

**APELSCIDLA Board Agenda**

August 21, 2024, 10:00 a.m.

Board Room 2

Department of Professional & Occupational Regulation

9960 Mayland Drive

Richmond, Virginia 23233

804-367-8506

1. Call to Order
2. Emergency Evacuation
3. Approval of Agenda
4. Welcome and Introductions
5. Approval of Minutes
  - APELSCIDLA Board Meeting, May 8, 2024
  - Land Surveyor Section Meeting, May 8, 2024
6. Public Comment Period\*
7. Resolution
  - Vinay Nair, P.E.
8. File Review
  - File Number 2023-03138 John Corbett Thomason (Townsend) – Consent Order
  - File Number 2024-01143 James Earl McKnight (Claytor) – Consent Order
  - File Number 2024-01851 Jeffrey Allen Rickard (Claytor) – Consent Order
  - File Number 2024-01707 Ahmad M. Raoof Karim IFF (Kelly) – Licensing
  - File Number 2024-02414 Nathan J. Collins IFF (Kelly) – Licensing
9. Examinations Update
10. Executive Director Report
11. Regulatory Update
  - Public Comment
  - General Regulatory Review Update

Materials contained in this agenda are proposed topics for discussion  
And are not to be considered as regulation or official board position  
DRAFT AGENDA  
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12. Election of Officers
13. 2025 Meeting Dates
14. Reconsideration of Case Decision Memo
15. Entrusted Engineer in Charge with VDOT Update
16. VDACS HB2096 Regulation
17. EpicX Update
18. Architects
  - NCARB Annual Meeting Update
19. Professional Engineers Update
  - NCEES Annual Meeting Update
20. Land Surveyors
  - VAS Meeting Update
  - Land Surveyor Concerns Regarding Various Localities
  - NCEES Potential Mapping Science Examination Modules
  - Regulation of Drones
21. Certified Interior Designers Update
22. Landscape Architect Update
23. Licensed and Certified Population
24. Financial Statements
25. Other Business
  - Board Member Training Conference
26. Conflict of Interest and Travel Vouchers
27. Adjourn

**NEXT MEETING SCHEDULED FOR *November 13<sup>th</sup>, 2024, at 10:00 AM***

Agenda materials available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.

*\*Five minute public comment, per person, with the exception of any open disciplinary or application files.*

*Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8514 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.*

- **Call to Order**
- **Emergency Evacuation**
- **Welcome/Introductions**

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DRAFT AGENDA

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND  
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE  
ARCHITECTS MEETING MINUTES

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on May 8, 2024, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Members present for all or part of the meeting:

**Architects**

Tim Colley  
Helene Dreiling

**Professional Engineers**

James Kelly  
Vinay Nair  
Rick Townsend

**Land Surveyors**

Vickie Anglin  
John Claytor  
Kevin Shreiner

**Interior Designers**

Caroline Alexander  
Catherine Christian Stanley

**Landscape Architects**

Susan Dibble

**Citizens**

Troy Arnold III  
Justina Vasquez

Members absent from the meeting with regrets:

**Architects**

Erik Bootsma

**Landscape Architect**

Ann Stokes

Staff present for all or part of the meeting were:

Lizbeth Casco White, Deputy Secretary of Labor  
Kishore S. Thota, Director  
Brian Wolford, Deputy Director  
Steve Kirschner, LRPD Deputy Director  
Kate Nosbisch, Executive Director  
Bonnie Davis, Regulatory Operations Administrator  
Ecila Williams, Licensing Operations Administrator  
Tom Payne, Deputy Director- Compliance and Investigation Division  
Greg Emerson, Executive Director- Examinations  
Jennifer Sayegh, Policy and Legislative Affairs Manager  
Latichia Logan, Legal Analyst- Compliance Analysis & Resolution

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Members of the audience:

Georg Dahl, Virginia Society of Professional Engineers (VSPE) STEM and Educational Outreach Lead for Tidewater/Hampton Roads Chapter

Dixon Tucker, Virginia Society of Professional Engineers (VSPE)

Tom Witt, Virginia Transit Construction Alliance

Mr. Kelly, Chair, finding a quorum present, called the meeting to order at 10:06 a.m. **Call to Order**

Mr. Kelly advised the Board of the emergency evacuation procedures. **Emergency Evacuation**

Ms. Nosbisch welcomed Deputy Secretary White as a guest. The Board members and staff introduced themselves. Ms. Nosbisch introduced guests and staff of the audience. **Welcome/Introductions**

Ms. Dreiling moved to approve the agenda with an amendment. Mr. Arnold seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez. **Approval of Agenda**

Ms. Alexander moved to approve the minutes for the following date: **Approval of Minutes**

- APELSCIDLA Board Meeting, November 1, 2023

Mr. Claytor seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

There was no public comment.

**Public Comment Period**

Mr. Townsend recused himself from the meeting for discussion and deliberation of the file. **Recusal of Board Member**

Regarding **File Number 2024-00509, Carl Edward Duncan**, the Board members reviewed the Consent Order as seen and agreed by Mr. Duncan

**File Number 2024-00509 Carl Edward Duncan**

Ms. Anglin moved to accept the consent order which cites the following violations of the Board's Regulations: 18 VAC 10-20-790.4 (Count 1) and 18 VAC 10-20-790.9 (Count 2). For thus violations, it was recommended that Mr. Duncan pay the following monetary penalties: \$1,300.00 for the violation

contained in Count 1, \$200.00 for the violation contained in Count 2 and \$150.00 in Board costs, for a total monetary penalty of \$,1650.00. Ms. Dibble seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley and Vasquez.

Mr. Townsend returned to the meeting.

**Return of Board Member**

Mr. Kelly recused himself from the meeting for discussion and deliberation of the files.

**Recusal of Board Member**

Regarding **File Number 2024-00081, Blew & Associates PA**, the Board members reviewed the Consent Order as seen and agreed by Mr. Buckley Blew.

**File Number 2024-00081 Blew & Associates PA**

Ms. Dibble moved to accept the consent order which cites the following violations of the Board's Regulations: 18 VAC 10-20-790.9 (Count 1) and 18 VAC 10-20-790.10 (Count 2). For thus violations, it was recommended that Mr. Blew pay the following monetary penalties: \$150.00 in Board costs, for a total monetary penalty of \$150.00. Ms. Dreiling seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Nair, Shreiner, Stanley, Townsend and Vasquez.

Regarding **File Number 2024-01167, David James**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference.

**File Number 2024-01167 David James**

Mr. Nair moved to accept the recommendation of the presiding officer and deny Mr. James's application for a Professional Engineer license by examination. Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Nair, Shreiner, Stanley, Townsend and Vasquez.

Regarding **File Number 2024-01650, Nathaniel Oliver Rodriguez-Fuller**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference.

**File Number 2024-01650 Nathaniel Oliver Rodriguez-Fuller**

Mr. Nair moved to accept the recommendation of the presiding officer and deny Mr. Rodriguez-Fuller's application for a Professional Engineer license by examination. Ms. Alexander seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Nair, Shreiner, Stanley, Townsend and Vasquez.

Regarding **File Number 2024-01654, Michael Robert Lipps**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference.

**File Number 2024-01651 Michael Robert Lipps**

Ms. Nosbisch read a statement that was emailed to the Board from Mr. Lipps stating that he would not be present at the meeting.

Ms. Dreiling moved to accept the recommendation of the presiding officer and approve Mr. Lipps's application for a Professional Engineer license by examination. Mr. Townsend seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Nair, Shreiner, Stanley, Townsend and Vasquez.

Mr. Kelly returned to the meeting.

**Return of Board Member**

Ms. Nosbisch informed the Board that voting delegates, Mr. Colley and Ms. Dreiling, for the NCARB 2024 Annual Meeting needed to be approved by the Board.

**NCARB Voting Delegates for 2024 Annual Meeting**

Ms. Anglin moved to accept Mr. Colley and Ms. Dreiling as voting delegates for the NCARB 2024 Annual Meeting. Mr. Arnold seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez

Ms. Anglin thanked both Mr. Colley and Ms. Dreiling for representing the Board at NCARB.

Mr. Emerson presented to the APELS Exam Statistics from March 2021 to April 2024 for informational purposes.

**Examination Director Report**

Ms. Nosbisch stated the Executive Director Report was provided for informational purposes only.

**Executive Director Report**

Ms. Davis informed the Board that fee adjustments are at the proposed stage in Executive Branch review along with the general regulatory review, the NOIRA.

**Regulatory Update**

Ms. Davis informed the Board that the Professional Engineers/ Land Surveyors fast-track items are in the process to be filed.

**APELSCIDLA**  
**Guidance**  
**Documents**

Ms. Davis informed the Board that the Agency is currently revamping all guidance documents to determine if they need to be retained, amended or repealed.

Ms. Davis stated to the Board that the APELSCIDLA guidance document Requirements for the Uses of Topographic Surveys, Orthographic Maps or other Geospatial Data in Virginia needed to be reviewed.

Ms. Anglin moved to retain the guidance document as is. Mr. Claytor seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

Ms. Davis stated to the Board that the APELSCIDLA guidance document Onsite Sewage Systems Designed by PE's and Onsite Soil Evaluators needed to be reviewed.

Ms. Anglin moved to retain the guidance document as is. Mr. Colley seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

Ms. Davis stated to the Board that the APELSCIDLA guidance document Comity Applicant Criteria of the Board's Current Regulations needed to be reviewed.

Ms. Anglin moved to retain the guidance document as is. Mr. Claytor seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

Ms. Davis stated to the Board that the APELSCIDLA guidance document Land Surveyor Scope of Practice needed to be reviewed.

Ms. Anglin moved to retain the guidance document as is. Mr. Claytor seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

Ms. Davis stated to the Board that the APELSCIDLA guidance document Property lines along public roads without recorded dee simple right of way needed to be reviewed.

Ms. Anglin moved to retain the guidance document as is. Mr. Shreiner seconded



the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

Ms. Davis informed the Board that one public comment was received during the periodic review of the regulations regarding 18 VAC 10-20-740.F and was presented to the Board on November 1, 2023, however the comment was not discussed and was moved to the November 16, 2024 Regulatory Review Committee meeting and later moved to the January 9, 2024 Regulatory Review Committee meeting. Due to the comment not being discussed during the January 9, 2024 meeting, the comment needed to be reviewed by the Board.

**Public Comment 18**  
**VAC 10-20**

After a brief discussion, Ms. Anglin moved to accept the response “The Board thanks the commenter for this information. The Board will take these concerns into consideration during its comprehensive review of the regulations it is conducting as a result of Executive Directive #1.” Mr. Colley seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Townsend and Vasquez.

Ms. Sayegh informed the Board that HB 350 passed in the 2024 session of the General Assembly and has been signed by the Governor. This bill impacts the quorum requirements and removes the need for the Board’s signatures on wall certificates and will be enacted on July 1, 2024, and sunsets on July 1, 2026, at which time it will be reevaluated.

**General Assembly**  
**Update**

Ms. Nosbisch informed the Board that Professional Engineers/Land Surveyor board members and VDOT were unable to find a date to meet prior to this meeting. The Board further discussed this matter and requested Ms. Nosbisch to prepare a draft letter to VDOT for review at its August 21, 2024, meeting.

**Entrusted Engineer**  
**in Charge with**  
**VDOT Update**

The Board took a recess from 11:30 a.m. to 11:36 a.m.

**Recess**

Ms. Dibble exited the meeting at 11:30 a.m.

**Departure of Board**  
**Member**

Ms. Alexander shared a “A Day in the Life of a Certified Interior Designer” presentation to the Board and DPOR staff.

**A Day in the Life of**  
**a Certified Interior**  
**Designer**

Ms. Nosbisch stated the CLARB update items was provided for informational purposes.

**Landscape**  
**Architect Update**

Ms. Nosbisch stated the NCEES update items were provided for informational purposes.

**Professional Engineer Update**

Mr. Kelly and Ms. Nosbisch informed the Board about the UK/NCEES Mutual Recognition Agreement meeting in Richmond, Virginia in April with the UK Envoy. The UK/NCEES Mutual Recognition Agreement will be signed at the NCEES Annual Business Meeting dated for August 2024 in Chicago, Illinois.

Ms. Nosbisch indicated that in addition to the NCEES update, the Virginia Association of Surveyors items were provided for informational purposes.

**Land Surveyor Section Update**

Mr. Shreiner gave a brief update on the VAS Annual Convention which he attended.

Ms. Nosbisch stated the NCARB and AIA information was provided for informational purposes.

**Architect Section Update**

Ms. Nosbisch recognized Mr. Colley for winning the contested election for Secretary of NCARB Region 2.

Ms. Nosbisch stated the certified interior designer update items were provided for informational purposes.

**Certified Interior Designer Section Update**

The licensee counts as of April 1, 2024:

APELSCIDLA Businesses	4,141
Architects	7,751
Professional Engineers	31,245
Land Surveyors	1,229
Land Surveyors B	56
Land Surveyor Photogrammetrists	93
Certified Interior Designers	467
Landscape Architects	984

**Licensed and Certified Population**

Ms. Nosbisch stated the financial statements were provided for informational purposes.

**Financial Statements**

Hope Larson, Director of Finance, will be extended an invitation for the next board meeting to provide in depth budgetary information.

Ms. Nosbisch introduced a memo to the Board for Reconsideration of Case Decision, requesting the Board to delegate responsibility of addressing

**Other Business**

reconsiderations to the Board's Executive Director, in accordance with the provisions outlined in Section 2.2-4023.1 Code of Virginia, which enables a party to submit a petition seeking reconsideration of a final decision by an agency pursuant to section 2.2-4020. The Board, no longer having a quorum, will take this matter up at the next board meeting on August 21, 2024.

Ms. Nosbisch informed the Board that she received an email from Rob McGinnis, from the Virginia Department of Agriculture and Consumer Services HB 2960 was approved on March 22, 2023, which, by its interpretation, will require all persons specifying plants including landscape architects, architects, professional engineers, and others to comply with the regulation. The draft regulation will be transmitted to state agencies for comment.

Ms. Nosbisch informed the Board that it was Public Service Week and thanked the Board and DPOR staff for their service.

Deputy Secretary White thanks the Board and DPOR staff for their service and for extending the invitation to the Board meeting.

Conflict of Interest forms and Travel Vouchers were completed by all Board members present.

**Conflict of Interest  
Forms / Travel  
Vouchers**

There being no further business, the meeting was adjourned at 12:35 p.m.

**Adjourn**

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James Kelly, Chair

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Kishore S. Thota, Secretary

Land Surveyor Section of the  
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND  
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE  
ARCHITECTS MEETING MINUTES

The Land Surveyor Section of the of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on May 8, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

**Land Surveyors**

Vickie Anglin  
John Claytor  
Kevin Shreiner

Kishore S. Thota, Director, Brian Wolford, Deputy Director, and Steve Kirschner, LRPD Deputy Director were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Kate Nosbisch, Executive Director  
Ecila Williams, Licensing Operations Administrator

No one was present from the Office of the Attorney General.

Members of the audience:

Robert Williams- Tim Fallon Land Surveying  
Tim Fallon- Tim Fallon Land Surveying

Ms. Anglin called the meeting to order at 11:21 a.m.

**Call to Order**

Ms. Anglin advised the Section of the emergency evacuation procedures.

**Emergency  
Evacuation**

Mr. Claytor moved to approve the agenda with an amendment. Mr. Shreiner seconded the motion which was unanimously approved by: Anglin, Claytor and Shreiner.

**Approval of  
Agenda**

Mr. Williams stated to the Land Surveyor section his concerns regarding certain localities within the Commonwealth and their overreach on the professional work products of land surveyors and impact of local Unified Development Ordinances on landowners. Mr. Williams stated that most counties and municipalities employ people with no professional land surveying experience who attempt to apply the Unified Development Ordinances to his work. Mr. Williams also expressed

**Public Comment  
Period**

concerns on the financial burden and encumbrances of private properties with unnecessary requirements and regulations. Mr. Williams has asked the Land Surveyor section to take his concerns into consideration.

Ms. Anglin, Mr. Claytor, and Mr. Shreiner reviewed plans and plats presented by Mr. Williams for. After a long discussion, it was determined that the concerns and majority of the items noted were not in conflict with the 18VAC 10-20 regulations. Further, the Board does not have jurisdiction over localities and their requirements.

**Land Surveyor  
Concerns  
Regarding Various  
Localities**

Ms. Anglin addressed the Land Surveyor section about joining North Carolina in asking NCEES to create a Mapping Science (s) Examination Module for Land Surveyors. This matter would be discussed at the NCEES Annual Business Meeting in August 2024.

**NCEES Potential  
Mapping Science  
Examination  
Module**

There was no other business.

**Other Business**

Conflict of Interest forms and Travel Vouchers were completed by all Committee members present.

**Conflict of Interest  
Forms / Travel  
Vouchers**

There being no further business, the meeting was adjourned at 2:27 p.m.

**Adjourn**

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Vickie Anglin, Chair

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Kishore S, Thota, Secretary

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- **Public Comment Period**
- **Resolution**
  - **Vinay Nair, P.E.**

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DRAFT AGENDA

APELS STATISTICS REPORT  
MAY – JULY 2024  
THREE MONTHS

OCCUPATION	NO. TAKEN	NO. PASSED	PASS PERCENT
FE	328	172	52.43%
PE	231	143	61.90%
FS	18	10	55.55%
PS	13	06	46.15%
LS/VA STATE SPECIFIC	08	04	50.00%
OCCUPATION	LICENSED IN		
	MAY - JULY 2024		
ARE	106		
LARE	19		
	CERTIFICATIONS		
	MAY – JULY		
	2024		
CI DESIGN	07		

August 6, 2024

EXAMS -RSTARR

**To:** APELSCIDLA Board  
**From:** Kate Nosbisch, Executive Director  
**Subject:** Executive Director Update  
**Date:** August 21, 2024

For this initial update, data for the last five years of the Board’s activities has been provided.

**Application Statistics**

The table below provides the number of applications approved for the APELSCIDLA Board per calendar year (January 1 – December 31) since 2019.

Applications Approved						
Year	2024*	2023	2022	2021	2020	2019
App Numbers	2,359	3,631	3,353	3,540	2,735	3,628

\*As of 08/01/2024 (Includes SIT and EIT Applications)

Applications Approved by Profession 2024*						
Profession	Arch	PE	LS	CID	LA	Businesses
App Numbers	336	1,272	62	23	48	269

\*As of 08/01/2024

Applications Approved by ULR*	
Profession	CID
App Numbers	6

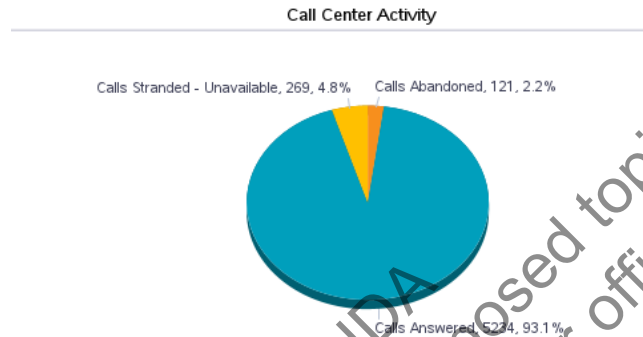
\*As of 08/01/2024

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## Call Center Statistics

The APELSCIDLA Board’s call center has received a total of 928 phone calls between January 1, 2024, to August 1, 2024. The chart below illustrates the calls received in more detail:



## Email Statistics

The table below outlines the number of emails received through the Board’s email address per calendar year (Jan 1-Dec 31)

		Email Count				
Year	2024*	2023	2022	2021	2020	2019
# of Emails	14,585	24,429	16,318	15,317	13,528	9,339

\*As of 08/01/2024

## Board Case Statistics

Cases	
Year	2024
Consent Orders	6
Licensing	6
Final Orders	2

\*As of 08/01/2024

Since 2018, The Board has adjudicated 108 cases.

- Licensing IFFs: 66
- Disciplinary Cases: 42
  - Final Orders: 13
  - Consent Orders: 29
- Revocations: 9
- Suspensions: 1

### Stakeholder Engagement & Outreach

05/13/24 3:00 pm CLARB Attracting & Retaining the Next Great Generation

05/15/24 12:00 pm Attended NCARB Council Hour

05/16/24 3:00 pm Attended NCARB Resolution Forum

05/30/24 Attended Entrusted Engineer Meeting with Gordon Dixon and Tom Witt of the VA Transportation Construction Alliance, Jim Kelly, PE, Chair; Kishore Thota, Director; Brian Woolford, Chief Deputy; Steve Kirschner, LRPD Deputy

06/10/24 Spoke with Kristina Priesner, President of American Council of Engineering Companies (ACEC), regarding US/UK MRO for PEs

06/13/24 - 06/15/24 NCARB Annual Meeting – Chicago Attended with Time Colley, Arch; Helene Drieling, Arch; and Troy Arnold, Citizen Member

06/21/24 Co-presented with Director Thota on Work Force Development on behalf of Secretary Slater at the annual Virginia Association of Surveyors Conference

7/2/24 I was asked to serve on the NCEES Member Board Administrators Committee 2024-2025

07/10/24 NCEES State of the Council Call

08/01/24-08/07/24 Webinars on NCARB's new Competency Standards – Tim Colley is one of the presenters for this webinar

08/14/24-8/16 NCEES Annual Meeting attending with Jim Kelly, PE; Rick Townsend, PE; Vickie Anglin, LS; Kevin Shreiner, LS; and John Claytor, LS

\*Ongoing meetings with the NCARB Leadership Institute Faculty – which includes NCARB past presidents Alfred Vidaurri, Jr., Kristine Harding, First VP, Ed Marley and me and is staffed by Mary DeSousa, NCARB consultant. Initial offering of the NLI will be in August.

\*Hotel registration for the Board Member Training Conference is open. Registration for the conference itself will be later this month. Dates are October 10 and 11. New board members are strongly encouraged to attend. All board members are welcome!

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1 **Project 7640 - NOIRA**

2 **Board For Architects, Professional Engineers, Land Surveyors, Certified Interior**  
3 **Designers And Landscape Architects**

4 **General Review of Board for Architects, Professional Engineers, Land Surveyors,**  
5 **Certified Interior Designers and Landscape Architects Regulations**

6 Chapter 20

7 Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and  
8 Landscape Architects Regulations

9 Part I

10 General

11 **18VAC10-20-10. Definitions.**

12 A. Section 54.1-400 of the Code of Virginia provides definitions of the following terms and  
13 phrases as used in this chapter:

14 Architect

15 Board

16 Certified interior designer

17 Interior design. When used in this chapter, interior design ~~shall~~ will only be applicable to  
18 interior design performed by a certified interior designer.

19 Land surveyor. When used in this chapter, land surveyor ~~shall~~ will include surveyor  
20 photogrammetrist unless stated otherwise or the context requires a different meaning.

21 Landscape architect

22 Practice of architecture

- 23 Practice of engineering
- 24 Practice of land surveying
- 25 Practice of landscape architecture
- 26 Professional engineer
- 27 Responsible charge

28 B. The following words, terms, and phrases when used in this chapter shall ~~shall~~ will have the  
29 following meanings ascribed to them except where the context clearly indicates otherwise or  
30 requires different meanings:

31 "Application" means a completed application with the appropriate fee and any other required  
32 documentation including references, ~~experience verification, degree verification, and verification~~  
33 ~~of examination and licensure or certification.~~

34 "Comity" ~~means the recognition of licenses or certificates issued by other states or other~~  
35 ~~jurisdictions of the United States as permitted by § 54.1-103 C of the Code of Virginia.~~

36 "Department" means the Department of Professional and Occupational Regulation.

37 "Direct control and personal supervision" means supervision by a professional who oversees  
38 and is responsible for the work of another individual.

39 "Endorsement" means a method of obtaining a license or certification by a person who is  
40 currently licensed or certified in another state.

41 "~~Good moral character~~" ~~may be established if the applicant or regulant:~~

- 42 ~~1. Has not been convicted of a non-marijuana misdemeanor in the last 10 years or has~~  
43 ~~ever been convicted of a felony that would render the applicant unfit or unsuited to~~  
44 ~~engage in the occupation or profession applied for in accordance with § 54.1-204 of the~~  
45 ~~Code of Virginia;~~

46 2. Has not committed any act involving dishonesty, fraud, misrepresentation, breach of  
47 fiduciary duty, negligence, or incompetence reasonably related to:

48 a. The proposed area of practice within 10 years prior to application for licensure,  
49 certification, or registration; or

50 b. The area of practice related to licensure, certification, or registration by the board  
51 while under the authority of the board;

52 3. Has not engaged in fraud or misrepresentation in connection with the application for  
53 licensure, certification, or registration, or related exam;

54 4. Has not had a license, certification, or registration revoked or suspended for cause or  
55 been disciplined by the Commonwealth or by any other jurisdiction, or surrendered or  
56 has surrendered a license, certificate, or registration in lieu of disciplinary action; or

57 5. Has not practiced without the required license, registration, or certification in the  
58 Commonwealth or in another jurisdiction within the five years immediately preceding the  
59 filing of the application for licensure, certification, or registration by the Commonwealth.

60 "Good standing" means that the regulant holds a current or active license, certificate, or  
61 registration issued by any regulatory body that and the regulant is not subject to a current  
62 sanction. The regulant shall be in good standing in every jurisdiction where licensed, certified, or  
63 registered.

64 "Place of business" means any location that, through professionals, offers or provides the  
65 services of architecture, engineering, land surveying, landscape architecture, interior design, or  
66 any combination thereof. A temporary field office established and utilized for the duration of a  
67 specific project shall not qualify as a place of business under this chapter.

68 "Profession" means the practice of architecture, engineering, land surveying, landscape  
69 architecture, or interior design.

70 "Professional" means an architect, professional engineer, land surveyor, landscape  
71 architect, or certified interior designer who holds a license or certificate issued by the board  
72 pursuant to the provisions of this chapter and is in good standing with the board to practice his  
73 profession in the Commonwealth.

74 "Registrant" means a business entity holding a registration issued by the board and in good  
75 standing to offer or provide one or more of the professions regulated by the board.

76 "Regulant" means an architect, professional engineer, land surveyor, or landscape architect  
77 holding a license issued by the board ~~and is in good standing~~; a certified interior designer  
78 holding a valid certification issued by the board ~~and is in good standing~~; or a registrant.

79 ~~"Resident" means physically present at the place of business a majority of its operating~~  
80 ~~hours.~~

81 "Responsible person" means the professional named by the registrant to be responsible and  
82 have control of the registrant's regulated services offered, or rendered, ~~or both~~. A professional  
83 can only be the responsible person for the profession indicated on his licenses or certifications.

84 "Surveyor photogrammetrist" means a person who by reason of specialized knowledge in  
85 the area of photogrammetry has been granted a license by the board to survey land in  
86 accordance with Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia for the  
87 determination of topography, contours, or location of planimetric features using  
88 photogrammetric methods or similar remote sensing technology.

89 **18VAC10-20-15. Board organization.**

90 The board's organization shall will be consistent with applicable provisions of the Code of  
91 Virginia. The board may have the following sections: Architects, Professional Engineers, Land  
92 Surveyors, Certified Interior Designers, and Landscape Architects. Each section may meet as  
93 necessary.

94 ~~18VAC10-20-17. Replacement of wall certificate. (Repealed.)~~

95 Any professional may obtain a replacement for a lost, destroyed, or damaged wall certificate  
96 upon submission of a department fee accompanied by a written request indicating that the  
97 certificate was lost, destroyed, or damaged. Multiple copies may be available at the discretion of  
98 the board or its agent.

99 Part II

100 General Entry Requirements

101 **18VAC10-20-20. General application requirements.**

102 A. Applicants must be of good moral character. Good character may be established if the  
103 applicant:

104 1. Has not been convicted of a non-marijuana misdemeanor in the last 10 years or has  
105 ever been convicted of a felony that would render the applicant unfit or unsuited to  
106 engage in the occupation or profession applied for in accordance with § 54.1-204 of the  
107 Code of Virginia;

108 2. Has not committed any act involving dishonesty, fraud, misrepresentation, breach of  
109 fiduciary duty, negligence, or incompetence reasonably related to:

110 a. The proposed area of practice within 10 years prior to application for licensure,  
111 certification, or registration; or

112 b. The area of practice related to licensure, certification, or registration by the board  
113 while under the authority of the board;

114 3. Has not engaged in fraud or misrepresentation in connection with the application for  
115 licensure, certification, or registration, or related exam;



116 4. Has not had a license, certification, or registration revoked or suspended for cause or  
117 been disciplined by the Commonwealth or by any other jurisdiction, or surrendered or  
118 has surrendered a license, certificate, or registration in lieu of disciplinary action; or  
119 5. Has not practiced without the required license, registration, or certification in the  
120 Commonwealth or in another jurisdiction within the five years immediately preceding the  
121 filing of the application for licensure, certification, or registration by the Commonwealth.

122 B. Applications shall must be completed in accordance with instructions contained in this  
123 chapter and on the application.

124 ~~C. Applications for licensure requiring an exam shall be received in the board's office by the~~  
125 ~~application deadline established in Part III (18VAC10-20-90 et seq.) of this chapter for each~~  
126 ~~profession's exam. The date the application is received in the board's office shall determine if~~  
127 ~~the application has been received on time. Applications, accompanying materials, and~~  
128 ~~references become the property of the board upon receipt by the board.~~

129 ~~D. C.~~ Applicants shall must meet all entry requirements in effect at the time application is  
130 made.

131 ~~E. D.~~ Applicants shall must provide the board with all required documentation and fees to  
132 complete the application for licensure or certification no later than three years from the date of  
133 the board's receipt of the initial application fee. Applications that remain incomplete after that  
134 time will no longer be processed by the board and the applicant shall must submit a new  
135 application.

136 ~~F. E.~~ The board may make further inquiries and investigations with respect to an applicant's  
137 qualifications and documentation to confirm or amplify information supplied.

138 ~~G. F.~~ Failure of an applicant to comply with a written request from the board for additional  
139 evidence or information within 60 days of receiving such notice, except in such instances where

140 the board has determined ineligibility for a clearly specified period of time, may be sufficient and  
141 just cause for disapproving the application.

142 H. G. Applicants who do not meet the requirements of 18VAC10-20-20 or 18VAC10-20-40  
143 may be approved following consideration by the board in accordance with the provisions of the  
144 Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia)

145 **~~18VAC10-20-25. References. (Repealed.)~~**

146 ~~In addition to the requirements found in 18VAC10-20-130, 18VAC10-20-220, 18VAC10-20-~~  
147 ~~345, and 18VAC10-20-425, as applicable, references that are submitted as part of an~~  
148 ~~application must comply with the following:~~

- 149 ~~1. Written references shall be on the board approved form and shall be no more than~~  
150 ~~one year old at the time the application is received in the board's office; and~~
- 151 ~~2. The individual providing this reference must have known the applicant within the last~~  
152 ~~five years from the date of this application and for at least one year.~~

153 **18VAC10-20-35. Experience**

154 All experience or training requirements contained in this chapter shall must be on the board-  
155 approved form and will be evaluated based on the applicant working a minimum of 30 hours per  
156 week. Any experience gained at less than 30 hours per week may be prorated at the sole  
157 discretion of the board.

158 **~~18VAC10-20-40. Good standing of applicants.~~**

159 A. Applicants currently licensed, certified, or registered to practice architecture, engineering,  
160 land surveying, landscape architecture, or interior design in another jurisdiction shall must be in  
161 good standing in every jurisdiction where licensed, certified, or registered.

162 B. Applicants ~~shall not have had a~~ must report any disciplinary action related to their  
163 profession including any suspended, revoked, or surrendered license, certificate, or registration  
164 ~~to practice architecture, engineering, land surveying, landscape architecture, or interior design~~  
165 ~~that was suspended, revoked, or surrendered in connection with a disciplinary action or have~~  
166 ~~been the subject of a disciplinary action in any jurisdiction.~~

167 C. Applicants must report any felony and or misdemeanor convictions in any jurisdiction,  
168 excluding any misdemeanor marijuana convictions.

169 **18VAC10-20-50. Transfer of scores to other boards.**

170 The board, at its discretion and upon proper application, may forward the scores achieved  
171 by an applicant in the various exams given under the board's jurisdiction ~~to any other duly~~  
172 ~~constituted registration board~~ for use in evaluating the applicant's eligibility for registration within  
173 another board's jurisdiction or evaluation of the applicant's national certification. An applicant  
174 requesting that his score be transferred to another registration board shall state his reason for  
175 the request in writing.

176 ~~18VAC10-20-55. Language and comprehension. (Repealed.)~~

177 ~~Applicants for licensure or certification shall be able to speak and write English to the~~  
178 ~~satisfaction of the board. Applicants whose primary language has not always been English, or~~  
179 ~~who have not graduated from a college or university in which English is the language of~~  
180 ~~instruction, shall submit to the board a Test of English as a Foreign Language Internet based~~  
181 ~~Test (TOEFL iBT) score report. Score reports shall not be over two years old at the time of~~  
182 ~~application and must reflect a score acceptable to the board. In lieu of the TOEFL, other~~  
183 ~~evidence such as significant academic or work experience in English may be acceptable as~~  
184 ~~determined by the board.~~

185 **~~18VAC10-20-70. Modifications to examination administration. (Repealed.)~~**

186 ~~The board and the department support and comply with the provisions of the Americans with~~  
187 ~~Disabilities Act (ADA), 42 USC § 12101 et seq. Contracts between the board, department, and~~  
188 ~~vendors for exams contain provisions for compliance with the ADA. Requests for~~  
189 ~~accommodations must be in writing and received in the board's office within a reasonable time~~  
190 ~~before the exam. The board may require a report from a medical professional along with~~  
191 ~~supporting data confirming the nature and extent of the disability. The applicant is responsible~~  
192 ~~for providing the required information in a timely manner including the costs for providing the~~  
193 ~~information. The board or its designee will determine, consistent with applicable law, any~~  
194 ~~accommodations to be made.~~

195 **~~18VAC10-20-75. Conduct at examination. (Repealed.)~~**

196 ~~Applicants approved for an exam will be given specific instructions as to the conduct of each~~  
197 ~~division of the exam at the exam site. Applicants are required to follow these instructions to~~  
198 ~~ensure fair and equal treatment to all applicants during the course of the exam. Misconduct may~~  
199 ~~result in removal from the exam site, voided exam scores, and restriction from future exam~~  
200 ~~access.~~

201 **~~18VAC10-20-85. Examination on regulations.~~**

202 ~~The board shall will provide applicants with an exam on its regulations and statutes. All~~  
203 ~~applicants for licensure or certification must achieve a passing score on this exam.~~

204 **~~18VAC10-20-87. Expiration of initial licenses, certificates, and registrations.~~**

205 ~~A. Initial licenses, certificates, and registrations shall expire as follows:~~

- 206 ~~1. Individual licenses and certificates shall be valid for two years from the last day of the~~  
207 ~~month in which they are issued.~~

208 ~~2. Registrations for professional corporations, professional limited liability companies,~~  
209 ~~and business entities shall expire on December 31 of the odd-numbered year following~~  
210 ~~issuance.~~

211 ~~3. Registrations for branch offices shall expire the last day of February of the even-~~  
212 ~~numbered year following issuance.~~

213 A. Licenses, certificates, and registrations will be valid for two years from the last day of the  
214 month in which they are issued.

215 B. Licenses, certificates, and registrations shall will expire in accordance with this section  
216 unless renewed pursuant to 18VAC10-20-670 or reinstated pursuant to 18VAC10-20-680.

217 Part III

218 Qualifications for Licensing of Architects

219 **18VAC10-20-90. Fee schedule.**

220 All fees are nonrefundable and shall will not be prorated.

Application for Initial Architect License	\$75
Application for Architect License by <u>Comity</u> <u>Endorsement</u>	\$75
Renewal	\$55

221

222 **18VAC10-20-105. Qualifications for licensure as an architect.**

223 A. Upon completing the requirements of this section, applicants may apply for licensure with  
224 the board.

225 B. Education.

226 1. Applicants for original licensure must hold a professional degree in architecture from a  
227 program accredited by the National Architectural Accrediting Board (NAAB). The degree

228 program must have been accredited by NAAB no later than two years after the date of  
229 the applicant's graduation from the program.

230 2. Applicants seeking credit for a degree or coursework that is not NAAB-accredited,  
231 whether foreign or domestic, must establish a National Council of Architectural  
232 Registration Boards record and have that degree or coursework evaluated for  
233 equivalency to a NAAB- accredited professional degree in architecture through NAAB's  
234 evaluation service. The board reserves the right to reject any evaluation submitted. Any  
235 costs attributable to evaluation will be borne by the applicant.

236 C. Experience.

237 1. Applicants for original licensure must successfully complete the National Council of  
238 Architectural Registration Boards (NCARB) administered architectural experience  
239 program, which satisfies the experience requirement outlined in 18VAC10-20-35.

240 2. Applicants with a National Architectural Accrediting Board-accredited degree or who  
241 are actively participating in or who have completed the NCARB-accepted integrated path  
242 to architectural licensure option are required to document their experience or training in  
243 architecture before licensure.

244 D. Examination. The board is a member board of National Council of Architectural  
245 Registration Boards (NCARB) and applicants for original licensure are required to pass the  
246 NCARB-prepared exam.

247 ~~18VAC10-20-110. Education. (Repealed.)~~

248 ~~A. Applicants for original licensure shall hold a professional degree in architecture from a~~  
249 ~~program accredited by the National Architectural Accrediting Board (NAAB). The degree~~  
250 ~~program must have been accredited by NAAB no later than two years after the date of the~~  
251 ~~applicant's graduation from the program.~~

252 B. Applicants seeking credit for a degree or coursework that is not NAAB-accredited,  
253 whether foreign or domestic, shall establish an National Council of Architectural Registration  
254 Boards record and have that degree or coursework evaluated for equivalency to a NAAB-  
255 accredited professional degree in architecture through NAAB's evaluation service. The board  
256 reserves the right to reject any evaluation submitted. Any costs attributable to evaluation shall  
257 be borne by the applicant.

258 **18VAC10-20-120. Experience. (Repealed.)**

259 A. Applicants for original licensure shall successfully complete the National Council of  
260 Architectural Registration Boards (NCARB) administered architectural experience program,  
261 which satisfies the experience requirement outlined in 18VAC10-20-35.

262 B. Applicants with a National Architectural Accrediting Board-accredited degree or who are  
263 actively participating in or who have completed the NCARB-accepted integrated path to  
264 architectural licensure option are required to document their experience or training in  
265 architecture before licensure.

266 **18VAC10-20-130. References. (Repealed.)**

267 Applicants shall submit three references with the application, all of which shall be from  
268 currently licensed architects in a state or other jurisdiction of the United States or a country in  
269 which a mutual recognition agreement has been executed between itself and National Council  
270 of Architectural Registration Boards and accepted by the board. In addition to the requirements  
271 found in 18VAC10-20-25, the applicant shall only submit references from licensed architects  
272 who have personal knowledge of the applicant's architectural experience that demonstrates the  
273 applicant's competence and integrity.

274 ~~18VAC10-20-140. Examination. (Repealed.)~~

275 ~~A. The board is a member board of National Council of Architectural Registration Boards~~  
276 ~~(NCARB) and is authorized to make available the NCARB prepared exam. Applicants for~~  
277 ~~original licensure are required to pass this exam.~~

278 ~~B. Applications for original licensure shall be approved by the board before applicants will be~~  
279 ~~allowed to sit for the exam. Applicants who have satisfied the requirements of 18VAC10-20-110~~  
280 ~~and 18VAC10-20-130 and who are currently enrolled in or have completed the NCARB-~~  
281 ~~administered architectural experience program or are actively participating in an integrated path~~  
282 ~~accepted by NCARB to architectural licensure option with a National Architectural Accrediting~~  
283 ~~Board accredited professional degree program in architecture option shall be admitted to the~~  
284 ~~exam.~~

285 ~~C. Applicants approved by the board to sit for the exam shall register and submit the~~  
286 ~~required exam fee and follow NCARB procedures when taking the exam. Applicants not~~  
287 ~~properly registered will not be allowed to sit for the exam.~~

288 ~~D. Applicants approved to sit for the exam shall be eligible for a period of three years from~~  
289 ~~the date of their initial approval. Applicants who do not pass all sections of the exam during their~~  
290 ~~eligibility period are no longer eligible to sit for the exam. To become exam-eligible again,~~  
291 ~~applicants shall reapply to the board as follows:~~

292 ~~1. Applicants who have taken at least one section of the exam and who reapply to the~~  
293 ~~board no later than six months after the end of their eligibility may be approved to sit for~~  
294 ~~the exam for an additional three years. The original application requirements shall apply.~~

295 ~~2. Applicants who do not meet the criteria of subdivision 1 of this subsection shall~~  
296 ~~reapply to the board and meet all entry requirements current at the time of reapplication.~~



297 ~~E. Applicants will be notified of whether they passed or failed the exam. The exam shall not~~  
298 ~~be reviewed by applicants. Unless authorized by NCARB rules and procedures, exam scores~~  
299 ~~are final and not subject to change.~~

300 ~~F. Scoring of the exam shall be in accordance with the national grading procedure~~  
301 ~~administered by NCARB.~~

302 ~~G. The board may approve transfer credits for parts of the exam taken and passed in~~  
303 ~~accordance with national standards.~~

304 ~~H. Applicants who have been approved for and subsequently pass the exam and who have~~  
305 ~~satisfied 18VAC10-20-110, 18VAC10-20-120, and 18VAC10-20-130 shall be issued an architect~~  
306 ~~license.~~

307 **18VAC10-20-150. Licensure by comity endorsement.**

308 ~~A. Applicants who hold a valid active license in another state or other jurisdiction of the~~  
309 ~~United States or a country in which a mutual recognition agreement has been executed~~  
310 ~~between itself and National Council of Architectural Registration Boards (NCARB) and accepted~~  
311 ~~by the board may be granted a license provided that they meet the requirements of 18VAC10-~~  
312 ~~20-25 and:~~

313 1. ~~They possess~~ Poses an NCARB certificate; or submit to the board verifiable  
314 documentation for education, experience, and exam meeting current requirements in  
315 Virginia, and

316 2. ~~They met the requirements for licensure that were substantially equivalent to those in~~  
317 ~~effect in Virginia at the time they were originally licensed~~ Satisfy all other applicable  
318 requirements of this chapter.

319 ~~B. Applicants who do not satisfy the requirements of subsection A of this section shall meet~~  
320 ~~the entry requirements for initial licensure pursuant to this chapter.~~

321

Part IV

322

Qualifications for Licensing of Professional Engineers

323 **18VAC10-20-160. Definitions.**

324 The following words, terms, and phrases when used in this part shall ~~shall~~ will have the following  
325 meanings ascribed to them except where the context clearly indicates otherwise or requires  
326 different meanings:

327 "ABET" means the Accreditation Board for Engineering and Technology.

328 "Approved engineering program" means an undergraduate engineering program of four  
329 years or more or a graduate engineering program approved by the board. ABET-approved EAC  
330 programs are approved by the board. Programs that are accredited by ABET not later than two  
331 years after an applicant's graduation shall be deemed as ABET-approved.

332 "Approved engineering technology program" means an undergraduate engineering  
333 technology program of four years or more approved by the board. ABET-approved ETAC  
334 programs of four years or more are approved by the board. Programs that are accredited by  
335 ABET not later than two years after an applicant's graduation shall be deemed as ABET-  
336 approved.

337 "EAC" means Engineering Accreditation Commission.

338 ~~"Engineer in training" or "EIT" means an applicant who has completed any one of several~~  
339 ~~combinations of education, or education and experience, and has passed the Fundamentals of~~  
340 ~~Engineering exam.~~

341 "ETAC" means Engineering Technology Accreditation Commission.

342 "Related science program" means a four-year program in biology, chemistry, geology,  
343 geophysics, mathematics, physics, or other programs approved by the board. Programs must

344 have a minimum of six semester hours of mathematics courses beyond algebra and  
345 trigonometry and a minimum of six semester hours of science courses in calculus-based  
346 physics in order to be considered a related science program.

347 "Qualifying engineering experience" means a record of progressive experience ~~on in~~  
348 engineering work during which the applicant has made a practical utilization of acquired  
349 knowledge and has demonstrated progressive improvement, growth, and development through  
350 the utilization of that knowledge as revealed in the complexity and technical detail of the  
351 applicant's work product or work record. The applicant must show progressive assumption of  
352 greater individual responsibility for the work product over the relevant period. ~~The progressive~~  
353 ~~experience on engineering work shall be of a type and quality that indicates to the board that the~~  
354 ~~applicant is minimally competent to practice engineering.~~ Qualifying engineering experience  
355 shall must be progressive in complexity and based on a knowledge of engineering mathematics,  
356 physical and applied sciences, properties of materials, and fundamental principles of  
357 engineering design.

358 **18VAC10-20-170. Fee schedule.**

359 All fees are nonrefundable and shall will not be prorated.

Application for Engineer-in-Training Designation	\$30
Application for Initial Professional Engineer License	\$60
Application for Professional Engineer License by Comity <u>Endorsement</u>	\$60
Renewal	\$80

360  
361 **18VAC10-20-191. Requirements for an engineer-in-training (EIT) designation.**

362 A. Applicants must apply directly with NCEES to take the Fundamentals of Engineering (FE)  
363 exam. Upon passing the FE exam and verification of graduation from an ABET-accredited

364 undergraduate EAC or ETAC curriculum, an ABET-accredited graduate or doctorate EAC or  
365 ETAC curriculum, or graduated from a nonapproved engineering curriculum or from a related  
366 science curriculum of four years or more, applicants may apply to the board to receive the EIT  
367 designation.

368 B. Upon passing the FE exam, an applicant who qualified for the exam under 18VAC10-20-  
369 190 A will receive the EIT designation only after he provides verification of the applicant's  
370 degree to the board. All other applicants will receive the EIT designation upon passing the FE  
371 exam. The EIT designation will remain valid indefinitely

372 **~~18VAC10-20-200. Requirements for engineer-in-training designation. (Repealed.)~~**

373 ~~In order to receive the EIT designation, applicants shall:~~

- 374 ~~1. Graduate from an engineering program of four years or more accredited by the~~  
375 ~~Engineering Accreditation Commission of ABET (EAC/ABET), graduate from an~~  
376 ~~engineering master's program accredited by EAC/ABET, or meet the requirements of the~~  
377 ~~NCEES Engineering Education Standard;~~
- 378 ~~2. Pass the NCEES Fundamentals of Engineering (FE) exam; and~~
- 379 ~~3. Apply to the board.~~

380 **18VAC10-20-210. Requirements for licensure as a professional engineer.**

381 ~~A. In order to be licensed as a professional engineer, applicants shall:~~

- 382 ~~1. Satisfy one requirement of subdivisions B 1 through B 4 of this section;~~
- 383 ~~2. Pass the Principles and Practice of Engineering (PE) exam;~~
- 384 ~~3. Meet all the requirements of this chapter; and~~
- 385 ~~4. Apply to and be approved by the board.~~

386 ~~B. In general, the required education shall be applied as follows:~~

EDUCATIONAL REQUIREMENTS	EIT PASSING OF FUNDAMENTALS EXAM REQUIRED?	NUMBER OF REQUIRED YEARS OF QUALIFYING ENGINEERING EXPERIENCE
1. Have graduated from an <u>approved ABET-accredited</u> engineering program.	YES	4
2. Dual degree holders. a. Have graduated from an ABET-accredited undergraduate engineering program; and b. Have graduated from a doctorate engineering program that is ABET accredited at the undergraduate level.	NO	4
3. Have graduated from a <del>nonapproved</del> engineering program of four years or more, a <u>four-year</u> related science program, or an <u>approved</u> engineering technology program, or a <u>non-ABET-accredited engineering program</u> .	YES	6
4. <del>Have graduated from a nonapproved engineering technology program of four years or more</del> <u>Have obtained, by documented academic coursework, the equivalent of education that meets that requirements of ABET accreditation for the baccalaureate engineering technology curricula. Whether an education is considered to be equivalent shall be determined by the judgment of the board.</u>	YES	10
5. <u>Have graduated from an engineering, engineering technology, or related science curriculum of four years or more.</u>	NO	20

387 ~~18VAC10-20-220. References. (Repealed.)~~

388 In addition to the requirements found in 18VAC10-20-25, applicants shall satisfy one of the  
389 following:

390 1. An applicant for the engineer in training designation shall provide one reference that  
391 indicates the applicant's personal integrity from one of the following:

392 a. A professional engineer;

393 b. ~~The dean, or the dean's designee, of the engineering school attended by the~~  
394 ~~applicant; or~~

395 c. ~~An immediate work supervisor.~~

396 2. ~~An applicant for licensure as a professional engineer shall submit three references~~  
397 ~~from professional engineers currently licensed in a state or other jurisdiction of the~~  
398 ~~United States. The applicant shall only submit references given by professional~~  
399 ~~engineers who have personal knowledge of the applicant's competence and integrity~~  
400 ~~relative to his engineering experience.~~

401 **18VAC10-20-230. Education.**

402 A. An applicant who is seeking credit for a degree that is not ABET accredited as ETAC or  
403 EAC and was earned from an institution outside the United States ~~shall~~ and its territories must  
404 have the degree authenticated and evaluated by an educational credential evaluation service.  
405 The board may consider the degree as an approved engineering program or approved  
406 engineering technology program. The board reserves the right to reject any evaluation  
407 submitted by the applicant.

408 B. Degrees earned within the United States for any nonapproved engineering program,  
409 related science program, or nonapproved engineering technology program of four years or more  
410 ~~shall~~ must be from an accredited college or university that is approved or accredited by the  
411 Commission on Colleges, a regional or national accreditation association, or by an accrediting  
412 agency that is recognized by the U.S. Secretary of Education.

413 **18VAC10-20-240. Experience.**

414 A. Each applicant ~~shall~~ must complete the board's Professional Engineer ~~and Engineer-in-~~  
415 ~~Training~~ Experience Verification Form, documenting all of his the applicant's engineering  
416 experience. The information provided on the form ~~shall~~ must clearly describe the engineering

417 work or research that the applicant personally performed; delineate ~~his~~ the applicant's role in  
 418 any group engineering activity; provide an overall description of the nature and scope of ~~his~~ the  
 419 applicant's work; and include a detailed description of the engineering work personally  
 420 performed by ~~him~~ the applicant. The experience must be obtained in an organization with an  
 421 engineering practice and must be verified on the board's experience verification form by a  
 422 licensed professional engineer in the organization's engineering practice.

423 B. In general, the required experience shall will be applied as follows:

Type of Experience	Qualifying	Nonqualifying
1. Design experience.	A demonstrated use of engineering computation and problem-solving skills.	Drafting of design by others.
2. Construction experience.	A demonstrated use of engineering computation and problem-solving skills.	The execution as a contractor of work designed by others, the supervision of construction, and similar nonengineering tasks.
3. Military experience.	Engineering of a character substantially equivalent to that required in the civilian sector for similar work.	Nonengineering military training and supervision.
4. Sales experience.	A demonstrated use of engineering computational and problem-solving skills.	The selection of data or equipment from a company catalogue, similar publication, or database.
5. Industrial experience.	Work directed toward the identification and solution of practice problems in the applicant's area of engineering specialization including engineering analysis of existing systems or the design of new ones.	The performance of maintenance of existing systems, replacement of parts or components, and other nonengineering tasks.
6. Graduate or doctoral degree.	Only one year of qualifying experience will be given for any combination of advanced degrees in an engineering program. In addition, if a degree is used to satisfy the education requirement, it	Research conducted as part of a graduate or doctoral degree shall not count as additional experience if credit for the degree is granted pursuant to 18VAC10-20-210.

	cannot also be used toward satisfying the experience requirement.	
7. Teaching.	For teaching experience to be considered qualifying by the board, the applicant shall have taught in an engineering program approved by the board and shall have been employed in the level of instructor or higher.	
8. Co-op or internship.	Engineering experience gained during a co-op or internship may be deemed qualifying engineering experience to a maximum of one year of credit.	
9. General.		Experience in claims consulting, drafting, estimating, and field surveying.

424 C. The board, in its sole discretion, may permit partial credit for approved qualifying  
 425 engineering experience obtained prior to graduation from an engineering program. Partial credit  
 426 shall will not exceed one-half of that required for any method of initial licensure.

427 **18VAC10-20-260. Examinations.**

428 A. Applicants who do not complete their application and receive their designation within the  
 429 three years from the date that they apply must reapply to the board as follows:

430 1. Applicants who reapply to the board no later than six months after the end of their  
 431 eligibility may be approved to sit for the exam for an additional three years. The original  
 432 application requirements shall apply.

433 2. Applicants who do not meet the criteria of subdivision 1 of this subsection shall  
 434 reapply to the board and meet all entry requirements current at the time of reapplication.

435 3. All professional engineer applications shall be received in the board's office no later  
 436 than 130 days prior to the scheduled exam.



437 ~~B.~~ A. The board is a member board of the National Council of Examiners for Engineering  
438 and Surveying (NCEES) and is authorized to administer the NCEES exams including the  
439 Fundamentals of Engineering exam and the Principles and Practice of Engineering exam.

440 ~~C.~~ B. The exam may not be reviewed by applicants. Unless authorized by NCEES rules and  
441 procedures, exam scores are final and are not subject to change.

442 **18VAC10-20-270. Licensure by ~~comity~~ endorsement.**

443 A. Applicants holding a valid license to practice engineering in other states or jurisdictions of  
444 ~~the United States~~ may be licensed provided they satisfy the provisions of this subsection.

445 Applicants shall must:

446 1. Submit to the board verifiable documentation ~~that the~~ for education, experience, and  
447 exam meeting current requirements by which they were first licensed in the original  
448 jurisdiction were substantially equivalent to the requirements in Virginia ~~at the same~~  
449 ~~time~~;

450 ~~2. Have passed an exam in another jurisdiction that was substantially equivalent to that~~  
451 ~~approved by the board at the time of their original licensure;~~

452 ~~3. Be in good standing in all jurisdictions where they are currently licensed;~~

453 ~~4. Submit three references from professional engineers currently licensed in a state or~~  
454 ~~other jurisdiction of the United States. The applicant shall only submit references given~~  
455 ~~by professional engineers who have personal knowledge of the applicant's competence~~  
456 ~~and integrity relative to his engineering experience; and~~

457 ~~5.~~ 2. Satisfy all other applicable requirements of this chapter.

458 B. Applicants who do not meet the requirements for licensure in Virginia that were in effect  
459 at the time of their original licensure shall be required to meet the entry requirements current at

460 ~~the time the completed application for comity is received in the board's office~~ International  
461 endorsement. Applicants holding a valid license in a country that is a signatory to the mobility  
462 agreements of the International Engineering Alliance may be licensed provided they satisfy the  
463 provisions of this subsection. Applicants must:

- 464 1. Submit evidence of Education meeting the requirements of 18VAC10-20-230.
- 465 2. Submit evidence of seven years of qualifying engineering experience in accordance  
466 with 18VAC10-20-240.
- 467 3. Satisfy all other applicable requirements of this chapter.

468 Part V

469 Qualifications for Licensing and Standards of Procedure for Land Surveyors

470 **18VAC10-20-280. Fee schedule.**

471 All fees are nonrefundable and shall not be prorated.

Application for Surveyor-in-Training Designation	\$60
Application for Initial Land Surveyor License	\$90
Application for Initial Surveyor Photogrammetrist License	\$90
Application for Initial Land Surveyor B License	\$90
Application for License by Comity <u>Endorsement</u>	\$90
Renewal	\$90

472 **18VAC10-20-295. Definitions.**

473 "Absolute horizontal positional accuracy" means the value expressed in feet or meters that  
474 represents the uncertainty due to systematic and random errors in measurements in the location  
475 of any point on a survey relative to the defined datum at the 95% confidence level.

476 "Approved land surveying experience" means progressive and diversified office and field  
477 training and experience under the direct control and personal supervision of a licensed land

478 surveyor. This experience shall have been acquired in positions requiring the exercise of  
479 independent judgment, initiative, and professional skill. Written verification of such work  
480 experience shall be on forms provided by the board. Experience may be gained either prior to or  
481 after education is obtained. Notwithstanding the definition of "approved land surveying  
482 experience," the requirements set forth in 18VAC10-20-310 shall not be waived.

483 "Approved photogrammetric surveying or similar remote sensing technology experience"  
484 means progressive and diversified office and field training and experience in photogrammetric  
485 surveying or similar remote sensing technology under the direct control and personal  
486 supervision of a licensed land surveyor or licensed surveyor photogrammetrist. This experience  
487 shall have been acquired in positions requiring the exercise of independent judgment, initiative,  
488 and professional skill. Written verification of such work experience shall be on forms provided by  
489 the board. Experience may be gained either prior to or after education is obtained.  
490 Notwithstanding the definition of "approved photogrammetric surveying or similar remote  
491 sensing technology experience," the requirements set forth in 18VAC10-20-310 shall not be  
492 waived.

493 "Relative horizontal positional accuracy" means the value expressed in feet or meters that  
494 represents the uncertainty due to random errors in measurements in the location of any point on  
495 a survey relative to any other point on the same survey at the 95% confidence level.

496 "Rural land surveys" include surveys on properties located outside urban/suburban  
497 properties.

498 "Urban/suburban land surveys" include surveys on properties which lie within or adjoin city  
499 or town limits, suburban areas, or other high-valued properties.

500 **18VAC10-20-300. Requirements for surveyor-in-training designation.**

501 A. Applicants must apply directly with NCEES for the FS exam. All applicants will receive the  
502 SIT designation upon passing the FS exam, receiving approval from a board reviewed  
503 application, and meeting all other board requirements. All applicants must satisfy one of the  
504 following conditions in subdivisions 1 through 8 (inclusive) of this subsection. Applicants who do  
505 not complete their applications and receive their designations within the three years from the  
506 date that they apply must reapply and satisfy one of the following:

507 1. Be enrolled in an EAC/ABET-accredited surveying or surveying technology program  
508 ~~acceptable to the board~~, have 12 months or less remaining before completion of degree  
509 requirements, and provide a certificate of good standing from the dean of the school or  
510 the dean's designee;

511 2. Have earned an undergraduate degree from an EAC/ABET-accredited surveying or  
512 surveying technology program ~~acceptable to the board~~;

513 3. Have earned an undergraduate degree related to surveying acceptable to the board  
514 and possess a minimum of one year of approved land surveying experience;

515 4. Have earned an undergraduate degree in a field unrelated to surveying in conjunction  
516 with an additional 30 credit hours in an ~~approved surveying program~~ acceptable to the  
517 board and possess a minimum of two years of approved land surveying experience;

518 ~~5. Have earned a board-approved undergraduate degree in a field unrelated to~~  
519 ~~surveying and possess a minimum of two years of approved land surveying experience;~~

520 ~~6.~~ 5. Have earned a board-approved associate's degree related to surveying acceptable  
521 to the board and possess a minimum of ~~four~~ two years of approved land surveying  
522 experience;

523 6. Have earned a certificate or diploma in a surveying curriculum of a minimum of 30  
524 credit hours in a surveying program acceptable to the board and possess a minimum of  
525 three years of approved land surveying experience;

526 7. Have successfully completed a board-approved registered survey apprenticeship  
527 program. ~~The apprenticeship program shall include a minimum of 480 hours of~~  
528 ~~surveying-related classroom instruction with~~ approved by the board, including all work  
529 hours and required related technical instruction and possess a minimum of six three  
530 years of approved land surveying experience; or

531 8. Have graduated from high school with evidence of successful completion of courses  
532 in algebra, geometry, and trigonometry and possess a minimum of ~~eight~~ six years of  
533 approved land surveying experience.

534 B. Applicants seeking approval to sit for the Fundamentals of Surveying (FS) exam SIT  
535 designation pursuant to subdivisions A-3 through A-8 of this section may apply board-approved  
536 college credits to help meet toward the experience requirement. The maximum rate of college  
537 credit substitution for experience shall ~~will~~ be one year of experience credit for each ~~40~~ 30 credit  
538 hours of board-approved college credits completed. College credits applicable toward the  
539 completion of any degree used to satisfy a requirement of subsection A of this section shall ~~will~~  
540 not be eligible for experience substitution.

541 C. All applicants shall receive the SIT designation upon passing the FS exam, receiving  
542 approval from a board reviewed application, and meeting all other board requirements.

543 **18VAC10-20-310. Requirements for the land surveyor and surveyor photogrammetrist**  
544 **licenses.**

545 A. Land surveyor license.

546 1. A surveyor-in-training (SIT) who has ~~met the requirements of 18VAC10-20-300 and~~  
547 has a minimum of four years of approved land surveying experience ~~shall, in addition to~~  
548 the requirements of 18VAC10-20-300, will be approved to sit for:

549 a. The Principles and Practice of Land Surveying exam;

550 b. The Virginia-specific land surveying exam; and

551 c. The board supplied exam on regulations.

552 2. A qualified applicant ~~shall~~ will be granted a license to practice land surveying upon  
553 passing all three exams and meeting all other board requirements.

554 B. Surveyor photogrammetrist license.

555 1. An SIT who has ~~met the requirements of 18VAC10-20-300 and~~ has a minimum of four  
556 years of approved photogrammetric surveying or similar remote sensing technology  
557 experience ~~shall, in addition to the requirements of 18VAC10-20-300, will~~ be approved to  
558 sit for the following board-approved exams:

559 a. The board-approved surveyor photogrammetrist exam; and

560 b. The Virginia-specific land surveying exam; and

561 ~~c. b.~~ The board supplied exam on regulations.

562 2. A qualified applicant ~~shall~~ will be granted a license to practice photogrammetric  
563 surveying upon passing all three both exams and meeting all other board requirements.

564 **18VAC10-20-320. Requirements for the land surveyor B license.**

565 A. An applicant ~~shall~~ must:

566 1. Hold a valid Virginia license as a land surveyor;

- 567 2. Present satisfactory evidence of a minimum of two years of land surveying experience  
568 that is progressive in complexity in ~~land surveyor B land surveying~~, as provided in §  
569 54.1-408 of the Code of Virginia, under the direct control and personal supervision of a  
570 licensed land surveyor B or professional engineer;
- 571 3. Present satisfactory evidence of having passed college-level courses in hydrology and  
572 hydraulics that are acceptable to the board; and
- 573 4. Pass an ~~exam developed by the board~~ board-approved exam.

574 B. A qualified applicant ~~shall~~ will be issued a land surveyor B license upon passing the  
575 ~~board-developed~~ board-approved exam and meeting all board requirements of in subsection A  
576 of this section.

577 **18VAC10-20-330. Education.**

578 An applicant who is seeking credit for a degree earned from an institution outside of the  
579 United States ~~shall~~ have his the applicant's degree authenticated and evaluated by an  
580 education evaluation service ~~approved by the board~~. The board reserves the right to reject any  
581 evaluation submitted by the applicant. Any cost of evaluation shall be borne by the applicant.

582 **18VAC10-20-340. Experience standards.**

583 ~~In order to demonstrate meeting the experience requirements of 18VAC10-20-300, 18VAC-~~  
584 ~~10-20-310, and 18VAC10-20-320, applicants shall document experience that has been gained~~  
585 ~~under the direct control and personal supervision of a licensed land surveyor or licensed~~  
586 ~~surveyor photogrammetrist on the appropriate board provided forms. Experience shall be~~  
587 ~~verified by a licensed land surveyor or licensed surveyor photogrammetrist in an organization~~  
588 ~~with a surveying practice and will be evaluated by the board in accordance with 18VAC10-20-~~

589 35.

590 In order to demonstrate meeting the experience requirements of 18VAC10-20-300, 18VAC-  
591 10-20- 310, and 18VAC10-20-320, the following requirements must be met:

592 1. Written verification of such work experience must document experience that has been  
593 gained under the direct control and supervisor of a licensed land surveyor or licensed  
594 surveyor photogrammetrists on forms provided by the board.

595 2. This experience must have been acquired in positions requiring the exercise of  
596 independent judgment, initiative, and professional skill.

597 3. Experience may be gained either prior to or after education is obtained.

598 4. Experience must be verified by a licensed land surveyor or licensed surveyor  
599 photogrammetrist in an organization with a surveying practice and will be evaluated by  
600 the board in accordance with 18VAC10-20-35.

601 5. Notwithstanding the definition of "approved land surveying experience," or "approved  
602 photogrammetric surveying or similar remote sensing technology experience," the  
603 requirements set forth in 18VAC10-20-310 will not be waived.

604 **~~18VAC10-20-345. References. (Repealed.)~~**

605 ~~Applicants shall submit three references on a board approved form with the application, all~~  
606 ~~of which shall be from currently licensed land surveyors in a state or other jurisdiction of the~~  
607 ~~United States. In addition to the requirements found in 18VAC10-20-25, the applicant shall only~~  
608 ~~submit references from licensed land surveyors who have personal knowledge of the applicant's~~  
609 ~~surveying experience that demonstrates the applicant's competence and integrity.~~

610 **18VAC10-20-350. Examinations.**

611 A. Applications for initial licensure shall must be received by the board in accordance with  
612 the following deadlines:



613 1. Applicants for the surveyor in training designation submitted pursuant to 18VAC10-  
614 20-300 A are eligible to sit for the Fundamentals of Surveying (FS) exam.

615 2. 1. Upon successful completion of the FS exam achievement of the Surveyor-in-  
616 Training designation, applicants who qualify may apply to sit for the other surveying  
617 exams.

618 3. All applications for the Virginia specific exam shall be received in the board's office no  
619 later than 130 days prior to the scheduled exam.

620 2. Upon successful completion of the land surveyor licensure requirements, applicants  
621 who qualify under 18VAC 10-20-320 may apply to sit for the land surveyor B exam.

622 B. ~~The board is a member board of the National Council of Examiners for Engineering and~~  
623 ~~Surveying (NCEES) and authorizes NCEES to administer the national surveying related exam.~~  
624 ~~Applicants sitting for the exam shall follow NCEES procedures~~ Applicants must apply to the  
625 board to be approved to sit for examinations. Applicants must register and submit the required  
626 exam fee to the board's designee. Applicants must follow all board regulations and designee  
627 requirements.

628 C. ~~The exams for Virginia board regulations, the Virginia specific, the surveyor~~  
629 ~~photogrammetrist, and the land surveyor B shall be given at times designated by the board.~~

630 D. ~~Unless otherwise stated, applicants approved to sit for an exam must register and submit~~  
631 ~~the required exam fee to be received by the board or the board's designee at a time designated~~  
632 ~~by the board. Applicants not properly registered will not be allowed to sit for the exam.~~

633 E. ~~The exam shall not be reviewed by applicants. Unless authorized by NCEES rules and~~  
634 ~~procedures, exam scores are final and are not subject to change.~~

635 F. C. Applicants approved to sit for the exam shall will be eligible for a period of three years  
636 from the date of their initial approval. Applicants who do not pass the exam during their eligibility

637 period are no longer eligible to sit for the exam. To become exam-eligible again, applicants shall  
638 must reapply to the board, meet all current entry requirements, and demonstrate successful  
639 completion of 16 hours of educational activities that meet the requirements of 18VAC10-20-683  
640 E and F.

641 **18VAC10-20-360. Licensure by comity endorsement.**

642 A. ~~Applicants holding a valid license~~ In order to become licensed as a land surveyor in  
643 Virginia, any person currently licensed to practice land surveying in another state or other  
644 jurisdiction of the United States may be licensed as a land surveyor in Virginia. To become  
645 licensed, applicants shall must:

- 646 1. ~~Submit to the board verifiable documentation that the~~ of education, experience, and  
647 exam requirements by which they were first licensed in the original jurisdiction were  
648 substantially equivalent to the meeting current requirements in Virginia at the same time;
- 649 2. ~~Have passed an exam in another jurisdiction that was substantially equivalent to that~~  
650 ~~approved by the board at the time of the original licensure;~~
- 651 3. ~~Be in good standing in all jurisdictions where licensed;~~
- 652 4. 2. Pass the Virginia-specific exam; and
- 653 5. 3. Satisfy all other applicable requirements of this chapter.

654 B. Applicants who do not meet the requirements for licensure in Virginia that were in effect  
655 at the time of their original licensure shall be required to meet the entry requirements current at  
656 the time the completed application for comity is received in the board's office;

657 C. B. Applicants holding a current license In order to become licensed as a land surveyor  
658 photogrammetrist in Virginia, any person currently licensed to practice land surveying or  
659 photogrammetric surveying issued by another state or other jurisdiction of the United States

660 may be licensed in Virginia as a surveyor photogrammetrist provided they meet one of the  
661 following criteria must:

662 1. Applicants who were originally licensed prior to December 1, 2009, shall meet the  
663 requirements of the board's regulations effective December 1, 2008, and pass the  
664 Virginia-specific exam; or Submit to the board verifiable documentation of education and  
665 experience, and pass the Virginia-approve mapping sciences or submit proof of passing  
666 a substantially equivalent meeting current requirements in Virginia; and

667 2. Applicants who were originally licensed on or after December 1, 2009, shall meet the  
668 requirements of the board's regulations effective at the time of original licensure and  
669 pass the Virginia-specific exam Satisfy all other applicable requirements of this chapter.

670 **18VAC10-20-370. Minimum standards and procedures for land boundary surveying**  
671 **practice.**

672 A. The minimum standards and procedures set forth in this section are to be used for land  
673 boundary surveys performed in the Commonwealth of Virginia. The application of the  
674 professional's seal, signature, and date as required by these regulations ~~shall~~ will be evidence  
675 that the land boundary survey is correct to the best of the professional's knowledge, information,  
676 and belief and complies with the minimum standards and procedures set forth in this chapter.

677 B. Research procedure. The professional ~~shall~~ must search the land records for the proper  
678 description of the land to be surveyed and obtain the description of adjoining land as it pertains  
679 to the common boundaries. The professional ~~shall~~ must have the additional responsibility to  
680 utilize such other available data pertinent to the survey being performed from any other known  
681 sources. Evidence found from all known sources, including evidence found in the field, ~~shall~~  
682 must be carefully compared in order to aid in the establishment of the correct boundaries of the  
683 land being surveyed. The professional ~~shall~~ must clearly identify on the plats, maps, and reports

684 inconsistencies found in the research of common boundaries between the land being surveyed  
685 and the adjoining land. It is not the intent of this regulation to require the professional to  
686 research the question of title or encumbrances on the land involved.

687 C. Minimum field procedures.

688 1. Angular measurement. Angle measurements made for traverse or land boundary  
689 survey lines will be made by using a properly adjusted transit-type total station or scan-  
690 station instrument that allows a direct reading to a minimum accuracy of ~~20~~ six seconds  
691 of arc or equivalent. The number of angles turned at a given station or corner will be the  
692 number that, in the judgment of the professional, can be used to substantiate the  
693 average true angle considering the condition of the instrument being used and the  
694 existing field conditions.

695 2. Linear measurement. Distance measurement for the lines of traverse or lines of the  
696 land boundary survey shall ~~must~~ be made (i) with metal tapes that have been checked  
697 and are properly calibrated as to incremental distances or (ii) with properly calibrated  
698 electronic distance measuring equipment preferably included within the properly  
699 adjusted total station or scan station instrument following instructions and procedures  
700 established by the manufacturer of such equipment. All linear measurements shall must  
701 be reduced to the horizontal plane and distances between monuments shall be reported  
702 as ground plane measurement, and other necessary corrections shall must be  
703 performed before using such linear measurements for computing purposes.

704 ~~3. Field traverse and land boundary closure and accuracy standards. For a land~~  
705 ~~boundary survey located in a rural area, the maximum permissible error of closure for a~~  
706 ~~field traverse shall be one part in 10,000 (1/10,000). The attendant angular closure shall~~  
707 ~~be that which will sustain the one part in 10,000 (1/10,000) maximum error of closure.~~  
708 ~~For a land boundary survey located in an urban area, the maximum permissible error of~~

709 ~~closure for a traverse shall be one part in 20,000 (1/20,000). The attendant angular~~  
710 ~~closure shall be that which will sustain the one part in 20,000 (1/20,000) maximum error~~  
711 ~~of closure.~~

712 D. Field traverse and land boundary closure and accuracy standards.

713 a. For a land boundary survey located in a rural area, the maximum permissible error  
714 of closure for a field traverse will be one part in 10,000 (1/10,000). The attendant  
715 angular closure will be that which will sustain the one part in 10,000 (1/10,000)  
716 maximum error of closure. The angular error of closure must not exceed 20 seconds  
717 times the square root of the number of angles turned. The ratio of precision must not  
718 exceed an error of closure of one foot per 10,000 feet of perimeter of closed loop  
719 control traverse (1:10,000). Based on the network adjustment at the 95% confidence  
720 level, neither axis of the 95 percent confidence level error ellipse for any control  
721 point, property corner, or independent point located on the boundary, must exceed  
722 0.10 feet (or 0.030 meters) plus 50 ppm measured relative to any other point on the  
723 survey.

724 b. For land boundary surveys located in an urban/suburban area, the angular error of  
725 closure for the closed loop control traverse must not exceed 10 seconds times the  
726 square root of the number of angles turned. The ratio of precision must not exceed  
727 an error of closure of one foot per 20,000 feet of the perimeter of the closed loop  
728 control traverse (1:20,000). Based on the network adjustment at the 95% confidence  
729 level, neither axis of the 95 percent confidence level error ellipse for any control  
730 point, property corner, or independent point located on the boundary, must exceed  
731 0.05 feet (or 0.015 meters) plus 30 ppm measured relative to any other point on the  
732 survey. For a land boundary survey located in an urban area, the maximum  
733 permissible error of closure for a traverse will be one part in 20,000 (1/20,000).

734 The maximum permissible positional uncertainty based on the 95% confidence level of any  
735 independent boundary corner or independent point located on a boundary that has been  
736 established by utilizing global positioning systems shall must not exceed the positional tolerance  
737 of 0.07 feet (or 20 mm % +/- 2B 50 ppm).

738 E. When using GNSS for land boundary surveying, in order to meet error of closure and  
739 relative positional accuracy standards, multiple simultaneous and concurrent observations must  
740 be used to obtain baseline solutions to compute network or closed traverse errors of closure as  
741 outlined in this section. A single real-time kinematic (RTK) vector solution yields a “no check”  
742 solution and therefore, by itself, does not meet minimum standards and must not be used  
743 without additional independent checks.

744 4. 1. Monumentation. As a requisite for completion of the work product, each land  
745 boundary survey of a tract or parcel of land shall must be monumented with objects  
746 made of permanent material at all corners and changes of direction on the land  
747 boundary with the exceptions of meanders, such as meanders of streams, tidelands,  
748 lakes, swamps and prescriptive rights-of-way, and each such monument, other than a  
749 natural monument, shall must, when physically feasible, be identified by a temporary  
750 witness marker. Where it is not physically feasible to set actual corners, appropriate  
751 reference monuments shall must be set, preferably on the boundary line, and the  
752 location of each shall must be shown on the plat or map of the land boundary.

753 All boundaries, both exterior and interior, of the original survey for any division or  
754 partition of land shall must be monumented in accordance with the provisions of this  
755 subdivision section, when such monumentation is not otherwise regulated by the  
756 provisions of a local subdivision ordinance.

757 5. 2. For land boundary surveys providing for a division when only the division, in lieu of  
758 the entire parcel, is being surveyed, any new corners established along existing property

759 lines ~~shall~~ will require that those existing property lines be established through their  
760 entire length. This ~~shall~~ will include the recovery or reestablishment of the existing  
761 corners for each end of the existing property lines.

762 D- F. Office procedures.

763 1. Computations. The computation of field work data ~~shall~~ must be accomplished by  
764 using the mathematical routines that produce closures and mathematical results that can  
765 be compared with descriptions and data of record. Such computations ~~shall~~ must be  
766 used to determine the final land boundary of the land involved.

767 2. Plats and maps. The following information shall be shown on all plats and maps used  
768 to depict the results of the land boundary survey:

769 a. The title of the land boundary plat identifying the land surveyed and showing the  
770 district, town, and county or city in which the land is located and scale of drawing.

771 b. The name of the owner of record and recording references.

772 c. Names of all adjoining owners of record with recording references, or with  
773 subdivision name and lot designations and recording references.

774 d. Inconsistencies found in the research of common boundaries between the land  
775 being surveyed and the adjoining land. The inconsistencies shall be clearly noted by  
776 the professional.

777 e. Names of highways and roads with route number and widths of right-of-way or  
778 distance to the center of the physical pavement and pavement width, name of  
779 railroads, streams adjoining, crossing, or in close proximity to the boundary and other  
780 prominent or well-known objects that are informative as to the location of the land  
781 boundary.

782 f. A distance to the nearest road intersection or prominent or well-known object. In  
783 cases of remote areas, a scaled position with the latitude and longitude, or state  
784 plane coordinates, must be provided.

785 g. Items crossing any property lines such as, ~~but not limited to~~, physical  
786 ~~encroachments~~ improvements and evidence of easements such as utilities and other  
787 physical features pertinent to the boundary of the property.

788 h. Bearings of all property lines and meanders to nearest one second of arc or  
789 equivalent. Distances of all property lines and meanders to the nearest one  
790 hundredth (.01) of a foot or equivalent. Meanders are defined as lines of  
791 convenience used to close the figure along an irregular geometry of natural boundary  
792 course such as a river or shoreline, or along a boundary at the center of a roadway.

793 i. Adequate curve data to accomplish mathematical closures.

794 j. Distances of all property lines and meanders to the nearest one hundredth (.01) of  
795 a foot or equivalent.

796 k. Pursuant to subdivision C 5 of this section, the bearing and distances from the  
797 new corners to the existing corners on each end of the existing property lines.

798 l. For property located in rural areas, area to the nearest hundredth (.01) of an acre  
799 or equivalent.

800 m. For property located in ~~urban~~ urban/suburban areas, area to the nearest square  
801 foot or thousandth (0.001) of an acre or equivalent.

802 n. North arrow and source of meridian used for the survey.



803 o. For interior surveys, when the new parcel is entirely surrounded by the parent  
804 tract, a reference bearing and distance to a property corner of an adjoining owner or  
805 other prominent object, including intersecting streets or roads.

806 p. Tax map designation or geographic parcel identification number if available, for  
807 surveyed parcel and adjoining parcels.

808 q. Description of each monument found and each monument set by the professional.

809 r. A statement that the land boundary survey shown is based on a current field  
810 survey ~~or~~ and include the closed-loop traverse methodology (such as total station or  
811 redundant GNSS observations) used to perform the field survey, a compilation from  
812 deeds, plats, surveys by others, or combination thereof. If the land boundary shown  
813 is a compilation from deeds or plats, or a survey by others, the title of the plat ~~shall~~  
814 must clearly depict that the plat does not represent a current land boundary survey  
815 and the plat must not be titled as a land boundary survey.

816 s. A statement as to whether a current title report has been furnished to the  
817 professional.

818 t. A statement as to whether any or all easements, ~~encroachments~~ physical  
819 improvements, and improvements are shown on the plat.

820 u. Name, address, and contact information for the land surveyor or the registered  
821 business.

822 v. The professional's seal, signature and date.

823 3. Metes and bounds description. The professional ~~shall~~ must prepare a metes and  
824 bounds description in narrative form, if requested by the client or the client's agent, for  
825 completion of any newly performed land boundary survey. The description ~~shall~~ must  
826 reflect all metes and bounds, to include bearings, distances, curve data sufficient to

827 reconstruct the geometry, the area of the property described, all pertinent  
828 monumentation, names of record owners or other appropriate identification of all  
829 adjoiners, and any other data or information deemed as warranted to properly describe  
830 the property. Customarily, the metes and bounds ~~shall~~ must be recited in a clockwise  
831 direction around the property. The professional ~~shall~~ must clearly identify in the metes  
832 and bounds description any inconsistencies found in the research of common  
833 boundaries between land being surveyed and the adjoining land. For subdivisions, the  
834 professional ~~shall~~ must prepare a metes and bounds description in narrative form for  
835 only the exterior boundaries of the property.

836 No metes and bounds description ~~shall~~ will be required for the verification or resetting of  
837 the corners of a lot or other parcel of land in accordance with a previously performed  
838 land boundary survey, such as a lot in a subdivision where it is unnecessary to revise  
839 the record boundaries of the lot.

840 **18VAC10-20-380. Minimum standards and procedures for surveys determining the**  
841 **location of physical improvements; field procedures; office procedures.**

842 A. The following minimum standards and procedures are to be used for surveys determining  
843 the location of physical improvements on any parcel of land or lot containing less than two acres  
844 or equivalent (sometimes also known as "building location survey," "house location surveys,"  
845 "physical surveys," etc.) in the Commonwealth of Virginia. The application of the professional's  
846 seal, signature, and date as required by this chapter ~~shall~~ will be evidence that the survey  
847 determining the location of physical improvements is correct to the best of the professional's  
848 knowledge, information, and belief and complies with the minimum standards and procedures  
849 set forth in this chapter.

850 B. The professional ~~shall~~ must determine the position of the lot or parcel of land in  
851 accordance with the intent of the original survey and ~~shall~~ must set or verify permanent

852 monumentation at each corner of the property, consistent with the monumentation provisions of  
853 subdivision C 4 of 18VAC10-20-370. All such monumentation, other than natural  
854 monumentation ~~shall~~ must, when physically feasible, be identified by temporary witness  
855 markers.

856 When the professional finds discrepancies of sufficient magnitude to warrant, in his ~~the~~  
857 professional's opinion, the performance of a land boundary survey (pursuant to the provisions of  
858 18VAC10-20-370), ~~he shall~~ the professional must so inform the client or the client's agent that  
859 such land boundary survey is deemed warranted as a requisite to completion of the physical  
860 improvements survey.

861 The location of the following ~~shall~~ must be determined in the field:

862 1. Fences in near proximity to the land boundary lines and other fences that may reflect  
863 lines of occupancy or possession.

864 2. Other physical improvements on the property and all man-made or installed  
865 structures, including buildings, stoops, porches, chimneys, visible evidence of  
866 underground features (such as manholes, catch basins, telephone pedestals, power  
867 transformers, etc.), utility lines, and poles.

868 3. Cemeteries, if known ~~or~~, disclosed, or discovered in the process of performing the  
869 survey, roads or traveled ways crossing the property that serve other properties; and  
870 streams, creeks, and other defined drainage ways.

871 4. Other visible evidence of physical ~~encroachment~~ improvements on the property.

872 C. The plat reflecting the work product ~~shall~~ must be drawn to scale and ~~shall~~ must show the  
873 following, unless requested otherwise by the client and so noted on the plat:

874 1. The bearings and distances for the boundaries and the area of the lot or parcel of land  
875 ~~shall~~ must be shown in accordance with record data, unless a current, new land

876 boundary survey has been performed in conjunction with the physical improvements  
877 survey. If needed to produce a closed polygon, the meander lines necessary to verify  
878 locations of streams, tidelands, lakes, and swamps shall must be shown. All bearings  
879 shall must be shown in a clockwise direction, unless otherwise indicated.

880 2. North arrow and source of meridian used for the survey.

881 ~~2.~~ 3. North arrow, in accordance with record data.

882 ~~3.~~ 4. Fences in the near proximity to the land boundary lines and other fences that may  
883 reflect lines of occupancy or possession.

884 ~~4.~~ 5. Improvements and other pertinent features on the property as located in the field  
885 pursuant to subsection B of this section.

886 ~~5. Physical encroachment~~ 6. All physical improvements, including fences, across a  
887 property line shall must be identified and dimensioned with respect to the property line.

888 ~~6.~~ 7. The closest dimension (to the nearest 0.1 foot or equivalent) from the front property  
889 line, side property line, and if pertinent, rear property line to the principal walls of each  
890 building. Also, all principal building dimensions (to the nearest 0.1 foot or equivalent).

891 ~~7.~~ 8. Building street address numbers, as displayed on the premises, or so noted if no  
892 numbers are displayed. In absence of physical numbers an, address as shown on the  
893 locality's geographic information system.

894 ~~8.~~ 9. Stoops, decks, porches, chimneys, balconies, floor projections, and other similar  
895 type features.

896 ~~9.~~ 10. Street names, as posted or currently identified and as per record data if different  
897 from posted name.

898 40. 11. Distance to nearest road intersection from a property corner, based upon record  
899 data. If not available from record data, distance to nearest intersection may be  
900 determined from best available data, and so qualified.

901 41. 12. Building restriction or setback lines per restrictive covenants if shown or noted on  
902 the record subdivision plat.

903 42. 13. The caption or title of the plat shall include the type of survey performed; lot  
904 number, block number, section number, and name of subdivision, as appropriate, or if  
905 not in a subdivision, the names of the record owner; town, county, or city; date of survey;  
906 and scale of drawing.

907 43. 14. Adjoining property identification.

908 44. 15. Easements and other encumbrances set forth on the record subdivision plat, and  
909 those otherwise known to the professional.

910 45. 16. A statement as to whether or not a current title report has been furnished to the  
911 professional.

912 46. 17. Inconsistencies found in the research or field work of common boundaries  
913 between the land being surveyed and the adjoining land shall be clearly noted.

914 47. 18. Name, address, and contact information for the individual or entity for whom the  
915 survey is being performed.

916 48. 19. Professional's seal, signature, and date.

917 49. 20. Name, address, and contact information for the land surveyor or registered  
918 business.

919 D. In performing a physical improvements survey, a professional ~~shall~~ will not be required to  
920 set corner monumentation on any property when:

- 921 1. It is otherwise required to be set pursuant to the provisions of a local subdivision  
922 ordinance as mandated by § 15.2-2240 of the Code of Virginia or by subdivision A 7 of §  
923 15.2-2241 of the Code of Virginia;
- 924 2. Eventual placement is covered by a surety bond, cash escrow, set-aside letter, letter  
925 of credit, or other performance guaranty; or
- 926 3. Exempt by § 54.1-407 of the Code of Virginia.

927 E. A professional performing a physical improvements survey when monumentation is not  
928 required as stated in subsection D of this section shall must clearly note on the plat "no corner  
929 markers set," the reason why it is not required, and the name of guarantors providing the  
930 performance guaranty.

931 **18VAC10-20-382. Minimum standards and procedures for surveys determining**  
932 **topography; field procedures; office procedures.**

933 A. The minimum standards and procedures set forth in this section are to be used for  
934 topographic surveys performed in the Commonwealth of Virginia pursuant to Chapter 4 (§ 54.1-  
935 400 et seq.) of Title 54.1 of the Code of Virginia. The application of the professional's seal,  
936 signature, and date as required by this chapter shall will be evidence that the topographic  
937 survey is correct to the best of the professional's knowledge and belief and complies with the  
938 minimum standards and procedures.

939 B. Minimum field and office procedures. The following information shall must be shown on,  
940 or contained in, all plats, maps, or digital geospatial data including metadata used to depict the  
941 results of the topographic survey:

- 942 1. Physical improvements on the property, all man-made or installed structures, as well  
943 as visible evidence of underground features (such as manholes, catch basins, telephone  
944 pedestals, power transformers, etc.), and utility lines and poles shall must be shown or

945 depicted when they are visible based on the methodology and scale. If the methodology  
946 or scale prevents depiction of the improvements as described in this ~~subdivision~~ section,  
947 then notice ~~shall~~ must be clearly stated on or contained in the map, plat, or digital  
948 geospatial data including metadata indicating the improvements that are not depicted.

949 2. Elevations ~~shall~~ must be provided as spot elevations, contours, or digital terrain  
950 models.

951 3. Onsite, or in close proximity, benchmarks ~~shall~~ must be established onsite, or in close  
952 proximity of the project and shown in the correct location, with correct reference to  
953 vertical datum, preferably North American Vertical Datum (NAVD), and shown in the  
954 correct location. Clearly state reference and basis of vertical datum. Elevations shall be  
955 provided as spot elevations, contours, or digital terrain models.

956 4. The title of the topographic survey identifying the land surveyed and showing the  
957 state, county, or city in which property is located.

958 5. Name, address, and contact information of the individual or entity for whom the survey  
959 is being performed.

960 6. Name, address, and contact information for the land surveyor, surveyor  
961 photogrammetrist, or registered business.

962 7. Date, graphic scale, numerical scale, and contour interval of plat, map, or digital  
963 geospatial data including metadata.

964 8. North arrow and source of meridian used for the survey.

965 9. Names or route numbers of highways, streets and named waterways ~~shall~~ must be  
966 shown.

967 10. A distance to the nearest road intersection or prominent or well-known object. In  
968 cases of remote areas, latitude and longitude, or state plane coordinates must be  
969 provided.

970 40. 11. The horizontal and vertical unit of measurement, coordinate system, and data,  
971 complete metadata including adjustments if applicable.

972 44. 12. A statement, in the following form, shall ~~shall~~ must be shown on or contained in plats,  
973 maps, or digital geospatial data including metadata:

974 This \_\_\_\_\_ (provide description of the project) was completed under  
975 the direct and responsible charge of \_\_\_\_\_ (Name  
976 of Professional) from an actual  ~~Ground or Ground/Conventional~~  RTKGPS (or  
977 GNSS) or  ~~Remote Sensing~~ Remotely Sensed (check the one all that ~~is~~ are  
978 applicable) survey made under my supervision; that the imagery and/or original data  
979 was obtained on \_\_\_\_\_ (Date), and that this plat, map, or digital  
980 geospatial data including metadata meets minimum accuracy standards unless  
981 otherwise noted.

982 For the purposes of the certification above, Remotely Sensed data includes  
983 photogrammetry, airborne LIDAR, terrestrial and mobile LIDAR, and for hydrographic  
984 surveys, sonar or other acoustic type technologies for measurements.

985 C. Minimum positional accuracies ~~shall~~ must be met in accordance with the tables in  
986 subdivisions 1, 2, and 3 of this subsection. These tables are not intended to be acceptable in all  
987 situations, and the professional ~~shall~~ will be responsible to perform the work to the appropriate  
988 quality and extent that is prudent or warranted under the existing field conditions and  
989 circumstances. Metric or other unit of measurements ~~shall~~ must meet an equivalent positional  
990 accuracy. Map or plat scales, or contour intervals, other than those defined in these tables ~~shall~~



991 must meet an equivalent positional accuracy. The minimum positional accuracy tables are as  
 992 follows:

993 1. Scale and contour interval combinations.

Map or Plat Scale	Contour Interval
1" = 20'	1 or 2 feet
1" = 30'	1 or 2 feet
1" = 40'	1 or 2 feet
1" = 50'	1 or 2 feet
1" = 100'	1 or 2 feet
1" = 200'	2, 4, or 5 feet
1" = 400'	4, 5, or 10 feet

994 2. Vertical accuracy standards.

	Contours - Vertical Positional Accuracy	Spot Elevations - Vertical Positional Accuracy
Contour line 1' interval	± 0.60 feet	± 0.30 feet
Contour line 2' interval	± 1.19 feet	± 0.60 feet
Contour line 4' interval	± 2.38 feet	± 1.19 feet
Contour line 5' interval	± 2.98 feet	± 1.49 feet
Contour line 10' interval	± 5.96 feet	± 2.98 feet
Positional Accuracy is given at the 95% confidence level.		

995 3. Horizontal accuracy standards.

Well defined ground points - Horizontal (Radial) Positional Accuracy		
Map or Plat Scale	Absolute Horizontal Positional Accuracy	Relative Horizontal Positional Accuracy
1" = 20'	± 0.8 feet	± 0.20 feet
1" = 30'	± 1.1 feet	± 0.30 feet
1" = 40'	± 1.5 feet	± 0.40 feet
1" = 50'	± 1.9 feet	± 0.50 feet
1" = 100'	± 3.8 feet	± 1.00 feet
1" = 200'	± 7.6 feet	± 2.00 feet

1" = 400'	± 15.2 feet	± 4.00 feet
Positional Accuracy is given at the 95% confidence level.		

996 **18VAC10-20-390. Geodetic surveys.**

997 All geodetic surveys including, ~~but not limited to,~~ the determination and publication of  
 998 horizontal and vertical values utilizing Global Positioning Systems (GPS), which relate to the  
 999 practice of land surveying as defined in § 54.1-400 of the Code of Virginia, shall must be  
 1000 performed under the direct control and personal supervision of a professional as defined in Part  
 1001 I (18VAC10-20-10 et seq.) of this chapter.

1002 **18VAC10-20-392. Photogrammetric surveys or similar remote sensing technology.**

1003 The use of photogrammetric methods or similar remote sensing technology to perform any  
 1004 part of the practice of land surveying as defined in Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of  
 1005 the Code of Virginia shall must be performed under the direct control and supervision of a  
 1006 licensed land surveyor or a licensed surveyor photogrammetrist.

1007 **18VAC10-20-395. Standard of care.**

1008 In no event may the requirements contained in 18VAC10-20-370 through 18VAC10-20-392  
 1009 be interpreted or construed to require the professional to perform work of a lesser quality or  
 1010 quantity than that which is prudent or warranted under the existing field conditions and  
 1011 circumstances.

1012 Part VI

1013 Qualifications for Licensing of Landscape Architects

1014 **18VAC10-20-400. Fee schedule.**

1015 All fees are nonrefundable and shall not be prorated.

Application for Initial Landscape Architect License	\$125
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Application for Landscape Architect License by <del>Comity</del> <u>Endorsement</u>	\$125
Renewal	\$110

1016 **18VAC10-20-420. Requirements for licensure.**

1017 Applicants for licensure as a landscape architect shall must satisfy the requirements of  
 1018 subdivision 1 or 2 of this section.

1019 1. An applicant who has graduated from a landscape architecture program accredited by  
 1020 the Landscape Architectural Accreditation Board (LAAB) shall must have:

1021 a. Obtained a minimum of 36 months of experience as follows:

1022 (1) A minimum of 12 months of experience under the direct control and personal  
 1023 supervision of a licensed or certified landscape architect;

1024 (2) The remaining 24 months of experience under the direct control and personal  
 1025 supervision of a licensed or certified landscape architect or a licensed architect,  
 1026 professional engineer, or land surveyor in accordance with the Landscape Architects  
 1027 Experience Credit Table; or

1028 (3) In lieu of the provision in subdivisions 1 a (1) and 1 a (2) of this section, a  
 1029 minimum of 48 months of experience under the direct control and personal  
 1030 supervision of a licensed architect, professional engineer, or land surveyor; and

1031 b. Passed all sections of the Council of Landscape Architectural Registration Board  
 1032 (CLARB)-prepared exam.

1033 2. Applicants who have not graduated from a LAAB-accredited landscape architecture  
 1034 program shall must have obtained a minimum of eight years of combined education and  
 1035 work experience in accordance with this subsection.

1036 a. Only semester and quarter hours with passing scores ~~shall~~ will be accepted.

1037 Credit ~~shall~~ will be calculated as follows:

1038 (1) 32 semester credit hours or 48 quarter credit hours ~~shall~~ will be worth one year.

1039 (2) Fractions greater than or equal to one half-year, but less than one year, ~~will~~ be

1040 counted as one-half year.

1041 (3) Fractions smaller than one half-year will not be counted.

1042 b. The maximum years indicated in subdivisions a through d of the Landscape

1043 Architects Education Credit Table ~~shall~~ will apply regardless of the length of the

1044 degree program.

1045 c. All applicants ~~shall~~ must have a minimum of two years of experience under the

1046 direct control and personal supervision of a licensed or certified landscape architect.

1047 d. Education and experience ~~shall~~ will be evaluated against the Landscape

1048 Architects Education Credit Table and the Landscape Architects Experience Credit

1049 Table to determine if an applicant has met the minimum eight years required in this

1050 subsection.

LANDSCAPE ARCHITECTS EDUCATION CREDIT TABLE		
Categories	Values	Examples
(1) Credits completed applicable toward a LAAB-accredited degree.	Credit <del>shall</del> <u>will</u> be given at the rate of 100% with a maximum of four years allowable.	An applicant has 86 semester hours of credit. Calculation: ◆ $86/32 = 2.6875$ years ◆ 100% credit for a maximum of four years ( $2.6875 \times 100\% = 2.6875$ years). ◆ 0.6875 is $\geq 0.5$ years, which is worth 0.5 years. Final result: 86 semester hours equals 2.5 years.
(2) A degree in landscape architecture, or credits completed applicable toward a degree in landscape architecture, from a non-LAAB-accredited program.		(3) A degree, or credits
		An applicant has 101 semester

<p>completed applicable toward a degree, in an allied professional discipline approved by the board (i.e., architecture, civil engineering, environmental science).</p>	<p>given at the rate of 75% for the first two years and 100% for succeeding years with a maximum of three years allowable.</p>	<p>hours of credit.            Calculation:            ♦ <math>101/32 = 3.15625</math> years            ♦ 75% credit for the first two years (<math>2 \times 75\% = 1.5</math> years).            ♦ 100% credit for succeeding years (<math>1.15625 \times 100\% = 1.15625</math> years).            ♦ <math>1.5 + 1.15625 = 2.65625</math> years.            ♦ 0.65625 is <math>\geq 0.5</math> years, which is worth 0.5 years.            Final result: 101 semester hours equals 2.5 years.</p>
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<p>(4) Any other undergraduate degree or credits completed applicable toward that degree.</p>	<p>Credit shall <u>will</u> be given at the rate of 50% for the first two years and 75% for succeeding years with a maximum of two years allowable.</p>	<p>An applicant has 95 semester hours of credit.            Calculation:            ♦ <math>95/32 = 2.96875</math> years            ♦ 50% credit for the first two years (<math>2 \times 50\% = 1</math> year).            ♦ 75% credit for succeeding years (<math>.96875 \times 75\% = .72656</math> years).            ♦ <math>1 + .72656 = 1.72656</math> years.            ♦ 0.72656 is <math>\geq 0.5</math> years, which is worth 0.5 years.            Final result: 95 semester hours equals 1.5 years.</p>
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LANDSCAPE ARCHITECTS EXPERIENCE CREDIT TABLE

Categories	Values	Examples
<p>(5) Experience gained under the direct control and personal supervision of a licensed or certified landscape architect.</p>	<p>Credit shall <u>will</u> be given at the rate of 100% of work experience gained with no maximum.</p>	<p>An applicant worked under a landscape architect for 3.7 years.            Calculation:  <math>3.7 \text{ years} \times 100\% = 3.7 \text{ years}</math> (no maximum).            Final result: An applicant with 3.7 years of work experience will be credited for the entire 3.7 years.</p>
<p>(6) Experience gained under the direct control and personal supervision of a licensed architect, professional engineer, or land surveyor.</p>	<p>Credit shall <u>will</u> be given at the rate of 50% of work experience gained with a maximum of four years allowable.</p>	<p>An applicant has worked under a land surveyor for eight years or more.            Calculation:  <math>8 \text{ years} \times 50\% = 4 \text{ years}</math>.            Final result: eight years or more of</p>

experience is worth only four years based on the maximum allowable.

1051 ~~18VAC10-20-425. References. (Repealed.)~~

1052 ~~In addition to the requirements found in 18VAC10-20-25, applicants shall submit three~~  
1053 ~~references with the application, one of which shall be from a currently licensed, certified, or~~  
1054 ~~registered landscape architect in a state or other jurisdiction of the United States. An applicant~~  
1055 ~~shall only submit references from a licensed professional engineer, architect, land surveyor, or a~~  
1056 ~~landscape architect who has personal knowledge of the applicant's competence and integrity~~  
1057 ~~relative to his landscape architectural experience.~~

1058 **18VAC10-20-430. Experience standard.**

1059 Qualifying landscape architectural training and experience shall must be progressive in  
1060 complexity and based on knowledge of natural, physical and mathematical sciences, and the  
1061 principles and methodology of landscape architecture.

1062 The experience must be obtained in an organization with a landscape architecture practice  
1063 and must be verified on the board experience verification form by a licensed landscape  
1064 architect, professional engineer, architect, or land surveyor in the organization's practice.

1065 **18VAC10-20-440. Examination.**

1066 A. Applicants with a LAAB-accredited degree may be approved to sit for the exam prior to  
1067 completing the 36-month experience requirement contained in subdivision 1 a of 18VAC10-20-  
1068 420.

1069 B. The Virginia board is a member of the Council of Landscape Architectural Registration  
1070 Boards (CLARB) and is authorized to make available the CLARB prepared exams. All  
1071 applicants for original licensure in Virginia are required to pass the CLARB-prepared exam.

1072 C. Applicants approved to sit for the exam shall must register and submit the required exam  
1073 fee to be received in the board office, or by the board's designee. Applicants not properly  
1074 registered will not be allowed to sit for the exam.

1075 D. Grading of the exam shall will be in accordance with the national grading procedures  
1076 administered by CLARB. The board shall will utilize the scoring procedures recommended by  
1077 CLARB.

1078 E. Applicants shall will be advised only of their passing or failing score and the CLARB  
1079 minimum passing score.

1080 F. The board may approve transfer credits for parts of the exam taken and passed in  
1081 accordance with national standards.

1082 G. Applicants approved to sit for the exam shall will be eligible for a period of three years  
1083 from the date of their initial approval. Applicants who do not pass all sections of the exam during  
1084 their eligibility period are no longer eligible to sit for the exam. To become exam-eligible again,  
1085 applicants shall must reapply to the board as follows:

1086 1. Applicants who have taken at least one section of the exam and who reapply to the  
1087 board no later than six months after the end of their eligibility may be approved to sit for  
1088 the exam for an additional three years. The original application requirements shall will  
1089 apply.

1090 2. Applicants who do not meet the criteria of subdivision 1 of this subsection shall must  
1091 reapply to the board and meet all entry requirements current at the time of reapplication.

1092 **18VAC10-20-450. Licensure by comity endorsement.**

1093 A. Applicants with who hold a valid active license in ~~good standing to practice landscape~~  
1094 ~~architecture issued by another state or other jurisdiction of the United States~~ and accepted by

1095 ~~the board~~ may be licensed by the board without further examination granted a license provided  
1096 they:

1097 1. ~~Were issued the original license based on requirements that do not conflict with and~~  
1098 ~~that are substantially equivalent to the board's regulations that were in effect at the time~~  
1099 ~~of original licensure;~~

1100 2. ~~Passed an exam in another jurisdiction that was substantially equivalent to that~~  
1101 ~~approved by the board at that time or met the regulations in effect at that time; and~~

1102 3. 1. Possess a CLARB certificate.

1103 2. Submit to the board verifiable documentation for education, experience, and exam  
1104 meeting current requirements in Virginia; and

1105 3. Satisfy all other applicable requirements of this chapter.

1106 ~~B. Applicants who do not qualify under subsection A of this section shall be required to meet~~  
1107 ~~current entry requirements at the time the application for comity is received in the board's office.~~

1108 Part VII

1109 Qualifications for Certifying of Interior Designers

1110 **18VAC10-20-460. Definitions.**

1111 The following words, terms, and phrases when used in this part ~~shall~~ will have the following  
1112 meanings ascribed to them except where the context clearly indicates otherwise or requires  
1113 different meanings.

1114 "CIDA" means the Council for Interior Design Accreditation, formerly known as the  
1115 Foundation of Interior Design Education Research (FIDER).

1116 "Diversified experience" includes the identification, research, and creative solution of  
1117 problems pertaining to the function and quality of the interior environment including code



1118 analysis, fire safety consideration, and barrier free evaluations that relate to the health, safety,  
1119 and welfare of the public.

1120 "Monitored experience" means diversified experience in interior design under the direct  
1121 control and personal supervision of a certified or licensed interior designer, architect, or  
1122 professional engineer.

1123 "Professional program approved by the board" means an evaluated degree or combination  
1124 of evaluated degrees as follows:

1125 1. A minimum of an undergraduate degree in an interior design program that is deemed  
1126 by the board to be substantially equivalent to an undergraduate degree in interior design  
1127 from a CIDA-accredited program;

1128 2. A graduate degree from a CIDA-accredited program; or

1129 3. A graduate degree in interior design plus an undergraduate degree that in  
1130 combination are deemed by the board to be substantially equivalent to an undergraduate  
1131 degree program from a CIDA-accredited program at the time of the applicant's  
1132 graduation.

1133 For the purposes of this definition, a degree program that met CIDA accreditation  
1134 requirements not later than two years after the date of the applicant's graduation shall be  
1135 determined to be CIDA accredited.

1136 **18VAC10-20-470. Fee schedule.**

1137 All fees are nonrefundable and shall not be prorated.

Application for Initial Interior Designer Certification	\$45
Application for Interior Designer Certification by <del>Comity</del> <u>Comity Endorsement</u>	\$45

Renewal	\$45
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1138 **18VAC10-20-490. Requirements for certification.**

1139 A. Applicants shall must possess a degree from a professional program approved by the  
1140 board.

1141 B. The board reserves the right to reject any evaluation submitted. Any costs attributable to  
1142 evaluation shall will be borne by the applicant.

1143 C. Applicants shall must possess a minimum of two years of monitored experience. Any  
1144 monitored experience gained under the direct control and personal supervision of a professional  
1145 engineer shall will be reduced by 50% and shall will not account for more than six months of the  
1146 two years required by this subsection.

1147 D. Applicants shall must have passed the board-approved exam and provide documentation  
1148 acceptable to the board verifying that the exam has been passed.

1149 **18VAC10-20-495. Examination.**

1150 A. The National Council of Interior Design Qualification exam is approved by the board.

1151 B. Applicants shall must apply directly to the Council for Interior Design Qualifications for the  
1152 exam.

1153 **18VAC10-20-505. Certification by ~~comity~~ endorsement.**

1154 Applicants who hold a license or certificate in good standing in another jurisdiction of the  
1155 United States or province of Canada may be issued a certificate if the board is provided with  
1156 satisfactory evidence that the license or certificate was issued based on qualifications equal to  
1157 those required by this chapter as of the date the application is received by the board.

1158 Part X

1159 Renumber Part X as Part VIII Qualifications for Registration as a Business Entity

1160 **18VAC10-20-627. Registration required.**

1161 Any business entity offering or rendering professional services in the Commonwealth of  
1162 Virginia shall must register with the board and designate a responsible person for each  
1163 professional service offered. Professional services shall include architecture, engineering, land  
1164 surveying, landscape architecture, or interior design.

1165 **18VAC10-20-630. Fee schedule.**

1166 All fees are nonrefundable and shall not be prorated.

Application for business entity registration	\$90
Application for business entity branch office registration	\$45
Renewal of business entity registration	\$45
Renewal of business entity branch office registration	\$35

1167 **18VAC10-20-640. Application requirements.**

1168 A. All applicants shall must be appropriately credentialed to do business in the  
1169 Commonwealth of Virginia by the State Corporation Commission in accordance with the Code  
1170 of Virginia. The business entity shall must be in good standing with the State Corporation  
1171 Commission at the time of application to the board office, at the time of board approval, and at  
1172 all times when the board registration is in effect.

1173 B. The name of the business and any assumed, fictitious, trading as, or doing business as  
1174 names of the firm shall be disclosed on the application.

1175 C. ~~Any branch office offering or rendering professional services shall complete a branch~~  
1176 ~~office registration application from the board. Each branch office shall have a responsible~~  
1177 ~~person resident at the branch office for each professional offered or rendered.~~

1178 **18VAC10-20-650. Registration certification.**

1179 The application shall must contain an affidavit by an authorized official in the business entity  
1180 that the practice of architecture, engineering, land surveying, landscape architecture, or interior  
1181 design to be done by that entity shall will be under the direct control and personal supervision of  
1182 the licensed or certified full-time employees or licensed or certified ~~resident~~ principals identified  
1183 in the application as responsible persons for the practice. In addition, the licensed or certified  
1184 employees or principals responsible for the practice shall must sign their names indicating that  
1185 they are responsible persons ~~who are resident~~, and that they understand and shall will comply  
1186 with all statutes and regulations of the board.

1187 **18VAC10-20-660. Change of status.**

1188 A. Any changes of status including, ~~but not limited to,~~ change in entity, name (including  
1189 assumed names), address, place of business or responsible persons at each place of business  
1190 shall must be reported to the board by the registered entity within 30 days of the occurrence. In  
1191 addition, any licensed or certified employee responsible for such practice shall must notify the  
1192 board in writing of any changes of his employment status within 30 days of the change.

1193 B. In the event there is a change in the responsible person, whether the change is  
1194 temporary or permanent and ~~whether it may be caused by death, resignation or otherwise,~~ the  
1195 registration shall will be automatically modified to be limited to that professional practice  
1196 permitted by the remaining licensed or certified employees, or shall will be automatically  
1197 suspended until such time as the entity comes into compliance with these regulations.

1198

Part XI

1199

Renumber Part XI as Part IX Renewal and Reinstatement

1200

**18VAC10-20-670. Renewal.**

1201

A. Regulators shall must not practice with an expired license, certificate, or registration. The

1202

following timeframes shall will determine the required fees for renewal based on the date the fee

1203

is received in the board's office:

1204

1. If the renewal fee is received by the board by the expiration date of the license,

1205

certificate, or registration, no additional fee shall will be required to renew.

1206

~~2. If the renewal fee is not received by the board within 30 days following the expiration~~

1207

~~date of the branch office registration, the registration shall be subject to the requirements~~

1208

~~of 18VAC10-20-680.~~

1209

~~3. 2.~~ If the renewal fee is not received by the board within 30 days following the

1210

expiration date of the license, certificate, or nonbranch office registration, a \$25 late fee

1211

shall will be required in addition to the renewal fee.

1212

~~4. 3.~~ If the renewal fee and applicable late fee are not received by the board within six

1213

months following the expiration date of the license, certificate, or nonbranch office

1214

registration, the reinstatement fee shall will be required pursuant to 18VAC10-20-680.

1215

B. Upon receipt of the required fee, licenses, certificates, and registrations not currently

1216

sanctioned by the board shall will be renewed for a two-year period from their previous

1217

expiration date.

1218

~~C. Branch offices shall not renew or reinstate until the main office registration is properly~~

1219

~~renewed or reinstated.~~

1220 ~~D. C.~~ The board may deny renewal of a license, certificate, or registration for the same  
1221 reasons as it may refuse initial licensure, certification, or registration or for the same reasons  
1222 that it may discipline a regulant for noncompliance with the ~~standards of practice and conduct as~~  
1223 ~~well as the continuing education~~ requirements contained in this chapter. The regulant has the  
1224 right to request further review of any such action by the board under the Administrative Process  
1225 Act (§ 2.2-4000 et seq. of the Code of Virginia).

1226 ~~E. D.~~ By submitting the renewal fee, the regulant is certifying continued compliance with the  
1227 ~~standards of practice and conduct as established by the board. In addition, by submitting the~~  
1228 ~~renewal fee, licensees are certifying their compliance with the continuing education~~  
1229 ~~requirements as contained in this chapter.~~

1230 ~~F. E.~~ Failure to receive a renewal notice ~~shall~~ will not relieve the regulant of the  
1231 responsibility to renew. In the absence of a renewal notice, the regulant may submit a copy of  
1232 the license, certificate, or registration with the required fee for renewal.

1233 ~~G. F.~~ A license, certificate, or registration that is renewed ~~shall~~ will be regarded as having  
1234 been current without interruption and under the authority of the board.

1235 ~~H. G.~~ Failure to pay any monetary penalty, reimbursement of cost, or other fee assessed by  
1236 consent order or final order ~~shall~~ will result in a delay or withholding of services provided by the  
1237 department such as, but not limited to, renewal, reinstatement, or processing a new application,  
1238 ~~or exam administration.~~

1239 **18VAC10-20-680. Reinstatement.**

1240 A. Applicants whose license, certificate, or ~~main office~~ business entity registration has  
1241 expired for more than six months, and applicants whose ~~branch~~ office registration has expired  
1242 for more than 30 days, ~~shall~~ will be required to submit a reinstatement application, which ~~shall~~

1243 will be evaluated by the board to determine if the applicant remains qualified to be a regulant of  
1244 the board.

1245 B. Applicants whose license or certificate has expired for more than five years ~~shall~~ will be  
1246 required to reapply for licensure or certification on the initial application and document  
1247 experience from the date of expiration of the license or certificate to the present.

1248 C. The board may require an exam, ~~additional~~ continuing education, or experience for  
1249 architects, professional engineers, land surveyors, landscape architects, and interior designers  
1250 whose license or certificate has expired for more than five years.

1251 D. The board may deny reinstatement of a license, certificate, or registration for the same  
1252 reasons as it may refuse initial licensure, certification, or registration or for the same reasons  
1253 that it may discipline a regulant for noncompliance with the standards of practice and conduct,  
1254 as well as the continuing education requirements, contained in this chapter. The applicant has  
1255 the right to request further review of any such action by the board under the Administrative  
1256 Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

1257 E. The date the reinstatement fee is received in the board's office ~~shall~~ will determine the  
1258 amount to be paid pursuant to the following requirements:

1259 1. ~~Branch office~~ Office registrations that have expired for more than 30 days ~~shall~~ will  
1260 require a reinstatement fee that ~~shall~~ will equal the renewal fee plus \$30.

1261 2. Licenses, certificates, and ~~main office~~ registrations that have expired for more than six  
1262 months, but less than five years, ~~shall~~ will require a reinstatement fee that ~~shall~~ will equal  
1263 the renewal fee plus \$100.

1264 3. Licenses, certificates, and ~~main office~~ registrations that have expired for more than  
1265 five years ~~shall~~ will require a reinstatement fee that ~~shall~~ will equal the renewal fee plus  
1266 \$250.

1267 F. Licensees ~~shall~~ will remain under and be subject to all laws and regulations as if the  
1268 licensee had been continuously licensed. The licensee shall remain under and be subject to the  
1269 disciplinary authority of the board during this entire period at all times, regardless of whether the  
1270 license is reinstated, pursuant to § 54.1-405 of the Code of Virginia.

1271 G. A certificate or registration holder who reinstates ~~shall~~ will be regarded as having been  
1272 current and without interruption and under the authority of the board.

1273 H. Failure to pay any monetary penalty, reimbursement of cost, or other fee assessed by  
1274 consent order or final order ~~shall~~ will result in a delay or withholding of services provided by the  
1275 department such as, but not limited to, renewal, reinstatement, or processing a new application,  
1276 ~~or exam administration.~~

1277 **18VAC10-20-683. Continuing education requirements for renewal or reinstatement.**

1278 A. Licensees are required to complete continuing education (CE) pursuant to the provisions  
1279 of § 54.1-404.2 of the Code of Virginia for any renewal or reinstatement.

1280 B. CE for renewal ~~shall~~ must be completed during the two-year license period immediately  
1281 prior to the expiration date of the license and ~~shall~~ will be valid for that renewal only; additional  
1282 hours ~~shall~~ will not be valid for subsequent renewal.

1283 C. CE for reinstatement ~~shall~~ must be completed during the two years immediately prior to  
1284 the date of the board's receipt of a reinstatement application and ~~shall~~ will be valid for that  
1285 reinstatement only; additional hours ~~shall~~ will not be valid for subsequent renewal.

1286 D. Licensees ~~shall~~ must maintain records of completion of CE used to renew a license for  
1287 three years from the date of expiration of the license. Licensees ~~shall~~ must provide those  
1288 records to the board or its authorized agents upon request.

1289 E. CE activities completed by licensees may be accepted by the board provided the activity:



- 1290 1. Consists of content and subject matter related to the practice of the profession;
- 1291 2. Has a clear purpose and objective that will maintain, improve, or expand the skills and
- 1292 knowledge relevant to the licensee's area of practice and may be in areas related to
- 1293 business practices, including project management, risk management, ethics, and public
- 1294 health, safety, and welfare that have demonstrated relevance to the licensee's area of
- 1295 practice as defined in § 54.1-400 of the Code of Virginia;
- 1296 3. Is taught by instructors who are competent in the subject matter, either by education
- 1297 or experience, for those activities involving an interaction with an instructor;
- 1298 4. If self-directed, contains an assessment by the sponsor at the conclusion of the
- 1299 activity that verifies that the licensee has successfully achieved the purpose and
- 1300 objective of the activity; and
- 1301 5. Results in documentation that verifies the licensee's successful completion of the
- 1302 activity.

1303 F. Computation of credit.

- 1304 1. Fifty contact minutes ~~shall~~ will equal one hour of CE. For activities that consist of
- 1305 segments that are less than 50 minutes, those segments ~~shall~~ will be totaled for
- 1306 computation of CE for that activity.
- 1307 2. One semester hour of college credit ~~shall~~ will equal 15 hours of CE and one-quarter
- 1308 hour of college credit ~~shall~~ will equal 10 hours of CE.
- 1309 3. The number of hours required to successfully complete any CE activity must have
- 1310 been determined by the sponsor. A licensee ~~shall~~ must not claim more credit for any CE
- 1311 activity than the number of hours that was predetermined by the sponsor at the time the
- 1312 activity was completed.

1313 4. CE may be granted for the initial development, substantial updating, or the initial  
1314 teaching of a CE activity that meets the requirements of this chapter at twice the amount  
1315 of credit that participants receive. CE claimed pursuant to this subdivision ~~shall~~ must not  
1316 be claimed for subsequent offerings of the same activity.

1317 5. A licensee applying for renewal ~~shall~~ will not receive credit for completing a CE activity  
1318 with the same content more than once during the two years prior to license expiration.

1319 6. A licensee applying for reinstatement ~~shall~~ will not receive credit more than once for  
1320 completing a CE activity with the same content during the two years immediately prior to  
1321 the date of the board's receipt of his the licensee's reinstatement application.

1322 G. The board may periodically conduct a random audit of its licensees who have applied for  
1323 renewal to determine compliance. Licensees who are selected for audit ~~shall~~ must provide all  
1324 documentation of all CE activities utilized to renew their license within 21 calendar days of the  
1325 date of the board's notification of audit.

1326 H. If the board determines that CE was not obtained properly to renew or reinstate a license,  
1327 the licensee ~~shall~~ will be required to make up the deficiency to satisfy the CE requirement for  
1328 that license renewal or reinstatement. Any CE activity used to satisfy the deficiency ~~shall~~ will not  
1329 be applied to his the licensee's current license CE requirement or any subsequent renewal or  
1330 reinstatement.

1331 **18VAC10-20-687. Exemptions and waivers.**

1332 Pursuant to § 54.1-404.2 of the Code of Virginia, the board may grant exemptions to, waive,  
1333 or reduce the number of continuing education activities required in cases of certified illness or  
1334 undue hardship. However, such exemptions, waivers, or reductions ~~shall~~ will not relieve the  
1335 individual of his the obligation to comply with any other requirements of this chapter including,  
1336 ~~but not limited to,~~ the provisions of 18VAC10-20-670 or 18VAC10-20-680.

1337

Part XII

1338

Renumber Part XII as Part X Standards of Practice and Conduct

1339

**18VAC10-20-690. Responsibility to the public.**

1340

The primary obligation of the regulant is to the public. The regulant shall must recognize that the health, safety, and welfare of the general public are dependent upon professional judgments, decisions, and practices. If the judgment of the regulant is overruled resulting in circumstances when the health, safety, or welfare of the public is endangered, the regulant shall must inform the employer, client, and appropriate authorities in writing of the possible consequences.

1346

**18VAC10-20-700. Public statements.**

1347

A. The regulant shall must be truthful in all professional matters and shall must include all relevant information in professional reports, statements, or testimony, which shall must include the date indicating when such information was current.

1350

B. When serving as an expert or technical witness, the regulant shall must express an opinion only when it is based on an adequate knowledge of the facts in the issue and a background of competence in the subject matter.

1353

C. Except when appearing as an expert witness in court or in an administrative proceeding when the parties are represented by counsel, the regulant shall must issue no statements, reports, criticisms, or arguments on matters relating to professional practice that are inspired by or paid for by interested persons, unless the regulant has prefaced the comment by disclosing any self-interest and the identities of all persons on whose behalf the regulant is speaking.

1358

D. A regulant shall must not knowingly make a materially false statement or deliberately withhold a material fact requested in connection with his application for licensure, certification, registration, renewal, or reinstatement in any professional matter.

1361 **18VAC10-20-710. Conflicts of interest.**

1362 A. The regulant ~~shall~~ must promptly and fully inform an employer or client of any business  
1363 association, interest, or circumstance which may influence the regulant's judgment or the quality  
1364 of service.

1365 B. The regulant ~~shall~~ must not accept compensation, financial or otherwise, from more than  
1366 one party for services on or pertaining to the same project unless the circumstances are fully  
1367 disclosed and agreed to in writing by all ~~interested parties~~ interested parties.

1368 C. The regulant ~~shall~~ must not solicit or accept financial or other valuable consideration from  
1369 material or equipment suppliers for specifying their products or services.

1370 D. The regulant ~~shall~~ must not solicit or accept gratuities, directly or indirectly, from  
1371 contractors, their agents, or other parties dealing with a client or employer in connection with  
1372 work for which the regulant is responsible.

1373 **18VAC10-20-720. Solicitation of work or employment.**

1374 A. In the course of soliciting work from, or employment by, a public authority the regulant  
1375 ~~shall~~ must not directly or indirectly:

1376 1. Give, solicit, or receive any gratuity, contribution, or consideration to unlawfully  
1377 influence the award of a contract;

1378 2. Give, solicit, or receive any gratuity, contribution, or consideration that may  
1379 reasonably be construed as an intention to influence the awarding of a contract; or

1380 3. Offer or provide any gift or other valuable consideration in order to secure work.

1381 B. The regulant ~~shall~~ must not pay, directly or indirectly, a commission, percentage, or  
1382 brokerage fee to a potential or existing client in order to secure work.

1383 C. The regulant shall ~~must~~ not falsify or knowingly allow misrepresentation of ~~his~~ the  
1384 regulant's or an associate's:

1385 1. Academic or professional qualifications or work; or

1386 2. Degree of responsibility for prior assignments.

1387 D. Materials, content, and information used in the solicitation of employment shall ~~work~~ must  
1388 not misrepresent facts concerning employers, employees, associates, joint ventures, or past  
1389 accomplishments of any kind.

1390 **18VAC10-20-730. Competency for assignments.**

1391 A. The professional shall ~~must~~ undertake to perform professional assignments only when  
1392 qualified by education or experience, or both, and licensed or certified in the profession  
1393 involved. Licensed professionals may perform assignments related to interior design provided  
1394 they do not hold themselves out as certified in this profession unless they are so certified by this  
1395 board. The professional may accept an assignment requiring education or experience outside of  
1396 the field of the professional's competence, but only to the extent that services are restricted to  
1397 those phases of the project in which the professional is qualified. All other phases of such  
1398 project shall ~~must~~ be the responsibility of licensed or certified associates, consultants or  
1399 employees.

1400 B. A professional shall ~~must~~ not misrepresent to a prospective or existing client or employer  
1401 ~~his~~ the professional's qualifications and the scope of ~~his~~ the professional's responsibility in  
1402 connection with work for which ~~he~~ the professional is claiming credit.

1403 C. The professional shall ~~adhere to~~ must meet the minimum standards and requirements  
1404 pertaining to the practice of ~~his~~ the professional's own profession, as well as other professions if  
1405 incidental work is performed.

1406 **18VAC10-20-740. Professional responsibility.**

1407 A. Unless exempt by statute, all architectural, engineering, land surveying, landscape  
1408 architectural, and interior design work must be completed by a professional or a person  
1409 performing the work who is under the direct control and personal supervision of a professional.

1410 B. A professional ~~shall~~ must be able to clearly define ~~his~~ the professional's scope and  
1411 degree of direct control and personal supervision, clearly define how it was exercised, and  
1412 demonstrate that ~~he~~ the professional was responsible within that capacity for the work that ~~he~~  
1413 the professional has sealed, signed, and dated. For the work prepared under ~~his~~ the  
1414 professional's supervision, a professional ~~shall~~ must:

- 1415 1. Have detailed professional knowledge of the work;
- 1416 2. Exercise the degree of direct control over work that includes:
- 1417 a. Having control over decisions on technical matters of policy and design;
- 1418 b. Personally making professional decisions or the review and approval of proposed  
1419 decisions prior to implementation, including the consideration of alternatives to be  
1420 investigated and compared for designed work, whenever professional decisions are  
1421 made that could affect the health, safety, and welfare of the public involving  
1422 permanent or temporary work;
- 1423 c. The selection or development of design standards and materials to be used; and
- 1424 d. Determining the validity and applicability of recommendations prior to  
1425 incorporation into the work, including the qualifications of those making the  
1426 recommendations;

1427 3. Have exercised his professional judgment in professional matters that are embodied  
1428 in the work and the drawings, specifications, or other documents involved in the work;  
1429 and

1430 4. Have exercised critical examination and evaluation of an employee's, consultant's,  
1431 subcontractor's, or project team member's work product, during and after preparation, for  
1432 purposes of compliance with applicable laws, codes, ordinances, regulations, and usual  
1433 and customary standards of care pertaining to professional practice.

1434 C. The regulant ~~shall~~ must not knowingly associate in a business venture with or permit the  
1435 use of his the regulant's name by any person or firm when there is reason to believe that person  
1436 or firm is engaging in activity of a fraudulent or dishonest nature or is violating statutes or any of  
1437 these regulations.

1438 D. A regulant who has knowledge that any person may have violated or may currently be  
1439 violating any of these provisions, or the provisions of Chapters 7 (§ 13.1-542.1 et seq.) and 13  
1440 (§ 13.1-1100 et seq.) of Title 13.1 or Chapters 1 (§ 54.1-100 et seq.) through 4 (§ 54.1-400 et  
1441 seq.) of Title 54.1 of the Code of Virginia, ~~shall~~ must inform the board in writing and ~~shall~~ must  
1442 cooperate in furnishing any further information or assistance that may be required by the board  
1443 or any of its agents.

1444 E. Upon request by the board or any of its agents, the regulant ~~shall~~ must produce any plan,  
1445 plat, document, sketch, book, record, or copy thereof concerning a transaction covered by this  
1446 chapter and ~~shall~~ must cooperate in the investigation of a complaint filed with the board against  
1447 a regulant.

1448 F. Except as authorized by 18VAC10-20-760 A 2, a regulant ~~shall~~ must not utilize the  
1449 design, drawings, specifications, or work of another regulant to complete or to replicate any

1450 work without the written consent of the person or organization that owns the design, drawings,  
1451 specifications, or work.

1452 G. Utilization and modification of work.

1453 1. A regulant who utilizes the designs, drawings, specifications, or work of another  
1454 regulant pursuant to subsection F of this section or 18VAC10-20-760 A 2, or who  
1455 modifies any plats or surveys, ~~shall~~ must conduct a thorough review of the work to verify  
1456 that it has been accomplished to the same extent that would have been done under the  
1457 direct control and personal supervision of the regulant affixing the professional seal,  
1458 signature, and date. The regulant ~~shall~~ must assume full responsibility for the utilization  
1459 of any unsealed work or any changes or modifications to previously sealed work.

1460 2. Information from recorded plats or surveys may be utilized without permission.  
1461 However, the modification of the actual recorded plat or survey is prohibited without  
1462 written permission of the regulant.

1463 **18VAC10-20-760. Use of seal.**

1464 A. Affixing of a professional seal, signature, and date ~~shall~~ must indicate that the  
1465 professional has exercised direct control and personal supervision over the work to which it is  
1466 affixed. Affixing of the seal, signature, and date also indicates the professional's acceptance of  
1467 responsibility for the work shown thereon.

1468 1. No professional ~~shall~~ must affix a seal, signature, and date or certification to plans,  
1469 plats, documents, drawings, or other works constituting the practice of the professions  
1470 regulated that has been prepared by an unlicensed or uncertified person unless such  
1471 works were performed under the direct control and personal supervision of the  
1472 professional while the unlicensed or uncertified person was an employee of the same



1473 firm as the professional or was under written contract to the same firm that employs the  
1474 professional.

1475 2. If the original professional of record is no longer able to seal, sign, and date  
1476 completed professional work, such work may be sealed, signed, and dated by another  
1477 qualified professional pursuant to the standards established in 18VAC10-20-740 G 1.

1478 B. Documents to be sealed.

1479 1. All final documents, including cover sheet of plans, plats, documents, drawings,  
1480 technical reports, and specifications, and each sheet of plans or plats, or drawings  
1481 prepared by the professional, or someone under his the professional's direct control and  
1482 personal supervision, ~~shall~~ must be sealed, signed, and dated by the professional. All  
1483 final documents ~~shall~~ must also bear the professional's name or firm name, address, and  
1484 project name.

1485 2. For projects involving multiple professional services in the same project, each  
1486 professional ~~shall~~ must seal, sign, and date the final documents for the work component  
1487 that he completed or that was completed under his the professional's direct control and  
1488 personal supervision. The professional responsible for the compilation of the project  
1489 shall seal, sign, and date the cover sheet of the aggregate collection of final documents  
1490 for the project.

1491 C. An electronic seal, signature, and date are permitted to be used in lieu of an original seal,  
1492 signature, and date when the following criteria, and all other requirements of this section, are  
1493 met:

1494 1. It is a unique identification of the professional;

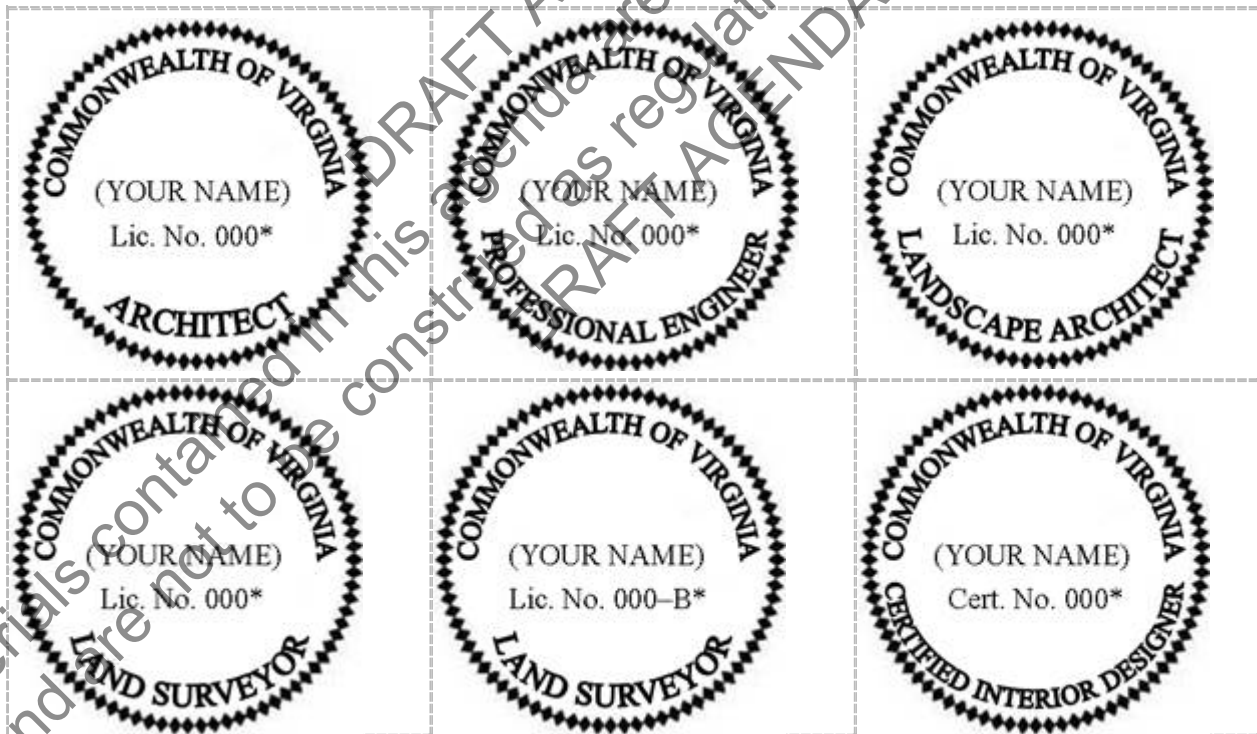
1495 2. It is verifiable; and

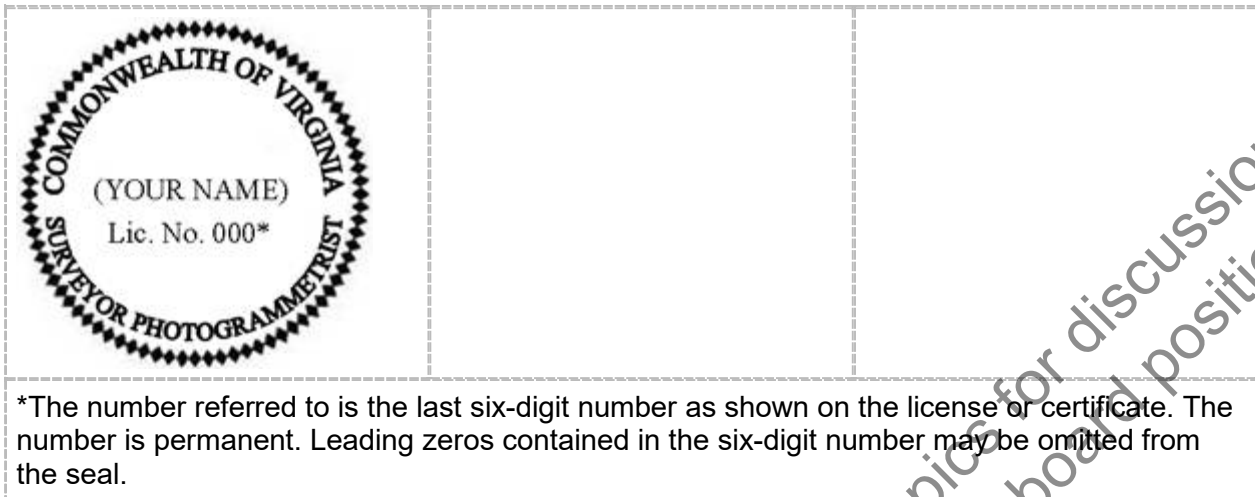
1496 3. It is under the professional's direct control.

1497 D. Incomplete plans, plats, documents, and drawings, whether advance or preliminary  
1498 copies, shall must be so identified on the plans, plats, documents, or drawings and need not be  
1499 sealed, signed, or dated. Advance or preliminary copies of incomplete plans, plats, documents,  
1500 and drawings, must be clearly identified as not complete but need not be sealed, signed, or  
1501 dated.

1502 E. All work performed by a professional who is licensed or certified by this board, including  
1503 work that is exempt from licensure pursuant to § 54.1-402 of the Code of Virginia, shall must be  
1504 sealed, signed, and dated pursuant to subsection B of this section.

1505 F. The original seal shall must conform in detail and size to the design illustrated in this  
1506 subsection and shall must be two inches in diameter. The designs illustrated may not be shown  
1507 to scale:





1508 **18VAC10-20-770. Organization and styling of practice.**

1509 A. A firm shall must offer or practice only the professions shown on its board-issued  
 1510 registration. The regulants designated by the firm to be the responsible person must exercise  
 1511 direct control and personal supervision of the work being offered or practiced.

1512 B. Nothing shall will be contained in the name, letterhead or other styling of a professional  
 1513 practice implying a relationship, ability or condition which does not exist. Professional services  
 1514 that the firm is not properly registered to provide shall must not be included in the name.

1515 C. An assumed, fictitious or corporate name shall must not be misleading as to the identity,  
 1516 responsibility or status of those practicing professionals employed or contracted by the  
 1517 registrant. Any advertisement, sign, letterhead, business card, directory, or any other form of  
 1518 representation shall must avoid reference to any service that cannot be provided for under a  
 1519 resident responsible person.

1520 ~~18VAC10-20-780. Professional required at each place of business. (Repealed.)~~

1521 ~~A. Any regulant maintaining a place of business that offers or practices architectural,~~  
 1522 ~~engineering, land surveying, landscape architectural, or certified interior design services in~~  
 1523 ~~Virginia, shall name at least one responsible person for each profession offered or practiced at~~  
 1524 ~~each place of business.~~

1525 ~~B. Each resident responsible person designated by the firm shall exercise direct control and~~  
1526 ~~personal supervision of the work being offered or practiced at each place of business. Each~~  
1527 ~~resident responsible person may be responsible for more than one location provided that he is~~  
1528 ~~resident at each place of business during a majority of its operating hours.~~

1529 **18VAC10-20-785. Notice of adverse action.**

1530 A. A regulant must notify the board of the following actions against the regulant:

1531 1. Any disciplinary action taken by any jurisdiction, board, or administrative body of  
1532 competent jurisdiction, including any (i) reprimand; (ii) license or certificate revocation,  
1533 suspension, or denial; (iii) monetary penalty; (iv) requirement for remedial education; or  
1534 (v) other corrective action.

1535 2. Any voluntary surrendering of a related license, certificate, or registration done in  
1536 connection with a disciplinary action in another jurisdiction.

1537 3. Any conviction, finding of guilt, or plea of guilty, regardless of adjudication or deferred  
1538 adjudication, in any jurisdiction of the United States of any (i) misdemeanor involving  
1539 moral turpitude, sexual offense, non-marijuana drug distribution, or physical injury or  
1540 relating to providing professional services or (ii) felony, there being no appeal pending  
1541 therefrom or the time for appeal having lapsed. Review of convictions will be subject to  
1542 the requirements of § 54.1-204 of the Code of Virginia.

1543 B. The notice must be made to the board in writing within 30 days of the action. A copy of  
1544 the order or other supporting documentation must accompany the notice.

1545 **18VAC10-20-790. Sanctions Prohibited acts.**

1546 A license, certificate, or registration shall will not be sanctioned unless a majority of the  
1547 eligible voting members of the entire board vote for the action. The board may discipline or  
1548 sanction any regulant if the board finds that:

- 1549 1. The regulant failed to maintain good moral character pursuant to the definition in  
1550 ~~18VAC10-20-10~~ as described in 18VAC10-20-20 A;
- 1551 2. The license, certification, or registration was obtained or renewed through fraud or  
1552 misrepresentation;
- 1553 3. The regulant has been found guilty by a court of competent jurisdiction of any material  
1554 misrepresentation in the course of professional practice or has been convicted, pleaded  
1555 guilty, or has been found guilty, regardless of adjudication or deferred adjudication, of  
1556 any felony or non-marijuana misdemeanor that, in the judgment of the board, adversely  
1557 affects the regulant's ability to perform satisfactorily within the regulated discipline. The  
1558 board ~~shall~~ will review the conviction pursuant to the provisions of § 54.1-204 of the  
1559 Code of Virginia;
- 1560 4. The regulant has committed acts constituting professional incompetence, negligence,  
1561 ~~or gross negligence~~ or involving dishonesty, fraud, misrepresentation or breach of  
1562 fiduciary duty related to the practice of the profession;
- 1563 5. The regulant has abused drugs or alcohol to the extent that professional competence  
1564 is adversely affected;
- 1565 6. The regulant fails to comply, or misrepresents any information pertaining to their  
1566 compliance, with any of the ~~continuing education~~ requirements as contained in this  
1567 chapter;
- 1568 ~~7. The regulant violates any standard of practice and conduct as defined in this chapter;~~
- 1569 8. 7. The regulant violates or induces others to violate any provision of Chapters 7 (§  
1570 13.1-542.1 et seq.) and 13 (§ 13.1-1100 et seq.) of Title 13.1 or Chapters 1 (§ 54.1-100  
1571 et seq.) through 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, or any other  
1572 statute applicable to the practice of the professions regulated by this chapter;

1573 9. 8. The regulant has been disciplined by any county, city, town, state, or federal  
1574 governing body. For purposes of this section "discipline" means reprimand; civil or  
1575 monetary penalty; probation, suspension, or revocation of a license; or cease and desist  
1576 order. The board will review such discipline before taking any disciplinary action of its  
1577 own; or

1578 ~~10.~~ 9. The regulant fails to notify the board within 30 days of having been disciplined by  
1579 any county, city, town, state, or federal governing body as stipulated in subdivision 9 8 of  
1580 this section.

1581 **18VAC10-20-795. Change of address.**

1582 All regulants ~~shall~~ notify the board of a change of mailing address on the designated  
1583 address change form within 30 days of making the change. When submitting a change of  
1584 address, regulants holding more than one license, certificate, or registration ~~shall~~ must inform  
1585 the board of each affected by the change. A post-office box will not be accepted in lieu of a  
1586 physical address.

DRAFT AGENDA  
Materials contained in this agenda are proposed topics for discussion  
And are not to be construed as regulation or official board position  
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**Agency**

Department of Professional and Occupational Regulation

**Board**

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

**Chapter**

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects Regulations [18 VAC 10 - 20]

<b>Action</b>	<u>General Review of Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations</u>
<b>Stage</b>	<u>NOIRA</u>
<b>Comment Period</b>	Ended on 7/3/2024

1 comments

**All comments for this forum**

**[Back to List of Comments](#)**

<b>Commenter:</b> Mark A. Sorrells, Amdritz	6/9/24 5:21 pm
<b>18VAC10-20-10. Definitions "Resident" et. al.</b>	
<p>18VAC10-20-10 Resident: Revise this definition (or another associated definition) to indicate that the "Responsible person" be employed by the registered company during the course of the design. (I have seen instances where the work is stamped at the end of a project by a third party.) Reference also current language in 18VAC10-20-650.</p> <p>18 VAC 10-20-770 As part of the revision to this section, include language to include provisions for proof of supervision of remote work (markups, meeting / Teams / email notes)</p> <p>General comment - not for the record: I applaud the decision to revise this section. Many companies, including mine, have gone to hybrid work schedules. In addition, the business model of many companies has shifted to sharing work across smaller offices. This makes it difficult at times to have a registered person in each location.</p> <p>CommentID: 225878</p>	

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CommentID	Name	Commenter	Comment	Board Response
225878	Mark A. Sorrells, Amdritz	225878 Mark A. Sorrells, Amdritz	The commenter noted that he is applauding the decision to revise regulation 18VAC-20-10 as his business have gone to hybrid work schedules and due to companies now have shifted to sharing work spaces, it is difficult to have a registered person at each location	The Board thanks you for providing a comment supporting this change to this regulation.

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- Election of Officers
- 2025 Meeting Dates
  - Tuesday, February 11
  - Wednesday, May 7
  - Wednesday, August 20
  - Friday, November 14
- EpicX Update

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**TO:** Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA)  
**FROM:** Kate Nosbisch, Executive Director  
**SUBJECT:** Reconsideration of Case Decisions – Request for Board approval  
**DATE:** May 8, 2024

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Section 2.2-4023.1 of the Code of Virginia enables a party to submit a petition seeking reconsideration of a final decision made by an agency pursuant to section 2.2-4020. Upon receipt of such petition, the agency is mandated to issue a written decision within 30 days. In instances where reconsideration pertains to a decision made by a policy-making board within an agency, the board possesses various avenues to address the petition. These include the option to delegate authority for considering the petition to the board chair, a designated subcommittee, or the agency’s director responsible for administrative support to the board, typically the Executive Director.

To adhere to the statutory timeframe for addressing reconsiderations, it’s respectfully requested that the Board delegate responsibility of addressing reconsiderations to the Board’s Executive Director, in accordance with the provisions outlined in the statute.

If the Board deems it appropriate to delegate responsibility to the Executive Director, a sample motion is provided below:

“I move to delegate the responsibility for addressing case reconsiderations to the Executive Director of the Board, in accordance with the provisions outlined in the statute.”

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# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Glenn A. Youngkin  
Governor

G. Bryan Slater  
Secretary of Labor

Brian P. Wolford  
Interim Director

August 22, 2024

Bart Thrasher, P.E.  
Chief Engineer  
Virginia Department of Transportation  
Re: Entrusted Engineer in Charge Contract Language

Dear Mr. Thrasher,

In 2018, the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APELSCIDLA) collaborated with the Virginia Department of Transportation (VDOT) to establish contractual language for VDOT projects. This language defined the position, job responsibilities, and eligibility criteria for the Entrusted Engineer in Charge (EIC) used in VDOT Design-Build and Public-Private Partnership projects.

Due to recent discussions and pending legislative actions, the Board has revisited the VDOT EIC language originally approved at its full board meeting that was conducted on June 13, 2018. The review was prompted by legislative activity specifically addressing the requirement that the EIC be an employee of the construction firm under the joint venture or company contracted with VDOT. Additionally, there is a recognition that VDOT is best suited to determine the application and requirements of the EIC on VDOT projects.

The Board discussed this issue at its full board meetings on February 13, 2024, May 8, 2024, and most recently on August 21, 2024, and has determined that the action taken during the June 13, 2018, meeting to adopt the EIC language is unnecessary and does not bind or obligate the Department of Transportation to use the contractual language.

If you have any questions, or need further information, please contact me at 804-367-8514.

Most sincerely,

Kate Nosbisch, Executive Director  
APELSCIDLA Board

I continue to serve as a member of the ASLA Virginia Government Affairs Committee.

You may be aware of the pending VDACS regulation that was required to be promulgated in HB2096.

HB2096 was approved on March 22, 2023. Link to LIS: <https://lis.virginia.gov/cgi-bin/legp604.exe?231+sum+HB2096>

The relevant Code of Virginia section:

*Title 3.2. Agriculture, Animal Care, and Food; Subtitle I.*

## **General Provisions; Protection and Promotion of Agriculture;**

*Chapter 8. Noxious Weeds*

§ **3.2-802**. Powers and duties of Board; quarantine.

C. The Board shall develop and adopt regulations requiring tradespersons involved with proposing or installing plants to provide written notification to property owners for all plants proposed for installation that are included on the list of invasive plants established in § **10.1-104.6:2**.

VDACS held a single stakeholders meeting on 2/23/24 at VDACS' offices in Richmond to receive comments on a very early draft of the proposed regulations and to receive any additional comments from the stakeholders. I have attached the VDACS draft regulation text. I do not have access to any subsequent drafts.

Liz Rohde and I attended that stakeholder meeting representing ASLA Virginia.

During that meeting I asked VDACS management if it was the intention of the regulation to cover all persons who specify plants including but not limited to landscape architects, architects, and professional engineers. The answer provided by VDACS management was the intent was to require all persons specifying plants including landscape architects, architects and professional engineers, and others to comply with the regulation. During that meeting I pointed out that the Code section refers to "tradespersons involved with proposing or installing plants" and that landscape architects, architects, and professional engineers are not tradespersons. I also pointed out that the Code defines "professional" and that definition includes landscape architects, architects, and professional engineers. The authors of HB2096 (representatives from Blue Ridge PRISM and the Virginia Native Plant Society) argued that their intent was to cover all persons who specify plants including landscape architects, architects, professional engineers, etc.

The purpose of reaching out to you is to apprise the APELSCIDLA Board of the pending regulation. My understanding from VDACS is that the draft regulation will be transmitted to state agencies for comment.

The VDACS contact:

**David Gianino**  
**State Plant Regulatory Official (SPRO)**  
**Program Manager, Office of Plant Industry Services**  
**Virginia Department of Agriculture and Consumer Services**

**Phone: 804.786-3515**

Website: [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

E-mail: [david.gianino@vdacs.virginia.gov](mailto:david.gianino@vdacs.virginia.gov)

Address: [102 Governor Street, Richmond, Virginia 23219](#)

Thank you for your time and consideration. If you have any questions please reach out to me.

Very best regards,

Rob

Rob McGinnis PLA FASLA



Member, Government Affairs Committee

American Society of Landscape Architects | Virginia Chapter



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**Department of Agriculture and Consumer Services, Plant Industry Services**

**Promulgation of Regulations for Tradespersons Installing Invasive Plant Species**

Regulations for Tradespersons Installing Invasive Plant Species

**2VAC5-455-10. Definitions.**

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Board" means the Virginia Board of Agriculture and Consumer Services.

"Department" means the Virginia Department of Agriculture and Consumer Services.

"**Installing**" means the placement, replacement, affixing, or otherwise planting of plant species onto a person's property.

"Invasive plant species" means those plant species identified in the Virginia Invasive Plant Species List, pursuant to §10.1-104.6:2 of the Code of Virginia and maintained by the Virginia Department of Conservation and Recreation.

"**Landscaping**" means...

"Noxious Weed" means the term as defined in § 3.2-800 of the Code of Virginia and includes those species listed in 2VAC5-317, Regulations for the Enforcement of the Noxious Weeds Law.

"Noxious Weeds Law" means the statute set forth in Chapter 8 (§ 3.2-800 et seq.) of Title 3.2 of the Code of Virginia.

"**Tradesperson**" means those any individual who engages in, or offers to engage in, work for the general public for compensation in the trade of landscaping, gardening, or horticulture.

**2VAC5-455-20. Notification requirements.**

Tradespersons shall notify property owners when a plant species that is being proposed to be installed on their property is a listed invasive plant species.

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**2VAC5-455-30. Verification.**

The tradesperson shall provide proof of notification provided to property owners for any invasive plants installed or proposed for installation to the Commissioner, upon request.

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➤ Architects

- NCARB Annual Meeting Update

➤ Professional Engineers Update

- NCEES Annual Meeting Update

➤ Land Surveyors

- VAS Meeting Update
- Land Surveyor Concerns Regarding Various Localities
- NCEES Potential Mapping Science Examination Modules
- Regulation of Drones

➤ Certified Interior Designers Update

➤ Landscape Architect Update

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**From:** [REDACTED]

**Sent:** Thursday, May 23, 2024 8:53 AM

**To:** DPOR: Board for Architects, Professional Engineers Land Surveyo (DPOR) <apelscidla@dpor.virginia.gov>

**Cc:** [REDACTED]

**Subject:** Regulations of Drones

You have received an email from: [REDACTED]

[REDACTED] Message: With the resent court ruling in North Carolina on the use of drones, has there been any updates on where Virginia stands on regulating the use of drones? It is my opinion that we are at a critical stage on the use of drones by unregulated people or business.

Thank you for any information you can provide,  
[REDACTED]

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# ➤ Licensed and Certified Population

As of August 1, 2024

APELSCIDLA Businesses	4,509
Architects	7,781
Professional Engineers	31,429
Land Surveyors	1,240
Land Surveyors B	57
Land Surveyor Photogrammetrists	93
Certified Interior Designers	479
Landscape Architects	991

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**Department of Professional and Occupational Regulation  
Statement of Financial Activity**

**Board for APELSCIDLA  
954160**

2022-2024 Biennium

June 2024

	June 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - June 2022	July 2022 - June 2024
<b>Cash/Revenue Balance Brought Forward</b>			184,558
<b>Revenues</b>	0	3,604,762	3,509,303
<b>Cumulative Revenues</b>			3,693,861
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	0	320,213	360,235
<b>Board Administration</b>	0	1,287,709	1,427,907
<b>Administration of Exams</b>	0	78,728	57,502
<b>Enforcement</b>	0	122,009	146,125
<b>Legal Services</b>	0	11,904	12,117
<b>Information Systems</b>	0	948,103	972,148
<b>Facilities and Support Services</b>	0	369,730	344,766
<b>Agency Administration</b>	0	608,052	963,883
<b>Other / Transfers</b>	0	6	(575)
<b>Total Expenses</b>	0	3,746,455	4,284,109
<b>Transfer To/(From) Cash Reserves</b>	0	0	(590,557)
<b>Ending Cash/Revenue Balance</b>			310

<b>Cash Reserve Beginning Balance</b>	858,249	0	1,448,807
<b>Change in Cash Reserve</b>	0	0	(590,557)
<b>Ending Cash Reserve Balance</b>	858,249	0	858,249

**Number of Regulants**

Current Month	0
Previous Biennium-to-Date	44,282

Department of Professional and Occupational Regulation  
 Supporting Statement of Year-to-Date Activity  
 Board for APELSCIDLA - 954160  
 Fiscal Year 2024

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal YTD Charges	Planned Annual Charges	Current Balance	Projected Charges at 6/30	Projected Variance Favorable (Unfavorable)	
																	Amount	%
<b>Board Expenditures</b>	11,269	17,653	19,251	12,618	23,188	25,660	12,589	26,757	14,673	11,537	16,358	0	191,553	207,179	15,626	205,290	1,888	0.9%
<b>Board Administration</b>	58,767	56,871	84,637	29,759	62,364	91,714	35,373	63,496	93,733	38,650	104,951	0	720,316	935,341	215,025	744,792	190,549	20.4%
<b>Administration of Exams</b>	3,302	3,873	5,505	1,840	3,701	5,533	1,867	3,756	5,618	1,872	5,618	0	42,480	50,675	8,195	44,039	6,636	13.1%
<b>Enforcement</b>	6,225	6,468	9,728	3,531	6,431	9,702	3,232	6,509	9,456	3,379	9,350	0	74,012	100,735	26,723	76,494	24,241	24.1%
<b>Legal Services</b>	0	0	0	0	0	0	2,494	1,247	1,247	0	0	0	4,989	4,989	0	5,442	-454	-9.1%
<b>Information Systems</b>	25,505	59,708	48,211	33,571	37,465	45,695	8,032	89,438	86,932	34,015	51,748	0	520,321	525,607	5,286	559,667	-34,060	-6.5%
<b>Facilities / Support Svcs</b>	13,921	13,695	16,651	11,844	13,584	19,219	14,977	16,164	17,701	14,966	20,245	0	172,969	284,250	111,281	185,709	98,541	34.7%
<b>Agency Administration</b>	40,018	43,165	68,738	23,016	46,743	65,434	17,487	38,444	59,301	21,802	63,197	0	487,346	575,757	88,410	506,871	68,886	12.0%
<b>Other / Transfers</b>	0	0	0	0	0	-2	0	0	0	0	0	0	-2	0	2	-2	2	
<b>Total Charges</b>	<b>159,008</b>	<b>201,435</b>	<b>252,722</b>	<b>116,179</b>	<b>193,477</b>	<b>262,955</b>	<b>96,052</b>	<b>245,812</b>	<b>288,656</b>	<b>126,221</b>	<b>271,468</b>	<b>0</b>	<b>2,213,984</b>	<b>2,684,532</b>	<b>470,548</b>	<b>2,328,302</b>	<b>356,229</b>	<b>13.3%</b>

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- **Other Business**
  - **Board Member Training Conference, October 10-11, Great Wolf Lodge, Williamsburg, VA**
- **Conflict of Interest Forms /**
- Travel Vouchers**
- **Adjourn**

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