

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

Amendment and Compilation of Chapter 16-115  
Hawaii Administrative Rules

September 13, 2001

SUMMARY

1. §§16-115-2 through 16-115-5 are amended.
2. §§16-115-8 through 16-115-10 are amended.
3. §16-115-22 is amended.
4. §16-115-24 is amended.
5. §§16-115-26 and 16-115-27 are amended.
6. §16-115-29 is amended.
7. §16-115-31 is amended.
8. §16-115-33 is amended.
9. §16-115-35 is amended.
10. §16-115-39 is amended.
11. §16-115-45 is amended.
12. §16-115-47 is amended.
13. §§16-115-49 and 16-115-50 are amended.
14. §16-115-52 is amended.
15. §16-115-54 is amended.
16. §16-115-56 is amended.

17. §16-115-58 is amended.
18. §16-115-59 is added.
19. §16-115-64 is amended.
20. §16-115-66 is amended.
21. §§16-115-68 and 16-115-69 are amended.
22. §16-115-71 is amended.
23. §16-115-73 is amended.
24. §16-115-75 is amended.
25. §16-115-77 is amended.
26. §16-115-79 is amended.
27. §16-115-85 is amended.
28. §16-115-87 is amended.
29. §§16-115-89 and 16-115-90 are amended.
30. §16-115-92 is amended.
31. §16-115-94 is amended.
32. §16-115-96 is amended.
33. §16-115-98 is amended.
34. Chapter 115 is compiled.

This material can be made available for individuals with special needs. Please call the Program Specialist, Professional and Vocational Licensing Division, DCCA, at (808) 586-2692, to submit your request..

HAWAII ADMINISTRATIVE RULES

TITLE 16

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

CHAPTER 115

PROFESSIONAL ENGINEERS, ARCHITECTS, SURVEYORS, AND  
LANDSCAPE ARCHITECTS

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Historical note: Chapter 16-115, Professional Engineers, Architects, Surveyors, and Landscape Architects, is based substantially upon chapter 16-82 of the rules of the Professional Engineers, Architects, Surveyors, and Landscape Architects. [Eff 4/18/80; am and ren 2/13/81; am and comp 10/16/82; am and comp 11/22/86; am 2/26/88; R 8/29/94]

## SUBCHAPTER 1

### GENERAL PROVISIONS

§16-115-1 Objective. This chapter is intended to clarify and implement chapter 464, Hawaii Revised Statutes, to the end that the provisions thereunder may be best effectuated and the public interest most effectively served. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §464-7)

§16-115-2 Definitions. As used in this chapter:

"Agricultural engineering" means that branch of professional engineering involving the design, construction, and use of specialized equipment, machines, structures and materials relating to the agricultural industry and economy. It requires knowledge of the engineering sciences relating to physical properties and biological variables of foods and fibers; atmospheric phenomena as they are related to agricultural operations; soil dynamics as related to traction, tillage and plant-soil-water relationships; and human factors relative to safe design and use of agricultural machines. The safe and proper application and use of agricultural chemicals and their effect on the environment are also concerns of the agricultural engineers.

"Architect committee" means members of the board who are professional architects.

"Branch examination" means a professional engineering examination which covers subjects within only one branch of professional engineering. The

branches of engineering examined in are agricultural, chemical, civil, electrical, industrial, mechanical, and structural.

"Chemical engineering" means that branch of professional engineering which embraces studies or activities relating to the development and application of processes in which chemical or physical changes of materials are involved. These processes are usually resolved into a coordinated series of unit physical operations and unit chemical processes. It is concerned with the research, design, production, operational, organizational, and economic aspects of the above.

"Civil engineering" means that branch of professional engineering which embraces studies or activities in connection with fixed works for matters such as irrigation, drainage, waterpower, water supply, flood control, inland waterways, harbors (not including piers), municipal improvements, railroads, highways, traffic, non-structurally supported tunnels, airfields and airways, purification of water, geotechnical activities, and sewerage and refuse disposal.

"CLARB" means Council of Landscape Architectural Registration Boards.

"Consultation" means meetings, discussions, written or verbal messages, reports, etc., involving scientific, aesthetic or technical information, facts, or advice for purposes of planning, designing, deciding, or locating construction or alteration of structures, buildings, works, machines, processes, land areas, or projects.

"Design" means any procedure which conveys the plan, location, arrangement, intent, purpose, appearance, and nature of construction or alteration of existing or proposed buildings, structures, works, machines, processes, land areas, or projects.

"Direct control" or "directly in charge of the professional work" means personal preparation, or direct supervision of the preparation and personal review, of all instruments of professional service.

"Electrical engineering" means that branch of professional engineering which embraces studies or activities relating to the generation, transmission, and utilization of electrical energy, including the design of electrical, electronic, and magnetic circuits and the technical control of their operation and of the design of electrical gear. It is concerned with research, organizational, and the economic aspects of the above.

"Engineer committee" means members of the board who are professional engineers.

"Experience in responsible charge" means direct control or personal supervision of engineering, architecture, landscape architecture, or land surveying work.

"Evaluation" means careful search, examination, or inquiry to reveal, determine, or estimate the value, worth, merit, effect, efficiency, or practicability

of planning, design, location, construction, or alteration of existing or proposed structures, buildings, works, processes, land areas, or projects.

"Full-time" means forty hours or more per week.

"Geotechnical activities" means the investigation and engineering evaluation of earth materials including soil, rock, groundwater and man-made materials and their interaction with earth retention systems, structural foundations and other civil engineering works. The activities involve application of the principles of soil mechanics and the earth sciences, and requires a knowledge of engineering laws, formulas, construction techniques and performance evaluation of civil engineering works influenced by earth materials.

"IDP" means the intern development program of NCARB or other similar program satisfactory to the board.

"Industrial engineering" means that branch of professional engineering involving the investigation, design and evaluation of systems of persons, materials, and facilities for the purpose of economical and efficient production, use, and distribution. It requires the application of specialized engineering knowledge of the mathematical and physical sciences, together with the principles and methods of engineering analysis and design to specify, predict, and to evaluate the results to be obtained from such systems.

"Institution of higher education approved by the board" means an institution approved by the board and offering curricula leading to the master's degree in engineering, architecture, or landscape architecture.

"Investigation" means careful search, examination, inquiry or study to reveal or determine scientific, aesthetic, or technical information or facts for the planning, design, location, construction, or alteration of existing or proposed structures, buildings, works, machines, processes, land areas, or projects.

"Land surveyor committee" means members of the board who are professional land surveyors.

"Landscape architect committee" means members of the board who are professional landscape architects.

"Lawful experience" means that type of experience listed in sections 16-115-39, 16-115-58, 16-115-79 and 16-115-98.

"Mechanical engineering" means that branch of professional engineering, which deals with engineering problems relating to generation, transmission, and utilization of energy in the thermal or mechanical form and also with engineering problems including but not limited to the production of tools, machinery, and their products and to heating, ventilation, refrigeration, and plumbing. It is concerned with the research, design, production, operational, organizational, and economic aspects of the above.

"NCARB" means National Council of Architectural Registration Boards.

"NCEES" means National Council of Examiners for Engineering and Surveying.

"Observation of construction" means making and documenting visits to the site by a licensed engineer, architect, or landscape architect, or qualified representatives working under the supervision of a licensed engineer, architect, or landscape architect, as the case may require, to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the contract documents. It is not required that they make exhaustive or continuous on-site observations to check the quality or quantity of work nor is it intended that the engineer, architect, or landscape architect be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work.

"Part-time" means less than forty hours per week.

"Planning" means careful search, examination, inquiry, study, and the formulation or execution of a statement, outline, draft, map, drawing, diagram, or picture showing arrangement, scheme, schedule, program, or procedure for locating, building, or altering existing or proposed buildings, structures, works, machines, processes, land areas, or projects.

"Prepared by" means that a licensed engineer, architect, surveyor, or landscape architect, as the case may be, personally drafts, draws, or designs the plans, specifications, and other related documents.

"Public officials" means and includes without limitation all federal, state, and county agencies that issue permits.

"School or college approved by the board" means an institution approved by the board and offering curricula leading to degrees in engineering, architecture, geoscience, or landscape architecture accredited by the Accreditation Board for Engineering and Technology, the National Architectural Accreditation Board, Inc., the Landscape Architectural Accreditation Board, or as approved by the board.

"Specifications" means the specifying of material, equipment, projects, or methods to be used in the construction or alteration of buildings, structures, works, machines, processes, land areas, or projects.

"State-produced licensing examination" means and includes a licensing examination administered by states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any territory or possession of the United States, as approved by the board.

"Structural engineering" means that branch of professional engineering which deals with the investigation of, the design of, the selection of, and construction observation of the force-resisting and load-supporting members of structures such as foundations, walls, columns, slabs, beams, girders, trusses, and



similar members where such investigation, design, selection, and supervision requires a knowledge of engineering laws, formulae, practice, and knowledge of the methods used in their erection.

"Supervise", "supervision", "supervision of design", or "under the supervision of" means that a licensed engineer, architect, surveyor, or landscape architect, as the case may be, shall:

- (1) Exercise direct control and oversee the subject activity through physical presence or through the use of communication devices; provided the licensee has both direct control and detailed professional knowledge of the work being supervised; or
- (2) Substantially redraft, redraw, redesign, or recalculate the plans, specifications, and other related documents;

and be responsible for all work within the licensee's discipline performed on plans, specifications, and other related documents.

"Written examination" means paper-pencil or computer-assisted examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8, 464-11)

§16-115-3 Notification and filing of names, addresses, and changes. A licensee shall file the licensee's mailing address and name with the board and shall immediately notify the board in writing within thirty days of any and all changes of address or name. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-4 Business entities. Pursuant to chapters 428 and 464, HRS, a corporation, partnership, or limited liability company may engage in the practice of professional engineering, architecture, land surveying, or landscape architecture in the State provided the person or persons connected with the business entity directly in charge of the professional work is or are duly licensed under chapter 464, HRS. The person or persons in direct charge shall be full-time employee(s), principal(s), officer(s), partner(s), member(s), or manager(s) of the business entity, and shall have been delegated the legal authority to bind the business entity in all matters relating to the professional work. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-12)

§16-115-5

§16-115-5 Display of certificate. Every licensee who, as an individual or as a member of a firm, partnership, corporation, or limited liability company, conducts an office or other place of business for the practice of the licensee's profession, shall display the licensee's certificate together with evidence of current validation in a conspicuous manner, in the licensee's principal office or place of business. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-6 Lost, destroyed, or mutilated certificate of licensure. Upon request accompanied by affidavit showing loss, destruction, or mutilation of a certificate, a licensee shall be furnished a new certificate. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

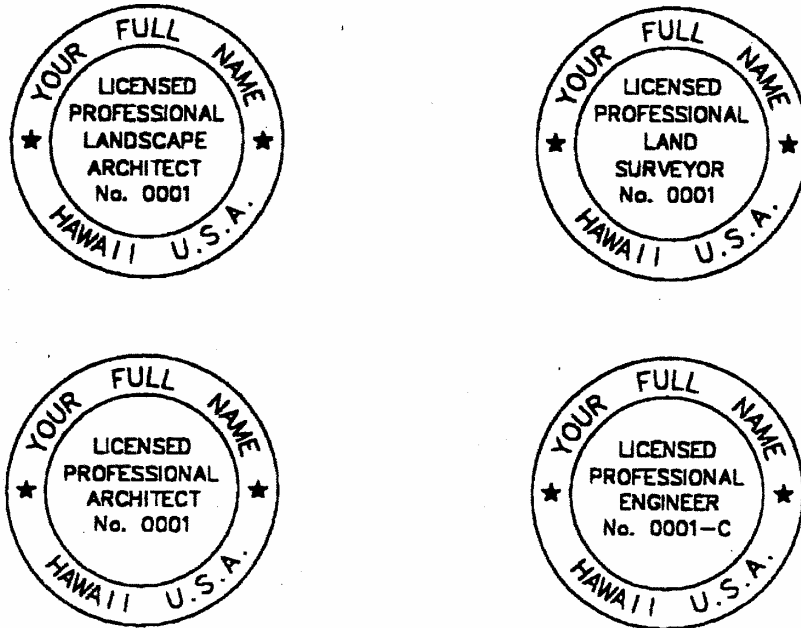
§16-115-7 Biennial renewal. Renewal fees paid by mail shall be considered as paid when due if the envelope bears a postmark of April 30 or earlier. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-8 Seal or stamp. (a) The licensee shall use a seal or stamp that is legible and reproducible of the following design:

- (1) Two circles - a smaller one, 1-1/8" in diameter, within a larger one, 1-1/2" in diameter. The name of the licensee and the words "Hawaii, U.S.A." shall be in the outer or annular space. The words "Licensed Professional Engineer," "Licensed Professional Architect," "Licensed Professional Land Surveyor," or "Licensed Professional Landscape Architect" together with the licensee's license number shall be inserted in the center space;
- (2) The engineer shall also insert in the center space and after the license number, the abbreviation of the engineering branch in which the engineer has especially qualified; and
- (3) The engineering branch abbreviations shall be:
  - (A) "Ag." - Agricultural;
  - (B) "Ch." - Chemical;
  - (C) "C." - Civil;
  - (D) "E." - Electrical;
  - (E) "I." - Industrial;
  - (F) "M." - Mechanical; and

(G) "S." - Structural.

(4) An example of an acceptable seal or stamp is as follows:



(b) An engineer who has especially qualified in more than one branch shall have a seal or rubber stamp for each branch.

(c) All plans, specifications, maps, reports, surveys, and descriptions prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect submitted to public officials for approval shall be stamped with the authorized seal or stamp and authenticated as provided in section 16-115-9. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §§464-7, 464-11) (Imp: HRS §§464-7, 464-11)

§16-115-9 Authentication: preparation or supervision of design and observation of construction. (a) All plans, specifications, maps, reports, surveys, descriptions, and every sheet in a set of design drawings prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect shall be stamped with the authorized seal or stamp when filed with public officials, and under the seal or stamp, the authentication shall state "This work was prepared by me or under my supervision," be signed by the licensee, and shall state the expiration date of the license:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION.

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Signature

Expiration Date of the License

Provided that where applicable, the form of authentication shall be as determined by the rules of the land court, the statute relating to file plans, or other legal authorities relating to maps, surveys, descriptions, etc.

(b) In addition to the requirements of subsection (a), when applications are made for building or construction permits involving the public safety or health, all plans and specifications in connection therewith shall bear the authorized seal or stamp of the duly licensed professional engineer, architect, or landscape architect charged with observation of construction pursuant to sections 464-4 and 464-5, HRS, and under the seal or stamp, the authentication shall state "Construction of this project will be under my observation," be signed by the licensee, and shall state the expiration date of the license:

CONSTRUCTION OF THIS PROJECT  
WILL BE UNDER MY OBSERVATION.

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Signature

Expiration Date of the License

(c) Where the licensed professional engineer, architect, or landscape architect has responsibility for design and observation of construction, the authentication shall state "This work was prepared by me or under my supervision and construction of this project will be under my observation," be signed by the licensee, and shall state the expiration date of the license:

THIS WORK WAS PREPARED BY ME OR  
UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT  
WILL BE UNDER MY OBSERVATION.

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Signature

Expiration Date of the License

(d) In the event the licensed professional engineer, architect, or landscape architect whose seal or stamp and signature appear in connection with the statement in subsection (b) or (c) concerning observation of construction has been removed, replaced, or is otherwise unable to discharge the licensee's duties, the licensed professional engineer, architect, or landscape architect shall so notify the appropriate public official(s) in writing within fifteen days. The notification shall include the name, if known, of the licensed professional engineer, architect, or landscape architect charged with continuing the construction observation.

(e) All signatures required under this section shall be original. The use of rubber signature stamps, or computer-generated or other facsimile signatures is prohibited. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §§464-7, 464-11) (Imp: HRS §§464-7, 464-11)

§16-115-10 Misconduct in the practice. Misconduct in the practice of the profession of engineering, architecture, land surveying, or landscape architecture means without limitation the following:

- (1) Acting for licensee's client, or employer, in matters otherwise than as a faithful agent or trustee, or accepting any remuneration other than the licensee's stated recompense for services rendered;
- (2) To knowingly injure or attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects, or practice of another engineer, architect, land surveyor, or landscape architect;
- (3) Advertising in a false, misleading, or deceptive manner;
- (4) "Plan stamping"; i.e. sealing, stamping, or certifying any document which was not prepared by or supervised by the licensee; and
- (5) Misrepresentation, deceit, fraud, gross negligence, and other offenses relating to misconduct of the licensee's practice. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-10, 464-11)

§16-115-11 Oral testimony. (a) The board shall accept oral testimony on any item which is on the board's agenda, provided that the testimony shall be subject to the following conditions:

- (1) Each person seeking to present oral testimony is requested to notify the board not later than forty-eight hours prior to the meeting, and at that time, to state the item on which testimony is to be presented;

§16-115-11

- (2) The board may request that any person providing oral testimony submit the remarks, or a summary of the remarks, in writing to the board;
- (3) The board may rearrange the items on the agenda for the purpose of providing for the most efficient and convenient presentation of oral testimony;
- (4) Persons presenting oral testimony shall, at the beginning of the testimony, identify themselves and the organization, if any, that they represent;
- (5) The board may limit oral testimony to a specified time period but in no case shall the period be less than five minutes, and the person testifying shall be informed prior to the commencement of the testimony of the time constraints to be imposed; and
- (6) The board may refuse to hear any testimony which is irrelevant, immaterial, or unduly repetitious to the agenda item on which it is presented.

(b) Nothing in this section shall require the board to hear or receive any oral or documentary evidence from a person on any matter which is the subject of another proceeding pending subject to the hearings relief, declaratory relief, or rule relief provisions of chapter 16-201.

(c) Nothing in this section shall prevent the board from soliciting oral remarks from persons present at the meeting or from inviting persons to make presentations to the board on any particular matter on the board's agenda. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §92-3)

§16-115-12 Denial. In the event an application for the issuance of a license or for the reinstatement thereof is denied, the board shall notify the applicant by letter of the board's action which shall include a concise statement of the reasons therefor and a statement informing the applicant of the applicant's right to a hearing if the applicant so desires. Where the board has approved an application for licensure subject to the applicant passing an examination but the applicant fails the examination, notice of failure of the examination shall be deemed sufficient notice under this rule. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 91-2)

§16-115-13 Demand for hearing. Any person whose application for a license or whose application for the reinstatement of a license has been denied by

the board shall be entitled to a hearing after notice, provided that the demand for a hearing is filed with the board within sixty days of the date of mailing of the letter informing the applicant of the denial of applicant's application. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: §§464-7, 91-2)

§16-115-14 Proceedings upon demand for hearing. If a demand for hearing is filed within the time prescribed, the board shall order a hearing upon notice, which shall be conducted pursuant to chapter 91, HRS, and chapter 16-201, Administrative Practice and Procedure. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 91-9)

§16-115-15 Administrative practice and procedure. The rules of practice and procedure for engineers, architects, surveyors, and landscape architects shall be as provided in chapter 16-201, the rules of practice and procedure of the department of commerce and consumer affairs, which are incorporated by reference and made a part of this chapter. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 91-2)

## SUBCHAPTER 2

### PROFESSIONAL ENGINEERS

§16-115-21 Branches of engineering. A person may qualify for licensure in the following branches of engineering:

- (1) Agricultural;
- (2) Chemical;
- (3) Civil;
- (4) Electrical;
- (5) Industrial;
- (6) Mechanical; or
- (7) Structural. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-1, 464-7)

§16-115-22 Forms and instructions. To apply for licensure, a person shall complete and file with the board the appropriate application forms. The following forms are currently in use by the board:

§16-115-22

- (1) Application for Licensure-Engineer;
- (2) Application for Re-examination/Reconsideration-EASLA;
- (3) Additional Experience Form;
- (4) Verification of Lawful Experience; and
- (5) Verification or Experience in Responsible Charge.

The aforementioned forms may be modified from time to time as required. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-24 Licensure by endorsement. (a) The engineer committee shall review a person's qualifications for licensure by endorsement and make recommendations to the board.

(b) To be eligible for licensure by endorsement, a person shall hold a current license from another jurisdiction, currently possess the appropriate education and lawful experience requirements provided in section 464-8(a)(2) to (6), HRS, and sections 16-115-33(a) and 16-115-39, and shall:

- (1) Have successfully passed the NCEES fundamentals of engineering examination or a similar state-produced licensing examination; provided that this examination requirement may be waived if the person has at least fifteen years of experience in responsible charge of the appropriate branch of engineering work as approved by the board; and
- (2) Have successfully passed the NCEES professional engineering branch or combined examination, or the board-produced structural engineering examination, or a similar state-produced licensing examination.

(c) Every person shall certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board.

(d) A person applying for licensure by endorsement shall file an Application for Licensure-Engineer. The application shall be accompanied by the application fee, which shall not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;



- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional engineers and in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Lawful Experience completed by supervisors who are licensed professional civil engineers in that jurisdiction; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional engineers who are in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Experience in Responsible Charge completed by licensed professional civil engineers in that jurisdiction. If the applicant operated as a sole proprietorship, the applicant shall complete and submit Verification(s) of Experience in Responsible Charge; or
- (4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-26 Licensure by examination. (a) The engineer committee shall review a person's qualifications for licensure by examination and make recommendations to the board.

- (b) To be eligible for licensure by examination, the person shall:
  - (1) Meet the qualifications as contained in section 464-8(a)(2) to (6), HRS;
  - (2) Have passed the appropriate examinations as contained in section 16-115-27; and
  - (3) Certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-27

§16-115-27 Examination requirements for licensure. (a) A person applying for licensure by examination shall be required to pass the following examinations:

- (1) NCEES fundamentals of engineering examination; and
  - (2) NCEES professional engineering branch examination.
- (b) The board reserves the right to modify or supplement the examinations. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-29 Passing score. The passing score shall be:

- (1) A grade of not less than seventy for the NCEES fundamentals of engineering and professional engineering branch examinations, or a grade of pass for similar state-produced licensing examinations; and
- (2) For structural engineers, a grade of not less than seventy for Part I and a grade of pass for both portions of Part II of the NCEES structural engineering examination, or a grade of not less than seventy or pass for a state-produced structural engineering licensing examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-31 Examination-fundamentals of engineering: qualifications, application, fees, required documents. (a) To be eligible for the NCEES fundamentals of engineering examination, the person shall:

- (1) Hold a masters degree in engineering from an institution of higher education approved by the board;
- (2) Be a graduate of a school or college of engineering approved by the board;
- (3) Be a graduate of a school or college approved by the board, have completed an engineering technology curriculum of four years or more or an arts and science curriculum of four years or more with a math, science, or science-related major and have not less than two years of full-time lawful experience or the part-time equivalent in engineering;
- (4) Be in the last year of an engineering curriculum at a school or college approved by the board with graduation expected not later than seven months from the date of application as confirmed by the

dean of the applicant's school or college of engineering. If graduation does not occur within the seven-month period, the application shall be void; or

(5) Have not less than nine years of full-time lawful experience or part-time equivalent in engineering.

(b) A person applying for the NCEES fundamentals of engineering examination shall file an Application for Licensure-Engineer no later than January 10 for the examination which is regularly conducted once a year in April. The application shall be accompanied by the application fee, which shall not be refunded, the examination fee, which may not be refunded, and the following applicable documents:

(1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board; provided that if the applicant is educated in a foreign institution, school or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;

(2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional engineers and in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Lawful Experience completed by supervisors who are licensed professional civil engineers in that jurisdiction; and

(3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional engineers who are in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Experience in Responsible Charge completed by licensed professional civil engineers in that jurisdiction; or

(4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-33 Examination-professional engineering: qualifications, application, fees, required documents. (a) To be eligible for the NCEES professional engineering branch examination, the person shall:

- (1) Hold a masters degree in engineering from an institution of higher education approved by the board, be a graduate of a school or college approved by the board, have completed an engineering curriculum of four years or more, and have not less than three years of full-time lawful experience or the part-time equivalent in engineering;
- (2) Hold a masters degree in engineering from an institution of higher education approved by the board and have not less than four years of full-time lawful experience or the part-time equivalent in engineering;
- (3) Be a graduate of a school or college approved by the board, have completed an engineering curriculum of four years or more, and have not less than four years of full-time lawful experience or the part-time equivalent in engineering;
- (4) Be a graduate of a school or college approved by the board, have completed an engineering technology curriculum of four years or more or an arts and science curriculum of four years or more with a math, science, or science-related major, and have not less than eight years of full-time lawful experience or the part-time equivalent in engineering; or
- (5) Have not less than twelve years of full-time lawful experience or part-time equivalent in engineering.

(b) A person applying for the NCEES professional engineering branch examination in the civil, chemical, electrical or mechanical branch shall file an Application for Licensure-Engineer no later than January 10 for the examination which is regularly conducted once a year in April.

(c) A person applying for the NCEES professional engineering branch examination in the agricultural, industrial or structural branch shall file an Application for Licensure-Engineer no later than July 10 for the examination which is regularly conducted once a year in October.

(d) The application shall be accompanied by the application fee, which shall not be refunded, the examination fee, which may not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official

report by a professional service approved by the board which has evaluated the person's foreign educational credentials;

- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional engineers and in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Lawful Experience completed by supervisors who are licensed professional civil engineers in that jurisdiction; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional engineers who are in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Experience in Responsible Charge completed by licensed professional civil engineers in that jurisdiction; or
- (4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-35 Examination-professional engineering (additional branch): qualifications, application, fees, required documents. (a) To be eligible for the NCEES professional engineering branch examination for the additional branch, the person shall:

- (1) Hold a current professional engineer's license; and
- (2) Meet the educational and experience requirements as contained in section 16-115-33(a).

(b) A person applying for the NCEES professional engineering branch examination in the additional civil, chemical, electrical or mechanical branch shall file an Application for Licensure-Engineer no later than January 10 for the examination which is regularly conducted once a year in April.

(c) A person applying for the NCEES professional engineering branch examination in the additional agricultural, industrial or structural branch shall file an Application for Licensure-Engineer no later than July 10 for the examination which is regularly conducted once a year in October.

(d) The application shall be accompanied by the application fee, which shall not be refunded, the examination fee, which may not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;
- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional engineers and in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Lawful Experience completed by supervisors who are licensed professional civil engineers in that jurisdiction; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional engineers who are in the same branch in which the person seeks licensure. For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, the applicant shall submit Verification(s) of Experience in Responsible Charge completed by licensed professional civil engineers in that jurisdiction; or
- (4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-37 Re-examination. (a) A person may retake the examination(s) failed.

(b) A person applying to retake the NCEES fundamentals of engineering or the NCEES professional engineering branch examination in the civil, chemical, electrical or mechanical branch shall file an Application for Re-examination no later than January 10 for the examination which is regularly conducted once a year in April.

(c) A person applying to retake the NCEES professional engineering branch examination in the agricultural, industrial or structural branch shall file an

Application for Re-examination no later than July 10 for the examination which is regularly conducted once a year in October.

(d) The application shall be accompanied by the examination fee, which may not be refunded. [Eff 8/29/94; comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-39 Lawful experience. (a) The following may be acceptable lawful experience subject to the evaluation and approval of the board:

- (1) Field, including construction, and office training or experience in engineering under the supervision of licensed professional engineers who are in the same branch in which the person seeks licensure;
- (2) For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, field and office training in structural engineering under the supervision of a licensed professional civil engineer in that jurisdiction; or
- (3) Teaching in an accredited institution, school, or college of engineering. Maximum experience credit for teaching shall be one year of teaching third, fourth, or fifth year courses. One year of teaching shall be considered to be a total teaching load of twenty semester credit hours or thirty quarter credit hours. The teaching credit can be applied only where minimum full-time lawful experience requirements are more than two years.

(b) Lawful experience may only be applied to one branch or profession. For lawful experience to be acceptable, each engagement shall be separate and distinct; dual credit for engagements that overlap shall not be allowed.

(c) The part-time equivalent of full-time lawful experience shall be calculated as follows: divide the total hours of part-time lawful experience by 173.33 hours to determine the number of months of full-time lawful experience; where:

- (1) 2,080 hours equals one year of full-time lawful experience; and
- (2) 2,080 hours divided by twelve months equals 173.33 hours or one month of full-time lawful experience.

(d) Any amount of time in excess of forty hours per week, whether for one or more supervisors, shall be considered full-time experience and shall not be considered part-time experience.

(e) Experience in responsible charge may be accepted in lieu of lawful experience in the discretion of the board; provided the applicant possesses experience in responsible charge in the ratio of 2:1 of the required lawful experience.

(f) Lawful experience may be compiled only up to the final filing date of the examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

### SUBCHAPTER 3

#### ARCHITECTS

§16-115-45 Forms and instructions. To apply for licensure, a person shall complete and file with the board the appropriate application forms. The following forms are currently in use by the board:

- (1) Application for Licensure-Architect;
- (2) Application for Re-examination/Reconsideration-EASLA;
- (3) Additional Experience Form;
- (4) Verification of Lawful Experience; and
- (5) Verification of Experience in Responsible Charge.

The aforementioned forms may be modified from time to time as required. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-47 Licensure by endorsement. (a) The architect committee shall review a person's qualifications for licensure by endorsement and make recommendations to the board.

(b) To be eligible for licensure by endorsement, a person shall hold a current license from another jurisdiction, currently possess the appropriate education and lawful experience requirements provided in section 464-8(b)(2) to (6), HRS, and sections 16-115-54(a) and 16-115-8, and shall either:

- (1) Hold a current NCARB certificate; or
- (2) Have successfully passed an NCARB architectural licensing examination or a similar state-produced licensing examination.

(c) Every person shall certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board.

(d) A person applying for licensure by endorsement shall file an Application for Licensure-Architect. The application shall be accompanied by an



application fee, which shall not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board, provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials; and
- (2) Either of the following, as applicable:
  - (A) Verification(s) of Lawful Experience completed by supervisors who are licensed professional architects;
  - (B) Verification(s) of Experience in Responsible Charge completed by licensed professional architects. If the applicant operated as a sole proprietorship, the applicant shall complete and submit Verification(s) of Experience in Responsible Charge; or
  - (C) Appropriate NCARB records that document completion of the IDP of NCARB or appropriate documentation from a similar program satisfactory to the board.

A person may submit appropriate NCARB records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-49 Licensure by examination. (a) The architect committee shall review a person's qualification for licensure by examination and make recommendations to the board.

- (b) To be eligible for licensure by examination, the person shall:
  - (1) Meet the qualifications as contained in section 464-8(b)(2) to (6), HRS; and
  - (2) Have passed the appropriate examination(s) as contained in section 16-115-50; and
  - (3) Certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-50

§16-115-50 Examination requirements for licensure. (a) A person applying for licensure by examination shall be required to pass the NCARB architectural licensing examination.

(b) The board reserves the right to modify or supplement the examination(s). [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-52 Passing score. The passing score shall be:

- (1) A grade of not less than seventy-five or pass for each of the portions of the NCARB architectural licensing examination; or
- (2) A grade of pass for similar state-produced licensing examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-54 Examination: qualifications, application, fees, documents required. (a) To be eligible for the NCARB architectural licensing examination, the person shall:

- (1) Hold a masters degree in architecture from an institution of higher education approved by the board, be a graduate of a school or college approved by the board, have completed an architectural curriculum of five years or more, and also have not less than two years of full-time lawful experience or the part-time equivalent in architecture;
- (2) Be a graduate of a school or college approved by the board and have completed an architectural curriculum of five years or more, and also have not less than three years of full-time lawful experience or the part-time equivalent in architecture;
- (3) Be a graduate of a school or college approved by the board and have completed an architectural curriculum of four years or a pre-architecture or arts and science curriculum of four years or more and also have not less than five years of full-time lawful experience or the part-time equivalent in architecture;
- (4) Be a graduate of a community college or other technical training school approved by the board, have completed an architectural technology curriculum of two years or more and also have not less than eight years of full-time lawful experience or the part-time equivalent in architecture; or

- (5) Have not less than eleven years of full-time lawful experience or the part-time equivalent in architecture.
- (b) A person applying for the NCARB architectural licensing examination shall file an Application for Licensure-Architect. The application shall be accompanied by the application fee, which shall not be refunded, and the following applicable documents:
  - (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school, or college approved by the board; provided that if the applicant is educated in a foreign institution, school or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials; and
  - (2) Appropriate NCARB records that document completion of the IDP of NCARB or appropriate documentation from a similar program satisfactory to the board; and if applicable:
    - (A) Verification(s) of Lawful Experience completed by supervisors who are licensed professional architects; and
    - (B) Verification(s) of Experience in Responsible Charge completed by licensed professional architects.

A person may submit appropriate NCARB records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§4647, 464-8)

§16-115-56 Re-examination. (a) A person may retake the failed portion(s) of the NCARB architectural licensing examination every six months or at times specified by NCARB.

(b) The testing agency approved by the board shall send a notice of authorization to retake the failed portion(s) of the NCARB architectural licensing examination to the person prior to the date the examination may be retaken.

(c) A person shall schedule the re-examination with the testing agency approved by the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-58 Lawful experience. (a) The following may be acceptable lawful experience subject to the evaluation and approval of the board:

- (1) Field and office training or experience in architecture under the supervision of licensed professional architects;

- (2) Teaching in an accredited institution, school, or college of architecture. Maximum experience credit for teaching shall be one year of teaching third, fourth, or fifth year courses. One year of teaching shall be considered to be a total teaching load of twenty semester credit hours or thirty quarter credit hours. The teaching credit can be applied only where minimum full-time lawful experience requirements are more than two years;
  - (3) Intern development program experience; or
  - (4) Successful completion of the practicum experience component in an architecture doctorate degree program.
- (b) Lawful experience may only be applied to one profession. For lawful experience to be acceptable, each engagement shall be separate and distinct; dual credit for engagements that overlap shall not be allowed.
- (c) The part-time equivalent of full-time lawful experience shall be calculated as follows: divide the total hours of part-time lawful experience by 173.33 hours to determine the number of months of full-time lawful experience; where:
- (1) 2,080 hours equals one year of full-time lawful experience; and
  - (2) 2,080 hours divided by twelve months equals 173.33 hours or one month of full-time lawful experience.
- (d) Any amount of time in excess of forty hours per week, whether for one or more supervisors, shall be considered full-time experience and shall not be considered part-time experience.
- (e) Experience in responsible charge may be accepted in lieu of lawful experience in the discretion of the board; provided the applicant possesses experience in responsible charge in the ratio of 2:1 of the required lawful experience. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-59 Intern development program. (a) Effective June 30, 2000, an applicant shall be required to fulfill the training requirements of the IDP of NCARB as approved by the board, or any similar program satisfactory to the board.

(b) An applicant shall acquire seven hundred training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable experience in the training categories specified below.

(c) The training units shall be acquired in the following training settings as approved by the board:

- (1) Experience in architecture as an employee under the supervision of a licensed professional architect in a firm whose practice encompasses the comprehensive practice of architecture;
  - (2) Experience in architecture as an employee under the supervision of a licensed professional architect in a firm whose practice does not encompass the comprehensive practice of architecture;
  - (3) Experience directly related to architecture under the supervision of a licensed professional engineer or licensed professional landscape architect;
  - (4) Excluding the experience provided in paragraphs (1) to (3) above, experience in activities involving the design and construction of buildings or structures, (e.g., analysis of existing buildings, planning, programming, design of interior space, review or technical submissions, engaging in building construction activities and the like) under the supervision of a person experienced and licensed in the activity; or
  - (5) Teaching or research in a professional degree program accredited by the National Architectural Accreditation Board, Inc.
- (d) The applicant shall be responsible for documenting in detail the training obtained in the categories below. At a minimum, the applicant shall document the projects and dates involved. Applicants may select the NCARB Council Record as their documentation system. The board shall have the discretion to review and approve the documented training.
- (e) The IDP training requirements shall be as follows:
- |     |   |                                 |
|-----|---|---------------------------------|
| (1) | Category A: Design and construction documents | Minimum training units required |
|     | (A) Programming                               | 10                              |
|     | (B) Site and environmental analysis           | 10                              |
|     | (C) Schematic design                          | 15                              |
|     | (D) Engineering systems coordination          | 15                              |
|     | (E) Building cost analysis                    | 10                              |
|     | (F) Code research                             | 15                              |
|     | (G) Design development                        | 40                              |
|     | (H) Construction documents                    | 135                             |
|     | (I) Specifications and materials research     | 15                              |
|     | (J) Document checking and coordination        | 10                              |
|     | (K) Additional units in any of the above      | 75                              |
| (2) | Category B: Construction administration       |                                 |
|     | (A) Bidding and contract negotiation          | 10                              |
|     | (B) Construction phase-office                 | 15                              |

	(C) Construction phase-observation	15
	(D) Additional units in any of the above	30
(3)	Category C: Management	
	(A) Project management	15
	(B) Office management	10
	(C) Additional units in any of the above	10
(4)	Category D: Related activities	
	(A) Professional and community service	10
	(B) Teaching, research, post-professional degree, and other related activities	0
(5)	Other elective units from any of the above categories	235
	Total training units	700

(f) Completion of the IDP shall fulfill the lawful experience requirement provided in paragraphs 16-115-54(a)(1) and (2) as approved by the board. For paragraphs 16-115-54(a)(3)-(5), time participating in the IDP shall be credited toward the lawful experience requirement as approved by the board. [Eff and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

#### SUBCHAPTER 4

#### LAND SURVEYORS

§16-115-64 Forms and instructions. To apply for licensure, a person shall complete and file with the board the appropriate application forms. The following forms are currently in use by the board:

- (1) Application for Licensure-Land Surveyor;
- (2) Application for Re-examination/Reconsideration-EASLA;
- (3) Additional Experience Form;
- (4) Verification of Lawful Experience; and
- (5) Verification of Experience in Responsible Charge.

The aforementioned forms may be modified from time to time as required. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-66 Licensure by endorsement. (a) The land surveyor committee shall review a person's qualifications for licensure by endorsement and make recommendations to the board.

(b) To be eligible for licensure by endorsement, a person shall hold a current license from another jurisdiction, currently possess the appropriate education and lawful experience requirements provided in section 464-8(c) (2) to (4), HRS, and sections 16-115-75(a) and 16-115-79, and shall either:

- (1) Have successfully passed the NCEES fundamentals of land surveying examination and the NCEES professional land surveying examination, or similar state-produced licensing examination; or
- (2) Possess at least fifteen years of experience in responsible charge of land surveying work as approved by the board.

(c) Every person shall be required to pass the board-produced professional land surveying examination on Hawaii land matters and Hawaii land description, and certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board.

(d) A person applying for licensure by endorsement shall file an Application for Licensure-Land Surveyor. The application shall be accompanied by the application fee, which shall not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;
- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional land surveyors; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional land surveyors. If the applicant operated as a sole proprietorship, the applicant shall complete and submit Verification(s) of Experience in Responsible Charge; or
- (4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-68

§16-115-68 Licensure by examination. (a) The land surveyor committee shall review a person's qualifications for licensure by examination and make recommendations to the board.

- (b) To be eligible for licensure by examination, the person shall:
  - (1) Meet the qualifications as contained in section 464-8(c)(2) to (4), HRS;
  - (2) Have passed the appropriate examinations as contained in section 16-115-69; and
  - (3) Certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-69 Examination requirements for licensure. (a) A person applying for licensure by examination shall be required to pass the following examinations:

- (1) NCEES fundamentals of land surveying examination;
  - (2) NCEES professional land surveying examination; and
  - (3) Board-produced professional land surveying examination on Hawaii land matters and Hawaii land description.
- (b) The board reserves the right to modify or supplement the examinations. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-71 Passing score. The passing score shall be:

- (1) A grade of not less than seventy for the NCEES fundamentals of land surveying and professional land surveying examinations, or a grade of pass for similar state-produced licensing examinations; and
- (2) A grade of not less than seventy for the board-produced professional land surveying examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-73 Examination-fundamentals of land surveying: qualifications, application, fees, required documents. (a) To be eligible for the NCEES fundamentals of land surveying examination, the person shall:



- (1) Be a graduate of a school or college approved by the board and have completed a geo-science or civil or general engineering curriculum of four years or more;
- (2) Be a graduate of a school or college approved by the board, have completed a civil engineering technology (survey option) curriculum of two years or more or arts and science curriculum of four years or more with a math, science, or science-related major and have not less than five years of full-time lawful experience or the part-time equivalent in land surveying;
- (3) Be in the last year of a geo-science or civil or general engineering curriculum at a school or college approved by the board with graduation expected not later than seven months from the date of application as confirmed by the dean of the applicant's school or college. If graduation does not occur within the seven-month period, the application shall be void; or
- (4) Have not less than nine years of full-time lawful experience or the part-time equivalent in land surveying.

(b) A person applying for the NCEES fundamentals of land surveying examination shall file an Application for Licensure-Land Surveyor no later than January 10 for the examination which is regularly conducted once a year in April. The application shall be accompanied by the application fee, which shall not be refunded, the examination fee, which may not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school, or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;
- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional land surveyors; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional land surveyors; or
- (4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-75 Examination-professional land surveying: qualifications, application, fees, required documents. (a) To be eligible for the NCEES or board-produced professional land surveying examination, the person shall:

- (1) Be a graduate of a school or college approved by the board, have completed a geo-science, civil engineering, or general engineering curriculum of four years or more and also have not less than three years of full-time lawful experience or part-time equivalent in land surveying;
- (2) Be a graduate of a school or college approved by the board, have completed a civil engineering technology (survey option) curriculum of two years or more or arts and sciences curriculum of four years or more with a math, science, or science-related major, and also have not less than seven years of full-time lawful experience or the part-time equivalent in land surveying; or
- (3) Have not less than eleven years of full-time lawful experience or the part-time equivalent in land surveying.

(b) A person applying for the NCEES or board-produced professional land surveying examination shall file an Application for Licensure-Land Surveyor no later than January 10 for the examination which is regularly conducted once a year in April. The application shall be accompanied by the application fee, which shall not be refunded, the examination fee, which may not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school, or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;
- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional land surveyors; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional land surveyors; or
- (4) Appropriate NCEES records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-77 Re-examination. (a) A person may retake the examination(s) failed.

(b) A person applying to retake the NCEES fundamentals of land surveying examination, NCEES professional land surveying examination, and board-produced professional land surveying examination shall file an Application for Re-examination no later than January 10 for the examination which is regularly conducted once a year in April.

(c) The application shall be accompanied by the examination fee, which may not be refunded. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-79 Lawful experience. (a) The following may be acceptable lawful experience subject to the evaluation and approval of the board:

- (1) Field and office training or experience in land surveying under the supervision of licensed professional land surveyors; or
- (2) Teaching in an accredited institution, school, or college. Maximum experience credit for teaching shall be one year of teaching third, fourth, or fifth year courses. One year of teaching shall be considered to be a total teaching load of twenty semester credit hours or thirty quarter credit hours. The teaching credit can be applied only where minimum full-time lawful experience requirements are more than two years.

(b) Lawful experience may only be applied to one profession. For lawful experience to be acceptable, each engagement shall be separate and distinct; dual credit for engagements that overlap shall not be allowed.

(c) The part-time equivalent of full-time lawful experience shall be calculated as follows: divide the total hours of part-time lawful experience by 173.33 hours to determine the number of months of full-time lawful experience; where:

- (1) 2,080 hours equals one year of full-time lawful experience; and
- (2) 2,080 hours divided by twelve months equals 173.33 hours or one month of full-time lawful experience.

(d) Any amount of time in excess of forty hours per week, whether for one or more supervisors, shall be considered full-time experience and shall not be considered part-time experience.

(e) Experience in responsible charge may be accepted in lieu of lawful experience in the discretion of the board; provided the applicant possesses experience in responsible charge in the ratio of 2:1 of the required lawful experience.

(f) Lawful experience may be compiled only up to the final filing date of the examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

## SUBCHAPTER 5

### LANDSCAPE ARCHITECTS

§16-115-85 Forms and instructions. To apply for licensure, a person shall complete and file with the board the appropriate application forms. The following forms are currently in use by the board:

- (1) Application for Licensure-Landscape Architect;
- (2) Application for Re-examination/Reconsideration-EASLA;
- (3) Additional Experience Form;
- (4) Verification of Lawful Experience; and
- (5) Verification of Experience in Responsible Charge.

The aforementioned forms may be modified from time to time as required. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-9)

§16-115-87 Licensure by endorsement. (a) The landscape architect committee shall review a person's qualifications for licensure by endorsement and make recommendations to the board.

(b) To be eligible for licensure by endorsement, a person shall hold a current license from another jurisdiction, currently possess the appropriate education and lawful experience requirements provided in section 464-8(d) (2) to (5), HRS, and sections 16-115-94(a) and 16-115-98, and shall either:

- (1) Have successfully passed a CLARB landscape architectural licensing examination or a similar state-produced licensing examination; or
- (2) Possess at least fifteen years of experience in responsible charge of landscape architectural work as approved by the board.

(c) Every person shall be required to pass the board-produced landscape architectural licensing examination on the State's climatic conditions, native plants and native ecosystems, land use ordinances and special management area requirements, and cultural and historical conditions affecting landscape

architecture, and certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board.

(d) A person applying for licensure by endorsement shall file an Application for Licensure-Landscape Architect. The application shall be accompanied by an application fee, which shall not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation or official transcripts from an institution, school or college approved by the board; provided that if the applicant is educated in a foreign institution, school, or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;
- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional landscape architects; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional landscape architects. If the applicant operated as a sole proprietorship, the applicant shall complete and submit Verification(s) of Experience in Responsible Charge; or
- (4) Appropriate CLARB records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-89 Licensure by examination. (a) The landscape architect committee shall review a person's qualifications for licensure by examination and make recommendations to the board.

- (b) To be eligible for licensure by examination, the person shall:
- (1) Meet the qualifications as contained in section 464-8(d)(2) to (5);
  - (2) Have passed the appropriate examinations as contained in section 16-115-90; and
  - (3) Certify on the application that the person has read, understood, and agrees to comply with the laws and rules of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-90

§16-115-90 Examination requirements for licensure. (a) A person applying for licensure by examination shall be required to pass the following examinations:

- (1) CLARB landscape architectural licensing examination; and
- (2) Board-produced landscape architectural licensing examination on the State's climatic conditions, native plants and native ecosystems, land use ordinances and special management area requirements, and cultural and historical conditions affecting landscape architecture.

(b) The board reserves the right to modify or supplement the examinations. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-92 Passing score. The passing score shall be:

- (1) A grade of not less than seventy-five for each section of the CLARB landscape architectural licensing examination, or a grade of pass for similar state-produced licensing examination; and
- (2) A grade of not less than seventy-five for the board-produced landscape architectural licensing examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-94 Examination: qualifications, application, fees, documents required. (a) To be eligible for the CLARB or board-produced landscape architectural licensing examinations, the person shall:

- (1) Hold a master's degree in landscape architecture from an institution of higher education approved by the board, be a graduate of a school or college approved by the board, have completed a landscape architecture curriculum of four years or more and have not less than two years of full-time lawful experience or the part-time equivalent in landscape architecture;
- (2) Be a graduate of a school or college approved by the board, have completed a landscape architectural curriculum of four years or more and also have not less than three years of full-time lawful experience or the part-time equivalent in landscape architecture;
- (3) Be a graduate of a school or college approved by the board, have completed a pre-landscape architectural or arts and science curriculum of four years or more and also have not less than five

years of full-time lawful experience or the part-time equivalent in landscape architecture; or

- (4) Have not less than twelve years of full-time lawful experience or part-time equivalent in landscape architecture.

(b) A person applying for the CLARB or board-produced landscape architectural licensing examination shall file an Application for Licensure-Landscape Architect no later than March 10 for the examination which is regularly conducted once a year in June. The application shall be accompanied by the application fee, which shall not be refunded, the examination fee, which may not be refunded, and the following applicable documents:

- (1) A certified copy of a diploma or certificate of graduation, or official transcripts from an institution, school, or college approved by the board; provided that if the applicant is educated in a foreign institution, school or college, the applicant shall submit an official report by a professional service approved by the board which has evaluated the person's foreign educational credentials;
- (2) Verification(s) of Lawful Experience completed by supervisors who are licensed professional landscape architects; and
- (3) If applicable, Verification(s) of Experience in Responsible Charge completed by licensed professional landscape architects; or
- (4) Appropriate CLARB records that document any of the above to the satisfaction of the board. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-96 Re-examination. (a) A person may retake the failed portions of the CLARB landscape architectural examination or the board-produced landscape architectural examination.

(b) A person applying to retake the failed portions of the CLARB landscape architectural licensing examination or board-produced landscape architectural licensing examination shall file an Application for Re-examination no later than March 10 for the examination which is regularly conducted once a year in June.

(c) The application shall be accompanied by the examination fee which may not be refunded. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)

§16-115-98 Lawful experience. (a) The following may be acceptable lawful experience subject to the evaluation and approval of the board:

- (1) Field and office training or experience in landscape architecture under the supervision of licensed professional landscape architects; or
- (2) Teaching in an accredited institution, school, or college of landscape architecture. Maximum experience credit for teaching shall be one year of teaching third, fourth, or fifth year courses. One year of teaching shall be considered to be a total teaching load of twenty semester credit hours or thirty quarter credit hours. The teaching credit can be applied only where minimum full-time lawful experience requirements are more than two years.

(b) Lawful experience may only be applied to one profession. For lawful experience to be acceptable, each engagement shall be separate and distinct; dual credit for engagements that overlap shall not be allowed.

(c) The part-time equivalent of full-time lawful experience shall be calculated as follows: divide the total hours of part-time lawful experience by 173.33 hours to determine the number of months of full-time lawful experience; where:

- (1) 2,080 hours equals one year of full-time lawful experience; and
- (2) 2,080 hours divided by the twelve months equals 173.33 hours or one month of full-time lawful experience.

(d) Any amount of time in excess of forty hours per week, whether for one or more supervisors, shall be considered full-time experience and shall not be considered part-time experience.

(e) Experience in responsible charge may be accepted in lieu of lawful experience in the discretion of the board; provided the applicant possesses experience in responsible charge in the ratio of 2:1 of the required lawful experience.

(f) Lawful experience may be compiled only up to the final filing date of the examination. [Eff 8/29/94; am and comp 10/26/01] (Auth: HRS §464-7) (Imp: HRS §§464-7, 464-8)



Amendments to and compilation of chapter 16-115, Hawaii Administrative Rules on the Summary page dated September 13, 2001, were adopted on September 13, 2001, following a public hearing held on the same date, after public notices were given in the Hawaii State and County Public Notices for the City and County of Honolulu, the County of Kauai, the County of Maui and the County of Hawaii on August 13, 2001.

These rules shall take effect ten days after filing with the Office of the Lieutenant Governor.

/s/ Russell Y.J. Chung

RUSSELL CHUNG, Chairperson  
Board of Professional Engineers, Architects,  
Surveyors, and Landscape Architects

APPROVED AS TO FORM: Date 10/01/01

/s/ Rodney J. Tam

Deputy Attorney General

APPROVED: Date 10/04/01

/s/ Kathryn S. Matayoshi

KATHRYN S. MATAYOSHI  
Commerce and Consumer Affairs

APPROVED: Date 10/16/01

/s/ Benjamin J. Cayetano

BENJAMIN J. CAYETANO  
Governor  
State of Hawaii

October 16, 2001

Filed