

### NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE QUARTERLY MEETING November 6, 2020

1. Meeting called to order by President Melinda Gustin at 10:11AM

**Board Members Present:** Melinda Gustin, Stan Southwick, Marc Chapelle, Laura Miller, Ryan Hansen.

Staff: Henna Rasul, Senior Deputy Attorney General; Ellis Antunez, Executive Director

Guest: Kelly Miller

A Quorum was established as all board members were present.

2. Public Comment: No public comment

- **3. A. Minutes of September 2, 2020 meeting**. Marc Chapelle moved to accept the minutes as written, Second by Ryan Hansen. Passed Unanimously.
- **4.** A. Comments on LCB file 055-20P was opened. No comments were made.
  - B. Consideration of Adoption of Regulations: LCB File 005-20P was discussed with particular comments from the survey sent out on September 29, 2020. Motion to Adopt the regulations as written by Marc Chapelle, Second by Stan Southwick. Passed Unanimously.
  - C. The current status of the staff working with Big Picture Software provider was reviewed. Currently, the software company is working to develop the on-line forms with the information that is requested by the board. A concern was brought up about contacting licensees being notified about the change in on-line renewal. There will be articles in the quarterly newsletter and an email blast around the first of the year. No action was needed or taken. Information only.
- **5.** A. Discussion of Financial Operations Update followed.

1)Total Balance of all accounts as of October 30, 2020

a. Checking \$ 5,436.77

b. Savings \$ 129,417.59

c. CD \$00.00 (CD was closed out on October 6, 2020 \_\$46,876.78

Total \$ 134,854.36 added to savings)

- 2) A review of the current budget statement for FY2021 was presented.
- 3) Discussion of changes to the budget as amended at the September 2, meeting was discussed, specifically the addition of the yearly expenditure of Big Picture Software at \$13,020 for 3 years. Add a line item indicating the amount taken from savings to cover costs.
- 4) A review of the Balance Sheet for Fiscal Year 2020 was presented. Currently, this is being amended at the request of the Legislative Council Bureau auditor. The amendment is to explain the undeposited funds listing.



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE QUARTERLY MEETING November 6, 2020

- B. The number of new licenses granted via reciprocity by CLARB Council Record in the past quarter was 2.
- C. Newsletter article from Ryan about his experiences on the board during his tenure. Profile for this newsletter is Melinda.
- D. Big Picture Software Status was discussed earlier.
- E. Discussed the correspondence from the Sunset Subcommittee concerning diversity and inclusion. This was presented to make the board aware of this correspondence.

#### 6. A. New Licensees and Applicants:

- 1) Stan Southwick moved to approve Kelly Miller to be licensed in Nevada, Second by Marc Chapelle. Passed unanimously.
- 2) Laura Miller moved to approve Peter Larimer to be licensed in Nevada, Second by Ryan Hansen. Passed unanimously.
- B. A review and discussion of the increase in fees as approved by LCB File 055-20P. A motion to apply the following increases as of February 1, 2021 by Marc Chapelle, Seconded by Laura Miller. Passed Unanimously

003 LARE Application Fee - \$75.00

004 Reciprocity Application fee - \$175.00

034 New Stamp Fee - \$50.00

041 Reinstatement Fee - \$400.00

042 Renewal Delinquency Fee - \$100.00

043 Renewal Fee Landscape Architect - \$275.00

044 Renewal Fee for Landscape Architect Intern - \$50.00

051 Address Change - \$15.00

053 Electronic Stamp - \$30.00

056 Duplicate Certificate Fee – Delete see 031 New Certificate Fee

- C. Professional and Occupational Licensing Boards Administrative Collaborative letter was reviewed and discussed. Motion to approve joining the Professional and Occupational Licensing Boards Administrative Collaborative by Stan Southwick, Second by Marc Chapelle. Passed Unanimously.
- D. Review the process of performance standards and job description for Executive Director Tabled.

#### **E. Board Officer Elections:**

- 1) President: Melinda Gustin; Motion by Laura Miller, Second by Marc Chapelle, Pass Unanimously.
- 2) Secretary: Stan Southwick; Motion by Marc Chapelle, Second Ryan Hansen, Pass Unanimously.



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE QUARTERLY MEETING November 6, 2020

- 3) CLARB Representative: Marc Chapelle; Motion by Stan Southwick, Second Laura Miller, Pass Unanimously.
- 4) Newsletter Editor: Laura Miller; Motion by Ryan Hansen, Second by Marc Chapelle, Pass Unanimously.
- 5) Outreach: vacant
- 7. CLARB & ASLA Report Marc Chapelle reported on the activities of Council of Landscape Architecture Registration Board(CLARB) and American Society of Landscape Architects (ASLA). The Annual Meeting for CLARB was held virtually in September. Those interested in running for office or the working groups may contact CLARB. CLARB is looking at diversity & inclusion in the organization. The ASLA annual meeting will be held virtually the week of November 16,2020. The New York venue for the CLARB 2021 meeting, the Roosevelt Hotel, will be closing by the end of 2020. No word as to the new venue. See the agenda for list of future Cities for CLARB annual meetings.
- 8. Topics for Future Meetings:
  - 1) Review the process of performance standards and job description for Executive Director.
  - 2) Mission statement for Diversity, including CLARB diversity updates
  - 3) Legislative Updates.
- 9. Meeting Dates for 2021.
  - 1) February 5, 2021
  - 2) May 7, 2021
  - 3) August 13, 2021
  - 4) November 5, 2021
- 10. Public Comment: No Comment
- 11. Adjournment at 1:27 PM

# STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE BUILDING

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NICOLE J. CANNIZZARO, Senator, Chair Brenda J. Erdoes, Director, Secretary

INTERIM FINANCE COMMITTEE (775) 684-6821

RECEIVED DEC 3 1 2020

Nevada State Board of Landscape Archifecture

MAGGIE CARLTON, Assemblywoman, Chair Cindy Jones, Fiscal Analyst Mark Krmpotic, Fiscal Analyst

December 29, 2020

Mr. Ellis Antunez Executive Director State Board of Landscape Architecture Post Office Box 34143 Reno, Nevada 89533

Re: LCB File No. R055-20

Dear Mr. Antunez.

A regulation adopted by the State Board of Landscape Architecture has been filed today with the Secretary of State pursuant to NRS 233B.067 or 233B.0675 as appropriate. As provided in NRS 233B.070, this regulation becomes effective upon filing, unless otherwise indicated.

Enclosed are two copies of the regulation bearing the stamp of the Secretary of State which indicates that it has been filed. One copy is for your records and the other is for delivery to the State Library and Archives Administrator pursuant to subsection 6 of NRS 233B.070.

Sincerely,

Bryan J. Fernley Legislative Counsel

Kathleen M. Norris Deputy Legislative Counsel

Nicolas C. Anthony Senior Principal Deputy Legislative Counsel

BJF/sli Enclosure

SECRETARY OF STATE FILING DATA	Form For Filing Administrative Regulations	FOR EMERGENCY REGULATIONS ONLY  Effective date  Expiration date
FILED.NV.SOS 2020 DEC 29 AMS:27	Agency Nevada State Board of  Landscape Architecture	
		Governor's signature
Brief description of action LCB File No. Famendment is to bring the following its	ems and language that were approve	CY  a Administrative Code. The purpose of the d by the 2019 legislature in NRS623A.240 recommendation to Board; action by Board.
into NRS623A.170 and NRS623A.513.  Authority citation other than 233B NRS623		
Notice date October 5, 2020	Date of Adoptio	n by Agency
Hearing date November 6, 2020	November 6. 202	20



### APPROVED REGULATION OF THE

## STATE BOARD OF LANDSCAPE ARCHITECTURE

#### LCB File No. R055-20

Filed December 29, 2020

EXPLANATION - Matter in italics is new; matter in brackets [omitted material] is material to be omitted.

AUTHORITY: §1, NRS 623A.130 and 623A.240; §§2-4, NRS 623A.130.

A REGULATION relating to landscape architects; revising certain fees charged by the State Board of Landscape Architecture; revising provisions concerning complaints filed against persons who hold a certificate of registration as a landscape architect or a certificate to practice as a landscape architect intern; repealing the term "designated member of the Board"; and providing other matters properly relating thereto.

### Legislative Counsel's Digest:

Existing law requires the State Board of Landscape Architecture to adopt regulations for the administration of the provisions of law governing landscape architects. (NRS 623A.130)

Existing law requires the Board to set certain fees and authorizes the Board to conduct certain other activities related to the charge and collection of fees. (NRS 623A.240) Existing regulations set forth the fees charged by the Board. (NAC 623A.170) **Section 1** of this regulation revises certain fees.

Existing law requires a complaint against a person who holds a certificate of registration as a landscape architect or a certificate to practice as a landscape architect intern to be filed with the Executive Director of the Board. (NRS 623A.290) Existing law further requires the Executive Director to review the complaint and make a recommendation to the Board as to whether further proceedings are warranted. (NRS 623A.305)

Existing regulations set forth various procedures for the filing of a complaint, its delivery to the respondent and the required response by the respondent. (NAC 623A.505, 623A.507, 623A.509) Further, existing regulations require a designated member of the Board to review the response and complaint and to make a recommendation to the Board concerning the complaint. (NAC 623A.511) Existing regulations define "designated member of the Board" as: (1) the President of the Board; or (2) a member of the Board designated by the President. (NAC 623A.034) Section 2 of this regulation requires the Executive Director, instead of a designated

member of the Board, to make such a review and recommendation to the Board concerning the complaint. Section 3 of this regulation makes a conforming change. Section 4 of this regulation also makes a conforming change by repealing the term "designated member of the Board."

Section 1. NAC 623A.170 is hereby amended to read as follows:

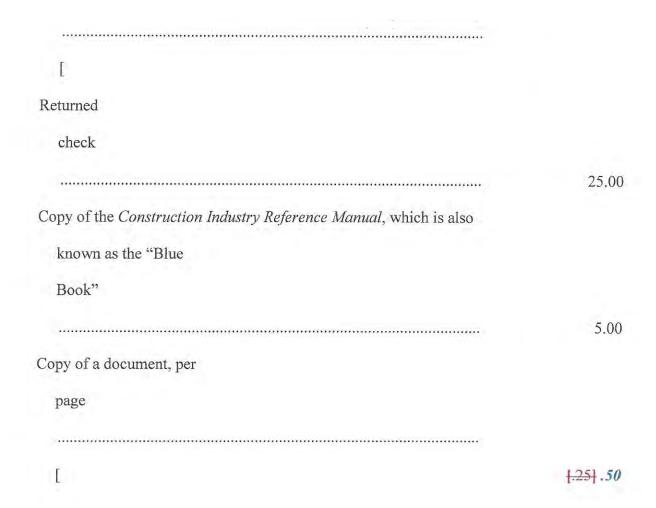
623A.170 1. The Board will charge and collect the following fees:

Application fee for a certificate of registration pursuant to the	
provisions of NAC 623A.220 or	
623A.226	
1	<del>[\$200.00]</del> <i>\$300.00</i>
Application fee for a certificate of registration pursuant to the	
provisions of NAC	
623A.222	
	[200.00] 300.00
Application fee for a certificate to practice as a landscape architect	
intern	
Ĺ	<del>[100.00]</del> 50.00
Examination fee for the Nevada specific examination for an	
applicant for a certificate of	100.00

registration	
Fee for the review of a Nevada specific examination, if requested	
pursuant to NAC	
623A.250	
	<del>[75.00]</del> 100.00
Certificate of	
registration	
	<del>[25.00]</del> 50.00
Certificate of	
eligibility	
	300.00
Certificate to practice as a landscape architect	
intern	
	<del>[25.00]</del> 50.00
Annual renewal fee for a certificate of	
registration	
	<del>[200.00]</del> 300.00

Delinquency fee for a certificate of	
registration	
I .	<del>[50.00]</del> 100.00
Reinstatement fee for a certificate of	
registration	
	<del>[300.00]</del> 400.00
Annual renewal fee for a certificate of	
eligibility	
	125.00
Annual renewal fee for a certificate to practice as a landscape	
architect	
intern	
	<del>[125.00]</del> 50.00
Delinquency fee for a certificate to practice as a landscape architect	
intern	
ſ	150 001 100 00

Reinstatement fee for a certificate to practice as a landscape architect	
intern	
***************************************	
1	[300.00] 400.00
Change of address	
fee	
	<del>[10.00]</del> 20.00
Fee for a duplicate certificate of	
eligibility	
	<del>[30.00]</del> 50.00
Fee for an official	
stamp	
	50.00
Fee for an electronic official	
stamp	
	50.00
Mailing list, all	
registrants	110.001 20.00



- 2. The renewal fee for a certificate of registration or a certificate to practice as a landscape architect intern will be prorated on a monthly basis for each month after July 1 that the renewal fee is submitted.
  - Sec. 2. NAC 623A.511 is hereby amended to read as follows:
- 623A.511 1. Upon the receipt of the response to a complaint pursuant to NAC 623A.509, the [designated member of the Board] *Executive Director* shall review the complaint and the response to determine whether a probable violation of this chapter or chapter 623A of NRS has occurred.

- 2. The [designated member of the Board] Executive Director may consult with [the Executive Director or] the legal counsel for the Board in conducting the review of a complaint pursuant to the provisions of subsection 1.
- 3. After conducting a review of a complaint pursuant to the provisions of subsection 1, the **[designated member of the Board]** *Executive Director* shall recommend to the Board that:
  - (a) The Board dismiss the complaint; or
- (b) The Board proceed with a formal disciplinary hearing and schedule the matter for a disciplinary hearing.
  - **Sec. 3.** NAC 623A.513 is hereby amended to read as follows:
- 623A.513 1. At a public meeting of the Board, the Board will review the recommendation of the [designated member of the Board] *Executive Director* on a complaint provided pursuant to the provisions of NAC 623A.511 and decide whether to:
  - (a) Dismiss the complaint; or
- (b) Proceed with a formal disciplinary hearing on the complaint and fix a date for the hearing on the matter.
- 2. If the Board decides pursuant to the provisions of subsection 1 to dismiss the complaint, the Board will provide a copy of its decision to the complainant and the respondent.
- 3. If the Board decides pursuant to the provisions of subsection 1 to proceed with a formal disciplinary hearing, the legal counsel for the Board shall prepare:
- (a) A formal disciplinary complaint setting forth the specific violations of this chapter or chapter 623A of NRS that the respondent is alleged to have violated; and
- (b) A notice of hearing pursuant to the provisions of NAC 623A.520.

- 4. The legal counsel for the Board shall serve the formal disciplinary complaint and the notice of hearing prepared pursuant to the provisions of subsection 3 upon the respondent by certified mail, return receipt requested.
  - Sec. 4. NAC 623A.034 is hereby repealed.

### TEXT OF REPEALED SECTION

623A.034 "Designated member of the Board" defined. (NRS 623A.130) "Designated member of the Board" means:

- 1. The President of the Board; or
- 2. The member of the Board designated by the President of the Board pursuant to the provisions of NRS 623A.305.



#### INFORMATIONAL STATEMENT

#### R055-20P

The purpose of the amendment is to bring the following items and language into compliance in NAC623A.170 and NAS623A.513, that were approved by the 2019 legislature in NRS623A.240 Fees and NRS623A.305 Consideration of complaint by Executive Director; recommendation to Board; action by Board.

### A clear and concise explanation of the need for the adopted regulation:

The purpose of the amendment to NAC623A.170 and NAC623A.513 is to bring the following items and language that were approved by the 2019 legislature in NRS623A.240 Fees and NRS623A.305 into compliance. NRS623A.240 'Not-to-Exceed' Fees and consideration of complaint by Executive Director; recommendation to Board; action by Board, into NRS623A.170 and NRS623A.513.

Prior to 2019 the "Not-to-exceed" fees found in NRS623A.240 were last increased in 2007.

Change the wording in NAC623A.513.1 to strike designated member of the board and replace with Executive Director. Presented here:

NAC 623A.513 Complaints against certificate holders: Public meeting of the Board; dismissal; preparation and service of formal disciplinary complaint and notice of hearing. (NRS 623A.130)

- 1. At a public meeting of the Board, the Board will review the recommendation of the designated member of the Board Executive Director on a complaint provided pursuant to the provisions of NAC 623A.511 and decide whether to:
- (a) Dismiss the complaint; or
- (b) Proceed with a formal disciplinary hearing on the complaint and fix a date for the hearing on the matter.

# A description of how public comment was solicited, a summary of the public response and an explanation of how other interested persons may obtain a copy of the summary:

- a) The public was solicited through posting of the Notice of Intent on the State Board webpage, Legislative Council Bureau, gov.nv.notices and emails were sent to all current licensees. 2 workshops, on August 7, 2020, October 7, 2020, and a hearing on November 6, 2020. Written comments were sent in by 44 current licensees. The comment summary from the majority of those responding is that increasing the fee schedule is the "cost of doing business" and would like to see the "State Board increase any fees only slightly."
- b) As for the Executive Director recommending action on adjudication recommendation to the board, the majority did not have a comment. One comment was that "it should be more efficient" than the designated board member. Members of the Public may obtain a copy by contacting the Nevada State Board of Landscape Architecture by email at landscapeboard@nsbla.nv.gov or by USPS mail at P.O. Box 34143, Reno, NV 89533.

Informational Statement R055-20P
The Nevada State Board of Landscape Architecture
Page 2



### The number of persons who:

- 1) Attended each hearing: August 7, 2020 was 10 people. October 7, 2020 was 7 people. November 6, 2020 was 6 people.
- 2) Testified at each hearing: August 7, 2020 3 people.
- 3) Submitted to the agency written statements: 44 written statements.

Contact information of each person that testified at each hearing or submitted statements to the agency. (If no contact information was provided state "not provided"): 50% added a name only, 50% were anonymous. Other contact information not provided.

A description of how comment was solicited from affected businesses, a summary of their response and an explanation of how other interested persons may obtain a copy of the summary: Comments were solicited via email to current licensees, via Board Newsletter and at the workshop and hearing.

- a) Summary comments from majority of those responding is that increasing the fee schedule is the "cost of doing business" and would like to see the "State Board increase any fees only slightly."
- b) The Executive Director recommending action on adjudication recommendation to the board, the majority did not have a comment. One comment was that "it should be more efficient" than the designated board member.

Members of the Public may obtain a copy by contacting the Nevada State Board of Landscape Architecture by email at <a href="mailto:landscapeboard@nsbla.nv.gov">landscapeboard@nsbla.nv.gov</a> or by USPS mail at P.O. Box 34143, Reno, NV 89533

If the regulation was adopted without changing any part of the proposed regulation, a summary of the reasons for adopting the regulation without change:

The regulation was adopted without change as the board reviewed the comments that indicated there was consensus to approve the proposed amendments.

The estimated economic effect of the regulation on the business which it is to regulate and on the public. These must be stated separately, and in each case much include:

- 1)Both the adverse and beneficial effects; and
- a) The increase in not-to-exceed fees would have minimal adverse impact on the business of Landscape Architecture as the fees will be closely aligned with the national average. For the public, the adverse effect might be a slight increase in fees for services. Beneficial effects on business the increase in fees may require the business to streamline production of services. For the public, this benefit may show a more rapidly response to services being requested.
- b) The replacement of the 'designated board member' to the Executive Director for recommendation for adjudication should have no adverse effect on the business or the public. A beneficial effect would be to have the 5 member board able to sit for adjudication without one member being recused.
- 2)Both immediate and long-term effects
- a) Immediate effects of the not-to-exceed fees are minimal, as the board is working within the current fee structure set in 2007. Long-term effect would allow the board to follow an increase in national average or Consumer Price Index (CPI) for future incremental increases.

# Informational Statement R055-20P The Nevada State Board of Landscape Architecture Page 3



b) The immediate effect of replacing the 'designated board member' in NAC623A.513 with the Executive Director will provide for a quicker response to the adjudication process. As this replacement has taken place in NAC623A.505 through .511 and .515 Administrative Proceedings. This section .513 will clean up this portion of NAC623A. The long-term effect would be a cohesive response to complaints and adjudications without having a board member recusing due to being a part of the investigation.

The estimated cost to the agency for enforcement of the proposed regulation:

- a) The estimated cost of enforcing NAC623A.170 not-to-exceed fees will continue to match current costs of the salary of the board employee. No increase in cost to the board at this time.
- b) The cost to enforce NAC623A.513 may be minimal, as the Executive Director and Deputy Attorney General would be presenting the recommendation to the board. The entire 5 person board sitting for adjudication without a recusal from one of the members being 'the designated board member'. The Executive Director would present this as part of the duties assigned.

A description of any regulations of other state or government agencies which the proposed regulation overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the regulation overlaps of duplicates a federal regulation, the name of the regulating federal agency: There is none.

If the regulation includes provisions which are more stringent than a federal regulation which regulates the same activity, a summary of such provisions: There is none.

If the regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used:

As NAC623A.170 is a 'not-to-exceed' regulation amendment, the board will review the current state of the economy and the daily board expenses to determine the increase in the fees as presented. As the majority of the licensees responding indicated that an incremental increase would allow for continued support for their business, the review of industry national average and consumer price index will be used to evaluate any increases.



# Nv State Board Of Landscape Architectur

I\*\*\*\*d@nsbla.nv.gov | Update Profile | Security Center

### Launch Cash Flow Monitor

Manage your business performance and connect your business apps.



# Business accounts<sup>a</sup>

NSBLA CHECKING ACCOUNT - 4998  Quick View Your business card offer!	\$2,916.99
NSBLA SAVINGS ACCOUNT - 8524 Quick View	\$116,533.10
CORP Account - Business Advantage Cash  Rewards - 0643  Quick View	\$0.00
Business Advantage Cash Rewards - 1964  Quick View	\$0.00

# Nevada State Board of Landscape Architecture Balance Sheet

As of January 31, 2021

	Jan 31, 21
ASSETS Current Assets Checking/Savings	
Checking 4998 - B of A Savings 8524 - B of A	2,916.99 116,528.04
Total Checking/Savings	119,445.03
Total Current Assets	119,445.03
Other Assets Security Deposit	406.90
Total Other Assets	406.90
TOTAL ASSETS	119,851.93
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities Direct Deposit Liabilities Payroll Liabilities	2,419.32 1,191.80
Total Other Current Liabilities	3,611.12
Total Current Liabilities	3,611.12
Total Liabilities	3,611.12
Equity Opening Bal Equity Retained Earnings Net Income	32,224.00 63,189.34 20,827.47
Total Equity	116,240.81
TOTAL LIABILITIES & EQUITY	119,851.93

# Nevada State Board of Landscape Architecture Profit & Loss

July 2020 through January 2021

	Jul '20 - Jan 21
Income	
001 · Application Fees	525.00
003 · LARE (\$175) 004 · Reciprocity (\$100)	1,000.00
Total 001 · Application Fees	1,525.00
010 · Exam Fees	
015 · Nevada Specific Exam (\$75)	750.00
010 · Exam Fees - Other	75.00
Total 010 · Exam Fees	825.00
020 · Interest Income	904.82
030 · New Registration Fees 031 · New Certificate Fee (\$25)	250.00
032 · New License Fee - LARE (\$200)	600.00
033 · New License Fee - Recipr (\$200)	1,450.00
034 · New Stamp Fee (\$25)	250.00
Total 030 · New Registration Fees	2,550.00
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$300)	600.00
042 · Renewal Delinquency Fee (\$50)	1,700.00
043 · Renewal Fee LA (\$200)	64,077.00
044 · Renewal Fee LAIT (\$50)	50.00
Total 040 · Registration Renewal Fees	66,427.00
050 · Other Income	
051 ⋅ Address Change (\$10)	160.00
053 · Electronic/Replacemt Stamp(\$25)	75.00
055 · Returned Check Fee (\$25)	25.00
057 · Processing Fee	362.00
050 · Other Income - Other	190.00
Total 050 · Other Income	812.00
Total Income	73,043.82
Gross Profit	73,043.82
Expense 060 · Bank Charges	
061 · Merchant deposit fees	206.39
060 · Bank Charges - Other	33.00
Total 060 · Bank Charges	239.39
070 · Board Expenses	
071 · Board Member Mtg Fee (\$150)	2,250.00
072 · Meals - Board Meetings	19.86
Total 070 · Board Expenses	2,269.86
080 · CLARB Affiliation Dues	5,640.00
090 · CLARB Annual Meeting Expenses 091 · Board Member Per Diem (\$150)	450.00
Total 090 · CLARB Annual Meeting Expenses	450.00

3:17 PM 02/01/21 Cash Basis

# Nevada State Board of Landscape Architecture Profit & Loss

July 2020 through January 2021

	Jul '20 - Jan 21
130 · Office Expenses	
132 · DolT Email & Web Hosting	1,093.67
133 · Miscellaneous Office Expense	43.21
134 · Licensee Stamp	287.00
135 · Computer Updates & Maint	1,010.03
136 · Office Rent	2,933.77
137 · Office Supplies	30.38
139 · Postage & Delivery	19.20
141 · Telephone, Fax & Internet	557.20
145 · Capital Equipment & Furniture	162.39
Total 130 · Office Expenses	6,136.85
150 · Payroll Expenses	
152 · Executive Director	27,416.65
153 · Executive Director - Bonus	0.00
154 · Mileage	20.16
157 · Payroll Taxes	2,300.60
159 · Payroll Service	500.00
150 · Payroll Expenses - Other	12.24
Total 150 · Payroll Expenses	30,249.65
160 · Professional Fees	
162 · Bookkeeping	3,380.00
163 · Attorney General's Office	3,380.46
167 · Liability Insurance	470.14
Total 160 · Professional Fees	7,230.60
Total Expense	52,216.35
Net Income	20,827.47

# **Nevada State Board of Landscape Architecture** Balance Sheet Prev Year Comparison As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change	% Change
ASSETS Current Assets Checking/Savings				
CD 1498 - B of A	0.00	46,000.00	-46,000.00	-100.0%
Checking 4998 - B of A	2,916.99	2,964.14	-47.15	-1.6%
Savings 8524 - B of A	116,528.04	71,025.54	45,502.50	64.1%
Total Checking/Savings	119,445.03	119,989.68	-544.65	-0.5%
Total Current Assets	119,445.03	119,989.68	-544.65	-0.5%
Other Assets Security Deposit	406.90	406.90	0.00	0.0%
Total Other Assets	406.90	406.90	0.00	0.0%
TOTAL ASSETS	119,851.93	120,396.58	-544.65	-0.5%
LIABILITIES & EQUITY Liabilities Current Liabilities Credit Cards BofA Mastercard	0.00	116.85	-116.85	-100.0%
Total Credit Cards	0.00	116.85	-116.85	-100.0%
Other Current Liabilities Direct Deposit Liabilities	2,419.32	0.00	2,419.32	100.0%
Payroll Liabilities	1,191.80	947.07	244.73	25.8%
<b>Total Other Current Liabilities</b>	3,611.12	947.07	2,664.05	281.3%
Total Current Liabilities	3,611.12	1,063.92	2,547.20	239.4%
Total Liabilities	3,611.12	1,063.92	2,547.20	239.4%
Equity				
Opening Bal Equity	32,224.00	32,224.00	0.00	0.0%
Retained Earnings	63,189.34	67,160.80	-3,971.46	-5.9%
Net Income	20,827.47	19,947.86	879.61	4.4%
Total Equity	116,240.81	119,332.66	-3,091.85	-2.6%
TOTAL LIABILITIES & EQUITY	119,851.93	120,396.58	-544.65	-0.5%

# Nevada State Board of Landscape Architecture Budget Overview July 2020 through June 2021

	Jul '20 - Jun 21
Income	
001 · Application Fees	
002 · LAIT (\$50)	50.00
003 · LARE (\$175)	175.00
004 · Reciprocity (\$100)	1,500.00
Total 001 · Application Fees	1,725.00
010 · Exam Fees	
015 · Nevada Specific Exam (\$75)	1,000.00
Total 010 · Exam Fees	1,000.00
020 · Interest Income 025 · Credit Card Fee Income	892.00 1,830.00
030 · New Registration Fees	300.00
031 · New Certificate Fee (\$25) 032 · New License Fee - LARE (\$200)	200.00
033 · New License Fee - LARE (\$200)	2,400.00
033 · New Elcense Fee - Recipi (\$200) 034 · New Stamp Fee (\$25)	325.00
Total 030 · New Registration Fees	3,225.00
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$300)	300.00
042 · Renewal Delinquency Fee (\$50)	600.00
043 · Renewal Fee LA (\$200)	60,600.00
044 · Renewal Fee LAIT (\$50)	100.00
045 · Duplicate Renewal License (\$25)	25.00
Total 040 · Registration Renewal Fees	61,625.00
050 · Other Income	400.00
051 · Address Change (\$10)	100.00
052 · Nevada Blue Book (\$5)	0.00
053 · Electronic/Replacemt Stamp(\$25)	50.00
054 · Enforcement Revenue	0.00
055 · Returned Check Fee (\$25)	25.00
056 · Duplicate Certificate Fee (\$25)	25.00
Total 050 · Other Income	200.00
Total Income	70,497.00
Gross Profit	70,497.00
Expense 060 · Bank Charges	100.00
070 · Board Expenses	4 222 22
071 · Board Member Mtg Fee (\$150)	4,800.00
072 · Meals - Board Meetings	0.00
073 · Travel - Board Meetings	0.00
074 ⋅ Board Special Event	0.00
Total 070 · Board Expenses	4,800.00
080 · CLARB Affiliation Dues	5,820.00
090 · CLARB Annual Meeting Expenses	202.22
091 · Board Member Per Diem (\$150)	600.00
092 · CLARB Representative Expenses	0.00
093 · Annual Meeting Registration	0.00
094 · Travel	0.00
095 · Meals	0.00
096 · Lodging	0.00
Total 090 · CLARB Annual Meeting Expenses	600.00

# Nevada State Board of Landscape Architecture Budget Overview July 2020 through June 2021

	Jul '20 - Jun 21
100 · Education & Training	
101 · Registration	200.00
102 · Meals	150.00
103 · Lodging	100.00
Total 100 · Education & Training	450.00
105 · FARB	
106 · Registration	0.00
107 · Lodging	0.00
108 · Meals 109 · Travel	0.00 0.00
105 · FARB - Other	0.00
Total 105 · FARB	0.00
120 · NCIRC	
120 · NCIRC 121 · Board Member NCIRC Mtg Fee \$150	150.00
122 · Miscellaneous - NCIRC	0.00
123 · Travel - NCIRC	0.00
Total 120 · NCIRC	150.00
130 · Office Expenses	
131 Grasshopper	0.00
132 · DolT Email & Web Hosting	2,125.00
133 · Miscellaneous Office Expense	400.00
134 · Licensee Stamp	760.00
135 · Computer Updates & Maint 136 · Office Rent	1,000.00 5,040.00
137 · Office Supplies	350.00
138 · Post Office Box Rent	210.00
139 · Postage & Delivery	350.00
140 · Printing & Reproduction	100.00
141 · Telephone, Fax & Internet	1,000.00
142 · Merchant Services Fees	1,830.00
145 · Capital Equipment & Furniture	1,000.00
Total 130 · Office Expenses	14,165.00
147 · Outside Services 148 · Web Software	13,020.00
	<u>·</u>
Total 147 · Outside Services	13,020.00
150 · Payroll Expenses 152 · Executive Director	40 700 00
153 · Executive Director 153 · Executive Director - Bonus	40,700.00 0.00
154 · Mileage	300.00
155 · Nevada Business Tax	0.00
157 · Payroll Taxes	3,270.00
159 · Payroll Service	500.00
Total 150 · Payroll Expenses	44,770.00
160 · Professional Fees	
161 · Accountant	0.00
162 · Bookkeeping	3,750.00
163 · Attorney General's Office	5,000.00
164 · Legislative Bill Tracker 165 · Legislative Counsel Bureau	0.00 1,000.00
166 · Legislative Counsel Bureau	3,000.00
167 · Liability Insurance	550.00
. —————————————————————————————————————	555.55

4:02 PM 02/01/21 **Cash Basis** 

# Nevada State Board of Landscape Architecture Budget Overview July 2020 through June 2021

	Jul '20 - Jun 21
168 · Temporary Office Help	0.00
169 · Attorney - Board Hire	0.00
Total 160 · Professional Fees	13,300.00
Total Expense	97,175.00
Net Income	-26,678.00

# Nevada State Board of Landscape Architecture



Application for Professional Registration ECEIVED
Please Type or Print Legibly in Black Ink Completing All Sections
OCT 28 2020

Nonrefundable Application Fee Registration by Examination \$175.600

Nonrefundable Application Fee Registration by Recipied 80 and of Architecture.

THE LANGEST LINE OF PERSONS	ns must be delivered	to the Board office at le	east 2 weeks prior to th	e meeting in order to be approved.
		Section 1 Identifyi	ing information	
ast Name		Fire	st Name	Date of Birth
MIERSMA			KENTON	
lace of Birth	S	ocial Security Number		hip or Legal Residence
POMONA, CALIF	FORNIA		UNITE	ED STATES OF AMERICA
esidence Address				
9016 WICHITA L	N			
ity	State	Zip code	Home	Telephone
ARGYLE	TX	76226	(949)	433-9324
usiness Name				
usiness marrie				
LANDDESIGN, I	NC.			
Business Address				
, aciii aca i i i i i i i i i i i i i i i				
5301 ALPHA RD	#24			
	#24 State	Zip code	1	ess Telephone
5301 ALPHA RD City DALLAS		Zip code 75240	1	rss Telephone 785-6009
City	State		(240)	
City	State	75240 Electronic Mail Ad	(240) idress(s)	785-6009
City	State	75240 Electronic Mail Ad	(240)	785-6009
City	State TX	75240 Electronic Mail Ad	(240) idress(s)	785-6009
DALLAS Facsimile Number Have you ever serv	State TX  ed in the military?	75240  Electronic Mail Ad  KMIERSMA@L	(240) Idress(s)  ANDDESIGN COM	785-6009  ☐ Yes ☒ No ine Corps/Marine Corps Reserve;
DALLAS Facsimile Number Have you ever serv	State TX  ed in the military?	75240  Electronic Mail Ad  KMIERSMA@L	(240) Idress(s)  ANDDESIGN COM	785-6009  ☐ Yes ☒ No ine Corps/Marine Corps Reserve;
DALLAS Facsimile Number Have you ever serv If yes, Which Branc Navy/Navy Reserve	ed in the military? th(es) of Service? (Ce; Air Force/Air Force	75240  Electronic Mail Ad  KMIERSMA@L  Circle all that apply) Arm e Reserve, Coast Guard	(240) Idress(s)  ANDDESIGN COM	785-6009  ☐ Yes ☒ No ine Corps/Marine Corps Reserve;
DALLAS Facsimile Number Have you ever serv If yes, Which Branc Navy/Navy Reserve	State TX  ed in the military?	75240  Electronic Mail Ad  KMIERSMA@L  Circle all that apply) Arm e Reserve, Coast Guard	(240) Idress(s)  ANDDESIGN COM	785-6009  ☐ Yes ☒ No ine Corps/Marine Corps Reserve;
DALLAS Facsimile Number Have you ever serv f yes, Which Branc Navy/Navy Reserve What was your Milit	ed in the military? th(es) of Service? (Ce; Air Force/Air Forcetary Occupation or Service of Servic	75240  Electronic Mail Ad  KMIERSMA@L  Circle all that apply) Arm e Reserve, Coast Guard	(240) Idress(s)  ANDDESIGN COM	785-6009  ☐ Yes ☒ No ine Corps/Marine Corps Reserve;
DALLAS  Facsimile Number  Have you ever serv  f yes, Which Branc Navy/Navy Reserve  What was your Milit  What were your Da	ed in the military?  ch(es) of Service? (Ce; Air Force/Air Force tary Occupation or Service:	75240  Electronic Mail Ad KMIERSMA@L  Circle all that apply) Arm e Reserve, Coast Guard	(240) Idress(s)  ANDDESIGN COM Injection (240)  And Andress(s)  And Andress(s)  Idress(s)	□ Yes ☒ No ine Corps/Marine Corps Reserve; ve; National Guard.
DALLAS  Facsimile Number  Have you ever serv  f yes, Which Branc Navy/Navy Reserve  What was your Milit  What were your Da	ed in the military?  ch(es) of Service? (Ce; Air Force/Air Force tary Occupation or Service:	75240  Electronic Mail Ad  KMIERSMA@L  Circle all that apply) Arm e Reserve, Coast Guard	(240) Idress(s)  ANDDESIGN COM Injection (240)  And Andress(s)  And Andress(s)  Idress(s)	□ Yes ☒ No ine Corps/Marine Corps Reserve; ve; National Guard.
DALLAS Facsimile Number Have you ever serv f yes, Which Branc Navy/Navy Reserve What was your Milit What were your Da	ed in the military?  ch(es) of Service? (Ce; Air Force/Air Force tary Occupation or Service: y of the following que	75240  Electronic Mail Ad KMIERSMA@L  Circle all that apply) Arm e Reserve, Coast Guard	idress(s)  ANDDESIGN COM  Ny/Army Reserve; Marid/Coast Guard Reserve  detailed explanatory	□ Yes ☒ No ine Corps/Marine Corps Reserve; ve; National Guard.

	Date Submitted	
Applicant Name	e 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 <u>each additional state or province of Canada</u> that you are/were active and registered in good standing, with no disciplinary action ever taken.

Name of State or Province of Canada		Date of Registration
CALIFORNIA		04/23/2013
Address of Board issuing Certificate of Registration 2420 DEL PASO ROAD, SUITE 105		City, Zip code SACRAMENTO, CA 95834
E-mail address of Board Issuing Certificate of Registration Registration Number  LATC@DCA.CA.GOV 5913		•
Name of State or Province of Canada     ARIZONA	ı	Date of Registration 09/16/2016
Address of Board issuing Certificate of Registration 1110 W WASHINGTON STREET, SUITE 240		City, Zip code PHOENIX, AZ 85007
E-mail address of Board Issuing Certificate of Registration RUBY.KELLEY@AZBTR.GOV	Registration Number 62908	
Name of State or Province of Canada     UTAH		Date of Registration 09/06/2018
Address of Board issuing Certificate of Registration P.O. BOX 146741		City, Zip code SALT LAKE CITY, UT 84114
E-mail address of Board Issuing Certificate of Registration DOPLWEB@UTAH.GOV	Registration Number 10973484-5301	
Professional Organizations Please provide a list of professional organizations of which y  URBAN LAND INSTITUTE (ULI)	ou are a member.	

Applicant Name	Date Submitted
Nevada State Board of Landscape Architectu	re 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/nsblanvgov/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/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf

Council of Landscape Architect Registrat	ion Board Certificate	holders may	omit this section.
--	-----------------------	-------------	--------------------

Name of Employer				1	tes of Employment
SUMMERS MURPHY & PARTNERS, INC.				03	3/2013 - 03/2020
Address		City	State		Zip code
34197 PACIFIC COAST HIGHWAY, SUITE	E 200	DANA POINT	CA		92629
Title of Position Held	Duties Performe				
PRINCIPAL	LANDSCAPE	ARCHITECTURE	DESIGN, I	MAN	IAGEMENT
Describe in Particular Duties Performed in the fie					
GRADING DESIGN, PLANTING DESIGN,	IRRIGATION DE	ESIGN, CONSTRU	ICTION DE	TAIL	LING
Name of Employer				Da	tes of Employment
CARDNO / WRG DESIGN, INC.				07	/2005 - 08/2009
Address		City	State		Zip code
9977 N. 90TH STREET, SUITE 350		SCOTTSDALE	AZ		85258
Title of Position Held	Duties Performe	ed			
LANDSCAPE DESIGNER	LANDSCAPE	DESIGN, PROJE	CT MANAG	SEM	ENT
Describe in Particular Duties Performed in the fi	eld of Landscape	Architecture			1110
GRADING DESIGN, PLANTING DESIGN,	IRRIGATION DE	ESIGN, CONSTRU	JC HON DE	: I A II	LING
Name of Employer				Da	ates of Employment
Address		City	State		Zip code
Title of Position Held	Duties Perform	ed			
Describe in Particular Duties Performed in the f	ield of Landscape	Architecture			

Applicant Name	Date Submitted
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. <a href="http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf">http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf</a>

Name of Landscape Architect     TIM DAUGHERTY, PLA			Nature of Relationship PEER	
Address	City	State		Zip code 85281
P.O. BOX 7999  2. Name of Landscape Architect HETH KENDRICK, PLA	TEMPE	AZ	100	ature of Relationship OLLEAGUE
Address 5301 ALPHA RD #24	City DALLAS	State TX		Zip code 75240
3. Name of Professional Reference BRIAN DENCH, PE			Nature of Relation	
Address 5301 ALPHA RD #24	City DALLAS	State TX		Zip code 75240
2. Name of Professional Reference  JACK MOODY, PE, CFM			ature of Relationship PEER	
Address 6909 E GREENWAY PKWY, SUITE 250	City PHOENIX	State AZ		Zip code 85254

Section	5	Edi	ication	1
	J	Luc	<i>i</i> calioi	в

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.

Name of Institution     ARIZONA STATE UNIVERSITY			Graduation Date 12/2009
Address PO BOX 871605	City TEMPE	State AZ	Zip code 85287
Degree Received BACHELOR OF SCIENCE LANDSCAPE ARCHITECTURE	Major LANDSCAPE	ARCHITECURE	Dates Attended 08/2001 - 12/2009
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	Date Submitted	
Applicant Name Nevada State Board of Landscape A	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 County of Dallac State of Texas 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 \_\_\_\_\_\_ day of \_\_\_\_\_ October \_ my commission expires \_07/28/2023 Signature of Notary Public **BRIAN WHITE** My Notary ID # 128688703 NOTARY SEAL Expires July 28, 2023 Mail should be sent to (choose one) home address office address \_\_ Please securely attach a recognizable photo (2"x 21/2"). 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

Date Submitted

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



## NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSTGRADUATE WORK VERIFICATION

	Have you employed the above named applicant?   Yes □ No  If yes, give dates: JULY 2005 - AUGUST 2009									
	Company: WRG DESIGN / CARDNO WRG Address: 9977 N 90TH STREET, STE 350									
	City/State/Zip: SCOTTSDALE, AZ 85258									
	Talanhana: (602) 97	77-8000	12 002	.50	Fav.					
	Telephone: (602) 977-8000 Fax: Applicant's Position: LANDSCAPE DESIGNER									
	Your Position: DIRE	ECTOR, LAN	DSCA	PE ARCHI	ITECTURE					
	Indicate types of se	rvices rende	ered b	v firm:						
	■ Landscaping A				Contracting	☐ Architect	ure 🔼 Plani	ning		
	■ Engineering				Other (Explain)_					
	Position of immedi	ate supervis	or:	X	Registered Lands	scape Architect				
	☐ Registered Con				Registered Archi	tect	□ Registered P	lanner		
	☐ Registered Eng				Other (Explain)_					
								11		
	Dates of	Full or	Part	Applica	ant's Position		y areas in which ap			
	Employment	Time				time practicing Landscape Architecture				
	07/05 - 08/09	FULL		LANDSCAPE DESIGNER		GRAPHIC AND DOCUMENT PRODUCTION, PLANTING DESIGN, IRRIGATION DESIGN				
						T Extraction DEG		75757		
	Please indicate, to the Architecture by plant	ine best of y icing an X ir	n the a	appropria	te spaces below.	quanneations tov	vard the practice of	Larrascape		
	Architecture by pla	ncing an X in	n the a	appropria	te spaces below.			Unknown		
	Architecture by pla  Phase/Activity	ncing an X in	n the a	appropria ellent	s, the applicant's te spaces below.  Satisfactory	Marginal	Unsatisfactory			
	Architecture by pla  Phase/Activity  Technical Compete	ence	n the a	appropria ellent X	te spaces below.					
	Phase/Activity Technical Competer Professional Integr	ence	n the a	appropria  Ellent  X  X	te spaces below.					
	Architecture by pla  Phase/Activity  Technical Compete	ence	n the a	appropria ellent X	te spaces below.					
	Phase/Activity Technical Compete Professional Integr Character (honesty  Do you consider th  Yes	ence rity //ethics)	Exce equalif	appropria  Ellent  X  X  X  Ellent to been	Satisfactory  Come a profession  Not of	Marginal  nal practitioner? qualified to answe	Unsatisfactory	Unknown		
	Phase/Activity Technical Compete Professional Integr Character (honesty  Do you consider th  Yes  Please provide by a	ence ity /ethics)	Exce qualif No	appropria  Ellent  X  X  X  Gied to bed	Satisfactory  Come a profession  Not conformation or co	Marginal  nal practitioner? qualified to answe	Unsatisfactory er would benefit the B	Unknown  Board in		
	Phase/Activity Technical Competer Professional Integral Character (honesty)  Do you consider the Yes  Please provide by a determining the application.	ence ity /ethics) attachment a	Exce qualif No any acalifica	appropria  Ellent  X  X  X  fied to be a  Iditional interpretations for	Satisfactory  Come a profession  Not conformation or conformation. Ple	Marginal  nal practitioner? qualified to answer	Unsatisfactory  er  would benefit the B it is the intent of res	Unknown  Board in gistration to		
	Phase/Activity Technical Competer Professional Integral Character (honesty)  Do you consider the Yes  Please provide by a determining the appinsure the safeguar	ence ity /ethics) attachment a plicant's qui	en the a	appropria  Ellent  X  X  X  Gied to bed  Iditional intions for alth, safet	Satisfactory  Satisfactory  Come a profession  Not conformation or conformation. Plety and welfare an	Marginal  nal practitioner? qualified to answer	Unsatisfactory  er  would benefit the B it is the intent of res	Unknown  Board in gistration to rant		
	Phase/Activity Technical Competer Professional Integr Character (honesty  Do you consider the Yes  Please provide by a determining the apinsure the safeguar registration only to	ence ity /ethics)  attachment a plicant's qui ding of publicators, who	qualif No any acalification here	ellent  X  X  X  Gied to be a ditional intions for alth, safet	Satisfactory  Satisfactory  Come a profession  Not conformation or conformation or conformation. Plety and welfare an or the profession	Marginal  nal practitioner? qualified to answer mments you feel wase keep in mind it is the Board's on the basis of qu	Unsatisfactory  er  would benefit the B it is the intent of res s responsibility to greatly of work, chara	Unknown  Board in gistration to rant acter and		
	Phase/Activity Technical Competer Professional Integr Character (honesty  Do you consider the Yes  Please provide by a determining the apinsure the safeguar registration only to practical experience	ence ity /ethics)  attachment a plicant's quading of public those who see in Landsc	qualification here are quape A	ellent  X  X  fied to be defined to see the second to see the second to second the second to second the second	Satisfactory  Come a profession  Not of the profession or corregistration. Plety and welfare an or the profession or co. As one of the	Marginal  nal practitioner? qualified to answer ments you feel ase keep in mind d it is the Board's on the basis of que applicant's confi	Unsatisfactory  er  would benefit the B it is the intent of reg s responsibility to guality of work, chara irmation of work ex	Unknown  Board in gistration to rant acter and perience, it is		
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	Phase/Activity Technical Competer Professional Integral Character (honesty) Do you consider the Yes Please provide by a determining the apinsure the safeguar registration only to practical experience expected that you a	ence ity /ethics)  attachment a plicant's quading of public those who see in Landsc	qualification here are quape A	ellent  X  X  fied to be defined to see the second to see the second to second the second to second the second	Satisfactory  Come a profession  Not of the profession or corregistration. Plety and welfare an or the profession or co. As one of the	Marginal  nal practitioner? qualified to answer ments you feel ase keep in mind d it is the Board's on the basis of que applicant's confi	Unsatisfactory  er  would benefit the B it is the intent of res s responsibility to greatly of work, chara	Unknown  Board in gistration to rant acter and perience, it is		
	Phase/Activity Technical Competer Professional Integr Character (honesty  Do you consider the Yes  Please provide by a determining the apinsure the safeguar registration only to practical experience	ence ity /ethics)  attachment a plicant's quading of public those who see in Landsc	qualification here are quape A	ellent  X  X  fied to be defined to see the second to see the second to second the second to second the second	Satisfactory  Satisfactory  Come a profession  Not of information or co registration. Ple ty and welfare an or the profession re. As one of the ssional work and	Marginal  mal practitioner? qualified to answer ments you feel hase keep in mind d it is the Board's on the basis of que applicant's confi	Unsatisfactory  er  would benefit the B it is the intent of reg s responsibility to gr ality of work, chara irmation of work ex or his/her ability, ch	Unknown  Board in gistration to rant and perience, it is		
Yo	Phase/Activity Technical Competer Professional Integral Character (honesty) Do you consider the Yes Please provide by a determining the apinsure the safeguar registration only to practical experience expected that you a	ence ity /ethics)  attachment a plicant's quiding of public those who are familiar	qualification And Andrews Andr	appropria  ellent  X  X  X  fied to be a  dditional intions for alth, safet a lifted for a lifte	Satisfactory  Satisfactory  Come a profession Not of the profession or the professional work and the p	Marginal  nal practitioner? qualified to answer ments you feel hase keep in mind d it is the Board's on the basis of que applicant's confi	Unsatisfactory  er  would benefit the B it is the intent of reg s responsibility to grality of work, chara irmation of work ex or his/her ability, ch	Unknown  Board in gistration to rant acter and perience, it is		
	Phase/Activity Technical Compete Professional Integr Character (honesty  Do you consider th  Yes  Please provide by a determining the ap insure the safeguar registration only to practical experience expected that you a reputation.	ence ity /ethics)  attachment a plicant's queding of public those who see in Landscare familiar	qualification in the and the a	ellent  X  X  X  Fied to be a ditional intions for alth, safet unlifted for architecturithe profes	Satisfactory  Satisfactory  Come a profession Not of the profession or the professional work and the p	Marginal  mal practitioner? qualified to answer ments you feel hase keep in mind d it is the Board's on the basis of que applicant's confi	Unsatisfactory  er  would benefit the B it is the intent of reg s responsibility to g nality of work, chara irmation of work ex or his/her ability, ch	Unknown  Board in gistration to rant acter and perience, it is		

### L.A.R.E. Score Transmittal

From: Parker, Emily (eparker@clarb.org)

To: ellis\_la@sbcglobal.net

Date: Tuesday, November 10, 2020, 12:59 PM PST



L.A.R.E. Candidate: Kenton Miersma

The above mentioned candidate has indicated an application has been submitted to your Board. Below is a summary of the candidate's passing examination results, per his/her request.

<b>Activity Date</b>	<b>Course Code</b>	<b>Credit Status</b>		
9/21/2012	EXAM-1	Passed		
9/12/2011	EXAM-B	Passed		
6/11/2012	EXAM-C	Passed		
3/5/2012	EXAM-D	Passed		
12/5/2011	EXAM-E	Passed		

The Council of Landscape Architectural Registration Boards certifies the information provided is accurate and reflects the records of the Council.

Please feel free to contact a CLARB staff member by phone (571-432-0332) or email (<a href="mailto:info@clarb.org">info@clarb.org</a>) should you need assistance.

Sincerely,

Morgan, Emily & Alison Your Council Record Team

1 of 1 11/10/2020, 1:36 PM







### LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

ISSUANCE DATE

APRIL 23, 2013

EXPIRATION DATE

OCTOBER 31, 2022

CURRENT DATE / TIME

**LICENSING DETAILS FOR: 5913** 

NAME: MIERSMA KENTON DEAN

LICENSE TYPE: LANDSCAPE ARCHITECT

LICENSE STATUS: CLEAR

ADDRESS

5301 ALPHA RD #24 DALLAS TX 75240 OUT OF STATE COUNTY

MAP

OCTOBER 9, 2020 8.05:45 AM

# Arizona State University Unofficial Transcript

Name:

Kenton Dean Miersma

Student ID:

<u></u>							Cum GPA	3.47	Cum Totals	47.000	47,000		163,000
Print Date:	te: 10/09/2020						Academic Standing: Good Standing						
Degrees Awarde	ed												
Degree: Confer Date:	Bachelor of Science in Landscape Architecture 12/17/2009						2003 Spring						
Degree GPA:	3.1						Course	Descrip	tion .	Attempted	Earned	<u>Grade</u>	Points
Plan:	La He	indscape Architectu erberger Institute fo	ire r Design and the	e Arts			PLA 222-M	Comput	ers in ape Arch	3.000	3,000	A	12.000
		Beginning of l	Undergraduate	Record			PLA 242-M	Landsca I	ape Construction	4.000	4.000	Α	16,000
							PLA 262-M	Landsc:	ape Architecture	4.000	4.000	A	16.000
	2001 Fall				PLB 108-M	Concep Biology	ts in Plant	4,000	4.000	В	12,000		
Course	Descript	tion	Attempted	Earned	Grade	Points				Attempted	Earned		Points
APH 100-M		vir Desgn	3,000	3.000	A	12,000	Term GPA:	3.73	Term Totals	15.000	15.000		56,000
ENG 101-M		ar Composition	3.000	3,000	В	9.000		3.53	Cum Totals	62.000	62.000		219.000
MAT 117-M	College	Algebra	3,000	3.000	A	12,000	Cum GPA:	0.00	Guill Totals	02.000			
PLA 101-M		ape/Society	3.000	3.000	B B	9,000							
PUP 161-M	Graphic	Communication	3.000	3 000	D	3,000	Academic Stand	lina: Good	Standing				
			Attempted	Earned		Points	Academie otarie	mig. Good	777117119				
	2.10	Term Totals	15,000	15.000		51,000							
Term GPA.	3.40	Cum Totals	15.000	15.000		51.000				2003 Fall			
Cum GPA:	3.40	Cum Totals	15,000	10,000		75. U. 75.75.75.	C	Descrip	ation	Attempted	Earned	Grade	Points.
							Course		ape Construction	4.000	4.000	В	12 000
Academic Stand	ting Good	Standing					PLA 344-M	Landsc	ape construction	4.000	4.000	-	
Academic Start	ang. Good	o torror ng					PLA 361-M		ape Architecture	4.000	4 000	A	16.000
		2	002 Spring				PLA 410-M	Soc Fa		3,000	3.000	Α	12.000
Course	Descrip	tion	Attempted	Earned	Grade	Points	PUP 200-M	Landscape/Urban Pl The Planned		3,000	3,000	В	9.000
ADE 120-M		Fundmntls I	3.000	3.000	В	9.000		Environment			2.202	W	0.000
ARS 102-M		Ren Present	3.000	3.000	B	9,000 12,000	REC 340-M	Outdoo	or Survival	3.000	0.000	VV	0.000
ENG 102-M		ear Composition	3,000 4,000	4.000	A	15.000				Attempted	Earned		Points
GPH 111-M		Physical	4.000	4,000	24	190997	.0et/1000apaparo		Tatala	14,000	14.000		49.000
UNI 100-M	Geography INI 100-M Academic Success at		3.000	3.000	Α	12.000	Term GPA:	3.50	Term Totals				268.000
UNI 100-IVI	the Uni		747.7T.				Cum GPA:	3.53	Cum Totals	76.000	76.000		200,000
			Attempted	Earned		<b>Points</b>							
Term GPA:	3.63	Term Totals	16.000	16.000		58,000	Academic Stan	ding: Good	Standing				
Cum GPA:	3.52	Cum Totals	31.000	31,000		109.000							
Guin GPA.	3.32	Guin Totals	30.345						2	004 Spring			
Academic Stan	ding Good	Standing					Course	Descri	ption	Attempted	Earned	<u>Grade</u>	<b>Points</b>
Academic Stari	ang, Good	Stariumg					FAS 332-M MUS 354-M	Human	Sexuality ar Music	3.000	3.000	C	6.000 3.000
			2002 Fall				Course Topic:	PM:Ro	ck Music	1,000	1.000	В	3.000
Course	Descri	ption	Attempted	Earned	Grade	Points	PLA 345-M	Semin	sional Practice ar	1,000	1,500		
PLA 240-M	Lands	cape Survey	3.000	3.000	Α	12.000	PLA 362-M		cape Architecture	4.000	4.000	В	12 000
PLA 261-M	Techni Landso	ques cape Architecture	4.000	4.000	В	12.000	PLA 363-M		cape Planting	4,000	4.000	С	8,000
PLA 310-M	History	Landscape	3.000	3,000	В	9.000		Design			1227		D 1.4
A STATE OF THE STA	Archite	ecture		2022		0.000				Attempted			<u>Points</u>
PLA 494-M	Specia	Topics	3.000	3.000	В	9.000	Term GPA:	2.13	Term Totals	15.000	15.000		32.000
Course Topic:		nt Material	3 000	3.000	А	12.000	Cum GPA	3.30	Cum Totals	91,000	91.000		300.000
PUP 301-M	Planni	uction to Urban ng	3,000	5.000									
			Attempted	Earned		Points	Academic Star	nding: Goo	d Standing				
Term GPA	3.38	Term Totals	16.000	16.000		54.000							
rem GFA	3.30	Term Totals											



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

APF	PLICANT NAME:	Kenton	Miersma							
welf prof	are, and it is the E ession on the bas	Board's respon is of quality of of the applic	sibility to grant lic f work, moral cha ant's references.	ensure only to racter and pra it is expected	rding of public healt those who are qua actical experience in I that you are fam haracter, and reputa	Landscape iliar with the				
1.	How long have	you known the	applicant?	15 year	s					
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 / daily for opposituately Typess									
3.	Would you be pleased to have this applicant as an associate with you in practice?  Yes □ No									
4.	My general reconnection of the commence of the	d highly withou d as qualified a d with some res	nd competent	plicant is:						
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	1								

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.

Integrity Character

(honesty,ethics)

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: Jack Kandloody	Licensed Professional? XYes Profession: Civil Engineer	□No
Signature:  (Pursuant to NAC 623A.120 place state stamp over	License #/State: //653/w signature)	22208/Az
Date: 6-1-26		



APP	LICANT NAME: Kenton Miersma
welfa profe	se keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and are, and it is the Board's responsibility to grant licensure only to those who are qualified for the ession on the basis of quality of work, moral character and practical experience in Landscape itecture. As one of the applicant's references, it is expected that you are familiar with the icant's professional work and have knowledge of his/her ability, character, and reputation.
1.	How long have you known the applicant? 5 months
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.)  Daily coordination with design team within 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  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	Х				
Professional Integrity	X				
Character (honesty,ethics)	X				

6.	Do you consider the applicant fully qualified to become a registered Landscape Architect in
٠.	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.

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: Heth Kendrick, PLA	Licensed Professional? XYes □No Profession: Landscape Architect
	License #/State:_#1676 / NC
Signature:	Licerise motore.
(Pursuant to NAC 623A.120 place state star	ip over signature)
Date: June 9, 2020	



APP	LICANT NAME:	Kenton Mie	rsma			
welfa orofe Arch	are, and it is the E ession on the bas litecture. As one	Board's respons is of quality of of the applica	sibility to grar work, moral ant's reference	nsure the safeguare of licensure only to character and pra ces, it is expected of his/her ability, ch	those who are qu ctical experience i that you are fam	alified for the n Landscape iiliar with the
1.	How long have y	you known the	applicant? _	3 months		
2.	In what setting(seducational instantional office/daily	s) and with wha itutions, profes	at frequency d sional organiz	id you observe the zations etc./daily, w	applicant? (l.e., of eekly, monthly, etc	ffice, .)
3.	Would you be p ☑ Yes □ No	leased to have	this applicant	t as an associate w	ith you in practice?	
4.	My general reconnection 1. Recommend 2. Recommend 3. Recommend 4. Do not reconnection 1.	highly without as qualified ar with some res	reservations nd competent	X		
5.	Please indicate, of Landscape A	to the best of rchitecture by p	your knowled olacing an X i	ge, the applicant's on the appropriate sp	qualification toward pace below.	I the practice
Г	Phase/Activity	Excellent	Satisfactor	y Marginal	Unsatisfactory	Unknown

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.

Technical

Integrity Character

Competence Professional

(honesty,ethics)

X

X

X

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: _	Brian J. Dench	Licensed Professional? XYes □No Profession: Civil Engineer
Signatur (Pursual	re:	License #/State: Texas # 88275
Date:	06/08/20	



APPL	ICANT NAME: Kenton Miersma
welfar	e keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and re, and it is the Board's responsibility to grant licensure only to those who are qualified for the ssion on the basis of quality of work, moral character and practical experience in Landscape secture. As one of the applicant's references, it is expected that you are familiar with the cant's professional work and have knowledge of his/her ability, character, and reputation.
1.	How long have you known the applicant? 16 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.)  We worked for the same company
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
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.

(ho	nesty,ethics)	
6.	Do you consider the applicant fully the State of Nevada?  ☑ Yes □ No	ualified to become a registered Landscape Architect ir

Satisfactory

Excellent

X

X

X

Marginal

Unknown

Unsatisfactory

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

Phase/Activity

Technical

Integrity Character

Competence Professional

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:Tim Daugherty	PLA LANDSCAPE	Licensed Profess Profession: Lan	ional? XYes No dscape Architecture
Signature:(Pursuant to NAC 623A.12	38386 TIM J. DAUGHERTY  20 place state stamp over	License #/State:_ signature)	#38386 Arizona
Date: June 9, 2020	EXPIRES 12/31/20		

# 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 m		oard office at least 2 week		order to be approved.
	Sectio	n 1 Identifying infor	mation	Ta
Last Name SCHV ST	tr.	First Name To M		Date of Birth
Place of Birth YWNICH, GERM		curity Number	Citizenship or Legal GELMW / A₩	Residence 078-569-480
Residence Address	TRAIL CIRC	LE		
city RENO	State N V	Zip code 89521	Home Telephone	- 0791
Business Address	USTER LAI TRAIL CIR	VDXAPE GA	UCEPTS, INC	-,-
City RENO	State NV	Zip code 89521	Business Telephon	7- 9312
Facsimile Number	Ele +	ctronic Mail Address(s) s land scape on Ce	pts@gmail.	com
Have you ever served in If yes, Which Branch(es) Navy/Navy Reserve; Air	of Service? (Circle all t Force/Air Force Reserv	hat apply) Army/Army Re e; Coast Guard/Coast Gu	serve: Marine Corps/Ma	□ Yes KNo rine Corps Reserve; Juard.
What was your Military (				
What was your Military ( What were your Date(s)	of Service:		undernations at atomoral	
What were your Date(s) If the answer to any of the	of Service:	"yes" attach a detailed e		
What were your Date(s)  If the answer to any of the	of Service:			☐ Yes 赵 No

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

E-mail address of Board Issuing Certificate of Registration	Registration Number	
Professional Organizations Please provide a list of professional organizations of which y	ou are a member.	

#### 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/nsblanvgov/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/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf

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

	Dates of Employment				
.\	Dates of Employment				
PTS)	08/2017 - PRESENT				
State	Zip code				
NV	89502				
T MANA	GEHENT				
ug contri	icrors, othere				
cs., Esti	MATES, MONACHMENT				
	Dates of Employment				
	04/2016-08/2017				
State	Zip code				
NV	89509				
BCT MI	XNAGEMENT				
	Mont-				
s, confle	TE PROJECT GEMENT				
	Dates of Employment				
	10/2003 - 04/2016				
State	Zip code				
NV	89502				
A Land					
DESIGNER PROJECT MANAGER SALES, DESIGN, PROJECT MANAGEMENT					
	charete				
ESTIM	ATES, ALUSE CT				
	State  State  NV  State  NV  State  NV				

### **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. <a href="http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf">http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf</a>

1. Name of Landscape Architect  ANA VANDER HANG	2 - MAILED DIG	LECTLY -	Nature of Relationship  PROF. / FRIEND
Address 870 DANIEL DRIVE	City	State NV	Zip code 89509
2. Name of Landscape Architect  DEWN DONOVAN	- SEE ATT	ACHED-	Nature of Relationship
Address 1100 W. MANA LANE	City	State N V	Zip code 895-09
3. Name of Professional Reference NICHOLAS WEST BIE	SEE R	TTACHED-	Nature of Relationship PLOF.
Address 300 WESTERN ROAD #3	City	State NV	89506
4. Name of Professional Reference	- SEE A	TTACHED-	Nature of Relationship
Address 2578 S. CURRY ST., SVITE 6	CARSON GTY	State	Zip code 89703

ALSO SEE PAGE 4B.

Section	1	Professional	References
OCCUPI	and the	I I O I C S S I O I I WI	110101011000

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. <a href="http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf">http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf</a>

			This (D. 1 () 1.
Name of Landscape Architect			Nature of Relationship
BARBARA JANTNER	- SEE AT	FACHED-	PROF.
Address 6995 SIERPA CENTER PAN	City RENO	State	Zip code 89511
2. Name of Landscape Architect			Nature of Relationship
DANIEL KOVACH	- SEE ATTA	ACHED-	PROF.
Address #102 (0509 PROFESSIONAL CIR.	City	State NV	Zip code 8952/
3. Name of Professional Reference  ROBERT KUEN	-SEE 1	ATTACHED-	Nature of Relationship
Address 2000 him STREET	City	State NV	Zip code 89502
2. Name of Professional Reference  MARVIN DAVIS	-86	ATTA CHED-	Nature of Relationship <b>PROF</b> .
Address 1200 OLD VIRGINIA RD.	City RENO	State	Zip code

Cantina	No.	Education
Section	2	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.

Name of Institution			Graduation Date
FACHHOCHSCHULE WEI	HENSTEPHAN		02/2001
FACHHOCHSCHULE WEI  Address AM HOFGARTEN 4	City FREISING	State GERMANY	Zip code 85354
Diplon - INGENIEUR	Major LANDSCAPE A	RCHITECTURE	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	•	And the second s	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

A li st blomo	TOM	SCHUSTER	Date Submitted	01	131	2019
Applicant Name_	101.			and the second		
Mounda State Ros	and of Lander	ane Architecture Registration	Application Revised 4	-2010		

#### **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 County of State of 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 Signature of Notary Public NOTARY SEAL Mail should be sent to (choose one) home address 🔀 office address Please securely attach a recognizable photo (2"x 21/2").

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.





Date Submitted Applicant Name Nevada State Board of Landscape Architecture Registration Application Revised 4-2016



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSTGRADUATE WORK VERIFICATION

Have you employed the above named applicant? Yes	
Company: Address: Algorithms	
Address: 460	
Telephone:	
Telephone:	
Applicant's Position:  Your Position:  Indicate types of services rendered by firm:  Landscaping Architecture  Contracting  Contracting  Architecture  Planning  Position of immediate supervisor:  Registered Landscape Architect  Registered Contractor  Registered Engineer  Other (Explain)  Dates of  Employment  Full or Part  Applicant's Position  Indicate primary areas in which applicant time practicing Landscape Architecture  Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landsc Architecture by placing an X in the appropriate spaces below.  Phase/Activity  Excellent  Satisfactory  Marginal  Unsatisfactory  Unk  Technical Competence	
Indicate types of services rendered by firm:  □ Landscaping Architecture □ Contracting □ Architecture □ Planning □ Engineering □ Other (Explain)  Position of immediate supervisor: □ Registered Landscape Architect □ Registered Contractor □ Registered Architect □ Registered Engineer □ Other (Explain)  □ Dates of □ Full or Part □ Applicant's Position □ Indicate primary areas in which applicant time practicing Landscape Architecture  Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landsc Architecture by placing an X in the appropriate spaces below.  Phase/Activity □ Excellent □ Satisfactory □ Marginal □ Unsatisfactory □ Unk □ Technical Competence	
Indicate types of services rendered by firm:  Landscaping Architecture  Contracting  Architecture  Planning  Other (Explain)  Position of immediate supervisor:  Registered Contractor  Registered Contractor  Registered Engineer  Other (Explain)  Dates of  Employment  Full or Part  Time  Applicant's Position  Indicate primary areas in which applicant time practicing Landscape Architecture  Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landsc Architecture by placing an X in the appropriate spaces below.  Phase/Activity  Excellent  Satisfactory  Marginal  Unsatisfactory  Unk  Technical Competence	
□ Landscaping Architecture □ Contracting □ Architecture □ Planning □ Engineering □ Other (Explain) □ Other (Explain) □ Position of immediate supervisor: □ Registered Landscape Architect □ Registered Contractor □ Registered Architect □ Registered Planner □ Other (Explain) □ Other (Explain) □ Dates of □ Full or Part □ Applicant's Position □ Indicate primary areas in which applicant time practicing Landscape Architecture □ Planning □ Other (Explain) □ Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landsc Architecture by placing an X in the appropriate spaces below.    Phase/Activity □ Excellent □ Satisfactory □ Marginal □ Unsatisfactory □ Unk □ Technical Competence □ Planning	
□ Engineering □ Other (Explain)  Position of immediate supervisor: □ Registered Landscape Architect □ Registered Contractor □ Registered Architect □ Registered Planner □ Registered Engineer □ Other (Explain)  □ Dates of □ Full or Part □ Applicant's Position □ Indicate primary areas in which applicant time practicing Landscape Architecture  □ Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landsc Architecture by placing an X in the appropriate spaces below.  □ Phase/Activity □ Excellent □ Satisfactory □ Marginal □ Unsatisfactory □ Unk □ Technical Competence □ Other (Explain)  □ Registered Landscape Architect □ Registered Planner □ Registered Planner □ Registered Planner □ Other (Explain) □ Registered Planner □ Registered Planner □ Other (Explain) □ Registered Planner □ Registered Planner □ Registered Planner □ Registered Planner □ Other (Explain) □ Registered Landscape Architect □ Registered Landscape Architect □ Registered Planner □ Registered Planner □ Other (Explain) □ Registered Landscape Architect □ Registered Planner □ Registered Planner □ Other (Explain) □ Registered Planner □ Registere	
Registered Contractor	
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Employment Time time practicing Landscape Architecture  Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landsc Architecture by placing an X in the appropriate spaces below.  Phase/Activity Excellent Satisfactory Marginal Unsatisfactory Unk Technical Competence	
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Technical Competence	cnow
	dio wi
Professional Integrity	
Character (honesty/ethics)	
Do you consider the applicant qualified to become a professional practitioner?  Yes No Not qualified to answer  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 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 an practical experience in Landscape Architecture. As one of the applicant's confirmation of work experience expected that you are familially the the professional work and have knowledge or his/her ability, character reputation.  Our Name: Licensed Professional? Wes	ion to nd ce, it
ignature: Profession: L.A License #/State: NV 913	
Pursuant to NAC623A 120 place state stamp over signature)	
112000	



## NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSTGRADUATE WORK VERIFICATION

	Company: Gail	Willey Lands	scane	andocape 7 trom	teot for early vi	illey Landscape	
	Address:5690 Ri	agins Ct.	scape				
	City/State/Zip:_R		502				
	Telephone: 775-	853-8733			Fax:		
	Applicant's Position	on: La	andscape	Designer			
	Your Position: Le	ad Landsca	ipe Archi	tect			
2.	Indicate types of s	ervices render	ed by firm:				
	☑ Landscaping		Ŋ		☐ Architect	ture   Plan	ning
	☐ Engineering		Ô				
3.	Position of immed	iate supervisor	r: 🗖	Registered Land	Iscape Architect		
20	☐ Registered Co					☐ Registered P	lanner
	☐ Registered Er	ngineer		Other (Explain)	1977	A National State of	
4.	TD	n 11   n			T 12	1.5.1	1
	Dates of	Full or P	art Appl	icant's Position		ry areas in which ap	
	Employment	Time			time practicing	g Landscape Archite	cture
	9/6/2012	Full	Desig	aner	Residential &	Commercial Land	scaping
	3137-31-3	,	1===	1000	10/41/10/06/14/20 20		
5.	Please indicate, to Architecture by pl					ward the practice of	Landscape
5.	Architecture by pl	acing an X in	the appropr	riate spaces below.		Unsatisfactory	Unknown
5.	Architecture by pl Phase/Activity	acing an X in	the approp				
5.	Architecture by pl	acing an X in I	the appropr	riate spaces below.			
5.	Phase/Activity Technical Compet Professional Integ	acing an X in a	the approp	riate spaces below.			
<ol> <li>6.</li> <li>7.</li> </ol>	Phase/Activity Technical Compet Professional Integ Character (honesty  Do you consider the Yes  Please provide by	acing an X in the sence   X   X   X   X   X   X   X   X   X	Excellent  Lalified to I  No  y additiona	Satisfactory  become a profession  Not	Marginal  onal practitioner?  qualified to answer	Unsatisfactory er would benefit the B	Unknown
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API	PLICANT NAME:	Tom Scl	noster			
wel pro	fare, and it is the E fession on the bas hitecture. As one	Board's respon is of quality o of the applic	sibility to grant lic f work, moral cha ant's references,	ensure only to tracter and pra it is expected	rding of public healt o those who are qua actical experience i d that you are fam character, and reputa	alified for the n Landscape iliar with the
1.	How long have	you known the	applicant?	2 years		
2.	In what setting(seducational inst	s) and with whitutions, profes	at frequency did y ssional organizations	ou observe the ons etc./daily, v	e applicant? (I.e., of weekly, monthly, etc ty Colleague	fice, .)
3.	Would you be p  ☐ Yes ☐ No	leased to have	e this applicant as	an associate v	with you in practice?	
4.	<ol> <li>Recommend</li> <li>Recommend</li> <li>Recommend</li> <li>Do not record</li> </ol>	I highly withou I as qualified a I with some reammend	and competent servation	<del>-                                    </del>		
5.	Please indicate of Landscape A	, to the best of rchitecture by	your knowledge, placing an X in th	the applicant's e appropriate	qualification toward space below.	the practice
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
	Technical Competence	×				
	Professional Integrity	×				
	Character (honesty ethics)	4				

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

Do you consider the applicant fully qualified to become a registered Landscape Architect in

6.

the State of Nevada?

Yes I No

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: Daw Landscaper 1959 Par September 1959	Licensed Professional? Yes No Profession: Land Scape Architect
Signature: CPUrsuant to NAC 623A.120 place state stam	License #/State: 959 NV p over signature)
Date: January 16, 2019	



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

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Name: Barbara Santher	Licensed Professional? Yes No Profession: NU Laws Eggl Avunted #30
Signature: Duvala Suntra (Pursuant to NAC 623A.120 place state stamp over s	License #/State: NU # 355

1.11.2019



are, and it is the E ession on the bas itecture. As one	Board's respon is of quality o of the applic	sibility to grant lic f work, moral cha ant's references,	ensure only to racter and pra it is expected	rding of public healt those who are quactical experience in that you are fame tharacter, and reput	alified for the n Landscape niliar with the
How long have	you known the	applicant? _ ≤	INCE MA	ARCH 2012	
advicational inst	itutions profes	scional organization	ns etc. Idaily v	e applicant? (I.e., or veekly, monthly, etc	
Yes □ No  My general reco	ommendation o	concerning this ap		with you in practice?	
Recommend     Recommend	as qualified a	nd competent	YES		
<ol> <li>Recommend</li> <li>Recommend</li> <li>Recommend</li> <li>Do not recor</li> </ol>	d as qualified a d with some res	nd competent	-1		
<ol> <li>Recommend</li> <li>Recommend</li> <li>Do not recor</li> <li>Please indicate of Landscape A</li> </ol>	d as qualified a d with some res mmend , to the best of architecture by	nd competent servation  your knowledge, placing an X in the	NO NO the applicant's		d the practice  Unknown
Recommend     Recommend     Recommend     Do not recommend     Please indicate of Landscape A      Phase/Activity  Technical	d as qualified a d with some res mmend , to the best of	nd competent servation	YES NO NO the applicant's	qualification toward space below.  Unsatisfactory	
Recommend     Recommend     A. Do not recommend     Please indicate of Landscape A  Phase/Activity	d as qualified a d with some resonant mend, to the best of architecture by	nd competent servation  your knowledge, placing an X in the	NO NO the applicant's	space below.	

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

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Name: NICHOLASSINGESTIS/E	Licensed Professional?   Yes □No  Profession:   CHUIL ENGINEER
Signature: VESTBIE  (Pursuant to NAC 62 3 Ap. 120-place state stamp ove	License #/State: <u>S173 NEVADA</u> r signature)
Date: 1-29 1000000000000000000000000000000000000	

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

Willend. butter

CE 5173



APF	PLICANT NAME:	Tom Schuster	
welf orof Arch	are, and it is the Board ession on the basis of nitecture. As one of t	's responsibility to grant I quality of work, moral chore applicant's references	ure the safeguarding of public health, safety and icensure only to those who are qualified for the naracter and practical experience in Landscapes, it is expected that you are familiar with the his/her ability, character, and reputation.
1.	How long have you k	nown the applicant?	about 20 years
2.	educational institution		you observe the applicant? (I.e., office, ions etc./daily, weekly, monthly, etc.) nal organizations, office
3.	Would you be please ☑ Yes ☐ No	d to have this applicant as	s an associate with you in practice?
1.		ndation concerning this a	pplicant is:
		ualified and competent some reservation	X
5.			the applicant's qualification toward the practice ne appropriate space below.

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

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.

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.



AP	PLICANT NAME:_	Tom :	Schuster	1			
we pro	lfare, and it is the l ofession on the bas chitecture. As one	Board's responsis of quality of the application	nsibility to grant I of work, moral ch cant's references	icensure only to aracter and pro- , it is expected	arding of public heal to those who are quactical experience d that you are fan character, and reput	alified for the in Landscape niliar with the	
1.	How long have	you known the	e applicant? <u>M</u>	ore than	ten years		
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3.	Would you be p  ☑ Yes ☐ No	leased to have	e this applicant a	s an associate v	with you in practice?		
4.	My general recommend 1. Recommend 2. Recommend 3. Recommend 4. Do not recom	d highly withou d as qualified a d with some re	and competent	oplicant is:			
5.			f your knowledge placing an X in th		qualification toward space below.	the practice	
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown	
	Technical Competence	X					
	Professional	1.2					

Do you consider the applicant fully qualified to become a registered Landscape Architect in 6. the State of Nevada? M 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.

Integrity Character (honesty, ethics)

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Name: Rabert J. Allen	Licensed Professional? MYes No Profession: Paul Spa Contractor
Signature: Rout TTULL (Pursuant to NAC 623A.120 place state stamp over	License #/State: <u>NV 00 4109/ C</u> ver 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.



AP	PLICANT NAME:_	Tom ?	Dehuster			1
we pro Arc	lfare, and it is the l fession on the bas chitecture. As one	Board's respor sis of quality of of the applic	nsibility to grant li of work, moral cha cant's references,	censure only to aracter and pr it is expecte	arding of public heal those who are quactical experience d that you are far character, and reput	alified for the in Landscape niliar with the
1.	How long have	you known the	e applicant? M	ore than	ten years	
2.	educational inst		ssional organization		e applicant? (l.e., or weekly, monthly, etc	
3.	Would you be p  ▼ Yes □ No	leased to have	e this applicant as	an associate v	with you in practice?	•
4.	My general recommend 1. Recommend 2. Recommend 3. Recommend 4. Do not recom	d highly withou d as qualified a d with some re	and competent	pplicant is:		
5.			your knowledge, placing an X in th		qualification toward space below.	I the practice
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
	Technical Competence	X				
	Professional Integrity	X				
	Character (honesty,ethics)	X				

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

Do you consider the applicant fully qualified to become a registered Landscape Architect in

6.

the State of Nevada?

M Yes □ No

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Name: Robert J. Allen	Licensed Professional? *Yes No Profession: Paul Spa Contractor
Signature: RMTTTML (Pursuant to NAC 623A.120 place state stamp over	License #/State: <u>NV DD 4109/ C</u> er signature)

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Robert J. Allen

Robert Allen Pools & Spas, Inc.



pr Ar	ofession on the barchitecture. As or	it is the intent Board's responsis of quality ne of the appl	onsibility to grant l of work, moral ch icant's references	icensure only naracter and p it is expecte	arding of public heato those who are quantical experience and that you are fall character, and repu	ualified for the in Landscape
1.			e applicant?		4RS	
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.)					
3.					with you in practice	?
4.	My general red 1. Recommen 2. Recommen 3. Recommen 4. Do not reco	d highly withou d as qualified a d with some re	and competent	oplicant is:	<del></del>	
	Please indicate of Landscape A	e, to the best of Architecture by	your knowledge, placing an X in th	the applicant's e appropriate s	qualification toward	d the practice
).						
).	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
5.		Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
).	Phase/Activity Technical	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown

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

the State of Nevada?

Yes □ No

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? XYes No Profession: LANDSCAPE ARCHITECT
Signature: #856 / NV (Pursuant to NAC 623A.120 place state stamp over signature)
Date: 01/15/19



Jana Vanderhaar, RLA #856 870 Daniel Drive Reno NV 89509



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.

Nander

Best regards,

Jana Vanderhaar



Tom Schuster

pr	ofession on the backitecture. As or	Board's responsite Asis of quality He of the appl	onsibility to grant of work, moral chicant's references	licensure only naracter and p	narding of public heat to those who are quartical experience and that you are faction character, and repu	ualified for the in Landscape
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.) I have worked on projects that					
3.	include residential & Commorgial					?
4.						
5.	or Landscape A	Architecture by	f your knowledge, placing an X in th	the applicant's e appropriate	s qualification toward space below.	d the practice
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
	Technical Competence	X				
	in a second	X				MANAGE .
	Professional Integrity	d'h				

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

the State of Nevada?

Yes | No

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 Architecture

Ku	rzm	ittei	ilung

Anforderung von Unterlagen

Anlagen:

1 Transcript of records

1 Studienbescheinigung

Freising, 11.01.2019

Sachgebiet für Studienangelegenheiten

Christine Braun

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

Ihre Nachricht vom 10.01.2019 Ihr Zeichen

Unser Zeichen SG 3 - Br

Hochschule Weihenstephan-Triesdorf Am Hofgarten 4 D-85354 Freising

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

Mit freundlichen Grüßen

I.A.

3

Braun

# STUDIENBESCHEINIGUNG CERTIFICATE OF STUDY

Wintersemester 2000/01 - Winterterm 2000/01

Schuster

Thomas

München

12.06.1972

Semesterdauer / Semester Period

01.10.2000 - 14.03.2001

Matrikelnummer / matriculation number

Nachname / name

Vorname / first name

Geburtsdatum / date of birth

Geburtsort / place of birth

Studiengang / degree programme

Angestrebter Abschluss / desired degree

Studientyp / type of study

Regelstudienzeit / standard period of study

Landschaftsarchitektur

Landscape Architecture

Diplom (FH)

Vollzeitstudium / full-time study

8 Semester / semesters

(inkl. 2 prakt. Studiensemestern)

Studienbeginn / matriculation date

Studienende / exmatriculation date

Exmatrikulationsgrund / reason

Fachsemester / subject term

Urlaubssemester / leave of absence

Hochschulsemester / university semester

01.10.1995

14.03.2001

Bestandene Abschlussprüfung

11

0

11

Diese Bescheinigung gilt auch als Bescheinigung nach §9 BAföG.

Freising, 11.01.2019



Braun





#### STUDIENDATENABSCHRIFT / TRANSCRIPT OF RECORDS

Hochschule / University:

Hochschule Weihenstephan-Triesdorf

Fakultät / Department of: Studiengang / Program: Landschaftsarchitektur / Landscape Architecture Landschaftsarchitektur / Landscape Architecture

Tel.: (+49) 8161 71-5592

Fax: (+49) 8161 71-4207

E-Mail: sachgebiet3@hswt.de

Name / Name of student:

Schuster

Matrikelnummer /

Vorname / First name: Geburtsdatum / Date of birth: Thomas 12.06.1972 Matriculation number:

Geburtsort / Place of birth:

12.06.1972 München

Tag der Immatrikulation /

Staatsangehörigkeit / Nationality: I

Deutschland

Matriculation date: 01.10.1995

NR /	KURSTITEL / COURSE TITLE	KURS DAUER / DURATION¹ (in Semester)	NOTE / LOCAL GRADE <sup>2</sup>	ECTS / ECTS CREDITS
1552050	Entwurf und Planung l Design and Planning I	1	3,0	-
1552080	Entwurf und Planung II Design and Planning II	11	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	- 4
1552200	Bauabwicklung (Prüfung) Execution of Construction Work (Examination)	1	3,0	4
1552210	Bauabwicklung (Leistungsnachweis) Execution of Construction Work (with performance assessment)	1	2,9	
1552280	Baukonstruktion II Construction II	1	3,2	0.40
1552310	Vermessungstechnik und Erdmassenberechnung II (mit Kartenkunde) Surveying and Earth Mass Calculation II (with Cartography)	1	2,0	- 40
1552350	Freiraumplanung I Open Space Design I	1	2,3	1.00
1552380	Geschichte der Gartenkunst History of Garden Design	4	3,0	-
1552411	Pflanzenverwendung III Plant Use III	1	2,7	6
1552451	Seminar Freiraumplanung I Seminar in Open-Space Planning I	1	3,0	
1552480	Städtebau I Urban Design & Development I	1	3,0	7
1556510	Denkmalpflege Preservation of Historic Monuments and Spaces	1	3,3	\$4
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	1130
1556650	Gartendenkmalpflege I Garden Heritage Conservation I	1	2,7	71
1556681	Seminar Freiraumplanung II Seminar in Open-Space Planning II	r	2,7	

1557650	Vermessungstechnik III Surveying Technology III	1	3,0	-7.
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	T.
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	1,7	-
5101060	Gartendenkmalpflege II Garden Heritage Conservation II	1	3,0	(4)
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	14
5103110	Zoologische Bestimmungsübungen Exercises in Zoological Identification	1	1,0	
9920070	Rhetorik Rhetorics	1	1,0	1
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	T (V

Angestrebter Abschluss / desired degree

Diplom-Ingenieur (FH)

Freising, den 11.01.2019 I.A.

Braun /S



Duration of course unit: 1 = 1 semester 2 = 2 semesters

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

<sup>&</sup>lt;sup>3</sup> ECTS credits: 1 Semester / 1 semester = 30 credits

# Nevada State Board of Landscape Architecture



Application for Professional Registration RECEIVED
Please Type or Print Legibly in Black Ink Completing All Sections 17 2020

12/12/2020

Nonrefundable Application Fee Registration by Examination \$175.00 Nonrefundable Application Fee Registration by Reciprocity \$100.00 ilecture

All returned exams m	just be delivered to the	Board office at least 2 w	reeks prior to the meeting	g in order to be approved.
	Sect	ion 1 Identifying in	formation	
Last Name		First Nam	ne	Date of Birth
SUNAGO		KAIC	CHIBURUNO	
Place of Birth	Social S	ecurity Number	Citizenship or Leg	gal Residence
TOKYO, JAPAN			CITIZEN OF JAPAN, PERMANENT RESIDENT O	OF UNITED STATES OF AMERICA
Residence Address				
11052 Clemmons C	Ot,			
City	State	Zip code	Home Telephone	e
Las Vegas	NV	89135	(702)371-9	526
Business Name				
0.1 (1.1	6.000.000.600	A BATTANA		
City of Henderso	n - Parks and Rec	reation Department		
Business Address				
240 Water Street	P.O. Box 95050 -	MSC 411		
	April Carry Carry	7777	12.000	
City	State	Zip code	Business Teleph	
Henderson	NV	89015	702-267-40	153
Facsimile Number	El	ectronic Mail Address(s	)	
702-267-4001		Bruno.Sunago@cit	yofhenderson.com	
Have you ever served in	the military?			☐ Yes ☑ No
Trave you ever served in	trio military:			В 103 B 100
If yes, Which Branch(es)				
Navy/Navy Reserve; Air I	FOICE/All Force Reser	ve, Coast Guard/Coast	Guaru Reserve, Nationa	al Guaru.
What was your Military O	ccupation or Specialty	n		
What were your Date(s)	of Service:			
If the answer to any of the	e following questions i	s "yes" attach a detailed	explanatory statement.	
Have you ever be	een convicted of a mis	demeanor or gross mis	demeanor?	□ Yes  No
2. Have you ever be	een convicted of a felo	ony?		☐ Yes M No
in I had harman	Tradent a place of the	E.		C. TOP TO THE MAN OF THE PARTY

# **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. o 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. o 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.

#### **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/nsblanvgov/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/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf

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

Name of Employer				Daf	tes of Employment
Lage Design				7/	15/2018 - 6/29/2019
Address		City	State		Zip code
314 S. Water St., Suite 120		Henderson	NV		89015
Title of Position Held	Duties Perforr	ned			
Project Coordinator	Design, co	nstruction docume	ent details	i.	
Describe in Particular Duties Performed in the fie	eld of Landscap	e Architecture			
Preparation of Construction Documents	, Planting, Irr	igation, details			
Name of Employer				Dat	es of Employment
City of Henderson				1, 2, 10, 10	5/2019 - 12/11/2020 rent)
Address		City	State		Zip code
240 Water Street P.O. Boxx 95050 - M	ISC 411	Henderson	NV		89009
Title of Position Held	Duties Perform	ned			
Park Planner	Assist with Lar	ndscape design, review	ing construct	ion docu	ument
Describe in Particular Duties Performed in the fie	eld of Landscape	e Architecture			
Practicing landscape architecture					
Name of Employer				Dat	es of Employment
Address		100	Louis		
Address		City	State		Zip code
Title of Position Held	Duties Perforn	ned			
Describe in Particular Duties Performed in the fie	ld of Landscane	Architecture			
and and Danson On Smile in the ne	a or Euridodipt	7 ii o iii ootaro			

# **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. <a href="http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf">http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf</a>

Name of Landscape Architect     Cecilia Scahfler				ature of Relationship
Address	City	Tour		Former Employer
314 S. Water Street., Suite 120	City	State		Zip code
	Henderson	Nevada		89015
Name of Landscape Architect			N:	ature of Relationship
Amie D. Wojtech			С	urrent supervisor
Address	City	State		Zip code
240 Water Street	Henderson	Nevada		89009
3. Name of Professional Reference		2 3 3 3 3 3 3 3	Na	I ature of Relationship
Matthew A. Roybal				o-worker
Address	City	State		Zip code
240 Water Street	Henderson	Nevada		89009
2. Name of Professional Reference			Na	L Iture of Relationship
Thomas Edward Davy			The second	ormer supervisor
Address	City	State		Zip code
240 Water Street	Henderson	Nevada		89009

Section		4.0
SOUTION	-	I A A PI A M
OCCLION	-	

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.

Name of Institution			Graduation Date
University of Nevada Las Veg	as		05/12/2018
Address 4505 S Maryland Pkwy	City Las Vegas	State Nevada	Zip code 89154
Degree Received  Bachelor of Landscape Archit	Major ecture Landscape A	rchitecture	Dates Attended August 2013 - May 2018
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
l. Name of Institution			Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended

Applicant Name	Kaichiburuno Sunago	Date Submitted	12/12/2020	
Nevada State Boar 5	d of Landscape Architecture Registrati	on 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	no Jun	Da Da	ate 12/12/2020	
State of Nevada	County of Clark		_	
Being first duly sworn, deposes and contents thereof, and to the best of respect.				
Subscribed and sworn to before me	/ //			
Signature of Notary Public	My Almund	my commission expires	Sept 3rd 202	3
NOTARY SEAL		LINDA M ABRAMS Notary Public, State of Nevado		
Mail should be sent to (choose of home addressXoffice address	ne)	No. 19-6625-01 My Appt. Exp. Sept. 3, 2023		

Please securely attach a recognizable photo (2"x 21/2"). 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.



the

Applicant Name

Kaichiburuno Sungo

2

12/12/2020 Date Submitted

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



### NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSTGRADUATE WORK VERIFICATION

Have you employed	the above	name	d applica	nt? N Yes		N	No.		
If yes, give dates:	enderson	o pres	SCIIC						
Address 240 Water	Street, MS	SC 41	1						
City/State/7in-Hend	erson, NV	8900	9-5050				00W 1001		
Telephone: 702-267	-4023				Fax	: 702-	-267-4001		
Amligant's Position	<ul> <li>Park Plan</li> </ul>	nner							
Your Position: Park	Project Ma	anage	r						
Indicate types of ser	vices rend	ered b					197	Dlone	ina
☑ Landscaping A	rchitecture	5		Contracting	☐ Archit	ecture		Plant	mg
☐ Engineering				Other (Explain)_		-			
Position of immedia	to cunerui	eor-	K	Registered Land	scape Architec	t			
Registered Con		301.	ō	Registered Archi			] Registe	ered Pl	anner
☐ Registered Eng				Other (Explain)					
_ 1108									4
Dates of	Full or	Part	Applic	ant's Position	Indicate pri	mary a	areas in wh	ich app	plicant spe
Laws or	PIPI"				time practic	ing La	andscape A	rchitec	cure
Employment	Time		-						
20.57.02.001		ne	Park Pla	anner	During all of	his en	nployment	i nave	supervise architecti
Employment	he best of	your k	nowledg	e, the applicant's	has spent tir	ne pra	cticing land	dscape	architect
Employment 7/15/2019 to present Please indicate, to the Architecture by plant	he best of	your k	nowledg appropri	e, the applicant's ate spaces below.	has spent tir qualifications	ne pra	cticing land	ice of	architectu Landscape
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Employment  7/15/2019 to present  Please indicate, to the Architecture by place  Phase/Activity  Technical Competer  Professional Integrical Character (honesty/  Do you consider the Yes  Please provide by a determining the architecture of the Arc	he best of young an X inceety ethics) e applicant trachment	your kein the :	nowledgapproprisellent	Satisfactory  X  X  Ecome a profession  Information or contragistration. Ple	has spent tir qualifications  Marginal  onal practitions qualified to are comments you to be asse keep in m	towar towar er? swer eel we ind it	d the pract Unsatisfac	ice of let the B	Landscape Unknow
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### NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSTGRADUATE WORK VERIFICATION

LICANT'S NAME: K	Laicillourur	io Suria;	80					
Have you employed the If yes, give dates: Jul					No			
Company: Lage Des	Company: Lage Design, Inc.							
Address: 314 South Water St., Ste. 120								
	City/State/Zip: Henderson, NV 89015							
Telephone: 702-479	)-5225	12		Fax:				
Applicant's Position: Your Position: President	Project Coo Tent	rdinator						
Indicate types of servi						.9.		
■ Landscaping Arc	hitecture		Contracting	☐ Architect	ure $\square$ Plan	ning		
☐ Engineering			Other (Explain)_					
Position of immediate			Registered Lands					
☐ Registered Contr			Registered Archi	tect	☐ Registered P	lanner		
☐ Registered Engin	eer		Other (Explain)_					
Dates of	Full or Part	Applica	nt's Position	Indicate primar	y areas in which ap	plicant spe		
Employment	Time	1.77	2.0 22173877		Landscape Archite			
July 2018 through July 2019		D:-	4 Coordinate	Proparation of Construction Documents				
July 2010 tillough July 2019	Full	Project Coordinator		Planting, Irrigation, Details				
Phase/Activity	Exc	ellent	Satisfactory	Marginal	Unsatisfactory	Unknow		
Technical Competenc	е	X						
Professional Integrity		Χ						
Character (honesty/etl		X						
Do you consider the a  Yes  Please provide by attadetermining the applications.	pplicant quali	fied to bed	☐ Not q	ualified to answe	would benefit the B			
insure the safeguardin	g of public he	alth, safet	y and welfare and	d it is the Board's	responsibility to gr	ant		
practical experience in								
expected that you are	Carrie Incomin	Anrofec						
reputation.	SCH	63	2-2-3-3-3					
ast	STEPAO	W.S.K.S.						
our Name: Cecil	afler 10	S. S. S.	Licen	sed Professional	? ⊠Yes □No			
/ 80	7 010	18	2 Profe	ssion: Landsca	pe Architecture			
		E 40 1- 1			Y			
gnature: [ Commercial	1	-1		se #/State: #6	Y			
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### Nevada State Board of Landscape Architecture LANDSCAPE ARCHITECT PROFESSIONAL REFERENCE FORM



AF	PLICANT NAME:_	Kaichiburur	o Sunago			-
pro An	elfare, and it is the ofession on the ba chitecture. As one	Board's responsis of quality of the application	nsibility to grant li of work, moral ch cant's references	censure only a racter and p it is expected	arding of public hea to those who are qual ractical experience ed that you are far character, and repu	ualified for the in Landscape niliar with the
1.	How long have	you known the	applicant?	DUER 3	years	
2.	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.)					
3.			/		with you in practice	
4.	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 of Landscape A	, to the best of architecture by	your knowledge, placing an X in th	the applicant's e appropriate	s qualification toward space below.	f the practice
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
	Technical Competence		X	3		
	Professional Integrity	X				HI
	Character (honesty.ethics)	X				*

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

Do you consider the applicant fully qualified to become a registered Landscape Architect in

6.

the State of Nevada?

Yes I No

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: MATTHEW AREA.S.	Licensed Professional? Wes No Profession: Civic Eugineer
Signature: NAC-623A 120 places sale stamp over s	License #/State: 15782/NEJADA signature)
Date: 10/16/2003	



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

APP	LICANT NAME: Kaichiburuno Sunago
welfa profe Arch	se keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and are, and it is the Board's responsibility to grant licensure only to those who are qualified for the ession on the basis of quality of work, moral character and practical experience in Landscape itecture. As one of the applicant's references, it is expected that you are familiar with the cant's professional work and have knowledge of his/her ability, character, and reputation.
1.	How long have you known the applicant? I have known the applicant for over three 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.) The applicant was observed in a professional setting at work on a daily basis. He first served as a Student Assistant and was hired fulltime over a year ago.
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		х			
Professional Integrity		х			
Character (honesty,ethics)		x			

6.	Do you consider the applicant fully qualified to become a registered Landscape Architect	t ir
	the State of Nevada?	

X 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: Amie D. Wojtech	Licensed Professional? X Yes □No Profession:
Signature: (Pursuant to NA = 623A 120 place state stamp or	License #/State: 661/Nevada /er signature)
Date: October 14, 2020	



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

we pro	Ifare, and it is the last of the base of t	Board's respon sis of quality of of the applic	nsibility to grant li of work, moral cha cant's references,	censure only to aracter and pr it is expecte	ording of public heal or those who are que actical experience of that you are fant character, and reput	alified for the in Landscape niliar with the	
1.	How long have	you known the	e applicant? 5 ye	ars			
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.)  I have had the pleasure of working with Bruno as his instructor at UNLV and in our office.						
3.	Would you be p ⊠ Yes □ No	leased to have	e this applicant as	an associate v	with you in practice?		
4.	My general reconnection 1. Recommend 2. Recommend 3. Recommend 4. Do not reconnection 1.	I highly withou I as qualified a I with some re	and competent	plicant is:			
5.			your knowledge, placing an X in th		qualification toward space below.	I the practice	
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown	
	Technical Competence	X					
	Technical Competence Professional Integrity	X				3.55	

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

the State of Nevada?

☑ Yes ☐ No

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: Cecilia Schafle Signature: ( (Pursuant to NAC p over signature)

Licensed Professional? XYes Profession: Landscape Architecture

License #/State: #619 NV

Date: 11/24/2020



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

AP	PLICANT NAME:	Kaichiburur	o Sunago			
we pro	Ifare, and it is the ofession on the bachitecture. As or	Board's responsible size of quality of the applications of the applications.	nsibility to grant li of work, moral ch cant's references	censure only t aracter and pr , it is expecte	arding of public hear to those who are quactical experience d that you are far character, and reput	ualified for the in Landscape niliar with the
1.	How long have	e you known the	applicant? Three	years, six months		
2.	educational in	stitutions, profe	ssional organization	ons etc./daily, v	e applicant? (I.e., o weekly, monthly, etc n i managed Department here at the CI	2.)
3.	Would you be ☑ Yes ☐ No	pleased to have	e this applicant as	an associate	with you in practice?	?
4.	<ol> <li>Recommer</li> <li>Recommer</li> </ol>	nd highly withou nd as qualified a nd with some re	ind competent	pplicant is: highly recommend		
5.			your knowledge, placing an X in th		qualification toward space below.	d the practice
	Phase/Activity	Excellent	Satisfactory	Marginal	Unsatisfactory	Unknown
	Technical Competence	x				

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

X

Professional Integrity

(honesty,ethics) X

Character

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.

p over signature)

Name: Thomas Edward Davy

License #/State: Nevada # 12170

Signature: (Pursuant to MAC

(Pursuant to NAC 6

Date: December 7, 2020

### **COUNCIL RECORD SUMMARY**

\*\*This is a summary of the applicant's history and is not an evaluation of the record against CLARB's Standards of Eligibility for Council Certification.

### APPLICANT INFORMATION

Name: kaichiburuno Sunago

Council Record #:

Address: 11052 Clemmons Court

Las Vegas, NV 89135

Legacy CR #:

Council Record Status: EMERGING

**Phone:** 7023719526

Email: bksunago@gmail.com

### **REGISTRATION SUMMARY**

Jurisdiction Date of Initial Licensure Expiration Date

### **EXAMINATION SUMMARY**

Examination Section	Score	Date Pass/Credit Achieved
Scores received 09/2012 and on		
Exam 1	Pass	8/12/2019
Exam 2	Pass	8/8/2020
Exam 3	Pass	6/4/2020
Exam 4	Pass	9/5/2020

<sup>\*\*</sup> The word "Credit" indicates a transition credit for the current section of the L.A.R.E.

Examination Section Score Date Pass/Credit Achieved

#### **EDUCATION SUMMARY**

InstitutionTypeCategoryGraduation DateUniversity of Nevada, Las VegasBachelorAccredited LA5/12/2018

WORK EXPERIENCE SUMMARY							
Employer	Experience Evaluation Category	Duration	Supervisor Status	Competencies (Prof./Tech.)			
City of Henderson 7/15/2019-10/9/2020 Full Time	Landscape Architecture	1 yr(s), 3 mth(s)	Landscape Architect	Satisfactory/Satisfactory			
Lage Design, Inc. 7/1/2018-6/28/2019 Full Time	Landscape Architecture	0 yr(s), 11 mth(s)	Landscape Architect	Excellent/Excellent			

# PROFESSIONAL REFERENCES SUMMARY

Name Reference Evaluation Comments Category (Prof./Tech.)

# DISCIPLINARY ACTION SUMMARY

### **COUNCIL RECORD DETAILS**

Below are the comprehensive details of the applicant's history as verified by CLARB. The information is not an evaluation of the record against CLARB's Standards of Eligibility for Council Certification.

#### APPLICANT INFORMATION

Name: kaichiburuno Sunago

Council Record #:

Address: 11052 Clemmons Court

Las Vegas, NV 89135

Legacy CR #:

**Council Record Status:** EMERGING

**Phone:** 7023719526

Email: bksunago@gmail.com

### WORK EXPERIENCE DETAILS

Company Name: City of Henderson Nature of Work: Landscape Architecture

**Dates of Employment:** 7/15/2019 to 10/9/2020 **Employment Type:** Full Time **Hours:** 38

Supervisor's Name: Ms Amie D Wojtech Direct Supervisor: Yes Supervisor License: Landscape Architect

**Supervisor's Licensure Information:** 

Jurisdiction Initial Registration Date Expiration Date Registration Number

NV - Nevada 11/10/2005 06/30/2021 661

**Skills:** 

Project and Construction Administration Inventory, Analysis and Program Development

Site Design

**Detailed Construction Drawings** 

Grading, Drainage and Stormwater Management

Planting Design

Onsite construction, maintenance or installation

Technical Competence: Satisfactory

**Technical Competence Explanation:** Bruno has worked hard on obtaining his license and his diligence has paid off. Those abilities will carry

forward as a landscape architect. He has the desire to continue to learn about the profession.

**Professional Conduct:** Satisfactory

Professional Conduct Explanation: His professional conduct is satisfactory. He always behaves in a professional manner and treats those around

him with respect.

**Verified By:** Ms Amie D Wojtech **Date Verified:** 10/12/2020

Company Name: Lage Design, Inc. Nature of Work: Landscape Architecture

**Dates of Employment:** 7/1/2018 to 6/28/2019 **Employment Type:** Full Time **Hours:** 40

Supervisor's Name: Cecilia Schafler Direct Supervisor: Yes Supervisor License: Landscape Architect

**Supervisor's Licensure Information:** 

Jurisdiction Initial Registration Date Expiration Date Registration Number

NV - Nevada 04/01/2004 06/30/2021 619

**Skills:** 

Project and Construction Administration Inventory, Analysis and Program Development Site Design

**Detailed Construction Drawings** 

Planting Design

Technical Competence: Excellent
Technical Competence Explanation:
Professional Conduct: Excellent
Professional Conduct Explanation:

Verified By: Cecilia Schafler Date Verified: 11/02/2020



Patent #5,636,874

TouchSafe\*

### Official Transcript

Student ID:

Name: Sunago, Bruno Kaichi

10/12/2020 Order Nbr: Page 1 of 2 001446973

Degree:	Bachelor of L		es Awarded			
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Plan:	Landscape A	rchitectur	ė.			
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ENG 102	Composition II			3.00	3.00	B+
MATH 182 PHYS 180	Calculus II			4.00	4.00	D
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		2014 Su	mmer	Att	Ehr	Grd
ME 240	3D Model Solidw	orks		1.00	1.00	A
		<u>At</u>	Earned	Points	GPA	GP Bal
Term Totals:		1.00	1.00	4.00	4.00	2.00
		Att	Earned	Points	GPA	GP Bal
Cumulative Totals		32.00	32.00	98.30	3.07	34.30
· 持续的		5.00		2222		

	· 特別政策	48			
	2015	Fall			
AAD 201 History of Bui	# Environ		Att	Ehr	Grd
AAD 201 History of Bui AAD 267 Intro Digital N			3.00 3.00	3.00	D-
AAE 280 Design Found			6.00	6.00	A B+
ENG 231 World Literatu			3.00	3.00	C
	Att				
Term Totals:	1100	Earned	<u>Points</u>	GPA	GP Ba
reim rotals.	15,00	15.00	39.90	2.66	9.90
	Att	Earned	Points	GPA	GP Ba
Cumulative Totals:	47 00	47.00	138.20	2.94	44.20
				The same	
	ation to the state of the state				
	2016 S	pring			
AAE 282 Design Found			Att	Ehr	Grd
AAE 282 Design Found ABS 331* Env Control S	lation III		6,00	6.00	Bt.
FREN 113 Elementary F	rench t		3.00 3.00	300	C+
			The state of	3.00	С
	Att	Earned	Points	GPA	GP Bal
Term Totals:	12.00	12.00	32.70	272	8.70
	Att	Earned	Points	GPA	00.0
Cumulative Totals:	49.75	77.15.0	25 00000	200000	GP Bal
Committee Totals	59.00	59.00	170.90	289	52.90
			- 22	100 m	
	2016 Su	mmer			
	2010 30	mmer	Att	Ehr	Grd
LAND 240 Intro to Horticu			3.00	3.00	A
WMST 113 Gender, Race	, & Class		3.00	0.00	D-
Repeated - Ex	clude Hours	s and GPA			
	Att	Earned	Points	GPA	GP Bal
Term Totals.	6.00	3.00	12.00	4.00	6.00
		0.00	12.00	4.00	0.00
	Att	Earned	Points	GPA	GP Bal
Cumulative Totals:	65.00	62.00	182.90	2.95	58.90
	Firefather.	100		1256	13493 Energy Elves
	2016	Fall			
LAND 255 History of Land			Att	Ehr	Grd
LAND 255 History of Land LAND 330 Design with Cl			3.00	3.00	A
LAND 340 Plants for Ario	Env	A CONTROL OF THE PARTY OF THE P	3.00	3.00	A-
LAND 367 Adv Digital Me	dia		3.00	3.00	В
LAND 384 Land Arch Des	ign I		6.00	6.00	Ā-
On the state of th	Att	Earned		All the state of the	
Term Totals	18.00	71177.44	Points	GPA	GP Bal
, Cally	10,00	18.00	66,30	3,68	30.30
	Att	Earned	Points	GPA	GP Bal
Cumulative Totals:	83.00	80.00	249.20	3.11	89.20
Racing the second			2.10.20		09.20
Term Honor:	Dean's F	lonor List.			
	1,253	3 S.	THE RESERVE TO	115 3	

RECIPIENT

CLARB 1840 Michael Faraday Drive Suite 200 Reston, VA 20190 United States THIS OFFICIAL UNIVERSITY TRANSCRIPT DOES NOT REQUIRE A RAISED SEAL





Patent #5,630,674

Touch5afe\*

### Official Transcript

Student ID:

Name: Sunago, Bruno Kaichi

10/12/2020 Order Nbr: Page 2 of 2 001446973

Total Sept.	enar seas sessenar	7177	10000000000	d steel	20 1930 Page
	2017 8	pring			
LAND 342	Plant & Irrigation Design		Att	Ehr	<u>Grd</u>
LAND 343	Site Grading		3.00 3.00	3.00	A- A-
LAND 386	Land Arch Design II		6.00	6.00	A-
Course	Service Learning Course				
Attributes:					
LAND 442	Mat & Method for Land Ar	ch	3.00	3.00	Α-
TABLET THE A	Att .	Earned	Points	GPA	GP Bal
Term Totals:	15.00	15.00	55.50	3.70	25.50
	Att	Earned	Points	GPA	GP Bal
Cumulative Tota	PER	95.00	304.70	3.20	114.70
T		27,12		3.20	114.70
Term Honor	Dean's F	lonor List			
	2017 Su	mmer	HARRIEN		
<b>建</b> 电 基			Att	Ehr	Grd
LAND 495 WMST 113	Spec Top Landsc Arc		3.00	3,00	A
Course	Gender, Race, & Class Service Learning Course		3,60	3,00	Α-
Attributes:	Service Learning Course	7			1000
	Repeated - Include Hours	and GPA			
	Δtt	Earned	Points	GPA	CD 0
Term Totals:	6.00	6.00	23.10	2500	GP Bal
	0.00	0.00	23.10	3.85	11,10
	Att	Earned	Points	GPA	GP Bal
Cumulative Total	104.00	101.00	327.80	3.24	125.80
100 miles	(A) (A)			1965	
	204.7 5				
	2017 F	all	A4		
LAND 443	Stormwater Management		3.00	3.00	Grd B-
LAND 467	GIS for Land Arch		3.00	3.00	B-
LAND 484 MFT 150	Landscape Arch Design III		6.00	6.00	Α-
IMI T 150	Personal Growth		3.00	3.00	A
2000 000 000 000 0000 0000 0000 0000 0	<u>Att</u>	Earned	Points	GPA	GP Bal
Term Totals:	15.00	15.00	50.40	3.36	20.40
	Att.	Earned	Points	GPA	CD D-
Cumulative Totals	AND THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF TH	116.00	378.20		GP Bal
	1,5.00	110.00	3/0,20	3,26	146.20
	2018 Spi	ring			
AAD 400			Att	Ehr	Grd
AAD 400 LAND 455	Clinical Internship Theory in Land. Arch.		0.00	0.00	8
LAND 480X	Option Studio		3.00 6.00	3.00 6.00	B- A
LAND 491	Professional Practice		3.00	3.00	A A-
LAND 495	Advanced Design Commun	ication	100000000000000000000000000000000000000	3.00	Α-
	Att	Earned	Points		GP Bal
Term Totals:	15:00	15.00	54.30	3.62	24.30
					24.30
	Att.	Earned	Points	GPA:	GP Bal
Cumulative Totals	134.00	131.00	432.50	3.30	170.50
Term Honor:	Dean's Ho	nor List			
	知了 有最 <b>经</b> 的基础			12.5	

Undergraduate Careey Totale					
Undergraduate Career Totals Cumulative Totals:	134.00	140.00	432.50	3.30	170.50
	End of Off	icial Transc	ript		
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RECIPIENT

THIS OFFICIAL UNIVERSITY TRANSCRIPT DOES NOT REQUIRE A RAISED SEAL



# Nevada State Board of Landscape Architecture

ECEIVED Application for Professional Registration

NOV 2 3 2020 Please Type or Print Legibly in Black Ink Completing All Sections

Nevada s Name fundable Application Fee Registration by Examination \$175.00 Landscap Norhief Undable Application Fee Registration by Reciprocity \$100.00

	ns must be delivered	to the Board office at	least 2 weeks	prior to the meeting in	order to he an	howara		
		Section 1 Identify	ying inform	ation	e. acr to be ap	J. Oveu.		
Last Name Holmes		F	irst Name Todd		Date of	3irth		
Place of Birth Los Angeles, C	e of Birth Social S Los Angeles, CA		I Security Number Citizenship or Le				Residence	
Residence Address 188 Kirkwood	Ave.							
Claremont	State CA	Zip code 91711		Home Telephone 909-561-7362				
	d Associates, Inc	).						
Business Address 4141 E. Inland I	Empire Blvd. Suit	e 250						
City	State	Zip code		Business Telephone				
Ontario	CA	91764		909-481-5750				
		Electronic Mail Add	dress(s)		ui,			
A 15 18 19 1		FIGURALIA INIGHT MAL						
Facsimile Number N/A		todd.holmes@		n				
Facsimile Number	in the military?				Yes 🖾 No			
Facsimile Number N/A Have you ever served f yes, Which Branch(e	es) of Service? (Circle	todd.holmes@	deainc.con			rve;		
acsimile Number N/A Have you ever served f yes, Which Branch(e	es) of Service? (Circle ir Force/Air Force Re	e all that apply) Army, eserve; Coast Guard/	deainc.con	In Marine Company		rve;		
acsimile Number N/A Have you ever served f yes, Which Branch(e Navy/Navy Reserve; A What was your Military	es) of Service? (Circle air Force/Air Force Re Occupation or Spec	e all that apply) Army, eserve; Coast Guard/	deainc.con	In Marine Company		rve;		
acsimile Number N/A Have you ever served f yes, Which Branch(e lavy/Navy Reserve; A What was your Military What were your Date(s	es) of Service? (Circle ir Force/Air Force Revice)  Occupation or Species) of Service:	todd.holmes@ e all that apply) Army, eserve; Coast Guard/ cialty?	deainc.con	□ re; Marine Corps/Marin Reserve; National Gua		rve;		
Facsimile Number N/A Have you ever served f yes, Which Branch(e Navy/Navy Reserve; A What was your Military What were your Date(s f the answer to any of	es) of Service? (Circle in Force/Air Force Reservice of Occupation or Species) of Service:	todd.holmes@ e all that apply) Army, eserve; Coast Guard/ cialty?	deainc.con //Army Reserv //Coast Guard	e; Marine Corps/Marin Reserve; National Gua		rve;		

Applicant Name Todd Holmes	Date Submitted 11/12/20
Nevada State Board of Landscape Architecture Registra	ition 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. o 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 Todd Holmes 11/12/20 Address of Board issuing Certificate of Registration City, Zip code 2420 Del Paso Road, Suite 105 Sacramento, CA 95834 E-mail address of Board Issuing Certificate of Registration Registration Number Harmony.Navarro@dca.ca.gov 3561 2. Name of State or Province of Canada Date of Registration Todd Holmes 11/12/20 10/25/91 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

Applicant Name Todd Holmes Date Submitted 11/12/20

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

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

California Park and Recreation Society

American Public Works Association

**Professional Organizations** 

#### 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/nsblanvgov/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/nsblanvgov/content/Forms/ProfessionalExperienceVerificationForm.pdf

Council of Landscape Architect Registration Board Certificate holders ma	y omit this section.
--	----------------------

Name of Employer  David Evans and Associates, In	C.		Dates of Employmen 6/8/18 - Present
Address	City	State	Zip code
4141 E. Inland Empire Blvd. Suite 250	Ontario	CA	91764
Title of Position Held Associate, Senior Landscape Architect	Duties Performed Project Manager - Public v	rivate land dev.	
Describe in Particular Duties Performed in the fie	eld of Landscape Architecture		
Oversee the preparation of landscape	PSE, supervise landscape a	and irrigation	designers
Name of Employer			Dates of Employment
Address	City	State	Zip code
Title of Position Held	Duties Performed		
Describe in Particular Duties Performed in the fie	ld of Landscape Architecture		
Name of Employer			
value of Employer			Dates of Employment
Address	City	State	Zip code
Fitle of Position Held	Duties Performed		
Describe in Particular Duties Performed in the fiel	d of Landscape Architecture	·	

Applicant Name Todd Holmes

Date Submitted 11/12/20

### 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. <a href="http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf">http://nsbla.nv.gov/uploadedFiles/nsblanvgov/content/Forms/LandscapeArchitectReferenceForm.pdf</a>

Name of Landscape Architect     Kim Rhodes			Na	ture of Relationship Supervisor
Address	City	State		Zip code
4141 E. Inland Empire Blvd. Suite 250	Ontario	CA		91764
Name of Landscape Architect     Heath Habig			10.000	ture of Relationship -Worker
Address	City	State		Zip code
17782 E. 17th Street, Suite 200	Tustin	CA		92780
Name of Professional Reference     Deering Volkmann, PE				ture of Relationship Co-Worker
Address	City	State		Zip code
25152 Springfield Court Suite 350	Santa Clarita	CA		91355
Name of Professional Reference     Mark Oskorus, PE	Lyayana			ture of Relationship Worker
Address	City	State		Zip code
17782 E. 17th Street, Suite 200	Tustin	CA		92780

Section	E	Edu	restion
DECTION.	2)	EUL	ILGIILIII

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.

Name of Institution     California State Polytechnic U	Iniversity, Pomona		Graduation Date 06/11/88
Address 3801 W. Temple Ave.	City Pomona	State CA	Zip code 91768
Degree Received B.S.	Major Landscape	Architecture	Dates Attended 9/84 - 6/88
2. Name of Institution		territoria de la composición de la comp	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	, , , , , , , , , , , , , , , , , , , ,	transfer principles	Graduation Date
Address	City	State	Zip code
Degree Received	Major		Dates Attended

Applicant Name	Todd Holmes	Date Submitted	11/12/20	
Nevada State Board	of Landscape Architecture Re	egistration 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.

Signature of	Applicant Joseff	
State of	Todd Holmes County of	11/12/20
Being first du contents ther respect.	lly sworn, deposes and says: I am the applicar eof, and to the best of my knowledge and beli	nt named in this application, have read and understander, the foregoing statements are true and correct in ex
Subscribed a	nd sworn to before me thisday of	Du attached CAT
Signature of I	Notary Public	my commission expires
NOTARY SE	AL	
Mail should I home addres office addres	pe sent to (choose one)	
	Please securely attach a recognizable photo (2"x 21/2"). 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.	Jan Jah

Todd Holmes

11/12/20 **Date Submitted** 

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

Applicant Name

# CALIFORNIA JURAT WITH AFFIANT STATEMENT

	Signature of Document Signer No. 1
	orginature of Document Signer No. 1
	Signature of Decomposet Since N. 2005
	Signature of Document Signer No. 2 (if any)
A Notary Public or other o	fficer - 1 i' i' i'
identity of the individual v	officer completing this certificate verifies only the
identity of the individual v	officer completing this certificate verifies only the who signed the document to which this certificate is fulness, accuracy, or validity of that document.
attached, and not the truth	Who signed the document to which this certificate is
attached, and not the truth	Who signed the document to which this certificate is
identity of the individual v	Who signed the document to which this certificate is
attached, and not the truth	Subscribed and sworn to (or affirmed) before me on
attached, and not the truth	Subscribed and sworn to (or affirmed) before me on
attached, and not the truth	Subscribed and sworn to (or affirmed) before me on this 17 day of Movember, 20 20, by  Joseph Holmus
attached, and not the truth	Subscribed and sworn to (or affirmed) before me on this 17 day of Movembor, 20 20, by  Name(s) of Signer(s)
attached, and not the truth	Subscribed and sworn to (or affirmed) before me on this 17 day of Name(s) of Signer(s)  Subscribed and sworn to (or affirmed) before me on this 17 day of Name(s) of Signer(s)
attached, and not the truths  tate of California  ounty of Los Angeles  MEGAN HUMPHREY  Notary Public - California Los Angeles County Commission # 2227293	Subscribed and sworn to (or affirmed) before me on this 17 day of Movembor, 20 20, by  Name(s) of Signer(s)
attached, and not the truths  tate of California  ounty of Los Angeles  MEGAN HUMPHREY Notary Public - California Los Angeles County	Subscribed and sworn to (or affirmed) before me on this 17 day of Name(s) of Signer(s)  Subscribed and sworn to (or affirmed) before me on this 17 day of Name(s) of Signer(s)

Notary Seal



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

APF	PLICANT NAME: Todd Holmes
welt prof Arc	ase keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and fare, and it is the Board's responsibility to grant licensure only to those who are qualified for the fession on the basis of quality of work, moral character and practical experience in Landscape hitecture. As one of the applicant's references, it is expected that you are familiar with the licant's professional work and have knowledge of his/her ability, character, and reputation.
1.	How long have you known the applicant? 2018 - present
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. Worked on same projects.
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	Х				
Professional Integrity	Х				
Character (honesty,ethics)	X				

6.	Do you consider the applicant fully qualified to become a registered Landscape Architect in	n
	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: Mark S. Oskorus, P.E.

Licensed Professional? .■Yes ⊔No Profession: Civil Engineer

Signature: Mark

License #/State: C-62159, California

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

TE OF CALL

Date: September 24, 2020



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

APP	LICANT NAME: 1 odd Holmes
welfa profe Arch	ise keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and are, and it is the Board's responsibility to grant licensure only to those who are qualified for the ession on the basis of quality of work, moral character and practical experience in Landscape litecture. As one of the applicant's references, it is expected that you are familiar with the icant's professional work and have knowledge of his/her ability, character, and reputation.
1.	How long have you known the applicant? Over 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.)  Initially he was our client, hence we collaborated several times a month. Todd now works with me and we have dail interaction.
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, absolutely.  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.
10	Phase/Activity Excellent Satisfactory Marginal Unsatisfactory Unknown

 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.

Technical

Integrity Character

Competence Professional

(honesty,ethics)

X

X

X

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: Kim S. Rhodes, PLA 3867, ASLA	Licensed Professional? XYes No Profession: Landscape Architect
Signature: Kim S. Rhodes (Pursuant to NAC 623A.120 place state stamp	License #/State: CA 3867 o over signature)
Date: September 22, 2020	



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

APF	PLICANT NAME: TODD HOLMES
welf prof Arch	ase keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and are, and it is the Board's responsibility to grant licensure only to those who are qualified for the ession on the basis of quality of work, moral character and practical experience in Landscape nitecture. As one of the applicant's references, it is expected that you are familiar with the licant'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, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)  HOBSERVE THE APPLICANT ONCE A DAY IN AN ONLINE SETTING
3.	PRE-PANDEMIC: I OBSERVED THE APPLICANT ONCE A WEEK IN AN OFFICE SETTING  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

W with the same of			
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: HEATH HABIG	Licensed Professional? XYes No Profession: LANDSCAPE ARCHITECT
Signature:(Pursuant to NAC 623A.120 place state	License #/State: #5028 / CALIFORNIA stamp over signature)
Date: SEPTEMBER 22, 2020	



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

AP	PLICANT NAME:_	TODD HOLME	S				
we pro Arc	ease keep in mind it Ifare, and it is the last ofession on the bas chitecture. As one olicant's profession	Board's respor sis of quality of of the applic	nsibility to gra of work, mora cant's referen	nt licensure o I character ar ces, it is exp	only to nd pra pected	those who are quactical experience that you are fan	alified for the in Landscape niliar with the
1.	How long have	you known the	e applicant?	2 YEARS			
2.	educational ins	titutions, profes	ssional organi an online setting	zations etc./da		applicant? (l.e., o eekly, monthly, etc	
3.		SERVED THE APPLICAT DIEASED TO HAVE			iate w	ith you in practice?	)
4.	My general recommendation 1. Recommendation 2. Recommendation 3. Recommendation 4. Do not recommendation 1.	d highly withou d as qualified a d with some res	t reservations and competen	•			
5.	Please indicate of Landscape A					qualification toward pace below.	the practice
	Phase/Activity	Excellent	Satisfacto	ry Margin	nal	Unsatisfactory	Unknown
	Technical Competence	×					
	Professional Integrity	×					
	Character						-

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

Do you consider the applicant fully qualified to become a registered Landscape Architect in

6.

(honesty,ethics)

the State of Nevada?

☑ Yes ☐ No



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

APPI	ICANT NAME: Todd Holmes
Pleas welfa profe	se keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and are, and it is the Board's responsibility to grant licensure only to those who are qualified for the ession on the basis of quality of work, moral character and practical experience in Landscape itecture. As one of the applicant's references, it is expected that you are familiar with the cant's professional work and have knowledge of his/her ability, character, and reputation.
1.	How long have you known the applicant? 2 years and 3 months
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, Monthly
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  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.

		C-tiefestom	Marginal	Unsatisfactory	Unknown
Phase/Activity	Excellent	Satisfactory	Maightar		
Technical Competence	Х				
Professional Integrity	Х				
Character (honesty,ethics)	Х				-

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 practic 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 landscap 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 of misrepresentation in connection with the submission of an application for a certificate of registratio or certificate to practice as a landscape architect intern; or the taking of one or more examination pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked b the Board or in any other state or country; in lieu of receiving disciplinary action against himsel 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; engaged in the practice of landscape architecture in this State or in any other state or country withou a license or certificate of registration or certificate to practice as a landscape architect intern within th 2 years immediately preceding the filing of an application for a certificate of registration or certificat to practice as a landscape architect intern pursuant to the provisions of this chapter; within the years immediately preceding the filing of an application specified in the previous statement, engage in unprofessional conduct in violation of the regulations adopted by the Board.

Name: Deering Viola

Licensed Professional? ×Yes No

Profession: Civil Engineer

Signature:

(Pursuant to NAC

signature)

License #/State:\_NV Civil #025721

CA Civil #72037

Date: 10-6-2020



The California State University on recommendation of the Auculty of The Trustees of

# California State Polytechnic Aniversity, Pomona

have conferred upon

# Arth Argue Holines

the degree of

Machelor of Science

Anndscape Architecture

Giben at Poncona, California, on the elebenth day of June, nineteen hundred eighty-eight



W Ann Hynalak Chancellor of The California State University







Seences Alekanian Stresident of Hip Trustees

### CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA Date Issued: 31-0CT-2003 Student No: STLK Record of: Todd Doyne Holmes Page: Issued To: Todd Holmes 2308 Jamestown Court Claremont, CA 91711 Course Level: Undergraduate (Student) Student Type: Continuing Student High School: 01-JUN-1980 COURSE TITLE CRED GRD PTS First Admit: Fall Quarter 1978 Last Admit: Fall Quarter 1984 Institution Information continued: Matriculated: Fall Quarter 1978 102 1 Hst Wrld War 3.00 A 12.00 PE 112 1 Fencing 1.00 A 4.00 1.00 A 4.00 Current Program PE 112 Fencing PHL 201 1 Intro To Phl 3.00 B 9.00 College: Environmental Design Major : Landscape Architecture Ehrs: 19.00 GPA-Hrs: 19.00 Pts: 58.00 GPA: 3.05 Comments: Transfer Credit: Cal State Long Beach Spring Quarter 1979 Transfer Credit: Chaffey College Change Of Major From Undeclared To Art 5/31/79 Graduation Writing Test Passed20-APR-85 Continuing Student 1 Art Mid Ages 4.00 B 12.00 Degree Awarded : Bachelor of Science 11-JUN-1988 ART 317 Major : Landscape Architecture 104 1 Fresh Comp 4.00 B 12.00 4.00 C 8.00 104 1 Survey Music 1.00 A SUBJ NO. C COURSE TITLE CRED GRD PTS PE 170 1 Adv Fencing 4.00 Ehrs: 13.00 GPA-Hrs: 13.00 Pts: 36.00 GPA: 2.76 PRE-SYSTEM TRANSFER SUMMARY HOURS: Ehrs: 54.50 GPA-Hrs: 63.00 Pts: 138.50 GPA: 2.19 Fall Quarter 1979 Art INSTITUTION CREDIT: Continuing Student 3.00 B 9.00 ART 120 1 Intro Paint Fall Quarter 1978 140 1 Intro Draw 3.00 A 12.00 ART Undeclared ZA 227 1 Meat Science 3.00 B 9.00 First Time Transfer Student ESC 116 1 Introd Astro 3.00 C 6.00 ART 212 1 His West Art 4.00 B 12.00 GER 101 1 Elem German 4.00 W 0.00 BIO 115 1 Basic Bio 5.00 C 10.00 112 1 Fencing 1.00 A 4.00 101 1. Hst Of Ww 3.00 A 12.00 Ehrs: 13.00 GPA-Hrs: 13.00 Pts: 40.00 GPA: 3.07 112 1 Fencing 1.00 A 4.00 PE 112 1 Fencing 1.00 A 4.00 Ehrs: 14.00 GPA-Hrs: 14.00 Pts: 42.00 GPA: 3.00 Winter Quarter 1980 Art Continuing Student Winter Quarter 1979 ART 130 1 Intro To Cla 3.00 B 9.00 Undeclared 1 Hst West Art 4.00 B ART 214 12.00 Continuing Student FNG 105 1 Fresh Comp 4.00 C 8.00

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170 1 Adv Fencing

HSB -

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AME 201 -1 Amor Civ

ESC 250 1 Environ Geo

HST 202 1 U S History



12.00

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### CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Student No:

Date Issued: 31-0CT-2003

STLK

Record of: Todd Doyne Holmes

Level: Undergraduate (Student)

Page: 2

SUBJ NO. C	COURSE TITLE CR	ED GRD	PTS R	SUB.	J NO.	C	- al-	COURSE TITL	E	CRED	GRD	PTS	R
			740	Ins	tituti	on I	nformatio	on continued:		0.000			
Institution Informati	on continued:	The state of the		URP	301	1	Prin Urb	Pln		4.00	A	16.00	1
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Spring Quarter 1980				Fall	l Quar	ter	1985						
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Fall Quarter 1984													
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e Arch 9/20/84	or najar tran ni c to zanac	тир					rchitectu	ire					
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PE 145 1 Beg Arc	hery	.00 A-	3.70	Ehi	rs: 1:	2.00	GPA-Hrs:	12.00 Pts:	34.10	GPA:	2.84		
Ehrs: 12.00 GPA-Hrs	: 12.00 Pts: 38.50 GPA	: 3.20											
	- ONE - ST - ST - ONE - O									900			
				Spr	ing Qu	arte	r 1986						
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Landscape Architect	ure			C		ing :	Student						
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LA 102 1 Int Lnc	TET CONTRACT TO THE CONTRACT OF THE CONTRACT O	.00 B+	13.20	AE	232	1				3.00		9.00	
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\*\*\*\*\*\*\*\*\*\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*\*\*\*\*\*\*

Student No:

Date Issued: 31-OCT-2003

STLK

Record of: Todd Doyne Holmes

Level: Undergraduate (Student)

Page:

SUBJ	NO.	c	COURSE TITLE	CRED GRD	PTS R	SUBJ NO. C COURSE TITLE CRED GRD PTS R
						Institution Information continued:
Inst	itutio	n Ir	nformation continued:			Landscape Architecture
LA	301	1	Int La Des 1	5.00 C	10.00	Continuing Student
LA	341	1	Planting Dsn	4.00 C+	9.20	LA 402 1 Adv La Desgn 5.00 C+ 11.50
LA	499	1	Comp Appls	2.00 A	8.00	LA 423 1 Urban Land 3.00 B 9.00
ОН	131	1	Basic Hort	4.00 B-	10.80	LA 464 1 La Arch Pr - 2.00 B 6.00
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						Ehrs: 14.00 GPA-Hrs: 14.00 Pts: 39.70 GPA: 2.83
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Col	ntinui	ng s	Student			Spring Quarter 1988
BOT	316	1	Plant Envirn	4.00 D	4.00	Spec Cons: Include Art 214 In Dir.Prof. Electives;
LA	302	1	Int La Des 2	5.00 C-	8.50	4/27/88
LA	331	1	Land Const	4.00 B	12.00	Conc Enroll: Math 130 (Chaffey J.C.) Spring 88; 5/
LA	499	1	Comp Applics	2.00 A	8.00	18/88
Ehr	s: 15	.00	GPA-Hrs: 15.00 Pts:	32.50 GPA: 2.16		Landscape Architecture
						Continuing Student
						AE 321 1 Ldscp Sp Irr 4.00 C+ 9.20
Spri	ng Qua	rter	1987			LA 403 1 Adv La Desgn 5.00 B+ 16.50
La	ndscap	e Ar	rchitecture			LA 424 1 Wrld Gardens 3.00 B+ 9.90
Col	ntinui	ing s	Student			LA 463 1 Senior Sem 2.00 B+ 6.60
ARC	451	1	Thry Arc/Urb	4.00 C+	9,20	Ehrs: 14.00 GPA-Hrs: 14.00 Pts: 42.20 GPA: 3.01
LA	303	1	Int La Des 3	5.00 C	10.00	- D. Carlotte and
LA	332	1	Land Const	4.00 C	8.00	**************************************
LA	499	1	Comp Apps	2.00 A-	7.40	Earned Hrs GPA Hrs Points GPA
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						TOTAL TRANSFER 54.50 63.00 138.50 2.19
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Lai	ndscap	e Ar	chitecture			**************************************
Col	ntinui	ng S	Student			
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LA	333	1	Land Const	5.00 C	10.00	
LA	401	1	Adv La Desgn	5.00 C+	11.50	
LA	499	1	Comp App	2.00 A	8.00	

Winter Quarter 1988

\*\*\*\*\*\*\*\*\*\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*\*\*\*\*\*\*

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### Approved fee schedule effective February 1, 2021

LARE Application Fee -	\$ 75.00
Initial License Fee -	\$275.00
Reciprocity Application fee -	\$175.00
Reinstatement Fee to practice as a Landscape Architect	
Or Landscape Architect Intern	\$400.00
Renewal Delinquency Fee to practice as a	
Landscape Architect	\$100.00
Renewal Fee Landscape Architect -	\$275.00
Renewal Fee for Landscape Architect Intern -	\$ 50.00
Delinquency Fee for a certificate to practice as a	
Landscape Architect Intern	\$100.00
Certificate to Practice as a Landscape Architect Intern	\$ 50.00
New Stamp Fee – Hand Stamp	\$ 50.00
Electronic Stamp -	\$ 30.00
Certificate of Eligibility	\$300.00
Fee for duplicate Certificate of Eligibility	\$ 50.00
Annual Renewal Fee for a Certificate of Eligibility	\$125.00
Address Change -	\$ 15.00
Mailing List of all registrants	\$ 20.00
Return Check Fee	\$ 25.00
Copy of the Construction Industry Reference Manual,	
AKA "Blue Book" Hard Copy	\$ 5.00
Copy of a document, per page	\$ 0.50

These are not-to-exceed fees that have been approved on December 28, 2020 by Legislative Commission as per NSBLA approval of November 6, 2020.

NAC 623A.170 Schedule of fees; proration. (<u>NRS 338.173</u>, <u>623A.130</u>, <u>623A.165</u>, <u>623A.240</u>)

1. The Board will charge and collect the following fees:

Application fee for a certificate of registration pursuant to the provisions of NAC 623A.220 c 623A.226	
Application fee for a certificate of registration pursuant to the provisions of NAC 623A.222	
Application fee for a certificate to practice as a landscape architect intern	

Examination fee for the Nevada specific examination for an applicant for a certificate registration	
Fee for the review of a Nevada specific examination, if requested pursuant to NAC 623A.250	100.00
Certificate of registration.	50.00
Certificate of eligibility	300.00
Certificate to practice as a landscape architect intern	50.00
Annual renewal fee for a certificate of registration	300.00
Delinquency fee for a certificate of registration	100.00
Reinstatement fee for a certificate of registration	400.00
Annual renewal fee for a certificate of eligibility	125.00
Annual renewal fee for a certificate to practice as a landscape architect intern	50.00
Delinquency fee for a certificate to practice as a landscape architect intern	100.00
Reinstatement fee for a certificate to practice as a landscape architect intern	400.00
Change of address fee	20.00
Fee for a duplicate certificate of eligibility	50.00
Fee for an official stamp	50.00
Fee for an electronic official stamp	50.00
Mailing list, all registrants	20.00
Returned check	25.00
Copy of the <i>Construction Industry Reference Manual</i> , which is also known as the "Blue Book"	5.00
Copy of a document, per page	0.50

## ELECTRONIC PLAN SUBMITTAL GUIDELINES

### **Permit Application Center**

2250 Las Vegas Blvd North, North Las Vegas, Nevada 89030 (702) 633-1536 phone, email address: buildingpermils@cityofnorthlasvegas.com

These guidelines is provided for our customers and is intended to provide only general information for electronic plans submittal. Please contact our Permit Application Center for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff.

Effective this past January 2020, customers can now submit plans electronically for review.

New permit submittal shall be uploaded by the applicants directly to our portal by logging into their accounts. Applicants may be requested to email submittal directly to the reviewer. All corrections need to be submitted directly to the plans examiner either by email attachment or email link.

Customers must create a login on our website for submittal of plans and tracking comments. Electronic plans must be submitted to the following standards:

(follow these instructions to avoid delays)

- Applications for the permit/ project must be submitted electronically as a PDF file and needs to be completely filled up. Our PDF applications can be found on our website at link below;
  - http:ljwww.cityofnorthlasvegas.com/departments/ldcs/permit applications forms and permit fees.php
- Plans for each discipline (architectural, landscape, civil, structural, plumbing, mechanical, electrical, ...) is to be submitted as an individual file (all sheets in 1 PDF file per discipline).
- Engineers must use electronic signatures per the NV Board of Professional Engineers and Land Surveyors with full size stamp, expiration date, and date of signature.
- First page of each PDF file for engineering plans, structural calculations and geotechnical report need to be digitally signed. See succeeding pages for digital signing of plans, structural calculations, and geotechnical report.
- Geotechnical report and cover page of structural calculations need to be 1 PDF file each and needs to be electronically stamped, signed, and dated (expiration date and date of signing).
- Architects, contractors, and owner builders can use electronic signatures. Each sheet needs to be electronically signed.
- Zip files are not acceptable.

PDF packages and PDF portfolios are not acceptable. Required submittal shall be one
 "Combined PDF" file for each discipline.

### PDF Packages/Portfolios Versus Combined PDF Files

A portfolio is to combine a series of PDFs and/or native files (PDF, Word, Excel, JPEG files) in a PDF "wrapper" (a single PDF file) that maintains the format of the original files embedded in it. The **files** in a **PDF Portfolio** can be in a wide range of **file** types created in different applications. The original files retain their individual identities but are assembled into one PDF Portfolio file. Users can open, read, edit, and format each component file independently of the other component files in the PDF Portfolio.

Combined files combine multiple PDF and native file formats. Those native file formats (such as Word, Excel, JPEG, AutoCAD files) are converted to PDF and all of the pages are combined into one PDF.

- Export <u>directly to PDF</u> preferred, not printed then scanned.
- Certified signature of plans in lieu of digital signature is not acceptable.
- Paper size for all drawing sheets for all disciplines need to be consistent.
- Sheet title blocks for all sheets of all disciplines shall be consistent on each page of the plan sets.
- Each plan sheet and cover page of structural calculations and geotechnical report need to include the project name and address.
- No password protected or locked documents. Files must be unprotected.
- PDF plans prefer vector format and not raster format.
- Plans shall be saved in black and white PDF (1-bit monochrome).
- Maintain output scale when converting to PDF (avoid "Fit to Page").
- For corrections, all pages for each discipline must be submitted as 1 PDF per discipline.
- Corrections need to include complete set and need to include corrected sheets and those not corrected.
- Provide revision clouds next to revisions made on plans with number of revision next to revision cloud. Also indicate on title blocks for sheets that have been revised or corrected to include the revision number and date of revision.
- For owner's revisions (after permit issuance), submit only the revised sheets. One PDF file for each discipline.

### Instructions for Engineers and Land Surveyors On Digital Signing of Plans

Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and then apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the three options below:

Compile the document with the seals for each design professional on the cover page. Then
have each design professional add their digital signature, one at a time, on that cover page,
being careful not to make changes to the document that would invalidate previous
signatures.

### Examples of a valid signature/ seal

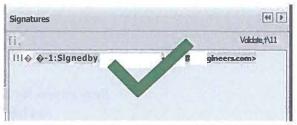




- 2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.
- 3. Divide the document into separate documents for each discipline/design professional and have each design professional seal and sign their section. Send as multiple documents.

A common error that many applicants make is certifying instead of signing. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.





How to Create and Apply a Digital Signature: Tutorial and Screenshots

To sign documents using Adobe Acrobat or Blue Beam Revu, the first step is to create a "self-signed digital ID." The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

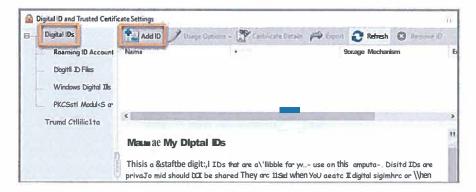
- Create a digital ID using Adobe Acrobat ...... page 4
- Create a digital ID using BlueBeam Revu ...... page 9

You do not need to create a digital ID each time. If your ID is already created, skip to...

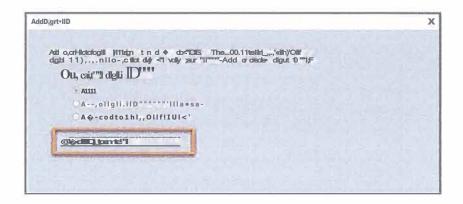
- Use your digital D to sign a file in Adobe Acrobat ...... page 7
- Use your digital D to sign a file in BlueBeam Revu ...... page 10

### Acrobat

- 1. h Acrobat, click the Edit menu and choose Preferences, then choose Signatures.
- 2. On the right, click More for Creation & Appearance, then click box to check Show Reasons under When Signing, then OK.
- 3. On the right, click More for Identities & Trusted Certificates.
- 4. Select Digital IDs on the left, and then click the Add ID button.



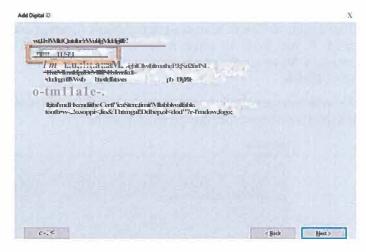
5. Select the option A New Digital ID I Want To Create Now, and click Next.



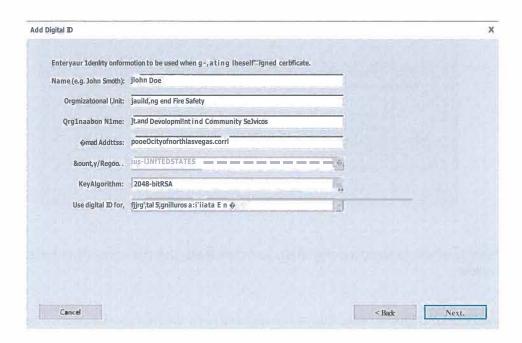
Specify where to store the digital ID, and click Next. Use the option that best fits your needs.

New PKCS#12 Digital ID Flie: Stores the digital D in a file that can be used in both Windows and Mac OS.

**Windows Certificate Store (Windows only):** Stores the digital D in a common location for Windows applications.

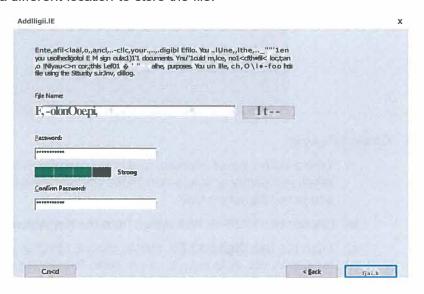


- 7. Do the following:
  - a) Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
  - b) Choose the 1024-bit RSA option from the Key Algorithm menu.
  - c) From the Use Digital ID For menu, choose whether you want to use the digital D for signatures, data encryption, or both. For signing building plans/documents, you only need to choose "signatures."
  - d) Click Next.

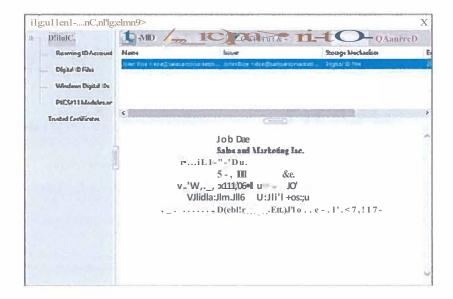


- 8. Do the following:
  - a) Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
  - b) The digital D file is stored at the default location as shown in the **FIie Name** field. If you want to save it somewhere else, click **Browse** and choose the location. Make a note of where your D is stored.
  - c) Click Finish.

If a digital D file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.



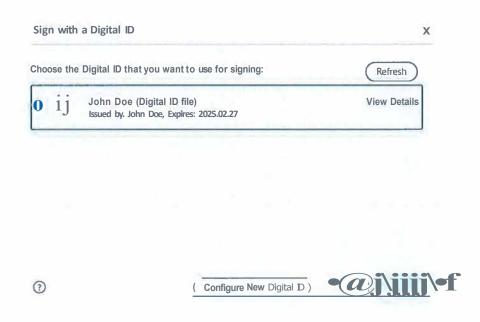
 The D is created. NOTE: Make a backup copy of your digital D file. If your digital D file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.



### Use your digital ID to sign a PDF file in Adobe Acrobat

This process may vary slightly depending on which version of Acrobat you use.

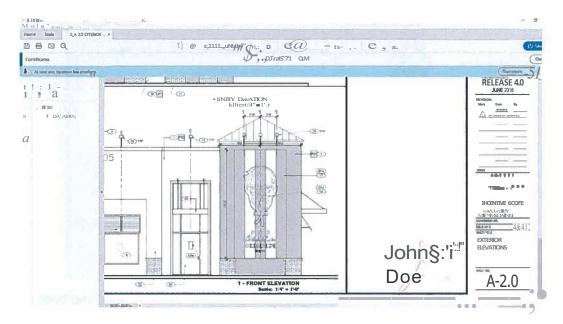
- 1. Open the file to be signed.
- 2. In Acrobat, click **TOOLS** tab next to home then click **CERTIFICATES.** Click **DIGITALLY SIGN** and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
- 3. Choose the digital ID then click CONTINUE

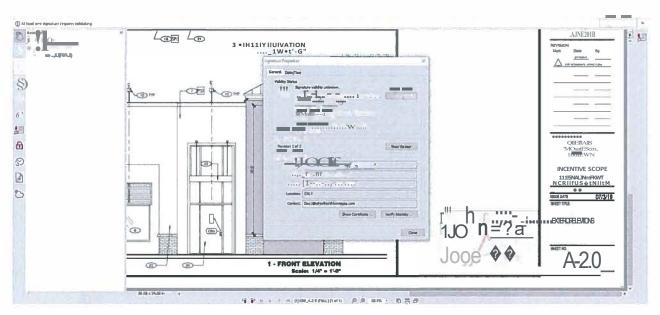


4. Under REASONS, click drop down and choose I **AM THE AUTHOR OF THIS DOCUMENT then enter PASSWORD, and click SIGN.** 



- 5. Once you click Sign, you will be prompted to save your file.
- 6. Your document is signed and is ready to be uploaded to the customer portal. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.





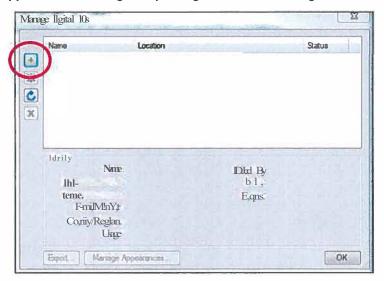
Any changes made to the flle from this point on wlll Invalidate the signature.

For additional help, consult the Acrobat User Guide available at <a href="https://helpx.adobe.com/acrobaUuser-guide.html">https://helpx.adobe.com/acrobaUuser-guide.html</a>.

You can also use Adobe's digital D resources available at <a href="https://helpx.adobe.com/acrobaUusing/digital-ids.html">https://helpx.adobe.com/acrobaUusing/digital-ids.html</a>.

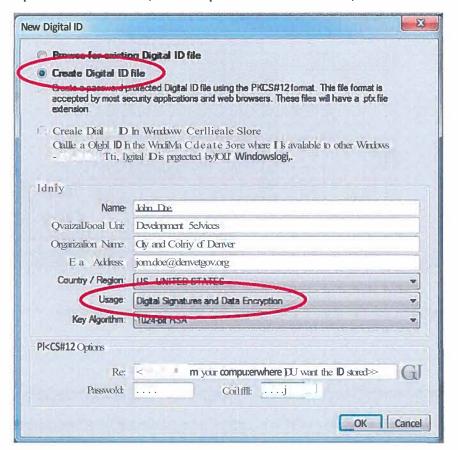
### Create a digital ID using BlueBeam Revu 2017

- 1. In BlueBeam, click the Document menu and select the Signatures icon. Then choose Digital IDs...
- 2. On the window that appears, click the green plus sign to add a new signature.



3. Select Create Digital D file and in the Usage field, choose Digital Signatures and Data Encryption.

A Then fill in your personal information, enter a password for the D file, and click OK



### Use your digital ID to sign a file using BlueBeam Revu 2017

- 1. h BlueBeam, click the **Document** menu and select the **Signatures** icon. Then choose **Sign Document.**
- 2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
- 3. Using the Digital ID: drop-down arrow, select the D file you want to use.
  - a) Then, enter your password.
  - b) Under Signature Type, make sure to select Digital Signature.



4. Once you click OK, you will be prompted to save your file.



# **Electronic Submittal Digital Signature Guide**

### **About This Guide**

Nevada Board of Professional Engineers and Land Surveyors drafted this guide in collaboration with agencies and professionals. In moving to paperless submittals, agencies and professionals experienced various challenges with different approaches to resolving those challenges. Rather than professionals individually doing what they thought was best to comply with agency requirements and Nevada regulations and each agency developing its own guide to meet its unique submittal processes, it was agreed the board would facilitate the development of a guide that could be adopted by agencies and provide uniform guidance to professionals.

This guide is intended to be software agnostic. References to Adobe or Bluebeam are solely due to common familiarity with the software. The concepts illustrated within this guide described for Adobe and Bluebeam should be helpful when using other PDF software.

The purpose of this guide is to:

- Establish uniform guidelines for electronic submittals and digital signatures
- Enable consistency amongst public agency requirements for electronic submittals
- Guide professionals in preparing and submitting electronic submittals that conform to Nevada regulatory and agency requirements
- Serve as a resource for public agencies and professionals

### Conventions Used in this Guide

Terminology in this manual include the following:

- Electronic Submittal-submittal transmitted electronically
- Stamp Image-an image of a professional stamp, jpeg, tif, electronically created
- Electronic Signature-an image of a signature, ipeg, tif, or electronically created
- Digital Signature-certificate based encrypted signature that includes meta-data to identify the signer
- PDF-Portable Document Format
- Flatten-Conversion of a multi-layered document to a single layer, secures and locks all the elements of the document
- Slip Sheeting-replacing individual sheets of an original document with a new sheet, resulting in invalidating digital signatures of the original document
- PDF Package or Portfolio-a PDF package/portfolio is when multiple documents are packaged together into one PDF file without invalidating digital signatures

### **Contents of this Guide**

Included in this guide are the following:

- Electronic Submittals- Guidelines for preparing and submitting electronic plan sheets/documents
- Digital Signing of Documents-Guidelines on how to digitally sign electronic plan sheets/documents
- How to create a digital signature in Adobe Acrobat
- How to use a digital signature in Adobe Acrobat
- How to create a digital signature in BlueBeam Revu
- How to use a digital signature in BlueBeam Revu

### **Electronic Submittals**

Guidelines for preparing and submitting electronic plan sheets:

- Plans are **submitted electronically as a PDF file and remain electronic** throughout the submittal process. Documents are exported/saved to PDF, not printed and then scanned.
- **Use the combine file option** when combining PD F's to maintain smaller file sizes. Zip files, PDF packages and PDF portfolios can result in files too large to transmit electronically and are often not compatible with review software such as Bluebeam.
- PDF documents need to be flattened prior to digitally signing and transmitting electronically.
- Security settings for the document should be the lowest setting allowed by the software. No password
  protected or locked documents. Files must be protected to a level that allows mark-ups and corrections by
  reviewers.
- For plans that include multiple disciplines-architectural, landscape, civil, structural, plumbing, mechanical, electrical, etc-check with the agency for specific submittal requirements. Agencies may require:
  - o The prime professional to submit separate files for each discipline
  - o Each discipline to submit their plans individually to the agency
  - o The prime professional to combine files into a single file by "stapling" (BlueBeam), or "combining" into a single document (Adobe)
- Each discipline/design professional adds their stamp image and signature image to each of their plan sheets, and then adds their digital signature to their cover/title/first page. Then the professional's plans are transmitted to the prime professional who will submit the plans or staple/combine each professional's plans and submit to the public agency. **Combining will invalidate the digital signatures** so each professional will need to reapply their digital signature after the document is combined. Alternatively, all digital signatures can be applied to the appropriate discipline cover sheet after all sets have been combined.
- The **first page of each PDF file for each discipline** including plan sheets, structural calculations, geotechnical reports, drainage reports, etc, require a digital signature.
- Each plan sheet of the submittal needs to include an image of the professional's stamp along with an image of the professional's signature. The digital signature is applied only to the cover/title/first page of each professional's submittal for a project.
- Engineer and Land Surveyor professionals must use **digital signatures per NAC 625.610** in combination with a stamp, expiration date, and date of signature.
- A software certified document is not a digital signature, sign the document with a digital signature, do not use
  the certify document function in the software or lock the document in a manner that prevents review
  comments/changes.
- Professionals must take adequate protections to prevent fraud or misuse of their digital signature.
- To address review comments, each discipline must resubmit separate files similar to the initial submittal.
   Each discipline submits their entire file with the updated/corrected sheets, each sheet has an image of the professional's stamp with the image of the professional's signature, and the cover/title/first page includes the stamp image, signature image, and a new digital signature corresponding to the new resubmittal date-the new digital signature will include a new embedded date stamp.
- Slip sheeting by professionals during the submittal process is not allowed due to digital signature invalidation or software limitations.

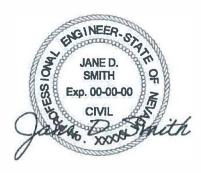
### **Digital Signing of Documents**

Electronic documents must be digitally signed, but not certified. As with paper plans, apply your stamp electronically to each sheet, this can be an image of your stamp or a stamp created electronically. Compile sheets into a single file with the image of your stamp and image of your signature on each page, and then apply your digital signature to the cover/title/first sheet.

If there are multiple disciplines and the discipline files need to be compiled into a single file for submitting to an agency, compiling will invalidate the digital signature and the compiled document will need to be circulated to each of the professionals for reapplication of their digital signature.

If combining/compiling documents, combine the document with the stamp images and signature images for each design professional on the cover/title/first sheet of each discipline. Then have each design professional add their digital signature to the cover/title/first sheet for their discipline, being careful not to make changes to the document that would invalidate previous signatures.

Example of an electronic stamp with signature image:



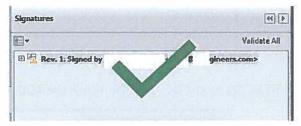
Example of an electronic stamp and signature image with the digital signature added next to the image of the stamp:



A digital signature can show the name as text, as shown, or as an image of the signature. When the digital signature is shown as an image of the signature it is not necessary to add a seperate signature image.

A common error that many professionals make when preparing documents for submittal is using the CERTIFIED BY function of the software instead of digitally signing. Using the software certify function prevents plan reviewers from performing critical functions needed to complete a review.





To sign documents using Adobe Acrobat or BlueBeam Revu, the first step is to create a "self-signed digital ID." The digital D is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It shows your identity every time you use it to sign a file.

You do not need to create a digital ID each time you need to use one. If you have already created a digital ID, then skip the following sections describing how to create a digital signature and refer to the following sections on using a digital ID.

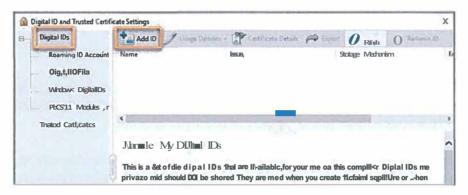
### Create a Digital ID Using Adobe Acrobat

In Acrobat, click the EDIT menu and choose PREFERENCES, then choose SIGNATURES.

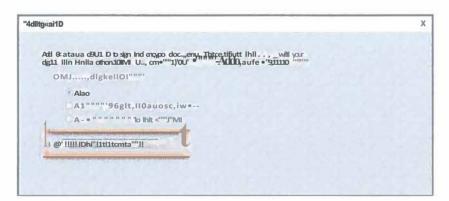
On the right, click MORE FOR CREATION & APPEARANCE, then click box to check SHOW REASONS under WHEN SIGNING, then click OK.

On the right, click MORE for IDENTITIES & TRUSTED CERTIFICATES.

Select DIGITAL IDs on the left, and then click the ADD ID button.



Select the option A NEW DIGITAL ID I WANT TO CREATE NOW, and click NEXT.



Specify where to store the digital ID, and click NEXT. Use the option below that best fits your needs:

- New PKCS#12 Digital ID File: Stores the digital ID in a file that can be used in both Windows and Mac OS
- Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications



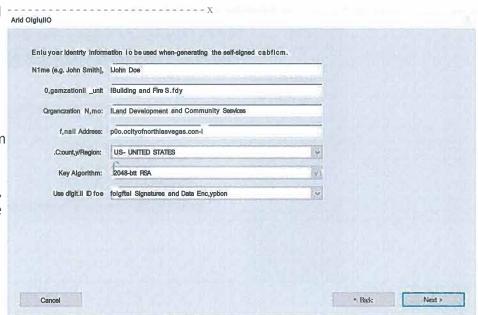
### Do the following:

Type your name, email address, and other personal information for your digital ID. When you sign a document, the name appears in the Signatures panel and in the Signature field.

Choose the 1024-bit RSA option from the Key Algorithm menu.

From the USE DIGITAL D FOR menu, choose whether you want to use the digital D for signatures, data encryption, or both. For signing plans/documents, choose "Digital Signatures."

Click Next.



### Do the following:

Type and confirm a password for the digital D file. You will need this password each time you use your ID.

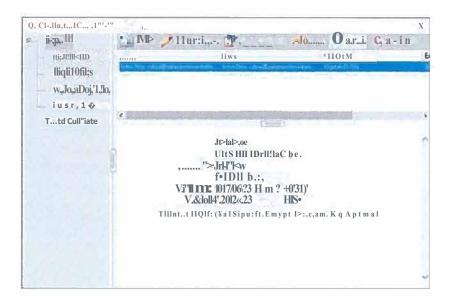
The digital D file is stored at the default location as shown in the File Name field. If you want to save it somewhere else, click Browse and choose the location. Make a note of where your D is stored.

### Click Finish.

If a digital D file with the same name exists, you are prompted to replace it. Click OK to replace or browse and select a different location to store the file.

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Vfr-13		

Your digital ID has now been created.



NOTE: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files and you won't be able to unlock/edit previously signed files.

### Use Your Digital ID to Sign A PDF File in Adobe Acrobat

This process may vary slightly depending on which version of Adobe Acrobat you use.

Open the file to be signed.

In Acrobat, click TOOLS tab next to home then click CERTIFICATES. Click DIGITALLY SIGN and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.

Choose the digital ID then click CONTINUE

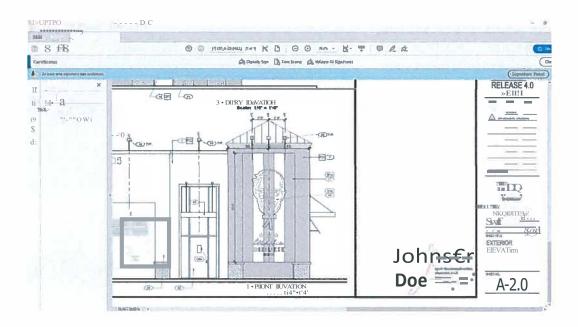
Under REASONS, click drop down and choose I AM THE AUTHOR OF TH IS DOCUMENT then enter PASSWORD, and click SIGN.

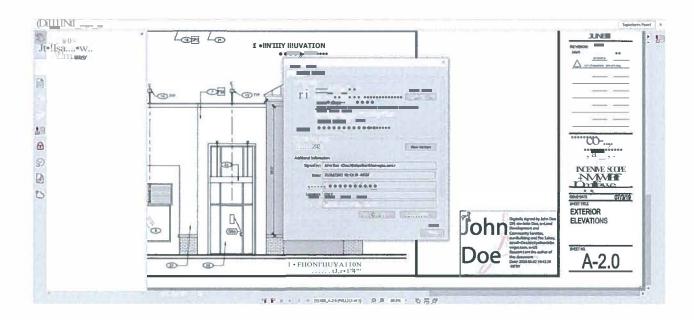




Once you click SIGN, you will be prompted to save your file.

Your document is signed and is ready to be transmitted. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.





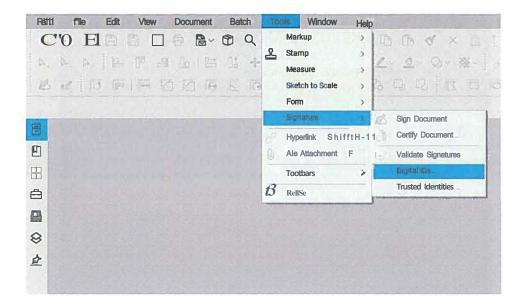
Any changes made to the file from this point on will invalidate the signature.

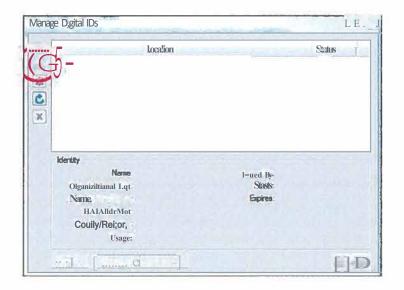
For additional help, consult the Adobe Acrobat User Guide available at <a href="https://helpx.adobe.com/acrobat/user-guide.html">https://helpx.adobe.com/acrobat/user-guide.html</a>. You can also use Adobe's digital ID resources available at <a href="https://helpx.adobe.com/acrobat/using/digital-ids.html">https://helpx.adobe.com/acrobat/using/digital-ids.html</a>.

### Create a Digital ID Using BlueBeam Revu 2019

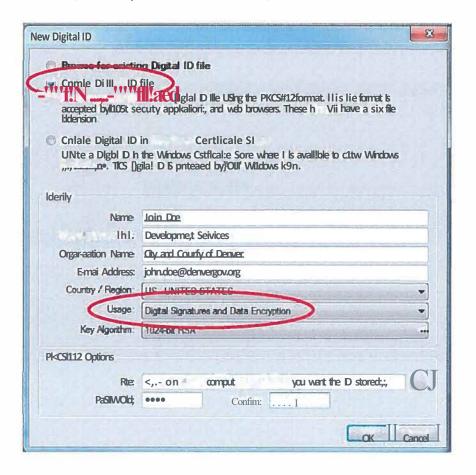
In BlueBeam, click the TOOLS menu and select the SIGNATURES icon. Then choose DIGITAL IDs...

On the window that appears, click the GREEN PLUS SIGN to add a new signature.



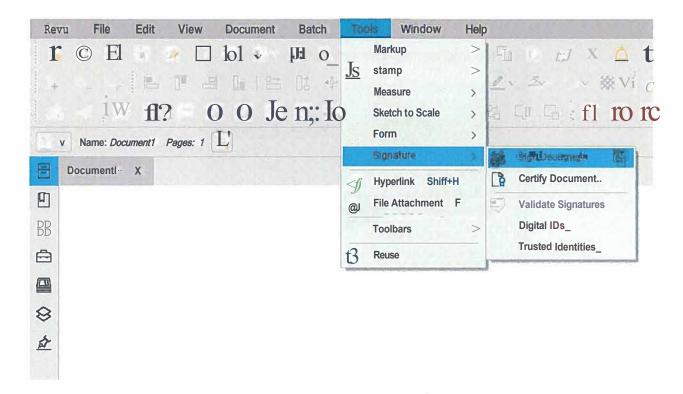


Select CREATE DIGITAL ID FILE and in the USAGE field, choose DIGITAL SIGNATURES AND DATA ENCRYPTION. Then fill in your personal information, enter a password for the ID file, and click OK.



### Use Your Digital ID to Sign A File Using Bluebeam Revu 2019

In BlueBeam, click the TOOLS menu and select the SIGNATURES icon. Then choose SIGN Document.



Click and hold down your mouse to draw a rectangle in the area of the document where you want to sign.

Using the DIGITAL ID: drop-down arrow, select the digital ID file you want to use. Then, enter your password.

Under SIGNATURE TYPE, select DIGITAL SIGNATURE.

After you click OK, you will be prompted to save your file.



Any changes made to the file from this point on will invalidate the signature. For additional help, consult <a href="https://support.bluebeam.com/online-help/revu2019/Content/RevuHelp/Tutorials/Digital-Signatures.htm">https://support.bluebeam.com/online-help/revu2019/Content/RevuHelp/Tutorials/Digital-Signatures.htm</a>



# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

Position Title: Executive Director (FTE 0.49)

Date Originated: March 6, 2009

Reviewed/Revised:

## **RELATIONSHIPS:**

Reports To: Board President

Internal Contacts: Board Members, Field Investigation Officers, Temporary

Office Staff, Bookkeeper, Auditor, Deputy Attorney

General

External Contacts: State of Nevada Registered Landscape Architects,

Landscape Architects-In Training, Applicants for Registration by Reciprocity, Examination and Landscape Architect-In Training, Council of Landscape Architecture Registration Board Members and Staff, Other State of Nevada Boards and Agencies, Nevada Construction Relations Committee, National Society of Landscape

Architects, Vendors and Visitors.

## **POSITION PURPOSE:**

Pursuant to NRS 623A.100 duties of the Executive Director include: (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 holders of certificates of registration and certificates to practice as a landscape architect intern; (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board; (e) If a holder of a 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 to him by the Board.

The Executive Director is responsible for the supervision, coordination and administrative services of the Nevada State Board of Landscape Architects. This position oversees all operations of the Board including: enforcement, quarterly Board meetings, payroll, payables, receivables, administration of state examinations, processing applicants for registration, annual registration renewals, communications including maintenance of the Board's web-site, preservation of Board files, budget and annual audit.

The Executive Director must retain a thorough knowledge of Nevada Administrative Code and Nevada Revised Statutes which pertain to this position as well as the State Administrative Manual (SAM). Active participation in State of Nevada Legislative Sessions including the representation of the Board at hearings and meetings as needed is also required.

The Executive Director serves as a liaison between the Board of Directors and all external contacts for purposes of communicating requirements of State of Nevada to Registered Landscape Architects and in keeping the Board apprised of legal requirements and current issues.

## **NATURE AND SCOPE:**

The nature and scope of the Executive Director includes the establishment and implementation of administrative policies and procedures, which comply with applicable State of Nevada requirements. The Executive Director is responsible for Landscape Architect registration and renewal of registration, meeting management, flow of information from external contacts to the Board. This position acts as the liaison and resource between the Board and the Community. It is expected that the Executive Director will remain knowledgeable of all changes in standards and practices or of new standards and practices. It is further expected that any and all new required information will be transferred to existing operations.

## **MINIMUM QUALIFICATIONS**:

Education: Working-level knowledge of the English language, including the

ability to read, write, and speak English. A bachelor's degree is

required.

Experience: Five years of experience in related administration.

## ESSENTIAL FUNCTIONS REQUIRED TO FULFILL DUTIES:

#### **Board of Director Activities**

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices. Participates in developing policies for the Board, and in monitoring the continuity of office activities. Organizes travel and attends Board meetings. Assists in the preparation of the agenda and meeting documents pursuant to NRS 241. Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board. Records, transcribes and maintains records from these meetings. Notifies applicants, petitioners, or appropriate parties of Board actions. Initiates action on Board directives.

## Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture Intraining registration and registration renewal applications in accordance with NRS Chapter 623A.200

#### **Examinations**

Pursuant to NRS 623A.190, oversees the administration of the Nevada State Research Examination.

## **Board Records**

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

#### **Enforcement**

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board. All correspondence to the complainant and the respondent are the responsibility of the Executive Director. Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition. Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities. Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

## **Legislative Session**

Represents the Board at hearings and meetings as directed by the Board. Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

#### **Communications**

Maintains communication with all internal and external contacts. Identifies and works to solve problems as they arise. Maintains the Nevada State Board of Landscape Architecture web-site, and incoming telephone answering system. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as American Society of Landscape Architects, Council of Landscape Architect Registration Boards, Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

## **Payroll**

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

## **Annual Budget**

Prepares and administers the annual budget in conjunction with the Board. Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

## **Annual Audit**

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

## **Confidentiality**

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

## **Assume Other Related Responsibilities as Required**

Maintains knowledge of Chapter 623Aof Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.



## Nevada State Board of Landscape Architecture Executive Director Annual Review PERFORMANCE STANDARDS

<u>Instructions</u>: For each function, assess whether the employee demonstrates the behaviors, Exceptional (4), Exceeds Expectations (3) Meets Expectations (2), Needs Development (1) or Unsatisfactory (0). For any function scored as needs development or unsatisfactory, develop and implement an action plan. Customer is defined as anyone with whom the Board has contact. Maximum score is 48.

- **4: Exceptional**: Consistently exceeds all expectations and standards. Demonstrates the highest level of professional excellence and superior work. Always demonstrates desired behaviors even under difficult and stressful circumstances. Anticipates and exceeds customer needs and desires. This level of performance is an excellent role model to others. Recognized by peers as an expert and problem solver.
- **3:** Exceeds Expectations: Demonstrated accomplishments are clearly and consistently above most expectations and standards. Regularly demonstrates desired behaviors. Provides significant contributions towards the achievement of individual, and Board goals; this level of performance is a positive model to others.
- **2: Meets Expectations**: Work is performed within established expectations and standards. Provides expected performance; some of the time exceeds expectations and rarely does not meet expectations. Generally demonstrates desired behaviors and strives to correct deviation from desired behaviors.
- 1: Needs Development: Does not consistently meet performance expectations or standards; some of the time meets expectations, but overall compliance with expectations or results are not meeting expectations and require a development plan. Demonstrates some, but not all the desired behaviors. Improvement in performance is needed to achieve acceptable level of contribution. Employee is placed on a formal Development/Action Plan.
- **0: Unsatisfactory**: Performance level fails to meet expectations or standards. There is inconsistency and the employee is generally unaware when not demonstrating desired behaviors. Does not demonstrate the desired behaviors of this organization. Employee is placed on a formal Development/Action Plan and immediate improvements must be made to justify continued employment.

## **ESSENTIAL FUNCTIONS:**

#### 43210

## 1. Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices.

Participates in developing policies for the Board, and in monitoring the continuity of office activities.

Organizes travel and attends Board meetings.

Assists in the preparation of the agenda and meeting documents pursuant to NRS 241.

Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board.

Records, transcribes and maintains records from these meetings.

Notifies applicants, petitioners, or appropriate parties of Board actions.

Initiates action on Board directives.

## 43210

## 2. Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture Intraining registration and registration renewal applications in accordance with NRS Chapter 623A.200

#### 43210

#### 3. Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

#### 43210

## 4. Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

## 43210

#### **5.** Communications

Maintains communication with all internal and external contacts.

Identifies and works to solve problems as they arise.

Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards,

Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

#### 43210

#### 6. Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board.

All correspondence to the complainant and the respondent are the responsibility of the Executive Director.

Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition.

Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities.

Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

#### 43210

## 7. Legislative Session

Represents the Board at hearings and meetings as directed by the Board.

Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

#### 43210

## 8. Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

## 43210

## 9. Annual Budget

Prepares and administers the annual budget in conjunction with the Board.

Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

## 43210

#### 10. Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

#### 43210

## 11. Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

#### 43210

## 12. Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623Aof Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM).

Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

Comments:	
Performance Evaluation Score	
Recommendations:	

Click <a href="here">here</a> if you are having trouble viewing this message.



#### Job/Task Analysis Update

As many of you are aware, CLARB had planned on conducting the Job Task Analysis this year with the survey launching in the Spring of 2021. Due to the impacts of COVID-19 on how we effectively conduct projects like this, CLARB will be postponing the JTA survey until the Spring of 2022.

A JTA, or job analysis or task analysis, is a foundational requirement of any valid credentialing program and helps to identify the core knowledge areas, critical work functions, and/or skills that are common across a representative sampling of current practitioners or incumbents.

CLARB administers the JTA every 5-7 years to licensed landscape architects across North America with the last analysis having been conducted in 2016. The adjustment of conducting the JTA in 2022 will allow us to stay on schedule with the 5-7 year timeline as well as providing the flexibility to conduct this vital research using the most effective and valid processes not only with the administration of the survey but through the development process as well.

The JTA is the vital research that is used in the development of Landscape Architect Registration Examination (L.A.R.E.) content. As such, this delay will impact the release of the next L.A.R.E. blueprint which was originally expected in 2022, and will now be released in 2023.

Later this year, licensed landscape architects across North America will be offered the opportunity to volunteer to support the efforts to develop the JTA. In early 2022, when the survey is conducted, CLARB will seek all licensed landscape architects' support and assistance in not only completing the survey but encouraging colleagues to as well so the results can most accurately reflect current practice.

CLARB is looking forward to conducting this vital project and continuing to support members in the coming year. If you have any questions related to the delay of the JTA, please contact Rebecca Moden, CLARB's Chief Operating Officer.



Council of Landscape Architectural Registration Boards (CLARB) 1840 Michael Faraday Drive, Suite 200, Reston, Virginia 20190

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## Register Now For Your Upcoming Regional Meeting Pre-Work Included Below

February is around the corner and that means it is once again time for members to join together (virtually), receive updates from CLARB, report out on updates local to your jurisdiction, and meet members from your region. Please join us on February 11 at 3 p.m. EST, click here to register.

During the Regional Meeting, all members will receive an update on this year's Annual Meeting planning, information from President's Council's (CLARB, ASLA, CSLA, CELA, LAAB, LAF) and ICOR's (CLARB, NCARB, NCEES, CIDQ) recent meetings, insights from CLARB's diversity, equity, and inclusion survey results, and new inputs related to our Scope of Work.



<u>Pre-Work:</u> Following this "all CLARB" session, members will break out into <u>region-based</u>
rooms where we are asking all members to come prepared to share information specific to the history
and justification of <u>your jurisdiction's experience requirements for each education path.</u> We will then
have a group discussion around this, how they differ, and why. In advance of the Regional Meeting,
please <u>also</u> complete this <u>board report</u> and email it to <u>Alison Swanger</u> no later than Friday, February 5.

This meeting is expected to run for 1.5 hours, so please mark your calendars accordingly. We encourage both a Member Board Executive (MBE) and at least one Member Board Member (MBM) from each jurisdiction to participate. Please let us know if you have any questions in advance and share this registration link with members of your board.

#### Coming Soon:

#### CLARB/ASLA LICENSURE SUMMIT - March 17

The next joint CLARB/ASLA Licensure Summit is coming soon on March 17 and legislative sessions will be fully underway, so we'll be full of updates. Join us to learn about the trends we're seeing, impacts to landscape architecture, and how our two organizations are working to support jurisdictions facing concerning legislation. Registration information is coming soon!

CLARB's 2021 "In the Know" calendar is now updated through August! Click here to view the "In the Know" calendar page, register for events, save calendar reminders, and get excited for a full year to come.



#### About CLARB's "In the Know" Series

This series is designed to ensure that you are "in the know" about key issues, programs, activities and processes that are part of CLARB's work on behalf of you, our members. All events are prepared for your benefit and exclusive use and we respectfully ask that access information for – and content from – these events not be shared with the public without receiving prior permission from CLARB. Visit the "In the Know" archive to learn more.



Council of Landscape Architectural Registration Boards (CLARB)