

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

Proposed Permanent Rules Relating to Licensure or Certification

1800.0050 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of this chapter and chapter 1805, the terms defined in this part have the meanings given them.

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

Subp. 3. **ASBOG.** "ASBOG" means the National Association of State Boards of Geology.

Subp. 4. **Certificate holder.** "Certificate holder" means a person who is or has been certified by the board as a certified interior designer.

Subp. 5. **CIDQ.** "CIDQ" means the Council for Interior Design Qualification.

Subp. 6. **CLARB.** "CLARB" means the Council of Landscape Architectural Registration Boards.

Subp. 7. **CSSE.** "CSSE" means the Council of Soil Science Examiners.

Subp. 8. **Examinee.** "Examinee" means an applicant who has been approved by the board to take the Architect Registration Examination, Fundamentals of Engineering Examination, Principles and Practice of Engineering Examination, Fundamentals of Surveying Examination, Principles and Practice of Surveying Examination, Minnesota Land Surveying Examination, Fundamentals of Geology Examination, Practice of Geology Examination, Fundamentals of Soil Science Examination, or Professional Practice of Soil Science Examination.

Subp. 9. **Graduate curriculum.** "Graduate curriculum" means a curriculum of education culminating in a master's degree or doctorate degree.

Subp. 10. **Graduate degree.** "Graduate degree" means a master's degree or doctorate degree.

Subp. 11. **Licensee.** "Licensee" means a person who is or has been licensed by the Minnesota board as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist.

Subp. 12. **NCARB.** "NCARB" means the National Council of Architectural Registration Boards.

Subp. 13. **NCEES.** "NCEES" means the National Council of Examiners for Engineering and Surveying.

Subp. 14. **NCIDQ.** "NCIDQ" means the National Council for Interior Design Qualification.

1800.0120 NOTIFICATION.

Subpart 1. Required information.

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

D. Each applicant, licensee, or certificate holder must notify the board in writing within ~~ten~~ 60 days if the applicant, licensee, or certificate holder has had an architecture, engineering, land surveying, landscape architecture, geoscience license, or interior design certificate, right to exam, or other similar authority revoked, suspended, canceled, limited, or not renewed for cause in any state, commonwealth, or territory of the United States, in the District of Columbia, or in any foreign country.

1800.0130 EXAMINATION IRREGULARITIES; CHEATING AND NONCOMPLIANT CONDUCT.

Subpart 1. **Generally.** Cheating or noncompliant conduct by an applicant in applying for or taking the examination, or discovered subsequent to the examination, will result in

the board initiating a complaint and investigation, which may lead to sanctions as identified in Minnesota Statutes, section 326.111, ~~and related rules.~~

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

Subp. 5. **Compliance with examination policies and procedures.** Examinees shall abide by the exam administrator's published examination policies and procedures. An examinee who does not fully comply with the exam administrator's requirements is subject to dismissal from the remainder of the examination in addition to any action taken by the board under Minnesota Statutes, section 326.111.

Subp. 6. **Consequences of noncompliant conduct with examination policies and procedures.** Evidence of failing to comply with the exam administrator's policies and procedures subsequent to an examination may also be cause for action by the board. An examinee who does not fully comply with the exam administrator's policies and procedures during and after an examination is subject to having the exam results invalidated and being prohibited from taking the examination for a period of time as determined by the board. A licensure examination taken and passed in another state while barred from taking an examination in Minnesota is not acceptable for licensure purposes in Minnesota.

1800.0400 APPLICATION FOR EXAMINATION, LICENSURE, AND CERTIFICATION.

Subpart 1. **Forms and filing.** Applications for examination, licensure, or certification ~~shall~~ must be ~~under oath and~~ made on forms prescribed and furnished by the board and ~~shall~~ must be filed with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design and accompanied by payment of the application fee as specified in Minnesota Statutes, section 326.105. ~~Applications~~ An applicant shall file an application for certification as a certified interior designer ~~shall be filed~~ following passage of the applicant's National Council for Interior Design Qualification (NCIDQ) examination or meeting the requirements outlined in part 1800.0800 or 1800.2100, subpart 5. ~~Applications~~

An applicant shall file an application for licensure as a landscape architect shall be filed following the applicant's successful passage of the Council of Landscape Architectural Registration Board (CLARB) professional examination Landscape Architect Registration Examination (LARE) or meeting the requirements in part 1800.0800. Applications for examination, licensure, or certification must include a signed certification as described in subpart 5.

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

Subp. 1b. **Failure to complete application.** The board shall consider an application withdrawn if an application for examination, licensure, or certification has not been acted upon by the board within six months of the date of the board's receipt of the application, due to failure of the applicant to furnish the board with information pertaining to the application.

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

Subp. 3. In-training application.

A. Applications for examination as engineer-in-training or land surveyor-in-training ~~shall~~ must be made ~~under oath~~, on forms prescribed and furnished by the board, and accompanied by the application fee as specified in ~~part 1800.0500, subpart 1~~ Minnesota Statutes, section 326.105.

B. Applications for examination as geologist-in-training or soil scientist-in-training ~~shall~~ must be made ~~under oath~~, on forms prescribed and furnished by the board, and accompanied by the application fee as specified in ~~part 1800.0500, subpart 1~~ Minnesota Statutes, section 326.105.

Subp. 4. Reinstatement application.

A. A licensee or certificate holder who applies for reinstatement of licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist,

or professional soil scientist, or for reinstatement of certification as a certified interior designer, must apply on forms prescribed and furnished by the board, and submit the fees specified in Minnesota Statutes, section 326.10, subdivision 9.

B. The board shall evaluate completed applications and, if the licensee or certificate holder is found eligible for reinstatement of licensure or certification, the board shall reinstate the license or certificate and notify the licensee or certificate holder in writing. If the licensee or certificate holder is found ineligible for reinstatement of licensure or certifications, the board shall notify the licensee or certificate holder in writing and give the reasons for ineligibility.

C. The applicant for reinstatement shall submit to the board, on a form prescribed by the board, the following information:

(1) a list of professional development hours completed within the four years immediately prior to reinstatement, including the dates of the activity, sponsoring organization, description of the activity, and number of professional development hours claimed for each activity, unless the board has granted an exemption under Minnesota Statutes, section 326.107, subdivision 4;

(2) a statement of explanation if the applicant has had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction since the applicant's last license or certificate renewal in Minnesota; and

(3) a signed certification as described in subpart 5.

Subp. 5. **Certification.** An applicant for examination, licensure, certification, or reinstatement shall submit to the board, on a form provided by the board, a certification that the applicant:

A. has read and will comply with Minnesota Statutes, sections 326.02 to 326.15, and any rule adopted thereunder;

B. is not under any disciplinary proceeding or action in any other jurisdiction;

C. has never been convicted of a felony;

D. has not represented himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state;

E. will not represent himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state until the applicant's license or certificate has been issued or reinstated by the board;

F. has not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior design services, without proper licensure or certification in the state; and

G. will not perform or offer to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior design services, without proper licensure or certification in the state until the applicant's license or certificate has been issued or reinstated by the board.

Applicants who are unable to affirm any part of the certification under this subpart must indicate which statement or statements cannot be affirmed and include an explanation for board review with the application for examination, licensure, certification, or reinstatement.

1800.0500 FEES.

Subpart 1. **Requirements.** An application for examination as an architect, professional engineer, land surveyor, professional geologist, or professional soil scientist shall ~~shall~~ must be

accompanied by an application fee as provided by Minnesota Statutes, section 326.105. The board shall charge, or provide for a third party to charge, each applicant a fee for examination and an examination monitoring fee as provided by Minnesota Statutes, section 326.105.

Following an applicant's completion of the requirements for licensure, the board shall supply the applicant with an application for licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist, which the applicant shall complete and return with the initial fee for licensure as provided by Minnesota Statutes, section 326.105. Following an applicant's completion of the requirements for certification, the board shall supply the applicant with an application for certification as a certified interior designer, which the applicant shall complete and return with the initial fee for certification as provided by Minnesota Statutes, section 326.105.

~~Applicants~~ An applicant applying for licensure by comity under part 1800.0800, item F, G, H, or I, shall pay an application fee under subpart 7, item A. Upon approval by the board, an applicant for licensure as a land surveyor by comity under part 1800.0800, item G, shall submit an examination fee in the amount established by the local testing agency and an examination monitoring fee as provided in Minnesota Statutes, section 326.105.

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

An application for examination as an engineer-in-training, land surveyor-in-training, geologist-in-training, or soil scientist-in-training ~~shall~~ must be accompanied by an application fee as provided in Minnesota Statutes, section 326.105. Upon approval by the board, an applicant for an examination administered by the board shall pay to the board a fee in the amount established by the applicable national testing agency and an examination monitoring fee as provided by Minnesota Statutes, section 326.105. For examinations administered by

a third-party vendor, the applicant shall pay the actual fee for examination ~~shall be paid~~ to the national testing agency in a manner it prescribes. Information concerning the current examination fee charged by the applicable national testing agency may be obtained by contacting the board offices.

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

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

[For text of subps 3 to 6, see M.R.]

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

A. for each application for licensure by comity under Minnesota Statutes, section 326.10, subdivision 1, ~~paragraph (a),~~ clause (2), applicable to any person registered in another state or territory of the United States, or in any province of Canada, or in any foreign country, a fee of \$100;

[For text of items B to F, see M.R.]

1800.0850 COMITY APPLICATION PROCEDURES.

Subpart 1. **Definition.** For the purposes of this chapter, "comity" means an application submitted under Minnesota Statutes, section 326.10, subdivision 1, clause (2).

Subp. 2. **Information required.** An applicant shall submit an application accompanied by payment of the application fee in part 1800.0500, subpart 7, item A. The application must be made on a form provided by the board and must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5. The applicant shall supply the board with evidence of completion of the required education, examination, and experience requirements by submitting:

- A. a council record as specified under part 1800.0800, item C, D, or E; or
- B. official transcripts of grades showing the degrees awarded and dates of graduation;
- C. a detailed listing of experience gained with signed experience reference forms submitted by the supervisor;
- D. verification of current licensure or certification in another jurisdiction; and
- E. verification of passing the required examinations.

Subp. 3. **Evaluation of information.** The board shall evaluate the information required by subpart 2. If the board finds the applicant eligible for licensure or certification, the board shall notify the applicant in writing and shall provide the applicant with the procedure for paying the licensure or certification fee required by Minnesota Statutes, section 326.105. If the board finds the applicant ineligible for licensure or certification, the board shall notify the applicant in writing and give the reasons for ineligibility.

Subp. 4. **Failure to complete application.** The board shall consider withdrawn any application that has not been acted upon by the board within six months from the date of

submission of the application, due to failure of the applicant to furnish the board with qualifying information pertaining to licensure or certification.

1800.0900 QUALIFICATION PROCEDURES.

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

Subp. 4. **Reexamination.** An applicant who does not receive a passing grade in an examination may submit a new application for examination. The application ~~shall~~ must be accompanied by an application fee as required under ~~part 1800.0500, subpart 1~~ Minnesota Statutes, section 326.105. The board ~~may~~ shall require an applicant failing an examination three or more times to submit evidence of improved qualifications before approving a new application for examination ~~is approved~~.

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

Subp. 6. **Registration in another state.** An applicant duly registered in another state and whose registration is current, upon application for a temporary permit and notification from the Minnesota board that the application has been received and is in order temporary permit has been granted may practice the applicant's profession according to Minnesota Statutes, section 326.13, while ~~his or her~~ the application for licensure or certification is pending pursuant to Minnesota Statutes, section 326.13. ~~An application which has not been acted upon by the board within six months from the date of submission of the application, because of failure of the applicant to furnish the board with qualifying information pertaining to the registration, shall be denied~~ board review.

The plans ~~and~~ specifications which are, and reports prepared by the applicant during the period in which the application is pending must bear the certification stamp of the state in which the applicant is registered along with a statement that ~~she or he~~ the applicant has applied for registration in Minnesota and that the application is pending. ~~This~~ The applicant

shall place this stamp ~~must be placed~~ on each sheet of the set of drawings prepared for the project, and on the title sheet of ~~the~~ specifications and reports.

The Minnesota board does not require the use of a seal. If the state in which the applicant is registered has a seal or provisions for signing and dating plans, specifications, and reports, this will be acceptable. If the seal does not provide for signing and dating the plans, the applicant shall sign and date the plans under the seal imprint on each plan certified.

Subp. 7. Application for temporary permit.

A. Concurrent with the submission of an application for licensure as an architect, engineer, geoscientist, or certification as a certified interior designer by comity, the applicant may submit an application for temporary permit under Minnesota Statutes, section 326.13, clause (1). The application must be made on a form provided by the board and must include details about the specific job for which the temporary permit is sought.

B. Upon receipt of all parts of an application for licensure or certification by comity under part 1800.0850, the board shall notify, in writing, an applicant who has requested a temporary permit whether the requirements for licensure or certification have been met. If the requirements for licensure or certification have been met, the board shall supply the applicant with a temporary permit that must be signed by the applicant and returned to the board office within five business days. Temporary permits are valid for not more than 60 days and expire on the date listed on the permit or upon issuance of a license or certificate number, whichever occurs first.

1800.1000 EDUCATION AND EXPERIENCE.

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

Subp. 1a. **Admission to examination.** To qualify for admission to the examination, an applicant shall present evidence ~~that~~ of one of the following:

A. the applicant meets the education requirement described in subpart 5 and has enrolled in ~~NCARB-IDP~~ the Architectural Experience Program (AXP) described in subpart ~~6;~~ or

B. the applicant is actively participating in an architectural curriculum accredited by the National Architectural Accrediting Board (NAAB) that has been accepted into the NCARB Integrated Path to Architectural Licensure (IPAL) program.

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

Subp. 5. **Education requirement.** An applicant for licensure must present evidence of graduation from an architectural curriculum accredited by the National Architectural Accrediting Board (NAAB), the Canadian Architectural Certification Board (CACB) or architectural education equivalent to ~~that curriculum as determined by the board~~ an NAAB-accredited degree.

An applicant holding a degree ~~or having completed coursework~~ from a foreign college or university ~~shall~~ must be granted credit toward the requirements of this subpart on the same basis as a graduate of a United States college or university if the board determines that the educational requirements for the degree are equivalent to the requirements of this subpart. The applicant shall ~~furnish a copy of the applicant's grade transcript, including course descriptions of courses successfully completed, in English,~~ obtain an Education Evaluation Services for Architects (EESA) evaluation report to submit with the initial application for evaluation by the board.

Subp. 6. **Experience ~~and training~~ requirement.** An applicant for licensure must present evidence of completion of the experience ~~and training~~ requirement. Qualifying credits for experience ~~and training~~ shall must be granted as described in items A and B.

A. The applicant's total experience must meet the requirements for qualifying experience in subpart 7.

B. ~~Training~~ Experience must comply with either:

(1) the ~~Intern Development~~ Architectural Experience Program Guidelines (NCARB-IDP) (AXP) published by the National Council of Architectural Registration Boards (NCARB), July ~~2015~~ 2016, which is incorporated by reference, is available at the State Law Library and the board office, and is ~~not~~ subject to frequent change; ~~or~~

(2) the Intern Development Program Guidelines (NCARB-IDP) published by NCARB, if the candidate completed the program before June 29, 2016; or

~~(2)~~ (3) the Minnesota Intern Development Program if the candidate began the program prior to March 1, 1997.

A candidate is responsible for ~~the establishment of the candidate's~~ establishing a National Council of Architectural Registration Boards - ~~Intern Development Program (NCARB-IDP) Architectural Experience Program (AXP)~~ record.

Subp. 7. **Qualifying experience defined.** As used in this part, "qualifying experience" consists of value units as required to satisfy the ~~Intern Development Program (IDP) training Architectural Experience Program (AXP)~~ requirements as defined in the National Council of Architectural Registration Boards - ~~Intern Development Program (NCARB-IDP) Architectural Experience Program~~ guidelines.

[For text of subp 8, see M.R.]

1800.1100 PROCEDURES.

Subpart 1. **Completion date.** ~~An applicant may request to be admitted to an examination upon completion of the educational requirement and enrollment in the intern development program by establishing a council record described in part 1800.1000. An applicant is eligible for licensure upon verified completion of the education, examination; and experience, and training requirements.~~

Subp. 2. **Admission for licensing examination.** ~~Applicants~~ An applicant shall submit to the board a completed application, including verification of ~~completed education requirements and enrollment in NCARB-IDP~~ meeting the education and experience requirements described in part 1800.1000, subpart 1a. The application ~~shall~~ must be submitted on a form provided by the board. If the applicant was not required to complete ~~NCARB-IDP~~ NCARB-AXP, the applicant shall include a detailed listing of all architecturally related experience gained according to part 1800.1000. The experience listing ~~shall~~ must include the name and mailing address of the applicant's supervising licensed architect or other supervisor for each period of employment. ~~A final~~ The board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying architectural experience was gained. The applicant shall submit an official transcript of grades showing the degree awarded and date of award of any degree earned, except in circumstances referenced in subpart 1, shall be submitted by all applicants graduation for all undergraduate and graduate degree programs. The application ~~shall~~ must include one signed copy of Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5. ~~Upon approval by the board, the applicant shall be notified in writing.~~

[For text of subps 3 and 4, see M.R.]

1800.1200 EXAMINATION.

Subpart 1. Architect Registration Examination.

A. The National Council of Architectural Registration Boards (NCARB) shall prepare and furnish the Architect Registration Examination (ARE).

B. The ~~Architect Registration Examination (ARE)~~ shall must be administered at least twice annually at a time and place determined by the board or examination delivery vendor to those applicants determined by the board to meet the requirements of part

1800.1000 for admission to the examination. ~~Any person failing one or more parts of the ARE shall be allowed to retake the failed parts after waiting a period of six months.~~

C. The board, if necessary, shall forward notification of eligibility to the examination delivery vendor. Following board approval, eligible candidates shall independently contact the examination delivery vendor to schedule the time and place for the examination at an approved test site.

D. An applicant is required to pass all sections of the examination in order to qualify for licensure. The board or examination delivery vendor shall report to the applicant the results of each examination section. The applicant shall attain the uniform passing grade established by the board through a psychometrically acceptable standard-setting procedure.

E. An applicant may attempt each section of the examination one time per application. Upon notice of failure of an examination section, an applicant may submit a new application for examination. The National Council of Architectural Registration Boards shall determine the frequency by which an applicant may retake a failed examination section.

F. An applicant who has not attempted at least one section of the examination for three years shall submit a new application for examination to resume testing.

[For text of subps 2 to 5, see M.R.]

1800.1500 EDUCATION AND EXPERIENCE.

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

[For text of subps 2 and 3, see M.R.]

Subp. 4. **Experience requirement.** An applicant for licensure as a landscape architect shall present evidence of completion of the experience requirement in items A to C.

A. The number of years of professional experience required is based on the following table:

Degree Received	Years of Education	Years of Professional Experience
Graduation from a five-year baccalaureate curriculum in Landscape Architecture accredited by the LAAB.	5	3
Graduation from a four-year baccalaureate curriculum in Landscape Architecture accredited by the LAAB.	4	4
A related degree PLUS Graduation from a LAAB-accredited master's or doctorate curriculum in Landscape Architecture.	5 or more	3

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

~~D. Qualifying experience gained under a licensed landscape architect before graduation from an accredited landscape architectural curriculum, in increments of 90 days or more, will be permitted. Not more than one year of credit shall be allowed for qualifying landscape architectural experience gained before graduation from an accredited landscape architect curriculum. The experience gained prior to graduation from an accredited landscape architectural curriculum shall be credited at the rate of 50 percent up to the maximum allowable credit of one year. Qualifying experience gained before graduation from one of the landscape architectural curricula in item A must be credited to satisfy part of the requirements for qualifying landscape architect experience under this item according to the following conditions:~~

- (1) experience must be under the direct supervision of a licensed landscape architect;
- (2) experience must be gained in increments of 90 days or more; and
- (3) experience must be credited at a rate of 50 percent.

This credit must not exceed one year of qualifying landscape architect experience.

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

Subp. 6. **Qualifying experience defined.** As used in this part, "qualifying experience" consists of varied, progressive, nonrepetitive, practical experience at landscape architectural work, developing that develops the applicant's ability to apply the theoretical knowledge gained during academic training in making to make sound judgments in solving landscape architectural problems and to assume responsible charge of the work involved in the practice of landscape architecture. The experience ~~shall~~ must include ~~landscape architectural elements of programming; elements of research, codes and standards, site and environmental analysis; schematics; coordination with other disciplines; site cost analysis; code research; landscape architectural programming, planning, economics, schematic design, design development documents; construction documents; specifications; document checking; bidding and contract negotiation; construction phase including office and construction phase, on-site observation, project management, and client contact; office management; and research other than code or project-related research~~ observation of construction. Experience ~~shall~~ must be written in detail, verified by the applicant's supervisor, and submitted with the application for licensure for evaluation.

1800.1750 PROCEDURES.

An applicant for initial licensure as a landscape architect shall submit to the board a completed application accompanied by payment of the application fee in Minnesota Statutes, section 326.105. The application must be made on a form provided by the board and must

include a detailed listing of all landscape architectural experience gained as provided in part 1800.1500. The list of experience must include the name and mailing address of the applicant's supervisor for each period of employment. The board shall provide the applicant an experience verification form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying landscape architectural experience was gained. The applicant shall submit an official transcript of grades showing the degree awarded and date of graduation. The application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

1800.2100 EDUCATION AND EXPERIENCE.

Subpart 1. **Written examination requirement.** An applicant for certification as a certified interior designer shall pass a written examination administered by the Council for Interior Design Qualification (CIDQ) except that a written examination is not required of an applicant certified under subpart 5 ~~or part 1800.0800, item H.~~ An applicant for certification under part 1800.0800, item H, must satisfy the Minnesota certification requirements in effect at the time of the applicant's original certification in the other state.

Subp. 2. **Education and experience requirement.** To qualify for certification as a certified interior designer, an applicant shall present evidence that the applicant has completed the education and experience requirements in items A and B.

A. For purposes of this subpart, "equivalent education" means education ~~which~~ that the board, after review of an applicant's transcript and other educational materials, finds to be substantially the same in terms of the curriculum composition and content of classes taken by the applicant ~~which~~ that culminates in a minimum of a bachelor's degree in interior design accredited by the Council for Interior Design Accreditation (CIDA) or its predecessor, the Foundation for Interior Design Education Research (FIDER). The education requirement must be fulfilled by one of the following options as described:

(1) graduation from a four- or five-year professional-level interior design program resulting in a bachelor's or master's degree, which includes completion of 60 semester ~~hours~~ credits or 90 quarter ~~hours~~ credits of interior design course content from a program accredited by CIDA or its predecessor, FIDER, or equivalent education;

(2) graduation prior to June 1, 2013, from a two-year preprofessional or paraprofessional program in interior design accredited by CIDA or its predecessor, FIDER, or equivalent education; or

(3) graduation prior to June 1, 2013, from a three-year professional level program in interior design accredited by CIDA or its predecessor, FIDER, or equivalent education.

B. Experience must be under the direct supervision of a certified interior designer, NCIDQ certificate holder, licensed architect, or, for experience gained prior to June 1, 2013, an interior designer.

(1) If the applicant meets the educational requirements of item A, subitem (1), the experience required is completion of the Interior Design Experience Program (IDEP), as provided by CIDQ or its successor, or a minimum of two years of qualifying interior design experience;

(2) If the applicant meets the educational requirements of item A, subitem (2), ~~prior to June 1, 2013,~~ the experience required is completion of a minimum of four years of qualifying interior design experience; ~~or.~~

(3) If the applicant meets the educational requirements of item A, subitem (3), ~~prior to June 1, 2013,~~ the experience required is completion of a minimum of three years of qualifying interior design experience.

[For text of item C, see M.R.]

[For text of subps 3 to 5, see M.R.]

1800.2200 PROCEDURES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Application for certification.** ~~Applicants~~ An applicant shall submit to the board a completed application, including verification of completed education, examination, and experience requirements and the appropriate application fee. The application ~~shall~~ must be submitted on a form provided by the board. If the applicant was not required to complete IDEP, the applicant shall include a detailed listing of all interior design related experience gained as provided in part 1800.2100. The list of experience ~~shall~~ must include the name and mailing address of the applicant's supervising interior designer or other supervisors for each period of employment. ~~A final~~ The board shall provide the applicant with an experience reference form which must be signed and submitted to the board by each supervisor for each period of employment during which the qualifying interior design experience was gained. The applicant shall submit an official transcript of grades showing the degree awarded and date of award of any degree earned must be submitted by all applicants graduation for all undergraduate and graduate degree programs. The application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5. ~~Upon approval or denial by the board, the applicant shall be notified in writing.~~

1800.2500 EDUCATION AND EXPERIENCE.

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

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

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

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

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

A. Education:

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

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

[For text of subitems (4) and (5), see M.R.]

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

(7) graduation from an ~~EAC-ABET-accredited~~ EAC-ABET accredited bachelor's engineering curriculum and graduation from an ~~EAC-ABET-accredited~~ EAC-ABET accredited graduate engineering curriculum;

(8) has a non-EAC-ABET accredited or nonengineering bachelor's degree with the minimum number of engineering science and design credits as required in an EAC-ABET accredited degree (48 semester or 72 quarter credits) and a graduate degree from an engineering program where the bachelor's degree in that discipline of engineering is EAC-ABET accredited; or

(9) has a non-EAC-ABET accredited or nonengineering bachelor's degree with the minimum number of engineering science and design credits as required in an EAC-ABET accredited degree (48 semester or 72 quarter credits) and a graduate degree from an EAC-ABET accredited graduate engineering curriculum.

B. Qualifying experience:

(1) completion of a minimum of four years of qualifying engineering experience, if the applicant meets the educational requirements of item A, subitem (1) ~~or~~, (2), (4), (6), (8), or (9);

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

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

~~(4)~~ (3) completion of a minimum of three years of qualifying engineering experience if the applicant meets the educational requirements of item A, subitem (5) or (7).

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

~~50 percent of the required number of years of qualifying engineering experience listed in this subpart.~~

C. Qualifying engineering experience gained before graduation from one of the engineering curricula in item A must meet the following conditions:

(1) experience must be credited at a rate of 50 percent;

(2) experience gained before completion of at least two full years of one of the engineering curricula in item A, subitem (1), (2), (3), (5), or (7), must receive no credit; and

(3) experience gained before completion of at least one full year of the graduate engineering curricula in item A, subitem (4), (6), (8), or (9), must receive no credit.

D. Credit awarded under item C must not exceed the lesser of two years or 50 percent of the required number of years of qualifying engineering experience in this subpart.

Subp. 3. [Repealed, 21 SR 1427]

1800.2805 QUALIFYING EXPERIENCE DEFINED.

Subpart 1. Qualifying experience; generally.

A. As used in this part and parts 1800.2500 and 1800.2800, qualifying experience consists of varied, progressive, nonrepetitive, practical experience at engineering work; ~~developing that develops~~ the applicant's ability to apply the ~~theoretical~~ knowledge gained during academic training ~~in making~~ to make sound judgments in solving engineering problems and to assume responsible charge of the work involved in the practice of engineering.

B. The applicant must demonstrate that qualifying experience meets the following requirements:

(1) ~~the varied~~ experience must include ~~increments~~ elements of design, planning, ~~technical specification~~ specifications, codes and standards, research and analysis, engineering economics, safety, and observation, ~~and inspection~~ of construction of projects or products;

(2) the experience must be progressive by a demonstration that it was of increasing quality and required greater responsibility; and

(3) experience must include demonstration of knowledge of engineering mathematics, physical and applied science, properties of materials, the fundamental principles of engineering design, and the application of engineering principles in the practical solution of engineering problems.

C. Experience ~~shall~~ must be written in detail, verified by the applicant's supervisor, and submitted with the application for evaluation and approval by the board.

D. Experience must not be obtained in violation of Minnesota Statutes, chapter 326.

E. Experience must have been completed at the time of application.

Subp. 2. Qualifying experience; specific.

A. Experience gained in the armed services must be equivalent to that which would have been gained in the civilian sector doing similar work.

B. For sales experience, the applicant must demonstrate that engineering principles were required and used in gaining the experience.

C. Teaching experience must be in engineering or engineering-related courses at an intermediate or advanced level in an EAC-ABET accredited degree program. Intermediate or advanced level coursework includes courses taken beyond the introductory level.

D. Experience gained in engineering research and design projects by members of an engineering faculty in an EAC-ABET accredited degree program is creditable.

E. Experience in construction must demonstrate the application of engineering principles.

1800.2900 PROCEDURES.

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

Subp. 2. **Request for admission to the Principles and Practice (PE) examination.** An applicant shall submit an application for admission to the PE examination under part 1800.2700, subpart 2, accompanied by payment of the application fee specified in Minnesota Statutes, section 326.105. The application ~~shall~~ must be made on a form provided by the board and ~~shall~~ must include a detailed listing of engineering experience gained. The experience listing ~~shall~~ must include the name and mailing address of the applicant's supervisor for each period of employment. The board shall provide the applicant an employment experience reference form ~~which shall~~ that must be signed ~~and certified. This form shall be submitted to the board by the employer. A final~~ and submitted to the board by each supervisor for each period of employment during which qualifying engineering

experience was gained. An official transcript of grades showing the degree awarded and date of graduation shall for all undergraduate and graduate degree programs must accompany the completed form, unless previously submitted. Upon approval of the application by the board, the applicant will be so notified in writing. The applicant shall submit application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct prior to receipt of the license and a signed certification as described in part 1800.0400, subpart 5.

[For text of subps 3 to 5, see M.R.]

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

Subp. 7. **Validity of application.**

A. An applicant may attempt an examination one time per application.

B. An applicant approved by the board for an examination administered on a specific date who does not register, cancels, or fails to appear for the examination shall submit a new application.

C. An applicant approved by the board for an examination administered continuously throughout the year, who does not take the examination within three years of the date of the application, shall submit a new application.

D. Upon notification of failure of an examination, an applicant may submit a new application.

1800.3505 EDUCATION AND EXPERIENCE.

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

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

A. graduation from a four-year land surveying curriculum that meets the statutory requirements in place at the time of graduation or being within 32 semester credits or 48 quarter credits of obtaining a land surveying degree from a four-year land surveying curriculum that is approved by the board as specified in subpart 4; or

B. graduation from a bachelor's curriculum that meets the statutory requirements in place at the time of graduation, or being within 32 semester credits or 48 quarter credits of obtaining a bachelor's degree under a curriculum that is approved by the board with a minimum of 22 semester credits or 32 quarter credits in land surveying as specified in subpart 4.

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

A. Graduates of a four-year land surveying curriculum must present evidence of:

- (1) graduation from a four-year land surveying curriculum;
- (2) ~~successful completion~~ passage of the requirements in part 1800.3600, ~~subpart 3~~ Fundamentals of Surveying (FS) examination; and

[For text of subitem (3), see M.R.]

B. Graduates of a bachelor's curriculum must present evidence of:

(1) graduation from a bachelor's curriculum with a minimum of 22 semester credits or 32 quarter credits in land surveying as specified in subpart 4;

(2) ~~successful completion passage of the requirements in part 1800.3600,~~
subpart 3 Fundamentals of Surveying (FS) examination; and

[For text of subitem (3), see M.R.]

C. Qualifying land surveying experience gained before graduation must meet the following conditions:

(1) experience must be obtained under the direct supervision of a licensed land surveyor;

(2) experience must be credited at a rate of 50 percent; and

(3) experience gained before completion of at least two full years of one of the land surveying curricula specified in items A and B must receive no credit.

D. Credit awarded under item C must not exceed half the minimum experience required in each of the experience categories in items A and B.

Subp. 4. **Approved land surveying credits.** Curriculum approved by the board must include a minimum of 22 semester or 32 quarter credits in land surveying divided among at least six of the following land surveying categories:

A. cartography/Geographic Information Systems (GIS);

B. geodesy/geodetic surveys;

C. riparian boundaries or riparian rights;

D. boundary law;

- E. route surveying;
- F. drafting/CAD;
- G. Public Land Survey System (PLSS) and section subdivision;
- H. photogrammetry or remote sensing;
- I. boundary surveying;
- J. topographic surveying; and
- K. subdivision plats.

1800.3750 PROCEDURES.

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

Subp. 2. **Request for admission to the Principles and Practice of Surveying (PS) examination.** An applicant shall submit an application for admission to the PS examination ~~explained in~~ under part 1800.3600, subpart 3, accompanied by payment of the application fee ~~specified~~ in Minnesota Statutes, section 326.105. The application ~~shall~~ must be made

on a form provided by the board and ~~shall~~ must include a detailed listing of surveying experience gained. The experience listing ~~shall~~ must include the name and mailing address of the applicant's supervisor for each period of employment. The board shall provide the applicant with an ~~employment~~ experience reference form ~~which shall~~ that must be signed and ~~certified~~. ~~This form shall be submitted to the board by the employer. A final~~ submitted to the board by each supervisor for each period of employment during which qualifying surveying experience was gained. An official transcript of grades showing the degree awarded and date of graduation shall for all undergraduate and graduate degree programs must accompany the completed form, unless previously submitted. Upon approval of the application by the board, the applicant will be so notified in writing. The applicant shall ~~submit~~ application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct ~~prior to receipt of the license~~ and a signed certification as described in part 1800.0400, subpart 5.

[For text of subs 3 and 4, see M.R.]

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

Subp. 6. **Validity of application.**

A. An applicant may attempt the FS examination one time per application under subpart 1.

B. An applicant may attempt each of the PS and MNLS examinations one time per application under subpart 2.

C. An applicant may attempt the MNLS examination one time per application under subpart 3.

D. An applicant approved by the board for an examination administered on a specific date who cancels or fails to appear for the examination shall submit a new application.

E. An applicant approved by the board for an examination administered continuously throughout the year, who does not take the examination within three years of the date of the application, shall submit a new application.

F. Upon notification of failure of an examination, an applicant may submit a new application.

1800.3910 EDUCATION AND EXPERIENCE.

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

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

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

- A. the applicant has a doctorate degree in the geoscience discipline in which the applicant is seeking licensure or equivalent doctorate degree as approved by the board; and
- B. the applicant meets the educational requirements in subpart 5.

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

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

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

B. Qualifying experience:

[For text of subitems (1) to (3), see M.R.]

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

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

C. Qualifying geoscience experience gained before graduation from one of the geoscience curricula in item A must meet the following conditions:

(1) experience must be credited at a rate of 50 percent; and

(2) experience gained before completion of at least two full years of one of the geoscience curricula specified in item A will receive no credit.

D. Credit awarded under item C must not exceed two years of the required number of years of qualifying geoscience experience in this subpart.

Subp. 4. [Repealed, 38 SR 59]

Subp. 5. **Approved geoscience education.** A curriculum approved by the board must meet the following criteria.

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

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

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

[For text of units (a) to (j), see M.R.]

(k) glacial/quaternary geology;

[For text of unit (l), see M.R.]

(m) field geology or geologic field methods.

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

B. For applicants seeking licensure as a professional soil scientist, the applicant shall present evidence of: meeting the criteria in subitems (1), (2), and (3).

(1) A baccalaureate or higher degree ~~in soil science approved by the board~~, from an accredited institution of higher learning ~~or an institution of higher learning approved by the board~~;

(2) A minimum of 16 semester or 24 quarter ~~hours~~ credits in soil science; ~~and~~. Soil science courses include a minimum of two semester or three quarter credits in each of the following four soil science areas:

(a) soil physical properties, soil biophysical environment, or soil water relations including:

- i. soil physics;
- ii. soil and water conservation;
- iii. soil conservation and land use management;
- iv. environmental biophysics;
- v. microclimatology;
- vi. applied climatology;
- vii. soil mechanics; or
- viii. soil irrigation or soil drainage;

(b) soil chemical properties, soil chemical processes, or soil fertility including:

- i. soil chemistry and mineralogy;
- ii. soil clay mineralogy;
- iii. soil fertility;
- iv. soil biology and soil fertility;
- v. soil chemistry laboratory;
- vi. soil fertility laboratory;
- vii. plant nutrients in the environment;

viii. micronutrients in agriculture; or

ix. sodic and saline soils;

(c) soil biological properties, soil biochemical process, environmental ecology, or soil microbial ecology including:

i. soil microbiology;

ii. soil biology;

iii. soil biology and soil fertility;

iv. soil microbial ecology;

v. soil fertility; or

vi. environmental biophysics;

(d) soil genesis, soil classification, pedology, or soil morphology including:

i. introduction to soil science;

ii. soil geography;

iii. soil classification, genesis, or morphology;

iv. wetland soils;

v. forest soils;

vi. peatlands;

vii. field study of soils; or

viii. introduction of land resources;

(3) A minimum of 14 semester or 21 quarter ~~hours~~ credits in closely related geoscience courses ~~as recognized by the board. Soil science courses must include a minimum of two semester or three quarter hours in each of the following basic soil science areas including any of the following categories:~~

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

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

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

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

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

(a) geology;

i. groundwater geology;

ii. introduction to geology or introduction to physical geology; or

iii. any geology course listed in item A, subitem (2);

(b) hydrology and water quality;

(c) water and wastewater microbiology;

(d) soil and hazardous waste processing I or II;

(e) Geographic Information Systems (GIS) in natural resource systems;

(f) aerial photo interpretation;

(g) remote sensing;

- (h) natural resource inventory;
- (i) introduction to land use planning;
- (j) land use and state government;
- (k) agronomy;
- (l) agricultural engineering;
- (m) engineering or forestry courses related to soil management;
- (n) plant physiology; or
- (o) ecology courses.

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

D. The same course must not be used to meet the requirement for more than one area.

Subp. 6. **Qualifying experience defined.** Qualifying ~~geology~~ experience for geology licensure must be obtained under the direct supervision of a licensed geologist. Qualifying ~~soil science~~ experience for soil science licensure must be obtained under the direct supervision of a licensed geologist, licensed soil scientist, or licensed professional engineer who has qualified education and experience in the soil science discipline.

A. As used in this part, "qualifying experience" consists of varied, progressive, nonrepetitive, practical experience in the discipline of geoscience in which the applicant is seeking licensure, ~~developing that develops~~ the applicant's ability to apply the theoretical knowledge gained during academic training in making to make sound judgments in completing geoscientific work and to assume responsible charge of the work involved in the practice of the geoscience discipline in which the applicant is seeking licensure.

B. The experience ~~shall~~ must include elements of research and analysis, planning, ~~technical~~ specifications, codes and standards, ~~research and analysis~~, economics, safety, observation of ongoing work, and ~~the~~ inspection of the ~~completed~~ project.

C. Experience ~~shall~~ must be written in detail, verified by the applicant's supervisor, and submitted with the application for evaluation and approval by the board.

D. Qualifying experience must be acquired after graduation from a baccalaureate or higher degree curriculum ~~in a discipline of geoscience approved by the board in the discipline which the applicant is seeking licensure~~ that meets the requirements in subpart 5, except that continuous experience in periods of ten or more weeks gained before graduation shall be counted if gained as specified in subpart 3, item ~~B~~ C.

Subp. 7. [Repealed, 38 SR 59]

1800.3930 PROCEDURES.

Subpart 1. **Request for admission to the fundamentals examination.** An applicant shall submit an application for admission to the fundamentals examination in the geoscience discipline in which the applicant is seeking licensure as described in part 1800.3920, subpart 2. The application must be postmarked not later than 60 days prior to the date set for the fundamentals examination and accompanied by payment of the fee in ~~part 1800.0500~~, ~~subpart 1~~ Minnesota Statutes, section 326.105. For applicants who have not yet graduated, an unofficial transcript of grades from all institutions attended showing the applicant's name, the name of the college or university, and the number of credits completed must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs must be submitted before the applicant may be certified as a geologist-in-training or soil scientist-in-training. For applicants who have graduated, an official transcript of grades showing the degree awarded and date of graduation must accompany the application.

Subp. 2. **Request for admission to the professional examination.** An applicant shall submit an application for admission to the professional geoscience examination in the geoscience discipline in which the applicant is seeking licensure as explained in part 1800.3920, subpart 3. The application must be postmarked not later than 60 days prior to the date set for the professional examination and accompanied by payment of the fee in ~~part 1800.0500, subpart 1~~ Minnesota Statutes, section 326.105. The application ~~shall~~ must be made on a form provided by the board and ~~shall~~ must include a detailed listing of geoscience experience gained. The experience listing ~~shall~~ must include the name and current mailing address of the applicant's direct supervisor for each period of employment. The board shall provide the applicant an ~~employment verification~~ experience reference form ~~which shall~~ that must be signed, ~~certified~~, and submitted to the board by each ~~employer~~ supervisor for each period of employment during which qualifying geoscience experience was gained. ~~The board shall provide the applicant a reference form which shall be signed, certified, and submitted to the board by three references who are supervisors, coworkers, clients, or contractors knowledgeable in the applicant's geoscience work. At least one reference shall be from a licensed professional geologist or licensed professional soil scientist. A final~~ An official transcript of grades showing the degree awarded and date of graduation shall for all undergraduate and graduate degree programs must be submitted directly to the board by the educational institution, unless previously submitted. ~~Upon approval of the application by the board, the applicant will be so notified in writing.~~ The applicant shall submit application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct ~~prior to obtaining the license~~ and a signed certification as described in part 1800.0400, subpart 5.

Subp. 3. Validity of application.

A. An applicant may attempt an examination one time per application.

B. An applicant who fails the examination, cancels, or fails to appear for the examination shall submit a new application with the appropriate fee each time the applicant applies to take the examination.

1800.4100 CERTIFICATE OF LICENSURE OR CERTIFICATION.

Subpart 1. **Licensure as professional engineer.** The board shall issue to each applicant who has successfully completed the ~~fundamentals of engineering examination, unless the fundamentals of engineering examination is waived as stated under part 1800.2800, and has successfully completed the professional practice examination,~~ education, examination, and experience requirements in part 1800.2500 a certificate of licensure giving the licensee authority to practice engineering as defined by Minnesota Statutes, section 326.02, subdivision 3. This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which date the certificate will expire unless renewed. Applicants who are licensed by comity from other states, having met the Minnesota licensure requirements, shall be issued certificates of licensure in the same manner as provided in this part.

Subp. 2. **Licensure as land surveyor.** The board shall issue to each applicant who has successfully completed the ~~fundamentals of land surveying examination and the professional practice examination~~ education, examination, and experience requirements in part 1800.3505 a certificate of licensure giving the licensee authority to practice land surveying as defined by Minnesota Statutes, section 326.02, subdivision 4. This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which date the certificate will expire unless renewed. Applicants who are licensed by comity from other states, having met the Minnesota licensure requirements, shall be issued certificates of licensure in the same manner as provided in this part.

Subp. 3. **Licensure as architect.** The board shall issue to each applicant who has successfully completed the education, examination, and experience requirements in part 1800.1000 ~~and has successfully completed the professional practice examination~~ a certificate of licensure giving the licensee authority to practice architecture as defined by Minnesota Statutes, section 326.02, subdivision 2. This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which date the certificate will expire unless renewed. Applicants who are licensed by comity from other states, having met the Minnesota licensure requirements, shall be issued certificates of licensure in the same manner as provided in this part.

Subp. 4. **Licensure as landscape architect.** The board shall issue to each applicant who has successfully completed the education, examination, and experience requirements in part 1800.1500 ~~and has successfully completed the professional practice examination~~ a certificate of licensure giving the licensee authority to practice landscape architecture as defined by Minnesota Statutes, section 326.02, subdivision 4a. This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which date the certificate will expire unless renewed. Applicants who are licensed by comity from other states, having met the Minnesota licensure requirements, shall be issued certificates of licensure in the same manner as provided in this part.

Subp. 5. **Licensure as professional geologist.** The board shall issue to each applicant who has successfully completed the education, examination, and experience requirements in part 1800.3910 for geologists, ~~and has successfully completed the professional practice examination for geologists,~~ a certificate of licensure giving the licensee authority to practice geology as defined by Minnesota Statutes, section 326.02, subdivision 3a. This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which date the certificate will expire unless renewed. Applicants who are licensed by comity from other states or by submission of records, having

met the Minnesota licensure requirements, shall be issued certificates of licensure in the same manner as provided in this part.

Subp. 6. **Licensure as professional soil scientist.** The board shall issue to each applicant who has successfully completed the education, examination, and experience requirements in part 1800.3910 for soil scientists, ~~and has successfully completed the professional practice examination for soil scientists,~~ a certificate of licensure giving the licensee authority to practice soil science as defined by Minnesota Statutes, section 326.02, subdivision 3a. This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which date the certificate will expire unless renewed. Applicants who are licensed by comity from other states or by submission of records, having met the Minnesota licensure requirements, shall be issued certificates of licensure in the same manner as provided in this part.

Subp. 7. **Certification as interior designer.** The board shall issue to each applicant who has successfully completed the education, examination, and experience requirements of part 1800.2100 ~~and has successfully completed the National Council of Interior Design Qualifications examination~~ a certificate authorizing the certificate holder to use the title "Certified Interior Designer." This certificate shall be in effect for a period ending June 30 of the even-numbered year of the biennium in which the certificate is issued, after which the certificate shall expire unless renewed. A person whose certificate expires shall not use the title "Certified Interior Designer" until a certificate is reissued. Applicants who are certified by comity under part 1800.0800 shall be issued certificates as provided in this part.

1800.4200 CERTIFICATION AND SIGNATURE ~~ON PLANS.~~

Subpart 1. **Requirement; generally.** The certification and signature on plans, drawings, specifications, plats, reports, etc., and other documents that require a signature is mandatory, as provided by Minnesota Statutes, section 326.12, subdivision 3. The certification and signature may be electronic. A person in direct supervision of work as referred to in the

foregoing subdivision is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

Subp. 1a. **Licensee or certificate holder duties.**

A. A licensee or certificate holder shall sign and certify only those documents and surveys that safeguard the health, safety, and welfare of the public.

B. The licensee shall sign and certify only work within the licensee's or certificate holder's area of licensure or certification. Two or more licensees or certificate holders may affix their certification and signature if each licensee or certificate holder designates the specific subject matter for which that licensee or certificate holder is responsible.

C. A licensee or certificate holder shall not affix a signature or certification to any plans or documents dealing with subject matter in which the licensee or certificate holder lacks competence.

D. A licensee or certificate holder shall not affix a signature or certification to any plan or document not prepared under the licensee's or certificate holder's responsible charge.

E. A licensee or certificate holder may accept assignments for coordinating an entire project, provided that each design discipline signs and certifies as the licensee or certificate holder responsible for preparing their design.

Subp. 2. [See repealer.]

Subp. 3. ~~**Title sheets or first sheets**~~ **Certification.** The certification by each of the professions responsible for the preparation of bound specifications, plats, reports, or other documents ~~shall~~ must be shown on the title sheet ~~or~~ first sheets, or certification page. The certification by each of the professions responsible for the preparation of plans or ~~plats~~ shall drawings must be shown on each sheet of the set of plans, ~~or each plat~~ or drawings.

A. The board licenses applicants as an architect, a professional engineer, a land surveyor, a landscape architect, a professional geologist, or a professional soil scientist.

B. The official roster designates the branch of engineering in which the ~~registered~~ licensed engineer was examined. An applicant for ~~registration~~ licensure as a professional engineer is examined in the branch of engineering ~~which~~ that the applicant selects and in which the applicant is deemed qualified as an applicant by the board.

C. A professional engineer may engage in practice in any branch of engineering; ~~provided, however, that~~ in which the professional engineer is competent and qualified by education, examination, or experience. A professional engineer who certifies and signs plans, specifications, reports, or other documents may be required to establish, to the satisfaction of the board, that the work was performed according to recognized and acceptable engineering standards and practice.

[For text of subp 4, see M.R.]

Subp. 4a. **Documents requiring signature and certification.** Documents required to be signed and certified include the following:

A. any documents submitted to a public agency or private client for approval, including preliminary plats, site plans, and developmental plans;

B. each drawing sheet of a set of construction documents;

C. the cover sheet, index page, or certification page of a set of specifications;

D. the certification page of each technical report;

E. legal descriptions;

F. addenda; and

G. change orders.

Subp. 4b. **Electronic signature.** A licensee or certificate holder may use an electronic signature if the signature meets all of the following requirements:

- A. unique to the licensee or certificate holder using it;
- B. able to be verified; and
- C. under the sole control of the licensee or certificate holder using it.

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

Subp. 6. **Certified document revisions.** Each revision to a certified document must be identified and certified by the licensee or certificate holder responsible for the revision and must include the revision date.

Subp. 7. **Succession.** A successor licensee or certificate holder must assume direct supervision by performing all professional services, including developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work, under either of the following conditions:

- A. a licensee or certificate holder providing direct supervision of the work is unable to complete the work; or
- B. the work is a site-specific adaptation of a standard design plan.

REPEALER. Minnesota Rules, part 1800.4200, subpart 2, is repealed.