



## MA LARE CANDIDATE INFORMATION BULLETIN

The Commonwealth of Massachusetts Division of Professional Licensure is responsible for licensing and regulating the profession. The Board has contracted with Professional Credential Services, Inc. (PCS) to provide testing administration for Sections C, E, and F of the Landscape Architect examination.

For questions concerning the examination administration process for Sections C, E, and F, please contact PCS at:

PCS  
Attn: MA LARE  
P. O. Box 198689  
Nashville, TN 37219

Phone: (toll-free) 877-U-TRY-PCS (877-887-9727)  
Fax: 615-846-0153  
Web site: [www.pcshq.com](http://www.pcshq.com)

The Council of Landscape Architecture Registration Boards (CLARB) is responsible for developing and scoring the LARE examination, as well as administering Sections A, B, and D of the LARE. For questions regarding the examination content, format, scoring, or the administration of Sections A, B, and/or D, please contact CLARB at:

CLARB  
144 Church Street NW, Suite 201  
Vienna, VA 22180

Phone: 703-319-8380  
Fax: 703-319-8290  
Web site: [www.clarb.org](http://www.clarb.org)

#### EXAMINATION DATES AND LOCATIONS

Sections C and E of the LARE examination are administered by PCS in June and December. The June and December examinations are offered only in the Worcester, MA area. The registration deadline for the June exam is March 31 and the deadline for the December exam is October 1.

Sections F of the LARE examination is a Massachusetts State Specific Examination that is administered in March, June, July, November and December. The March, July, and November examination dates are offered in the Boston and Springfield areas, while the June and December examination dates are offered in the Worcester Area. Scheduling Forms must be received by February 1 for the March Exam, March 31 for the June Exam, June 1 for the July Exam and October 1 for the November and December Exams.

#### EXAMINATION FEES (submitted with Scheduling Form):

Sec. C – Planning and Site Design (only)	\$280
Sec. E – Grading, Drainage & Storm Water Management (only)	\$280
Sec. F – State Jurisprudence Portion (re-taking or taking with C and/or E)	\$20
Sec. F – State Jurisprudence Portion (first-time reciprocity candidates)	\$213

#### PAYMENTS

Examination fees may be paid by certified check or U.S. money order to Professional Credential Services / MA LARE (Include Social Security Number on the front of the check) or by Visa or MasterCard.

Those candidates whose fees are paid by their employer may submit a *company check*, made payable to Professional Credential Services. (Include candidate's name and social security number on the front of the check.)

Repeat examination candidates may pay over the telephone with a credit card (Visa or MasterCard), or may choose to be invoiced and pay with a certified check or U.S. money order.

#### EXAMINATION FEE PAYMENT

##### FIRST-TIME CANDIDATES

Complete the LARE Scheduling Form and send it (must be received by the deadline) along with the examination fee payment to PCS.

##### RE-EXAMINATION CANDIDATES

Call PCS (877-887-9727) to schedule over the telephone using a credit card, or mail in a Scheduling Form with payment. Candidates wishing to take Sections C and E may call from March 1 through March 31 for the June examination and from September 1 through October 1 for the December Examination. Section F candidates may call after receipt of the score notice to register for the next scheduled examination.

## **SPECIAL ACCOMMODATIONS**

Complete the Special Accommodations form found at [www.pcshq.com](http://www.pcshq.com) and return it to PCS with written documentation from a proper authority as proof of the disability and verifying the need for the special accommodation requested. Documentation must be received by PCS no later than March 15 (June examination) and September 15 (December examination) for first-time test takers, and March 31 and October 1 for re-exam test takers. Copies of documentation from prior requests are acceptable, provided there is no change in the requested accommodation. If requesting different accommodations, reexamination candidates must submit new documentation to support the request. Submit requests to: Professional Credential Services, Attn: ADA Coordinator, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219.

Candidates will be notified by PCS of the accommodations granted. In making the request, please allow for sufficient time for paperwork to be evaluated and the determination to be made.

## **EXAMINATION SITE AND ADMISSION MATERIALS**

Sections C, E, and F of the LARE examination are administered in the Worcester, MA area in June and December. Section F is administered in the Boston and Springfield areas in March, July, and November. Exact test site location and reporting time will be provided in the admission documentation. Admission materials (admission card, candidate instructions, map to site) will be mailed to candidates approximately 2 weeks before the examination date. Candidates who do not receive their admission materials within seven days of the examination must contact PCS for further instructions. The packet includes the following:

- Admission Notice
- Information for Candidates
- Map for examination site
- Pre-Exam Orientation Booklet \*
- L.A.R.E. Reference Booklet \*

\* Candidates scheduling for Section F only will not receive the *Pre-Exam Orientation Booklet* or the *L.A.R.E. Reference Booklet*.

It is suggested that candidates visit a web site for driving directions to the test site, as well as take a test drive to the examination site in advance of the day of the examination.

## **ENVIRONMENTAL DISTRACTORS**

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distracter. It is suggested that if a candidate is sensitive to noise or temperature variations, they may want to bring earplugs and types of dress that can help them to adapt to a cooler or warmer climate in the examination room. PCS will work with the test site staff to anticipate potential problems.

## **ADMISSION REQUIREMENTS**

1. Candidates must present their admission card and one form of identification with a photograph and signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room.
2. The identification must be current and clearly recognizable, or the candidate will not be admitted to test. If the photo does not have a signature, a second form of signature identification is required. Candidates without the proper documentation will not be admitted to test.
3. It is the candidate's responsibility to be at the examination center on time. It is strongly suggested that candidates visit the site before the day of the examination and are familiar with the route and the needed travel time.

## **ITEMS PROHIBITED IN EXAMINATION ROOM**

Candidates may not have alcoholic beverages, electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, computers, beepers or pagers in the examination room. If any of the aforementioned items are found on a candidate, the Examiner will collect it until the end of the examination and a report will be written documenting the incident to the Board. Smoking, or wearing hats/baseball caps is not permitted in the examination room.

## **SECURITY GUIDELINES**

Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful. Removal of an examination booklet, answer sheet or other confidential material supplied at the test site is prohibited.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment may be sufficient cause for a candidate's removal from the examination room. All such irregularities will generate a report to the Board.

## **SCORING AND REPORTING**

Sections C & E examinations are returned to CLARB for scoring. Results are confidential and will be reported to PCS from CLARB. CLARB will also report the scores for Sections A, B, & D to PCS. Section F will be scored by PCS. All scores will be reported to candidates and to the board by PCS. It is the candidate's responsibility to notify PCS in writing of any address change prior to the release of scores.