



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
www.psiexams.com



**STATE OF UTAH**  
**DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**LANDSCAPE ARCHITECT EXAMINATION**  
**CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination process for Landscape Architectural Licensure in the State of Utah.

The Division has contracted with PSI licensure:certification (PSI) to assist with the examination process.

All questions and requests for information about examinations should be directed to PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Upon completion of all licensure requirements, including passing the appropriate examination, submit a completed application for licensure to DOPL at the address below. Applications for licensure are available online at [www.dopl.utah.gov](http://www.dopl.utah.gov).

Division of Occupational and Professional Licensing  
P.O. Box 146741  
Salt Lake City, Utah 84114-6741  
(801) 530-6628

## EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

You must complete and submit the Examination Registration Form, Score Retention Form, and fees found at the end of this Candidate Information Bulletin. These forms must be received before the deadline date.

Landscape Architect Registration Examination (LARE) Sections C and E.

Section C Test Date	Section E Test Date	Registration Deadline
December 6, 2010	December 7, 2010	October 7, 2010

Sections A, B and D. To register for Sections A, B, and D of the LARE, refer to the CLARB's Web site at [www.clarb.org](http://www.clarb.org).

Once you have registered, you will receive a notification with your candidate I.D.

The following fee table lists the applicable fee for each examination. The fee is for each examination, whether you are taking the examination for the first time or repeating.

### EXAMINATION FEE

Registration Fee	\$75
Section C	\$275
Section E	\$275
Score Retention Fee*	\$30
<b>Total Fee</b>	<b>\$655</b>

\*The score retention fee is a one-time fee to be paid by every candidate.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

### STANDARD MAIL REGISTRATION

1. You must complete and submit the Examination Registration Form and Score Retention Form found at the end of this Candidate Information Bulletin. These forms must be received before the deadline date.

BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. Return the completed original forms to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

### FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

1. Complete and fax the Examination Registration Form and Score Retention Form found at the end of this Candidate Information Bulletin. These forms must be received before the deadline date.
2. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Registered candidates will receive a PSI Confirmation Notice prior to the examination date.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.



## EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATION SITE LOCATION

The following test centers are located in Utah.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

### **Salt Lake Community College (Practical Only)**

Construction Trades Building

4600 S Redwood Rd

Salt Lake City, UT 84130

*From I-15 take the 4500 South/UT-266 exit #304. Go west on*

*4500 S. Turn north on Redwood Road.*

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 2 forms of identification.* One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

## SCORE REPORTING

A score report will be mailed to you approximately 10 weeks after the examination date.

Score reports will provide you with the next step in the licensure process. To ensure confidentiality, scores will not be given over the phone. Scores are reported pass or fail.

### RETAKE INFORMATION.

To retake Section C and E of the examination, you must submit another Examination Registration Form and the appropriate fee to PSI. Retake fees are the same as original fees.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The LARE tests applicants for the knowledge and skill that is required to practice those aspects of landscape architecture that impact the health, safety and welfare of the public. The examination is based on a scientific "Job Analysis" study conducted in 2005 in which practicing landscape architects were asked to rate a series of tasks, knowledge areas and competencies needed to provide landscape architectural services.

The LARE consists of five test sections. Each section is independent of the others. Sections A, B and D are multiple-choice sections that are administered on computer. Sections C and E consist of 11"x17" vignette problems that require a drafted solution.

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.



- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## EXAMINATION CONTENT OUTLINE

Knowing what to expect when taking your exam may help you prepare for it. When taking the graphic response portions of the LARE, it is very important to budget your time as you will be asked to complete a set of vignette problems within a specific period of time. Each vignette 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.

**Section C - Site Design.** (4 vignette problems.) You will be tested on your ability to develop design, planning and management solutions considering on-site and off-site influences and convey the information through text and in drawings. You will be required to incorporate consultant studies into your design and predict the implications of your design, planning and management proposals on the natural and cultural systems both within the site and in the larger context.

You must be able to evaluate design alternatives to determine the appropriate solution and create design alternatives to demonstrate the range of options. You will also be expected to incorporate the design of circulation systems such as equestrian, bicycle, pedestrian and vehicular systems into your design solutions.

**Section E - Grading, Drainage and Stormwater Management.** (4 vignette problems.) You will be tested on your ability to develop grading and drainage plans considering on-site and off-site influences and convey the information in drawings. You must be able to manipulate contours to demonstrate your ability to convey water to meet design requirements while protecting land and water resources.

You will be expected to evaluate existing landforms and drainage systems to locate program elements minimizing environmental or economic impacts. You will also be required to think three-dimensionally to manipulate landforms to meet design requirements.

**Study tools.** CLARB produces study tools specifically designed to provide examination candidates with information about the LARE. For information on any of CLARB's publications, please contact the council office.

CLARB  
144 Church Street, NW Suite 201  
Vienna, VA 22180  
703.319.8380  
[www.clarb.org](http://www.clarb.org)









# SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: \_\_\_\_\_)
- Large-Print written examination
- Other \_\_\_\_\_

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**



PSI Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL

