

Nebraska State Board of Landscape Architects

Title 231, Nebraska Administrative Code

LB696 Revisions – Approved 8/7/2025

Chapter 1 – General Provisions

1.1 Authority and Purpose

The Rules and Regulations of the State Board of Landscape Architects (hereafter, the PLA Rules) are set forth for the purpose of interpreting and implementing the Professional Landscape Architects Act (hereafter, the PLA Act). The PLA Rules are promulgated under the authority of and in conformity with the PLA Act.

1.2 Definitions

The definitions set out in Neb. Rev Stat. § 81-8,184, are hereby incorporated by reference into these rules and regulations. In addition, the following definitions of terms apply:

- 1.2.1 CLARB means the Council of Landscape Architectural Registration Boards.
- 1.2.2 CLARB Certificate Holder means an individual who holds a certificate issued by CLARB indicating the CLARB Standards of Eligibility for Council Certification have been met.
- 1.2.3 CLARB Standards of Eligibility for Council Certification means the current standards for education, experience, examination, and professional conduct approved by the CLARB Board of Directors. Licensees who have demonstrated through current, verified documentation within their CLARB Council Record who have satisfied the standards will be granted a CLARB Certificate.
- 1.2.4 CLARB Uniform Licensure Standard for Landscape Architects means the uniform standard established and adopted by the CLARB member boards to outline detailed requirements for education, experience, and examination to be eligible for licensure as a professional landscape architect in this state.
- 1.2.5 LAAB means the Landscape Architectural Accreditation Board.
- 1.2.6 LAAC means the Canadian Society of Landscape Architects Accreditation Council.
- 1.2.7 LARE means the CLARB Landscape Architects Registration Examination as developed and administered by CLARB, or its equivalent as determined by CLARB.
- 1.2.8 PLA means a Professional Landscape Architect as defined in Neb. Rev. Stat. Section §81-8,184(6).
- 1.2.9 Practice, used in the context of the PLA Rules, means the professional services of a landscape architect as defined in Neb. Rev. Stat. Section § 81-8,184(5).

1.3 Fees, Renewals, Late Payment Penalties

- 1.3.1 The fee schedule will be set by the Board and is as follows:

Application Fees:

Initial License Application Fee	\$50
Comity License Application Fee	\$100

Renewal Fees:

License Renewal Fee (Biennial)	\$250
Late Renewal Fee (Biennial)	\$25 for any month or any part of a month, up to \$250

Miscellaneous Fees:

Duplicate/Replacement Certificate	\$15
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- 1.3.2 The fees may be adjusted as needed to generate the revenue needed to administer the PLA Act.

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- 1.3.3 Submittal of an application authorizes the Board to investigate the information provided in connection with or appended to the application.

1.4 Applications

- 1.4.1 Absent specific Board action, applications not completed within one year of receipt by the Board will be closed. If an applicant wishes to continue the application process after such date, the applicant will be required to submit a new application with the applicable fee and

requirements in place at the time the application is submitted.

- 1.4.2 An applicant's prior criminal or disciplinary history from any jurisdiction may be considered by the Board as part of the application process for licensure and/or renewal. The existence of such history is not an automatic bar to being licensed, nor is the disclosure intended to automatically require consideration of discipline by the Board.

- 1.4.3 The review and evaluation of disclosure statements provided by applicants during the application and/or renewal process may be performed by the Board's administrator. However, the Board must review disclosures which an application has not previously disclosed and which indicate: 1) felony convictions; 2) probation, suspension, or revocation of a professional landscape architect license in another jurisdiction; 3) repetitive or multiple violations; or 4) evidence of unfitness to practice the profession.

1.5 Professional Assistance

The Board may retain professional assistance in carrying out administrative matters and other general governance of the Board. Such assistance may include financial, technological, legal, and administrative consultation and will work under the general direction of the Board.

1.6 Change of Contact Information and/or Name

It is the responsibility of the applicant or licensee to notify the Board of any changes in their contact information within 30 days of the change. Requests for name changes must be in writing and include a copy of the legal document supporting the name change.

1.7 Adoption of the Attorney General's Model Rules

The Board has adopted Title 53, Nebraska Administrative Code, Chapters 1 through 4 of the Nebraska Department of Justice, also known as the Attorney General's Model Rules, and incorporated them into these regulations.

- 1.7.1 Procedures governing petitioning for rulemaking will be in accordance with Title 53, Nebraska Administrative Code, Chapter 2.

- 1.7.2 Procedures governing Declaratory Rulings will be in accordance with Title 53, Nebraska Administrative Code, Chapter 3.

1.8 Federal Requirements

Nothing in the PLA Rules imply exemption from requirements of any federal statute or regulation, including, but not limited to, the Americans with Disability Act and the Fair Housing Act.

1.9 Record of the Board's Action

A quorum of three members of the Board is required for Board actions. The Board will keep a record of actions enacted at its meetings.

1.10 Board Member Conflicts of Interest

- 1.10.1 Board members are not allowed to vote on any matter in which they have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature which is in conflict with the proper discharge of their duties as a Board member.

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- 1.10.2 Board members are prohibited from using or attempting to use their official position to secure unwarranted privileges or exemptions for themselves or others.
- 1.10.3 Board members will not give the impression that they may be improperly influenced in the performance of Board member duties or that they are improperly affected by the kinship, rank, position, or influence of any party or person.
- 1.10.4 A Board member will not accept gifts of value or loans from persons having business before the Board which are intended to or which might appear to influence the official relationship between the donor and recipient.

1.11 Conditional License

The Board may authorize the Board's administrator to issue licenses on a conditional basis, pending formal approval of the application by the Board.

- 1.11.1 A conditional license may be withdrawn by the Board if it determines the applicant does not qualify for any reason.
- 1.11.2 In the event the Board does not grant formal approval of a conditional license, the conditional license will expire at 11:59 p.m. on the date the licensee is notified of such Board action.
- 1.11.3 Landscape Architectural services performed pursuant to a conditional license that is subsequently withdrawn by the Board will be deemed to have been performed pursuant to a valid license.

1.12 Expired Licenses

A license to practice expires at 11:59 p.m. on the expiration date noted on the license unless renewed by such date.

- 1.12.1 A professional landscape architect cannot practice as provided in the PLA Act with an expired license.
- 1.12.2 Licenses that have expired may be renewed during the following twelve months, upon payment of the renewal plus the late renewal fee in accordance with Neb. Rev. Stat. § 81-8,200.

1.13 Reinstatement of a License

A license which has been expired for more than twelve months may be reinstated to active status by meeting the current requirements for licensure by examination or comity and upon approval of the Board.

- 1.13.1 If the applicant meets these requirements, the license may be reinstated if the applicant:
 - 1.13.1.1 Submits an application along with the applicable fee;
 - 1.13.1.2 Submits documentation establishing that the applicant has complied with the professional development requirements set forth in Chapter 6 of these rules for the period during which the license was expired, not to exceed the biennial requirement; and
 - 1.13.1.3 Submits an affidavit attesting that the applicant has not practiced landscape architecture in Nebraska during the time the license was expired; or if such attestation cannot be made, an explanation acceptable to the Board of the applicant's practice during the expired period.
- 1.13.2 All applications will go to the Board for review and final action.
- 1.13.3 The original license number will be retained.

1.14 Examination

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The examination used by the Board to determine eligibility for licensure will be the current LARE as developed and administered by CLARB.

1.14.1 The Board will follow CLARB policies and schedules for the taking and retaking of the LARE.

1.14.2 The Board will accept the examination results as determined by CLARB.

1.14.3 Passage of the LARE will be determined by the CLARB pass/fail standards in place at the time the examination was taken.

1.14.4 If there is any reported examination irregularity on the part of the applicant, the Board will investigate the allegation and take appropriate action if probable cause is found.

1.15 Transcripts

Transcripts or other documents verifying graduation issued directly by the granting institution of higher education, its authorized agent, or CLARB will be acceptable as proof of graduation when such proof is required by the Board.

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Chapter 2 – Initial Landscape Architect Licensure

2.1 Requirements for Initial Licensure

Initial licensure requires the applicant to satisfy the CLARB Uniform Licensure Standard for Landscape Architecture or its equivalent as determined by CLARB.

2.2 Application for Initial Licensure

The Board's administrator is authorized to review and evaluate the applications for initial licensure to determine if they meet or exceed the requirements set forth in these rules.

- 2.2.1 If the applicant meets or exceeds these requirements, the Board's administrator may issue a conditional license authorizing the individual to provide landscape architecture services in Nebraska, if the applicant;
 - 2.2.1.1 Submits an application and applicable fee(s); and
 - 2.2.1.2 Requests CLARB to submit a copy of the CLARB record directly to the Board.
- 2.2.2 Any information requested on the application with respect to education, examination, or experience may be substituted with the information provided in the CLARB Record.
- 2.2.3 A listing of professional landscape architects issued conditional initial licenses will be placed on the agenda of the next meeting of the Board for formal approval by the Board.

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Chapter 3 – Comity Licensure

3.1 Requirements for Comity Licensure

Comity Licensure requires that the applicant be licensed in at least one other licensing jurisdiction recognized by the board in good standing.

3.2 Application for Comity Licensure

A landscape architect who holds a current and valid license issued by a licensing authority of another jurisdiction recognized by the board may be issued a license to offer or provide landscape architectural services in Nebraska, if the applicant:

- 3.2.1 Submits an application and the applicable fee; and
- 3.2.2 Submits satisfactory evidence of such licensure to the board directly from the issuing jurisdiction or CLARB.
- 3.2.3 The Board's administrator may issue a conditional license authorizing the individual to offer or provide landscape architectural services in Nebraska.
- 3.2.4 A listing of all landscape architects issued conditional licenses will be placed on the agenda of the next meeting of the Board for formal approval by the Board.
- 3.2.5 Applications for which the applicant has a disclosure not previously disclosed per Rule 1.4.3 will go to the Board for review and action.

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Chapter 6 – Professional Development

6.1 Requirements

Every professional landscape architect must complete a minimum of 24 hours of Professional Development Hours (PDH) per biennial calendar period. A maximum of six PDH may be reported as self-study.

6.2 Professional Development Hour Units

6.2.1 One PDH is equivalent to at least 50 minutes of instruction.

6.2.2 One semester credit hour of formal education is equivalent to 45 PDHs.

6.2.3 One quarter credit hour of formal education is equivalent to 30 PDHs.

6.2.4 One International Association for Continuing Education Training (IACET) Continuing Education Unit (CEU) is equivalent to 10 PDHs.

6.3 Structured Programs

A structured program is a program that has a sponsor other than the licensee; has evidence of pre-planning including written objective and form; has an assessment component; and is documented and verifiable. This includes PDH earned 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, as defined in Neb. Rev. Stat. §81-8,184(5), and ethics.

6.4 Self-Study Activities

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.

6.5 Recordkeeping

Every professional landscape architect is responsible for maintaining records necessary to support hours claimed for professional development. Records required include, but not limited to:

6.5.1 A log showing the type of activity claimed, sponsoring organization, location, duration, the instructor's or speaker's name, and PDH earned;

6.5.2 Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; or

6.5.3 Records relating to professional development that are maintained by CLARB, the Landscape Architects Continuing Education System (LA CES), the American Society of Landscape Architects (ASLA), or other professional organizations are acceptable as evidence of completion of the PDH requirement.

6.6 Determination of Credit

The Board has final authority with respect to approval of courses, credit, unit value for courses, and other methods of earning PDH credit. No pre-approval of offerings will be issued.

6.6.1 Certified satisfaction of mandatory professional development requirements in another jurisdiction recognized by the Board, for the exact time period in question in Nebraska, will satisfy the Nebraska requirements.

6.7 Audits

The Board will establish a number of professional landscape architects to be selected at random, but not to exceed ten percent of the total number of licensees, to submit documentation verifying compliance with the PDH requirements.

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- 6.7.1 If the Board disallows any of the hours claimed, the licensee must, within 60 days after notification of disallowance, substantiate the original claim or earn additional hours to meet the minimum requirement. Extension of time may be granted by the Board on an individual basis, but must be requested by the licensee within 30 days after the notification of disallowance, and may not exceed an additional 30 days.
- 6.7.2 PDH used to satisfy a deficiency may not be used to meet the PDH requirement for the next biennial period.

6.8 Exemptions and Waivers

Professional landscape architects may be exempt from the continuing education requirement for one the following reasons:

- 6.8.1 A professional landscape architect who has received or reinstated their license in the past biennium is exempt from the PDH requirement for their first renewal period.
- 6.8.2 Contingent upon approval from the Board or the Board's administrator:
 - 6.8.2.1 Professional landscape architects serving on active duty in the armed forces of the United States or any state for a period of time exceeding 120 days in each calendar year of their renewal period are exempt from obtaining the required biennium PDH.
 - 6.8.2.2 Professional landscape architects serving on active duty in the armed forces of the United States or any state for a period of time exceeding 120 days in only one calendar year of their renewal period, are exempt from obtaining half the required PDH.
 - 6.8.2.3 Supporting military orders must be furnished to the Board prior to a military exemption being approved.
- 6.8.3 Professional landscape architects experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board.
- 6.8.4 The Board may, at its discretion, waive the professional development requirement for any professional landscape architect.