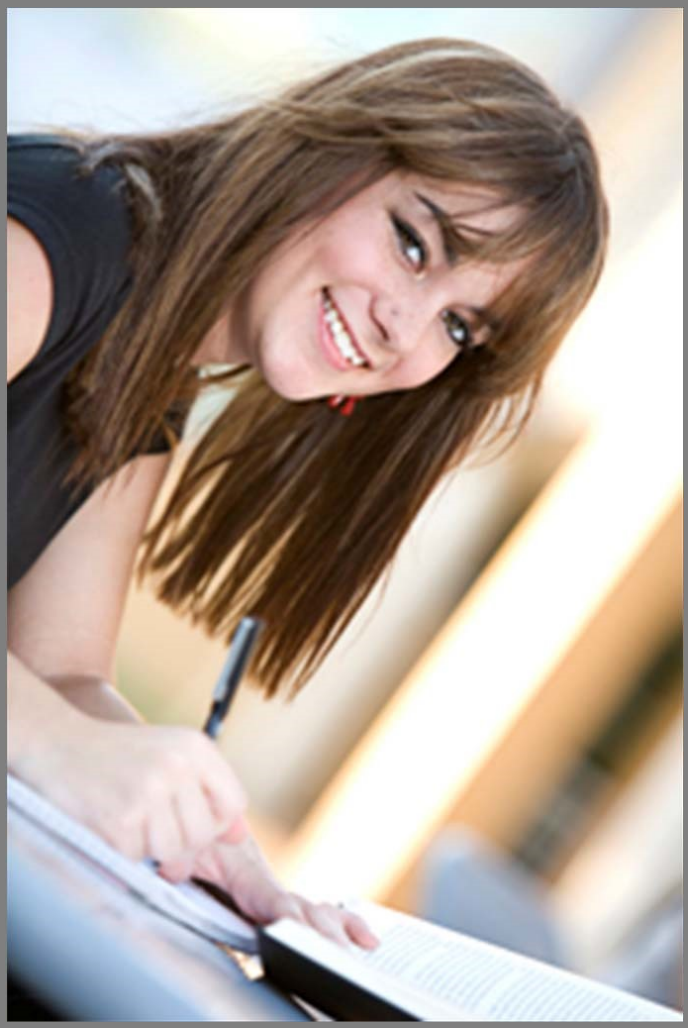
2020

L.A.R.E. Orientation

Understanding the Landscape Architect Registration Examination



CLARB

The Council of Landscape Architectural Registration Boards
www.CLARB.org
10/2020

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Preface

This examination information booklet supersedes all information previously distributed concerning the Landscape Architect Registration Examination (L.A.R.E.). The material in this booklet is for use on the Landscape Architect Registration Examination (L.A.R.E.) only.

This booklet may not be brought into the examination.

What is CLARB? Why is CLARB involved with the L.A.R.E.?

CLARB is a non-profit association and its members are the state and provincial registration boards that regulate the profession of landscape architecture.

CLARB's mission is to foster the public health, safety and welfare related to the use and protection of the natural and built environment affected by the practice of landscape architecture. To accomplish this mission, CLARB provides programs and services to its members that ensure consistency in competency of landscape architects and others involved in making decisions affecting the development and conservation of land by:

- Establishing and promoting standards for their professional competency and conduct, and examining and certifying their competency.
- Providing information and resources to those affected by the practice and regulation of landscape architecture thereby assuring that they are well informed, educated and empowered regarding the value and benefits of the licensed practice of landscape architecture.

What is the L.A.R.E.?

The Landscape Architect Registration Examination (L.A.R.E.) is a four-part fully computerized examination designed to determine whether applicants for landscape architectural licensure possess sufficient knowledge, skills and abilities to provide landscape architectural services without endangering the health, safety and welfare of the public. It is prepared and scored by CLARB in accordance with all current standards for fairness and quality of licensure exams.

All sections of the L.A.R.E. are administered by CLARB and all candidates register for the exam on the CLARB website. While the requirements to sit for the exam vary by jurisdiction, the exam, the administration dates and procedures and the passing standards are the same in every jurisdiction.

How is the content of the L.A.R.E. determined?

The content of the L.A.R.E. is based on the results of a scientific “job analysis” survey conducted every five to seven years. The most recent survey was administered in early 2016 in which more than 5548 practicing landscape architects from the United States and Canada participated. The survey results were analyzed by a group of subject matter experts, comprised of licensed landscape architects representing diversity (areas of practice, geographic) of the profession.

Survey respondents were asked to rate all job tasks on three separate scales: how frequently the tasks were performed, how important the tasks were to successful performance of the job, and whether successful performance of each task was required at initial licensure. Overall, the tasks, and subsequent knowledge, that are performed most often are considered the most important and are required at the initial point of licensure and thus form the basis of the L.A.R.E.

When and where is the L.A.R.E. administered? – Updated -10/1/2020

The L.A.R.E. is administered three times per year over two-week windows. CLARB partners with Pearson VUE Test Centers to administer the L.A.R.E. The exam can be taken in any Pearson VUE Test Center that offers the L.A.R.E. regardless of where the candidate wishes to become initially licensed.

Beginning with the December 2020 L.A.R.E. administration, CLARB is proud to offer remote proctoring through Pearson Vue OnVue, as an additional testing option for sections 1 and 2 in all jurisdictions where the L.A.R.E. is administered. Utilizing Pearson VUE's OnVUE platform, this is an exciting opportunity for many candidates to be able to access the exam from their home/office without having to visit an in-person test center. A live proctor will monitor candidates' exams through a video feed using advanced security protocols which are thoroughly explained to candidates in the registration and check-in processes.

Key Differences for OnVue candidates:

- Section 1 & 2 only are available through this platform
- Breaks are not permitted
- Only a clear glass of water is permitted
- Physical calculators/white boards are not permitted – candidates must use the electronic calculator and white board through the OnVue software.

Remote proctoring with OnVue is currently not available for Sections 3 and 4 of the L.A.R.E.

Additionally, any candidate requiring special accommodations, regardless of section, must schedule their exam in a traditional test center.

Special Accommodations

Registering for the Exam with Special Accommodations

CLARB follows the standards set by the Americans with Disabilities Act (ADA) for accommodations for disabled candidates. Should you require special accommodations for a disability, please contact CLARB as soon as possible to ensure that the testing environment will meet your needs.

Scheduling a Test Appointment with Special Accommodations

Candidates who test with special accommodations cannot schedule a test appointment with Pearson VUE via the internet. Once you have registered for the L.A.R.E., please contact CLARB to obtain information on how to schedule your testing appointment.

The L.A.R.E. Structure

Understanding the Content of the L.A.R.E.

The Landscape Architect Registration Examination (L.A.R.E) tests applicants for the knowledge and skills required to practice those aspects of landscape architecture that impact the health, safety and welfare of the public.

Exam Content

This guide describes the content that will be tested under each section of the examination. Subsection breakdowns indicate a more detailed description of specific subject matter found on the examination as well as the percentage of items that will be included in that subsection topic.

For additional information about the exam including requirements to take the test, the registration process and the scoring process, please visit the "Take the Exam" section of the CLARB website or contact CLARB.

Section 1 - Project and Construction Management

85 scored items & 15 pretest items consisting of multiple-choice and multiple-response questions; 3 hours seat time, 2 ½ hours for exam

Pre-Project Management: 10%	Project Management: 30%	Bidding: 20%	Construction: 30%	Maintenance: 10%
• Select Project Team • Develop Contract • Negotiate Contract • Prepare RFPs or RFQs • Determine Project Scope, Schedule, and Budget	• Manage Project Team • Manage Project Scope, Schedule, and Budget • Determine Common Goals and Objectives • Establish Quality Control Procedures and Conduct Quality Control Review • Facilitate Meetings Coordinate Work of/with Other Disciplines Document Design Decisions and Project Communication • Execute Records Retention Policy • Facilitate Client Review and Coordination • Obtain Permits • Prepare Cost Estimates • Prepare Project Deliverables	• Develop Bidding Criteria • Prepare and Issue Addenda • Facilitate Meetings • Evaluate Bids and Make Recommendations • Identify Delivery Methods • Evaluate Contractor Qualifications • Assist with Construction Contract Execution and Administration	• Respond to RFIs • Coordinate with Contractors • Facilitate Pre-Construction Meeting • Document Pre-Construction Existing Conditions • Review Submittals • Prepare Change Orders • Conduct and Document Construction-related Actions • Prepare Drawing Revisions or Clarification Sketches • Review and Certify Applications for Payment • Attend Substantial Completion (practical completion) Walkthrough and Prepare Punch List (deficiency list) • Attend Final Completion Walkthrough • Prepare As-Built (record) Drawings • Conduct Warranty Review • Conduct Project Close-out • Collect and Analyze Performance Metrics	• Estimate Maintenance and Management Costs • Prepare Maintenance and Operation Manual • Review Maintenance Services • Prepare Management Plan

Section 2 – Inventory and Analysis

70 scored items & 10 pretest items consisting of multiple-choice and multiple-response, 2 ½ hours seat time, 2 hours for the exam

Site Inventory: 35%	Physical Analysis: 40%	Contextual Analysis: 25%
• Determine Applicable Codes, Regulations, and Permitting Requirements • Collect Contextual Data • Gather Stakeholder Input • Identify Policy Objectives • Conduct Project Related Research • Conduct Onsite Investigation and Fieldwork • Document Site Inventory • Determine Performance Metrics	• Determine Appropriate Types of Analyses • Perform Circulation Analysis • Interpret Utility Analysis • Perform Visual Resource Analysis • Perform Micro and Macro Climate Analysis • Perform Hydrological Analysis • Perform Vegetation Analysis • Interpret Ecological Analysis • Perform Topographical Analysis • Interpret Soil and Geotechnical/Geological Analysis • Interpret Environmental Studies	• Analyze Codes, Regulations, and Permitting Requirements for Design Impact • Interpret Cultural, Historical, and Archeological Analysis • Interpret Social Analysis • Interpret Economic Analysis • Analyze Contextual Data • Analyze Stakeholder Feedback

Section 3 – Design

85 scored items & 15 pretest items consisting of advanced item types, multiple-choice and multiple-response questions; 4 hours seat time, 3 ½ hours for the exam

Stakeholder Process: 9%	Master Planning: 45%	Site Design: 46%
• Design and Execute Public Participation Process • Prioritize Stakeholder Goals • Initiate Communication Strategy • Synthesize Stakeholder Feedback • Communicate Concept(s)/Schematic(s)	• Perform Site Analysis and Determine Opportunities and Constraints • Develop Vision or Framework Plan • Develop and Conduct Urban Plan • Develop Land Use Plan • Develop Strategic Implementation Plan • Develop Site Master Plan • Develop Historic/Cultural Restoration and Preservation Plan • Develop Parks, Open Space, and Trails Master Plan • Develop Design Guidelines • Develop a Feasibility Study • Develop View Corridor Plan • Develop Redevelopment Plan • Develop Environmental Resources Plan • Develop Multi-modal Transportation Plan	• Synthesize and Apply the Site Analysis • Develop and Refine the Program • Create the Basis for the Design • Create Conceptual Design Alternatives and Scenarios • Evaluate Design Alternatives • Refine and Synthesize Concept Alternative • Develop Schematic Design • Prepare Preliminary Quantities and Cost Estimate • Prepare Presentation Drawings and Communication Tools • Compile Materials Sample Board • Identify and Develop Performance Metrics

Section 4 – Grading, Drainage and Construction Documentation

105 scored items & 15 pretest items consisting of advanced item types, multiple-choice and multiple-response questions; 4 ½ hours seat time, 4 hours for the exam

Site Preparation Plans: 20%	General Plans and Details: 40%	Specialty Plans: 25%	Specifications: 15%
• Develop Demolition Plan • Develop Existing Conditions Plan • Prepare Soil Boring Location Plan • Develop Stormwater Pollution Prevention Plan • Develop Site Protection Plan • Develop Mitigation Plan	• Develop Layout Plan • Develop General Notes • Develop Grading and Drainage Plan • Develop Planting Practices, Plans, Notes and Schedules • Develop Materials Plan • Develop Details • Prepare Sections, Elevations, and Profiles • Incorporate Code Requirements • Prepare Summary of Quantities • Prepare Site Infrastructure Plan	• Develop Phasing Plan • Develop Irrigation Plan • Prepare Lighting Plan • Develop Site Furnishings Plan • Develop Signage and Wayfinding Plan • Develop Traffic Control Plan • Develop Emergency Access Plan • Prepare Stormwater Management Plan	• Develop Technical Specifications • Prepare Bid Form/Schedule • Develop Project Manual/Front End Specifications

Exam Methodology

The L.A.R.E. consists of four computer-based exam sections. Each section is independent of the others. Sections 1 and 2 consist of multiple-choice and multiple-response questions and Sections 3 and 4 consist of advanced item types ("drag and place" and "hot spot" items), multiple-choice and multiple-response questions. A demonstration video of the four item types can be found in the "Prepare for the Exam" section of the CLARB website.

This guide details the knowledge areas and total number of items for each section. The score for each of the exam sections is determined by the number of questions answered correctly. Items left blank are counted as incorrect. Each item addresses one of the areas of knowledge described in the content of the exam and is worth one point each.

During and immediately following the exam administration we collect candidate feedback on exam questions. We also review the item statistics to ensure the items all performed properly. Both candidate feedback and item statistics are reviewed and any adjustments made to the items such as removing the item from scoring are made prior to the score calculations. The exam data and scoring are then thoroughly run through quality control procedures by psychometric professionals.

Pretest Items

All exams include a limited number of pretest items that will NOT be scored and will NOT have an impact on your results. This is common practice within high-stakes testing and allows CLARB to evaluate the items for potential use in future exams. Pretest items are randomly placed throughout the exam and are not identifiable as pretest items.

Item types

There are four item types that can be presented on the L.A.R.E.:

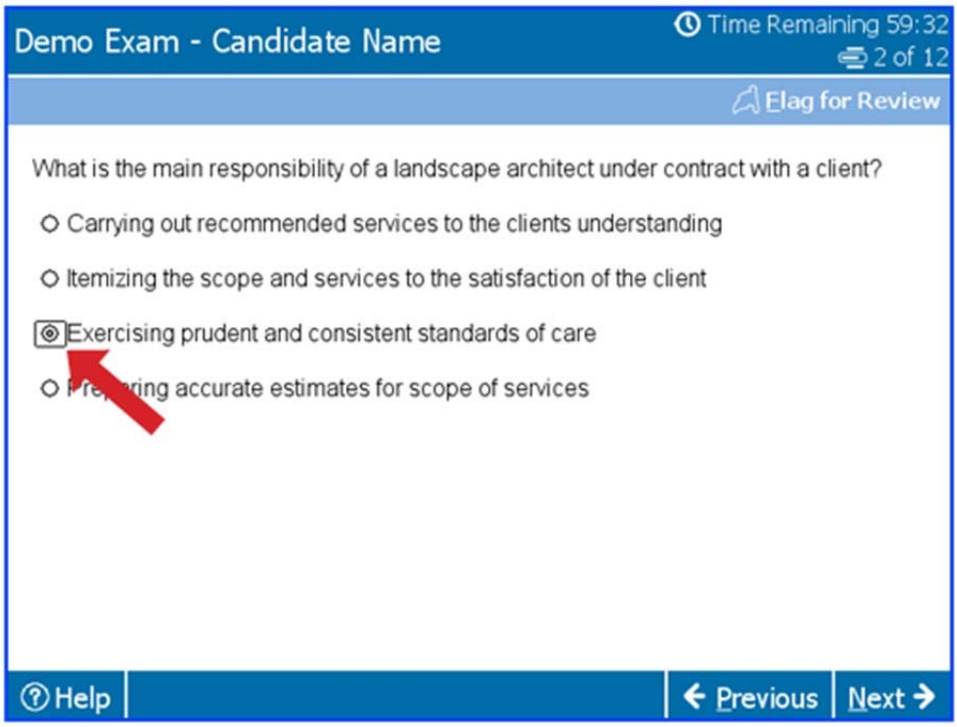
- Multiple Choice - You will select **ONE** answer.
- Multiple Response - You will select **TWO OR MORE** answers.
- Hot Spot - You will be required to ***select*** the most appropriate location by clicking directly on the plan.
- Drag and Place - You will be required to choose the appropriate project element(s) and ***place*** the element on the site.

More information about each item type is presented next and can also be experienced through the video on the "Prepare for the Exam" page of the CLARB website.

Multiple Choice Items

Select an answer by clicking on the circle to the left of the answer.

To change your answer, select another answer.



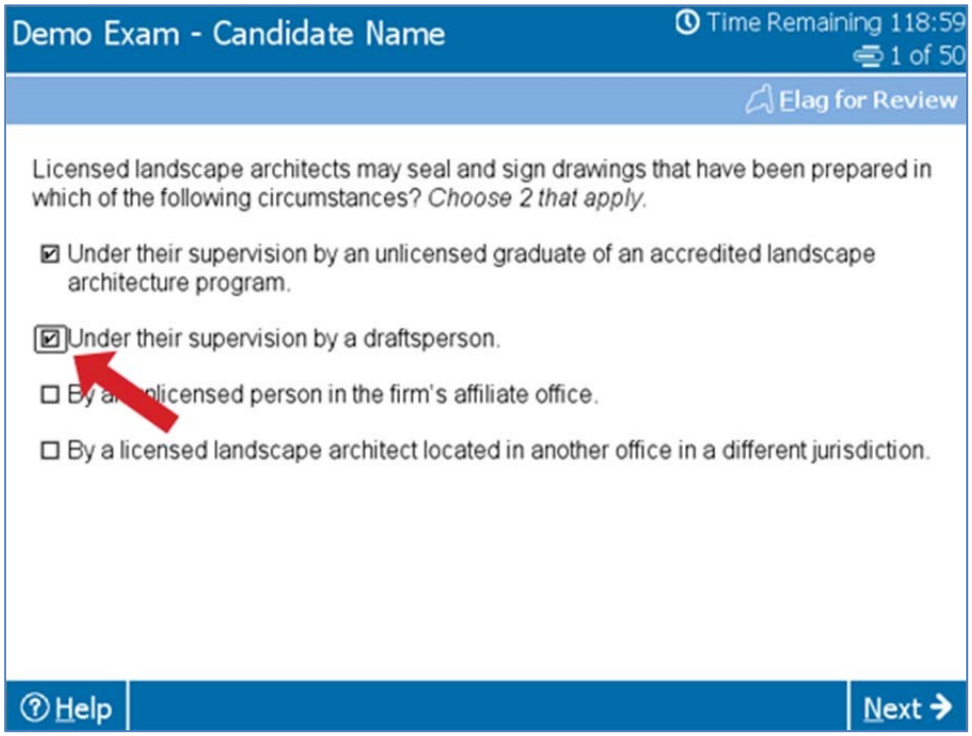
Multiple-response Items

This item type will ask you to ***"choose all that apply"*** or to ***"choose 2"*** or ***"choose 3"*** etc.

Select **two** or more of the answer choices by clicking on the box to the left of the answer or by clicking on the answer itself.

Note: The answer will always be **two** or more and **never** all of them.

To remove a selection, click on the answer again.



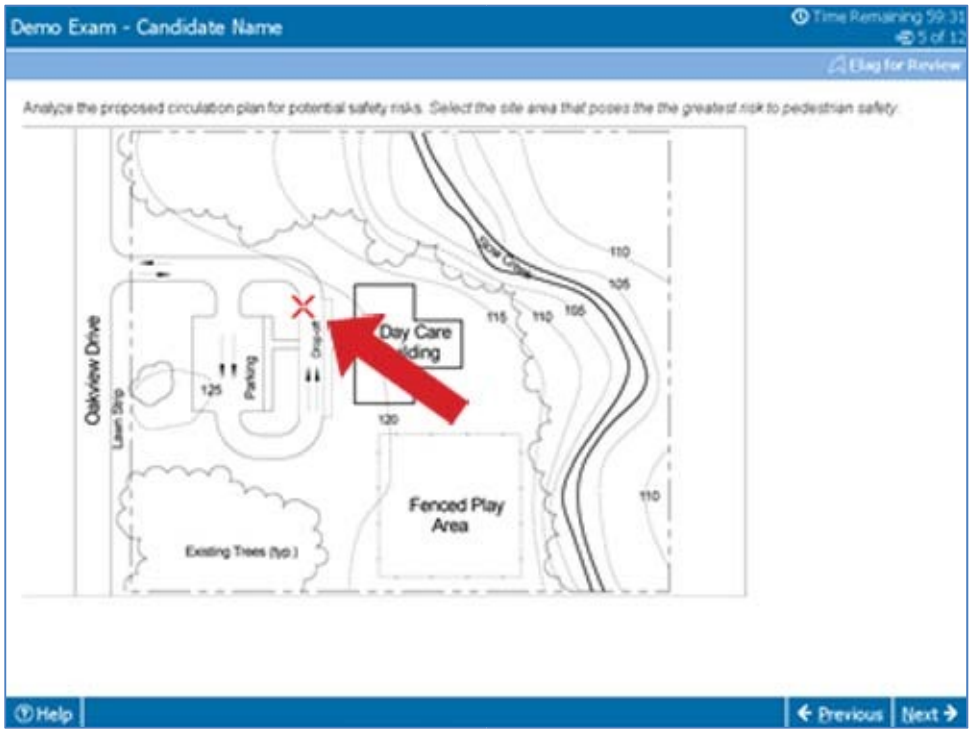
Hot Spot Items

This item type will require you to ***select*** the most appropriate location on a site or proposed plan to satisfy the question requirements.

Select the most appropriate location by moving your mouse cursor to the area of the plan that you would like to choose and then clicking the left mouse button.

A **red "X"** will remain on the plan to indicate your selection.

To change your answer, click on another area of the plan. This will remove your initial selection and indicate a different answer selection.



Drag and Place Items

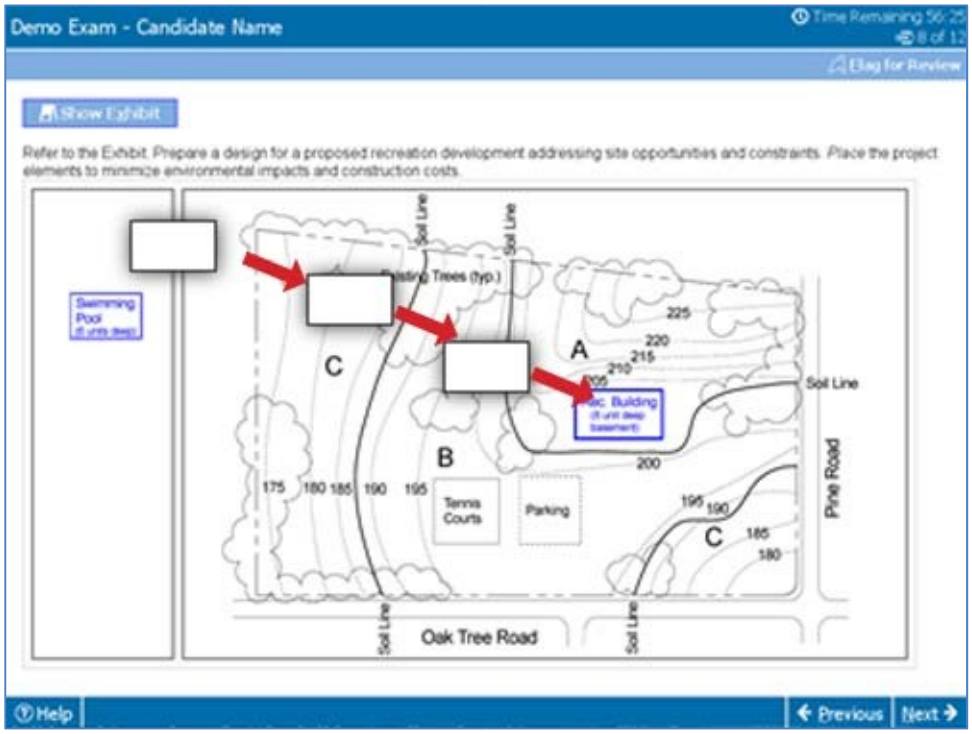
This item type will require you to select the project element(s) and ***place*** the element(s) on a site.

Select the project element(s) from the project element area which is located on the left side of the screen by moving your mouse cursor over the element and by **clicking and holding** the left mouse button.

While holding the left mouse button, you can use the mouse to move the project element to your selected location on the site.

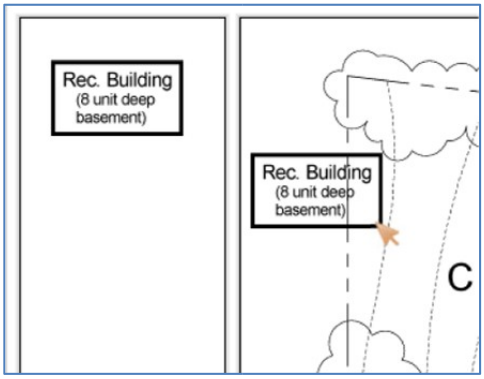
Releasing the left mouse button will "drop" the project element on your selected location.

You may change your selected location by moving the mouse cursor over the project element and following the steps above to move it to a different location.



You may be required to use multiple copies of each project element to answer the item.

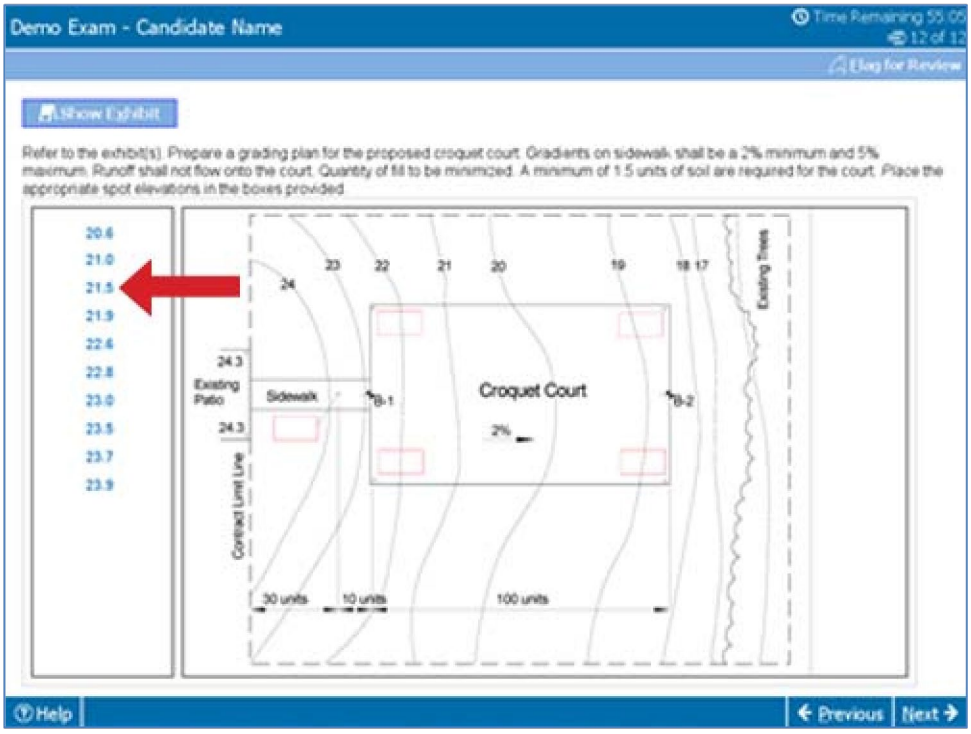
When you move the project element, additional copies of the element will remain in the project element area should you need to use multiple copies of the same project element.



Important Notice: Not all the project elements may be required to answer the item.

Place the appropriate project element(s) on the site and leave the remaining project elements within the project element area.

Placing unnecessary project elements on the site will result in an incorrect answer for the item.



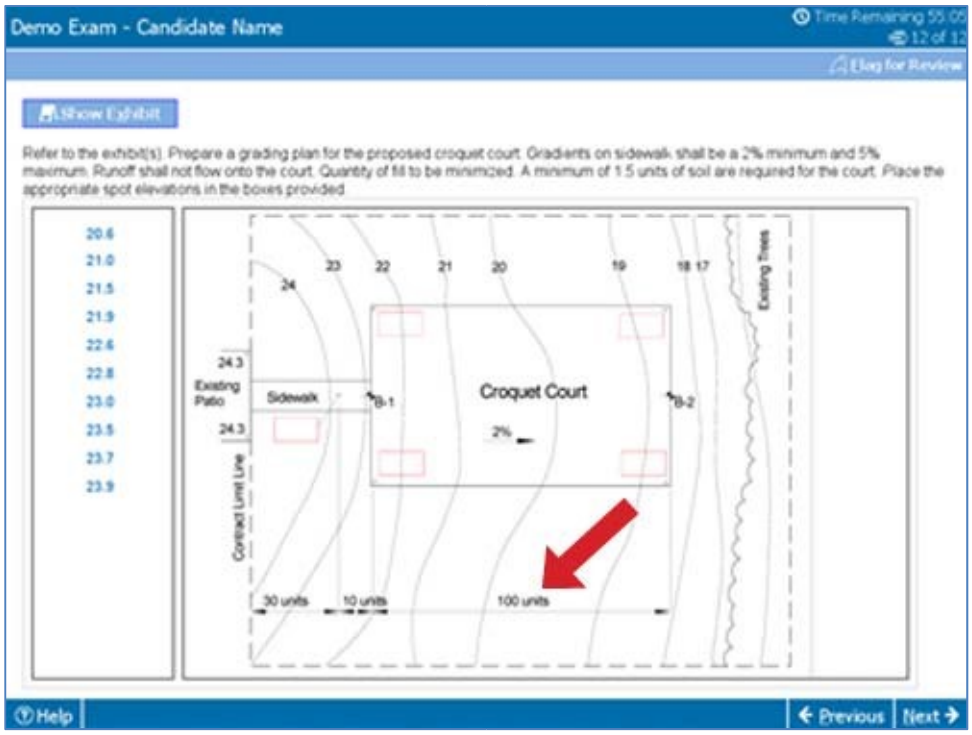
Measurement

Due to the fact that you will be unable to measure components in an item, dimensions will be provided to you should you need them for calculations.

To avoid confusion between Imperial measurement (feet and inches) and Metric, many items will be dimensioned using a generic scale **(units).**

Use the number of units to calculate specific measurements that may be needed to answer the item.

Do not try to convert the "units" to either feet or meters to answer the item.



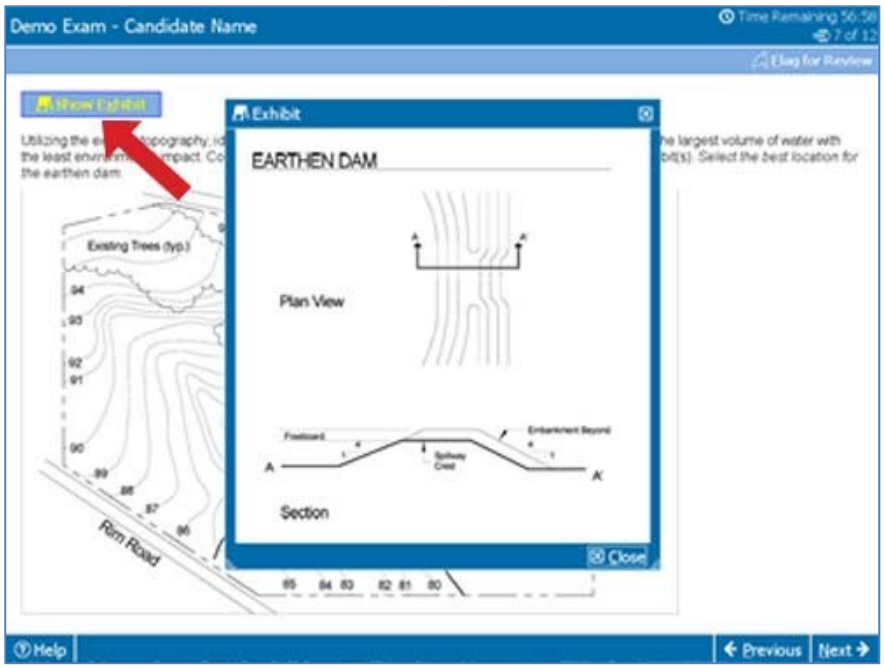
Exhibits

In order to answer some of the items, you will need to consider additional information called exhibits.

Should additional information be required the item will direct you to **"Refer to the exhibit(s)".**

To see the exhibits, move your mouse cursor over the **Show Exhibit button** and click the left mouse button.

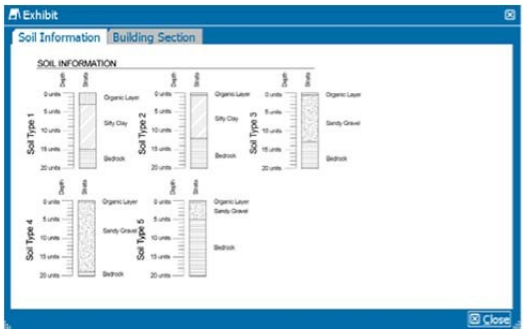
This will result in a pop-up window appearing that contains one or more tabs of stimuli information that you will need to review prior to answering the item.



The exhibit window can be moved and resized to allow you to review the exhibit information at the same time as you review the item.

Should there be multiple exhibits, move your mouse cursor to each tab at the top of the exhibit window and click the left mouse button to open additional exhibit screens.

To close the exhibit window, click on the "X" in the upper right corner of the exhibit window.

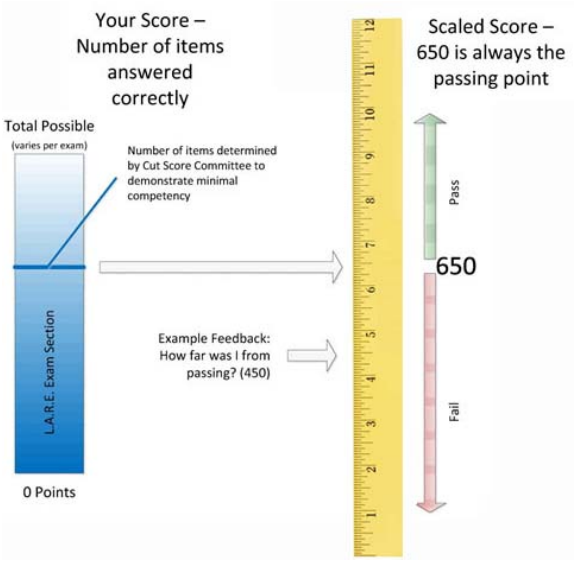


Exam Results Reporting

Exam results for all sections of the L.A.R.E. are not reported immediately after completing the exam due to the analysis performed on the items to ensure that the items are correct, fair and accurately address the subject matter being tested. CLARB's testing experts look at the difficulty of the items, the response patterns by candidates and the ability of the items to discriminate between candidates of differing ability levels.

Exam results for all sections of the L.A.R.E. will be available on the CLARB website approximately 6 weeks after the last day of the exam administration.

Exam results are reported as pass or fail. If a "Fail" result is received, a number representing a scaled score will also be received. The scaled score provides candidates with a performance indicator demonstrating how close they were to the passing point. For each section, candidates must obtain a scaled score of at least 650 to pass. A scaled score of 640, for example, would indicate that a candidate was close to passing.



CLARB utilizes scaled scoring for two key reasons:

1. To report performance on the L.A.R.E. in a consistent way even though the number of items in each section varies, and;
2. It is a "best practice" of the testing industry.

Validity of Scores - Updated-10/1/2020

CLARB employs statistical and psychometric analyses to evaluate the validity of L.A.R.E. examination response data and scores. CLARB utilizes these reliable scientific methods to determine whether L.A.R.E. scores should be delayed, withheld, invalidated, canceled or investigated further. If CLARB has a reasonable basis to question the validity of the test response data or examination result for any Section of the L.A.R.E., whether identified through the use of statistical analysis, psychometric analysis or any other reliable scientific method or source of information, CLARB reserves the right, in its sole discretion, to delay, withhold, cancel and invalidate L.A.R.E. scores, without any requirement to demonstrate that a candidate violated the terms of the Candidate Agreement. If CLARB withholds, cancels or invalidates your L.A.R.E. score, your score will be classified as "indeterminate."

A classification of indeterminate may result from a violation of the Candidate Agreement by you or another candidate, an irregularity in the administration of the L.A.R.E., a statistical anomaly identified in your L.A.R.E. test response data or any other reasonable basis to question the test score's validity.

CLARB may classify your L.A.R.E. score as indeterminate based solely on a statistical anomaly identified in your test response data or any other reliable information. CLARB is not required to conduct an investigation to classify your L.A.R.E. score as indeterminate if there is a reasonable basis to question the test score's validity.

If your L.A.R.E. score is classified as indeterminate, you will be advised of the options for retaking the examination, if you are permitted by CLARB to retake the examination. You will not be entitled to a refund of your L.A.R.E. registration fee if CLARB classifies your score as indeterminate. CLARB will advise you whether you will be required to pay the additional registration fee for retaking the examination, in CLARB's sole discretion. If CLARB classifies your score as indeterminate because of your violation of the Candidate Agreement, in addition to delaying, withholding and canceling your score, CLARB may take additional actions against you as provided in the L.A.R.E. Candidate Agreement. Scores classified as indeterminate do not appear on your record; rather, an annotation indicates that the scores were classified as indeterminate. Scores classified as indeterminate will not be reported to any third party after they are classified as such by CLARB. Any third party that has received a prior report of a L.A.R.E. score that is later classified as indeterminate will be notified of CLARB's classification of the score as indeterminate.

Completing the L.A.R.E.

If a candidate fails any section of the exam, he/she needs to retake that section in future administration(s) in an attempt to obtain a passing score. A candidate may usually retake a section of the exam as many times as necessary in order to achieve a passing score; however, some jurisdictions limit the number of retakes, so this information should be verified with the registration board in the jurisdiction where you are seeking initial licensure.

L.A.R.E. Candidate Agreement – Updated-10/1/2020

Overview

The L.A.R.E. Candidate Agreement (the "Agreement") is a critical component of the L.A.R.E. Orientation Guide. As a candidates for the L.A.R.E., you are required to accept and agree to all terms of the Agreement each time you register to take/write Section of the L.A.R.E., and you must personally reaffirm your understanding and acceptance of its terms before commencing the L.A.R.E. on the day of your scheduled examination, for each section you take/write of the L.A.R.E.

The entire text of the Agreement is reprinted below.

L.A.R.E. Candidate Agreement

The Landscape Architect Registration Examination ("L.A.R.E.") Candidate Agreement ("Candidate Agreement") is a legally binding contract between you and the Council of Landscape Architectural Registration Boards ("CLARB") that sets forth the terms and conditions under which CLARB will permit you to register for, schedule and take any section of the L.A.R.E. As used in the Candidate Agreement, the term "L.A.R.E." refers to the examination as a whole and each of its component parts, including Sections 1, 2, 3 and 4 (each, a "Section"). You must read, acknowledge and accept the terms of this Candidate Agreement before you are permitted to register for, schedule and take any Section of the L.A.R.E. If you do not agree to the terms of this Candidate Agreement, you will not be permitted to register for, schedule or take any Section of the L.A.R.E. Your understanding of and compliance with the Candidate Agreement enables CLARB to maintain fair examinations, ensure the validity of examination results and uphold the professional integrity of the licensure process for landscape architects.

By clicking on the 'I AGREE' button at the end of the Candidate Agreement, you are affirming to CLARB that all of the below representations and statements to CLARB are true and correct, and you are acknowledging that you have read and understand all of these requirements, rules and policies, and that you agree to abide by all of them.

I have read and meet the requirements to sit for the Section of the L.A.R.E for which I am presently registering. I further understand that it is my responsibility to read, understand and satisfy the requirements of any jurisdiction to which I apply for licensure.

I have read and agree to abide by all of the policies and procedures contained in the current version of the L.A.R.E. Orientation Guide, the terms of which are hereby incorporated by reference and made part of this Candidate Agreement.

I acknowledge that it is my responsibility to know which Sections of the L.A.R.E. I have previously completed and passed. I further understand that CLARB will not be held responsible if I register for a Section of the L.A.R.E. for which I have previously received a passing score and that I will not be refunded the fees paid for that exam.

I understand that the appropriate registration authority in the jurisdiction in which I apply for licensure is the sole and exclusive authority for all decisions concerning my eligibility for licensure as a landscape architect and that I must satisfy all of the laws, rules and requirements of such jurisdictions for licensure. I further understand that it is my responsibility to contact the registration authority in the jurisdiction(s) in which I wish to become licensed and that I will do so before taking any Section of the L.A.R.E. to determine the requirements that will apply to my application for licensure in that jurisdiction. I further acknowledge that CLARB does not make any decisions regarding licensure in any jurisdiction.

I affirm that I am the person whose name and address appear on my L.A.R.E. registration and the government-issued photo identification that I will present or have presented for admission to the examination. I am taking the L.A.R.E. solely for the purpose of applying for licensure as a landscape architect, and for no other purpose. I affirm that I am not taking the L.A.R.E. on behalf of any other person. I affirm that all information that I provided to CLARB through my CLARB Council Record and at the time of my registration for this examination and at any time thereafter was complete, accurate and true in every respect and that, if any of the information that I previously provided to CLARB has changed since the time I provided it, I have submitted updated information that is complete, accurate and true, and reflects all such changes. I understand that providing false, misleading or incomplete information to CLARB shall be considered a violation of the Candidate Agreement and will subject me to one or more of the consequences provided herein for violations of the Candidate Agreement.

I authorize CLARB to verify and/or investigate the accuracy and completeness of any and all information I provide to CLARB. I agree to provide CLARB with any additional information that may be requested by CLARB in relation to my eligibility to take any Section of the L.A.R.E. as well as all information related to my exam registration.

I understand and agree that, as a condition of taking each Section of the L.A.R.E., I am subject to security screenings prior to admission and re-admission to the building and/or room where the L.A.R.E. is administered. I further understand and agree that the security screening process may include requiring me to: (1) demonstrate that my pockets are empty, (2) remove any backpack, bag, jacket, non-corrective eyewear, sunglasses, coat, hooded sweatshirt, scarf, or hat ("Prohibited Personal Items") that I may be wearing or holding (except for a genuine religious purpose), (3) lift my pants up to my knees and push my sleeves up to my elbows, and (4) submit personal items for inspection by test center staff. I understand and agree that I will not be permitted to take or resume taking the examination if I refuse to submit to security screening as described above or to remove and secure Prohibited Personal Items (except for a genuine religious purpose) prior to entering the room where the L.A.R.E. is administered, at the sole discretion of test center staff.

I understand and agree that the following conduct, whether attempted or completed, is strictly prohibited:

- Violating any term or condition of the Candidate Agreement, including the policies and procedures set forth in the current L.A.R.E. Orientation Guide;

- Copying, capturing, recording, collecting, reconstructing, memorizing, discussing, transmitting or distributing L.A.R.E. Content (as defined in this Agreement) before, during or after the administration of the L.A.R.E., by any means;
- Giving or receiving assistance on the L.A.R.E. during the administration of the L.A.R.E., including during examination breaks;
- Refusing or failing to produce acceptable personal identification before or during the administration of the L.A.R.E.;
- Viewing the content of another examinee's computer display or examination papers during any L.A.R.E. administration;
- Possessing or accessing Prohibited Personal Items while inside a room where the L.A.R.E is being administered;
- Taking the L.A.R.E. on behalf of another person or having another person take the L.A.R.E. on my behalf;
- Possessing, accessing or using a cellular phone or any device that connects to a cellular network or the Internet during the administration of the L.A.R.E. (other than the computer provided by the test center on which I am taking the examination), including during examination breaks;
- Possessing, accessing or using any electronic device, camera, recording device, or photographic equipment of any kind during the administration of the L.A.R.E., including during examination breaks;
- Possessing, accessing or using any books, notes, papers, note-taking materials, study materials or test-taking aids of any kind during the administration of the L.A.R.E., including during examination breaks;
- Failing or refusing to submit to security screening or the inspection of personal items upon request by test center staff at any time prior to or during any L.A.R.E. administration, including during examination breaks;
- Failing or refusing to strictly comply with the instructions and requests of test center staff at any time prior to or during any L.A.R.E. administration, including during examination breaks;
- Removing scratch paper from the room where the L.A.R.E. is administered, during or after the administration of the L.A.R.E;
- Possessing a weapon or firearm in any building where the L.A.R.E. is administered;

- Leaving the building where the test center is located during any L.A.R.E. administration, including during examination breaks;
- Leaving the room in which the L.A.R.E. is being administered without explicit permission from test center staff;
- Taking unscheduled breaks during the administration of the L.A.R.E.;
- Providing false information to CLARB or test center staff, before, during or after the administration of the L.A.R.E.
- Taking the L.A.R.E. despite not being eligible to do so under the policies and procedures for the L.A.R.E. set forth in the current version of the L.A.R.E. Orientation Guide;
- Making written or electronic notes of any kind while in or near any building where the L.A.R.E. is being administered, before, during or after the administration of the L.A.R.E., except during the administration of the L.A.R.E. while inside the room where the examination is being administered in accordance with CLARB examination administration policies and the instructions provided by test center staff;
- Altering or misrepresenting L.A.R.E. examination scores;
- Physically or electronically tampering with or hacking any computer on which the L.A.R.E. is administered, before, during or after the administration of the L.A.R.E.
- Engaging in disruptive, threatening, abusive, violent or unprofessional behavior in or near any building where the L.A.R.E. is being administered, including during examination breaks; and
- Talking or communicating with anyone other than test center staff or an approved test reader (if your request for a test reader accommodation has been approved in writing in advance) during any L.A.R.E. administration, including during examination breaks.

I understand and agree that engaging in any of the above described prohibited conduct, or attempting to do so, shall be considered a violation of the Candidate Agreement. I agree to follow the instructions and requests of all test center staff and understand that my failure or refusal to follow instructions or comply with requests from test center staff shall be considered a violation of the Candidate Agreement.

I affirm that I am not taking the L.A.R.E. in my capacity as a test preparation agent or tutor, or for the purpose of obtaining such employment. I affirm that I will not be employed as a test preparation agent or tutor for the L.A.R.E. for a period of three (3) years following the completion of this examination.

I am aware that all Sections of the L.A.R.E. are confidential examinations, and that their contents are disclosed to me at the time of test administration in a limited context to permit me to test solely for the purpose of applying for licensure as a landscape architect, and for no other purpose. I understand that all

questions, reading passages, answer choices, graphic images and all related examination content contained within any Section of the L.A.R.E. ("L.A.R.E. Content") are protected by United States and international copyright laws and that L.A.R.E. Content is a trade secret under United States and international law. I agree that I will not discuss or disclose L.A.R.E. Content orally, in writing, on the Internet, or through any other medium existing today or invented in the future. I agree that I will not copy, reproduce, adapt, disclose, or transmit L.A.R.E. Content, in whole or in part, or assist or solicit anyone else in doing the same. I further agree that I will not reconstruct L.A.R.E. Content from memory, by dictation, or by any other means, for any purpose. I understand that prohibited acts under these terms include, but are not limited to: describing questions, answer choices, passages, images or graphics from any Section of the L.A.R.E.; identifying terms or concepts contained in exam questions or responses; sharing answers to questions; referring others to information I saw on the exam; reconstructing a list of topics on the test; and soliciting or discussing exam questions, answer choices, passages, images, graphics, or topics in person, through telephonic or electronic communication, or on Internet chat rooms, social media, private or public groups, message boards, forums, or through any other means.

I understand and agree that I also am not permitted to possess, solicit, read, study from, or otherwise use confidential information about any Section of the L.A.R.E. during my own exam preparation. I affirm that I have not engaged in such conduct prior to taking any Section of the L.A.R.E. and that I will not engage in such conduct during or after taking the exam. I also agree not to ask any other individual to disclose confidential L.A.R.E. Content to me or to seek out confidential L.A.R.E. Content from any other source. I agree that if I receive or have access to information or material in any form and from any source, including but not limited to email, instant messages, text messages, website content, social media posts, electronic bulletin boards, Internet-based groups, digital or electronic files and/or paper documents, that I reasonably believe contain confidential L.A.R.E. Content, or has been represented to contain L.A.R.E. Content, I will immediately report its existence to CLARB via email. I agree that I will fully cooperate with any investigation by CLARB related to my receipt or access to information believed or represented to contain L.A.R.E. Content.

I understand and agree that CLARB reserves the right to use statistical and psychometric analyses to evaluate the validity of examination response data and scores. I understand and agree that CLARB utilizes these reliable scientific methods to determine whether scores should be withheld, invalidated, canceled or investigated further to determine whether a candidate violated the terms of the Candidate Agreement. I further understand and agree that, if CLARB has a reasonable basis to question the validity of the test response data or examination result for any Section of the L.A.R.E., whether identified through the use of statistical analysis, psychometric analysis or any other reliable scientific method or source of information, CLARB reserves the right, in its sole discretion, to withhold, cancel and invalidate examination scores, without any requirement to demonstrate that I or any other candidate violated the terms of the Candidate Agreement. I agree that if CLARB invalidates my examination score, I will not be entitled to a refund for the examination, and I may be required to pay the established fee to take the examination again, if I am permitted by CLARB to take the examination again.

I understand and agree that CLARB reserves the right to, but is not obligated to, investigate any alleged violation of this Candidate Agreement or any alleged activity or circumstance that may compromise the validity, integrity, or security of any Section or component of the L.A.R.E., or the results thereof. Upon

receiving notice from CLARB that it is conducting an investigation related to the examination, I understand and agree that I am required to:

- fully cooperate with the investigation;
- disclose to CLARB all knowledge that could potentially relate to the investigation;
- produce all documents, data and materials requested by CLARB;
- upon request, submit to an in-person or remote interview, in CLARB's sole discretion, conducted by or on behalf of CLARB; and
- truthfully and completely answer all questions asked by CLARB.

I also understand and agree that if I provide false or misleading information to CLARB at any time, violate the terms of this Candidate Agreement, refuse to comply with any directions given to me by test center staff, engage in any activity that may compromise the validity, integrity, or security of the L.A.R.E., or fail to fully cooperate in any investigation related to the L.A.R.E., that CLARB may, in its sole discretion, directly or through its authorized representatives:

- Interrupt, suspend and/or terminate the administration of the L.A.R.E. before or while I am taking it;
- Confiscate any item from me during any L.A.R.E. administration that test center staff reasonably believes is relevant to a potential violation of this Candidate Agreement, including, but not limited to, notes, electronic devices and Prohibited Personal Items;
- Withhold, cancel or invalidate my examination scores, before or after the scores are reported, without a refund;
- Prohibit or disqualify me from taking the L.A.R.E. for a fixed period of time or permanently;
- Notify my employer, each applicable state or provincial registration board, regulator or other agency that my score was with withheld, canceled or invalidated or that I was prohibited or disqualified from taking the L.A.R.E. for a fixed period of time or permanently;
- Require me to reimburse CLARB for its out of pocket investigative and legal costs and expenses for investigating and documenting my violation of the Candidate Agreement;
- Issue a report of the factual findings of an investigation related to my conduct to legitimately interested parties, including, but not limited to, my employer, each applicable state or provincial registration board, regulator or other agency; and
- Pursue a civil lawsuit against me based upon my conduct in violation of the Candidate Agreement and/or refer the matter for criminal prosecution by state and/or federal authorities or any government agency with jurisdiction.

I hereby release, discharge, and exonerate CLARB for any and all liability of every nature and kind arising out of the administration of the L.A.R.E. and the furnishing of information about or relating to me to my employer, each applicable state or provincial registration board, regulator or other agency, in CLARB's sole discretion.

I agree by checking the box next to the words "I AGREE" below, I am representing to CLARB that all of the prior information and statements that I have provided to CLARB are true and correct, including but not limited to all of the representations contained in this Candidate Agreement and all of the information related to my registration for the L.A.R.E. I am further confirming my agreement to all of the terms and conditions set forth in this Candidate Agreement, including, without limitation, the consequences for making false or misleading statements to CLARB, and for violating any term of this Candidate Agreement.

I also agree by checking the box below, that if there is any part of this Candidate Agreement that I do not understand or agree with, I am not permitted to register for or take any Section of the L.A.R.E.

I Agree ☐

Violations and Investigations – Updated -10/1/2020

Investigations – Updated -10/1/2020

If CLARB has a reasonable basis to believe that you may have violated the Candidate Agreement, CLARB reserves the right to investigate the matter to gather all relevant facts and determine what actions, if any, must be taken in response to the facts, in CLARB's sole discretion. CLARB is not, however, required to investigate all suspected violations of the Candidate Agreement. If CLARB initiates an investigation, you will be advised of the suspected violation, and you will have an opportunity to provide information that you consider relevant to the evaluation of the matter. During CLARB's investigation, your L.A.R.E. scores may be delayed or withheld, if they have not been reported previously and you may not be permitted to register for, schedule, or take subsequent L.A.R.E. examinations until CLARB finally decides, in its sole discretion, whether you violated the Candidate Agreement.

Upon receiving notice from CLARB that it is conducting an investigation under this provision, a candidate shall:

- fully cooperate with the investigation;
- disclose to CLARB all knowledge that could potentially relate to the investigation;
- produce all documents, data and materials requested by CLARB;
- upon request, submit to an in-person or remote interview, in CLARB's sole discretion, conducted by or on behalf of CLARB; and
- truthfully and completely answer all questions asked by CLARB.

A person's refusal to cooperate with any investigation or presentation of false or misleading information in relation thereto shall constitute a serious and material breach of the Candidate Agreement and shall serve as a separate and independent basis for CLARB to take action against the candidate as described below. CLARB may, in its sole discretion, take any one or more of the following actions upon finding that you violated any term of the Candidate Agreement:

- Withhold, cancel or invalidate your examination scores, before or after the scores are reported, without a refund;
- Prohibit or disqualify you from taking the L.A.R.E. for a fixed period of time or permanently;
- Notify your employer, each applicable state or provincial registration board, regulator or other agency that your score was with withheld, canceled or invalidated or that you were prohibited or disqualified from taking the L.A.R.E. for a fixed period of time or permanently;
- Require you to reimburse CLARB for its out-of-pocket investigative and legal costs and expenses for investigating and documenting your violation of the Candidate Agreement;
- Issue a report of the factual findings of CLARB's investigation related to your conduct to legitimately interested parties, including, but not limited to, your employer, each applicable state or provincial registration board, regulator or other agency; and
- Pursue a civil lawsuit against you based upon your conduct in violation of the Candidate Agreement and/or refer the matter for criminal prosecution by state and/or federal authorities or any government agency with jurisdiction.

In addition to the above described sanctions and legal remedies available to CLARB, if CLARB determines that you violated the Candidate Agreement, the factual findings of CLARB's investigation related to your conduct will become part of your CLARB record. Your score report (if applicable) and CLARB record will include a summary of the factual findings of CLARB's investigation related to your conduct, which will also be provided to third parties that previously received or will in the future receive your CLARB record. CLARB also reserves the right to require special procedures for the future administration of the L.A.R.E. to you if CLARB allows you to register for and take future examinations, at your sole expense.

Appeals for Investigation Disputes – Updated -10/1/2020

After a candidate has received a written notice of violation and applicable sanctions to be imposed by CLARB, the candidate will have thirty (30) calendar days to file a written request for appeal pursuant to CLARB's candidate appeals process. The sole consideration on appeal is whether CLARB acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The candidate is required to file a written request for appeal, along with a statement describing the grounds for the appeal, why the appeal should be granted and all supporting evidence, to CLARB, within thirty (30) calendar days of receipt of the notice of violation and applicable sanctions from CLARB. A candidate's appeal will not be considered after such thirty (30) calendar day period has expired. The initial appeal will be decided by CLARB staff, who will render a written decision on the appeal within thirty (30) days of receiving all of the candidate's submissions.

If CLARB staff determine that a written request for appeal is filed in a timely manner and uphold CLARB's original decision, the candidate may then submit a second and final-level appeal for binding arbitration to the Candidate Appeals Committee, which consists of three members of the CLARB's Board of Directors. The Candidate must request a final-level appeal in writing within five (5) calendar days of receiving notice that

CLARB staff upheld CLARB's original decision. The Candidate Appeals Committee will then act as an arbitration panel for the final-level appeal. This appeals process shall not address any failures to pass any L.A.R.E. section, nor include any challenges to individual examination questions, answers or scores. The sole consideration on the final level of appeal is whether CLARB acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The arbitration panel will deliberate and decide the appeal within thirty (30) days of receiving the candidate's request for same. The decision of the majority of the members of the arbitration panel present at the hearing for the appeal, at which a quorum is present, will be the decision of such panel. The decision of the arbitration panel is final and binding as to all matters related to the appeal. The candidate expressly waives the right to file a lawsuit or make any legal claims against CLARB arising out of any investigation dispute.

Examination Materials and What to Expect at the Testing Center

Security

Learn more about Pearson VUE's security procedures.

Required

You must present two forms of valid and current identification when arriving at the testing center.

At least one must be an Official ID with a photograph and the other may be a secondary ID.

The name on the ID's must match the name under which you registered for the exam.

If you have had a name change between exam registration and administration, you must contact CLARB prior to arriving at the test center. You will be required to bring validation of your name change with you to the test center.

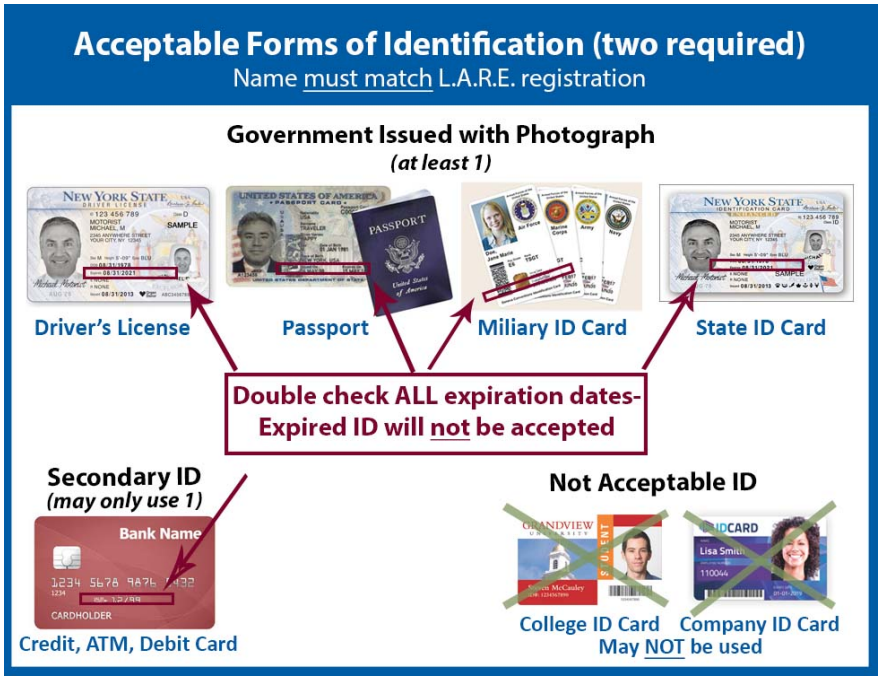
Acceptable forms of government-issued ID with photograph:

- Driver's license
- Military ID card
- Valid passport
- State ID card

Acceptable forms of secondary ID:

- Credit card
- Check, ATM or Debit card

NOTE: If the test center questions the ID presented, you may be asked for additional proof of identification. Access to the examination may be refused if the test center staff believes you have not sufficiently proven your identity. You will NOT be admitted into the examination without proper identification and there will be no refund of your test fee(s).



Provided

- A calculator will be provided at the test center. Please request a calculator if you are not provided one upon check-in to the testing room.
- The test proctor will provide a notebook and marker to use as scratch paper.

Prohibited

- No items including reference material, calculators, pencils, pens, paper, drafting supplies, etc. will be allowed in the testing room.
- No personal items (including purses, fanny packs, food items) will be allowed in the testing room. Personal items must be left in a locker in the test center for test security purposes, so please limit what you bring to the examination center.
- You may not bring cellular phones, pagers, devices with a computer memory chip or any device with an alphanumeric keyboard (e.g., a language translation tool) to the test site.

Additional Reference Information

Rules of Professional Conduct

Competence

(A) In engaging in the practice of landscape architecture, a registered landscape architect shall act with reasonable care and competence and shall apply the technical knowledge and skill which are ordinarily applied by registered landscape architects of good standing, practicing in the same locality.

(B) In designing a project, a registered landscape architect shall take into account all applicable state and municipal building laws and regulations. While a registered landscape architect may rely on the advice of other professionals, (e.g., attorneys, engineers and other qualified persons) as to the intent and meaning of such regulations, once having obtained such advice, a registered landscape architect shall not knowingly design a project in violation of such laws and regulations.

(C) A registered landscape architect shall undertake to perform professional services only when he or she, together with those whom the registered landscape architect may engage as consultants, is qualified by education, training and experience in the specific technical areas involved.

(D) No individual shall be permitted to engage in the practice of landscape architecture if, in the Board's judgment, such individual's professional competence is substantially impaired by physical or mental disabilities.

Conflict of Interest

(A) A registered landscape architect shall not accept compensation for his or her services from more than one party on a project unless the circumstances are fully disclosed to and agreed to by (such disclosure and agreement to be in writing) all interested parties.

(B) If a registered landscape architect has any business association or direct or indirect financial interest which is substantial enough to influence his or her judgment in connection with his or her performance of professional services, the registered landscape architect shall fully disclose in writing to his or her client or employer the nature of the business association or financial interest, and, if the client of the employer objects to such association or financial interest, the registered landscape architect will either terminate such association or interest or offer to give up the commission or employment.

(C) A registered landscape architect shall not solicit or accept compensation from material or equipment suppliers in return for specifying or endorsing their products.

(D) When acting as the interpreter of building contract documents and the judge of contract performance, a registered landscape architect shall render decisions impartially, favoring neither party to the contract.

Full Disclosure

(A) A registered landscape architect, making public statements on landscape architectural questions, shall disclose when he or she is being compensated for making such statements.

(B) A registered landscape architect shall accurately represent to a prospective or existing client or employer his or her qualifications and the scope of his or her responsibility in connection with work for which he or she is claiming credit.

(C) If, in the course of his or her work on a project, a registered landscape architect becomes aware of a decision taken by his or her employer or client, against such registered landscape architect's advice, which violates applicable state or municipal building laws and regulations and which will, in the registered landscape architect's judgment, materially and adversely affect the safety to the public of the finished project, the registered landscape architect shall:

1. report the decision to the local building inspector or other public official charged with the enforcement of the applicable state, provincial or municipal building laws and regulations;
2. refuse to consent to the decision; and
3. in circumstances where the registered landscape architect reasonably believes that other such decisions will be taken, notwithstanding his or her objections, terminate his or her services with respect to the project. In the case of a termination in accordance with this clause (3), the registered landscape architect shall have no liability to his or her client or employer on account of such termination.

(D) A registered landscape architect shall not deliberately make a materially false statement or deliberately fail to disclose a material fact requested in connection with his or her application for a registration or renewal thereof.

(E) A registered landscape architect shall not assist the application for a registration of an individual known by the registered landscape architect to be unqualified in respect to education, training, experience or character.

(F) A registered landscape architect possessing knowledge of a violation of the provisions set forth in these regulations by another registered landscape architect shall report such knowledge to the Board.

Compliance with Laws

(A) A registered landscape architect shall not, while engaging in the practice of landscape architecture, knowingly violate any state, provincial or federal criminal law.

(B) A registered landscape architect shall neither offer nor make any payment or gift to a government official (whether elected or appointed) with the intent of influencing the official's judgment in connection with a prospective or existing project in which the registered landscape architect is interested.

(C) A registered landscape architect shall comply with the registration laws and regulations governing his or her professional practice in any jurisdiction.

Professional Conduct

(A) Each office in a jurisdiction maintained for the preparation of drawings, specifications, reports or other professional landscape architectural work shall have a registered landscape architect resident and regularly employed in that office having direct supervision of such work.

(B) A registered landscape architect shall not sign or seal drawings, specifications, reports or other professional work for which he or she does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of the portions of such professional work prepared by the registered landscape architect's consultants, registered in this jurisdiction, the registered landscape architect may sign or seal that portion of the professional work if the registered landscape architect has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy.

(C) A registered landscape architect shall neither offer nor make any gifts, other than gifts of nominal value (including, for example, reasonable entertainment and hospitality), with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the registered landscape architect is interested.

(D) A registered landscape architect shall not engage in conduct involving fraud or wanton disregard of the rights of others.

Fasteners and Reinforcing List (for Section 4)

The following is a list of fasteners and reinforcing materials that may appear in questions in Section 4 of the L.A.R.E. This list has been prepared by the CLARB Examination Committee. While the Committee believes this list will be of assistance to you in preparing for the L.A.R.E., no representation is made that a complete understanding of the materials on this list will ensure a passing grade on the examination, and no representation is made that the examination questions will be limited in scope to the list shown.

BOLTS:

Carriage Bolt Assembly
Eye Bolt
J-Bolt Assembly
L-shaped Anchor Bolt Assembly
Lag Bolt
Lag Bolt with Expansion Shield
Lag Bolt with Fiber Plug
Lag Bolt with Lead Shield
Machine Bolt Assembly
Machine Bolt with Expansion Shield
Threaded Rod Assembly
Toggle Bolt Assembly

SCREWS AND NAILS:

Cement Nail
Common Nail
Finish Nail
Hook Nail
Machine Screw
Masonry Nail
Spike
Wood Screw

METAL BRACKETS:

Joist Hanger
Post Anchor
Post Cap Tie Plate
Strap Hanger
Plate Anchor

MISCELLANEOUS FASTENERS:

Construction Adhesive
Drive Anchor
Duct Tape
Epoxy
Masonry Wall Tie
Mastic
Mortar
Rivet
Snap Tie
Solder
Staple
Z-anchor

REINFORCEMENT:

#3 Rebar
#4 Rebar
#6 Rebar
#8 Rebar
Cavity Wall Tie
Fiber Mesh
Geosynthetic Reinforcing Grid
Steel Dowel
Truss Design Reinforcement
Welded Wire Mesh (WWM)

Materials List (for Section 3 and 4)

The following is a list of materials that may appear in questions in Section 3 and/or 4 of the L.A.R.E. This list has been prepared by the CLARB Examination Committee. While the Committee believes this list will be of assistance to you in preparing for the L.A.R.E., no representation is made that a complete understanding of the materials on this list will ensure a passing grade on the examination, and no representation is made that the examination questions will be limited in scope to the list shown.

Angle Iron
Asphalt (Bituminous Concrete)
Brass Pipe
Brick
Butt Hinge
Caulk
Ceramic Tile
Concrete
Concrete Masonry Units (CMU)
Concrete Pavers
Copper Pipe
Epoxy Sealer
Expansion Joint Material
Filter Fabric
Flagstone
Flashing
Flat Steel
Floor Drain
Foam Insulation
Galvanized Electrical Conduit
Gate Latch Assembly
Geotextile grid
Granite
Gravel (crushed stone, granular material, aggregate, peagravel)
Grout (non-shrink)
Joint Sealing Compound
Mastic
Metal Sleeve
Mortar
Mulch
Perforated PVC Pipe
Polyethylene Pipe
Porcelain Enamel
Portland Cement
Prefabricated Wall Drain
PVC Pipe
Sand
Soil
Soil Cement
Steel Tubing - Round
Steel Tubing - Square
Steel Washers
Stone
Stone Dust (Fines)
Strap Hinge
Stucco
Tar
Wall Reinforcement
Waterproofing (Bituminous)
Waterstop
Wood (Lumber)
Wrought Iron

Lumber/Timber List (for Section 4)

The following is a list of lumber/timber that may appear in questions in Section 4 of the L.A.R.E. This list has been prepared by the CLARB Examination Committee. While the Committee believes this list will be of assistance to you in preparing for the L.A.R.E., no representation is made that a complete understanding of the materials on this list will ensure a passing grade on the examination, and no representation is made that the examination questions will be limited in scope to the list shown.

1x4 [25x100]
1x6 [25x150]
1x8 [25x200]
1x10 [25x250]
1x12 [25x300]
5/4x6 [30x150]
2x2 [50x50]
2x4 [50x100]
2x6 [50x150]
2x8 [50x200]
2x10 [50x250]
2x12 [50x300]
4x4 [100x100]
4x6 [100x150]
4x8 [100x200]
4x10 [100x250]
4x12 [100x300]
6x6 [150x150]
6x8 [150x200]
8x8 [200x200]

Wood Member Sizing Chart (for Section 4)

The following are charts that may appear in questions in Section 4 of the L.A.R.E. This material will be mbedded within any question that requires use of the chart.

<u>For external wood structures with uniform joist and beam spacing.</u>

Maximum Allowable Spans for Spaced Boards

	Laid Flat			
	1 x 4 [25 x 100]	5/4 x 6 [30 x 150]	2 x 4 [50 x 100]	2 x 6 [50 x 150]
For Decking	12" [30cm]	16" [40cm]	24" [60cm]	24" [60cm]
For Benches	NA	NA	36" [100cm]	36" [100cm]

Maximum Allowable Spans for Joists

Joist Size	Joist Spacing		
	16" [40cm]	24" [60cm]	32" [80cm]
2 x 6 [50 x 150]	10' [3.0m]	8' [2.4m]	6' [1.8m]
2 x 8 [50 x 200]	12' [3.6m]	10' [3.0m]	8' [2.4m]
2 x 10 [50 x 250]	16' [4.8m]	14' [4.2m]	10' [3.0m]

Minimum Beam Sizes and Allowable Beam Spans

Spacing Between Beams	4' [1.2m]	6' [1.8m]	8' [2.4m]	10'[3.0m]	12'[3.6m]	
	—	—	—	—	—	Beam Size*
	6' [1.8m]	6' [1.8m]	—	—	—	4 x 6 [100 x 150]
	10' [3.0m]	8' [2.4m]	6' [1.8m]	6' [1.8m]	—	4 x 8 [100 x 200]
	12' [3.6m]	10' [3.0m]	8' [2.4m]	8' [2.4m]	6' [1.8m]	4 x 10 [100 x 250]
	12' [3.6m]	12' [3.6m]	10' [3.0m]	10' [3.0m]	8' [2.4m]	4 x 12 [100 x 300]
	Maximum Distance Between Posts (o.c.)					

* - Two (2) 2 by's [50's] are acceptable.

NOTE: Maximum cantilever for joists and beams is 24" [60cm].

Subsurface Drainage

The following information may appear in questions used on the L.A.R.E. in order to answer items pertaining to site drainage systems.

Rational Method formula:

q=CiA [q=CiA/360]

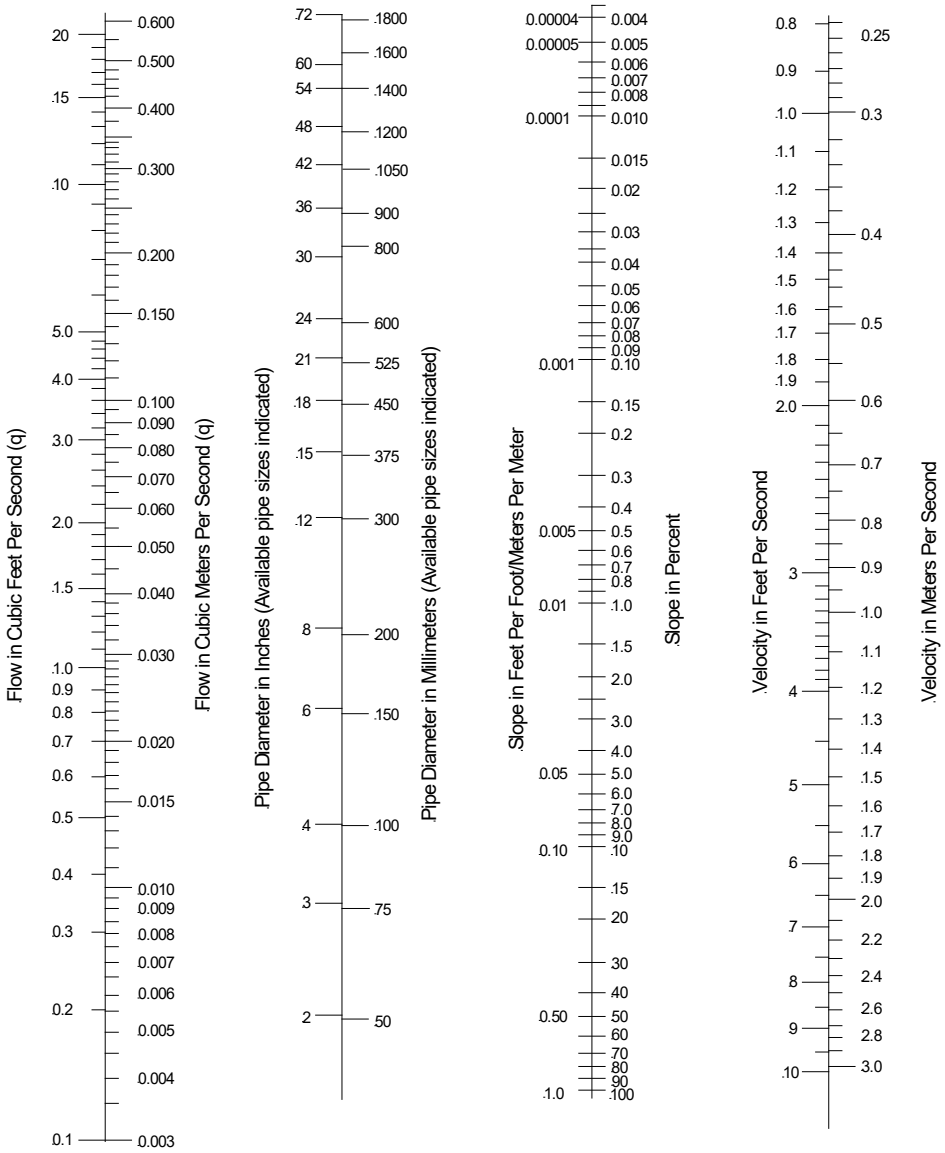
q = Quantity of runoff in cubic feet per second [cubic metres per second].

C = Runoff coefficient.

i = Intensity of rainfall in inches per hour [millimetres per hour].

A = Area in acres [hectares].

Nomograph for Circular Pipes Flowing Full (Manning's Equation - Concrete Pipe n=0.013) (for Section 4)



Frequently Asked Questions about the Exam Procedure – Updated 10/1/2020

Q. - How do I register for the exam?

A.- All candidates will register for the exam via the CLARB website.

Q. - How do I know if I am eligible to take the L.A.R.E.?

A. - You can verify your eligibility via the CLARB Eligibility Map on the CLARB website.

Q. - Why is the Council Record part of the exam registration process?

A. - Starting a Council Record during the exam process ensures that CLARB is collecting, verifying and storing the information that licensure boards need from you in order to apply to take the exam and be evaluated for licensure. The licensure process is simplified when candidates and licensure boards use the Council Record. The Council Record is not just your exam application. It is the field-recognized and preferred tool for tracking all of your professional accomplishments and can be used at every step of your career.

Q. - Do I have to "complete" the Council Record during the exam registration process?

A. - Candidates who need to obtain pre-approval should start and complete the Record so they can transmit their Record to their licensure board for approval. (Exam candidates may transmit their Record for free in support of exam application.) Candidates who do not need to obtain pre-approval only need to start the Council Record and submit their education information prior to testing. The remainder of the Record can be completed during testing so that it can be used in support of initial licensure application upon completion of the exam.

Q. Can I take some sections in one state or province and the remainder in another?

A. Eligibility to take the L.A.R.E. varies by jurisdiction. You will want to verify your eligibility prior to moving from one jurisdiction to another.

Q. Why can't exams be offered year-round now that they are on computer?

A. CLARB has a limited bank of items and to maintain security and ensure accuracy and fairness in testing we can only offer the exam in a few windows during the year.

Q. Am I able to take water or food into the testing center?

A. If testing in a traditional test center, you are not permitted to bring anything into the actual exam delivery room with you, but you are permitted to take breaks so that you can get a drink of water or a snack from your locker. Be sure that all items are in clear packaging free of any labels or markings. If testing via remote proctor, breaks are not permitted once the exam begins but candidates are permitted to have one clear glass of water accessible during the test.

Q. - Are practice tests available for all sections of the exam?

A. - Due to the fact that CLARB produces the examination which is used by licensure Boards to determine qualifications for licensure, CLARB does not provide preparatory information to assist candidates in passing the examination. CLARB has partnered with ASLA to provide materials to help prepare for the exam and you can find a link to the ASLA materials in the preparation section of our website.

Q. - When should I arrive at the test center?

A. - Plan to arrive at least 30 minutes before the scheduled appointment to allow time for check-in procedures. Candidates who arrive late will NOT be allowed to take the examination. This applies to check-in procedures for both in-person testing at traditional test centers and remote proctoring.

Q. - When will I get my exam results?

A. - Your exam results will be posted on the CLARB website approximately 6 weeks following the last day of the administration. CLARB will notify candidates via email and social media when exam results are available.

Q. - Can I bring a handheld calculator to use during the examination?

A. - No. If testing in a tradition test center, you will be provided a calculator when you check-in for the exam. If you are not provided a calculator upon entry to the testing room, be sure to request a calculator for the examination. Should the proctor indicate that you are not permitted a calculator, ask them to contact CLARB immediately. For candidates testing via remote proctoring, a digital calculator will be available through Pearson VUE's OnVUE exam software for your use.

Q.- Can I bring paper and pencil to the test center to sketch on to help me answer the questions?

A. No. You are not permitted to bring anything into the test center. If testing in a traditional test center, a notebook and marker will be provided for you by the test center. For remote proctored tests, an electronic white board is available through Pearson VUE's OnVUE exam software.

Q. - Can I cancel the exam?

A. - CLARB has a cancellation policy that requires candidates to cancel their exam prior to the posted cancellation deadline. For details on the CLARB cancellation policy, please visit the "Exam Dates & Deadlines" page of the CLARB website. Please note: exams cannot be rescheduled or postponed to future administrations.

Q. - What happens if I miss my examination due to a family emergency?

A. - Candidates can apply for a refund under the CLARB Good Cause policy. CLARB's "Good Cause" policy may apply if you are unable to attend the exam administration due to severe physical or emotional hardship. Contact CLARB to find out what documentation you need to submit to have your case reviewed in accordance with this policy. Candidates who are approved under this policy

will receive a refund to the original form of payment less a 5% cancellation fee. All requests for Good Cause must be received within 60 days of the exam administration.

Q. - What do I do if I have trouble at the test center before my exam begins, or if I am not permitted to test by Pearson VUE employees for any reason?

A. - Immediately contact the CLARB office and explain your situation. CLARB staff may be able to remedy the situation if contacted immediately. Do **not** leave the test center.

Q. - What do I do if I experience an issue such as a computer software problem that does not allow me to complete the exam?

A. - Report the incident to the onsite Pearson Vue staff immediately. Be sure to follow up with CLARB regarding the incident. CLARB staff may be able to remedy the situation if contacted immediately. Candidates selecting the remote proctor option will be responsible for running computer compatibility tests prior to their exam appointment and confirming a stable internet connection for the duration of the test appointment.

Q. - If I had any issues or problems at the test center, what can I do?

A. - Submit an incident report to the test center facility before you leave the premises and immediately notify CLARB of the issue for further investigation. If you are testing through OnVue and need to file a report, please contact CLARB immediately.

Q&As About Exam Items – Updated -10/1/2020

Q. How will I be tested on orientation of elements in a drag and place item?

A. The elements in a drag and place item cannot be manipulated in any way. To test on orientation, you would have multiple elements in different orientation and would need to select the appropriate element and place it on the site (i.e., one tennis court oriented N/S and one oriented E/W).

Q. On a drag and place question, if I am required to place two elements, but only get one correct how will I be scored?

A. Each question is worth one point and you need to get the entirety of the question correct to achieve a point. If you placed only one of the two elements correctly, you would receive no point for that question.

Q. Are there multiple correct answers for the advanced item types?

A. The item writer creates a scoring "area" for the element that relates to the appropriate location for that element. The location can be very specific (only one correct location) or very generic like anywhere in soil type A.

Q. If my drag and place element is 75% or so within the scoring area, will I get a point for that item?

A. Any margin for error is already built into the scoring area by the item writer. The entire element must fit fully within the scoring area to receive credit.

Q. Are all questions on the test of the same value?

A. All questions, no matter the type, are worth one point each. For example, a drag and place item that requires you to locate six elements is the same value as a multiple-choice item that requires one answer choice – one point.

Q. How are multiple response items graded? If I select three items correctly and there are supposed to be four, do I get any credit?

A. In all item types, including the multiple response, you must get all of the answers correct to get one point. There is no partial credit given if a portion of the answers are correct.

Q. How are wood sizing questions going to be handled? Are you going to include the wood sizing chart within the problem?

A. All supporting material needed to answer an item will be included either on the item screen itself or within a pop-up "exhibit" window accessible through the "Show Exhibit" button found in the upper left portion of the item.

Q. I understand that measurement in feet or meters will be replaced with "units" in the advanced item types. Will units be used in all of the items?

A. Some of the multiple-choice items and multiple response items that test on codes like accessibility codes may have measurement in Imperial and metric. The item will include Imperial measurement (i.e., feet, inches) and metric measurement in brackets (e.g., [2.3 m]).

Q. What if I drag a contour in a drag and place item and it does not match up exactly with the existing contours?

A. Contour locations need to be fairly accurate, but the item writer does provide a margin for error due to the nature of placing the element with a computer mouse.

Q. For multiple response items that indicate "choose all the apply," can the answer ever be just 1 or all of them?

A. For multiple response items, the answer will always be more than one and never all of the options available. For additional information, please see the "Item Types" section of this Orientation Guide.

For Additional Information

For additional information on the L.A.R.E. or any other service CLARB offers, please visit the CLARB website or contact us:

The Council of Landscape Architectural Registration Boards
1840 Michael Faraday Drive
Suite 200
Reston, VA 20190

info@clarb.org
(571) 432-0332