



Board of Licensure for Landscape Architects

August 2014

What's New?

Meeting location change

Please note: Because of changes with the landscape architecture program at Washington State University, the location of the October 17 meeting has been changed from the campus to the Spokane Club.

Visit the board's [website](#) for more information about meeting dates and locations as well as past meeting minutes and audio recordings. Attend the meetings in person to hear the complete discussions and earn continuing education credit.

Your board members:

Deb Peters, Chair – Lake Forest Park
 Len Zickler, Vice Chair – Spokane
 William Bernstein, Secretary – Seattle
 Karen Kiest, Member – Seattle
 Rebecca Malleck, Public Member – Tumwater

2014 Board Meeting Schedule

Meeting agendas and minutes will be published on our [website](#) as they become available.

October 17 Spokane Club, Spokane

All meetings start at 9:30 AM and
 2015 meeting dates will be set at the October meeting

Board Vacancy

The board is currently recruiting for a public member. To be eligible, you must be a resident of Washington State and not be involved in the practice of landscape architecture. If you know someone who would be a good fit, please direct them to the Governor's [website](#).

If you are a licensed landscape architect and are interested in serving on the board, [apply!](#) Applications are accepted year round and are reviewed anytime a vacancy occurs on the board. Don't wait until you hear about a vacancy or it may be too late!

Staff Project Improves Application Processing

By Julia Gambrel, Licensing Manager

Board staff processes applications and renewals for more than 10 different licensing programs and permits, including Landscape Architects. Employee absences, specialized knowledge (the "silo" effect), and lack of cross-training increased the time to input applications and issue licenses after approval of the file, and prompted customer complaints over the long wait times. The silo effect and lack of cross-training made it unclear what the similarities or differences between the processes for each license type were and left staff with uneven workloads.

During a recent process improvement workshop, board staff thoroughly mapped out one of the licensing processes and then looked at the differences with the other license types: it turned out there were not many. Staff took that information, looked at the time it takes to process one application, and determined by changing how we distribute the work we could save time and even out the workload.

By realizing that the process for each license type is almost identical, and deciding to distribute work by document type, versus license type, staff reduced application input time by 78% and reduced the time to issue a license by 88%!

We are very proud of our Licensing and Technical Assistance team for the hard work they did during this project: Jeanne Todd, Sabrina Jackson, and Troy Lincoln. They not only came up with great ideas for process changes, they worked as a team, and opened themselves up to learning new things and letting go of doing things the “way they have always been done.”

Licensee news

Congratulations! The Board of Licensure for Landscape Architects and staff welcomed 15 new licensees to the profession between May 1, 2014 and July 31, 2014:

By Examination (6)	By Reciprocity (8)
David J. Bramer Reesa E. Cowan Danielle Lee Devier Frederic Steele Fitzloff Carrie L. Kyser David A. Marshall Curtis A. Riley	James Corner James Tal Jackson Christopher Stephen Jones Elizabeth A. LaBar Patricia Lee Douglas Loftin Mann Nina Carol Roscow Daniel Bryan Trust

Complaints and disciplinary activity

The Board of Licensure for Landscape Architects regulates the industry by investigating complaints of unprofessional conduct and incompetence against licensees, and issues of unlicensed practice.

When a complaint is received by the board, an initial investigation is started to gather information about the situation, and usually involves contact with the subject of the complaint (the respondent). A board member is assigned as a case manager and serves as the technical expert. The investigation process can be lengthy and the case has several possible outcomes. The case may be closed by the board with no further action if not enough evidence is found to support the complaint or the respondent quickly remedies the situation. For more serious issues, the board may issue a statement of charges against the respondent, with sanctions for each offense. The respondent has an opportunity for a settlement conference to negotiate the sanctions or can ask for a hearing. To see details of past and current disciplinary orders, visit our [website](#).

Current Cases:

Unlicensed practice	0
Unprofessional conduct	0
Total open cases:	0

The board closed two disciplinary cases at the July 18, 2014 meeting:

Case Number	Allegation	Board Action
2014-04-1301-00LAN Barth Environmental, Brian Barth	Unlicensed practice	The complaint alleged Mr. Barth was using the words, “landscape architecture,” on communications sent to local landscape architects. After being contacted by board staff, Mr. Barth apologized for use of the language, removed all references to landscape architecture from his website, and indicated he has never worked in the state of Washington. The board accepted the case manager’s recommendation to close the case because the respondent voluntarily complied.

2014-05-1301-00LAN	Unprofessional conduct	The Respondent failed to provide proof of completed professional development hours (PDH) upon audit by the Department of Licensing. After receiving a Notice of Default and a Notice of Intent to Take Disciplinary Action, the respondent paid a \$500 fine, but still failed to submit proof of PDH. After further contact by board staff, the respondent submitted the required proof of PDH and the case manager subsequently recommended the case be closed with no further action. The board accepted this recommendation because the Respondent complied with the professional development requirement.
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Keeping your license active – remember these 3 tips:

1. Renewal fees are due every other birthday and are your responsibility.
2. Renewal notices are a courtesy—you are accountable for renewing even if you don't receive a notice.
3. You should notify our office when you change your address: landscape@dol.wa.gov or 360-664-1497.

Check the status of a business or professional license

Use the Department of Licensing's [Business and Professional License Search](#) to find out:

- if a person or business has a professional license.
- if your business or professional license is active.
- when a business or professional license will expire.

Do your fellow landscape architects get these announcements?

They should. Please tell them to sign up to the Landscape Architects' ListServ® electronic mailing list. They can join the Listserv® by visiting our [website](#) and following these steps:

- Select the "Landscape Architects ListServ®" link
- Select the "Subscribe or Unsubscribe" link
- Enter your email address and name, then select the "Subscribe" button
- You will be sent a confirmation email, and then you will be added to the list

Skip a trip – go online: www.dol.wa.gov

We are committed to providing equal access to our services.
If you need accommodation, please call 360-664-6597 or TTY 360-664-0116.

Board of Licensure for Landscape Architects		Washington State Department of Licensing	
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