

# Office of the Revisor of Statutes

## Administrative Rules



**TITLE:** Adopted Permanent Rules Relating to Licensure or Certification

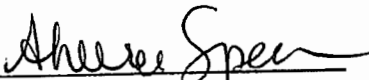
**AGENCY:** Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

**REVISOR ID:** R-4374

**MINNESOTA RULES:** Chapter 1800



The attached rules are approved for  
filing with the Secretary of State

  
Sheree Speer  
Assistant Deputy Revisor

190212

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

1.3 **Adopted Permanent Rules Relating to Licensure or Certification**

1.4 **1800.0050 DEFINITIONS.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.12 **1800.0120 NOTIFICATION.**

2.13 Subpart 1. **Required information.**

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

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

2.21 **1800.0130 EXAMINATION IRREGULARITIES; CHEATING AND**  
2.22 **NONCOMPLIANT CONDUCT.**

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

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

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

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

3.9 Subp. 6. **Consequences of noncompliant conduct with examination policies and**  
3.10 **procedures.** Evidence of failing to comply with the exam administrator's policies and  
3.11 procedures subsequent to an examination ~~may also~~ will be cause for action by the board.  
3.12 ~~An examinee~~ Examinees who ~~does~~ do not fully comply with the exam administrator's  
3.13 policies and procedures during and after an examination ~~is~~ are subject to having ~~the~~ their  
3.14 exam results invalidated and being prohibited from taking the examination for a period of  
3.15 time ~~as determined by the board. A licensure examination~~ of up to two years. Licensure  
3.16 examinations taken and passed in ~~another state~~ other states are not acceptable for licensure  
3.17 purposes in Minnesota while an individual is barred from taking ~~an~~ a licensure examination  
3.18 in Minnesota ~~is not acceptable for licensure purposes in Minnesota.~~

3.19 **1800.0400 APPLICATION FOR EXAMINATION, LICENSURE, AND**  
3.20 **CERTIFICATION.**

3.21 Subpart 1. **Forms and filing.** Applications for examination, licensure, or certification  
3.22 must be made on forms ~~prescribed and furnished~~ provided by the board and must be filed  
3.23 with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture,  
3.24 Geoscience, and Interior Design and accompanied by payment of the application fee as  
3.25 specified in Minnesota Statutes, section 326.105. An applicant shall file an application for  
3.26 certification as a certified interior designer following passage of the National Council for

4.1 Interior Design Qualification (NCIDQ) examination or meeting the requirements outlined  
4.2 in part 1800.0800 or 1800.2100, subpart 5. An applicant shall file an application for licensure  
4.3 as a landscape architect following successful passage of the Landscape Architect Registration  
4.4 Examination (LARE) or meeting the requirements in part 1800.0800. Applications for  
4.5 examination, licensure, or certification must include a signed certification as described in  
4.6 subpart 5.

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

4.8 Subp. 1a. **Information required.** The applicant shall submit to the board, on a form  
4.9 ~~prescribed~~ provided by the board, the following information:

4.10 *[For text of items A to I, see M.R.]*

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

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

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

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

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



6.1 matter, in the state until the applicant's license or certificate has been issued or reinstated  
6.2 by the board;

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

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

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

6.14 **1800.0500 FEES.**

6.15 Subpart 1. **Requirements.** An application for examination as an architect, professional  
6.16 engineer, land surveyor, professional geologist, or professional soil scientist must be  
6.17 accompanied by an application fee as provided by Minnesota Statutes, section 326.105. The  
6.18 board shall charge, or provide for a third party to charge, each applicant a fee for examination  
6.19 and an examination monitoring fee as provided by Minnesota Statutes, section 326.105.

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

7.1 certification as a certified interior designer, which the applicant shall complete and return  
7.2 with the initial fee for certification as provided by Minnesota Statutes, section 326.105. An  
7.3 applicant applying for licensure by comity under part 1800.0800, item F, G, H, or I, shall  
7.4 pay an application fee under subpart 7, item A. Upon approval by the board, an applicant  
7.5 for licensure as a land surveyor by comity under part 1800.0800, item G, shall submit an  
7.6 examination fee in the amount established by the local testing agency and an examination  
7.7 monitoring fee as provided in Minnesota Statutes, section 326.105.

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

7.12 An application for examination as an engineer-in-training, land surveyor-in-training,  
7.13 geologist-in-training, or soil scientist-in-training must be accompanied by an application  
7.14 fee as provided in Minnesota Statutes, section 326.105. Upon approval by the board, an  
7.15 applicant for an examination administered by the board shall pay to the board a fee in the  
7.16 amount established by the applicable national testing agency and an examination monitoring  
7.17 fee as provided by Minnesota Statutes, section 326.105. For examinations administered by  
7.18 a third-party vendor, the applicant shall pay the actual fee for examination to the national  
7.19 testing agency in a manner it prescribes. Information concerning the current examination  
7.20 fee charged by the applicable national testing agency may be obtained by contacting the  
7.21 board offices.

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

7.25 Subp. 2. **Refunds.** Application fees are not refundable. Examination, licensure, or  
7.26 certification fees must not be refunded except for those circumstances when an applicant

8.1 does not meet ~~required qualifications~~ the education, examination, or experience requirements  
8.2 for examination, licensure, or certification.

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

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

8.7 A. for each application for licensure by comity under Minnesota Statutes, section  
8.8 326.10, subdivision 1, clause (2), applicable to any person registered in another state or  
8.9 territory of the United States, or in any province of Canada, or in any foreign country, a fee  
8.10 of \$100;

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

8.12 **1800.0850 COMITY APPLICATION PROCEDURES.**

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

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

8.22 A. a council record as specified under part 1800.0800, item C, D, or E; or

8.23 B. official transcripts of grades showing the degrees awarded and dates of  
8.24 graduation;

9.1 C. a detailed listing of experience gained with signed experience reference forms  
9.2 submitted by the supervisor;

9.3 D. verification of current licensure or certification in another jurisdiction; and

9.4 E. verification of passing the required examinations.

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

9.11 Subp. 4. **Failure to complete application.** The board shall consider ~~withdrawn any~~  
9.12 ~~an application that has not been acted upon by the board within six months from the date~~  
9.13 ~~of submission of the application, due to failure of~~ withdrawn if the applicant fails to furnish  
9.14 provide the board with qualifying all required information pertaining to licensure or  
9.15 certification the application within six months of the board's receipt of the application.

9.16 **1800.0900 QUALIFICATION PROCEDURES.**

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

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

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

10.1        **Subp. 6. Registration in another state.** An applicant duly registered in another state  
10.2 and whose registration is current, upon application for a temporary permit and notification  
10.3 from the Minnesota board that the temporary permit has been granted may practice the  
10.4 applicant's profession according to Minnesota Statutes, section 326.13, while the application  
10.5 for licensure or certification is pending board review.

10.6        The plans, specifications, and reports prepared by the applicant during the period in  
10.7 which the application is pending must bear the certification stamp of the state in which the  
10.8 applicant is registered along with a statement that the applicant has applied for registration  
10.9 in Minnesota and that the application is pending. The applicant shall place this stamp on  
10.10 each sheet of the set of drawings prepared for the project and on the title sheet of  
10.11 specifications and reports.

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

10.16        **Subp. 7. Application for temporary permit.**

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

10.22        B. Upon receipt of all parts of an application for licensure or certification by  
10.23 comity under part 1800.0850, the board shall notify, in writing, an applicant who has  
10.24 requested a temporary permit whether the requirements for licensure or certification have  
10.25 been met. If the requirements for licensure or certification have been met, the board shall  
10.26 supply the applicant with a temporary permit that must be signed by the applicant and

11.1 returned to the board office within five business days. Temporary permits are valid for not  
11.2 more than 60 days and expire on the date listed on the permit or upon issuance of a license  
11.3 or certificate number, whichever occurs first.

11.4 **1800.1000 EDUCATION AND EXPERIENCE.**

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

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

11.8 A. the applicant meets the education requirement described in subpart 5 and has  
11.9 enrolled in the Architectural Experience Program (AXP) described in subpart 6; or

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

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

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

11.18 An applicant holding a degree from a foreign college or university must be granted  
11.19 credit toward the requirements of this subpart on the same basis as a graduate of a United  
11.20 States college or university if the board determines that the educational requirements for  
11.21 the degree are equivalent to the requirements of this subpart. The applicant shall obtain an  
11.22 Education Evaluation Services for Architects (EESA) evaluation report to submit with the  
11.23 initial application for evaluation by the board.

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

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

12.6 B. Experience must comply with either:

12.7 (1) the Architectural Experience Program Guidelines (AXP) published by  
12.8 the National Council of Architectural Registration Boards (NCARB), July 2016, which is  
12.9 incorporated by reference, is available at the State Law Library and the board office, and  
12.10 is subject to frequent change;

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

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

12.15 A candidate is responsible for establishing a National Council of Architectural  
12.16 Registration Boards - Architectural Experience Program (AXP) record.

12.17 Subp. 7. **Qualifying experience defined.** As used in this part, "qualifying experience"  
12.18 consists of value units as required to satisfy the Architectural Experience Program (AXP)  
12.19 requirements as defined in the National Council of Architectural Registration Boards -  
12.20 Architectural Experience Program guidelines.

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

12.22 **1800.1100 PROCEDURES.**

12.23 Subpart 1. **Completion date.** An applicant is eligible for licensure upon verified  
12.24 completion of the education, examination, and experience requirements.

13.1 Subp. 2. **Admission for licensing examination.** An applicant shall submit to the  
13.2 board a completed application, including verification of meeting the education and experience  
13.3 requirements described in part 1800.1000, subpart 1a. The application must be submitted  
13.4 on a form provided by the board. If the applicant was not required to complete NCARB-AXP,  
13.5 the applicant shall include a detailed listing of all architecturally related experience gained  
13.6 according to part 1800.1000. The experience listing must include the name and mailing  
13.7 address of the applicant's supervising licensed architect or other supervisor for each period  
13.8 of employment. The board shall provide the applicant an experience reference form that  
13.9 must be signed and submitted to the board by each supervisor for each period of employment  
13.10 during which qualifying architectural experience was gained. The applicant shall submit an  
13.11 official transcript of grades showing the degree awarded and date of graduation for all  
13.12 undergraduate and graduate degree programs. The application must include one signed copy  
13.13 of Board Rules of Professional Conduct and a signed certification as described in part  
13.14 1800.0400, subpart 5.

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

13.16 1800.1200 EXAMINATION.

13.17 Subpart 1. Architect Registration Examination.

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

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

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

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

14.5 E. An applicant may ~~attempt~~ take each section of the examination one time ~~per~~  
14.6 for each application approved by the board. ~~Upon notice of failure of~~ If an applicant fails  
14.7 an examination section, an the applicant may must submit a new application ~~for~~ in order to  
14.8 take the examination section on another date. The National Council of Architectural  
14.9 Registration Boards shall determine the frequency by which an applicant may retake a failed  
14.10 examination section.

14.11 F. An applicant who ~~has not attempted~~ fails to take at least one section of the  
14.12 examination ~~for~~ within three years of applying shall submit a new application for examination  
14.13 in order to resume testing.

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

14.15 **1800.1500 EDUCATION AND EXPERIENCE.**

14.16 Subpart 1. **Examination requirement.** An applicant for licensure as a landscape  
14.17 architect shall pass the examination referred to in part 1800.1700. An applicant for licensure  
14.18 under part 1800.0800, item F, must satisfy the Minnesota licensing requirements in effect  
14.19 at the time of the applicant's original licensure in the other state.

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

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

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

|      |                                                      |                               | <b>Years of<br/>Professional<br/>Experience</b> |
|------|------------------------------------------------------|-------------------------------|-------------------------------------------------|
| 15.1 |                                                      |                               |                                                 |
| 15.2 |                                                      | <b>Years of<br/>Education</b> |                                                 |
| 15.3 | <b>Degree Received</b>                               |                               |                                                 |
| 15.4 | Graduation from a five-year baccalaureate curriculum | 5                             | 3                                               |
| 15.5 | in Landscape Architecture accredited by the LAAB.    |                               |                                                 |
| 15.6 | Graduation from a four-year baccalaureate curriculum | 4                             | 4                                               |
| 15.7 | in Landscape Architecture accredited by the LAAB.    |                               |                                                 |
| 15.8 | Graduation from a LAAB-accredited master's or        | 5 or more                     | 3                                               |
| 15.9 | doctorate curriculum in Landscape Architecture.      |                               |                                                 |

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

15.11 D. Qualifying experience gained before graduation from one of the landscape  
15.12 architectural curricula in item A must be credited to satisfy part of the requirements for  
15.13 qualifying landscape architect experience under this item according to the following  
15.14 conditions:

15.15 (1) experience must be under the direct supervision of a licensed landscape  
15.16 architect;

15.17 (2) experience must be gained in increments of 90 days or more; and

15.18 (3) experience must be credited at a rate of 50 percent.

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

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

15.21 Subp. 6. **Qualifying experience defined.** As used in this part, "qualifying experience"  
15.22 consists of varied, progressive, nonrepetitive, practical experience at landscape architectural  
15.23 work; that develops the applicant's ability to apply the knowledge gained during academic  
15.24 training to make sound judgments in solving landscape architectural problems and prepares  
15.25 the applicant to assume responsible charge of the work involved in the practice of landscape

16.1 architecture. The experience must include elements of research, codes and standards, site  
16.2 and environmental analysis, landscape architectural programming, planning, economics,  
16.3 schematic design, design development documents, construction documents, specifications,  
16.4 project management, and observation of construction. Experience must be written in detail,  
16.5 verified by the applicant's supervisor, and submitted with the application for licensure for  
16.6 evaluation.

16.7 **1800.1750 PROCEDURES.**

16.8 An applicant for initial licensure as a landscape architect shall submit to the board a  
16.9 completed application accompanied by payment of the application fee in Minnesota Statutes,  
16.10 section 326.105. The application must be made on a form provided by the board and must  
16.11 include a detailed listing of all landscape architectural experience gained as provided in part  
16.12 1800.1500. The list of experience must include the name and mailing address of the  
16.13 applicant's supervisor for each period of employment. The board shall provide the applicant  
16.14 an experience verification form that must be signed and submitted to the board by each  
16.15 supervisor for each period of employment during which qualifying landscape architectural  
16.16 experience was gained. The applicant shall submit an official transcript of grades showing  
16.17 the degree awarded and date of graduation. The application must include one signed copy  
16.18 of a statement that the applicant has read the Board Rules of Professional Conduct and a  
16.19 signed certification as described in part 1800.0400, subpart 5.

16.20 **1800.2100 EDUCATION AND EXPERIENCE.**

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

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

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

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

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

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

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

17.24 (1) If the applicant meets the educational requirements of item A, subitem  
17.25 (1), the experience required is completion of the Interior Design Experience Program (IDEP),

18.1 as provided by CIDQ or its successor, or a minimum of two years of qualifying interior  
18.2 design experience.

18.3 (2) If the applicant meets the educational requirements of item A, subitem  
18.4 (2), the experience required is completion of a minimum of four years of qualifying interior  
18.5 design experience.

18.6 (3) If the applicant meets the educational requirements of item A, subitem  
18.7 (3), the experience required is completion of a minimum of three years of qualifying interior  
18.8 design experience.

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

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

18.11 **1800.2200 PROCEDURES.**

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

18.13 Subp. 3. **Application for certification.** An applicant shall submit to the board a  
18.14 completed application, including verification of completed education, examination, and  
18.15 experience requirements and the appropriate application fee. The application must be  
18.16 submitted on a form provided by the board. If the applicant was not required to complete  
18.17 IDEP, the applicant shall include a detailed listing of all interior design related experience  
18.18 gained as provided in part 1800.2100. The list of experience must include the name and  
18.19 mailing address of the applicant's supervising interior designer or other supervisors for each  
18.20 period of employment. The board shall provide the applicant with an experience reference  
18.21 form which must be signed and submitted to the board by each supervisor for each period  
18.22 of employment during which the qualifying interior design experience was gained. The  
18.23 applicant shall submit an official transcript of grades showing the degree awarded and date  
18.24 of graduation for all undergraduate and graduate degree programs. The application must

19.1 include one signed copy of a statement that the applicant has read the Board Rules of  
19.2 Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

19.3 **1800.2500 EDUCATION AND EXPERIENCE.**

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

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

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

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

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

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

19.19 C. Qualifying engineering experience gained before ~~graduation from one of the~~  
19.20 ~~engineering curricula~~ completion of one of the education requirements in item A must meet  
19.21 the following conditions:

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

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

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

20.6 [For text of item D, see M.R.]

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

20.8 **1800.2805 QUALIFYING EXPERIENCE DEFINED.**

20.9 Subpart 1. **Qualifying experience; generally.**

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

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

20.16 Subp. 2. **Qualifying experience; specific.**

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

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

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

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

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

21.5 **1800.2900 PROCEDURES.**

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

21.17 Subp. 2. **Request for admission to Principles and Practice (PE) examination.** An  
21.18 applicant shall submit an application for admission to the PE examination under part  
21.19 1800.2700, subpart 2, accompanied by payment of the application fee in Minnesota Statutes,  
21.20 section 326.105. The application must be made on a form provided by the board and must  
21.21 include a detailed listing of engineering experience gained. The experience listing must  
21.22 include the name and mailing address of the applicant's supervisor for each period of  
21.23 employment. The board shall provide the applicant an experience reference form that must  
21.24 be signed and submitted to the board by each supervisor for each period of employment  
21.25 during which qualifying engineering experience was gained. An official transcript of grades  
21.26 showing the degree awarded and date of graduation for all undergraduate and graduate

22.1 degree programs must accompany the completed form, unless previously submitted. The  
22.2 application must include one signed copy of a statement that the applicant has read the  
22.3 Board Rules of Professional Conduct and a signed certification as described in part  
22.4 1800.0400, subpart 5.

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

22.6 Subp. 6. **Examination windows.** The examination windows and the frequency in  
22.7 which an applicant may take the examination are determined by the applicable national  
22.8 testing agency.

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

22.10 A. An applicant may ~~attempt an~~ take one examination ~~one time per~~ for each  
22.11 application approved by the board.

22.12 B. An applicant approved by the board for an examination administered on a  
22.13 specific date who ~~does not~~ fails to register, cancels, or fails to appear for the examination  
22.14 ~~shall~~ must submit a new application in order to take the examination on another date.

22.15 C. An applicant approved by the board for an examination administered  
22.16 continuously throughout the year, who does not take the examination within three years of  
22.17 the date of the application, ~~shall~~ must submit a new application in order to take the  
22.18 examination.

22.19 D. ~~Upon notification of failure of~~ If an applicant fails an examination, an the  
22.20 applicant may must submit a new application in order to take the examination on another  
22.21 date.

22.22 **1800.3505 EDUCATION AND EXPERIENCE.**

22.23 *[For text of ~~subp~~ subps 1 and 2, see M.R.]*

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

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

23.5 C. Qualifying land surveying experience gained before ~~graduation~~ completion of  
23.6 one of the education requirements in item A or B must meet the following conditions:

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

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

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

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

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

23.16 A. cartography/Geographic Information Systems (GIS);

23.17 B. geodesy/geodetic surveys;

23.18 C. riparian boundaries or riparian rights;

23.19 D. boundary law;

23.20 E. route surveying or construction surveying;

23.21 F. drafting/CAD;

23.22 G. Cadastral surveying or Public Land Survey System (PLSS) and section  
23.23 subdivision;

24.1 H. photogrammetry or remote sensing;

24.2 I. boundary surveying;

24.3 J. topographic surveying; and

24.4 K. subdivision plats.

24.5 **1800.3750 PROCEDURES.**

24.6 Subpart 1. **Request for admission to Fundamentals of Surveying (FS)**

24.7 **examination.** An applicant shall submit an application for admission to the FS examination  
24.8 under part 1800.3600, subpart 2, accompanied by payment of the application fee in Minnesota  
24.9 Statutes, section 326.105. For applicants who have not yet graduated, an unofficial transcript  
24.10 of grades from all institutions attended showing the applicant's name, the name of the college  
24.11 or university, and the number of credits completed must accompany the application. An  
24.12 official transcript of grades showing the degree awarded and date of graduation for all  
24.13 undergraduate and graduate degree programs must be submitted before the applicant may  
24.14 be certified as a Land Surveyor-in-Training (LSIT). For applicants who have graduated, an  
24.15 official transcript of grades showing the degree awarded and date of graduation must  
24.16 accompany the application.

24.17 Subp. 2. **Request for admission to Principles and Practice of Surveying (PS)**

24.18 **examination.** An applicant shall submit an application for admission to the PS examination  
24.19 under part 1800.3600, subpart 3, accompanied by payment of the application fee in Minnesota  
24.20 Statutes, section 326.105. The application must be made on a form provided by the board  
24.21 and must include a detailed listing of surveying experience gained. The experience listing  
24.22 must include the name and mailing address of the applicant's supervisor for each period of  
24.23 employment. The board shall provide the applicant with an experience reference form that  
24.24 must be signed and submitted to the board by each supervisor for each period of employment  
24.25 during which qualifying surveying experience was gained. An official transcript of grades

25.1 showing the degree awarded and date of graduation for all undergraduate and graduate  
25.2 degree programs must accompany the completed form, unless previously submitted. The  
25.3 application must include one signed copy of a statement that the applicant has read the  
25.4 Board Rules of Professional Conduct and a signed certification as described in part  
25.5 1800.0400, subpart 5.

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

25.7 Subp. 5. **Examination windows.** The examination windows and frequency in which  
25.8 an applicant may take the examination are determined by the applicable national testing  
25.9 agency.

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

25.11 A. An applicant may ~~attempt take~~ the FS examination one time per for each  
25.12 application approved by the board under subpart 1.

25.13 B. An applicant may ~~attempt take~~ each of the PS and MNLS examinations one  
25.14 time per for each application approved by the board under subpart 2.

25.15 C. An applicant may ~~attempt take~~ the MNLS examination one time per for each  
25.16 application approved by the board under subpart 3.

25.17 D. An applicant approved by the board for an examination administered on a  
25.18 specific date who cancels or fails to appear for the examination ~~shall~~ must submit a new  
25.19 application in order to take the examination on another date.

25.20 E. An applicant approved by the board for an examination administered  
25.21 continuously throughout the year, who does not take the examination within three years of  
25.22 the date of the application, ~~shall~~ must submit a new application in order to take the  
25.23 examination.

26.1 F. ~~Upon notification of failure of~~ If an applicant fails an examination, an the  
26.2 applicant ~~may~~ must submit a new application in order to take the examination on another  
26.3 date.

26.4 **1800.3910 EDUCATION AND EXPERIENCE.**

26.5 *[For text of ~~subp~~ subps 1 and 2, see M.R.]*

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

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

26.11 C. Qualifying geoscience experience gained before ~~graduation from one of the~~  
26.12 ~~geoscience curricula~~ completion of one of the education requirements in item A must meet  
26.13 the following conditions:

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

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

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

26.18 Subp. 4. [Repealed, 38 SR 59]

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

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

27.1 (1) a baccalaureate or higher degree with a major in geology from an  
27.2 accredited institution of higher learning; and

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

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

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

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

27.10 (1) A baccalaureate or higher degree from an accredited institution of higher  
27.11 learning;

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

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

27.17 i. soil physics;

27.18 ~~ii. soil and water conservation;~~

27.19 ~~iii. soil conservation and land use management;~~

27.20 ~~iv. ii.~~ environmental biophysics;

27.21 ~~v. iii.~~ microclimatology;

27.22 ~~vi. iv.~~ applied climatology;

27.23 ~~vii. v.~~ soil mechanics; or

- 28.1 ~~viii.~~ vi. soil irrigation or soil drainage;
- 28.2 (b) soil chemical properties, or soil chemical processes, ~~or soil fertility~~
- 28.3 including:
- 28.4 i. soil chemistry and mineralogy;
- 28.5 ii. soil clay mineralogy;
- 28.6 iii. soil fertility;
- 28.7 ~~iv.~~ soil biology and soil fertility;
- 28.8 ~~v.~~ soil chemistry laboratory;
- 28.9 ~~vi.~~ soil fertility laboratory;
- 28.10 ~~vii.~~ iv. plant nutrients in the environment;
- 28.11 ~~viii.~~ v. micronutrients in agriculture; or
- 28.12 ~~ix.~~ vi. sodic and saline soils;
- 28.13 (c) soil biological properties, soil biochemical process, environmental
- 28.14 ecology, or soil microbial ecology including:
- 28.15 i. soil microbiology;
- 28.16 ii. soil biology;
- 28.17 ~~iii.~~ soil biology and soil fertility;
- 28.18 ~~iv.~~ iii. soil microbial ecology;
- 28.19 ~~v.~~ iv. soil fertility; or
- 28.20 ~~vi.~~ v. environmental biophysics;

29.1 (d) soil genesis, soil classification, pedology, or soil morphology

29.2 including:

29.3 ~~i. introduction to soil science;~~

29.4 ~~ii. i. soil geography;~~

29.5 ~~iii. ii. soil classification, genesis, or morphology;~~

29.6 ~~iv. iii. wetland soils; or~~

29.7 ~~v. forest soils;~~

29.8 ~~vi. peatlands;~~

29.9 ~~vii. iv. field study of soils; or~~

29.10 ~~viii. introduction of land resources;~~

29.11 (3) A minimum of 14 semester or 21 quarter credits in closely related

29.12 geoscience courses including any of the following categories:

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

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

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

29.20 A. As used in this part, "qualifying experience" consists of varied, progressive,  
29.21 nonrepetitive, practical experience in the discipline of geoscience in which the applicant is  
29.22 seeking licensure, that develops the applicant's ability to apply the knowledge gained during  
29.23 academic training to make sound judgments in completing geoscientific work and prepares

30.1 the applicant to assume responsible charge of the work involved in the practice of the  
30.2 geoscience discipline in which the applicant is seeking licensure.

30.3 *[For text of items B to D, see M.R.]*

30.4 Subp. 7. [Repealed, 38 SR 59]

30.5 **1800.3930 PROCEDURES.**

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

30.19 Subp. 2. **Request for admission to professional examination.** An applicant shall  
30.20 submit an application for admission to the professional geoscience examination in the  
30.21 geoscience discipline in which the applicant is seeking licensure as explained in part  
30.22 1800.3920, subpart 3. The application must be postmarked not later than 60 days prior to  
30.23 the date set for the professional examination and accompanied by payment of the fee in  
30.24 Minnesota Statutes, section 326.105. The application must be made on a form provided by  
30.25 the board and must include a detailed listing of geoscience experience gained. The experience  
30.26 listing must include the name and current mailing address of the applicant's direct supervisor

31.1 for each period of employment. The board shall provide the applicant an experience reference  
31.2 form that must be signed and submitted to the board by each supervisor for each period of  
31.3 employment during which qualifying geoscience experience was gained. An official transcript  
31.4 of grades showing the degree awarded and date of graduation for all undergraduate and  
31.5 graduate degree programs must be submitted directly to the board by the educational  
31.6 institution, unless previously submitted. The application must include one signed copy of  
31.7 a statement that the applicant has read the Board Rules of Professional Conduct and a signed  
31.8 certification as described in part 1800.0400, subpart 5.

31.9 **Subp. 3. Validity of application.**

31.10 A. An applicant may ~~attempt an~~ take one examination ~~one time per~~ for each  
31.11 application approved by the board.

31.12 B. An applicant who fails the examination, cancels, or fails to appear for the  
31.13 examination ~~shall~~ must submit a new application with the appropriate fee ~~each time the~~  
31.14 ~~applicant applies~~ in order to take the examination on another date.

31.15 **1800.4100 CERTIFICATE OF LICENSURE OR CERTIFICATION.**

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

32.1        Subp. 2. **Licensure as land surveyor.** The board shall issue to each applicant who  
32.2 has successfully completed the education, examination, and experience requirements in part  
32.3 1800.3505 a certificate of licensure giving the licensee authority to practice land surveying  
32.4 as defined by Minnesota Statutes, section 326.02, subdivision 4. This certificate shall be in  
32.5 effect for a period ending June 30 of the even-numbered year of the biennium in which the  
32.6 certificate is issued, after which date the certificate will expire unless renewed. Applicants  
32.7 who are licensed by comity from other states, having met the Minnesota licensure  
32.8 requirements, shall be issued certificates of licensure in the same manner as provided in  
32.9 this part.

32.10       Subp. 3. **Licensure as architect.** The board shall issue to each applicant who has  
32.11 successfully completed the education, examination, and experience requirements in part  
32.12 1800.1000 a certificate of licensure giving the licensee authority to practice architecture as  
32.13 defined by Minnesota Statutes, section 326.02, subdivision 2. This certificate shall be in  
32.14 effect for a period ending June 30 of the even-numbered year of the biennium in which the  
32.15 certificate is issued, after which date the certificate will expire unless renewed. Applicants  
32.16 who are licensed by comity from other states, having met the Minnesota licensure  
32.17 requirements, shall be issued certificates of licensure in the same manner as provided in  
32.18 this part.

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

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

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

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

34.1 **1800.4200 CERTIFICATION AND SIGNATURE.**

34.2 Subpart 1. **Requirement; generally.** The certification and signature on plans, drawings,  
34.3 specifications, plats, reports, and other documents that require a signature is mandatory, as  
34.4 provided by Minnesota Statutes, section 326.12, subdivision 3. The certification and signature  
34.5 may be electronic, as defined by Minnesota Statutes, section 325L.02, paragraph (h);  
34.6 facsimile; or digital. A person in direct supervision of work as referred to in the foregoing  
34.7 subdivision is construed to mean the person whose professional skill and judgment are  
34.8 embodied in the document signed, and who assumes responsibility for the accuracy and  
34.9 adequacy thereof.

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

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

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

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

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

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

35.1 Subp. 2. [See repealer.]

35.2 Subp. 3. **Certification.** The certification by each of the professions responsible for  
35.3 the preparation of bound specifications, plats, reports, or other documents must be shown  
35.4 on the title sheet, first sheets, or certification page. The certification by each of the professions  
35.5 responsible for the preparation of plans or drawings must be shown on each sheet of the set  
35.6 of plans or drawings.

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

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

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

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

35.20 Subp. 4a. **Documents requiring signature and certification.** ~~Documents required~~  
35.21 ~~to be signed and certified include the following~~ The following documents must be signed  
35.22 and certified:

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

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

- 36.1 ~~C. the cover sheet, index page, or certification page of a set of specifications;~~  
36.2 ~~D. A. the certification page of each technical report;~~  
36.3 ~~E. B. legal descriptions prepared by a land surveyor; and~~  
36.4 ~~F. addenda; and~~  
36.5 ~~G. change orders.~~  
36.6 C. other documents that require a signature according to Minnesota Statutes,  
36.7 section 326.12, subdivision 3.

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

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

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

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

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

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

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



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July 25, 2018

**VIA EMAIL ONLY**

Nancy Breems  
Secretary of State, Elections Division  
180 State Office Building  
100 Rev Dr Martin Luther King Jr Blvd  
St. Paul, Minnesota 55155-1299  
[official.documents@state.mn.us](mailto:official.documents@state.mn.us)

**Re: *In the Matter of the Proposed Rule Governing Chapter 1800*  
OAH 5-9038-34735; Revisor R-4374**

Dear Ms. Breems:

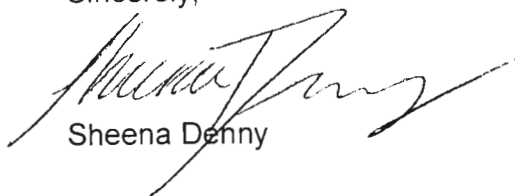
Enclosed for filing is an electronic copy of the above-entitled adopted rules.

Please send the agency copy of the rules to:

Andrea Barker  
85 E 7th Pl Ste 125  
Saint Paul, MN 55101

If you have any questions regarding this matter, please contact Katie Lin at (651) 361-7911 or [katie.lin@state.mn.us](mailto:katie.lin@state.mn.us).

Sincerely,



Sheena Denny

Enclosures

cc: Andrea Barker (via email)