2001, 499](#))

NRS 623A.190 Examination; prohibition on participation in preparing or grading examination.

1. The Board shall administer or cause to be administered a written examination to each applicant for a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern.

2. The examination must be given at such times and places and under such supervision as the Board may determine.

3. The Board may include in the written examination any theoretical or applied fields and ethical issues it deems appropriate to determine professional skills and judgment.

4. Except as otherwise provided in [NRS 622.090](#), the Board shall, by regulation, establish the grade that is required to pass the written examination.

5. The written examination may be waived by the Board if the applicant:

(a) Presents documentation that he or she has passed an examination in another state or country that has been accepted as an equivalent by a national association of registered boards; or

(b) Has been certified by such an organization.

6. Written examination papers must be destroyed after a ~~license certificate of registration or certificate practice as a landscape architect intern~~ is issued.

7. If the applicant fails to pass the written examination or any part thereof, the applicant may retake the examination or the part failed in a subsequent examination upon the payment of the applicable fees prescribed by the Board pursuant to the provisions of [NRS 623A.240](#).

8. The member of the Board who is a representative of the general public shall not participate in preparing or grading any examination required by the Board.

(Added to NRS by [1975, 1467](#); A [1981, 780](#); [2001, 506](#); [2007, 2940](#))

NRS 623A.193 ~~Certificate of registration~~ **License**: Issuance without examination. The Board may issue a ~~license certificate of registration~~ without examination to a person who submits evidence satisfactory to the Board that he or she:

1. Is licensed, registered or certified as a landscape architect in another jurisdiction if, as determined by the Board, the qualifications required for the license, registration or certification

are substantially equivalent to the qualifications set forth in this chapter for the issuance of a ~~license certificate of registration~~; and

2. Is otherwise qualified for a ~~license certificate of registration~~ to engage in the practice of landscape architecture in this State.

(Added to NRS by [2001, 499](#))

NRS 623A.195 Certificate of registration: Issuance and use of seal; regulations; unlawful acts.

1. Upon issuing a ~~license certificate of registration~~, the Board shall issue to the holder of the ~~license certificate of registration~~ a seal of the design authorized by the Board, bearing the name of the holder of the ~~license certificate of registration~~, the number of the ~~license certificate of registration~~ and the title "landscape architect."

2. A plan, specification, report or other document issued by a ~~licensee holder of a certificate of registration~~ for official use must be signed, sealed and dated on the title page by him or her with a permanently legible imprint of his or her seal and signature. The Board may adopt regulations specifying the manner in which a holder of a ~~license certificate of registration~~ may electronically transmit such a plan, specification, report or other document.

3. It is unlawful for a person to stamp or seal any plan, specification, report or other document with the seal of a ~~licensee holder of a certificate of registration~~ after the ~~license certificate of registration~~ has expired or has been suspended or revoked, unless the ~~license certificate of registration~~ has been renewed or reissued.

(Added to NRS by [2001, 500](#))

NRS 623A.200 ~~Certificate of registration~~ License: Expiration, renewal or reinstatement; issuance of renewal card; record of renewal; unlawful acts.

1. Each ~~license certificate of registration~~ expires on June 30 next following the date of issuance.

2. A ~~license certificate of registration~~ may be renewed for 1 year from each succeeding July 1, upon submission of:

(a) The annual renewal fee prescribed by the Board pursuant to the provisions of [NRS 623A.240](#);

(b) Proof of compliance with the requirements established by the Board for continuing education for the renewal of the certificate of registration; and

(c) All information required to complete the renewal.

3. A ~~license certificate of registration~~ that has expired through failure to be renewed may be renewed at any time within 1 year after the date of its expiration upon application to and with

the approval of the Board and upon payment of the annual renewal fee and the delinquency fee prescribed by the Board pursuant to the provisions of [NRS 623A.240](#).

4. A ~~license certificate of registration~~ that has expired for failure to be renewed within 1 year after the date of its expiration may be reinstated by the Board without examination within 3 years after the date the ~~license certificate of registration~~ expires upon application to and with the approval of the Board and upon payment of:

(a) The annual renewal fee for each year, or part thereof, the ~~license certificate of registration~~ is not renewed;

(b) The delinquency fee; and

(c) The reinstatement fee.

5. If a holder of a ~~license certificate of registration~~ submits to the Board the annual renewal fee, proof and information required pursuant to the provisions of subsection 2, or if the Board approves the renewal or reinstatement of a ~~license certificate of registration~~ pursuant to the provisions of subsection 3 or 4, the Executive Director of the Board shall, upon receipt of the applicable fees, proof and information or upon receipt of the approval of the Board, issue a renewal card to the applicant, indicating that the ~~license certificate of registration~~ is renewed for 1 year. The renewal card must bear the seal of the Board and include:

(a) The number of the ~~license certificate of registration~~; and

(b) The signature of the President or Executive Director of the Board or a facsimile of that signature.

6. The renewal of a ~~license certificate of registration~~ and the number of the ~~license certificate of registration~~ must be recorded by the Executive Director of the Board in accordance with the provisions of [NRS 623A.135](#).

7. The unauthorized use or display of a ~~license certificate of registration~~ or renewal card for that ~~license certificate of registration~~, or the seal of a ~~licensee holder of a certificate of registration~~, is unlawful.

(Added to NRS by [1975, 1467](#); A [1995, 1051](#); [1997, 2112](#); [2001, 507](#); [2005, 2704](#), [2807](#))

NRS 623A.210 ~~Certificate of registration~~ **license**: New **license** ~~certificate~~ required after failure to renew within 3 years. If a ~~license certificate of registration~~ has not been renewed within 3 years after its expiration, the holder of the ~~license certificate of registration~~ may apply for and obtain a new certificate of registration if he or she:

1. Is otherwise eligible;

2. Pays all fees required by this chapter;

3. Passes an examination administered or approved by the Board; and

4. Establishes to the satisfaction of the Board that he or she is qualified to practice landscape architecture.

(Added to NRS by [1975, 1467](#); A [1995, 1051](#); [2001, 508](#))

NRS 623A.215 ~~Certificate of registration~~ **license** : Continuing education; regulations. The Board may, by regulation, require each holder of a **license** ~~certificate of registration~~ to complete a course of continuing education as a condition for the renewal of the certificate of registration. The regulations must include the number of hours of continuing education that the holder of the certificate of registration must complete to renew the certificate.

(Added to NRS by [2001, 501](#))

NRS 623A.220 ~~Certificate of registration~~ **license**: Renewal of ~~license-suspended certificate~~; reinstatement of revoked **license** ~~certificate~~.

1. A suspended **license** ~~certificate of registration~~ expires unless it is renewed by the holder of the **license** ~~certificate of registration~~. The renewal does not entitle the holder to engage in the practice of landscape architecture until the expiration of the suspension period or until the **license** ~~certificate of registration~~ is reinstated by the Board.

2. A revoked **license** ~~certificate of registration~~ expires and is not subject to renewal. If the **license** ~~certificate of registration~~ is reinstated after its expiration, the holder of the **license** ~~certificate of registration~~ shall pay the fee for reinstatement prescribed by the Board pursuant to the provisions of [NRS 623A.240](#).

(Added to NRS by [1975, 1467](#); A [1995, 1051](#); [2001, 508](#))

NRS 623A.225 Issuance of temporary **license** ~~certificate~~ prohibited. The Board shall not issue a temporary **license** ~~certificate of registration~~ or certificate to practice as a landscape architect intern.

(Added to NRS by [2001, 501](#))

NRS 623A.230 Notification of Executive Director upon change of address or if **license** ~~certificate of registration~~ is lost, stolen, destroyed or mutilated; duplicate **license** ~~certificate of registration~~; regulations.

1. A **licensee** ~~holder of a certificate of registration~~ shall notify the Executive Director in writing of any change of address of his or her business or residence and if the **license** ~~certificate of registration~~ has been lost, stolen, destroyed or mutilated.

2. The Executive Director shall issue a duplicate **license** ~~certificate of registration~~ in accordance with regulations established by the Board upon application and payment of the fee for replacement of a certificate of registration prescribed by the Board pursuant to the provisions of [NRS 623A.240](#).

(Added to NRS by [1975, 1467](#); A [1995, 1051](#); [2001, 508](#))

NRS 623A.240 Fees.

1. The following fees must be prescribed by the Board and must not exceed the following amounts:

Application fee.....	\$200.00	300.00
Examination fee.....	100.00,	
	plus the actual	
	cost of the	
	examination	
License Certificate of registration.....	25.00	50.00
Annual renewal fee.....	200.00	300.00
Reinstatement fee.....	300.00	400.00
Delinquency fee.....	50.00	100.00
Change of address fee.....	10.00	20.00
Copy of a document, per page.....	.25	.50

2. In addition to the fees set forth in subsection 1, the Board may charge and collect a fee for the expedited processing of a request, **credit card usury, electronic payment fee** or for any other incidental service it provides. The fee must not exceed the cost incurred by the Board to provide the service.

3. The Board may authorize a landscape architect intern to pay the application fee or any portion of that fee during any period in which he or she is the holder of a certificate to practice as a landscape architect intern. If a landscape architect intern pays the fee or any portion of the fee during that period, the Board shall credit the amount paid towards the entire amount of the application fee for the certificate of registration required pursuant to this section.

4. The fees prescribed by the Board pursuant to this section must be paid in United States currency in the form of a check, cashier's check, or money order, **electronic payment, credit card or debit card, or direct deposit**. If any **payment check** submitted to the Board is dishonored upon presentation for payment, repayment of the fee, including the fee for a returned check **or payment method** in the amount established by the State Controller pursuant to [NRS 353C.115](#), must be made by money order or certified check.

5. The fees prescribed by the Board pursuant to this section must be paid in advance and are non-refundable.

6. Fees paid for during the current Fiscal Year will not be carried over to the following Fiscal Year, Except those applicants who are within 90 days of the new fiscal year. Those applicants within 90 days of the new fiscal year will have until the following quarter to complete the application process. Failure to complete the process within the specified time will void the application. A new application and fees will be required for those failing to complete the application within the specified time.

(Added to NRS by [1975, 1468](#); A [1979, 962](#); [1987, 146](#); [1995, 1051](#); [2001, 508](#); [2003, 20th Special Session, 219](#); [2007, 2940](#))

NRS 623A.250 Conditions under which business organization or association may practice landscape architecture; conditions under which landscape architects may form business organizations or associations with certain other persons; business organization or association and certain owners responsible for violations.

1. A firm, partnership, corporation or association may engage in the practice of landscape architecture if:

(a) All work is performed under the supervision and direction of a ~~license holder of a certificate of registration~~;

(b) The name of the ~~licensee holder of a certificate of registration~~ appears in the name of the firm, partnership, corporation or association;

(c) The name of the ~~licensee holder of the certificate of registration~~ appears on all papers or documents used in the practice of landscape architecture; and

(d) All instruments of service are signed by the ~~licensee holder of the certificate of registration~~.

2. Architects, registered interior designers, residential designers, professional engineers and landscape architects may, in accordance with [NRS 623.349](#), join or form a partnership, corporation, limited-liability company or other business organization or association with registrants and licensees outside of their field of practice, or with persons who are not registered or licensed.

3. Each office or place of business of any partnership, corporation, limited-liability company or other business organization or association engaged in the practice of landscape architecture pursuant to the provisions of subsection 2 shall have a landscape architect who is a resident of this State and holds a ~~license certificate of registration~~ issued pursuant to this chapter regularly working in the office or place of business and directly responsible for the administration of the landscape architectural work conducted in the office or place of business.

4. A registrant or licensee practicing in a business organization or association pursuant to subsection 2 remains subject to [NRS 89.220](#).

5. If a person who is not a holder of a ~~license certificate of registration~~, or if a ~~license holder of a certificate of registration~~ who is not an owner, and who is employed by or affiliated with a business organization or association that holds a certificate issued pursuant to [NRS 623.349](#) is found by the Board to have violated a provision of this chapter or a regulation adopted by the Board, the Board may hold the business organization or association and each holder of a ~~license or~~ certificate of registration who is an owner responsible for the violation.

(Added to NRS by [1975, 1467](#); A [1997, 1407](#); [2001, 509](#))

NRS 623A.260 Conditions under which business organization or association may establish and operate branch offices.

1. A firm, partnership, corporation or association engaged in the practice of landscape architecture may, upon the approval of the Board, establish and operate branch offices within this State.

2. A branch office must be operated by a resident landscape architect who holds a ~~license certificate of registration~~.

3. Offices established for the purpose of observing construction work on a project are considered branch offices.

(Added to NRS by [1975, 1468](#); A [2001, 510](#))

LANDSCAPE ARCHITECT INTERNS

NRS 623A.263 Application; qualifications of applicant. [Replaced in revision by [NRS 623A.182](#).]

NRS 623A.267 Issuance of certificate; supervision by holder of ~~license certificate of registration~~; expiration. [Replaced in revision by [NRS 623A.184](#).]

DISCIPLINARY AND OTHER ACTIONS

NRS 623A.270 Authorized actions of Board; conditions of probation; orders imposing discipline deemed public records; private reprimands prohibited; regulations.

1. The Board may:

(a) Suspend or revoke a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern;

(b) Refuse to renew a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern;

- (c) Place a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern on probation;
- (d) Issue a public reprimand to a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern;
- (e) Impose upon a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern a fine of not more than \$5,000 for each violation of this chapter;
- (f) Require a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern to pay restitution; or
- (g) Take such other disciplinary action as the Board deems appropriate,

Ê if the holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern has committed any act set forth in [NRS 623A.280](#).

2. The conditions for probation imposed pursuant to the provisions of subsection 1 may include, without limitation:

- (a) Restriction on the scope of professional practice;
- (b) Peer review;
- (c) Education or counseling;
- (d) The payment of restitution to each person who suffered harm or loss; and
- (e) The payment of all costs of the administrative investigation and prosecution.

3. An order that imposes discipline and the findings of fact and conclusions of law supporting that order are public records.

4. The Board shall not issue a private reprimand to a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern.

5. The Board may adopt regulations setting forth a schedule of fines for the purposes of paragraph (e) of subsection 1.

(Added to NRS by [1975, 1469](#); A [1995, 1052](#); [2001, 510](#); [2003, 3421](#))

NRS 623A.280 Grounds.

1. The following acts, among others, constitute cause for disciplinary action:

(a) A ~~licensee holder of a certificate of registration~~ has signed or sealed instruments of service which were not prepared by him or her or under his or her direct supervision.

(b) A ~~licensee holder of a certificate of registration~~ has permitted the use of his or her signature or seal by another person to evade the provisions of this chapter or any regulation adopted by the Board.

(c) A ~~licensee holder of a certificate of registration~~ has not signed, sealed or dated instruments of service prepared by him or her.

(d) A ~~licensee holder of a certificate of registration~~ or a ~~holder of a~~ certificate to practice as a landscape architect intern impersonates a landscape architect or landscape architect intern of the same or similar name.

(e) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern practices under an assumed, fictitious or corporate name.

(f) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern practices landscape architecture in violation of the provisions of this chapter or any regulation adopted by the Board.

(g) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern has obtained the ~~license certificate of registration~~ or certificate to practice as a landscape architect intern by fraud or misrepresentation.

(h) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is guilty of fraud or deceit in the practice of landscape architecture.

(i) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is guilty of incompetency, negligence or gross negligence.

(j) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is convicted of or enters a plea of nolo contendere to any crime an essential element of which is dishonesty or which is directly related to the practice of landscape architecture.

(k) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is guilty of aiding or abetting any person in the violation of the provisions of this chapter or any regulation adopted by the Board.

(l) A person practices as a landscape architect with a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern that has expired or has been suspended or revoked.

(m) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is disciplined by an agency of another state or foreign country which regulates the practice of landscape architecture and at least one of the grounds for the disciplinary action taken is a ground for disciplinary action pursuant to the provisions of this chapter.

(n) A holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern fails to comply with an order issued by the Board or to cooperate in an investigation conducted by the Board.

2. As used in this section:

(a) "Gross negligence" means conduct that demonstrates a reckless disregard of the consequences affecting the life or property of another person.

(b) "Incompetency" means conduct that, in the practice of landscape architecture, demonstrates a significant lack of ability, knowledge or fitness to discharge a professional obligation.

(c) "Negligence" means a deviation from the normal standard of professional care exercised generally by other members in the practice of landscape architecture.

(Added to NRS by [1975, 1469](#); A [1995, 1052](#); [2001, 511](#); [2003, 2703](#); [2005, 756](#))

NRS 623A.285 Suspension of ~~license certificate~~ for failure to pay support or comply with certain subpoenas or warrants; reinstatement of certificate. [Effective until 2 years after the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. If the Board receives a copy of a court order issued pursuant to the provisions of [NRS 425.540](#) that provides for the suspension of all professional, occupational and recreational licenses, certificates and permits issued to a person who is the holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern, the Board shall deem the ~~license certificate of registration~~ or certificate to practice as a landscape architect intern issued to that person to be suspended at the end of the 30th day after the date on which the court order was issued unless the Board receives a letter issued to the holder of the ~~license certificate of registration~~ or certificate to practice as a landscape architect intern by the district attorney or other public agency pursuant to the provisions of [NRS 425.550](#) stating that the holder of the ~~license certificate of registration~~ or certificate to practice as a landscape architect intern has complied with the subpoena or warrant or has satisfied the arrearage pursuant to the provisions of [NRS 425.560](#).

2. The Board shall reinstate a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern that has been suspended by a district court pursuant to the provisions of [NRS 425.540](#) if the Board receives a letter issued by the district attorney or other public agency pursuant to the provisions of [NRS 425.550](#) to the person whose ~~license certificate of registration~~ or certificate to practice as a landscape architect intern was suspended stating that the person whose ~~license certificate of registration~~ or certificate to practice as a landscape architect intern was suspended has complied with the subpoena or warrant or has satisfied the arrearage pursuant to the provisions of [NRS 425.560](#).

(Added to NRS by [1997, 2111](#); A [2001, 512](#); [2005, 2807, 2810](#))

NRS 623A.290 Complaint against ~~licensee holder of certificate~~: Contents; filing.

1. The Board, any member of the Board or any other person who becomes aware that any one or more of the grounds for initiating disciplinary action may exist as to a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern may file a complaint specifying the relative facts with the Executive Director of the Board.
2. A complaint must be made in writing and be signed and verified by the person making it.

(Added to NRS by [1975, 1468](#); A [1995, 1053](#); [2001, 512](#))

NRS 623A.305 Consideration of complaint by ~~President of Board~~ **Executive Director**; recommendation to Board; action by Board.

1. ~~When a~~ A complaint is filed with the Executive Director of the Board **will be reviewed by the Executive Director**. ~~it must be considered by the President of the Board or a member of the Board designated by the President. If it appears to~~ **the Executive Director** ~~the President or the person designated by the President~~ that further proceedings are warranted, he or she shall report the results of the investigation together with a recommendation to the Board in a manner which does not violate the right of the person charged in the complaint to due process in any later hearing on the complaint.
2. The Board shall promptly make a determination with respect to each complaint reported to it by the **Executive Director** ~~President or a person designated by the President~~ and shall dismiss the complaint or proceed with disciplinary action pursuant to [chapter 622A](#) of NRS.

(Added to NRS by [1995, 1048](#); A [2005, 757](#))

NRS 623A.350 Limitations on complaints.

1. Except as otherwise provided in subsection 2, a complaint must not be filed against the holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern if 2 years or more have elapsed since the occurrence of the act or omission alleged as the ground for disciplinary action.
2. If the act or omission alleges fraud or misrepresentation, the complaint must be filed within 2 years after the discovery of the fraud or misrepresentation.

(Added to NRS by [1975, 1469](#); A [2001, 513](#))

MISCELLANEOUS PROVISIONS

NRS 623A.351 Immunity from civil action. In addition to any other immunity provided by the provisions of [chapter 622A](#) of NRS:

1. Any person who, in good faith and without malicious intent, provides information concerning a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern or an applicant for a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern is immune from any civil action for providing that information.

2. Any person who assists the Board in the investigation or prosecution of an alleged violation of a provision of this chapter, a proceeding concerning the issuance or renewal of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern or a criminal prosecution is immune from any civil liability for:

(a) Any decision or action taken in good faith and without malicious intent in response to information acquired by the Board; and

(b) Disseminating information concerning a holder of a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern or an applicant for a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern to:

- (1) Any other licensing board;
- (2) A national association of registered boards;
- (3) An agency of this State or the Federal Government;
- (4) The Attorney General; or
- (5) Any law enforcement agency.

(Added to NRS by [2001, 500](#); A [2005, 757](#))

NRS 623A.353 Confidentiality of certain records of Board; exceptions. [Replaced in revision by [NRS 623A.137](#).]

NRS 623A.355 Inclusion of number of ~~licensee certificate of registration~~ in advertising and business cards. All advertising by or business cards of a holder of a ~~license certificate of registration~~ must include the number of the certificate of registration.

(Added to NRS by [1995, 1048](#); A [2001, 513](#))

NRS 623A.357 Allegation and proof of ~~license certificate~~ in action for compensation. No person may bring or maintain any action in the courts of this State for the collection of compensation for the performance of any act or contract for which a ~~holder of a license certificate of registration~~ or certificate to practice as a landscape architect intern is required by this chapter without alleging and proving that the plaintiff in the action was ~~licensed-registered~~ pursuant to the provisions of this chapter at all times during the performance of the act or contract.

(Added to NRS by [2001, 501](#))

PROHIBITED ACTS; PENALTIES; ENFORCEMENT

NRS 623A.360 Prohibited acts; penalty. Any person who:

1. Violates any of the provisions of this chapter;
2. Having had his or her ~~license certificate of registration~~ or certificate to practice as a landscape architect intern suspended or revoked, continues to solicit business or otherwise represent himself or herself as a landscape architect or landscape architect intern;
3. Engages in the practice of landscape architecture without holding a ~~license certificate of registration~~ or certificate to practice as a landscape architect intern; or
4. Uses the title or term "landscape architect," "landscape designer," "landscape consultant," "landscape draftsman" or "landscape architect intern," or any other title or term indicating or implying that the person is a landscape architect or landscape architect intern, in any sign, card, listing, advertisement or in any other manner without holding a ~~license as a landscape architect certificate of registration~~ or certificate to practice as a landscape architect intern,

È is guilty of a misdemeanor.

(Added to NRS by [1975, 1470](#); A [1995, 1054](#); [2001, 513](#))

NRS 623A.365 Civil penalty.

1. In addition to any other penalty provided by law, a person who violates any provision of this chapter or any regulation adopted by the Board is subject to a civil penalty of not more than \$5,000 for each violation. Any such penalty must be imposed by the Board at a hearing conducted pursuant to the provisions of [chapter 622A](#) of NRS.
2. If a person does not pay a civil penalty imposed pursuant to subsection 1 within 60 days after the order of the Board becomes final, the order may be executed upon in the same manner as a judgment issued by a court.

(Added to NRS by [1995, 1048](#); A [2005, 758](#))

NRS 623A.370 Injunctive relief; remedies cumulative.

1. A violation of a provision of this chapter by a person:
 - (a) Unlawfully representing himself or herself as a landscape architect, landscape designer, landscape consultant, landscape draftsman or landscape architect intern, or using any other title or term indicating or implying that he or she is a landscape architect or landscape architect intern; or
 - (b) Engaging in the practice of landscape architecture,

Ê without holding a ~~license~~ certificate of registration or certificate to practice as a landscape architect intern, may be enjoined by a district court on petition by the ~~Executive Director~~ President of the Board in the name of the Board. In any such proceeding, it is not necessary to show that any person is individually injured.

2. If the respondent in a proceeding specified in subsection 1 is found guilty of:

(a) Unlawfully representing himself or herself as a landscape architect, landscape designer, landscape consultant, landscape draftsman or landscape architect intern, or using any other title or term indicating or implying that he or she is a landscape architect or landscape architect intern; or

(b) Engaging in the practice of landscape architecture,

Ê without holding a ~~license~~ certificate of registration or certificate to practice as a landscape architect intern, the court shall enjoin the respondent from continuing that representation, usage or practice. The procedure in such cases must be the same as in any other application for an injunction. The remedy by injunction is in addition to any criminal prosecution and punishment or any disciplinary action taken by the Board.

(Added to NRS by [1975, 1470](#); A [1995, 1054](#); [2001, 514](#))

Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1, 2018 through February 11, 2019

	Jul 1, '18 - Feb 11, 19	Budget	\$ Over Budget	% of Budget
Income				
001 · Application Fees				
002 · LAIT (\$50)	50.00	100.00	-50.00	50.0%
003 · LARE (\$175)	175.00	175.00	0.00	100.0%
004 · Reciprocity (\$100)	1,800.00	1,200.00	600.00	150.0%
001 · Application Fees - Other	0.00	0.00	0.00	0.0%
Total 001 · Application Fees	2,025.00	1,475.00	550.00	137.3%
010 · Exam Fees				
011 · Redline Reviewer Fee (\$50)	0.00	0.00	0.00	0.0%
012 · LARE - Late Fee (\$100)	0.00	0.00	0.00	0.0%
013 · LARE - Section C & E (\$280)	0.00	0.00	0.00	0.0%
014 · LARE - Sitting Fee (\$100/sectn)	0.00	0.00	0.00	0.0%
015 · Nevada Specific Exam (\$75)	1,275.00	975.00	300.00	130.8%
016 · Redline Review (\$120)	0.00	0.00	0.00	0.0%
010 · Exam Fees - Other	0.00	0.00	0.00	0.0%
Total 010 · Exam Fees	1,275.00	975.00	300.00	130.8%
020 · Interest Income	47.53	31.56	15.97	150.6%
025 · Credit Card Fee Income	0.00	0.00	0.00	0.0%
030 · New Registration Fees				
031 · New Certificate Fee (\$25)	325.00	300.00	25.00	108.3%
032 · New License Fee - LARE (\$200)	200.00	200.00	0.00	100.0%
033 · New License Fee - Recipr (\$200)	2,600.00	2,400.00	200.00	108.3%
034 · New Stamp Fee (\$25)	350.00	325.00	25.00	107.7%
030 · New Registration Fees - Other	0.00	0.00	0.00	0.0%
Total 030 · New Registration Fees	3,475.00	3,225.00	250.00	107.8%
040 · Registration Renewal Fees				
041 · Reinstatement Fee (\$300)	900.00	300.00	600.00	300.0%
042 · Renewal Delinquency Fee (\$50)	1,250.00	500.00	750.00	250.0%
043 · Renewal Fee LA (\$200)	69,717.02	72,000.00	-2,282.98	96.8%
044 · Renewal Fee LAIT (\$100)	0.00	100.00	-100.00	0.0%
045 · Duplicate Renewal License (\$25)	0.00	25.00	-25.00	0.0%
040 · Registration Renewal Fees - Other	0.00	0.00	0.00	0.0%
Total 040 · Registration Renewal Fees	71,867.02	72,925.00	-1,057.98	98.5%
050 · Other Income				
051 · Address Change (\$10)	410.00	50.00	360.00	820.0%
052 · Nevada Blue Book (\$5)	0.00	0.00	0.00	0.0%
053 · Electronic/Replacemt Stamp(\$25)	75.00	0.00	75.00	100.0%
054 · Enforcement Revenue	0.00	0.00	0.00	0.0%
055 · Returned Check Fee (\$25)	0.00	25.00	-25.00	0.0%
056 · Duplicate Certificate Fee (\$25)	25.00	25.00	0.00	100.0%
050 · Other Income - Other	0.00	0.00	0.00	0.0%
Total 050 · Other Income	510.00	100.00	410.00	510.0%
Total Income	79,199.55	78,731.56	467.99	100.6%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	79,199.55	78,731.56	467.99	100.6%
Expense				
060 · Bank Charges	0.00	100.00	-100.00	0.0%
070 · Board Expenses				
071 · Board Member Mtg Fee (\$130)	1,300.00	3,250.00	-1,950.00	40.0%
072 · Meals - Board Meetings	358.39	1,400.00	-1,041.61	25.6%
073 · Travel - Board Meetings	1,323.24	3,400.00	-2,076.76	38.9%
074 · Board Special Event	120.00	250.00	-130.00	48.0%
075 · Miscellaneous Board Expenses	0.00	150.00	-150.00	0.0%
070 · Board Expenses - Other	0.00	0.00	0.00	0.0%
Total 070 · Board Expenses	3,101.63	8,450.00	-5,348.37	36.7%
080 · CLARB Affiliation Dues	5,310.00	5,850.00	-540.00	90.8%

Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1, 2018 through February 11, 2019

	Jul 1, '18 - Feb 11, 19	Budget	\$ Over Budget	% of Budget
090 · CLARB Annual Meeting Expenses				
091 · Board Member Per Diem (\$130)	0.00	520.00	-520.00	0.0%
092 · CLARB Representative Expenses	0.00	0.00	0.00	0.0%
093 · Annual Meeting Registration	1,462.50	2,800.00	-1,337.50	52.2%
094 · Travel	1,617.64	2,800.00	-1,182.36	57.8%
095 · Meals	172.25	400.00	-227.75	43.1%
096 · Lodging	1,476.04	3,000.00	-1,523.96	49.2%
090 · CLARB Annual Meeting Expenses - Other	0.00	0.00	0.00	0.0%
Total 090 · CLARB Annual Meeting Expenses	4,728.43	9,520.00	-4,791.57	49.7%
100 · Education & Training				
101 · Registration	0.00	0.00	0.00	0.0%
102 · Meals	0.00	0.00	0.00	0.0%
103 · Lodging	0.00	0.00	0.00	0.0%
104 · Travel	0.00	0.00	0.00	0.0%
100 · Education & Training - Other	0.00	0.00	0.00	0.0%
Total 100 · Education & Training	0.00	0.00	0.00	0.0%
105 · FARB				
106 · Registration	0.00	0.00	0.00	0.0%
107 · Lodging	0.00	0.00	0.00	0.0%
108 · Meals	0.00	0.00	0.00	0.0%
109 · Travel	0.00	0.00	0.00	0.0%
105 · FARB - Other	0.00	0.00	0.00	0.0%
Total 105 · FARB	0.00	0.00	0.00	0.0%
110 · LARE Exam Expenses				
111 · Exam Room Rental	0.00	0.00	0.00	0.0%
112 · Proctor Expenses	0.00	0.00	0.00	0.0%
113 · LARE Exams (\$280)	0.00	0.00	0.00	0.0%
114 · Redline & Standard Review \$120	0.00	0.00	0.00	0.0%
115 · Redline Reviewer Fees	0.00	0.00	0.00	0.0%
110 · LARE Exam Expenses - Other	0.00	0.00	0.00	0.0%
Total 110 · LARE Exam Expenses	0.00	0.00	0.00	0.0%
120 · NCIRC				
121 · Board Member NCIRC Mtg Fee \$130	0.00	130.00	-130.00	0.0%
122 · Miscellaneous - NCIRC	0.00	0.00	0.00	0.0%
123 · Travel - NCIRC	0.00	0.00	0.00	0.0%
120 · NCIRC - Other	0.00	0.00	0.00	0.0%
Total 120 · NCIRC	0.00	130.00	-130.00	0.0%
130 · Office Expenses				
131 · Grasshopper	5.00	490.00	-485.00	1.0%
132 · DoIT Email & Web Hosting	494.71	950.00	-455.29	52.1%
133 · Miscellaneous Office Expense	0.00	300.00	-300.00	0.0%
134 · Licensee Stamp	411.76	325.00	86.76	126.7%
135 · Computer Updates & Maint	149.99	1,000.00	-850.01	15.0%
136 · Office Rent	2,800.00	4,620.00	-1,820.00	60.6%
137 · Office Supplies	298.59	500.00	-201.41	59.7%
138 · Post Office Box Rent	0.00	180.00	-180.00	0.0%
139 · Postage & Delivery	201.20	300.00	-98.80	67.1%
140 · Printing & Reproduction	0.00	100.00	-100.00	0.0%
141 · Telephone, Fax & Internet	724.32	1,032.00	-307.68	70.2%
142 · Merchant Services Fees	0.00	0.00	0.00	0.0%
130 · Office Expenses - Other	0.00	0.00	0.00	0.0%
Total 130 · Office Expenses	5,085.57	9,797.00	-4,711.43	51.9%
150 · Payroll Expenses				
151 · Enforcement Officer	0.00	0.00	0.00	0.0%
152 · Executive Director	21,583.31	37,500.00	-15,916.69	57.6%
153 · Executive Director - Bonus	0.00	0.00	0.00	0.0%
154 · Mileage	320.27	250.00	70.27	128.1%
155 · Nevada Business Tax	0.00	0.00	0.00	0.0%
156 · Payroll Penalties & Interest	0.00	0.00	0.00	0.0%
157 · Payroll Taxes	1,953.87	2,610.00	-656.13	74.9%
158 · Deputy Executive Director	0.00	0.00	0.00	0.0%
159 · Payroll Service	465.00	495.00	-30.00	93.9%
150 · Payroll Expenses - Other	12.25	0.00	12.25	100.0%
Total 150 · Payroll Expenses	24,334.70	40,855.00	-16,520.30	59.6%

Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1, 2018 through February 11, 2019

	<u>Jul 1, '18 - Feb 11, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
160 · Professional Fees				
161 · Accountant	0.00	0.00	0.00	0.0%
162 · Bookkeeping	520.00	3,750.00	-3,230.00	13.9%
163 · Attorney General's Office	2,546.93	6,000.00	-3,453.07	42.4%
164 · Legislative Bill Tracker	0.00	1,800.00	-1,800.00	0.0%
165 · Legislative Counsel Bureau	1,000.00	1,000.00	0.00	100.0%
166 · Legislative Session	0.00	5,000.00	-5,000.00	0.0%
167 · Liability Insurance	534.64	600.00	-65.36	89.1%
168 · Temporary Office Help	0.00	300.00	-300.00	0.0%
169 · Attorney - Board Hire	0.00	0.00	0.00	0.0%
160 · Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 160 · Professional Fees	4,601.57	18,450.00	-13,848.43	24.9%
170 · Registration Renewal Expenses				
171 · Mailing Renewal Forms	0.00	0.00	0.00	0.0%
172 · Printing Renewal Forms	0.00	0.00	0.00	0.0%
170 · Registration Renewal Expenses - Other	0.00	0.00	0.00	0.0%
Total 170 · Registration Renewal Expenses	0.00	0.00	0.00	0.0%
200 · Publications				
201 · Nevada Blue Book	0.00	0.00	0.00	0.0%
200 · Publications - Other	0.00	0.00	0.00	0.0%
Total 200 · Publications	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
999 · FY04	0.00	0.00	0.00	0.0%
Total Expense	47,161.90	93,152.00	-45,990.10	50.6%
Net Income	32,037.65	-14,420.44	46,458.09	-222.2%

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02/14/19

Cash Basis

Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1, 2018 through February 14, 2019

	Jul 1, '18 - Feb 14, 19	Budget	\$ Over Budget	% of Budget
Income				
001 · Application Fees				
002 · LAIT (\$50)	50.00	100.00	-50.00	50.0%
003 · LARE (\$175)	175.00	175.00	0.00	100.0%
004 · Reciprocity (\$100)	1,800.00	1,200.00	600.00	150.0%
001 · Application Fees - Other	0.00	0.00	0.00	0.0%
Total 001 · Application Fees	2,025.00	1,475.00	550.00	137.3%
010 · Exam Fees				
011 · Redline Reviewer Fee (\$50)	0.00	0.00	0.00	0.0%
012 · LARE - Late Fee (\$100)	0.00	0.00	0.00	0.0%
013 · LARE - Section C & E (\$280)	0.00	0.00	0.00	0.0%
014 · LARE - Sitting Fee (\$100/sectn)	0.00	0.00	0.00	0.0%
015 · Nevada Specific Exam (\$75)	1,275.00	975.00	300.00	130.8%
016 · Redline Review (\$120)	0.00	0.00	0.00	0.0%
010 · Exam Fees - Other	0.00	0.00	0.00	0.0%
Total 010 · Exam Fees	1,275.00	975.00	300.00	130.8%
020 · Interest Income	47.53	31.56	15.97	150.6%
025 · Credit Card Fee Income	0.00	0.00	0.00	0.0%
030 · New Registration Fees				
031 · New Certificate Fee (\$25)	325.00	300.00	25.00	108.3%
032 · New License Fee - LARE (\$200)	200.00	200.00	0.00	100.0%
033 · New License Fee - Recipr (\$200)	2,600.00	2,400.00	200.00	108.3%
034 · New Stamp Fee (\$25)	350.00	325.00	25.00	107.7%
030 · New Registration Fees - Other	0.00	0.00	0.00	0.0%
Total 030 · New Registration Fees	3,475.00	3,225.00	250.00	107.8%
040 · Registration Renewal Fees				
041 · Reinstatement Fee (\$300)	900.00	300.00	600.00	300.0%
042 · Renewal Delinquency Fee (\$50)	1,250.00	500.00	750.00	250.0%
043 · Renewal Fee LA (\$200)	69,717.02	72,000.00	-2,282.98	96.8%
044 · Renewal Fee LAIT (\$100)	0.00	100.00	-100.00	0.0%
045 · Duplicate Renewal License (\$25)	0.00	25.00	-25.00	0.0%
040 · Registration Renewal Fees - Other	0.00	0.00	0.00	0.0%
Total 040 · Registration Renewal Fees	71,867.02	72,925.00	-1,057.98	98.5%
050 · Other Income				
051 · Address Change (\$10)	410.00	50.00	360.00	820.0%
052 · Nevada Blue Book (\$5)	0.00	0.00	0.00	0.0%
053 · Electronic/Replacemt Stamp(\$25)	75.00	0.00	75.00	100.0%
054 · Enforcement Revenue	0.00	0.00	0.00	0.0%
055 · Returned Check Fee (\$25)	0.00	25.00	-25.00	0.0%
056 · Duplicate Certificate Fee (\$25)	25.00	25.00	0.00	100.0%
050 · Other Income - Other	0.00	0.00	0.00	0.0%
Total 050 · Other Income	510.00	100.00	410.00	510.0%
Total Income	79,199.55	78,731.56	467.99	100.6%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	79,199.55	78,731.56	467.99	100.6%
Expense				
060 · Bank Charges	0.00	100.00	-100.00	0.0%
070 · Board Expenses				
071 · Board Member Mtg Fee (\$130)	1,300.00	3,250.00	-1,950.00	40.0%
072 · Meals - Board Meetings	358.39	1,400.00	-1,041.61	25.6%
073 · Travel - Board Meetings	1,323.24	3,400.00	-2,076.76	38.9%
074 · Board Special Event	421.12	250.00	171.12	168.4%
075 · Miscellaneous Board Expenses	0.00	150.00	-150.00	0.0%
070 · Board Expenses - Other	0.00	0.00	0.00	0.0%
Total 070 · Board Expenses	3,402.75	8,450.00	-5,047.25	40.3%
080 · CLARB Affiliation Dues	5,310.00	5,850.00	-540.00	90.8%

Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1, 2018 through February 14, 2019

	Jul 1, '18 - Feb 14, 19	Budget	\$ Over Budget	% of Budget
090 · CLARB Annual Meeting Expenses				
091 · Board Member Per Diem (\$130)	0.00	520.00	-520.00	0.0%
092 · CLARB Representative Expenses	0.00	0.00	0.00	0.0%
093 · Annual Meeting Registration	1,462.50	2,800.00	-1,337.50	52.2%
094 · Travel	1,617.64	2,800.00	-1,182.36	57.8%
095 · Meals	172.25	400.00	-227.75	43.1%
096 · Lodging	1,476.04	3,000.00	-1,523.96	49.2%
090 · CLARB Annual Meeting Expenses - Other	0.00	0.00	0.00	0.0%
Total 090 · CLARB Annual Meeting Expenses	4,728.43	9,520.00	-4,791.57	49.7%
100 · Education & Training				
101 · Registration	0.00	0.00	0.00	0.0%
102 · Meals	0.00	0.00	0.00	0.0%
103 · Lodging	0.00	0.00	0.00	0.0%
104 · Travel	0.00	0.00	0.00	0.0%
100 · Education & Training - Other	0.00	0.00	0.00	0.0%
Total 100 · Education & Training	0.00	0.00	0.00	0.0%
105 · FARB				
106 · Registration	0.00	0.00	0.00	0.0%
107 · Lodging	0.00	0.00	0.00	0.0%
108 · Meals	0.00	0.00	0.00	0.0%
109 · Travel	0.00	0.00	0.00	0.0%
105 · FARB - Other	0.00	0.00	0.00	0.0%
Total 105 · FARB	0.00	0.00	0.00	0.0%
110 · LARE Exam Expenses				
111 · Exam Room Rental	0.00	0.00	0.00	0.0%
112 · Proctor Expenses	0.00	0.00	0.00	0.0%
113 · LARE Exams (\$280)	0.00	0.00	0.00	0.0%
114 · Redline & Standard Review \$120	0.00	0.00	0.00	0.0%
115 · Redline Reviewer Fees	0.00	0.00	0.00	0.0%
110 · LARE Exam Expenses - Other	0.00	0.00	0.00	0.0%
Total 110 · LARE Exam Expenses	0.00	0.00	0.00	0.0%
120 · NCIRC				
121 · Board Member NCIRC Mtg Fee \$130	0.00	130.00	-130.00	0.0%
122 · Miscellaneous - NCIRC	0.00	0.00	0.00	0.0%
123 · Travel - NCIRC	0.00	0.00	0.00	0.0%
120 · NCIRC - Other	0.00	0.00	0.00	0.0%
Total 120 · NCIRC	0.00	130.00	-130.00	0.0%
130 · Office Expenses				
131 · Grasshopper	5.00	490.00	-485.00	1.0%
132 · DoIT Email & Web Hosting	494.71	950.00	-455.29	52.1%
133 · Miscellaneous Office Expense	0.00	300.00	-300.00	0.0%
134 · Licensee Stamp	435.76	325.00	110.76	134.1%
135 · Computer Updates & Maint	149.99	1,000.00	-850.01	15.0%
136 · Office Rent	2,800.00	4,620.00	-1,820.00	60.6%
137 · Office Supplies	298.59	500.00	-201.41	59.7%
138 · Post Office Box Rent	0.00	180.00	-180.00	0.0%
139 · Postage & Delivery	201.20	300.00	-98.80	67.1%
140 · Printing & Reproduction	0.00	100.00	-100.00	0.0%
141 · Telephone, Fax & Internet	724.32	1,032.00	-307.68	70.2%
142 · Merchant Services Fees	0.00	0.00	0.00	0.0%
130 · Office Expenses - Other	0.00	0.00	0.00	0.0%
Total 130 · Office Expenses	5,109.57	9,797.00	-4,687.43	52.2%
150 · Payroll Expenses				
151 · Enforcement Officer	0.00	0.00	0.00	0.0%
152 · Executive Director	21,583.31	37,500.00	-15,916.69	57.6%
153 · Executive Director - Bonus	0.00	0.00	0.00	0.0%
154 · Mileage	320.27	250.00	70.27	128.1%
155 · Nevada Business Tax	0.00	0.00	0.00	0.0%
156 · Payroll Penalties & Interest	0.00	0.00	0.00	0.0%
157 · Payroll Taxes	1,953.87	2,610.00	-656.13	74.9%
158 · Deputy Executive Director	0.00	0.00	0.00	0.0%
159 · Payroll Service	465.00	495.00	-30.00	93.9%
150 · Payroll Expenses - Other	12.25	0.00	12.25	100.0%
Total 150 · Payroll Expenses	24,334.70	40,855.00	-16,520.30	59.6%

Nevada State Board of Landscape Architecture

Profit & Loss Budget vs. Actual

July 1, 2018 through February 14, 2019

	Jul 1, '18 - Feb 14, 19	Budget	\$ Over Budget	% of Budget
160 · Professional Fees				
161 · Accountant	0.00	0.00	0.00	0.0%
162 · Bookkeeping	796.25	3,750.00	-2,953.75	21.2%
163 · Attorney General's Office	3,673.74	6,000.00	-2,326.26	61.2%
164 · Legislative Bill Tracker	0.00	1,800.00	-1,800.00	0.0%
165 · Legislative Counsel Bureau	1,000.00	1,000.00	0.00	100.0%
166 · Legislative Session	0.00	5,000.00	-5,000.00	0.0%
167 · Liability Insurance	534.64	600.00	-65.36	89.1%
168 · Temporary Office Help	0.00	300.00	-300.00	0.0%
169 · Attorney - Board Hire	0.00	0.00	0.00	0.0%
160 · Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 160 · Professional Fees	6,004.63	18,450.00	-12,445.37	32.5%
170 · Registration Renewal Expenses				
171 · Mailing Renewal Forms	0.00	0.00	0.00	0.0%
172 · Printing Renewal Forms	0.00	0.00	0.00	0.0%
170 · Registration Renewal Expenses - Other	0.00	0.00	0.00	0.0%
Total 170 · Registration Renewal Expenses	0.00	0.00	0.00	0.0%
200 · Publications				
201 · Nevada Blue Book	0.00	0.00	0.00	0.0%
200 · Publications - Other	0.00	0.00	0.00	0.0%
Total 200 · Publications	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
999 · FY04	0.00	0.00	0.00	0.0%
Total Expense	48,890.08	93,152.00	-44,261.92	52.5%
Net Income	30,309.47	-14,420.44	44,729.91	-210.2%

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Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss Prev Year Comparison

July 1, 2018 through February 14, 2019

	Jul 1, '18 - Feb 14, 19	Jul 1, '17 - Feb 14, 18	\$ Change	% Change
Income				
001 · Application Fees				
002 · LAIT (\$50)	50.00	50.00	0.00	0.0%
003 · LARE (\$175)	175.00	525.00	-350.00	-66.7%
004 · Reciprocity (\$100)	1,800.00	1,000.00	800.00	80.0%
Total 001 · Application Fees	2,025.00	1,575.00	450.00	28.6%
010 · Exam Fees				
015 · Nevada Specific Exam (\$75)	1,275.00	1,000.00	275.00	27.5%
Total 010 · Exam Fees	1,275.00	1,000.00	275.00	27.5%
020 · Interest Income	47.53	22.20	25.33	114.1%
030 · New Registration Fees				
031 · New Certificate Fee (\$25)	325.00	275.00	50.00	18.2%
032 · New License Fee - LARE (\$200)	200.00	600.00	-400.00	-66.7%
033 · New License Fee - Recipr (\$200)	2,600.00	1,800.00	800.00	44.4%
034 · New Stamp Fee (\$25)	350.00	150.00	200.00	133.3%
Total 030 · New Registration Fees	3,475.00	2,825.00	650.00	23.0%
040 · Registration Renewal Fees				
041 · Reinstatement Fee (\$300)	900.00	0.00	900.00	100.0%
042 · Renewal Delinquency Fee (\$50)	1,250.00	950.00	300.00	31.6%
043 · Renewal Fee LA (\$200)	69,717.02	69,000.00	717.02	1.0%
Total 040 · Registration Renewal Fees	71,867.02	69,950.00	1,917.02	2.7%
050 · Other Income				
051 · Address Change (\$10)	410.00	230.00	180.00	78.3%
053 · Electronic/Replacemt Stamp(\$25)	75.00	200.00	-125.00	-62.5%
056 · Duplicate Certificate Fee (\$25)	25.00	0.00	25.00	100.0%
Total 050 · Other Income	510.00	430.00	80.00	18.6%
Total Income	79,199.55	75,802.20	3,397.35	4.5%
Gross Profit	79,199.55	75,802.20	3,397.35	4.5%
Expense				
070 · Board Expenses				
071 · Board Member Mtg Fee (\$130)	1,300.00	1,170.00	130.00	11.1%
072 · Meals - Board Meetings	358.39	526.19	-167.80	-31.9%
073 · Travel - Board Meetings	1,323.24	3,090.82	-1,767.58	-57.2%
074 · Board Special Event	421.12	220.00	201.12	91.4%
Total 070 · Board Expenses	3,402.75	5,007.01	-1,604.26	-32.0%
080 · CLARB Affiliation Dues	5,310.00	5,160.00	150.00	2.9%
090 · CLARB Annual Meeting Expenses				
091 · Board Member Per Diem (\$130)	0.00	520.00	-520.00	-100.0%
093 · Annual Meeting Registration	1,462.50	1,425.00	37.50	2.6%
094 · Travel	1,617.64	650.49	967.15	148.7%
095 · Meals	172.25	38.12	134.13	351.9%
096 · Lodging	1,476.04	1,361.76	114.28	8.4%
Total 090 · CLARB Annual Meeting Expenses	4,728.43	3,995.37	733.06	18.4%
130 · Office Expenses				
131 · Grasshopper	5.00	159.99	-154.99	-96.9%
132 · DoIT Email & Web Hosting	494.71	572.35	-77.64	-13.6%
134 · Licensee Stamp	435.76	264.00	171.76	65.1%
135 · Computer Updates & Maint	149.99	0.00	149.99	100.0%
136 · Office Rent	2,800.00	2,450.00	350.00	14.3%
137 · Office Supplies	298.59	107.87	190.72	176.8%
139 · Postage & Delivery	201.20	49.00	152.20	310.6%
141 · Telephone, Fax & Internet	724.32	663.72	60.60	9.1%
Total 130 · Office Expenses	5,109.57	4,266.93	842.64	19.8%
150 · Payroll Expenses				
152 · Executive Director	21,583.31	18,958.32	2,624.99	13.9%
153 · Executive Director - Bonus	0.00	1,500.00	-1,500.00	-100.0%
154 · Mileage	320.27	303.98	16.29	5.4%
157 · Payroll Taxes	1,953.87	2,038.19	-84.32	-4.1%
159 · Payroll Service	465.00	439.25	25.75	5.9%
150 · Payroll Expenses - Other	12.25	7.00	5.25	75.0%
Total 150 · Payroll Expenses	24,334.70	23,246.74	1,087.96	4.7%

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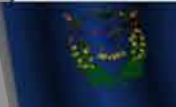
Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss Prev Year Comparison

July 1, 2018 through February 14, 2019

	Jul 1, '18 - Feb 14, 19	Jul 1, '17 - Feb 14, 18	\$ Change	% Change
160 · Professional Fees				
162 · Bookkeeping	796.25	2,670.00	-1,873.75	-70.2%
163 · Attorney General's Office	3,673.74	3,457.66	216.08	6.3%
165 · Legislative Counsel Bureau	1,000.00	0.00	1,000.00	100.0%
167 · Liability Insurance	534.64	542.14	-7.50	-1.4%
Total 160 · Professional Fees	6,004.63	6,669.80	-665.17	-10.0%
Total Expense	48,890.08	48,345.85	544.23	1.1%
Net Income	30,309.47	27,456.35	2,853.12	10.4%



Item 5 C 2

Reports of Occupational Licensing Boards

[Administrator Login](#)[Historic Data \(2001-2008\)](#)Select a board:

Quarters Reported by The Board of Landscape Architecture

[View all Records](#)

Quarter End Date	Disciplinary Actions	Denials	Licenses Added*	Licenses Removed*	Applications Received*	Applications Rejected*	Applications Reviewed*	Avg. Days From Rejected to Complete*	Report Year	Report Quarter
3/31/2019	Not Reported	0	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	2019	1
12/31/2018	0	0	<u>9</u>	0	9	0	9	0	2018	4
9/30/2018	0	0	<u>7</u>	0	7	0	7	0	2018	3
6/30/2018	0	0	<u>5</u>	0	5	0	5	35	2018	2
3/31/2018	0	0	<u>6</u>	0	6	0	6	53	2018	1

* Total for all license types. The Board of Landscape Architecture has 3 license types.

Nevada State Board of Landscape Architecture



Application for Professional Registration

Please Type or Print Legibly in Black Ink Completing All Sections

Nonrefundable Application Fee Registration by Examination \$175.00

Nonrefundable Application Fee Registration by Reciprocity \$100.00

All returned exams must be delivered to the Board office at least 2 weeks prior to the meeting in order to be approved.

Section 1 Identifying information

Last Name SCHUSTER		First Name TOM		Date of Birth [REDACTED]
Place of Birth MUNICH, GERMANY	Social Security Number [REDACTED]		Citizenship or Legal Residence GERMAN / A# [REDACTED]	
Residence Address 2250 BIG TRAIL CIRCLE				
City RENO	State NV	Zip code 89521	Home Telephone 775-852-0791	
Business Name TOM SCHUSTER LANDSCAPE CONCEPTS, INC.				
Business Address 2250 BIG TRAIL CIRCLE				
City RENO	State NV	Zip code 89521	Business Telephone 775-247-9312	
Facsimile Number N/A		Electronic Mail Address(s) tslandscapeconcepts@gmail.com		
Have you ever served in the military? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, Which Branch(es) of Service? (Circle all that apply) Army/Army Reserve; Marine Corps/Marine Corps Reserve; Navy/Navy Reserve; Air Force/Air Force Reserve; Coast Guard/Coast Guard Reserve; National Guard.				
What was your Military Occupation or Specialty? _____				
What were your Date(s) of Service: _____				
If the answer to any of the following questions is "yes" attach a detailed explanatory statement				
1.	Have you ever been convicted of a misdemeanor or gross misdemeanor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	Have you ever been convicted of a felony?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Applicant Name

TOM SCHUSTER

Date Submitted

1/31/2019

Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

Section 2 Landscape Architect Registration

Registration by Examination Candidates may omit this section

Registration by Reciprocity Candidates-List all states or provinces of Canada, which have issued you a certificate of registration, use additional sheets if needed.

- **Submit verification from your home state of registration or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken and that you received a minimum passing score of 75 percent on each section of the national examination.**
- **Submit verification from each additional state or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken.**

1. Name of State or Province of Canada		Date of Registration
Address of Board issuing Certificate of Registration		City, Zip code
E-mail address of Board Issuing Certificate of Registration	Registration Number	
2. Name of State or Province of Canada		Date of Registration
Address of Board issuing Certificate of Registration		City, Zip code
E-mail address of Board Issuing Certificate of Registration	Registration Number	
3. Name of State or Province of Canada		Date of Registration
Address of Board issuing Certificate of Registration		City, Zip code
E-mail address of Board Issuing Certificate of Registration	Registration Number	

Professional Organizations

Please provide a list of professional organizations of which you are a member.

Applicant Name TOM Schuster Date Submitted 1/31/2019
 Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

Section 3 Professional Practice

For Registration by Examination Candidates-State in chronological order the name and address of each employer. Use additional sheets as needed. Please include with your application a completed Post Graduate Work Verification Form for each employer listed.

<http://nsbla.nv.gov/uploadedFiles/nsblanv.gov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

For Registration by Reciprocity Candidates-Provide verification of 2 or more years of active engagement in full-time practice as a Registered Landscape Architect. Use as many forms as needed to provide verification for 2 years.

<http://nsbla.nv.gov/uploadedFiles/nsblanv.gov/content/Forms/ProfessionalExperienceVerificationForm.pdf>

Council of Landscape Architect Registration Board Certificate holders may omit this section.

Name of Employer LANDART / SELF (TOM SCHUSTER LANDSCAPE CONCEPTS)			Dates of Employment 08/2017 - PRESENT	
Address 4600 KIETZKE LANE, BLDG. B, SUITE 113		City RENO	State NV	Zip code 89502
Title of Position Held DESIGNER / PROJECT MANAGER		Duties Performed SALES, DESIGN, PROJECT MANAGEMENT		
Describe in Particular Duties Performed in the field of Landscape Architecture HIRING CONTRACTORS, COMPLETE SURVEYING, DESIGN-DRAWINGS - PERMIT + CONSTRUCTION DOCS, ESTIMATES, PROJECT MANAGEMENT				
Name of Employer MOANA NURSERY			Dates of Employment 04/2016 - 08/2017	
Address 1100 W. MOANA LANE		City RENO	State NV	Zip code 89509
Title of Position Held DESIGNER / PROJECT MANAGER		Duties Performed SALES, DESIGN, PROJECT MANAGEMENT		
Describe in Particular Duties Performed in the field of Landscape Architecture DESIGN - DRAWINGS - PERMIT + CONSTRUCTION DOCS, ESTIMATES, COMPLETE PROJECT MANAGEMENT				
Name of Employer GAIL WILLEY LANDSCAPING			Dates of Employment 10/2003 - 04/2016	
Address 5690 RIGGINS COURT		City RENO	State NV	Zip code 89502
Title of Position Held DESIGNER / PROJECT MANAGER		Duties Performed SALES, DESIGN, PROJECT MANAGEMENT		
Describe in Particular Duties Performed in the field of Landscape Architecture DESIGN - DRAWINGS - PERMIT + CONSTRUCTION DOCS, ESTIMATES, COMPLETE PROJECT MANAGEMENT				

Applicant Name

TOM SCHUSTER

Date Submitted

01/31/2019

Nevada State Board of Landscape Architecture Registration Application Revised 4-2018

Section 4 Professional References

All Candidates-Submit 4 professional references, 2 from registered landscape architects and 2 from other licensed professionals in a related design profession who have direct knowledge of your professional abilities. All references must be stamped by the person providing the reference. <http://nsbls.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf>

1. Name of Landscape Architect JANA VANDER HAAR - MAILED DIRECTLY -			Nature of Relationship PROF. / FRIEND
Address 870 DANIEL DRIVE	City RENO	State NV	Zip code 89509
2. Name of Landscape Architect DAWN DONOVAN - SEE ATTACHED -			Nature of Relationship PROF.
Address 1100 W. MOANA LANE	City RENO	State NV	Zip code 89509
3. Name of Professional Reference NICHOLAS WESTBIE - SEE ATTACHED -			Nature of Relationship PROF.
Address 300 WESTERN ROAD #3	City RENO	State NV	Zip code 89506
4. Name of Professional Reference THOMAS METCALF - SEE ATTACHED -			Nature of Relationship PROF.
Address 2578 S. CURRY ST., SUITE 6	City CARSON CITY	State NV	Zip code 89703

ALSO SEE PAGE 4B.

Applicant Name **TOM SCHUSTER** Date Submitted **01/31/2019**
 Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

Section 4 Professional References

All Candidates-Submit 4 professional references, 2 from registered landscape architects and 2 from other licensed professionals in a related design profession who have direct knowledge of your professional abilities. All references must be stamped by the person providing the reference. <http://nsbla.nv.gov/uploadedFiles/nsblanv.gov/content/Forms/LandscapeArchitectReferenceForm.pdf>

1. Name of Landscape Architect BARBARA JANTNER - SEE ATTACHED -			Nature of Relationship PROF.
Address 6995 SIERRA CENTER PKWY	City RENO	State NV	Zip code 89511
2. Name of Landscape Architect DANIEL KOVACH - SEE ATTACHED -			Nature of Relationship PROF.
Address #102 10509 PROFESSIONAL CIR.	City RENO	State NV	Zip code 89521
3. Name of Professional Reference ROBERT ALLEN - SEE ATTACHED -			Nature of Relationship PROF.
Address 2000 HILL STREET	City RENO	State NV	Zip code 89502
2. Name of Professional Reference MARVIN DAVIS - SEE ATTACHED -			Nature of Relationship PROF.
Address 12000 OLD VIRGINIA RD.	City RENO	State NV	Zip code 89521

Applicant Name **TOM SCHUSTER** Date Submitted **01/31/2019**
 Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

Section 5 Education

All Candidates-State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received if applicable and the year of graduation. Use additional sheets if needed.

Registration by Examination Candidates-Arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture.

Council of Landscape Architect Registration Board Certificate holders may omit this section.

1. Name of Institution FACHHOCHSCHULE WEIHENSTEPHAN			Graduation Date 02/2001
Address AM HOFGARTEN 4	City FREISING	State GERMANY	Zip code 85354
Degree Received DIPLOM - INGENIEUR		Major LANDSCAPE ARCHITECTURE	Dates Attended 10/1995 - 02/2001
2. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received		Major	Dates Attended
3. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received		Major	Dates Attended
4. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received		Major	Dates Attended

Applicant Name **TOM SCHUSTER** Date Submitted **01/31/2019**
 Nevada State Board of Landscape Architecture Registration Application Revised 4-2016

AFFIDAVIT

I certify the information contained in this application to be truthful, complete and accurate.

I acknowledge that the Nevada State Board of Landscape Architecture will compile and evaluate a record containing all aspects of my education, experience, moral character and reputation. I agree to provide any additional information as requested by the Board. I hereby authorize any individual, company or institution with whom I have been associated to furnish to the Nevada State Board of Landscape Architecture any information concerning my qualifications for professional registration in Nevada which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I attest that if I am subject to a court order for child support of one or more children that I am not out of compliance with the order or with a plan approved by the District Attorney or other public agency enforcing the order for repayment in the amount owed pursuant to the order.

I acknowledge that any statements, papers or documents received by the Board in its investigation may be transmitted by the Board to the Council of Landscape Architectural Registration Boards or other political subdivisions registering landscape architects as requested.

I attest that I am a citizen of the United States or that I am lawfully entitled to remain and work in the United States.

Signature of Applicant [Signature] Date 01/31/2019

State of NEVADA County of WASHOE

Being first duly sworn, deposes and says: I am the applicant named in this application, have read and understand the contents thereof, and to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Subscribed and sworn to before me this 29 day of January, 2019

Signature of Notary Public [Signature] my commission expires 6-11-22

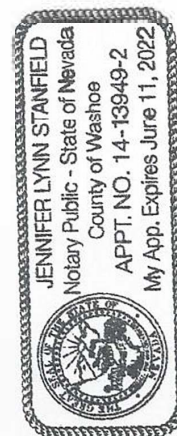
NOTARY SEAL

Mail should be sent to (choose one)

home address X

office address _____

Please securely attach a recognizable photo (2"x 2 1/2"). Photo must be taken within one year of submission of this application. Affix your signature and date of the photo over the lower right-hand corner of the photo.



Applicant Name TOM SCHUSTER Date Submitted 01/31/2019
Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE
POSTGRADUATE WORK VERIFICATION

APPLICANT'S NAME: Tom Schuster

1.e Have you employed the above named applicant? ☒ Yes ☐ No

If yes, give dates:

Company: LANDART

Address: 4600 RIETZKE LANE - BUILD A SUTELLIS

City/State/Zip: RENO NV 89502

Telephone: 775 686 6777

Fax: _____

Applicant's Position: LANDSCAPE DESIGNER

Your Position: PRESIDENT

2. Indicate types of services rendered by firm:

☒ Landscaping Architecture

☐ Engineering

☒ Contracting

☐ Other (Explain) _____

☐ Architecture

☐ Planning

3. Position of immediate supervisor:

☒ Registered Contractor

☐ Registered Engineer

☒ Registered Landscape Architect

☐ Registered Architect

☐ Other (Explain) _____

☐ Registered Planner

4.

Dates of Employment	Full or Part Time	Applicant's Position	Indicate primary areas in which applicant spent time practicing Landscape Architecture

5. Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by placing an X in the appropriate spaces below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	<input checked="" type="checkbox"/>				
Professional Integrity	<input checked="" type="checkbox"/>				
Character (honesty/ethics)	<input checked="" type="checkbox"/>				

6. Do you consider the applicant qualified to become a professional practitioner?

☒ Yes

☐ No

☐ Not qualified to answer

7. Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for registration. Please keep in mind it is the intent of registration to insure the safeguarding of public health, safety and welfare and it is the Board's responsibility to grant registration only to those who are qualified for the profession on the basis of quality of work, character and practical experience in landscape architecture. As one of the applicant's confirmation of work experience, it is expected that you are familiar with the professional work and have knowledge of his/her ability, character and reputation.

7.e Your Name: Tom Schuster

Signature: _____

(Pursuant to NAC 633A.120 place state stamp over signature)

Licensed Professional? ☒ Yes ☐ No

Profession: LA

License #/State: NV 913

Date: 1/14/2010



NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE
POSTGRADUATE WORK VERIFICATION

APPLICANT'S NAME: Tom Schuster

1.e Have you employed the above named applicant? ☐ Yes ☒ No
If yes, give dates: 2012 - 2016 Lead Landscape Architect for Gail Willey Landscape

Company: Gail Willey Landscape

Address: 5690 Riggins Ct.

City/State/Zip: Reno, NV 89502

Telephone: 775-853-8733

Fax: _____

Applicant's Position: Landscape Designer

Your Position: Lead Landscape Architect

2. Indicate types of services rendered by firm:

☒ Landscaping Architecture

☒ Contracting

☐ Architecture

☐ Planning

☐ Engineering

☐ Other (Explain) _____

3. Position of immediate supervisor:

☐ Registered Contractor

☒ Registered Landscape Architect

☐ Registered Architect

☐ Registered Planner

☐ Registered Engineer

☐ Other (Explain) _____

4.

Dates of Employment	Full or Part Time	Applicant's Position	Indicate primary areas in which applicant spent time practicing Landscape Architecture
9/6/2012	Full	Designer	Residential & Commercial Landscaping

5. Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by placing an X in the appropriate spaces below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	x				
Professional Integrity	X				
Character (honesty/ethics)	X				

6. Do you consider the applicant qualified to become a professional practitioner?

☒ Yes

☐ No

☐ Not qualified to answer

7. Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for registration. Please keep in mind it is the intent of registration to insure the safeguarding of public health, safety and welfare and it is the Board's responsibility to grant registration only to those who are qualified for the profession on the basis of quality of work, character and practical experience in Landscape Architecture. As one of the applicant's confirmation of work experience, it is expected that you are familiar with the professional work and have knowledge of his/her ability, character and reputation.

7.e Your Name: Ron DuHamel

Signature: _____

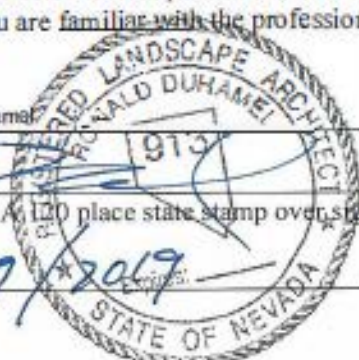
(Pursuant to NAC 623A.120 place state stamp over signature)

Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architect

License #/State: 913NV

Date: 1/29/2019





Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Tom Schoster

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? +/- 2 years
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office,
as an industry colleague
3. Would you be pleased to have this applicant as an associate with you in practice?
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations _____
 2. Recommend as qualified and competent _____
 3. Recommend with some reservation _____
 4. Do not recommend _____
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	✓				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: Dawn

Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architect

Signature: [Signature]

License #/State: 959 NV

(Pursuant to NAC 623A.120 place state stamp over signature)



Date: January 16, 2019



www.moananursery.com

1100 W. Moana Lane, Reno, NV 89509 • (775) 825-0602 • Fax (775) 825-0609

16 January 2019

NV State Board of Landscape Architecture
1575 Delucchi Lane
Reno, NV 89502
LandscapeBoard@nsbla.nv.gov
(775) 671-3242

Dear Nevada State Board of Landscape Architecture;

I am writing this letter in support of Tom Schuster who is currently pursuing his license as a professional landscape architect.

I had the opportunity to work with Tom for about a year and saw first hand his passion for plants, natural environments and landscape design. Tom is very organized, detail oriented and thoughtful in his design work. All valuable traits of a professional landscape architect.

In conclusion, I believe that Tom is very knowledgeable and dedicated to the practice of landscape architecture and I recommend him as a candidate for licensure.

If you have any questions please do not hesitate to contact me

Kind Regards,

Dawn Donovan
Landscape Architect

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: TOM SCHUSTER

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? SINCE MARCH 2012
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)
OFFICE REVIEWING ROCK WALL DESIGNS, FIELD DURING WALL INSPECTION
3. Would you be pleased to have this applicant as an associate with you in practice?
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations YES
 2. Recommend as qualified and competent YES
 3. Recommend with some reservation NO
 4. Do not recommend NO
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

I attest that the referenced applicant is of good moral character and has never:

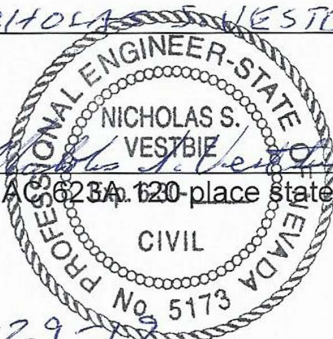
Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: NICHOLAS S. VESTBIE

Licensed Professional? ☒ Yes ☐ No


Signature: 
(Pursuant to NAC 623A.120 place state

Date: 1-29-18



Professional association with Mr. Tom Schuster: By Nicholas S. Vestbie, CE 5173

In my experience with Mr. Schuster I have always found him to be thorough and hands-on in his landscape designs. My charge was to design rockery walls that were to be incorporated in to the overall landscape theme for a particular project. We would normally inspect the wall construction and Mr. Schuster was always available to offer any assistance or provide any corrections need in the construction.



Nicholas S. Vestbie
CE 5173



**Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM**

APPLICANT NAME: Tom Schuster

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? about 20 years
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)
Professional/project construction, professional organizations, office
3. Would you be pleased to have this applicant as an associate with you in practice?
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations
 2. Recommend as qualified and competent X
 3. Recommend with some reservation
 4. Do not recommend
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

I attest that the referenced applicant is of good moral character and has never: To my knowledge:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: Daniel Kovach, ASLA

Licensed Professional? ☒ Yes ☐ No

Profession: Landscape Architecture,
CPESC, SITES-AP

Signature: 

License #/State: PLA NV 199, CA 2613

(Pursuant to NAC 623A.120 place state stamp over signature)

Date: 1-22-17





Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Tom Schuster

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? More than ten years
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)
See attached
3. Would you be pleased to have this applicant as an associate with you in practice?
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations X
 2. Recommend as qualified and competent _____
 3. Recommend with some reservation _____
 4. Do not recommend _____
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Licensed Professional? ☒ Yes ☐ No

Profession: Pool/Spa Contractor

Signature

License #/State

(Pursuant to NAC 623A.120 place state stamp over signature)

7 7

APPLICANT NAME: Tom Schuster

I have worked with Tom on several projects over the past ten years. While employed as Project Manager for different companies during that time, Tom worked with us to plan and execute landscaping projects associated with various swimming pool and spa construction contracts.

The support received from Tom includes meeting on site with us to determine customers' personal landscaping goals and objectives, and evaluating them against various pool and/or spa designs, sizes and placement options. As Project Manager, he assists in establishment of elevations and site layout, and develops detailed landscaping plans for customer and HOA approval. Throughout each project, Tom manages the landscaping work schedule to ensure there are no conflicts between that and ongoing pool/spa construction activities.

Tom is an excellent landscape architect, who is well respected for his education, knowledge, experience and professionalism. It is without reservation that I recommend him for licensure within the State of Nevada.


Robert J. Allen

Robert Allen Pools & Spas, Inc.



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: Tom Schuster

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1. How long have you known the applicant? More than ten years
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)
See attached
3. Would you be pleased to have this applicant as an associate with you in practice?
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations X
 2. Recommend as qualified and competent _____
 3. Recommend with some reservation _____
 4. Do not recommend _____
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: Robert J. Allen

Licensed Professional? ☒ Yes ☐ No

Profession: Pool/Spa Contractor

(Pursuant to NAC 623A.120 place state stamp over signature)

Date: January 15, 2019

APPLICANT NAME: Tom Schuster

I have worked with Tom on several projects over the past ten years. While employed as Project Manager for different companies during that time, Tom worked with us to plan and execute landscaping projects associated with various swimming pool and spa construction contracts.

The support received from Tom includes meeting on site with us to determine customers' personal landscaping goals and objectives, and evaluating them against various pool and/or spa designs, sizes and placement options. As Project Manager, he assists in establishment of elevations and site layout, and develops detailed landscaping plans for customer and HOA approval. Throughout each project, Tom manages the landscaping work schedule to ensure there are no conflicts between that and ongoing pool/spa construction activities.

Tom is an excellent landscape architect, who is well respected for his education, knowledge, experience and professionalism. It is without reservation that I recommend him for licensure within the State of Nevada.

Robert J. Allen

Robert Allen Pools & Spas, Inc.



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

APPLICANT NAME: TOM SCHUSTER

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? 12 YEARS
2. In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)
PROFESSIONALLY - Yearly
3. Would you be pleased to have this applicant as an associate with you in practice?
☒ Yes ☐ No
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations ✓
 2. Recommend as qualified and competent ✓
 3. Recommend with some reservation
 4. Do not recommend
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below:

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	✓				
Professional Integrity		✓			
Character (honesty, ethics)		✓			

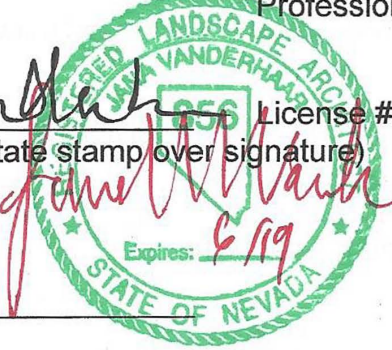
6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Name: JANA VANDERHAAR Licensed Professional? ☒ Yes ☐ No
Profession: LANDSCAPE ARCHITECT
Signature: Jana Vanderhaar License #/State: #856 / NV
(Pursuant to NAC 623A.120 place state stamp over signature)
Date: 01/15/19



RECEIVED
JAN 31 2019
Nevada State Board
Landscape

January 28, 2019

To:
The Nevada State Board of Landscape Architecture
c/o Ellis Antunez, Executive Director
P.O. Box 34143
Reno NV 89533

Dear Ellis and the NSBLA board,

As a registered landscape architect practicing in the greater Reno area, it is my pleasure to submit this letter of recommendation for **Tom Schuster**.

My acquaintance with Tom started in 2006 when I worked for Tom Stille at Interpretive Gardens, Inc. Like me, Tom Schuster is a plant connoisseur, so our paths have crossed over the last decade at functions of the Native Plant Society and the Sierra Garden Club. Professionally, Tom has bid on projects I have designed at owner of Verdant Connections. He is knowledgeable about taking the design intent and building the landscape for my clients.

Tom stands out for his drive to perfection. With his design background from Germany and many years of practice in the field working under well-known landscape contractors, and more recently licensed landscape architects, I find Tom a perfect candidate to pursue the landscape architecture registration. He conveys his passion for creating functional, safe and beautiful outdoor spaces for people to enjoy. He is meticulous, efficient, and has the technical competence to design and build exceptional landscapes. His professional integrity is apparent through his continued involvement and employment in the landscape design and plant world for over two decades now.

It is a pleasure for me, as a registered landscape architect, to recommend Tom Schuster because of his good moral character and dedication to our profession. I am confident that he will be a great addition to the professional scene in northern Nevada.

Best regards,



Jana Vanderhaar



Nevada State Board of Landscape Architecture
LANDSCAPE ARCHITECT PROFESSIONAL
REFERENCE FORM

Tom Schuster

APPLICANT NAME: _____

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

1. How long have you known the applicant? 13 years
2. In what setting(s) and with what frequency did you observe the applicant? (i.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)
Tom and I have worked on projects that
include residential & Commercial.
3. Would you be pleased to have this applicant as an associate with you in practice?
☐ Yes ☐ No NA. I'm a commercial GC
4. My general recommendation concerning this applicant is:
 1. Recommend highly without reservations X
 2. Recommend as qualified and competent _____
 3. Recommend with some reservation _____
 4. Do not recommend _____
5. Please indicate, to the best of your knowledge, the applicant's qualification toward the practice of Landscape Architecture by placing an X in the appropriate space below.

Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
Technical Competence	X				
Professional Integrity	X				
Character (honesty, ethics)	X				

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?
☒ Yes ☐ No

Please provide by attachment any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

HOCHSCHULE
WEIHENSTEPHAN-TRIEDS DORF
UNIVERSITY OF APPLIED SCIENCES

Hochschule Weihenstephan-Triesdorf | D-85350 Freising

Thomas Schuster
Nevada State Board of Landscape Architecture
P.O. Box 34143
Reno, NV 89533
U S A

RECEIVED
JAN 28 2019
Nevada State Board of
Landscape Architecture

Kurzmitteilung

Freising, 11.01.2019

Anforderung von Unterlagen

Anlagen: 1 Transcript of records
1 Studienbescheinigung

**Sachgebiet für
Studienangelegenheiten**

Christine Braun
Tel +49 (0)8161 71-3770
Fax +49 (0)8161 71-4987

Sehr geehrter Herr Schuster,
die Anlagen werden übersandt

- ☐ mit der Bitte um weitere Veranlassung.
- ☐ mit der Bitte um Stellungnahme.
- ☐ mit der Bitte um gefl. Kenntnisnahme.
- ☐ mit der Bitte um Rücksprache.
- ☒ unter Bezugnahme auf Ihr E-Mail vom 10.01.2019

**Ihre Nachricht vom
10.01.2019
Ihr Zeichen**

**Unser Zeichen
SG 3 - Br**

**Hochschule
Weihenstephan-Triesdorf
Am Hofgarten 4
D-85354 Freising**

I.A.

B
Braun

STUDIENBESCHEINIGUNG CERTIFICATE OF STUDY

RECEIVED
JAN 28 2019
Nevada State Board of
Landscape Architecture

Wintersemester 2000/01 - Winterterm 2000/01

Semesterdauer / Semester Period 01.10.2000 - 14.03.2001

Matrikelnummer / matriculation number	[REDACTED]
Nachname / name	Schuster
Vorname / first name	Thomas
Geburtsdatum / date of birth	12.06.1972
Geburtsort / place of birth	München
Studiengang / degree programme	Landschaftsarchitektur Landscape Architecture
Angestrebter Abschluss / desired degree	Diplom (FH)
Studientyp / type of study	Vollzeitstudium / full-time study
Regelstudienzeit / standard period of study	8 Semester / semesters (inkl. 2 prakt. Studiensemestern)
Studienbeginn / matriculation date	01.10.1995
Studienende / exmatriculation date	14.03.2001
Exmatrikulationsgrund / reason	Bestandene Abschlussprüfung
Fachsemester / subject term	11
Urlaubssemester / leave of absence	0
Hochschulsemester / university semester	11

Diese Bescheinigung gilt auch als Bescheinigung nach §9 BAföG.

Freising, 11.01.2019

B

Braun





HOCHSCHULE
WEIHENSTEPHAN-TRIEDS DORF
UNIVERSITY OF APPLIED SCIENCES

STUDIENDATENABSCHRIFT / TRANSCRIPT OF RECORDS

Hochschule / University: Hochschule Weihenstephan-Triesdorf
Fakultät / Department of: Landschaftsarchitektur / Landscape Architecture
Studiengang / Program: Landschaftsarchitektur / Landscape Architecture
Tel.: (+49) 8161 71-5592 Fax: (+49) 8161 71-4207 E-Mail: sachgebiet3@hswt.de

Name / Name of student: Schuster
Vorname / First name: Thomas
Geburtsdatum / Date of birth: [REDACTED]
Geburtsort / Place of birth: München
Staatsangehörigkeit / Nationality: Deutschland
Matrikelnummer /
Matriculation number: [REDACTED]
Tag der Immatrikulation /
Matriculation date: 01.10.1995

NR / CODE	KURSTITEL / COURSE TITLE	KURS DAUER / DURATION ¹ (in Semester)	NOTE / LOCAL GRADE ²	ECTS / ECTS CREDITS ³
1552050	Entwurf und Planung I Design and Planning I	1	3,0	-
1552080	Entwurf und Planung II Design and Planning II	1	1,7	-
1552111	Pflanzenverwendung II Plant Use II	1	4,0	-
1552150	Landschaftsplanung I Landscape Planning I	1	3,3	-
1552180	Vegetationstechnik Vegetation Engineering	1	2,0	-
1552190	Bauabwicklung Execution of Construction Work	1	2,9	-
1552200	Bauabwicklung (Prüfung) Execution of Construction Work (Examination)	1	3,0	-
1552210	Bauabwicklung (Leistungsnachweis) Execution of Construction Work (with performance assessment)	1	2,9	-
1552280	Baukonstruktion II Construction II	1	3,2	-
1552310	Vermessungstechnik und Erdmassenberechnung II (mit Kartenkunde) Surveying and Earth Mass Calculation II (with Cartography)	1	2,0	-
1552350	Freiraumplanung I Open Space Design I	1	2,3	-
1552380	Geschichte der Gartenkunst History of Garden Design	1	3,0	-
1552411	Pflanzenverwendung III Plant Use III	1	2,7	-
1552451	Seminar Freiraumplanung I Seminar in Open-Space Planning I	1	3,0	-
1552480	Städtebau I Urban Design & Development I	1	3,0	-
1556510	Denkmalpflege Preservation of Historic Monuments and Spaces	1	3,3	-
1556550	Freies Gestalten II Creative Design II	1	2,3	-
1556580	Freies Zeichnen Freehand Drawing	1	2,0	-
1556610	Freiraumplanung II Open Space Planning II	1	2,3	-
1556650	Gartendenkmalpflege I Garden Heritage Conservation I	1	2,7	-
1556681	Seminar Freiraumplanung II Seminar in Open-Space Planning II	1	2,7	-

1557650	Vermessungstechnik III Surveying Technology III	1	3,0	-
1558550	Vegetationskunde I Vegetation Science I	1	2,0	-
1558710	Zoologie I Zoology 1	1	2,0	-
5100540	Dachbegrünung I Roof Landscaping I	1	2,7	-
5100550	Dachbegrünung II Roof Landscaping II	1	3,3	-
5100620	Datenverarbeitung in der Freiraumplanung I Data Processing in Open-Space Planning I	1	3,7	-
5100750	Einführung in die BWL Introduction to Business Administration	1	1,3	-
5100880	Fassadenbegrünung Facade Greening	1	3,0	-
5101010	Geschichte der Baukunst I History of Architecture I	1	2,3	-
5101020	Geschichte der Baukunst II History of Architecture II	1	1,7	-
5101060	Gartendenkmalpflege II Garden Heritage Conservation II	1	3,0	-
5101130	Grundzüge der graphischen Datenverarbeitung Introduction to Graphic Data Processing	1	4,0	-
5102210	Perspektive Perspective	1	2,0	-
5102600	Spezielle Staudenkunde Specialized Perennial Botany	1	3,7	-
5103110	Zoologische Bestimmungsübungen Exercises in Zoological Identification	1	1,0	-
9920070	Rhetorik Rhetorics	1	1,0	-
9920780	Berufs- und Arbeitspädagogik I Vocational Pedagogy I	1	1,0	-
9920790	Berufs- und Arbeitspädagogik II Vocational Pedagogy II	1	3,0	-
9920800	Arbeitsunterweisung Job Instruction	1	1,0	-
1552980	Diplomarbeit Thesis	2	1,7	-

Angestrebter Abschluss / desired degree

Diplom-
Ingenieur (FH)

Freising, den 11.01.2019
I.A.

Braun

13



¹ Duration of course unit:

1 = 1 semester

2 = 2 semesters

BESCHREIBUNG DES NOTENSYSTEMS, DAS AN DER HOCHSCHULE ANGEWANDT WIRD/ DESCRIPTION OF THE INSTITUTIONAL GRADING SYSTEM:	
1,0 - 1,5	sehr gut very good
1,6 - 2,5	gut good
2,6 - 3,5	befriedigend satisfactory
3,6 - 4,0	ausreichend sufficient
5,0	nicht ausreichend fail
ME	mit Erfolg passed
OE	ohne Erfolg failed

³ ECTS credits:

1 Semester / 1 semester = 30 credits

WAIVER

NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

Friday, February 15, 2019, at 1:00 PM

The Nevada open Meeting Law, NRS 241.033(1) (see below), states that the "public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, unless it has given written notice to that person of the time and place of the meeting." Such written notice must either be (a) delivered personally to that person at least five (5) working days before the meeting, or (b) sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. I hereby acknowledge my right to be noticed under NRS 241.033, however, I hereby waive such notice so that the Nevada State Board of Landscape Architecture may discuss and consider my qualifications as a Landscape Architect at its next meet. I understand the Nevada State Board of Landscape Architecture meeting is scheduled to commence at 1:00 PM on February 15, 2019.

I further understand that the Nevada State Board of Landscape Architecture meeting is scheduled for Friday, February 15, 2019 at 1:00 p.m., at the Nevada State Office of the Attorney General 100 North Carson Street, Carson City, NV 89701.

Please email this completed form to LandscapeBoard@nsbla.nv.gov or
fax this completed form to: 775 671-3424

Date

02/04/19
TOM SCHUSTER (DIPLO - INC.)

Signature

Printed name

NRS 241.033

Meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person or to consider the appeal of results of examination. When made a person required to be notified by a public body subject to the provisions of this chapter, notwithstanding, except where or health is to be considered for

attend with no provision for a person or evidence of attendance who additional persons may attend

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person or to consider the appeal of results of examination conducted by or on behalf of the public body when it has

(a) Given written notice to that person of the time and place of the meeting; and

(b) Provided at least 5 days before the meeting

2. The written notice shall be provided to a person if

(a) Except as otherwise provided in subsection 3, and if a

(1) Delivered personally to that person at least 5 working days before the meeting; or

(2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.

3. May, with respect to a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, include an informational statement setting forth that the public body may, without further notice, take action to consider the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.

4. That notice

(1) A list of the general topics concerning the person that will be available to the public body during the closed meeting; and

(2) A list of the names of the persons who will be present.

5. The Nevada State Board of Landscape Architecture is exempt from the requirements of subsections (1) and (2) if a public body, at the time of the meeting, is not aware of the need to provide notice of the meeting to the public body before the meeting may be held.

6. If a public body holds a closed meeting to consider a person's character, alleged misconduct, professional competence, or physical or mental health of a person, the public body may, without further notice, take

(a) Attend the closed meeting at the person's residence or other place of business, or at a location of the person's choice; or

(b) Have an attorney or other representative of the public body attend the closed meeting; and

(c) Attend the closed meeting, provide testimony and present evidence relating to the person's character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.

7. Except as otherwise provided in subsection 6, with respect to a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body shall not hold a meeting to consider the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.

(a) Delivered personally to that person at least 5 working days before the meeting; or

(b) Given written notice to that person of the time and place of the meeting; and

8. A public body shall provide a copy of any record of the closed meeting to the person at least 5 working days before the meeting.

9. For the purposes of this chapter, a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person is