



Board of Licensure for Landscape Architects

May 2014

What's New?

Discussion topics from the April board meeting

The Board of Licensure for Landscape Architects met on April 18, 2014 at the University of Washington. In addition to the standard business meeting, the board held a question and answer session with students in the Landscape Architecture Program during the lunch hour.

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.

July 18 South Puget Sound Comm College, Olympia

October 17 Washington State University, Pullman

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

To find out more about the April meeting and other past meetings, visit our [website](#). You can review past meeting minutes and listen to audio recordings of meetings. Attend the meetings in person to hear the complete discussions and earn continuing education credit.

Licensee news

Congratulations! The Board of Licensure for Landscape Architects and staff welcomed 10 new licensees to the profession between February 1, 2014 and April 30, 2014:

<u>By Examination (5)</u>	<u>By Reciprocity (5)</u>
Christine Renee Harrington	Jeffery Paul Creel
Hwuidong Kim	Ronald A. Heiden
Yeon Tae Kim	Jane Tesner Kleiner
Noriko Marshall	Michael S. Lipko
Lindsey B. Solorio	Martina K. Wirtl

Are you ready for an audit of your professional development hours?

Each year 5-15% of licensees will be chosen at random to be audited by the board on the professional development hours (PDH) they've earned. Make sure you're ready for your audit!

Whether you are eligible for audit this year or next, make sure your records are in order. Having your records ready to go will make the audit process much easier and less stressful.

What should you keep? Here are some examples of what may be requested:

- Receipts and certificates provided by universities, professional organizations, or other course presenters
- Copies of lecture materials, course outlines, agendas, handouts, book covers, articles, or content outlines
- Travel receipts and expense reports

- Meeting or course agendas - for multi-session events, highlight the sessions you attended on your copy of the agenda

Keep in mind that if the content is not apparent by the course title, you may need to provide additional information demonstrating how the activity is related to health, safety, and welfare.

Here are some additional continuing education reminders:

- **You can carry over up to 12 PDH.** If you earn more than 24 PDH in the **2nd half of your 2-year license period**, up to 12 extra hours can be carried over to the following 2-year license period.
- Example: If you earn 50 PDH in the 2nd half of your 2-year license period, only 12 can be carried over to the following 2-year period.

Find out more about what activities, courses, etc. are allowed as professional development hours. Remember, you could be subject to disciplinary action for failing to comply with an audit.

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	1
Unprofessional conduct	0
Total open cases:	1

The board accepted one disciplinary order at the April 18, 2014 meeting:

Case Number	Respondent	Board Action
2013-04-1303-00LAN	Ruth Burrus	In the matter of unprofessional conduct for failing to comply with a professional development audit: <ul style="list-style-type: none"> • The Landscape Architect license of Ms. Burrus is reprimanded for a period of one year. • Ms. Burrus will provide documentation of Professional Development Hours (PDHs) within 30 calendar days.

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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