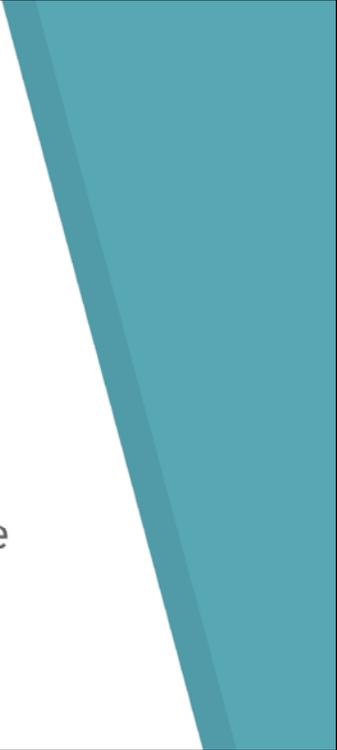




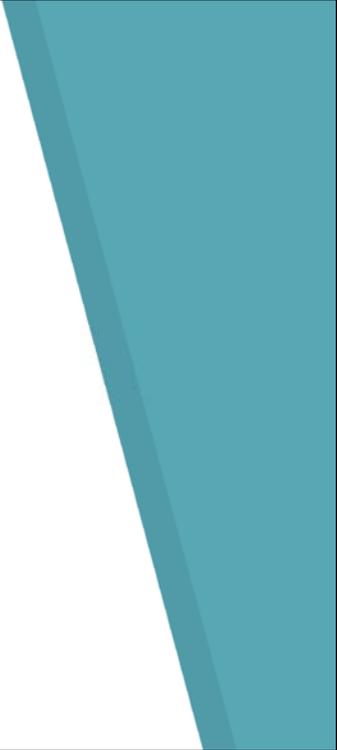
LUNCH & LEARN LARE PREP

Welcome, thanks for being here, for those of you signed in and watching this via the webinar player, please feel free to submit any comments or questions you may have through the chat box at any point during the presentation. We'll hold all questions until the end and address as many as we can at that point.



PDF of slides available for download
Webinar recording available on YouTube

Just a few housekeeping notes, a PDF of the powerpoint presentation will be available for download and a recording of the webinar will be available for viewing on youtube. We'll email you the links when they're available. So for now, let's jump right into it.



“

Licensed professionals have a duty and a responsibility to **encourage and mentor** emerging professionals.

Why am I doing this presentation? Licensed professionals need a refresher about the LARE so they can mentor emerging professionals in their studies and work experience. Goal with this lunch and learn is to make information accessible and cheap for everyone



LUNCH & LEARN

- Rachel Katzman - Licensure today
 - Eligibility & Timeline
 - Exam format
 - Exam content
 - Study Techniques
 - Resources

- Joel Kurokawa - CLARB, EASLA

- Q&A

Today I'll begin by discussing eligibility and timeline of taking the LARE, the format, content, discuss some study techniques that worked for me, and share some resources.

If and when Joel is able to join us, he'll talk a bit about CLARB and the state board.

Happy to answer questions at the conclusion of the event or directly via email.



OVERVIEW

The LARE is...

Measurement of
Competency

Directly related to
HSW

The LARE is NOT...

Talent Assessment

Training/Learning

Tool

Creativity Assessment

While the content of the LARE has changed and the format has been updated, the overall intent and the goal of the LARE hasn't changed much.



EDUCATION REQUIREMENTS

www.clarb.org - check eligibility
<http://www.hawaii.asla.org/lare-prep-and-licensure> - How to Become a Licensed Landscape Architect in Hawaii
(Presentation by Missy Sutton, CLARB 7/6/2016)

Which Licensure Process Will You Follow?

- **Go to Slide/Page 11** if you have an Accredited Bachelors or Masters Landscape Architecture degree.
- **Go to Slide/Page 18** if you have Accredited Bachelors AND Accredited Masters Landscape Architecture degrees.
- **Go to Slide/Page 25** if you have any other type of Bachelors or Masters degree.
- **Go to Slide/Page 33** if you have a high school diploma.
- **Go to Slide/Page 40** if you have a foreign degree.

Eligibility

Timeline

Format

Content

Studying

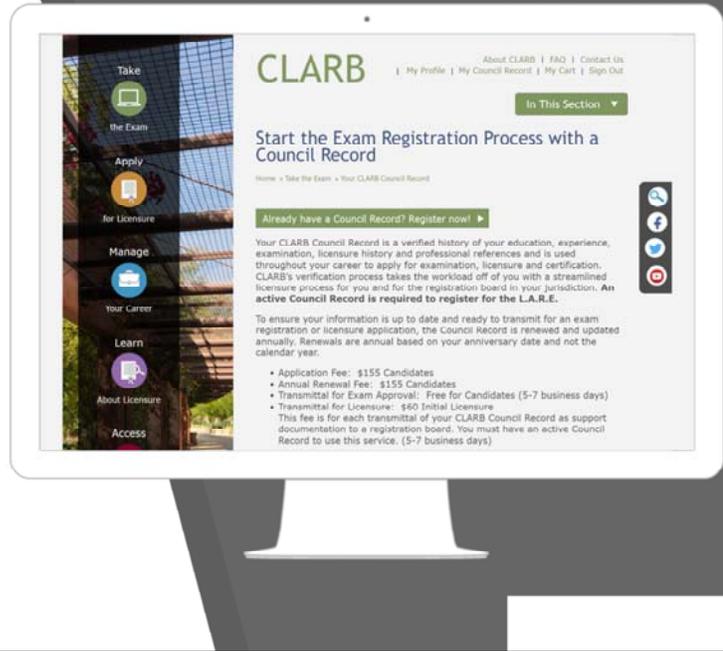
Resources

If you have an accredited degree, you can begin taking the exam as soon as you graduate. You do NOT have to meet the work requirement to begin taking the test. You do not have to be working under a licensed landscape architect to take the exam. If you have any other degree type and are interested in learning more about your eligibility, consult Missy Sutton's presentation or contact CLARB directly.



CLARB COUNCIL RECORD

□ Must set up your council record and maintain an active record to register for the exam



\$155 to start a council record, and annual renewal fee, but this becomes a central source for tracking your education history and work experience - makes it easy to apply for a license in Hawaii or other states



YOUR TIMELINE

Weddings, moves,
vacation, visitors,
holidays, etc.

Spring
March-April

Winter
December

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Fall
August

Eligibility

Timeline

Format

Content

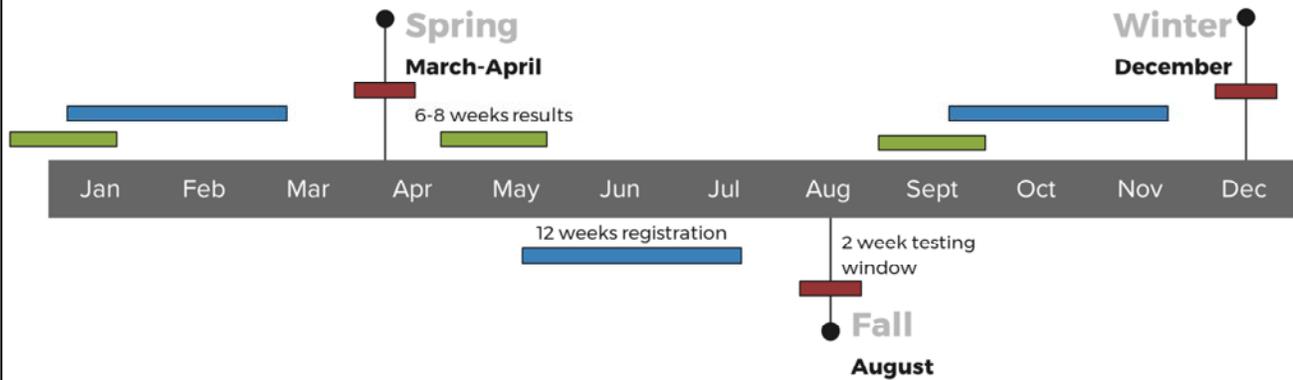
Studying

Resources

Consider what your schedule is like and what your level of commitment is. How many tests do you want to take at once, how many weeks/months can you realistically commit to studying, do you have any major events, moves, vacations, etc coming up that would dramatically interrupt your studying? Look at the big picture before you commit. Lay out a study schedule and plan in a few breaks so you don't burn out!



EXAM TIMELINE



Test is offered three times a year, Spring, Fall and Winter. There's a 2 week testing window. You must schedule your exam sometime during that two week. If you're signed up for more than one test, you get to choose what order to take them in, and when you schedule the appointments. You can take one exam on the first day of the two week testing window, and another test on the very last day, or take both exams in the same day if you want.

Realize that there's overlap from when registration opens and when you get results from the previous testing period. Give yourself a break between tests and studying, but I suggest getting right back into studying ASAP



EXAM FORMAT

Computerized LARE

[Eligibility](#)

[Timeline](#)

[Format](#)

[Content](#)

[Studying](#)

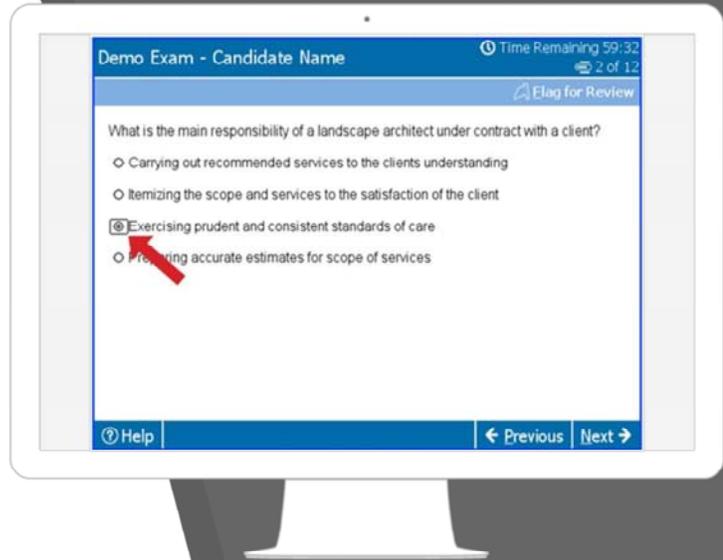
[Resources](#)

Exam is constantly updated, major updates occur every 5 years. The last major update was September 2012 when the LARE went from 5 sections to 4 sections and was switched to the computerized format.



MULTIPLE CHOICE QUESTIONS

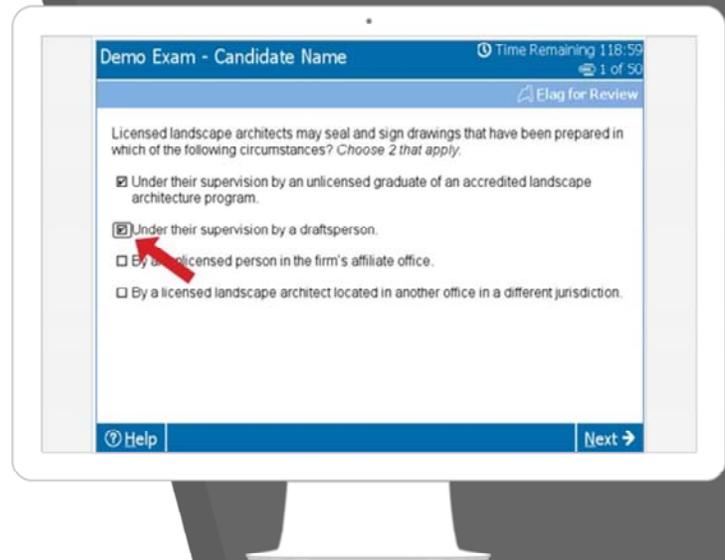
You will select **one** answer.





MULTIPLE RESPONSE QUESTIONS

You will select **two**
or more answers.

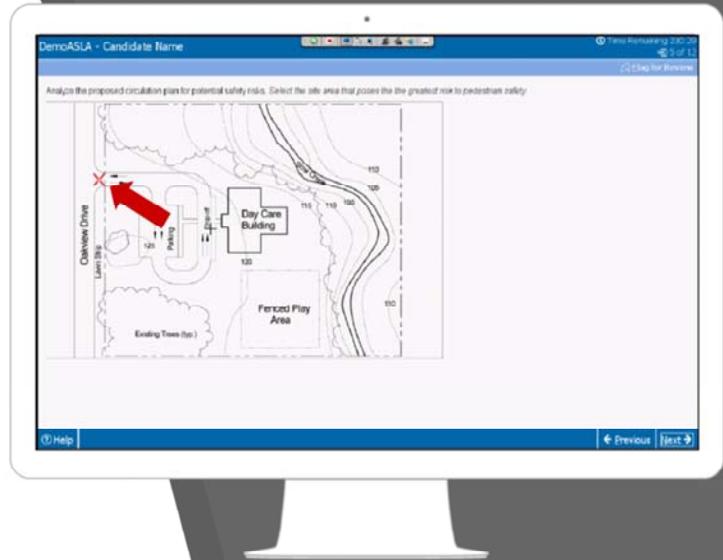


Question may state to choose two, or may say choose all that apply.



HOT SPOT QUESTIONS

You will be required to **select the most appropriate location** by clicking directly on the plan.

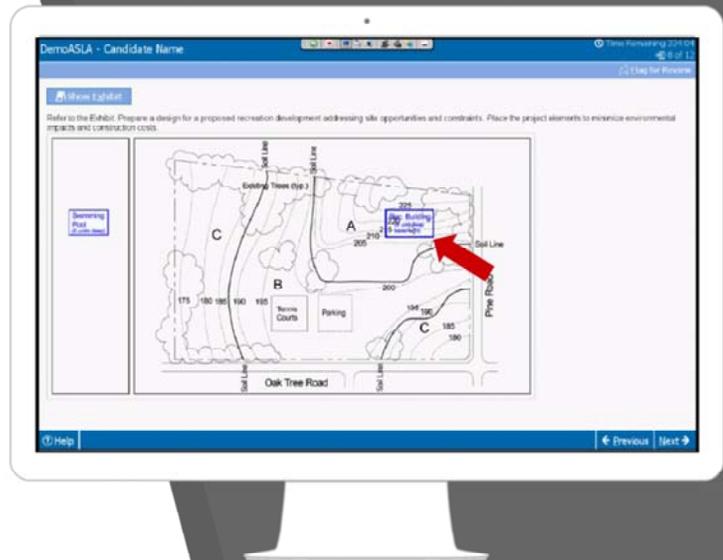


Click anywhere on the screen to place your red 'x'



DRAG AND PLACE QUESTIONS

You will be required to **choose the appropriate project element(s) and place** the element on the site.

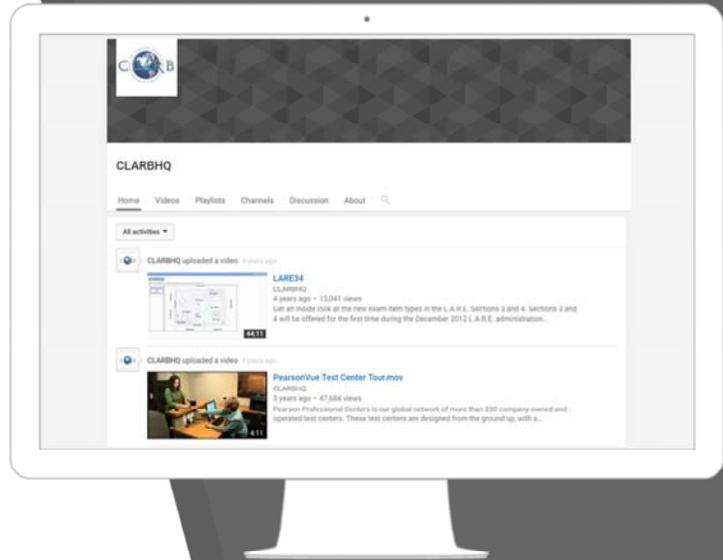


Drag and drop the items on the left. Sometimes they have for instance two swimming pools but you're only required to place one. Make sure you consider which is the best and most appropriate orientation of the element that you're placing. You will not necessarily use all items from the left hand window. There's also sometimes additional 'Exhibits' click the show exhibit button to view additional information.



YOUTUBE CLARB HQ

- Types of Questions
- Testing Center Walkthrough



CLARB posts various youtube videos including, what to expect at the testing centers, how the hotspot and drag and drop questions are scored



LARE OVERVIEW - 4 SECTIONS

Section 1

Project and
Construction
Management

Section 2

Inventory and
Analysis

Section 3*

Design

Section 4*

Grading,
Drainage and
Construction
Documentatio
n

*Contain Hot Spot and Drag and
Place Questions

Eligibility

Timeline

Format

Content

Studying

Resources

General overview of each section, sections 3 and 4 contain the graphic/plan Hot Spot and Drag and Place questions



EXAM PAIRING

Section 1 + Section 4

- Specs
- Contracts

Section 2 + Section 3

- Design
- Inventory & Analysis

In my experience, this is a good technique for grouping exams. There's significant overlap between sections 1+4 and sections 2+3. Do what works for you and what you feel most comfortable with based on what you learned in school and your work experience.



LARE ORIENTATION GUIDE - 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 ¼ hours for exam

| Pre-Project Management: 10% | Project Management: 30% | Bidding: 20% | Construction: 30% | Maintenance: 10% |
|--|---|---|--|---|
| <ul style="list-style-type: none"> Select Project Team Develop Contract Negotiate Contract Prepare RFPs or RFQs Determine Project Scope, Schedule, and Budget | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Estimate Maintenance and Management Costs Prepare Maintenance and Operation Manual Review Maintenance Services Prepare Management Plan |

When you're looking at the exam content and trying to figure out what to do study, start with the Orientation Guide. One study technique might be to take each item on the orientation guide and look up information to create a study guide for yourself. This list is not all encompassing but from my recollection they asked questions about every topic

<https://www.clarb.org/docs/default-source/take-the-exam/lareorientationguide.pdf?sfvrsn=4>



LARE ORIENTATION GUIDE - CLARB

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% |
|--|--|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |



LARE ORIENTATION GUIDE - CLARB

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% |
|--|---|--|
| <ul style="list-style-type: none">• Design and Execute Public Participation Process• Prioritize Stakeholder Goals• Initiate Communication Strategy• Synthesize Stakeholder Feedback• Communicate Concept(s)/Schematic(s) | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |



LARE ORIENTATION GUIDE - CLARB

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% |
|--|---|--|--|
| <ul style="list-style-type: none">• Develop Demolition Plan• Develop Existing Conditions Plan• Prepare Soil Boring Location Plan• Develop Stormwater Pollution Prevention Plan• Develop Site Protection Plan• Develop Mitigation Plan | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Develop Technical Specifications• Prepare Bid Form/Schedule• Develop Project Manual/Front End Specifications |



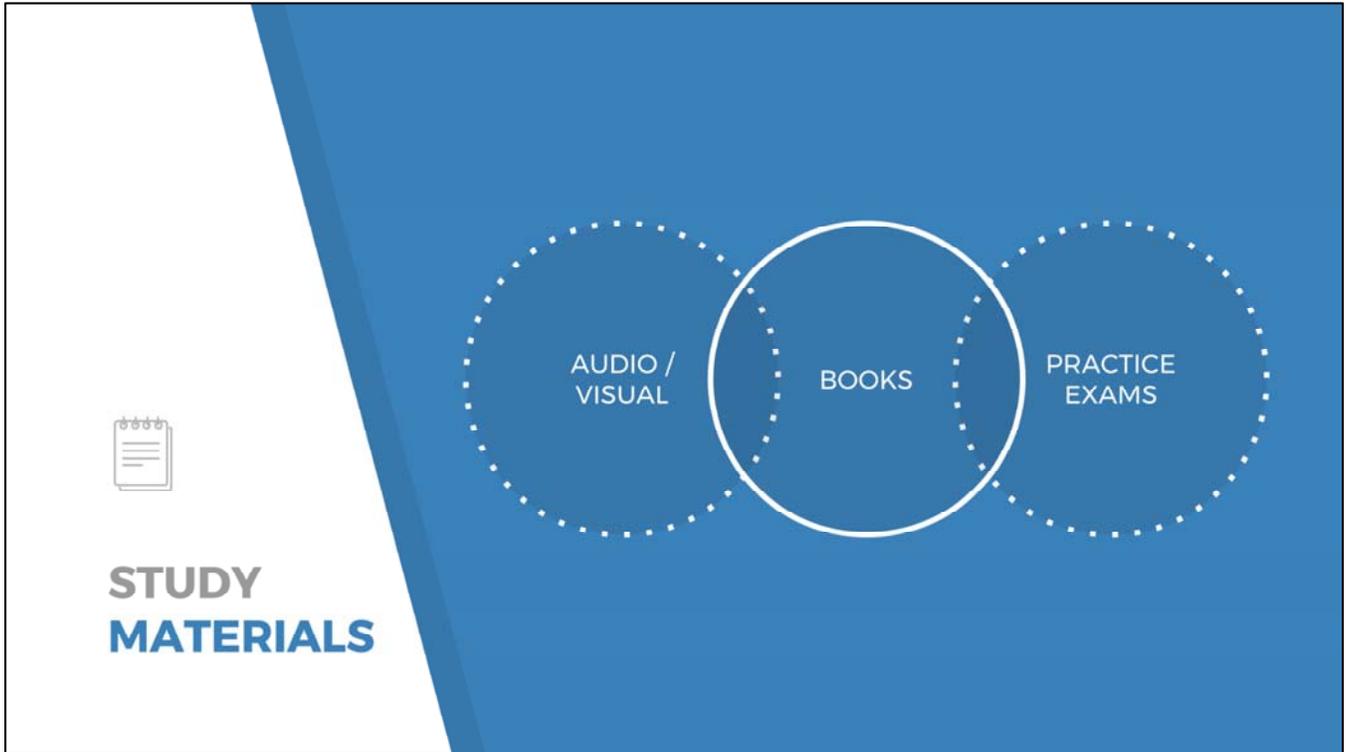
 **STUDY
TECHNIQUES**

- Individual
- Study Group
- Classes/Workshops

Google Groups: LARE Exam
and LARE Discussion Group

Eligibility Timeline Format Content **Studying** Resources

Find what works for you, everyone is different, for me, having a study group was very helpful to keep me on track and answer questions



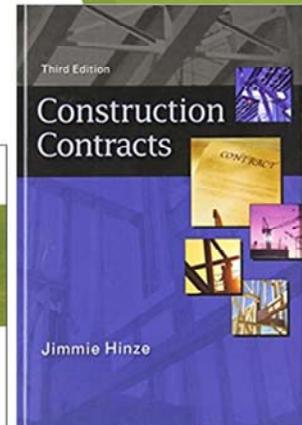
I focused on books primarily and supplemented reading with practice exams and various other audio/visual items such as: Pod Casts, youtube, online lectures. Don't be afraid to jump around from source to source, but make a study plan so you get to everything you want to review.



Section 1

Recommended Reading*

- Professional Practice of Landscape Architecture / Rogers**
- Construction Contracts, 3rd Edition / Hinze**
- Project Management for Design Professionals / Ramroth
- Sustainability and Design Ethics / Russ



*List provided by CLARB

Eligibility

Timeline

Format

Content

Studying

Resources

Items pictured and in bold indicate books I found most useful for each section.

CLARB recommended reading list: <http://www.clarb.org/take-the-exam/prepare-for-the-exam/recommended-reading>

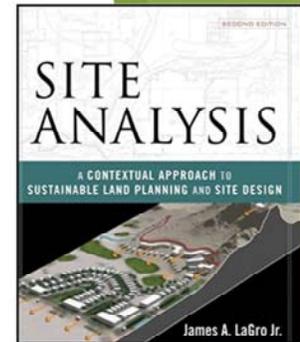


Section 2

Recommended Reading*

- Design with Nature / McHarg
- **Site Analysis: A Contextual Approach to Sustainable Land Planning and Site Design / LaGro**
- **Site Planning and Design Handbook, 2nd Edition / Russ**
- The Living Landscape - An Ecological Approach to Landscape Planning / Steiner

*List provided by CLARB



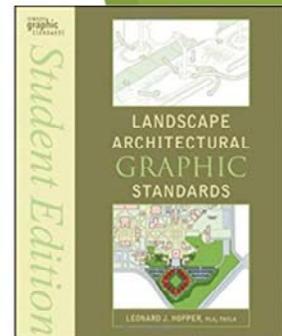


Section 3

Recommended Reading*

- ❑ Landscape Architectural Graphic Standards - Student Version / Hopper
- ❑ **Time-Saver Standards for Landscape Architects, 2nd Edition / Harris and Dines**
- ❑ Sustainable Sites Handbook / Calkins
- ❑ Planning and Urban Design Standards - Student Version / Steiner and Butler
- ❑ **Site Planning and Design Handbook, 2nd Edition / Russ**

*List provided by CLARB



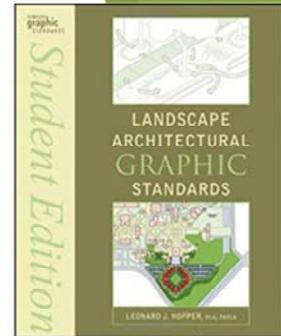
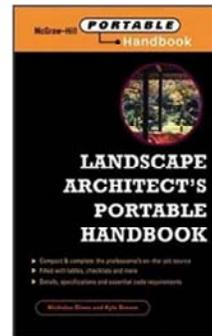
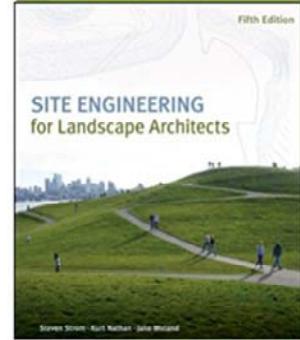
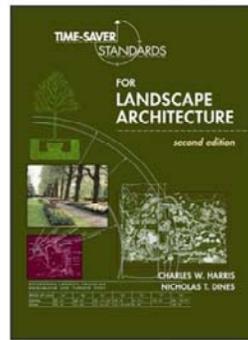


Section 4

Recommended Reading*

- Landscape Architectural Graphic Standards - Student Version / Hopper
- Site Engineering for Landscape Architects, 6th Edition / Strom, Nathan and Woland
- Sustainable Sites Handbook / Calkins
- Time-Saver Standards for Landscape Architects, 2nd Edition / Harris and Dines
- Landscape Architect's Portable Handbook / Dines and Brown

*List provided by CLARB





ADDITIONAL STUDY MATERIALS

Section 1/4 -

Professional Practice II / Architecture 544 /
Adjunct Professor Michael Hanahan

Section 2/3 -

Basic Elements of Landscape Architectural Design / Booth

Flashcards/Study Guides -

Quizlet, Cram, LARE Secrets



I didn't find flashcards to be a useful way for studying, but do what works for you.



ON A BUDGET?

- Check the library
- Borrow books from friends or classmates
- See what resources are available at your office
- Purchase a PDF copy of books when available
- Opt for the 'student version' or an older edition

Books, classes, workshops, etc can add up, look for ways to save money! Ask around!



PRACTICE EXAMS

ASLA.ORG

Free for members

LAREPREP.COM: 8 tests total, \$20-25/test,
unlimited use for 3 months

Others: PPI, Shake and Bake, Freeman and Jewell

ASLA - various versions dating back to 2012, more recent versions have been condensed down to only 15 questions, vignettes are okay, all pen and paper.



TIPS / TRICKS

- Don't over think it
- Sections 3/4 - skip all graphic questions, come back at the end
- If you're unsure, flag the question and move on
- Each question is 1 point, no partial credit, automatically wrong if you do not answer
- Take an educated guess if you do not know
- Leave comments to help improve the test
- Request work experience that will further your studies
- Encourage colleagues to get licensed at the same time - form a study group
- Follow orientation guide - look up information about each topic



What can LICENSED professionals do?

Explain to unlicensed professionals the importance of getting licensed

Host **brown bag lunches** within your office - take practice tests, review concepts, watch webinars

- Read through the LARE Orientation Guide
- Provide relevant work experience to emerging professionals



LARE PASSING RATES

| | Section 1 | Section 2 | Section 3 | Section 4 |
|----------------------|------------------|------------------|------------------|------------------|
| 2017 April | 73% | 74% | 70% | 63% |
| 2016 December | 71% | 75% | 74% | 66% |
| 2016 August | 70% | 77% | 79% | 64% |
| 2016 April | 72% | 72% | 72% | 61% |
| 2015 December | 76% | 74% | 72% | 63% |
| 2015 August | 72% | 73% | 73% | 67% |



CONGRATS! YOU PASSED THE LARE!

- Transmit your Council Record in support of your licensure application
- Application:
http://cca.hawaii.gov/pvl/boards/engineer/application_publications/



Department of Commerce and Consumer Affairs
Professional & Vocational Licensing

AFTER you pass the LARE, apply for a license in Hawaii, they'll schedule you for the State Plant Material Exam

- Dept of Commerce and Consumer Affairs (DCCA), Professional and Vocational Licensing Branch (PVL), and Engineers, Architects, Land Surveyors, and Landscape Architects (EASLA Licensing Board)
<http://cca.hawaii.gov/pvl/boards/engineer/>
- ☒ **James Kobashigawa**, Executive Officer of EASLA
(808) 586-2702
james.k.kobashigawa@dcca.hawaii.gov
- ☒ **Joel Kurokawa**, Landscape Architect member of EASLA
(808) 447-5957
joelk@kiconcepts.com
- Council of Landscape Architects Registration Boards (CLARB)
<http://www.clarb.org/>



Hawaii Plant Material Test: Study Materials

- Atlas of Hawaii, second edition. Department of Geography, University of Hawaii, University of Hawaii Press, 1983. (topics: Climate, Geology, Geography)
- Growing Native Hawaiian Plants. Heidi Bornhorst, The Bess Press, 1996.
- Hawaiian Forest Plants. Mark Merlin, Pacific Guide Books, 1995
- In Garden of Hawaii. Marie Neal, Bishop Museum Press, 1965
- La'au Hawaii - Traditional Hawaiian Use of Plants. Isabella Aiona Abbott, Bishop Museum Press, 1992.
- Manual of Flowering Plants of Hawaii. Warren L. Wagner, Derral R Herbst, S. H. Schmer, University of Hawaii Press, Bishop Museum Press, 1990
- Palms Throughout the World. David Jones, Smithsonian Institute Press, Washington D.C. 1995
- Plants of Hawaii Native Parks. Otto Degener, Braun-Brumfield, Inc. 1930
- Plants of Hawaiian Culture. Beatrice H. Krauss, University of Hawaii Press, 1994
- Land Use Ordinance. Dept. of Land Utilization, City and County of Honolulu, April 1995. Call (808) 523-4780

List provided by EASLA, this list will be mailed to you when you're scheduled for the exam



Hawaii Plant Material Test: Study Materials

- <https://www.canoepplants.com/>
- www.hawaiiannativeplants.com/
- A Native Hawaiian Garden. Culliney, J. L., and Koebee, B. P., University of Hawaii Press, 1999.
- Hawaii's Native Plants. Bohm, B. A., Mutual Publishing, 2004
- **Tropical Landscaping Plant Selection Guide, Hawaii Guam Pacific. July 2003**

First four items are additional resources provided by Joel.

Tropical Landscaping Plant Selection Guide available online in PDF format, I found it useful while studying

THANKS!

Any questions?

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Joel Kurokawa, joelk@kiconcepts.com