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Message from the Board

We would like to offer this newsletter as a way to keep in touch with our licensees about important news related to licensure as Landscape Architects in the State of Delaware.

The primary objective of the Board of Landscape Architecture, to which all other objectives and purposes are secondary, is to protect the general public (specifically those persons who are direct

recipients of services regulated by Delaware Code, Title 24, Chapter 2) from unsafe practices, and from occupational practices which tend to reduce competition or fix the price of services rendered.

The secondary objectives of the Board are to maintain minimum standards of practitioner competency, and to maintain standards in the delivery of services



to the public.

In meeting its objectives, the Board shall develop standards assuring professional competence, shall monitor complaints brought against practitioners regulated by the Board, shall adjudicate at formal complaints hearings, shall promulgate rules and regulations, and shall impose sanctions where necessary against practitioners.

Certificate of Authorization

All businesses that practice Landscape Architecture in the State of Delaware, with the exception of sole proprietorships, are required by Delaware law (Title 24, Chapter 2 § 212) to have a Certificate of Authorization from the Delaware Board of Landscape Architects.

The Certificate must be renewed every two years, at the same time as your personal LA license. The process to obtain a Certificate

of Authorization for your business is quite simple: print out the Application for Certificate of Authorization [form](#), fill it out and send it to the Board with the required fee for the Certificate.

You will be required to designate one or more officers, partners, members, managers or principals as being responsible for any services in the practice of Landscape Architecture on behalf of your business entity.

This person or persons must be a Delaware registered Landscape Architect.

This is a recent change to our state statute. In the past the designated responsible Landscape Architect was required to be an officer of the corporation.

If there has been a change in your information, **notify the board in writing of the change within 30 days of the effective date.**



*"When you renew online,
no paperwork is required.
You will attest
electronically that you
have completed your
continuing education
(CE)."*

Online Service Enhancements

Change Contact Information

Another service the Division of Professional Regulation now offers is the ability for a licensee to change their contact information online. In order to change your contact information online, you simply visit the Division of Regulation website, click [Change Contact Information](#), and

register for a User ID and Password. You will then be able to change your address, phone number and email address at your convenience. ***This will enable you to receive important information from the division and the board.***

Online Calendar

As of January 1, 2006, Board agendas and

meeting minutes are posted online. Click on [Online Meeting Calendar](#) to view Past and Future meeting dates, agendas and approved minutes.

Duplicate License

Have you misplaced your license certificate? You can [request a duplicate license](#) online and pay the fee by credit card.

Military Deployment

Senate Bill 206 was passed into law to protect active duty military, activated reservists or members of the National Guard from having their professional licenses or permits expire during active military deployments. Active duty military, activated reservists or members of the National Guard who qualify can have their professional licenses continue

during active military deployments. The protection from license or permit expiration provided under this provision does not void or limit the obligations of a Qualifying Person to meet all requirements of licensure as required under the applicable statutory requirements for which the license or permit is sought. A Qualifying Person means a member of the Active Duty

Military, National Guard or the military reserve who is deployed by the President of the United States or the Governor of this State. To apply for the continuation of licensure, click [here](#).



Verify Licenses Online

The Division of Professional Regulation is working on making various online services available to its professional licensees. One of the services currently available is online license verifications. You can

verify a licensee's name, license number, license type, license status, issue date, expiration date and public disciplines all from your computer. In order to verify a license, simply visit the www.dpr.delaware.gov

and click on [Verify License Online](#). You can search the licensee database by last name, license number, license type, county, city, state or zip code.

2007 License Renewal Information

The license period expires on January 31, 2007. To keep your license or certificate of authorization in active status, you must renew your license by the expiration date.

Paper renewal applications have been mailed to the address in our records. If you do not receive the renewal application, you may request a paper renewal application by calling (302) 744-4528. A [Verification of Continuing Education](#) form is available on our website.

How to Renew a Lapsed License

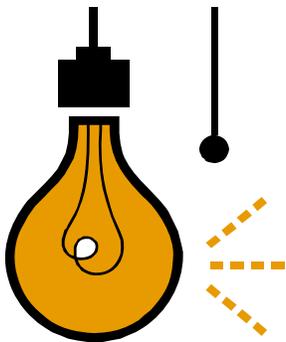
If you do not renew your license before the expiration date, your license will lapse. It is illegal to practice landscape architecture in Delaware while your license is lapsed.

You may renew a license for sixty days after the expiration date by submitting a renewal application, verification of continuing education and paying a late fee. However, if the license has been lapsed for more than sixty days, you must reapply by the rules which govern reciprocity.

Audit

Some licensees will be randomly selected for audit of their CE reports following the renewal. You will be notified if you are selected for the audit. If selected for audit, you will be required to submit CE documentation.

For information regarding continuing education requirements, please refer to rule 7.0 of the Board's Rules and Regulations.



Welcome New Licensees

Since January 1, 2005 the board has licensed 41 Landscape Architects. The Board welcomes the following new RLA's who have obtained licensure in the State of Delaware! In addition thirteen businesses registered for a Certificate of Authorization.

New Licensees

Henry Alinger
Paul Andersen Jr.
Elizabeth Boykin
Dennis Carmichael
David Cavanaugh
Jonathan Ceci
David Chao
Shih Jen Chu
Thomas Conley

Jason Curtis
Mark Dawson
Joel DelliCarpini
Albert Demerich
Justin DiPietro
Min Fang
Jingpeng Gu
Stephen Jagielski
Kevin Kester
Richard Kingsbury
Mark Kirby
Chi Liu
David Locke
Joseph Malandrucolo
Michael McIntyre
Leslie Norvell
Tim Peterson
Mark Robertson
Lisa Roth
Tamara Schlagbaum
Joanne Schonfeld
Paul Schwartz
Huilai Shi
Andrew Stine
Barry Stingel
Kent Sundberg
Carter VanDyke
George Warholic
Leroy Webb Jr.
Lei Xiao
David Zelig

New Certificates of Authorization

Biohabitats, Inc.
BL Companies, Mid Atlantic Inc.
Carter van Dyke Associates
EDAW, Inc.
FWH Associates, P.A. Landscape
Architectural Services, LLC
Places and Spaces
Consultants, LLC
Slater Associates, Inc.
Streetscapes, Inc.
Tetra Tech, Inc.
Vollmer Associates, LLP
Wallace Roberts & Todd LLC

Continuing Education

Each licensee shall be required to meet the continuing education (CE) requirements outlined in the board's rules and regulations for professional development as a condition for license renewal. CE obtained by a licensee should maintain, improve or expand skills and knowledge obtained prior to initial licensure, or develop new and relevant skills and knowledge.

CE courses offered or sponsored by national and local/chapter levels of the American Society of Landscape

Architects and Council of Landscape Architectural Registration Boards will automatically be accepted for CE credit. For purposes of seminar or classroom continuing education, one hour of acceptable CE shall mean 60 minutes of instruction.

Each licensee must retain copies of all supporting materials documenting proof of CE compliance for submission to the Board upon request. Supporting materials include a syllabus, agenda, itinerary or brochure published by

the sponsor of the activity and a document showing proof of attendance (i.e., certificate, a signed letter from the sponsor attesting to attendance, report of passing test score). The Board reserves its right to request additional information and/or documentation to verify CE compliance.

New licensees are not required to submit any CE for their first renewal period.



"CE obtained by a licensee should maintain, improve or expand skills and knowledge obtained prior to initial licensure, or develop new and relevant skills and knowledge."

Landscape Architect Seal

For the purpose of signing and sealing drawings, specifications, contract documents, plans, reports and other documents (hereinafter referred to as "drawings"), each landscape architect shall provide him or herself with an individual seal of design and size as approved by the Board to be used as hereinafter directed on documents prepared by him or her or under his/her direct supervision for use in the State of Delaware.

The application of the seal impression or rubber stamp to the first sheet of the bound sheets of the drawings (with index of drawings included), title page of specifications, and other drawings and contract documents shall

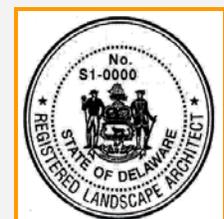
constitute the licensed landscape architect's stamp.

A landscape architect shall not sign or seal drawings unless they were prepared by him/her or under his/her direct supervision.

"Supervision" for purposes of signing and/or sealing drawings shall mean direct supervision, involving responsible control over and detailed professional knowledge of the contents of the drawings throughout their preparation. Reviewing, or reviewing and correcting, drawings after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over, nor detailed

professional knowledge of, the content of such drawings throughout their preparation.

The seal appearing on any drawings shall be prima facie evidence that said drawings were prepared by or under the direct supervision of the individual who signed and/or sealed the drawings. Signing or sealing of drawings prepared by another shall be a representation by the registered landscape architect that he/she has detailed professional knowledge of and vouches for the contents of the drawings.



Voluntary Treatment Option (VTO)

The Delaware Board of Landscape Architects is one of the 27 boards within the Division of Professional Regulation that participates in the VTO Program. This represents over 44,000 licensed professionals. Eligible licensed landscape architects with drug and alcohol dependency or impairment can access professional help for assessment and treatment services.

The program provides an alternative, non-public and non-disciplinary option for licensees who have not committed an offense, other than the status of being chemically dependent or impaired, which would constitute grounds for discipline under Chapter 2, Section 213, of the Landscape Architects statute.

A licensee can self-refer or someone can confidentially refer them. An application and referral form can be downloaded at www.dpr.delaware.gov by clicking on the Voluntary Treatment Option link.

The Voluntary Treatment Option program fosters a timely assessment to determine what treatment is needed for the licensee and what practice restrictions, if any, are needed to ensure public safety. This provides a win-win situation for licensees, employers and the public.

How does the process work?

- Submit an application/referral form to the Division of Professional Regulation's Program Coordinator.
- Complete an assessment with a licensed provider within 30 days of notification of eligibility.
- If treatment is recommended, meet with the Program Coordinator and Board designee to sign agreement, which outlines treatment plan and compliance conditions.
- Access the prescribed level of treatment with licensed provider.
- Comply with agreement conditions and treatment plan.



Program Benefits

- Provides *confidential* access to treatment for impaired professionals.
- Protects the public.
- Promotes early intervention.
- Enables the licensee to continue to practice provided while complying with the VTO agreement and treatment plan and not committing any professional infractions.

You may contact the Program Coordinator at (302) 744-4503 or by email at kay.warren@state.de.us or contact the Board's VTO designee, Eric Sturm, RLA, through the Board's office at (302) 744-4534.