

1.1 **Minnesota Board of Architecture, Engineering, Land Surveying, Landscape**  
1.2 **Architecture, Geoscience and Interior Design**

1.3 **Adopted Permanent Rules Relating to Examination Procedures and Housekeeping**  
1.4 **Changes**

1.5 **1800.0200 CLASSES OF LICENSEES.**

1.6 There shall be three classes of licensees as follows:

1.7 A. Class 1: those who were licensed without examination:

1.8 (1) prior to July 1, 1933; or

1.9 (2) by exemptions after 1933.

1.10 [For text of items B and C, see M.R.]

1.11 **1800.0300 IN-TRAINING CLASSIFICATIONS.**

1.12 There shall be a classification of engineer-in-training, a classification of land  
1.13 surveyor-in-training, a classification of geologist-in-training, and a classification of  
1.14 soil scientist-in-training. For examination of engineer-in-training see parts 1800.2500  
1.15 to 1800.2900, for examination of land surveyor-in-training see parts 1800.3505 to  
1.16 1800.3850, for examination of geologist-in-training see parts 1800.3900 to 1800.3930,  
1.17 and for examination of soil scientist-in-training see parts 1800.3900 to 1800.3930.

1.18 **1800.0400 APPLICATION FOR EXAMINATION, LICENSURE, AND**  
1.19 **CERTIFICATION.**

1.20 Subpart 1. **Forms and filing.** Applications for examination, licensure, or certification  
1.21 shall be under oath and made on forms prescribed and furnished by the board and  
1.22 shall be filed with the Board of Architecture, Engineering, Land Surveying, Landscape  
1.23 Architecture, Geoscience, and Interior Design and accompanied by payment of the  
1.24 application fee as specified in Minnesota Statutes, section 326.105. Applications for  
1.25 certification as a certified interior designer shall be filed following passage of the  
1.26 applicant's National Council for Interior Design Qualification (NCIDQ) examination

2.1 or meeting the requirements outlined in part 1800.0800 or 1800.2100, subpart 5.  
2.2 Applications for licensure as a landscape architect shall be filed following the applicant's  
2.3 successful passage of the Council of Landscape Architectural Registration Board  
2.4 (CLARB) professional examination or meeting the requirements in part 1800.0800.

2.5 Subp. 1a. **Information required.** The applicant shall submit to the board, on a form  
2.6 prescribed by the board, the following information:

2.7 A. place and date of birth;

2.8 B. time and place of schools attended and studies completed;

2.9 C. status relative to graduation from such schools or completion of studies;

2.10 D. final official transcript showing the degree or degrees awarded and date  
2.11 of graduation;

2.12 E. for engineer, land surveyor, geologist, and soil scientist applicants,  
2.13 whether the Fundamentals of Engineering (FE), Fundamentals of Surveying (FS),  
2.14 geologist-in-training, or soil scientist-in-training examination has been successfully  
2.15 completed;

2.16 F. for landscape architect applicants, whether the Landscape Architect  
2.17 Registration Examination (LARE) has been successfully completed;

2.18 G. for certified interior designer applicants, whether the written examination  
2.19 administered by the National Council for Interior Design Qualification (NCIDQ) has been  
2.20 successfully completed;

2.21 H. a record of personal employment, with all dates and with complete  
2.22 information relative to duties and type of work performed, and particularly outlining the  
2.23 applicant's responsibilities in charge of the whole or any part thereof; and

2.24 I. a signed copy of a statement that the applicant has read the Board Rules  
2.25 of Professional Conduct.

3.1 [For text of subp 2, see M.R.]

3.2 Subp. 3. **In-training application.**

3.3 A. Applications for examination as engineer-in-training or land  
3.4 surveyor-in-training shall be made under oath, on forms prescribed and furnished by the  
3.5 board, and accompanied by the application fee as specified in part 1800.0500, subpart 1.

3.6 B. Applications for examination as geologist-in-training or soil  
3.7 scientist-in-training shall be made under oath, on forms prescribed and furnished by the  
3.8 board, and accompanied by the application fee as specified in part 1800.0500, subpart 1.

3.9 **1800.0500 FEES.**

3.10 Subpart 1. **Requirements.** Application for examination as an architect, professional  
3.11 engineer, land surveyor, professional geologist, or professional soil scientist shall be  
3.12 accompanied by an application fee as provided by Minnesota Statutes, section 326.105.  
3.13 The board shall charge, or provide for a third party to charge, each applicant a fee for  
3.14 examination and an examination monitoring fee as provided by Minnesota Statutes,  
3.15 section 326.105.

3.16 Following an applicant's completion of the requirements for licensure, the board  
3.17 shall supply the applicant with an application for licensure as an architect, professional  
3.18 engineer, land surveyor, landscape architect, professional geologist, or professional soil  
3.19 scientist, which the applicant shall complete and return with the initial fee for licensure as  
3.20 provided by Minnesota Statutes, section 326.105. Following an applicant's completion of  
3.21 the requirements for certification, the board shall supply the applicant with an application  
3.22 for certification as a certified interior designer, which the applicant shall complete and  
3.23 return with the initial fee for certification as provided by Minnesota Statutes, section  
3.24 326.105. Applicants applying for licensure by comity under part 1800.0800, item F, G, H,  
3.25 or I, shall pay an application fee under subpart 7, item A. Upon approval by the board, an  
3.26 applicant for licensure as a land surveyor by comity under part 1800.0800, item G, shall

4.1 submit an examination fee in the amount established by the local testing agency and an  
4.2 examination monitoring fee as provided in Minnesota Statutes, section 326.105.

4.3 An application for renewal of licensure as an architect, professional engineer, land  
4.4 surveyor, landscape architect, professional geologist, professional soil scientist, or  
4.5 certification as a certified interior designer shall be accompanied by a renewal fee as  
4.6 provided in Minnesota Statutes, section 326.105.

4.7 An application for examination as an engineer-in-training, land surveyor-in-training,  
4.8 geologist-in-training, or soil scientist-in-training shall be accompanied by an application  
4.9 fee as provided in Minnesota Statutes, section 326.105. Upon approval by the board,  
4.10 an applicant for an examination administered by the board shall pay to the board a fee  
4.11 in the amount established by the applicable national testing agency and an examination  
4.12 monitoring fee as provided by Minnesota Statutes, section 326.105. For examinations  
4.13 administered by a third-party vendor, the actual fee for examination shall be paid to the  
4.14 national testing agency in a manner it prescribes. Information concerning the current  
4.15 examination fee charged by the applicable national testing agency may be obtained by  
4.16 contacting the board offices.

4.17 For applicants who are found to be ineligible for admission to the examination or  
4.18 fail the examination, a new application for examination shall be submitted each time the  
4.19 applicant applies to take the examination.

4.20 Subp. 2. **Refunds; validity of application.** Application fees are not refundable.  
4.21 Examination, licensure, or certification fees shall not be refunded except for those  
4.22 circumstances when an applicant does not meet required qualifications. An applicant who  
4.23 fails to appear for examination, cancels, or fails to cooperate with requests for submission  
4.24 of written correspondence or documentation to the board relevant to the application  
4.25 within three years shall submit a new application with the appropriate fee for application,  
4.26 examination, licensure, or certification.

4.27 Subp. 3. [Repealed, L 1999 c 213 s 5]

5.1 Subp. 4. **Delayed renewal fee.** A renewal fee is a delayed renewal fee within the  
5.2 meaning of Minnesota Statutes, section 326.10, subdivision 9, if it is not postmarked on or  
5.3 before June 30 of the year specified in Minnesota Statutes, section 326.105. The delayed  
5.4 renewal fee is \$30 for the first three months of the lapsed period and \$60 for months four  
5.5 to 24. The delayed renewal fee is computed from July 1 of any even-numbered year and is  
5.6 in addition to the renewal fee provided in Minnesota Statutes, section 326.105.

5.7 Subp. 5. [Repealed, 22 SR 90]

5.8 Subp. 6. [Repealed, 22 SR 90]

5.9 Subp. 7. **Additional fees.** In addition to all other fees for examination, licensure, or  
5.10 certification, as provided in this part or Minnesota Statutes, section 326.10, subdivision 1,  
5.11 the following schedule of fees is applicable:

5.12 [For text of item A, see M.R.]

5.13 B. for reissuance of a revoked, lost, destroyed, duplicated, or mutilated  
5.14 certificate of licensure or certificate as a certified interior designer, \$25;

5.15 [For text of items C and D, see M.R.]

5.16 E. an applicant for examination in more than one branch of engineering shall  
5.17 submit a separate examination fee for each additional branch of engineering for which the  
5.18 applicant has applied for examination; and

5.19 F. for retaking all or any part of any examination for certification or licensure,  
5.20 the fee shall be established by the national testing agency.

5.21 **1800.0800 PROOF OF QUALIFICATION TO PRACTICE.**

5.22 An applicant shall submit evidence to the board indicating that the applicant is  
5.23 qualified to practice in the profession or field of major practice in which the applicant  
5.24 seeks licensure or certification. The burden of proof is upon the applicant who should

6.1 make every effort to present qualifications fully and clearly. Qualifications shall be  
6.2 established by one or more of the following methods:

6.3 [For text of items A to E, see M.R.]

6.4 F. for licensure by comity as an architect, engineer, or landscape architect,  
6.5 by submitting documentation of completion of the requirements in Minnesota Statutes,  
6.6 section 326.10, subdivision 1, paragraph (a), clause (2);

6.7 G. for licensure by comity as a land surveyor, by submitting documentation  
6.8 of completion of the requirements in Minnesota Statutes, section 326.10, subdivision 1,  
6.9 paragraph (a), clause (2). In addition, the applicant is required to successfully complete  
6.10 the local professional practice examination;

6.11 H. for certification by comity as a certified interior designer, by submitting  
6.12 documentation of completion of the requirements in Minnesota Statutes, section 326.10,  
6.13 subdivision 1, paragraph (a), clause (2). Applicants who were certified in other states prior  
6.14 to August 1, 1992, shall meet the requirements of part 1800.2100; or

6.15 I. for licensure within a professional geoscience discipline by comity, by  
6.16 submitting documentation of completion of the requirements in Minnesota Statutes,  
6.17 sections 326.10, subdivision 1, paragraph (a), clause (2).

6.18 **1800.0900 QUALIFICATION PROCEDURES.**

6.19 Subpart 1. **Exhibits.** Exhibits in connection with oral interview or written  
6.20 examination shall be submitted when requested by the board.

6.21 Subp. 2. [Repealed, 21 SR 1427]

6.22 Subp. 3. **Examination required.** An applicant for certification as an  
6.23 engineer-in-training, a land surveyor-in-training, a geologist-in-training, or a soil  
6.24 scientist-in-training must take all parts of the applicable fundamentals examination at one  
6.25 time. An applicant for licensure as a professional engineer, land surveyor, professional

7.1 geologist, or professional soil scientist must pass the applicable fundamentals examination  
7.2 prior to taking the professional examination, except for an applicant who meets the  
7.3 requirements for waiver of the fundamentals examination.

7.4 An applicant for licensure as a professional engineer, professional geologist, or  
7.5 professional soil scientist must take all parts of the professional examination at one time.

7.6 Subp. 4. **Reexamination.** An applicant who does not receive a passing grade in an  
7.7 examination may submit a new application for examination. The application shall be  
7.8 accompanied by an application fee as required under part 1800.0500, subpart 1. The board  
7.9 may require an applicant failing an examination three or more times to submit evidence of  
7.10 improved qualifications before a new application for examination is approved.

7.11 [For text of subp 5, see M.R.]

7.12 Subp. 6. **Registration in another state.** An applicant duly registered in another  
7.13 state and whose registration is current, upon notification from the Minnesota board that  
7.14 the application has been received and is in order may practice the applicant's profession  
7.15 while his or her application is pending pursuant to Minnesota Statutes, section 326.13. An  
7.16 application which has not been acted upon by the board within six months from the date of  
7.17 submission of the application, because of failure of the applicant to furnish the board with  
7.18 qualifying information pertaining to the registration, shall be denied.

7.19 The plans and specifications which are prepared by the applicant during the period in  
7.20 which the application is pending must bear the certification stamp of the state in which the  
7.21 applicant is registered along with a statement that she or he has applied for registration in  
7.22 Minnesota and that the application is pending. This stamp must be placed on each sheet of  
7.23 the set of drawings prepared for the project, and on the title sheet of the specifications.

7.24 The Minnesota board does not require the use of a seal. If the state in which the  
7.25 applicant is registered has a seal or provisions for signing and dating plans, specifications,  
7.26 and reports, this will be acceptable. If the seal does not provide for signing and dating

8.1 the plans, the applicant shall sign and date the plans under the seal imprint on each plan  
8.2 certified.

8.3 **1800.1000 EDUCATION AND EXPERIENCE.**

8.4 Subpart 1. **Examination requirement.** An applicant for licensure as an architect  
8.5 shall pass an examination as provided in part 1800.1200. Examinations are required of all  
8.6 applicants except those licensed under part 1800.0800, items C and F, that apply to those  
8.7 architects licensed in one or more states other than Minnesota. An applicant for licensure  
8.8 under part 1800.0800, items C and F, must satisfy the Minnesota licensing requirements that  
8.9 were in effect at the time of the applicant's original approved application in the other state.

8.10 [For text of subp 1a, see M.R.]

8.11 Subp. 2. [Repealed, 14 SR 2988]

8.12 Subp. 3. [Repealed, 14 SR 2988]

8.13 Subp. 4. [Repealed, 14 SR 2988]

8.14 [For text of subps 5 to 7, see M.R.]

8.15 Subp. 8. [Repealed, 21 SR 1427]

8.16 **1800.1500 EDUCATION AND EXPERIENCE.**

8.17 Subpart 1. **Examination requirement.** An applicant for licensure as a landscape  
8.18 architect shall pass the examination referred to in part 1800.1700 and satisfy the education  
8.19 and experience requirements in subparts 3 to 5. Successful passage of the examination  
8.20 referred to in part 1800.1700 is required of an applicant in order to be licensed under  
8.21 part 1800.0800, item F. An applicant for licensure under part 1800.0800, item F, must  
8.22 satisfy the Minnesota licensing requirements in effect at the time of the applicant's original  
8.23 licensure in the other state.

8.24 [For text of subps 2 to 4, see M.R.]



9.1 Subp. 5. [Repealed, 35 SR 2011]

9.2 [For text of subp 6, see M.R.]

9.3 **1800.2100 EDUCATION AND EXPERIENCE.**

9.4 Subpart 1. **Written examination requirement.** An applicant for certification as a  
9.5 certified interior designer shall pass a written examination administered by the National  
9.6 Council for Interior Design Qualification (NCIDQ) except that a written examination is  
9.7 not required of an applicant certified under subpart 5 or part 1800.0800, item H.

9.8 [For text of subp 2, see M.R.]

9.9 Subp. 3. [Repealed, 35 SR 2011]

9.10 Subp. 4. [Repealed, 35 SR 2011]

9.11 [For text of subp 5, see M.R.]

9.12 **1800.2500 EDUCATION AND EXPERIENCE.**

9.13 Subpart 1. **Written examination requirement.** An applicant for licensure as a  
9.14 professional engineer shall pass written examinations as provided in this subpart. An  
9.15 applicant for licensure under part 1800.0800, item F, shall satisfy the Minnesota licensing  
9.16 requirements that were in effect at the time of the applicant's original licensure in the other  
9.17 state. The written Fundamentals of Engineering (FE) examination shall be waived by the  
9.18 board if the applicant meets the requirements in part 1800.2800.

9.19 Subp. 2. **Admission to written Fundamentals of Engineering (FE) examination.**  
9.20 To qualify for admission to the written FE examination, the applicant shall present  
9.21 evidence of one of the following:

9.22 A. graduation from an engineering curriculum accredited by the Engineering  
9.23 Accrediting Commission (EAC) of the ~~Accreditation Board for Engineering and~~

10.1 ~~Technology~~ ABET, Inc. (ABET) at the time of graduation or is within 32 semester or 48  
10.2 quarter credits of obtaining an engineering degree meeting the requirements of this subpart;

10.3 B. graduation from an engineering curriculum that receives EAC-ABET  
10.4 accreditation within five years of the applicant's graduation;

10.5 C. graduation from a non-EAC-ABET-accredited or nonengineering degree  
10.6 curriculum with the minimum number of engineering science and engineering design  
10.7 credits as required in an EAC-ABET-accredited degree (48 semester or 72 quarter credit  
10.8 hours); or

10.9 D. has a graduate degree from an engineering program where the bachelor's  
10.10 degree is EAC-ABET-accredited, even though the applicant's bachelor's degree was earned  
10.11 in a nonengineering program, or is currently enrolled in a graduate program in engineering  
10.12 where the bachelor's degree is EAC-ABET-accredited working toward a graduate degree  
10.13 and has completed a minimum of 36 quarter or 24 semester credit hours.

10.14 Subp. 2a. **Admission to written Principles and Practice of Engineering (PE)**  
10.15 **examination.** To qualify for admission to the written PE examination, the applicant shall  
10.16 present evidence of meeting the educational and qualifying experience requirements  
10.17 in items A and B.

10.18 A. Education:

10.19 (1) graduation from an EAC-ABET-accredited bachelor's engineering  
10.20 curriculum;

10.21 (2) graduation from a bachelor's engineering curriculum that receives  
10.22 EAC-ABET accreditation within five years of the applicant's graduation;

10.23 (3) has a non-EAC-ABET-accredited or nonengineering bachelor's degree  
10.24 with the minimum number of engineering science and design credits as required in an  
10.25 EAC-ABET-accredited degree (48 semester or 72 quarter credit hours);

11.1 (4) has a graduate degree from an engineering program where the  
11.2 bachelor's degree in that discipline of engineering ~~or related discipline of engineering in~~  
11.3 ~~the opinion of the board~~ is EAC-ABET-accredited, even though the applicant's bachelor's  
11.4 degree was earned in a non-EAC-ABET-accredited or nonengineering program;

11.5 (5) graduation from a bachelor's engineering curriculum that has  
11.6 EAC-ABET accreditation and a graduate degree in engineering from an institution with an  
11.7 EAC-ABET-accredited bachelor's curriculum in that discipline of engineering ~~or related~~  
11.8 ~~discipline of engineering in the opinion of the board~~;

11.9 (6) graduation from an EAC-ABET-accredited graduate engineering  
11.10 curriculum even though the applicant's bachelor's degree was earned in a  
11.11 non-EAC-ABET-accredited or nonengineering program; or

11.12 (7) graduation from an EAC-ABET-accredited bachelor's engineering  
11.13 curriculum and graduation from an EAC-ABET-accredited graduate engineering  
11.14 curriculum.

11.15 B. Qualifying experience:

11.16 (1) completion of a minimum of four years of qualifying engineering  
11.17 experience, if the applicant meets the educational requirements of item A, subitem (1)  
11.18 or (2);

11.19 (2) completion of a minimum of six years of qualifying engineering  
11.20 experience, if the applicant meets the educational requirements of item A, subitem (3);

11.21 (3) completion of a minimum of five years of qualifying engineering  
11.22 experience, if the applicant meets the educational requirements of item A, subitem (4)  
11.23 or (6); or

11.24 (4) completion of a minimum of three years of qualifying engineering  
11.25 experience if the applicant meets the educational requirements of item A, subitem (5) or (7).

12.1 One-half (50 percent) of the qualifying engineering experience gained prior to  
12.2 graduation but after completion of two full years of one of the engineering curricula  
12.3 specified in item A shall be credited to satisfy part of the requirements for the qualifying  
12.4 engineering experience required under this item. This credit shall not exceed the lesser  
12.5 of two years or 50 percent of the required number of years of qualifying engineering  
12.6 experience listed in this subpart.

12.7 Subp. 3. [Repealed, 21 SR 1427]

12.8 **1800.2700 WRITTEN EXAMINATION.**

12.9 Subpart 1. **Two-part examination.** The written examination shall be prepared and  
12.10 furnished by the National Council of Examiners for Engineering and Surveying (NCEES)  
12.11 and shall consist of two parts described in subparts 1a and 2.

12.12 Subp. 1a. **Fundamentals of Engineering (FE) examination.** Part I is the FE  
12.13 examination that may be taken upon meeting the requirements of part 1800.2500, subpart  
12.14 2. An applicant taking the FE examination shall be notified of the score in writing. An  
12.15 applicant failing the FE examination and electing to take the examination again shall take  
12.16 the entire examination. The passing of this examination and providing proof of the degree  
12.17 awarded and date of graduation gives the applicant the status of engineer-in-training as  
12.18 defined in Minnesota Statutes, section 326.10, subdivision 7. A final official transcript  
12.19 showing the degree awarded and date of graduation shall be submitted to the board before  
12.20 the Engineer-in-Training number is released to the applicant. The applicant shall take and  
12.21 pass the FE examination before being permitted to take the professional examination  
12.22 unless exempted under part 1800.2800.

12.23 Subp. 2. **Principles and Practice of Engineering (PE) examination.** Part II is the PE  
12.24 examination. The applicant may take the PE examination upon meeting the requirements  
12.25 of part 1800.2500, subpart 2a, and after taking and passing the FE examination, unless  
12.26 the FE examination is waived under part 1800.2800. The PE examination, covering the

13.1 principles and practice of engineering in the field of major practice, is required consistent  
13.2 with the examinations prepared and furnished by NCEES. A person failing the PE  
13.3 examination and electing to take the examination again shall take the entire examination.

13.4 Subp. 3. **Scope of examinations.** The scope of the Fundamentals of Engineering (FE)  
13.5 examination and the Principles and Practice of Engineering (PE) examination is as follows:

13.6 A. The FE examination consists of multiple-choice questions in mathematics,  
13.7 basic sciences, and engineering sciences as presented in accredited academic engineering  
13.8 curricula.

13.9 B. The PE examination consists of problems embracing knowledge of  
13.10 professional practice and applied economics as acquired in connection with the planning,  
13.11 design, and construction of engineering work during the required period of qualifying  
13.12 engineering experience.

13.13 Subp. 4. [Repealed, 21 SR 1427]

13.14 Subp. 5. **Equipment during examination.** The board shall advise the applicant at  
13.15 the time of approval for admission to the FE or PE examination what equipment and  
13.16 materials will be permitted for use during the examination.

13.17 **1800.2800 ENGINEERS QUALIFIED BY GRADUATION, LONG EXPERIENCE,**  
13.18 **AND EXAMINATION.**

13.19 The Fundamentals of Engineering (FE) examination must be waived in those cases  
13.20 where the applicant furnishes evidence of:

13.21 [For text of items A and B, see M.R.]

13.22 C. having a doctorate degree in engineering from an educational institution  
13.23 whose baccalaureate curriculum is accredited by EAC-ABET or whose education is  
13.24 equivalent thereto.

14.1 An applicant qualifying under item A, B, or C shall pass the Principles and Practice  
14.2 of Engineering (PE) examination. To qualify for waiver of the FE examination under item  
14.3 A, the applicant's engineering experience shall show responsible charge of engineering  
14.4 projects for at least ten years and advancement in the character of the work performed.  
14.5 Experience gained before reaching the age of 20 years shall not be credited as a part of the  
14.6 required engineering experience.

14.7 **1800.2805 QUALIFYING EXPERIENCE DEFINED.**

14.8 As used in this part and parts 1800.2500 and 1800.2800, qualifying experience  
14.9 consists of varied, progressive, nonrepetitive, practical experience at engineering work,  
14.10 developing the ability to apply the theoretical knowledge gained during academic training  
14.11 in making sound judgments in solving engineering problems. The varied experience  
14.12 must include increments of design, planning, technical specification, codes and standards  
14.13 research and analysis, engineering economics, safety, observation, and inspection of  
14.14 construction of products. Experience shall be written in detail, verified by the applicant's  
14.15 supervisor, and submitted with the application for evaluation and approval by the board.

14.16 **1800.2900 PROCEDURES.**

14.17 Subpart 1. **Request for admission to the Fundamentals of Engineering (FE)**  
14.18 **examination.** An applicant shall submit an application for admission to the FE  
14.19 examination under part 1800.2700, subpart 1a, accompanied by payment of the application  
14.20 fee specified in Minnesota Statutes, section 326.105. For applicants who have not yet  
14.21 graduated, an unofficial transcript of grades from all institutions attended showing the  
14.22 applicant's name, the name of the college or university, and the number of credits completed  
14.23 shall accompany the application. A final official transcript of grades showing the degree  
14.24 awarded and date of graduation shall be submitted before the applicant may be certified as  
14.25 an Engineer-in-Training. For applicants who have graduated, a final official transcript of  
14.26 grades showing the degree awarded and date of graduation shall accompany the application.

15.1 Subp. 2. **Request for admission to the Principles and Practice (PE) examination.**

15.2 An applicant shall submit an application for admission to the PE examination under  
15.3 part 1800.2700, subpart 2, accompanied by payment of the application fee specified in  
15.4 Minnesota Statutes, section 326.105. The application shall be made on a form provided  
15.5 by the board and shall include a detailed listing of engineering experience gained. The  
15.6 experience listing shall include the name and mailing address of the applicant's supervisor  
15.7 for each period of employment. The board shall provide the applicant an employment  
15.8 reference form which shall be signed and certified. This form shall be submitted to the  
15.9 board by the employer. A final official transcript of grades showing the degree awarded  
15.10 and date of graduation shall accompany the completed form, unless previously submitted.  
15.11 Upon approval of the application by the board, the applicant will be so notified in writing.  
15.12 The applicant shall submit one signed copy of a statement that the applicant has read the  
15.13 Board Rules of Professional Conduct prior to receipt of the license.

15.14 Subp. 3. [Repealed, 21 SR 1427]

15.15 Subp. 4. **Obtaining application material.** Application materials may be obtained  
15.16 from the board's Web site.

15.17 Subp. 5. **Examination administration and application deadline.** An applicant  
15.18 may not sit for an examination until an application has been submitted, the board has  
15.19 determined that the applicant has met the qualifications to take the examination, and the  
15.20 applicant has been notified of the applicant's eligibility.

15.21 The FE and PE examinations shall be administered at least twice annually at a time  
15.22 and place determined by the board or examination delivery vendor to those applicants  
15.23 determined by the board to meet the requirements for admission to the examinations.

15.24 The deadline for application for an examination that is administered on a specific date  
15.25 and time shall be 75 days prior to the date set for the examination. Applications must be  
15.26 postmarked on or before the deadline to be considered on time.

16.1 For an examination that is administered on multiple dates and times within an  
16.2 examination window, an application may be submitted at any time.

16.3 The board, if necessary, shall forward notification of the applicant's eligibility to the  
16.4 examination delivery vendor. Following the board's determination that an applicant is  
16.5 eligible to sit for an examination, the applicant shall independently contact the examination  
16.6 delivery vendor to schedule the time and place for the examination at an approved test site.

16.7 The board or examination delivery vendor shall report to the applicant the results  
16.8 of each examination. In order to pass the examination, the applicant shall attain the  
16.9 uniform passing grade established by the board through a psychometrically acceptable  
16.10 standard-setting procedure.

16.11 Subp. 6. **Examination windows.** The examination windows are determined by the  
16.12 applicable national testing agency. An application for examination is for one examination  
16.13 attempt. An applicant who has been approved by the board for examination and does not  
16.14 take the examination within one year shall submit a new application for examination.  
16.15 Upon notification of failure of an examination, an applicant may submit a new application  
16.16 for examination. An applicant may not retake a failed examination within the same  
16.17 examination window and may not attempt the same examination more than three times in  
16.18 a rolling 12-month period.

16.19 **1800.3505 EDUCATION AND EXPERIENCE.**

16.20 Subpart 1. **Examination requirements.** An applicant for licensure as a land surveyor  
16.21 is required to pass written examinations as provided in this part and parts 1800.3600 to  
16.22 1800.3800. An applicant for licensure under part 1800.0800, item G, shall satisfy the  
16.23 Minnesota licensing requirements that were in effect at the time of the applicant's original  
16.24 licensure in the other state.



17.1 Subp. 2. **Admission to the Fundamentals of Surveying (FS) examination.** To  
17.2 qualify for admission to the FS examination, applicants shall present satisfactory evidence  
17.3 of one of the following:

17.4 [For text of items A and B, see M.R.]

17.5 Subp. 3. **Admission to the Principles and Practice of Surveying (PS) examination.**  
17.6 To qualify for admission to the PS examination, the applicant shall present evidence of  
17.7 meeting the educational and qualifying experience requirements in item A or B.

17.8 [For text of items A and B, see M.R.]

17.9 **1800.3600 REQUIREMENTS FOR ADMISSION TO EXAMINATION.**

17.10 Subpart 1. **Authority to order examination.** The board may subject an applicant  
17.11 to such examinations as may be deemed necessary to establish the qualifications of the  
17.12 applicant. Examinations shall be held at such times and places as the board may direct.

17.13 Subp. 2. **Fundamentals of Surveying (FS) examination.** The FS examination may  
17.14 be taken upon meeting the requirements of part 1800.3505, subpart 2. An applicant taking  
17.15 the FS examination must be notified of the applicant's score in writing. An applicant  
17.16 failing this examination and electing to take the examination again shall take the entire  
17.17 examination. The passage of this examination and providing proof of the degree awarded  
17.18 and date of graduation gives the applicant the status of land surveyor-in-training as defined  
17.19 in Minnesota Statutes, section 326.10, subdivision 7. A final official transcript showing  
17.20 the degree awarded and date of graduation shall be submitted to the board before the Land  
17.21 Surveyor-in-Training number is released to the applicant. The applicant shall take and  
17.22 pass the FS examination before being permitted to take the professional examination.

17.23 Subp. 3. **Professional practice examinations.** The applicant may take the  
17.24 Principles and Practice of Surveying (PS) examination and the Minnesota Land Surveying  
17.25 Examination (MNLS) upon successful completion of the Fundamentals of Surveying (FS)

18.1 examination and meeting the education and experience requirements in part 1800.3505,  
18.2 subpart 3. An applicant failing either the PS or the MNLS examination and electing to  
18.3 take the examination again shall take the entire failed examination.

18.4 **1800.3700 EXAMINATIONS.**

18.5 Subpart 1. **Fundamentals of Surveying (FS) examination.** The FS examination  
18.6 consists of multiple-choice questions in mathematics, physical and applied sciences, and  
18.7 basic land surveying principles as presented in academic land surveying curricula.

18.8 Subp. 2. **Professional practice examinations.** The examination for professional  
18.9 practice consists of the Principles and Practice of Surveying (PS) examination and the  
18.10 Minnesota Land Surveying (MNLS) examination. Successful completion of both the PS  
18.11 and the MNLS examinations qualifies the applicant for licensure as a land surveyor in  
18.12 Minnesota upon payment of the license fee.

18.13 Subp. 3. **Reference materials.** The board shall advise the applicant, at the time of  
18.14 approval for admission to an examination, what equipment and materials will be permitted  
18.15 for use during the examination.

18.16 **1800.3750 PROCEDURES.**

18.17 Subpart 1. **Request for admission to the Fundamentals of Surveying (FS)**  
18.18 **examination.** An applicant shall submit an application for admission to the FS  
18.19 examination explained in part 1800.3600, subpart 2, accompanied by payment of the  
18.20 application fee specified in Minnesota Statutes, section 326.105. For applicants who have  
18.21 not yet graduated, an unofficial transcript of grades from all institutions attended showing  
18.22 the applicant's name, the name of the college or university, and the number of credits  
18.23 completed shall accompany the application. A final official transcript of grades showing  
18.24 the degree awarded and date of graduation shall be submitted before the applicant may  
18.25 be certified as a Land Surveyor-in-Training (LSIT). For applicants who have graduated,

19.1 a final official transcript of grades showing the degree awarded and date of graduation  
19.2 shall accompany the application.

19.3       Subp. 2. **Request for admission to the Principles and Practice of Surveying (PS)**  
19.4 **examination.** An applicant shall submit an application for admission to the PS examination  
19.5 explained in part 1800.3600, subpart 3, accompanied by payment of the application fee  
19.6 specified in Minnesota Statutes, section 326.105. The application shall be made on a form  
19.7 provided by the board and shall include a detailed listing of surveying experience gained.  
19.8 The experience listing shall include the name and mailing address of the applicant's  
19.9 supervisor for each period of employment. The board shall provide the applicant with  
19.10 an employment reference form which shall be signed and certified. This form shall be  
19.11 submitted to the board by the employer. A final official transcript of grades showing the  
19.12 degree awarded and date of graduation shall accompany the completed form, unless  
19.13 previously submitted. Upon approval of the application by the board, the applicant will be  
19.14 so notified in writing. The applicant shall submit one signed copy of a statement that the  
19.15 applicant has read the Board Rules of Professional Conduct prior to receipt of the license.

19.16       Subp. 3. **Request for admission to the Minnesota Land Surveying (MNLS)**  
19.17 **examination.** Upon approval of an application for licensure as a land surveyor by  
19.18 comity under part 1800.0800, item G, or an application for examination under subpart  
19.19 2, the applicant will be notified by the board in writing of the examination registration  
19.20 procedures and applicable fees for the MNLS examination. Applicants failing the  
19.21 MNLS examination shall submit a new application under subpart 2 accompanied by the  
19.22 application fee to retake the examination.

19.23       Subp. 4. **Examination administration and application deadline.** An applicant  
19.24 may not sit for an examination until an application has been submitted, the board has  
19.25 determined that the applicant has met the qualifications to take the examination, and the  
19.26 applicant has been notified of the applicant's eligibility.

20.1 The FS, PS, and MNLS examinations shall be administered at least twice annually at a  
20.2 time and place determined by the board or examination delivery vendor to those applicants  
20.3 determined by the board to meet the requirements for admission to the examination.

20.4 The deadline for application for an examination that is administered on a specific date  
20.5 and time shall be 75 days prior to the date set for the examination. Applications must be  
20.6 postmarked on or before the deadline to be considered on time.

20.7 For an examination that is administered on multiple dates and times within an  
20.8 examination window, an application may be submitted at any time.

20.9 The board, if necessary, shall forward notification of the applicant's eligibility to the  
20.10 examination delivery vendor. Following the board's determination that an applicant is  
20.11 eligible to sit for an examination, the applicant shall independently contact the examination  
20.12 delivery vendor to schedule the time and place for the examination at an approved test site.

20.13 The board or examination delivery vendor shall report to the applicant the results  
20.14 of each examination. In order to pass the examination, the applicant shall attain the  
20.15 uniform passing grade established by the board through a psychometrically acceptable  
20.16 standard-setting procedure.

20.17 Subp. 5. **Examination windows.** The examination windows are determined by the  
20.18 applicable national testing agency. An application for examination is for one examination  
20.19 attempt. An applicant who has been approved by the board for examination and does not  
20.20 take the examination within one year shall submit a new application for examination.  
20.21 Upon notification of failure of an examination, an applicant may submit a new application  
20.22 for examination. An applicant may not retake a failed examination within the same  
20.23 examination window and may not attempt the same examination more than three times in  
20.24 a rolling 12-month period.

21.1 **1800.3850 TRANSITIONAL PERIOD.**

21.2 Until December 31, 2012, an individual who has taken the Fundamentals of Surveying  
21.3 examination before November 1, 2002, may choose to pursue licensure as a land surveyor  
21.4 under chapter 1800 as it existed on the date the person first took the examination.

21.5 **1800.3910 EDUCATION AND EXPERIENCE.**

21.6 Subpart 1. **Written examination requirement.** An applicant for licensure within a  
21.7 geoscience discipline shall pass written examinations as provided in part 1800.3920.

21.8 An applicant for licensure under part 1800.0800, item I, shall satisfy the Minnesota  
21.9 licensing requirements that were in effect at the time of the applicant's original licensure  
21.10 in the other state, if the original license of the applicant was received after August 4,  
21.11 1997. An applicant for licensure under part 1800.0800, item I, shall satisfy the Minnesota  
21.12 licensing requirements that were in effect on August 4, 1997, if the applicant's original  
21.13 licensure in the other state was received prior to August 4, 1997.

21.14 The written Fundamentals of Geology (FG) examination or Fundamentals of Soil  
21.15 Science (FSS) examination shall be waived by the board if:

21.16 A. the applicant has a doctorate degree in the geoscience discipline in which the  
21.17 applicant is seeking licensure or equivalent doctorate degree as approved by the board; and

21.18 B. the applicant meets the educational requirements in subpart 5.

21.19 Subp. 2. **Admission to written fundamentals examination.** To qualify for  
21.20 admission to the written fundamentals examination for a geoscience discipline, the  
21.21 applicant shall present evidence of the following:

21.22 A. graduation or being within 30 semester or 45 quarter credits of graduation  
21.23 from a geoscience curriculum approved by the board for the geoscience discipline the  
21.24 applicant is seeking licensure in, as specified in subpart 5;

22.1 B. graduation with a bachelor's degree from a non-board-approved curriculum  
22.2 with a minimum number of equivalent geoscience credits as specified in subpart 5; or

22.3 C. graduation with a master's or doctorate degree in a non-board-approved  
22.4 curriculum with a minimum number of equivalent geoscience credits as specified in  
22.5 subpart 5.

22.6 Subp. 3. **Admission to written professional examination.** To qualify for admission  
22.7 to the written professional examination for a geoscience discipline, the applicant shall  
22.8 present evidence of meeting the educational and qualifying experience requirements  
22.9 in items A and B.

22.10 A. Education:

22.11 (1) graduation from a geoscience curriculum approved by the board in  
22.12 the geoscience discipline in which the applicant is seeking licensure with the minimum  
22.13 number of geoscience credits as specified in subpart 5;

22.14 (2) graduation with a bachelor's degree from a non-board-approved  
22.15 curriculum with a minimum number of equivalent geoscience credits as specified in  
22.16 subpart 5; or

22.17 (3) graduation with a master's or doctorate degree in a non-board-approved  
22.18 curriculum with a minimum number of equivalent geoscience credits as specified in  
22.19 subpart 5.

22.20 B. Qualifying Experience:

22.21 (1) completion of a minimum of five years of qualifying geoscience  
22.22 experience in the discipline in which the applicant is seeking licensure if the applicant  
22.23 has graduated with a baccalaureate degree from a geoscience curriculum meeting the  
22.24 requirements of item A, subitem (1);

23.1 (2) completion of a minimum of four years of qualifying geoscience  
23.2 experience in the discipline in which the applicant is seeking licensure if the applicant  
23.3 has graduated with a master's degree or higher from geoscience curriculum meeting the  
23.4 requirements of item A, subitem (1);

23.5 (3) completion of a minimum of six years of qualifying geoscience  
23.6 experience in the discipline in which the applicant is seeking licensure if the applicant  
23.7 meets the educational requirements of item A, subitem (2); or

23.8 (4) completion of a minimum of five years of qualifying geoscience  
23.9 experience in the discipline in which the applicant is seeking licensure if the applicant  
23.10 meets the educational requirements of item A, subitem (3).

23.11 One-half (50 percent) of the qualifying geoscience experience gained prior to  
23.12 graduation but after completion of two full years of one of the geoscience curricula  
23.13 specified in item A shall be credited to satisfy part of the requirements for the qualifying  
23.14 geoscience experience required under this item. This credit shall not exceed two years  
23.15 of qualifying geoscience experience listed in this subpart.

23.16 Subp. 4. [See repealer.]

23.17 Subp. 5. **Approved geoscience education.**

23.18 A. For an applicant seeking licensure as a professional geologist, the applicant  
23.19 shall present evidence of:

23.20 (1) a baccalaureate or higher degree in geology approved by the board,  
23.21 from an institution of higher learning approved by the board; and

23.22 (2) a minimum of 30 semester or 45 quarter hours in geology with a  
23.23 minimum of 24 semester hours or 36 quarter hours divided among at least three of the  
23.24 following core geology subjects:

23.25 (a) physical geology;

- 24.1 (b) historical geology;
- 24.2 (c) stratigraphy;
- 24.3 (d) sedimentology or sedimentary petrology;
- 24.4 (e) mineralogy;
- 24.5 (f) igneous and/or metamorphic petrology;
- 24.6 (g) structural geology;
- 24.7 (h) hydrogeology;
- 24.8 (i) geochemistry;
- 24.9 (j) geophysics;
- 24.10 (k) glacial geology;
- 24.11 (l) geomorphology; and
- 24.12 (m) field geology or geologic field methods.

24.13 A description of the core geology subjects as well as a list of geology courses shall be  
24.14 maintained by the board.

24.15 B. For applicants seeking licensure as a professional soil scientist, the applicant  
24.16 shall present evidence of:

24.17 [For text of subitems (1) and (2), see M.R.]

24.18 (3) a minimum of 14 semester or 21 quarter hours in closely related  
24.19 geoscience courses as recognized by the board. Soil science courses must include a  
24.20 minimum of two semester or three quarter hours in each of the following basic soil  
24.21 science areas:

24.22 (a) soil physical properties, soil biophysical environment, or soil  
24.23 water relations;



25.1 (b) soil chemical properties, soil chemical processes, or soil fertility;

25.2 (c) soil biological properties, soil biochemical process, environmental  
25.3 ecology, or soil microbial ecology; and

25.4 (d) soil genesis, soil classification, pedology, or soil morphology.

25.5 A list of courses included in each soil science study area and those which are recognized  
25.6 by the board as closely related geoscience courses shall be maintained by the board.

25.7 C. A maximum of three semester or five quarter hours of masters or doctorate  
25.8 degree thesis credits can be applied to the total number of credit hours.

25.9 Subp. 6. **Qualifying experience defined.** Qualifying geology experience must be  
25.10 obtained under the direct supervision of a licensed geologist. Qualifying soil science  
25.11 experience must be obtained under the direct supervision of a licensed geologist, licensed  
25.12 soil scientist, or licensed professional engineer who has qualified education and experience  
25.13 in the soil science discipline. As used in this part, "qualifying experience" consists of  
25.14 varied, progressive, nonrepetitive, practical experience in the discipline of geoscience in  
25.15 which the applicant is seeking licensure, developing the ability to apply the theoretical  
25.16 knowledge gained during academic training in making sound judgments in completing  
25.17 geoscientific work. The experience shall include elements of research, planning, technical  
25.18 specifications, codes and standards, research and analysis, economics, safety, observation  
25.19 of ongoing work, and the inspection of the completed project. Experience shall be written  
25.20 in detail, verified by the applicant's supervisor, and submitted with the application for  
25.21 evaluation and approval by the board. Qualifying experience must be acquired after  
25.22 graduation from a baccalaureate or higher degree curriculum in a discipline of geoscience  
25.23 approved by the board in the discipline which the applicant is seeking licensure, except  
25.24 that continuous experience in periods of ten or more weeks gained before graduation shall  
25.25 be counted if gained as specified in subpart 3, item B.

25.26 Subp. 7. [See repealer.]

26.1 **1800.3920 WRITTEN EXAMINATION.**

26.2 Subpart 1. **Two-part examination.** The written examination consists of the two  
26.3 parts as described in subparts 2 and 3. The written examinations for geologists shall be  
26.4 the examinations as provided by the National Association of State Boards of Geologists  
26.5 (ASBOG) as described in subpart 4, item A. The written examinations for soil scientists  
26.6 shall be the examinations provided by the Council of Soil Science Examiners (CSSE) as  
26.7 described in subpart 4, item B.

26.8 Subp. 2. **Fundamentals examination.** An applicant shall be admitted to the  
26.9 fundamentals examination for a geoscience discipline, if, by the date of the examination,  
26.10 the applicant has completed the education requirements in part 1800.3910, subpart 2. The  
26.11 applicant shall submit an official transcript from the college or university the applicant  
26.12 is attending or has attended. An applicant taking the fundamentals examination in a  
26.13 geoscience discipline shall be notified of the score in writing. An applicant failing this  
26.14 examination and electing to take the examination again shall take the entire examination.  
26.15 A description of the scope of the fundamentals examinations for each geoscience  
26.16 discipline is provided in subpart 4.

26.17 A final official transcript showing the degree awarded and date of graduation shall  
26.18 be submitted to the board before the in-training number is released to the applicant. The  
26.19 passing of this examination and providing proof of the degree awarded and date of  
26.20 graduation gives the applicant the in-training status as defined in Minnesota Statutes,  
26.21 section 326.10, subdivision 7, paragraph (3). The applicant shall take and pass the  
26.22 fundamentals examination in the geoscience discipline for which the applicant is seeking  
26.23 licensure before being permitted to take the professional examination.

26.24 Subp. 3. **Professional examination.** An applicant shall be admitted to the  
26.25 professional examination in the geoscience discipline in which the applicant is seeking  
26.26 licensure, if, by the date of the examination, the applicant has received confirmation

27.1 of passing the fundamentals examination in the geoscience discipline in which the  
27.2 applicant is seeking licensure and meets the education and experience requirements in  
27.3 part 1800.3910, subpart 3. The applicant shall submit verification of completion of the  
27.4 experience requirements in part 1800.3910, subpart 3, to the board before the applicant is  
27.5 qualified for admission to the professional examination. The professional examination  
27.6 covering the principles and practice of geoscience in the geoscience discipline in which  
27.7 the applicant is seeking licensure is required as described in subpart 4. A person failing the  
27.8 professional examination and electing to take the examination again shall take the entire  
27.9 professional examination. A description of the scope of the professional examination for  
27.10 each geoscience discipline is provided in subpart 4.

27.11 **Subp. 4. Scope and description of examinations.**

27.12 A. The scope and description of the geology examinations are as described  
27.13 in subitems (1) and (2).

27.14 (1) The Fundamentals of Geology (FG) examination shall be administered  
27.15 at a time and place designated by the board to those applicants determined by the board to  
27.16 meet the requirements of part 1800.3910, subpart 2, for admission to the examination.

27.17 The FG examination consists of multiple-choice questions which emphasize  
27.18 knowledge and skills that are typically acquired in an academic setting and lead to a  
27.19 baccalaureate degree in geology.

27.20 (2) The Practice of Geology (PG) examination shall be administered at a  
27.21 time and place designated by the board to those applicants determined by the board to  
27.22 meet the requirements of part 1800.3910, subpart 3, for admission to the examination.

27.23 The PG examination covers the principles and practice of geology. The examination  
27.24 shall include questions embracing the knowledge of professional practice and applied  
27.25 geology as acquired in connection with research, planning, and completion of geological  
27.26 work during the required period of geological experience. The PG examination is given

28.1 to determine the degree of proficiency of the applicant in professional practice. This  
28.2 examination shall include questions designed to test whether the applicant has learned  
28.3 to apply the knowledge and understanding of the basic and geoscientific sciences gained  
28.4 through education, training, and experience to the solutions of geological problems.

28.5 B. The scope and description of the soil science examinations are as described  
28.6 in subitems (1) and (2).

28.7 (1) The Fundamentals of Soil Science (FSS) examination shall be  
28.8 administered at a time and place designated by the board to those applicants determined  
28.9 by the board to meet the requirements of part 1800.3910, subpart 2, for admission to  
28.10 the examination.

28.11 The FSS examination consists of multiple-choice questions which emphasize  
28.12 knowledge and skills that are typically acquired in an academic setting and lead to a  
28.13 baccalaureate degree in soil science.

28.14 (2) The Professional Practices in Soil Science (PSS) examination shall be  
28.15 administered at a time and place designated by the board to those applicants determined  
28.16 by the board to meet the requirements of part 1800.3910, subpart 3, for admission to  
28.17 the examination.

28.18 The PSS examination covers the principles and practice of soil science. The  
28.19 examination shall include questions embracing the knowledge of professional practice and  
28.20 applied soil science as acquired in connection with research, planning, and completion  
28.21 of soil science work during the required period of soil science experience. The PSS  
28.22 examination is given to determine the degree of proficiency of the applicant in professional  
28.23 practice. This examination shall include questions designed to test whether the applicant  
28.24 has learned to apply the knowledge and understanding of the basic and geoscientific  
28.25 sciences gained through education, training, and experience to the solutions of soil science  
28.26 problems.

29.1 [For text of subp 5, see M.R.]

29.2 **1800.3930 PROCEDURES.**

29.3 Subpart 1. **Request for admission to the fundamentals examination.** An applicant  
29.4 shall submit an application for admission to the fundamentals examination in the  
29.5 geoscience discipline in which the applicant is seeking licensure as described in part  
29.6 1800.3920, subpart 2. The application must be postmarked not later than 60 days prior  
29.7 to the date set for the fundamentals examination and accompanied by payment of the  
29.8 fee in part 1800.0500, subpart 1.

29.9 Subp. 2. **Request for admission to the professional examination.** An applicant  
29.10 shall submit an application for admission to the professional geoscience examination  
29.11 in the geoscience discipline in which the applicant is seeking licensure as explained in  
29.12 part 1800.3920, subpart 3. The application must be postmarked not later than 60 days  
29.13 prior to the date set for the professional examination and accompanied by payment of  
29.14 the fee in part 1800.0500, subpart 1. The application shall be made on a form provided  
29.15 by the board and shall include a detailed listing of geoscience experience gained. The  
29.16 experience listing shall include the name and current mailing address of the applicant's  
29.17 direct supervisor for each period of employment. The board shall provide the applicant an  
29.18 employment verification form which shall be signed, certified, and submitted to the board  
29.19 by each employer for each period of employment during which qualifying geoscience  
29.20 experience was gained. The board shall provide the applicant a reference form which shall  
29.21 be signed, certified, and submitted to the board by three references who are supervisors,  
29.22 coworkers, clients, or contractors knowledgeable in the applicant's geoscience work. At  
29.23 least one reference shall be from a licensed professional geologist or licensed professional  
29.24 soil scientist. A final official transcript of grades showing the degree awarded and date of  
29.25 graduation shall be submitted directly to the board by the educational institution, unless  
29.26 previously submitted. Upon approval of the application by the board, the applicant will be

30.1 so notified in writing. The applicant shall submit one signed copy of a statement that the  
30.2 applicant has read the Board Rules of Professional Conduct prior to obtaining the license.

30.3 **1800.4200 CERTIFICATION AND SIGNATURE ON PLANS.**

30.4 [For text of subps 1 to 3, see M.R.]

30.5 Subp. 4. **Language.** The following wording shall be incorporated in the certification:

30.6 I hereby certify that this plan, specification, or report was prepared by me or under  
30.7 my direct supervision and that I am a duly Licensed Architect under the laws of the state  
30.8 of Minnesota.

30.9 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

30.10 Date \_\_\_\_\_ Lic. No. \_\_\_\_\_

30.11 I hereby certify that this plan, specification, or report was prepared by me or under  
30.12 my direct supervision and that I am a duly Licensed Professional Engineer under the  
30.13 laws of the state of Minnesota.

30.14 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

30.15 Date \_\_\_\_\_ Lic. No. \_\_\_\_\_

30.16 I hereby certify that this survey, plan, or report was prepared by me or under my  
30.17 direct supervision and that I am a duly Licensed Land Surveyor under the laws of the  
30.18 state of Minnesota.

30.19 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

30.20 Date \_\_\_\_\_ Lic. No. \_\_\_\_\_

30.21 I hereby certify that this plan, specification, or report was prepared by me or under  
30.22 my direct supervision and that I am a duly Certified Interior Designer under the laws  
30.23 of the state of Minnesota.

30.24 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

30.25 Date \_\_\_\_\_ Cert. No. \_\_\_\_\_

31.1 I hereby certify that this plan, specification, or report was prepared by me or under  
 31.2 my direct supervision and that I am a duly Licensed Landscape Architect under the laws  
 31.3 of the state of Minnesota.

31.4 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

31.5 Date \_\_\_\_\_ Lic. No. \_\_\_\_\_

31.6 I hereby certify that this plan, document, or report was prepared by me or under my  
 31.7 direct supervision and that I am a duly Licensed Professional Geologist under the laws  
 31.8 of the state of Minnesota.

31.9 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

31.10 Date \_\_\_\_\_ Lic. No. \_\_\_\_\_

31.11 I hereby certify that this plan, document, or report was prepared by me or under my  
 31.12 direct supervision and that I am a duly Licensed Professional Soil Scientist under the  
 31.13 laws of the state of Minnesota.

31.14 Signature: \_\_\_\_\_ Typed or Printed Name: \_\_\_\_\_

31.15 Date: \_\_\_\_\_ Lic. No. \_\_\_\_\_

31.16 Subp. 5. **Permanence of document certification.** When a document has been  
 31.17 certified with the signature of the design professional as specified in subparts 1 to 4,  
 31.18 that signature becomes a permanent part of that document and must not be removed at a  
 31.19 later date for any reason.

31.20 **1800.4300 SEAL.**

31.21 Each person may, upon licensure or certification, also obtain a seal bearing the  
 31.22 licensee's or certificate holder's name and the legend, licensed architect, licensed  
 31.23 professional engineer, licensed land surveyor, licensed landscape architect, licensed  
 31.24 professional geologist, licensed professional soil scientist, or certified interior designer.  
 31.25 Plans, specifications, plats, reports, and other documents prepared by a licensee or  
 31.26 certificate holder may be stamped with the seal during the life of a licensee's license or  
 31.27 certificate holder's certificate if it remains unrevoked, has not expired, or has not been

32.1 suspended. The stamped seal may be used on documents in addition to the signed and  
32.2 dated certification required under part 1800.4200.

32.3 **1800.4600 PROFESSIONAL FIRMS.**

32.4 Professional firms and foreign professional firms are required to file periodic reports  
32.5 with the board in accordance with Minnesota Statutes, chapter 319B.

32.6 **1805.1600 RESPONSIBLE CHARGE AND DIRECT SUPERVISION.**

32.7 Subpart 1. **Responsible charge; defined.** A person in responsible charge of  
32.8 architectural, engineering, land surveying, landscape architectural, geoscience, or certified  
32.9 interior design work as used in Minnesota Statutes, section 326.14 means the person who  
32.10 determines design policy, including technical aspects, advises with the client, superintends  
32.11 subordinates during the course of the work and, in general, the person whose professional  
32.12 skill and judgment are embodied in the plans, designs, and advice involved in the work.  
32.13 Plans and specifications for buildings, structures, or projects of standard design which  
32.14 have been designed outside the state shall bear the certification of the design professional  
32.15 licensed in another United States licensing jurisdiction. In addition, a Minnesota licensed  
32.16 architect, professional engineer, land surveyor, landscape architect, professional geologist,  
32.17 professional soil scientist, or certified interior designer shall review the design and certify  
32.18 that it is appropriate to the site on which construction is proposed and is in compliance  
32.19 with the State Building Code adopted by the Department of Administration where the  
32.20 building code is in effect.

32.21 Subp. 2. **Direct supervision; defined.** A person in direct supervision of work as  
32.22 referred to in Minnesota Statutes, section 326.12, subdivision 3, means that person who  
32.23 is the employer, an employee of the same firm, or who is under contract to or from  
32.24 another firm and who is in responsible charge of the technical aspects of the architectural,  
32.25 engineering, land surveying, landscape architectural, geoscience, or certified interior  
32.26 design work in progress, and whose professional skill and judgment are embodied in the



- 33.1 plans, specifications, reports, plats, or other documents required to be certified pursuant  
33.2 to that subdivision. A person in direct supervision of work directs the work of other  
33.3 licensees, interns, draftspersons, technicians, and clerical persons assigned to that work  
33.4 and is in responsible charge of the project comprising the work being supervised.
- 33.5 **REPEALER.** Minnesota Rules, parts 1800.3905; 1800.3910, subparts 4 and 7; and  
33.6 1800.3915, are repealed.