



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
QUARTERLY MEETING  
May 7, 2021

**1. Meeting called to order by President Melinda Gustin at 10:01AM**

**A. Roll Call: Board Members Present:** Melinda Gustin, Stan Southwick, Marc Chapelle, Laura Miller, John L'Etoile.

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

**Guest:** Clayton Trapp, Lindsey Ellington, Andrew Morris, Kristina Ainsworth, Lewis Swanson, Matt Miller, and Cary Baird

**B.** A Quorum was established as all board members were present.

**C.** A presentation of a Certificate of Appreciation to Former Board Member Ryan Hansen was made. A lunch on May 11, 2021 to present the certificate in person.

**2. Public Comment:** No public comment

**3. A. Minutes of February 5, 2021 meeting.** John L'Etoile moved to accept the minutes as written, Second by Marc Chapelle. Passed Unanimously.

**4. A. Review, Discussion and Approval of the following applications for licensure followed:**

- 1) Clayton Trapp was tentatively approved at the February 5, 2021 meeting. An update; received work verification and passed the Nevada Specific Exam. Will receive his license.
- 2) Lindsey Ellington, Motion to approve by Stan Southwick, Second by Laura Miller, passed unanimously
- 3) Andrew Morris, Motion to approve by John L'Etoile, Second by Stan Southwick, passed unanimously.
- 4) Kristina Ainsworth, Motion to approve by Marc Chapelle, Second by Laura Miller, passed unanimously
- 5) Lewis Swanson, Motion to approve by Stan Southwick, Second by John L'Etoile

**5. Old Business**

- A.** 1) The implementation of the Big Picture Software website was reviewed and discussed. There is currently a glitch with PayPal accepting the credit cards. The developers at Big Picture are working on that.
- 2) A proposal from Big Picture Software (aka Albertson Consulting) to host the boards website full time was presented. The one-time fee of \$5000.00 was presented. No action was taken at this time.

**6. Executive Director Report**

**A. Financial Operations Update**

- 1) The current balance sheet was presented.
  - a. Checking \$ 3,513.92
  - b. Savings \$ 100,042.09
  - c. CD \$00.00 (CD was closed out on October 6, 2020 \_\$46,876.78 added to savings)
  - Total \$ 103,556.01



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2) A review of the current budget statement for FY2021 was presented. Question about the merchant fee and processing fees was mentioned, as credit cards were used during the last renewal cycle. The board used the processing fee for those using a credit card for renewal. It is a pass-through fee not kept by board. The board raised the annual fee to defer the cost of this to the licensees. The fees in Fiscal Year 2022 will be show as an expense, not shown in income, due to the fee increase.

3) A review of the budget to date for Fiscal Year 2021 with a comparison of Fiscal Year 2020 to during the same time was presented. A discussion of the following items, reduction in licensees, Legislative Council Bureau line item, Legislature Session expenditure.

**B.** The number of new licenses granted via reciprocity by CLARB Council Record since the last meeting in February was 1.

**C.** Newsletter are requested. Profile for this newsletter is Cary Baird, CLARB President and former NSBLA board Member. Laura Miller, newsletter editor contacted Cary about developing the article.

**D.** Professional and Occupational Licensing Boards Administrative Collaborative update was presented. The Collaborative has worked together to put forth amendments to various legislation that affects boards.

**E.** A legislative update of bills that may affect the board was discussed.

1) AB330 Occupational Training Credits in conjunction with the State Board of Education, allow students that have completed credits in high school or community college in a professional field, to use those credits toward licensure requirements.

2) AB340 Study of Regulations, this bill will establish a new committee to study the regulations of agencies and boards as they pertain to economic impact of the economy.

3) SB109 Data Collection, this bill allows boards that ask for gender identification to also ask the applicant what gender identity they most like to use.

4) SB402 Licensure by Endorsement, this bill required boards to allow active military and their spouse and veteran and spouse with a professional license from another state or Washington D.C. to obtain a license in Nevada at one-half the fee currently charged.

5) SB 335 this bill was brought to the Executive Director's attention on the morning of May 7, it moves the several Title 54 boards under the Business and Industry Division of the Administration. The Administrative Collaborative is watching this from the perspective that the Executive Branch has been working on studying the affect of having all Title 54 boards under an umbrella agency, as Utah and Colorado have.

## **7. New Business**

**A.** At 11:30AM as a time certain item, Professor Kreg Mebust joined the meeting and presented the latest update on the new architecture curriculum a Truckee Meadows Community College. A letter of support for the new curriculum is being asked of this board.

**B.** Annual Performance Review of Ellis Antunez, Executive Director followed. The board unanimously approved a performance score of 48 points (Exceptional performance) from



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each member. Review Director Salary in 4 to 6 months. Motion to approve performance review by Stan Southwick, Second by John L'etoile.

- C. Review, Discussion and Approval of Fiscal Year 2022 Budget. The following areas were discussed and amended: 1) delete travel expenses to CLARB annual meeting, keeping board salaries for 5 people for 3 days, 2) add line item for Big Picture Software hosting website, 3) reduce bank charges as merchant fees are expenses from credit card use by licensees, 4) a 2.4% salary increase for the Executive Director salary (the 12month consumer price index-cpi ending in April 15), 5) will revisit in August once renewals are in. Motion to approve budget for FY2021-2022 with adjustment as listed by Laura Miller, Second by Stan Southwick. Passed Unanimously.

**8. CLARB & ASLA Report** This item was taken out of order, prior to 7 New Business

- A. Nevada ASLA representative report. No representative present.

Marc Chapelle reported on the activities of Council of Landscape Architecture Registration Board (CLARB) with an In-the-Know webinar scheduled for next week on Tuesday and Wednesday, to allow for people to attend either one. Marc left the meeting at 12:32, there was a quorum of 4 member.

- B. Matt Miller, CLARB CEO presented information on the latest work being done by CLARB and ASLA. A model law to allow alternative paths to licensure is being developed. Diversity and Inclusion is currently a topic being discussed within the organization.

Cary Baird, CLARB President, spoke about the Annual Meeting. It is to be a hybrid meeting, with some in person attendance and other attending on-line. The dates and place to be determined by the board at a meeting on Monday May 10, 2021.

- C. Cities for CLARB annual meetings.

- 1) Phoenix, Arizona, 2021 may be a hybrid, no decision made.
- 2) Atlanta, Georgia, 2022
- 3) Omaha, Nebraska, 2023
- 4) Seattle, Washington, 2024

**9. Topics for Future Meetings:**

- 1) Revisit Budget
- 2) Legislative Updates.
- 3) ASLA/CLARB licensure committee updates.
- 4) Revisit Nevada Specific Exam
- 5) Big Picture Software Update
- 6) CLARB attendance & voting
- 7) Bonus for Executive Director

**10. Meeting Dates for 2021.**

- 1) August 13, 2021
- 2) November 5, 2021

**11. Public Comment:** No Comment

**12. Adjournment at 2:28 PM**



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration

### Applicant Information

Please provide the information below.

<b>First Name*</b> Richard	<b>Middle Name</b> Thomas	<b>Last Name*</b> Kane	<b>Suffix</b>	<b>Title*</b> Mr.
<b>Social Security Number*</b> [REDACTED]	<b>Date of Birth*</b> [REDACTED]	<b>Place of Birth*</b> California		

Are you a US Citizen?  Yes\*  No\*

Have you previously been licensed with the Nevada State Board of Landscape Architecture?  Yes\*  No\*

### Contact Information

<b>Residence Address*</b> P.O. Box 3091			
<b>City*</b> Stateline	<b>State*</b> NV	<b>Zip Code*</b> 89449	<b>County*</b> Douglas
<b>Home Telephone*</b> 775-745-6009	<b>Cell Telephone</b> 999-999-9999	<b>Country*</b> United States	

### Primary Email

The Board will use this email address to communicate information to all licensees.

**Primary Email Address\***  
kane.ricky@gmail.com

### Business Information

**Business Name\***  
Evergreen Landscape Development

**Address \***

15485 Callahan Rd.

**City \***

Reno

**State \***

NV

**ZIP Code \***

89511

**County \***

Washoe

**Phone Number \***

775-849-1978

**Facsimile Number**

999-999-9999

**Business Email \***

evergreenlandscapedevelopme

**Country \***

United States

## Mailing Preference

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- I prefer to have mail from the Board sent to my home address.\*
- I prefer to have mail from the Board sent to my business address\*



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration

### Nevada Business License Information

- I do NOT have a Nevada state business license number.\*
- I have applied for a Nevada business license with the Nevada Secretary of State in compliance with the provision of NRS Chapter 76 and my application is pending.\*
- I have a Nevada Business License number assigned by the Secretary of State in compliance with the provisions of NRS Chapter 76.\*

Name on Business License \*

Business License Number \*

### Child Support Information

- I am not subject to a court order for the support of a child.\*
- I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.\*
- I am subject to a court order for the support of one or more children and am NOT in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.\*



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

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## Application for Professional Registration

### Legal Questions

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If the answer to any of the following questions is "yes" documentation will be required to be uploaded.

Have you ever been convicted of a misdemeanor or gross misdemeanor?\*

Yes\*  No\*

Have you ever been convicted of a felony?\*

Yes\*  No\*

### Military Information

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Have you ever served in the military?

Yes\*  No\*



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration

### Professional Practice

For Registration by Examination Candidates - State in chronological order the name and address of each employer for the previous ten (10) years.

**Please note:** Each employer will need to complete online a Post Graduate Work Verification form.

#### Name of Employer\*

Design Workshop Inc.



#### Address\*

P.O. Box 5666

#### City\*

Stateline

#### State\*

NV

#### ZIP Code\*

89449

#### Title of Position Held\*

Landscape Designer

#### Duties Performed\*

Landscape Architecture

#### Dates of Employment\*

6/30/2014 - 4/30/2021

#### Describe in Particular Duties Performed in the field of Landscape Architecture\*

While employed with Design Workshop I performed landscape design, landscape planning, construction documentation, c

#### Name of Employer\*

Evergreen Landscape Development

#### Address\*

15485 Callahan Rd

#### City\*

Reno

#### State\*

NV

#### ZIP Code\*

89511

#### Title of Position Held\*

Construction Manager / Designer

#### Duties Performed\*

Led landscape construction and de

#### Dates of Employment\*

5/1/2021 - Current



**Describe in Particular Duties Performed in the field of Landscape Architecture \***

While employed with Evergreen Landscape Development I performed planting design, project management, and construc



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Select the Add button for additional employer information.

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# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration

### Professional References

Please submit **4 professional references**. Two (2) references must be from registered landscape architects and two (2) from other licensed professionals in a related design profession who have direct knowledge of your professional abilities.

**Please note:** Each professional reference must complete a Professional Reference form online. The online form must be completed by the person providing the reference.

### Landscape Architect Reference #1

**Name of Landscape Architect\***

Eric Roverud

**Nature of Relationship\***

Former Coworkers

**Address\***

3235 Marlette Cir.

**City\***

South Lake Tahoe

**State\***

CA

**ZIP Code\***

96150

### Landscape Architect Reference #2

**Name of Landscape Architect\***

Benjamin Fish

**Nature of Relationship\***

Former Coworkers

**Address\***

P.O. Box 5666

**City\***

Stateline

**State\***

NV

**ZIP Code\***

89449

### Professional Reference #1

**Name of Professional Reference\***

Steve Noll

**Nature of Relationship\***

Former Supervisor

**Address\***

P.O. Box 5666

**City\***

**State\***

**ZIP Code\***

Stateline

NV

89449

## Professional Reference #2

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**Name of Professional Reference\***

**Nature of Relationship\***

David Mieding

Former Client

**Address\***

241 Ridge Street Suite 410

**City\***

**State\***

**ZIP Code\***

Reno

NV

89501



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration

### Education Information

State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received and the graduation date. **You are responsible to arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture.**

**Name of Institution\***

California Polytechnic State University, San Luis Obispo

**Graduation Date\***

06/2014

**Address\***

1 Grand Ave.

**City\***

San Luis Obispo

**State\***

CA

**ZIP Code\***

93407

**Degree Received\***

Bachelor Degree

**Major\***

Landscape Architecture

**Dates Attended\***

09/2009 - 06/2014

Select the Add button for additional education information.



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration

### 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 (am not) 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.

**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.\***

### Photograph

Please securely attach a recognizable photo (2"x 2 1/2"). Photo must be taken within one year of submission of this application.

Click [here](#) for recommendations on uploading files.

### Uploaded File(s)

Richard Kane Image\_05192021.jpg



# Application for Professional Registration

## Receipt

Your confirmation number is 19481.

**Name:** Richard Kane

**Total:** \$175.00



**Card:** \*\*\*\*4110

**Date/Time:** 5/19/2021 8:59:16 AM

**Application Number:** 2021-17

If you are connected to a printer, you may print this receipt for your records by clicking below. However, a copy of this receipt will be sent to your email address. [Print](#)

When the Download PDF button turns green, click below to download or save a PDF of your application.

 Download PDF 

You have successfully submitted the application. Allow 5-7 business days to process your application. To check the status of your application you may log into the online [Application Status](#) form.

**The Application Number listed above will be used to submit the Post Graduate Work Verification form and the Landscape Architect Reference Form. Please provide this number to the applicable references.**



# 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

<b>Name:</b>	Richard Thomas Kane	<b>Council Record #:</b>	54936
<b>Address:</b>	181 Meadow Lane 181 Meadow Lane Stateline, NV 89449-3091	<b>Legacy CR #:</b>	
<b>Phone:</b>	7757456009	<b>Council Record Status:</b>	EMERGING
<b>Email:</b>	kane.ricky@gmail.com		

## REGISTRATION SUMMARY

Jurisdiction	Date of Initial Licensure	Expiration Date
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## EXAMINATION SUMMARY

Examination Section	Score	Date Pass/Credit Achieved
<b>Scores received 09/2012 and on</b>		
Exam 1	Pass	4/12/2021
Exam 2	Pass	4/14/2021
Exam 3	Pass	4/8/2021
Exam 4	Pass	4/9/2021

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

Examination Section	Score	Date Pass/Credit Achieved
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## EDUCATION SUMMARY

Institution	Type	Category	Graduation Date
California Polytechnic State University, San Luis Obispo	Bachelor	Accredited LA	6/14/2014

## WORK EXPERIENCE SUMMARY

Employer	Experience Evaluation Category	Duration	Supervisor Status	Competencies (Prof./Tech.)
Evergreen Landscape Development 5/1/2021-5/13/2021 Full Time	Related	0 yr(s), 0 mth(s)	Other	Excellent/Excellent
Design Workshop Inc. 6/30/2014-4/30/2021 Full Time	Landscape Architecture	6 yr(s), 11 mth(s)	Landscape Architect	Excellent/Excellent



## PROFESSIONAL REFERENCES SUMMARY

<b>Name</b>	<b>Reference Evaluation Category</b>	<b>Comments (Prof./Tech.)</b>
Kuang Xin	Other	Excellent/Excellent
Steven Noll	Landscape Architect	Excellent/Excellent
Eric Roverud	Landscape Architect	Excellent/Excellent
Benjamin Fish	Landscape Architect	Excellent/Excellent
Richard Shaw		

## 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

<b>Name:</b>	Richard Thomas Kane	<b>Council Record #:</b>	54936
<b>Address:</b>	181 Meadow Lane 181 Meadow Lane Stateline, NV 89449-3091	<b>Legacy CR #:</b>	
<b>Phone:</b>	7757456009	<b>Council Record Status:</b>	EMERGING
<b>Email:</b>	kane.ricky@gmail.com		

## WORK EXPERIENCE DETAILS

**Company Name:** Evergreen Landscape Development

**Nature of Work:** Related

**Dates of Employment:** 5/1/2021 to 5/13/2021

**Employment Type:** Full Time

**Hours:** 40

**Supervisor's Name:** Michael Kane

**Direct Supervisor:** Yes

**Supervisor License:** Other

**Supervisor's Licensure Information:**

**Jurisdiction**                      **Initial Registration Date**

**Expiration Date**

**Registration Number**

Not Applicable

**Skills:**

Project and Construction Administration  
Inventory, Analysis and Program Development  
Site Design  
Grading, Drainage and Stormwater Management  
Planting Design  
Onsite construction, maintenance or installation

**Technical Competence:** Excellent

**Technical Competence Explanation:**

**Professional Conduct:** Excellent

**Professional Conduct Explanation:**

**Verified By:** Michael Kane

**Date Verified:** 05/13/2021

**Company Name:** Design Workshop Inc.

**Nature of Work:** Landscape Architecture

**Dates of Employment:** 6/30/2014 to 4/30/2021

**Employment Type:** Full Time

**Hours:** 40

**Supervisor's Name:** Ms Stephanie M Grigsby

**Direct Supervisor:** No

**Supervisor License:** Landscape Architect

**Supervisor's Licensure Information:**

**Jurisdiction**                      **Initial Registration Date**

**Expiration Date**

**Registration Number**

CA - California

06/25/2003

03/31/2023

4801

**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:** Excellent

**Technical Competence Explanation:**

**Professional Conduct:** Excellent

**Professional Conduct Explanation:**

**Verified By:** Ms Stephanie M Grigsby

**Date Verified:** 05/11/2021

## PROFESSIONAL REFERENCES DETAILS

**Reference's Name:** Mr Benjamin J Fish

**Reference Type:** Landscape Architect

**Reference's Licensure Information:**

**Licensure Type:** Landscape Architect

**Current Jurisdiction      Expiration Date      Registration Number**

CA - California      06/30/2022      4926

**Technical Competence:**      Excellent

**Technical Competence Explanation:**

**Professional Conduct:**      Excellent

**Professional Conduct Explanation:**

**Verified By:**      Mr Benjamin J Fish

**Date Verified:**      03/01/2018

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**Reference's Name:**      Mr. Steven M. Noll

**Reference Type:**      Landscape Architect

**Reference's Licensure Information:**

**Licensure Type:**      Landscape Architect

**Current Jurisdiction      Expiration Date      Registration Number**

CA - California      09/30/2021      3300

**Technical Competence:**      Excellent

**Technical Competence Explanation:** Ricky has a very strong handle on conceptually creating idead and knowing how they will be constructed.

**Professional Conduct:**      Excellent

**Professional Conduct Explanation:** Ricky is well versed in presenting himself in all types of professional environments.

**Verified By:**      Mr. Steven M. Noll

**Date Verified:**      12/29/2020

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**Reference's Name:**      Eric A Roverud

**Reference Type:**      Landscape Architect

**Reference's Licensure Information:**

**Licensure Type:**      Landscape Architect

**Current Jurisdiction      Expiration Date      Registration Number**

CA - California      08/31/2022      5518

**Technical Competence:**      Excellent

**Technical Competence Explanation:** Richard understands fundamental grading, drainage and health and safety principles related to site design. He also has broad knowledge of master planning concepts that enables him to work effectively on projects at various scales.

**Professional Conduct:**      Excellent

**Professional Conduct Explanation:** Richard is a pleasure to work with. He is respectful of others, an effective communicator, and committed to producing high quality, thoughtful designs.

**Verified By:**      Eric A Roverud

**Date Verified:**      03/01/2018

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**Reference's Name:**      Mr Richard W Shaw

**Reference Type:**      Landscape Architect

**Reference's Licensure Information:**

**Licensure Type:**

**Current Jurisdiction      Expiration Date      Registration Number**

**Technical Competence:**

**Technical Competence Explanation:**

**Professional Conduct:**

**Professional Conduct Explanation:**

**Verified By:** Mr Richard W Shaw

**Date Verified:**

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**Reference's Name:** Mr Kuang Xin

**Reference Type:** Personal

**Reference's Licensure Information:**

**Licensure Type:** Other

<b>Current Jurisdiction</b>	<b>Expiration Date</b>	<b>Registration Number</b>
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Not Applicable

**Technical Competence:** Excellent

**Technical Competence Explanation:**

**Professional Conduct:** Excellent

**Professional Conduct Explanation:**

**Verified By:** Mr Kuang Xin

**Date Verified:** 06/30/2020

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Name: **Richard Kline 6**  
 Student ID: ~~00085056~~

## Official Transcript

Institution Info: California Polytechnic State University  
 San Luis Obispo, CA 93407  
 SSN: ~~XXX-XX-XXXX~~  
 Birthdate: ~~XXXX-XX-XX~~  
 Print Date: Apr 27, 2021

### Fall Quarter 2010

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
COMS 101	Public Speaking	4.000	4.000	B-	10.800
LA 202	Design Fundamentals I	4.000	4.000	A	16.000
LA 220	Landscape Ecology	4.000	4.000	B-	10.800
LA 243	Matrix/Techniques Lndscp Const	4.000	4.000	B	12.000

	Attempted	Earned	GPA Units	Points
Term GPA	3.100	Term Totals	16.000	16.000
CPSLO GPA	2.854	CPSLO Totals	54.000	52.000
Cumulative GPA	2.854	Cum Totals	54.000	52.000

Send To: **CLARB**

### Transfer Credits

Transfer Credit from University of Nevada - Reno  
 Applied Toward Undergraduate

Course Trans GPA:	Attempted	Earned	GPA Units	Points
4.000	9.000	9.000	9.000	36.000

Transfer Credit from Lake Tahoe Community College  
 Applied Toward Undergraduate

Course Trans GPA:	Attempted	Earned	GPA Units	Points
4.000	4.000	4.000	4.000	16.000

### Winter Quarter 2011

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ARCH 218	Hist of Arch: Mid Ages-18th C	4.000	4.000	B-	10.800
LA 203	Design Fundamentals II	4.000	4.000	A	16.000
LA 211	Hist LA: Ancient Civ-Coloni Am	4.000	4.000	B+	13.200
LA 241	Site Engrng Techniques/Apps	4.000	4.000	B+	13.200

	Attempted	Earned	GPA Units	Points
Term GPA	3.325	Term Totals	16.000	16.000
CPSLO GPA	2.965	CPSLO Totals	70.000	68.000
Cumulative GPA	2.965	Cum Totals	70.000	68.000

### Beginning of Undergraduate Record

#### Fall Quarter 2009

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
EDES 101	Intro to Architecture and EDES	2.000	0.000	NC	0.000
Grading Basis: Credit / No Credit					
GEOG 150	Intro To Cultural Geography	4.000	4.000	B	12.000
LA 101	Intro: Landscape Architecture	4.000	4.000	A-	14.800
MATH 118	Precalculus Algebra	4.000	4.000	C	8.000

	Attempted	Earned	GPA Units	Points
Term GPA	2.900	Term Totals	14.000	12.000
CPSLO GPA	2.900	CPSLO Totals	14.000	12.000
Cumulative GPA	2.900	Cum Totals	14.000	12.000

#### Winter Quarter 2010

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
BOT 121	General Botany	4.000	4.000	B	12.000
LA 130	Landscape Interpretation	4.000	4.000	A-	14.800
MATH 119	Precalculus Trigonometry	4.000	4.000	D	4.000

	Attempted	Earned	GPA Units	Points
Term GPA	2.567	Term Totals	12.000	12.000
CPSLO GPA	2.733	CPSLO Totals	26.000	24.000
Cumulative GPA	2.733	Cum Totals	26.000	24.000

#### Spring Quarter 2010

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
LA 170	Principles of Design Comm	4.000	4.000	B+	13.200
LA 212	Hist Modern/Contemporary LA	4.000	4.000	B+	13.200
PSY 201	General Psychology	4.000	4.000	C-	6.800

	Attempted	Earned	GPA Units	Points
Term GPA	2.767	Term Totals	12.000	12.000
CPSLO GPA	2.744	CPSLO Totals	38.000	36.000
Cumulative GPA	2.744	Cum Totals	38.000	36.000

### Spring Quarter 2011

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
HIST 207	Freedom/Equality in Amer Hist	4.000	4.000	B+	13.200
LA 204	Design Fundamentals III	4.000	4.000	A	16.000
LA 221	Calif Plants/Plant Communities	4.000	4.000	A	16.000
LA 242	Implementation Strategies	4.000	4.000	B	12.000

	Attempted	Earned	GPA Units	Points
Term GPA	3.575	Term Totals	16.000	16.000
CPSLO GPA	3.081	CPSLO Totals	86.000	84.000
Cumulative GPA	3.081	Cum Totals	86.000	84.000

Term Honor: Dean's List

### Fall Quarter 2011

Program: Undergraduate  
 Plan: Landscape Architecture  
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
LA 320	Design Theory for LA	4.000	4.000	A	16.000
LA 330	Cultural Landscapes	4.000	4.000	A-	14.800
LA 405	Project Design/Implementation	4.000	4.000	A	16.000
LA 435	Professional Practice (ILC)	4.000	4.000	A-	14.800

	Attempted	Earned	GPA Units	Points
Term GPA	3.850	Term Totals	16.000	16.000
CPSLO GPA	3.204	CPSLO Totals	102.000	100.000
Cumulative GPA	3.204	Cum Totals	102.000	100.000

Term Honor: Dean's List



*Cem Sunata*

Cem Sunata, Registrar  
 Office of the Registrar

Student ID: 004685456

## Official Transcript

### Winter Quarter 2012

Course	Description	Attempted	Earned	Grade	Points
CRP 212	Intro to Urban Planning	4.000	4.000	B+	13.200
LA 370	Professional Practice	4.000	4.000	B+	13.200
LA 402	Design Theory and Exploration	4.000	4.000	A	16.000
LA 434	Project Design/Implement (ILC)	4.000	4.000	A	16.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	3.650	Term Totals	16.000	16.000	58.400
CPSLO GPA	3.266	CPSLO Totals	118.000	116.000	378.800
Cumulative GPA	3.266	Cum Totals	118.000	116.000	378.800

Term Honor: Dean's List

### Spring Quarter 2012

Course	Description	Attempted	Earned	Grade	Points
EHS 231	Plant Materials I	4.000	4.000	B	12.000
LA 403	Natural Environ Design Studio	4.000	4.000	A	16.000
LA 431	CAD/Digital Media Comms (ILC)	4.000	4.000	A	16.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	3.667	Term Totals	12.000	12.000	44.000
CPSLO GPA	3.303	CPSLO Totals	130.000	128.000	422.800
Cumulative GPA	3.303	Cum Totals	130.000	128.000	422.800

Term Honor: Dean's List

### Fall Quarter 2012

Course	Description	Attempted	Earned	Grade	Points
EHS 232	Plant Materials II	4.000	4.000	B+	13.200
ENGL 240	The American Tradition in Lit	4.000	4.000	A-	14.800
LA 404	Cultural Environ Dsgn Studio	4.000	4.000	A	16.000
LA 436	Tradit/Digitl Media Comms (ILC)	4.000	4.000	A	16.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	3.750	Term Totals	16.000	16.000	60.000
CPSLO GPA	3.353	CPSLO Totals	146.000	144.000	482.800
Cumulative GPA	3.391	Cum Totals	155.000	153.000	518.800

Term Honor: Dean's List

### Winter Quarter 2013

Course	Description	Attempted	Earned	Grade	Points
BIO 227	Wildlife Conservation Biology	4.000	4.000	A-	14.800
LA 405	Project Design/Implementation	4.000	4.000	A	16.000
LA 437	3D Digital Design Comms (ILC)	4.000	4.000	A	16.000
PHIL 231	Phil Classic: Ethic & Pol Phil	4.000	4.000	A	16.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	3.925	Term Totals	16.000	16.000	62.800
CPSLO GPA	3.410	CPSLO Totals	162.000	160.000	545.600
Cumulative GPA	3.441	Cum Totals	171.000	169.000	581.600

Term Honor: Dean's List

### Spring Quarter 2013

Course	Description	Attempted	Earned	Grade	Points
ASTR 102	Introduction Stars & Galaxies	4.000	4.000	A-	14.800
CM 422	Professional Preparation	2.000	2.000	A	8.000
Course Topic: Construction Mgmt: Project Pln					
LA 349	Advanced Planting Design	4.000	4.000	A-	14.800
LA 401	Research Project	2.000	2.000	A	8.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	3.800	Term Totals	12.000	12.000	45.600
CPSLO GPA	3.437	CPSLO Totals	174.000	172.000	591.200
Cumulative GPA	3.465	Cum Totals	183.000	181.000	572.000

Term Honor: Dean's List

### Fall Quarter 2013

Course	Description	Attempted	Earned	Grade	Points
EDES 101	Intro to Architecture and EDES	2.000	2.000	CR	0.000
Grading Basis: Credit / No Credit					
ENGL 350	The Modern Novel	4.000	4.000	B+	13.200
HIST 322	Modern America	4.000	0.000	WU	0.000
LA 461	Sr Design Project Focus Studio	4.000	4.000	A	16.000
NR 308	Fire and Society	4.000	4.000	B+	13.200
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	2.650	Term Totals	18.000	14.000	42.400
CPSLO GPA	3.370	CPSLO Totals	192.000	186.000	533.600
Cumulative GPA	3.411	Cum Totals	205.000	199.000	585.600

Term Honor: Dean's List

### Winter Quarter 2014

Course	Description	Attempted	Earned	Grade	Points
KINE 109	Bowling	1.000	1.000	CR	0.000
Grading Basis: Credit / No Credit					
LA 371	Internship	3.000	3.000	CR	0.000
Grading Basis: Credit / No Credit					
LA 461	Sr Design Project Focus Studio	4.000	4.000	A	16.000
STAT 217	Intro/Statistical Concpt/Method	4.000	4.000	B	12.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	3.500	Term Totals	12.000	12.000	28.000
CPSLO GPA	3.376	CPSLO Totals	204.000	198.000	616.000
Cumulative GPA	3.414	Cum Totals	217.000	211.000	636.000

Term Honor: Dean's List

### Spring Quarter 2014

Course	Description	Attempted	Earned	Grade	Points
CM 317	Sustainability: Built Environm	4.000	4.000	A	16.000
LA 437	3D Digital Design Comms (ILC)	4.000	4.000	A	16.000
NR 204	Wildland Fire Control	3.000	3.000	A	12.000
WVIT 231	Viticulture I	4.000	4.000	A	16.000
		<b>Attempted</b>	<b>Earned</b>	<b>GPA Units</b>	<b>Points</b>
Term GPA	4.000	Term Totals	15.000	15.000	60.000
CPSLO GPA	3.420	CPSLO Totals	219.000	213.000	616.000
Cumulative GPA	3.454	Cum Totals	232.000	226.000	736.000

Term Honor: Dean's List

### Degrees Awarded

Degree: Bachelor of Landscape Architecture  
 Confer Date: Jun 14, 2014  
 Plan: Landscape Architecture



*Cem Sunata*

Cem Sunata, Registrar  
 Office of the Registrar

Name: Richard Kline 8

Student ID: ~~XXXXXXXXXX~~

## Official Transcript

### Undergraduate Career Totals

		Attempted	Earned	GPA Units	Points	
CPSLO GPA:	3.420	CPSLO Totals	218.000	213.000	211.000	721.600
Cumulative GPA	3.454	Cum Totals	232.000	226.000	228.000	773.600

End of Transcript



Cem Sunata, Registrar  
Office of the Registrar



### ACCREDITATION

Cal Poly is a regionally accredited institution by the Western Association of Schools and Colleges to grant four-year and master's degrees.

### COURSE NUMBERING SYSTEM

**0010-0099** Not for baccalaureate (degree) credit. (Some non-baccalaureate courses fall outside this number range. Please see catalog description for more information.)

**0100-0299** Lower Division, primarily Freshmen and Sophomore level.

**0300-0499** Upper Division, primarily Junior and Senior level. 400-level courses can be used in undergraduate or graduate programs.

**0500-0599** Graduate level courses.

**0600-0699** Professional advancement in special fields and not for baccalaureate credit.

**0800-0899** Continuing Education Units (CEUs).

**E** Academic credit bearing courses taken by non-matriculated students through Extended Education; does not count towards Residency.

**P** Academic credit bearing courses taken by non-matriculated students through Extended Education; counts towards Residency. "P" notation is no longer in use as of Winter 2021.

**S** Academic credit bearing courses offered through Extended Education. Classes may be used to fulfill residence graduation requirement.

**Suffixes** Standard University course numbers may include letters (i.e., ENGL 470A).

**X** Academic credit bearing courses offered in experimental fashion between catalog cycles.

### RECORDS SYSTEM

The University operates on the quarter system and offers four quarters per year.

All quarters contribute equally to the academic year, which runs from Summer through Spring.

For the period from Fall 1987 through Summer 1988 student records may appear on more than one type of transcript. All student course work prior to that time appears on a single transcript. Graduate, 2-Year Technical Certificate, and Undergraduate careers appear on separate transcripts beginning Fall 1987 through Summer 2006.

Continuing Ed, Continuing Education Units, and Vocational careers appear on separate transcripts beginning Fall 1988 through Summer 2006.

Academic Probation is not indicated on the transcript.

A maximum of 105 quarter units from community colleges may be applied towards a bachelor's degree.

Earned hours applicable towards the degree may be less than those recorded on the transcript.

### GENERAL DEGREE REQUIREMENTS

Undergraduate students must complete at least 180 units. In order to graduate, all undergraduate students must have at least 2.00 Higher Education GPA (Cumulative GPA), 2.00 Cal Poly cumulative GPA (CPSLO GPA), and 2.00 Major GPA (not indicated on the transcript).

Graduate students must complete at least 45 units with a GPA of at least 3.00 in course work designated in their Formal Study Plan.

See Cal Poly catalog for additional details relating to our policies and programs. Catalogs are available at [catalog.calpoly.edu](http://catalog.calpoly.edu)

### GRADING SYSTEM, GPA CALCULATION, AND ACRONYMS

	Units Graded	Point Value	Earned Units
<b>A</b> Superior	YES	4.0	YES
<b>B</b> Good	YES	3.0	YES
<b>C</b> Acceptable	YES	2.0	YES
<b>D</b> Poor	YES	1.0	YES
<b>F</b> Failure	YES	0.0	NO
<b>+</b> Plus (+)	YES	+0.3	YES
<b>-</b> Minus (-)	YES	-0.3	YES
<b>AU</b> Audit	NO	NO	NO
<b>I</b> Incomplete Authorized	NO	NO	NO
<b>NR/WIP</b> No Report/Work in Progress	NO	NO	NO
<b>RD</b> Report Delayed	NO	NO	NO
<b>RP</b> Report in Progress	NO	NO	NO
<b>SP</b> Satisfactory Progress	NO	NO	NO
<b>U</b> Incomplete Unauthorized	YES	NO	NO
<b>W</b> Withdrawal	NO	NO	NO
<b>WU</b> Withdrawal Unauthorized	YES	NO	NO
<b>CR</b> Credit	NO	NO	YES

*Credit grades (passing) have a letter value of A, B, C, plus or minus.*

**NC** No Credit

*No credit grades (not passing) have a letter value of D, F, U, plus or minus.*

**\*** Course taken in another career and not included in statistics on this transcript.

**R** Repeat of prior course with original grade removed from GPA calculation.

**Earned:** Units earned are all hours for which credit was earned (excluding F, U, WU, and NC).

**Attempted:** Units attempted

**Points:** Points are awarded per course unit and are determined by multiplying course unit by the point value of the grade.

**GPA:** Grade Point Average is determined by dividing Points by Units Graded (see above). (QPTS by QHRS in older records.)

**CPSLO Totals:** All college level coursework taken at Cal Poly.

**CUM Totals:** All college level coursework in transfer and at Cal Poly.

### HONORS

The Dean's Honors List recognizes undergraduate students who have completed 12 or more letter-graded units during the term with a GPA of 3.50 or higher.

Candidates for bachelor's degrees are awarded Honors at graduation for a cumulative Cal Poly GPA as follows:

- Cum Laude = 3.50
- Magna Cum Laude = 3.70
- Summa Cum Laude = 3.85

Graduate students with a Formal Study Plan GPA of 3.75 or higher will graduate With Distinction.



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration- Reciprocity

### Applicant Information

Please provide the information below.

<b>First Name*</b>	<b>Middle Name</b>	<b>Last Name*</b>	<b>Suffix</b>	<b>Title*</b>
Ben		Fish		Mr.
<b>Social Security Number*</b>	<b>Date of Birth*</b>	<b>Place of Birth*</b>		
041826618	06/17/1978	Connecticut		

Are you a US Citizen?  Yes\*  No\*

Have you previously been licensed with the Nevada State Board of Landscape Architecture?  Yes\*  No\*

### Contact Information

<b>Residence Address*</b>			
3620 Shirley Ave			
<b>City*</b>	<b>State*</b>	<b>Zip Code*</b>	<b>County*</b>
South Lake Tahoe	CA	96150	Out of State
<b>Home Telephone*</b>	<b>Cell Telephone</b>	<b>Country*</b>	
530-416-1786	999-999-9999	United States	

### Primary Email

The Board will use this email address to communicate information to all licensees.

<b>Primary Email Address*</b>
bfish@designworkshop.com

### Business Information

<b>Business Name*</b>
Design Workshop

**Address\***

PO Box 5666, 128 Market Street, Suite 3E

**City\***

Stateline

**State\***

NV

**ZIP Code\***

89449

**County\***

Douglas

**Phone Number\***

775-588-5929

**Facsimile Number**

999-999-9999

**Business Email**

benjaminjfish@yahoo.com

**Country\***

United States

## Mailing Preference

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- I prefer to have mail from the Board sent to my home address.\*
- I prefer to have mail from the Board sent to my business address\*



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

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## Application for Professional Registration- Reciprocity

### Nevada Business License Information

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- I do NOT have a Nevada state business license number.\*
- I have applied for a Nevada business license with the Nevada Secretary of State in compliance with the provision of NRS Chapter 76 and my application is pending.\*
- I have a Nevada Business License number assigned by the Secretary of State in compliance with the provisions of NRS Chapter 76.\*

### Child Support Information

---

- I am not subject to a court order for the support of a child.\*
- I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.\*
- I am subject to a court order for the support of one or more children and am NOT in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.\*



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

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## Application for Professional Registration- Reciprocity

### Legal Questions

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If the answer to any of the following questions is "yes" a detailed explanatory statement will be required.

Have you ever been convicted of a misdemeanor or gross misdemeanor?\*  Yes\*  No\*

Have you ever been convicted of a felony?\*"  Yes\*  No\*

### Military Information

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Have you ever served in the military?  Yes\*  No\*

### CLARB Certified Council Record

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Do you currently have a CLARB Certified Council Record?  Yes\*  No\*



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration- Reciprocity

### Landscape Architect Registration

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

- Upload a 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 passing score on each section of the national examination.
- Upload a 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.

**Name of State or  
Province of Canada\***

CA

**Address of Board issuing  
Certificate of Registration\***

2420 Del Paso Road, Suite 105

**City and ZIP Code\***

Sacramento, CA 95834

**Registration Number\***

4926

**Date of Registration\***

04/05/2004

**E-mail address of Board  
Issuing Certificate of Registration\***

latc@dca.ca.gov

Select the add button for additional information.

Please upload all applicable verifications.

Click [here](#) for recommendations on uploading files.



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration- Reciprocity

### Professional Practice

For Registration by Examination Candidates - State in chronological order the name and address of each employer for the previous ten (10) years.

**Please note:** Each employer will need to complete online a Post Graduate Work Verification form.

#### Name of Employer\*

Design Workshop

#### Address\*

PO Box 5666, 128 Market Street, Suite 3E

#### City\*

Stateline

#### State\*

NV

#### ZIP Code\*

89449

#### Title of Position Held\*

Landscape Architect

#### Duties Performed\*

Landscape Architecture, Project Manaç

#### Dates of Employment\*

current, hired on 8/27/2003

#### Describe in Particular Duties Performed in the field of Landscape Architecture\*

Design, Construction Document Preparation, Public Outreach, Construction Observation, Project Management

Select the Add button for additional employer information.



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration- Reciprocity

### Professional References

Please submit **4 professional references**. Two (2) references must be from registered landscape architects and two (2) from other licensed professionals in a related design profession who have direct knowledge of your professional abilities.

**Please note:** Each professional reference must complete a Professional Reference form online. The online form must be completed by the person providing the reference.

### Landscape Architect Reference #1

**Name of Landscape Architect\***

Stephanie Grigsby

**Nature of Relationship\***

Co Worker

**Address\***

PO Box 5666, 128 Market Street, Suite 3E

**City\***

Stateline

**State\***

NV

**ZIP Code\***

89449

### Landscape Architect Reference #2

**Name of Landscape Architect\***

Steve Noll

**Nature of Relationship\***

Co Worker

**Address\***

PO Box 5666, 128 Market Street, Suite 3E

**City\***

Stateline

**State\***

NV

**ZIP Code\***

89449

### Professional Reference #1

**Name of Professional Reference\***

Brian McRae

**Nature of Relationship\***

Colleague

**Address\***

5496 Reno Corporate Drive



**City\***

**State\***

**ZIP Code\***

Reno

NV

89511

## Professional Reference #2

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**Name of Professional Reference\***

**Nature of Relationship\***

Larry Young

Colleague

**Address\***

12010 Donner Pass Road, Suite 201

**City\***

**State\***

**ZIP Code\***

Truckee

CA

96161



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration- Reciprocity

### Education Information

State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received and the graduation date. **You are responsible to arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture.**

**Name of Institution\***

University of Massachusetts

**Graduation Date\***

05/2000

**Address\***

213 Whitmore Administration Building, University of Massachusetts, 181 Presidents Drive

**City\***

Amherst

**State\***

MA

**ZIP Code\***

01003-9313

**Degree Received\***

Bachelor Degree

**Major\***

Landscape Architecture

**Dates Attended\***

09/1996 to 05/2000

Select the Add button for additional education information.



# STATE OF NEVADA BOARD OF LANDSCAPE ARCHITECTURE

## Application for Professional Registration- Reciprocity

### 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 (am not) 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.

**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.\***

### Photograph

Please securely attach a recognizable photo (2"x 2 1/2"). Photo must be taken within one year of submission of this application.

Click [here](#) for recommendations on uploading files.

### Uploaded File(s)

[benfish\\_S\\_200724.jpg](#)



Prepared for:

**Nevada State Board of Landscape Architecture**

*March 19<sup>th</sup>, 2021*

By



## Proposed Pricing

ITEM NO.	DESCRIPTION OF COSTS (Hosted Solution)	PROPOSED PRICING
1	<b>One-Time Website Design &amp; Integration</b>  Big Picture Software will design, implement & host website for board. Website design will be similar to <a href="https://www.nvot.org">https://www.nvot.org</a> . Hosting will be included at no-charge to board and included in the website design and integration.	<b>\$5,000</b>
	TOTAL Board Cost	<b>\$5,000</b>

**Nevada State Board of Landscape Architecture**  
**Balance Sheet**  
As of August 1, 2021

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	<u>Aug 1, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking 4998 - B of A	4,099.18
Savings 8524 - B of A	177,060.81
<b>Total Checking/Savings</b>	181,159.99
<b>Accounts Receivable</b>	
Accounts Receivable	-7,625.00
<b>Total Accounts Receivable</b>	-7,625.00
<b>Other Current Assets</b>	
Undeposited Funds	2,475.00
<b>Total Other Current Assets</b>	2,475.00
<b>Total Current Assets</b>	176,009.99
<b>Other Assets</b>	
Security Deposit	406.90
<b>Total Other Assets</b>	406.90
<b>TOTAL ASSETS</b>	<b>176,416.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
BofA Mastercard	605.53
<b>Total Credit Cards</b>	605.53
<b>Other Current Liabilities</b>	
Direct Deposit Liabilities	2,419.32
Payroll Liabilities	1,228.05
<b>Total Other Current Liabilities</b>	3,647.37
<b>Total Current Liabilities</b>	4,252.90
<b>Total Liabilities</b>	4,252.90
<b>Equity</b>	
Opening Bal Equity	32,224.00
Retained Earnings	57,748.48
Net Income	82,191.51
<b>Total Equity</b>	172,163.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>176,416.89</b>

**Nevada State Board of Landscape Architecture**  
**Balance Sheet**  
As of June 30, 2021

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	<u>Jun 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking 4998 - B of A	76,286.51
Savings 8524 - B of A	97,054.50
<b>Total Checking/Savings</b>	173,341.01
<b>Accounts Receivable</b>	
Accounts Receivable	-8,575.00
<b>Total Accounts Receivable</b>	-8,575.00
<b>Other Current Assets</b>	
Undeposited Funds	10,575.00
<b>Total Other Current Assets</b>	10,575.00
<b>Total Current Assets</b>	175,341.01
<b>Other Assets</b>	
Security Deposit	406.90
<b>Total Other Assets</b>	406.90
<b>TOTAL ASSETS</b>	<b>175,747.91</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Direct Deposit Liabilities	2,419.32
Payroll Liabilities	1,262.31
<b>Total Other Current Liabilities</b>	3,681.63
<b>Total Current Liabilities</b>	3,681.63
<b>Total Liabilities</b>	3,681.63
<b>Equity</b>	
Opening Bal Equity	32,224.00
Retained Earnings	63,189.34
Net Income	76,652.94
<b>Total Equity</b>	172,066.28
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>175,747.91</b>



## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget Overview

July 2021 through June 2022

06/16/21

Cash Basis

	Jul '21 - Jun 22
<b>Income</b>	
001 · Application Fees	
002 · LA Intern(\$50)	50.00
003 · LARE (\$75)	225.00
004 · Reciprocity (\$175)	1,750.00
<b>Total 001 · Application Fees</b>	<b>2,025.00</b>
010 · Exam Fees	
015 · Nevada Specific Exam (\$100)	1,300.00
<b>Total 010 · Exam Fees</b>	<b>1,300.00</b>
030 · New Registration Fees	
031 · New Certificate Fee (\$50)	650.00
032 · New License Fee - LARE (\$275)	825.00
033 · New License Fee - Recipr (\$275)	2,750.00
034 · New Stamp Fee-Hand Stamp (\$50)	150.00
<b>Total 030 · New Registration Fees</b>	<b>4,375.00</b>
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$400)	1,200.00
042 · Renewal Delinquency Fee (\$100)	1,200.00
043 · Renewal Fee LA (\$275)	69,850.00
044 · Renewal Fee LA Intern (\$50)	50.00
045 · Duplicate Renewal License (\$25)	25.00
<b>Total 040 · Registration Renewal Fees</b>	<b>72,325.00</b>
050 · Other Income	
051 · Address Change (\$15)	0.00
052 · Nevada Blue Book (\$5)	0.00
053 · Electronic Stamp(\$30)	650.00
054 · Enforcement Revenue	0.00
055 · Returned Check Fee (\$25)	25.00
056 · Duplicate Certificate Fee (\$50)	50.00
057 · Processing Fee	6,258.13
<b>Total 050 · Other Income</b>	<b>6,983.13</b>
<b>Total Income</b>	<b>87,008.13</b>
<b>Gross Profit</b>	<b>87,008.13</b>
<b>Expense</b>	
060 · Bank Charges	250.00
070 · Board Expenses	
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
<b>Total 070 · Board Expenses</b>	<b>4,800.00</b>
080 · CLARB Affiliation Dues	6,360.00
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	2,250.00
092 · CLARB Representative Expenses	0.00
093 · Annual Meeting Registration	0.00
094 · Travel	0.00
095 · Meals	0.00
096 · Lodging	0.00
<b>Total 090 · CLARB Annual Meeting Expenses</b>	<b>2,250.00</b>

**Nevada State Board of Landscape Architecture**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

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	Jul '21 - Jun 22
<b>100 · Education &amp; Training</b>	
101 · Registration	200.00
102 · Meals	150.00
103 · Lodging	100.00
	450.00
<b>Total 100 · Education &amp; Training</b>	<b>450.00</b>
<b>105 · FARB</b>	
106 · Registration	0.00
107 · Lodging	0.00
108 · Meals	0.00
109 · Travel	0.00
105 · FARB - Other	0.00
	0.00
<b>Total 105 · FARB</b>	<b>0.00</b>
<b>120 · NCIRC</b>	
121 · Board Member NCIRC Mtg Fee \$150	150.00
122 · Miscellaneous - NCIRC	0.00
123 · Travel - NCIRC	0.00
	150.00
<b>Total 120 · NCIRC</b>	<b>150.00</b>
<b>130 · Office Expenses</b>	
132 · DoIT Email & Web Hosting	2,125.00
133 · Miscellaneous Office Expense	400.00
134 · Licensee Stamp	760.00
135 · Computer Updates & Maint	1,000.00
136 · Office Rent	5,180.28
137 · Office Supplies	150.00
138 · Post Office Box Rent	267.00
139 · Postage & Delivery	150.00
140 · Printing & Reproduction	50.00
141 · Telephone, Fax & Internet	1,000.00
142 · Merchant Services Fees	1,830.00
145 · Capital Equipment & Furniture	500.00
	13,412.28
<b>Total 130 · Office Expenses</b>	<b>13,412.28</b>
<b>147 · Outside Services</b>	
148 · Web Software	13,370.00
149 · Web Hosting	5,000.00
	18,370.00
<b>Total 147 · Outside Services</b>	<b>18,370.00</b>
<b>150 · Payroll Expenses</b>	
152 · Executive Director	41,676.00
153 · Executive Director - Bonus	0.00
154 · Mileage	150.00
155 · Nevada Business Tax	0.00
157 · Payroll Taxes	3,700.00
159 · Payroll Service	550.00
	46,076.00
<b>Total 150 · Payroll Expenses</b>	<b>46,076.00</b>

**Nevada State Board of Landscape Architecture**  
**Profit & Loss Budget Overview**  
July 2021 through June 2022

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	<u>Jul '21 - Jun 22</u>
<b>160 · Professional Fees</b>	
161 · Accountant	4,000.00
162 · Bookkeeping	3,750.00
163 · Attorney General's Office	5,000.00
164 · Legislative Bill Tracker	0.00
165 · Legislative Counsel Bureau	1,000.00
166 · Legislative Session	1,000.00
167 · Liability Insurance	550.00
168 · Temporary Office Help	300.00
169 · Attorney - Board Hire	0.00
	<hr/>
<b>Total 160 · Professional Fees</b>	15,600.00
	<hr/>
<b>Total Expense</b>	107,718.28
	<hr/>
<b>Net Income</b>	<b>-20,710.15</b>
	<hr/> <hr/>

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget Overview

July 2021 through June 2022

	Jul '21 - Jun 22
<b>Income</b>	
001 · Application Fees	
002 · LA Intern(\$50)	50.00
003 · LARE (\$75)	225.00
004 · Reciprocity (\$175)	1,750.00
<b>Total 001 · Application Fees</b>	<b>2,025.00</b>
010 · Exam Fees	
015 · Nevada Specific Exam (\$100)	1,300.00
<b>Total 010 · Exam Fees</b>	<b>1,300.00</b>
030 · New Registration Fees	
031 · New Certificate Fee (\$50)	650.00
032 · New License Fee - LARE (\$275)	825.00
033 · New License Fee - Recipr (\$275)	2,750.00
034 · New Stamp Fee-Hand Stamp (\$50)	150.00
<b>Total 030 · New Registration Fees</b>	<b>4,375.00</b>
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$400)	1,200.00
042 · Renewal Delinquency Fee (\$100)	1,200.00
043 · Renewal Fee LA (\$275)	69,850.00
044 · Renewal Fee LA Intern (\$50)	50.00
045 · Duplicate Renewal License (\$25)	25.00
<b>Total 040 · Registration Renewal Fees</b>	<b>72,325.00</b>
050 · Other Income	
051 · Address Change (\$15)	0.00
052 · Nevada Blue Book (\$5)	0.00
053 · Electronic Stamp(\$30)	650.00
054 · Enforcement Revenue	0.00
055 · Returned Check Fee (\$25)	25.00
056 · Duplicate Certificate Fee (\$50)	50.00
057 · Processing Fee	6,258.13
<b>Total 050 · Other Income</b>	<b>6,983.13</b>
<b>Total Income</b>	<b>87,008.13</b>
<b>Gross Profit</b>	<b>87,008.13</b>
<b>Expense</b>	
060 · Bank Charges	250.00
070 · Board Expenses	
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
<b>Total 070 · Board Expenses</b>	<b>4,800.00</b>
080 · CLARB Affiliation Dues	6,360.00
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	2,250.00
092 · CLARB Representative Expenses	0.00
093 · Annual Meeting Registration	0.00
094 · Travel	0.00
095 · Meals	0.00
096 · Lodging	0.00
<b>Total 090 · CLARB Annual Meeting Expenses</b>	<b>2,250.00</b>

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget Overview

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
<b>100 · Education &amp; Training</b>	
101 · Registration	200.00
102 · Meals	150.00
103 · Lodging	100.00
	<hr/>
<b>Total 100 · Education &amp; Training</b>	450.00
<b>105 · FARB</b>	
106 · Registration	0.00
107 · Lodging	0.00
108 · Meals	0.00
109 · Travel	0.00
105 · FARB - Other	0.00
	<hr/>
<b>Total 105 · FARB</b>	0.00
<b>120 · NCIRC</b>	
121 · Board Member NCIRC Mtg Fee \$150	150.00
122 · Miscellaneous - NCIRC	0.00
123 · Travel - NCIRC	0.00
	<hr/>
<b>Total 120 · NCIRC</b>	150.00
<b>130 · Office Expenses</b>	
132 · DoIT Email & Web Hosting	2,125.00
133 · Miscellaneous Office Expense	400.00
134 · Licensee Stamp	760.00
135 · Computer Updates & Maint	1,000.00
136 · Office Rent	5,180.28
137 · Office Supplies	150.00
138 · Post Office Box Rent	267.00
139 · Postage & Delivery	150.00
140 · Printing & Reproduction	50.00
141 · Telephone, Fax & Internet	1,000.00
142 · Merchant Services Fees	1,830.00
145 · Capital Equipment & Furniture	500.00
	<hr/>
<b>Total 130 · Office Expenses</b>	13,412.28
<b>147 · Outside Services</b>	
148 · Web Software	13,370.00
149 · Web Hosting	5,000.00
	<hr/>
<b>Total 147 · Outside Services</b>	18,370.00
<b>150 · Payroll Expenses</b>	
152 · Executive Director	48,128.00
153 · Executive Director - Bonus	0.00
154 · Mileage	150.00
155 · Nevada Business Tax	0.00
157 · Payroll Taxes	3,700.00
159 · Payroll Service	550.00
	<hr/>
<b>Total 150 · Payroll Expenses</b>	52,528.00

**Nevada State Board of Landscape Architecture**  
**Profit & Loss Budget Overview**  
July 2021 through June 2022

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	<u>Jul '21 - Jun 22</u>
<b>160 · Professional Fees</b>	
161 · Accountant	4,000.00
162 · Bookkeeping	3,750.00
163 · Attorney General's Office	5,000.00
164 · Legislative Bill Tracker	0.00
165 · Legislative Counsel Bureau	1,000.00
166 · Legislative Session	1,000.00
167 · Liability Insurance	550.00
168 · Temporary Office Help	300.00
169 · Attorney - Board Hire	0.00
	<hr/>
<b>Total 160 · Professional Fees</b>	15,600.00
	<hr/>
<b>Total Expense</b>	114,170.28
	<hr/>
<b>Net Income</b>	<b>-27,162.15</b>
	<hr/> <hr/>

**From:** Rosalie M. Bordelove <[RBordelove@ag.nv.gov](mailto:RBordelove@ag.nv.gov)>  
**Sent:** Wednesday, June 16, 2021 10:47 AM  
**Subject:** Re: AB 253

Good morning all,

As another follow up to the end of legislative session, below is a very brief summary of the bills I found that effect boards in general. There were many other bills effecting specific clients that are not included here. Feel free to reach out with any questions or if there are any bills I missed that would be helpful for us all to be aware of. Thank you!

**AB2** amends NRS 232A.020(6) to allow gubernatorial appointees to serve on up to three boards, commissions or similar bodies at the same time. It became effective upon approval by the Governor.

**AB330** revises NRS Chapter 622 to require licensing boards to give credit for education approved by the State Board of Education. It also requires boards to adopt regulations for the requirements. The bill goes into effect on October 1, 2021.

**AB385** amends NRS Chapter 281 and prohibits public bodies from entering into employment agreement that includes fringe benefits, bonuses or severance pay, with few exceptions. The prohibition does not apply to collective bargaining agreements. The bill becomes effective on December 1, 2022.

**SB44** requires the behavioral health boards:

- To provide an alternate means for an applicant for a license to provide their educational transcripts if their university has closed or merged with another and they are unable to obtain official transcripts
- To adopt regulations authorizing remote supervision of persons obtaining supervised experience for licensure, including interns
- To report certain information concerning investigations of misconduct and applications for licensure to regional behavioral health policy boards

SB44 revises the requirements for licenses by endorsement issued to active members of the armed forces, veterans, and their spouses. It also creates a new license as a master social worker and makes other changes to the social work licensing statutes. For purposes of regulations and administrative tasks, the bill became effective upon approval. For all other purposes, it becomes effective on July 1, 2021.

**SB77** amends NRS Chapter 241 to allow for certain pre-decisional and deliberative discussions regarding federal agency action under the National Environmental Policy Act to occur during closed session. It became effective upon approval by the Governor.

**SB 222** creates the Commission on Minority Affairs within the Department of Business and Industry. It further requires all state agencies within the Executive Department of State Government to:

- Collaborate with minority groups on policies and programs that affect minority groups and ensure that programs and services are accessible and inclusive
- Designate a diversity and inclusion liaison and publish contact information for that person on its website
- Have their liaison attend collaborative meetings held by the Commission on Minority Affairs

The bill becomes effective on January 1, 2022.

*Rosalie Bordelove*

**Chief Deputy Attorney General  
Boards and Open Government Division  
State of Nevada, Office of the Attorney General  
Telephone: (702) 486-3263  
[rbordelove@ag.nv.gov](mailto:rbordelove@ag.nv.gov)**





**State of Nevada  
Professional & Occupational Licensing Boards  
Administrative Collaborative**

**Model  
Board Member Manual**

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DRAFT

# CHAPTER 1 – THE BOARD

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What is the mission of the Board?
- What are the functions of the Board?

## **Mission Statement**

To protect the public health, safety and welfare by ensuring that only competent practitioners are licensed in the state and that those licensed practitioners maintain the highest level of professional conduct. This includes ensuring the competency of practitioners and / or providing the public with a means by which they can pursue administrative legal recourse.

## **Board Functions** (insert specific Board statutory functions)

Board Appointments:

- Board Member composition, number of members

NRS - The Board consists of \_\_\_\_ members appointed by the Governor. The Board membership is comprised of (\_\_\_\_ professional licensees), and (\_\_\_\_) members representing the public.

- Qualifications

Each professional board member must hold an active license to engaged in the practice of their profession and must have practiced, taught or conducted research in the profession for the \_\_\_\_ years immediately preceding the appointment. All members must be a resident of the State.

- Term of Appointment; Reappointment & Limitations (if any)

Members of the Board serve terms of 3 years, except when appointed to fill unexpired terms. Before serving as a board member, each person must file a constitutional oath of office with the Secretary of State. A board member may only serve two full terms. Any time served on the Board in filling the unexpired term of another member does not apply to the two full terms.

- Board positions and Method of Selection

NRS \_\_\_\_ – Each year the board members elect a Chair, and Vice Chair. The Board is required to hold \_\_\_\_ meetings a year; historically the Board has \_\_\_\_ meetings a year for the transaction of the business of the Board. The Board can hold additional meetings if needed.

- Board Compensation, Travel and Per Diem

NRS \_\_\_\_\_ - The Board members may receive up to \$150.00 per day for compensation of their services. Board members receive a per diem allowance for meals and mileage in conformance with Board Policy or the State/Federal per diem standards.

- Staffing , Employees, Personnel and Administrative Office

NRS \_\_\_\_\_ - The Board establishes the duties and compensation of the Executive Director and other employees through the adoption of the Board Personnel Policies. The Board's administrative office is located in \_\_\_\_\_. All records and files of the Board are open to public inspection at all reasonable hours.

- Powers and Duties

NRS \_\_\_\_\_ – The Board adopts regulations establishing standards of practice and any other regulations necessary for carrying out the provisions of NRS.

The Board keeps a record of its proceedings including any administrative proceedings.

NRS \_\_\_\_\_ - The Board may inspect any premises to determine whether any person at the premise is practicing without the appropriate license; or to determine compliance with any provision of the Board's law or regulations.

NRS \_\_\_\_\_ - The Board shall approve the requirements for examination for licensure.

The Board has designated the \_\_\_\_\_ exam as the approved exam for licensure in Nevada.

In addition, the Board requires passage of the Nevada Jurisprudence Exam as a requirement for initial licensure in Nevada.

NRS \_\_\_\_\_ - The Board requires current certification by \_\_\_\_\_ for initial licensure in Nevada.

NRS \_\_\_\_\_ - The Board offers expedited license by endorsement for individuals licensed in another state.

The Board issues licenses within \_\_\_\_\_ business days of receipt of a complete application; in the majority of cases licenses are issued sooner.

NRS \_\_\_\_\_ - The Board also offers expedited license processing for veteran's, active military personnel and their spouses.

Initial licensure fees are reduced by one-half for veterans and military affiliated applicants.

NRS \_\_\_\_\_ - The Board offers a Temporary license to applicants who do not plan to practice in Nevada permanently. A Temporary license has a term of \_\_\_\_\_ months and may (not) be renewed.

NRS \_\_\_\_\_ - The Board establishes the term or length of a license, the manner by which a license may be renewed or reinstated, including any requirements for continuing education and any late renewal period.

The term of a license has been established as \_\_\_\_\_ years. A license may be reinstated up to \_\_\_\_\_ years from date of expiration.

A licensee must complete \_\_\_\_\_ hours of continuing education during each renewal cycle, reported at the time of renewal of a license. A license may be renewed up to \_\_\_\_\_ days after expiration upon payment of the renewal fee and a late renewal fee.

NRS \_\_\_\_\_ - The Board, through regulation, establishes reasonable fees for licensure.

Fees are set in an amount to reimburse the Board for the cost of carrying out the provisions of the law. All expenses of the Board must be paid from the fees received by the Board. (NRS \_\_\_\_\_)

The Board does not receive funds from the State's General Fund.

NRS \_\_\_\_\_ - The Board may take disciplinary action or other actions, may refuse to issue or renew a license, or may impose conditions upon that license, if it is determined a practitioner is guilty of unprofessional conduct.

NRS \_\_\_\_\_ - The Board may conduct investigations, hold hearings and examine witnesses and has the power to issue subpoenas to compel the attendance of witnesses and the production of books and papers.

NRS \_\_\_\_\_ - The Board may receive Complaints pertaining to the practice of the profession(s) from any person. A Complaint may be filed anonymously.

NRS \_\_\_\_\_ - The Board must keep confidential all complaints and investigative documentation. All records become public upon filing of a Formal Complaint by legal counsel for hearing before the Board for a determination of disciplinary action.

NRS \_\_\_\_\_ - The Board may issue cease and desist orders for unlicensed practice, may issue a citation to the person and may assess an administrative fine of not more than \$5,000.

# CHAPTER 2 – THE BOARD MEMBERS

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What is the primary responsibility of the Board?
- Where does the Board derive its powers?
- What are the duties and responsibilities of a board member?
- What steps should a new board member take to be successful in their role?
- What conflict of interest issues must be kept in mind as a board member?
- What must you do to ensure that confidential and privileged information remains secure?
- What liability issues are at stake? What steps can you take to protect yourself and the Board from liability?
- What strategies assist a board member in making fair and fearless decisions?

## **Duties and Responsibilities – Protection of Public Health**

The sole responsibility of the Board is the protection of the public health, safety and welfare. This fundamental concept is the most important set forth in this Board Member Manual. It is the duty of the Board to license those persons seeking to enter the profession who meet the legal competency standards necessary to practice the profession, and to discipline those licensed professionals who fail to follow legal and professional standards of practice.

Boards are statutorily created governmental bodies and their powers are authorized by the legislation under which they are established. The specific duties and responsibilities of a board member are generally not detailed in a practice act.

Individual board members are charged with the responsibility of regulating the profession by carrying out the duties specifically set forth in statutes and regulations. Therefore, the first task of a board member should be to become completely familiar with the statutes and regulations pertaining to the practice of the profession(s) they regulate.

In addition, board members should develop a familiarity with parliamentary procedures or rules that are commonly used in board meetings.

Members of the Board, as public officials, must apply the statutes and regulations of their state in an unbiased manner. All actions taken by a board member and board are subject to scrutiny by the profession, the legislative and judicial branches of government, and the public, and to be valid and enforceable, must be based upon an objective consideration of legal evidence and application of relevant laws or regulations.

## **Conflict of Interest – Disqualification**

Board members must be constantly aware of and avoid conflicts of interest. Board members when meeting in a properly noticed public meeting with a quorum are viewed as the Board. Therefore, their image and reputation must be impeccable if the Board is to remain a viable force in state government.

A board member must conscientiously avoid any attempt to regulate the economics of the profession through the establishment or enforcement of board laws and regulations, or through any selective applicability of such laws and regulations to any particular professional or group of professionals. A board member must consistently apply laws and regulations in an objective, unprejudiced manner for the protection of the public.

In many instances, board members are active members of one or more associations. There is no reason why a board member should not retain these memberships. However, members should avoid serving as officers in these associations. Members should also avoid serving on association committees that develop policies that could influence the board's adoption of laws and regulations, or the enforcement of laws and regulations in a manner that might be prejudicial to a particular professional or groups of professionals.

In the event board members discover that their views may have been prejudiced by activities related to their professional service, they should abstain or disqualify themselves from participating in board proceedings involving the relevant areas. Failure to do so may result in the reversal or setting aside of the board's decision in disciplinary matters, or rule and regulation adoption.

For example, suppose a board member served on an association committee involved in screening new applicants for membership in the association. Professional Jones is rejected by the committee following proceedings in which the board member participated. Later, Jones is called before the Board on a disciplinary matter. The board member should disqualify himself or herself from participating in the Jones deliberations whether or not the reason for rejection of association membership was related to the reason for the disciplinary proceedings, since the board member's judgment has, at least, the appearance of being tainted.

Possible conflicts of interest in the regulation of individual professionals could include the following:

- (a) a board member who is a relative or close friend of an individual being subjected to possible disciplinary action; or
- (b) a board member who maintains an profession related establishment and is in competition with a nearby location that is owned by another licensee who is subject to possible disciplinary action.

In the second example, the board's decision may substantially affect the economic position of that board member. It is advised that in such a situation, the board member seriously consider



disqualifying himself or herself. Unfortunately, it is not easy in many instances to readily ascertain whether a conflict is serious enough to require disqualification. If any doubt exists, a board member should consult the Attorney General's office. The important factor is to be aware of these areas of possible conflict.

### **Confidentiality**

Much of the information to which board members become privy constitutes confidential or privileged information. State freedom of information acts and/or right of privacy acts generally determine the confidentiality status of such information. Generally, information in the files of applicants and licensees should be released only upon appropriate court order, or in accordance with appropriate board policies. Board members should be familiar with the provisions of statutes related to information held in agency files, and should avoid discussing any such information except in the context of board functions.

### **Board Member Liability**

Judgments by boards and board members require a good working knowledge of their state practice acts in their entirety, particularly when considering the establishment of laws and regulations to be adopted by a board in order to implement the act.

Board members should understand that even while acting in their official capacity, irresponsible activities could lead to possible personal liability on the part of the board member. Under normal circumstances, a board member acting under legislative directive, in good faith, within the scope of his or her authority, who neither knew nor should have known that an act of that board member may have been in violation of the practice act or in deprivation of the constitutional rights and privileges of the affected party, will be protected from personal liability.

This protection or immunity from liability is a judicially established concept that was developed to permit administrative officials to carry out their duties and responsibilities without fear of liability. The immunity concept, however, does not protect a board member from lawsuits, nor does it guarantee the board member complete immunity from liability. It is only where the board member acts within the scope of the member's statutory authority in a reasonable and unbiased manner that the board member will avoid ultimate liability.

The U.S. Supreme Court in the case of *FTC vs. North Carolina Dental Board* is a case that centered on whether the dental board acted within their scope of authority in a reasonable and unbiased manner, and the court concludes that boards must be a majority of public members or must be supervised on the rulings they take on their regulations.

### **Antitrust Laws**

It is incumbent upon board members to have an understanding of the existence of the antitrust laws and the relevant implications of these laws, as there appears to be a growing tendency to assert antitrust liability upon administrative officials.

Antitrust laws regulate combinations, conspiracies, and monopolies in restraint of trade, including price fixing and other matters that involve the economics of the profession. Board members may ask why they should be concerned about antitrust laws when their sole responsibility is the protection of the public health, and when they have been instructed to avoid the economics of the profession in carrying out their duties as board members.

It is not always easy to ascertain when a board's action may have an economic effect that could be construed as involving a combination or conspiracy in restraint of trade. Other general policies could be construed as attempts to lessen competition, even though the effect on competition may not have been considered by a board member.

Whenever you are in an area in which you believe you could conceivably fall within the purview of the antitrust laws, you should seek advice from the Attorney General's office.

### **Tort Liability**

Board members are also troubled by potential tort liability, particularly the tort of defamation of character, which includes both libel (written) and slander (verbal). Can a board member be held liable for accusations made against professionals in the normal course of issuance of a complaint or for those which are asserted at a disciplinary hearing? What if an professional is found to have violated the practice act, is disciplined by a board, and is later successful in overturning the board decision by a court appeal? What is the liability of a board member signing a complaint against an professional?

Generally, if board members are acting within the scope of their authority, in good faith, and in an unbiased manner, they will be completely protected against liability under torts such as defamation of character. In all instances, however, the board members should insist that facts alleged against a practitioner be substantiated to the greatest extent possible to avoid any allegations that a claim is so frivolous as to constitute gross negligence on the part of a board member and cause that board member possible liability.

The Board contributes to the State Tort Liability Fund, which is utilized to protect the State and the Board's interests.

### **Decision Making with Conviction**

If an individual accepts appointment to the Board, it becomes the duty of that individual to carry out responsibilities that include making decisions, which in many instances involve the livelihood of a practitioner or an applicant seeking licensure into the profession. These decisions must be made fairly and fearlessly. This chapter has isolated certain areas where the decision-making processes may require great thought and, perhaps, legal advice to assist board members in making the hard decisions that must be made to ensure proper protection of the public health.

Finally, a board member should be inquisitive and should not succumb to past practices of a particular board without knowing why certain procedures are being followed. New board

members provide a fresh, independent view of the board's practices and procedures. They should not be reluctant to ask questions to better understand the individual functions of board members.

**Resources** - The Nevada Attorney General's Office provides tools and resources for Board members regarding their roles and responsibilities and legal requirements for conduct of Board business. These tools can be accessed from the Attorney General's Office website, Open Government: [http://ag.nv.gov/Hot\\_Topics/Open\\_Government/](http://ag.nv.gov/Hot_Topics/Open_Government/)

Additional Publications available: <http://ag.nv.gov/Publications/Manuals/>

- Nevada Board and Commission Manual
- Nevada Open Meeting Law Manual
- Administrative Rule Making Manual
- **State Administrative Manual**

DRAFT

# CHAPTER 3 – LICENSES

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the general statutory requirements required for licensure?
- When is good moral character used to determine whether licensure is granted?
- What are the requirements for license verification?

## **Licensure** (insert specific Board statutory requirements)

NRS \_\_\_\_\_ – This section of the law exempts certain persons from requirements to be licensed by the Board. The law does not apply to a person holding specific valid professional licenses issued by a Nevada regulatory board when practicing within the scope of that license; is employed by the Federal government.

NRS \_\_\_\_\_ – The Board has defined the general requirements for licensure:

1. Be a person of good moral character
2. Successfully completed the academic requirements of an educational program in the profession;
3. Successfully completed a (fieldwork/internship/apprentice) program in the profession
4. Pass the examination approved by the Board

NRS \_\_\_\_\_ – The Board waives the educational (and/or fieldwork) requirement if the applicant has completed an equivalent foreign education (and/or experience).

NRS \_\_\_\_\_ - The Board requires a person to submit an Application and provide evidence that they possess the qualifications required for a license.

The Board provides On-Line Services including Initial Applications, License Renewals, credit card payment of fees, and electronic submittal of documentation.

NRS \_\_\_\_\_ – The Board shall not allow issuance of a license if the person owes child support.

NRS \_\_\_\_\_ – The Board approves the licensure exam and requirements for passage of the exam.

The Board has established a Nevada jurisprudence examination as an additional exam required for licensure in Nevada.

NRS \_\_\_\_\_ – The Board does not require a person to take the licensure exam if the person holds current national certification by \_\_\_\_\_.

NRS \_\_\_\_\_ - The Board may issue a license by endorsement to a person who is a veteran and/or holds a current license in good standing in another state or territory of the United States and meets the requirements for licensing in Nevada.

A veteran, active military member, a veteran's spouse or military spouse are eligible for a reduced fee for licensure in Nevada.

NRS \_\_\_\_\_ – The Board may issue a temporary license for a period of \_\_\_\_\_ if a person meets the requirements for that license.

NRS \_\_\_\_\_ - The Board establishes through regulation the term of a license, the method for renewal and reinstatement of a license and the manner in which a license may be placed on inactive status.

NRS \_\_\_\_\_ - The Board establishes through regulation the fees for licensure in Nevada which must be set in an amount as to reimburse the Board for the cost of carrying out the provisions of the law and regulations.

### **Good Moral Character / Criminal Background Check**

The good moral character of an applicant is called into question anytime the applicant has committed a crime. As part of the application process, the applicant must disclose any legal issues and, submit all of the facts pertaining to the incident or conviction. Once the facts are accumulated, the case is evaluated for potential moral character determination. The Board, Executive Director or other designated entity will rule either that the incident is not applicable or bring the applicant before the Board for a determination on whether a license should be issued.

### **Denial of Licensure**

The Board may deny a license for missing any part of the licensure application.

The Executive Director may bring any application before the Board for action. The Board may deny the license for good cause after hearing and consideration of the specific circumstances.

### **Verification of Licensure**

A licensee may request a written verification of licensure be sent to another licensing entity, upon payment of a fee for the service. On-line license verification is available without cost.

# CHAPTER 4 – LAWS

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the guideline statutory requirements required for laws?

## **Laws**

The Nevada Legislature is the entity that creates and approves statutory authority through law. The Nevada Legislature meets every two years. Any changes or revisions to the Nevada Revised Statutes requires a Bill to be introduced and passed by both the Assembly and the Senate. The Governor makes the final determination as to the passage of a Bill when it is signed into law or vetoed.

The laws found in Chapter 623A of the Nevada Revised Statutes were originally enacted on 7/1/1975. They formed the basis for how the profession is practiced in the State of Nevada. All actions of the Board are governed by authority contained in NRS 623A.

The laws cover the following areas: (list NRS sections)

- a) General Provisions
- b) Board of \_\_\_\_\_
- c) Licensing
- d) Disciplinary and Other Actions
- e) Prohibited Acts; Penalties; Enforcement

# CHAPTER 5 – REGULATIONS

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the guideline statutory requirements required for regulations?

## **Regulations**

Regulations are created, enacted and implemented by the Board. All regulations must conform to and be directly related to the authority granted by law to govern the profession(s). The process for creating regulations is governed by the Nevada Administrative Procedures Act.

The regulations found in Chapter \_\_\_\_\_ of the Nevada Administrative Code were originally enacted on \_\_\_\_\_, with implementing provisions added on \_\_\_\_\_. The regulations are regularly reviewed and updated as necessary. They provide the details on how the profession(s) is to be practiced in the State of Nevada.

The regulations cover the following areas: (list sections)

- a) General Provisions – Definitions
- b) Licensing

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ establishes the prerequisite qualifications and documentation requirements for licensure in Nevada.

NAC \_\_\_\_\_ Expiration and renewal of a license. Sets the expiration date or term of a license at \_\_\_ years (after the date the license was issued).

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ provides the conditions for issuance of provisional and temporary licenses and conversion of such licenses to a regular license; as well as the conditions for changing the status of a license to and/or from inactive status.

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ establishes the continuing education requirements for licensure and renewal of a license in Nevada; and provides limitations on specific continuing education activities.

NAC \_\_\_\_\_ Fees: The Board establishes its fees through regulation as listed in this section; and provides for reduced fees for military affiliations. Fee must not exceed statutory limitation established in NRS \_\_\_\_\_.

NAC \_\_\_\_\_ Administrative fine for practicing with expired license. The Board may assess an administrative fine if a person continues to practice after a license has expired.

c) Standards of Practice - NAC \_\_\_\_\_ to NAC \_\_\_\_\_

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ establishes certain restrictions including the name on a person's license, use of professional title or initials, prohibitions on use of license and establishes a code of ethics and standards of practice.

NAC \_\_\_\_\_ Professional responsibility regarding patients. Licensees must adhere to certain ethical and professional responsibilities including non-discrimination and professional competence.

NAC \_\_\_\_\_ Scope of services with and without referral of patient by licensed provider of health care. A physician referral is not required in all cases.

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ establish the supervisory authority, responsibilities and delegation of activities

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ establishes limitations on what practitioner may delegate to a student, aide or technician requiring direct supervision.

NAC \_\_\_\_\_ to NAC \_\_\_\_\_ contain miscellaneous provisions regarding patient records, fees, advertising and programs of research.

d) Disciplinary Action - NAC \_\_\_\_\_ - NAC \_\_\_\_\_

NAC \_\_\_\_\_ Complaints: Any person may file a complaint with the Board. The Board may initiate a complaint against a person licensed by the Board. A complaint must identify one or more grounds for disciplinary action and provide sufficient detail to understand the complaint.

NAC \_\_\_\_\_ Acts constituting unprofessional conduct: Lists acts constituting unprofessional conduct.

NAC \_\_\_\_\_ Unprofessional conduct: Imposition of conditions on use of license. If the Board finds a person guilty of unprofessional conduct, specific sanctions can be imposed on the use of that license, including but not limited to, a public reprimand, probation, restrictions on scope of practice, remedial education, supervision of professional work, and physical or mental examinations for competency to practice.

NAC \_\_\_\_\_ Recovery by Board of attorney's fees and costs. The Board may recapture from a person found guilty in a disciplinary hearing actual costs of attorney's fees and other direct expenses.

e) Proceedings Before the Board – NAC \_\_\_\_\_ to NAC \_\_\_\_\_ establish the process to petition the Board in a regulatory matter or for a hearing before the Board and allows for payment to witnesses in a disciplinary proceeding.



# CHAPTER 6 – COMPLAINT HEARINGS

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the general statutory requirements required for complaint hearings?

## **Complaint Hearings**

Complaint hearings heard by the Board are similar to a courtroom hearing. The procedures and operating processes are outlined below.

NRS \_\_\_\_\_ – All documents and other information filed with a complaint are:

1. Confidential, unless the person filing the complaint wishes for them to be made public;
2. The charging document filed with the Board to initiate disciplinary action pursuant to Chapter 622A and all documents and information considered by the Board when rendering a decision on the case is confidential.
3. The Board shall share the documents and files with any other board that is investigating the case.

NRS \_\_\_\_\_ – Any person who becomes aware that a person practicing in this State has become engaged in conduct which constitutes grounds for initiating disciplinary action may file a complaint. Complaints may be filed anonymously. Any anonymous complaints may not be processed if the complaint is found to be impossible or unfair to the person who is the subject of the complaint.

The following processes and conditions pertain to every complaint:

1. If the Board finds that a complaint involves a matter within the jurisdiction of another licensing board, the other board is notified and the complaint is referred.
2. The provisions of section 1 apply to:
  - (a) A complaint that concerns a person or licensed entity regulated by the Board and/or another licensing board.
  - (b) A complaint that concerns a person or licensed entity regulated solely by another board.
3. The provisions of this section do not prevent the Board from acting on a complaint that concerns a matter within its jurisdiction.
4. The Board or an officer or employee of the Board is immune from any civil liability for any decision or action taken in good faith and without malicious intent.
5. As used in this section, “licensing board” means a board created in Title 54 of Nevada Revised Statutes.

# CHAPTER 7 – OPEN MEETING LAW

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the general statutory requirements required for the open meeting law?

## **Open Meeting Law**

The Nevada Open Meeting Law (OML) was enacted in 1960 to ensure that the actions and deliberations of public bodies be conducted openly. The Nevada Open Meeting Law is codified in Chapter 241 of the Nevada Revised Statutes.

The Nevada Open Meeting Law Manual is available from the Nevada Attorney General's Office.

Board members may not discuss Board business outside of an official Board meeting.

All communications with the Board are to be directed to the Board Administrative Office for response by the Executive Director.

The Executive Director will communicate to Board members by email, blind copy, or directly by telephone.

The Nevada Attorney General's Office provides Boards and Commission training annually which includes the Open Meeting Law requirements. Members are strongly encouraged to attend this training.

# CHAPTER 8 – MEETING AGENDA

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the general statutory requirements for meeting agendas?

## **Meeting Agenda**

The meeting agenda followed by the Board are routine and follow the constructs of proper meeting management. Agenda content contains mandatory language pursuant to the Nevada Open Meeting law and must allow for two Public Comment agenda items, one at the beginning of the meeting and one at the end of the meeting. Additional public comments may be accepted at the discretion of the Chair.

Any agenda item that may be considered for action by the Board must so state by indicating “for possible action”. No action may be taken on any item not specifically identified or listed for action on an agenda.

Meeting agenda’s must be posted at a minimum 3 working days prior to the meeting date, pursuant to the Nevada Open Meeting law.

The meeting agenda is composed of the following sections:

- a) Call to Order/Roll Call
- b) Public Comment - comments from the public
- c) Consideration and approval of the Minutes (for possible action)
- d) Complaint Hearing - if applicable (for possible action)
- e) Disciplinary Actions - if applicable (for possible action)
  
- f) (Board Agenda Items, both informational and action items)
  
- g) Executive Director’s Report (for possible action)
- h) Report from Legal Counsel
- i) Report from Board Chair and Members
- j) Public Comment - comments from the public
- k) Adjournment

# CHAPTER 9 – PARLIAMENTARY PROCEDURE

## *Chapter Objectives*

After completing this chapter, you should be able to answer the following questions:

- What are the general requirements for parliamentary procedure?

## **Parliamentary Procedure**

The Board parliamentary procedures ensure that everyone has the opportunity to speak and be heard.

The Chair of the Board leads and facilitates the meeting.

Board Members should not speak until they have been acknowledged by the Chair. Members should speak one at a time and never speak when another Board Member is speaking.

One Board Member should state the case by making a motion for a vote on the issue and one Board Member should second the motion. If a motion for action does not get a second then the motion fails and no vote is taken.

Once the Board has a motion, with a second, it may choose to discuss the issue among themselves. When discussion is concluded, the Chair will call for a vote on the matter. A motion will pass upon majority vote of the members.

# CHAPTER 10 – GOVERNANCE

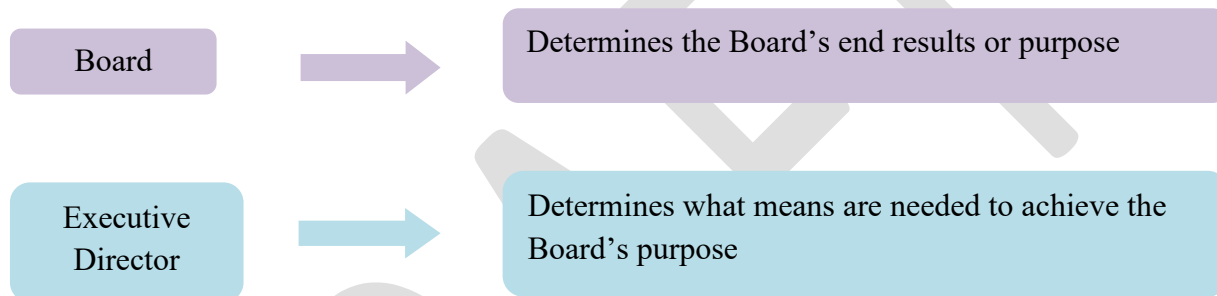
## Introduction

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The Board is effective when clear responsibilities are established. Forming an effective Board requires the Board to have a clear answer to this question:

### What benefits (or end results) are we providing to whom?

In addition to answering this question, the Board needs to establish a single point of administrative authority. This person is responsible for using whatever means are necessary to accomplish these desired ends, within legal means or limitations established in advance by the Board.



The Board will be able to make better decisions more quickly and use the talents of its Board Members and the Executive Director if the Board:

- Is clear about its role
- Approves procedures for how the Board is going to operate and
- Establishes a partnership with the Executive Director to take actions needed to accomplish the Board's intended end results.

Board Members should be people who are interested in **governing** the Board and not in performing hands-on activities, especially, not in a management role.

## **Responsibilities of a Board Member**

- Determine the Board's Mission and Vision
- Select the Executive Director
- Support the Executive Director and review his or her performance
- Ensure effective Board planning
- Track progress toward meeting the results defined by the strategic plan
- Provide for the availability of adequate resources
- Enhance the Board's public image

## **Framework**

The Board Members establish the framework for the Board.

- Create and update the mission and vision statements
- Defines what benefits (or end results) the Board is providing to whom and what it will cost to deliver them
- Determines how the Board's performance will be measured.

## **Direction**

The Board Members set the direction for the Board.

- Set goals and approve and monitor the strategic plan
- Develops Board policies, including the policies that govern how the Board will operate.

## **Accountability**

The Board Members are responsible for the behavior and performance of Board Members and the Executive Director.

- Act with honesty and integrity.
- Hire and fire the Executive Director.
- Establish the end results the Executive Director is assigned to achieve and define any limitations on the means the Executive Director can use or any functions the Executive Director must perform.
- Monitor financial and operational performance.
- Receive and approve the audit report.

## **Role of the Board and the Role of the Executive Director**

This section clarifies who has the primary accountability for which activities of the Board. If the Executive Director must consult with the Board on most management decisions, the Executive Director may not be able to move the Board forward and respond to opportunities or threats.

### **Clear authority makes the Board more agile.**

If a responsibility belongs to the Executive Director, the Board should discuss if the Executive Director should bring information about that function to the Board, and in what form and frequency. Unless directed by the Executive Director, the Board should avoid gathering information about the Board or setting up relationships with staff members other than the Executive Director, since this may compromise the management structure of the Board.

## **BOARD AND EXECUTIVE DIRECTOR RESPONSIBILITIES**

### **BOARD OPERATIONS**

<b>Activity</b>	<b>Responsibility</b>
Develop, approve and modify Board administrative structure	Board
Establish written policies and procedures for Board operations	ED
Appoint committees and hold them accountable	Board
Establish and enforce expectations for attendance at Board/committee meetings	Board
Train Board members	ED
Plan agenda for Board meetings	Joint
Take minutes at Board meetings	ED
Plan and propose committee structure	Board
Prepare exhibits, materials, and proposals for the Board and committees	ED
Sign or delegate the signature on legal documents	Board
Follow-up to insure implementation of Board and committee decisions	ED

### **PLANNING**

Establish mission and strategic plan	Board
Articulate a vision for achieving goals	ED
Approve long range goals	Board
Provide input to long range goals	Joint
Formulate objectives	Joint

Direct the operational planning process	ED
Prepare performance reports on achievement of goals and objectives	ED
Monitor achievement of goals and objectives	Joint

### **FINANCIAL PLANNING, MANAGEMENT, AND OVERSIGHT**

Prepare operating and capital budget	ED
Finalize and approve budget	Board
Ensure that expenditures are within budget	Joint
Approve expenditures outside authorized budget levels	Board
Provide for periodic audits and financial reviews	ED
Develop financial policies and procedures	ED
Approve financial policies and monitor that policies are being followed.	Joint
Ensure that there is adequate segregation of financial duties so that no one person is involved in all aspects of financial transactions	ED
Receive, review and approve audit reports	Board

### **PERSONNEL**

Hire and discharge Executive Director	Board
Establish executive compensation	Board
Ensure succession planning	ED
Establish performance expectations/agreement and evaluate the ED	Board
Develop Personnel Policies, Procedures and Compensation Plan	ED
Approve Personnel Policies, Procedures and Compensation Plan	Board
Direct the work of the Board and its programs	ED
Hire, supervise, evaluate and discharge staff other than the ED	ED
Handle complaints against the ED by a staff member or public	Board

### **MARKETING/COMMUNITY RELATIONS:**

Interpret Board law and/or regulations to stakeholders	ED
Develop marketing plan, materials, and awareness campaigns	ED
Outreach and delivery of information to stakeholders / community / interested parties	Joint



**LEGISLATIVE / REGULATORY:**

Review Board law and/or regulations	ED
Develop proposed law and/or regulatory language	Joint
Review and approve proposed law and/or regulations	Board
Monitor legislative and regulatory activities	ED

DRAFT

# APPENDIX

**Nevada Revised Statutes, Chapter \_\_\_\_\_**

**(Board Name)**

**Nevada Administrative Code, Chapter \_\_\_\_\_**

**Regulations of the (Board Name)**

DRAFT

July 26, 2021

Nevada State Board of Landscape Architecture

Re: **Request of Wavier**  
Daniel Herman  
Nevada Landscape Architect License # 854

I request that I be granted a waiver and my Landscape Architecture license be renewed for this coming year. The year 2020 was challenging for all of us with the Covid pandemic and all of the restrictions that it brought to everyone.

In addition to the pandemic, I suffered through three medical issues, one of which is ongoing.

For three years my eye doctor had been monitoring a condition in my right eye called epiretinal membrane - commonly called a macular pucker. My vision had degraded to the point I required surgery. To receive the corrective surgery, I first had to have cataract surgery which was done in February 2020. I then had to wait one year and had a procedure called a retinal peel and during this period the vision in my left eye was limited. I had the retinal peel in March of 2021. Unfortunately, I am suffering from complications from the cataract surgery and still cannot see clearly with my left eye.

Then in March of 2020 I received a diagnosis of Melanoma on my right inner arm that required surgery. Fortunately, I was able to have the surgery at the end of March, before hospitals closed for non-emergency procedures. This procedure only kept me away from work for a week and did not impact my ability to perform.

Twice in 2020, in May and November, I experienced a condition called vestibular neuritis which resulted in dizziness and loss of balance. I required physical therapy over a 6-month period. During this period, I suffered from vertigo and an inability to concentrate. I was only able to perform the minimum required tasks at work during this period. The PT has resolved most of the issues and I am now able to function almost normally.

I have enrolled in a continuing Education Class, titled "The Tree Course: Science, Design and Sustainability". The class will be held on August 20, 2021, and for Landscape Architects it is worth 6.5 HSW CE Hours. See copy of registration attached. I can provide the Board documentation of successfully completing the class after completion.

Thank you for your consideration.

Daniel Herman

A handwritten signature in black ink, appearing to read "Daniel Herman", written in a cursive style.

**From:** [Dennis Otsuji](#)  
**To:** [Landscape Board](#)  
**Subject:** Re: Non-compliance of CEU's  
**Date:** Friday, July 23, 2021 2:03:40 PM

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Ellis,

Was unable to fulfill credit due to COVID. Am going to ASLA Annual Mtg in November to get credit.

Thank You,  
Dennis Otsuji, FASLA

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**From:** Ellis Antunez <[landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov)>  
**Date:** Thursday, July 22, 2021 at 2:40 PM  
**To:** [otsujid@gmail.com](mailto:otsujid@gmail.com) <[otsujid@gmail.com](mailto:otsujid@gmail.com)>  
**Subject:** Non-compliance of CEU's

A Review of CEU completions, has provided your name as not complying with the requirement of completing 8 Credits prior to renewal of your license. You are provided the next 30 days to complete the requirement or your license will be considered delinquent. You may appeal this to the State Board at the next meeting scheduled for August 13, 2021. See the sections of the Nevada Administrative Code listed below. NAC 623A.315 Expiration and renewal or reinstatement of certificate. (NRS 623A.130, 623A.200, 623A.215) 1. A certificate of registration issued by the Board expires at midnight on June 30 next following the date of issuance, unless the certificate is renewed. 2. To renew an unexpired certificate, the registrant must, on or before June 30 following the date that the certificate or renewal was issued: (a) Apply for renewal of the certificate on a form prescribed by the Board; (b) Complete all requirements for continuing education set forth in NAC 623A.316 and submit to the Board proof of the continuing education units claimed pursuant to NAC 623A.319; and NAC 623A.316 Requirements for renewal of license; approval by Board; application of excess units. (NRS 623A.130, 623A.215) 1. Except as otherwise provided in NAC 623A.3175, to renew a certificate of registration, the registrant must complete at least 8 continuing education units each fiscal year. The continuing education units may be earned in self-directed educational activities or structured educational activities but must not include more than 4 continuing education units in self-directed educational activities. NAC 623A.319 Submission of proof of compliance with application for renewal; fees for violation. (NRS 623A.130, 623A.215, 623A.240) 1. Each registrant shall, on or before June 30 of each fiscal year, submit to the Board proof of the continuing education units claimed for that fiscal year, together with the application for the renewal of registration. 2. If a registrant violates the provisions of subsection 1, the application for renewal must include the fees set forth in subsection 3 or 4 of NAC 623A.315, as applicable, for the renewal of an expired certificate of registration. (Added to NAC by Bd. of Landscape Arch. by R083-18, eff. 10-25-2018) NAC 623A.3195 Notice to registrant of nonacceptance of proof; opportunity to correct deficiency or request hearing; final decision of Board. (NRS 623A.130, 623A.215) 1. If the Board does not accept the proof of the continuing education units claimed by a registrant pursuant to NAC 623A.319, the Board will send written notification to the registrant by mail and grant the registrant a period of not less than 30 days from the date of the notification to correct any deficiency or request a hearing

before the Board. 2. If a registrant requests a hearing before the Board pursuant to subsection 1, the decision of the Board is final. (Added to NAC by Bd. of Landscape Arch. by R083-18, eff. 10-25-2018)  
Suggested that you complete the 8 credits prior to the board meeting or a partial amount.

**From:** [John Hanna](#)  
**To:** [Landscape Board](#)  
**Subject:** RE: August 13 2021 NV State Board of L.A. Meeting Information  
**Date:** Saturday, August 7, 2021 1:31:47 PM

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I regret the need to decline attending your Zoom meeting on the 13<sup>th</sup>. It unfortunately conflicts with prior commitments.

In lieu of that meeting, please allow me to present the following written analysis of my current situation, and what I propose to correct it...

I've been a licensed/registered landscape architect in Nevada since approximately 1987-88. I've primarily served the development industry in the Vegas Valley with projects ranging from corner strip malls and infill attached-residential, to planned communities and major shopping centers. My list of clients includes The Howard Hughs company and Triple Five Nevada. I currently have only one active project that is in for plan check currently at the City, with its site ready for construction. I've practiced continually since my graduation from college in 1974 and I am currently 76 years old. I don't plan on continuing to practice much longer.

I honestly don't remember ever receiving your quarterly or monthly (or whatever interval they are released) newsletter, or any email or snail-mail directives that continued education had been added to the requirements for license renewal. After the snafu with your website earlier this year, I finally renewed over the phone. Now I find that renewal is in jeopardy because of the lack of certificates of completion of approved educational courses.

To rectify the lack of certification of 8 credits to apply to my renewal, I've found, on [www.architectstraininginstitute.com](http://www.architectstraininginstitute.com), their **8 HSW Landscape Architecture Continuing Package" consisting of a 5 hour Video Course in 2010 ADA Standards: Chapter 2 Scoping, and a 3 hour Audio course in deck design ("Getting Decked")**. I am prepared to sign up for this course and set a day in my schedule to take both of these courses to your satisfaction.

I respectfully request your reply, stating that satisfactory completion of **these two courses**, and submission of completion certificates, will allow you to validate my license for this current annual period. I further request you allow my license to remain in effect until such certification is received by the Board, provided that certification is received no later than September 9, 2021 (one month from now). With your approval of these stipulations, I will immediately sign-up for these courses and put them on my schedule for completion in the next few weeks. If these requests cannot be allowed, I'll assume my license to be inactive and will continue with my current work as a landscape designer only (the project has no element within it that requires a LA's stamp anyway).

Thank you for your time, **John**

*John Hanna, RLA, ASLA, President*

Registrations: California 1648, Nevada 214, Arizona 31958, Texas 955, Florida 725

**JOHN HANNA + ASSOCIATES - LANDSCAPE ARCHITECTS**

1753 Swallowtail Road - Encinitas, CA 92024

858-344-3789 - [jhanna@jha-inc.com](mailto:jhanna@jha-inc.com)

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**From:** Landscape Board <LandscapeBoard@nsbla.nv.gov>

**Sent:** Wednesday, August 4, 2021 4:31 PM

**To:** Landscape Board <LandscapeBoard@nsbla.nv.gov>

**Subject:** August 13 2021 NV State Board of L.A. Meeting Information

**Importance:** High

The Nevada State Board of Landscape Architecture is inviting you to a scheduled Zoom meeting.  
If you have not sent in the attached waiver, please, complete and email back to the board prior to the meeting.  
You will receive a copy of the agenda by the beginning of next week.

Topic: NV State Board of Landscape Architecture Quarterly Zoom Meeting

Time: Aug 13, 2021 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6555590472?pwd=N1B5OGE5T1ozSytKeC9aTVZnciEvUT09>

Meeting ID: 655 559 0472

Passcode: 4410

One tap mobile

+12532158782,,6555590472#,,,,\*4410# US (Tacoma)

+13462487799,,6555590472#,,,,\*4410# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 655 559 0472

Passcode: 4410

Stay Safe,

*Ellis*

*Ellis L. Antunez, FASLA*

*Executive Director*

*P.O. Box 34143, Reno, NV 89533*

*Phone: 775-971-4410*

*Website: [nsbla.nv.gov](http://nsbla.nv.gov)*



**From:** [John Pruyn](#)  
**To:** [Landscape Board](#)  
**Subject:** Re: Continuing Education Audit  
**Date:** Wednesday, August 4, 2021 5:25:18 PM  
**Attachments:** [20210804164500441.pdf](#)

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Ellis and the NSBLA Board,

Please see the attached waiver.

I sincerely apologize for my misunderstanding. I am working quickly to correct this and request 30 days additional time to complete my requirements. There have been a number of changes to my life that have affected my attention.

Sincerely,  
John Pruyn



John P. Pruyn, *Principal Landscape Architect*  
CA#4568, NV#630

**High West Landscape Architects**  
V 530.553.4000

10069 West River Street  
Truckee, CA. 96161

and

28 Vine Street  
Reno, NV

Mail:

11260 Donner Pass Road, #C1 PBM 115  
Truckee, CA 96161

On Wed, Aug 4, 2021 at 11:48 AM John Pruyn <[john@hwlandscapearchitects.com](mailto:john@hwlandscapearchitects.com)> wrote:

Ellis,

I really appreciate this. I am working on getting things in order on my end. I will take a look at this. I did a session online last night to try to catch up.

John

On Wed, Aug 4, 2021, 9:56 AM Landscape Board <[LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)> wrote:

Hi John,

Do you want to request the board to extend this? Please, write a quick response and send it to me by email, the meeting is on August 13. I will add you to the agenda. I have attached a waiver form so that the board may review your request.

Stay Safe,

*Ellis*

*Ellis L. Antunez, FASLA*

*Executive Director*

*P.O. Box 34143, Reno, NV 89533*

*Phone: 775-971-4410*

*Website: [nsbla.nv.gov](http://nsbla.nv.gov)*

---

**From:** John Pruyn <[john@hwlandscapearchitects.com](mailto:john@hwlandscapearchitects.com)>

**Sent:** Tuesday, August 3, 2021 5:07 PM

**To:** Landscape Board <[LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)>

**Subject:** Re: Continuing Education Audit

Yikes! So I have about a week to make up the credits?

Covid and a divorce.

John



John P. Pruyn, *Principal Landscape Architect*

CA#4568, NV#630

**High West Landscape Architects**

V 530.553.4000

10069 West River Street

Truckee, CA. 96161

**and**

28 Vine Street

Reno, NV

**Mail:**

11260 Donner Pass Road, #C1 PBM 115

Truckee, CA 96161

On Tue, Aug 3, 2021 at 4:23 PM Landscape Board <[LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)> wrote:

Hi John,

30 days, starting on the day your received the audit email.

Clarification, this is the second year. Maybe COVID has something to do with all of this.

Stay Safe,

*Ellis*

*Ellis L. Antunez, FASLA*

*Executive Director*

*P.O. Box 34143, Reno, NV 89533*

*Phone: 775-971-4410*

*Website: [nsbla.nv.gov](http://nsbla.nv.gov)*

---

**From:** John Pruyn <[john@hwlandscapearchitects.com](mailto:john@hwlandscapearchitects.com)>  
**Sent:** Tuesday, August 3, 2021 3:26 PM  
**To:** Landscape Board <[LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)>  
**Subject:** Re: Continuing Education Audit

Ellis,

Thank you for the clarification. I was thinking that it being the first year of requirements that I could use them. I did attend the 2016 ASLA conference in New Orleans but based on the information you provided, that will not work for me. I have 30 days to complete the 8 credits? Starting when?

John



John P. Pruyn, *Principal Landscape Architect*

CA#4568, NV#630

**High West Landscape Architects**

V 530.553.4000

10069 West River Street

Truckee, CA. 96161

**and**

28 Vine Street

Reno, NV

**Mail:**

11260 Donner Pass Road, #C1 PBM 115

Truckee, CA 96161

On Tue, Aug 3, 2021 at 3:17 PM Landscape Board <[LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)> wrote:

Good Afternoon,

Reviewing your provided CEU list, your classes date back to 2011 & 2014.

The courses are required to be within the past year, with the possibility of 4 credits being

carried over from the previous year.

These courses are not acceptable.

Stay Safe,

*Ellis*

*Ellis L. Antunez, FASLA*

*Executive Director*

*P.O. Box 34143, Reno, NV 89533*

*Phone: 775-971-4410*

*Website: [nsbla.nv.gov](http://nsbla.nv.gov)*

---

**From:** John Pruyn <[john@hwlandscapearchitects.com](mailto:john@hwlandscapearchitects.com)>  
**Sent:** Tuesday, August 3, 2021 1:01 PM  
**To:** Landscape Board <[LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov)>  
**Subject:** Continuing Education Audit

Hello,

Please find the attached spreadsheet with my continuing education credits for your review.

Best Regards,

John



John P. Pruyn, *Principal Landscape Architect*

CA#4568, NV#630

**High West Landscape Architects**

V 530.553.4000

10069 West River Street

Truckee, CA. 96161

**and**

28 Vine Street

Reno, NV

**Mail:**

11260 Donner Pass Road, #C1 PBM 115

Truckee, CA 96161

**From:** [Steve Lang](#)  
**To:** [Landscape Board](#)  
**Subject:** Steve Lang #461 Record of CEU's  
**Date:** Sunday, August 8, 2021 9:37:50 PM  
**Attachments:** [scan waiver0001.pdf](#)

---

Ellis,

Please find attached my Continuing Education Log and documentation of courses and webinars taken for consideration at the upcoming Board Meeting August 13, 2021. As I indicated in my license renewal, a belabored illness and death in my family was the reason for my delay in completing the CEU's. I appreciate the Board's consideration. I am adding my signed waiver, which I sent August 4, just in case. Thank you.

Sincerely, Steve Lang

--

**Steve Lang, PLA**

*Principal  
he/him/his*



PLANNING | DESIGN | COMMUNICATIONS | MANAGEMENT | SCIENCE | TECHNOLOGY

109 W. Union Avenue  
Fullerton, California 92832 | USA  
*office: 714-871-3638 extension: 4040*  
[stevel@migcom.com](mailto:stevel@migcom.com)  
[www.migcom.com](http://www.migcom.com)  
[facebook](#) [twitter](#) [linkedin](#) [instagram](#)





# Continuing Education Log – NSBLA

Item No.	Date of Activity	Description of Study Activity	Duration of Activity	Speaker/Instructor	CEU Credit
1	4/22/21	THE VALUE OF OBSERVING CHANGES IN TREES OVER TIME	1 HR	DUNCAN WATER	1
2	5/10/21	FOLLOW UP CONVERSATIONS W/ OLMSTED HIS VISIONS FOR REFORM	1 HR	KANA NATIONAL	1
3	7/21/21	AMERICAN TRAILS - TRAIL DESIGN DETAILS	1 HR	YVES ZSUTTY	1
4	8/1/21	GREEN LANDSCAPE DESIGN: REDUCING HEAT ISLAND EFFECT	2 HRS	DR. RUMANDA YOUNG	2
5	8/2/21	SUSTAINABLE SOLUTIONS: HUMAN HEALTH + WELL BEING	1 HR	HEATHER VENHAUS	1
6	8/3/21	ACCESSIBLE ROUTES: GETTING IN, OUT + AROUND	1 HR	BRETZ EPSTEIN	1
7	8/4/21	SUSTAINABLE SOLUTIONS: WATER SHORTAGES	1 HR	HEATHER VENHAUS	1
8	8/16/21	INTRODUCTION TO RAIN GARDENS	2 HRS.	MARK PETERSON	2

By submitting this form, I attest that all Continuing Education Credits have met with NAC623A.315

Total

10

Submitted by

STEVEN N. LANG

Phone

714-600-0817

Email

steven@nig.com.com

Address

420 BAROCK AVE.

City/State/Zip

LONG BEACH, CA. 90803

Nevada License Number:

461

Signature:

[Handwritten Signature]

THE  
LANDSCAPE EXPO  
ACADEMY.COM

# Certificate of Completion

Landscape Communications certifies that:

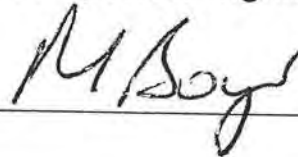
Steve Lang

---

has successfully completed the webinar:

The Value of Observing Changes in Trees Over Time (1 Credit ISA, APLD,  
NALP, QWEL) on 4/22/21

Course Sponsor Signature:



---

**Subject:** Last Chance. Live from Uk - The Value of Observing Changes in Trees Over Time  
**From:** The Landscape Expo Academy <mboyer@thelandscapeexpo.com>  
**Date:** 4/21/2021, 2:32 PM  
**To:** <stevel@migcom.com>

THE  
**LANDSCAPE EXPO**  
ACADEMY.COM

**The Value of Observing Changes  
in Trees Over Time**

April 22nd, 1:00 - 2:00 p.m. PDT  
by Duncan Slater

CEUs/PDHs: 1 Credit - LA CES/HSW, ISA, APLD, NALP, QWEL



Hi Steve Lang,

Trees are valuable environmental and social assets – and a great topic area for research, as much is still not understood about the function and behaviour of our urban trees. Through revisiting trees from his digital photo collection, Dr. Duncan Slater has amassed many images of changes in trees over time – some spanning the 15 years of his tutorship at Myerscough College.

From observing trees over time, much can be learnt about the resilience of trees to wounding, pests and diseases. From revisiting development sites and urban locations, the success of planting schemes and species growth rates can be gauged. Although there is nothing new about 'Before' and 'After' images, the impact of them when learning about our urban trees can be profound – confounding expected outcomes and highlighting areas where our practices can be improved. These Trees over Time images are also a “visual feast” for an audience to enjoy.

### Learning Objectives:

1. To illustrate the impact of damage to trees and factors that can affect a tree's recovery from wounding.
2. To discuss issues with current urban forestry practice, tree planting and tree design through examples.
3. To assess the development of tree structures over time to inform tree assessments.

[LEARN MORE](#)

---

## About The Speaker



### Dr. Duncan Slater PhD

Arboriculturist, Lecturer, Researcher, Arbor Day UK Co-ordinator & Discoverer of Natural Bracing in Trees  
Myerscough College

Dr. Duncan Slater is a senior lecturer in arboriculture at Myerscough College, England, and has been teaching about tree care for 15 years. Previously, Duncan was a tree officer, responsible for the management of municipal and legally protected trees. Much of his scientific research work has

focused on branch junctions in trees, with a major breakthrough in the

**Subject:** Follow-up for Conversations with Olmsted: His Visions for Reform - 1.0 PDH (LA CES/HSW)  
**From:** "Digitell, Inc :: Live Events Platform" <website@live.digitellinc.com>  
**Date:** 5/18/2021, 1:01 PM  
**To:** STEVEN LANG <stevel@migcom.com>

This message was generated by Digitell Live Events Platform on behalf of American Society of Landscape Architects



American Society of  
Landscape Architects

## Follow-up for Conversations with Olmsted: His Visions for Reform - 1.0 PDH (LA CES/HSW)

Dear STEVEN LANG,

Thank you for attending **Conversations with Olmsted: His Visions for Reform - 1.0 PDH (LA CES/HSW)** on May 18, 2021. This follow-up email contains a summary of the available information from that session.

### Resources and Links

The following files and resources are available to download via this email for up to 7 days after this session ended.

#### Downloadable Files

- Conversations with Olmsted \_ Slides \_ 051821 (Adobe Portable Document Format)



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4 E. 3rd St. Suite 300, Jamestown, NY 14701

**CERTIFICATE**

*Of*

**COMPLETION**

**Steve Lang**

For completion of 1.00 Professional Development Hours (PDH)

American Trails Webinar:  
*Trail Design Details: The Wins and Losses*

*Held on July 29, 2021*



This webinar qualifies as a Health, Safety, and Welfare (HSW) course (via LA CES).



PRESENTED BY:

*Candace Gallagher*

*Candace Gallagher, Director of Operations*

ON THIS DAY:

*8/2/2021*



EDUCATION PROVIDER

# CERTIFICATE OF COMPLETION

**STEVEN LANG**

NV - Landscape Architect (461)

has successfully completed the following course

**Green Landscape Design: Reducing the Urban Heat Island Effect (RV-11345AW)**

this course is approved for **2** Continuing Education hours

Approved LA CES-2021 - General

August 1 2021

Course Completion Date

Course Approval



Victoria Zambito, SVP of Content & Communications

Vector Solutions  
Two Urban Centre  
4890 West Kennedy Boulevard  
Suite 300, Tampa, FL 33609  
866.546.1212



As an IACET Accredited Provider,  
Vector Solutions offers CEUs for its  
programs that qualify under the  
ANSI/IACET Standard



# CERTIFICATE OF COMPLETION

**STEVEN LANG**

NV - Landscape Architect (461)

has successfully completed the following course

**Sustainable Solutions: Human Health and Well-Being**

this course is approved for **1** Continuing Education hours

Approved LA CES-2021 - General

August 2 2021

Course Completion Date

Course Approval



Victoria Zambito, SVP of Content & Communications

Vector Solutions  
Two Urban Centre  
4890 West Kennedy Boulevard  
Suite 300, Tampa, FL 33609  
866.546.1212



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ANSI/IACET Standard





# CERTIFICATE OF COMPLETION

**STEVEN LANG**

NV - Landscape Architect (461)

has successfully completed the following course  
**Accessible Routes: Getting In, Out, and Around**

this course is approved for **1** Continuing Education hours

Approved LA CES-2022 - General

August 3 2021

Course Completion Date

Course Approval



Victoria Zambito, SVP of Content & Communications

Vector Solutions  
Two Urban Centre  
4890 West Kennedy Boulevard  
Suite 300, Tampa, FL 33609  
866.546.1212



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ANSI/IACET Standard



# CERTIFICATE OF COMPLETION

**STEVEN LANG**

NV - Landscape Architect (461)

has successfully completed the following course  
**Sustainable Solutions: Water Shortages**

this course is approved for **1** Continuing Education hours

Approved LA CES-2021 - General

August 4 2021

Course Completion Date

Course Approval



Victoria Zambito, SVP of Content & Communications

Vector Solutions  
Two Urban Centre  
4890 West Kennedy Boulevard  
Suite 300, Tampa, FL 33609  
866.546.1212



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Vector Solutions offers CEUs for its  
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ANSI/IACET Standard



# CERTIFICATE OF COMPLETION

**STEVEN LANG**

NV - Landscape Architect (461)

has successfully completed the following course  
**Introduction to Rain Gardens**

this course is approved for **2** Continuing Education hours

Approved LA CES-2022 - General

August 7 2021

Course Completion Date

Course Approval



Victoria Zambito, SVP of Content & Communications

Vector Solutions  
Two Urban Centre  
4890 West Kennedy Boulevard  
Suite 300, Tampa, FL 33609  
866.546.1212



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Vector Solutions offers CEUs for its  
programs that qualify under the  
ANSI/IACET Standard



# WAIVER

## NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

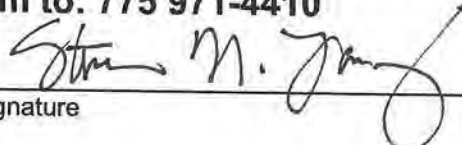
Friday, August 13, 2021, at 10:00 AM

The Nevada open Meeting Law, NRS 241.033(1) (see below), states that the "public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, unless it has given written notice to that person of the time and place of the meeting." Such written notice must either be (a) delivered personally to that person at least five (5) working days before the meeting, or (b) sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. I hereby acknowledge my right to be noticed under NRS 241.033, however, I hereby waive such notice so that the Nevada State Board of Landscape Architecture may discuss and consider my qualifications as a Landscape Architect at its next meet. I understand the Nevada State Board of Landscape Architecture meeting is scheduled to commence at 10:00 AM on August 13, 2021.

I further understand that the Nevada State Board of Landscape Architecture meeting is scheduled for Friday, August 13, 2021, at 10:00 a.m., from the Nevada State Office of the Nevada State Board of Landscape Architecture, 1755 E. Plumb Lane, Suite 107, Reno, NV 89502; via Zoom conference To Join Zoom Meeting, <https://us02web.zoom.us/j/6555590472>, Meeting ID: 655 559 0472, Dial +1 669 900 6833 US (San Jose), Meeting ID: 655 559 0472

Please email this completed form to [LandscapeBoard@nsbla.nv.gov](mailto:LandscapeBoard@nsbla.nv.gov) or fax this completed form to: 775 971-4410

8/4/2021  
Date  
STEVEN N. LANG  
Printed name

  
Signature

### NRS 241.033

Meeting to consider character, misconduct, competence or health of person or to consider appeal of results of examination: Written notice to person required; exception; public body required to allow person whose character, misconduct, competence or health is to be considered to attend with representative and to present evidence; attendance of additional persons; copy of record.

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

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

(b) Received proof of service of the notice.

2. The written notices required pursuant to subsection 1:

(a) Except as otherwise provided in subsection 3, must be:

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

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

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

(c) Must include:

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

(2) A statement of the provisions of subsection 4, if applicable.

3. The Nevada Athletic Commission is exempt from the requirements of subparagraphs (1) and (2) of paragraph (a) of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.

4. If a public body holds a closed meeting or closes a portion of a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body must allow that person to:

(a) Attend the closed meeting or that portion of the closed meeting during which his character, alleged misconduct, professional competence, or physical or mental health is considered;

(b) Have an attorney or other representative of his choosing present with him during the closed meeting; and

(c) Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.

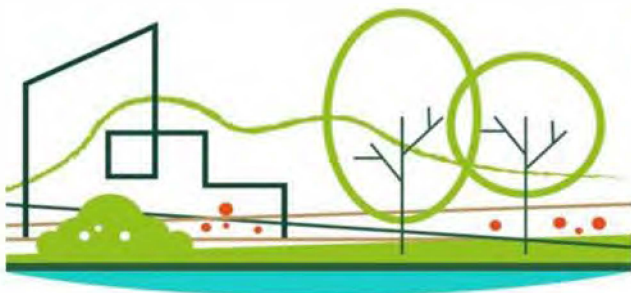
5. Except as otherwise provided in subsection 4, with regard to the attendance of persons other than members of the public body and the person whose character, alleged misconduct, professional competence, physical or mental health or appeal of the results of an examination is considered, the chairman of the public body may at any time before or during a closed meeting:

(a) Determine which additional persons, if any, are allowed to attend the closed meeting or portion thereof; or

(b) Allow the members of the public body to determine, by majority vote, which additional persons, if any, are allowed to attend the closed meeting or portion thereof.

6. A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.035, upon the request of any person who received written notice of the closed meeting pursuant to subsection 1.

7. For the purposes of this section, casual or tangential references to a person or the name of a person during a closed meeting do not constitute consideration of the character, alleged misconduct, professional competence, or physical or mental health of the person.



# CLARB2021

## ANNUAL MEETING

Stronger Together - Designing the Future of Landscape Architecture Regulation

*\*All sessions take place in MST, currently same time as PT*

### Tuesday, September 21

**6:30 p.m. – 8:00 p.m.**

#### **Pre-Meeting Welcome Reception**

Join this optional pre-Annual Meeting event to say hello to attendees and prepare for an exciting three days ahead!

### Wednesday, September 22

**9:00 a.m. – 9:15 a.m.**

#### **Opening Session**

Join this opening kick-off session hosted by CLARB's President Cary Baird and CLARB's CEO Matt Miller to understand how your place in the regulation of landscape architecture impacts the design of its future.

**9:15 a.m. – 10:15 a.m.**

#### **Keynote Address**

TBD

**10:15 a.m. – 10:45 a.m.**

#### **Break**

A timer will run down until we come back together.

**10:45 a.m. – 12:00 p.m.**

#### **Understanding our Shared Stakeholders (and how to best serve them)**

Who is a stakeholder in the licensure process? There are many: CLARB members/licensure boards, exam candidates, licensure applicants, employers, and all those they impact! This panel discussion will welcome representatives from each of our shared stakeholder groups to offer their personal experiences throughout the licensure journey while explaining what they needed and hoped for in the process.

**12:00 p.m. – 1:15 p.m.**

#### **Lunch**

Provided for on-site attendees.

**1:15 p.m. – 3:00 p.m.**

**Evolution of the L.A.R.E.**

One of “the three E’s” of licensure requirements, CLARB’s work with the L.A.R.E. is always evolving. This session will provide updates from the past year on our online proctoring initiative and the next steps we plan to take for its expansion, along with a case study focusing on exam security. Additionally, we’ll run through the upcoming 2022 Task Analysis schedule as your combined support of this work is imperative to a successful survey and keeping the L.A.R.E. defensible and relevant.

**3:00 p.m. – 3:30 p.m.**

**Break**

A timer will run down until we come back together.

**3:30 p.m. – 5:00 p.m.**

**Optional service project, part 1**

In partnership with Peaces of Me ([peacesofme.org](http://peacesofme.org)) and Arizona ASLA, on-site participants are invited to join a two-part optional service project to re-envision a local site through a design workshop to increase access and equity for local community members with disabilities. MBEs are encouraged to join to see and participate in the design process, giving a unique look at the day-to-day work of landscape architects.

Peaces of Me works to eliminate stigma associated with disability, physical difference, and chronic illness by providing resources and connections to individuals/families and appropriate training to professionals in these spheres.

Please notify [Alison Swanger](#) by September 1 if you wish to participate in this opportunity.

**Thursday, September 23**

**9:00 a.m. – 10:15 a.m.**

**Implementing the Uniform Standard**

As an active participant on your board, your role is key to the operations and logistics of implementing the uniform standard for licensure in your jurisdiction. This strategy workshop will walk through the challenges, risks, and opportunities expected with the implementation. Bring an understanding of your current processes and policies, and you will leave with a plan to design your jurisdiction’s future.

**10:15 a.m. – 10:45 a.m.**

**Break**

A timer will run down until we come back together.

- 10:45 a.m. – 12:00 p.m. Stronger together – Key partnerships updates**  
You've heard the acronyms, but to fully understand the roles each of our key partners play in creating a unified regulatory ecosystem you should also understand their current initiatives and how we are working together for mutual benefit. This session will provide updates on: the incidental practice task force from ICOR (Inter-organizational Council on Regulation: CLARB, NCARB, NCEES, CIDQ); the Reframing Landscape Architecture project from Presidents Council (CLARB, ASLA, CSLA, CELA, LAAB, LAF); and key activities from ARPL (Alliance for Responsible Professional Licensing: CLARB, ASLA, NCARB, AIA, NCEES, NSPE, ASCE, AICPA, NASBA).
- 12:00 p.m. – 1:15 p.m. Lunch**  
Provided for on-site attendees.
- 1:15 p.m. – 3:00 p.m. Member Board Executives (MBE)/Member Board Members (MBM) Breakout Sessions**
- MBE Session: Deep Dive into the Uniform Application**  
During this session, board executives will gain a detailed understanding of each item on the uniform application, such as defining diversified experience and what supervisor attestations include. As we walk through why new items were incorporated, definitions and explanations of each will be provided. After this session, you will be ready to make the change to the new uniform application.
- MBM Session: Effectively communicating your public protection role and the value of boards.**  
Board members are the link between the board's work and members of the public. How well are you able to articulate your work on the board, and its value, as one that relates to critical public protections? This session will provide advocacy training and an opportunity to develop your own "elevator pitch" for the work you and your board do that can be used when meeting with lawmakers, regulators, and even potential applicants for licensure.
- 3:00 p.m. – 3:30 p.m. Break**  
A timer will run down until we come back together.
- 3:30 p.m. – 5:00 p.m. Optional service project, part 2**  
In continuation of the optional service project from the day before, participants will break out into small design charrette groups and share ideas with Peaces of Me ([peacesofme.org](http://peacesofme.org)).
- Please notify [Alison Swanger](#) by September 1 if you wish to participate in this opportunity.

## Friday, September 24

9:00 a.m. – 10:15 a.m.

### **Increasing Access and Equity in Licensure**

Diversity, access, equity, and inclusion are not just buzzwords to be said and discussed. These are real issues facing licensure applicants and regulation of the landscape architecture profession. This session will focus on tangible solutions and tools that you, as regulators, can use in your jurisdiction.

10:15 a.m. – 10:45 a.m.

### **Break**

A timer will run down until we come back together.

10:45 a.m. – 12:00 p.m.

### **Future of CLARB**

What does the future of CLARB look like? While past "In the Know" and Annual Meeting sessions have touched on "CLARB 2.0," join us to find out more about strategic and operational updates which will shape the future direction of CLARB.

12:00 p.m. – 1:15 p.m.

### **Lunch**

Provided for on-site attendees.

1:15 p.m. – 2:30 p.m.

### **Business Session**

The outcome of this session is in your hands. Election ballots are in, tallied, and ready to be announced and nominations for next year's leadership elections will open. Design the future of regulation; design CLARB's future.

2:30 p.m. – 3:00 p.m.

### **Closing Conversation Circle**

CLARB's Board of Directors and CEO want to hear from you. This session will offer the opportunity to have candid conversations with the organization's leadership on any topic of your choosing.

3:00 p.m. – 3:30p.m.

### **Break**

A timer will run down until we come back together.

3:30 p.m. – 5:00 p.m.

### **Optional Awards Reception**

CLARB depends on its volunteers to lead, guide, and advance the organization's mission. The CLARB community is enhanced by the diverse and unique perspectives volunteers bring through service and we are so grateful. Join this volunteer recognition reception to thank our outgoing volunteers for all of their hard work and contributions.



## Glossary of Acronyms

CLARB	Council of Landscape Architectural Registration Boards
ASLA	American Society of Landscape Architects
CSLA	Canadian Society of Landscape Architects
IFLA	International Federation of Landscape Architects
FARB	Federation of Associations of Regulatory Boards
CELA	Council of Educators in Landscape Architecture
LAAB	Landscape Architecture Accreditation Board (U.S.)
LAAC	Landscape Architecture Accreditation Council (Canada)
LA CES	Landscape Architecture Continuing Education System
LAF	Landscape Architecture Foundation
Presidents Council	CLARB + ASLA + CSLA + CELA + LAAB + LAF
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
CIDQ	Council for Interior Design Qualification
ICOR	CLARB + NCARB + NCEES + CIDQ
MBE	Member Board Executive (an executive with a board/agency)
MBM	Member Board Member (a board member on a board/agency)

	Jul '21 - Jun 22		Revised 6-16-2021	
074 • Board Special Event	0.00		0.00	
<b>Total 070 • Board Expenses</b>	<b>4,800.00</b>		<b>4,800.00</b>	
080 • CLARB Affiliation Dues	6,360.00		6,360.00	
<b>090 • CLARB Annual Meeting Expenses</b>				
091 • Board Member Per Diem (\$150)	2,400.00	4x4daysx150	2,400.00	4x4x150
092 • CLARB Representative Expenses	600.00	daily Salary x4	600.00	daily Salary x 4
093 • Annual Meeting Registration	1,450.00	2 people on-site	1,000.00	Virtual Meeting
094 • Travel	400.00	2 people	0.00	
095 • Meals	450.00	2 people 4 days	0.00	
096 • Lodging	2,000.00	250x2x4	0.00	
<b>Total 090 • CLARB Annual Meeting Expenses</b>	<b>7,300.00</b>		<b>4,000.00</b>	
100 • Education & Training				

## CE Policy

From: RON BLAKEMORE (1941reb80@gmail.com)

To: ellis\_la@sbcglobal.net

Date: Friday, July 30, 2021, 9:33 PM PDT

### CE Policy Review 1

#### Outline of document

*Ellis, this is the way I broke this down into logical parts. If this looks OK I will take it to the next level of detail. Essentially everything is included. I messed with the order of presentation and I am having trouble clarifying between verification and documentation. I think it will become clear when I add the details. Anyway, let me know what you think.*

**1) PURPOSE**

**2) DEFINITIONS**

- A. Activity
- B. Structured
- C. Self-Directed
- D. Credit

**3) REQUIREMENTS**

- A. Structured
- B. Self-Directed
- C. Verification
- D. Documentation

**4) NON-COMPLIANCE**

**5) APPEAL**

**6) EXEMPTIONS**

**7) APPENDICES**

- A. Board Approval Required
- B. Approved sources
  - a. Structured
  - b. Self-directed
- C. Documentation Required
  - a. Structured
  - b. Self-directed
- D. Audit Records required
- E. Criteria for Board Approval of Credits
- F. Continuing Education Activity Standards
  - a. Structured
    - i. Activity content and types:
    - ii. Health, safety welfare and ethics
    - iii. Activity Types list
  - b. Self-directed

## CE Policy Review 1

### Outline of document

*Ellis, this is the way I broke this down into logical parts. If this looks OK I will take it to the next level of detail. Essentially everything is included. I messed with the order of presentation and I am having trouble clarifying between verification and documentation. I think it will become clear when I add the detail. Anyway, let me know what you think.*

- I. **PURPOSE** To provide for life-long learning as a process of gaining knowledge and learning new skills toward career advancement, enrichment and development throughout one's life.
- II. **DEFINITIONS**
  - A. **Educational Activity:** The act of providing and/or receiving education in the subjects directly related to public health, safety, welfare and ethical practice of Landscape Architecture identified herein.
  - B. **Structured Educational Activity:** Education in a formal structured setting and format.
  - C. **Self-Directed Educational Activity:** Education in a non-formal setting and format.
  - D. **Credit:** One (1) continuing education credit equals 50 minutes of structured educational activity. One-Half (0.5) continuing education credit equals not less than 25 minutes of structured educational activity. Self-Structured credit: One (1) continuing education credit equals 50 minutes of reading, **or video presentation** with written summary.
  - E. **Pre-Approval:** All Educational Activity submitted for credit shall be approved in advance by the Board and listed in Appendices A and B, Board Approved Sources of Structured and Self-Directed Continuing Educational Credit. **This may be an appendix but seems to be appropriate here**
- III. **REQUIREMENTS**
  - A. **Structured Educational Activity:** 8 credits maximum
  - B. **Self-Directed educational activity:** 4 credits maximum
  - C. **Verification:** Board approved Verification of Attendance form will be accepted from the organizations listed in the appendix with the participants Name, Date attended, Topic/Subject and Continuing Education Units attained.
  - D. **Documentation:** Each licensee shall maintain documentation as proof of compliance on a form prescribed by the Board. Do not submit with registration renewal. Present the proof of attendance if audited. Further documentation is described in the appendix. Retain records to support Continuing Education Activities for three (3) years after date of renewal.

**IV. NON-COMPLIANCE:** Failure to complete Continuing Education requirement will result in non-renewal of registrant's license

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

**VI. EXEMPTIONS:**

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

## APPENDICES

### APPENDIX A

#### Sources of Continuing Education Credits

Board approved sources of Continuing Education Credits: The following sources of Structured and Self-directed Educational Activities are pre-approved but not all inclusive. From time to time, the Board will review, adopt, and add to or remove sources from approved activities lists.

#### A. Pre-Approved sources of Structured Educational Activities

- 1) Professional Association or Society Conference
  - a) American Society of Landscape Architecture Annual Meeting
  - b) American Planning Association, National Planning Conference
  - c) National Trust for Historic Preservation
  - d) National Parks Service in-house educational activities
  - e) International Erosion Control Association
  - f) International Society of Arboriculture
  - g) AIA/NCEES Seminars relating to Landscape Architecture
- 2) Landscape Architecture Continuing Education System (LACES)
- 3) Green Business Certification Inc. (GBCI), SITES
- 4) Leadership in Energy and Environmental Design (LEED)
- 5) Irrigation Association Education Conference
- 6) University Classes in the topics of Design (health, safety and welfare)
- 7) Community College classes in Design (health, safety and welfare)
- 8) University, College or Seminars on Business and Professional Development
- 9) Desert Green Seminars
- 10) PDH On-Line ????? spell out
- 11) Quality Water Efficient Landscape (QWEL) curriculum
- 12) Urban Land Institute (ULI)

#### B. Pre-Approved sources of Self-directed Educational Activities

- 1) Landscape Architecture Continuing Education System (LACES) on-line
- 2) Green Business Certification Inc. (GBCI), SITES on-line
- 3) Leadership in Energy and Environmental Design (LEED) on-line
- 4) AEC Daily on-line ????? spell out
- 5) American Planning Association On-line Learning
- 6) Hanley-Wood University on-line.
- 7) International Society of Arboriculture
- 8) Research of Landscape Architecture topics for publication
- 9) Cooperative Extension on-line classes in landscape & environment

- C. **For structured study:** Accepted verification of attendance in the form of certificate, record, documentation from the organizations listed above with the participants Name, Date attended, Topic/Subject and CE attained

## **APPENDIX B**

### **Verification/Documentation**

Registrant shall retain such records to verify and document Continuing Education Activities for three (3) years after date of renewal.

- 1) **For structured educational study:** Accepted verification of attendance in the form of certificate, record, documentation from the organizations listed above with the participants Name, Date attended, Topic/Subject and CE attained
- 2) **For Self-directed Educational Sources:** Verification form provided by board which shows the type of activity claimed, title, sponsoring organization, mode of delivery, duration, name of the author(s), and continuing education units earned. A summary of the topic in 250 words. such as study or authoring of a scholarly peer-reviewed journal article, book, book chapter, or similar document, the documentation shall contain the following:
  - a. Date (s) of study or research;
  - b. Title of the paper, article, or book;
  - c. An abstract of the paper, article, or book;
  - d. Number of contact hours of continuing education credit; and
  - e. Objectives of the self-study activity.
  - f. Contact hour. Each contact hour of continuing education credit shall consist of not fewer than 50 minutes of education. One professional development hour (PDH) is equal to one contact hour. One university quarter credit hour is equivalent to 40 contact hours. One university semester credit hour is equivalent to 45 contact hours. One International Association of Continuing Education and Training (IACET) Continuing Education Unit CEU is equivalent to ten contact hours. **Does this belong in definitions?**
- 3) **Documentation:**

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

  - a. Date of the activity;
  - b. Name of the activity provider;
  - c. Name of the instructor;
  - d. Activity title;
  - e. Number of contact hours of continuing education credit; and
  - f. Activity objectives.
  - g. Certificate of completion or school transcript,
  - h. Activity description,
  - i. Activity syllabi, or other activity materials.

- 4) **Audit:** Annually, 5% of registrants will be audited for compliance with Continuing Education requirements. Registrants will be randomly selected by license number. The Board will not audit the same registrant in consecutive years, unless, prior year indicated a discrepancy or failure to provide required amount of CE's. The registrant found deficient in the required number of credits will be given 30 days to make-up the deficiency and report to the board with verification from the accepted organization as to participants Name, Date Attended, Topic/Subject and CE attained. The registrant will be assessed a late fee in the amount of the delinquency fee for renewal of the license.

## APPENDIX C

### Criteria for Board Approval of Credits for Continuing Education:

- 1) Continuing Education Credits are accumulated and awarded on an annual basis beginning on the first day of renewal and ending on the last day of the licensing period (beginning on July 01 and ending on June 30 the following calendar year, the renewal cycle). Put this in definitions ????
- 2) The following maximum limits apply to each renewal cycle
  - (a) three credit hours may be accepted for teaching in a college or university or for teaching continuing education activities in the field of landscape architecture, provided it is the first time the material was taught; ????
  - (b) one credit hour may be accepted for authoring or study of published papers, articles, or books directly related to the practice of landscape architecture;
  - (c) two hours may be accepted for pro-bono service that has a clear purpose and objective and maintains, improves, and expands the professional knowledge or skill of the licensee;
  - (d) one hour may be accepted for mentoring one or more students for one day at the American Society of Landscape Architecture Annual Meeting, mentoring program, or other mentoring event;
  - (e) two hours may be accepted for membership on a state regulatory board for the practice of landscape architecture;
  - (f) one hour may be accepted for serving as an elected officer or appointed chair of a committee or organization in a professional society or organization directly related to the practice of landscape architecture;
  - (g) one hour may be accepted for serving as an elected officer or appointed member of a governmental board or commission directly related to the practice of landscape architecture; two hours may be accepted for serving as an exam grader or on a committee writing exam materials for a professional registration or licensing examination; and how about serving on a jury for student projects????
  - (h) The Maximum number of required hours may be accepted for continuing education that is online, distance-learning (???), correspondence course, or home study provided the activity verifies registration and participation in the activity by means of a test or other assessment method including a final summary, individual paper, or individual project which demonstrates that the participant learned the material presented.



I stopped here. The following section is really confusing

## APPENDIX D

### Continuing Education Activity Standards

**A Continuing Education Activity shall meet the following standards:**

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

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

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

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

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

4) The definition of "ethical standards for landscape architectural practice" shall include the ASLA Code of Professional Ethics and as specified in NAC623A.480 5) Professional and Business Development

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

- 1) in-house programs sponsored by an organization;
- 2) seminar;
- 3) lecture;
- 4) conference;
- 5) training session;
- 6) webinar;
- 7) internet course;
- 8) distance learning course;
- 9) televised course;
- 10) authoring of an article, textbook, or professional book publication;
- 11) lecturing in or instructing a continuing education course;
- 12) study of a scholarly peer-reviewed journal article, book, or book chapter;

13) pro-bono service that has a clear purpose and objective and maintains, improves, or expands the professional knowledge or skill of the licensee;

14) mentoring one or more students for one day at the American Society of Landscape Architecture Annual Meeting, mentoring program, or other mentoring event;

15) membership on a state regulatory board for the practice of landscape architecture;

16) serving as an elected officer or appointed chair of a committee or organization in a professional society or organization;

17) serving as an elected officer or appointed member of a professional board or commission; or

18) serving as an exam grader or on a committee writing exam materials for a professional registration or licensing examination. Continuing Education Policy Nevada State Board of Landscape Architecture Approved 4/18/2019 Page 6 Layout Revised 8/13/2021 (b) Objectives. The activity learning objectives shall be clearly stated in activity material. (c) Faculty. The activity shall be prepared and presented by individuals who are qualified by education, training, and experience. (d) Activity provider or sponsor.

The activity shall be approved by, conducted by, or under the sponsorship of one of the following:

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

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

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

- a. Structured
  - i. Activity content and types:
  - ii. Health, safety welfare and ethics
  - iii. Activity Types list
- b. Self-directed



1840 Michael Faraday Drive  
Suite 200  
Reston, Virginia USA 20190  
571-432-0332  
www.clarb.org

## 2021 Board of Directors & Leadership Advisory Council Elections Ballot

**MEMBER BOARD:** \_\_\_\_\_

**COMPLETED BY:**

*Please note- Ballots may only be completed by a member or staff from the member board who has been authorized on the credentials letter to represent the member board's vote. The same person may not sign the ballot and the credentials letter.*

*Please check the boxes to cast your vote:*

**President-Elect (select 1)**

- Allison Fleury
- Carisa McMullen

**Leadership Advisory Council (select 2)**

- Daniel Biggs
- Julia Manley

**Treasurer (select 1)**

- Mark Arigoni
- Joel Kurokawa

Please submit your board's ballot and credentials letter together as one voting package.

You may choose any of the following options to submit your voting package to CLARB:

- Email – As an attachment (Word or PDF) to [Andrea Elkin](#) by **Thursday, September 16**
- In-person – At CLARB's Annual Meeting registration area by noon on **Thursday, September 23**



1840 Michael Faraday Drive  
Suite 200  
Reston, Virginia USA 20190  
571-432-0332  
www.clarb.org

TO: Member Board Executives

FROM: Andrea Elkin  
PMO Manager

RE: Letter of Delegate Credentials for Elections

With regard to board delegation and voting rights, Article VI, Section 3 of CLARB's Bylaws state:

"Each member board is entitled to be represented at CLARB meetings. As many delegates as are able to attend may represent a member board, but only one (1) vote may be cast on each motion for each member board by its credentialed delegate. A letter of credential from the delegate's board shall identify the voting delegate attending the annual meeting or any special meeting of CLARB. The credentialed delegate must be a member or staff of the member board."

**The credentials letter should be filled out by a Member Board Executive or officer of the Member Board. The credentials letter should designate the Member Board Member, Member Board Executive, or Member Board Staff Member who is/are eligible to cast your Board's ballot. Only one ballot per Member Board may be cast.**

Please submit your board's ballot and credentials letter together as one voting package.

You may choose any of the following options to submit your voting package to CLARB:

- Email -- As an attachment (Word or PDF) to Andrea Elkin by Thursday, September 16
- In-person -- At CLARB's Annual Meeting registration area by noon on Thursday, September 23

If you have any questions about any of these procedures, please let me know.

ACE/Attachment: Sample credentials letter for reproduction on Board letterhead

DATE: \_\_\_\_\_

TO: CLARB Board of Directors

FROM: \_\_\_\_\_

{Member Board}

RE: Letter of Delegate Credentials for 2021 CLARB Annual Meeting

In accordance with Article VI, Section 3 of the Bylaws of the Council of Landscape Architectural Registration Boards, the CLARB Member Board indicated above has designated the following member(s) as its delegate(s) to the CLARB Annual Meeting September 22-24, 2021.

We understand that delegates are eligible to vote on behalf of the Member Board on all business matters and that only one ballot per Board may be cast regardless of the number of delegates present.

NAME

POSITION


In addition, the following representatives will be in attendance:


Signed by: \_\_\_\_\_

Name

\_\_\_\_\_

Title