

**Charles W. Drago**, Secretary

**Charlie Crist**, Governor

# ***STATE OF FLORIDA***

## ***Candidate Information Booklet for the***

### ***Landscape Architect Registration Examination (Sections A, B, C, D and E)***

***Bureau of Education and Testing  
Northwood Centre  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952  
<http://www.myflorida.com/dbpr>***

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CANDIDATE INFORMATION BOOKLET FOR  
LANDSCAPE ARCHITECTURE

TABLE OF CONTENTS

I.	THE EXAMINATION .....	2
	CONTENT OVERVIEW .....	2
	CONTENT OUTLINE .....	2
	EXAM SECURITY .....	2
	SUPPLIES .....	3
	TEST TAKING ADVICE .....	4
II.	ADMINISTRATIVE POLICIES .....	5
	APPAREL.....	5
	ADMISSION TO THE EXAMINATION.....	5
	LATE ARRIVALS .....	5
	SPECIAL TESTING ACCOMMODATIONS .....	6
	RULES FOR THE EXAMINATION.....	6
	CHANGE OF ADDRESS .....	6
	CHANGE OR CORRECTION OF NAME.....	6
III.	SCORING INFORMATION AND GRADE NOTIFICATION.....	7
	SCORING PROCEDURES .....	7
	NOTIFICATION OF RESULTS .....	7
	EXAMINATION REVIEW PROCESS .....	7
	REEXAMINATION INFORMATION .....	7
	APPENDIX	
	POINTS OF CONTACT .....	8
	ADDRESS CHANGE FORM .....	9

**STATEMENT OF NONDISCRIMINATORY POLICY**

The Department of Business and Professional Regulation does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

This edition of the Candidate Information Booklet for Landscape Architect Registration Examination supersedes all previous editions.

**PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE**

Visit our website at: <http://www.myflorida.com/dbpr>

## I. THE EXAMINATION

### CONTENT OVERVIEW

The Board has approved the Landscape Architect Registration Examination (LARE) developed by the Council of Landscape Architectural Registration Boards (CLARB) and specifies that it will be the licensing examination accepted by the Department on the subject areas set out in Sections A, B, C, D and E below. Sections A, B and D consist of multiple-choice type questions and registration for these sections is available through CLARB at [www.clarb.org](http://www.clarb.org). All other questions about sections A, B, and D should be directed to [www.clarb.org](http://www.clarb.org). Sections C and E are offered through the Department of Business and Professional Regulation. Sections C and E require a graphic or written response to a series of small vignette problems. For licensure in Florida the candidate is also required to pass the Florida-Section F examination.

The LARE is administered twice a year. In June and December, sections C and E are offered through the Department.

The Florida-Section F is offered daily through a State vendor at Computer Based Testing sites.

Each section is a closed book examination. Reference materials and/or the Pre-Examination Orientation Information Booklet will not be allowed in the test room at the time of the examination. No written material other than that issued at the time of testing will be permitted.

### CONTENT OUTLINE

The examination measures competency in the following subject areas:

- Section A - Legal and Administrative Aspects of Practice
- Section B - Analytical Aspects of Practice
- Section C - Planning and Site Design
- Section D - Structural Considerations and Materials and Methods of Construction
- Section E - Grading, Drainage and Storm Water Management

If you are taking the LARE, a Pre-Examination Orientation Information Booklet prepared by CLARB has been enclosed for your review. This booklet details the type of examination and the time limits for the Department-administered Sections C and E. You will also receive a reference manual. It is not necessary to memorize this manual; although you will not be permitted to bring your copy to the examination, you may receive a copy for your use during the examination.

### EXAM SECURITY

You will be required to sign an exam security statement before you take the L.A.R.E. This is to ensure that the content of the exam is not divulged to anyone during or after the examination. Vignette problems are secure and may be reused in future administrations of the L.A.R.E.

## SUPPLIES

It is expressly understood by each candidate that the State of Florida, Department of Business and Professional Regulation and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation and the Department's staff.

### **What to Bring:**

- Any personal items or supplies needed during the examination must be encased in a clear plastic bag no larger than 24 inches by thirty-six inches (24" X 36") in size.
- A non-programmable silent handheld battery or solar powered calculator, without an alphabetic keypad.
- You are required to bring drawing scales to perform each of the vignette problems.
- You are required to bring whatever drafting equipment you would use to draw an 11" x 17" sketch type drawing. Solutions may be drawn in hard line or free hand style.
- You should bring sketch paper to complete any rough studies for a problem; however, you should note that all drawings for the graphic response sections of the examination must be made on the problem sheets provided at the time of the examination. Overlays will not be considered as part of your final solution.
- You should bring a smooth drawing surface, such as a sheet of cardboard or a small drafting board.
- The candidate will be permitted to use ballpoint pens on graphics/vignette sections **ONLY**; blue (non-reproducible) pencils will be permitted on graphics/vignettes as long as these are hard-lined with pencil or ink; highlighters for text, White-Out, and drafting tape also will be permitted on the graphics/vignettes. Felt-tip pens will **NOT** be permitted.

**Refer to the CLARB Pre-Examination Orientation Information Booklet for additional information about what to bring to the examination.**

*Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For those candidates that are sensitive to noise, it is recommended that you bring ear plugs.*

## **What Not to Bring:**

- Purses, briefcases, portfolios, fanny packs or backpacks.
- Cameras, tape recorders, programmable calculators, computers, pocket personal computers, or personal digital assistants (pda's).
- Pagers, electronic transmitting devices, devices with a computer memory chip, devices with alphanumeric keyboard (e.g. a language translation tool) or telephones (watches with alarms or beepers should be set so that they will not sound or go off during the examination administration).
- Any reference materials and notes.
- No stamps or press-ons will be permitted on any of the vignette problems.
- Dictionary, thesaurus, or other spelling aids.
- Canisters of mace, pepper spray or other personal defense items.

## **TEST TAKING ADVICE**

The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember: the more questions you answer, the better your chances of achieving a passing score.
- Be sure to record an answer for each question, even the items about which you are not completely sure. You can note the questions you wish to reconsider in the examination booklet and return to them later.
- When taking the graphic response portions of the L.A.R.E., it is very important to budget your time. For each performance section of the examination, you will be asked to complete a set of vignette problems in a given period of time. Some of the vignette problems will take longer to complete than others; however, the average time for each vignette problem is approximately 45 minutes.
- Each vignette problem is very straightforward and is intended as a sketch problem. Be sure to read the instructions carefully and completely before creating a solution. Your solution must respond to all of the requirements stated. You may use sketch paper to develop your solution before transferring it to the problem sheet; however, overlays will not be considered as part of your final solution.
- Alert a Proctor of any problem that may occur during the examination. Do not wait until the examination is over to inform someone of a problem.

## II. ADMINISTRATIVE POLICIES

### APPAREL

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate and from time to time there are maintenance problems beyond the Department's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference. There always is the possibility of extraneous noise at an exam site. Those candidates sensitive to noise will be permitted to use earplugs.

### ADMISSION TO THE EXAMINATION

- Report to the test site no later than the time indicated on your admission card (slip). It is recommended that you arrive at the examination site fifteen (15) minutes prior to the examination reporting time.
- Bring your admission card (slip) to the test site. You will be required to show it to gain entry to the examination room.
- Prior to testing, candidates will be notified by the Bureau of Education and Testing as to the specific time and date of the examinations. If you have applied for the examination and have not received an examination schedule and admission card (slip) from the Bureau of Education and Testing two weeks prior to the examination, please contact the Bureau of Education and Testing immediately (see inside cover for address and telephone number).
- You must provide one of the following legal documents bearing your picture and signature to gain admission to the test site: driver's license, state identification card, passport, or notarized photograph bearing your signature. **YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST SITE.** Student and employment I.D. cards are not acceptable.

### LATE ARRIVALS

If a candidate arrives at the designated examination site after the examination start time, these procedures will be followed:

- If a candidate arrives after one candidate has finished and left the examination room, the candidate will not be permitted to sit for the examination.
- If a candidate arrives after the start time, but before a candidate has finished and left the examination room, the late arriving candidate will be permitted to take the examination only after signing a statement clearly indicating his or her late arrival time. The candidate will only receive the time remaining and will not be given additional time to complete the examination.

## **SPECIAL TESTING ACCOMMODATIONS**

*The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.*

All applicants for an examination or a reexamination who desire special testing accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each exam. **Do not** submit your accommodation request with your exam application. It must be sent directly to:

Department of Business and Professional Regulation  
Bureau of Education and Testing  
Special Testing Coordinator  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please call 850.488.5952.

## **RULES FOR THE EXAMINATION**

- No examination materials, documents, or memoranda of any kind are to be taken from the examination room.
- Listen carefully to the instructions given by the Examination Supervisor and read all directions thoroughly. Examination Supervisors and proctors are **NOT** qualified or authorized to answer questions concerning examination content. However, if you have any procedural questions, they will do their best to assist you.
- You must have the Examination Supervisor/Proctor's permission to leave the examination room. You will not be allowed additional time to make up for time lost. The Examination Supervisor and Proctors are the Department's designated agents in maintaining a secure and proper examination administration.
- Smoking will not be permitted in the examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.
- Do not bring food or drink into the examination room. If applicable, a lunch break will be provided.

## **CHANGE OF ADDRESS**

If an address change occurs after your examination administration, please make corrections at <http://www.myflorida.com/dbpr> or by completing the change of address form provided at the end of this booklet.

## **CHANGE OR CORRECTION OF NAME**

If you have a name change or correction, please send a copy of notarized legal documentation to the Central Intake Unit-License Maintenance immediately.

### III. SCORING INFORMATION AND GRADE NOTIFICATION

#### SCORING PROCEDURES

Scores are reported as P or F (Pass or Fail) for each individual section. Each section is independent of others. Level of failure and areas of weakness are reported in sub-scores for both multiple choice sections and for the vignettes on graphic sections. A score which represents minimum competency in Sections C and E shall be determined each year by the Council of Landscape Architectural Registration Boards through generally accepted testing procedures.

#### NOTIFICATION OF RESULTS

You may wish to visit CLARB's website at [www.CLARB.org](http://www.CLARB.org) to see your unofficial examination results. You will need your candidate number and social security number to access your information. Approximately twelve (12) weeks after your examination date, you will receive your official Grade Notice in the mail. Grade results can **NOT** be given out over the telephone. **Please do not call the Board Office or the Bureau of Education and Testing for this information.**

#### EXAMINATION REVIEW PROCESS

Candidates who fail the LARE may request a review of Sections C and E. Fee information for reviewing the Landscape Architecture examination will be provided to all failing candidates along with their grade notice. All requests for a review must be made in writing and received by the department within twenty-one (21) days from the date on your original grade notice.

Please note that the test booklets used during the examination are NOT retained. Candidates reviewing the examination will be provided with clean, exact copies of original test booklet(s). They will NOT be given the actual test booklet(s) they used during the examination. Consequently, any marks or notes made by candidates in their test booklet(s) during the examination will NOT be available during the review. The same security requirements observed at the examination will be followed during the review session.

Two types of reviews are available for Sections C or E (Standard or Redline). Due to the limited time frame, candidates must choose either the standard or red-line review, but may not choose both.

The Standard review for Sections C an/or E provide to candidates his/her vignettes with generic evaluation criteria and will not indicate where points were lost or contain remarks from graders. There is no additional charge by CLARB for the standard review. The fee to review is \$75.00 per examination.

The red-line review for Sections C and/or E provides to the candidates generalized errors that the candidate committed on each vignette. If during the red-line review process, conducted by CLARB, prior to release of the review materials to the department, an exam is found to need score verification, the exam section will be recommended for score verification at no additional charge to the candidate.

#### REEXAMINATION INFORMATION

A candidate who fails the examination may apply to the Department to be reexamined. Information and procedures regarding reexamination will be forwarded to all affected candidates when grade results are mailed. Candidates are encouraged to use the unofficial grade reported at CLARB to determine whether or not to request to schedule a re-examination.

**PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:**

**Application Policies and Fees**

Customer Contact Center for Board of Landscape Architecture  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783  
850.487.1395

**Scheduling, Grade Notification and Changes of Address**

Department of Business and Professional Regulation  
Bureau of Education and Testing - Candidate Services Unit  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

**Examination Review and Formal Hearings**

Department of Business and Professional Regulation  
Bureau of Education and Testing – Review Unit  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
(850) 488-5952

**Requests For Special Testing Accommodations**

Department of Business and Professional Regulation  
Bureau of Education and Testing - Special Testing  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

**FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE, CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS BEEN SCHEDULED.**

Visit our website at:  
<http://www.myflorida.com/dbpr>

Please fill out the change of address form below and return to:

**Florida Department of Business and Professional Regulation  
Central Intake Unit—License Maintenance  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783  
Fax: 850.487.9529**

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**ADDRESS CHANGE FORM  
Landscape Architecture**

Please type or print in the appropriate spaces below if you have a change of address correction.

**NAME:** \_\_\_\_\_

**\*SOCIAL SECURITY #** \_\_\_\_\_

**EXAMINATION DATE:** \_\_\_\_\_

**CANDIDATE NUMBER:** \_\_\_\_\_

**PHONE NUMBERS:** \_\_\_\_\_  
**Area Code/Home Number                      Area Code/Work Number**

**OLD ADDRESS:** \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NOTE:** If your name has changed, please use your prior name on this form and contact the Board Office for name change information.

\*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications, and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.

