

Florida Department of Business & Professional Regulation



A Publication from the **BOARD OF LANDSCAPE ARCHITECTURE**

SPRING 2008



**FLORIDA DEPARTMENT OF BUSINESS
AND PROFESSIONAL REGULATION**

CHARLIE CRIST
Governor

CHUCK DRAGO
Interim Secretary

1940 North Monroe Street
Tallahassee, Florida 32399

Customer Contact Center: 850.487.1395

www.MyFloridaLicense.com

BOARD MEMBERS

Landscape Architects:

Collene Walter, Chair, *West Palm Beach*

Elizabeth Anne Gillick, Vice-Chair, *Vero Beach*

Paul M. Davis, *Jacksonville*

Elizabeth Marshall-Beasley, *West Palm Beach*

Consumer Members:

Vacant (2 positions)

Board Staff:

Juanita Chastain, *Executive Director*

Linda Tinsley, *Government Analyst*

Diane Guillemette, *Board Counsel*

Jessica Leigh, *Prosecuting Attorney*

MESSAGE FROM THE INTERIM SECRETARY **Chuck Drago**

Dear Friends:

I am pleased to introduce myself to you as the Interim Secretary of the Department of Business & Professional Regulation. Governor Charlie Crist appointed me to this position on Friday, Feb. 22, as former Secretary Holly Benson assumed the post of the Secretary of the Agency for Health Care Administration. With more than 30 years of experience in law enforcement in Florida, I look forward to continuing my career in public service as Interim Secretary.



The Department constantly strives to better serve the people of Florida. Prior to my recent appointment, I served as the Deputy Secretary of Business Regulation for the Department. Over the past year, we have made tremendous changes that have resulted in improved customer service, more efficient business practices, and enhanced communications with customers and the public, including the Governor's Plain Language initiative.

While we have achieved many successes over the past year, we are far from done. I promise to maintain the momentum that has been built and drive the Department even further toward meeting our customers, visitors, and residents' needs. We will continue to look for ways to eliminate unnecessary regulation and streamline processes while keeping public safety as our first priority.

We strategically developed a legislative agenda that seeks to realize our mission of licensing efficiently and regulating fairly. Legislative session began on March 4, and I encourage you to follow bills that will affect businesses and professionals. We will keep you informed of legislation that affects the Department and you.

I am honored to serve you as the Interim Secretary of the Department, and I welcome feedback and suggestions on ways we can continue to build better business in Florida. Thank you for all that you do for the people and economy of our great state.

Chuck Drago
Interim Secretary



The 2005-2007 biennial renewal cycle is now behind us. Over 1,000 landscape architects renewed their state licenses by November 30, 2007. The profession continues to grow in the state, and landscape architects are helping to make a difference in the quality of development occurring in Florida. Initiatives such as sustainable development, water conservation, protection of natural areas, and attainable housing are integral parts of our vocabulary and our scope of services.

The Board of Landscape Architecture has considered a steady stream of licensing exam candidate applications. Most of these applications are being submitted by individuals seeking to become qualified to sit for the exam using the provisions of Rule 61G10-11.004, FAC, relating to six years of practical experience under the supervision of a licensed landscape architect. Many have backgrounds in architecture or engineering, but have found that the practice of landscape architecture is more in line with their interests and personal goals. It is nice to see a continued increase in the number of individuals coming into the profession. The Department of Business and Professional Regulation is undertaking an initiative to streamline the processing of applications and the Board of Landscape Architecture was selected to be one of the first recipients of this effort. We welcome the opportunity to have input into the development of updated forms and to make the application process less cumbersome.

I am often asked about the opportunity to get continuing education credits for courses that are related to the profession of landscape architecture but whose providers have not submitted the courses for approval by the Board of Landscape Architecture. The opportunity to get credit for these courses does not exist unless the provider submits applications for approval. This process has become more user-friendly and the Board staff makes every effort to expedite these applications. Please ask the providers to consider submitting for continuing education approval. Most are

willing to do so once they know that the opportunity exists.

I would like to personally thank the members of the Board of Landscape Architecture and the Department of Business and Professional Regulation staff assigned to the Board. As many know, there are currently only four Board members appointed at this time. These Board members and the Board staff are putting forth extra effort to continue to provide services to the licensees and public. I would also like to recognize the Florida Chapter of the American Society of Landscape Architects for their efforts over the past year. Through continued communication, we can work best to further the goals of the profession.

Collene Walter

Chair, Board of Landscape Architecture

BOARD APPOINTMENTS

Are you interested in serving on a professional board or council?

The Board of Landscape Architecture has the following vacancies:

Landscape Architect (2)

Consumer Member (2)

Interested applicants may obtain a Gubernatorial Questionnaire by downloading the application from http://www.flgov.com/pdfs/appoint_questionnaire.pdf Once your application is complete, return the questionnaire for consideration to:

Governor's Appointments' Office
PL01 The Capitol
Tallahassee, Florida, 32399-0001

MESSAGE FROM THE EXECUTIVE DIRECTOR Juanita Chastain

The November 30, 2007 renewal went very smoothly. As you know this was the first renewal under the 100 percent continuing education monitoring, and I am happy to report that the majority of licensees renewed on time and with the required continuing education. However, for those few who still have not completed the required continuing education, licenses will remain delinquent until the hours are completed and reported.

You can view the current listing of approved providers and courses at www.MyFloridaLicense.com/dbpr/servop/testing/documents/landscp_ceprov.pdf.

I encourage you to routinely check your account through the Department's Web site at www.MyFloridaLicense.com or by contacting the Department's Customer Contact Center at 850.487.1395.

UPCOMING BOARD MEETING

APRIL 18, 2008
9 a.m.
EMBASSY SUITES
1100 SE 17TH STREET
FT. LAUDERDALE

All Board meeting dates and locations are subject to change. Please refer to the [Board Calendar](#) on our Web site, www.MyFloridaLicense.com, to confirm meeting dates and locations.

In addition to checking on your continuing education credits, you can also locate advanced Florida building code courses using the same Web site. To do so, please follow these steps:

- Go to www.MyFloridaLicense.com
- Click on "For Businesses."
- Click on "Find a CE Course."
- Select the board "Board of Landscape Architecture."
- Select the requirement "ADV Code-Advance Code."
- Click the "Search" button (this will provide you with a list of board-approved courses).
- Click on the "info" button under the provider column of the course you are interested in.
- The "info" button will give you the name and contact information of the course provider who is authorized to teach the course.

Please keep this important information in mind and plan early. You don't want to put your license in jeopardy.

Should your schedule permit, we encourage your attendance and participation at all board meetings. The most current information relating to upcoming board meetings is posted on the board's Web site. You can earn two hours of laws and rules by attending and I believe you will find the meetings extremely informative. We hope to see you soon.

Juanita Chastain

Executive Director, Board of Landscape Architecture



ON-LINE SERVICES

Licensees can now perform the following online:

- > Update contact information
- > Renew individual licenses
- > Check continuing education credits

First-time users must follow these steps to activate their personal, secure online accounts with DBPR:

- > From www.MyFloridaLicense.com, select > APPLY FOR/RENEW A LICENSE from the top navigation bar > Then select Path 1 for first-time users
- > You will be prompted to enter the following:
 - License Board/Division: Select the appropriate Board
 - License Profession: Select the appropriate professional license type
 - License Number: As it appears on your license
 - Initial Pin: Last four digits of your SSN and for businesses, the last four digits of the FEID (If this does not work, please call the Customer Contact Center at 850.487.1395.)
 - Select > Continue
- > For security purposes, you will be prompted to enter a new PIN Number:
 - Enter PIN: Enter a new unique PIN number
 - Confirm PIN: Enter your unique PIN number again
 - Select > Continue
- > You will then be prompted to enter a hint question and answer. Most people use questions in which the answer never changes, such as "What is my mother's maiden name?"
 - Enter Hint Question: What is my mother's maiden name?
 - Enter Hint Answer: Smith
 - Confirm Hint Answer: Smith
 - Select > Continue

NOTE: The hint answer is case sensitive. For example, Smith is not the same as smith or SMITH.

At this point, the system will automatically generate a seven-digit User ID Number for you. Please be sure you write down your User ID Number and the four-digit PIN you created. Each time you log on to your account, you will be prompted for your User ID and PIN.

Congratulations, your account has been activated. Select > Continue to view your Account Summary page.

Here you can:

- > Renew a license
- > Maintain Account
- > Maintain/Renew This License
 - Renew This License
 - View/Maintain Related Licenses
 - Maintain Profile
- > Change Your Address
- > View Messages
- > Change Your PIN
- > View Continuing Ed

Returning users, if you have forgotten your User ID or PIN, from the log on page select > Forgot Your User ID or Forgot Your PIN. In order to retrieve your User ID, the system will prompt you for license information. In order to retrieve your PIN, you must correctly answer the hint question you created when you activated your account. If you attempted to log on to your account or answer your hint question three times unsuccessfully, the system will lock you out. This is a security feature designed to ensure that unauthorized persons do not have access to your account information. If you get locked out, please call our Customer Contact Center at 850.487.1395. An agent will issue you a one time PIN to enter your account. Once you log on, the system will again prompt you to change your PIN.

Renew Your License Online at:
www.MyFloridaLicense.com



It saves time, trees and stamps.

If you have any questions or need assistance accessing DBPR's Online Services, please call our Customer Contact Center at 850.487.1395.

The State of Florida Partners with Google

The Department of Business and Professional Regulation's Web site provides information to the public about licensees. Consumers turn to the Department for information about professionals, and many look to the Web site for information about results of restaurant inspections. Although the Web site has tremendously useful information for consumers, it has not always been easy for consumers to find the information.

On December 3, 2007, Governor Crist announced an important partnership between the state of Florida and Google. Google has been helping DBPR and several other agencies catalog the information on their Web sites in order to make them more user-friendly.

The partnership between Google and Florida developed as officials from both entities recognized that the public is increasingly turning to search engines to access government services. However, a significant share of information on state agency Web sites could not be found using standard search engines because the information was stored behind a database, hindering citizens from easily finding online state government services. Now, with improved technology, search engines will access and index the records in online databases, making them available to anyone using a search engine.

Under the old system, if a consumer went to Google, Yahoo or MSN to search for a contractor using the name and location, the search results would not include information from the Department's Web site. While that search might return many results from the search engine,



"This public-private partnership is an innovative way to improve the accessibility of state information for all Floridians. I am grateful for this chance to join with Google to further develop Florida's leadership in delivering open government services to the people of Florida. By empowering Floridians with the tools they need for easier access to state agency Web sites, we are allowing them to truly take ownership of state government."

—Governor Charlie Crist

useful information from the Department would not be included even though meaningful information on the contractor exists.

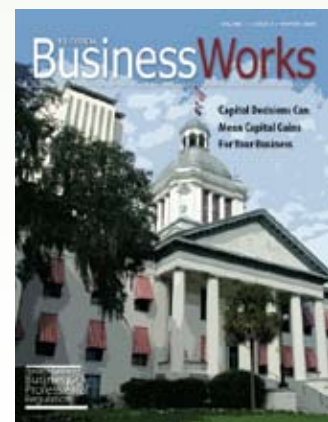
Under the new improved system, DBPR is working with Google to develop sitemaps that will allow search engines to more intelligently mine data from our Web site. Sitemaps are essentially spreadsheets for the Web site that prioritize the information on the DBPR Web site for the search engines. The Department is busy putting hundreds of thousands of records into sitemaps to make the information more useful.

Subscribe to DBPR Newsletters

You can now subscribe on-line at www.MyFloridaLicense.com to receive your profession's newsletter as well as other Department publications via e-mail. Subscribing is quick and easy.

1. Go to <http://www.MyFloridaLicense.com>
2. Click on **"Subscribe to Department Newsletters"** located under The Bottom Line.
3. Type in your name and e-mail.
4. Choose which newsletters or publications you would like to receive via e-mail.
5. Click **"Subscribe."**

When the newsletters you have subscribed to are available, you will receive an e-mail from the Department with a link to your newsletter.



ADDRESS CHANGES

ADDRESS CHANGES

Please help us by notifying the Department when your address changes. Service by regular mail to a licensee's last known address of record constitutes adequate and sufficient notice to the licensee for any official communication, so it is important to notify us.

You may change your mailing address using our online services at www.MyFloridaLicense.com. If you have any questions regarding this requirement, or need assistance using the online services menu, please telephone the Customer Contact Center at **850.487.1395** or send an e-mail to Call.Center@dbpr.state.fl.us.

REPORT UNLICENSED ACTIVITY

To report unlicensed activity, please call the Department's **UNLICENSED ACTIVITY HOTLINE** at **1.866.532.1440**, Monday–Friday, 8 a.m. to 6 p.m. (Eastern Time) or e-mail the information to ULA@dbpr.state.fl.us.