

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Registration for Architects, Engineers and Land Surveyors
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MENTORING FORM FOR PROFESSIONAL LANDSCAPE ARCHITECT REGISTRATION

Items 1-6 to be completed by Applicant:

1. Applicant Name: _____ Mentor Name: _____
2. Date of Meeting: _____ Meeting Number: _____ of 12 or 16 (circle one)
3. Time period covered during this meeting: From _____, 20____ to _____, 20____
4. Total number of months covered during this meeting: _____ months
5. Projects or Description of Work completed since last meeting (attach separate sheet if necessary):

6. Applicant Information:

Phone: _____ Email: _____

Applicant Signature: _____

Items 7 - 10 to be completed by Mentor:

7. Topics covered at this meeting:

8. Was applicant's work since last meeting applicable to professional landscape architectural work and done according to industry standards? ☐ Yes ☐ No

If No, please explain on a separate sheet and attach to this form.

9. What portion of applicant's work since last meeting was Responsible Charge? _____ months.

10. Mentor Information:

Phone: _____ Email: _____

Registration Information: Registration # _____ State: _____

Were you registered at the time you mentored the applicant? ☐ Yes ☐ No

Professional Seal

Signature of Mentor: _____

NOTE: If no seal or stamp is available,
please state reason.

Date: _____

Regulations for Reference:

12 AAC 36.068. ELIGIBILITY FOR LANDSCAPE ARCHITECT REGISTRATION BY EXAMINATION. (a) To be eligible for the professional landscape architect examination, an applicant must submit

- (1) a complete application on a form provided by the department; and
- (2) except as provided in (c) of this section, satisfactory evidence that the applicant's education or work experience are equivalent to the requirements set out in the following table of education and work experience for professional landscape architect:

**TABLE OF EDUCATION AND WORK EXPERIENCE REQUIREMENTS
FOR PROFESSIONAL LANDSCAPE ARCHITECT**

Classification	Education Credit Allowed In Years	Experience Credit Allowed In Years	Total Years of Education and Work Experience
LAAB accredited professional degree in landscape architecture and a master's or doctorate degree in landscape architecture	5 – 6	2 – 3	8
LAAB accredited professional degree in landscape architecture	4 – 5	3 – 4	8
Non-LAAB accredited professional degree in landscape architecture and a master's or doctorate degree in landscape architecture	4	4	8
Non-LAAB accredited professional degree in landscape architecture	3	5	8
Non-LAAB accredited B.S./B.A. degree in landscape architecture	1 – 3	8 – 10	10
Course work in LAAB accredited landscape architecture curriculum - no degree	1 – 3	7 – 10	10
Course work in non-LAAB accredited landscape architecture program – no degree (Minimum of one year credit hours)	1	11 – 12	12

(b) Education for initial examination must be in the field of landscape architecture for full credit to be given. If the education is not in the field of landscape architecture, the board will determine the amount of credit to be given based on course work comparability with the field of landscape architecture as required by Landscape Architectural Accreditation Board (LAAB) for accredited programs. An applicant with a foreign degree shall submit

(1) a transcript of the applicant's education and if the transcript is not in English, submit a translation into English and a signed and notarized affidavit by the translator for the accuracy of the translation; and

(2) an evaluation of the applicant's education from an agency approved by the board unless the applicant's education has been earned at a school accredited by an accreditation agency recognized by the board.

(c) To receive full credit for work experience, an applicant must

(1) gain experience while under the responsible control of a professional landscape architect registered in the United States; or

(2) successfully complete a mentoring program that meets the requirements of (f) – (h) of this section.

(d) Education and work experience may not be accumulated concurrently. A maximum of 12 months' credited may be claimed for a calendar year.

(e) Work experience for initial examination must be in the field of landscape architecture for full credit to be given. If the work experience is not in the field of landscape architecture, the board will determine the amount of credit to be given based on comparability within the field of landscape architecture practice.

08-4323 (New 08/07/06)

(f) To meet the mentoring requirements of this section, an applicant

(1) who holds a 5-year LAAB accredited professional degree in landscape architecture must complete three years of quarterly face-to-face meetings with a professional landscape architect registered in the United States;

(2) who holds a 4-year LAAB accredited professional degree in landscape architecture must complete four years of quarterly face-to-face meetings with a professional landscape architect registered in the United States.

(g) On a form provided by the department, an applicant shall submit a report for each meeting under (f) of this section, including

(1) a description of the applicant's work experience reviewed during the meeting;

(2) a statement indicating whether or not the work experience reviewed was directly applicable to professional landscape architectural work and whether the work was performed according to industry standards; and

(3) the signature and seal of the professional landscape architect who served as the applicant's mentor.

(h) An applicant who completes a mentoring program under (f) of this section must submit a final report that includes a statement from the professional landscape architect who served as the mentor recommending the applicant for registration under AS 08.48 and this chapter.

12 AAC 36.069. STANDARDS FOR REGISTRATION AS A LANDSCAPE ARCHITECT. In accordance with AS 08.48.331(b), and except as exempted in AS 08.48.331(a), design or creative work involving any of the following constitutes the practice of an aspect of landscape architecture that affects the public health or safety and thus requires registration as a landscape architect:

(1) grading, clearing, or shaping of land;

(2) landscape irrigation;

(3) outdoor planting plans;

(4) outdoor play apparatus;

(5) outdoor structures.

12 AAC 36.990. DEFINITIONS.

(a) For the purposes of this chapter and AS 08.48, unless the context requires otherwise

(19) "responsible charge of work in the field" means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his superiors and where the applicant has to supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form;

(20) "responsible charge" as it pertains to "work in the office" means undertaking investigations or carrying out assignments, which demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering or land surveying work with only rough sketches, general information and field measurements for reference;