

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

**Proposed Permanent Rules Relating to Registrations for National Examinations**

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

Subpart 1. **Forms and filing.** Applications for examination, licensure, or certification must be made on forms provided by the board and 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. An applicant shall file an application for licensure as an architect following passage of the Architectural Registration Examination (ARE) or meeting the requirements in part 1800.0800. An applicant shall file an application for certification as a certified interior designer following passage of the National Council for Interior Design Qualification (NCIDQ) examination or meeting the requirements outlined in part 1800.0800 or 1800.2100, subpart 5. An applicant shall file an application for licensure as a landscape architect following successful passage of the 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 subps 1a and 1b, see M.R.]*

Subp. 2. **Evaluation of information.** The information required by subpart 1a shall be evaluated by the board and if the applicant is found ineligible for admission to the examination, ineligible for licensure as a an architect or landscape architect, or ineligible for certification as a certified interior designer, ~~at that time~~ the time of application, the applicant shall be notified in writing and given the reasons for the ineligibility. If ~~the an~~ an applicant for licensure as a an architect or landscape architect is eligible for licensure at the time of application, the applicant shall be notified by the board in writing. If ~~the an~~ an applicant for certification as a certified interior designer is eligible for certification at the time of

application, the applicant shall be notified by the board in writing. If ~~the~~ an applicant for examination is eligible ~~at the time~~ for admission to the examination at the time of application, the applicant shall be notified by the board in writing.

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

A. Applications for examination and certification as engineer-in-training or a land surveyor-in-training must be made on forms provided by the board, and accompanied by the application fee as specified in Minnesota Statutes, section 326.105.

B. Applications for certification as an engineer-in-training must be made on forms provided by the board, and accompanied by the application fee as specified in Minnesota Statutes, section 326.105.

~~B- C.~~ Applications for examination and certification as a geologist-in-training or a soil scientist-in-training must be made on forms provided by the board, and accompanied by the application fee as specified in Minnesota Statutes, section 326.105.

*[For text of subps 4 and 5, see M.R.]*

**1800.0500 FEES.**

Subpart 1. **Requirements.** An application for examination as ~~an architect,~~ a professional engineer, land surveyor, professional geologist, or professional soil scientist 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. 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 must be accompanied by a renewal fee as provided in Minnesota Statutes, section 326.105.

An application for examination as ~~an engineer-in-training~~, a land surveyor-in-training, geologist-in-training, or soil scientist-in-training 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 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.

An application for certification as an engineer-in-training must be accompanied by an application fee as provided in Minnesota Statutes, section 326.105.

*[For text of subps 2 to 7, see M.R.]*

#### **1800.1000 EDUCATION AND EXPERIENCE.**

Subpart 1. **Examination requirement.** An applicant for licensure as an architect shall pass ~~an~~ the examination as provided described in part 1800.1200 and satisfy the education and experience requirements in subparts 5 and 6. ~~Examinations are required of all applicants except those licensed under part 1800.0800, items C and F, that apply to those architects licensed in one or more states other than Minnesota.~~ An applicant for licensure under part 1800.0800, ~~items~~ item C and or F, must satisfy the Minnesota licensing requirements that were in effect at the time of the applicant's original ~~approved application~~ licensure in the other state.

Subp. 1a. **Admission to examination.** ~~To qualify~~ For admission to the examination, an applicant shall apply directly to the National Council of Architectural Registration Boards (NCARB) and follow the procedures outlined by NCARB. The applicant must present evidence of one of the following:

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

*[For text of subps 2 to 8, see M.R.]*

#### **1800.1100 PROCEDURES.**

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

Subp. 2. ~~Admission for licensing examination~~ **Application for licensure.** An applicant for initial licensure as an architect shall submit to the board a completed application, including verification of meeting the education and experience requirements described in part 1800.1000, subpart 1a, and payment of the application fee in Minnesota Statutes, section 326.105. The application must be submitted on a form provided by the board. If the applicant

was not required to complete NCARB-AXP or NCARB-IDP, the applicant shall include a detailed listing of all architecturally related experience gained according to part 1800.1000. The experience listing must include the name and mailing address of the applicant's supervising licensed architect or other supervisor for each period of employment. 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 graduation for all undergraduate and graduate degree programs. The application must include one signed copy of Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

Subp. 3. [Repealed, 21 SR 1427]

Subp. 4. **Obtaining application.** Application materials may be obtained ~~by calling or writing the board office~~ from the board's website.

## **1800.1200 EXAMINATION.**

### **Subpart 1. Architect Registration Examination.**

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

~~B. The ARE must be administered to those applicants determined by the board to meet the requirements of part 1800.1000 for admission to the examination.~~

~~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. B.~~ 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 take each section of the examination one time for each application approved by the board. If an applicant fails an examination section, the applicant must submit a new application in order to take the examination section on another date. 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 fails to take at least one section of the examination within three years of applying shall submit a new application for examination in order to resume testing.~~

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

## **1800.2500 EDUCATION AND EXPERIENCE.**

Subpart 1. **Written examination requirement.** An applicant for licensure as a professional engineer shall pass written examinations as provided in ~~this subpart~~ part 1800.2700. An applicant for licensure under part 1800.0800, item F, shall satisfy the Minnesota licensing requirements that were in effect at the time of the applicant's original licensure in the other state. The written Fundamentals of Engineering (FE) examination shall be waived by the board if the applicant meets the requirements in part 1800.2800.

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:

~~A. graduation from an engineering curriculum accredited by the Engineering Accrediting Commission (EAC) of ABET, Inc. (ABET) at the time of graduation or is within 32 semester or 48 quarter credits of obtaining an engineering degree meeting the requirements of this subpart;~~

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

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

~~D. has a graduate degree from an engineering program where the bachelor's degree is 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 working toward a graduate degree and has completed a minimum of 36 quarter or 24 semester credits.~~

A. completion of one of the educational requirements in subpart 2a, item A;

B. being within 48 quarter or 32 semester credits of obtaining an EAC-ABET accredited bachelor's degree;

C. completion of a minimum of 36 quarter or 24 semester credits in a graduate program in engineering where the bachelor's degree is EAC-ABET accredited; or

D. completion of a minimum of 36 quarter or 24 semester credits toward an EAC-ABET accredited graduate degree.

Subp. 2a. ~~Admission to written Principles and Practice of Engineering (PE) examination~~ Education and experience requirements. To qualify for certification as an engineer-in-training, an applicant shall present evidence of meeting the educational requirements in item A. To qualify for admission to the written PE examination or licensure as a professional engineer, the an applicant shall present evidence of meeting the educational and qualifying experience requirements in items A and B.

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

Subp. 3. [Repealed, 21 SR 1427]

### **1800.2700 WRITTEN EXAMINATION.**

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

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

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

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

### **1800.2900 PROCEDURES.**

Subpart 1. **Request for Admission to 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 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 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 an Engineer-in-Training. For applicants who have graduated, an official transcript of grades showing the degree awarded and date of graduation must accompany the application.~~ For admission to the FE examination, an applicant shall apply directly to the National Council of Examiners for Engineering and Surveying (NCEES) and follow the procedures outlined by NCEES.

Subp. 1a. **Request for certification as an engineer-in-training.** An applicant shall submit an application for certification as an engineer-in-training following passage of the FE examination and completion of the education requirement under part 1800.2500, subpart 2a, item A. Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FE examination must be submitted before the applicant may be certified as an engineer-in-training.

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

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

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

~~The FE and PE examinations~~ examination shall 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 for admission to the ~~examinations~~ examination.

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

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

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

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

*[For text of subps 6 and 7, see M.R.]*