

Before scheduling  
your examination,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a  
reference when contacting PSI.



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

## California Architects Board Landscape Architects Technical Committee California Supplemental Examination

### CANDIDATE GUIDE

### FOR EXAMINATIONS April 5, 2017 OR LATER

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Please refer to the following websites to check for the most updated information:  
[www.latc.ca.gov](http://www.latc.ca.gov) and [www.psiexams.com](http://www.psiexams.com).

## INTRODUCTION

To advance from student of landscape architecture to landscape architect, a commitment to gaining status as a licensed professional is necessary. The Landscape Architects Technical Committee (LATC) recognizes the dedication required to achieve this goal.

This guide will assist individuals at their final stage of the examination process. Contents include information on examination eligibility and scheduling, an overview of the examination content, and general examination policies and procedures.

The LATC's website is another informational source for candidates, in particular for current updates and changes to the law that may affect licensure and the practice of landscape architecture. Staff are always available to assist with more specific questions. Listed below are examples of the information and forms available on the website:

- Examination applications and supporting forms
- Examination fees and locations
- Frequently asked questions related to licensure and examinations
- Landscape Architects Practice Act

## PURPOSE

The purpose of this Candidate Guide is to provide candidates with specific information about the California Supplemental Examination (CSE) process and an overview of content areas in which candidates will be examined.

## OBJECTIVE OF THE LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

State licensing boards are mandated to protect the public by developing licensing examinations that test for minimum competency for those who wish to provide professional services to the public. These examinations require candidates to demonstrate that they possess the minimum knowledge, skills, and abilities (KSAs) that are necessary to perform safely and effectively in independent practice without supervision.

Section 5615 of the Business and Professions Code defines the practice of landscape architecture as:

“A person who practices landscape architecture within the meaning and intent of this article is a person who offers or performs professional services, for the purpose of landscape preservation, development and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of drawings, construction documents and specifications, and responsible construction observation.”

Examinations administered by the LATC test candidates with regard to the KSAs necessary to perform each job task safely and competently. The CSE is designed to assess the candidate's knowledge as *applied* to job activities of *in the practice of landscape architecture in California* including California laws, regulations, and other areas of practice that

are either unique or more prevalent in California and not covered in the Landscape Architect Registration Examination (LARE).

## EXAMINATIONS BY PSI

The Department of Consumer Affairs, LATC, has contracted with PSI to administer the CSE. PSI provides examinations through a network of computer examination centers in California and nationwide.

All questions regarding the scheduling and administration of examinations should be directed to PSI.

### PSI licensure: certification

3210 E Tropicana  
Las Vegas, NV 89121

(877) 392-6422 • Fax (702) 932-2666 • TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)

All other questions about examinations, examination content, and licensing should be directed to the LATC.

### Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105  
Sacramento, CA 95834  
(916) 575-7230  
[www.latc.ca.gov](http://www.latc.ca.gov)

## EXAMINATION SCHEDULING PROCEDURES

Once a candidate has established eligibility for the CSE by the LATC, the candidate becomes responsible for contacting PSI to schedule an appointment to take the CSE. A candidate may schedule via the Internet at [www.psiexams.com](http://www.psiexams.com), or over the telephone at (877) 392-6422.

**Current policy allows one test attempt per application. If a candidate does not pass the examination, the candidate must reapply to the LATC.**

The PSI testing centers are open for testing during normal working hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and operating hours on Saturday, except for the following major holidays:

|                        |                             |
|------------------------|-----------------------------|
| Memorial Day           | Closed May 28, 2018         |
| Independence Day       | Closed July 4, 2018         |
| Labor Day              | Closed September 3, 2018    |
| Thanksgiving           | Closed November 22-23, 2018 |
| Christmas              | Closed December 24-25, 2018 |
| New Years Day          | Closed January 1, 2019      |
| Martin Luther King Jr. | Closed January 21, 2019     |



## INTERNET SCHEDULING

A candidate may schedule an examination by completing the online Test Registration Form available at [www.psiexams.com](http://www.psiexams.com). Scheduling an examination via the Internet is available 24 hours a day.

1. Complete the registration form online and submit to PSI via the Internet.
2. Upon completion of the online registration form, a candidate will be given the available dates for scheduling an examination.
3. A candidate will need to choose a date to complete their registration.
4. Upon successful registration, a candidate will receive a traceable confirmation number.

## TELEPHONE SCHEDULING

To schedule with a live operator, call PSI at (877) 392-6422 PSI Monday through Friday between 4:30 a.m. and 7:00 p.m. and Saturday, between 8:00 a.m. and 2:00 p.m., Pacific Time. Scheduling services are also available via a PSI Telecommunications Device for the Deaf (TDD) by calling (800) 735-2929.

## CANCELING AN EXAMINATION APPOINTMENT

A candidate may cancel and reschedule an examination appointment without forfeiting the fee ***IF A CANCELLATION NOTICE IS RECEIVED TWO (2) DAYS PRIOR TO THE SCHEDULED EXAMINATION DATE.*** For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received before 9:00 a.m. on the previous Saturday. A candidate may call PSI at (877) 392-6422.

**Note:** A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI and speak to a Customer Service Representative.

## MISSED APPOINTMENT OR LATE CANCELLATION

A candidate who misses their appointment will not be able to take the examination as scheduled, further the examination fee is forfeited if a candidate:

- Does not cancel their appointment two (2) days before the scheduled examination date;
- Does not appear for their examination appointment;
- Arrives after examination start time; or
- Does not present proper identification to the proctor at the examination site.

## RE-EXAMINATION

Candidates who fail the CSE are eligible to retake the examination 90 days from the notification of failed examination.

Candidates will be given an application to re-take the CSE at the testing center or may obtain it on the LATC website at [www.latc.ca.gov](http://www.latc.ca.gov) or by calling (916) 575-7230.

The CSE application and fee must be submitted directly to the LATC. Candidates will receive a Notice of Eligibility from PSI after the LATC receives and processes the CSE application and fee. The process takes approximately **four** weeks to complete.

## 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, the examination will be rescheduled. PSI personnel will attempt to contact candidates in this situation. However, candidates may check the status of an examination appointment by calling (877) 392-6422. Every effort will be made to reschedule a candidate's examination at a convenient time as soon as possible. Candidates will not be penalized. They will be rescheduled at no additional charge.

## **CONFIRMATION OF EXAMINATION APPOINTMENT**

The LATC recommends that candidates confirm their examination appointment with PSI prior to traveling to an examination site. An examination appointment can be confirmed by calling (877) 392-6422.

## **REASONABLE ACCOMMODATIONS AVAILABLE**

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling (800) 735-2929.

The LATC and PSI recognize their responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for candidates who substantiate the need due to a physical or mental disability or qualified medical condition.

**Accommodations will not be provided at the examination site unless prior approval by the LATC has been granted.** Reasonable, appropriate, and effective accommodations may be requested by submitting a "Reasonable Accommodation Request for CSE" form to the LATC. This form is available at [http://www.latc.ca.gov/forms\\_pubs/reasonaccom.pdf](http://www.latc.ca.gov/forms_pubs/reasonaccom.pdf).

**Requests for accommodation must be received a minimum of 90 days prior to the desired test date to allow for processing.** Accommodations that fundamentally alter the measurement of the skills or knowledge the examination is intended to test will not be granted.

Do not schedule your examination with PSI until you have received written notification from the LATC regarding your request for accommodation.



## EXAMINATION SITE LOCATIONS

The CSE is administered at the following PSI examination centers in California:

### ANAHEIM

2301 W. LINCOLN AVE, SUITE 252  
ANAHEIM, CA 92801  
(714) 254-1453

*DIRECTIONS FROM LA: TAKE 5 SOUTH EXIT BROOKHURST AND TURN RIGHT. TURN RIGHT ON LINCOLN (PASS A SMALL STREET NAMED MONTEREY), AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

*(ORANGE COUNTY) DIRECTIONS FROM SAN DIEGO, IRVINE, MISSION VIEJO, ETC: TAKE 5N EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

*IF BROOKHURST EXIT IS CLOSED: TAKE 5 N EXIT EUCLID AND TURN LEFT. TURN RIGHT ON LINCOLN (PASS BROOKHURST AND SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

*\*\*\*\*KEEP IN MIND THAT THE EUCLID EXIT COMES FIRST AND THEN BROOKHURST. \*\*\*\**

*OR 91 FREEWAY: TAKE 91 W EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

### ATASCADERO

7305 MORRO RD, SUITE 201A  
ATASCADERO, CA 93422  
(805) 462-8983

*FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.*

*FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.*

### BURBANK

2835 N. NAOMI STREET, SUITE 110  
BURBANK CA 91504  
(818) 566-9882

*FROM I-5 SOUTH: TAKE HOLLYWOOD WAY EXIT 149. KEEP LEFT TO TAKE THE RAMP TOWARD WOODBURY UNIVERSITY. TURN LEFT ONTO N. HOLLYWOOD WAY. TURN RIGHT ONTO N. GLENOAKS BLVD. TURN RIGHT ONTO N. NAOMI ST. 2835 N NAOMI ST IS ON THE RIGHT.*

*FROM I-5 NORTH: TAKE BUENA VISTA STREET EXIT 148. TURN LEFT ONTO N. BUENA VISTA. TURN LEFT ONTO N. GLENOAKS BLVD. TURN LEFT ONTO N. NAOMI ST. 2835 N. NAOMI ST IS ON THE RIGHT.*

### CARSON

17420 AVALON BLVD, SUITE 205  
CARSON, CA 90746

*FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).*

*FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT HAND SIDE. (SAME PARKING LOT AS CARL'S JR).*

### EL MONTE - SANTA FE SPRINGS

10330 PIONEER BOULEVARD, SUITE 285  
SANTA FE SPRINGS, CA 90670  
(562) 325-8113

*FROM THE I-5 NORTH TAKE NORWALK BLVD EXIT #121, TURN RIGHT ONTO NORWALK BLVD. TURN LEFT ONTO IMPERIAL HWY/CA-90. TURN RIGHT ONTO PIONEER BLVD, TESTING CENTER WILL BE ON YOUR RIGHT.*

### FRESNO

351 E. BARSTOW, SUITE 101  
FRESNO, CA 93710  
(559) 221-9006

*FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BASTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT SIDE.*

*FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE.*

*TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.*

### HAYWARD

24301 SOUTHLAND DRIVE, SUITE B-1  
HAYWARD, CA 94545  
(510) 901-7992

*FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.*

*FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.*

### REDDING

2861 CHURN CREEK, UNIT C  
REDDING, CA 96002  
(530) 221-0945

*FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.*

*FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.*

*FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.*

*FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.*

### RIVERSIDE

7888 MISSION GROVE PARKWAY S., SUITE 130  
RIVERSIDE, CA 92508  
(951) 789-0358

*FROM THE CA-91W TOWARD RIVERSIDE/BEACH CITIES, TAKE THE CENTRAL AVENUE EXIT TOWARD MAGNOLIA CENTER. TURN LEFT ONTO CENTRAL AVE. CENTRAL AVE BECOMES ALESSANDRO BLVD. VEER TO THE RIGHT, THEN STAY STRAIGHT TO GO ONTO TRAUTWEIN RD (YOU WILL PASS COMMUNICATIONS CENTER DR). TURN LEFT ONTO MISSION GROVE PKY W.*

*FROM THE HIGH DESERT/SAN BERNARDINO AREA 215 S, WHERE THE 60 FWY, 91 FWY AND THE 215 FWY SPLIT, TAKE 215S (SIGNS FOR THE 60 EAST INDIO). TAKE EXIT 27C FOR ALESSANDRO BLVD, TURN RIGHT ONTO E ALESSANDRO BLVD, TURN LEFT ONTO MISSION GROVE PKWY S.*



**SACRAMENTO**

8950 CAL CENTER DR, SUITE 158  
SACRAMENTO, CA 95826

*FROM US-50 E: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE RIGHT 2 LANES TO TURN RIGHT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.*

*FROM US-50 W: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE LEFT 2 LANES TO TURN LEFT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.*

**SAN DIEGO**

5440 MOREHOUSE DRIVE, SUITE 3300  
SAN DIEGO, CA 92121  
(858) 658-0786

*FROM I-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.*

*FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.*

*ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL*

**SAN FRANCISCO**

150 EXECUTIVE PARK BLVD., STE 2400  
SAN FRANCISCO, CA 94134  
(415) 330-9700

*I-80 W BECOMES US-101 S. TAKE EXIT 429 A TOWARD MONSTER PARK/TUNNEL AVE. TAKE THE RAMP TOWARD 3COM PARK. TURN RIGHT ONTO ALANNA RD. TURN LEFT ONTO EXECUTIVE PARK BLVD.*

**SANTA ROSA**

160 WIKIUP DRIVE, SUITE 105  
SANTA ROSA, CA 95403  
(707) 544-6723

*FROM US-101 N, MERGE ONTO FULTON RD. TURN RIGHT ONTO AIRPORT BLVD. TURN RIGHT ONTO OLD REDWOOD HWY. TURN LEFT ONTO WIKIUP DR.*

*FROM US-101 S, TAKE THE AIRPORT BLVD EXIT. TAKE THE RAMP TOWARD MARK WEST AREA/LARKFIELD WIKIUP. TURN LEFT ONTO AIRPORT BLVD. TURN RIGHT ONTO OLD REDWOOD HWY. TURN LEFT ONTO WIKIUP DR.*

**SANTA CLARA**

2936 SCOTT BLVD  
SANTA CLARA, CA 95054  
(408) 844-0004

*FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.*

*FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.*

**VENTURA**

4245 MARKET ST, SUITE 208  
VENTURA, CA 93003  
(805) 650-5220

*FROM US-101N, TAKE THE TELEPHONE ROAD EXIT 65. TURN LEFT ONTO TELEPHONE ROAD. TURN RIGHT ONTO MARKET STREET.*

**VISALIA**

3400 W MINERAL KING AVE, SUITE D  
VISALIA, CA 93291  
(559) 627-6700

*FROM CA-99N, MERGE ONTO CA-198E VIA EXIT 96 TOWARD VISALIA/SEQUOIA NAT'L PARK. TAKE THE EXIT TOWARD DEMAREE STREET. MERGE ONTO W NOBLE AVENUE. TURN LEFT ONTO S COUNTY CENTER DRIVE. TAKE THE 1<sup>ST</sup> LEFT ONTO W MINERAL KING AVENUE.*

**WALNUT CREEK**

175 LENNON LANE, SUITE 203  
WALNUT CREEK, CA 94598  
(925) 906-9165

*FROM I-5N, KEEP LEFT TO TAKE I-580W TOWARD TRACY/SAN FRANCISCO. MERGE ONTO I-680N VIA EXIT 44B TOWARD SACRAMENTO/WALNUT CREEK/CONCORD. TAKE THE YGNACIO VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE.*

The CSE is administered at the following out-of-state PSI examination centers:

**ALBUQUERQUE**

2301 YALE BLVD, SE  
BUILDING C, SUITE 4  
ALBUQUERQUE, NM 87106

*FROM INTERSTATE 25, TAKE THE GIBSON BLVD EXIT AND TRAVEL EAST ON GIBSON BLVD UNTIL YOU REACH YALE BLVD SOUTHEAST. TURN RIGHT ON YALE BLVD S.E. (HEADING SOUTH), JUST PAST RENARD PLACE AND THEN TURN RIGHT INTO THE COMMERCE CENTER. THE SITE IS ACROSS THE STREET FROM THE WAFFLE HOUSE AND COMFORT INN.*

**ATLANTA (MARIETTA)**

2100 ROSWELL ROAD NE, SUITE 2128  
MARIETTA, CA 30062

*FROM I-75 NORTHBOUND, TAKE EXIT #263 - THE 120 LOOP, EAST TOWARD ROSWELL. DRIVE APPROXIMATELY 1.5 MILES (PAST POWERS FERRY AND LOWER ROSWELL ROADS) AND EXIT RIGHT TOWARD ROSWELL. MAKE A RIGHT AT THE LIGHT OFF OF THE EXIT AND ONTO ROSWELL ROAD. PAVILIONS AT EAST LAKE SHOPPING CENTER IS 1/2 MILE ON RIGHT. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.*

*FROM I-75 SOUTHBOUND, TAKE EXIT#265 - GA 120 LOOP/EAST. TURN LEFT ONTO NORTH MARIETTA PKWY. AFTER 1.4 MILES, TAKE THE RIGHT-SIDE OFF RAMP TO GA-3/ROSWELL/MARIETTA. TURN LEFT ONTO GA-120 EAST/ROSWELL RD. GO .3MILE TO PAVILIONS AT EAST LAKE SHOPPING CENTER. TURN RIGHT INTO SHOPPING CENTER. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.*

**BOSTON (CHARLESTOWN)**

56 ROLAND ST, SUITE 305  
CHARLESTOWN, MA 02129

*FROM THE NORTH: TAKE I-93 SOUTH. EXIT 28 -BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND. ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.*

*FROM THE SOUTH: TAKE I-93 NORTH. EXIT 28 - RT 99/SULLIVAN SQ./SOMERVILLE. MAKE LEFT ON TO CAMBRIDGE ST. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.*



## **CHARLOTTE**

TYVOLA EXECUTIVE PARK 1  
5701 WESTPARK DR, #202  
CHARLOTTE, NC 28217

FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR.  
FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.

## **CHERRY HILL**

950 N. KINGS HWY, SUITE 301  
CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE(RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

## **CHICAGO**

332 S. MICHIGAN AVENUE  
SUITE 410  
CHICAGO, IL 60604

TAKE US-41S WHICH BECOMES I-94E. TAKE THE W JACKSON BLVD EXIT (51F). TURN LEFT ON W JACKSON BLVD. TURN RIGHT ON S MICHIGAN AVE.

## **CRANBERRY TOWNSHIP**

CRANBERRY CORPORATE BUSINESS CENTER  
213 EXECUTIVE DR., SUITE 150  
CRANBERRY TOWNSHIP, PA 16066

FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE. BUILDING IS DIRECTLY ACROSS FROM HAMPTON INN.

## **DALLAS**

300 N COIT, SUITE 172  
RICHARDSON, TX 75080

FROM 75 SOUTH, TAKE THE BELT LINE ROAD EXIT AND TURN RIGHT ON BELT LINE ROAD. STAY ON BELT LINE ROAD UNTIL YOU REACH COIT. TURN RIGHT ONTO N COIT. THE BUILDING IS ON THE RIGHT HAND SIDE. IF YOU ARE COMING IN FROM LBJ (I635) AND GOING NORTH ON 75, YOU WILL TURN LEFT ONTO BELT LINE AND TURN RIGHT ONTO COIT.

## **GLENDALE (QUEENS)**

THE SHOPS AT ATLAS PARK  
71-19 80<sup>TH</sup> ST, SUITE 8307  
GLENDALE, NY 11385

FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD. TURN SLIGHT RIGHT ONTO FOREST PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE "MARKET PLAZA". TAKE ELEVATOR TO THE 3RD FLOOR. OFFICES ARE LOCATED IN THE RED BRICK BUILDING.

## **HOUSTON (NORTHWEST)**

9800 NORTHWEST FREEWAY  
SUITE 200  
HOUSTON, TX 77092

FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C.JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING. CENTER IS ON THE 2ND FLOOR.

## **LAS VEGAS**

3210 E TROPICANA AVENUE  
LAS VEGAS, NEVADA 89121

FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.  
FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

## **MILFORD**

500 BIC DRIVE  
SUITE 101  
MILFORD, CT 06461

FROM HIGHWAY I-95 EXIT 35. GO TOWARD BIC DRIVE. GO .5 MILES TO 500 BIC DRIVE WHICH IS AT GATE 1 OF THE FORMER BIC COMPLEX. GO TO THE REAR OF THE LOT AND PARK. WALK DOWN THE HILL IN FRONT OF THE BUILDING AND ENTER THE FRONT DOOR. SIGNS WILL DIRECT YOU TO SUITE 101 (PSI).

## **NASHVILLE**

THE OAKS  
1100 KERMIT, SUITE 103  
NASHVILLE, TN 37217

FROM I-40 EAST, TAKE EXIT ONTO I-24 (EXIT 213-A). TAKE MURFREESBORO ROAD AT THE FIRST EXIT (EXIT 52). STAY IN THE RIGHT LANE ON THE RAMP, AS THE EXIT APPEARS WHILE YOU ARE STILL IN THE CURVE. ON MURFREESBORO, STAY IN THE LEFT LANE. TURN LEFT ONTO KERMIT ST WHEN THERE IS A MCDONALD'S ON YOUR RIGHT. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.  
FROM I-40 WEST, TAKE EXIT ONTO BRILEY PARKWAY, TURN LEFT ONTO BRILEY. EXIT ONTO MURFREESBORO RD. STAY IN THE RIGHT LANE. TURN RIGHT ONTO KERMIT ST BETWEEN A FIRESTONE STORE AND SILVERADO DANCE HALL. TURN RIGHT ONTO KERMIT ST. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

## **NORTH OREM (PROVO)**

581 WEST 1600 NORTH, SUITE C  
NORTH OREM, UT 84057

FROM US-89, TURN RIGHT ONTO W CENTER ST/UT-114. MERGE ONTO I-15 N VIA THE RAMP ON THE LEFT TOWARD SALT LAKE. TAKE THE 1600 NORTH EXIT 273. TURN EAST ONTO WEST 1600 NORTH. GO ONE MILE EAST.

## **NORTH SALT LAKE CITY**

25 NORTH 400 WEST, SUITE 7  
NORTH SALT LAKE CITY, UT 84054

(THE CITY OF NORTH SALT LAKE NOT SALT LAKE CITY PROPER. THE PSI TEST SITE IS IN DAVIS COUNTY JUST NORTH OF THE FLYING J REFINERY.)

FROM SALT LAKE CITY AND THE SOUTH.  
MERGE ON TO I-15N. TAKE EXIT 312 AND MERGE ON TO US89 NORTH FOR ABOUT 1.8 MILES. TURN LEFT ONTO E CENTER ST AND GO WEST FOR ABOUT .6 MILES. TURN RIGHT ON TO 400 W.  
FROM THE NORTH  
MERGE ONTO I-15 S SALT LAKE. TAKE THE CENTER ST., EXIT 314. TURN RIGHT ONTO W CENTER ST. TURN RIGHT ONTO 400 W.  
FROM I-80 EAST MERGE TO I-215 NORTH. TAKE THE REDWOOD RD/UT-68 EXIT 28 AND TURN RIGHT ONTO CENTER STREET.

## **PHOENIX**

5727 N 7<sup>TH</sup> ST.  
SUITE 301

PHOENIX, AZ 85014  
FROM I-17 SOUTH EXIT TO BETHANY HOME ROAD. GO LEFT (EAST) ON BETHANY HOME. TURN RIGHT (SOUTH) ON 7TH STREET. THE PSI SITE IS ON THE EAST SIDE OF THE STREET JUST BEFORE MISSOURI. IT IS A 4 STORY GLASS BUILDING.

## **QUEENS**

THE SHOPS AT ATLAS PARK  
71-19 80TH STREET, SUITE 8307  
GLENDALE (QUEENS), NY 11385



## REPORTING TO THE EXAMINATION SITE

FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD. TURN SLIGHT RIGHT ONTO FOREST PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE "MARKET PLAZA". TAKE ELEVATOR TO THE 3RD FLOOR. OFFICES ARE LOCATED IN THE RED BRICK BUILDING.

### RICHMOND

MOOREFIELD VI BUILDING  
620 MOOREFIELD PARK DRIVE  
SUITE 205  
RICHMOND, VA 23236

FROM I-64E, TAKE THE PARHAM RD EXIT AND TURN RIGHT. N PARHAM RD/VA-73 S BECOMES VA-150 S/CHIPPENHAM PKWY. MERGE ONTO VA-76 S/POWHITE PKWY. MERGE ONTO MIDLOTHIAN TURNPIKE WEST. TURN LEFT ON MOOREFIELD PARK DR.

### SOUTHFIELD (DETROIT AREA) EXAMINATION CENTER

CROSSROADS BUILDING  
16250 NORTHLAND DRIVE, SUITE 361  
SOUTHFIELD, MI 48075

FROM I-75 NORTH AND SOUTH, EXIT WEST 8 MILE RD. CROSS THE LODGE FWY (HWY 10). TURN RIGHT ON NORTHLAND DRIVE. NORTHLAND DRIVE IS NEXT TO THE NORTHLAND SHOPPING CENTER. FROM SOUTHFIELD FWY NORTH AND SOUTH, EXIT EAST 8 MILE RD. GO EAST ON 8 MILE TO NORTHLAND DRIVE. NORTHLAND DRIVE IS NEXT TO THE NORTHLAND SHOPPING CENTER

### WEST DES MOINES

1001 OFFICE PARK ROAD, SUITE 315  
WEST DES MOINES, IA 50265

FROM I-235, EXIT 8TH ST/73<sup>RD</sup> ST AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.

### WEST HARTFORD

1245 FARMINGTON AVENUE, SUITE 203  
WEST HARTFORD CT.

FROM I-84 WEST, TAKE EXIT 40 TOWARD CT-71/NEW BRITAIN AVE/CORBINS CORNER. TURN RIGHT ONTO RIDGEWOOD RD. TURN LEFT ONTO WOOD PONT RD. TURN LEFT ONTO TUNXIS RD. TURN RIGHT ONTO BROOKMOOR RD. TURN RIGHT ONTO BUENA VISTA RD. TURN LEFT ONTO EVERETT AVE. TURN RIGHT ONTO FARMINGTON AVE. DESTINATION IS ON THE RIGHT.

### WILSONVILLE

25195 SW PARKWAY AVENUE, SUITE 105  
WILSONVILLE, OR 97070

GOING SOUTH: OFF I5, TAKE EXIT 286 (ELLINGENS/BOONES FERRY RD). TURN LEFT AND CROSS BACK OVER THE FREEWAY. TURN LEFT AT 2ND SIGNAL LIGHT (PARKWAY AVE.) TURN INTO PARKWAY PLAZA PARKING LOT (ACROSS THE STREET FROM SHRINER'S). WE ARE LOCATED IN THE MAIN ENTRANCE FIRST DOOR ON THE RIGHT.

### WOODBURY

6053 HUDSON RD, SUITE 210  
WOODBURY, MN 55125

FROM I-94 GO SOUTH ON CENTURY TO THE FIRST LEFT (WHICH IS THE FRONTAGE ROAD ENTRANCE TO THE COUNTRY INN). ENTER THE OFFICE COMPLEX THROUGH THE SINCLAIR GAS STATION AND ALONG BACK OF THE INN. 6053 IS THE BUILDING DIRECTLY AHEAD. THE ENTRANCE ON THAT (WEST) SIDE IS ACTUALLY ON THE 2ND FLOOR. SUITE 210 IS DOWN THE CORRIDOR TO THE RIGHT. PLEASE USE THE WEST ENTRANCE ON SATURDAYS.

On the day of the examination, candidates must arrive at least 30 minutes prior to a scheduled appointment time. This allows time for check-in and identification verification and provides time for the candidates to familiarize themselves with the examination process. Candidates who arrive late may not be admitted to the examination site, and they may forfeit the examination registration fee. Even though candidates will be thumb printed, they are still required to comply with any identification requirements established by the appropriate regulatory entity.

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

A candidate must provide one of the following valid and current forms of government issued identification in order to examine:

- State issued Driver License
- State issued Identification Card
- U.S. military issued identification card
- U.S. issued passport

*All identification photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the photographic I.D. card.*

If a candidate cannot provide the required identification, the candidate must call (877) 392-6422 at least 3 weeks prior to their 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 the candidate will not be able to take the examination.

### CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- Communicating with any other examinee during the administration of a licensing examination.



- Copying answers from another examinee or permitting one's answers to be copied by another examinee.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

Additionally, section 496 states: A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated section 123 pertaining to subversion of licensing examinations.

### **IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION**

1. All candidates will have their thumbprint taken during examination check-in and re-entry into the testing room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. The Department's Office of Professional Examination Services (OPES) shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.
2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. **Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets.** These items must be worn upon check-in, while candidates wait to enter the testing room, and during the initial seating for the examination.
3. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when you leave the room and when you return. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable

regulatory entity of the occurrence, which will take appropriate action.

5. The following items are not permitted in the examination rooms:

- Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, wallets, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI, nor the Department of Consumer Affairs, shall be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate regulatory entity of the occurrence.

6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of a candidate's license, and may subject the candidate to criminal prosecution.
7. If the candidate is asked by a proctor to step into the lobby during and examination, the proctor will suspend the candidate's examination and the candidate will not lose any remaining test time.

### **TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

#### **IDENTIFICATION SCREEN**

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

#### **TUTORIAL**

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.



## TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.



One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

## EXAMINATION REVIEW

Examination development and testing specialists in conjunction with the LATC, will continually evaluate the examinations being administered to ensure that the examination accurately measures competency in the required knowledge areas.

## **EXAMINATION DEVELOPMENT**

The LATC CSE is developed and maintained by OPES, a division of the Department of Consumer Affairs. OPES staff consists of test validation and development specialists trained to develop and analyze occupational licensing examinations.

California licensed landscape architects are trained by these testing specialists and participate in workshops where examinations are developed. The licensed landscape architects are referred to as “Subject Matter Experts” (SMEs). These SMEs write and review multiple-choice questions based specifically on the examination plan, which is a result of the most recent occupational analysis.

The cooperative efforts among the members of the landscape architecture profession, the OPES, and the LATC are necessary to achieve both the measurement and content standards for examination construction.

## **ESTABLISHING THE PASSING STANDARDS**

The CSE measures knowledge and skills required for landscape architectural practice in California, and represents a standard of performance that landscape architect SMEs agree is the minimum acceptable level for licensing in the profession.

To establish pass/fail standards for the CSE, a criterion-referenced passing score methodology is used. The intent of this methodology is to differentiate between a qualified and unqualified licensure candidate. The passing score is based on minimum competence criterion that are defined in terms of the actual behaviors that qualified architects would perform if they possessed the knowledge necessary to perform job activities.

During a criterion-referenced passing score procedure, a panel of landscape architect SMEs also consider other factors that would contribute to minimum acceptable competence, such as prerequisite qualifications (e.g., education, training and experience); the difficulty of the issues addressed in each multiple-choice item; and public health and safety issues. By adopting a criterion-referenced passing score, the LATC applies the same minimum competence standards to all licensure candidates.

## **EXAMINATION RESULTS**

After completing the CSE, a candidate will receive a printed Score Report indicating whether they have passed or failed.

Candidates who pass the CSE are eligible for licensure. The LATC will provide information on obtaining licensure to eligible candidates.

Candidates who fail the CSE are eligible to retake the examination 90 days from the notification of failed examination. Candidates who are unsuccessful will be given an application to re-take the CSE at the testing center or they may obtain it on the LATC website at [www.latc.ca.gov](http://www.latc.ca.gov) or by calling (916) 575-7230.

There is no provision for an appeal of a candidate’s failed examination score.

Submittal of a new application and payment to the LATC is required in order to retake the CSE; however, a candidate cannot schedule or retake the examination for at least 90 days from the date he or she took the examination they failed. If the new application and payment are received by the LATC within the 90-day wait time, a new notice of eligibility (CSE Candidate Guide) will be sent to the candidate (from PSI) near the end of that waiting period. If the application and payment are received any time after that waiting period, they will be processed within normal processing times by the LATC, PSI will be notified of the candidate’s renewed eligibility, and a new notice of eligibility will be sent to the candidate (from PSI).

## LANDSCAPE ARCHITECT CSE TEST PLAN CONTENT

The CSE is designed to assess a candidate’s knowledge and experience as *applied* to job activities of landscape architects. The CSE is structured into **weighted** content areas.

The examination plan represents job tasks and knowledge, skills, and abilities that licensees are expected to know and perform at the time of licensure. Examination questions are developed directly from specific tasks and the KSAs associated with those tasks in the examination plan.

The CSE consists of multiple-choice items and may contain additional items for the purpose of pre-testing (non-scoreable items). Pre-testing allows performance data to be gathered and evaluated before the items are scoreable in a future examination. These pre-test items, distributed throughout the examination, are not identified or used in calculating the examination score.

All of the scoreable items in the CSE have been written and reviewed by California-licensed landscape architects, are based on the knowledge statements contained in the CSE Examination Plan, are written at a level to assess minimum standards of competency necessary for practice in California, and have been pre-tested to ensure statistical performance standards are met.

There is only one correct answer for each item. The “incorrect” answers are typically common errors and misconceptions, true but not relevant statements, or incorrect statements. There are no “trick” questions in the examination. Candidates will have approximately TWO AND A HALF (2.5) hours to complete the examination.

**I. SITE ASSESSMENT (15%):** This area assesses the candidate’s ability to evaluate and analyze the project site and surrounding conditions to determine opportunities and constraints based on the client’s goals and objectives.

### A. Site Inventory and Analysis (10%)

| Task Statement  | Linked Knowledge  |
|---|---|
| 2 Gather general site information and data to identify alternative approaches to the project                            | 2 Knowledge of methods for collecting and evaluating the information (e.g., regulatory impacts, projected costs, local and environmental issues) needed to determine the feasibility of approaches to a project<br>10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development<br>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development<br>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements |
| 8 Identify on- and off-site conditions and evaluate the potential opportunities and constraints for project development | 10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development<br>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development<br>12 Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries) on site development<br>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements   |
| 10 Evaluate the potential impacts to the site and surrounding areas posed by the project development                    | 10 Knowledge of the types of natural site conditions and resources (e.g., sensitive environments, geology, and existing ecology) and their potential effect on site development<br>13 Knowledge of types of hazardous conditions (e.g., fire, flood, erosion, storm water, soil contaminants) and their potential effect on site development<br>12 Knowledge of procedures used to evaluate the impact of off-site conditions (e.g., environmentally sensitive resources, watershed boundaries) on site development<br>17 Knowledge of methods for obtaining site and design history sufficient to understand the significance of cultural/historical site elements   |

**B. Laws, Codes, and Regulations (5%)**

| <b>Task Statement</b>   | <b>Linked Knowledge</b>   |
|---|---|
| 14 Determine the relevant laws, codes, and regulations that govern the project  | 15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development<br>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process) and their potential effect on project development<br>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development       |
| 15 Identify the responsible regulatory agencies and their requirements and approval processes to evaluate the impact on the project (e.g., scope, costs, schedule)                        | 15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development<br>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process) and their potential effect on project development<br>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development       |
| 16 Coordinate research with technical consultants to evaluate the regulatory and property requirements (e.g., easements, setbacks, restrictions, master/general plans) affecting the site | 15 Knowledge of data and information resources available (e.g., agency contacts, technical consultants) to research the potential impacts from on and off-site factors on site development<br>19 Knowledge of methods and procedures for clarifying and evaluating regulatory requirements (e.g. applicable laws, responsible agency, requirements and approval process, etc.) and their potential effect on project development<br>20 Knowledge of methods for determining the laws, codes, easements and restrictions that apply to the project and their impact on project development |

**II. PROGRAM DEVELOPMENT (10%):** This area assesses the candidate’s ability to develop and evaluate program elements based on the client’s goals and the site conditions and constraints.

| <b>Task Statement</b>   | <b>Linked Knowledge</b>   |
|---|---|
| 1 Develop project program based on the goals and objectives of the client and users   | 1 Knowledge of methods for determining the project scope and developing project parameters<br>5 Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public<br>21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process  |
| 7 Develop program alternatives that support human communities, preserve and enhance the environment and biodiversity, and restore degraded sites (e.g., soil mitigation, constructed wetland) | 3 Knowledge of water management strategies and systems<br>6 Knowledge of current approaches to sustainable and low impact development<br>7 Knowledge of design strategies to facilitate active living (e.g., walkable cities, transit-oriented development, safe routes to schools, bike paths)<br>9 Knowledge of design strategies that preserve native habitat and promote biodiversity<br>21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process |
| 13 Identify and engage individuals, groups, and organizations that may have specific knowledge or concerns about the site so that the potential impact on the project can be evaluated        | 1 Knowledge of methods for determining the project scope and developing project parameters<br>5 Knowledge of methods and techniques for communicating program ideas to clients, the project team, and the public<br>21 Knowledge of methods for preserving, enhancing, or featuring unique site features (e.g., vegetation, geology, views, waterways, cultural/historical elements) in the design process  |

**III. DESIGN PROCESS (65%):** This area assesses the candidate’s ability to develop, evaluate, and refine design solutions to meet the client’s needs.

|   | <b>Task Statement</b>  | <b>Linked Knowledge</b>   |
|---|--|---|
| <b>3A Sustainability and Energy Conservation (6%)</b> | 27 Develop project solutions to implement environmentally responsible design practices to assist in resource preservation (e.g., air quality, energy conservation, water conservation) | 55 Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs)<br>58 Knowledge of landscape solutions that promote energy conservation  |
|   | 29 Develop landscape solutions to promote energy conservation (e.g., strategic tree planting, use local products)  | 55 Knowledge of regulations and best management practices for sustainable development (e.g., CalGreen, LEED, Sustainable Site Initiative, Green Roofs)<br>58 Knowledge of landscape solutions that promote energy conservation  |
| <b>3B Site Remediation (6%)</b>                       | 19 Develop measures for the mitigation, remediation, or reclamation of impacts to the environment from site development  | 30 Knowledge of the effects of environmental toxicity on soil and plants<br>31 Knowledge of mitigation solutions for complying with environmental regulations (e.g., CEQA, NEPA)<br>32 Knowledge of remediation strategies and their application for natural resource restoration/preservation (e.g. bioremediation and phyto-remediation)<br>33 Knowledge of strategies for amending site conditions (e.g., alkaline soil, requirements of soil conditions, aerially deposited lead, etc.)                           |
| <b>3C Access and Circulation (13%)</b>                | 24 Design circulation systems (vehicular and non-vehicular) within regulatory design specifications to facilitate implementation of project  | 46 Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs<br>47 Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g. agency contacts, technical consultants) related to site development   |
|   | 25 Design site plan for user safety, security, and crime prevention to facilitate implementation of project  | 46 Knowledge of California accessibility requirements and methods for achieving accessibility in the site and the vehicular and non-vehicular circulation system designs<br>47 Knowledge of resources for interpreting and implementing regulatory and technical requirements (e.g. agency contacts, technical consultants) related to site development<br>49 Knowledge of design options for site layout to increase user safety, security, and crime prevention (e.g., equipment, lighting, plantings, site layout) |

|   |   |  |
|---|---|--|
| <b>3D Water Management (12%)</b>                    | 21 Design site grading and drainage plan that facilitates implementation of the project and offers solutions for stormwater management  | 41 Knowledge of federal, State, and local laws and requirements regarding stormwater<br>42 Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, recycled water, retention and detention)<br>43 Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets)   |
|   | 22 Develop design solutions for water conservation and management to assist in resource preservation (e.g., water reuse, water recycling, water harvesting)                   | 41 Knowledge of federal, State, and local laws and requirements regarding stormwater<br>42 Knowledge of design solutions for water management and conservation (e.g., erosion control, rainwater harvesting, grey water, recycled water, retention and detention)<br>43 Knowledge of Low Impact Development (LID) methods and the procedures for their implementation (e.g., bioretention, soil amendments, vegetated swales and buffers, Green Streets)   |
| <b>3E Planting &amp; Landscape Strategies (18%)</b> | 18 Design planting plan to identify vegetation types and locations based on client goals, suitability, and sustainability to comply with the requirements of the project plan | 23 Knowledge of factors that affect plant health and longevity (e.g., geography, weather, soils, water quality, water availability, pathogens)<br>24 Knowledge of approaches to plant selection and compatibility that support water management and conservation (including WUCOLS)<br>25 Knowledge of landscape strategies that support California’s ecological communities and ecoregions<br>26 Knowledge of plants invasive to California ecological communities<br>27 Knowledge of plants noxious to people and domesticated animals<br>29 Knowledge of planting strategies that mitigate site hazards (e.g., erosion, fire) |
| <b>3F Irrigation (10%)</b>                          | 20 Design irrigation system to facilitate water management and efficient distribution of water to promote healthy plant growth  | 34 Knowledge of principles and procedures of irrigation system design (e.g., equipment, applications, water conservation)<br>35 Knowledge of methods and procedures for employing alternative water sources<br>36 Knowledge of State and local requirements regarding water management and conservation (e.g., AB 1881, CBC)<br>37 Knowledge of how to perform water use calculations  |

**IV. Construction Documents and Contract Performance (10%):** This area assesses the candidate’s ability to prepare construction documents and perform administration.

| <b>Task Statement</b> |   | <b>Linked Knowledge</b> |  |
|-----------------------|---|-------------------------|--|
| 30                    | Prepare construction documents including demolition, site protection and preservation, grading and drainage, planting, irrigation, layout, lighting, etc. | 59                      | Knowledge of procedures for preparing construction documents and jurisdictional submittals (e.g., approvals, permits)            |
|                       |   | 67                      | Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, CBC) |
|                       |   | 72                      | Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents               |
| 34                    | Develop professional services contract in keeping with legal requirements and professional practice   | 64                      | Knowledge of professional and ethical standards related to practice of landscape architecture                                    |
|                       |   | 67                      | Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, CBC) |
|                       |   | 72                      | Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents               |
| 35                    | Perform project/contractual responsibilities in keeping with professional and ethical standards   | 64                      | Knowledge of professional and ethical standards related to practice of landscape architecture                                    |
|                       |   | 67                      | Knowledge of California law as it relates to contracts and construction (e.g., lien requirements, minimum warranty periods, CBC) |
|                       |   | 72                      | Knowledge of procedures for evaluating work conformance and completeness in relation to the construction documents               |
|                       |   | 70                      | Knowledge of procedures for contract close-out (e.g., punch lists)   |

## CSE REFERENCES

### Referenced Publications

*Firescape, Landscaping to Reduce Fire Hazard (2003) 5<sup>th</sup> Edition.* East Bay MUD

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### Referenced Websites

Important note: Website references are accurate as of this guide's publication date. Candidates are advised to verify citations as web addresses and/or page locations within a website can change.

- [ADA Accessibility Guidelines](#)

<http://www.access-board.gov/guidelines-and-standards>

- [California Access Compliance Reference Manual](http://www.dgs.ca.gov/dsa/Programs/progAccess/accmanual.aspx)
- [California Building Standards Code - Title 24](http://www.bsc.ca.gov/pubs.aspx)
- [California Fish and Game Commission Regulations](http://www.fgc.ca.gov/regulations/current/)
- [California Environmental Quality Act \(CEQA\)](http://ceres.ca.gov/ceqa/guidelines/)
- [Firescape - Landscaping to Reduce Fire Hazard](http://www.ebmud.com/sites/default/files/pdfs/firescape-booklet_0.pdf)
- [The Highway Design Manual - Chapter 1000 Bikeway Planning and Design](http://www.dot.ca.gov/hq/oppd/hdm/pdf/chp1000.pdf)
- [Xeriscape Manual](http://www.marex.uga.edu/advisory/Library/CSCPpdfs/Xeriscape.pdf)

Reference books are available from:

Amazon Book Stores ([www.amazon.com](http://www.amazon.com))

American Society of Landscape Architects ([www.asla.org](http://www.asla.org))

## BUSINESS & PROFESSIONS CODE SECTIONS REGARDING EXAMINATION SECURITY

123. It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- (a) Conduct which violates the security of the examination materials; removing from the examination room any examination materials without authorization; the unauthorized reproduction by any means of any portion of the actual licensing examination; aiding by any means the unauthorized reproduction of any portion of the actual licensing examination; paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination; obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination; or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.



(b) Communicating with any other examinee during the administration of a licensing examination; copying answers from another examinee or permitting one's answers to be copied by another examinee; having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

(c) If any provision of this section or the application thereof to any person or circumstances is held invalid, that invalidity shall not affect other provisions or applications of the section that can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

**123.5.** Whenever any person has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of Section 123, the superior court in and for the county wherein the acts or practices take place, or are about to take place, may issue an injunction, or other appropriate order, restraining such conduct on application of a board, the Attorney General or the district attorney of the county.

The proceedings under this section shall be governed by Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure.

The remedy provided for by this section shall be in addition to, and not a limitation on, the authority provided for in any other provision of law.

**496.** A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated Section 123 pertaining to subversion of licensing examination.



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**CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE  
NOTICE OF CSE ELIGIBILITY**

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Candidates receiving this guide are eligible to take the California Supplemental Examination (CSE). This is the **ONLY** notice of eligibility a candidate will receive from the LATC for this examination.

This guide provides important information regarding CSE procedures, processes, and content. To schedule an examination, please refer to the instructions in this guide.

Upon passing the CSE, you are eligible to apply for a landscape architect license in California. Information about applying for a license is included in this guide.

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