

Office of the Revisor of Statutes

Administrative Rules



TITLE: Adopted Permanent Rules Relating to Registrations for National Examinations

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

REVISOR ID: R-4547

MINNESOTA RULES: Chapter 1800



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

A handwritten signature in black ink that reads "Sheree Speer".

Sheree Speer
Assistant Deputy Revisor

193000

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

1.3 **Adopted Permanent Rules Relating to Registrations for National Examinations**

1.4 **1800.0400 APPLICATION FOR EXAMINATION, LICENSURE, AND**
1.5 **CERTIFICATION.**

1.6 Subpart 1. **Forms and filing.** Applications for examination, licensure, or certification
1.7 must be made on forms provided by the board and must be filed with the Board of
1.8 Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and
1.9 Interior Design and accompanied by payment of the application fee as specified in Minnesota
1.10 Statutes, section 326.105. An applicant shall file an application for licensure as an architect
1.11 following passage of the Architectural Registration Examination (ARE) or meeting the
1.12 requirements in part 1800.0800. An applicant shall file an application for certification as a
1.13 certified interior designer following passage of the National Council for Interior Design
1.14 Qualification (NCIDQ) examination or meeting the requirements outlined in part 1800.0800
1.15 or 1800.2100, subpart 5. An applicant shall file an application for licensure as a landscape
1.16 architect following successful passage of the Landscape Architect Registration Examination
1.17 (LARE) or meeting the requirements in part 1800.0800. Applications for examination,
1.18 licensure, or certification must include a signed certification as described in subpart 5.

1.19 *[For text of subps 1a and 1b, see M.R.]*

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

shall be notified by the board in writing. If an applicant for examination is eligible 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 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.

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 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

3.1 requirements for certification, the board shall supply the applicant with an application for
3.2 certification as a certified interior designer, which the applicant shall complete and return
3.3 with the initial fee for certification as provided by Minnesota Statutes, section 326.105. An
3.4 applicant applying for licensure by comity under part 1800.0800, item F, G, H, or I, shall
3.5 pay an application fee under subpart 7, item A. Upon approval by the board, an applicant
3.6 for licensure as a land surveyor by comity under part 1800.0800, item G, shall submit an
3.7 examination fee in the amount established by the local testing agency and an examination
3.8 monitoring fee as provided in Minnesota Statutes, section 326.105.

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

3.13 An application for examination as a land surveyor-in-training, geologist-in-training,
3.14 or soil scientist-in-training must be accompanied by an application fee as provided in
3.15 Minnesota Statutes, section 326.105. Upon approval by the board, an applicant for an
3.16 examination administered by the board shall pay to the board a fee in the amount established
3.17 by the applicable national testing agency and an examination monitoring fee as provided
3.18 by Minnesota Statutes, section 326.105. For examinations administered by a third-party
3.19 vendor, the applicant shall pay the actual fee for examination to the national testing agency
3.20 in a manner it prescribes. Information concerning the current examination fee charged by
3.21 the applicable national testing agency may be obtained by contacting the board offices.

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

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

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

4.2 **1800.1000 EDUCATION AND EXPERIENCE.**

4.3 Subpart 1. **Examination requirement.** An applicant for licensure as an architect shall
4.4 pass the examination as described in part 1800.1200 and satisfy the education and experience
4.5 requirements in subparts 5 and 6. An applicant for licensure under part 1800.0800, item C
4.6 or F, must satisfy the Minnesota licensing requirements that were in effect at the time of
4.7 the applicant's original licensure in the other state.

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

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

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

4.14 **1800.1100 PROCEDURES.**

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

4.16 Subp. 2. **Application for licensure.** An applicant for initial licensure as an architect
4.17 shall submit to the board a completed application, including verification of meeting the
4.18 education and experience requirements described in part 1800.1000, subpart 1a, and payment
4.19 of the application fee in Minnesota Statutes, section 326.105. The application must be
4.20 submitted on a form provided by the board. If the applicant was not required to complete
4.21 NCARB-AXP or NCARB-IDP, the applicant shall include a detailed listing of all
4.22 architecturally related experience gained according to part 1800.1000. The experience listing
4.23 must include the name and mailing address of the applicant's supervising licensed architect
4.24 or other supervisor for each period of employment. The board shall provide the applicant
4.25 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 from the board's website.

1800.1200 EXAMINATION.

Subpart 1. **Architect Registration Examination.**

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

B. An applicant is required to pass all sections of the examination in order to qualify for licensure. The applicant shall attain the uniform passing grade established by the board through a psychometrically acceptable standard-setting procedure.

[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 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.

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

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

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

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

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

6.11 Subp. 2a. **Education and experience requirements.** To qualify for certification as
6.12 an engineer-in-training, an applicant shall present evidence of meeting the educational
6.13 requirements in item A. To qualify for admission to the written PE examination or licensure
6.14 as a professional engineer, an applicant shall present evidence of meeting the educational
6.15 and qualifying experience requirements in items A and B.

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

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

6.18 **1800.2700 WRITTEN EXAMINATION.**

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

6.20 Subp. 1a. **Fundamentals of Engineering (FE) examination.** Part I is the FE
6.21 examination. The passing of this examination and providing proof of the degree awarded
6.22 and date of graduation gives the applicant the status of engineer-in-training as defined in
6.23 Minnesota Statutes, section 326.10, subdivision 7. A final official transcript showing the
6.24 degree awarded and date of graduation shall be submitted to the board before the

7.1 Engineer-in-Training number is released to the applicant. The applicant shall take and pass
7.2 the FE examination before being permitted to take the professional examination unless
7.3 exempted under part 1800.2800.

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

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

7.8 **1800.2900 PROCEDURES.**

7.9 Subpart 1. **Admission to Fundamentals of Engineering (FE) examination.** For
7.10 admission to the FE examination, an applicant shall apply directly to the National Council
7.11 of Examiners for Engineering and Surveying (NCEES) and follow the procedures outlined
7.12 by NCEES.

7.13 Subp. 1a. **Request for certification as an engineer-in-training.** An applicant shall
7.14 submit an application for certification as an engineer-in-training following passage of the
7.15 FE examination and completion of the education requirement under part 1800.2500, subpart
7.16 2a, item A. Payment of the application fee in Minnesota Statutes, section 326.105, must
7.17 accompany the application. An official transcript of grades showing the degree awarded
7.18 and date of graduation for all undergraduate and graduate degree programs and verification
7.19 of passing the FE examination must be submitted before the applicant may be certified as
7.20 an engineer-in-training.

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

7.22 Subp. 4. **Obtaining application material.** Application materials may be obtained
7.23 from the board's website.

7.24 Subp. 5. **PE examination administration and application deadline.** An applicant
7.25 may not sit for the PE examination until an application has been submitted, the board has

8.1 determined that the applicant has met the qualifications to take the examination, and the
8.2 applicant has been notified of the applicant's eligibility.

8.3 The PE examination shall be administered at a time and place determined by the
8.4 examination delivery vendor to those applicants determined by the board to meet the
8.5 requirements for admission to the examination.

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

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

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

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

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

March 6, 2019

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

**Re: *In the Matter of the Proposed Rules Governing Direct Registration for
Examinations*
OAH 21-9038-35696; Revisor R-4547**

Dear Ms. Breems:

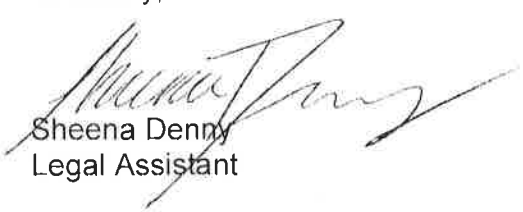
Enclosed for filing is an electronic copy of the above-entitled adopted rules.

Please send the agency copy of the rules to:

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

If you have any questions regarding this matter, please contact Ian Lewenstein at (651) 361-7857, ian.lewenstein@state.mn.us or via facsimile at (651) 539-0310.

Sincerely,


Sheena Denny
Legal Assistant

Enclosures

cc: Andrea Barker (via email)