



PSI Services LLC

Phone: 833-333-4754

E-mail: [examschedule@psionline.com](mailto:examschedule@psionline.com)

<https://test-takers.psiexams.com/hitrade>

## HAWAII DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS PROFESSIONAL AND VOCATIONAL LICENSING DIVISION



### EASLA LANDSCAPE ARCHITECT STATE EXAM - HAWAII PLANT MATERIALS (HPM) CANDIDATE INFORMATION BULLETIN

Effective December 20, 2023, the Content Outline will be updated. Please go to page 9 for the updated Content Outline.

#### EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations of landscape architecture in Hawaii. The Hawaii Department of Commerce and Consumer Affairs ("Department") has contracted with PSI to conduct its examination program.

#### EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

You are not allowed to register for your exam until the Hawaii Board of Professional Engineers, Architects, Surveyors, and Landscape Architects ("Board") approves your application and sends you a letter of approval. The Board's application forms can be found online at [www.cca.hawaii.gov/pvl](http://www.cca.hawaii.gov/pvl). Your eligibility is valid for 24 months. You can test unlimited during the 12 month period.

The first and last names printed on your identification must match exactly the first and last names used when applying for licensure. If the names with which you have registered are different from the names on your application for licensure, you must bring legal name change documentation with you to the test center on the day of your test. The only acceptable forms of legal documentation are: a marriage license, divorce decree and/or a court action legal name change document. All documents must contain the name change in Roman characters and must be the original documents. Candidates wishing to make a name change, address change or email address change must contact their regulatory body. This cannot be done when scheduling your examination or at the test center.

Examination Fee

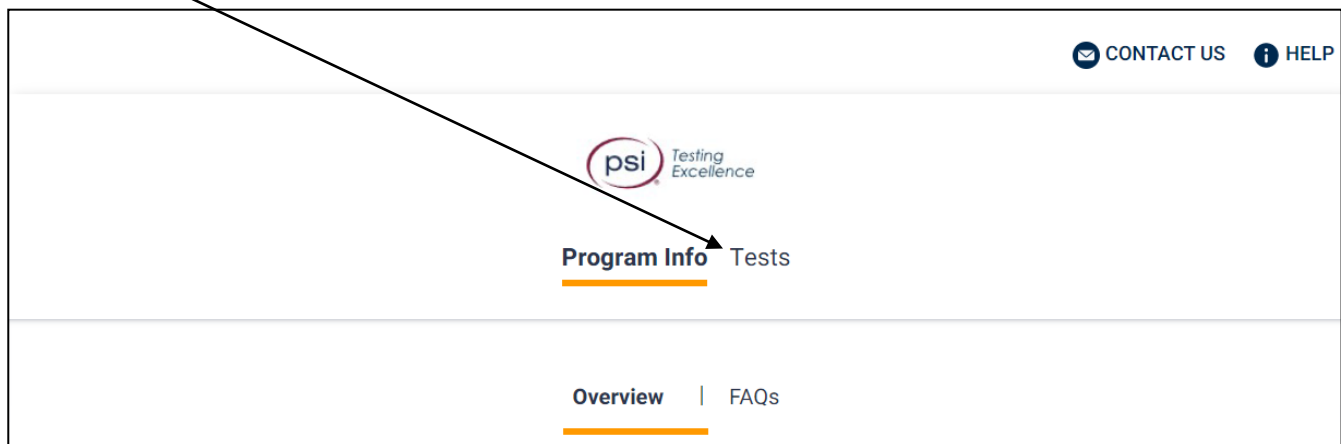
\$60

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

[ON-LINE \(HTTPS://TEST-TAKERS.PSIEXAMS.COM/HITRADE\)](https://test-takers.psiexams.com/hitrade)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/hitrade>. Internet registration is available 24 hours a day.

1. You will receive an eligibility email from PSI. Select the link imbedded in the email.
2. Select **TESTS** to create an account.



3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER**.

To continue the booking process and schedule your test, you must login or create an account.

**LOGIN/REGISTER**

4. You will be prompted to **CREATE AN ACCOUNT** with PSI.  
*The first and last name must match exactly with your current, valid, government-issued ID.*

ID *	
First Name *	Last Name *
Middle Name	Generation
Email *	
Password *	<b>Your password must contain:</b> <ul style="list-style-type: none"><li>• At least one capital letter A-Z</li><li>• At least one lower case letter a-z</li><li>• At least one number 0-9</li><li>• At least one special character !@#V\$%^&amp;V*</li><li>• At least 8 and up to 32 characters</li></ul>
Confirm Password *	

5. Select your test format: (Test Center) or (Remote Proctored).

Modality	
 Site Proctored <b>SELECTED</b>	 Atlas Remote Proctored <b>SELECT</b>

## Scheduling at a Test Center

1. Enter the “City or Postal Code” and select **FIND**.

**Search Test Center Location**

Radius



2. Select a date and time to book an appointment.

### Choose a Date and Time

<

October 2021

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

☐ Available ☒ Selected

**Time slots available for  
October 08, 2021**

08:00 AM

01:30 PM

3. You are now ready to pay.

**Payment**

**Billing Address**

Address 1 \*

Address 2

Address 3

City \*

**Order Summary**

Commercial Contractor Practice Test  
Mechanical Bus and Law \$100.00 USD

**Total Price**

**CONTINUE**

4. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

**Booking Confirmed!!** [Print Confirmation](#)

Email Address:  
asingla81@psionline.com

Home Phone:  
111224444

Office Phone:  
2221112345

## Scheduling via Remote Proctor

1. Select a date and time to book an appointment.

### Choose a Date and Time

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○ Available ● Selected

Time slots available for October 08, 2021

- 08:00 AM
- 01:30 PM

2. You are now ready to pay.

Payment

Billing Address

Address 1 \*

Address 2

Address 3

City \*

Order Summary

Commercial Contractor Practice Test

Mechanical Bus and Law \$100.00 USD

Total Price

CONTINUE

3. Once payment has been made you will receive a message confirming the booked date and booked time. Please review the booking before selecting **CONFIRM**.

Review Booking:

Email Address: asingla81@psionline.com Home Phone: 111224444 Office Phone: 2221112345

Wednesday, October 06, 2021

5:30 PM Pacific Time

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

☒ By continuing, you agree to The Company's [Conditions of Use And Privacy Notice](#).

CONFIRM

4. Your booking will now display in your account. You will be able to LAUNCH your test within 30 minutes of your booked test time.

**IMPORTANT: BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. Prior to testing, **CLICK HERE**.

Bookings: ?

1 DAY 0 HOURS 22 MINUTES until test

Wednesday, October 06, 2021 Add to Calendar

5:30 PM Pacific Time

[Print Receipt](#)

[More Information](#)

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

Online Proctored (Live). Click the Launch button at your scheduled test time.

LAUNCH

By not starting your test within 15 minutes after your booked time, you forfeit your test fee or test eligibility. Fees and test eligibilities are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your test, you may contact PSI's technical support team at (866) 395-0907.

### **TELEPHONE (833-333-4754)**

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 1:30 am and 4:00 pm and, Saturday-Sunday, between 3:00 am and 12:00 pm/noon, HST.

### **RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at 833-333-4754.

**Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.**

### **RETAKING A FAILED EXAMINATION**

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at <https://test-takers.psiexams.com/hitrade>. You may also call PSI at 833-333-4754.

### **MISSED APPOINTMENT OR LATE CANCELLATION**

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

### **EXAM ACCOMMODATIONS (ADA)**

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

**Candidates granted accommodation in accordance with the ADA MUST schedule their examination by telephone and speak directly with a PSI registrar.**

### **EXAMINATION SITE CLOSING FOR AN EMERGENCY**

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your scheduled examination by calling 833-333-4754. Every effort will be made to reschedule your examination at a convenient time, as soon as possible. You may also check our website at <https://test-takers.psiexams.com/hitrade>.

## **EXAMINATION SITE LOCATIONS**

#### **KAPAA**

KAPAA - SHERATON KAUAI COCONUT BEACH RESORT  
1010 CORPORATE DRIVE  
KAPAA, HI 96746

#### **HONOLULU**

ALA MOANA PACIFIC CENTER  
1585 KAPIOLANI BLVD, SUITE 1135  
HONOLULU, HI 96814

#### **KAHULUI - UNIVERSITY OF HAWAII MAUI COLLEGE II**

310 W. KA'AHUMANU AVENUE  
THE LEARNING CENTER  
KAHULUI, HI 96732

**KAILUA KONA**

Kailua Kona - PUEO Testing Center  
75-5737 KUAKINI HWY.  
KAILUA KONA, HI 96740

**REPORTING TO THE EXAMINATION SITE**

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

**REQUIRED IDENTIFICATION AT EXAMINATION SITE**

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

**REQUIRED IDENTIFICATION (with photo) - Choose One**

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport card
- Military ID (will not be accepted for remote testing)
- Military ID for spouses and dependents (will not be accepted for remote testing)
- Alien Registration Card (Green Card, Permanent Resident Visa)

**SECURITY PROCEDURES**

The following security procedures apply during examinations:

- You will have access to an online calculator. If you bring your own calculator, only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the examination.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Board of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Board.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

## **TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### **TUTORIAL**

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

### **TEST QUESTION SCREEN**

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### **EXAMINATION REVIEW**

PSI, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

## **SCORE REPORTING**

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com).

## DESCRIPTION OF EXAMINATIONS

### EASLA LANDSCAPE ARCHITECT STATE EXAM - HAWAII PLANT MATERIALS (HPM)

# of Questions	Minimum Passing Score	Time Allowed
30	75%	45 Minutes

Content Area	# of Test Items
<b>Environmental Considerations</b>	<b>7</b>
Climate Zones	
Hydrology	
<b>Landscape Plants</b>	<b>12</b>
Native Plants	
Invasive Plants	
Poisonous or Hazardous Plants	
Plant Selection	4
<b>Regulatory Requirements</b>	<b>7</b>
Irrigation	
Shoreline	
Public Funded Projects (Act 233)	
Licensure	
<b>Cultural and Historic Significance</b>	<b>4</b>

#### EXAMINATION REFERENCE MATERIAL

In addition, for your information, the following are commonly used endemic, indigenous, and Polynesian introduced plants for landscaping:

Atlas of Hawaii, Third Edition, University of Hawaii Press, 1999  
 College of Tropical Agriculture and Human Resources (CTAHR) ([www.ctahr.hawaii.edu](http://www.ctahr.hawaii.edu))  
 Department of Land and Natural Resources Administrative Rules, Title 13, Chapter 300-40  
 Hawaii Department of Commerce and Consumer Affairs (<https://cca.hawaii.gov/pvl/>)  
 Hawaii Department of Health Administrative Rules, Title 11, Chapter 21  
 Hawaii Department of Land and Natural Resources (<https://dlnr.hawaii.gov/occl/files/2013/08/dune-management.pdf>)  
 Hawaii Invasive Species Council (<https://dlnr.hawaii.gov/hisc>)  
 Hawaii Revised Statutes Title 13, Chapter 205A Coastal Zone Management  
 Hawaii Revised Statutes Title 25, Chapter 464 Landscape Architects  
 Hawaii Revised Statutes Title 9, Chapter 103 Hawaii Public Procurement Code  
 Hawaii Revised Statutes Title 9, Chapter 115 Public Property, Purchasing and Contracting  
 Hawaii State Coastal Zone Management Program (<https://planning.hawaii.gov/czm/>)  
 Hawaiian Ecosystems at Risk Project ([Hear.org/hortweeds](http://Hear.org/hortweeds))  
 In Gardens of Hawaii. Marie Neal, Bishop Museum Press, 1965  
 La'au Hawaii - Traditional Hawaiian Use of Plants. Isabelle Aiona Abbott, Bishop Museum Press, 1992  
 Plant Pono (<https://plantpono.org/>)  
 Plants in Hawaiian Culture. Beatrice H Krauss, University of Hawaii Press, 1993  
 Small Trees for the Tropical Landscape. Rauch, Fred D.; Weissich, Paul R., 2009

No reference materials, scratch sheets, books or notes may be brought into the examination room. This examination is CLOSED BOOK.