

# **State of Nebraska Professional Landscape Architects Handbook**

- **Statutes**
- **Rules and Regulations**



**Effective December 1, 2012**



## Introduction

This handbook contains the Nebraska Professional Landscape Architect Act and the Rules and Regulations of the Nebraska State Board of Landscape Architects. Together, these statutes and rules govern the practice of landscape architecture in the state of Nebraska in order to safeguard life, health, property, and promote the public welfare.

**The first section presents the Statutes** as cited in the Professional Landscape Architects Act, enacted by the Nebraska Legislature in 1987, which replaced the statutory provisions first enacted in 1967 – the year the Nebraska State Board of Landscape Architects was established. The most recent changes to the Act were enacted through Legislative Bill 1140 of the One Hundred Second Legislature, Second Session, and became effective July 19, 2012.

**The second section presents the Rules and Regulations**, or Title 231 of the Nebraska Administrative Code, chapters 1 through 12. These Rules and Regulations are written by the Board to enable administration of the Statutes, and cannot exceed the powers assigned to the Board by the Legislature. The latest revision to the Rules and Regulations became effective on December 1, 2012.

This handbook incorporates all current statutes and rules & regulations as of December 1, 2012. For further information concerning the law or rules and regulations governing the practice of landscape architecture in Nebraska, please contact:

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**81-8,183.01. Act, how cited.**

Sections 81-8,183.01 to 81-8,206 shall be known and may be cited as the Professional Landscape Architects Act.

**Source:** *Laws 1967, c. 565, § 25, p. 1867; Laws 1984, LB 477, § 15; R.S.1943, (2008), § 81-8,208; Laws 2012, LB1140, § 1.*

**81-8,184. Terms, defined.**

For purposes of the Professional Landscape Architects Act, unless the context otherwise requires:

- (1) Professional landscape architect means a person who, by reason of his or her knowledge acquired by professional education or practical experience, or both, is qualified to engage in the practice of professional landscape architecture as provided in the act;
- (2) Practice of professional landscape architecture means the performance of professional services such as consultations, investigations, reconnaissance, research, planning, design, or responsible supervision in connection with projects involving the arranging of land and the elements thereon for public and private use and enjoyment, including the alignment of roadways and the location of buildings, service areas, parking areas, walkways, steps, ramps, pools, and other structures, and the grading of the land, surface and subsoil drainage, erosion control, planting, reforestation, and the preservation of the natural landscape and aesthetic values, in accordance with accepted professional standards of public health, welfare, and safety. Practice of professional landscape architecture includes the location and arrangement of such tangible objects and features as are incidental and necessary to the purposes outlined in this subdivision but does not include the design of structures or facilities with separate and self-contained purposes for habitation or industry, the design of public streets and highways, utilities, storm and sanitary sewers, and sewage treatment facilities which are ordinarily included in the practice of engineering or architecture, or the making of land surveys or final land plats for official approval or recording. Nothing contained in the act shall preclude a duly licensed professional landscape architect from performing any of the services defined as practice of professional landscape architecture in this subdivision in connection with the settings, approaches, or environment for buildings, structures, or facilities. Nothing contained in the act shall be construed as authorizing a professional landscape architect to engage in the practice of architecture, engineering, or land surveying. Nothing in the act shall prohibit any person, firm, or corporation or their officers, agents, or employees from preparing planting plans for plant materials in connection with the sale of nursery stock, plants, trees, shrubs, flowers, sod, or other plant material, outdoor decorative ornaments, seed, fertilizer, chemicals, gardening tools and equipment, and related items of merchandise or the propagation, planting, or growth of any indoor or outdoor plants; and
- (3) Board means the State Board of Landscape Architects created by the act.

**Source:** *Laws 1967, c. 565, § 1, p. 1860; Laws 1971, LB 98, § 1; Laws 2012, LB1140, § 2.*

**81-8,184.01. Act; intent.**

It is the intent of the Legislature, through the Professional Landscape Architects Act, to safeguard the life, health, and property of the citizens of this state and to insure that the landscape architects serving the public meet minimum standards of proficiency and competency.

**Source:** *Laws 1984, LB 477, § 1.*

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**81-8,185. License required; display of certificate of licensure; current certificate holder; how treated.**

- (1) No person shall engage in the practice of professional landscape architecture or use or advertise any sign, title, or description tending to imply or designate that such a person is a professional landscape architect unless he or she is licensed as such as provided in the Professional Landscape Architects Act. Every licensee shall display his or her certificate of licensure in a conspicuous place at his or her place of business.
- (2) Any person holding a certificate of registration under the act as of July 19, 2012, shall be deemed to be duly licensed under the act until the expiration of such certificate.

**Source:** *Laws 1967, c. 565, § 2, p. 1861; Laws 1971, LB 98, § 2; Laws 2012, LB1140, § 3.*

**81-8,186. State Board of Landscape Architects; members; appointment.**

There is hereby created a State Board of Landscape Architects consisting of six members who shall be appointed by the Governor. Five members of the board shall be professional landscape architects and one member shall be a layperson of the age of legal majority. All members shall have been residents of this state for at least one year immediately preceding their appointments.

**Source:** *Laws 1967, c. 565, § 3, p. 1861; Laws 1971, LB 98, § 3; Laws 1984, LB 477, § 3; Laws 2012, LB1140, § 4.*

**81-8,187. Board; members; term.**

The term of office of the members appointed to the board shall be for five years and until their successors are appointed and qualified, except that of the members first appointed, one shall be appointed for one year, one for two years, one for three years, one for four years, and one for five years. The layperson appointed to the board shall serve a five-year term. As their terms expire, their successors shall be appointed for a term of five years.

**Source:** *Laws 1967, c. 565, § 4, p. 1862; Laws 1984, LB 477, § 4.*

**81-8,188. Board; members; vacancies.**

Vacancies occurring in membership of the board shall be filled by appointment for the unexpired term.

**Source:** *Laws 1967, c. 565, § 5, p. 1862.*

**81-8,189. Board; members; compensation; expenses.**

Members of the board shall serve without compensation except that they shall be reimbursed for their actual and necessary expenses incurred in the discharge of their duties pursuant to the Professional Landscape Architects Act as provided in sections 81-1174 to 81-1177.

**Source:** *Laws 1967, c. 565, § 6, p. 1862; Laws 1981, LB 204, § 183; Laws 2012, LB1140, § 5.*

**81-8,190. Board; chairperson; meetings; quorum; personnel; employ.**

The board shall elect annually from its members a chairperson and a vice-chairperson. The board shall meet at least once a year at a time and place fixed by the board. Three members shall constitute a quorum. The board may employ such technical and clerical assistants and incur such expense as may be necessary to properly carry out the Professional Landscape Architects Act.

**Source:** *Laws 1967, c. 565, § 7, p. 1862; Laws 2012, LB1140, § 6.*

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**81-8,191. Board; powers; Attorney General provide counsel.**

The board shall be entitled to the counsel and to the services of the Attorney General and shall have power to compel the attendance of witnesses, pay witness fees and mileage as provided in section 81-1176 for state employees, and may take testimony and proofs and may administer oaths concerning any matter within its jurisdiction.

*Source: Laws 1967, c. 565, § 8, p. 1862; Laws 1981, LB 204, § 184.*

**81-8,191.01. Board; powers; rules and regulations; conflict of interest.**

The board may adopt and promulgate rules and regulations which are needed in performing its duties. Such rules and regulations include, but are not limited to, a definition of conflict of interest for board members and the appropriate procedure to follow when a conflict arises. The rules and regulations or a code of professional conduct developed by the board shall also include definitions of or a list of specific practices which constitute fraud, deceit, gross negligence, incompetence, or misconduct and the punishments for such practices which shall be used as the basis to place a professional landscape architect on probation or revoke or suspend a license pursuant to section 81-8,202.

*Source: Laws 1984, LB 477, § 14; Laws 2012, LB1140, § 7.*

**81-8,192. Board; certificates of licensure; list; filing.**

The board shall keep on file a record of all certificates of licensure granted and shall make annual revisions of such record as may be necessary. On or before January 31 of each year, the board shall file with the Secretary of State a complete list of those licensed under the Professional Landscape Architects Act with their addresses and the dates of licensure.

*Source: Laws 1967, c. 565, § 9, p. 1862; Laws 1981, LB 545, § 31; Laws 2012, LB1140, § 8.*

**81-8,193. Board; seal; adopt.**

The board shall adopt and have an official seal which shall be affixed to all certificates of licensure granted and may adopt and promulgate rules and regulations necessary for the proper performance of such duty.

*Source: Laws 1967, c. 565, § 10, p. 1863; Laws 2012, LB1140, § 9.*

**81-8,194. Board; fees; disposition; State Board of Landscape Architects Cash Fund; created; investment.**

- (1) The board shall establish fees of not less than one hundred nor more than three hundred dollars for applications for licensure, examinations, certificates of licensure, reciprocal licenses, and renewals based on the administration costs incurred by the board. The board shall collect, account for, and remit such fees to the State Treasurer for credit to the State Board of Landscape Architects Cash Fund which is hereby created.
- (2) Transfers may be made from the State Board of Landscape Architects Cash Fund to the General Fund at the direction of the Legislature. Any money in the State Board of Landscape Architects Cash Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

*Source: Laws 1967, c. 565, § 11, p. 1863; Laws 1971, LB 98, § 4; Laws 1984, LB 477, § 5; Laws 2007, LB396, § 1; Laws 2009, First Spec. Sess., LB3, § 70; Laws 2012, LB1140, § 10.*

**81-8,195. Applications for licensure; statements; fee.**

Applications for licensure shall be on forms prescribed and furnished by the board and shall contain statements made under oath showing the applicant's education and a detailed summary of his or her technical work. Applications for licensure shall be accompanied by an application fee in an amount determined by the board.

*Source: Laws 1967, c. 565, § 12, p. 1863; Laws 1984, LB 477, § 6; Laws 2012, LB1140, § 11.*

**81-8,196. Applicant for licensure; requirements.**

Each applicant for licensure as a professional landscape architect shall complete an application that includes the following requirements:

- (1) Proof that the applicant has met the eligibility standards set by the board in rules and regulations adopted and promulgated by the board in consultation with the Council of Landscape Architectural Registration Boards;
- (2) Successful passage of a written or electronic examination in landscape architecture which is designed to determine the proficiency and qualifications to engage in the practice of professional landscape architecture; and
- (3) That the applicant is of good character.

*Source: Laws 1967, c. 565, § 13, p. 1863; Laws 1974, LB 811, § 20; Laws 1997, LB 752, § 224; Laws 2012, LB1140, § 12.*

**81-8,197. Applicants; examination.**

Examinations shall be administered by the board or the Council of Landscape Architectural Registration Boards at times to be set by the board in consultation with the council.

*Source: Laws 1967, c. 565, § 14, p. 1864; Laws 1984, LB 477, § 7; Laws 2012, LB1140, § 13.*

**81-8,198. Licensee; seal; use; effect.**

Each licensee shall provide himself or herself with a suitable seal with a uniform inscription thereon formulated by the board with which he or she shall stamp all plans, specifications, and reports prepared by him or her. The following shall be stated on the seal: State of Nebraska, the licensee's name, the license number, and Professional Landscape Architect. A license shall be presumptive evidence that the person named therein is legally licensed.

*Source: Laws 1967, c. 565, § 15, p. 1864; Laws 2012, LB1140, § 14.*

**81-8,199. Certificate of licensure; annual fee, payment; issuance.**

The board shall issue a certificate of licensure to each successful applicant upon payment of the annual fee. Each certificate shall be signed by two members of the board under the seal of the board. The certificate shall authorize the applicant to practice professional landscape architecture.

*Source: Laws 1967, c. 565, § 16, p. 1864; Laws 1984, LB 477, § 8; Laws 2012, LB1140, § 15.*

**81-8,200. Certificate of licensure; fee; expiration; notice.**

Certificates of licensure shall expire on the last day of December following their issuance or renewal and shall become invalid on that date unless renewed before the expiration date with the payment of a fee in an amount the board shall determine. The board shall notify every licensee of the expiration date of his or her certificate and the amount of the annual renewal fee at least one month in advance. The fee to be paid for the renewal of a certificate after December 31 shall be increased by ten percent for each month or fraction of a month such payment is

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delayed, except that the maximum fee for a delayed renewal shall not exceed twice the amount of the original renewal fee and no renewals shall be made after a lapse of one year after the original expiration date thereof. Renewal fees shall not be required while the professional landscape architect is on active duty with the armed forces of the United States. Application for renewal of a lapsed license shall be in the same manner as provided for an original application pursuant to section 81-8,196.

**Source:** *Laws 1967, c. 565, § 17, p. 1865; Laws 1984, LB 477, § 9; Laws 2012, LB1140, § 16.*

**81-8,200.01. Certificate of licensure; renewal; professional development requirements.**

- (1) As a condition for renewal of a certificate of licensure issued pursuant to the Professional Landscape Architects Act, a licensee shall be required to successfully complete fifteen hours of professional development within the preceding calendar year.
- (2) The board shall not renew the certificate of licensure of any licensee who has failed to complete the professional development requirements pursuant to subsection (1) of this section, unless he or she can show good cause why he or she was unable to comply with such requirements. If the board determines that good cause was shown, the board shall permit the licensee to make up all outstanding required hours of professional development.

**Source:** *Laws 1984, LB 477, § 12; Laws 2012, LB1140, § 17.*

**81-8,200.02. Professional development programs; rules and regulations.**

The board shall adopt and promulgate rules and regulations as are necessary for the effective delivery and licensure of all programs of professional development required in section 81-8,200.01.

**Source:** *Laws 1984, LB 477, § 13; Laws 2012, LB1140, § 18.*

**81-8,201. License without examination; when; fee.**

The board may license without examination any applicant who is legally licensed or registered as a professional landscape architect in any other state, territory, or country whose requirements for licensure or registration are at least substantially equivalent to or higher than the requirements of the Professional Landscape Architects Act and which extends the same privileges of reciprocity to professional landscape architects licensed in this state and who has actively practiced for at least one of the three years immediately preceding the application for licensure without examination. The application for reciprocal licensure shall be accompanied by a fee in an amount the board shall determine.

**Source:** *Laws 1967, c. 565, § 18, p. 1865; Laws 1984, LB 477, § 10; Laws 2012, LB1140, § 19.*

**81-8,202. License; probation, revocation, or suspension; appeal.**

The board may by a four-fifths vote of the entire board place a licensed professional landscape architect on probation or revoke or suspend the license of any professional landscape architect licensed under the Professional Landscape Architects Act whom it finds guilty of (1) deceit in obtaining a license, (2) fraud, (3) gross negligence, (4) incompetency, or (5) misconduct in the practice of professional landscape architecture. Such person shall have the right to appeal the revocation or suspension of his or her license, and the appeal shall be in accordance with the Administrative Procedure Act.

**Source:** *Laws 1967, c. 565, § 19, p. 1865; Laws 1971, LB 98, § 5; Laws 1984, LB 477, § 11; Laws 1988, LB 352, § 171; Laws 2012, LB1140, § 20.*

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**81-8,203. Warrants for payment of expenses and compensation; issuance.**

Warrants for the payment of expenses and compensation provided by the Professional Landscape Architects Act shall be issued by the Director of Administrative Services upon presentation of vouchers drawn by the chairperson, but at no time shall the total amount of warrants exceed the total amount of fees collected as provided by the act.

*Source: Laws 1967, c. 565, § 20, p. 1866; Laws 1967, c. 574, § 1, p. 1897; Laws 2012, LB1140, § 21.*

**81-8,204. Certificate of licensure; required; violation; injunction.**

No person shall practice as a professional landscape architect or in any manner designate himself or herself as a professional landscape architect unless he or she has been issued a certificate of licensure pursuant to the Professional Landscape Architects Act. If such person does practice or attempt to practice under the designation of professional landscape architect, he or she may be restrained under permanent injunction.

*Source: Laws 1967, c. 565, § 21, p. 1866; Laws 1971, LB 98, § 6; Laws 2012, LB1140, § 22.*

**81-8,205. Injunction; prohibited acts; violation; penalty.**

Any person who violates a permanent injunction obtained pursuant to section 81-8,204, presents or attempts to file as his or her own the certificate of licensure of another, gives false or forged evidence of any kind to the board in obtaining a certificate of licensure, indorses any document which he or she did not actually prepare or supervise the preparation thereof, falsely impersonates another practitioner of like or different name, or uses a revoked certificate of licensure shall be deemed guilty of a Class III misdemeanor.

*Source: Laws 1967, c. 565, § 22, p. 1866; Laws 1977, LB 39, § 300; Laws 2012, LB1140, § 23.*

**81-8,206. Persons exempt from act.**

The Professional Landscape Architects Act shall not apply to:

- (1) Any person who is an employee of a licensed professional landscape architect and who performs landscape architectural work under the direction and supervision of a licensed professional landscape architect, but such work does not include responsible change of design or administration of construction contracts;
- (2) Any full-time employee who performs landscape architectural work for his or her employer when all such work is in connection with a facility owned or operated by the employer and when such work does not endanger the public welfare, health, and safety, and when the service is not offered to the public;
- (3) Any architect or professional engineer, but such architect or engineer may not use the title landscape architect or professional landscape architect unless he or she is licensed pursuant to the act; or
- (4) Any person who seeks advice or help of any other person in planning, planting, or maintaining the planting or conservation work on any property he or she owns or controls or who does such things himself or herself.

*Source: Laws 1967, c. 565, § 23, p. 1866; Laws 1971, LB 98, § 7; Laws 1997, LB 622, § 119; Laws 2012, LB1140, § 24.*

**81-8,207. Repealed. Laws 1971, LB 98, § 8.**

**81-8,208. Transferred to section 81-8,183.01.**

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**Chapter 1 - ADMINISTRATION**

**001 Rules and Regulations Governing the Examination and License of Professional Landscape Architects**

Under the authority of, and in compliance with, Sections 81-8,183.01 through 81-8,206, Nebraska R.R.S., the following rules and regulations are prescribed by the Nebraska State Board of Landscape Architects. Title 231: Nebraska Administrative Code, Chapters 1 through 12 effective October 8, 2007, is hereby repealed.

**002 Definitions**

- 002.01 Approved Education:** The term "approved education" shall mean a school of landscape architecture or school of related studies approved by the Board.
- 002.02 Board:** The term "Board" shall mean the Nebraska State Board of Landscape Architects, created by the Professional Landscape Architects Act, Sections 81-8,183.01 through 81-8,206, Nebraska R.R.S., to administer the Professional Landscape Architect's Act.
- 002.03 CLARB:** The term "CLARB" shall mean the Council of Landscape Architectural Registration Boards.
- 002.04 CLARB Certificate:** The term "CLARB Certificate" or "CLARB Certified" shall mean certification by the Council of Landscape Architectural Registration Boards that a landscape architect has met the minimum standards of education, experience, examination, and professional conduct established by CLARB and is thereby recommended for licensure in all U.S. jurisdictions.
- 002.05 CLARB Standards of Eligibility:** Standards for education, experience, examination, and professional conduct that are approved by CLARB's member boards and adopted by the Board as the minimum standard for licensure.
- 002.06 Examination:** The term "Examination" shall mean the examination administered by CLARB to evaluate the minimum competency of landscape architects applying for licensure.
- 002.07 LAAB:** The term "LAAB" shall mean the Landscape Architectural Accreditation Board.
- 002.08 LAAC:** The term "LAAC" shall mean the Canadian Society of Landscape Architects Accreditation Council.
- 002.09 Landscape Architect:** The term "Landscape Architect" is synonymous with "Licensed Professional Landscape Architect", "Licensed Landscape Architect" or "Professional Landscape Architect" and shall mean a person who is licensed by the Board on the basis of education, practical experience, and/or examination. This person is qualified and approved by the Board to use the title and practice landscape architecture in this state in compliance with Sections 81-8,183.01 through 81-8,206, Nebraska R.R.S.
- 002.10 Landscape Architecture:** The term "Landscape Architecture" shall mean professional services as defined in Section 81-8,183.01 through 81-8,206, Nebraska R.R.S.
- 002.11 LARE:** The term "LARE" shall mean the CLARB Landscape Architect Registration Examination.

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- 002.12 Practical Experience:** The terms “practical experience” and “training” are interchangeable and shall mean permanent employment in landscape architecture under the direction and supervision of an individual licensed to practice landscape architecture or other approved licensed professionals under the laws of the state, or country, in which the work is performed. All practical experience or training shall meet the Board’s approval. The Board may use the CLARB Record as a guide for determining the adequacy of the practical experience or training.
- 002.13 Practice:** The term “practice,” used in the context of these rules and regulations, shall mean the professional services of a landscape architect as defined in Section 81-8,184.
- 002.14 Record:** The term “record” shall mean the CLARB Record required for consideration of the qualifications of an applicant for licensure. It shall be entirely the responsibility of the applicant to satisfy the Board as to the sufficiency and adequacy of the record of evidence.
- 002.15 Licensure, Certificate of:** The term “certificate of licensure” shall mean a license issued by the Board to a landscape architect to engage in the practice of landscape architecture in accordance with Sections 81-8,183.01 through 81-8,206, Nebraska R.R.S.
- 002.16 Mailing Labels or Lists:** Mailing labels or lists of licensees or applicants may be issued at the discretion of the Board. Requests for lists must be made in writing. Lists requested by government agencies, political subdivisions in Nebraska, or landscape architectural professional societies will be issued at no cost to the requesting organization.

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**Chapter 2 - APPLICANTS, CLASSIFICATIONS OF**

**001 Intent**

For convenience in processing applications for licensure, applicants will be classified according to the following:

**001.01 Initial License** Initial License shall include each applicant who is not currently a registered or licensed landscape architect and has met the minimum standards for licensure as established by CLARB.

**001.02 Reciprocity** Reciprocity shall include each applicant who is currently licensed in another U.S. state or territory or Canadian province by a registration or licensing board of landscape architects and holds a CLARB Certificate. The Board reserves the right to check the individual applicant's character and integrity to prove to the satisfaction of the Board that the applicant is qualified to practice landscape architecture in the State of Nebraska.

Reciprocity privileges may be extended to an individual who holds a CLARB Certificate as designated by CLARB and meets all requirements of the Professional Landscape Architects Act of the State of Nebraska, Sections 81-8,183.01 through 81-8,206, Nebraska R.R.S.

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**Chapter 3 - APPLICATIONS; RULES, BOARD ACTION, AND APPEAL**

**001 Rules**

The following rules for all applications have been adopted to carry out the provisions of Section 81-8,195, Nebraska R.R.S.

- 001.01** Applications for licensure shall be on forms prescribed and provided by the Board.
- 001.02** Each applicant shall submit, with the applicable forms, a copy of their CLARB Record.
- 001.03** The Board reserves the right to retain, as a permanent part of the application, all documents submitted.
- 001.04** An applicant will be notified, in writing, to appear before the Board, if required, at a time and place designated by the Board.
- 001.05** Failure to comply, within thirty (30) calendar days from date of written request from the Board, for additional evidence or information, or to appear before the Board when such appearance is deemed necessary by the Board, may be considered as just and sufficient cause for disapproval of the application.
- 001.06** In the consideration of applications for licensure, the Board reserves the right to exercise discretion by requiring the applicant to qualify by passing the LARE, or any portion of the LARE as, in the opinion of the Board, may be necessary to bring the applicant's record up to the existing requirements of the State of Nebraska.

**002 Board Action**

- 002.01** All applications shall be considered individually by the Board and passed or rejected on a roll call vote.
- 002.02** The Board reserves the right to establish or change the classification under which the applicant is claiming eligibility.
- 002.03** A Certificate of Licensure shall be granted under only one classification upon approval of the Board and submittal of any required licensing fee.

**003 Appeal**

Unless otherwise provided by law, any appeal from the action of the Board shall be filed within thirty (30) calendar days from the mailing date of the notice containing a copy of such decision. An applicant who has been found by the Board to be ineligible for licensure may request, in writing, a hearing to review their application and findings of the Board. The hearing will be conducted before not less than four (4) voting members of the Board and any ruling by the Board on such appeal shall be concurred in by not less than four (4) voting members of the Board. Notice of time and place of such hearing shall be given to the applicant by registered mail at least ten (10) calendar days prior to such hearing.

## **Chapter 4 - EXAMINATIONS FOR LANDSCAPE ARCHITECTS**

### **001 Examinations**

Examinations will be given on dates and locations designated by CLARB.

**001.01** The examination will consist of the LARE as administered by CLARB.

### **002 Examination For Classification of Applicant**

**002.01 Initial License** Each applicant for an initial license shall take an examination administered by CLARB. Applicants must meet CLARB's eligibility requirements to take the examination. This examination may include such subject areas as legal and administrative aspects, inventory and analysis, design concepts, communication skills, design and construction development, grading and drainage, design implementation, construction methods and documents, plant materials and other subject areas, as determined by the Board in consultation with CLARB, to test the minimum qualifications the Board deems necessary to protect the public life, health, and property as provided by Section 81-8,184.01, Nebraska R.R.S.

**002.02 Reciprocity** Any reciprocal applicant who has been registered or licensed in another U.S. state or territory without passing an examination, or who is not CLARB Certified, may be required to successfully complete the LARE before being licensed as a landscape architect in Nebraska.

### **003 Examination, Passing Grade**

An applicant must have a passing grade for each exam section in accordance with the CLARB pass/fail standards at the time the examination was taken.

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**Chapter 5 - CERTIFICATE OF LICENSURE AND SEAL**

**001 Certificate of Licensure**

- 001.01** A Certificate of Licensure shall be issued upon payment of the required licensing fee to a person, who by reason of education, practical experience, passing the CLARB examination, or of being registered or licensed in another state and holds a CLARB Certificate, has been approved by the Board to use the title of, and practice in the capacity of, a Licensed Professional Landscape Architect in Nebraska, as provided for in Section 81-8,199.
- 001.02** Any Certificate of Licensure that has expired due to nonpayment of the annual renewal fee shall not be displayed, and the delinquent licensee shall not use the designation or title of landscape architect and shall not practice landscape architecture; unless the lapsed license is renewed, as provided for in Section 81-8,200, Nebraska R.R.S., the certificate holder may be restrained under permanent injunction, pursuant to Section 81-8,204, Nebraska R.R.S.

**002 License Seal**

- 002.01** For the purpose of stamping all plans, specifications and reports prepared by the licensee, each person licensed as a landscape architect is required to acquire a seal which bears the licensee's name, his or her license number, and the words "State of Nebraska" and "Professional Landscape Architect". This seal shall be used in appropriate areas, and it is the responsibility of the licensee to insure that the imprint is clear and distinct.
- 002.02** The application of the seal and original signature and date, or an electronic seal and original signature and date, to the first sheet of bound sets of plans (with index of drawings included), title page of specifications, and to other drawings and contract documents, shall constitute the official licensed landscape architect seal.
- 002.03** The seal and original signature and date, or an electronic seal and original signature and date, may be applied on all tracings to produce legible reproduction on all copies or prints made from said tracings. This provision does not in any manner modify the requirement of subsection 002.02.

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**Chapter 6 - PROFESSIONAL DEVELOPMENT REQUIREMENTS**

**001 Effective Date**

As a condition for renewal of a Certificate of Licensure, the licensee shall be required to successfully complete fifteen (15) contact hours of professional development during the preceding calendar year.

**002 Diversity**

Licensees are encouraged to obtain a diversity of professional development experiences during the renewal period.

**003 Professional Development - Structured Programs**

Only those professional development hours earned during the renewal period at collegiate level institutions, or through professional level seminars, conferences, study tours and self-paced professional development programs offered for the purpose of keeping the licensee apprised of advancements and new developments in the professional service areas, such as the following, will be acceptable:

- 003.01** Consultations, investigation, research, planning, design, preparation of drawings, specifications, contract documents, reports, responsible construction observation or landscape management, in connection with the planning and development of land and incidental water areas where the primary purpose of the program is the preservation, conservation, enhancement or restoration of landscape systems, plant communities or aesthetic values, or the determination of proper land uses and land development.
- 003.02** Professional personal development of leadership, creativity, communication and computer application skills as they relate to the practice of landscape architecture.
- 003.03** Professional practice management including project management, quality assurance, supervision of technical staff and business ethics.

**004 Professional Development - Self Study Activities**

Licensees will be allowed to claim up to four (4) contact hours for self study activities during the renewal period. Self study activities may include reading professional journals, periodicals or professional oriented books and visits to sites for observation of landscape architectural projects, research projects, ecological or land restoration projects and natural environmental areas.

**005 Reporting**

A report and a signed affidavit of professional development, completed by the licensee, shall be filed with the Board, on forms prescribed by the Board, setting forth the professional development in which the person has participated, the sponsor of a program, and request for Board approval. Licensee reports of professional development may, at the request of the Board, be selected for an audit. The report shall be filed with the annual renewal fee no later than December 31 of the calendar year in which the professional development requirement was completed.

**006 Documentation**

Licensees shall develop documentation for each professional development program or activity claimed and retain this documentation for a two (2) year period. Copies of this documentation are not required to be submitted to the Board unless the licensee is selected for audit.

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**007 Peer Review Committee**

The Board may appoint a Peer Review Committee to review the required professional development documentation submitted by each licensee. The committee shall report to the Board its recommendations regarding licensee compliance with the professional development requirements. The Peer Review Committee shall consist of three members who are licensed landscape architects. Each member shall serve a three year term. The Board shall appoint subsequent Peer Review Committee members to a term of three years as each term expires.

**008 Failure To Comply**

The Board shall not renew the Certificate of Licensure of any licensee who has failed to complete the professional development requirement, or failed to request in writing a waiver or exemption, unless the person can show good cause, as determined by the Board, why the licensee was unable to comply with such requirement as provided for in Section 81-8,200, Nebraska R.R.S. If the Board determines good cause was shown, the Board shall permit the licensee to make up all outstanding required hours of professional development.

**009 Board Denial**

If the Board disapproves the submitted professional development report in whole or part, the licensee will be so notified and will be granted a period of time as determined by the Board to correct the deficiencies noted.

**010 Appeal and Hearing**

In the event of a Board denial, in whole or in part of any completed professional development activities as reported to the Board, the licensee shall have the right, within twenty (20) calendar days after the date of the Board's notification of denial, to request in writing a hearing before the Board. The hearing shall be held within sixty (60) calendar days after receipt of the request for such hearing. The decision of the Board subsequent to the hearing shall be final.

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**Chapter 7 - FEES**

**001 Application and Other Fees**

The Board has the authority to establish fees as provided for in Section 81-8,194, Nebraska R.R.S.

**001.01** Fees shall be:

- 001.01A** The application fee for Initial License applicants is three hundred dollars (\$300.00).
- 001.01B** The application fee for Reciprocity applicants licensure is three hundred dollars (\$300.00).
- 001.01C** The fee for the Certificate of Licensure for applicants approved for licensure by the Board is one hundred seventy dollars (\$170.00).
- 001.01D** The fee for annual renewal of the Certificate of Licensure is one hundred seventy dollars (\$170.00).
- 001.01E** The annual renewal fee after December 31 of a calendar year shall be increased by ten percent for each month, or fraction of a month, such payment is delayed; except that the maximum fee for delinquency shall not exceed twice the amount of the original renewal fee, but no renewals shall be made after a lapse of one year. Application for renewal of a lapsed license shall be in the same manner as provided for an original application pursuant to Section 81-8,196, Nebraska R.R.S.

**002 No Refunds**

All fees are non-refundable.

**003 Application**

The licensing fee for each approved professional landscape architect applies to the calendar year in which they are approved by the Board. The renewal fee applies to the next calendar year.

**004 Adjustable**

Any fee shall be adjusted as needed to generate the revenue needed to administer the Nebraska Professional Landscape Architecture Act.

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**Chapter 8 - RULES OF PROFESSIONAL CONDUCT AND COMPETENCE**

**001 Preamble**

In order to establish and maintain a high standard of integrity, skills and practice in the technical profession, and to safeguard the life, health, and property of the public, the following rules of professional conduct, as provided in Section 81-8,191.01, Nebraska R.R.S., are promulgated and shall be binding upon every person holding a certificate of licensure as a landscape architect and all other legal entities lawfully permitted to offer or perform professional landscape architectural services in Nebraska. As such, the Board is authorized to establish conduct, policy and practices in accordance with the legislation cited herein above. All landscape architects licensed under the Nebraska law are charged with having knowledge of the existence of these rules of professional conduct. Each landscape architect shall be deemed to be familiar with these provisions and to understand them. Such knowledge shall encompass the understanding that the practice of landscape architecture is a privilege as opposed to a right. The landscape architect shall be forthright and candid in any statements or written response to the Board on matters pertaining to professional conduct.

**002 Rules of Professional Conduct**

The professional landscape architect shall, at all times, recognize the primary obligation to protect the life, health, and property of the public in the performance of the professional duties. If the professional landscape architect's judgment is overruled under circumstances where the life, health, and property of the public are endangered, the client or employer shall be informed of the possible consequences and the professional landscape architect shall notify such other proper authority of the situation as may be appropriate.

- 002.01** The professional landscape architect shall undertake to perform assignments only when qualified by education and experience in the specific technical field of the profession involved.
- 002.02** The professional landscape architect may accept an assignment requiring education or experience outside of the professional landscape architect's field of competence, but only to the extent that the services are restricted to those phases of the project in which the professional is qualified. All other phases of such project shall be performed by qualified associates, consultants or employees.
- 002.03** The professional landscape architect shall not affix a personal signature and/or seal to any plan or document dealing with subject matter in which there is lack of competence by virtue of education or experience, nor to any such plan or document not prepared under the professional landscape architect's direct supervision and control.
- 002.04** The professional landscape architect shall be completely objective and truthful in all professional reports, statements or testimony and shall include all relevant and pertinent information in such reports, statements or testimony.
- 002.05** The professional landscape architect, when serving as an expert or technical witness before any court, commission or other tribunal, shall express an opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of the professional landscape architect's testimony.

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- 002.06** The professional landscape architect shall issue no statements, criticisms or arguments on matters connected with public policy which are inspired or paid for by an interested party or parties, unless such comments are prefaced by explicit personal identification, by disclosing the identities of the party or parties on whose behalf the professional landscape architect is speaking, and by revealing the existence of any pecuniary interest the professional landscape architect may have in the instant matters.
- 002.07** The professional landscape architect shall not accept compensation, financial or otherwise, from more than one party for the services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- 002.08** The professional landscape architect shall not solicit, or accept, financial or other valuable considerations from material or equipment suppliers for specifying their products.
- 002.09** The professional landscape architect shall not solicit, or accept, gratuities, directly or indirectly, from contractors, their agents or other parties dealing with the professional landscape architect's client or employer in connection with work for which the professional landscape architect is responsible.
- 002.10** The professional landscape architect shall not solicit a contract from a public body on which a principal or officer of the professional landscape architect's organization serves as a member.
- 002.11** The professional landscape architect shall not offer to pay, either directly or indirectly, any commission, political contribution, gift or other consideration in order to secure work, exclusive of securing positions through employment agencies.
- 002.12** The professional landscape architect shall not falsify or permit misrepresentation of academic or professional qualifications. The professional landscape architect shall not misrepresent or exaggerate degrees of responsibility in, or for, the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures or past accomplishments with the intent and purpose of enhancing the professional landscape architect's qualifications and work.
- 002.13** The professional landscape architect shall not knowingly associate with, or permit the use of, a personal name or firm name in a business venture by any person or firm which the professional knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature.
- 002.14** If the professional landscape architect has knowledge, or reason to believe, that another person or firm may be in violation of any of these provisions, the professional landscape architect shall present such information, or file a complaint, to the Board in writing and shall cooperate with the Board in furnishing such further information or assistance as may be required by the Board. All complaints filed with the Board shall be privileged and held confidential.
- 002.15** Conviction of a felony without restoration of civil rights, or the revocation or suspension of a professional license by another jurisdiction, if for a cause which in

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the State of Nebraska would constitute a violation of Nebraska law or of these rules, shall be grounds for a charge of violation of these rules.

**003 Conflict of Interest.**

- 003.01** A professional landscape architect shall avoid accepting a commission where duty to the client, or the public, would conflict with the personal interest of the professional landscape architect or the interest of another client. Prior to accepting such employment, the professional landscape architect shall disclose to a prospective client such facts as may give rise to a conflict of interest.
- 003.02** A professional landscape architect shall not accept compensation for services relating or pertaining to the same project from more than one party, unless there is a unity of interest between or among the parties to the project, and unless the professional landscape architect makes full disclosure and obtains the express consent of all parties from whom compensation will be received.
- 003.03** A professional landscape architect shall not, directly or indirectly, solicit or accept any compensation, gratuity or item of value from contractors, their agents or other persons dealing with the client or employer in connection with the work for which the professional landscape architect has been retained, without the knowledge and approval of the client or the employer.
- 003.04** When in public service as a member, advisor or employee of a governmental body or department, the professional landscape architect shall absent himself or herself and not participate in discussions, considerations, actions, or decisions with respect to services provided by the individual that may cause financial benefit or detriment to the individual, their immediate family, or a business with which the individual is associated.

**004 Conflict of Interest, Board Members**

The provisions of Section 49-14, 101, Nebraska R.R.S. for public officials shall apply.

- 004.01** No person shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward or promise of future employment, based on an agreement that the vote, official action or judgment of any public official, public employee or candidate would be influenced thereby:
- 004.01A** A public official, public employee or candidate;
  - 004.01B** A member of the immediate family of an individual listed in subdivision 004.01A of this subsection; or
  - 004.01C** A business with which an individual listed under subdivision 004.01A or 004.01B or of this subsection is associated.
- 004.02** No person listed in subsection 004.01 of this section shall solicit or accept anything of value, including a gift, loan, contribution, reward or promise of future employment based on agreement that the vote, official action or judgment of the public official, public employee or candidate would be influenced thereby.
- 004.03** No public official or public employee shall use that person's public office, or any confidential information received through the holding of a public office, to cause financial benefit or detriment, other than compensation provided by law to an individual, their immediate family, or a business with which the individual is associated.

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- 004.04** No public official or public employee shall use personnel, resources, property or funds under that individual's official care and control, other than in accordance with prescribed constitutional, statutory and regulatory procedures, or use such items, other than compensation provided by law, for personal financial gain.
- 004.05** Any person violating the provisions of this section shall be guilty of a Class III misdemeanor, as provided in Chapter 28, Crimes and Punishments, Nebraska R.R.S.
- 004.06** A Board member shall not permit their name to be used as a reference for an applicant seeking to be licensed as a professional landscape architect in the State of Nebraska.
- 004.07** A Board member shall not participate in the evaluation or grading of any section of an examination, nor in the approval of any applicant seeking licensure, whenever such applicant is a business associate, co-worker, employee or relative.

**005 Competence of Professional Practice.**

- 005.01** In practicing landscape architecture, the landscape architect shall act with reasonable care and competence, and shall apply the technical knowledge and skill which is ordinarily accepted and applied by landscape architects of good standing, practicing in the same locality.
- 005.02** In designing a project, the landscape architect shall take into account the applicable state and municipal zoning, building or development laws and regulations. While the landscape architect may rely on the advice of other professionals (e.g., attorneys, engineers, architects or landscape architects and other qualified persons) as to the intent and meaning of such regulations, once having obtained such advice, the landscape architect shall not knowingly design a project in violation of such laws and regulations.
- 005.03** The landscape architect shall undertake to perform professional services only when the landscape architect, together with those whom the landscape architect may engage as consultants, that are qualified by education, training, experience, or licensure in the specific technical areas involved.
- 005.04** No person shall be permitted to practice landscape architecture if, in the Board's judgment, such person's professional competence is substantially impaired by physical or mental disabilities.
- 005.05** Any applicant or landscape architect convicted of a felony, or other criminal offense, under state law, federal law or the law of another jurisdiction, and which if committed in this state would have constituted a felony under the state law, may be held in violation of the Code of Practice promulgated by the State Board of Landscape Architects if, in the opinion of the Board, the events and circumstances leading to the conviction indicate a condition which would affect the competency of the licensee to serve the life, health, and property of the public.
- 005.06** In the event a question arises as to the competence of a professional landscape architect to perform an assignment in a specific technical field, which cannot be otherwise resolved to the Board's satisfaction, the Board, either upon request or by its own volition, may require the professional landscape architect to submit to an appropriate examination as determined by the Board.

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**Chapter 9 - PROBABLE CAUSE FOR VIOLATIONS, PROHIBITIONS, PENALTIES**

**001 Probable Cause Determination**

The Board shall be responsible for making the determination as to whether probable cause exists to believe that a violation of the provisions of Section 81-8, 183.01 through 81-8,206, Nebraska R.R.S. or of these Rules and Regulations of the Board has occurred.

**002 Prohibitions**

No person shall knowingly:

- 002.01** Practice landscape architecture unless the person is a holder of a valid license issued pursuant to this act;
- 002.02** Use the name or title "landscape architect", "landscape architecture" or "landscape architectural" or words to that effect, or advertise any title or description tending to convey the impression that he or she is a licensed landscape architect, when he or she is not then the holder of a license issued pursuant to this act;
- 002.03** Present as their own, the certificate of registration or licensure of another;
- 002.04** Give false or forged evidence to the Board, or a member thereof, for the purpose of obtaining a certificate of licensure;
- 002.05** Use or attempt to use a landscape architect certificate of licensure which has been suspended, revoked, or placed on inactive status;
- 002.06** Employ unlicensed persons to practice landscape architecture except as defined in Section 81-8,206, Nebraska R.R.S.;
- 002.07** Aid and abet an unauthorized person in the practice of landscape architecture, or by sealing the plans, specifications, or documents prepared by others not under the direction and supervision of the landscape architect; or
- 002.08** Conceal information relative to violations of Sections 81-8,183.01 through 81-8,206, Nebraska R.R.S. or these Rules and Regulations of the Board.
- 002.09** Allow or be a party to transgressions or infringements of the Rules of Professional Conduct and Competence as provided in Chapter 8.
- 002.10** Any person violating these prohibitions may be guilty of a Class III misdemeanor in accordance with Section 81-8,205 of the Nebraska R.R.S.

**003 Cause for Disciplinary Proceedings**

The following acts shall constitute grounds for which disciplinary actions, as provided hereafter in Section 004, may be taken:

- 003.01** Having a license to practice landscape architecture revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority of another state, territory, or country;
- 003.02** Being convicted or found guilty, regardless of adjudication, of a misdemeanor or felony in any jurisdiction which directly relates to the practice of landscape architecture or the ability to practice landscape architecture;
- 003.03** Making or filing a report or record which the landscape architect knows to be false, willfully failing to file a report or record required by state or federal law, willfully impeding or obstructing such filing, or inducing another person to impede or

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obstruct such filing. Such reports or records shall include only those which are signed in the capacity of a licensed landscape architect.

- 003.04** Advertising goods or services in a manner which is fraudulent, false, deceptive, or misleading in form or content;
- 003.05** Upon proof that the landscape architect is guilty of fraud or deceit, or of negligence, incompetence, or misconduct, in the practice of landscape architecture;
- 003.06** Practicing on a revoked, suspended, lapsed, or invalid license;
- 003.07** Upon proof that a licensee has aided or abetted in the practice of landscape architecture by any person not authorized to practice landscape architecture;
- 003.08** Attempting to procure a certificate of licensure to practice landscape architecture by bribery or fraudulent misrepresentation;
- 003.09** Aiding, assisting, procuring, or advising any unlicensed person to practice landscape architecture contrary to Section 81-8,183.01 through 81-8,206, Nebraska R.R.S., or to any rule of the Board.

**004 Probable Board Disciplinary Actions**

When and if the Board, after due process covered in Chapter 10, finds that any licensed landscape architect has engaged in any improper conduct of any of the grounds set forth in Section 003, it may enter an order imposing one or more of the following penalties, and as provided for in Section 81-8,205, Nebraska R.R.S.:

- 004.01** Denial of an application for licensure.
- 004.02** Revocation or suspension of a certificate of licensure.
- 004.03** Issuance of a reprimand.
- 004.04** Placement of the licensed landscape architect on probation for a period of time and subject to such conditions as the Board may specify, including requiring the licensed landscape architect to attend professional development courses or to work under the supervision of another licensed landscape architect.
- 004.05** Restriction of the authorized scope of practice by the licensed landscape architect.

**005 Reissuance of Certificate**

The Board may reissue the certificate of licensure of a licensed landscape architect disciplined by the Board upon certification by the Board that the licensee has complied with all of the terms and conditions set forth in the final order.

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**Chapter 10 - PROCEDURE - CONTESTED CASES**

**001 Contested Cases**

The term "contested case" shall mean any case arising by virtue of charge or complaint filed under Section 81-8,202, and shall include any case arising by order of the Board on its own motion to show cause why disciplinary action under such section should not be invoked. All complaints filed by persons other than the Board shall also be considered as orders to show cause issued by the Board. All cases involving applicants found ineligible for licensure, covered under Chapter 3, may be considered by the procedures covered in this Chapter.

**002 Setting of Hearings**

The time and place of any hearing before the Board will be set as directed by the Board and in accordance with any requirements of law. Notice of such hearing shall be given to all known interested parties by mailing a copy of such notice to the interested party at their last known address at least fourteen (14) days prior thereto.

**003 Pleadings**

Any complaint, responsive or rebuttal pleading shall be headed: "BEFORE THE NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS," shall contain a heading specifying the nature of the pleading, and the name and address of the complainant, if any. Any responsive pleading shall be filed within thirty (30) days from the date of service of the complaint, or order, to show cause, provided that failure to file such a responsive pleading will be considered a general denial. All pleadings shall be filed with the Board at its official office.

- 003.01** An original and six (6) copies, plus one additional copy for each person charged by a complaint, shall be filed with the Board. In any contested case the Board will cause a copy of such charges to be served on each person accused, either personally or by certified mail, return card requested, together with a notice of the time and place of the hearing within the time prescribed by law. Responsive or rebuttal pleadings filed shall contain a certificate of mailing, postage prepaid, of a copy thereof to all interested parties.

**004 Continuances**

A continuance of any hearing may be granted, at the discretion of the Board, upon application of any interested party for good cause shown. The Board may continue any matter on its own motion. Fourteen (14) days notice of the reset hearing shall be given in the manner prescribed for the original hearing, unless waived by all interested parties. The Board Chairperson is designated to rule on all pre-hearing motions; in the Chairperson's absence, the Vice-Chairperson is designated to rule on all pre-hearing motions.

**005 Consolidation**

The Board may order two or more proceedings, which are legally or factually related, to be heard and considered together.

**006 Conduct of Hearings**

Hearings will be conducted before not less than four (4) members of the Board, but any ruling of the Board with respect to such matter shall be concurred on by at least four (4) members of the Board. Where the case involves a charge filed by a complainant other than the Board, the complainant shall first present their evidence and then the respondent may present their evidence. If the case is filed by the Board on its own motion requiring the respondent to show cause, the attorney representing the Board shall offer, for the record, the evidence giving rise to

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the case and then the respondent may present their evidence. Rebuttal and surrebuttal shall be permitted. The Board shall rule on motions and objections and may interrogate any witnesses.

**007 Appearances**

Any individual may appear on their own behalf before the Board. An individual may appear on behalf of another in any proceeding before the Board only if: (a) the individual is admitted to practice law before the Nebraska Supreme Court, or (b) the individual is admitted to practice law before the Supreme Court of any State and is accompanied by a person admitted to practice law before the Nebraska Supreme Court.

**008 Briefs**

Submission of briefs may be required by the Board. If required, the time in which briefs shall be filed, and the number of copies to be filed, shall be fixed by the Board.

**009 Oral Arguments**

Oral argument at the commencement or close of a hearing may be permitted by the Board at its discretion.

**010 Copy of Record**

A transcript of the record of any hearing will be furnished any interested party upon the payment by such interested party for the costs of its preparation. If transcribed testimony at any hearing is desired by any interested party it shall be incumbent upon such interested party to make their own arrangements for a copy with a reporter. A copy of any such testimony prepared for the use of the Board may be loaned, at the discretion of the Board, for such a period of time as it shall fix.

**011 Evidence and Witnesses**

Proceedings with respect to evidence at hearings and related matters are governed by Chapter 84, Article 9, Nebraska R.R.S. Unless a request, in writing, is received by the Board at least three (3) working days prior to the scheduled hearing date that the Board be bound by the rules of evidence applicable in district court in any formal hearing before it, as provided by Section 84-914, such Board shall not be bound by the rules of evidence. The party requesting the rules of evidence shall be responsible for all costs associated with the rules of evidence, including the cost of a court reporter arranged for by the board. Any witness who appears under subpoena of the Board is entitled to the same fee as is paid for like service in the District Courts of Nebraska. A subpoena requiring the attendance of a witness will be issued by the Board on written application of any interested party, provided that such interested party must deposit with the praecipe for subpoena cash or a certified check, payable to the order of the witness, and equal in amount to the fee for one day's attendance at the hearing, plus, if the witness resides outside of the corporate limits of the place of the hearing, compensation for travel expenses including travel, food, and lodging. Said fee shall be paid the witness, following their appearance in compliance with the subpoena, unless otherwise directed by the Board for good cause shown.

**012 Disposition**

The Board will notify, by mail, each of the parties in a contested case of the disposition of the case at the time the same is filed. The disposition will be in conformity with Section 84-915.

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**013 Final Decision; Appeal; District Court**

Any person aggrieved by a final decision in a contested case is entitled to judicial review under Section 84-917 to 84-919, Nebraska R.R.S., or resort to such other means of review as may be provided by law.

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**Chapter 11 - PROMULGATION, AMENDMENT, OR REPEAL OF RULES.**

**001 Party**

A party instituting promulgation, amendment, or repeal of rules proceeding is a petitioner. Any interested person may intervene in any promulgation, amendment, or repeal of rules proceeding without any prior notice of filing if such intervention will not unduly delay the proceedings.

**002 Petition – Form**

A petition for the promulgation, amendment, or repeal of any rule, subject to the authority or jurisdiction of the Board, may be filed by any interested person. Such a petition shall show the venue, "BEFORE THE NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS," shall be entitled, "In the Matter of" (specifying the name and address of the petitioner and the subject matter), shall state the precise wording of the proposed rule or amendment, or the present rule to be repealed, plus, in ordinary and concise language, without repetition, the reasons for such promulgation, amendment, or repeal, shall be subscribed by the petitioner, or by a duly authorized officer of the petitioner, if it be a corporation, or for the petitioner by their attorney, licensed to practice in the State of Nebraska, in which case the attorney shall also state their own address, and shall request a hearing if one is desired.

**003 Submission**

Each petition for the promulgation, amendment, or repeal of rules must be accompanied by the original and six (6) copies, which shall be filed with the Board.

**004 Consideration**

The Board, at its discretion, shall determine whether a formal hearing on such petition would assist it. If it is so determined, it will set the matter for hearing and give notice to the petitioner, and such other parties as it deems desirable, by mail. The Board may, at its discretion, notify the petitioner by mail that such petition will be considered as submitted by the Board and no hearing will be held.

**005 Disposition**

Disposition will be noticed as in Chapter 10, Section 12. At the time and place set for hearing, if any, the Board shall then and there afford the petitioner, and any intervener, a reasonable time to discuss the petition.

**NEBRASKA PROFESSIONAL LANDSCAPE ARCHITECTS HANDBOOK**  
**RULES AND REGULATIONS**

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**Chapter 12 - DECLARATORY RULINGS**

**001 Adoption of Chapter 11**

The provisions of Chapter 11 shall be applicable to petitions for declaratory rulings.

**002 Discretion of Board**

The Board shall have complete discretion as to whether a declaratory ruling will be issued. If a declaratory ruling is issued, if issued after argument at a hearing and stated to be binding, the same is binding between the Board and the petitioner on the state of facts alleged, unless it is altered or set aside by a court.

