

California Architects Board
and
Landscape Architects Technical Committee

Meeting Packet
June 6-7, 2024





Board Members

Charles "Sonny" Ward, III,
President
Ron Jones, Vice President
Malcolm "Brett" Gladstone,
Secretary
Tian Feng
Mitra Kanaani
Sylvia Kwan
Leonard Manoukian
Robert C. Pearman, Jr.
Nilza Serrano
Fuad Sweiss

NOTICE OF PUBLIC MEETING

The California Architects Board

Thursday, June 6, 2024
10:00 a.m. – 2:00 p.m.
(or until completion of business)

In accordance with Government Code section 11123.2, the California Architects Board (Board) will conduct this meeting in person and via WebEx.

Physical Location:

DCA Evergreen Offices
2005 Evergreen St.
Sacramento, CA 95815
Evergreen Hearing Room 1150 A/B

To access the WebEx event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m8a36ac53ce151135428b24a77c062420>

If joining using the link above
Webinar number: 2489 558 1589
Webinar password: CAB66

If joining by phone
+1-415-655-0001 US Toll
Access code: 2489 558 1589

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

(Continued)

The Board may take action on any item listed on the agenda.

AGENDA

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. President's Procedural Remarks and Board Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Board may not discuss or act on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

- D. Update From the Department of Consumer Affairs (DCA)
- E. Presentation and Discussion on Responsible Control and Generative Design Tools - Zigmund Rubel
- F. Review and Possible Action on February 22, 2024, Board Meeting Minutes
- G. Update and Discuss National Council of Architectural Registration Boards (NCARB):
 - 1. Update and Discuss Committee Meetings
 - 2. Discuss and Take Action on Candidates for 2024 Board of Directors
 - 3. Review and Discuss the 2024 NCARB Annual Business Meeting Agenda
 - 4. Review and Discuss the 2024 Resolutions:
 - a) Resolution 2024-01: Omnibus Sunset of Resolutions in Conflict with Current Council Policies
 - b) Resolution 2024-02: Omnibus Sunset of Remaining Resolutions in Conflict with Current Council Policies
 - c) Resolution 2024-03: New Mutual Recognition Agreement with the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB)
 - d) Resolution 2024-04: NCARB Model Law and Regulations Amendment – Examination Eligibility Updates
 - e) Resolution 2024-04: NCARB Bylaws Amendment – Update to Certificate Requirement for Board of Director Positions
 - f) Resolution 2024-06: Tri-National Mutual Recognition Agreement for International Practices - Amendment
 - g) Resolution 2024-07: NCARB Bylaws Amendment – NCARB Regions
- H. Legislation Update
 - 1. SB 1452 (Ashby) Architecture and Landscape Architecture
- I. Update on Committees
 - 1. March 22, 2024, Landscape Architects Technical Committee (LATC) Meeting

- J. Review, Discussion and Possible Action on Proposed Legislation to create a Registered Commercial Interior Design Designation
- K. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- L. Regulations Update
 - 1. Discuss and Possible Action on Proposed Regulatory Modified Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 2, section 109 (Filing of Applications)
 - 2. Discuss and Possible Action on Proposed Regulatory Modified Text Amendments for CCR, title 16, division 2, article 8, section 117 (Experience Evaluation)
 - 3. Discuss and Possible Action on Proposed Regulatory Modified Text Amendments for CCR, title 16, division 2, article 8, section 154 (Disciplinary Guidelines)
- M. Review of Future Board Meeting Dates
- N. Closed Session - Pursuant to Government Code Section 11126(c)(3), the Board Will Meet in Closed Session to:
 - 1. Deliberate and Vote on Disciplinary Matters
- O. Adjournment – Due to technological limitations, adjournment will not be webcast. Adjournment will immediately follow closed session, and there will be no other items of business discussed.

The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast the meeting on its website at www.cab.ca.gov. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled if webcast is not available. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Drew Liston

Telephone: (916) 471-0769

Email: drew.liston@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

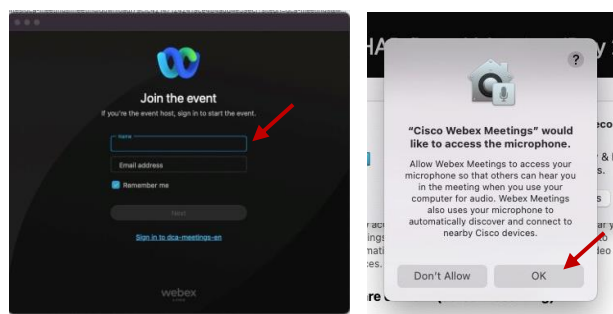
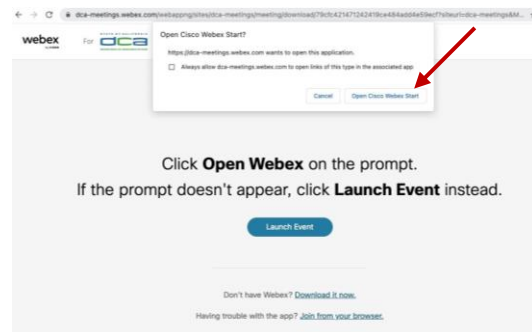
Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

If joining using the meeting link

1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.

3 Enter your name and email address*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

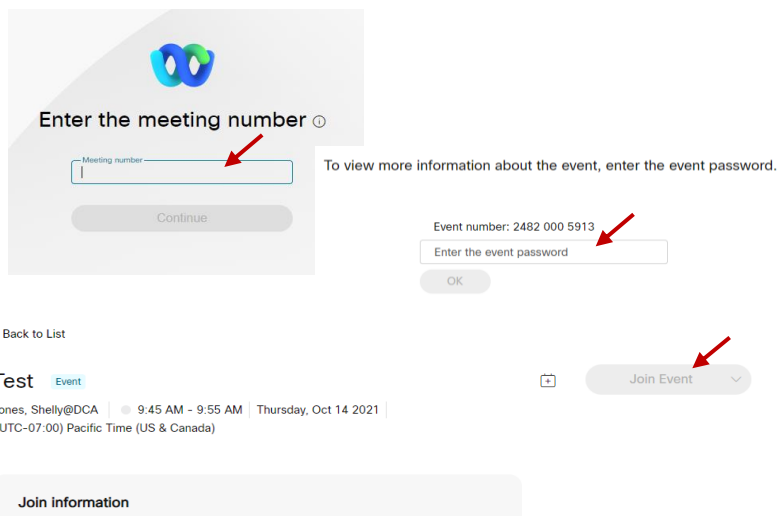
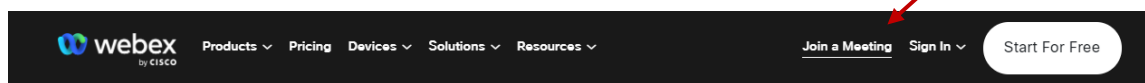
OR

If joining from Webex.com

1 Click on "Join a Meeting" at the top of the Webex window.

2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.

3 The meeting information will be displayed. Click "Join Event".



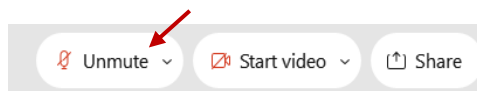
OR

Connect via telephone*:

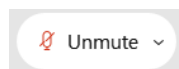
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

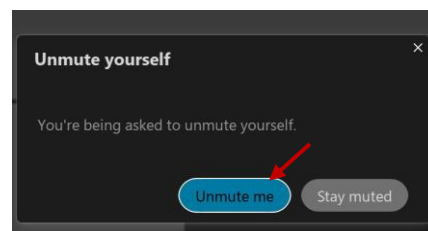


Green microphone = Unmuted: People in the meeting can hear you.



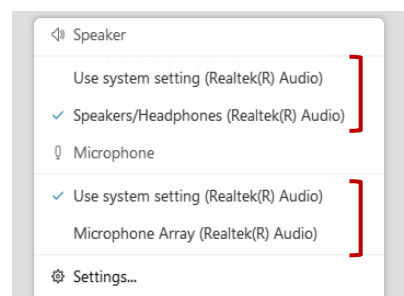
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



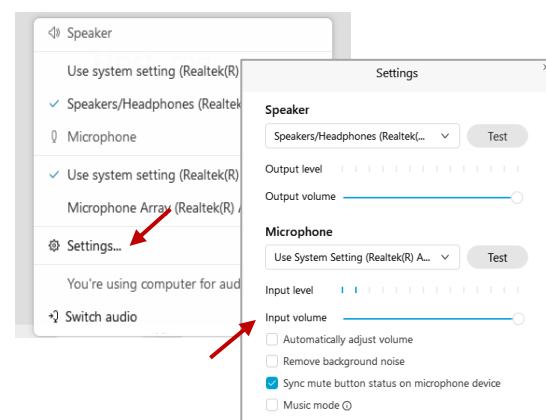
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

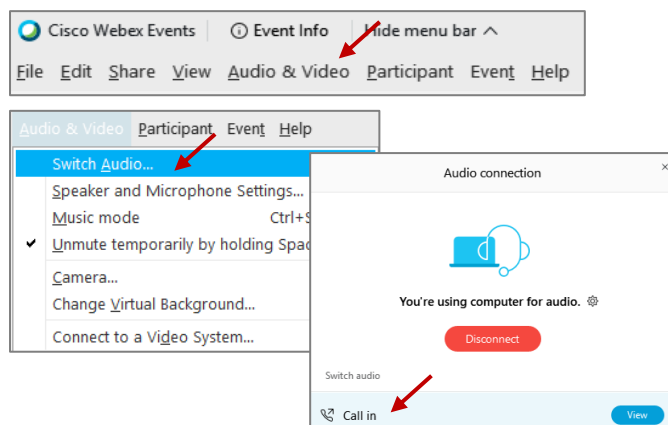
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



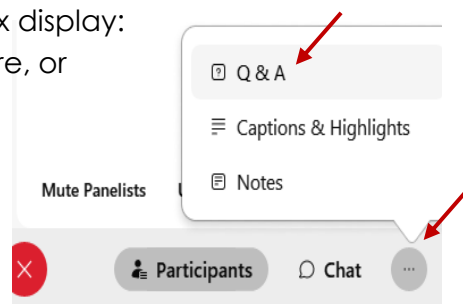
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

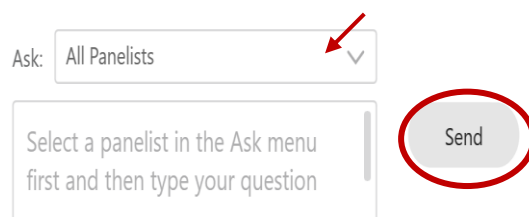
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



— OR —

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

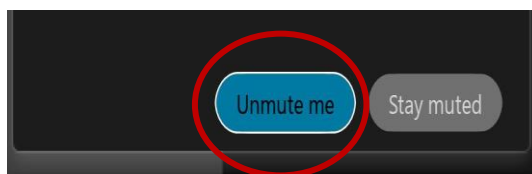
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

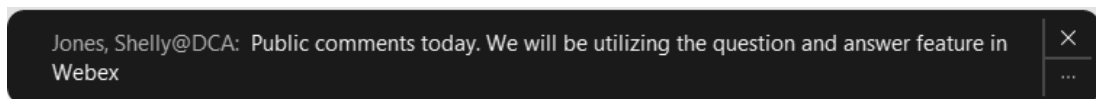


— OR —

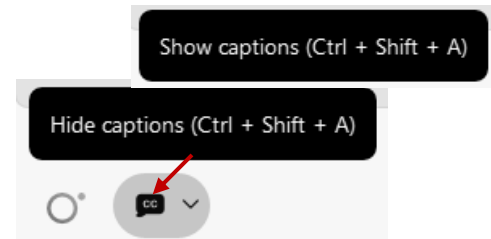
If connected via telephone:

- Press *3 to unmute your microphone.

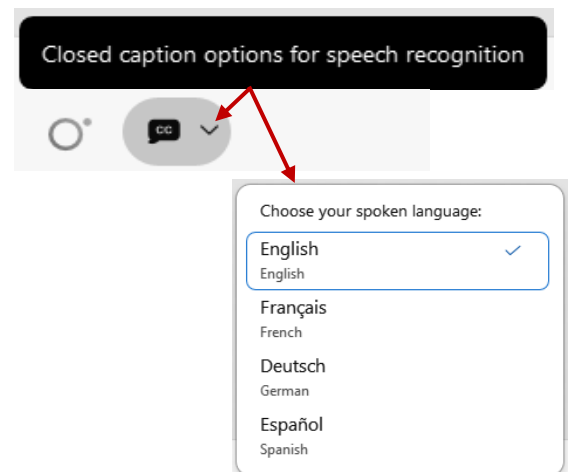
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



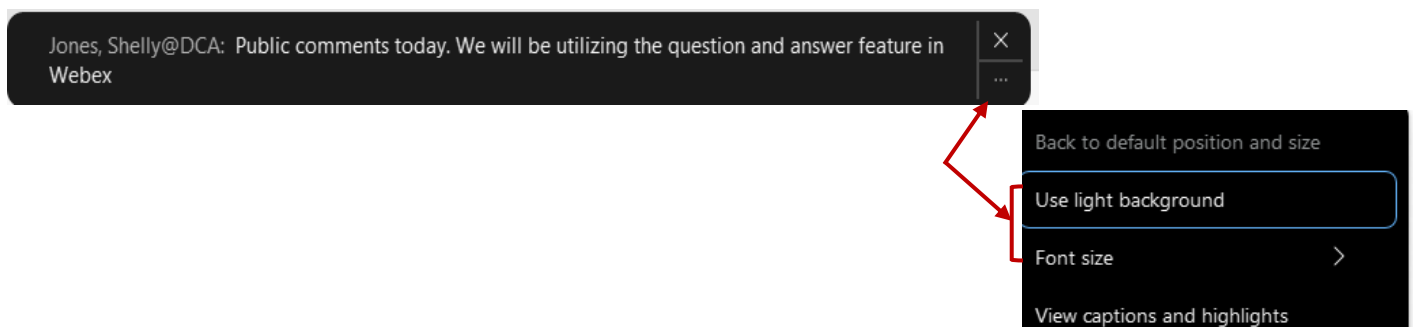
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



AGENDA ITEM A: CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

Roll is called by the Board Secretary or, in their absence, by the Board Vice President or, in their absence, by a Board member designated by the Board President.

Business and Professions Code section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

Board Member Roster

Charles L. Ward, III

Ronald A. Jones

Malcolm Gladstone

Tian Feng

Mitra Kanaani

Sylvia Kwan

Leonard Manoukian

Robert C. Pearman, Jr.

Nilza Serrano

Fuad Sweiss

MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

February 22, 2024
Los Angeles, CA

A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

On February 22, 2024, Board President Sonny Ward called the meeting to order at 10:07 a.m. and Secretary Brett Gladstone called the roll.

Board Members Present

Charles “Sonny” Ward, President
Malcolm “Brett” Gladstone, Secretary
Tian Feng
Sylvia Kwan
Leonard Manoukian
Nilza Serrano
Robert Pearman
Fuad Sweiss

Six members of the Board present constitutes a quorum; a quorum was established.

Board Staff Present

Laura Zuniga, Executive Officer
Tim Rodda, Regulations Manager

DCA Staff Present

Alex Cristescu, DCA Webcaster
Helen Geoffroy, DCA Legal Affairs Attorney III

Landscape Architects Technical Committee (LATC) Members Present

Pamela Brief, LATC Committee Chair

Guests Present

Roze Wiebe, California Council for Interior Design Certification (CCIDC, Inc.)
George Brazel, CCIDC, Inc.
Katheryn Hampton, CCIDC, Inc.
Janine Centuori, Woodbury University
Kate Roman, Woodbury University
Sara Bronin, Advisory Council on Historic Preservation
Scott Terrell, American Institute of Architects (AIA) California

B. PRESIDENT’S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

President Ward opened the meeting by thanking the City of Los Angeles for the use of the beautiful and architecturally significant Los Angeles City Hall. President Ward continued by thanking the CAB Board, staff and in particular the excellent work Executive Officer Laura Zuniga has been doing. President Ward then said a special thanks to Vaheed Corsen and Natalie Valenzuela from the Los Angeles Board of Public Works for allowing the CAB to use this facility; and to Los Angeles Mayor Karen Bass and her Assistant Adam Ma for their support of the Board and the use of the facility. The President continued by recognizing the Native Americans who originally inhabited the land where this meeting was being held. President Ward then recognized Black History Month and celebrated Black Architects who have shaped the innovation of brilliance of the art. President Ward then thanked LATC Chair Pamela Brief and Counsel Helen Geoffroy for attending. President Ward stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

PUBLIC COMMENT: There were no public comments.

C. WOODBURY UNIVERSITY PRESENTATION – Janine Centuori, Director of the Agency for Civic Engagement at Woodbury University

President Ward introduced Janine Centuori from Woodbury University and acknowledged how Ms. Centuori influenced his path and growth.

Ms. Centuori explained that Woodbury’s Agency for Civic Engagement program is somewhat unique in that it’s about building and working in the Community. Ms. Centuori shared an overview of the program that covered the following topics:

- Woodbury’s vision is about connecting architecture with people and places.
- 50% of the architecture students are first generation college students.
- The program embraces building fast at low cost.
- Woodbury promoted a community program working with disadvantaged girls in an after-school environment.

Ms. Centuori then took questions from the Board. Most questions focused on specific projects that were presented in the slide show.

PUBLIC COMMENT: There were no public comments.

D. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

There were no Public Comments

E. REVIEW AND POSSIBLE ACTION ON DECEMBER 1, 2023, BOARD MEETING MINUTES

Nilza Serrano moved to approve the December 1, 2023, minutes.

Sylvia Kwan seconded the motion.

PUBLIC COMMENT: There were no public comments.

Members Gladstone, Manoukian, Serrano, Pearman, Sweiss, Feng, Kwan and Ward voted in favor of the motion. Pearman and Sweiss Abstained and Jones and Kanaani were absent. Motion passed 8-0-2.

F. Presentation from Sara Bronin, Chair of the Advisory Council on Historic Preservation on the Role of Architects in Sustainable Housing Policies

Ms. Bronin gave a brief background of the Advisory Council on Historic Preservation (ACHP) including the following:

- The ACHP is an Independent Federal Agency with 24 members
- The ACHP was formed in 1966
- The main issue of late has been the Federal Historic Preservation Standards
- Preservation plays a role in Climate Mitigation and is a focus of the Council
- ACHP focuses on the issues of flexibility and clarity in the treatment of Historic properties

President Ward asked the Board for comments. Member Kwan asked about the Council's hierarchy in the Federal government, asking if it was advisory or if it sets standards. Ms. Bronin replied that the ACHP is an independent Federal Agency that is advisory.

PUBLIC COMMENT: There were no public comments.

G. REVIEW, DISCUSSION AND POSSIBLE ACTION ON A PROPOSAL TO INCREASE THE STATUTORY FEE CAPS – Laura Zuniga, Executive Officer

Ms. Zuniga stated that the Board fees are capped at the current amounts and it is a good time to consider any statutory changes because the Board is going through the Sunset Review process. She explained that the DCA Budget Office's Fee Study indicates that the Board's fund is strong but will notice some weakness in years 2028/2029. One area Ms. Zuniga wanted to highlight was the issue of renewal fees. She noted that there is a decline in renewals. This was an unanticipated side effect of instituting the \$40.00 Retired License option. Far more architects chose to retire their license rather than to fully renew, leading to ongoing reduced revenue. Ms. Zuniga summarized various aspects of the Fee Study report and explained that staff propose to increase the statutory fee caps for initial license and renewal fees to \$600.00. She clarified that at this point we are only asking the Board for the ability to seek the statutory increase so that in the future the Board could raise the fees if necessary.

After a brief conversation between Board Members about alternative funding sources a motion was made by Board Member Serrano.

Nilza Serrano moved to approve Staff's recommendation for the possible increase in the license fee in the future.

Brett Gladstone seconded the motion.

PUBLIC COMMENT: There were no public comments.

Members Gladstone, Manoukian, Serrano, Pearman, Sweiss Feng, Kwan and Ward voted in favor of the motion. Jones and Kanaani were absent. Motion passed 8-0-2.

H. UPDATE AND DISCUSSION ON COMMITTEE MEETINGS OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS – Laura Zuniga, Executive Officer

No Information to discuss.

I. EXECUTIVE OFFICER'S REPORT – Laura Zuniga, Executive Officer

Ms. Zuniga provided the quarterly Executive Officer's Report and highlighted the following:

- The LATC is meeting in March.
- The Board's fund condition was discussed at the last Board and LATC meetings. CAB increased its initial license and renewal fees in July 2023 from \$300 to \$400. LATC's initial and renewal fees increased from \$400 to \$700 in January 2024.
- The Business Modernization Cohort 2 Project's second release is scheduled for spring 2024.
- The Licensing Unit hosted a webinar on November 28 regarding implementation of the NCARB ARE Score Validity Policy and another webinar on January 18 regarding Continuing Education (CE) requirements.

PUBLIC COMMENT: There were no public comments.

J. DISCUSS AND POSSIBLE ACTION ON PROPOSED REGULATORY TEXT AMENDMENTS FOR CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, DIVISION 2, ARTICLE 2, SECTION 109 (FILING OF APPLICATIONS) – Tim Rodda, Regulations Manager

Mr. Rodda stated no action was needed on this item. On December 21, 2023, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL). During Agency review, non-substantive changes were made to the language. These changes included restructuring portions of the military application expedition, language clarification, and clarification related to the fingerprinting requirement for licensure. The changes to the language are attached, with highlights. LAD submitted the documents to OAL on behalf of the Board and the 45-day comment period began on January 5, 2024 and ended on February 21, 2024.

PUBLIC COMMENT: There were no public comments.

K. DISCUSS AND POSSIBLE ACTION ON PROPOSED REGULATORY TEXT AMENDMENTS FOR CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, DIVISION 2, ARTICLE 8, SECTION 154 (DISCIPLINARY ACTIONS) – Tim Rodda, Regulations Manager

On November 14, 2023, Agency approved the initial rulemaking file for submittal to OAL. LAD submitted the documents to OAL on behalf of the Board and the 45-day comment period began on November 24, 2023. The 45-day public comment period closed on January 9, 2024, and the Board received one comment, from Carole Bookless. The comment was asking for clarification regarding the tolling provision, which was answered; however, it was discovered that the Board inadvertently had a reference to “landscape architecture” rather than “architecture.” Due to this typo, the Board revised the Disciplinary Guidelines document to remove the word “landscape” in its tolling provision under Section VI, Conditions of Probation, Subsection A, Standard Conditions, Standard Condition 7 (Tolling for Out-of-State Practice, Residence or In-State Non-Practice).

The Modified Text was sent out for public comment from January 10, 2024 to January 25, 2024. During this comment period, the Board received one substantive comment requesting removal of ambiguity related to mitigating circumstances, and instead to list all mitigating circumstances.

Tian Feng moved to approve the modified regulatory text and proposed responses for 16 CCR section 154, direct staff to take all steps necessary to complete the rulemaking process, delegate to the Executive Officer the authority to make any technical or non-substantive changes to the modified regulations that may be required to complete the rulemaking file and adopt the proposed regulatory changes as noticed.

Nilza Serrano seconded the motion.

Members Gladstone, Manoukian, Serrano, Pearman, Sweiss Feng, Kwan and Ward voted in favor of the motion. Jones and Kanaani were absent. Motion passed 8-0-2.

PUBLIC COMMENT: There were no public comments.

L. REVIEW AND DISCUSSION OF PROPOSED COMMERCIAL INTERIOR DESIGN DESIGNATION – Laura Zuniga, Executive Officer

Ms. Zuniga explained there is an effort by a trade association to create a license for Commercial Interior Design and they have given the language to the Board that would create an advisory committee much like the LATC, under the auspices of the CAB. This will be dealt with in the Legislature in the context of the Sunset Review. President Ward then asked if any of the Board Members would like to comment. No Member commented. President Ward opened this item up to Public Comment.

PUBLIC COMMENT: Roze Wiebe, Director of the California Council for Interior Design Certification spoke first. CCIDC, Inc. represents both residential and commercial designers. She stated that the organization that has proposed this change does not have a large membership and does not reflect the needs of most interior designers. She stated that this whole proposal caught her organization off guard. She said that most interior designers do not want to be under the umbrella of the Architects Board. Ms. Wiebe said she would like to sit down and talk to the Board about how this proposal destroys small businesses, slights the competence of the California Building Department and it ignores our organization that represents all interior designers.

George Brazel Chairman of CCIDC, Inc. spoke second. Mr. Brazel commented that the Organization that proposed this wants to duplicate many of the items already handled by the CCIDC. What they are asking we are already doing. We don't even know why this proposal was made.

Scott Terrell from the American Institute of Architects of California spoke third. He stated that AIA has been looking at this issue for a while and would like to be part of this discussion as they value all fields of design. This is a very complex conversation, and the AIA wants to make sure all areas of interior design are included. We hope this process does not move forward too fast as it has far reaching implications for many people.

Sara Hampton from the CCIDC, Inc. spoke to the lack of need for another governing body for Interior Designers. The whole concept of separating interior from commercial is non sensical. She feels the proposal is divisive and damaging to the profession.

President Ward asked EO Zuniga the specifics of who brought this proposal. Ms. Zuniga replied she believes it is the International Interior Design Association (IIDA). The IIDA was advised not to ask for standalone legislation but to rather work through the Board's Sunset Review process.

M. REVIEW OF FUTURE BOARD MEETING DATES

June 2024 - Board Meeting Northern California

The rest of the 2024 meeting schedule has yet to be determined.

PUBLIC COMMENT: There were no public comments.

N. CLOSED SESSION: No Closed Session

O. MEETING ADJOURNMENT

The meeting adjourned at 11:57 a.m.

FY25 NCARB Board of Directors Candidates and Resumes

NCARB Elections: Credentials Committee Memo

MEMORANDUM

TO: Member Board Members
Member Board and Regional Executives
Regional Officers
Board of Directors

FROM: Brian M. Kelly, AIA, NCARB
FY24 Credentials Chair

DATE: May 15, 2024

SUBJECT: FY25 Board of Directors Elections

I am pleased to present a roster of candidates seeking office on the NCARB Board of Directors for FY25 (July 1, 2024 – June 30, 2025). These candidates have announced their interest and submitted information for your consideration.

Voting delegates will vote for candidates on Saturday, June 15, 2024. Instructions on how to vote will be shared at the Voting Delegates Procedures Meeting on Saturday, June 15. If you plan to declare your candidacy, you must submit documentation of qualification to the Credentials Committee Chair no later than the end of the first business session on Thursday, June 13, in accordance with NCARB Election Policy.

Officers, Public Director, At-Large Director, and Member Board Executive Director candidates' recorded speeches are now available to the membership. A recording of the candidate forum is also available on the [Member Board Community](#).

Elections for FY25 NCARB Board of Directors will occur by real time electronic voting at the Annual Business Meeting. Please find the enclosed letter of credentials. Updated guidelines for voting at the Annual Business Meeting can be found in the Pre-ABM Briefing. Please do not hesitate to contact the Credentials Committee at credentials-committee@ncarb.org.

Enclosed: Letter of Credentials
FY25 NCARB Board of Directors Elections
FY25 NCARB Board of Directors Candidate Overview
FY25 NCARB Board of Directors Candidate Resumes

To: Brian M. Kelly, AIA, NCARB
FY24 NCARB Credentials Committee Chair

From: _____
BOARD CHAIR/EXECUTIVE

BOARD NAME

Date: _____

RE: Letter of Credentials

Dear Chairperson Kelly,

The _____ [BOARD NAME] is pleased to submit the following names for official delegate and alternate official delegate for the 2024 NCARB Annual Business Meeting. Both individuals are duly appointed members of the board.

Official Delegate: _____ [BOARD MEMBER FULL NAME]

Position on Board: _____

Term Expiration Date: _____

Email: _____ Phone Number: _____

Alternate: _____ [BOARD MEMBER FULL NAME]

Position on Board: _____

Term Expiration Date: _____

Email: _____ Phone Number: _____

The board acknowledges that the official delegate is authorized to cast a vote on its behalf during the Annual Business Meeting. Furthermore, the board understands that in order to replace its official delegate and alternate, a new letter of credentials must be issued and returned to the Credentials Committee Chair prior to May 31, 2024.

The undersigned has been duly authorized by the vote of the board to execute and deliver this document to NCARB on its behalf.

Signature

Type or Print Name & Title

FY25 Board of Directors Elections

The FY25 NCARB Board of Directors will be elected at the 2024 Annual Business Meeting. The Credentials Committee will accept nominations at credentials-committee@ncarb.org until the president closes nominations at the Annual Business Meeting for the following positions

- Vice President
- Second Vice President
- Public Director
- At-Large Directors

Nominations for the following positions* are closed:

- Director, Region 1
- Director, Region 2
- Director, Region 3
- Director, Region 4
- Director, Region 5
- Director, Region 6
- Member Board Executive Director

*The nomination processes for these positions are determined by individual regions' bylaws and the Member Board Executives Committee in accordance with the *NCARB Bylaws*.

The President and Past President positions on the Board of Directors are automatically filled based on results from previous elections. Note: Per Resolution 2023-05 and *NCARB Bylaws* Article XV, Section 3, there is no election for the Secretary/Treasurer position in 2024. The FY24 Secretary automatically assumes the FY25 Secretary/Treasurer position.

FY25 Board of Directors Candidates



VICE PRESIDENT

Edward T. Marley, FAIA, NCARB, LEED AP

[Candidate Video](#) | [Resume](#)



SECOND VICE PRESIDENT

John Patrick Rademacher, NCARB, NOMA, AIA

[Candidate Video](#) | [Resume](#)



MEMBER BOARD EXECUTIVE DIRECTOR

Shannon R. Himes

[Candidate Video](#) | [Resume](#)



PUBLIC DIRECTOR

Stephanie V. Hopkins

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 1

Jennifer R. Arbuckle, AIA, NCARB, LEED AP

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 2

Edward W. Tucker, FAIA, NCARB

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 3

Miguel A. Rodriguez, FAIA, NCARB, NOMA

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 4

Linda Alfson Schemmel, AIA, NCARB

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 5

James Devine, NCARB, AIA, LEED AP

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 6

Scott E. Harm, AIA, NCARB

[Candidate Video](#) | [Resume](#)

SECRETARY/TREASURER: Sylvian Kwan, FAIA, NCARB, LEED AP

** Per Resolution 2023-05 and NCARB Bylaws Article XV, Section 3, there is no election for the Secretary/Treasurer position in 2024. The FY24 Secretary automatically assumes the FY25 Secretary/Treasurer position.*

At-Large Director Candidates

Member Boards will vote for two At-Large Director candidates from the pool below.



AT-LARGE DIRECTOR

Bobbi Jo Duneman, NCARB, AIA, LEED AP BD+C

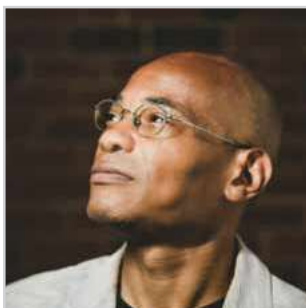
[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Catherine M. Fritz, AIA, NCARB

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Kenneth Johnson, ESQ, AIA, NCARB, NOMA, MCP

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Dmitriy Kazakov

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Coffee Polk, AIA, NCARB, LEED AP

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Roark R. Redwood, NCARB, AIA, PMP

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Deveron Q. Sanders, PE

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Jakiel Sanders, AIA, NOMA, NCARB

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Kevin J. Singh, AIA, LEED AP BD+C

[Candidate Video](#) | [Resume](#)



AT-LARGE DIRECTOR

Marcus R. Thomas, AIA

[Candidate Video](#) | [Resume](#)

FY25 BOD Candidate Resumes

NCARB's Credentials Committee gathered information about candidates running for positions on the FY25 Board of Directors to provide membership with insight into the diverse range of potential leadership members.

ALL CANDIDATES

20 Total Candidates for the NCARB Board of Directors
Average Years Licensed: **22 years**

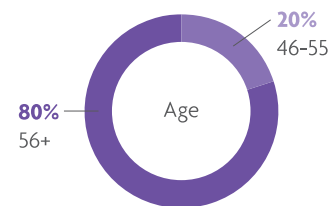
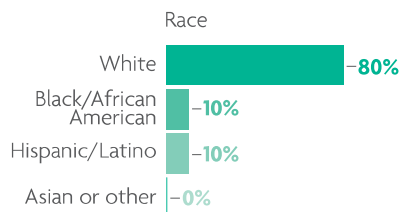
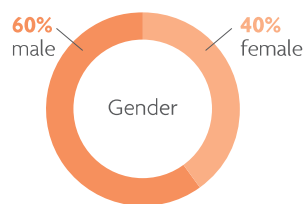
MEMBER BOARD SERVICE

70% have served on a Member Board
Average Years of Service: **8 years**

VOLUNTEER SERVICE

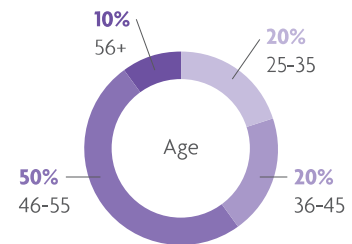
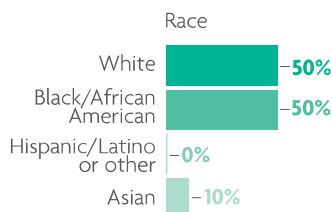
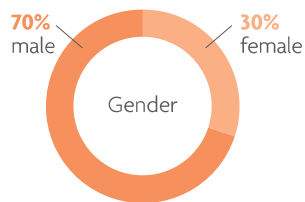
100% have served on a volunteer committee
Average Years of Service: **7 years**

UNCONTESTED: 10 CANDIDATES

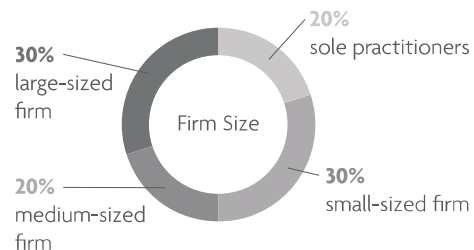
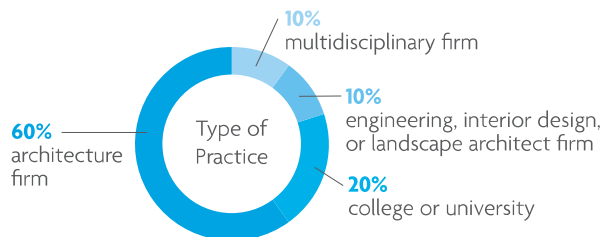


Note: No candidates are between the ages of 25-45.

AT-LARGE CANDIDATES: 10



Note: Some candidates identified with more than one race.



TYPES OF PRACTICE

70% of candidates work in more than one discipline

A **majority (60%)** of candidates work in commercial, education/museums, government/justice/civic, and/or renovations/historical

The **fewest (10%)** candidates work in industrial, international, and/or transportation/infrastructure

Order of Business

This agenda is sent in advance of the Annual Business Meeting in accordance with Article V, Section 7 of the NCARB Bylaws.

A handwritten signature in black ink, appearing to read 'SK', with a long horizontal line extending to the right.

Sylvia Kwan, FAIA, NCARB, LEED AP
NCARB Secretary

Please note: All agenda times are in Central Time (CT). This year, breakfast will be on your own. Lunch will continue to be provided on Friday and Saturday for delegates.

Thursday, June 13, 2024

8 a.m. – 12:30 p.m.	Board of Directors Meeting
11 a.m.	Registration Opens
1 - 2:30 p.m.	First-Time Attendee Luncheon
4 – 6 p.m.	First Business Session <ul style="list-style-type: none">• Welcome From the Illinois Board• Call to Order• Introductions• Memorials• FY24 President’s Medalists for Distinguished Service• FY24 President’s Address• Updates on Key Initiatives
6:30 – 9 p.m.	Welcome Reception <i>Field Museum</i>

Friday, June 14, 2024

Note: breakfast will be on your own.

8 – 9 a.m.	Workshop Session #1 <ul style="list-style-type: none">• Latest Updates on the Competency Standard• Pathways to Practice• AI and Regulation• Addressing Overlapping Practice• Re-Energize, Re-Engage• MBEs/Legal Counsel: Dealing With Legislative Change
------------	--

Please note: All agenda times are in Central Time (CT).

9:20 a.m. – 12:30 p.m.

Second Business Session

- Keynote: Kristin Scroggin ([see bio later in this packet](#))
- Treasurer Report
- CEO Report
- Election Procedures
- Candidate Speeches
- Town Hall

12:30 – 1:30 p.m.

Lunch

1:30 – 2:30 p.m.

Workshop Session #2

- Latest Updates on the Competency Standard
- Pathways to Practice
- AI and Regulation
- Addressing Overlapping Practice
- Re-Energize, Re-Engage
- Public Members: Empowering Public Members

3 – 5 p.m.

Regional Meetings

5 – 6 p.m.

Alliance & External Partners Reception

5:30 – 6:30 p.m.

Public Members Reception

6:30 p.m.

Past Presidents' Dinner

Regional Dinners

- See communication from your regional chair and/or executive for information regarding the time and location of your regional dinner.

Please note: All agenda times are in Central Time (CT).

Saturday, June 15, 2024

Note: breakfast will be on your own.

8 – 8:30 a.m.	Voting Delegate Meeting
9 – 10 a.m.	Workshop Session #3 <ul style="list-style-type: none">• Latest Updates on the Competency Standard• Pathways to Practice• AI and Regulation• Addressing Overlapping Practice• Re-Energize, Re-Engage• FY25 Committee Chairs: The Year Ahead
10:30 a.m. – Until Done	Third Business Session <ul style="list-style-type: none">• Incoming President’s Remarks• Board of Directors Elections• FY24 Resolutions• 2025 Annual Business Meeting Invitation
1:30 – 3 p.m.	Regional Leadership Luncheon
6:30 – 7 p.m.	President’s Reception
7 – 11 p.m.	NCARB Annual Banquet <ul style="list-style-type: none">• Recognition of FY24 President’s Medalists for Distinguished Service• Installation of FY25 NCARB Board of Directors

Sunday, June 16

10 a.m. – 1 p.m.	Board of Directors Meeting
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MEMORANDUM

TO: NCARB Member Boards

FROM: Sylvia Kwan, FAIA, NCARB, LEED AP
NCARB Secretary

DATE: May 14, 2024

RE: Resolutions to Be Acted Upon at the 2024 Annual Business Meeting

During its April meeting and subsequent May call, the NCARB Board of Directors voted to move forward seven resolutions for Member Board consideration at the 2024 Annual Business Meeting. The seven resolutions are:

- A sunset of general policy resolutions from the 1960s and 70s (Resolution 2024-01)
- A sunset of policy resolutions passed prior to 1960 (Resolution 2024-02)
- A new Mutual Recognition Agreement (MRA) to replace the existing MRA between NCARB and our counterparts in Australia and New Zealand (Resolution 2024-03)
- An amendment to the examination eligibility language in NCARB's *Model Law and Regulations* (Resolution 2024-04)
- An amendment to the NCARB Certificate requirement for positions on the NCARB Board of Directors (Resolution 2024-05)
- An update to the MRA between NCARB and our counterparts in Canada and Mexico (Resolution 2024-06)
- A realignment of NCARB's regional structure (Resolution 2024-07)

The Board decided not to move forward an eighth draft resolution proposing a new MRA between NCARB and our counterpart in Taiwan, due to the administrative impact of a recent election held in Taiwan. While the governing party in Taiwan supports an MRA, post-election staffing changes have resulted in a desire from our Taiwanese counterpart to review the MRA in detail. NCARB staff will continue to work with our counterparts in Taiwan.

Overview of 2024 Annual Business Meeting Resolutions

Here are overviews of the seven resolutions on the 2024 Annual Business Meeting agenda.

Resolution 2024-01: Omnibus Sunset of Resolutions in Conflict with Current Council Policies

This resolution is part of a multi-year effort to review and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This resolution would sunset resolutions passed by the membership between 1960-79 related to membership, related organizations, studies, and other miscellaneous topics. Appendix A includes the list of resolutions to be sunset.

The Board of Directors supported this resolution 14-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2024-02: Omnibus Sunset of Remaining Resolutions in Conflict with Current Council Policies

This resolution would conclude NCARB's efforts to review historical policy resolutions by sunsetting all previously passed policy resolutions that are not reflected in NCARB's current official documents. All current policies set by membership are stated in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which NCARB's Member Boards continue to vote on today. This resolution would not impact policies set by the NCARB Board of Directors.

The Board of Directors supported this resolution 14-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2024-03: New Mutual Recognition Agreement with the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board

This resolution would retire the existing Mutual Recognition Agreement (MRA) between NCARB and our counterparts in Australia and New Zealand and replace it with a new MRA. The new MRA would eliminate post-licensure experience requirements as qualifications and allow acceptance of pathways outside of the standard path to NCARB certification. Appendix B includes the proposed MRA.

The Board of Directors supported this resolution 14-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2024-04: NCARB Model Law and Regulations Amendment – Examination Eligibility Updates

This resolution would streamline the current *Model Regulations* requirement of completing an approved education program or being enrolled in an Integrated Path to Architectural Licensure (IPAL) option as a qualifier for exam eligibility, instead requiring a high school diploma or the equivalent. This change aligns with the entry requirement for NCARB's experience program, as well as NCARB's efforts to increase access to the exam. The resolution has been updated to reflect current Member Board policies, emphasize that this change would *not* change requirements for licensure, and highlight the non-binding nature of model law.

The Board of Directors supported this resolution 14-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2024-05: NCARB Bylaws Amendment – Update to Certificate Requirement for Board of Director Positions

This resolution would amend the current Certificate requirement for Board of Directors (BOD) positions. Currently, all architect members of the BOD are required to hold the NCARB Certificate. The Credentials Committee recommends that only architect members in officer positions be required to hold the Certificate.

The Board of Directors supported this resolution 14-0. This resolution requires a two-thirds majority of Member Boards at the Annual Business Meeting to pass, which is 37 votes.

Resolution 2024-06: Tri-National Mutual Recognition Agreement for International Practice - Amendment

This resolution would amend the existing MRA between NCARB and our counterparts in Canada and Mexico. The amended MRA would reduce post-licensure experience requirements and accept work in the host country as evidence of competency, among other changes. The resolution has been updated to reflect a change in the Mexican signatories of the agreement. Appendix D includes the amended MRA and Appendix E includes a markup of changes to the existing MRA.

The Board of Directors supported this resolution 12-0¹. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2024-07: NCARB Bylaws Amendment – NCARB Regions

This resolution would realign the structure of NCARB's regions, creating five more equal regions. The updated structure provides greater jurisdictional parity, as well as closer parity of Member Board Members, among regions. It also maintains the current value of regions regarding leadership development and smaller group discussion forums. The Regional Realignment Work Group and Board of Directors developed this recommendation after reviewing data sets and soliciting member feedback and input.

The Board of Directors supported this resolution 13-0. This resolution requires a two-thirds majority of Member Boards at the Annual Business Meeting to pass, which is 37 votes.

Next Steps

NCARB will be hosting two calls before the Annual Business Meeting to discuss the resolutions and answer any questions. The dates for these calls are:

- Thursday, May 16, 2024, 3 p.m. ET | [Register](#)
- Thursday, May 30, 2024, 3 p.m. ET | [Register](#)

Additional reference documents are included in this packet to provide guidance for boards and voting delegates:

- 2024 NCARB Resolution Feedback
- Guide to Proposing Amendments to Resolutions

If you have questions about any of the resolutions, please contact secretary@ncarb.org.

Enc: Resolutions to Be Acted Upon at the 2024 Annual Business Meeting
2024 NCARB Resolution Feedback
Guide to Proposing Amendments to Resolutions

¹ Please note that the Board of Directors discussed Resolutions 2024-06 and 07 at a Board call on May 13, 2024, when only 12-13 members were available to vote.

Resolutions to be Acted Upon

2024 NCARB Annual Business Meeting

This packet includes an overview of this year's resolutions, the resolution language with statements of support, and additional supporting documents in appendices as needed.



National Council of Architectural Registration Boards

1401 H Street NW, Suite 500, Washington, DC 20005

Tel: 202/783-6500 | Fax: 202/783-0290

www.ncarb.org

Resolutions to be Acted Upon

2024 NCARB Annual Business Meeting

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FY24 RESOLUTIONS OVERVIEW

During its April meeting and May call, the Board of Directors decided to move the following resolutions forward for membership vote at the June Annual Business Meeting. There will be two webinars prior to ABM to ask questions to the resolution advocates:

- **May 16, 3 p.m. ET:** Resolution Forum #1 | [Register](#)

- **May 30, 3 p.m. ET:** Resolution Forum #2 | [Register](#)

This packet includes seven draft resolutions (plus related supporting documentation as appropriate).

Resolution 2024-01: Omnibus Sunset of Resolutions in Conflict With Current Council Policies (1960-79)

As a follow-up to Resolution 2021-06, NCARB is reviewing all previously passed resolutions to see if others should be sunset. This resolution includes a final batch of policy resolutions passed between 1960-1979 related to membership, related organizations, studies, and other miscellaneous topics. Appendix A includes the list of resolutions.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2024-02: Omnibus Sunset of Remaining Resolutions in Conflict With Current Council Policies (Pre-1960)

This resolution would conclude NCARB's review of previously passed policy resolutions by sunsetting all policy resolutions previously passed by membership that are not reflected in NCARB's current official documents. All current policies are reflected in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which the membership continues to vote on today.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2024-03: New Mutual Recognition Agreement With the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB)

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB, AACA, and NZRAB. The new MRA would eliminate post-licensure experience requirements as a qualification and allow acceptance of pathways outside of the standard path to NCARB certification. Appendix B includes the proposed MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2024-04: NCARB Model Law and Regulations Amendment – Examination Eligibility Updates

This resolution streamlines the current *Model Regulations* requirement of completing an approved education program or being enrolled in IPAL as a qualifier for exam eligibility to a high school diploma or equivalent. This change aligns with NCARB's efforts to encourage additional education pathways into the profession and increases access to the exam. This resolution was updated to reference current Member Board policies, emphasize that this does not impact requirements for licensure, and highlight the non-binding nature of model law.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2024-05: NCARB Bylaws Amendment – Update to Certificate Requirement for Board of Director Positions

This resolution would amend the current Certificate requirement for Board of Director (BOD) positions. Currently, all architect members of the BOD are required to hold the Certificate. The Credentials Committee recommends that only architect members in officer positions be required to hold the Certificate.

Strategic Plan Objective:  Future-Focused Research and Development

Resolution 2024-06: Tri-National Mutual Recognition Agreement for International Practice – Amendment

This resolution would amend the existing MRA between NCARB, the Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR), and the Regulatory Organization of Architecture in Canada (ROAC). The amended MRA would reduce post-licensure experience requirements and accept work in the host country as evidence of competency, among other changes. Appendix C includes the amended MRA and Appendix D includes a markup of changes to the existing MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2024-07: NCARB Bylaws Amendment – NCARB Regions

This resolution would realign the structure of NCARB's regions, creating five more equal regions. The updated structure provides greater parity among regions while maintaining the current value of regions. The Regional Realignment Work Group and the Board of Directors based this recommendation off member feedback and input.

Strategic Plan Objective:  Future-Focused Research and Development



Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

RESOLUTION 2024-01

This resolution is supported by the NCARB Board of Directors 14-0.

TITLE: Omnibus Sunset of Resolutions in Conflict With Current Council Policies (1960-79)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any that no longer align with current NCARB policies and are appropriate to sunset; and

WHEREAS, the Policy Advisory Committee has reviewed a batch of resolutions from 1960-1979 related to membership, related organizations, studies, and other miscellaneous topics; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in the Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards sunsets the following resolutions, the full texts of which are attached hereto as Appendix A:

- Resolution 1975-23: Lateral Forces
- Resolution 1973-01: Adherence to Accepted Actions
- Resolution 1972-10: Approval for Board of Directors to Join in Council
- Resolution 1971-08: Board Resolution on Firm Names
- Resolution 1962-01: Annual Meeting Agenda
- Resolution 1961-13: Engineer and Architect Registration Laws
- Resolution 1961-14: Service on NCARB Committees
- Resolution 1960-08: Collateral Attendance at NCARB Conventions

FURTHERED RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective July 1, 2024.

FINANCIAL IMPACT

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy. Sunsetting these policies ensures that current policies live in current membership documents or other regularly reviewed Board policies.



This year, the committee has reviewed resolutions dating back to 1960 that have been categorized as membership, related organizations, studies, or miscellaneous policies. Additional resolutions to clean up NCARB policies have occurred over several years as the Council works to develop a more user-friendly resolution archive.

POLICY ADVISORY COMMITTEE:

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

RESOURCES:

- Appendix A: NCARB Policy Resolutions to Sunset: 1960-1979, Part 2



Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

RESOLUTION 2024-02

This resolution is supported by the NCARB Board of Directors 14-0.

TITLE: Omnibus Sunset of Remaining Resolutions in Conflict With Current Council Policies (Pre-1960)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any that no longer align with current NCARB policies and are appropriate to sunset; and

WHEREAS, the Policy Advisory Committee has discussed policy resolutions passed before 1960 and any other policies that may have been passed by membership not previously sunset; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in the Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that all policies and resolutions passed before 1960 related to finances, records, processes, experience, NCARB Certification, continuing education, membership, related organizations/professions, and other miscellaneous topics that are not incorporated in current official NCARB documents, including, without limitation, the *NCARB Bylaws*, *Certification Guidelines*, *Model Law and Regulations*, *Model Rules of Conduct*, and official NCARB Board of Directors policies hereby are rescinded and otherwise deemed inactive. Without limiting the generality of this resolution, this resolution expressly rescinds all resolutions passed before 1960.

FURTHERED RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective July 1, 2024.

FINANCIAL IMPACT

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy. Sunsetting these policies ensures that current policies live in current membership documents or other regularly reviewed Board policies.

This year, the committee finished reviewing resolutions passed after 1960 (see Resolution 2024-1), when the Council had begun clearly documenting membership actions. While historical records exist for membership meetings before 1960, the intent and final action are not always clear in earlier transcripts, and membership did not follow processes similar to those we use today to offer or amend actions. As all important actions from pre-1960 would have been incorporated in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which the membership continues to vote on today, the committee recommends that the best path forward is to sunset all remaining policies previously passed by the membership that have not been previously reviewed. The membership has already taken similar actions related to policies related to examination (Resolution 2022-03) and education (Resolution 2023-02). In



addition, the Council is working to develop a more user-friendly resolution archive that will eventually capture all previous actions.

POLICY ADVISORY COMMITTEE:

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2024-03

This resolution is supported by the NCARB Board of Directors 14-0.

TITLE: New Mutual Recognition Agreement with the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a license in Australia and New Zealand is significantly similar to the process to obtain licensure in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

WHEREAS, the International Qualifications Evaluation Committee composed of education, experience, and examination subject-matter experts has thoroughly assessed the competencies required for licensure set by AACA and NZRAB in Australia and New Zealand, respectively and determined significant correlation exists between the competency requirements in Australia and New Zealand and the United States; and

WHEREAS, this correlation between competency requirements has already been recognized by NCARB's membership through the existing Mutual Recognition Agreement; and

WHEREAS, staff representatives from NCARB and the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB) have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 12, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the existing Mutual Recognition Arrangement between the National Council of Architectural Registration Boards (NCARB), representing the 55 architectural registration boards of the United States, the Architects Accreditation Council of Australia (AACA), representing Australia, and the New Zealand Registered Architects Board (NZRAB), representing New Zealand, be terminated as of the effective date of the new Mutual Recognition Agreement, and the new Mutual Recognition Agreement be and hereby is ratified and approved as published in Appendix B in these resolutions.

FURTHER RESOLVED, that upon the approval of this resolution by a majority of the Council Member Boards, the new Mutual Recognition Agreement will become effective no earlier than 60 calendar days after the execution of the Agreement.

FINANCIAL IMPACT:

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed *new* Mutual Recognition Agreement between NCARB, AACA, and NZRAB continues the opportunities of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in Australia's eight states and New Zealand. This new MRA is in its final form and will be signed by NCARB, AACA, and NZRAB following ratification by the Member Boards. Once the MRA is approved and signed by all parties, it will become effective late in 2024 (but no earlier than 60 days after it is signed by all parties). Thereafter, all participating Member Boards may grant licensure to NCARB Certificate holders from Australia and New Zealand who are certified through the requirements of this MRA. To streamline implementation and ease the burden of participation on Member Boards, this new MRA no longer requires Member Boards to sign a Letter of Undertaking to participate in the MRA, as required in the current version of the MRA with AACA and NZRAB. In the absence of the Letter of Undertaking requirement, NCARB will now discuss with each Member Board whether the Member Board will participate in the MRA and inform AACA and NZRAB as to which Member Boards will offer licensure reciprocity. A Member Board may decide to participate in the MRA at any time, and NCARB will update the list of participating Member Boards from time to time as needed.

NCARB Certificate holders currently have the ability to expand their practices throughout all of North America due to our long-standing Mutual Recognition Agreements (MRA) with the Regulatory Organizations of Architecture in Canada (ROAC, formerly the Canadian Architectural Licensing Authorities), and the Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR). In 2016, NCARB expanded international opportunities for Certificate holders through our MRA with AACA and NZRAB. In 2023, NCARB expanded these opportunities for Certificate holders through our MRA with the Architects Registration Board in the United Kingdom.

The terms of this Agreement are derived from NCARB's current Arrangement with AACA and NZRAB and are strongly founded on the alignment of the competency requirements at licensure of our respective organizations. The International Qualification Evaluation Committee (IQEW) was charged to perform the comparative analysis of competency requirements at licensure between NCARB and AACA/NZRAB. Through the substantial analysis, the IQEW found significant correlation between the required professional competencies for practice and the way those competencies are established and assessed between our organizations.

The detailed comparative analysis conducted by the IQEW identified that:

- All eight NAAB program criteria and six student criteria were covered at least once across the AACA's 2021 National Standard of Competency for Architects (NSCA) Performance Criteria. [Note that NZRAB utilizes the AACA's NSCA as their requirement]
- All 96 AXP tasks were covered at least once across the AACA's 2021 NSCA Performance Criteria.
- All 91 ARE assessment objectives were covered at least once across the AACA's 2021 NSCA Performance Criteria.

Based on their analysis, the review team found that a rigorous and standardized registration process is in place in Australia and New Zealand that parallels NCARB's education, experience, and assessment of competency. The Australian and New Zealand paths are structured somewhat differently from NCARB's path; however, the IQEW is confident that an equivalent level of competence is required of the architect at the point of licensure/registration.



The IQEW's comprehensive review supported a recommendation to the Board to re-negotiate based on the following:

- NCARB's focus on equity, diversity, and inclusion in the profession, and
- Proof of current and valid licensure/registration in good standing from the home authority, and
- Elimination of post-licensure experience requirements as a qualification for mutual recognition,
- Acceptance of NCARB's *Alternative Requirements for Certification of an Architect Licensed in a U. S. Jurisdiction*, and
- Acceptance of NCARB's *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*.

NCARB's International Relations team, entrusted to negotiate the detailed requirements of the MRA on behalf of NCARB, began with the understanding that trust between organizations and the individuals involved is critical to success. This understanding recognizes the significance in international discussions to put aside any organizational differences and demonstrates a commitment of esteem for and professional equity between organizations.

NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. The *NCARB Certification Guidelines* require, for certification of a U.S. architect, completion of a NAAB-accredited degree program, completion of the AXP, and passing the ARE. For those architects who do not qualify for certification under these requirements, the *Certification Guidelines* identify alternative qualifications for deficiencies in education, experience, and examination, the Foreign Architect Path, and existing MRAs.

Negotiations were successful that NCARB-certified architects would be allowed to seek registration in Australia and New Zealand—an “all-inclusive” approach. Each alternative means by which to obtain NCARB certification was presented and discussed in detail. The AACA and NZRAB then independently reviewed and assessed the certification alternatives, as well as Foreign Architect Path and NCARB's existing MRAs.

- The Alternatives Requirements for Certification of a U.S. Architect were considered and accepted. This includes the two Education Alternative options: Two Times AXP and the NCARB Certificate Portfolio.
- The Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority were considered and accepted.
- Licensure/registration of an applicant who obtained licensure/registration in the home country through an MRA was discussed but found unacceptable by the AACA Board of Directors. This is consistent with the current MRA.

Respectively, this Agreement accepts the additional pathways for registration of architects by the AACA and NZRAB. Each alternative means by which to obtain registration by AACA and NZRAB was presented and discussed in detail. These alternatives were shared with the IQEW and reviewed and assessed. The IQEW recommended acceptance of their additional paths, with the exception of those registered through an MRA.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB, AACA, and NZRAB to benefit from our existing MRA since 2016. This Agreement continues the respect for each country's well-established, rigorous path to licensure rather than dissecting the individual components.

**POLICY ADVISORY COMMITTEE:**

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

INTERNATIONAL QUALIFICATIONS EVALUATION WORK GROUP:

- Terance B. White, AIA, NCARB
- Mark Flemming, Maryland Member Board Member
- Patricia Joseph, AIA, NCARB, NOMA
- Dmitriy Kazakov
- Mark R. McKechnie, AIA NCARB
- Juan Javier Riestra, AIA, NCARB, LEED AP BD+C

RESOURCES:

- Appendix B: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2024-04

This resolution is supported by the NCARB Board of Directors 14-0.

TITLE: NCARB *Model Law and Regulations* Amendment – Examination Eligibility Updates

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Examination Committee to review exam eligibility language in *NCARB Model Law and Regulations* and propose changes to the Board of Directors that address improved examination access; and

WHEREAS, the Examination Committee, upon such evaluation, has determined that some NCARB member jurisdictions already allow exam eligibility using high school graduation or its equivalent as the pre-requisite for exam registration; and

WHEREAS, the Examination Committee, upon such evaluation, has determined that certain updates to the *NCARB Model Law and Regulations* will provide policy advice to Council Member Boards desiring to remove impediments to exam access without compromising the licensure process, while maintaining the rigor of the licensure process; and

WHEREAS, the *NCARB Model Law and Regulations*, which provide recommendations and are non-binding with respect to Member Board policies and procedures or the governing law of any jurisdiction, may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution; and

WHEREAS, prior to implementing the changes to the *NCARB Model Law and Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that *NCARB Model Law and Regulations* be revised as indicated below:

R301.1 Education [*excerpt below, no change to this section*]

1. An Applicant shall complete an Approved Educational Program, or its equivalent as described herein, to obtain an initial License ...

R301.2 Experience [*excerpt below, no change to this section*]

An Applicant shall successfully complete the Approved Experience Program to obtain an initial License ...

R301.3 Examination [*excerpt below, recommended changes as noted*]

1. An Applicant shall pass the Approved Examination in accordance with the NCARB standards current at the time the Applicant took the Approved Examination to obtain an initial License....
2. To qualify for the Approved Examination, and without eliminating or modifying any requirements for obtaining initial Licensure, an Applicant shall present satisfactory evidence to the Board of that the Applicant has, at minimum, achieved one of the following:



- (a) ~~An architecture degree from an Approved Education Program; or~~
- (b) ~~Active enrollment in a NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within an Approved Educational Program.~~

(a) Graduation from a state or federally regulated high school; or

(b) Completion of a state or federally recognized high school equivalency program. ...”

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority vote of the Council Member Boards, such changes will become effective July 1, 2024.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS’ STATEMENT OF SUPPORT:

As part of NCARB’s ongoing efforts to maintain a model law that embraces practices that have been proven to be successful at removing unnecessary impediments along the path to licensure, the Examination Committee was tasked with reviewing *NCARB Model Law & Regulations* to propose changes that would improve exam access. It became apparent that the current model regulation language tying exam access to the completion of a post-secondary degree creates an unnecessary impediment for some candidates pursuing licensure who have valuable experience and knowledge before and/or without degree completion. Further, the current model does not recognize the addition of NCARB’s suite of full-length practice exams, which are administered and scored to simulate the actual exam experience. Utilization of these free practice exams acts as a cost-free indicator of readiness to take one or more divisions of the actual exams. The revision of NCARB’s exam validity policy to extend the recognition of passed exams to a longer time period positions candidates to pass the ARE in a manner that works with, rather than against, their professional and personal obligations. Thus, these changes, along with this proposed resolution, will maximize flexibility and maximize the prospects of keeping candidates on the path to licensure. The focus of this resolution is to focus on the exam as a means of measuring competence, not to impede access to the exam.

The Examination Committee began its work by noting the variety of exam eligibility requirements among NCARB jurisdictions. While many jurisdictions require completion of a NAAB-accredited program prior to opening exam eligibilities, others accept a combination of education and/or experience. Five NCARB member jurisdictions—Maine, Michigan, Nebraska, Tennessee, and Wisconsin—already allow licensure candidates to have completed only a high school degree or equivalent to gain exam eligibilities. No problems or issues were discovered when investigating this existing practice. It was also learned that the trend of removing unnecessary eligibility requirements is continuing as the state of California is in the process of updating their current rules to align with these proposed changes.

Over the past several years, NCARB has also monitored licensure candidates that have been participating in Integrated Path to Architectural Licensure (IPAL) programs. Licensure candidates in IPAL programs across several jurisdictions have demonstrated an ability to successfully test prior to completion of their degree. This proposed modification to model law would allow similar experienced candidates to begin their examination process if they did not have the opportunity to attend a university that offers an IPAL option.

It is important to reiterate that under these proposed changes, licensure candidates would still need to open an NCARB Record, agree to all examination policies and requirements, and request eligibilities through a Member Board. This allows NCARB and member jurisdictions to become aware of individuals interested in testing and allow them to be educated on the examination process and expectations; thus, avoiding unprepared individuals from testing when they are not truly ready. All candidates that are granted exam eligibilities receive guidance



from NCARB on how to prepare for the exam, they are informed of all examination policies, and they are encouraged to use NCARB's free practice exams and other resources to gauge their exam readiness.

Adjustment of the model law language to allow for exam access flexibility is a crucial step toward furthering NCARB's commitment to dismantling barriers that may create unintended inequities within its programs, policies, and systems, as described in *NCARB's Policy on Diversity and Inclusion* and other ongoing DEI initiatives. It is critical to note that a change to exam access in no way impacts the education, experience, or examination requirements for licensure. **This change to model law represents an increase in exam access** to licensure candidates that have the knowledge and ability to demonstrate success regardless of educational degree attainment.

Proposed Exam Access: Impact to Member Boards

The committee's recommendation to allow exam eligibility upon completion of high school or equivalent would streamline eligibility verification and create a more straightforward process for Member Boards and candidates in those jurisdictions that adopt this change. Currently, there is a noticeable percentage of candidates who initially apply for exam eligibilities in less-restrictive jurisdictions, then seek to switch their exam eligibilities to their desired jurisdiction upon completion of the education requirement. This change to model law serves as a recommendation of an approach that would lessen candidate burden and promote more immediate connections between the candidate and the jurisdiction in which they are truly interested in earning a license.

Proposed Exam Access: Empowering and Supporting Candidates

The committee agreed that being more inclusive about who is allowed to take the exam is best accomplished by eliminating unnecessary requirements to gain eligibility to test. The committee determined, after vigorous discussion, that **differences in how, when, and where candidates gain knowledge should not be a barrier to exam access**; what matters is that they have the necessary knowledge to successfully demonstrate competence on the exam. Recent exam data show that 95% of candidates finish an AXP experience area prior to taking the ARE division in that area, indicating that candidates value their work experience as part of their exam preparation. There is no expectation that candidates in the future would change their behavior as the examination requires knowledge of real-world situations to fully comprehend many of the questions being asked.

The Examination Committee believes that taking the exam prior to earning a post-secondary degree may be the right choice for some candidates:

- A candidate who worked in engineering, construction, or another building-related field after completing high school and is now interested in pursuing a career in architecture.
- A candidate who is working in the architecture profession and is unable to afford or attend higher education but can afford or allow time to take an exam division.
- A candidate with a two-year architectural degree from a community college who is prepared to start testing.
- A candidate who completed a four-year, architecture-related degree then worked in the architecture profession before enrolling in a NAAB-accredited graduate program, and is now ready to start testing prior to completing their NAAB-accredited degree.

NCARB's recent release of free, scored practice exams allows candidates to measure their exam readiness at no cost. Other existing exam resources on NCARB's website, along with the ARE 5.0 Community, licensing advisors, and AXP supervisors, provide candidates with additional guidance and support while maintaining the rigor and integrity of the exam. This empowers candidates to test when they are ready to be successful. Updating *NCARB Model Law and Regulations* to allow for greater access similarly gives candidates agency to determine their own exam readiness.



Proposed Exam Access: Benefits for the Profession

As noted in the October 2023 NCARB Statement Endorsing Multiple Paths to Licensure, **“Rethinking the licensure path as concurrent rather than sequential provides an option for those interested in reducing the time to licensure.”** In addition, the opportunity to take the exam, detached from an education requirement, is one way to “eliminate the ... fiscal impediment attached to a single path ...” Finally, earlier access to exam content, the testing preparation process, and the NCARB community of licensing advisors, AXP supervisors, and NCARB staff will help candidates better understand the appropriate actions of a licensed professional beyond the approach used in their current workplace.


Summary

This change to *NCARB Model Law and Regulations* does not discount the traditional path to licensure that begins with a post-secondary degree, nor does it diminish the rigor and integrity of the exam or current experience requirement. Candidates will still be required to start their NCARB Record, follow all examination policies and procedures, and request eligibility through a member jurisdiction. All of these demonstrate a level of commitment to the profession. This change maintains jurisdictional control over licensing and only impacts exam eligibility access; there is no change to jurisdictional requirements to complete education, experience, and examination. Aligning exam eligibility rules with the “many paths/one goal” concept endorsed by NCARB’s Board of Directors will provide candidates with improved access to the exam, create a more equitable and inclusive path toward licensure, and maintain appropriate protection of public health, safety, and welfare.

EXAMINATION COMMITTEE:

- Chair: Coffee Polk, AIA, NCARB, LEED AP
- Pedro L. Alfaro, RA, SAP, CAAPPR, Puerto Rico Member Board Member
- Chuck Barlow, AIA, NCARB, Mississippi Member Board Member
- Celestia Carson, AIA, LEED AP, Utah Member Board Member
- Beth Chenette, Vermont Member Board Member
- Shannon L. DeFranza, AIAS, Assoc. AIA, NOMA
- Tiho Dimitrov, AIA
- Bobbi Jo Hepper Olson, NCARB, AIA, North Dakota Member Board Member
- J. Brent Lance, AIA, NCARB, LEED AP
- Richard H. McNeel, NCARB, AIA, LEED AP, IIDA, Mississippi Member Board Member
- Jessica O'Donnell, AIA, NCARB
- Anuya Sant, Assoc. AIA, Assoc. NOMA, CDT, CS, LEED AP BD+C, Fitwel
- Maurice Walters, AIA, LEED AP, District of Columbia Member Board Member
- Greg Wynn, AIA, NCARB
- Laura Zuniga, California Member Board Executive



Strategic Plan Objective:  Future-Focused Research and Development

RESOLUTION 2024-05

This resolution is supported by the NCARB Board of Directors 14-0.

TITLE: *NCARB Bylaws* Amendment – Update to Certificate Requirement for Board of Director Positions

SUBMITTED BY: Council Board of Directors

WHEREAS, the Council Board of Directors charged the Credentials Committee with gathering and analyzing data from membership to evaluate the current NCARB eligibility requirement of holding an NCARB Certificate for service on the Board of Directors; and

WHEREAS, the Credentials Committee has recommended the *Bylaws* be amended to allow architects who do not hold an active NCARB Certificate to serve in a non-officer position on the Board of Directors, while maintaining the certification requirement for architects serving in an officer position on the Board of Directors; and

WHEREAS, prior to implementing the changes to the *NCARB Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval; and

WHEREAS, the *NCARB Bylaws* may only be amended by a two-thirds majority (37) vote of the Council Member Boards, with such change becoming effective at the time specified in this resolution; and

NOW, THEREFORE, IT IS HEREBY:

RESOLVED that *NCARB Bylaws* Article VII, Section 2.A be revised as indicated below:

“A. A candidate for election to any Director position shall, at the time such person is nominated:

- (i) be a citizen of the United States; and
- (ii) have served at least two (2) years as a member of a Member Board (and in the case of a candidate for Public Director, this service must have been as a consumer or public member); or, in the case of a candidate for the position of Member Board Executive Director, have served at least two (2) years as an Executive Director; or, in the case of a candidate for an At-Large Director position, have served at least two (2) years as a member of a Member Board or as an NCARB Volunteer; and
- ~~(iii) in the case of candidates who are architects, hold an active NCARB Certificate.”~~

FURTHER RESOLVED, that *NCARB Bylaws* Article VII, Sections 2.D, 2.E, 2.F, and 2.G be revised as indicated below:

“D. A candidate for election as the Secretary/Treasurer shall have served at least two years on the Board of Directors during the five years prior to election as Secretary/Treasurer and, if an architect, hold an active NCARB Certificate at the time of election.

E. A candidate for election as the Vice President shall have served at least two years on the Board of Directors during the five years prior to election as Vice President and, if an architect, hold an active NCARB Certificate at the time of election.



F. An individual shall qualify to serve as the President during the one-year period immediately following their term as Vice President and, if an architect, hold an active NCARB Certificate at the time of election or succession to office, as applicable.

G. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following their term as President and, if an architect, hold an active NCARB Certificate at the time of succession to office."

FURTHER RESOLVED, that upon the approval of this resolution by at least 37 votes of the Council Member Boards, such changes will become effective July 1, 2024.

FINANCIAL IMPACT: No significant impact. Potentially up to eight directors who do not hold a Certificate; \$2,160 per year.

CREDENTIALS COMMITTEE:

- Brian M. Kelly, AIA, NCARB Nebraska Member Board Member, Credentials Committee Chair
- Lance Brenton, Texas Member Board Counsel
- Timothy Hillhouse, AIA, NCARB, LEED AP, North Carolina Member Board Member
- Robert Pearman, California Member Board Member
- Anne Smith, FAIA, NCARB, LEED AP BD+C, Georgia Member Board Member
- Joyce Smith, Texas Member Board Member
- J. Sanders Tate, South Carolina Member Board Member
- Jon Wilbeck, Nebraska Member Board Executive

SPONSORS' STATEMENT OF SUPPORT:

The FY24 Credentials Committee proposes a revision to the current *NCARB Bylaws* requirement that all architects must hold an NCARB Certificate to be eligible to serve on the Board. This resolution will update the *Bylaws* to require only architects in officer positions to have an NCARB Certificate. The committee feels strongly that those serving in an officer position—Secretary/Treasurer, Vice President, President, and Past President—should still be required to have an active NCARB Certificate to be eligible to serve. This change will allow those who do not currently hold a Certificate to consider pursuing leadership opportunities by running for the Board in non-officer positions as At-Large or Regional Directors.

Removing the Certificate requirement for architects serving in non-officer positions will enable additional quality candidates from Member Boards and the NCARB volunteer community who do not hold a Certificate to serve on the national Board. Retaining the requirement of the credential for architects serving in officer positions on the Board continues to emphasize the importance and value of the Certificate to the Council. Revising the eligibility for election to non-officer Board positions also supports the equity and inclusion goals of the Council. Updating the *Bylaws* can create opportunities for new perspectives from architects, educators, licensure candidates, and related professionals with diverse expertise and valuable perspectives.

In August, the FY24 Credentials Committee issued a survey to membership to better understand the sentiment around barriers to leadership and desire to make a change. The survey affirmed support from membership to update the *Bylaws* requirement and reaffirmed that the NCARB Certificate remains an important credential for Board leadership. This resolution aligns with the perspectives expressed by membership in the survey, as well as findings from the FY23 Governance Work Group.



The committee believes this resolution would result in thoughtful and deliberative continued conversations within the membership and continue to position NCARB's Board as a best-practice leadership model. The committee is committed to supporting the implementation of these recommendations if they are approved.



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2024-06

This resolution is supported by the NCARB Board of Directors 12-0

TITLE: Tri-National Mutual Recognition Agreement for International Practice – Amendment

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the Tri-National Mutual Recognition Agreement for International Practice (MRA) was signed in 2005 by the national representatives of the National Council of Architectural Registration Boards (NCARB); the Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR), including the entities under its umbrella; and the Committee of Canadian Architectural Councils (CCAC) [later called the Canadian Architectural Licensing Authorities (CALA) and now called the Regulatory Organization of Architecture in Canada (ROAC)], and amended in 2010; and

WHEREAS, all parties recognize that differences among the standards and processes for licensing/registering architects in the Domestic Jurisdiction of Mexico, the United States, and Canada must be duly respected and appropriately addressed; and

WHEREAS, the Council for Tri-National Practice of Architecture (CTPA) was established in the MRA to facilitate the implementation of the agreement and monitor the Tri-National processes in an effective and nondiscriminatory manner; and

WHEREAS, members of the CTPA and organizations' staff have identified specific regulatory and implementation challenges in the existing MRA based on professional standards of care and reasonable regulation today; and

WHEREAS, staff representatives from NCARB, the ROAC (formerly CALA), COMPIAR, FCARM, ASINEA, and ANPADEH (formerly COMAEA) have successfully negotiated necessary modifications to the Agreement that are mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 12, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Second Amendment to the Tri-National Mutual Recognition Agreement for International Practice between the National Council of Architectural Registration Boards (NCARB), Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR) comprising the Federación de Colegios de Arquitectos de la República Mexicana (FCARM) and the Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable (ANPADEH) and the Asociación de Instituciones de Enseñanza de la Arquitectura de la República Mexicana (ASINEA); and the Regulatory Organizations of Canada (ROAC), be and hereby is ratified and approved as published in Appendix C in these resolutions.

FURTHER RESOLVED, that upon the approval of this resolution by a majority of the Council Member Boards, the amended Agreement will become effective no earlier than 60 calendar days after the execution of the Amendment.

**FINANCIAL IMPACT:**

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed Amendment to the Tri-National Mutual Recognition for International Practice between NCARB, COMPIAR, and ROAC continues the opportunities of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in Mexico. This Amendment is in its final form and will be signed by NCARB, COMPIAR, and ROAC following ratification by the Member Boards. Once the Amendment is approved and signed by all parties, it will become effective late in 2024 (but not earlier than 60 days after it is signed by all parties). Thereafter, all participating Member Boards may grant licensure to NCARB Certificate holders from Mexico and Canada who are certified through the requirements of this MRA.

This MRA does not require Member Boards to sign a Letter of Undertaking to Participate in the MRA, as has been required by other MRAs in the past. Rather, NCARB will discuss with each Member Board whether the Member Board will participate in the MRA and inform COMPIAR and ROAC as to which Member Boards will offer licensure reciprocity. A Member Board may decide to participate in the MRA at any time, and NCARB will update the list of participating Member Boards from time to time as needed.

NCARB Certificate holders will have more opportunity to expand their practices through all of North America due to our long-standing Mutual Recognition Agreement (MRA) with the Regulatory Organizations of Canada (ROAC), and the Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR).

The Council for Tri-National Practice of Architecture (CTPA) comprehensive review supported a recommendation to the Board to amend the Tri-National MRA based on the following:

- NCARB's focus on equity, diversity, and inclusion in the profession, and
- Proof of current and valid licensure/registration in good standing from the home authority, and
- Reduction of years of post-licensure experience requirements in the home as a qualification for mutual recognition, and
- Acceptance of work in architecture in the host countries as evidence of competency, and
- Expansion of varied building classifications as evidence of competency

NCARB's International Relations team, entrusted to negotiate the detailed requirements of the Amendment on behalf of NCARB, began with recognition of the trust that has been solidified between organizations and the individuals involved over more than 20 years. This understanding recognizes the significance in international discussions to put aside any organizational differences and demonstrates a commitment of esteem for and professional equity between organizations.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB, COMPIAR, and ROAC to benefit from our existing MRA since 2005. This Amendment continues the respect for each country's well-established, rigorous path to licensure rather than dissecting the individual components.


**POLICY ADVISORY COMMITTEE:**

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

RESOURCES:

- Appendix C: Second Amendment to Tri-National Mutual Recognition Agreement for International Practice
- Appendix D: Tri-National Mutual Recognition Agreement for International Practice With Strikethrough



Strategic Plan Objective:  Future-Focused Research and Development

RESOLUTION 2024-07

This resolution is supported by the NCARB Board of Directors 13-0.

TITLE: *NCARB Bylaws* Amendment – NCARB Regions

WHEREAS, the Board of Directors charged the Regional Realignment Work Group with analyzing membership feedback on NCARB’s regional structure and making a recommendation; and

WHEREAS, the Regional Realignment Work Group recommends that NCARB should realign regions into five regions and add an additional at-large position on the Board of Directors in Fiscal Year 2025; and

WHEREAS, the *NCARB Bylaws* may only be changed by a two-thirds majority (37) vote of the Council Member Boards, with such change becoming effective at the time specified in this resolution; and

WHEREAS, prior to implementing the changes to the *NCARB Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

FURTHER RESOLVED, that, effective as of the commencement of the 2025 Annual Business Meeting (the “Realignment Date”), Article VII-The Board of Directors, Section 1 in the *NCARB Bylaws* be revised as follows:

“SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, ~~two~~three At-Large Directors, one Member Board Executive Director, and one Public Director.”

RESOLVED, that, effective as of the Realignment Date, Article VI-Regions, Sections 1 and 2 in the *NCARB Bylaws* be revised, and Section 3 be added as indicated below:

“SECTION 1. Purpose. In order to foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its stated purpose, ~~six~~five geographical Regions comprising, in the aggregate, all the Member Boards are hereby established. Each Member Board shall be required to be a member of its Region.

SECTION 2. Membership. The membership of the Regions is established as follows:

REGION 1—~~New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.~~

REGION 2—~~Middle Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.~~

REGION 3—~~Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.~~

REGION 4—~~Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.~~



REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington.

Western Region: Alaska, Arizona, California, Guam, Hawaii, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington

Plains & Mountain Region: Colorado, Idaho, Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming

Mid-Central Region: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Virginia, West Virginia, Wisconsin

Northeastern Region: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Southeastern Region: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands.

SECTION 3. Reevaluation. The membership of the Regions shall be evaluated by the Board of Directors, or a committee or task force charged by the Board of Directors, for equity between Regions related to the number of Member Boards, Member Board Member distribution, architect population, and any other substantive need determined by the Board or such committee or task force every 10 years following the Realignment Date. The Board may evaluate region membership more often if there is a substantive need such as, but not limited to, the removal or addition of Member Boards.”

FURTHER RESOLVED, that, effective as of the Realignment Date, the current NCARB Regions (“Current Regions”) be replaced with new regions (“Realigned Regions”) consistent with the foregoing resolution;

FURTHER RESOLVED, that, effective immediately, the Board of Directors will charge the Regional Leadership Committee with developing model region bylaws, which model region bylaws shall be designed to provide consistency among the Realigned Regions while also identifying provisions that may be customized by region; and

FURTHER RESOLVED, that, effective as of the Realignment Date, the model region bylaws, as approved by the Board of Directors, shall be the initial bylaws of each Realigned Region, and thereafter each Realigned Region may act to customize their respective bylaws in accordance with the provisions of such bylaws; and

FURTHER RESOLVED, that, the monetary assets of each Current Region as of the Realignment Date shall be calculated based on an equal division amongst their Member Boards and that amount is to be transferred to each Member Board’s Realigned Region; and

FURTHER RESOLVED, that Article XV-Transition in the *NCARB Bylaws* be amended as stated in Appendix E; and

FURTHER RESOLVED, that upon the approval of the resolutions by a two-thirds vote (37) of the Council Member Boards, such resolutions will become effective as of the adjournment of the 2024 Annual Business Meeting or as directed in this resolution.

FINANCIAL IMPACT:

- This resolution will have some financial impact to the Council as the regions transition, but would eventually lead to some minor cost savings as a result of having one less region. This may eventually impact regional dues for Member Boards.

**SPONSORS' STATEMENT OF SUPPORT:**

Since 2019, NCARB has been evaluating and studying its governance structure. Efforts began when a grassroots group of Member Board Members met at the 2019 Regional Summit in Nashville to discuss NCARB's leadership pipeline—with the goal of ensuring that the NCARB Board of Directors had different backgrounds, perspectives, and voices at the table when making important decisions for the Council. Their grassroots efforts led to the eventual creation of the Diversity Collaborative (which became the Diversity, Equity, and Inclusion (DEI) Committee in 2022) and the Board of Directors creating the FY23 Governance Work Group and the FY24 Regional Realignment Work Group to focus specifically on governance issues. Adjusting NCARB's regional structure has been discussed at every junction since this effort began in 2019.

Last year's Governance Work Group studied the entire governance structure of the Council including an initial proposal to realign the NCARB regional structure. Through surveys, listening sessions, and other discussions, members expressed interest in an extended exploration of potential changes to NCARB's regional structure, with 50% of respondents in the Governance Work Group's spring 2023 survey believing some form of change should occur.

The FY23 Board of Directors ultimately decided to focus FY23 governance efforts solely on changes to the Executive Committee and establishing At-Large Director positions. The Board indicated that pursuit of regional realignment would be a separate phase, a position affirmed by both outgoing President Bayliss Ward and incoming President Jon Baker. Following on the above discussions, FY24 President Jon Baker announced the creation of the Regional Realignment Work Group at the June 2023 Annual Business Meeting, charging it with developing a recommendation for the FY24 Board of Directors. The work group, chaired by Past President Kristine Harding, and including the six Regional Chairs, began their work by discussing assumptions and possible biases related to this topic. The conversation led to a discussion of two key questions: what value do regions bring to the organization, and what is the organization solving by modifying its regional structure?

Value of Regions

The Regional Realignment Work Group clearly identified that any regional structure provides value to the Council through:

- smaller group networking;
- leadership development opportunities;
- nominating a regional director to serve on the Board of Directors; and
- serving as a communications conduit for the Board of Directors and Member Boards.

What Are We Solving?

Further, the consensus of the work group is that several opportunities will be realized by the organization through regional restructuring.

- The proposed change would eliminate a perceived lack of fairness within the current regional structure by shifting toward an organizational structure where regions are more closely aligned in terms of the number of jurisdictions, architects, Member Board Members, and licensure candidates served. This shift begins to better represent the communities served.
- The proposed change would increase the number of available volunteers within currently smaller regions through more equitable distribution of jurisdictions across regions. In the work group's discussions, as well as a historic review of regional reports, there is a recurring issue of engagement and availability to serve in regional leadership and eventually the NCARB Board of Directors, particularly from the four smaller regions.



- The proposed change provides the potential to reduce legislative concerns about regions' value and individual dues, through an opportunity to build a stronger foundation for the future before external pressures potentially force a change. Member Boards have sought support from NCARB in recent years defending regional dues to legislatures and/or state agencies given that other national organizations do not carry a similar additional dues requirement.
- Realigning to five regions allows a shift of one regional director position into a third at-large director position. This shift increases the new perspectives brought to the Board of Directors and moves the Board toward balancing a structure of regional and non-regional leaders. As a national organization with more than a \$30 million budget and over 100,000 customers, modern-day NCARB and Member Boards are not sufficiently served by a solely regional pipeline to leadership both in terms of the time it takes leaders to move through these ranks and perspectives available.
- Adding a third at-large director position, following the new streamlined path to serving on the Board of Directors, brings an additional opportunity for those who are interested in serving but not able to commit to the long timeline to serve through the regional structure. Member Board Members are eligible for these positions, and this may be a preferred path for those who are restricted by term limits or other time constraints.
- Making these changes allows the Council to retain the 14-member structure of the Board of Directors. Any increase in the number of Board members has a direct increase in the time that Board members already commit to the Council and a financial impact on NCARB's budget.

Equity and Parity Issues

When asked via survey what considerations were most important to members if the regions were realigned, 50% of respondents selected parity of the number of jurisdictions in each region. In addition, several respondents mentioned parity in the number of licensed architects served by each region in their comments.

The work group considered various realignment options, including other geographic (2, 3, and 4 regions) and non-geographic (based on board type, population, etc.) maps. In the end, working toward improved equity and parity most benefits the Council in the long-term. Studying data for the current regions, the discrepancies and general fairness issues became apparent for both large and small regions. The chart below describes the current makeup of the existing NCARB regions.

	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Number of Jurisdictions	6	8	12	9	7	13
Total MBMs	36	74	90	103	55	114
Total Architect MBMS	26	40	54	39	24	47



When provided the data above, members were asked if the data reflected parity, with 80% of respondents saying “no.” Members were asked again about the importance of parity when considering realignment, and 67% said an equal number of jurisdictions, population of architects served/regulated, or both were important to them, and 30% said parity didn’t matter to them when it came to regions.

There is a perception amongst membership that regions vote in blocks and that larger regions have more overall input on the direction of the Council. While hard to measure when it comes to matters of policy when voting on resolutions, looking at the leadership pipeline and historic election results for officer positions, candidates from larger regions have had a clear advantage. For example, since the creation of all of the regions in 1968, there have been almost as many NCARB presidents from Region 3 (15) alone as there have been from Regions 1, 2, and 5 combined (17). This does not align with the perception of members from smaller regions who have expressed a belief that they have more opportunities to move up to the Board of Directors in general and that their voice is heard better.

Through open-ended comments in the first FY24 survey from the Regional Realignment Work Group, parity amongst licensees served by Member Board and regions emerged as an important topic to some members. When specifically asked about parity by architects served in the second FY24 survey, 52% of respondents said it should be a consideration. While NCARB as an organization is focused on regulatory issues that no longer lean regional, and small states and large states have similar policy issues, the work group agreed the organization could better align regions so that those served by the Member Boards could be better distributed.

When viewed through the lens of governance of a national organization, any type of inequity that is created by a regional structure is not ideal. Each Member Board has the same vote and should have similar access and opportunity in terms of being heard and being able to pursue further involvement with the organization.

The Proposal

The work group consensus is that working toward improved equity and parity for the number of Member Boards, Member Board Members, licensees, and licensure candidates in each region most benefits the Council and Member Boards in the long-term, while creating opportunities for additional at-large directors and not increasing the size of the Board of Directors. In addition, the work group believes reviewing leadership and regional structures is a healthy activity for the Council to take at regular intervals and recommends this structure be reviewed every 10 years or as needed if there is a substantive change that would impact it. After the Regional Summit and the work group explaining the rationale, the membership was asked if they would support some type of realignment, and 66% said yes.



	Western (Region A)	Plains & Mountain (Region B)	Mid-Central (Region C)	Northeastern (Region D)	Southeastern (Region E)
Number of Jurisdictions	11	9	11	12	12
Total MBMs	95	73	125	89	90
Total Architect MBMs	39	31	47	59	55

Creating five regions addresses several concerns expressed by membership from last year’s feedback sessions and comments collected through surveys this year:

- **More parity in terms of the number of Member Boards in each Region.**
- **Reduces the disparity of Member Board Members in each region.** During listening sessions, members asked about the distribution of Member Board Members throughout regions since one of the recurring issues in regions is volunteer engagement. This data was pulled and added, and the proposed map does reduce this disparity.
- **Maintains small group discussion and relationship building.** While the historical reasons for the regions’ creation no longer exist, the work group and Member Boards find value in the regional structure as a communication touchpoint with the Board of Directors and a venue to foster small group discussions and relationship building. When asked, most survey respondents (75%) felt that all current regions—ranging from 6 to 13 Member Boards—allowed for smaller group discussions. The five-region recommendation right-sizes regions while still allowing for the small group discussions and relationship building that Member Boards find valuable. In addition, because of travel and cost restraints for Member Boards, most



in-person regional meetings now occur in conjunction with national NCARB meetings, allowing members to continue to maintain existing relationships and establish new ones.

Transition Plan

The work group proposes that regions transition to the new structure following the 2025 Annual Business Meeting. The Regional Leadership Committee would be charged with developing model bylaws so that regions can amend and/or replace current bylaws and have the regions be more aligned with each other. The work group began the activity of identifying where regions are in alignment and where they are different so that a best practice can be recommended for Member Boards to be served more consistently by regions. NCARB would cover costs and assist regions with this transition as requested.

This proposal is the culmination of over five years of research and discussions from multiple Member Board Member volunteer groups and membership feedback. The work group and Board of Directors agree with the membership that regions continue to provide value to the organization. However, it is time for the framework developed in the 1960s to be updated to better serve modern-day NCARB and Member Boards.

NCARB BOARD OF DIRECTORS

- Jon Alan Baker, FAIA, NCARB, LEED AP; President
- Kenneth R. Van Tine, AIA, NCARB, LEED AP; Vice President
- Edward T. Marley, NCARB, FAIA, LEED AP; Second Vice President
- John Patrick Rademacher, NCARB, AIA, NOMA; Treasurer
- Sylvia Kwan, FAIA, NCARB, LEED AP; Secretary
- Bayliss Ward, NCARB, AIA; Past President
- Jennifer R. Arbuckle, AIA, NCARB, LEED AP; Director, Region 1
- George H. Miller, FAIA; Director, Region 2
- Miguel A. Rodriguez, FAIA, NCARB, NOMA; Director, Region 3; Florida Member Board Member
- Margaret (Meg) S. Parsons, FAIA, NCARB, LEED AP BD+C, ALEP; Director, Region 3
- Lenora A. Nelson, RA, NCARB; Director, Region 5
- Scott E. Harm, AIA, NCARB; Director, Region 6; Washington Member Board Member
- Cathe M. Evans; Member Board Executive Director; North Carolina Member Board Executive
- Stephanie V. Hopkins; Public Director; Maryland Member Board Member

REGIONAL REALIGNMENT WORK GROUP

- Chair: Kristine Annexstad Harding, FAIA, NCARB; 2017 NCARB President
- Thomas D. Lonardo, RA, NCARB; Chair, Region 1; Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB; Chair, Region 2
- Catherine C. Morrison, NCARB, AIA, LEED AP BD+C, NOMA; Chair, Region 3; North Carolina Member Board Member
- Linda Alfson Schemmel, AIA, NCARB; Chair, Region 4
- James Devine, NCARB, AIA, LEED AP; Chair, Region 5; North Dakota Member Board Member



- Catherine Fritz, AIA; Chair, Region 6
- Kate Nosbisch, Hon. AIA VA; Virginia Member Board Executive
- Bayliss Ward, NCARB, AIA; Past President

RESOURCES

Appendix E: *NCARB Bylaws* Article XV—Transition

Appendix A:

NCARB Policy Resolutions to Sunset:
1960-1979, Part 2

Appendix A

NCARB Policy Resolutions to Sunset: 1960-1979, Part 2

Project Background

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution.

NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

The resolutions were reviewed by category, and the first set of policies was sunset in FY21. This year, the PAC reviewed additional resolutions from 1960-1979 in the following areas:

- Membership
- Related Organizations
- Studies
- Other Miscellaneous Topics

The following resolutions are being recommended for sunset:

- Resolution 1975-23: Lateral Forces
- Resolution 1973-01: Adherence to Accepted Actions
- Resolution 1972-10: Approval for Board of Directors to Join in Council
- Resolution 1971-08: Board Resolution on Firm Names
- Resolution 1962-01: Annual Meeting Agenda
- Resolution 1961-13: Engineer and Architect Registration Laws
- Resolution 1961-14: Service on NCARB Committees
- Resolution 1960-08: Collateral Attendance at NCARB Conventions

Rationale for each of the resolutions being recommended for sunset is included below, along with the full text of the resolution.

Resolutions Recommended for Sunset as part of Resolution 2024-A

Resolution 1975-23: Lateral Forces

“WHEREAS, Earthquakes may occur at any time in these United States, and

WHEREAS, For the protection of life, health and property, architects should possess a working knowledge of lateral forces design for buildings, and

WHEREAS, Architects may achieve such knowledge by various methods; now, therefore, be it

RESOLVED, That Member Boards accept evidence of knowledge of lateral forces design only after the method of achieving such competency is reviewed and approved in advance by a standing committee of NCARB concerned with this and other special problems.”

Rationale: This resolution was intended to make Member Boards require an examination on lateral forces (especially for reciprocal licensure). A lateral forces/seismic exam did exist, but was eventually discontinued by Resolution 1989-15. However, Resolution 1975-23 was not sunset at this time, so the policy remains in existence. In addition, Resolution 1975-23 does not offer many specifics, and sunsetting the resolution would provide clarity for membership.

Resolution 1973-01: Adherence to Accepted Actions

“WHEREAS, all actions are initiated through resolutions and brought before Annual Meetings open discussion thereby making it possible for all Member Boards to participate fully in such actions and,

WHEREAS, inasmuch as these resolutions which are voted by the Member Boards at the Annual Meeting are in the interest of all and constitute voluntary acceptance by all Member Board and,

WHEREAS, our validity of operation and the effectiveness of our services depend upon our abiding by the actions agreed upon together at the Annual Meetings, now, therefore,

RESOLVED, that all Member Boards pledge, within their ability to comply with such legally voted actions which are consistent with the statute of their States and to take no adverse unilateral action without first giving notice of such proposed action.”

Rationale: This resolution requires Member Boards to work to accept NCARB’s national standards for licensure; the language of the resolution leaves significant room for flexibility depending on jurisdictional laws and rules. Retiring this resolution ensures that Member Boards are free to make the decisions that best suit their jurisdictional needs.

Resolution 1972-10: Approval for Board of Directors to Join in Council

“BE IT RESOLVED, that the NCARB Board of Directors be authorized to Join in Council with such other organizations formed for the purpose of recommending that interprofessional actions be developed in the public interest.”

Rationale: NCARB’s Board of Directors regularly collaborates with other organizations to serve the public interest, including both other architecture-related organizations, as well as NCARB’s counterpart organizations for other professions. NCARB’s *Bylaws* has been updated since this resolution was passed to give the Board of Directors authority to manage “the affairs of the Council,” which would include partnerships with external organizations—making this policy unnecessary. Establishing an individual policy for each action the Board of Directors is authorized to undertake would place a significant burden on NCARB’s members, and retiring this resolution establishes a clearer precedent for laying out the Board of Directors’ authority.

Resolution 1971-08: Board Resolution on Firm Names

“WHEREAS, the rapidly expanding interstate architectural practice throughout the country is frequently hampered by virtue of the differences in State registration laws, and

WHEREAS, the individual States and jurisdictions recognize the validity of the NCARB Certificate, and

WHEREAS, it would appear reasonable that any architectural firm from another State would be permitted to retain its identity, when a duly registered architect is in responsible charge, now,

THEREFORE, BE IT RESOLVED, that until Paragraph B of Section V of the Legislative Guidelines (relating to practicing under an assumed name) is enacted into law, any firm legally engaged in architectural practice in the State of its origin, shall be granted the right to retain its identity by permitting the firm name to follow the name of the architect in responsible charge of the project, provided that the title “architect” follows his name and that he has a license to practice in the State for which the project is designed.”

Rationale: This resolution encourages states to allow architects to use their firm name across state lines, as long as the architect is licensed in the state. At the time, some states prohibited the use of firm names that did not include the name of the architect(s). This resolution was meant to address that problem as a temporary policy in place while states worked to adopt a piece of the *Legislative Guidelines* added in 1970. The *Legislative Guidelines* section of the *Model Law and Regulations* was removed when the document was overhauled in 2021. Firm registration is now covered under Model Law Section 303 and Model Regulations R303, and this policy is no longer needed.

Resolution 1962-01: Annual Meeting Agenda

“WHEREAS, the stated purpose of the NCARB is:

1. To promote high standards of preparation for architectural practice.
2. To foster the enactment of laws pertaining thereto.
3. To equalize and improve the standards of examination.
4. To compile and transfer records.

AND WHEREAS, the representatives of the Member Boards represent the whole profession and are therefore responsible to the whole profession.

AND WHEREAS, there are great distances and lack of direct communication between the Member Boards of this Council other than at this meeting.

THEREFORE BE IT RESOLVED, that the agenda of the Annual Meeting of the NCARB be so organized to allow the greatest participation by the Member Boards in the discussion and implementation of our stated purpose, that all written reports of committees be published and circularized among the Members of this Council prior to the annual meeting and all other routine business and reports be kept to a minimum in order that the above-stated objectives may be more effectively accomplished.”

Rationale: NCARB continues to circulate information needed for the Annual Business Meeting in advance of the meeting, and the *NCARB Bylaws* include notice deadlines for the Annual Business Meeting and resolutions. However, the reports of individual committees are shared in NCARB’s Annual Report, which is now released after the close of the fiscal year. Because requirements regarding information-sharing and preparatory materials for the Annual Business Meeting are located within other policies, this resolution can be retired.

Resolution 1961-13: Engineer and Architect Registration Laws

“WHEREAS, various engineering societies have adopted resolutions recommending registration laws under which 'both Engineers and Architects should be free to offer their services for, and accept prime commissions to execute, any type of project which they are qualified to handle;' and

WHEREAS, such laws would facilitate the designing of buildings by engineers who lack the education and experience needed to fit them for this work; and

WHEREAS, for this and other reasons, such laws would not be in the interest of either the engineering or the architectural profession, or in the public interest; now

THEREFORE, BE IT RESOLVED, that the National Council of Architectural Registration Boards is opposed to the adoption of registration laws which encourage the practice of architecture by engineers or the practice of engineering by architects.”

Rationale: This resolution seems to be addressing laws encouraging lessening registration and restrictions around incidental practice. While the type of legislation mentioned in this resolution does not seem to be a common practice today, NCARB remains opposed to any legislation regarding incidental practice that would lessen public protection or reduce our Member Boards' ability to regulate the profession. NCARB's *Model Law and Regulations* does include a definition of architecture, as well as a footnote touching on incidental practice. Additionally, NCARB's Incidental Practice Task Force has evolved into an Inter-Organizational Council of Regulations (ICOR) multi-professional task force exploring how to better regulate around this topic. Retiring this resolution will ensure that NCARB can update its model language around incidental practice once the task force completes its work, if necessary.

Resolution 1961-14: Service on NCARB Committees

"WHEREAS, each Member Board of this Council is vitally interested in the aims and purposes of the Council; and

WHEREAS, the active participation of each Member Board on the affairs of this Council is necessary in order that such aims and purposes be accomplished;

BE IT THEREFORE RESOLVED, that at least one member of each Member Board of this Council be given the opportunity to serve on a working committee of the Council, in order that a greater continuity of interest and accomplishments may be maintained and fulfilled in the interests of the profession of Architecture."

Rationale: NCARB's current policy is to ensure that all Member Board Members who volunteer to serve on a committee receive a committee appointment; however, it is possible that not all Member Boards would be represented in a given year if there were not a volunteer from each Member Board. Retiring this policy removes redundancy and creates clarity around NCARB's current practices.

Resolution 1960-08: Collateral Attendance at NCARB Conventions

"WHEREAS, the joint conferences between the AIA, the NAAB, the ACSA and the NCARB are necessary for the proper liaison between the organizations and should be continued; and

WHEREAS, the efforts of NCARB officers who have served at these conferences in the past are recognized with a great appreciation by this convention; and

WHEREAS, other means to further the full understanding of the activities and problems of the respective organizations should be pursued;

THEREFORE, BE IT RESOLVED, that the AIA, the NAAB and the ACSA be invited and urged to have an official in attendance at future NCARB conventions."

Rationale: NCARB currently invites our partner organizations (including those listed in this resolution) to the Annual Business Meeting and other Council meetings. However, retiring this policy would ensure we can change our approach in the future, should the need arise.

Appendix B:

Mutual Recognition Agreement Between NCARB
and the AACCA and the NZRAB

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD

Month Day, 2024

The National Council of Architectural Registration Boards (“NCARB”)
representing the architectural licensing boards of the 50 United States,
the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico,
and the U.S. Virgin Islands.

AND

The Architects Accreditation Council of Australia (“AACA”)
representing the architectural licensing boards of the eight states and territories of Australia.

AND

The New Zealand Registered Architects Board (“NZRAB”)
representing the registered architects of New Zealand.

*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the professional credentials of architects licensed/registered in the United States of America and its territories (referred to herein collectively as the U.S. or United States), Australia, and New Zealand and to support their mobility by creating the opportunity to practice beyond their borders.*

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as an Australian architect or New Zealand architect; and the licensing of an Australian architect or New Zealand architect as an architect in a U.S. jurisdiction that has agreed to participate in the Agreement.

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to the 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, AACA advocates, coordinates, and facilitates the development of national standards of competency for the profession of architecture through education, practical experience, and examination requirements for initial licensure and license renewal for all eight Australian State and Territory Registration Boards;

WHEREAS, NZRAB, as established by an act of the New Zealand Parliament, or its statutory successor, holds the statutory authority to determine the minimum education qualifications, work experience requirements, and assessment procedures for initial registration and license renewal as a registered architect in New Zealand, as well as the responsibility to register, monitor, and discipline all architects registered in New Zealand;

WHEREAS, NCARB and the AACA previously ratified Mutual Recognition Agreements in 1973, 1983, and 2006 that were never fully realized; NCARB, the AACA, and the Architects Education and Registration Board of New Zealand (“AERB/NZ”) ratified separate Practice in Host Nation Agreements in 2002 that were never fully implemented; the AERB/NZ no longer exists and has been statutorily replaced by the NZRAB; NCARB, AACA, and NZRAB formalized an agreement in 2016, set to be replaced by this current document; and NCARB, AACA, and the NZRAB declare that this Agreement shall supersede all previous Agreements entered into by NCARB, AACA, and NZRAB.

WHEREAS, the NCARB Member Boards, the Australian State and Territory Boards, and the NZRAB are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

WHEREAS, the standards, protocols, and procedures required for entry to the practice of architecture within the United States, Australia, and New Zealand have benefitted from many years of effort by NCARB, AACA, and NZRAB;

WHEREAS, NCARB and the AACA are the lead organizations recognized by their individual state and territory registration authorities and the NZRAB has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

WHEREAS, accepting there are differences between the systems in place in the United States, Australia, and New Zealand, nonetheless there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects registered to practice in the United States, Australia, and New Zealand;

WHEREAS, NCARB, AACA, and NZRAB are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB, AACA, and NZRAB;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States, Australia, or New Zealand must be licensed or registered with an applicable governmental authority, must comply with all practice requirements of the applicable licensing or

registration authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

NOW THEREFORE, NCARB, AACA, and NZRAB (collectively, the **“Parties”** and each a **“Party”**) agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROCITY

NCARB and AACA shall be responsible for maintaining a current list of NCARB Member Boards and Australian State and Territory Boards, respectively, that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a **“Participant”**). Following the ratification of this Agreement by NCARB, AACA, and NZRAB, NCARB and AACA shall provide all Parties with an initial list of Participants, and NCARB and AACA shall provide all Parties with an updated list of Participants each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects must be licensed/registered and in good standing in a jurisdiction of their home country.
2. Architects shall not be required to establish citizenship or permanent residency status in the United States, Australia, or New Zealand (each, a **“Locality”**) in order to seek licensure/registration under this Agreement.
3. Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement are not eligible under this Agreement.

3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing/registration as may be necessary before certification or licensing/registration is granted within their respective jurisdictions.

A U.S. Architect to AACA Jurisdiction

Upon application, AACA shall issue an *AACA Statement* to any U.S. architect licensed/registered in one or more NCARB jurisdiction(s), provided that the architect meets the eligibility requirements listed in Sections 2 and 3A of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any U.S. Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement, and
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records, and
3. holds a current *NCARB Certificate*; and
4. holds a current *AACA Statement* issued pursuant to this Agreement, and

5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by AACA, and
6. pays all applicable fees as imposed by AACA and the Participant.

B U.S. Architect to NZRAB

Upon application, the NZRAB agrees to register as an architect in New Zealand any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement, and
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records, and
3. holds a current *NCARB Certificate*, and
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NZRAB, and
5. pays all applicable fees as imposed by NZRAB.

C Australian Architect to NCARB Jurisdiction

Upon application, NCARB shall issue an *NCARB Certificate* to any Australian architect licensed/registered in one or more AACA jurisdictions meeting the eligibility requirements listed in Sections 2 and 3C of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any Australian Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement, and
2. is currently licensed/registered in good standing by one or more Australian Participants, as confirmed by AACA following checks on the architect's disciplinary record; and
3. holds a current *AACA Statement*, and
4. holds a current *NCARB Certificate* issued pursuant to this Agreement, and
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant, and
6. pays all applicable fees as imposed by NCARB and the Participant.

D New Zealand Architect to NCARB Jurisdiction

Upon application, NCARB shall issue an *NCARB Certificate* to any New Zealand architect licensed/registered by the NZRAB meeting the eligibility requirements listed in Sections 2 and 3D of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any New Zealand Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement, and
2. is currently licensed/registered in good standing by the NZRAB; and
3. holds a current *NCARB Certificate* issued pursuant to this Agreement, and
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant, and
5. pays all applicable fees as imposed by NCARB and the Participant.

4. DATA PRIVACY

1. For the purposes of this Section:

“Data Protection Laws” means as applicable, (i) the *Australian Privacy Act 1988* (ii) the New Zealand Privacy Act 2020 and (iii) all other applicable laws and regulations relating to the handling of personal data and privacy, including statutory instruments (each as amended, updated and superseded from time to time), including OECD, Recommendation of the Council concerning Guidelines Governing the Protection of Privacy and Transborder Flows of Personal Data, OECD/LEGAL/0188.

“Data Security Breach” means a breach or breaches of security leading to the accidental or unauthorized destruction, loss, alteration, use, disclosure of, or access to, the Protected Data.

“Data Subject Request” means an actual or purported request, notice or complaint made by, or on behalf of, a data subject in accordance with the exercise of rights granted pursuant to the Data Protection Laws in relation to the data subject’s Protected Data.

“Disclosing Party” means a Party to this Agreement which is disclosing Protected Data to another Party to this Agreement.

“Particulars” means the description of the Protected Data, Data Subjects and details of the transfer and sharing of the Protected Data amongst the Parties, as set out in Appendix II.

“Purpose” means the fulfilment and facilitation of this Agreement, including the recognition and movement of architects in accordance with Section 3 of this Agreement and the Particulars as set out in Appendix II.

“Protected Data” means the personal data to be handled by the Parties in relation to this Agreement.

“Receiving Party” means a Party to this Agreement that is receiving Protected Data from another Party to this Agreement.

The terms **“data controller”**, **“personal data”**, **“data subject”** and **“supervisory authority”** shall have the meanings given to them in the Data Protection Laws (or the equivalent terms under the Data Protection Laws).

2. The Parties agree and acknowledge that each Party will act as an independent controller with respect to the Protected Data.
3. Each Party will comply with its respective obligations under the Data Protection Laws to the extent applicable.
4. Each Party acknowledges and agrees that it has all rights, provided all notices, and obtained all consents as may be required by its respective Data Protection Laws to process Protected Data and make available Protected Data to the other Party for such Party’s processing as permitted under the Agreement.
5. Each Party will use reasonable endeavors to ensure that it does not act in a way to cause another Party to breach any of its obligations under the Data Protection Laws.

6. Each Party will implement appropriate technical and organizational measures designed to safeguard Protected Data against any Data Security Breach. Such measures shall be proportionate to the harm which might result from any such Data Security Breach (and having regard to the nature of the Protected Data in question).
7. The Parties will handle the Protected Data in accordance with the Particulars set out in Appendix II.
8. The Receiving Party will only access Protected Data necessary and in accordance with the Purpose and shall use or disclose Protected Data for the Purpose (and in accordance with this Agreement, except with the prior written agreement of the Disclosing Party or where applicable law strictly requires).
9. Each Party will promptly notify any other Party (or Parties) (within three (3) working days) if it receives a complaint or request relating to the other Party's (or Parties') obligations under the Data Protection Laws (other than a Data Subject Request, which is addressed below). On receipt of a notice under this Section 4.9, each Party will provide the other Party (or Parties) with reasonable co-operation and assistance in relation to any such complaint or request.
10. The Parties acknowledge that the processing of Protected Data may be subject to restrictions and requirements in addition to those set out in this Agreement (including but not limited to contractual restrictions, transfer risk assessments and supplementary measures) ("**Specific Requirements**"). Each Party will notify any other Party with access to the relevant Protected Data of any such Specific Requirements. The Parties will use reasonable endeavours to make sure the relevant Protected Data is processed in accordance with the Specific Requirements, and will provide each other with reasonable co-operation and assistance in the undertaking of the Specific Requirements.
11. In relation to Data Subject Requests:
 - a) Each Party will ensure that it protects the rights of data subjects under the Data Protection Laws and agrees to promptly notify the other relevant Party (or Parties) in writing (within five (5) working days) if it receives a Data Subject Request for personal data of a data subject of which the other relevant Party (or Parties) is a controller.
 - b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request, and that the other relevant Party (or Parties) will provide all reasonable co-operation and assistance in relation to any Data Subject Request to enable the Party in receipt of the Data Subject Request to comply with it within the relevant timescale set out in the Data Protection Laws.
12. Each Party will notify the other Parties without undue delay after becoming aware of any Data Security Breach and in any event within the relevant timescale set out in the Data Protection Laws.
13. Each Party shall provide reasonable assistance to the Party (or Parties) affected by the Data Security Breach in the event that the Party (or Parties) is required to notify a relevant supervisory authority, other regulator and/ or affected data subjects.

14. The Receiving Party will not disclose Protected Data to a third party without the written prior consent of the Disclosing Party.
15. International data transfers:
 - a) It is acknowledged and understood that the operation of this Agreement necessitates the transfer of personal data from Australia and/or New Zealand to the United States (the **“Restricted Transfer”**).
 - b) The Parties will work together in good faith to ensure that any Restricted Transfers are made in accordance with the requirements of Appendix II and the Data Protection Laws.
16. Each Party agrees to only process the Protected Data for as long as reasonably necessary for the Purpose. Nothing in this Section 4 will prevent a Party from retaining and processing Protected Data in accordance with any statutory retention periods applicable to that Party.
17. Where one Party interacts with any relevant supervisory authority (whether proactively, for example to review a data protection impact assessment or reactively, for example, in response to an inquiry from the supervisory authority) related to the processing of Protected Data, the other Parties will provide such information and assistance as is reasonably required to assist in such interactions.
18. In the event that any enforcement action is brought by a relevant supervisory authority or in the event of a claim brought by a data subject against any Party, in both instances relating to the processing of Protected Data, the relevant Party will promptly inform the other Parties about any such action or claim and relevant Parties will co-operate in good faith with a view to resolving the action or claim in a timely fashion.
19. Each Party will ensure that any officers, employees, agents, and subcontractors who are required to deal with Protected Data for the purposes of this Agreement are made aware of and undertake to handle Protected Data for the Purpose and Particulars and to comply with the Data Protection Laws.
20. If during the term of this Agreement, the Data Protection Laws change in a way that this Section 4 is no longer adequate or appropriate for compliance with the Data Protection Laws, the Parties agree that they shall negotiate in good faith to review this Section 4 in light of the current Data Protection Laws and amend this Section 4 as appropriate.

5. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant or the NZRAB to refuse to license/register an architect, remove an architect from the register, or impose terms, conditions or restrictions on the architect’s license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or the NZRAB, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the jurisdiction’s applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB and the AACA to refuse the issuance or withdraw an *NCARB Certificate* or *AACA Statement*, respectively, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal

proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB or AACA, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's or AACA's applicable disciplinary procedures.

3. Nothing in this Agreement limits the ability of any Party to this Agreement or any Participant to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.
4. This Agreement relates only to the licensure/registration of architects and the Parties to this Agreement note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties to this Agreement and the Participants have no obligation to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties to the Agreement may work together, without further organizational approval, on the establishment of common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively Methods of Implementation). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

This Agreement may only be amended with the written consent of NCARB, AACA, and NZRAB. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

7. ENTIRE AGREEMENT

Each Party to this Agreement acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire Agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

8. NO ASSIGNMENT

No Party can assign their rights under this Agreement without the prior written consent of each of the other Parties.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

9. DISPUTE RESOLUTION

Should any dispute between two or all Parties arise in relation to this Agreement that cannot be settled through negotiations between the Parties within sixty days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

10. PERIODIC REVIEW

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

11. WITHDRAWAL

Any Participant may withdraw from this Agreement with 90-days written. The relevant Party shall promptly notify the other Parties to this Agreement in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* and *AACA Statement* granted to architects pursuant to this Agreement shall remain valid as long as all licensure/registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, AACA, NZRAB, or the relevant Participant, as applicable.

12. TERMINATION

NCARB, AACA, or NZRAB may invoke termination of this Agreement with 90-days written notice to the other Parties and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificate* and *AACA Statement* granted pursuant to this Agreement shall remain valid as long as all licensure/registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, AACA, NZRAB, or the relevant Participant, as applicable.

13. ENTRY INTO FORCE

This Agreement shall come into force (the “Effective Date”) no less than 60 days after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and NCARB, AACA, and NZRAB sign this Agreement, so long as such conditions are met on or before **XXX, 2024**, or as mutually extended by the NCARB Board of Directors, AACA, and NZRAB.

SIGNATURES

NCARB

President

CEO

Witness

<div><div></div><div>Witness</div></div>	<div><div>AACRA</div></div>	<div><div>NZRAB</div></div>
<div><div></div><div>Witness</div></div>	<div><div>President</div></div>	<div><div>Chair</div></div>
	<div><div>CEO</div></div>	<div><div>CEO</div></div>
	<div><div>Witness</div></div>	<div><div>Witness</div></div>
	<div><div>Witness</div></div>	<div><div>Witness</div></div>
	<div><div>Witness</div></div>	<div><div>Witness</div></div>

APPENDIX I

MECHANISMS FOR THE IMPLEMENTATION
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(“NCARB”)
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA (“AACA”)
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD (“NZRAB”)

Month Day, 2024

Whereas NCARB, AACA, and NZRAB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2024 (the “**Agreement**”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Mechanisms for Dialogue and Administrative Co-Operation

NCARB, AACA, and NZRAB will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of the Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB, AACA, and NZRAB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants and AACA will be responsible for the official list of Australian States and Territory Boards.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB, for Australia is AACA, and for New Zealand is NZRAB.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 Documentation forms to be used by local jurisdictions to certify an applicant’s registration/licensure status shall be in uniform format and in English.

2.4 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system or secure accepted means, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to this Agreement.

3. Application Process

3.1 Eligibility

To be eligible to benefit from the Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure the appropriate forms from the relevant Party to confirm that the applicant's qualifications satisfy the requirements of the Agreement.
- 3.2.3 Provide written consent for the applicant's Protected Data to be disclosed overseas to the other relevant Party for the purposes of the Agreement.

3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "**Required Documentation**" means the specific official documentation necessary for a Party to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to AACA:

NCARB will transmit to AACA the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an *NCARB Certificate*.

U.S. Architects to NZRAB:

NCARB will transmit to NZRAB the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an *NCARB Certificate*.

AACA Architects to NCARB:

AACA will transmit to NCARB the Required Documentation, which must confirm that the Australian architect is registered with a Participant (but not through a foreign reciprocal licensing/registration agreement).

NZRAB Architects to NCARB:

NZRAB will transmit to NCARB the Required Documentation, which must confirm that the New Zealand architect is registered with NZRAB (but not through a foreign reciprocal licensing/registration agreement) and is in good standing.

3.4 Conditions

Upon application, applicants must meet the conditions of Section 3 of the Agreement.

SIGNATURES		
NCARB	AACA	NZRAB
<div>President</div>	<div>President</div>	<div>Chair</div>
<div>CEO</div>	<div>CEO</div>	<div>CEO</div>
<div>Witness</div>	<div>Witness</div>	<div>Witness</div>
<div>Witness</div>	<div>Witness</div>	<div>Witness</div>
<div>Witness</div>	<div>Witness</div>	<div>Witness</div>

APPENDIX II
DATA SHARING PARTICULARS
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(“NCARB”)
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA (“AACA”)
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD (“NZRAB”)

Month Day, 2024

Data subjects

The Protected Data concerns the following categories of data subjects:

- Individuals who have been certified/registered as architects:
 - in the U.S. by NCARB; and
 - in Australia by AACA; and
 - in New Zealand by NZRAB.

Purposes of the transfer(s)

- AACA or NZRAB will make a Restricted Transfer to NCARB to allow NCARB to verify the accreditation of Australian and New Zealand registered architects that wish to work as architects in the United States.
- AACA or NZRAB may make a Restricted Transfer to NCARB in connection with specific queries that NCARB has during the course of a particular architect’s time working as an architect in the United States (e.g. disciplinary issues).
- NCARB will transfer the Protected Data to AACA or NZRAB to allow AACA or NZRAB to verify the accreditation of U.S.-registered architects that wish to work as architects in Australia or New Zealand. NCARB may also transfer relevant data to AACA or NZRAB in connection with specific queries that AACA or NZRAB have during the course of a particular architect’s time working as an architect in Australia or New Zealand (e.g. disciplinary issues).

Categories of data

The Protected Data includes the following categories of data:

- Full name;
- Address;
- Email address;
- Telephone number;
- NCARB, AACA, NZRAB, and Participant Certification/Registration Number (as appropriate);
- Date on which individual was registered or re-registered as an architect;
- Qualifications held by the individual (to the extent that these fall within the scope of this Mutual Recognition Agreement);
- If requested, details of disciplinary procedures;
- Details if individual is no longer of good standing, including reasons.

Recipients

The Protected Data may be disclosed only to the following recipients or categories of recipients:

- The Parties and Participants in this MRA (as appropriate).

Sensitive data (if appropriate)

The Protected Data transferred concern the following categories of sensitive data:

- If one Party is required to inform the other Parties of details of disciplinary procedures or reasons for which an individual is no longer of good standing, this data may include some sensitive data (e.g., if these reasons include details of a criminal conviction or similar).
- Sensitive data will be handled in accordance with the Data Protection Laws.

SIGNATURES		
NCARB	AACA	NZRAB
_____ President	_____ President	_____ Chair
_____ CEO	_____ CEO	_____ CEO
_____ Witness	_____ Witness	_____ Witness
_____ Witness	_____ Witness	_____ Witness
_____ Witness	_____ Witness	_____ Witness

Appendix C:

Second Amendment to Tri-National Mutual Recognition Agreement for International Practice

**SECOND AMENDMENT TO
TRI-NATIONAL MUTUAL RECOGNITION AGREEMENT FOR INTERNATIONAL PRACTICE**

Among
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC)
and the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
and the
COMITÉ MEXICANO PARA LA PRÁCTICA INTERNACIONAL DE LA ARQUITECTURA (COMPIAR)
comprising
FEDERACIÓN DE COLEGIOS DE ARQUITECTOS DE LA REPÚBLICA MEXICANA A.C. (FCARM)
and the
ASOCIACIÓN DE INSTITUCIONES DE ENSEÑANZA DE LA ARQUITECTURA
DE LA REPÚBLICA MEXICANA A.C. (ASINEA)
and the
ACREDITADORA NACIONAL DE PROGRAMAS DE ARQUITECTURA Y DEL ESPACIO HABITABLE A.C. (ANPADEH)

Hereinafter collectively referred to as the "Parties" and individually as a "Party"

Month Day, Year

WHEREAS, the Parties (or their respective predecessors) executed the Tri-National Mutual Recognition Agreement in Oaxaca, Mexico, on October 7, 2005, referred to herein as the "Agreement";

WHEREAS, the Agreement was subsequently amended on April 22, 2010, in Washington, DC, United States, and referred to herein as the "Amendment";

WHEREAS, the "Appendix" that describes the Mechanism of Implementation for the Tri-National Mutual Recognition Agreement for International Practice of Architecture was signed on October 4, 2008, in Guanajuato, Mexico;

WHEREAS, at their meeting in Leon, Mexico, on November 23, 2023, the Parties agreed to further amend the Agreement, Amendment, and Appendix via this Second Amendment as follows:

1. In the Agreement, the Amendment, and the Appendix, any references to the North American Free Trade Agreement (NAFTA) shall now refer to the United States-Mexico-Canada Agreement (USMCA).

2. Canadian Architectural Licensing Authorities (CALA) has ceased to exist and has been succeeded by the Regulatory Organizations of Architecture in Canada (ROAC). In the Agreement, the Amendment, and the Appendix, all references to CALA shall now refer to ROAC.
3. Comité Mexicano de Acreditación de Enseñanza de la Arquitectura (COMAEA) has ceased to exist and has been succeeded by Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable (ANPADEH). In the Agreement, the Amendment, and the Appendix, all references to COMAEA shall now refer to ANPADEH, and ANPADEH is hereby added as a Party to the Agreement.
4. Consejo Nacional de Registro de Certificación (CONARC) is an advisory committee to FCARM. All references to CONARC in the Agreement, Amendment, or Appendix shall be understood to refer to FCARM.
5. In Section 4 “Mutual Recognition” of the Agreement, the paragraph stating the prerequisites of “...a minimum of 10 years of defined professional experience in the Practice of Architecture by an Architect licensed/registered in his/her home jurisdiction” shall now read:

“The circumstances under which the Competent Bodies of the three nations shall accept a minimum of 5 years of professional experience in the Practice of Architecture post-licensure/registration.”

6. Section 4.5 titled “Basis for Eligibility” in the Agreement shall be replaced with:

4.5 Basis for Eligibility

Tri-National applicants must have completed an architecture program accredited by NAAB, ANPADEH or CACB, or recognized equivalent accepted as satisfying the education component for licensure in the home country.

Architects shall demonstrate a minimum of five years of post-registration licensure experience in the Practice of Architecture, with at least two years being in their home jurisdiction in responsible control of the comprehensive Practice of Architecture. The remaining years may take place within either of the other two countries represented in this Agreement under the supervision of an architect licensed/registered in that country. All experience shall be as determined by the Tri-National Council for International Practice and documented by a dossier of work.

Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement are not eligible under this Agreement.

7. Subsection 4.5.2 titled “US Architect” in the Agreement shall be expanded to include a new subsection 4.5.2.3:

4.5.2.3 Hold a current NCARB Certificate

8. In the Appendix, section 4.0 “Licensing Requirements/Procedures Other Than Qualifications”, clause 4.2 stating “Proof of Good Standing: Applicants for registration shall be required to produce evidence of good standing” shall be replaced by:

4.2 Attestation of Good Standing: Applicants for registration shall attest to the good standing of their license/registration.

9. In the Appendix, section 4.0 “Licensing Requirements/Procedures Other Than Qualifications”, clause 4.7 stating “Regulations Relating to Nationality: Only nationals of the countries represented by the parties shall be beneficiaries of this agreement” shall be deleted and clause 4.8 stating “Compliance with Host Jurisdiction’s Ethics: Applicants shall comply with host jurisdiction’s code of professional conduct and/or ethics” shall be renumbered as clause 4.7.
10. Step 2.2 of the Application Process detailed in the Appendix stating “The applicant shall secure a written statement from their Competent Body stating that the applicant either has no record or notice of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to the point of contact for information of the applicant’s home jurisdiction” shall be replaced by:

2.2 Applicants must attest that their license/registration is free from any disciplinary actions and/or not currently in review by a disciplinary committee or any such board thereof. Directly or indirectly lying on an attestation shall result in disqualification or license/registration revocation.
11. Step 4.1 of the Application Process detailed in the Appendix stating “If there is concern about the dossier meeting all requirements, the applicant may be required to participate in an interview before a committee in the host jurisdiction. The interview will be conducted in the language of the host jurisdiction” shall be replaced by:

4.1 The applicant will be required to participate in an interview before a committee representing the host jurisdiction. The interview will be conducted in the language of the host jurisdiction.
12. In the Appendix’s closing, the paragraph stating “This agreement of the Implementation Mechanisms is the appendix of the Mutual Recognition Agreement, signed between the Architects of the NAFTA countries in Oaxaca, Mexico on October 7, 2005, and approved by the NAFTA Free Trade Commission on August 14, 2007” shall now read:

This Agreement of the Implementation Mechanisms is the appendix of the Mutual Recognition Agreement, signed between the Architects of the NAFTA (now USMCA) countries in Oaxaca, Mexico on October 7, 2005, and approved by the NAFTA Free Trade Commission (subsequently under the auspices of USMCA) on August 14, 2007.

This Second Amendment has been drawn up in English and Spanish, in two originals. In case of any discrepancy between versions, the English version shall prevail.

The authorized representatives of NCARB, ROAC, COMPIAR, FCARM, ASINEA, and ANPADEH have executed this Second Amendment.

Canadian Organization:

Kristi Doyle, Executive Director
Regulatory Organizations of Architecture in Canada (ROAC)

Date

United States Organization:

Ken R. Van Tine, President/Chair of the Board
National Council of Architectural Registration Boards (NCARB)

Date

Michael J. Armstrong, Chief Executive Officer
National Council of Architectural Registration Boards (NCARB)

Date

Mexican Organizations:

Luis Enrique López Cardiel, Coordinador Ejecutivo
Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR)

Date

Victoria Paulina Rodríguez Mosqueda, Presidente
Federación de Colegios de Arquitectos de la República Mexicana (FCARM)

Date

Homero Hernández Tena, Presidente
Asociación de Instituciones de la Enseñanza de la Arquitectura de la República Mexicana A.C. (ASINEA)

Date

Anuar Abraham Kasis Ariciaga, Presidente
Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable A.C. (ANPADEH)

Date

Witnesses:

Elías Cisneros Ávila
Secretario de Bienales, Competiciones y
Premios, FCARM

Sara Topelson Frydman
Secretaria de Asuntos Internacionales, FCARM

Marco Antonio Vergara Vazquez
Representante del Consejo Expresidentes,
FCARM

Honorato Fernando Carrasco Mahr
Coordinador Ejecutivo, CONARC

Raúl López Ramírez
Coordinador, ARM-CONARC

Alejandra Mondaca Fimbres
Secretaria General, ANPADHE

Fernando Mora Mora
Asesor, ANPADEH

Sergio García Guízar
Presidente, Colegio de Arquitectos Cancún

Juan Luis Gracia Uribe
Comisión FCARM sin Fronteras

Leif-Peter Fuchs
International Relations Committee, ROAC

Alfred Vidaurri
NCARB 2021-2022 President

Harry M. Falconer Jr.
Senior Architect | Vice-president, Policy +
International Relations, NCARB

Bryan Vallejo
Manager, International Relations, NCARB

Patricia Ramallo
Assistant Vice-president, International
Relations, NCARB

**SEGUNDA ENMIENDA AL
ACUERDO DE RECONOCIMIENTO MUTUO TRI-NACIONAL PARA LA PRÁCTICA INTERNACIONAL**

Entre
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC)
y el
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
y el
COMITÉ MEXICANO PARA LA PRÁCTICA INTERNACIONAL DE LA ARQUITECTURA (COMPIAR)
integrado por la
FEDERACIÓN DE COLEGIOS DE ARQUITECTOS DE LA REPÚBLICA MEXICANA A.C. (FCARM)
y la
ASOCIACION DE INSTITUCIONES DE ENSEÑANZA DE LA ARQUITECTURA
DE LA REPUBLICA MEXICANA A.C. (ASINEA)
y la
ACREDITADORA NACIONAL DE PROGRAMAS DE ARQUITECTURA Y DEL ESPACIO HABITABLE A.C. (ANPADEH)

En adelante referidos colectivamente como las "Partes" e individualmente como una "Parte"

Mes Día, Año

CONSIDERANDO que las Partes (o sus respectivos predecesores) ejecutaron el Acuerdo de Reconocimiento Mutuo Tri-Nacional en Oaxaca, México, el 7 de octubre de 2005, referido en este documento como el "Acuerdo";

CONSIDERANDO que este Acuerdo fue posteriormente enmendado el 22 de abril de 2010, en Washington, D.C., Estados Unidos, y referido en este documento como la "Enmienda";

CONSIDERANDO que el "Apéndice" que describe el Mecanismo de Implementación para el Acuerdo de Reconocimiento Mutuo Tri-Nacional para la Práctica Internacional de la Arquitectura fue firmado el 4 de octubre de 2008, en Guanajuato, México;

CONSIDERANDO que, en su reunión en León, México, el 23 de noviembre de 2023, las Partes acordaron enmendar aún más el Acuerdo, la Enmienda y el Apéndice mediante esta Segunda Enmienda de la siguiente manera:

1. En el Acuerdo, la Enmienda y el Apéndice, cualquier referencia al Tratado de Libre Comercio de América del Norte (TLCAN) ahora se referirá al acuerdo Estados Unidos-México-Canadá (T-MEC).
2. La Canadian Architectural Licensing Authorities (CALA) ha dejado de existir y ha sido sucedida por Regulatory Organizations of Architecture in Canada (ROAC). En el Acuerdo, la Enmienda y el Apéndice, todas las referencias a CALA ahora se referirán a ROAC.
3. El Comité Mexicano de Acreditación de Enseñanza de la Arquitectura (COMAEA) ha dejado de existir, y ha sido sucedido por la Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable A.C. (ANPADEH). En el Acuerdo, la Enmienda y el Apéndice, todas las referencias al COMAEA ahora se referirán a la ANPADEH y la ANPADEH será añadida como una Parte en el Acuerdo.
4. El Consejo Nacional de Registro de Certificación (CONARC) es un comité asesor de FCARM. Todas las referencias a CONARC en el Acuerdo, la Enmienda, o el Apéndice se entenderán como referentes a FCARM.
5. En la Sección 4 Reconocimiento Mutuo del Acuerdo, el párrafo que establece los requisitos previos de "... un mínimo de 10 años de experiencia profesional definida en la Práctica de la Arquitectura por un Arquitecto licenciado/registrado en su jurisdicción de origen" ahora se leerá:

"Las circunstancias bajo las cuales los Organismos Competentes de las tres naciones aceptarán un mínimo de 5 años de experiencia profesional en el ejercicio de la arquitectura después de la licencia/registro."

6. La Sección 4.5 titulada "Bases para la Elegibilidad" en el Acuerdo será reemplazada por:

4.5 Bases para la elegibilidad. Los solicitantes Tri-Nacionales deben haber completado un programa de arquitectura acreditado por NAAB, ANPADEH o CACB, o un equivalente reconocido aceptado como satisfactorio para el componente educativo de la licencia en el país de origen.

Los arquitectos deben demostrar un mínimo de cinco años de experiencia en el Ejercicio de la Arquitectura después del registro/licencia, con al menos dos años en su jurisdicción de origen en control responsable del ejercicio integral de la Arquitectura. Los años restantes pueden tener lugar en cualquiera de los otros dos países representados en este acuerdo bajo la supervisión de un arquitecto licenciado/registrado en ese país. Toda la experiencia será determinada por el Consejo Tri-Nacional para la Práctica Internacional y documentada por un expediente de trabajo.

Arquitectos que hayan obtenido su registro/licencia en su país the origen mediante un acuerdo de reciprocidad de licencia extranjera no son elegibles bajo este Acuerdo.

7. La subsección 4.5.2 titulada "Arquitecto de EE. UU." en el Acuerdo, será ampliada para incluir una nueva subsección 4.5.2.3:

4.5.2.3 Poseer un Certificado NCARB actual

8. En el Apéndice, sección 4.0 "Requisitos/Procedimientos de Licencia Distintos de las Cualificaciones", la cláusula 4.2 que indica "Prueba de Buena Conducta: Los solicitantes de registro deberán producir evidencia de buena conducta" será reemplazada por:

- 4.2 Declaración de Buena Conducta: Los solicitantes de registro deberán dar fé de que su licencia/registro se encuentra en regla y libre de acción disciplinaria.
9. En el Apéndice, sección 4.0 “Requisitos/Procedimientos de Licencia Distintos de las Cualificaciones”, la cláusula 4.7 que indica “Regulaciones Relativas a la Nacionalidad: Solo los nacionales de los países representados por las partes serán beneficiarios de este acuerdo” será eliminada y la cláusula 4.8 que establece el “Cumplimiento de la Ética de la Jurisdicción Anfitriona: Los solicitantes deberán cumplir con el código de conducta profesional y/o ética de la jurisdicción anfitriona” será renumerada como cláusula 4.7.
10. Paso 2.2 del Proceso de Solicitud detallado en el Apéndice que indica “El solicitante deberá obtener una declaración escrita de su Órgano Competente que indique que el solicitante no tiene registro ni notificación de una acción disciplinaria o, si tal registro existe, describiendo dicha acción y su estado actual. Esta declaración debe ser enviada directamente al punto de contacto para información de la jurisdicción de origen del solicitante” será reemplazado por:
- 2.2 Los solicitantes deben dar fé que su licencia/registro está libre de cualquier acción disciplinaria y/o no está actualmente en revisión por un comité disciplinario o cualquier junta, cuerpo o autoridad de este tipo. Mentir directa o indirectamente en una declaración resultará en descalificación o revocación de la licencia/registro.
11. Paso 4.1 del Proceso de Solicitud detallado en el Apéndice que indica “Si hay preocupación acerca de que el expediente cumpla con todos los requisitos, el solicitante puede ser requerido a participar en una entrevista ante un comité en la jurisdicción anfitriona. La entrevista se llevará a cabo en el idioma de la jurisdicción anfitriona” será reemplazado por:
- 4.1 El solicitante deberá participar en una entrevista ante un comité que represente a la jurisdicción anfitriona. La entrevista se llevará a cabo en el idioma de la jurisdicción anfitriona.
12. En el cierre del Apéndice, el párrafo que establece: "Este acuerdo de los Mecanismos de Implementación es el apéndice del Acuerdo de Reconocimiento Mutuo, firmado entre los Arquitectos de los países del TLCAN en Oaxaca, México, el 7 de octubre de 2005, y aprobado por la Comisión de Libre Comercio del TLCAN el 14 de agosto de 2007" ahora se leerá:
- Este Acuerdo de los Mecanismos de Implementación es el apéndice del Acuerdo de Reconocimiento Mutuo, firmado entre los Arquitectos de los países del T-MEC (anteriormente TLCAN) en Oaxaca, México, el 7 de octubre de 2005, y aprobado por la Comisión de Libre Comercio del T-MEC (posteriormente bajo los auspicios de T-MEC) el 14 de agosto de 2007.

Esta Segunda Enmienda se ha redactado en inglés y español, en dos originales. En caso de cualquier discrepancia entre las versiones, prevalecerá la versión en inglés.

Los representantes autorizados de NCARB, ROAC, COMPIAR, integrado por la FCARM, ASINEA y ANPADEH han ejecutado esta Segunda Enmienda.

Organización Canadiense:

Kristi Doyle, Executive Director Regulatory Organizations of Architecture in Canada (ROAC)	Date
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Organización Estadounidense:

Ken R. Van Tine, President/Chair of the Board National Council of Architectural Registration Boards (NCARB)	Date
--	------

Michael J. Armstrong, Chief Executive Officer National Council of Architectural Registration Boards (NCARB)	Date
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Organizaciones Mexicanas:

Luis Enrique López Cardiel, Coordinador Ejecutivo Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR)	Date
--	------

Victoria Paulina Rodríguez Mosqueda, Presidente Federación de Colegios de Arquitectos de la República Mexicana (FCARM)	Date
---	------

Homero Hernández Tena, Presidente Asociación de Instituciones de la Enseñanza de la Arquitectura de la República Mexicana A.C. (ASINEA)	Date
--	------

Anuar Abraham Kasis Ariciaga, Presidente Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable A.C. (ANPADEH)	Date
---	------

Testigos:

Elias Cisneros Ávila
Secretario de Bienales, Competiciones y
Premios, FCARM

Sara Topelson Frydman.
Secretaria de Asuntos Internacionales, FCARM

Marco Antonio Vergara Vazquez
Representante del Consejo Expresidentes,
FCARM

Honorato Fernando Carrasco Mahr
Coordinador Ejecutivo, CONARC

Raúl López Ramírez
Coordinador, ARM-CONARC

Alejandra Mondaca Fimbres
Secretaria General, ANPADHE

Fernando Mora Mora
Asesor, ANPADEH

Sergio García Guízar
Presidente, Colegio de Arquitectos Cancún

Juan Luis Garcia Uribe
Comisión FCARM sin Fronteras

Leif-Peter Fuchs
International Relations Committee, ROAC

Alfred Vidaurri
NCARB 2021-2022 President

Harry M. Falconer Jr.
Senior Architect | Vice-president, Policy +
International Relations, NCARB

Bryan Vallejo
Manager, International Relations, NCARB

Patricia Ramallo
Assistant Vice-president, International
Relations, NCARB

Appendix D:

Tri-National Mutual Recognition Agreement for International Practice With Strikethrough

**TRI-NATIONAL MUTUAL RECOGNITION AGREEMENT
FOR INTERNATIONAL PRACTICE**

OAXACA, MEXICO OCTOBER 7, 2005

[As amended on April 22, 2010]

[Draft 2023 amendments in red]

Among
COMITE MEXICANO PARA LA PRACTICA INTERNACIONAL DE LA ARQUITECTURA (COMPIAR)
comprising
FEDERACION DE COLEGIOS DE ARQUITECTOS DE LA REPUBLICA MEXICANA (FCARM)
And the
CONSEJO NACIONAL DE REGISTRO DE CERTIFICACIÓN (CONARC)
And the
ASOCIACION DE INSTITUCIONES DE ENSEÑANZA DE LA ARQUITECTURA DE LA REPUBLICA
MEXICANA (ASINEA),
And the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB, U.S.A.)
And the
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA) REGULATORY ORGANIZATIONS OF
ARCHITECTURE IN CANADA (ROAC)
And witnessed by the
AMERICAN INSTITUTE OF ARCHITECTS (AIA)
And the
ROYAL ARCHITECTURAL INSTITUTE OF CANADA (RAIC)

Whereas, the signatories, COMPIAR, NCARB and ~~CALAROAC~~, are the national representatives of the Competent Bodies of Colegios, Member Boards and Provincial/Territorial Associations of the Domestic Jurisdictions in charge of negotiations regarding the procedures to regulate international practice of architects within Mexico, the United States and Canada, commit themselves to carry out the agreement described below, in the spirit of the ~~North American Free Trade Agreement (NAFTA, Chapter XII, Annex 1210.5)~~ United States-Mexico-Canada Agreement (USMCA), and

Whereas AIA and RAIC, the national bodies representing the profession of architecture within the United States and Canada, endorse and support this agreement, and

Whereas, the signatories share the goal of allowing qualified architects to offer professional services within their Domestic Jurisdictions under circumstances that protect the health, safety and welfare of the public and respect the architectural culture, heritage and laws of the Domestic Jurisdiction in which the services are performed, and

Whereas, all parties recognize that differences among the standards and processes for licensing/registering architects in the Domestic Jurisdiction of Mexico, the United States and Canada must be duly respected and appropriately addressed in order to reach this goal, now

Therefore, COMPIAR (FCARM and ASINEA), NCARB, and ~~CALAROAC~~ express their commitment and understanding of the following, which shall not modify any other agreements between the signatories, and witnesses hereto.

DEFINITIONS

For the purposes of this Agreement:

COMPIAR

Is the Mexican committee of architects established by the Mexican government in charge of negotiations regarding the international practice of foreign architects in Mexico and Mexican architects abroad. It is chaired jointly by FCARM and ASINEA.

COLEGIO

Colegio refers to a local association of architects officially recognized under Mexican law.

COMPETENT BODY

Refers to, as applicable, the Federación de Colegios, Member Board, or Provincial/Territorial Association.

LICENSED ARCHITECT

Licensed/registered refers to the licensing, registering, certifying, granting a Cedula or otherwise authorizing an architect to use the title "architect" and otherwise engage in the Practice of Architecture within the applicable jurisdiction by a Competent Body.

MEMBER BOARD

Member Board refers to the agency in the United States jurisdictions with authority by law to license/register architects and otherwise regulate use of the title "architect" and the practice of architecture within the applicable jurisdiction.

PROVINCIAL/TERRITORIAL ASSOCIATION

Provincial/Territorial Association refers to the self-regulating licensing bodies in Canada empowered by law to register/license architects and otherwise regulate use of the title "architect" and the practice of architecture within the applicable jurisdiction.

RESPONSIBLE CONTROL

Responsible control refers to that amount of control over and detailed knowledge of the content of architectural technical submissions during their preparation as is ordinarily exercised by registered/licensed architects in the Host Jurisdiction applying the required standard of care.

PRACTICE OF ARCHITECTURE

The Practice of Architecture refers to an architect being registered/licensed to design buildings for human habitation without limit as to type, size, or cost of construction.

FORM AND CONTENT OF AGREEMENT

1. Participants

1.1 The parties to implement the agreement are:

- 1.1.1 Federación de Colegios de Arquitectos de la República Mexicana (FCARM), and the Asociación de Instituciones de Enseñanza de la Arquitectura de la República Mexicana (ASINEA)
- 1.1.2 National Council of Architectural Registration Boards (NCARB)
- 1.1.3 ~~Canadian Architectural Licensing Authorities (CALA)~~Regulatory Organizations of Architecture in Canada (ROAC)

1.2 The parties endorsing and supporting the agreement are:

- 1.2.1 American Institute of Architects (AIA)
- 1.2.2 Royal Architectural Institute of Canada (RAIC)

1.3 For Mexico, the competent authorities other than the parties are:

- 1.3.1 The Secretaria de Economía - Dirección General de Negociaciones y Servicios (the Secretary of Economy- General Directorate of Negotiations and Services), and
- 1.3.2 The Secretaria de Educación Pública- Dirección General de Profesiones (the Secretary of Education - General Directorate of Professions)

1.4 For the United States, the competent authorities other than the parties are the state and territorial boards of architecture.

1.5 For Canada, the competent authorities other than the parties are: The provincial/territorial architectural associations.

1.6 Status and area of competence of each party

- 1.6.1. COMPIAR is the official body established by the Mexican Federal Government to negotiate the international practice of foreign architects in Mexico and Mexican architects abroad. It is chaired jointly by FCARM and ASINEA.
- 1.6.2 FCARM is the organization in Mexico that represents the local Colegios. These Colegios are mandated by law to protect the title "architect" within their jurisdiction.
- 1.6.3 ASINEA is the organization that represents the schools of architecture in Mexico.
- 1.6.4 NCARB is the organization whose membership comprises the 55 state and territorial boards of architecture that regulate the profession in the United States.
- 1.6.5 ~~CALAROAC~~ is the committee that represents the 11 Canadian Provincial and Territorial Associations that are mandated by law to regulate the profession in Canada.

2. Purpose of the agreement

2.1 This Agreement establishes criteria, procedures and measures for the mutual recognition of qualifications that will facilitate the portability of qualifications through reciprocity for the provision of services within the ~~NAFTA~~USMCA countries. The purpose of this agreement is to:

- 2.1.1 Establish mutually acceptable standards for practice and professionalism, including expertise, autonomy, commitment and accountability.
- 2.1.2 Establish a system of governance to serve the Agreement that enables it to properly monitor performance, facilitate implementation, including the audit of academic standards and systems of continuing professional development (CPD) and resolve disagreements.
- 2.1.3 Ensure consumer protection and safeguard the interest of society, architecture, the environment, sustainability, culture and public health, safety, welfare.
- 2.1.4 Set standards in recognizing equivalence in qualifications;
- 2.1.5 Prevent practice by unqualified persons.
- 2.1.6 Not supersede or otherwise affect any other agreements between or among any of the parties.

3. Reference and background framework

Principles of Professionalism

Members of the architectural profession in the ~~NAFTA~~USMCA countries are dedicated to the highest standards of professionalism, integrity and competence, and bring to society unique skills and aptitudes essential to the sustainable development of the built environment and the welfare of their societies and cultures. Principles of professionalism are established in legislation, as well as in codes of ethics and regulations defining professional conduct

3.1.1 Expertise

Architects possess a systematic body of knowledge, skills and theory developed through education, graduate and post-graduate training, and experience. The process of architectural education, training and examination is structured to assure the public that, when an architect is engaged to perform professional services, that architect has met acceptable standards enabling competent performance of those services. Furthermore, members of most professional societies of architects are charged to maintain and advance their knowledge of the art and science of architecture, to respect the body of architectural accomplishment and to contribute to its growth.

Autonomy

Architects provide objective expert advice to the client and/or users. Architects are charged to uphold the ideal that learned and uncompromised professional judgment should take precedence over any other motive in the pursuit of the art and science of architecture. Architects are also charged to embrace the spirit and letter of the laws governing their professional affairs and to consider thoughtfully the social, urban and environmental impact of their professional activities.

Commitment

Architects bring a high level of selfless dedication to the work done on behalf of their clients and society. Members of the profession are charged to serve their clients and the public in a competent

and professional manner and to exercise unprejudiced and unbiased judgment on their behalf.

Accountability

Architects are aware of their responsibility for the independent and, if necessary, critical advice provided to their clients and for the effects of their work on society and the environment. Architects undertake to perform professional services only when they, together with those whom they may engage as consultants, are qualified by education, training and/or experience in the specific technical areas involved.

3.2 Professional Designation

The designation "architect" is reserved by law to a person who is professionally and academically qualified and registered/licensed/certified to practice architecture in the jurisdiction in which s/he practices and is responsible for advocating the fair and sustainable development, welfare and cultural expression of society's habitat in terms of space, form and historical context.

3.3 Scope of Practice of Architecture

Architects registered in a jurisdiction are required to follow the laws and codes in force in each jurisdiction in which they have been authorized to practice. Architects practicing outside their own country under this agreement are limited to providing those services that local architects are permitted to provide and will only provide those services they customarily provide in their own country if less than those services permitted in the host jurisdiction.

This MRA recognizes the highest standards of education and practical training of architect within the three countries, which enables them to fulfill their fundamental professional requirements. These standards recognize different national, educational traditions and, therefore, allow for factors of equivalency.

4. Mutual Recognition

The following are the foundations of the Mutual Recognition Agreement:

The circumstances under which the Competent Bodies of the three nations shall accept the credentials of a licensed/registered Foreign Architect as a basis for being licensed/registered to engage in the Practice of Architecture in the Host Jurisdiction, subject to the requirements of periodic renewal.

The circumstances under which a minimum of ~~10-5~~ years of defined professional experience in the Practice of Architecture ~~by an Architect licensed/registered in his/her home jurisdiction~~post licensure/registration.

The nature and extent of the demonstrations to be required by the Competent Bodies of each nation for showing that the Foreign Architect has acquired knowledge of the codes, laws and other matters applicable to the Practice of Architecture in the Host Jurisdiction.

The nature and responsibilities of the Tri-National Council for International Practice, with respect to overseeing administrative processes implementing a Mutual Recognition Agreement such as transmission of documents, fees, verification of experience and other matters.

Mutual recognition means that Tri-National architects who meet the following requirements shall be recognized in each other's jurisdictions.

4.5 Basis for eligibility

~~Tri-National architects must have completed an accredited or recognized architecture program (by NAAB, ASINEA/COMAEA or CACB), or recognized equivalent that has been accepted for licensure, and been assessed within their own country as eligible for independent practice; and shall demonstrate a period of not less than ten years in certified post registration/licensure, at least two years of which must be in responsible control of the comprehensive practice of architecture as determined by the Trinational Council for International Practice, and documented by a dossier of work.~~

Tri-National applicants must have completed an architecture program accredited by NAAB, ANPADEH or CACB, or recognized equivalent accepted as having satisfied the education component for licensure in the home country.

Architects shall demonstrate a minimum of five years of post-registration licensure experience in the Practice of Architecture, with at least two years being in their home jurisdiction in responsible control of the comprehensive Practice of Architecture. The remaining years may take place within either of the other two countries represented in this Agreement under the supervision of an architect licensed/registered in that country. All experience shall be as determined by the Tri-National Council for International Practice and documented by a dossier of work.

Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement are not eligible under this Agreement.

4.5.1 Mexican Architect

The Mexican architect shall:

- 4.5.1.1 Meet the requirements set down by the Federal Government (Professional Cedula).
- 4.5.1.2 Comply with FCARM registration/certification requirements.

4.5.2 US Architect

The US Architect shall:

- 4.5.2.1 Meet jurisdictional education, training and examination (ARE and its US predecessors) requirements in effect at the time of registration/licensure
- 4.5.2.2 Comply with any jurisdictional registration/licensing requirements.
- 4.5.2.2 Hold a current NCARB Certificate

4.5.3 Canadian Architect

The Canadian Architect shall:

- 4.5.3.1 Meet jurisdictional education, training and examination requirements in effect at the time of registration/licensure.

4.5.3.2 Comply with any jurisdictional registration/licensing requirements.

4.6 Criteria for post-registration/licensure practice experience

4.6.1 Certified professional experience in Responsible Control of the comprehensive practice of architecture comprising all activities from preliminary studies through construction contract administration. Certification shall be in a form accepted by the Trinational Council for International Practice as described in the Appendix, entitled Mechanisms for the Implementation of the North American MRA, confirming that the applicant has been practicing architecture, and thereby maintaining registration, and is in good standing.

5. Ratification and Effectiveness

This Agreement has been duly executed and signed by an official representative of each of the signatories. The Agreement shall come into effect on the date it is suitably ratified by the competent bodies.

This Agreement and its Appendix shall be executed in English, Spanish and French.

This Agreement, including one Appendix, constitutes the Mutual Recognition Agreement, negotiated between the Architects of the ~~NAFTA~~AUSMCA countries. The Appendix is meant to outline the mechanisms for the implementation of the Agreement and may be amended through negotiations by all parties.

[SIGNATURE BLOCK OMITTED FOR CLARITY]

APPENDIX
MECHANISMS FOR THE IMPLEMENTATION OF THE TRI-NATIONAL MUTUAL RECOGNITION
AGREEMENT FOR INTERNATIONAL PRACTICE

Guanajuato, Gto, Mexico
October 4, 2008

1.0 RULES AND PROCEDURES TO MONITOR AND ENFORCE

1.1 Council for Tri-National Practice of Architecture

- 1.1.1 The Council for Tri-National Practice of Architecture (CTPA) is established to facilitate the implementation of this Agreement, to oversee administrative processes, and to monitor the performance of all parties who have agreed to be bound by the terms and conditions of this Agreement to ensure, insofar as it may, that any issues or disagreements arising hereunder are resolved promptly and in a manner consistent with the intent of this Agreement.
- 1.1.2 The Council will also monitor the Tri-National processes in an effective and nondiscriminatory manner, and continue information exchange by whatever means are considered most appropriate, including regular communication and sharing of information.
- 1.1.3 The Council for Tri-National Practice of Architecture shall maintain regular contact and meet annually or as often as required in order to effectively perform its duties and assist in the resolution of disputes.
- 1.1.4 Each Council for Tri-National Practice of Architecture country must be represented by a minimum of two (2) and a maximum of five (5) Officers/Members/Representatives appointed by each organization. The organizations are the Federación de Colegios de Arquitectos de la República Mexicana (FCARM) in Mexico, the National Council of Architectural Registration Boards (NCARB) in the US, and the Regulatory Organizations of Architecture in Canada (ROAC).

1.2 Meeting

- 1.2.1 At Council meetings a representative of the host organization shall serve as Chair. Hosting shall be on a rotating basis: Mexico, Canada, US.
- 1.2.2 Meeting locations and dates shall be proposed by the hosting organization, subject to agreement by the others.
- 1.2.3 The host organization is responsible for location hotel and meeting room arrangements, catering, dinner reservations, Agenda, Minutes and, shall provide translation services when needed.
- 1.2.4 Face-to-face meetings and draft agenda require two-month notice.
- 1.2.5 Minutes must be prepared and distributed within two months.

1.3 Expenses

- 1.3.1 Each organization is responsible for their travel, hotel and miscellaneous expenses for its attendees. The host organization shall make rooming arrangements for each attendee to be individually charged.
- 1.3.2 Lunches during the meeting day are the responsibility of the host organization.
- 1.3.3 Dinners during the meeting are paid by the meeting host organization and back billed to the others, proportionately.
- 1.3.4 In the case of jointly appointed task force or committee, each organization shall assume responsibility for its appointees.
- 1.4 Finances
 - 1.4.1 There are no dues.
 - 1.4.2 Each organization is responsible for its own expenses.

2.0 MECHANISMS FOR DIALOGUE AND ADMINISTRATIVE CO-OPERATION

The Council for Tri-National Practice of Architecture will put in place mechanisms and procedures, which will include:

- 2.1 Establishing the standards of professional competency as defined in step 3 dossier that must be met by architects in the three countries who wish to avail themselves of this agreement.
- 2.2 Establishing the rules and procedures necessary for the application, evaluation and monitoring of the provisions in this Agreement. Members of the Council for Tri-National Practice of Architecture shall maintain regular contact and hold meetings annually or as often as required to review the implementation and effectiveness of the agreement.
- 2.3 Acting as an information source in each participating jurisdiction so that architects can be informed about registration/licensing requirements and sanctions that might be applied in accordance with this document.
- 2.4 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 2.5 A means to resolve differences in interpretation of the mechanisms for the implementation of this agreement. Any proposed changes or irreconcilable disputes must be presented to the original signatories for resolution.
- 2.6 An appeals process for applicants, as determined by the signatories of this agreement.
- 2.7 Additional tasks as determined by the Tri-National Council.

3.0 MECHANISMS FOR APPLICATION

- 3.1 The point of contact for information for Mexico: FCARM; for the USA: NCARB; for Canada; RAIC.
- 3.2 Procedures for processing applications shall be drafted by October 2008, tested on initial applications in Spring 2009, and finalized by June 2009.
- 3.3 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 3.4 Documentation forms to be used by local jurisdictions to certify an

applicant's registration/licensure status shall be in uniform format and in English, Spanish and French as developed from time to time.

4.0 LICENSING REQUIREMENTS/PROCEDURES OTHER THAN QUALIFICATIONS

- 4.1 Residency Requirements: Competent Bodies represented by the Parties to this agreement shall not require applicants to take up residency.
- 4.2 ~~Proof~~Attestation of Good Standing: Applicants for registration shall ~~be required to produce evidence of~~ attest to the good standing of their license/registration.
- 4.3 Professional Liability Insurance: Where required applicants for registration shall produce evidence of Professional Liability Insurance as required by the host Competent Body.
- 4.4 Local Requirements and Language: Applicants shall comply with local regulations for the practice of architecture in the host Competent Body. The nature and extent of the demonstrations to be required by the host Competent Body, for showing that the Foreign Architect has acquired local knowledge of the codes, laws and other matters applicable to the Practice of Architecture, shall be done in the common and technical language of that Jurisdiction.
- 4.5 Relevant Laws & Regulations: Applicants for registration in any Jurisdiction shall be fully responsible for complying with the laws and regulations of that Jurisdiction.
- 4.6 On-going Verification of Competence: Where compliance with a prescribed number of hours of Continuing Professional Development (Continuing Education) is a requirement for registration, applicants will agree to provide evidence of compliance as and when required.
- ~~4.7 Regulations Relating to Nationality: Only nationals of the countries represented by the parties shall be beneficiaries of this agreement.~~
- ~~4.7.4.8~~ Compliance with Host Jurisdiction's Ethics: Applicants shall comply with host jurisdiction's code of professional conduct and/or ethics.

5.0 TRANSPARENCY

- 5.1 Conditions for entry to and expulsion from jurisdictional registers shall be made publicly available.

6.0 RECIPROCITY

- 6.1 Mechanisms for the implementation of this agreement must maintain the principle of reciprocity. The Parties shall, to the extent possible, encourage the incorporation of their jurisdictions to accept and implement this Agreement, with a view to achieve universal acceptance in the future.
- 6.2 Incorporation of new jurisdictions shall be notified during future meetings of the CTPA.

7.0 REVISION OF AGREEMENT

- 7.1 The agreement is ongoing, subject to periodic review by the Signatories.

8.0 NOTICE OF TERMINATION

- 8.1 If any Signatories wish to terminate this Agreement, it will inform the other Signatories of this decision by giving 12 months' notice in writing.

APPLICATION PROCESS

STEP 1: ELIGIBILITY

- 1.1 To be eligible for Tri-National benefits through this process an Architect must meet the requirements of paragraph 4.5 of the MRA.

STEP 2: APPLICATION

The applicant must:

- 2.1 File an application and pay required fees; and

2.2

Applicants must attest that their license/registration is free from any disciplinary actions and/or not currently in review by a disciplinary committee or any such board thereof. Directly or indirectly lying on an attestation shall result in disqualification or license/registration revocation.

STEP 3: DOSSIER

- 3.1 Upon completion of their record and confirmation of initial eligibility for certification through the Tri- National process, an applicant must submit a dossier for review by their Home Review Body to determine satisfaction of Step One and to demonstrate competence to independently practice architecture in the host jurisdiction.
- 3.2 The dossier must:
 - 3.2.1 Be prepared in a format specified and submitted electronically;
 - 3.2.2 Contain a resume that outlines the applicant's comprehensive practice experience in the applicants home jurisdiction and lists the significant projects over which the applicant exercised responsible control;
 - 3.2.3 Demonstrate competence for the comprehensive practice of architecture, through graphic and written descriptions of a minimum of three projects appropriately complex to demonstrate competency as indicated below. "Comprehensive Practice" means practice in responsible control.
- 3.3 An Architect in responsible control must be competent to create architectural designs that:
 - 3.3.1 Demonstrate an understanding of the relationship between people and buildings, and between buildings and their environment, and the need to relate buildings and the spaces between them to human needs and scale;
 - 3.3.2 Respond to environmental concerns and address sustainability issues;
 - 3.3.3 Show skill in land-use planning and planning process;
 - 3.3.4 Take account of cultural and social factors.

- 3.4 An Architect in responsible control must be competent to translate a design concept into built form and be able to:
 - 3.4.1 Investigate and interpret design objectives and relevant issues and prepare the brief for a design project;
 - 3.4.2 Advise on project evaluations, feasibility studies and programs;
 - 3.4.3 Evaluate and determine structural, constructional and engineering elements of a building and integrate the advice and design of specialist disciplines into a building project;
 - 3.4.4 Assess the physical influences on buildings and the technologies associated with providing internal conditions of comfort and protection against the climate, and coordinate and integrate services systems to control them;
 - 3.4.5 Meet building users' requirements within the constraints imposed by cost factors and building regulations;
 - 3.4.6 Provide advice on issues of construction, procurement and contract administration;
 - 3.4.7 Generate the documentation and information needed to translate a design concept into a building;
 - 3.4.8 Manage the procurement of buildings, administer contractual arrangements and monitor their construction.
- 3.5 An Architect in responsible control must be competent in the practice of architecture and:
 - 3.5.1 Observe legal and regulatory obligations related to the planning and construction of buildings;
 - 3.5.2 Have adequate knowledge of the industries, organizations and procedures involved in the management and realization of a design project as a building;
 - 3.5.3 Observe the standards of conduct expected of a professional;
 - 3.5.4 Maintain competence in relevant aspects of the practice of architecture.
- 3.6 The applicant must describe the nature of their Responsible Control over each of the projects in each of the areas.

STEP 4: INTERVIEW

- 4.1 The applicant will be required to participate in an interview before a committee representing the host jurisdiction. The interview will be conducted in the language of the host jurisdiction.
- 4.2 The purpose of the interview may include the confirmation of:
 - 4.2.1 The applicant's responsibility over the development, management and implementation of each submitted project;
 - 4.2.2 The applicant's understanding of the host jurisdictions licensing and professional conduct requirements; and
 - 4.2.3 The applicant's knowledge of the host jurisdictions building codes and laws.

STEP 5: NOTIFICATION

- 5.1 After satisfying all requirements, the applicant will be notified of the committee's decision by the host country competent body. A successful applicant will receive the support of the host national body, through whatever means available, for licensing in the various jurisdictions in that country. Local Competent Bodies within the host country may have additional non-discriminatory requirements.
- 5.2 An unsuccessful applicant will be notified of their deficiencies, and may elect to repeat the

application process, including payment of all fees.

The signature of this Appendix is subject to the ratification by the national representatives of the competent bodies.

This Agreement of the Implementation Mechanisms is the appendix of the Mutual Recognition Agreement, signed between the Architects of the NAFTA (now USMCA) countries in Oaxaca, Mexico on October 7, 2005, and approved by the NAFTA Free Trade Commission (subsequently under the auspices of USMCA) on August 14, 2007.

[SIGNATURE BLOCK OMITTED FOR CLARITY]

Appendix E:

NCARB Bylaws Article XV—Transition

ARTICLE XV—TRANSITION

SECTION 1. Transition Plan. The following governance provisions shall apply for the respective time periods set forth below. Except as modified below, these Bylaws shall be in full effect during the transition periods identified below. For purposes of this Article XV, “ABM” shall refer to the Annual Business Meeting of the Council taking place in the corresponding year.

SECTION 2. 2023-2024 Term.

A. Elected Officers.

- (i) The Elected Officers shall include the following positions: Secretary; Treasurer; Second Vice President; First Vice President/President-Elect (to be known as Vice President); President/Chair of the Board (to be known as President); and Immediate Past President.
- (ii) The Elected Officers shall be those persons elected or succeeding to office as set forth in those Bylaws in effect during the 2023 ABM. The Second Vice President, Treasurer, and Secretary shall, respectively, exercise such duties and have such authority and responsibility as set forth in those Bylaws in effect during the 2023 ABM.

B. Elected Officer Vacancies. In the event of a vacancy in:

- (i) The office of President, the Vice President shall fill such vacancy for the remainder of the term and the following term.
- (ii) The office of Vice President, the Second Vice President shall fill such vacancy for the remainder of the term and the following term.
- (iii) The office of Second Vice President, the Treasurer shall fill such vacancy for the remainder of the term and the following term.
- (iv) The office of Treasurer, the Secretary shall fill such vacancy for the remainder of the term (without vacating the office of Secretary). Such person shall be considered the Treasurer for purposes of Elected Officer succession for the following term.
- (v) The office of Secretary, the Board shall appoint an individual to fill such vacancy for the remainder of the term.
- (vi) The office of Immediate Past President, such office shall remain vacant for the remainder of the term.

C. At-Large Directors. There will be no At-Large Directors

SECTION 3. 2024 ABM Election / 2024 – 2025 Term.

A. Elected Officers.

- (i) The Elected Officers shall include the following positions: Secretary/Treasurer; Second Vice President; Vice President; President; and Immediate Past President.
- (ii) The Elected Officers shall be the following persons, except as may be modified by any vacancies arising during the previous term: Secretary/Treasurer:
 - That person who served as Secretary during the previous term (except in the event of a vacancy in the office of Secretary or Treasurer during the 2023-2024 term, in which case the Secretary/Treasurer shall be elected as set forth in Article VII, Section 5, of these Bylaws).
 - Second Vice President: That person who served as Treasurer during the previous term, subject to election as set forth in Article VII, Section 5, of these Bylaws.
 - Vice President: That person who served as Second Vice President during the previous term, subject to election as set forth in Article VII, Section 5, of these Bylaws.
 - President: That person who served as Vice President during the previous term.
 - Immediate Past President: That person who served as President during the previous term.
- (iii) The Second Vice President shall, in the absence of the President and Vice President, exercise the duties of and possess all the powers of the President.

B. Elected Officer Vacancies. In the event of a vacancy in:

- (i) The office of President, the Vice President shall fill such vacancy for the remainder of the term and the following term.
- (ii) The office of Vice President, the Second Vice President shall fill such vacancy for the remainder of the term and the following term.
- (iii) The office of Second Vice President, the Secretary/Treasurer shall fill such vacancy for the remainder of the term and the following term.
- (iv) The office of Secretary/Treasurer, the Board shall appoint an individual to fill such vacancy for the remainder of the term.

- (v) The office of Immediate Past President, such office shall remain vacant for the remainder of the term.

C. At-Large Directors. There shall be two At- Large Directors. The At-Large Directors shall be elected as set forth in Article VII, Section 5, of these Bylaws.

SECTION 4. 2025 ABM Election / 2025-2026 Term.

A. Elected Officers.

- (i) The Elected Officers shall include the following positions: Secretary/Treasurer; Second Vice President; Vice President; President; and Immediate Past President.
- (ii) In the event that a Secretary/Treasurer was elected for the 2024-2025 term due to a prior vacancy in the position of Secretary or Treasurer, then such person shall remain Secretary/Treasurer during this 2025-2026 term and there shall be no Second Vice President.¹
- (iii) The Elected Officers shall be the following persons, except as may be modified by any vacancies arising during the previous term:
 - Secretary/Treasurer: That person elected as set forth in Article VII, Section 5, of these Bylaws.
 - Second Vice President: That person who served as Secretary/Treasurer during the previous term, subject to election as set forth in Article VII, Section 5, of these Bylaws.
 - Vice President: That person who served as Second Vice President during the previous term, subject to election as set forth in Article VII, Section 5, of these Bylaws.
 - President: That person who served as Vice President during the previous term.
 - Immediate Past President: That person who served as President during the previous term.
- (iv) The Second Vice President shall, in the absence of the President and Vice President, exercise the duties of and possess all the powers of the President.

B. Elected Officer Vacancies. In the event of a vacancy in:

- (i) The office of President, the Vice President shall fill such vacancy for the remainder of the term and the following term.

¹ A new Secretary/Treasurer is supposed to be elected at the 2025 ABM and serve two terms. However, if there is a vacancy in the Secretary or Treasurer position during the 2023-2024 term and a new Secretary/Treasurer is elected in 2024 for the 2024- 2025 term, then that person could remain as Secretary/ Treasurer during 2025-2026 and the Second Vice President position could disappear a year earlier than planned

- (ii) The office of Vice President, the Second Vice President (or if there is no Second Vice President, then the Secretary/Treasurer) shall fill such vacancy for the remainder of the term and the following term.
 - (iii) The office of Second Vice President, such office shall remain vacant for the remainder of the term.
 - (iv) The office of Secretary/Treasurer, the Board shall appoint an individual to fill such vacancy for the remainder of the term.
 - (v) The office of Immediate Past President, such office shall remain vacant for the remainder of the term.
- C. At-Large Directors. There shall be three At-Large Directors. The At-Large Directors shall be elected as set forth in Article VII, Section 5, of these Bylaws.
- D. Regional Directors. There shall be five Regional Directors. The Regional Directors shall be elected as set forth in Article VII, Section 5, of these Bylaws.²

SECTION 5. 2026 ABM Election / 2026-2027 Term.

A. Elected Officers.

- (i) The Elected Officers shall include those positions as set forth in Article VIII, Section 1, of these Bylaws.
- (ii) The Elected Officers shall be the following persons, except as may be modified by any vacancies arising during the previous term:
 - Secretary/Treasurer: That person who served as Secretary/Treasurer during the 2025-2026 term; except if there were (a) no election for Secretary/Treasurer at the 2025 ABM or (b) a vacancy in the position of Secretary/Treasurer during the 2025-2026 term, then the Secretary/Treasurer shall be elected as set forth in Article VII, Section 5, of these Bylaws.
 - Vice President: That person who served as Second Vice President during the previous term, subject to election as set forth in Article VII, Section 5, of these Bylaws.
 - President: That person who served as Vice President during the previous term.
 - Immediate Past President: That person who served as President during the previous term.

² Resolution 2024-07 provides that the realigned regions will be effective as of the start of the 2025 ABM. Thus, the reference to five Regional Directors corresponds to the realigned regions. The realigned regions shall each host a region meeting prior to the 2025 ABM to select their nominee.

- B. Elected Officer Vacancies. In the event of a vacancy, the vacancy shall be filled as set forth in Article VII, Section 6, of these Bylaws.

SECTION 6. 2027 ABM Election / 2027-2028 Term. The Elected Officer and all other Director positions shall be as set forth in Article VIII, Section 1, and Article VII, Section 1, respectively, of these Bylaws and shall be filled as set forth in Article VII, Section 5, of these Bylaws. All vacancies shall be filled as set forth in Article VII, Section 6, of these Bylaws.

SECTION 7. Transition Termination. This Article XV shall be automatically removed from these Bylaws upon the adjournment of the 2027 ABM.

AGENDA ITEM H.1: SB 1452 (ASHBY) ARCHITECTURE AND LANDSCAPE ARCHITECTURE

SUMMARY

[SB 1452](#) would extend the operation of the California Architects Board until January 1, 2029, and make related conforming changes. The bill would also make nonsubstantive changes to various provisions of existing law relating to licensees of the board.

This bill would also require each applicant for examination or licensure as an architect or a landscape architect who has a valid email address, as defined, to report to the board that email address at the time of application. The bill would require each licensee who has a valid email address to report to the board or verify that email address at the time of renewal. The bill would require each applicant or licensee to notify the board within 30 days of any change to their email address on file with the board. Under the bill, email addresses provided to the board pursuant to the bill would not be considered a public record and the bill would prohibit the public disclosure of those email addresses pursuant to specified law, except as provided. The bill would provide that information sent from an email account of the board to a valid email address provided by an applicant or licensee is presumed to have been delivered to the email address provided.

Existing law authorizes an architecture or landscape architecture license that has expired to be renewed at any time within 5 years after its expiration on filing of an application for renewal on a form prescribed by the board, and payment of all accrued and unpaid renewal fees, except as otherwise provided. Existing law provides that a license which is not renewed within 5 years after its expiration may not be renewed, restored, reissued, or reinstated thereafter. Existing law applicable to landscape architects authorizes the holder of the expired license to apply for and obtain a new license if no fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension, the holder of the expired license pays the fees required of new applicants, and the holder of the expired license takes and passes the current California Supplemental Examination. This bill would instead authorize the holder of the expired landscape architecture license to apply for and obtain a new license if they pay all of the fees and meet all of the requirements for obtaining the original license.

Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest. This bill would make legislative findings to that effect.

Action Requested

None.



NOTICE OF PUBLIC TELECONFERENCE MEETING

The Landscape Architects Technical Committee

LATC MEMBERS

PARTICIPATING REMOTELY

Pamela S. Brief, Chair
Patricia M. Trauth, Vice Chair
Andrew C. N. Bowden
Susan M. Landry
Jon S. Wreschinsky

March 22, 2024

**California Architects Board
2420 Del Paso Road, Suite 105
Conference Room 114
Sacramento, CA 95834**

**The Landscape Architects Technical Committee (LATC or Committee) of the
California Architects Board will meet by teleconference at**

10:00 a.m., on Friday, March 22, 2024

**NOTE: This teleconference meeting is being held pursuant to Government
Code section 11123.5.**

Information to Register/Join Meeting for Members of the Public via Webex: To
access the Webex event, attendees will need to click the following link. Instructions to
connect to the meeting can be found at the end of this agenda.

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m6664bc55ffa89e818ef80a3a4cb61906>

If joining using the link above

Webinar number: 2490 375 2737

Webinar password: LATC322

If joining by phone

+1-415-655-0001 US Toll

Access code: 2490 375 2737

Passcode: 5282322

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can

(Continued)

identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

Due to potential technical difficulties, please consider submitting written comments by March 18, 2024, to latc@dca.ca.gov for consideration.

AGENDA

10:00 a.m. to 2:00 p.m.
(or until completion of business)

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. Chair's Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Committee may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

- D. Update on the Department of Consumer Affairs (DCA), Yvonne Dorantes, Assistant Deputy Director, Board and Bureau Relations
- E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst
- F. Review and Possible Action on November 17, 2023, LATC Meeting Minutes
- G. Legislation Update
 - 1. SB 1452 (Ashby) Architecture and Landscape Architecture
- H. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- I. Discuss and Possible Action on Licensure Examination Pass Rates of the Landscape Architect Registration Examination (LARE) and the California Supplemental Examination (CSE)

J. Discuss and Possible Action on Structure and Operations Subcommittee

Addresses the following 2022-2024 Strategic Plan Objective:

1. Research the Economic and Consumer Protection Impact of Re-Establishing the Landscape Architects Board or Establishing a Merged Board with the California Architects Board to Provide Better Representation, Strengthen the Distinction Between the Two Entities, and Increase Efficiency

K. Review and Discuss and Possible Action on Sunset Review Hearing

L. Review of Future Committee Meeting Dates

M. Closing Comments

N. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to the disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Kourtney Fontes

Telephone: (916) 575-7230

Email: Kourtney.Fontes@dca.ca.gov

Telecommunication Relay Service: Dial 711

Mailing Address:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

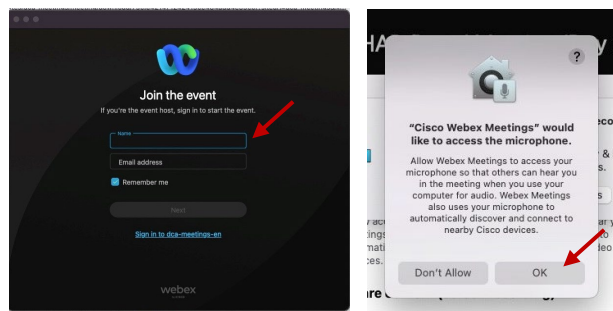
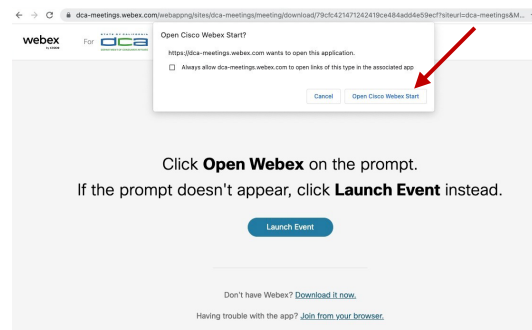
Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5620.1).

If joining using the meeting link

1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.

3 Enter your name and email address*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

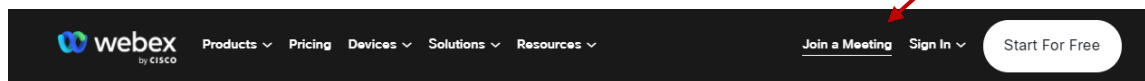


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

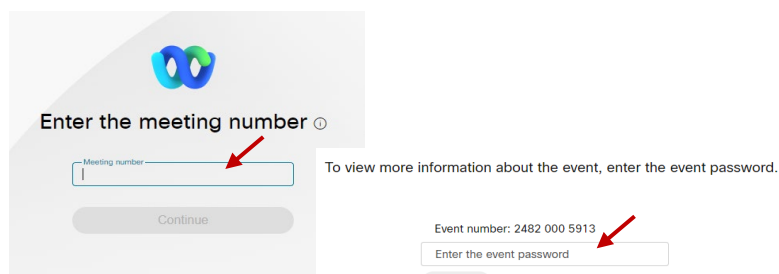
OR

If joining from Webex.com

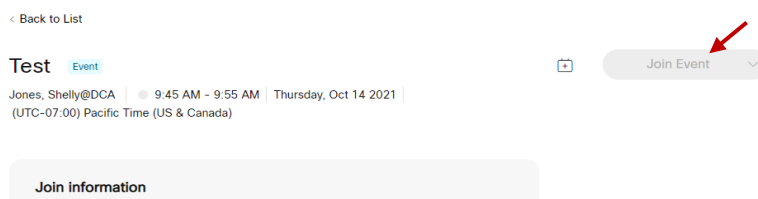
1 Click on "Join a Meeting" at the top of the Webex window.



2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



3 The meeting information will be displayed. Click "Join Event".



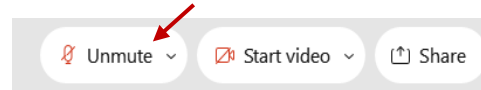
OR

Connect via telephone*:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

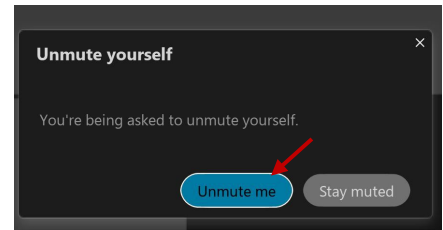


Green microphone = Unmuted: People in the meeting can hear you.



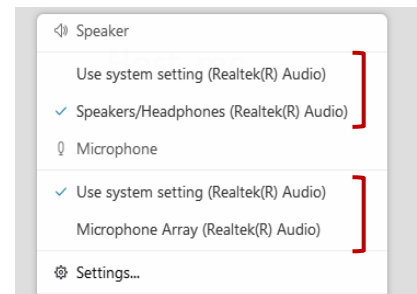
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



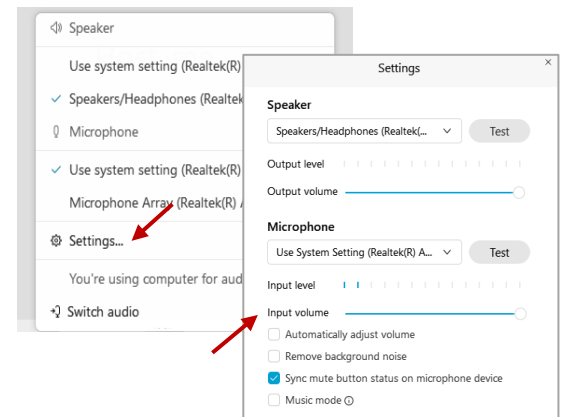
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

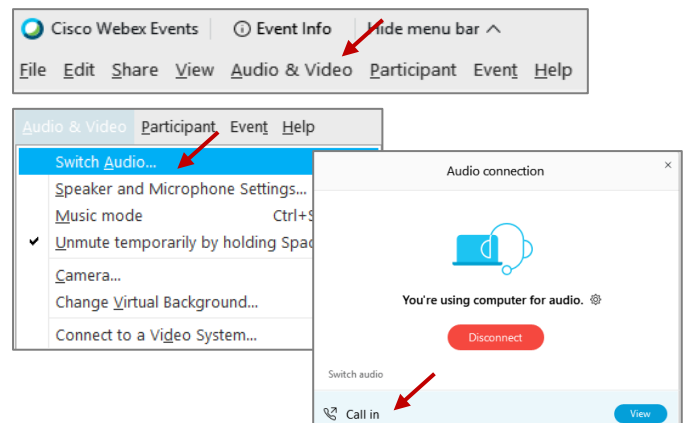
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



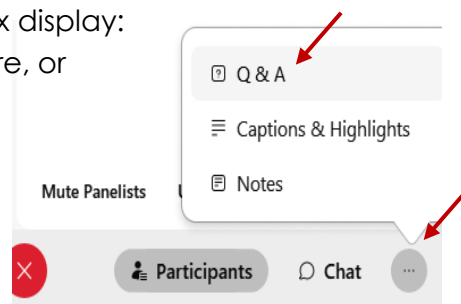
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

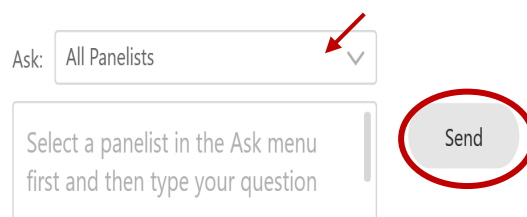
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



— OR —

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

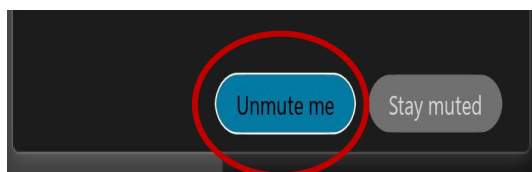
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

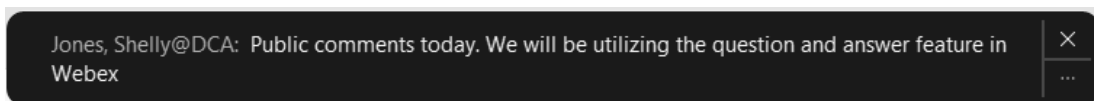


— OR —

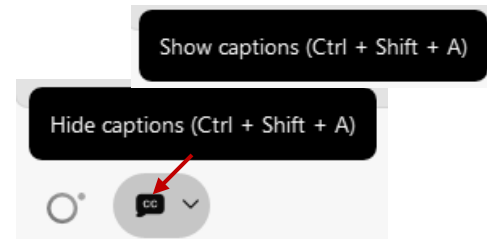
If connected via telephone:

- Press *3 to unmute your microphone.

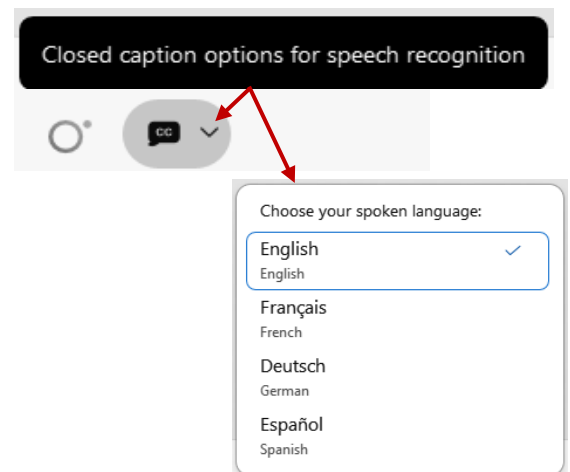
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



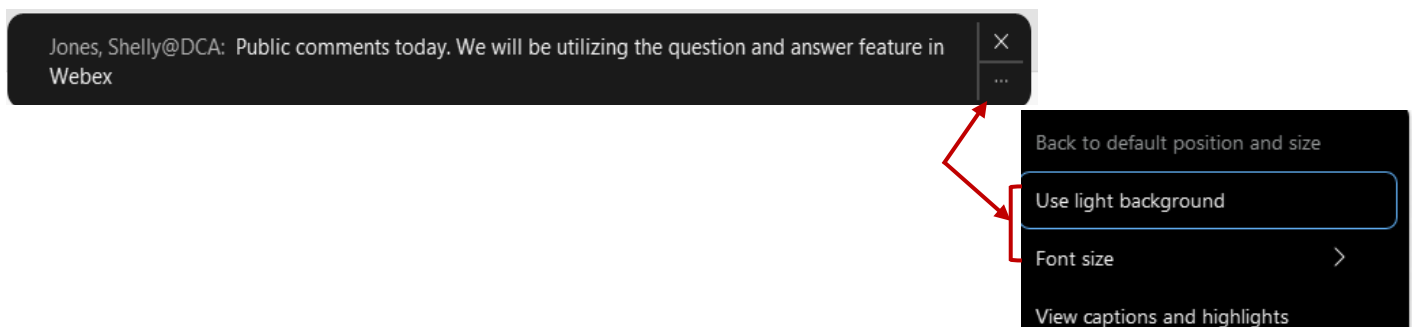
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.

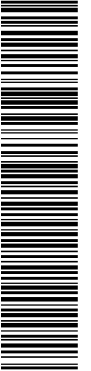


You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



An act to amend Sections 5801.1 and 5811.1 of, and to add Chapter 3.8 (commencing with Section 5700) to Division 3 of, the Business and Professions Code, relating to professions and vocations.

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THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Chapter 3.8 (commencing with Section 5700) is added to Division 3 of the Business and Professions Code, to read:

CHAPTER 3.8. REGISTERED COMMERCIAL INTERIOR DESIGNER ACT

Article 1. Definitions

5700. For the purposes of this chapter, the following definitions apply:

(a) "Architect" means a person who is licensed to practice architecture in California, as described in Section 5500.

(b) "Board" means the California Architects Board.

(c) "Commercial Interior Design Technical Committee" or "technical committee" means the committee described in paragraph (1) of subdivision (a) of Section 5701, which may assist the board with respect to regulatory functions under this chapter.

(d) "Commercial interior instruments of service" means the designs, drawings, and specifications that establish the scope of the commercial interior design to be constructed, the standard of quality for materials, workmanship, equipment, and construction systems, and the studies and other technical reports and calculations prepared in the course of the practice of commercial interior design.

(e) "Nonstructural commercial interior construction" means the construction of elements which do not include exterior components of a building such as exterior walls, any load-bearing wall, any load-bearing column or any other load-bearing elements of a building essential to the structural integrity of the building such as wind loads and seismic loads and to any element which must be designed for wind loads and seismic loads.

(f) "Permitting privileges" means the ability for any person registered under this act to submit stamped commercial interior instruments of service as defined in this act, to local planning departments for approval.

(g) (1) "Practice of commercial interior design" means the design of interior spaces as a part of an interior alteration or interior construction project in conformity with public health, safety, and welfare requirements, including the preparation of documents relating to building code descriptions, project egress plans that require no modification to a building's vertical egress system in the space affected, space planning, finish materials, furnishings, fixtures, equipment, coordination of the work of technical and special consultants, and the preparation of documents and commercial interior instruments of service submissions relating to interior construction.

(2) "Practice of commercial interior design" does not include any of the following:

(A) The practice of a professional engineer, as defined in Section 6701, or the practice of a professional land surveyor, as defined in Section 8701.

(B) Services that constitute the practice of architecture, as defined in Section 5500.1, except as otherwise provided in this chapter.



(C) Altering or affecting the structural system of a building, including changing the building's live or dead load on the structural system that does not constitute the practice of a structural engineer, as described in Section 6763.

(D) Changes to the building envelope, including exterior walls, exterior wall coverings, exterior wall openings, exterior windows and doors, architectural trim, balconies and similar projections, bay and oriel windows, roof assemblies and rooftop structures, and glass and glazing for exterior use in both vertical and sloped applications in buildings and structures.

(E) Altering or affecting the mechanical, plumbing, heating, air conditioning, ventilation, electrical, vertical transportation, fire sprinkler, or fire alarm systems.

(F) Changes beyond the exit access component of a means of egress system.

(G) Changes to the construction classification of the building or structure according to the California Building Code.

(h) "Professional engineer" means a person engaged in the professional practice of rendering service or creative work requiring education, training, and experience in engineering sciences and the application of special knowledge of the mathematical, physical, and engineering sciences in such professional or creative work as consultation, investigation, evaluation, planning, or design of public or private utilities, structures, machines, processes, circuits, buildings, equipment, or projects, and supervision of construction for the purpose of securing compliance with specifications and design for any such work.

(i) "Professional land surveyor" means one who practices or offers to practice land surveying, as described in Section 8701.

(j) "Registered Commercial Interior Designer" means any person who is registered under this chapter with permitting privileges. A person represents themselves to be a "Registered Commercial Interior Designer" within the meaning of this chapter if that person represents themselves to the public by any title incorporating the words "Registered Commercial Interior Designer" or any title that includes the words "commercial interior design."

Article 2. Commercial Interior Design Technical Committee

5701. (a) The board is vested with all of the functions, duties, powers, purposes, responsibilities, and jurisdiction concerning the practice of commercial interior design under this chapter.

(1) There is hereby established within the board the Commercial Interior Design Technical Committee.

(2) Except as otherwise provided in this chapter, the board may delegate its authority under this chapter to the technical committee.

(3) After review of proposed regulations, the board may direct the technical committee to notice and conduct hearings to adopt, amend, or repeal regulations pursuant to this chapter, provided that the board itself shall take final action to adopt, amend, or repeal those regulations.

(4) The board shall not delegate its authority to discipline a Registered Commercial Interior Designer or to take action against a person who has violated this chapter.



(b) Pursuant to this chapter, the board shall exercise the following functions, powers, and duties:

(1) Conduct or authorize examinations to ascertain the fitness and qualifications of applicants for registration and issue certificates of registration to those who are found to be fit and qualified.

(2) Prescribe rules and regulations for a method of examination of candidates. The board shall designate as its examination for Registered Commercial Interior Designers the National Council for Interior Design Qualification examination.

(3) Conduct hearings on proceedings to revoke, suspend, or refuse to issue certificates of registration.

(4) Promulgate rules and regulations required for the administration of this chapter.

Article 3. Registered Commercial Interior Designers with Permitting Privileges

5702. (a) (1) A commercial interior designer may be registered as a “Registered Commercial Interior Designer” under this chapter if they have passed the National Council for Interior Design Qualification examination and completed and passed the following ICC Code Compliance courses:

- (A) 2018 IBC Essentials with 2019 CA Amendments.
- (B) 2019 CBC Title 24 Regulation (Energy).
- (C) 2019 CBC Chapter 11B Accessibility in Public Buildings.
- (D) 2019 CBC Means of Egress.
- (E) Building Codes 101 for Interior Designers.

(2) The technical committee may require completion of the latest edition of the coursework described in subparagraphs (A) to (E), inclusive, of paragraph (1). The technical committee may also prescribe relevant continuing educational requirements, taking into account the cost to individual commercial interior designers.

(b) A Registered Commercial Interior Designer shall also have completed at least one of the following:

(1) A four- or five-year accredited interior design program and have a minimum of two years of experience.

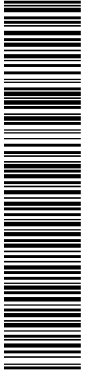
(2) A three-year accredited interior design program and have a minimum of three years of experience.

(3) A two-year accredited interior design program and have a minimum of four years of experience.

(4) Have at least eight years of interior design education, or at least eight years of diversified interior design experience, or a combination of interior design education and diversified interior design experience that together total at least eight years.

5703. (a) An individual shall not, without having a valid registration as a Registered Commercial Interior Designer issued by the board, in any manner hold themselves out to the public as a Registered Commercial Interior Designer or attach the title “Registered Commercial Interior Designer” or any other name or designation that would in any way imply that they are able to use the title “Registered Commercial Interior Designer” as defined in this chapter.

(b) A registered commercial interior designer with a valid registration shall have permitting privileges for commercial interior instruments of service.



(c) A registered commercial interior designer with a valid registration shall be considered a design professional, as specified in Section 8014 of the Civil Code.

(d) A registered commercial interior designer shall not advertise any services that they are not legally permitted to perform, including architecture or engineering services or using the title “architect” in any form.

(e) This chapter does not prevent or restrict any of the following activities:

(1) The employment by a Registered Commercial Interior Designer association, partnership, or a corporation furnishing interior design services for remuneration, of any person who is not a Registered Commercial Interior Designer to perform services in various capacities as needed, provided that the person does not represent themselves as, or use the title of, “Registered Commercial Interior Designer.”

(2) Use of the title “interior designer” on the part of a person not registered under this chapter who is a graduate of an interior design program and a full-time employee of a duly chartered institution of higher education insofar as that person engages in public speaking, with or without remuneration, provided that person does not represent themselves to be a Registered Commercial Interior Designer or use the title “Registered Commercial Interior Designer.”

(3) Work performed by a person who is not registered under this chapter in performing any of activities listed in the definition of a “Certified Interior Designer” in Section 5800, if that person does not represent themselves or their services in any manner prohibited by this chapter.

(4) The practice, services, or activities of any person licensed in this state under any other law who is engaging in the profession or occupation for which they are licensed or otherwise legally permitted to engage in.

Article 4. Seal and Certification

5704. (a) (1) Any stamp used by a Registered Commercial Interior Designer under this chapter shall be of a design authorized by the technical committee and shall, at a minimum, bear the registrant’s name, their registration number, the legend “Registered Commercial Interior Designer,” the legend “State of California,” and provide a means of indicating the renewal date of the registration.

(2) The Registered Commercial Interior Designer shall affix the signature, current date, date of registration expiration, and seal to the first sheet of any bound set or loose sheets of commercial interior instruments of service used as contract documents between parties to the contract or documents prepared for the review and approval of any governmental or public authority having jurisdiction by that Registered Commercial Interior Designer or under that Registered Commercial Interior Designer’s responsible control.

(3) The sheet of commercial interior instruments of service in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply.

(b) A Registered Commercial Interior Designer shall not sign and seal commercial interior instruments of service that were not prepared by or under the responsible control of the Registered Commercial Interior Designer, except in the following circumstances:

(1) A Registered Commercial Interior Designer may sign and seal those portions of the commercial interior instruments of service submission that were prepared by or under the responsible control of a person who holds a registration under this chapter,



and who has signed and sealed the documents, if the Registered Commercial Interior Designer has reviewed in whole or in part such portions and has either coordinated their preparation or integrated them into the work.

(2) A Registered Commercial Interior Designer may sign and seal portions of the professional work that are not required under this chapter to be prepared by or under the responsible control of a Registered Commercial Interior Designer, if the Registered Commercial Interior Designer has reviewed and adopted in whole or in part such portions and has integrated them into the work. The work associated with the combination of services in connection with the design and construction of buildings shall be provided by a licensed architect. If engineering, structural engineering, or licensed land surveying services are required in association with an interior nonstructural project being performed by a Registered Commercial Interior Designer, the documents that have already been properly sealed by a licensed professional engineer, licensed structural engineer, or licensed land surveyor may be compiled by a Registered Commercial Interior Designer. Each design professional shall seal the respective documents and shall not seal a document that was not prepared under the design professional's responsible charge. For all other projects, engineering, structural engineering, or land surveying services shall be procured separate from the Registered Commercial Interior Designer.

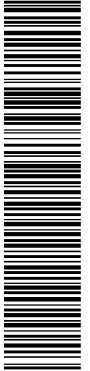
(3) A partner or corporate officer of a professional design firm registered in this state who has professional knowledge of the content of the commercial interior instrument of services submissions and intends to be responsible for the adequacy of the commercial interior instruments of services submissions may sign and seal commercial interior instruments of service submissions that are prepared by or under the responsible control of a Registered Commercial Interior Designer who is registered in this state and who is in the regular employment of the professional design firm.

(c) The Registered Commercial Interior Designer exercising responsible control under which the commercial interior instruments of service submissions or portions of the commercial interior instruments of service submissions were prepared shall be identified on the commercial interior instruments of service submissions or portions of the commercial interior instruments of service submissions by name and California registration number.

Article 5. Commercial Interior Instrument of Service Submissions

5705. (a) All commercial interior instruments of service submissions intended for use in this state shall be prepared and administered in accordance with standards of reasonable professional skill and diligence. Care shall be taken to reflect the requirements of state law and, if applicable, county and municipal ordinances in the submissions. In recognition that Registered Commercial Interior Designers are registered for the protection of the public health, safety, and welfare, submissions shall be of such quality and scope, and be so administered, as to conform to professional standards.

(b) An officer, board, commission, or other public entity that receives commercial interior instruments of service submissions shall not accept for filing or approval any commercial interior instruments of service submissions related to services requiring the involvement of a Registered Commercial Interior Designer that do not bear the seal and signature of a Registered Commercial Interior Designer.



(c) A Registered Commercial Interior Designer who seals and signs commercial interior instruments of service submissions is not responsible for damage caused by subsequent changes to, or uses of, those commercial interior instruments of service submissions where the subsequent changes or uses, including changes to uses made by state or local agencies, are not authorized or approved in writing by the Registered Commercial Interior Designer who originally sealed and signed the commercial interior instruments of service submissions.

Article 6. Registration and Revenues

5706. (a) (1) Each registration issued under this chapter shall expire no more than two years after the issuance date. The expiration date of the original registration shall be set by the board in a manner to best distribute renewal procedures throughout each year.

(2) To renew an unexpired registration, the Registered Commercial Interior Designer shall, on or before the expiration date of the registration, apply for renewal in a form and manner prescribed by the board, and pay the renewal fee prescribed by this article.

(3) The renewal form shall include a statement specifying whether the Registered Commercial Interior Designer was convicted of a crime or disciplined by another public agency during the preceding renewal period and that the designer's representations on the renewal form are true, correct, and contain no material omissions of fact, to their best knowledge and belief.

(b) Within 10 days after a judgment by a court of this state that a Registered Commercial Interior Designer has committed a crime or is liable for any death or personal or property injury or loss caused by the registration holder's fraud, deceit, negligence, incompetency, or recklessness in practice, the clerk of the court that rendered the judgment shall report this to the board.

(c) Except as otherwise provided in this chapter, a registration that has expired may be renewed at any time within five years after its expiration on filing of an application for renewal on a form prescribed by the board, and payment of all accrued and unpaid renewal fees. If the registration is renewed more than 30 days after its expiration, the Registered Commercial Interior Designer, as a condition precedent to renewal, shall also pay the delinquency fee prescribed by this article. Renewal under this section shall be effective on the date on which the application is filed, on the date on which all renewal fees are paid, or on the date on which the delinquency fee, if any, is paid, whichever last occurs. If so renewed, the registration shall continue in effect through the date provided pursuant to paragraph (1) of subdivision (a) of this article that next occurs after the effective date of the renewal, when it shall expire if it is not again renewed.

(d) A registration expired five years or more is nonrenewable and cannot be renewed, restored, reissued, or reinstated. An individual with a nonrenewable registration shall apply for a new registration by meeting the current requirements with the board in order to legally practice commercial interior design in California.

(e) The fees prescribed by this article for Registered Commercial Interior Designer applicants and Registered Commercial Interior Designers shall be fixed by the board as follows:



(1) The application fee for reviewing an applicant's eligibility to take any section of the examination may not exceed _____ dollars (\$_____).

(2) The fee for any section of the examination administered by the board shall not exceed the actual cost to the board for purchasing and administering each exam.

(3) The fee for an original recitation may not exceed _____ hundred dollars (\$_____), except that, if the registration is issued less than one year before the date on which it will expire, then the fee shall equal 50 percent of the fee fixed by the board for an original registration. The board may, by appropriate regulation, provide for the waiver or refund of the initial registration fee where the registration is issued less than 45 days before the date on which it will expire.

(4) The fee for a duplicate registration may not exceed _____ dollars (\$_____).

(5) The renewal fee for a registration may not exceed _____ hundred dollars (\$_____).

(6) The penalty for failure to notify the board of a change of address within 30 days from an actual change in address may not exceed _____ dollars (\$_____).

(7) The delinquency fee shall be 50 percent of the renewal fee for the registration in effect on the date of the renewal of the registration, but not less than _____ dollars (\$_____) nor more than _____ hundred dollars (\$_____).

(f) The fees specified in subdivision (e) shall not exceed the reasonable regulatory costs of the California Architects Board related to administering, implementing, and enforcing this chapter.

(g) Within 10 days after the beginning of every month, all fees collected by the board for the month preceding, under the provisions of this article, shall be paid into the State Treasury to the credit of the California Architects Board-Registered Commercial Interior Designers Fund, which is hereby created as a special fund within the Professions and Vocations Fund. Upon appropriation by the Legislature, moneys in the California Architects Board-Registered Commercial Interior Designers Fund shall be used to defray the reasonable costs and expenses of the board in carrying out and enforcing the provisions of this chapter.

SEC. 2. Section 5801.1 of the Business and Professions Code is amended to read:

5801.1. The procedure for the issuance of a stamp by the council under Section 5801, ~~including the examinations recognized and required by the council, shall be subject to the occupational analyses and examination validation required by Section 139 every five to seven years. 5801 shall become inoperative on January 1, 2025.~~ However, a Certified Interior Designer with an active commercial designation stamp on January 1, 2025, shall enjoy the provisions of the stamp, as specified in Section 5802, until the stamp expires, in accordance with paragraph (1) of subdivision (b) of Section 5811.1.

SEC. 3. Section 5811.1 of the Business and Professions Code is amended to read:

5811.1. (a) The council may issue a certification to any applicant who provides satisfactory evidence that they meet all of the requirements of this chapter and who complies with the bylaws, rules, and procedures established by the council.

(1) In order to obtain a certification, an applicant shall submit an application as provided by the council and provide the council with satisfactory evidence that they meet all of the following requirements:



- (A) Passage of an interior design examination approved by the council.
- (B) Any of the following education and experience pathways:
- (i) The person is a graduate of a four- or five-year accredited interior design degree program, and has two years of diversified interior design experience.
 - (ii) The person has completed a three-year accredited interior design certificate program, and has completed three years of diversified interior design experience.
 - (iii) The person has completed a two-year accredited interior design program and has completed four years of diversified interior design experience.
 - (iv) The person has at least eight years of interior design education, or at least eight years of diversified interior design experience, or a combination of interior design education and diversified interior design experience that together total at least eight years.
- (C) All fees required by the council, as described in subdivision (e) of Section 5811, have been paid.
- (2) The council may issue a commercial designation to a Certified Interior Designer or qualified applicant who, in addition to the requirements in paragraph (1), passes additional interior design courses and examinations, as determined to be required by the council.
- (b) (1) Any certificate under this chapter shall be subject to renewal every two years in a manner prescribed by the council, ~~and shall expire unless renewed in that manner. The council may provide for the late renewal of a registration. council until January 1, 2025. On and after January 1, 2025, a Certified Interior Designer with an active commercial designation stamp may not have that stamp renewed.~~
- (2) The council may require Certified Interior Designers to complete continuing education specific to the practice of interior design each two-year certification cycle.
- SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.



LEGISLATIVE COUNSEL'S DIGEST

Bill No. _____
as introduced, _____.
General Subject: Registered Commercial Interior Designers.

Existing law, the Architects Practice Act, provides for the licensure and regulation of architects by the California Architects Board.

Existing law, until January 1, 2027, provides a comprehensive scheme for the certification and regulation of interior designers. Under existing law, a Certified Interior Designer may obtain a stamp from the California Council for Interior Design Certification, a nonprofit organization, that identifies and bears the name of that Certified Interior Designer and identifies the individual as either a Certified Interior Designer or a Certified Interior Designer with commercial designation, if the Certified Interior Designer has met specified education, experience, and examination requirements. Existing law provides that a certification under those provisions is subject to renewal every 2 years in a manner prescribed by the council, and expires unless renewed in that manner. Existing law authorizes the council to provide for the late renewal of a registration.

This bill would instead provide for renewal every two years in a manner prescribed by the council only until January 1, 2025. On and after January 1, 2025, the bill would prohibit a Certified Interior Designer from having that stamp renewed. This bill would also make the above-described provisions for a Certified Interior Designer to obtain a commercial designation stamp from the council inoperative on January 1, 2025. The bill would authorize those designers with an active stamp to enjoy the privileges of the stamp until it expires, as specified.

In this connection, the bill would establish the Registered Commercial Interior Designer Act, a new registration scheme for commercial interior designers, who would be subject to regulatory oversight by the California Architects Board, and would establish the Commercial Interior Design Technical Committee (technical committee) within the board. The bill would authorize a commercial interior designer to be registered with the board as a "Registered Commercial Interior Designer" upon passing a specified interior design examination and completing related coursework. The bill would prohibit an individual from holding themselves out to the public as being a "Registered Commercial Interior Designer" without having a valid registration issued by the board. The bill would grant a Registered Commercial Interior Designer certain permitting privileges for commercial interior instruments of service and related legal rights applicable to design professionals.

Among other provisions, the bill would authorize the board to delegate specified regulatory functions to the technical committee, including conducting hearings to adopt, amend, or repeal regulations pursuant to these provisions, provided that the board takes final action with respect to the adoption, amendment, or repeal of those regulations. The bill would further authorize the technical committee to prescribe continuing education requirements, as specified. The bill would establish requirements for any



stamp used by a Registered Commercial Interior Designer, including requiring inclusion of that designer's name, registration number, and other related information, in a design authorized by the technical committee. The bill would require a Registered Commercial Interior Designer to affix certain identifying information, including their registration expiration date, to the first sheet of contract documents between parties.

The bill would require all commercial interior instruments of service submissions intended for use in this state to be prepared and administered in accordance with standards of reasonable professional skill and diligence. The bill would prohibit any officer, board, commission, or other public entity that receives commercial interior instruments of service submissions from accepting for filing or approval any submissions that require the involvement of a Registered Commercial Interior Designer that do not bear the seal and signature of such a designer. The bill would also require a court clerk, within 10 days after a judgment finding that a Registered Commercial Interior Designer has committed a crime or is liable for death or other specified injuries, to report this information to the board. By imposing new duties on local governmental agencies and officials, the bill would create a state-mandated local program.

The bill would establish certain regulatory fees in unspecified amounts for an application, registration, and renewal thereof under the act, and for related penalties, and would require those fees to not exceed the reasonable regulatory costs of administering, implementing, and enforcing the act. The bill would require all fees collected by the board to be paid into the State Treasury to the credit of the California Architects Board-Registered Commercial Interior Designers Fund, which the bill would create. The bill would authorize moneys in the fund, upon appropriation by the Legislature, to be used to defray the reasonable costs and expenses of the board in carrying out these provisions.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.



Quarterly Report of the Executive Officer

Administrative/Management

Board. The Board met in Los Angeles on February 22.

Meetings. The Landscape Architects Technical Committee (LATC) met by teleconference on March 22.

Newsletter

The spring issue of the California Architects newsletter will be distributed in June.

Budget

The Board's fund condition was discussed at the last Board meeting. CAB increased its initial license and renewal fees in July 2023 from \$300 to \$400. LATC increased its initial license and renewal fees in January 2024 from \$400 to \$700.

Business Modernization

The Business Modernization Cohort 2 Project's second release launched in March 2024 and included automation of the Reciprocity Applications. Future releases will include automation of Consumer Complaint forms, candidate/licensee address and name changes, online license renewals, and Certification of Experience forms.

Personnel

Lorie Slebodnick, CAB Public Information Technician, accepted a promotion with the California Department of Transportation.

Outreach

The Licensing Unit hosted a webinar on March 26 regarding Continuing Education (CE) audits for architects.

LATC staff provided online presentations to undergraduate landscape architecture students at UC Berkeley on April 11 and Cal Poly Pomona on April 19, regarding California's landscape architect examination and licensure process.

Social Media

CAB and LATC's social media account information is noted in the chart below.

CAB	Posts Jan. – Mar.	Followers 03/31/24		LATC	Posts Jan. – Mar.	Followers 03/31/24
Twitter	30	1,420		Twitter	23	315
Instagram	34	1,367		Instagram	23	117
Facebook	30	453		LinkedIn	0	25
LinkedIn	1	556				

Regulatory Proposals

Architects

CCR Section 109 (Application Update). This regulatory proposal provides updates to the Application for Eligibility reference to address AB 496, AB 2113, AB 2138, aligns with current Board practices and the National Council of Architectural Registration Boards (NCARB) current requirements, and makes non-substantive changes to the text to increase understanding. Proposed language was approved at the May 2023 Board meeting. Further changes were made to language, which was then approved by the Board at its September meeting. Staff developed the Notice, Initial Statement of Reasons (ISR), and 399 (fiscal analysis) and submitted them to DCA for initial review.

At its September 8, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on September 14, 2023, where minor edits were made to the language. On November 17, 2023, the package was sent to Agency, where additional technical modifications were made. The rulemaking file was submitted to OAL and was noticed for public comment on January 5, 2024. No comments were received.

During final review of the package, the Board's reg unit identified that the military SkillBridge program should be included in this package since it deals with applications, which was added to BPC 115.4 on January 1, 2024. Staff is working with the reg unit to modify the language for a 15-day notice to update the text accordingly and provide strikeouts for all documents that will no longer be incorporated by reference.

Status: Working on edits to language with DCA Reg Unit and will be brought to the June Board meeting.

CCR Section 117 (Experience Evaluation). This regulatory proposal provides updates to the way the Board evaluates documentation submitted by candidates to document the eight years of experience required for licensure.

At its December 1, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. Staff worked with the DCA Reg Unit and submitted the proposed rulemaking file to DCA for review on February 26, 2024. On March 5, 2024, the package was sent to Agency, and was approved for initial noticing. The rulemaking file was submitted to OAL and was noticed for public comment on April 19, 2024.

Status: Awaiting closure of the public comment period on June 4, 2024. Staff will note any comments received during this period.

CCR Sections 121 (Form of Examinations; Reciprocity) and 124 (California Supplemental Examination). During a review of the Board's regulations, staff identified CCR title 16, division 2, article 3, section 121 (Form of Examinations; Reciprocity) as requiring updating. As currently written, the title of the regulation does not accurately represent the content, the content requires clarification to more concisely state what is required, and references to obsolete programs must be removed. As part of the modification to 16 CCR section 121, a cross-reference is made to 16 CCR section 124 (California Supplemental Examination). Because OAL will review that section when reviewing this rulemaking, Board staff reviewed that regulation and found it lacks a clear definition of what the CSE application requires. Therefore, language was added to clearly identify the fee and the information required for candidates to apply to take the CSE.

At its December 1, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on January 5, 2024. The rulemaking file was submitted to OAL and was noticed for public comment on February 16, 2024. No comments were received.

Status: Drafting final regulatory package documents for submittal to DCA.

CCR Section 154 (*Disciplinary Guidelines*). Initial documents for the regulatory package were submitted to LAD on September 19, 2019. Staff incorporated LAD's feedback and the initial budget document was approved by the BO on October 19, 2020. On November 18, 2020, LAD forwarded the initial documents to the next level of review in the process and edits were required. Staff sent documents to LAD on September 8 and October 10, 2021. LAD is currently reviewing the regulatory language due to edits recommended by the Office of Administrative Law (OAL) to LATC's *Disciplinary Guidelines* rulemaking to ensure the language in the two regulatory packages is better aligned, and to expedite the review of the Board's *Disciplinary Guidelines* rulemaking when the final documents are submitted to OAL. The Board reviewed and approved the *Disciplinary Guidelines* at its September 2023 meeting and staff sent the regulatory package to DCA for review. DCA completed its review and sent the package to Agency for review on September 26, 2023. On November 14, 2023, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL). LAD submitted the documents to OAL on behalf of the Board and the 45-day comment period began on November 24, 2023. The 45-day public comment period closed on January 9, 2024, and the Board received one comment. In response to the comment, Board staff updated the language. Modified text was noticed on January 10, 2024 which began a 15-day comment period that ended on January 25, 2024. One comment was received during this comment period.

At its February 22, 2024 meeting, the Board approved the modified text. Final rulemaking documents were prepared and submitted to DCA on February 26, 2024. During final review, additional questions were raised by the DCA Reg Unit. Staff is working with the DCA Reg Unit to address all concerns and proceed with the final rulemaking file.

Status: Working with DCA Reg Unit on final documents to be submitted for final approval.

Landscape Architects

None

Licensing and Examination Program**Architects**

Performance data for the Architect California Supplemental Examination (CSE) and Architect Registration Examination (ARE) 5.0 for California candidates during the third quarter of FY 2023/24 are presented in Tables A and B.

Table A**Architect CSE Examinee Performance: January 1 – March 31, 2024**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	82	77%	24	23%	106
Instate Repeat	31	69%	14	31%	45
Reciprocity First-time	33	69%	15	31%	48
Reciprocity Repeat	11	79%	3	21%	14
Total	157	74%	56	26%	213

Table B**California ARE 5.0 Examinee Performance by Division: January 1 – March 31, 2024**

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	136	56%	108	44%	244
Practice Management	163	48%	175	52%	338
Programming and Analysis	150	60%	101	40%	251
Project Development and Documentation	133	49%	136	51%	269
Project Management	167	63%	98	37%	265
Project Planning and Design	141	46%	164	54%	305

Table C
California and NCARB ARE 5.0 Performance Comparison
(Q3 FY 2023/24)

ARE Division	Q3 FY 23/24		
	CA Pass	Natl. Pass	▲ %
Construction and Evaluation	56%	61%	-5%
Practice Management	48%	50%	-2%
Programming & Analysis	60%	64%	-4%
Project Development & Documentation	49%	54%	-5%
Project Management	63%	63%	0
Project Planning & Design	46%	50%	-4%

▲ % is the difference in the California and national (NCARB) performance.

Landscape Architects

Performance data for the Landscape Architect California Supplemental Examination (CSE) for the third quarter of FY 2023/24 are presented in Table D.

Table D
Landscape Architect CSE Examinee Performance: January 1 – March 31, 2024

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	19	56%	8	23%	27
Repeat	5	15%	2	6%	7
Total	24	71%	10	29%	34

The Landscape Architect Registration Examination (LARE) was not administered during this quarter. CLARB will administer the LARE on April 1-17, July 29-August 14, and December 2-18.

Enforcement

Architects

The most common violations have stayed consistent over the past four years, and are as follows:

- Misuse of the term “Architect”
- Practice without a license/device
- Continuing Education Audit Incompliance
- Written contract violations
- Signature/Stamp on plans and unauthorized practice
- Negligence or Willful Misconduct

Table G
Architects Complaints and Enforcement Actions

Category	Current Quarter Jan. Mar. 2024	Prior Quarter Oct Dec. 2023	FY 23 24
Complaints			
Received	56	53	237
Opened	56	53	238
Closed	92	62	211
Average Days to Close	176	105	315
Pending	153	185	338
Citations			
Issued	26	16	49
Final	8	3	15
Discipline			
Pending Attorney General	3	3	2
Final	0	1	1

Landscape Architects

Table H
Landscape Architects Complaints and Enforcement Actions

Category	Current Quarter Jan. Mar. 2024	Prior Quarter Oct. Dec. 2023	FY 23 24
Complaints			
Received	4	10	25
Opened (Reopened)	4	10	25
Closed	4	7	18
Average Days to Close	146	52	90
Pending	12	12	12
Citations			
Issued	2	0	2
Final	2	0	3
Discipline			
Pending Attorney General	0	0	0
Final	0	0	1

LATC's most common violations mirror the Board's with the exception of continuing education, signature/stamp on plans, unauthorized practice, and negligence or willful misconduct. LATC does not typically see egregious violations and more commonly receives complaints regarding the Rules of Professional Conduct and the standards of practice within the profession.

The most common violations within the practice of landscape architecture have stayed consistent over the past four years, and are as follows:

- Misuse of the term "landscape architect"
- Practice without a license
- Written contract violations
- Rules of Professional Conduct violations

Enforcement Actions

Architects

Citations

CHRISTOPHER RYAN (Jacksonville Beach, FL) – The Board issued a one-count citation, including an administrative fine in the amount of \$500 to Christopher Ryan, architect license number C-33620, dba Design Everest (DE), for alleged violations of California Code of Regulations title 16, section 134.

The Board received several complaints against the business entity DE, for unlawfully advertising architectural services. When contacted by the Board, Ryan, who had become a part-owner of DE, claimed that the company was compliant with the Architects Practice Act because he was in management control as the Director of Architecture at DE. Ryan's role, therefore, was to exercise general oversight of the professional services offered and provided by the business entity, ensuring DE's compliance with the Architect's Practice Act. This included ensuring that all of their projects, even those that would otherwise be exempt from licensing requirements, were under the responsible control of a licensed California architect. Ryan provided the Board with a list of licensed architects who were purportedly in responsible control of DE's current projects.

However, Ryan failed to ensure that all the architects providing architectural services through DE had reported their association to the Board as required by Business and Professions Code Section 5558 and California Code of Regulations title 16, section 104.

Ryan's failure to maintain management control at DE while allowing the company to include architecture in their description of services constituted a violation of California Code of Regulations, title 16, section 134. Ryan paid the fine, satisfying the citation. The citation became final on February 16, 2024.

MARBE BRICENO (Glendale) - The Board issued a one-count citation with a \$1,500 administrative fine to Marbe Briceno, an unlicensed person, dba Marbe Designs, for alleged violations of Business and Professions Code section 5536(a).

On or about April 12, 2023, Briceno's company website used the terms "architectural" and "architecture" to describe her services. Her company LinkedIn profile stated, "An Award-Winning, full-Service Architectural Interior Design Studio" and used the title of "Interior/Architect Designer" numerous times under Experience. Her company Facebook profile stated, "Full-service Architectural Interior Design Studio specializing in High-End Residential & Hospitality."

Briceno's online profiles, wherein she used the title of "Architect Designer" and described her services as "Architecture" and "Architectural" are devices that might indicate to the public that she is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a). The citation became final on February 4, 2024.

CAMPBELL GREY (Reseda) - The Board issued a three-count citation with a \$5,000 administrative fine to Campbell Grey, an unlicensed person, dba GreyCo Global LLC, for alleged violations of Business and Professions Code section 5536(a) (Misrepresentation; Practice Without License or Holding Self Out as Architect) and California Code of Regulations, title 16, sections 134(a) and (b) (Use of the Term Architect; Responsible Control Within a Business Entity).

On or about March 13, 2021, Grey entered into a contract with Mr. J.G. (Client) entitled "Contract for Architectural/Structural Design Services," offered "Architectural/Structural Design" and "Architectural Design"

services, and charged for “Architectural Design.” The contract signature line also referred to Grey as “Arch. Designer.”

Grey’s company website stated, “consider us artist/architects/builders of your dreams.” His Houzz profile offered “architectural design” in the “SO CAL” area and was categorized under “Architects and Building Designers.” His Archinect profile listed “Architecture” as an Area of Specialization.

Grey designed plans for a four-story apartment building located in Valley Village, California, which was submitted to the Planning Department, with a description of the project stating: demolition of an existing one-family dwelling and construction of a four-story, four-unit townhouse style apartment.

Grey misrepresented himself as a licensed architect when he advertised, offered and charged for “architectural design,” and referred to himself as an architectural designer. He practiced architecture without a license by designing a building is not exempt from licensing requirements under Business and Professions Code section 5537. Such conduct constitutes violations of Business and Professions Code section 5536(a) and California Code of Regulations, title 16, section 134(a) and (b). The citation became final on March 5, 2024.

JOSE LUIS JUSTINIANO (Anaheim) – The Board issued a one-count citation with a \$1,500 administrative fine to Jose Luis Justiniano, an unlicensed person, dba J&R Design Planning & Engineering and West Coast Construction & Restoration Co., for alleged violations of Business and Professions Code section 5536(a).

On or about October 16, 2021, Justiniano was hired by S.S (client) to provide full design, engineering, and construction services for a residential remodel located in Torrance, California for a design fee of \$16,000 plus an additional \$184,000 for construction.

An invoice for the project dated April 12, 2022, included a line item that stated, “Prepare supplemental architectural plans...” for a fee of \$2,500.

In a second project Justiniano entered into a contract with G.R. (client) on July 20, 2021 to provide design services for a project located in Norwalk, California. Allegedly, Justiniano had been hired to obtain plan approval from the city within a year, but by the end of 2023 no work has been done. Justiniano had been paid \$13,425.

Justiniano’s Proposal for Design, Planning & Engineering dated July 20, 2021 for the Norwalk project stated he would “provide and coordinate architectural plans.” An invoice dated July 21, 2021, included line items for “Architect” and “architectural plans” for a fee of \$7,500.

Justiniano’s company Kukun profile was categorized under “Architects” and stated, “J&R Design Planning & Engineering is a Architects contractor company based on Anaheim, California.” His personal LinkedIn profile stated, “Experienced Principal with a demonstrated history of working in the architecture, planning & engineering industry” and offers “Architectural” services under Skills. His company Yelp profile was categorized under “Architects.”

Justiniano’s contract, billing invoices, and online profiles wherein he used the title of “Architect” and described his services as “Architecture” and “Architectural,” are devices that might indicate to the public that he is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes a violation of Business and Professions Code section 5536(a). The citation became final on March 9, 2024.

ERIC MARTINEZ-LUCIO (Fresno) – The Board issued a two-count citation with a \$5,000 administrative fine to Eric Martinez-Lucio, an unlicensed person, dba Urbatect Development LLC, for alleged violations of

Business and Professions Code section 5536(a) and California Code of Regulations section 134(a). Martinez-Lucio's company website offers "luxury high-end architecture" and includes "Architecture" services. His company Houzz profile offers "Architectural Design" and "Architectural Drawing" services and includes an apartment building rendering under Projects. His company Yelp profile states, "Attention to detail, efficiency, economy and architectural and engineering innovation are among some of the great hallmarks of all Urbatect's projects." His company Facebook profile states, "We are a multi-disciplinary design firm specializing in high-end architecture, ADUs, & construction" and states "Urbatect Development will be handling all of the Architectural & Engineering."

Martinez-Lucio's company Houzz and Instagram profiles offer "Architecture," advertise non-exempt projects, and state "Our areas of expertise are: ARCHITECTURE." His company Build Zoom profile offers "Architectural Drawings and Designs" and "Other Architecture and Engineering" services. Urbatect Development LLC had advertisements on Craigslist offering an "Architect," "Architectural Design," "Architectural," and "Architecture" services.

The company name "Urbatect" is a variation of the term "architect," which is deliberately confusing to consumers.

On April 6, 2023, Martinez-Lucio was previously issued a Class "A" citation in the amount of \$1,000 for violations of California Business and Professions Code section 5536(a) and was formally advised that an unlicensed individual or firm in California cannot use any term confusingly similar to architect or architectural to describe services offered or be labeled in such a category. Martinez-Lucio failed to pay that fine.

Martinez-Lucio's business name, website, advertisements, and online profiles wherein he described his services as "Architect," "Architecture," "Architectural Design," and "Architectural," are devices that might indicate to the public that Martinez-Lucio is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and California Code of Regulations section 134(a). The citation became final on March 16, 2024.

JOHN NEAL (Suisun City) – The Board issued a one-count citation with a \$750 administrative fine to John Neal, an unlicensed person, dba Design Collaborative Services, LLC, for alleged violations of Business and Professions Code section 5536(a).

On or around August 9, 2023, the Board received a complaint alleging Neal had abandoned a project after agreeing to provide design services to a client.

The Board had previously issued a letter of advisement to Neal concerning his online advertising, which warned about his company website and his profiles on LinkedIn and Alignable. By November 9, 2022, Neal had made the requested corrections to these profiles and the Board closed the case. Nevertheless, from November 10, 2022, through January 1, 2024, Neal resumed misrepresenting himself as an architect and his company as an architectural firm through various advertisements. His LinkedIn profile emphasized his firm's capabilities in "Architectural Drawings" and "Architecture," while his company's Yelp profile was categorized under "Architects," and offered design services for non-exempt commercial buildings.

Neal's online advertising and profiles are devices that might indicate to the public that he is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a). The citation became final on March 17, 2024.

PETER LYLE STRAUHAL (Salem, OR) - The Board issued a four-count citation with a \$20,000 administrative fine to Peter Lyle Strauhal, an unlicensed person, dba Blair Strauhal Development LLC, BLS Steel Buildings, and Cascade Pacific Green Buildings, for alleged violations of Business and Professions

Executive Officer's Report

Code sections 5536(a) (Misrepresentation; Practice Without License or Holding Self Out as Architect) and 5536(b) (Practice Without License; Affix Stamp or Seal).

On or about November 17, 2022 Strauhal contracted to provide design services for a commercial project to renovate an existing winery in the County of Napa. He offered and charged for “architecture” in his contract. His “Draw Request” invoice to his client included tasks entitled “Architectural,” “Architectural Construction Coordination,” and “Architectural Permit Coordination.”

The Subject submitted 40 pages of plans for the commercial project to the County of Napa Building Department (Napa). The plans contained Strauhal’s name in the title block, and had been affixed with a false stamp containing the words “Licensed Architect” and “State of California” along with Strauhal’s name, the license number “C-154420,” which is not a valid California architect license number, and the license renewal date of “06-01-22,” which is not a valid renewal date.

Napa issued Strauhal a second set of plan review comments, stating that they were unable to verify his license information through the Department of Consumer Affairs License Lookup website. Strauhal then sent Napa a copy of the Board’s Architect’s Business Entity Report Form which he had filled out, but not filed with the Board, stating that it was a “record of my business and license with number shown.” Strauhal listed his license number as “68525” on that document, which also is not a valid California architect’s license number. He checked the box on the form which stated, “I provide architectural services...” and signed the form in the Licensee’s Signature field.

Additionally, Strauhal listed a second architect on the plans, and included that architect’s valid license number and title block information. Strauhal then used the architect’s name and license number on a Commercial Building Permit Application he submitted to Napa on or about March 3, 2022. The architect confirmed to the Board that he had no knowledge of, or association with, Strauhal.

Strauhal used a stamp meant to resemble a California architect’s stamp, represented himself as a California licensed architect to the Napa building department, and used fake license numbers and renewal dates. He attached an unrelated licensed architect’s name and number to his projects, falsely implying a business relationship with the architect in an attempt to obtain approval of a commercial permit application. Such conduct constitutes a violation of Business and Professions Code sections 5536(a) and 5536(b). The citation became final on March 5, 2024.

Administrative Actions

None

Landscape Architects

None

AGENDA ITEM L.1: Discuss and Possible Action on Proposed Regulatory Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 2, section 109 (Filing of Applications)

Summary

At its September 8, 2023 meeting, the Board approved language to amend 16 CCR section 109 (Filing of Applications) and directed the Executive Officer to take all steps necessary to initiate the rulemaking process. Board staff worked with the Legal Affairs Division (LAD) to draft a notice, initial statement of reasons, and fiscal impact document. On December 21, 2023, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL) and the LAD submitted the documents to OAL on behalf of the Board. The 45-day comment period began on January 5, 2024 and ended on February 21, 2024, with no comments being received. Board staff submitted final documents to LAD for final review.

During this review, some clarity and consistency concerns were raised. The Board's Employment Verification Form is being redesigned and is considered new; therefore, the reference name needs to be identified as "New" rather than "Rev" to clarify the overhaul which will be reflected in the regulation and on the form. For reference, the Test Application Form, 19C-11 (3/2006) being repealed is provided. This form is no longer used by the Board and does not need to be updated. The Board must specify the National Council of Architectural Registration Boards (NCARB) administered experience-based program as the Architectural Experience Program (AXP) to resolve a clarity issue. The NCARB IDP Guidelines and the Canadian Architectural Licensing Authorities Internship in Architecture Program (IAP) documents are being repealed and must be labeled and clearly noticed that they are being repealed.

With the passage of [AB 883](#) (Mathis, Chapter 348, Statutes of 2023), Business and Professions Code section 115.4 was modified to require the Board to expedite and assist the initial licensure process for a United States active duty applicant who is enrolled in the Department of Defense [SkillBridge](#) program beginning July 1, 2024. Since the current regulatory proposal addresses the Board's application process, it is appropriate to modify the language to include requirements for candidates to qualify for expedited applications under the SkillBridge program. Additionally, the Board needed to define discipline, and the discipline question required change due to a limitation in statute that only discipline within the past seven years could be considered.

Other clarity and consistency issues include renumbering items, renaming use of the word "applicant" to "candidate" throughout the regulation, referring to specific subsections when making reference to other CCRs, specifying the documentation

required to approve expediting of refugee candidates, and clarifying that candidates are required to comply with NCARB procedures to establish an NCARB Record.

The Board will need to allow for a 15-day comment period related to the proposed changes attached to this memo. Once these changes have been made, Board staff will proceed with the rulemaking file.

Action Requested

The Board is asked to consider the modified regulatory text for 16 CCR section 109 and entertain a motion to approve the modified regulatory text and proposed responses, direct staff to take all steps necessary to complete the rulemaking process, including preparing modified text for an additional 15-day comment period, which includes amendments discussed at this meeting. If after the 15-day public comment period, the board does not receive any comments providing objections or adverse recommendation specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, then the Board authorizes authorize the Executive Officer to make any non-substantive changes to the proposed regulations and the rulemaking file, and adopt the proposed regulations as described in the modified text notice for CCR, title 16, section 109.

Attachments

1. 16 CCR section 109 (Filing of Applications) – Modified Text
2. Employment Verification Form, 19C-12 (3/2015) – to Be Repealed
3. Employment Verification Form, 19C-12 (New 6/2024)
4. Test Application Form, 19C-11 (3/2006) – To Be Repealed
5. NCARB IDP Guidelines, dated July 2015 – To Be Repealed
6. Canadian Architectural Licensing Authorities Internship in Architecture Program Guidelines, dated January 2012 – To Be Repealed

CALIFORNIA ARCHITECTS BOARD

MODIFIED TEXT

Legend:

Originally proposed amendments to the regulatory language are shown in single underline for new text and ~~single strikethrough~~ for deleted text.

Modifications to the originally proposed regulatory language are shown in double underline for new text and ~~double strikethrough~~ for deleted text.

Amend Section 109 of Article 2 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 109. Requirements for Licensure and Filing of Applications.

(a) Definitions:

- (1) A “new candidate” shall mean a candidate who is submitting ~~his or her~~ their first application to the Board for eligibility evaluation for the Architect Registration Examination (ARE) or one who had previously submitted an application but had been determined by the Board to be ineligible.
- (2) An “inactive candidate” shall mean a candidate who:
 - (A) has not taken an examination as a candidate of the Board for five or more years, or
 - (B) has been determined by the Board to be eligible but who has not taken any examination since the Board's determination and five or more years have passed.
- (3) “Active in the examination process” shall mean that there has not been a period of five or more years since
 - (A) the candidate last took an examination as a candidate of the Board, or
 - (B) the candidate has been determined by the Board to be eligible.
- ~~(4) A “re-examinee” shall mean a candidate who has previously been determined by the Board to be eligible for the ARE and who is active in the examination process as a candidate of the Board.~~

(b) Examination Application Process:

- (1) ~~Effective July 1, 2008, a~~ A new or inactive candidate applying to the Board for eligibility for the ARE shall, prior to eligibility, ~~for the examination enroll in the~~

~~Intern Development Program (IDP) by establishing a National Council of Architectural Registration Boards (NCARB) Record with the National Council of Architectural Registration Boards (NCARB). Candidates shall pay all required fees and comply with all NCARB procedures required to establish a NCARB Record.~~

~~The requirement to establish an NCARB Council Record does not apply to a candidate who was determined by the Board to be eligible on or before June 30, 2008 and who is active in the examination process.~~

- (2) A new or inactive candidate applying to the Board for eligibility evaluation for the ARE shall, prior to licensure, complete the ~~IDP of the NCARB administered experience-based program~~ Architectural Experience Program (AXP), as defined in the most recent edition of NCARB's *Intern Development Program Guidelines* (currently the July 2015 edition), or the Internship in Architecture Program (IAP) of Canada (currently the January 2012 edition). Both documents referred to in the preceding sentence are hereby incorporated by reference.

~~The IDP/IAP requirement does not apply to a candidate who (A) was determined by the Board to be eligible on or before December 31, 2004, and who is active in the examination process; or (B) has completed all of the necessary education equivalents prior to January 1, 2005, who has submitted a completed application for eligibility evaluation to the Board that is postmarked on or before December 31, 2004, and who has been determined by the Board to be eligible.~~

- (3) A new or inactive candidate shall submit:

(A) the non-refundable fee specified in subsection (a) or (b) of Section 144, as applicable unless waived per paragraph (6).

(B) an Application for Eligibility Evaluation, 19C-1 (rev. 3/2015), as provided by the Board and certified under penalty of perjury, which shall be accepted on a continuous basis and contain:

- (i) the ~~applicant~~ candidate's NCARB record number,
- (ii) the legal name of the ~~applicant~~ candidate and any other known names,
- (iii) the ~~applicant~~ candidate's address and email address,
- (iv) the ~~applicant~~ candidate's home and work telephone numbers, and
- (v) the ~~applicant~~ candidate's date of birth and social security number or individual taxpayer identification number, and accompanied by such

(C) supporting documents required herein. Such supporting documents which shall may include, if applicable:

- (i) proof of completion of the AXP, which shall include the candidate's current and valid IDP file NCARB Record transmitted by from NCARB, or current and valid verification of completion of the requirements of Canada's IAP,
- (ii) certified original transcripts sent directly to the Board by the college or university, or included as part of an NCARB Record,
- (iii) Employment Verification Form(s), 19C-12 (9-New 56/200620234), and,
- (iv) if appropriate, proper foreign education evaluations and self-employment documentation.

(4) An applicant candidate who has served as an active-duty member of the Armed Forces of the United States, was honorably discharged, and who provides a copy of their DD-214 (Certificate of Release or Discharge from Active duty), shall have the review of their application expedited pursuant to Section 115.4 of the code.

(5) A candidate shall receive expedited review of their application for a candidate qualifying pursuant to Section 115.4, subdivision (b) of the Code, if the candidate is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense's SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code, and who provides the following documentation with the application: written authorization documenting the candidate's current enrollment in the SkillBridge program including an official approval document or letter from their respective United States Armed Forces Service branch (Army, Navy, Air Force, Marine Corps, or Coast Guard) signed by the candidate's first field grade commanding officer that specifies the candidate's name, the approved SkillBridge opportunity, and the specified duration of participation (i.e., start and end dates).

(56) Applicant Candidates who meet the requirements of Section 115.5 of the code shall have the review of their application expedited and applicable fee waived if they submit the following satisfactory evidence with their application:

(A) Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces,

(B) A copy of the military orders establishing their spouse's or partner's duty station in California and,

(C) Written verification from the applicant candidate's issuing agency/licensing jurisdiction that the applicant candidate's license in another state, district or territory of the United States is current in that jurisdiction. The verification shall include all of the following: (1) the full legal name of the applicant candidate and any other name(s) the applicant candidate has used or has been known by, (2) the license type and number issued to the applicant candidate by the original

licensing agency/entity, (3) the name and location of the licensing agency/entity, and, (4) the issuance and expiration date of the license.

(67) An applicant candidate who was admitted to the United States as a refugee pursuant to Section 1157 of Title 8 of the United States Code, or was granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to Section 1158 of Title 8 of the United States Code, or has a special immigrant visa and was granted a status pursuant to Section 1244 of Public Law 110-181, Public Law 109-163, or Section 602(b) of Title VI of Division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government, and provides evidence of that status shall have the review of their application expedited pursuant to Section 135.4 of the code. ~~The Board may assist such an applicant with the initial licensure process.~~ For the purposes of this paragraph, "evidence" shall include the following:

(A) Form I-94, arrival/departure record, with an admission class code such as "re" (refugee) or "ay" (asylee) or other information designating the person as a refugee or asylee.

(B) Special Immigrant Visa that includes the "si" or "sq".

(C) Permanent resident card (Form I-551), commonly known as a "green card", with a category designation indicating that the person was admitted as a refugee or asylee.

(D) An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the candidate qualifies for expedited licensure per Business and Professions Code section 135.4.

~~Applications for Eligibility Evaluation shall be accepted on a continuous basis throughout the year. For a candidate applying for eligibility for the ARE, the eligibility review fee specified in Section 144(a) shall be required.~~

~~(478) A new or inactive candidate receiving notification that he or she is they are ineligible for examination eligibility as defined for failure to meet the requirements in Section 116 shall submit supporting documentation as identified in subsection (b)(3) to meet eligibility requirements. based on insufficient education and/or employment verification as evaluated by the Board and/or failure to enroll in IDP by establishing an NCARB Council Record shall submit such additional education and/or employment verification and/or verification of enrollment in IDP.~~

(589) Upon the Board's determination of a candidate's eligibility for the ARE based upon the Board's education requirements and evidence of the candidate's enrollment in IDP requirements set forth in Section 116, the Board shall transmit the candidate's eligibility information to NCARB or its authorized representative

~~for entry into the candidate to test through NCARB's database. For a candidate whose application is submitted on or after July 1, 1999 and who has been determined to be eligible, such e~~Eligibility shall be retained while the candidate is active in the examination process.

(~~69~~10) As a candidate acquires additional work experience, it is the candidate's responsibility to ensure that the employer(s) complete Employment Verification Forms covering the work experience gained with that employer and that the forms are submitted to the Board.

(~~74~~11) A new or inactive candidate who is a licensed architect in a qualifying foreign country, as defined in Section 117(c)(2), shall prior to licensure:

(A) ~~complete IDP, or IAP, the requirements as referenced in subdivision (b)(2) or follow the requirements set forth in Section 121;~~ or

(B) submit to the Board:

- (i) ~~1-~~proof of licensure in the qualifying foreign country,
- (ii) ~~2-~~an Employment Verification Form on ~~his or her~~ their own behalf documenting five years of practice of architecture as a licensed architect in the qualifying foreign country,
- (iii) ~~3-~~an Employment Verification Form documenting at least one year of experience under the direct supervision of an architect(s) licensed in a United States jurisdiction ~~granted at 100% credit~~ or at least two years of experience under the direct supervision of an architect(s) registered in a Canadian province ~~granted at 50% credit~~, and
- (iv) ~~4-~~documentation of five years of education equivalents as defined in Section 117. ~~Both documents referred to in subdivision (b)(7)(A) are hereby incorporated by reference.~~

(~~84~~12) ~~Effective January 1, 2005, a~~ A new or inactive candidate who is a licensed architect in a non-qualifying foreign country and one who is a licensed architect in a qualifying foreign country but who does not submit all of the items prescribed in subdivision (b)(7) shall apply as a new candidate and meet the requirements prescribed in subdivisions (b)(1) and b(2) of this section, or follow the requirements set forth in Section 121.

(c) ~~Effective July 1, 1999, a re-examinee applying for eligibility for the ARE shall submit a Test Application Form, 19C-11 (3/2006), and accompanied by the eligibility review fee specified in Section 144(a). Upon determination that the candidate is eligible, the Board shall transmit the candidate's eligibility information to NCARB or its authorized representative for entry into NCARB's database. For a candidate whose application is submitted on or after July 1, 1999 and who has been determined to be eligible, such eligibility shall be retained while the candidate is active in the examination~~

~~process. Test Application Forms shall be accepted on a continuous basis throughout the year.~~

~~(d) A candidate who had a valid eligibility on file with the Board on or before June 30, 2008 may schedule with NCARB or its authorized representative to take one or more division(s) of the ARE without first enrolling in IDP.~~

~~(e) A candidate who did not have a valid eligibility on file with the Board on or before June 30, 2008 may only schedule with NCARB or its authorized representative to take one more division(s) of the ARE after first enrolling in IDP by establishing an NCARB Council Record.~~

~~(f) The Board shall retain the file of a candidate who is active in the examination process as a candidate of the Board. The Board may purge the candidate file of an inactive candidate. An inactive candidate who wishes to reapply to the Board shall be required to apply in accordance with this section by submitting the required documents to allow the Board to determine the candidate's current eligibility. For a candidate applying for the ARE, the eligibility review fee specified in Section 144(a) shall be required follow the requirements set forth in subsection (b)(3).~~

~~(d) The Board shall retain for a ~~two~~seven-year period, transcripts, Employment Verification Forms, and other supporting documents received from individuals who have not submitted an Application for Eligibility Evaluation. Thereafter, the Board may purge these documents.~~

~~(e) Candidates who are licensed as an architect in another United States jurisdiction shall submit an Application for Eligibility Evaluation as set forth in subsection (b)(3) and follow the requirements set forth in Section 121.~~

~~(f) Candidates must complete the California Supplemental Examination (CSE) prior to licensure and follow the requirements as set forth in Section 124.~~

~~(g) Upon completion of the CSE, each person desiring licensure as an architect shall furnish a full set of fingerprints as prescribed by Section 5552.1 of the code and file a completed Application for Licensure with the Board which shall contain the following:~~

~~(1) Fee specified in Section 144 for an original license unless waived per subsection (b), paragraph (6);~~

~~(2) Candidates who had applications expedited pursuant to subsection (b) paragraphs (4), (5), and (7) shall have the Application for Licensure expedited.~~

~~(3) Social Security Number or Individual Tax Identification Number;~~

~~(4) First, middle, last name and suffix (if applicable) as they want it printed on their license. Only the applicant candidate's legal name or initials are permitted and nicknames are not permitted;~~

(45) Contact information including ~~applicant~~ candidate's address of record, daytime and evening telephone numbers, and email address (if any);

~~(56) A disciplinary question requiring the applicant disclose whether they have had a registration denied, suspended, revoked, or if the applicant has otherwise been disciplined by a public agency in any state or country. If yes, the applicant may attach a statement of explanation~~ A disclosure regarding whether the candidate has, within the preceding seven years from the date of the application, had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California.

(A) For the purposes of this paragraph, "disciplined" shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the candidate held or currently holds. A candidate shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.

(B) If the candidate answers in the affirmative to the disclosure question in this paragraph, the candidate shall provide all of the following as part of the application:

- (i) the type of disciplinary action taken (e.g., revocation, suspension, probation),
- (ii) the effective date of the disciplinary action,
- (iii) the license type,
- (iv) the license number,
- (v) the name and location of the licensing board,
- (vi) an explanation of the violations found by the licensing board; and,
- (vii) any statement or documents showing the candidate's rehabilitation efforts or any mitigating information that the candidate would like the Board to consider; and,

~~(67)~~ A statement signed under penalty of perjury of the laws of the State of California that the information provided on the application or any accompanying attachments provided with the application is true and correct.

Note: Authority cited: Sections 115.4, 5526 and 5552.5, Business and Professions Code. Reference: Sections 30, 115.4, 115.5, 115.6, 135.4, 144, 144.5, 480, 5550, 5550.5, 5551, 5552, 5552.1, and 5552.5, Business and Professions Code.



CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION
2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834
MAIN (916) 574-7220 FAX (916) 575-7283
WWW.CAB.CA.GOV
CAB@DCA.CA.GOV

Edmund G. Brown Jr.
GOVERNOR

APPLICATION FOR ELIGIBILITY EVALUATION

For candidates seeking eligibility to take the
National Council of Architectural Registration Boards' (NCARB) Architect Registration Examination (ARE)

Fee: \$100 (Check or money order) **non-refundable**

Last Name:		Suffix:	SSN or ITIN:	NCARB Record Number:
First Name:		Middle Name:		
Address:				
City:		State/Province:	ZIP/Postal Code:	
Country:				
Home Phone:		Work Phone:		
Birthdate:	Sex:	Other Known Name(s):		
____/____/____	<input type="checkbox"/> Male <input type="checkbox"/> Female			
(Month) (Day) (Year)				

Before Answering, Read Page 3

- (A) Have you ever submitted an application or been determined ineligible for the ARE in California?
If yes, provide date of application: _____ ☐ YES ☐ NO
- (B) Have you previously been determined eligible to take the ARE?
If yes, list the U.S. or Canadian jurisdiction: _____ ☐ YES ☐ NO
- (C) Would you like your information (name and address) shared with other individuals or organizations offering to provide education information regarding the examination? ☐ YES ☐ NO
- (D) Have you served as an active duty member of the U.S. Armed Forces and were honorably discharged?
If yes, you may qualify for expedited application processing by providing a copy of your DD214 (Certificate of Release or Discharge from Active Duty). ☐ YES ☐ NO
- (E) Have you ever had a registration denied, suspended, revoked, or otherwise been disciplined by a public agency in any state or country? If yes, explain the details on a separate sheet of paper and attach. ☐ YES ☐ NO
- (F) Have you ever been convicted of a crime in any state, the U.S. and its territories, federal jurisdiction, military court, or other country, which involved a plea or verdict of guilty or a conviction following a plea of nolo contendere? ☐ YES ☐ NO

APPLICATION FOR ELIGIBILITY EVALUATION

(G) List the names of all states, foreign countries, providences, or territories from which you have received a license to practice architecture. If you need additional space, please use a separate sheet and attach.

State/Country	License Number	Date Granted	Expiration Date	Requirements for Licensure

Education

(A) Have you completed high school/received a GED?

— ☐ YES — ☐ NO

University or College — Name and Location:	Course of Study	Units Completed		Diploma or Degree Certificate Obtained	Date Completed
		Semester	Quarter		

Experience

From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
			<input type="checkbox"/> Engineer
			<input type="checkbox"/> Landscape Architect
			<input type="checkbox"/> Other:
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
			<input type="checkbox"/> Engineer
			<input type="checkbox"/> Landscape Architect
			<input type="checkbox"/> Other:
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
			<input type="checkbox"/> Engineer
			<input type="checkbox"/> Landscape Architect
			<input type="checkbox"/> Other:
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
			<input type="checkbox"/> Engineer
			<input type="checkbox"/> Landscape Architect
			<input type="checkbox"/> Other:
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as:
Hours Per Week:	Total Worked (Y/M):		<input type="checkbox"/> Architect
Supervisor's Name:			<input type="checkbox"/> Contractor
			<input type="checkbox"/> Engineer
			<input type="checkbox"/> Landscape Architect
			<input type="checkbox"/> Other:

APPLICATION FOR ELIGIBILITY EVALUATION

Discipline/Conviction Questions E and F

Check yes, if you have been disciplined by a public agency or convicted of a crime.

"Conviction" includes a plea or verdict of guilty or a conviction following a plea of nolo contendere and any conviction that has been set aside or deferred pursuant to Penal Code sections 1000 or 1203.4, including infractions, misdemeanors, and felonies. You do not need to report a conviction of an infraction with a fine of less than \$1,000 unless the infraction involved alcohol or a controlled substance. You must, however, disclose any convictions in which you entered a plea or no contest and any convictions that were subsequently set aside or deferred pursuant to Penal Code sections 1000 or 1203.4. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand, or any other restriction on a license held by you.

Please explain details on a separate sheet of paper and attach. Indicate the date and place of arrest, name of court, court case number, code section violated, brief explanation of the offense, and the sentence imposed; or if applicable, indicate the date and nature of the disciplinary action, name and location of public agency, and the fine or sentence imposed. If convicted under another name, please indicate other name(s).

Check no, if you have not been disciplined by a public agency, **and** you have not been convicted of a crime.

Additional Information

Review the ARE Requirements at cab.ca.gov and Complete all Information Prior to Submission—The information requested on this application is required under Business and Professions Code sections 5526, 5550, 5551, and 5552. All items are mandatory. The information provided will be used to determine qualifications for licensure.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)—Disclosure of your SSN or ITIN is mandatory. Business and Professions Code sections 30 and 5550.5 and Public Law 94-457 (42 USCA 405(e)(2)(C)) authorize collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17340 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, your application will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Reasonable Accommodations—If you are requesting reasonable accommodations pursuant to the Americans with Disabilities Act, please call or visit the Board's website, download, print, and submit a completed Reasonable Accommodation Request for the Architect Registration Examination (ARE) form.

PRIOR TO SIGNING THIS APPLICATION, REVIEW ALL INFORMATION.
I declare under penalty of perjury under the laws of the State of California that all of my representations on this Application for Eligibility Evaluation (including attachments) are true, correct, and contain no material omissions of fact to the best of my knowledge and belief.

Signature

Date

FOR BOARD USE ONLY

RECEIPT NO.: _____
FEE PAID: _____
DATE: _____
ID NO.: _____
LICENSE NO.: _____
ISSUE DATE: _____

EMPLOYMENT VERIFICATION FORM (EVF)

INSTRUCTIONS

Reciprocity Candidates

- A reciprocity candidate is defined as an individual licensed as an architect in another U.S. or foreign jurisdiction and seeking an architect license in California.
- **Do not** complete this form if you have requested transmittal of your NCARB* Certificate to California.
- U.S. architects with less than three years of licensure **must** have their NCARB Certificate transmitted to the Board as proof of Architect Experience Program (AXP) completion.
- Eight (8) full-time (at 40 hours per week) years of training (work) and educational experience is required for California Supplemental Examination (CSE) eligibility.
- All EVFs must contain the original signature of the employer. Copies, rubber stamps, or other reproductions of the signature will not be accepted. In addition, forms containing strikeouts or corrections will not be accepted.

Initial Licensure Candidates

- An initial licensure candidate is defined as an individual who is seeking their first license as an architect.
- **Do not** fill out this form if **any** of the following apply:
 - You earned a degree from an NAAB* program
 - Earned a degree from a CACB* program
 - Have an approved NAAB-EESA*
- All others must submit this form to document training (work) experience under the direct supervision of a licensed architect. Work experience not performed under the direct supervision of a licensed architect **will not** be considered for Architect Registration Examination (ARE) eligibility.
- Work experience submitted to NCARB for AXP credit **cannot** also be submitted to the Board for ARE eligibility.

PROJECT LIST REQUIREMENT—SUBMITTING WORK EXPERIENCE FOR YOURSELF

If you are submitting work experience for yourself as a licensed individual, you must include a project list. The project list must be presented in a table that includes all of the following:

- Name(s) and Address(es) of the Client(s)
- Type of Project(s)
- Construction Cost(s)
- Start Date of Project(s)
- Completion Date of Project(s)
- All Services Provided

LIMITS ON TRAINING EXPERIENCE

Verifiable experience from licensed foreign architects in a qualifying foreign country (listed on the CAB* website) may be granted training experience at 50% credit. A maximum of one year may be granted for work experience under a California general building contractor or certified California building official. A candidate will not receive more than two years total at 50% credit in any combination under a licensed/registered civil or structural engineer, licensed/registered landscape architect, California general building contractor, or certified California building official. (See 16 CCR Section 117).

REASONS FOR REJECTION OR ZERO CREDIT

If any of the following situations apply, the form will be rejected or granted zero credit:

1. Providing false information
2. Strikeouts or corrections
3. No original signature
4. Work performed under or as an:
 - independent contractor
 - architect in a nonqualifying foreign country
 - unlicensed individual or nonqualifying licensed individual

COMPLETION AND SUBMISSION OF FORM

Note to Candidate: A candidate must complete Section 1 of this form prior to submission of it to their supervisor for completion. The original, completed form must be sent by mail to the California Architects Board's address, which is located at the top of page 1, please indicate Attn: Licensing Unit.

Note to Supervisors completing Section 2: This candidate is applying for authorization to take the ARE in California. In order to qualify, the applicant is required to provide proof of completion of required work experience in performing architectural duties (see Business and Professions Code (BPC) section 5500.1). Please provide below any work-related experience performing architectural duties that the applicant performed at your firm or business as specified below and sign as indicated below.

***ACRONYMS USED IN EVF INSTRUCTIONS AND FORM:**

NCARB stands for the National Council of Architectural Registration Boards

NAAB stands for National Architectural Accrediting Board

CACB stands for Canadian Architectural Certification Board

NAAB-EESA stands for National Architectural Accrediting Board – Education Evaluation Services for Architects

CAB stands for the California Architects Board

EMPLOYMENT VERIFICATION FORM

SECTION 1—TO BE COMPLETED BY THE LICENSURE CANDIDATE

<u>NCARB Record:</u>	<u>CAB (Candidate) ID:</u>	<u>Birthdate (Month/Day/Year):</u> ____/____/____
<u>Last Name (Include suffix):</u>	<u>First Name:</u>	<u>M.I.:</u>
<u>Telephone Number:</u>	<u>Email Address:</u>	

☐ Check this box if the information below is a change of address

<u>Address:</u>		
<u>City/Town:</u>	<u>State/Province:</u>	<u>Postal (Zip) Code:</u>
<u>Country (Leave Blank if U.S.A.):</u>		

SECTION 2—TO BE COMPLETED BY THE SUPERVISOR

Please verify the employment for the individual named in Section 1. If more than three entries are needed to cover employment experience, use additional Employment Verification Forms.

Employment Information

The above-named individual in Section 1 performed architectural duties (see BPC section 5500.1) for the following period(s) and worked as indicated:

<input type="checkbox"/> an employee under my direct supervision	<input type="checkbox"/> an independent contractor	
<u>Start Date (Month/Day/Year):</u> ____/____/____	<u>End Date (Month/Day/Year):</u> ____/____/____	<u>Average Hours Per Week:</u> _____
<input type="checkbox"/> an employee under my direct supervision	<input type="checkbox"/> an independent contractor	
<u>Start Date (Month/Day/Year):</u> ____/____/____	<u>End Date (Month/Day/Year):</u> ____/____/____	<u>Average Hours Per Week:</u> _____
<input type="checkbox"/> an employee under my direct supervision	<input type="checkbox"/> an independent contractor	
<u>Start Date (Month/Day/Year):</u> ____/____/____	<u>End Date (Month/Day/Year):</u> ____/____/____	<u>Average Hours Per Week:</u> _____

Licensee Supervisor's Information

I am licensed/registered as (include the jurisdiction where you are licensed):

- ☐ Architect in a U.S. Jurisdiction
- ☐ Architect in a Qualifying Foreign Country
- ☐ California General Building Contractor
- ☐ Civil Engineer in a U.S. Jurisdiction

- ☐ Landscape Architect in a U.S. Jurisdiction
- ☐ Structural Engineer in a U.S. Jurisdiction

Jurisdiction (e.g., state) Where Licensed:

<u>Issued Date (Month/Day/Year):</u> ____/____/____	<u>Expiration Date (Month/Day/Year):</u> ____/____/____	<u>License Number:</u> _____
<u>Last Name (Include suffix):</u> _____	<u>First Name:</u> _____	<u>M.I.:</u> _____
<u>Name of Firm/Business:</u> _____		
<u>Address:</u> _____		
<u>City/Town:</u> _____	<u>State/Province:</u> _____	<u>Postal (Zip) Code:</u> _____
<u>Country (Leave Blank if U.S.A.):</u> _____		

NOTE TO SUPERVISOR COMPLETING THIS FORM: PRIOR TO SIGNING THIS FORM, REVIEW ALL INFORMATION IN THE INSTRUCTIONS AND ON THIS FORM.

I declare under penalty of perjury under the laws of the State of California that all my representations on Section 2 of this form are true and correct.

Signature

Date



CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

2420 Del Paso Road, SUITE 105, SACRAMENTO, CA 95834

cab@dca.ca.gov

916-575-7220 T

916-57-7283 F

Arnold Schwarzenegger, GOVERNOR

Test Application Form Architect Registration Examination

TYPE OR PRINT CLEARLY IN INK

NAME: _____ ID #: _____
(LAST / FIRST / MIDDLE)

KNOWN BY ANY OTHER NAME: _____ NCARB FILE #¹: _____
(INCLUDE MAIDEN NAME) BIRTHDATE (MONTH / DAY / YEAR): ____/____/____

ADDRESS: _____ COUNTY CODE _____
(See reverse)
CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

☐ CHECK BOX IF ABOVE ADDRESS IS A CHANGE OF ADDRESS

WORK PHONE: (____) _____ HOME PHONE: (____) _____

SOCIAL SECURITY #²: _____ SEX: ☐ MALE ☐ FEMALE

☐ Check box if requesting reasonable accommodations pursuant to the Americans with Disabilities Act¹

\$100 ☒ Eligibility Review Fee Amount of Enclosed Check: \$ _____
This fee is non-refundable and will cover the administrative cost of application processing and eligibility review. It is required for all candidates.

**Attach a check for the \$100 Eligibility Review Fee.
Make the check payable to the CALIFORNIA ARCHITECTS BOARD.**

I certify under penalty of perjury under the laws of the State of California that the information on this application is true and correct.

Signature: _____

Date: _____

The information requested on this application is required under Sections 5526, 5550, 5551, and 5552 of the Business and Professions Code. All items are mandatory. The information provided will be used to determine qualifications for licensure. The Executive Officer of the Board is responsible for information maintenance.

¹ Please see instruction letter for more information.

² Disclosure of your social security number is mandatory. Collection is authorized by Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. 405(c)(2)(C)]. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Family Code Section 17520, or for verification of licensure or examination status.

FOR OFFICE USE ONLY

Receipt # _____

Fee Paid _____

Date _____

(OVER)

Have you ever had registration denied, suspended, or revoked or otherwise been disciplined by a public agency in any state or country? If yes, explain details below. ☐ YES ☐ NO

Have you ever pleaded guilty or been convicted by a court of an offense? ☐ YES ☐ NO

If yes, please explain details below. Indicate the date and place of arrest, name of court, court case number, code section violated, a brief explanation of the offense, and the sentence imposed. If convicted under another name, please indicate other name.

NOTE: CONVICTIONS DISMISSED UNDER SECTION 1203.4 OF THE PENAL CODE MUST BE SHOWN. YOU MAY OMIT:

- a. Traffic infractions for which the fine imposed was \$150 or less.
- b. Any offense which was adjudicated in a juvenile court or under a youth offender law.
- c. Any incident that has been sealed or disposed under Welfare and Institutions Code Section 781 or Penal Code Sections 1000.5 and 1203.45.

ALL OTHER CONVICTIONS MUST BE INDICATED

ADDITIONAL SPACE:

COUNTY CODE LIST:

Alameda	1	Imperial	13	Modoc	25	San Diego	37	Sonoma	49
Alpine	2	Inyo	14	Mono	26	San Francisco	38	Stanislaus	50
Amador	3	Kern	15	Monterey	27	San Joaquin	39	Sutter	51
Butte	4	Kings	16	Napa	28	San Luis Obispo	40	Tehama	52
Calaveras	5	Lake	17	Nevada	29	San Mateo	41	Trinity	53
Colusa	6	Lassen	18	Orange	30	Santa Barbara	42	Tulare	54
Contra Costa	7	Los Angeles	19	Placer	31	Santa Clara	43	Tuolumne	55
Del Norte	8	Madera	20	Plumas	32	Santa Cruz	44	Ventura	56
El Dorado	9	Marin	21	Riverside	33	Shasta	45	Yolo	57
Fresno	10	Mariposa	22	Sacramento	34	Sierra	46	Yuba	58
Glenn	11	Mendocino	23	San Benito	35	Siskiyou	47	Out of State	99
Humboldt	12	Merced	24	San Bernardino	36	Solano	48	Out of Country	00

TO BE Repealed IDP

INTERN DEVELOPMENT PROGRAM GUIDELINES

JULY 2015

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What is NCARB?	2	Identify IDP Supervisor	6	Reporting Requirements	9	Pre-Design	19	for Jurisdictional Experience	
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INTRODUCTION

What is IDP?

The Intern Development Program (IDP) is an essential step in the path to become an architect. Your journey typically begins in a school of architecture; however, it does not end there. Ultimately, through the IDP you will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. IDP is designed to help you realize those goals.

The IDP was created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA). The IDP is developed and administered by NCARB.

In most jurisdictions, completion of the IDP is a requirement for initial registration. The IDP identifies the comprehensive experience that is essential for competent practice. The program is structured to prepare you to practice architecture independently upon initial registration.

NCARB Record

Throughout your career, your Record becomes a detailed, verified record of your education, experience, and examination used to establish qualification for licensure, and certification. Your NCARB Record is confidential and maintained on a secure server. The contents may only be discussed with the Record holder directly or provided to the registration board identified by the Record holder.

Establishing a Record is essential for documenting the IDP and accessing the ARE. Your NCARB Record gives you access to the online reporting system for the timely and accurate reporting of IDP experience. It is also the first step for those seeking eligibility to take the ARE, or for foreign educated applicants who are having their education evaluated through the Education Evaluation Services for Architects (EESA).

What is NCARB?

The National Council of Architectural Registration Boards, a non-profit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 member boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

What is an Intern?

In the architecture profession, an "intern" is any person who by means of their education or experience has qualified to enter the IDP.

In this document, the term intern refers to any individual in the process of satisfying a registration board's experience requirements. This includes anyone not registered to practice architecture in a U.S. or Canadian jurisdiction, graduates from NAAB-accredited programs, architecture students who acquire acceptable experience prior to graduation, and other qualified individuals identified by a registration board.


Only individuals who are licensed by a board of architecture may call themselves architects.

The term "licensure" is used to denote the actual issuance and maintenance of an architectural license. Licensure is part of registration. This document refers to licensure and registration interchangeably.


INTRODUCTION: NCARB SERVICES

NCARB has a variety of roles in the licensure process, including the development and administration of the IDP, the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal licensure. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB services include:


For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in their mission to promote excellence in architecture education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools, AIAS chapters, and NAAB schools across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the [Architect Licensing Advisors Community](#) .

For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the [Architect Licensing Advisors Community](#) .

For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Provides continuing education opportunities through the [Monograph Series](#) .

For Registration Boards

- Stores secure, confidential, and comprehensive Records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal licensure and help Member Boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the values of licensure and the benefits of NCARB certification.

INTRODUCTION: LICENSURE/REGISTRATION

Architects are responsible for the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

Education

Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, visit www.naab.org.

Some jurisdictions may accept education equivalencies. For a guide to equivalency requirements, refer to the *NCARB Education Standard* included in the *Education Guidelines* at www.ncarb.org.

Experience

Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first complete your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

The requirements of the IDP are outlined in these guidelines.

Examination

Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.

The ARE is a practice-based exam administered on a year-round basis that covers:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

For more information concerning the ARE, refer to the *ARE Guidelines*, available at www.ncarb.org.

Registration Requirements are set by Jurisdictions

The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in their jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations*.

For an overview of each jurisdiction's registration requirements go to the NCARB website at www.ncarb.org/Reg-Board-Requirements. Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

INTRODUCTION: NCARB CERTIFICATION

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the Requirements for certification outlined in [Certification Guidelines](#). Requirements include: good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. See the [licensing requirements page](#) on [ncarb.org](#).

Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that they have met the established standards for certification. An architect who has an active NCARB Certificate may use the letters “NCARB” after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work where you wish. If your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.
- **CONTINUING EDUCATION** – Both mini-monographs and monographs are available to NCARB Certificate holders for free!

Save Money

Interns can save money just by keeping their NCARB Record active while they complete the steps for licensure. If you have a professional degree from a NAAB-accredited program and have completed the IDP, you'll meet the requirements for NCARB certification when you pass the ARE and receive your initial license.

The cost to keep your NCARB Record active while you pursue your initial license is just \$75 a year.

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

IDP STEPS

Step 1

ESTABLISH YOUR NCARB RECORD

To start participating in the IDP, you must have an [NCARB Record](#).

To create your NCARB Record, go to the [“My NCARB” section](#) on the NCARB homepage, and click on “establish record.” Once you have established your account, add the NCARB Record service. If you are interrupted in process or need additional information to complete the application, you can save it and return later to complete it.

In order to establish an NCARB Record and receive your NCARB Record number, you must complete the application and submit payment. Once you click “Submit,” you will receive two e-mails. The first will confirm receipt of your payment. The second will assign your NCARB Record number and provide further instructions.

Refer to the [NCARB Fees](#) for establishing and maintaining your NCARB Record. All fees are subject to change, and are non-refundable unless otherwise noted.

If you have applied for an NCARB Record in the past, please do not reapply. You should reactivate your existing Record by [logging into your NCARB Record online](#) and selecting the Annual Renewal option. All renewals and reactivations can be submitted online.

Step 2

IDENTIFY YOUR IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct.

Refer to the [supervision requirements](#) when identifying your IDP supervisor.

Step 3

IDENTIFY YOUR MENTOR

A mentor is a loyal advisor, teacher, or coach. You have the option to select a mentor whom you feel will make a long-term commitment to your professional growth. You should choose a mentor outside of your office so that you can gain insight and perspective independent of your daily work experience.

Refer to the [supervision requirements](#) to identify who can serve as your mentor for IDP.

Refer to [www.aia.org/mentorship](#) for more information about the AIA mentorship program.

TO BE REPEATED

IDP STEPS

Step 4

DOCUMENT YOUR EXPERIENCE

The online reporting system allows you to document your experience directly into your NCARB Record. Log into “My NCARB” [↗](#) to access your Record and to document your experience regularly.

Upon submission of your experience report through the online reporting system, your supervisor will receive notification that an experience report is ready for review. You and your supervisor should meet to go over your experience. Your supervisor must approve your experience report, thereby certifying the information furnished by you is true and correct, and that you performed the work competently.

There are no circumstances in the IDP that allow you to verify your own experience.

All experience is subject to review and evaluation by NCARB for compliance with the program.

[Learn more about NCARB's online reporting system here](#) [↗](#).

Repeat Step 4 Often

You must submit your experience report to NCARB at specified intervals according to the [reporting requirements](#).

- All experience reports must be submitted electronically through the online reporting system.
- You will not be able to submit a report that is in the “saved” status if it contains experience more than five years in the past.
- To comply with the reporting requirements, your experience reports must be in the submitted or approved status within the online reporting system.
- In the submitted status, a supervisor can return a report to you for modifications or edits.
- Submitted experience hours can be lost if they are deemed invalid and rejected by a supervisor, or by NCARB if they are not earned in accordance with the requirements of the IDP.

All Experience Must be Verified

In most settings, your experience must be verified by your IDP supervisor. There are opportunities within supplemental experience that may be verified by a mentor.

Make sure you review and understand the [supervision requirements](#).

Changing Employment

During the course of IDP participation, personal circumstances or external factors can result in new employment opportunities. If you change employers, be sure to:

1. Document all experience prior to leaving your current employer. All experience earned at your current employer must be certified by your current IDP supervisor.
2. Identify your IDP supervisor at your new employer.
3. Document your experience at your new employer (after meeting the [employment requirements](#)). All experience earned at your new employer must be certified by your new IDP supervisor.

ADDITIONAL STEPS

Document Your Education

Upon graduation, you must provide a copy of your final transcript to NCARB.

- Download and mail the [transcript request forms](#) and any associated fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.

Transmit Your NCARB Record

Registration boards are required to examine and maintain a record of the qualifications of each applicant for registration. To satisfy this requirement, a complete copy of your [NCARB Record](#) may be transmitted to a jurisdiction to support your application for initial or reciprocal registration. All NCARB Member Boards accept the NCARB Record for initial registration.

Transmittal of your Record in support of initial registration is only available for active Record holders.

Take the ARE

Does your jurisdiction allow you to take the ARE before completion of the IDP?

Each jurisdiction establishes its own application procedures for examination. As soon as you determine where you will seek initial registration you should request application materials from your jurisdiction. Review your [jurisdictional requirements](#) for licensure.

You must notify NCARB of your intent to apply for examination. You may make the request from [“My NCARB”](#).

For more on the ARE, visit the [“Getting Started with the ARE”](#) webpage.

Get Licensed

All jurisdictions require individuals to be licensed (registered) before they may call themselves architects and contract to provide architectural services. You must contact your registration board to find out their requirements and to complete the licensure process.

The registration board will determine if you have met the requirements for licensure. In addition to the education, experience, and examination requirements, there may be additional jurisdictional requirements. For more information, check the [Registration Board Licensing Requirement page](#) on [www.ncarb.org](#).

Get NCARB Certified

The [NCARB Certificate](#) signifies that you have met the national standards established by the registration boards.

Upon receiving your initial license to practice, notify NCARB in writing at [customerservice@ncarb.org](#). NCARB will update your Record to reflect your new status and follow up with you if you are interested in seeking an NCARB Certificate. You can also notify us of your initial licensure and convert directly through [“My NCARB”](#).

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

Monitor your NCARB Record status through [“My NCARB”](#). This will allow you to make sure processes are taking place in a timely manner. For example, once you graduate, your transcript will need to be submitted to NCARB from your school(s). By monitoring your Record, you'll be able to determine if there are hold-ups.

Transmittal Requests

To authorize NCARB to transmit your Record, select “Request a Transmittal” online at [“My NCARB”](#) to access instructions on transmitting your NCARB Record to the NCARB Member Board of your choice. If you cannot access this online service or need assistance with your request, please contact [customerservice@ncarb.org](#).

Jurisdictional Requirements


When you request transmittal of your NCARB Record to an NCARB Member Board, NCARB will try to apprise you of any additional requirements that exist for that jurisdiction. However, you should confirm specific requirements directly with the jurisdiction prior to seeking registration. Please review the [Registration Board Licensing Requirement page](#) on [www.ncarb.org](#) to determine the specific requirements for reciprocal registration in any jurisdiction.

IDP REQUIREMENTS: ELIGIBILITY, REPORTING, AND EMPLOYMENT

Eligibility Requirements

You can earn IDP experience once you have successfully graduated from high school or an established equivalent.

Reporting Requirements

All experience must be submitted online through the online reporting system or My IDP  mobile app—free for iPhone and Android.

To earn full credit for experience, interns must submit all experience including supplemental experience in reporting periods of no longer than six months and within two months of completion of each reporting period.

Experience reported beyond the two-month filing period and up to five years after the date of the experience will be accepted at a reduced value of fifty percent (50 percent) toward the IDP requirements.

Provisions have been made for reasonable extensions to the two-month filing period. For more information on the reporting requirements and extensions, please refer to the [NCARB website](#).

Please note: Architects registered in a U.S. or Canadian jurisdiction documenting experience for the purpose of obtaining the NCARB Certificate are not subject to these reporting requirements when retroactively documenting their experience. However, they must document their experience through the online reporting system.

Employment Requirements

To earn experience in setting A, setting O, “Design or Construction Related Employment” within setting S, and some scenarios in “Construction Work” within Additional Opportunities, you must be employed.

Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting S.

- No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture, an approved Community-Based Design Center/Collaborative as defined in experience setting S, or through Leadership and Service defined in experience setting S.
- To earn experience in Teaching or Research as defined in Additional Opportunities, you must be employed by the institution.

IDP REQUIREMENTS: EXPERIENCE SETTINGS

You earn experience hours in experience settings. Experience settings are defined by the type of organization, the work performed, and who verifies the experience. NCARB recognizes three experience settings:

A: Practice of Architecture

1,860 HOURS MINIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

- The definition of the “lawful” practice of architecture is determined by individual jurisdictions. For more information contact your [registration board](#).
- You must earn a minimum of 1,860 hours in experience setting A. There is no maximum number of hours you may earn in this experience setting.

O: Other Work Settings

1,860 HOURS MAXIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.

Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.

Direct supervision by a landscape architect or registered engineer practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).

S: Supplemental Experience

Opportunities to earn experience hours outside of a traditional work setting. Many of the supplemental experience opportunities may be completed whether or not employed. To earn IDP credit, experience earned through supplemental experience may not earn academic credit.

Academic Internships

Many schools have programs where interns work in firms as part of their degree curriculum. Any internship that is integrated into an academic program, whether as a requirement or as an elective, is considered an academic internship.

If an academic internship includes employment within Experience Setting A or O, it may earn credit for IDP while earning academic credit at the same time. The employment must meet all the stipulations of Experience Setting A or O in order to qualify, including the eligibility, reporting, and employment requirements.

Reporting Academic Internships

- Experience as part of an academic internship is reported using the online reporting system and is submitted in the same fashion as any other Experience Setting A or O employment. Academic internship programs need not be pre-approved by NCARB, nor identified within the online reporting system.

Tip

If you are interested in specific programs at your school, please contact your school's architect licensing advisor. If you are not sure who your architect licensing advisor is, check the [Architect Licensing Advisor section](#) of www.ncarb.org.

IDP REQUIREMENTS: SUPERVISION

Supervision Requirements

IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct and that you performed the work competently.

IDP supervisors are usually registered architects; however, in certain experience settings your IDP supervisor may be a professional from another discipline.

In experience settings A and opportunities within O your IDP supervisor must be licensed per the experience settings, but not necessarily in the jurisdiction where they are located.

If you are earning experience in New York, you must contact the New York board to verify its supervisor requirements.

DIRECT SUPERVISION

“Direct supervision” of interns shall occur either through personal contact or through a mix of personal contact and remote communication (e.g. e-mail, online markups, webinars, internet) such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

To earn experience hours in workplace settings described in this document, the intern must work under the direct supervision of an IDP supervisor. The supervisor shall verify the experience of the intern and foster a professional relationship that is grounded in a direct professional association between the intern and the supervisor.

MENTOR

You may have many mentors throughout your career. A mentor is defined as a loyal advisor, teacher, or coach. In IDP, there are opportunities for your mentor to certify certain supplemental experience opportunities and provide guidance in your professional development.

To serve as your mentor for the IDP, the individual must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where you are located.

TO BE REPEATED

IDP REQUIREMENTS: EXPERIENCE CATEGORIES AND AREAS

3,740 Experience Hours

In order to satisfy the IDP experience requirement, you must document required hours in each of the 17 experience areas. IDP experience can only be gained in experience settings recognized by NCARB.

Experience Areas

The four experience categories include 17 experience areas. To complete the 3,740 required hours, you must satisfy the minimum hours required in each experience area.

Required Hours

Hours documented in each IDP experience area that reflect the competent performance of the tasks defined in that area.

Reporting Hours

All hours must be submitted in accordance with the reporting requirement. It is important to note that some jurisdictions may require additional experience and/or have a minimum employment duration requirement. NCARB recommends that interns continue to report all hours. Doing so will help facilitate licensure and reciprocity in jurisdictions with different experience requirements.

Pre-Design Required Hours

Programming	80
Site and Building Analysis	80
Project Cost and Feasibility	40
Planning and Zoning Regulations	60
TOTAL	260

Design Required Hours

Schematic Design	320
Engineering Systems	360
Construction Cost	120
Codes and Regulations	120
Design Development	320
Construction Documents	1,200
Material Selection and Specification	160
TOTAL	2,600

Project Management Required Hours

Bidding and Contract Negotiation	120
Construction Administration	240
Construction Phase: Observation	120
General Project Management	240
TOTAL	720

Practice Management Required Hours

Business Operations	80
Leadership and Service	80
TOTAL	160

TOTAL HOURS 3,740

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

Supplemental Experience

There are several opportunities to earn hours through supplemental experience. However, each opportunity has specific limitations in terms of maximum allowable hours. Hours earned through supplemental experience are credited to the specific experience category or area in which they are earned.

OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS EARNED
<u>Design or Construction Related Employment</u>	See employment requirements	IDP Supervisor	Any IDP experience area	Up to 930 hours
<u>Leadership and Service</u>	Yes	See page 14	Leadership and Service	Up to 320 hours, 80 hours minimum
<u>Community-Based Design Center/Collaborative</u>	Yes	"Designated IDP Supervisor"	Any IDP experience area except Leadership and Service	Up to 40 hours per area
<u>CSI Certification: CCCA</u>	Yes	NCARB	Construction Administration	40 hours
<u>CSI Certification: CCS</u>	Yes	NCARB	Material Selection and Specification	40 hours
<u>Design Competitions</u>	Yes	Mentor	Any IDP experience area except Leadership and Service	Up to 40 hours per area
<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Any IDP experience area	Up to 40 hours per area
<u>NCARB's Professional Conduct Monograph</u>	Yes	NCARB	Business Operations	16 hours
<u>Site Visit With Mentor</u>	Yes	Mentor	Construction Phase: Observation	Up to 40 hours

Maximum of 40 hours per IDP experience area in any combination of opportunities.
Maximum of 600 total hours

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

Design or Construction Related Employment

930 HOURS MAXIMUM

Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; management of building construction activities).

REPORTING DESIGN OR CONSTRUCTION RELATED EMPLOYMENT

- Experience must be submitted in compliance with the reporting requirements.

Leadership and Service

80 HOURS MINIMUM
320 HOURS MAXIMUM

Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

APPROVAL OF LEADERSHIP AND SERVICE

Whenever possible, the individual certifying your Leadership and Service experience should be the person in charge of the activity at the organization. However, your IDP Supervisor or mentor can also certify the Leadership and Service experience.

You may satisfy your leadership and service requirement in any combination of the following categories:

- Design Industry related (construction, arch services, planning & development)
ex: Habitat for Humanity, mediator at City Planning charrettes
- Education related
ex: critic at design review, ESOL teacher, participation in high school career day
- Strengthening of community
ex: volunteering for food drives or soup kitchens
- Regulatory or professional organization
ex: volunteering for AIA or USGBC, Boy/Girl Scouts

REPORTING LEADERSHIP AND SERVICE

- Experience must be submitted in compliance with the reporting requirements.

Additional Opportunities

40 HOURS MAXIMUM PER EXPERIENCE AREA
600 HOURS MAXIMUM

You may earn a **maximum of 40 hours in each of the IDP experience areas** by completing **any combination of the following** NCARB-recognized supplemental experience opportunities:

- CSI Certification: CCS & CCCA
- Community-Based Design Center/Collaborative
- Design Competitions
- Emerging Professional's Companion (EPC)
- NCARB's *Professional Conduct* Monograph
- Site Visit With Mentor

You may not earn more than **600 hours** through any combination of these qualifying supplemental experience opportunities.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

Community-Based Design Center/Collaborative

Interns may earn up to 40 hours in each IDP experience area (except for Leadership and Service) for volunteer service in support of a pre-approved charitable organization outside of a recognized experience setting or academic requirement.

Community-Based Design Center/Collaborative organizations must apply to NCARB to be recognized for the purpose of IDP credit.

The organization must be pre-approved by NCARB before the experience occurs.

For the list of qualifying Community-Based Design Center/Collaborative organizations currently recognized by NCARB, please [check our website](#).

Organizations interested in applying to NCARB should contact idp@ncarb.org.

To be considered as a recognized organization, the Community-Based Design Center/Collaborative must meet the following criteria:

- The organization must have 501(c)(3) status as a charitable organization.
- The work must be in support of “building” or “planning” projects.
- The organization must have an established ongoing relationship with an architect who can exercise direct supervision over the work of the intern. This individual will be considered the “designated IDP supervisor” for the organization.
- The work performed by the organization must be documented as related to the IDP experience areas and certified by the “designated IDP supervisor” as directly related to the practice of architecture.

REPORTING COMMUNITY-BASED DESIGN CENTER/ COLLABORATIVE EXPERIENCE:

- The IDP supervisor for the organization must approve your experience.
- Experience must be submitted in compliance with the reporting requirements.

CSI Certifications: CCS & CCCA

Interns, whether or not employed in a qualified experience setting, may earn hours for completing the following CSI certifications:

CSI Certified Construction Specifier (CCS): 40 hours in Material Selection and Specification for passing the CCS certification.

CSI Certified Construction Contract Administrator (CCCA): 40 hours in Construction Administration for passing the CCCA certification.

Information regarding the Construction Specifications Institute is available at www.csinet.org.

REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

Design Competitions

Interns may earn up to 40 hours in each IDP experience area (except Leadership and Service) for completion and submission of a design competition entry outside of a recognized experience setting or academic requirement. Competitions completed for a firm while employed count for IDP credit under the related experience setting.


The design competition must be completed under the supervision of a mentor and meet the following criteria:

- Align to at least one of the IDP experience areas
- Be for a “building” or “planning” project
- Be a formally structured competition with specified submission requirements
- Sponsored by a recognized business entity, governmental agency, or professional association
- The intern must be appropriately credited on the competition entry.

WORK PRODUCT

It is required that interns retain copies of all documentation related to design competitions completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor.

REQUIRED DOCUMENTATION

- You must upload a complete Design Competition Verification Form 
- To qualify for IDP credit, the competition entry must be completed and submitted in compliance with the published design competition requirements.

REPORTING DESIGN COMPETITIONS:

- You must upload your completed Design Competition Verification Form.
- Experience must be submitted in compliance with the reporting requirement.

EXPECTATIONS

Intern

- Research and identify possible design competitions
- Select appropriate competition with mentor approval
- Determine and document a schedule for the work
- Develop competition entry
- Review work with mentor on a regular basis
- Submit competition entry
- Complete the verification form
- Document experience through the online reporting system and upload the verification form


Mentor

- Review possible competitions with intern
- Approve competition selection
- Review proposed schedule of work
- Review competition work with intern on a regular basis
- Review final competition entry prior to submission

The Emerging Professionals Companion (EPC)

Interns whether or not employed in a qualified experience setting can earn up to 40 hours in each experience area by completing activities in the Emerging Professionals Companion (EPC).

Interns can complete EPC activities for IDP hours under the supervision of either their IDP supervisor or mentor.

- EPC, located at www.epcompanion.org , is an IDP enrichment resource. The EPC provides free web-based experience opportunities outside of the studio or work environment.
- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- **Only activities identified as qualifying for core credit can be applied to your required hours.**
- Interns can earn a maximum of 600 hours through EPC with no more than 40 hours earned in any one of the IDP experience areas.

If an intern has already completed the maximum allowable of 40 hours in a given experience area through any combination of supplemental experience, then EPC activities completed in that experience area will be applied to any additional experience requirements for your jurisdiction or for the purposes of reciprocity.

EPC activities completed for IDP credit may not receive academic credit.

(continued on next page)

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

The Emerging Professionals Companion (EPC) *continued*

WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor or IDP supervisor.

REPORTING EPC

- If you are not an AIAS or AIA associate member, you may obtain a temporary AIA customer number by completing the webform at www.aia.org/emergingprofessionals. Contact the AIA at emergingprofessionals@aia.org with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- Experience must be submitted in compliance with the reporting requirement.

NCARB's Professional Conduct Monograph

Interns, whether or not employed, may earn 16 hours in Business Operations by reading the NCARB *Professional Conduct Monograph* and passing the related quiz.

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements, or by interns for IDP credit. Interns completing NCARB monographs for IDP hours will not be eligible to repeat the monograph for continuing education credit.

ACCESS TO NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

Interns may download a PDF of the *NCARB Professional Conduct Monograph* at no charge through your NCARB Record.

REPORTING NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

- Take and pass the quiz. The quiz will be available to you in your NCARB Record.
- Interns who do not pass the quiz may repeat the quiz as necessary.
- You will automatically earn IDP hours upon passing the quiz.

Site Visit With Mentor

Interns may earn up to 40 hours in Construction Phase: Observation for visiting construction sites with their mentor.

The site visit must be outside of a recognized experience setting.

EXPECTATIONS


- Opportunities where an intern can see the progress of a job over time are ideal; however, single visits to a site are acceptable.
- It is beneficial to be able to review and discuss the project relative to the drawings
- The experience should be interactive with opportunities to discuss how issues related to the specific project were resolved.
- The discussion should include why particular design decisions were made.
- Interaction with members of the design and construction industry involved in the project is encouraged.

The site visit should include a level of learning consistent with what an intern could expect to learn if their firm was working on the project.

REPORTING SITE VISIT WITH MENTOR:

- Your mentor who lead the site visit must approve your experience.
- Experience must be submitted in compliance with the reporting requirement.

IDP TASKS AND KNOWLEDGE/SKILLS

The requirements for IDP are based on the tasks and knowledge/skills necessary to practice architecture independently. Each experience area has tasks and knowledge/skills that have been derived from the Practice Analysis of Architecture . Upon completion of the IDP, you should be able to complete the tasks associated with each experience area.

Category 1: Pre-Design

Programming
Site and Building Analysis
Project Cost and Feasibility
Planning and Zoning Regulations

Category 2: Design

Schematic Design
Engineering Systems
Construction Cost
Codes and Regulations
Design Development
Construction Documents
Material Selection and Specification

Category 3: Project Management

Bidding and Contract Negotiation
Construction Administration
Construction Phase Observation
General Project Management

Category 4: Practice Management

Business Operations
Leadership and Service

To Be Repeated

Are you having trouble gaining experience in a specific experience area?

Use these tasks as reference when discussing experience opportunities with your IDP supervisor or mentor.

IDP TASKS AND KNOWLEDGE/SKILLS

PRE-DESIGN

PROGRAMMING

Minimum Programming Experience: 80 Hours

DEFINITION: The process of discovering the owner/client's requirements and desires for a project and setting them down in written, numerical, and graphic form.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Assess the client's needs, opportunities, and constraints
- Develop and/or review a program with the client
- Develop a vision and goals for the project
- Develop or review client's design standards and guidelines
- Establish sustainability goals for the project
- Define the scope of the pre-design services

KNOWLEDGE OF/SKILL IN

- Architectural programming including working with clients to define their needs
- Facilities planning (e.g., building use; building conditions; systems conditions, infrastructure; space allocation)
- Space planning
- Sustainable design
- Contract negotiation (e.g., fees, scope, schedules)
- Oral and written communications
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Creativity and vision

PRE-DESIGN

SITE AND BUILDING ANALYSIS

Minimum Site and Building Analysis Experience: 80 Hours

DEFINITION: Involves research and evaluation of a project's context and may include site and building evaluation, land planning or design, and urban planning.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop or review master plan
- Establish requirements of site survey(s)
- Review site survey(s)
- Review geotechnical and hydrological conditions
- Evaluate and compare alternative sites
- Perform site analysis
- Assess environmental, social, and economic conditions related to project
- Document and evaluate existing conditions

KNOWLEDGE OF/SKILL IN

- Interpreting existing site/environmental conditions and data (e.g., topography, drainage, soils, local ecology environmental impact issues)
- Site planning (e.g., site selection, master planning)
- Regional impact on project (e.g., seismic, climate, transportation, economy, labor)
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Community-based awareness (e.g., values, traditions, sociology, future objectives)
- Hazardous conditions and materials
- Facilities planning (e.g., building use, building conditions, systems conditions, infrastructure, space allocation)
- Site design
- Building design

IDP TASKS AND KNOWLEDGE/SKILLS

PRE-DESIGN

PROJECT COST AND FEASIBILITY

Minimum Project Cost and Feasibility Experience: 40 Hours

DEFINITION: Analyze and/or establish project costs relative to project conditions and owner's budget.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform or review a feasibility study to determine the cost and/or technical advisability of a proposed project
- Establish preliminary project scope, budget, and schedule

KNOWLEDGE OF/SKILL IN

- Project financing and funding
- Project delivery methods
- Construction sequencing
- Cost estimating
- Value engineering
- Life cycle analysis
- Project budget management
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)

PRE-DESIGN

PLANNING AND ZONING REGULATIONS

Minimum Planning and Zoning Regulations Experience: 60 Hours

DEFINITION: Evaluate, reconcile, and coordinate applicable regulatory requirements and professional design standards.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Identify requirements of regulatory agencies
- Prepare and present submittals for governmental approval

KNOWLEDGE OF/SKILL IN

- Government and regulatory requirements (e.g., zoning, planning, design review)
- Permit and approval processes
- Building codes, zoning codes, and ordinances
- Accessibility laws, codes, and guidelines
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)
- Universal design (environments usable by everyone regardless of limitations)
- Designing and delivering presentations

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

SCHEMATIC DESIGN

Minimum Schematic Design Experience: 320 Hours

DEFINITION: Involves the development of graphic and written conceptual design solutions for owner/client's approval.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop design concepts, including site design
- Prepare schematic design documents
- Apply sustainable design principles
- Apply historic preservation principles
- Prepare presentation materials (e.g., models, renderings, drawings)
- Develop project phasing plans

KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Architectural history and theory
- Basic engineering principles
- Building design
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Freehand drawing and design sketching
- Graphic communication
- Implications of design decisions (e.g., cost, engineering, schedule)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Manual drawing
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Site design
- Space planning
- Spatial visualization and modeling
- Sustainable design
- Team building, leadership, participation
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

DESIGN

ENGINEERING SYSTEMS

Minimum Engineering Systems Experience: 360 Hours

DEFINITION: Involves selecting and specifying structural, mechanical, electrical, and other systems, and integrating them into the building design. These systems are normally designed by consultant in accordance with the client's needs.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Analyze and design basic structural elements and systems
- Coordinate building systems (e.g., structural, mechanical, electrical, fire safety, security, telecommunications/data) and reconcile systems' conflicts
- Apply sustainable design principles

KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Engineering load calculations
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Life cycle analysis
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

CONSTRUCTION COST

Minimum Construction Cost Experience: 120 Hours

DEFINITION: Involves estimating the probable construction cost of a project.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and/or evaluate estimates of probable construction costs
- Perform value engineering of selected building elements
- Perform life cycle cost analysis of selected building elements

KNOWLEDGE OF/SKILL IN

- Alternative energy systems and technologies
- Building Information Modeling (BIM) technology
- Construction sequencing
- Cost estimating
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Life cycle analysis
- Product evaluation, selection, and availability
- Value engineering

DESIGN

CODES AND REGULATIONS

Minimum Codes and Regulations Experience: 120 Hours

DEFINITION: Involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform code analysis (e.g., building, energy, accessibility)
- Review project with code officials
- Submit documents to approval agencies and obtain approvals

KNOWLEDGE OF/SKILL IN

- Accessibility laws, codes, and guidelines
- Building codes, zoning codes, and ordinances
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Designing and delivering presentations
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Permit and approval processes
- Problem solving
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

DESIGN DEVELOPMENT

Minimum Design Development Experience: 320 Hours

DEFINITION: During design development, a project's schematic design is refined, including designing details and selecting materials. This step occurs after the owner/client has approved the schematic design.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare design development documents
- Investigate and select building systems and materials
- Meet with client to refine design and obtain approvals
- Conduct or respond to a constructability review
- Apply sustainable design principles

KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Applied mathematics (e.g., algebra, geometry, trigonometry)
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations

- Engineering load calculations
- Freehand drawing and design sketching
- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

CONSTRUCTION DOCUMENTS

Minimum Construction Documents Experience: 1,200 Hours

DEFINITION: Includes the written and graphic instructions used for construction of the project. These documents must be accurate, consistent, complete, and understandable.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare construction documents
- Coordinate construction documents (e.g., architectural, structural, mechanical, civil, electrical)
- Conduct quality control review of project documents
- Apply sustainable design principles

KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Engineering load calculations
- Freehand drawing and design sketching

- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Mechanical drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

MATERIAL SELECTION AND SPECIFICATION

Minimum Material Selection and Specification Experience: 160 Hours

DEFINITION: The analysis and selection of building materials and systems for a project. The materials specified for a particular project communicate the requirements and quality expected during construction. Specifications are included in a project manual that is used during bidding and construction.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare specifications based on performance criteria
- Research, select, and specify materials

KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Constructability
- Construction details
- Construction sequencing
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design principles
- Furnishings, fixtures, and equipment
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Specifications
- Sustainable design
- Technological advances and innovative building products
- Vertical circulation

PROJECT MANAGEMENT

BIDDING AND CONTRACT NEGOTIATION

Minimum Bidding and Contract Negotiation Experience: 120 Hours

DEFINITION: Involves the establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct or participate in bidding/negotiating phase
- Evaluate product and material substitutions
- Prepare bid documents including addenda

KNOWLEDGE OF/SKILL IN

- Conflict resolution
- Construction procurement (e.g., bidding, negotiating)
- Contracts (e.g., professional services and construction)
- Interpreting construction documents
- Oral and written communications
- Product and material substitutions
- Project delivery methods

IDP TASKS AND KNOWLEDGE/SKILLS

PROJECT MANAGEMENT

CONSTRUCTION ADMINISTRATION

Minimum Construction Administration Experience: 240 Hours

DEFINITION: Tasks carried out in the architect's office include facilitating project communication, maintaining project records, reviewing and certifying amounts due contractors, and preparing change orders.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Respond to Requests for Information (RFI)
- Issue Architect's Supplemental Instructions (ASI)
- Process shop drawings and submittals
- Process Change Orders
- Review and certify contractor's application for payment
- Review material test reports
- Record changes to the contract documents
- Provide substantial and final completion services

KNOWLEDGE OF/SKILL IN

- Change order process
- Conflict resolution
- Construction conflict resolution
- Contractor application for payment
- Contracts (e.g., professional services and construction)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Interpreting construction documents
- Managing quality through best practices
- Problem solving
- Product and material substitutions
- Project budget management
- Project closeout procedures
- Project records management
- Shop drawing review
- Site observations
- Team building, leadership, participation

PROJECT MANAGEMENT

CONSTRUCTION PHASE: OBSERVATION

Minimum Construction Phase Observation Experience: 120 Hours

DEFINITION: Tasks carried out in the field include observing construction for conformance with drawings and specifications and reviewing and certifying amounts due to contractors.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct on-site observations
- Document and communicate status to owner and constructor
- Resolve constructability issues

KNOWLEDGE OF/SKILL IN

- Constructability
- Construction procurement
- Contract negotiation
- Contracts (e.g., professional services and construction)
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Project budget management
- Project delivery methods
- Project records management
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation
- Attend, conduct, and record meetings
- Document project status and progress

IDP TASKS AND KNOWLEDGE/SKILLS

PROJECT MANAGEMENT

GENERAL PROJECT MANAGEMENT

Minimum General Project Management Experience: 240 Hours

DEFINITION: Includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and manage design contracts (owner/architect)
- Prepare and execute professional services contracts (architect/consultant)
- Attend, conduct, and record meetings throughout all phases
- Select, manage, and coordinate consultants
- Partner with the owner's project delivery team
- Prepare and manage design team schedule and budget (consultant and staff costs)
- Obtain client authorization to proceed per contract phases
- Present at public hearings
- Document project status and progress
- Monitor project construction costs
- Prepare owner/contractor agreement
- Conduct post-occupancy evaluation
- Identify the project design team members and their required scope of services, roles, and responsibilities (e.g., architects, engineers, specialty consultants)
- Identify the project delivery team's roles and responsibilities (e.g., owner, architect, contractor, program manager)
- Identify project delivery method

KNOWLEDGE OF/SKILL IN

- Construction procurement (e.g., bidding, negotiating)
- Contract negotiation (e.g., fees, scope, schedules)
- Contracts (e.g., professional services and construction)
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoking for services
- Oral and written communications
- Permit and approval processes
- Post-occupancy evaluations
- Project budget management
- Project delivery methods
- Project records management
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation

IDP TASKS AND KNOWLEDGE/SKILLS

PRACTICE MANAGEMENT

BUSINESS OPERATIONS

Minimum Business Operations Experience: 80 Hours

DEFINITION: Involves allocation and administration of office resources to support the goals of the firm.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Obtain and maintain professional and business licenses
- Manage project revenues and expenses
- Calculate hourly billing rates
- Negotiate and establish fees for basic and additional services and reimbursable expenses
- Invoice for services rendered and reimbursable expenses
- Develop and manage positive client relationships

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO ACTIVELY PARTICIPATE IN THE FOLLOWING TASKS: ("Actively participate" is the expectation that you will collaborate with your supervisor in learning how to perform the task.)

Business Operations

- Maintain record management systems
- Develop and manage firm's strategic and business plans
- Develop firm's financial plan
- Develop, implement, and manage marketing and communications plans
- Obtain and update computer technology, including security systems and licenses
- Investigate and use new digital technologies

Human Resources

- Develop and manage human resource/office policies and operations
- Conduct performance appraisal, career development, and compensation reviews
- Recruit, retain, and manage staff
- Develop training and professional development plans, including IDP and continuing education requirements

Legal & Insurance

- Establish firm's legal structure
- Consult legal counsel
- Secure liability and other insurance

KNOWLEDGE OF/SKILL IN

Business Operations

- Business planning
- Contract negotiation (e.g., fees, scope, schedules)
- Current software applications
- Designing and delivering presentation
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Entrepreneurship
- Ethics and integrity
- Financial management
- Information management (e.g., hardware and software maintenance, office standards)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Legal and ethical issues pertaining to contracts
- Legal and ethical issues pertaining to practice (e.g., liens, taxation, licensure)
- Managing quality through best practices
- Marketing and communications
- Oral and written communications
- Project budget management
- Recognized ethical standards of the profession
- Requests for Qualifications (RFQ) and Requests for Proposal (RFP)
- Risk management (e.g., professional and general liability)
- Strategic planning
- Team building, leadership, participation

Human Resources

- Human resources management
- IDP mentoring and supervising
- Oral and written communications
- Managing quality through best practices
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Mentoring and teaching others
- Personal time management
- Ethics and integrity
- Supervising

IDP TASKS AND KNOWLEDGE/SKILLS

PRACTICE MANAGEMENT

LEADERSHIP AND SERVICE

Minimum Leadership and Service Experience: 80 Hours

(Maximum Allowed: 320 hours)

DEFINITION: These tasks will increase your understanding of the people and forces that shape society, as well as augment your professional knowledge and leadership skills. Interns will find that voluntary participation in professional and community activities enhances their professional development. Community service does not have to be limited to architecture-related activities for you to receive these benefits.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop leadership skills to enable successful practice
- Identify and articulate leadership traits required to maintain a successful and healthy office environment in an architecture firm
- Contribute your talents in a community-based organization to improve the quality of life

KNOWLEDGE OF/SKILL IN

- Community leadership/civic involvement
- Creativity and vision
- Entrepreneurship
- Ethics and integrity
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Managing quality through best practices
- Mentoring – teaching others
- Personal time management
- Service to the profession (e.g., AIA, NCARB)
- Supervising
- Team building, leadership, participation

ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

	OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	HOURS EARNED
<p>Some jurisdictions may require documentation of additional hours to meet their experience requirement. NCARB recommends that you submit all experience until you have satisfied your jurisdiction's requirement. You can review your jurisdiction's licensing requirements on our website.</p> <p>The opportunities listed here do not qualify for the IDP's required hours or any specific experience area. However, you can use these opportunities to meet additional experience requirements in your jurisdiction. Completion of these opportunities will be added to your total hours.</p>	<u>Advanced Degrees</u>	Yes	NCARB	930 hours
	<u>AIA Continuing Education</u>	Yes	NCARB	Up to 1,860 hours
	<u>Construction Work</u>	Yes	IDP Supervisor	Up to 930 hours
	<u>CSI Certificate Program: CDT</u>	Yes	NCARB	40 hours
	<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Up to 1,800 hours (including EPC for core)
	<u>GBCI LEED AP Credential</u>	Yes	NCARB	40 hours
	<u>Teaching or Research</u>	See employment requirements	IDP Supervisor	Up to 1,860 hours

Maximum of 1,860 hours in any combination of these Additional Opportunities for Jurisdictional Requirements

ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

Advanced Degree

Interns may earn 930 additional hours for earning an advanced degree in architecture after earning a professional degree in architecture from a program accredited by the NAAB or CACB. This opportunity is available for one degree only.

Interns may earn IDP credit for advanced degrees in architecture that meet the following criteria:

- The advanced degree must be conferred after the first professional degree (dual degrees do not qualify)
- The conferring institution must have a college/school of architecture/design that has a NAAB/CACB-accredited program.
- The advanced degree must be conferred within the college/school of architecture/design.
- The advanced degree must be documented as related to the IDP experience areas and certified by the institution as directly related to the practice of architecture.

NCARB publishes a list of acceptable degrees on its website. Programs identified by NAAB as “post-professional” degrees are automatically included on the list. Qualifying advanced degrees are submitted directly to NCARB by the school in order to be on the list.

The advanced degree must be on the list at the time the degree is conferred. For a list of degrees currently recognized by NCARB as qualifying advanced degrees, please [check our website](#).

REPORTING ADVANCED DEGREE

- Download and mail the transcript request forms and any fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.
- In addition to requesting an official transcript, you are required to report your advanced degree through the online reporting system in your NCARB Record.
- You will be required to upload a copy of your transcript or diploma.
- NCARB will not be able to approve your advanced degree until after the official transcript from your school has been received.
- Experience must be submitted in compliance with the reporting requirement.

AIA Continuing Education

Interns, whether or not employed in a qualified experience setting, may earn additional hours by completing AIA-approved continuing education resources and programs. Self-reported continuing education is not eligible for IDP credit.

One AIA learning unit earns one IDP hour.

Information regarding the American Institute of Architects (AIA) continuing education programs is available at www.aia.org/education.

REPORTING AIA CONTINUING EDUCATION

- If you are not an AIAS or AIA Associate member, you may obtain a temporary AIA customer number by completing the webform at www.aia.org. Contact the AIA at emergingprofessionals@aia.org with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- You must have a copy of your AIA transcript documenting completion of AIA continuing education. Your AIA transcript is available at www.aia.org/education.
- Once reported, AIA continuing education is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement.

NCARB’S monographs and mini-monographs

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements or by interns for IDP credit. Interns completing NCARB mono-

graphs for IDP experience hours will not be eligible to repeat the monograph for continuing education credit. NCARB monographs are available at www.ncarb.org. Interns, whether or not employed, may earn additional hours by completing NCARB monographs and mini-mono-

graphs. Best of all, they’re **FREE** for NCARB Certificate holders and active intern Record holders! Completion of the monographs must be documented on an AIA transcript, and reported through the online reporting system as AIA continuing education.

ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

Construction Work

Interns may earn up to 930 additional hours for construction work performed in either of two scenarios:

1. Paid position meeting the IDP employment requirement.
2. Volunteer service at a nonprofit organization.

GENERAL EMPLOYMENT SCENARIOS

Qualifying construction activities include “hands-on” experience working for a variety of organizations including but not limited to:

- General contractor
- Subcontractor
- Fabrication shop
- Materials supplier
- Manufacturers (doors, windows, etc.)
- Developer/development corporation
- School district or higher education physical plan or facilities department
- Facilities department for a private corporation
- Military construction battalion (e.g. Navy Seabees)
- Disaster relief efforts
- Nonprofits (e.g. Habitat for Humanity, Community Development Corporation, Youth Corps, religious/multi-denominational development corporations, neighborhood housing services)

TYPES OF CONSTRUCTION WORK

Qualifying construction activities include “hands-on” experience working in a variety of scenarios including but not limited to:

- Building layout
- Framing
- Roofing
- Concrete and masonry
- Painting and finishing
- Drywall and plastering
- Flooring
- Tile setting
- Wiring and equipment installation
- Ductwork mechanical equipment installation
- Plumbing and fixture installation
- Site clearing and preparation
- Backhoe operation/grading, etc.

APPROVAL OF CONSTRUCTION WORK

The individual certifying Construction Work experience must be an IDP Supervisor who maintains direct supervision over the intern and is experienced in the activity being performed (e.g. foreman, project manager, etc.).

REPORTING CONSTRUCTION WORK

- Experience must be submitted in compliance with the reporting requirement.

CSI Certificate Program: CDT

Interns, whether or not employed in a qualified experience setting, may earn additional hours for completing the following CSI certificate program:

CSI Certified Construction Documents Technologist (CDT); 40 hours for passing the CDT certificate program.

Information regarding the Construction Specifications Institute is available at www.csinet.org .

REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement.

ADDITIONAL OPPORTUNITIES FOR JURISDICTIONAL EXPERIENCE REQUIREMENTS

The Emerging Professional's Companion (EPC)

Interns, whether or not employed in a qualified experience setting, can earn additional hours through completion of activities in the Emerging Professional's Companion (EPC).

Interns can complete EPC activities for IDP credit under the supervision of either their IDP supervisor or mentor.

The EPC, located at www.epcompanion.org, is an IDP training enrichment resource. The EPC provides free web-based training opportunities outside of the studio environment.

- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- Additional activities are not applied to any specific experience area.

WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their IDP supervisor or mentor.

REPORTING EPC

- If you are not an AIAS or AIA Associate member, you may obtain a temporary AIA customer number by completing the webform at www.aia.org/FreeTranscriptsForInterns. Contact the AIA at emergingprofessionals@aia.org with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- Experience must be submitted in compliance with the reporting requirement.

GBCI LEED AP Credential

Interns, whether or not employed in a qualified experience setting, may earn 40 additional hours by obtaining the GBCI LEED AP credential.

- Obtaining the GBCI LEED AP credential with or without specialization qualifies for IDP credit.
- Obtaining the GBCI LEED Green Associate credential does not qualify for IDP credit.
- An intern may only receive IDP credit for one GBCI LEED AP credential.

Information regarding the Green Building Certification Institute (GBCI) LEED AP Credential is available at www.gbci.org.

REPORTING GBCI LEED AP CREDENTIAL

- You must have the official GBCI LEED AP certificate or a passing score report confirming the credential.
- Once reported, the GBCI LEED AP Credential is reviewed and approved by NCARB.
- Experience must be submitted in compliance with the reporting requirement based on the date the credential was earned.

Teaching or Research

Teaching or research in a NAAB- or CACB-accredited program under the direct supervision of a person experienced in the activity.

REPORTING TEACHING OR RESEARCH

- Experience must be submitted in compliance with the reporting requirements.

IDP SUPERVISORS

Contents for Supervisors

- [Experience Settings](#)
- [Supervision Requirements](#)
- [Employment Requirements](#)
- [Experience Categories and Areas](#)
- [Tasks](#)
- [Eligibility Requirements](#)
- [Reporting Requirements](#)

Being an IDP Supervisor

IDP supervisors play a vital role in the profession. Completion of the IDP is an essential component of the licensure process. As interns earn the experience required to complete the IDP, all the experience must be verified.

As an IDP supervisor you will be required to have direct supervision over the work performed, foster a professional relationship that is grounded in a direct professional association, and verify your intern's experience.

IDP Supervisors:

- Supervise the intern on a daily basis
- Have control over the work performed
- Provide reasonable opportunities for the intern to gain IDP experience
- Regularly assess the quality of the intern's work
- Periodically certify the intern's experience reports


Being a Mentor

As a registered architect in a U.S. or Canadian jurisdiction, you may also serve as a mentor. There are opportunities for mentors to verify experience earned through [supplemental experience](#).

How Can Becoming an IDP Supervisor Benefit Your Firm?

- You will benefit the overall morale of the firm when interns understand their firm supports them becoming licensed.
- You will contribute to the future success of your firm. What interns learn from you now will establish your success as a team later.
- You continue the historic tradition in which the architect/apprentice relationship was an integral factor in the development of the profession.
- You will “pay it forward” for the training you once received as an intern.
- You will assist in staff retention.
- You will develop leaders who will drive the future of your practice and the profession.

What Additional Resources are Available for IDP Supervisors?

- The NCARB website has information specific to IDP Supervisors [here](#) .
- Join the [IDP Supervisors Group](#) on LinkedIn!
- Learn about the [Architect Licensing Advisors Community](#). Consider becoming an Architect Licensing Advisor at your firm.

IDP SUPERVISORS

Experience Settings

- Interns earn experience in experience settings.
- As an IDP supervisor, you must understand what experience setting you are in.
- Your experience setting is defined by: the type of organization, the work performed, and your professional credentials.
- NCARB recognizes three experience settings:
 - A: Practice of Architecture
 - O: Other Work Settings
 - S: Supplemental Experience
- For more information, refer to [experience settings](#).

Supervision Requirements

- In most experience settings you must be a registered architect to be an IDP supervisor.
- In certain settings, a professional from another discipline may act as an IDP supervisor.
- As an IDP supervisor, you must understand the requirements of [direct supervision](#).
- For more information refer to [supervision requirements](#).

Employment Requirements

- To earn experience in most settings, interns must be employed by the organization where the work is performed.
- For more information, refer to [employment requirements](#).

Experience Areas

- Interns earn IDP experience by earning hours in the experience areas.
- Interns must earn 3,740 hours to complete the IDP.
- The hours are earned in the 17 experience categories.
- Some jurisdictions may have additional experience requirements. Therefore, interns should report all qualifying hours to help facilitate reciprocity.
- For more information, refer to [experience categories and areas](#).

Tasks

- The requirements for the IDP are based on the tasks and knowledge/skills necessary to practice architecture independently.
- The tasks and knowledge/skills are derived from the [Practice Analysis of Architecture](#), and are aligned with current practice.
- Upon completion of the IDP, an intern should be able to complete the tasks associated with each experience area.
- For more information refer to [tasks](#).

Eligibility Requirements

You can earn IDP experience once you have successfully graduated from high school or an established equivalent.

Reporting Requirements

ONLINE REPORTING

- Interns must report experience through the online reporting system or My IDP mobile app.
 - As an IDP supervisor, you will review and approve experience through the online system.
- For more information on how to use the online reporting system refer to the [NCARB website](#).

TIMELY REPORTING

- To earn full credit for experience, interns must submit all experience within eight months. Experience reported beyond this period and up to five years after the date of the experience will be accepted at a reduced value of 50 percent.
- As an IDP supervisor, you are encouraged to review experience in a timely manner; however, it is the obligation of the intern to meet the reporting requirements.
- For more information refer to the [reporting requirements](#).



Internship In Architecture Program

Canadian Architectural Licensing Authorities | Third Edition, January 2012

Internship In Architecture Program (IAP) Manual

Canadian Architectural Licensing Authorities (CALA)

CALA: Third Edition, January 2012

The Intern Architect Program in British Columbia
The Intern Architect Program in Alberta
The Intern Architect Program in Northwest Territories
The Intern Architect Program in Saskatchewan
The Intern Program in Manitoba
The Intern Architect Program in Ontario
The Programme de stage en architecture in Québec
The Intern Architect Program in New Brunswick
The Intern Architect Program in Nova Scotia
The Intern Architect Program in Prince Edward Island
The Intern Architect Program in Newfoundland & Labrador

This document has been endorsed by the following regulators that form the Canadian Architectural Licensing Authorities (CALA):

Architectural Institute of British Columbia (AIBC)
Alberta Association of Architects (AAA)
Northwest Territories Association of Architects (NWTAA)
Saskatchewan Association of Architects (SAA)
Manitoba Association of Architects (MAA)
Ontario Association of Architects (OAA)
Ordre des architectes du Québec (OAQ)
Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick (AANB)
Nova Scotia Association of Architects (NSAA)
Architects' Association of Prince Edward Island (AAPEI)
Architects Licensing Board of Newfoundland & Labrador (ALBNL)

Inquiries should be directed to:
CALA jurisdictions (Refer to Appendix D)

This manual is current as of January 1, 2012. The CALA jurisdictions have statutory obligations to set and maintain standards of education, experience, and examination for entry to the profession of architecture. These standards may change or require clarification or amendment over time. You must check with your jurisdiction (or intended jurisdiction) for any changes that may have affected the content of this Manual.

In the event of a conflict between this Manual and the legislation (*Architects Act*, Regulation, By-Laws and/or Rules) of a CALA jurisdiction, the CALA jurisdiction's legislation shall govern.

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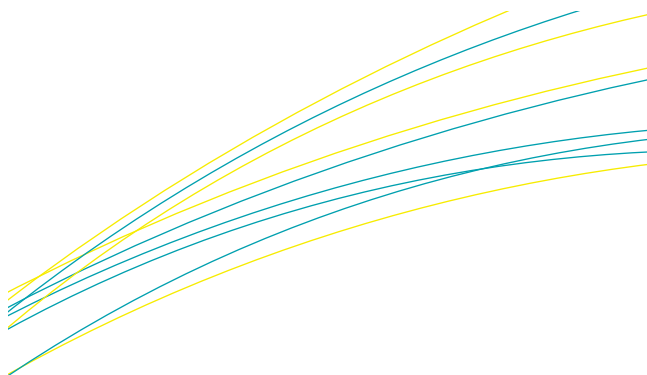
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The background features a dark, horizontal band across the middle. Above and below this band are several thin, curved lines in shades of yellow and teal, creating a sense of depth and movement. The overall aesthetic is modern and minimalist.

1. The Process

To Be Revealed



1. The Process

The Internship in Architecture Program (IAP) has been established by the **Canadian Architectural Licensing Authorities (CALA)** to continue to maintain a program of architectural registration/licensing in Canada that is both meaningful and effective. The IAP is also intended as a catalyst for improving the profession, by increasing effective communication between Architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate competency and qualifications to provide architectural services to the public.

Interns must remain in the IAP while experience is being gained and recorded and while examinations are being written to derive maximum benefit from the program.

Note: Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

The objectives of the IAP are:

1. To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment;
2. To provide a uniform system for documentation and periodic assessment of internship activities;
3. To provide feedback and guidance to the Intern;
4. To involve the members of the profession in the development and training of future members.

Note: For the purposes of the IAP the term '**Intern**' will be used to mean, Intern Architect, Intern in Manitoba or Stagiaire en architecture in Québec.

1.1 Architectural Registration/Licensure and the IAP

Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each CALA jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.

There is general agreement among CALA jurisdictions on the standards for admission to the architectural profession in Canada. CALA has adopted Common Admission Standards regarding Education, Architectural Experience and Examination. Such standards facilitate reciprocal registration/licensing across Canada under a reciprocity agreement entered into by CALA jurisdictions. These standards include:

- Established **education** requirements for admission as an Intern
- Inter-jurisdictional **architectural experience** requirements
- Architectural registration/licensing **examination** requirements.

Education Requirements

The CALA jurisdictions have established common education standards as detailed in the **Canadian Architectural Certification Board (CACB) Conditions for Accreditation** for professional degree programs in architecture and in the **Conditions and Procedures for the Certification of Educational Qualifications** (Canadian education standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the CALA jurisdictions. If you require further information, contact the CACB. (Refer to **Appendix D**)

Experience Requirements

Although there is general agreement on the Canadian Architectural Experience Standard by CALA, the specific requirements in each jurisdiction may vary slightly. (Refer to **Appendix B** for requirements unique to your CALA jurisdiction.) CALA requires a minimum of 3720 hours (2

years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a CALA or reciprocal jurisdiction. For International experience refer to **Section 2.2**.

Examination Requirements

CALA requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirement.

For information on the contents of the **ExAC**, eligibility and scheduling procedures, visit www.exac.ca.

For information on the contents of the **ARE**, eligibility and scheduling procedures, visit www.ncarb.org and click on the ARE tab.

Note: Interns should refer to **Appendix B** to ensure they are familiar with rules in each CALA jurisdiction in relation to acceptance of the EXAC and or ARE.

Additional Requirements

Some CALA jurisdictions may have additional requirements before registration/licensing, such as a course, oral examination, interviews, etc. Refer to **Appendix B** for those requirements unique to your jurisdiction or contact the CALA jurisdiction directly. (Refer to **Appendix D**)

1.2 Getting Star

Application Procedures

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their CALA jurisdiction for specific application details. The process is generally initiated by contacting the CALA jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate - for all architecture graduates
- Completed Application to become an Intern
- Required fees.

Upon receipt of the jurisdictional required application

information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the CALA jurisdiction's Website.

Note: Employment is not required to be appointed/enrolled in the IAP.

Supervising Architect, Mentor, CALA Jurisdiction

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and the Mentor.

Both the Supervising Architect and the Mentor are expected to fulfill certain responsibilities to the Intern within their respective roles. Contact your CALA jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their role and responsibility.

Role of Supervising Architect

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect **within the architectural practice or place of employment who personally supervises and directs the Intern on a daily basis**. This Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. He/she must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the **Canadian Experience Record Book (CERB)** to the CALA jurisdiction.

The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

Role of Mentor

The retention of a Mentor is integral to the process, and is required by your CALA jurisdiction, with the exception of the OAQ. (Refer to **Appendix B**)

The Mentor is an Architect or a retired Architect who is **not** employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to **Appendix B**) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor **must** meet with the Intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 - 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his/her development as an Architect.

Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. The Intern-Mentor relationship personifies the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The CALA jurisdiction.

Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the course of the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change the following procedures apply:

- Identify the new Mentor to the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the CALA jurisdiction. (Refer to **Appendix E** - Sample Forms and Letters.)

Role of CALA Jurisdictions

The CALA jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The CALA jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900-1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Intern's eligibility to take either examination, the txAQ or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence.

1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your CALA jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to **Appendix E** - Sample Forms and Letters)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

1.4 Multiple, Concurrent or Part-time Employment

If engaged as an independent contractor, or employed on a part-time basis by one or more than one employer during the same period, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CERB section for each employment situation.

Note: *It is the Intern's responsibility to verify with the CALA jurisdiction whether experience gained as an independent contractor or on a part-time basis is acceptable. Pre-approval is generally required. (Refer to **Appendix B**)*

1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program.

To determine whether your CALA jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to **Appendix B**.

For most CALA jurisdictions a maximum of 942 hours of work experience may be approved while in Part 2 of the Syllabus Program.

1.6 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each CALA jurisdiction. For information contact the CALA jurisdiction. (Refer to Appendix D for relevant contact information.)

1.7 Transfers from/to Other CALA Jurisdictions

Documentation

Interns transferring from/to another CALA jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new CALA jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction (Refer to **Appendix D**)

Architectural Experience

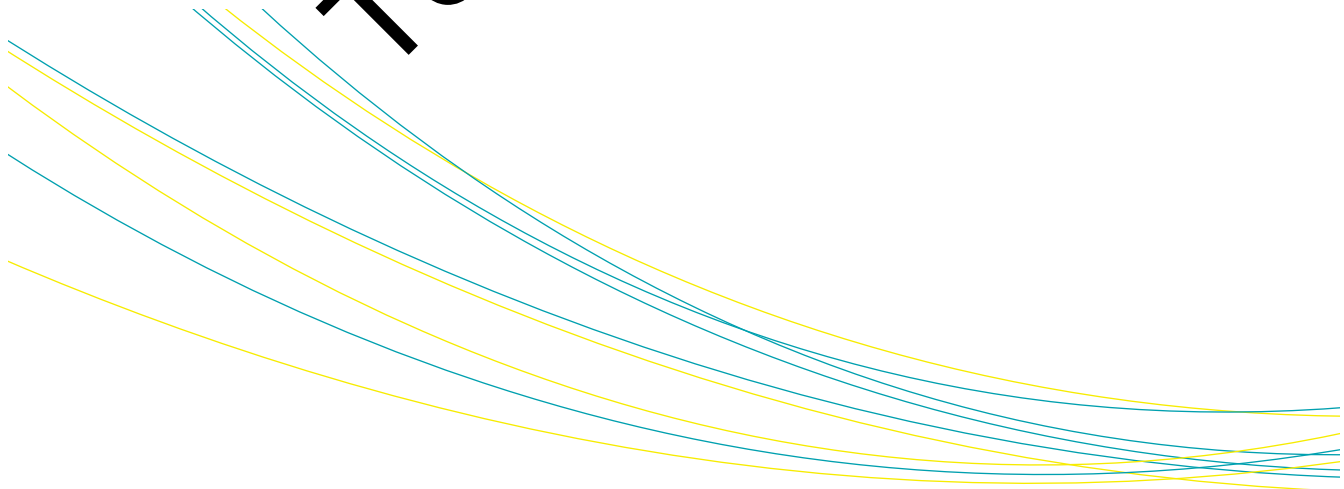
Interns transferring from/to another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB, except as may be referenced in **Appendix B**.

Examination*

CALA jurisdictions continue to accept ExAC results or ARE results for applicants from other jurisdictions.

Note:* Refer to **Section 1.1 Examination Requirements** and to **Appendix B**.

TO BE REPEALED





2. The Canadian Experience Standard: Architectural Experience Requirements

2. The Canadian Experience Standard: Architectural Experience Requirements

The fundamental purpose of the pre-registration/licensing employment period is to ensure that the Intern is provided with sufficient 'hands-on' architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada.

It is the responsibility of the Intern, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to **Section 2.2**) There may be variations regarding the acceptability of experience in each CALA jurisdiction. (Refer to **Appendix B**)

2.1 Documentation

The Intern must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the **Canadian Experience Record Book (CERB)**. (Refer to **Appendix F**) Experience will be reviewed and evaluated by the CALA jurisdiction at the end of each 900 – 1000 hours of architectural experience or at change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to **Section 3.3**)

Note: Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

2.2 Architectural Experience

Minimum

The CALA jurisdictions require that Interns gain a **minimum of 3720 hours** of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your CALA jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to **Section 2.3**)

Required

Category A – Design and Construction Documents

(*May occur during multiple phases of a project)

1. Programming
2. Site Analysis
3. Schematic Design
4. Engineering Systems Coordination*
5. Building Cost Analysis*
6. Code Research*
7. Design Development
8. Construction Documents
9. Specifications and Materials Research*
10. Document Checking and Coordination*

Category B – Construction Administration

11. Bidding and Contract Negotiation
12. Construction Phase - Office
13. Construction Phase - Site

Category C – Management

14. Project Management
15. Office Management

The experience area descriptions and required activities are described in detail in **Appendix A**.

Note: An Intern enrolled in the Intern Development Program (IDP) in a state or territory of the United States of America (USA) where IDP is mandatory may apply to have that architectural experience credited.

Fulfillment

The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of **3720 hours** of documented and accepted architectural experience within the required categories and experience areas, the Intern will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated, subject to the individual CALA jurisdiction requirements. (Refer to **Section 1.7** Transfers and to **Appendix B**)

Variety

The Intern's architectural experience must satisfy the required hours stated under categories A, B and C, which constitute

the core areas of architectural practice. An Intern's experience **must** include a variety of occupancies (minimum of 2), project types, complexities and sizes. (Refer to **Appendix B**) Non-compliance with the requirement to gain experience for a 'variety of projects' will be considered by the CALA jurisdiction **only in exceptional circumstances**.

Local Knowledge/Currency

CALA jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to **Appendix B**)

International

Any International architectural experience (outside Canada and the USA) gained by an individual while **NOT** in the IAP or IDP will be subject to interview or further review by the CALA jurisdiction. (Refer to **Appendix B**)

All International architectural experience gained **must** be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained. Where registration/licensing of architects is not a requirement, this may be reviewed on a case-by-case basis by the CALA jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to provide official documentation confirming the status of the Supervising Architect. (Refer to **Appendix B**)

Overtime

To recognize overtime architectural experience, the **3720 hours** can be completed in a minimum of 1½ calendar years. However, the IAP is a minimum two (2) year program. No maximum time has been established within which all the architectural experience must be completed. (Refer to **Appendix B**)

Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an **observer**. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in his/her comments in the CERB to the CALA jurisdiction where the use of **parallel documents** or participation as an **observer** has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the CALA jurisdiction **only under exceptional circumstances**. **Contact the CALA jurisdiction for clarification.**

Note: *It is recommended and is the Intern's responsibility to verify with his/her CALA jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to **Appendix B**)*

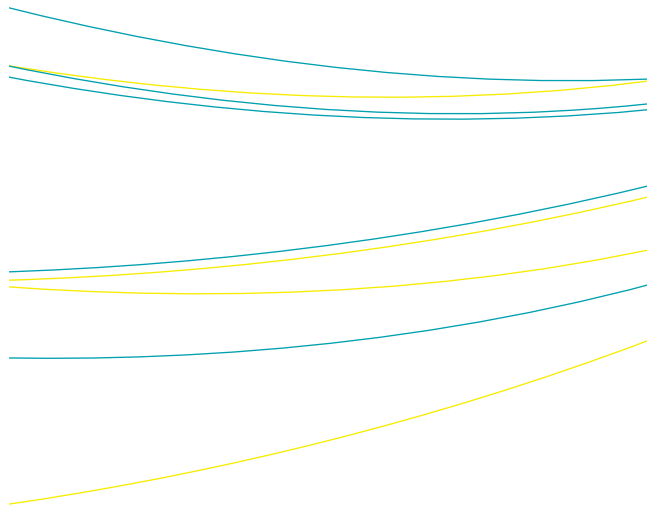
2.3 Eligible Architectural Employment Situations

Architectural employment may be acceptable if it is gained and pre-approved by your CALA jurisdiction:

- a) **In the employ of an architectural practice in Canada, USA or in an international location**, and certified by a Registered/Licensed Architect in the jurisdiction where the experience is being gained and is approved by your CALA jurisdiction, and who is employed by the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)
- b) **In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an 'owner'** and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)

Note: *Architectural experience gained outside Canada or the USA while under the personal supervision and direction of an Architect may be subject to pre-approval, interview or further review by the CALA jurisdiction. (Refer to **Appendix B**)*

3. Canadian Experience Record Book (CERB)



3. Canadian Experience Record Book (CERB)

The purpose of the CERB is to provide the Intern with a tool to record the architectural experience, and to enable the CALA jurisdiction to verify and to assess the nature and breadth of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure he/she is getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.

Note: Credit will be granted only for experience gained while enrolled as an Intern in the IAP or with a reciprocal jurisdiction.

3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the CALA jurisdiction for review upon completion of 900 - 1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in **Section 3.2**.

3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as an Intern in the IAP and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the CALA jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some CALA jurisdictions. (Refer to **Appendix B**)

3.3 Instructions for Completion of the CERB

(Refer to **Appendix A** for specific instructions.)

When 900 – 1000 hours of architectural experience have been completed or at each change of employment, you must submit your signed dated and certified CERB.

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor:

- Complete the Mentor Declaration portion
- Sign and date it.

In summary, the Intern should do the following:

- Submit the CERB section to the CALA jurisdiction **within 8 weeks** of the date of the last entry
- Interns must retain copies of their submission

The CALA jurisdiction will provide a summary or approve a summary of the total hours approved to date on a **Periodic Assessment Form** and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising Architect and Mentor. (Refer to **Appendix B**)

Appendix A

Architectural Experience Area Description and Required Activities

To Be Repealed

Appendix A

Architectural Experience Area Description and Required Activities

An Intern must acquire **3720 hours** to satisfy the IAP's architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each.

Category A: Design and Construction Documents

Min. Hours Required

1. Programming	80
2. Site Analysis	80
3. Schematic Design	120
4. Engineering Systems Coordination*	120
5. Building Cost Analysis*	80
6. Code Research*	120
7. Design Development	320
8. Construction Documents.....	1080
9. Specifications and Materials Research*	120
10. Document Checking and Coordination*	80

* May occur in multiple phases of a project

Min. Hours

2200

Total Hours Required

****2800**

**This total includes the 2200 minimum hours required, plus 600 additional hours that must be gained in any of the experience areas 1-10

Category B: Construction Administration

11. Bidding and Contract Negotiation	80
12. Construction Phase - Office	120
13. Construction Phase - Site.....	120

Min. Hours

320

Total Hours Required

****560**

**This total includes the 320 minimum hours required, plus 240 additional hours that must be gained in any of the experience areas 11-13

Category C: Management

14. Project Management	120
15. Office Management	80

Min. Hours

200

Total Hours Required

****280**

**This total includes the 200 minimum hours required, plus 80 additional hours that must be gained in any of the experience areas 14-15

Total Hours Required in Categories A, B, C

3640

Remaining Additional Hours (may be gained in any experience areas 1-15)

80

TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED.....3720

Category A: Design and Construction Documents

1. Programming

Programming is the process of understanding and setting forth in writing the client's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining particular needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and productive design process.

Required Intern Activities include the following:

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and in meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

2. Site Analysis

Site analysis includes land planning, urban design and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on the site and on the surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the client's program while conforming to legal requirements.

Required Intern Activities include the following:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project. Assist in the analysis of specific land use and location for a project. Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc. Participate in public hearings about land use issues and prepare reports for future reference.

3. Schematic Design

From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

Required Intern Activities include the following:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the client's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of building and engineering systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community.

4. Engineer

The Architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this experience requirement is to develop an understanding, under the direct supervision and control of the Architect, of the integrated engineered systems normally designed by consultants and provided by product suppliers, manufacturers and fabricators. These traditionally have included structural, mechanical and electrical systems as well as other technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication skills necessary for appropriate interaction with engineering consultants and product suppliers.

Required Intern Activities include the following:

- Become familiar with construction methods and performance of different building and engineering systems.
- Understand safety requirements and the selection process for building and engineering systems.
- Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the Architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, duct work, plumbing lines, electrical fixtures, etc.
- Assist in reviewing shop drawings, evaluating samples and maintaining records.
- Visit job site and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

5. Building Cost Analysis (may occur in multiple phases of a project)

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material

and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Required Intern Activities include the following:

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square or cubic metre of various types of projects using local cost data.

6. Code

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

Required Intern Activities include the following:

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. number and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

7. Design

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

Required Intern Activities include the following:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, and updates to project schedule.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction cost. (Record under Building Cost Analysis)
- Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.

8. Construction Documents (Not Including Specifications and Material Research)

The working drawings phases of construction documents describe in graphic form, all of the essentials of the work to be done: location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, Architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs and documents the integrated result.

Required Intern Activities include the following:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, clarity and understanding by others.
- Assist in the coordination of all documents produced by the Architect and the consultants.
- Assist in the coordination of all documents produced by the engineering consultants. (Record under Engineering Systems Coordination)
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents. Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

9. Specifications and Materials Research (may occur in multiple phases of a project)

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the Architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the Architect recognize the function of each item to be specified. The Architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the client and expose the Architect to liability.

Required Intern Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications.
- Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

10. Document Checking and Coordination (does occur in multiple phases of a project)

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

Note: Review construction contracts for compatibility with the client-architect agreement as it relates to the role of the Architect and consultants during construction.

Required Intern Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for relevance and accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts.
- Check engineering consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, duct work, electrical fixtures, etc. (Record under Engineering Systems Coordination)
- Assist in the final project review for compliance with applicable codes, regulations, etc.

Category B: Construction Administration

11. Bidding and Contract Negotiation

The Architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and replying to the client.

The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services under particular terms and conditions.

Required Intern Activities include the following:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.

- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

12. Construction Phase — Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and evaluating samples, adjudicating disputes, etc. The Architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor, and Architect maintain an even flow of funds and avoid delays and charges. Items such as shop drawings, samples and test reports submitted for the Architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

Required Intern Activities include the following:

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.
- Assist in interpreting documents and preparing supplemental instructions and requests for information.
- Assist in evaluating requests for changes and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of the clients, contractors and Architects.
- Participate in the review of record documents at project completion.

13. Construction Phase — Site

In administering the construction contract, the Architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the Architect must be thoroughly familiar with all of the provisions of the construction contract. Reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The Architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, the Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

Required Intern Activities include the following:

- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.

- Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification.
- Participate in the final acceptance review with the client and other involved parties.

Category C: Management

14. Project Management

The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavours and against claims. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan, assess discrepancies and take the corrective actions necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the architectural practice's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

Required Intern Activities include the following: (for a specific project following award of the project to the Architect)

- Review the architectural practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to completed project sites.

15. Office Management

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The Architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations plays an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients and work into the architectural practice as well as in attracting superior people for the professional staff. The Architect must participate in marketing activities if the practice is to succeed. On the other hand, the Architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practicing within the rules of professional conduct in his/her jurisdiction.

Required Intern Activities include the following:

- Review the process of internal accounting and cost control systems for operation of the architectural practice. Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Review current contractual relationships with consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing the architectural practice's brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in client request for proposals (RFPs) and presentation to prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.



Appendix B

Specific CALA Jurisdiction Requirements

To Be Repealed



Appendix C

Instructions for Completion of the
Canadian Experience Record book (CERB)

To Be Repealed

Appendix C

Instructions for Completion of the Canadian Experience Record Book (CERB)

The IAP anticipates that Interns gain hands-on experience throughout all phases of architectural services from Design through Construction Administration. The prescribed work experience hours in the CERB therefore cover the range of architectural activities/services expected of a practitioner. The Intern must gain the minimum number of hours of supervised/mentored work experience and record/submit them periodically, every 900–1000 hours (approximately every six months, and within 8 weeks of the last entry) to the CALA jurisdiction in which she/he is enrolled/registered as an Intern.

The CALA jurisdiction will review the Intern's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the responsibility of the Intern to clearly explain his/her specific role for each project.

In addition to experience gained in the Architect's office or other eligible architectural employment situation, the IAP expects that Interns gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction. (Refer to **Appendix A**)

The absence of clear and comprehensive information in regard to experience gained may delay the review of experience if the reviewers are unable to determine whether the Intern is satisfying the required scope of requirements of the IAP. Accordingly, Interns are to:

- a) Provide all requested information on the cover page of the CERB. This document is available in an electronic spreadsheet format on your CALA jurisdiction's Website. (CALA jurisdictions may develop electronic means of submission in the future. The rules and procedures for such submission will be forwarded to Interns in due course.)
- b) If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB, must be initialed by the Supervising Architect. Any separate pages must be initialed by the Supervising Architect.
- c) If electronically prepared, print a hard copy of the CERB section, and have each page initialed by Supervising Architect.
- d) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of **3720 hours**.
- e) Use the Summary of Projects (1-10) on the CERB for the ten most significant projects on which you have worked in this period. For additional projects **add new sheets** for projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) **Project Type** is defined as new construction, additions, renovation, etc.
- g) **Occupancy** is defined as assembly, institutional, industrial, residential and commercial.



Appendix D

CALA Jurisdictions and National Architectural Organizations

To Be Repealed

Appendix D

CALA Jurisdictions and National Architectural Organizations

CALA Jurisdictions

Architectural Institute of British Columbia (AIBC)

#100 - 440 Cambie Street
Vancouver, British Columbia V6B 2N5
Tel: 604.683.8588
Fax: 604.683.8568
Email: info@aibc.ca
www.aibc.ca

Alberta Association of Architects (AAA)

Duggan House
10515 Saskatchewan Drive
Edmonton, Alberta T6E 4S1
Tel: 780.432.0224
Fax: 780.439.1431
Email: intern@aaa.ab.ca
www.aaa.ab.ca

Northwest Territories Association of Architects (NWTAA)

P.O. Box 1394
Yellowknife, Northwest Territories X1A 2P1
Tel: 867.766.4216
Fax: 867.873.3644
Email: nwtaa@yk.com
www.nwtaa.ca

Saskatchewan Association of Architects (SAA)

642 Broadway Avenue, Suite 200
Saskatoon, Saskatchewan S7N 1A9
Tel: 306.242.0733
Fax: 306.664.2598
Email: memberservices@saskarchitects.com
www.saskarchitects.com

Manitoba Association of Architects (MAA)

137 Bannatyne Avenue, 2nd Floor
Winnipeg, Manitoba R3B 0R3
Tel: 204.925.4620
Fax: 204.925.4624
Email: info@mbarchitects.org
www.mbarchitects.org

Ontario Association of Architects (OAA)

111 Moatfield Drive
Toronto, Ontario M3B 3L6
Tel: 416.449.6898
Fax: 416.449.5756
Email: oaamail@oaa.on.ca
www.oaa.on.ca

Ordre des architectes du Québec (OAQ)

1825 boulevard René Levesque Ouest
Montréal, Québec H3H 1R4
Tel: 514.937.6168
Fax: 514.933.0242
Email: info@oaq.com
www.oaq.com

Architects' Association of New Brunswick/Association des architectes du Nouveau-Brunswick (AANB)

P.O. Box 5093
Sussex, New Brunswick E4E 5L2
Tel: 506.433.5811
Fax: 506.432.1122
Email: inquiries@aanb.org
www.aanb.org

Nova Scotia Association of Architects (NSAA)

1359 Barrington Street
Halifax, Nova Scotia B3J 1Y9
Tel: 902.423.7607
Fax: 902.425.7024
Email: info@nsaa.ns.ca
www.nsaa.ns.ca

Architects Association of Prince Edward Island (AAPEI)

P.O. Box 1766
Charlottetown, Prince Edward Island C1A 7N4
Tel: 902.566.3699
Fax: 902.566.9214
Email: info@aapei.com
www.aapei.com

Architects Licensing Board of Newfoundland & Labrador (ALBNL)

P.O. Box 1766
St. John's, Newfoundland & Labrador A1C 5V5
Tel: 709.726.8550
Fax: 709.726.1549
Email: nlaa@newfoundlandarchitects.com
www.albnl.com

National Architectural Organizations

Canadian Architectural Certification Board (CACB)

710 - 1 Nicholas Street
Ottawa, Ontario K1N 7B7
Tel: 613.241.8399
Fax: 613.241.7991
Email: info@cacb.ca
www.cacb.ca

Architecture Canada | Royal Architectural Institute of Canada (RAIC)

Suite 330 - 55 Murray Street
Ottawa, Ontario K1N 5M3
Tel: 613.241.3600
Fax: 613.241.5750
Email: info@raic.org
www.raic.org

Canadian Architectural Licensing Authorities (CALA)

An assembly of all the provincial/territorial
architectural regulators in Canada

TO BE REPEALED

Appendix E

Sample Forms and Letters

To Be Repealed

**RECORD OF ARCHITECTURAL EXPERIENCE: PERIODIC ASSESSMENT FORM
(TO BE COMPLETED BY THE CALA JURISDICTION)**

To Be Repealed

Confirmation of Employment

Dear Sir or Madam:

Employment Confirmation

Intern's Name in Full: _____
Practice Name: _____
Practice Address: _____
Street address: _____

City: _____
Province: _____ Postal Code: _____

I confirm that the above-noted Intern is employed with our Architectural Practice or Eligible Architectural Employment Situation and that this entity shall endeavour to provide the required pre-registration architectural experience in accordance with the Internship in Architecture Program.

Name of Supervising Architect
(Please print)

Signature

Date

Confirmation of Mentor

Dear Sir or Madam:

Mentor's Confirmation

Intern's Name in Full: _____

I am pleased to act as Mentor to the above named Intern for the period of pre-registration architectural experience as required and shall endeavour to act as professional advisor conducting reviews and assessments of the architectural experience and generally assisting the Intern in preparing for registration/licensure in accordance with the Internship in Architecture Program.

Name of Mentor
(Please print)

Signature

Date

TO BE REPEATED

Appendix F
CERB ALL FORMS

To Be Repealed

Canadian Experience Record Book: Experience Summary Form

Steps to Follow

Carefully read all instructions.

The Experience Summary Form is to be submitted for each 900 to 1000 hours of work experience or for each change of employment. Complete this form either by printing neatly in ink or electronically.

Ensure that all pages of the form are initialed by your Supervising Architect.

Ensure that changes or whiteouts are initialed by your Supervising Architect.

Ensure that all additional pages annexed to this form are also signed by your Supervising Architect.

Ensure that all Declarations are signed and dated.

Submit a hard copy of the form bearing original signatures to your CALA jurisdiction for review.

Retain a copy of this form for your records.

Intern Identification

Surname First Name Middle Name(s)
No. and Street Suite No.
City Province/State/Territory Country
Postal/Zip Code Res. Tel. Bus. Tel. Email

Employer Identification

Name of Practice
No. and Street Suite No.
City Province/State/Territory Country
Postal/Zip Code Bus. Tel. Email

Nature of Employer's Activities

Experience Supervisor Position

Mentor Identification

Surname First Name Res. Tel.
Name of Practice Bus. Tel.

Provincial Association Use Only

Received:

By: _____

Date: _____

Reviewed:

By: _____

Date: _____

Experience Period From

To

DAY	MONTH	YEAR

Full Time Experience ☐ Click on appropriate box

Part Time Experience ☐ Click on appropriate box

Role of Intern

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

To Be Repealed

Summary of Experience

Record the total hours carried out on projects described on Page 4

A Design/Construction Documents

	1	2	3	4	5	6	7	8	9	10	TOTALS
1 Programming											0.00
2 Site Analysis											0.00
3 Schematic Design											0.00
4 Engineering System Coordination											0.00
5 Building Cost Analysis											0.00
6 Code Research											0.00
7 Design Development											0.00
8 Construction Documents											0.00
9 Specifications and Material Research											0.00
10 Document Checking and Coordination											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* may occur in multiple
phases of a project

B Construction Administration

	1	2	3	4	5	6	7	8	9	10	TOTALS
11 Bidding and Contract Negotiation											0.00
12 Construction Phase - Office											0.00
13 Construction Phase - Site											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

C Management

	1	2	3	4	5	6	7	8	9	10	TOTALS
14 Project Management											0.00
15 Office Management											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Hours of Each Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Intern Declaration

I declare that the enclosed information is an accurate record of my architectural experience.

Name (please print)

Signature

Date

Summary of Projects (List the 10 most significant projects in this period)

Project Type: New Construction, Additions, Renovations, etc.

Occupancy: Assembly, Institutional, Industrial, Residential, Commercial.

1	Project Name	Project Type	
		Occupancy	
	Location	Gross Floor Area	
		Budget	
		No. of Storeys	
2	Project Name	Project Type	
		Occupancy	
	Location	Gross Floor Area	
		Budget	
		No. of Storeys	
3	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
4	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
5	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
6	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
7	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
8	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
9	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	
10	Project Name	Project Type	
	Location	Occupancy	
		Gross Floor Area	
		Budget	
		No. of Storeys	

Comments and Declarations

Comments by Employer

- 1 Comment on the level of responsibility and involvement requested of the Intern and relative level taken and performed by the Intern.

- 2 Comment on the overall attitude/philosophy/professional goals of the Intern as you perceive them.

- 3 Your recommendations for the next (6) months experience.

- 4 Comment on the extent to which the Intern has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

Supervising Architect Declaration

I declare that the preceding information is an accurate summary of the Intern's architectural experience.

Name (please print)

Signature

Date

Mentor Declaration

I declare that I have met with the Intern in accordance with IAP.

Name (please print)

Signature

Date

AGENDA ITEM L.2: Discuss and Possible Action on Proposed Regulatory Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 3, section 117 (Experience Evaluation)

Summary

At its December 1, 2023 meeting, the Board approved language to amend 16 CCR section 117 (Experience Evaluation) and directed the Executive Officer to take all steps necessary to initiate the rulemaking process. Board staff worked with the Legal Affairs Division (LAD) to draft a notice, initial statement of reasons, and fiscal impact document. On March 5, 2024, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL) and the LAD submitted the documents to OAL on behalf of the Board. The 45-day comment period began on April 19, 2024 and ended on June 4, 2024. Staff will inform the Board if any comments were received.

During further review and internal discussion, staff believes substantive changes need to be made to resolve a clarity issue and to correct an unintended strikeout in 16 CCR 117(a)(11). Specifically to resolve a clarity issue, the Board must specify the NCARB administered experience-based program as the Architectural Experience Program (AXP). The unintended strikeout is related to the minimum amount of credit that candidates are granted for completion of AXP or the Canadian IAP. That language has been unstruck and clarified that completion of either AXP or IAP will grant a candidate a minimum of three years credit upon receipt in the Board office.

The Board will need to allow for a 15-day comment period related to the proposed changes attached to this memo. Once these changes have been made, Board staff will proceed with the rulemaking file.

Action Requested

The Board is asked to consider the modified regulatory text for 16 CCR section 117 and entertain a motion to approve the modified regulatory text and proposed responses, direct staff to take all steps necessary to complete the rulemaking process, delegate to the Executive Officer the authority to make any technical or non-substantive changes to the modified regulations that may be required to complete the rulemaking file and adopt the proposed regulatory changes as noticed.

Attachments

1. 16 CCR section 117 (Experience Evaluation) Modified Language

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Experience Evaluation

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout . Corrections to existing text that was erroneously noticed as added text or omitted is shown in <i>Italics</i> and Bold Modifications to the originally proposed regulatory language are shown in <u>double underline</u> for new text and double strikethrough for deleted text.
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Amend Section 117 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 117. Experience Evaluation.

The Board's evaluation of candidates' training and educational experience for licensure is based on the Board's Table of Equivalents as listed below.

The Table is comprised of ~~four~~two columns. Column A lists the types of training and educational experience for which credit may be granted. Columns B and C ~~specify~~ specifies the maximum credit that may be granted to a candidate for that experience who was determined by the Board to be eligible for the Architect Registration Examination (ARE), the California Supplemental Examination, or licensure prior to January 1, 2005 and who is active in the examination process or to a candidate who is otherwise exempt from the IDP/IAP requirement specified in Section 116(b). Column D ~~specifies~~ the maximum credit that may be granted to a new or inactive candidate ~~who was determined by the Board to be eligible for the ARE on or after January 1, 2005 and who is subject to the IDP/IAP requirement.~~

TABLE OF EQUIVALENTS			
(a) Experience Equivalents:			
<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>

	Candidates Eligible Prior to January 1, 2005 or Otherwise Exempt from IDP/IAP Requirement	Candidates Eligible Prior to January 1, 2005 or Otherwise Exempt from IDP/IAP Requirement	Candidates Eligible January 1, 2005 or After and Subject to IDP/IAP Requirement
	Education Equivalents Max. Credit Allowed	Training and/or Practice Equivalents Max. Credit Allowed	Maximum- Credit Allowed
<i>Experience Description</i>			
(1) A professional degree in architecture, where the degree program has been accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB), or units toward such a degree credited as set out in (b)(4).	5 years		5 years
(2) A professional degree in architecture, where the degree program has not been accredited by NAAB or CACB and the program consists of at least a five-year curriculum, or units toward such a degree <u>credited as set out in (b)(4).</u>	4 years		4 years
(3) A four-year degree in architecture or a degree from a university or college which has an NAAB-accredited or CACB-accredited professional degree	3 1/2 years		3 1/2 <u>4</u> years

program in architecture, where the degree could be accepted for entry into a two-year NAAB-accredited or CACB-accredited Master of Architecture program Baccalaureus Atrium (BA), Atrium Baccalaureus (AB), Bachelor of Science (BS), or units toward such a degree <u>credited as set out in (b)(4).</u>			
(4) A degree from a school/ university or college which has an NAAB-accredited or CACB-accredited professional degree program in architecture, where the degree could be accepted for entry into a two-year NAAB-accredited or CACB-accredited Master of Architecture program, or units toward such a degree.	3 1/2 years		3 1/2 years
(54) A <u>four-year</u> degree which consists of at least a four-year curriculum in a field related to architecture as defined in subsection (b)(65), or units toward such a degree <u>credited as set out in (b)(4).</u>	2 years		24 years
(65) Any other university or college degree which consists of at least a four-year curriculum.	1 year		1 year
(76)(A) Any other city/community college degree which consists of at least a two-year curriculum.	6 months		6 months

(7)(B) Any other city/community college degree or technical school certificate in a field related to architecture <u>as defined in subsection (b)(5).</u>	1 year		12 years
(8) A post-professional degree in architecture or with an emphasis on architecture consisting of a Master, Master of Science, or PH.D. degree or units toward such a degree.			1 year
(89) Experience under the direct supervision of an architect(s) licensed <u>or registered</u> in a United States jurisdiction shall be granted 100% credit <u>for every hour of work as described in (c)(3).</u>	5 years	3 years	58 years
(910) <u>Primary source documentation showing</u> C certification by the National Council of Architectural Registration Boards (NCARB) shall be granted 100% credit <u>for every hour of work as described in (c)(3).</u> shall be granted a maximum of eight years credit upon receipt in the Board office of the candidate's current and valid NCARB blue cover file, transmitted by NCARB.	5 years	3 years	8 years
(10) While a candidate is enrolled in a college or university, credit shall be granted:			
(A) 100% for experience obtained under the direct supervision of architect(s) licensed in the U.S.	1 year	or 1 year	1 year

(B) 50% for experience as, or experience obtained under the direct supervision of, a registered civil or structural engineer and/or a licensed landscape architect licensed in a United States jurisdiction.		1 year	1 year
(C) 50% for experience as, or experience obtained under the direct supervision of, a California licensed general building contractor.		1 year	1 year
(D) 50% for experience as, or experience obtained under the direct supervision of, a California certified building official as defined in subsection (c)(7).		1 year	1 year
(E) 50% for experience as, or experience obtained under the direct supervision of, a foreign licensed architect licensed in the qualifying foreign country where the experience occurred.		1 year	1 year
(11) <u>Primary source documentation showing completion of the Intern Development Program (IDP) of the National Council of Architectural Registration Boards NCARB administered experience-based program Architectural Experience Program (AXP) or the Internship in Architecture Program of Canada shall be granted 100% credit for every hour of work as described in (c)(3) in either program. Completion of either</u>	2 years	3 years	58 years

<p><u>program</u> shall be granted a minimum of three years credit, upon receipt in the Board office of the candidate's current and valid NCARB IDP file transmitted by NCARB or documentation transmitted by a Canadian provincial architectural association, respectively.</p>			
<p>(12)(A) Experience as, or experience obtained under the direct supervision of, a registered civil or structural engineer, and/or a licensed landscape architect licensed <u>or registered</u> in a United States jurisdiction shall be granted 50% credit <u>for every hour of work as described in (c)(3) up to the 2 year maximum.</u></p>		2 years	2 years
<p>(B13) Experience as, or experience obtained under the direct supervision of, a California licensed general building contractor shall be granted 50% credit.</p>		1 year	1 year
<p>(C14) Experience as, or experience obtained under the direct supervision of, a California certified building official as defined in subsection (c)(76) shall be granted 50% credit <u>for every hour of work as described in (c)(3) up to the 1 year maximum.</u></p>		1 year	1 year

(1315) Experience as a licensed or registered architect practicing in another U.S. United States jurisdiction with a verified record of substantial architectural practice shall be granted 100% credit for every hour of work as described in (c)(3) up to the 8 year maximum.		8 years	8 years
(14)(A) A post professional degree in architecture or with an emphasis on architecture consisting of a Master, Master of Science, or Ph.D. degree, or units toward such a degree, or		1 year	1 year
(B16) Teaching and/or research in NAAB-accredited or CACB-accredited architectural curriculums shall be granted 100% credit only for those hours worked if verified by the college or university.		1 year	1 year
(1517) (A) Experience under the direct supervision of an architect licensed in the qualifying foreign country where the experience occurred shall be granted 50% credit for every hour of work as described in (c)(3) up to the 7 year maximum.	5 years	2 years	57 years

(B18) Experience as a foreign licensed architect licensed in the qualifying foreign country with a verified record of substantial architectural practice shall be granted 50% credit <u>for every hour of work as described in (c)(3) up to the 7 year maximum.</u>	5 years	2 years	57 years
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(b) Education Equivalents:

~~“Education equivalents” shall mean Table categories (a)(1) through (a)(9), (a)(10)(A), (a)(11), (a)(13), and (a)(15)(A) and (B).~~

~~(1) For the purposes of this section, NAAB shall refer to the National Architectural Accrediting Board, and CACB shall refer to the Canadian Architectural Certification Board.~~

(21) A “professional degree program” shall be defined as one of the following types of programs:

- ~~1.(A) Bachelor of Architecture, five-year program;~~
- ~~2. Bachelor of Architecture for individuals with a prior degree;~~
- ~~3.(B) Master of Architecture, four-year undergraduate program in architecture plus a two-year graduate program in architecture;~~
- ~~4.(C) Master of Architecture, four-year undergraduate program in another discipline plus a three-year graduate program in architecture.~~

(32) Where a candidate is seeking education equivalents for having obtained a professional degree or units towards such a degree from an NAAB-accredited or CACB-accredited program, ~~he or she~~ they shall be eligible for such credit if such program is or was accredited by NAAB or CACB either at the time of graduation or within two years after the date of graduation or termination of enrollment.

(43) Credit allowed for units obtained without a degree shall only be computed within the categories of subsections (a)(1) through (54) or (a)(14)(A)(8) of this section. No credit for units obtained under subsections (a)(65) through ~~or (78)~~ shall be recognized unless such units have been transferred to and accepted by a school within subsections (a)(1) through (54) of this section.

(54) Academic units based on the categories specified in subsections (a)(1) through (54) or (a)(14)(A)(8) of this section shall be evaluated up to the maximum allowed for that subsection. Where a candidate has not obtained a degree, the maximum credit allowed ~~for the categories contained in subsections (a)(1) through (5) or (a)(14)(A)~~

shall be six months less than the maximum credit ~~that would have been granted if the candidate had obtained a degree in indicated for~~ that category. Fractions greater than one-half of an academic year shall be counted as one-half of a year and smaller fractions will not be counted. 30 semester units or 45 quarter units is considered to be one academic year.

~~(65)~~ Degrees in a field related to architecture ~~shall be evaluated under~~ referenced in subsections (a)(54) and (a)(7) are defined as those degrees identified by the National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) Series:

(A) 04: Architecture and Related Services except 04.10 Real Estate Development;

(B) 14.04 Architectural Engineering;

(C) 14.08 Civil Engineering;

(D) 14.33 Construction Engineering; and

(E) 52.20 Construction Management.

~~the following: Architectural Design; Architectural Engineering; Architectural Studies; Architectural Technology; Building Science; City and Regional Planning; Civil, Mechanical, Structural, or Electrical Engineering; Construction Engineering; Construction Management; Environmental Design; Interior Architecture; Landscape Architecture; and Urban and Regional Design.~~

~~(7) (A) Experience obtained as, or experience obtained under the direct supervision of, a licensed professional as defined in subsections (a)(8), (a)(12), and (a)(15)(A) or (B) while a candidate is enrolled in a college or university shall be allowed maximum credit for educational/training equivalents of 1 year as defined in subsections (a)(10)(A) through (E). A candidate who obtains experience under the direct supervision of a licensed professional as defined in subsections (a)(8), (a)(12), and (a)(15)(A) or (B) while enrolled in a college or university shall have his/her education and/or experience evaluated according to the method which provides the candidate the most credit.~~

~~(B) A candidate enrolled in a degree program where credit earned is based on work experience courses (i.e., internship or co-op programs) shall not receive more than the maximum credit allowed for degrees earned under subsections (a)(1) through (7).~~

~~(C) A candidate who is certified as having completed the requirements of IDP, as referenced in section 109(b)(2), based upon receipt in the Board office of the candidate's current and valid NCARB IDP file transmitted by NCARB, is exempt from the provisions of subsection (b)(7)(B) relating to maximum credit allowed for degrees where credit is earned based on work experience courses.~~

~~(86)~~ A candidate who possesses a degree and possesses units from more than one college or university shall have the degree evaluated first prior to evaluating

additional education credits. All submitted degrees must be from an educational institution that is accredited by a regional or national accrediting body recognized by the United States Department of Education.

(97) A candidate with multiple degrees shall not be able to accumulate credit for more than one degree unless ~~he or she has~~ they have received one professional degree in architecture and one post professional degree in architecture or with an emphasis on architecture as specified in subsection (a)(14)(A)(8). Otherwise, the degree that receives the most credit as determined by subsection (a) shall take priority over any other degree.

(408) A candidate who possesses a professional degree and also possesses a post-professional degree in architecture or with an emphasis on architecture as specified in subsection (a)(14)(A)(8) shall be granted one additional year credit for the post professional degree.

(449) Degrees from a foreign college or university shall be granted credit, as determined by the applicable category contained in subsections (a)(1) through (7). A transcript(s) certified by the college or university must be evaluated by NAAB or an educational evaluation service, approved by the National Association of Credential Evaluation Services, Inc. (NACES) equating the degree toward a comparable U.S. degree. Any cost of evaluation shall be the responsibility of the candidate. Professional degrees accredited by CACB shall be accepted by the Board and shall not be required to be evaluated by NAAB or an NACES education evaluation service equating the degree toward a comparable U.S. degree.

(4210) Units from a foreign college or university shall be granted credit, as provided for in the applicable category contained in subsections (a)(1) through (54) upon submission of a transcript(s) certified by the college or university. These certified documents must be evaluated by NAAB or an NACES educational evaluation service equating the units toward a comparable U.S. degree. Any cost of evaluation shall be the responsibility of the candidate. ~~Professional Units~~ degrees accredited by CACB shall be accepted by the Board and shall not be required to be evaluated by NAAB or an NACES education evaluation service equating the units ~~degree~~ towards a comparable U.S. units ~~degree~~.

(c) Training Equivalents:

~~“Training equivalents” shall mean Table categories (a)(8) through (a)(15).~~

(1) Candidates shall be at least 18 years of age or possess a high school or high school equivalent degree ~~graduate~~ before they shall be eligible to receive training credit for work experience.

(2) Except as provided below, work experience shall be granted training credit only when:

(A) The supervising professional is licensed or registered in a United States jurisdiction or a Canadian province and the work experience is obtained or the project is located in a United States jurisdiction or Canadian province, or

(B) The supervising professional is licensed or registered in a qualifying foreign country where the work experience is obtained or the project is located.

Training credit shall be granted for work experience obtained under the authority of or on the property of the United States Federal Government when the work experience is obtained as or under the direct supervision of a licensed or registered professional as defined in subsections (a)(8)9, (a)(12)(A), and (a)(13)15.

The term “qualifying foreign country” shall mean a foreign country whose standards and qualifications for issuing a license or registration to practice architecture are equivalent to those required in this state.

(3) Employment shall be considered on the basis of a calendar month of 40-hour work weeks. Credit may be given for overtime. Primary source documentation shall mean issued directly from the program or sent from a United States or Canadian regulatory body.

(4) Every candidate shall earn at least one year of training credit for experience as or under the direct supervision of an architect(s) licensed or registered in a United States jurisdiction granted at 100% credit or at least two years of experience under the direct supervision of an architect(s) registered in a Canadian province granted at 50% credit.

~~(5) Any combination of credit received under subsections (a)(10)(B) and (a)(12)(A) shall not exceed the two years maximum credit allowed for experience as, or experience obtained under the direct supervision of, a registered civil or structural engineer and/or a licensed landscape architect licensed in a United States jurisdiction. Any combination of credit received under subsections (a)(10)(C) and (a)(12)(B) shall not exceed the one year maximum credit allowed for experience as, or experience obtained under the direct supervision of, a California licensed general building contractor. Any combination of credit received under subsections (a)(10)(D) and (a)(12)(C) shall not exceed the one year maximum credit allowed for experience as, or experience obtained under the direct supervision of, a California certified building official. Any combination of credit received under subsections (a)(10)(E) and (a)(15)(A) or (B) shall not exceed the maximum credit allowed for experience as, or experience obtained under the direct supervision of, a foreign licensed architect licensed in the qualifying foreign country where the experience occurred. A candidate cannot exceed two years maximum credit in any combination under subsections (a)(10)(B) through (D) and (a)(12)(A) through (C).~~

(65) Experience under the supervision of a “responsible managing officer”, “responsible managing employee,” “responsible managing manager,” or “responsible managing member” operating under a ~~corporate~~ contractor license shall qualify as experience under subsection (a)(12)(B)(13) and shall be verified by the responsible managing officer, responsible managing employee, responsible managing manager, or responsible managing member of that licensed entity~~corporation~~.

~~(76)~~ For the purpose of this section, a California certified building official shall be as defined by Section 18949.27 of the Health and Safety Code as an individual who is certified in accordance with or otherwise exempt from Chapter 7, Part 2.5 of Division 13 (commencing with Health and Safety Code Section 18949.25).

~~(8) The entry point for IDP shall be as defined in NCARB's *Intern Development Program Guidelines*, as referenced in section 109(b)(2).~~

~~(d) Practice Equivalents:~~

~~"Practice equivalents" shall mean Table categories (a)(8) through (a)(15).~~

~~(1) Practice credits for experience as a licensed architect, registered civil and/or structural engineer, California licensed general building contractor, licensed landscape architect, or certified California building official may be accumulated only after initial registration, licensure or certification by a licensing authority of a political jurisdiction.~~

~~(27) A candidate verifying his or her their experience as an licensed architect, registered civil and/or structural engineer, California licensed general building contractor, licensed landscape architect, or certified California certified building official may accumulate experience only after obtaining initial registration, licensure, or certification from the appropriate licensing authority of the relevant political jurisdiction. The candidate shall submit each of the following:~~

~~(A) complete an Completed Employment Verification Form, as referenced in section 109 (b)(2); and (19C-12)(3/2006) available from the Board on his or her own behalf,~~

~~(B) submit pProof of licensure, registration, or certification in each jurisdiction where they possess(ed) a license, registration, or certification, and attach a list of projects for the time period covered. The list shall include: the names and addresses of the clients, type of projects, construction costs, date project was started, date of completion, and all services provided by the candidate.~~

~~(e) Miscellaneous Information:~~

~~(1) Independent, non-licensed practice or experience, regardless of claimed coordination or liaison with licensed professionals, shall not be granted credit.~~

~~(2) Training experience under subsections (a)(10)(B) through (D), (a)(12), or (a)(14) can only be accumulated after the candidate has obtained credit for at least the five years of educational equivalents as evaluated by the Board. Candidates who are certified as having completed the requirements of IDP as referenced in section 109(b)(2), based upon receipt in the Board office of the candidate's current and valid NCARB IDP file transmitted by NCARB, or IAP, as referenced in section 109(b)(2), based upon receipt in the Board office of documentation transmitted by a Canadian provincial architectural association, are exempt from this requirement for their IDP/IAP training units.~~

Note: Authority cited: Sections 5526, 5550 and 5552, Business and Professions Code.
Reference: Sections 5550 and 5552, Business and Professions Code.

AGENDA ITEM L.3: Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 8, section 154 (Disciplinary Guidelines)

Summary

At its September 8, 2023 meeting, the Board approved language to amend 16 CCR section 154 (Disciplinary Guidelines) and directed the Executive Officer to take all steps necessary to initiate the rulemaking process. Board staff worked with the Legal Affairs Division (LAD) to draft a notice, initial statement of reasons, and fiscal impact document. On November 14, 2023, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL). LAD submitted the documents to OAL on behalf of the Board and the 45-day comment period began on November 24, 2023. The 45-day public comment period closed on January 9, 2024, and the Board received one comment, from Carole Bookless. The comment was asking for clarification regarding the tolling provision, which was answered; however, it was discovered that the Board inadvertently had a reference to “landscape architecture” rather than “architecture.” Due to this typo, the Board revised the Disciplinary Guidelines document to remove the word “landscape” in its tolling provision under Section VI, Conditions of Probation, Subsection A, Standard Conditions, Standard Condition 7 (Tolling for Out-of-State Practice, Residence or In-State Non-Practice).

The Modified Text was sent out for public comment from January 10, 2024 to January 25, 2024. During this comment period, the Board received one comment requesting removal of ambiguity related to mitigating circumstances, and instead to list all mitigating circumstances. While the comment was not related to the noticed changes, the Board provided a response to the commenter.

On March 6, 2024, Board staff submitted final documentation to LAD for review. During this review, it was discovered that the initial language staff worked on to propose the initial text was not the approved regulatory language from the last approval in 2000. Therefore, staff obtained the rulemaking package and performed a comparison between the current approved language and the latest language in regulation. Working with the LAD, staff developed modified text that incorporates the latest filed Disciplinary Guidelines and the current Board approved Disciplinary Guidelines. The changes include specifying 2024 as the date of the approved Disciplinary Guidelines, correcting numbering throughout the document for consistency, adding language that was inadvertently missing, correcting text that was originally in regulation as all capital letters which was not shown as being changed to title case, and deleting text that was not original language and was agreed to be removed by the Board at prior meetings.

Attached for your review are the updated language, incorporating all text showing changes, and a separate attached document with the specific changes highlighted.

Action Requested

The Board is asked to consider the modified regulatory text for 16 CCR section 154 and entertain a motion to approve the modified regulatory text and proposed responses, direct staff to take all steps necessary to complete the rulemaking process, including preparing modified text for an additional 15-day comment period, which includes amendments discussed at this meeting. If after the 15-day public comment period, the board does not receive any comments providing objections or adverse recommendation specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, then the Board authorizes the Executive Officer to make any non-substantive changes to the proposed regulations and the rulemaking file, and adopt the proposed regulations as described in the modified text notice for CCR, title 16, section 154.

Attachments

1. Amended 16 CCR section 154 (Disciplinary Guidelines)
2. Draft California Architects Board *Disciplinary Guidelines* (Revised 2024)
3. Draft California Architects Board *Disciplinary Guidelines* (with Highlighted Changes)

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. PROFESSIONAL AND VOCATIONAL REGULATIONS
DIVISION 2. CALIFORNIA ARCHITECTS BOARD

PROPOSED REGULATORY LANGUAGE

Disciplinary Guidelines

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout . Corrections to existing text that was erroneously noticed as added text or omitted is shown in <i>Italics</i> and Bold Modifications to the originally proposed regulatory language are shown in <u>double underline</u> for new text and double strikethrough for deleted text.
----------------	--

Amend Section 154 of Article 8 of Division 2 of Title 16 of the California Code of Regulations to read as follows:

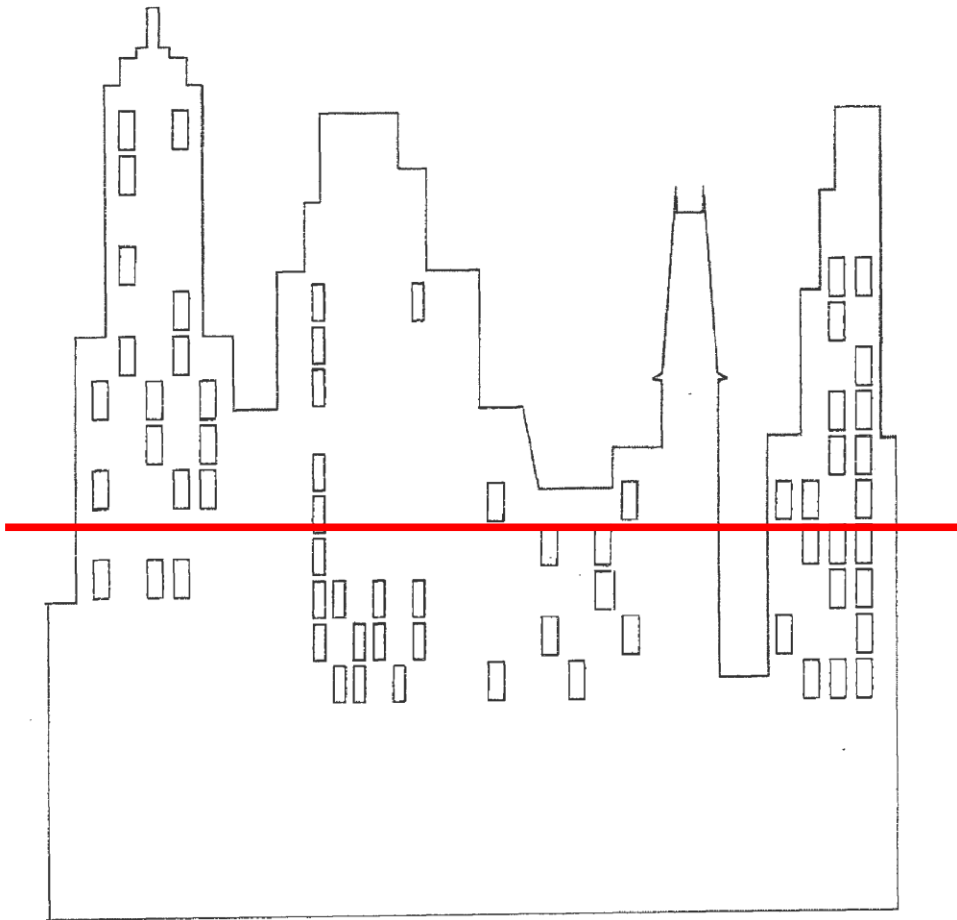
ARTICLE 8 DISCIPLINARY PROCEEDINGS

§ 154. Disciplinary Guidelines.

In reaching a decision on a disciplinary action under the Administrative Procedure Act (Government Code Section 11400 et seq.), the Board shall consider the disciplinary guidelines entitled “Disciplinary Guidelines and Model Orders” ~~[2000]~~(Revised IOAL to insert year 2024) which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Board in its sole discretion determines that the facts of the particular case warrant such a deviation -- for example: the presence of mitigating factors; the age of the case; evidentiary problems.

Note: Authority cited: Sections 481, 493, 5510.1 and 5526, Business and Professions Code; and Section ~~11425.50(e)~~11400.20, Government Code. Reference: Sections 125.3, 125.6, 140, 141, 143.5, 480(a), 481, 482, 490, 493, 496, 499, 5536, 5536.1, 5536.22, 5536.4, 5536.5 5553, 5558, 5560, 5561.5, 5565, 5577, 5578, 5579, 5580, 5582, 5582.1, 5583, 5584, and 5585, 5586, 5588, and 5600.05 Business and Professions Code; and Sections 11400.20 and 11425.50(e), Government Code.

~~DISCIPLINARY~~ ~~GUIDELINES~~



~~CALIFORNIA~~
~~ARCHITECTS~~
~~BOARD~~

~~Public Protection Through Examination, Licensure, and Regulation~~

~~2000~~

CALIFORNIA ARCHITECTS BOARD DISCIPLINARY GUIDELINES AND MODEL ORDERS

Public Protection Through Examination,
Licensure, and Regulation



2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 574-7220
www.cab.ca.gov

© Disciplinary Guidelines amended and
approved by the California Architects Board in 2000

© Disciplinary Guidelines and Model
Orders, ~~2023~~2024

~~STEPHEN P. SANDS~~
~~Executive Officer~~



~~VICTORIA WILK~~
~~Enforcement Officer~~

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ATTACHMENT: QUARTERLY PROBATION REPORT.....

I. INTRODUCTION

To establish consistency in disciplinary penalties for similar offenses on a statewide basis, the California Architects Board (~~BoardCAB hereinafter referred to as the Board~~) has adopted these uniform disciplinary guidelines for particular violations. This document, designed for use by Administrative Law Judges, attorneys, ~~architects~~Board licensees, others involved in the **Board's** disciplinary process, and ultimately the Board, shall ~~may~~ be revised from time to time and will be distributed to interested parties upon request.

These guidelines include general factors to be considered, probationary terms, and guidelines for specific offenses. The guidelines reference the statutory and regulatory provisions for specific offenses ~~are referenced to the statutory and regulatory provisions.~~

For purposes of this document, terms and conditions of probation are divided into two general categories: (1) Standard Conditions are those conditions of probation which will generally appear in all cases involving probation ~~as a standard term and condition~~; and (2) Optional Conditions are those conditions which address the specific circumstances of the case and require discretion to be exercised depending on the nature and circumstances of a particular case.

The Board recognizes ~~that~~ these recommended penalties and conditions of probation are merely guidelines, ~~and that~~ mitigating or aggravating circumstances ~~and/or~~ other factors may necessitate deviations, as discussed herein. If there are deviations from the guidelines, the Board would request that the Administrative Law Judge hearing the matter include an explanation in the Proposed Decision so that the circumstances can be better understood and evaluated by the Board upon review of the Proposed Decision and before final action is taken. All disciplinary actions will be published on the Internet to facilitate access under the California Public Records Act.

Additional copies of this document may be obtained by contacting the ~~BoardCAB~~ at its office in Sacramento, California or accessing the document on-line at www.cab.ca.gov. There may be a charge assessed for providing paper copies sufficient to cover the direct costs of duplication~~production and distribution of copies.~~

II. GENERAL CONSIDERATIONS

A. Citations

This document covers considerations of disciplinary restrictions or penalties following the filing of an Accusation. For standards related to citations, please consult the Board's regulations commencing at Section 152 of Title 16 of the California Code of Regulations. The Board may issue a citation pursuant to Section 125.9 or 148 of the Business and Professions Code, and in accordance with Section 152 of Article 8 of Division 2 of Title 16 of the California Code of Regulations, as an alternate means to address relatively minor violations not necessarily warranting discipline.

B. Proposed Decisions - General Considerations

The Board requests that ~~p~~Proposed ~~d~~Decisions following administrative hearings include the following:

- a. Specific code sections violated, along with their descriptions~~definitions~~.
- b. Clear description of the underlying facts demonstrating the violation committed.
- c. Respondent's explanation of the violation if ~~he or she is~~they are present at the hearing.
- d. Findings regarding aggravation, mitigation, and rehabilitation where appropriate.
- e. When suspension or probation is ordered, the Board requests that the disciplinary order include terms within the recommended guidelines for that offense unless the reason for departure from the recommended terms is clearly set forth in the findings and supported by the evidence.

C. Stipulated Settlements

The Board will consider stipulated settlements to promote cost effectiveness and to expedite disciplinary decisions if such agreements achieve its disciplinary objectives. Deputy Attorneys General should inquire as to respondent's interest in stipulated settlement promptly after receipt of a notice of defense. If stipulated settlement appears unlikely, the case should be set for hearing. It is the Board's policy that matters resolved by stipulation include cost recovery.

D. Cost Reimbursement

The Board seeks reimbursement of its investigative and prosecution costs in all disciplinary cases in which the licensee is found to have committed a violation. The costs include all charges incurred from the Office of the Attorney General, the Division of Investigation, and Board services, including but not limited to, expert consultant opinions and services. The Board seeks reimbursement of these costs because the burden for payment of the costs of investigation and prosecution of disciplinary cases should fall upon those whose proven conduct required investigation and prosecution, not upon the profession as a whole.

E. Criteria~~Factors~~ to be Considered

Substantially Related Criteria. The Board may deny, suspend, or revoke a license if the applicant or licensee has been convicted of a crime, professional misconduct, or act that is substantially related to the qualifications, functions, or duties of the profession, based on the criteria specified in section 110 of article 2 of division 2 of title 16 of the California Code of Regulations.

Rehabilitation Criteria. When considering the denial, revocation, or suspension of a license on the ground that the applicant or licensee has been convicted of a crime, or disciplined for professional misconduct, the denial is based on one or more of the grounds specified in Business and Professions Code section 5578, a suspension or revocation of a licensee on the grounds of a disciplinary action as described in Business and Professions Code section 141, or one or more of the grounds specified in Business and Professions Code Article 5 of Chapter 3.5 of Division 3 of the Code, the Board shall consider whether the applicant or licensee has made a showing of rehabilitation based on the criteria specified in section 110.1 of article 2 of division 2 of title 16 of the California Code of Regulations.

~~In determining whether revocation, suspension or probation is to be imposed in a given case, factors such as the following should be considered:~~

- ~~1. Nature and severity of the act(s), offense(s), or crime(s) under consideration.~~
- ~~2. Actual or potential harm to any consumer, client or the general public.~~
- ~~3. Prior disciplinary record.~~
- ~~4. Number and/or variety of current violations.~~
- ~~5. Mitigation evidence.~~
- ~~6. Rehabilitation evidence.~~
- ~~7. In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.~~
- ~~8. Overall criminal record.~~
- ~~9. Time passed since the act(s) or offense(s) occurred.~~
- ~~10. Whether or not the respondent cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.~~
- ~~11. Recognition by respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence.~~

F. Mitigation and Rehabilitation Evidence

The following are among mitigating circumstances that may be taken into account by ALJs in providing for penalties in proposed decisions:

- The licensee has cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.
- The passage of considerable time since an act of professional misconduct occurred with no evidence of recurrence or evidence of any other professional misconduct.
- Convincing proof of rehabilitation
- Demonstration of remorse by the licensee.
- Recognition by licensee of their wrongdoing and demonstration of corrective action to prevent recurrence.
- Violation was corrected without monetary losses to consumers and/or restitution was made in full.

The following are examples of types of evidence which the licensee/applicant (respondent) may submit to the Board to demonstrate their rehabilitative efforts and competency and the Board will review the evidence submitted:

- Recent, dated, written statements and/or performance evaluations from persons in positions of authority who have on-the-job knowledge of the respondent's work as an architect that include the period of time and capacity in which the person worked with the respondent. Such reports must be signed under penalty of perjury and will be subject to verification by Board staff.
- Recent, dated, letters from counselors regarding the respondent's participation in a rehabilitation or recovery program, which should include at least a description and requirements of the program, a therapist or mental health professional's diagnosis of the condition and current state of recovery, and the therapist or mental health professional's basis for determining rehabilitation. Such letters and reports will be subject to verification by Board staff.
- Recent, dated letters describing the respondent's participation in support groups, (e.g., Alcoholics Anonymous, Narcotics Anonymous, professional support groups, etc.). Such letters and reports will be subject to verification by Board staff.
- Recent, dated, letters from probation or parole officers regarding the respondent's participation in and/or compliance with terms and conditions of probation or parole, which should include at least a description of the terms and conditions, and the officer's basis for determining compliance. Such letters and reports will be subject to verification by Board staff.
- Recent, dated, letters from persons familiar with respondent in either a personal or professional capacity regarding their knowledge of: the respondent's character; the respondent's rehabilitation, if any; the conduct of which the respondent is accused; or any other pertinent facts that would enable the Board to better decide the case. Such letters must be signed under penalty of perjury and will be subject to verification by Board staff.

III. DEFINITION OF PENALTIES

Revocation: Loss of a license as the result of any one or more violations of the California Architects Practice Act. Revocation of a license is permanent, unless the respondent takes affirmative action to petition the Board for reinstatement of his/her license and demonstrates to the Board's satisfaction that they are rehabilitated.

Suspension: Invalidation of a license for a fixed period of time, not to exceed a period of one year.

Stayed Revocation: Revocation of a license, held in abeyance pending respondent's compliance with the terms of their probation.

Stayed Suspension: Suspension of a license, held in abeyance pending respondent's compliance with the terms of their probation.

Probation: A period during which a respondent's sentence is suspended in return for respondent's agreement to comply with specified conditions relating to improving their conduct or preventing the likelihood of a reoccurrence of the violation.

Public Reproval: A form of written censure or reprimand placed in a public document that is served on the licensee. It is considered part of the licensee's disciplinary history and public record with the Board.

IIIV. DISCIPLINARY GUIDELINES

The offenses are listed by section number in the Business and Professions Code or California Code of Regulations. The standard terms of probation as stated herein shall be included for all probations. The optional conditions of probation as stated herein, are to be considered and imposed along with any other optional conditions if facts and circumstances warrant. The number(s) in brackets listed after each condition of probation refers to the specific standard or optional conditions of probation listed on pages 15-19.

A. ~~BUSINESS AND PROFESSIONS CODE SECTIONS~~Business and Professions Code

Section 5536: Practice Without License or Holding Self Out as Architect

<u>Maximum:</u>	<u>Revocation or denial of license application</u>
<u>Minimum:</u>	<u>Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>
	a. <u>Ethics course [#15]</u>
	b. <u>Restitution [#17] (if applicable)</u>

Section 5536.1: Signature and Stamp on Plans and Documents; Unauthorized Practice

<u>Maximum:</u>	<u>Revocation or denial of license application</u>
<u>Minimum:</u>	<u>Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>
	a. <u>Ethics course [#15]</u>
	b. <u>Restitution [#17] (if applicable)</u>

Section 5536.22: Written Contract

<u>Maximum:</u>	<u>Revocation</u>
------------------------	-------------------

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional conditions:

a. Restitution [#17] (if applicable)]

Section 5536.4: Instruments of Service – Consent

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional conditions:

a. Restitution [#17] (if applicable)]

Section 5536.5: State of Emergency Following Natural Disaster – Penalty for Practice Without License or Holding Self Out as Architect

Maximum: Revocation or denial of license application

Minimum: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

a. Ethics course [#15]

b. Restitution [#17] (if applicable)]

Section 5558: Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services; Filing Requirements

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11].

Section 5577: Conviction of a Crime Substantially Related to the Qualifications, ~~Duties~~Functions, and ~~Functions~~Duties of an Architect

Maximum: Revocation or denial of license application and \$5,000 fine

Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

a. All standard conditions of probation [#1-#7]

- ~~b. Cost reimbursement [#12]~~
- ~~ea. Criminal probation reports [#1418]~~
- ~~b. Fine - Maximum \$5,000 [#20]~~

• **Section 5578: Acts in Violation of the Architects Practice Act**

The appropriate penalty depends on the nature of the offense.

<u>Maximum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>

- a. Restitution [#17] (if applicable)

• **Section 5579: Fraud or Misrepresentation in Obtaining Architect License**

<u>Maximum/Minimum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>

- a. Restitution [#17] (if applicable)

• **Section 5580: Impersonation or Use of Assumed or Corporate Name**

<u>Maximum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~ Ethics course ~~[#1415]~~
- ~~c. Cost reimbursement [#12]~~
- ~~db. Restitution [#1317] (if applicable)~~

• **Section 5582: Aiding and Abetting the Unlicensed Practice of Architecture**

<u>Maximum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard</u>

conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~Ethics course
[#1115]
- ~~c. Cost reimbursement [#12]~~
- ~~db. Restitution [#1317] (if applicable)~~

• **Section 5582.1: Signing Others' Instruments of Service or Permitting Misuse of Name to Evade Provisions of Architects Practice Act**

Maximum:	Revocation
Minimum:	Stayed revocation, 90 days' actual suspension <u>[#12]</u> , and 5 years' probation on <u>all standard</u> <u>conditions [#1-11] and the following optional</u> <u>conditions:</u>
	a. All standard conditions of probation [#1-7]
	ba. Continuing education courses <u>Ethics course</u> <u>[#1115]</u>
	c. Cost reimbursement [#12]
	db. Restitution [#1317] (if applicable)

• **Section 5583: Fraud or Deceit in the Practice of Architecture**

Maximum:	Revocation
Minimum:	Stayed revocation, 90 days' actual suspension <u>[#12]</u> , and 5 years' probation on <u>all standard</u> <u>conditions [#1-11] and the following optional</u> <u>conditions:</u>
	a. All standard conditions of probation <u>Ethics</u> <u>course [#1-715]</u>
	b. Continuing education courses <u>[#1116]</u>
	c. Cost reimbursement [#12]
	dc. Restitution [#1317] (if applicable)

• **Section 5584: Negligence in the Practice of Architecture**

Maximum:	Revocation
Minimum:	Stayed revocation, 90 days' actual suspension <u>[#12]</u> , and 5 years' probation on <u>all standard</u>

conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~b. California Supplemental Examination [#9]~~
- ~~ea. Continuing education courses [#4416]~~
- ~~d. Cost reimbursement [#12]~~
- ~~eb. Restitution [#4317] (if applicable)~~

• **Section 5584: Willful Misconduct in the Practice of Architecture**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~Ethics course [#1-715]
- ~~b. Continuing education courses [#4416]~~
- ~~c. Cost reimbursement [#12]~~
- ~~dc. Restitution [#4317] (if applicable)~~

• **Section 5585: Incompetency or Recklessness in the Practice of Architecture**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. California Supplemental Examination [#913]~~
- ~~eb. Continuing education courses [#4416]~~
- ~~d. Cost reimbursement [#12]~~
- ~~ec. Restitution [#4317] (if applicable)~~

Section 5586: Disciplinary Action by a Public Agency for an Act Substantially Related to the Qualifications, Functions, or Duties as an Architect

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard

conditions [#1-11] and the following optional conditions:

- a. Continuing education courses [#16]
- b. Restitution [#17] (if applicable)

Section 5588: Failure to Report Settlement or Arbitration Award

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11].

Civil Penalty: In lieu of revocation, assess civil penalty of not less than \$100 and not more than \$1,000. If knowing and intentional failure to report, in lieu of revocation, assess civil penalty up to \$20,000.

Section 5600.05: License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional condition:

- a. Continuing education courses [#16]

~~B. GENERAL PROVISIONS OF BUSINESS AND PROFESSIONS CODE~~General Provisions of Business and Professions Code

• **Section 125.6: Licensee's Discrimination Against Individuals Based upon Personal Characteristics**~~by Licensee~~

Maximum: Revocation

Minimum: Stayed revocation, 60 ~~90~~ days' actual suspension [#12], and 5 years' probation ~~on the following conditions:~~ on all standard conditions [#1-11].

- a. ~~All standard conditions of probation [#1-7]~~
- b. Cost reimbursement [#12]

Section 140: **Failure to Record Transactions Involving Wages or Make Those Records Available**

Maximum: Revocation
Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11].

Section 141: **Disciplinary Action Taken Against Licensee by Another State, an Agency of the Federal Government, or Another Country**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional conditions:

- a. Continuing education courses [#16]
- b. Restitution [#17] (if applicable)

Section 143.5 **Settlement Agreements Prohibited Provisions; Regulations; Exemptions**

Maximum: Revocation
Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and if warranted, the following optional condition:

- a. Ethics course [#15]

• **Section 480 (a):** **Grounds for Denial of the License Application of Licenses**

~~An applicant's application may be denied for (1) conviction of a crime; (2) any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; (3) any act which if done by a licensee would be grounds for suspension or revocation of license; or (4) knowingly making a false statement of fact required to be revealed in the application for such license.~~

~~**Recommended discipline**~~**Maximum/Minimum:** Denial of license application

Minimum: Issue initial license, stayed revocation, and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional conditions:

- a. Ethics course [#15]
- b. Continuing education courses [#16]
- c. Restitution [#17] (if applicable)

Section 490: Grounds for Suspension, Revocation; Conviction of Crime

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional condition:

- a. Criminal probation reports [#18]

• **Section 496: Subversion of Licensing Examinations or Administration of Examinations**

Recommended Discipline**MAXIMUM:** Denial or rRevocation or denial of license application
Minimum: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional conditions:

- a. Ethics course [#15]
- b. Continuing education courses [#16]
- c. Restitution [#17] (if applicable)

Section 499: Licensee's False Statement in Support of Application Not Their Own

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional condition:

- a. Ethics course [#15]

C. CALIFORNIA CODE OF REGULATIONS**California Code of Regulations, Title 16, Division 2, Article 9. Professional Conduct****ARTICLE 9. PROFESSIONAL CONDUCT**

• **Section 160: Rules of Professional Conduct**

~~(a.)~~ Competence

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, ~~on the~~ following optional conditions:

- ~~a. All standard conditions of probation~~ ~~[#1-7]~~
- ~~b~~a. California Supplemental Examination [#913]
- ~~c~~b. Continuing education courses [#4416]
- ~~d.~~ Cost reimbursement [#12]
- ~~e~~c. Restitution [#1317] (if applicable)

~~(b.)~~ Willful Misconduct

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~ ~~[#1-7]~~
- ~~b~~a. California Supplemental Examination Ethics course [#915]
- ~~c~~b. Continuing education courses [#4416]
- ~~d.~~ Cost reimbursement [#12]
- ~~e~~c. Restitution [#1317] (if applicable)

~~(c.)~~ Conflict of Interest

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~ ~~[#1-7]~~
- ~~b~~a. Continuing education courses Ethics course [#4415]
- ~~c.~~ Cost reimbursement [#12]
- ~~d~~b. Restitution [#1317] (if applicable)

~~(d.)~~ Full Disclosure

- Maximum:** Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:
- ~~a. All standard conditions of probation [#1-7]~~
 - ~~b.~~ a. Continuing education coursesEthics course [#1415]
 - ~~c. Cost reimbursement [#12]~~
 - ~~d.~~ b. Restitution [#1317] (if applicable)

~~(e.)~~ Copyright Infringement

- Maximum:** Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:
- ~~a. All standard conditions of probation~~Ethics course [#1415]
 - ~~b. Continuing education courses~~ [#1416]
 - ~~c. Cost reimbursement [#12]~~
 - ~~d.~~ c. Restitution [#1317] (if applicable)

f. Informed Consent

- Maximum:** Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:
- a. Ethics course [#15]
 - b. Continuing education courses [#16]
 - c. Restitution [#17] (if applicable)

~~D. VIOLATION OF PROBATION~~ Violation of Probation

Maximum Penalty—

Actual suspension; vacate stay order and reimpose penalty that was previously stayed; and/or revoke, separately and severally, for violation of probation and/or for any additional offenses.

Minimum Penalty=

Actual suspension and/or extension of probation.

The maximum penalty is appropriate for repeated similar offenses, or for probation violations indicating a cavalier or recalcitrant attitude. If the probation violation is due in part to the commission of additional offense(s), additional penalties shall be imposed according to the nature of the offense; and the probation violation shall be considered as an aggravating factor in imposing a penalty for those offenses.

IV. MODEL ORDERS

A. Licensee

Revocation of License

Architect License No. _____, issued to respondent _____, is revoked.

Respondent shall relinquish and forward or deliver their license to practice architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of their revoked license for one (1) year from the effective date of this Decision.

Respondent shall pay to the Board its costs of investigation and prosecution in the amount of \$ _____ within thirty (30) days of the effective date of this Decision.

Option: As a condition precedent to reinstatement of their revoked license, respondent shall reimburse the Board for its costs of investigation and prosecution in the amount of \$ _____. Said amount shall be paid in full prior to the reinstatement of their license unless otherwise ordered by the Board.

Revocation Stayed and Licensee Placed on Probation

Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed and respondent is placed on probation for _____ years on the following terms and conditions:

Public Reproval

Architect License No. _____, issued to respondent _____, is publicly reproved. This reproval constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

Surrender of License in Lieu of Revocation

Respondent _____ surrenders Architect License No. _____ as of the effective date of this Decision. Respondent shall relinquish and forward or deliver their license to practice architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision.

The surrender of respondent's license and the acceptance of the surrendered license and wall certificate by the Board shall constitute the imposition of discipline against respondent. This Decision constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

B. Petition for Reinstatement

Grant Petition with No Restrictions on License

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be fully restored.

Grant Petition and Place Licensee on Probation

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed and the petitioner shall be placed on probation for a period of _____ years on the following terms and conditions:

Grant Petition and Place Licensee on Probation After Completion of Conditions Precedent

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be fully reinstated upon completion of the following conditions precedent (examples would be: paying restitution, cost reimbursement, completion of CE, completion of rehabilitation program, take and pass the California Supplemental Examination (CSE), and/or specified sections of the Architect Registration Examination (ARE)):

Upon completion of the conditions precedent above, and satisfaction of all statutory and regulatory requirements for issuance of a license, petitioner's architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed, and petitioner shall be placed on probation for a period of _____ years on the following terms and conditions (list standard and applicable optional conditions of probation):

Deny Petition

The petition for reinstatement filed by petitioner _____ is hereby denied.

C. Petition to Revoke Probation

Revocation of Probation

Architect License No. _____, issued to respondent _____, is revoked. Petitioner is not eligible to apply for reinstatement or reduction of penalty for one year from the effective date of this decision.

Extension of Probation

Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed, and respondent is placed on probation for an additional _____ year(s) on the following terms and conditions:

D. Applicant

(in cases where a Statement of Issues has been filed)

Grant Application with No Restrictions on License

The application filed by respondent _____ for initial licensure is hereby granted, and an architect's license shall be issued to respondent upon successful completion of all licensing requirements including payment of all fees.

Grant Application and Place Licensee on Probation

The application filed by respondent _____ for initial licensure is hereby granted, and an architect's license shall be issued to respondent upon successful completion of all licensing requirements, including payment of all fees. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the following terms and conditions:

Grant Application and Place Licensee on Probation After Completion of Conditions Precedent

The application filed by respondent _____ for initial licensure is hereby granted, and an architect's license shall be issued to respondent upon the following conditions precedent (examples would be: paying restitution, cost reimbursement, completion of CE, completion of rehabilitation program, take the California Supplemental Examination (CSE), and/or specified sections of the ARE):

Upon completion of the conditions precedent above and successful completion of all licensing requirements, including payment of all fees, respondent shall be issued an architect's license. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the

following terms and conditions (list standard and applicable optional conditions of probation):

Deny Application

The application filed by respondent _____ for initial licensure is hereby denied.

Civil Penalty

Respondent shall pay to the Board a civil penalty in the amount of \$ _____ [not less than \$100 and not more than \$1,000; and if there is continued knowing and intentional failure to report, the Board may assess an additional civil penalty up to \$20,000 pursuant to Business and Professions Code section 5588.] Respondent shall make the payments as follows: _____.

[Term only applicable to Business and Professions Code section 5588 violations and used in lieu of revocation.]

VI. CONDITIONS OF PROBATION

A. ~~STANDARD CONDITIONS~~Standard Conditions OF PROBATION (TO BE INCLUDED IN ALL CASES OF PROBATIONTo be included in all cases of probation)

The Board reserves the discretion to waive any conditions of probation on a case-by-case basis.

1. Obey All Laws

Respondent shall obey all federal, state, and local laws and regulations governing the practice of architecture in California and comply with all conditions of probation.

2. Submit Quarterly Reports

Respondent, within 10 days of completion of the quarter, shall submit completed quarterly written reports to the Board, on a Quarterly Report of Compliance form (1/00) obtained from the Board (Attachment A). Respondent's quarterly written report to the Board shall include the following:

1. Respondent's full legal name, telephone number, and address of record,
2. Name of the firm respondent works for, respondent's title, firm address and telephone number,
3. A statement of all of respondent's architecture activities during this reporting period. The statement shall include: the client's name, address and telephone number, project title/address, project description, project's start and end date and a description of respondent's involvement.
4. A list of any other of respondent's activities related to the practice of

architecture by activity and date; and,

5. A certification under penalty of perjury that the information provided in the report is true and correct.

3. Personal Appearances

Upon reasonable notice by the Board, ~~the~~ respondent shall report to and make personal appearances at times and locations as the Board may direct.

4. Cooperate During Probation

Respondent shall cooperate fully with the Board, and with any of its agents or employees in their supervision and investigation of ~~his/her~~their compliance with the terms and conditions of this probation. Upon reasonable notice, ~~the~~ respondent shall provide the Board, its agents or employees with the opportunity to review all plans, specifications, and instruments of service prepared during the period of probation.

5. Maintain Active and Current License

Respondent shall maintain an active and current license to practice architecture in California for the length of the probation period. Failure to pay all renewal fees and meet applicable coursework requirements prior to respondent's license expiration date shall constitute a violation of probation. If the license is expired at the time the Board's decision becomes effective, the license must be renewed within 30 days of the effective date of the decision.

6. Notification of Changes to Address, Telephone Number, and/or Employment

Respondent shall notify the Board in writing of any and all changes to their address of record, and/or telephone number, and employment within 10 calendar days of such change.

57. Tolling for Out-of-State Practice, Residence or In-State Non-Practice

In the event respondent should leave California to reside or to practice outside the State or for any reason stops practicing architecture in California, respondent shall notify the Board or its designee in writing within 10~~ten~~ days of the dates of departure and return, or the dates of non-practice or the resumption of practice within California. Respondent's probation is tolled when they cease practicing in California. Non-practice is defined as any period of time exceeding 30~~thirty~~days in which respondent is not engaging in any activities defined in Section 5500.1 of the Business and Professions Code. Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. It shall be a violation of probation for respondent's probation to remain tolled pursuant to the provisions of this condition for a period exceeding a total of five years.

Periods of non-practice do not relieve respondent of the responsibility to comply with the terms and conditions of probation.

All provisions of probation other than the quarterly report requirements, examination requirements, cost reimbursement, restitution, and education requirements, shall be held in abeyance until respondent resumes practice in California.— All other provisions of probation shall recommence on the effective date of resumption of practice in California. ~~Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period.~~

68. Violation of Probation

If respondent violates probation in any respect, the Board, after giving respondent notice and opportunity to be heard, may revoke probation and carry out the disciplinary order ~~which~~that was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation, the Board shall have continuing jurisdiction ~~until the matter is final,~~ and the period of probation shall be extended until the matter is final.

9. License Surrender While on Probation

Following the effective date of this probation, if respondent ceases practicing due to retirement, health reasons, or is otherwise unable to satisfy the terms and conditions of probation, respondent may request, in writing, the voluntary surrender of respondent's license to the Board. Respondent's written request to surrender their license shall include the following: their name, license number, case number, address of record, and an explanation of the reason(s) why respondent seeks to surrender their license.

The Board reserves the right to evaluate the respondent's request and to exercise its discretion whether to grant the request or to take any other action deemed appropriate and reasonable under the circumstances. The Board will consider whether the request would compromise public protection under the following circumstances: when respondent has (1) an unsatisfied cost recovery, fine, or restitution order, (2) an Accusation or Petition to Revoke Probation that has been served on respondent alleging violations of this probation, or (3) an unresolved complaint or investigation pending with the Board. Respondent shall not be relieved of the requirements of their probation unless the Board or its designee notifies respondent in writing that respondent's request to surrender their license has been accepted.

Upon formal acceptance of the surrender, respondent shall, within 15 days, deliver respondent's wall certificate to the Board or its designee and shall no longer practice as an architect. Respondent will no longer be subject to the terms and conditions of probation and the surrender of respondent's license shall be deemed

disciplinary action. If respondent re-applies for an architect's license, the application shall be treated as a petition for reinstatement of a revoked license.

710. Completion of Probation

Upon successful completion of probation, respondent's license will be fully restored.

11. Cost Reimbursement

Respondent shall reimburse the Board \$_____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the date the Board's Decision is final.

Option: The payment shall be made as follows: _____ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).

~~B. OPTIONAL CONDITIONS~~ Optional Conditions OF PROBATION

812. Suspension

Respondent is suspended from the practice of architecture for _____ days beginning on the effective date of ~~the~~this Decision.

913. California Supplemental Examination

Option 1 (Condition Subsequent)

Within _____ ~~day~~six months of the effective date of this Decision, respondent shall take and pass the California Supplemental Examination (CSE) designated by the Board.

If respondent fails to pass said examination within ~~6~~six months, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that ~~he/ or she~~they may resume practice. It is a violation of probation for respondent to be unable to pass the CSE for a period exceeding a total of three years. Failure to pass the required examination no later than 100 days prior to the termination of probation shall constitute a violation of probation. Respondent must comply with tolling provisions contained in paragraph 7 (Tolling for Out-of-State Practice, Residence, or In-State Non-Practice) of this order while not practicing and is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall pass the California Supplemental Examination (CSE) designated by the Board within two years of the effective date of this Decision.

This probationary period shall not commence until respondent successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that they may resume practice. Respondent is responsible for paying all costs of such examination.

1014. Written Examination

Option 1 (Condition Subsequent)

Within one year of the effective date of this Decision, Respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE).

If respondent fails to pass said examination within one year or within two attempts, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that ~~he/she~~they may resume practice. It shall be a violation of probation for respondent to be unable to pass the ARE for a period exceeding a total of three years. Failure to pass the required examination no later than 100 days prior to the termination of probation shall constitute a violation of probation.—Respondent must comply with the tolling provisions contained in paragraph 7 (Tolling for Out-of-State Practice, Residence, or In-State Non-Practice) is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE) within two years of the effective date of this Decision.

This probationary period shall not commence until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that they may resume practice. Respondent is responsible for paying all costs of such examination.

15. Ethics Course

Within 30 days of the effective date of this Decision, respondent shall submit to the Board's office by mail a written request for prior approval by the Board or its designee of a course in ethics that will be completed within the first year of probation. Respondent shall submit with the written request for approval the name of the course provider and a copy of the course outline, syllabus, or a description for the proposed course. The request shall contain, at a minimum, the following:

- (1) A short, descriptive title of the educational program;
- (2) A statement of educational objectives;
- (3) Length of the educational program;

- (4) Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured; and,
(5) Instructional mode or methods.

The Board shall approve any course that is directly relevant to the subject matter of the violation(s) alleged in the Board's decision placing respondent on probation, offered by an approved provider. An approved provider is the American Institute of Architects (AIA). The Board may approve other providers of courses determined equivalent on a case-by-case basis.

Failure to satisfactorily complete the required course as scheduled or failure to complete the required course within the first year of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board or its designee for approval the specifics of the course required by this condition, and for paying all costs of said course.

1416. Continuing Education Courses

Respondent shall successfully complete and pass professional education courses approved in advance by the Board or its designee, directly relevant to the violation as specified by the Board. The professional education courses shall be completed within a period of time designated by the Board or its designee, which timeframe shall be incorporated as a condition of this probation.

Failure to satisfactorily complete the required courses as scheduled or failure to complete same no later than 400 days one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board or its designee for its approval the specifics of each course required by this condition, and for paying all costs of such courses. To obtain prior approval, respondent shall submit a written request by mail to the Board's offices for approval by the Board or its designee of requested professional education courses. Respondent shall submit with the written request for approval the name of the course provider(s) and a copy of the course outline, syllabus, or a description for the proposed course(s). The request shall contain, at a minimum, the following:

- (1) A short, descriptive title of the educational program(s);
- (2) A statement of educational objectives;
- (3) Length of the educational program(s);
- (4) Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured; and,
- (5) Instructional mode or methods.

The Board shall approve any course directly relevant to the subject matter of the violation(s) alleged in the Board's decision placing respondent on probation and is

offered by an approved provider. An approved provider is the AIA. The Board may approve other providers of courses determined equivalent on a case-by-case basis.

~~12.~~ Cost Reimbursement

~~Respondent shall reimburse the Board \$_____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the date the Board's decision is final.~~

~~Option: The payment shall be made as follows: _____ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).~~

~~13~~17. Restitution

Within _____ days of the effective date of this Decision, respondent shall make restitution to _____ in the amount of \$_____ and shall provide the Board with proof from _____ attesting the full restitution has been paid. In all cases, restitution shall be completed no later than one year before the termination of probation.

Note: Business and Professions Code section 143.5 prohibits the Board from requiring restitution in disciplinary cases when the Board's case is based on a complaint or report that has also been the subject of a civil action and that has been settled for monetary damages providing for full and final satisfaction of the parties in the civil action.

~~14~~18. Criminal Probation Reports

If respondent is convicted of any crime, Respondent shall provide the Board with a copy of the standard conditions of the criminal probation, copies of all criminal probation reports, and the name of his/hertheir probation officer.

~~15.~~ Relinquish License and Wall Certificate

~~Respondent shall relinquish and shall forward or deliver the license to practice and the wall certificate to the Board within 10 days of the effective date of this decision and order.~~

~~16~~19. Notification to Clients/Cessation of Practice

In orders which provide for a cessation or suspension of practice, within 30 days of the effective date of this Decision, respondent shall comply with procedures provided by the Board regarding notification to, and management of, provide all clients with whom they have a current contractual relationship in the practice of architecture with a copy of the Decision and Order of the Board and provide the Board with evidence of such notification, including the name and address of each person or entity required to be notified.

20. Fine

Respondent shall pay to the Board a fine in the amount of \$ _____ [not to exceed \$5,000] pursuant to Business and Professions Code section 5565. Respondent shall make the payments as follows: _____.

[Term only applicable to Business and Professions Code section 5577 violations.]

IV. REHABILITATION CRITERIA

~~California Code of Regulations, Title 16, Division 2, Section 110.1, Criteria for Rehabilitation states:~~

- ~~(a) When considering the denial of an architect's license under Section 480 of the Business and Professions Code, the Board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:
 - ~~(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.~~
 - ~~(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).~~
 - ~~(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.~~
 - ~~(5) Evidence, if any, of rehabilitation submitted by the applicant.~~~~
- ~~(b) When considering the suspension or revocation of the license of an architect on the grounds that the person licensed has been convicted of a crime, the Board, in evaluating the rehabilitation of such person and his/her present eligibility for licensure will consider the following criteria:
 - ~~(1) Nature and severity of the act(s) or offense(s).~~
 - ~~(2) Total criminal record.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or offense(s).~~
 - ~~(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.~~
 - ~~(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.~~
 - ~~(6) Evidence, if any, of rehabilitation submitted by the licensee.~~~~
- ~~(c) When considering the petition for reinstatement of the license of an architect, the Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).~~

CALIFORNIA ARCHITECTS BOARD

400 R STREET, SUITE 4000, SACRAMENTO, CALIFORNIA 95814-6238

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E-mail: cab@dca.ca.gov

Web: cab.ca.gov

Attachment A

STATE OF CALIFORNIA — STATE AND CONSUMER SERVICES AGENCY — GRAY — DAVIS,
Governor

QUARTERLY REPORT OF COMPLIANCE

1. NAME: _____ TELEPHONE #: (____) _____
(Last/First/Middle) (Residence)

RESIDENCE ADDRESS OF
RECORD: _____

CITY: _____ STATE: _____ ZIP CODE: _____

2. NAME OF FIRM: _____ YOUR TITLE: _____

FIRM ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE #: (____) _____

3. On the back second page of this form, detail your architectural activities for the probation period

beginning: _____ and ending: _____
Mo. Day Year Mo. Day Year

4. List any other activities related to the practice of architecture:

ACTIVITY	DATE

5. I declare under penalty of perjury under the laws of the State of California that the information contained in this quarterly report regarding my professional practice is true and correct.

Signature: _____

Date: _____

DATE: _____ QUARTER _____ YEAR _____

CLIENT NAME: _____ TELEPHONE #: (____)
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: (____)
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: (____)
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

Notes

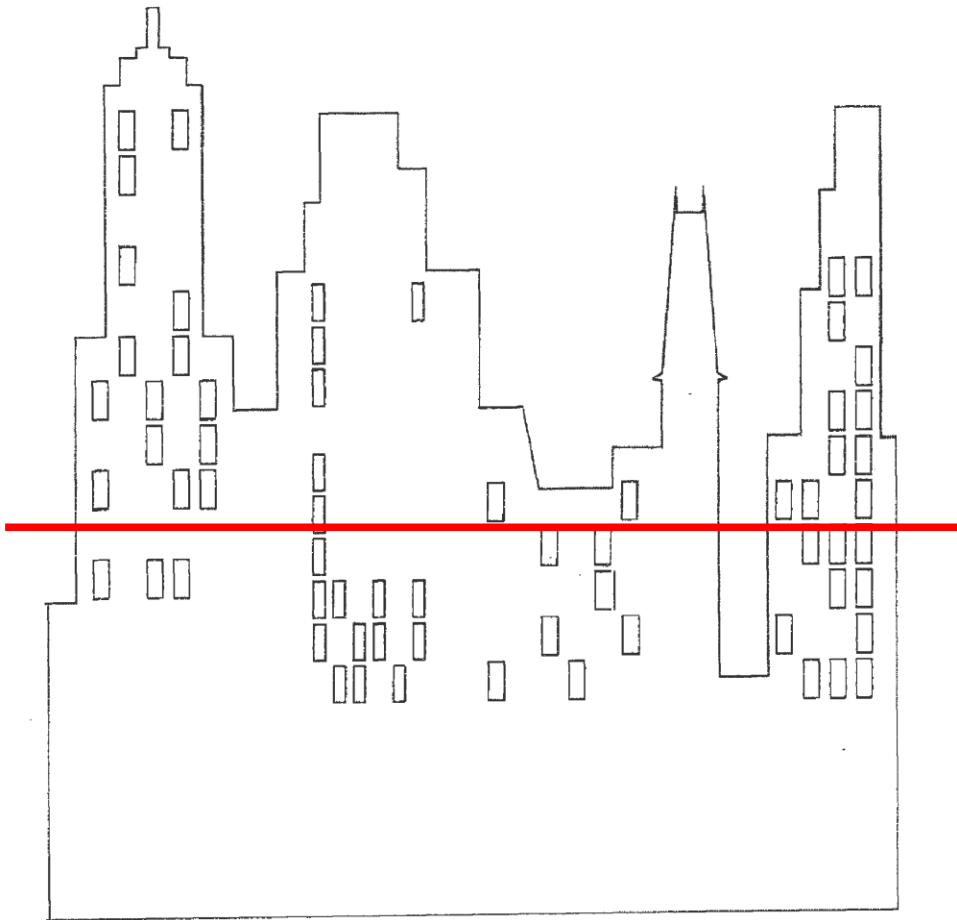
*la*PENDING REGULATORY CHANGE

California Architects Board
Public Protection Through
Examination, Licensure, and Regulation



DISCIPLINARY
GUIDELINES

~~DISCIPLINARY~~ ~~GUIDELINES~~



~~CALIFORNIA~~
~~ARCHITECTS~~
~~BOARD~~

~~Public Protection Through Examination, Licensure, and Regulation~~

~~2000~~

CALIFORNIA ARCHITECTS BOARD DISCIPLINARY GUIDELINES AND MODEL ORDERS

Public Protection Through Examination,
Licensure, and Regulation



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Hattie Johnson, Enforcement Officer

© ~~Disciplinary Guidelines amended and~~
~~approved by the California Architects Board in 2000~~

© Disciplinary Guidelines and Model
Orders, ~~2023~~2024

STEPHEN P. SANDS
Executive Officer



VICTORIA WILK
Enforcement Officer

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ATTACHMENT: QUARTERLY PROBATION REPORT

I. INTRODUCTION

To establish consistency in disciplinary penalties for similar offenses on a statewide basis, the California Architects Board (~~BoardCAB~~ ~~hereinafter referred to as the Board~~) has adopted these uniform disciplinary guidelines for particular violations. This document, designed for use by Administrative Law Judges, attorneys, ~~architects~~ ~~Board licensees~~, others involved in the **Board's** disciplinary process, and ultimately the Board, ~~shall~~ ~~may~~ be revised from time to time and will be distributed to interested parties upon request.

These guidelines include general factors to be considered, probationary terms, and guidelines for specific offenses. The guidelines reference the statutory and regulatory provisions for specific offenses ~~are referenced to the statutory and regulatory provisions.~~

For purposes of this document, terms and conditions of probation are divided into two general categories: (1) Standard Conditions are those conditions of probation which will generally appear in all cases involving probation ~~as a standard term and condition~~; and (2) Optional Conditions are those conditions which address the specific circumstances of the case and require discretion to be exercised depending on the nature and circumstances of a particular case.

The Board recognizes ~~that~~ these recommended penalties and conditions of probation are merely guidelines, ~~and that~~ mitigating or aggravating circumstances ~~and/or~~ other factors may necessitate deviations, as discussed herein. If there are deviations from the guidelines, the Board would request that the Administrative Law Judge hearing the matter include an explanation in the Proposed Decision so that the circumstances can be better understood and evaluated by the Board upon review of the Proposed Decision and before final action is taken. All disciplinary actions will be published on the Internet to facilitate access under the California Public Records Act.

Additional copies of this document may be obtained by contacting the ~~BoardCAB~~ at its office in Sacramento, California or accessing the document on-line at www.cab.ca.gov. There may be a charge assessed for providing paper copies sufficient to cover the direct costs of duplication ~~production and distribution of copies~~.

II. GENERAL CONSIDERATIONS

A. Citations

This document covers considerations of disciplinary restrictions or penalties following the filing of an Accusation. For standards related to citations, please consult the Board's regulations commencing at Section 152 of Title 16 of the California Code of Regulations. The Board may issue a citation pursuant to Section 125.9 or 148 of the Business and Professions Code, and in accordance with Section 152 of Article 8 of Division 2 of Title 16 of the California Code of Regulations, as an alternate means to address relatively minor violations not necessarily warranting discipline.

B. Proposed Decisions - General Considerations

The Board requests that proposed decisions following administrative hearings include the following:

- a. Specific code sections violated, along with their descriptions/definitions.
- b. Clear description of the underlying facts demonstrating the violation committed.
- c. Respondent's explanation of the violation if he or she is/they are present at the hearing.
- d. Findings regarding aggravation, mitigation, and rehabilitation where appropriate.
- e. When suspension or probation is ordered, the Board requests that the disciplinary order include terms within the recommended guidelines for that offense unless the reason for departure from the recommended terms is clearly set forth in the findings and supported by the evidence.

C. Stipulated Settlements

The Board will consider stipulated settlements to promote cost effectiveness and to expedite disciplinary decisions if such agreements achieve its disciplinary objectives. Deputy Attorneys General should inquire as to respondent's interest in stipulated settlement promptly after receipt of a notice of defense. If stipulated settlement appears unlikely, the case should be set for hearing. It is the Board's policy that matters resolved by stipulation include cost recovery.

D. Cost Reimbursement

The Board seeks reimbursement of its investigative and prosecution costs in all disciplinary cases in which the licensee is found to have committed a violation. The costs include all charges incurred from the Office of the Attorney General, the Division of Investigation, and Board services, including but not limited to, expert consultant opinions and services. The Board seeks reimbursement of these costs because the burden for payment of the costs of investigation and prosecution of disciplinary cases should fall upon those whose proven conduct required investigation and prosecution, not upon the profession as a whole.

E. Criteria/Factors to be Considered

Substantially Related Criteria. The Board may deny, suspend, or revoke a license if the applicant or licensee has been convicted of a crime, professional misconduct, or act that is substantially related to the qualifications, functions, or duties of the profession, based on the criteria specified in section 110 of article 2 of division 2 of title 16 of the California Code of Regulations.

Rehabilitation Criteria. When considering the denial, revocation, or suspension of a license on the ground that the applicant or licensee has been convicted of a crime, or disciplined for professional misconduct, the denial is based on one or more of the grounds specified in Business and Professions Code section 5578, a suspension or revocation of a licensee on the grounds of a disciplinary action as described in Business and Professions Code section 141, or one or more of the grounds specified in Business and Professions Code Article 5 of Chapter 3.5 of Division 3 of the Code, the Board shall consider whether the applicant or licensee has made a showing of rehabilitation based on the criteria specified in section 110.1 of article 2 of division 2 of title 16 of the California Code of Regulations.

~~In determining whether revocation, suspension or probation is to be imposed in a given case, factors such as the following should be considered:~~

- ~~1. Nature and severity of the act(s), offense(s), or crime(s) under consideration.~~
- ~~2. Actual or potential harm to any consumer, client or the general public.~~
- ~~3. Prior disciplinary record.~~
- ~~4. Number and/or variety of current violations.~~
- ~~5. Mitigation evidence.~~
- ~~6. Rehabilitation evidence.~~
- ~~7. In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.~~
- ~~8. Overall criminal record.~~
- ~~9. Time passed since the act(s) or offense(s) occurred.~~
- ~~10. Whether or not the respondent cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.~~
- ~~11. Recognition by respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence.~~

F. Mitigation and Rehabilitation Evidence

The following are among mitigating circumstances that may be taken into account by ALJs in providing for penalties in proposed decisions:

- The licensee has cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.
- The passage of considerable time since an act of professional misconduct occurred with no evidence of recurrence or evidence of any other professional misconduct.
- Convincing proof of rehabilitation
- Demonstration of remorse by the licensee.
- Recognition by licensee of their wrongdoing and demonstration of corrective action to prevent recurrence.
- Violation was corrected without monetary losses to consumers and/or restitution was made in full.

The following are examples of types of evidence which the licensee/applicant (respondent) may submit to the Board to demonstrate their rehabilitative efforts and competency and the Board will review the evidence submitted:

- Recent, dated, written statements and/or performance evaluations from persons in positions of authority who have on-the-job knowledge of the respondent's work as an architect that include the period of time and capacity in which the person worked with the respondent. Such reports must be signed under penalty of perjury and will be subject to verification by Board staff.
- Recent, dated, letters from counselors regarding the respondent's participation in a rehabilitation or recovery program, which should include at least a description and requirements of the program, a therapist or mental health professional's diagnosis of the condition and current state of recovery, and the therapist or mental health professional's basis for determining rehabilitation. Such letters and reports will be subject to verification by Board staff.
- Recent, dated letters describing the respondent's participation in support groups, (e.g., Alcoholics Anonymous, Narcotics Anonymous, professional support groups, etc.). Such letters and reports will be subject to verification by Board staff.
- Recent, dated, letters from probation or parole officers regarding the respondent's participation in and/or compliance with terms and conditions of probation or parole, which should include at least a description of the terms and conditions, and the officer's basis for determining compliance. Such letters and reports will be subject to verification by Board staff.
- Recent, dated, letters from persons familiar with respondent in either a personal or professional capacity regarding their knowledge of: the respondent's character; the respondent's rehabilitation, if any; the conduct of which the respondent is accused; or any other pertinent facts that would enable the Board to better decide the case. Such letters must be signed under penalty of perjury and will be subject to verification by Board staff.

III. DEFINITION OF PENALTIES

Revocation: Loss of a license as the result of any one or more violations of the California Architects Practice Act. Revocation of a license is permanent, unless the respondent takes affirmative action to petition the Board for reinstatement of his/her license and demonstrates to the Board's satisfaction that they are rehabilitated.

Suspension: Invalidation of a license for a fixed period of time, not to exceed a period of one year.

Stayed Revocation: Revocation of a license, held in abeyance pending respondent's compliance with the terms of their probation.

Stayed Suspension: Suspension of a license, held in abeyance pending respondent's compliance with the terms of their probation.

Probation: A period during which a respondent's sentence is suspended in return for respondent's agreement to comply with specified conditions relating to improving their conduct or preventing the likelihood of a reoccurrence of the violation.

Public Reproval: A form of written censure or reprimand placed in a public document that is served on the licensee. It is considered part of the licensee's disciplinary history and public record with the Board.

IIIV. DISCIPLINARY GUIDELINES

The offenses are listed by section number in the Business and Professions Code or California Code of Regulations. The standard terms of probation as stated herein shall be included for all probations. The optional conditions of probation as stated herein, are to be considered and imposed along with any other optional conditions if facts and circumstances warrant. The number(s) in brackets listed after each condition of probation refers to the specific standard or optional conditions of probation listed on pages 15-19.

A. ~~BUSINESS AND PROFESSIONS CODE SECTIONS~~Business and Professions Code

Section 5536: Practice Without License or Holding Self Out as Architect

<u>Maximum:</u>	<u>Revocation or denial of license application</u>
<u>Minimum:</u>	<u>Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>
	a. <u>Ethics course [#15]</u>
	b. <u>Restitution [#17] (if applicable)</u>

Section 5536.1: Signature and Stamp on Plans and Documents; Unauthorized Practice

<u>Maximum:</u>	<u>Revocation or denial of license application</u>
<u>Minimum:</u>	<u>Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>
	a. <u>Ethics course [#15]</u>
	b. <u>Restitution [#17] (if applicable)</u>

Section 5536.22: Written Contract

<u>Maximum:</u>	<u>Revocation</u>
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Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional conditions:

- a. Restitution [#17] (if applicable)]

Section 5536.4: Instruments of Service – Consent

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional conditions:

- a. Restitution [#17] (if applicable)]

Section 5536.5: State of Emergency Following Natural Disaster – Penalty for Practice Without License or Holding Self Out as Architect

Maximum: Revocation or denial of license application

Minimum: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- a. Ethics course [#15]
b. Restitution [#17] (if applicable)]

Section 5558: Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services; Filing Requirements

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11].

Section 5577: Conviction of a Crime Substantially Related to the Qualifications, ~~Duties~~Functions, and ~~Functions~~Duties of an Architect

Maximum: Revocation or denial of license application and \$5,000 fine

Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation **on** all standard conditions [#1-11] and the following optional conditions:

- a. All standard conditions of probation [#1-**#7**]

- ~~b. Cost reimbursement [#12]~~
- ~~ea. Criminal probation reports [#1418]~~
- ~~b. Fine - Maximum \$5,000 [#20]~~

• **Section 5578: Acts in Violation of the Architects Practice Act**

The appropriate penalty depends on the nature of the offense.

<u>Maximum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>

- a. Restitution [#17] (if applicable)]

• **Section 5579: Fraud or Misrepresentation in Obtaining Architect License**

<u>Maximum/Minimum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>

- a. Restitution [#17] (if applicable)]

• **Section 5580: Impersonation or Use of Assumed or Corporate Name**

<u>Maximum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:</u>

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~Ethics course
~~[#1415]~~
- ~~c. Cost reimbursement [#12]~~
- ~~db. Restitution [#1317] (if applicable)]~~

• **Section 5582: Aiding and Abetting the Unlicensed Practice of Architecture**

<u>Maximum:</u>	Revocation
<u>Minimum:</u>	<u>Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard</u>

conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~Ethics course
[#1115]
- ~~c. Cost reimbursement [#12]~~
- ~~db. Restitution [#1317] (if applicable)~~

• **Section 5582.1: Signing Others' Instruments of Service or Permitting Misuse of Name to Evade Provisions of Architects Practice Act**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension
[#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~Ethics course
[#1115]
- ~~c. Cost reimbursement [#12]~~
- ~~db. Restitution [#1317] (if applicable)~~

• **Section 5583: Fraud or Deceit in the Practice of Architecture**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension
[#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~Ethics
course ~~[#1-715]~~
- ~~b. Continuing education courses~~ [#1116]
- ~~c. Cost reimbursement [#12]~~
- ~~dc. Restitution [#1317] (if applicable)~~

• **Section 5584: Negligence in the Practice of Architecture**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension
[#12], and 5 years' probation on all standard

conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~b. California Supplemental Examination [#9]~~
- ~~ea. Continuing education courses [#4416]~~
- ~~c.d. Cost reimbursement [#12]~~
- ~~eb. Restitution [#4317] (if applicable)~~

• **Section 5584: Willful Misconduct in the Practice of Architecture**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~Ethics course [#1-715]
- ~~b. Continuing education courses [#4416]~~
- ~~c. Cost reimbursement [#12]~~
- ~~dc. Restitution [#4317] (if applicable)~~

• **Section 5585: Incompetency or Recklessness in the Practice of Architecture**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. California Supplemental Examination [#913]~~
- ~~eb. Continuing education courses [#4416]~~
- ~~d. Cost reimbursement [#12]~~
- ~~ec. Restitution [#4317] (if applicable)~~

Section 5586: Disciplinary Action by a Public Agency for an Act Substantially Related to the Qualifications, Functions, or Duties as an Architect

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard

conditions [#1-11] and the following optional conditions:

- a. Continuing education courses [#16]
- b. Restitution [#17] (if applicable)

Section 5588: Failure to Report Settlement or Arbitration Award

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11].

Civil Penalty: In lieu of revocation, assess civil penalty of not less than \$100 and not more than \$1,000. If knowing and intentional failure to report, in lieu of revocation, assess civil penalty up to \$20,000.

Section 5600.05: License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements

Maximum: Revocation

Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and the following optional condition:

- a. Continuing education courses [#16]

~~B. GENERAL PROVISIONS OF BUSINESS AND PROFESSIONS CODE~~General Provisions of Business and Professions Code

• **Section 125.6: Licensee's Discrimination Against Individuals Based upon Personal Characteristics**~~by Licensee~~

Maximum: Revocation

Minimum: Stayed revocation, 60 90 days' actual suspension [#12], and 5 years' probation on the following conditions: on all standard conditions [#1-11].

- a. ~~All standard conditions of probation [#1-7]~~

- b. Cost reimbursement [#12]

Section 140: **Failure to Record Transactions Involving Wages or Make Those Records Available**

Maximum: Revocation
Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11].

Section 141: **Disciplinary Action Taken Against Licensee by Another State, an Agency of the Federal Government, or Another Country**

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional conditions:

- a. Continuing education courses [#16]
- b. Restitution [#17] (if applicable)

Section 143.5 **Settlement Agreements Prohibited Provisions; Regulations; Exemptions**

Maximum: Revocation
Minimum: Stayed revocation and 3 years' probation on all standard conditions [#1-11] and if warranted, the following optional condition:

- a. Ethics course [#15]

• **Section 480 (a):** **Grounds for Denial of the License Application of Licenses**

~~An applicant's application may be denied for (1) conviction of a crime; (2) any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; (3) any act which if done by a licensee would be grounds for suspension or revocation of license; or (4) knowingly making a false statement of fact required to be revealed in the application for such license.~~

Recommended discipline **Maximum/Minimum:** Denial of license application

Minimum: Issue initial license, stayed revocation, and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional conditions:

- a. Ethics course [#15]
- b. Continuing education courses [#16]
- c. Restitution [#17] (if applicable)

Section 490: Grounds for Suspension, Revocation; Conviction of Crime

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional condition:

- a. Criminal probation reports [#18]

• **Section 496: Subversion of Licensing Examinations or Administration of Examinations**

Recommended Discipline **MAXIMUM:** Denial or rRevocation or denial of license application
Minimum: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional conditions:

- a. Ethics course [#15]
- b. Continuing education courses [#16]
- c. Restitution [#17] (if applicable)

Section 499: Licensee's False Statement in Support of Application Not Their Own

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, the following optional condition:

- a. Ethics course [#15]

C. CALIFORNIA CODE OF REGULATIONS **California Code of Regulations, Title 16, Division 2, Article 9. Professional Conduct** **ARTICLE 9. PROFESSIONAL CONDUCT**

• **Section 160: Rules of Professional Conduct**

(a.) Competence

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and if warranted, on the following optional conditions:

- ~~a. All standard conditions of probation~~ ~~[#1-7]~~
- ~~b~~a. California Supplemental Examination [#913]
- ~~c~~b. Continuing education courses [#4416]
- ~~d. Cost reimbursement~~ ~~[#12]~~
- ~~e~~c. Restitution [#1317] (if applicable)

(b.) Willful Misconduct

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~ ~~[#1-7]~~
- ~~b~~a. California Supplemental Examination Ethics course [#915]
- ~~c~~b. Continuing education courses [#4416]
- ~~d. Cost reimbursement~~ ~~[#12]~~
- ~~e~~c. Restitution [#1317] (if applicable)

(c.) Conflict of Interest

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- ~~a. All standard conditions of probation~~ ~~[#1-7]~~
- ~~b~~a. Continuing education courses Ethics course [#4415]
- ~~c. Cost reimbursement~~ ~~[#12]~~
- ~~d~~b. Restitution [#1317] (if applicable)

(d.) Full Disclosure

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- a. ~~All standard conditions of probation [#1-7]~~
- ba. Continuing education courses Ethics course [#14-15]
- c. ~~Cost reimbursement [#12]~~
- db. Restitution [#13-17] (if applicable)

(e.) Copyright Infringement

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- a. ~~All standard conditions of probation~~ Ethics course [#1-7-15]
- b. Continuing education courses [#14-16]
- c. ~~Cost reimbursement [#12]~~
- dc. Restitution [#13-17] (if applicable)

f. Informed Consent

Maximum: Revocation
Minimum: Stayed revocation, 90 days' actual suspension [#12], and 5 years' probation on all standard conditions [#1-11] and the following optional conditions:

- a. Ethics course [#15]
- b. Continuing education courses [#16]
- c. Restitution [#17] (if applicable)

D. ~~VIOLATION OF PROBATION~~ Violation of Probation

Maximum Penalty—

Actual suspension; vacate stay order and reimpose penalty that was previously stayed; and/or revoke, separately and severally, for violation of probation and/or for any additional offenses.

Minimum Penalty=

Actual suspension and/or extension of probation.

The maximum penalty is appropriate for repeated similar offenses, or for probation violations indicating a cavalier or recalcitrant attitude. If the probation violation is due in part to the commission of additional offense(s), additional penalties shall be imposed according to the nature of the offense; and the probation violation shall be considered as an aggravating factor in imposing a penalty for those offenses.

IV. MODEL ORDERS

A. Licensee

Revocation of License

Architect License No. _____, issued to respondent _____, is revoked.

Respondent shall relinquish and forward or deliver their license to practice architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of their revoked license for one (1) year from the effective date of this Decision.

Respondent shall pay to the Board its costs of investigation and prosecution in the amount of \$ _____ within thirty (30) days of the effective date of this Decision.

Option: As a condition precedent to reinstatement of their revoked license, respondent shall reimburse the Board for its costs of investigation and prosecution in the amount of \$ _____. Said amount shall be paid in full prior to the reinstatement of their license unless otherwise ordered by the Board.

Revocation Stayed and Licensee Placed on Probation

Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed and respondent is placed on probation for _____ years on the following terms and conditions:

Public Reproval

Architect License No. _____, issued to respondent _____, is publicly reproved. This reproval constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

Surrender of License in Lieu of Revocation

Respondent _____ surrenders Architect License No. _____ as of the effective date of this Decision. Respondent shall relinquish and forward or deliver their license to practice architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision.

The surrender of respondent's license and the acceptance of the surrendered license and wall certificate by the Board shall constitute the imposition of discipline against respondent. This Decision constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

B. Petition for Reinstatement

Grant Petition with No Restrictions on License

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be fully restored.

Grant Petition and Place Licensee on Probation

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed and the petitioner shall be placed on probation for a period of _____ years on the following terms and conditions:

Grant Petition and Place Licensee on Probation After Completion of Conditions Precedent

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be fully reinstated upon completion of the following conditions precedent (examples would be: paying restitution, cost reimbursement, completion of CE, completion of rehabilitation program, take and pass the California Supplemental Examination (CSE), and/or specified sections of the Architect Registration Examination (ARE)):

Upon completion of the conditions precedent above, and satisfaction of all statutory and regulatory requirements for issuance of a license, petitioner's architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed, and petitioner shall be placed on probation for a period of _____ years on the following terms and conditions (list standard and applicable optional conditions of probation):

Deny Petition

The petition for reinstatement filed by petitioner _____ is hereby denied.

C. Petition to Revoke Probation

Revocation of Probation

Architect License No. _____, issued to respondent _____, is revoked. Petitioner is not eligible to apply for reinstatement or reduction of penalty for one year from the effective date of this decision.

Extension of Probation

Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed, and respondent is placed on probation for an additional _____ year(s) on the following terms and conditions:

D. Applicant

(in cases where a Statement of Issues has been filed)

Grant Application with No Restrictions on License

The application filed by respondent _____ for initial licensure is hereby granted, and an architect's license shall be issued to respondent upon successful completion of all licensing requirements including payment of all fees.

Grant Application and Place Licensee on Probation

The application filed by respondent _____ for initial licensure is hereby granted, and an architect's license shall be issued to respondent upon successful completion of all licensing requirements, including payment of all fees. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the following terms and conditions:

Grant Application and Place Licensee on Probation After Completion of Conditions Precedent

The application filed by respondent _____ for initial licensure is hereby granted, and an architect's license shall be issued to respondent upon the following conditions precedent (examples would be: paying restitution, cost reimbursement, completion of CE, completion of rehabilitation program, take the California Supplemental Examination (CSE), and/or specified sections of the ARE):

Upon completion of the conditions precedent above and successful completion of all licensing requirements, including payment of all fees, respondent shall be issued an architect's license. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the

following terms and conditions (list standard and applicable optional conditions of probation):

Deny Application

The application filed by respondent _____ for initial licensure is hereby denied.

Civil Penalty

Respondent shall pay to the Board a civil penalty in the amount of \$ _____ [not less than \$100 and not more than \$1,000; and if there is continued knowing and intentional failure to report, the Board may assess an additional civil penalty up to \$20,000 pursuant to Business and Professions Code section 5588.] Respondent shall make the payments as follows: _____.

[Term only applicable to Business and Professions Code section 5588 violations and used in lieu of revocation.]

VI. CONDITIONS OF PROBATION

A. STANDARD CONDITIONS~~Standard Conditions OF PROBATION~~ ~~(TO BE INCLUDED IN ALL CASES OF PROBATION)~~To be included in all cases of probation)

The Board reserves the discretion to waive any conditions of probation on a case-by-case basis.

1. Obey All Laws

Respondent shall obey all federal, state, and local laws and regulations governing ~~the practice of architecture in California~~ and comply with all conditions of probation.

2. Submit Quarterly Reports

Respondent, within 10 days of completion of the quarter, shall submit completed quarterly written reports to the Board, on a Quarterly Report of Compliance form (1/00) obtained from the Board (Attachment A). ~~Respondent's quarterly written report to the Board shall include the following:~~

1. Respondent's full legal name, telephone number, and address of record,
2. Name of the firm respondent works for, respondent's title, firm address and telephone number,
3. A statement of all of respondent's architecture activities during this reporting period. The statement shall include: the client's name, address and telephone number, project title/address, project description, project's start and end date and a description of respondent's involvement.
4. A list of any other of respondent's activities related to the practice of

architecture by activity and date; and,

5. A certification under penalty of perjury that the information provided in the report is true and correct.

3. Personal Appearances

Upon reasonable notice by the Board, ~~the~~ respondent shall report to and make personal appearances at times and locations as the Board may direct.

4. Cooperate During Probation

Respondent shall cooperate fully with the Board, and with any of its agents or employees in their supervision and investigation of ~~his/her~~their compliance with the terms and conditions of this probation. Upon reasonable notice, ~~the~~ respondent shall provide the Board, its agents or employees with the opportunity to review all plans, specifications, and instruments of service prepared during the period of probation.

5. Maintain Active and Current License

Respondent shall maintain an active and current license to practice architecture in California for the length of the probation period. Failure to pay all renewal fees and meet applicable coursework requirements prior to respondent's license expiration date shall constitute a violation of probation. If the license is expired at the time the Board's decision becomes effective, the license must be renewed within 30 days of the effective date of the decision.

6. Notification of Changes to Address, Telephone Number, and/or Employment

Respondent shall notify the Board in writing of any and all changes to their address of record, and/or telephone number, and employment within 10 calendar days of such change.

57. Tolling for Out-of-State Practice, Residence or In-State Non-Practice

In the event respondent should leave California to reside or to practice outside the State or for any reason stops practicing ~~landscape~~ architecture in California, respondent shall notify the Board or its designee in writing within ~~10 to 15~~ days of the dates of departure and return, or the dates of non-practice or the resumption of practice within California. Respondent's probation is tolled when they cease practicing in California. Non-practice is defined as any period of time exceeding 30~~thirty~~ days in which respondent is not engaging in any activities defined in Section 5500.1 of the Business and Professions Code. Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. It shall be a violation of probation for respondent's probation to remain tolled pursuant to the provisions of this condition for a period exceeding a total of five years.

Periods of non-practice do not relieve respondent of the responsibility to comply with the terms and conditions of probation.

All provisions of probation other than the quarterly report requirements, examination requirements, cost reimbursement, restitution, and education requirements, shall be held in abeyance until respondent resumes practice in California.— All other provisions of probation shall recommence on the effective date of resumption of practice in California. ~~Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period.~~

68. Violation of Probation

If respondent violates probation in any respect, the Board, after giving respondent notice and opportunity to be heard, may revoke probation and carry out the disciplinary order ~~which~~that was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation, the Board shall have continuing jurisdiction ~~until the matter is final,~~ and the period of probation shall be extended until the matter is final.

9. License Surrender While on Probation

Following the effective date of this probation, if respondent ceases practicing due to retirement, health reasons, or is otherwise unable to satisfy the terms and conditions of probation, respondent may request, in writing, the voluntary surrender of respondent's license to the Board. Respondent's written request to surrender their license shall include the following: their name, license number, case number, address of record, and an explanation of the reason(s) why respondent seeks to surrender their license.

The Board reserves the right to evaluate the respondent's request and to exercise its discretion whether to grant the request or to take any other action deemed appropriate and reasonable under the circumstances. The Board will consider whether the request would compromise public protection under the following circumstances: when respondent has (1) an unsatisfied cost recovery, fine, or restitution order, (2) an Accusation or Petition to Revoke Probation that has been served on respondent alleging violations of this probation, or (3) an unresolved complaint or investigation pending with the Board. Respondent shall not be relieved of the requirements of their probation unless the Board or its designee notifies respondent in writing that respondent's request to surrender their license has been accepted.

Upon formal acceptance of the surrender, respondent shall, within 15 days, deliver respondent's wall certificate to the Board or its designee and shall no longer practice as an architect. Respondent will no longer be subject to the terms and conditions of probation and the surrender of respondent's license shall be deemed

disciplinary action. If respondent re-applies for an architect's license, the application shall be treated as a petition for reinstatement of a revoked license.

710. Completion of Probation

Upon successful completion of probation, respondent's license will be fully restored.

11. Cost Reimbursement

Respondent shall reimburse the Board \$ _____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the date the Board's Decision is final.

Option: The payment shall be made as follows: _____ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).

B. ~~OPTIONAL CONDITIONS~~Optional Conditions OF PROBATION

812. Suspension

Respondent is suspended from the practice of architecture for _____ days beginning on the effective date of ~~the~~this Decision.

913. California Supplemental Examination

Option 1 (Condition Subsequent)

Within _____ ~~day~~six months of the effective date of this Decision, respondent shall take and pass the California Supplemental Examination (CSE) designated by the Board.

If respondent fails to pass said examination within ~~6~~six months, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that ~~he/ or she~~they may resume practice. It is a violation of probation for respondent to be unable to pass the CSE for a period exceeding a total of three years. Failure to pass the required examination no later than 100 days prior to the termination of probation shall constitute a violation of probation. Respondent must comply with tolling provisions contained in paragraph 7 (Tolling for Out-of-State Practice, Residence, or In-State Non-Practice) of this order while not practicing and is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall pass the California Supplemental Examination (CSE) designated by the Board within two years of the effective date of this Decision.

This probationary period shall not commence until respondent successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that they may resume practice. Respondent is responsible for paying all costs of such examination.

1014. Written Examination

Option 1 (Condition Subsequent)

Within one year of the effective date of this Decision, Respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE).

If respondent fails to pass said examination within one year or within two attempts, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that ~~he/she~~they may resume practice. It shall be a violation of probation for respondent to be unable to pass the ARE for a period exceeding a total of three years. Failure to pass the required examination no later than 100 days prior to the termination of probation shall constitute a violation of probation.—Respondent must comply with the tolling provisions contained in paragraph 7 (Tolling for Out-of-State Practice, Residence, or In-State Non-Practice) is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE) within two years of the effective date of this Decision.

This probationary period shall not commence until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that they may resume practice. Respondent is responsible for paying all costs of such examination.

15. Ethics Course

Within 30 days of the effective date of this Decision, respondent shall submit to the Board's office by mail a written request for prior approval by the Board or its designee of a course in ethics that will be completed within the first year of probation. Respondent shall submit with the written request for approval the name of the course provider and a copy of the course outline, syllabus, or a description for the proposed course. The request shall contain, at a minimum, the following:

- (1) A short, descriptive title of the educational program;
- (2) A statement of educational objectives;
- (3) Length of the educational program;

- (4) Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured; and,
(5) Instructional mode or methods.

The Board shall approve any course that is directly relevant to the subject matter of the violation(s) alleged in the Board's decision placing respondent on probation, offered by an approved provider. An approved provider is the American Institute of Architects (AIA). The Board may approve other providers of courses determined equivalent on a case-by-case basis.

Failure to satisfactorily complete the required course as scheduled or failure to complete the required course within the first year of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board or its designee for approval the specifics of the course required by this condition, and for paying all costs of said course.

1416. Continuing Education Courses

Respondent shall successfully complete and pass professional education courses approved in advance by the Board or its designee, directly relevant to the violation as specified by the Board. The professional education courses shall be completed within a period of time designated by the Board or its designee, which timeframe shall be incorporated as a condition of this probation.

Failure to satisfactorily complete the required courses as scheduled or failure to complete same no later than 400 days one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board or its designee for its approval the specifics of each course required by this condition, and for paying all costs of such courses. To obtain prior approval, respondent shall submit a written request by mail to the Board's offices for approval by the Board or its designee of requested professional education courses. Respondent shall submit with the written request for approval the name of the course provider(s) and a copy of the course outline, syllabus, or a description for the proposed course(s). The request shall contain, at a minimum, the following:

- (1) A short, descriptive title of the educational program(s);
- (2) A statement of educational objectives;
- (3) Length of the educational program(s);
- (4) Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured; and,
- (5) Instructional mode or methods.

The Board shall approve any course directly relevant to the subject matter of the violation(s) alleged in the Board's decision placing respondent on probation and is

offered by an approved provider. An approved provider is the AIA. The Board may approve other providers of courses determined equivalent on a case-by-case basis.

~~12.~~ Cost Reimbursement

~~Respondent shall reimburse the Board \$_____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the effective date the Board's of this Decision is final.~~

~~Option: The payment shall be made as follows: _____ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).~~

~~13~~17. Restitution

Within _____ days of the effective date of this Decision, respondent shall make restitution to _____ in the amount of \$_____ and shall provide the Board with proof from _____ attesting the full restitution has been paid. In all cases, restitution shall be completed no later than one year before the termination of probation.

Note: Business and Professions Code section 143.5 prohibits the Board from requiring restitution in disciplinary cases when the Board's case is based on a complaint or report that has also been the subject of a civil action and that has been settled for monetary damages providing for full and final satisfaction of the parties in the civil action.

~~14~~18. Criminal Probation Reports

If respondent is convicted of any crime, Respondent shall provide the Board with a copy of the standard conditions of the criminal probation, copies of all criminal probation reports, and the name of his/hertheir probation officer.

~~15.~~ Relinquish License and Wall Certificate

~~Respondent shall relinquish and shall forward or deliver the license to practice and the wall certificate to the Board within 10 days of the effective date of this decision and order.~~

~~16~~19. Notification to Clients/Cessation of Practice

In orders which provide for a cessation or suspension of practice, within 30 days of the effective date of this Decision, respondent shall comply with procedures provided by the Board regarding notification to, and management of, provide all clients with whom they have a current contractual relationship in the practice of architecture with a copy of the Decision and Order of the Board and provide the Board with evidence of such notification, including the name and address of each person or entity required to be notified.

20. Fine

Respondent shall pay to the Board a fine in the amount of \$ _____ [not to exceed \$5,000] pursuant to Business and Professions Code section 5565. Respondent shall make the payments as follows: _____.

[Term only applicable to Business and Professions Code section 5577 violations.]

IV. REHABILITATION CRITERIA

~~California Code of Regulations, Title 16, Division 2, Section 110.1, Criteria for Rehabilitation states:~~

- ~~(a) When considering the denial of an architect's license under Section 480 of the Business and Professions Code, the Board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:
 - ~~(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.~~
 - ~~(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).~~
 - ~~(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.~~
 - ~~(5) Evidence, if any, of rehabilitation submitted by the applicant.~~~~
- ~~(b) When considering the suspension or revocation of the license of an architect on the grounds that the person licensed has been convicted of a crime, the Board, in evaluating the rehabilitation of such person and his/her present eligibility for licensure will consider the following criteria:
 - ~~(1) Nature and severity of the act(s) or offense(s).~~
 - ~~(2) Total criminal record.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or offense(s).~~
 - ~~(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.~~
 - ~~(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.~~
 - ~~(6) Evidence, if any, of rehabilitation submitted by the licensee.~~~~
- ~~(c) When considering the petition for reinstatement of the license of an architect, the Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).~~

CALIFORNIA ARCHITECTS BOARD

400 R STREET, SUITE 4000, SACRAMENTO, CALIFORNIA 95814-6238

Telephone: (916) 445-3393

Fax: (916) 445-8524

E-mail: cab@dca.ca.gov

Web: cab.ca.gov

Attachment A

STATE OF CALIFORNIA — STATE AND CONSUMER SERVICES AGENCY — GRAY — DAVIS,
Governor



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA ARCHITECTS BOARD
2420 Del Paso Road, Suite 105, Sacramento, CA 95834
P (916) 574-7220 | F (916) 575-7283 | www.cab.ca.gov



QUARTERLY REPORT OF COMPLIANCE

1. NAME: _____ TELEPHONE #: (____) _____
(Last/First/Middle) (Residence)

RESIDENCE ADDRESS OF
RECORD: _____

CITY: _____ STATE: _____ ZIP CODE: _____

2. NAME OF FIRM: _____ YOUR TITLE: _____

FIRM ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE #: (____) _____

3. On the back second page of this form, detail your architectural activities for the probation period

beginning: _____ and ending: _____
Mo. Day Year Mo. Day Year

4. Site List any other activities related to the practice of architecture:

ACTIVITY	DATE

5. I declare under penalty of perjury under the laws of the State of California that the information contained in this quarterly report regarding my professional practice is true and correct.

—Signature: _____

—Date: _____

DATE: _____ QUARTER _____ YEAR _____

CLIENT NAME: _____ TELEPHONE #: (____) _____
(Last/First/Middle)
ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: (____) _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: (____) _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

Notes

AGENDA ITEM M: REVIEW OF FUTURE BOARD MEETING DATES

Summary

A schedule of planned meetings and events for 2024 are provided to the Board.

<u>Date</u>	<u>Event</u>	<u>Location</u>
June 7	LATC Meeting	Teleconference
September 13	Board Meeting	TBD
November 7-8	LATC Meeting/Strategic Planning Session	TBD
December 5-6	Board Meeting/Strategic Planning Session	TBD

AGENDA ITEM N: CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(3), THE BOARD WILL MEET IN CLOSED SESSION TO:

1. Deliberate and Vote on Disciplinary Matters



NOTICE OF PUBLIC TELECONFERENCE MEETING

The Landscape Architects Technical Committee

LATC MEMBERS

PARTICIPATING REMOTELY

Pamela S. Brief, Chair

Patricia M. Trauth, Vice Chair

Andrew C. N. Bowden

Susan M. Landry

Jon S. Wreschinsky

Friday, June 7, 2024

10:00 a.m. – 2:00 p.m.

(or until completion of business)

In accordance with Government Code section 11123.5, the Landscape Architects Technical Committee (LATC or Committee) of the California Architects Board will conduct this meeting via WebEx.

Physical Location:

California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
Conference Room 114

To access the WebEx event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m589b786d1a23cdd787dba60a1066c256>

If joining using the link above

Webinar number: 2485 161 2702

Webinar password: LATC67

If joining by phone

+1-415-655-0001 US Toll

Access code: 2485 161 2702

Passcode: 528267

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to

(Continued)

provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

Due to potential technical difficulties, please consider submitting written comments by June 3, 2024, to latc@dca.ca.gov for consideration.

The LATC may take action on any item listed on the agenda.

AGENDA

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. Chair's Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Committee may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

- D. Legislation Update
 - 1. SB 1452 (Ashby) Architecture and Landscape Architecture
 - i. Committee Structure Discussion
- E. 2025 Strategic Planning Update from DCA Strategic Organizational Leadership and Individual Development Office, Ann Fisher, Strategic Business Analyst & Facilitator
- F. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):
 - 1. Update and Discuss Committee Meetings
- G. Update on the Department of Consumer Affairs (DCA)
- H. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst
- I. Review and Possible Action on March 22, 2024, LATC Meeting Minutes
- J. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- K. Review of Future Committee Meeting Dates
- L. Closing Comments

M. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to the disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Kourtney Fontes

Telephone: (916) 575-7230

Email: Kourtney.Fontes@dca.ca.gov

Telecommunication Relay Service: Dial 711 Sacramento, CA 95834

Mailing Address:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

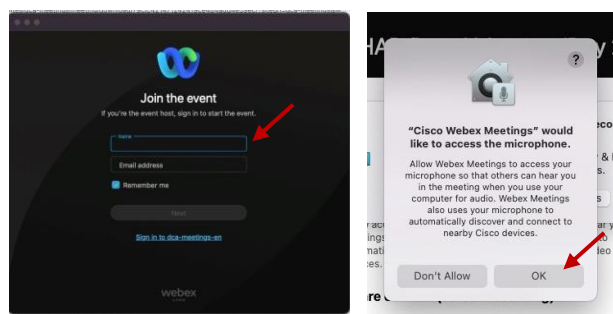
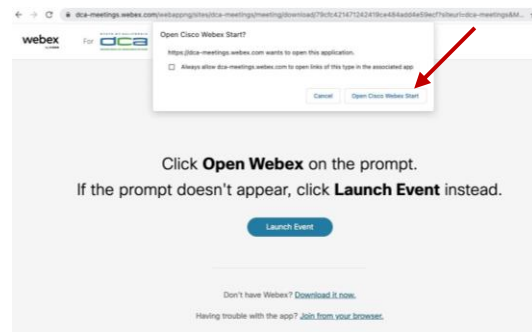
Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5620.1).

If joining using the meeting link

1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.

3 Enter your name and email address*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

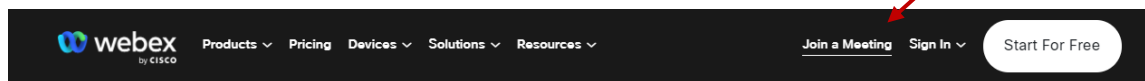


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

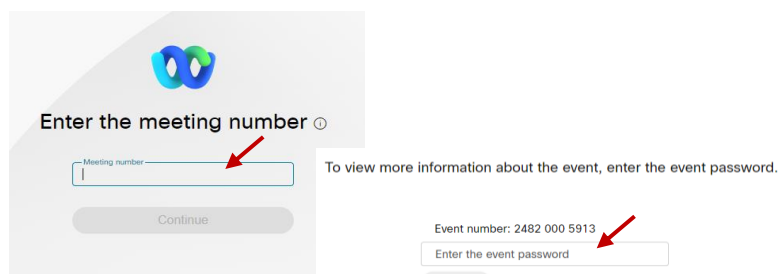
OR

If joining from Webex.com

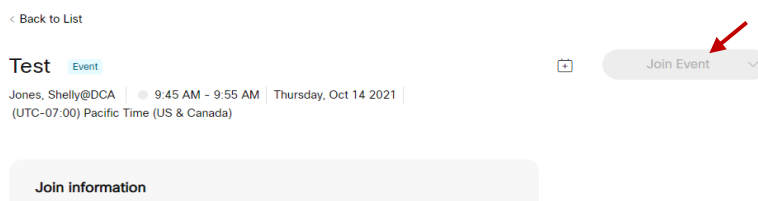
1 Click on "Join a Meeting" at the top of the Webex window.



2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



3 The meeting information will be displayed. Click "Join Event".



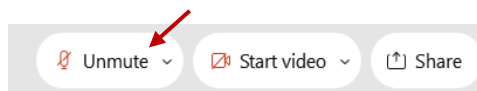
OR

Connect via telephone*:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

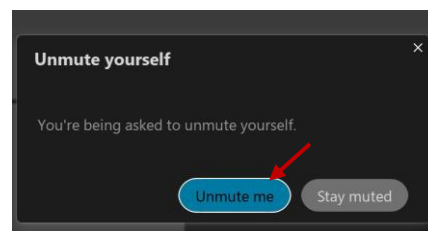


Green microphone = Unmuted: People in the meeting can hear you.



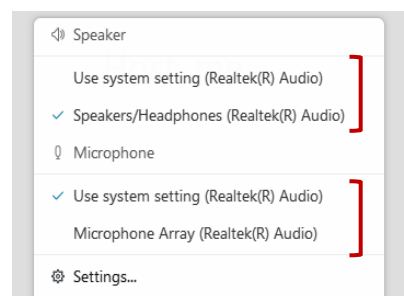
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



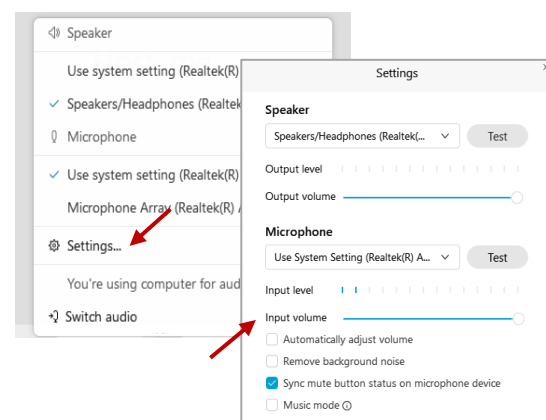
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

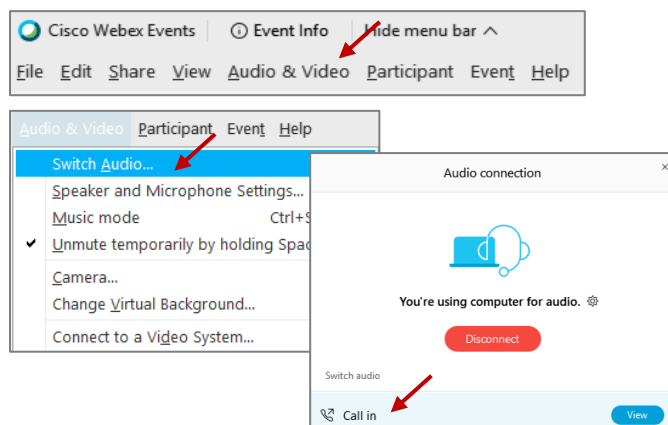
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



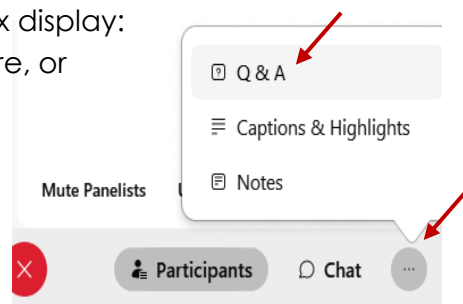
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

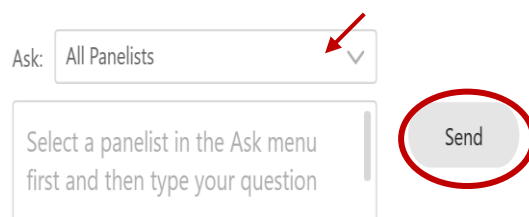
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



— OR —

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

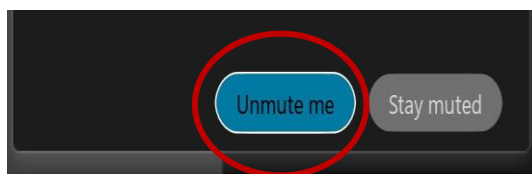
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

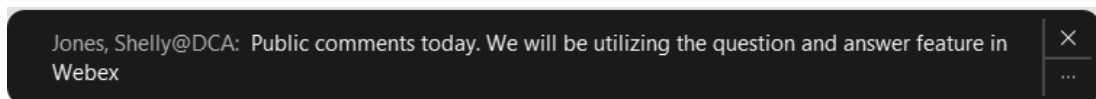


— OR —

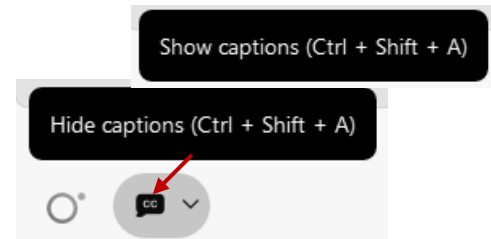
If connected via telephone:

- Press *3 to unmute your microphone.

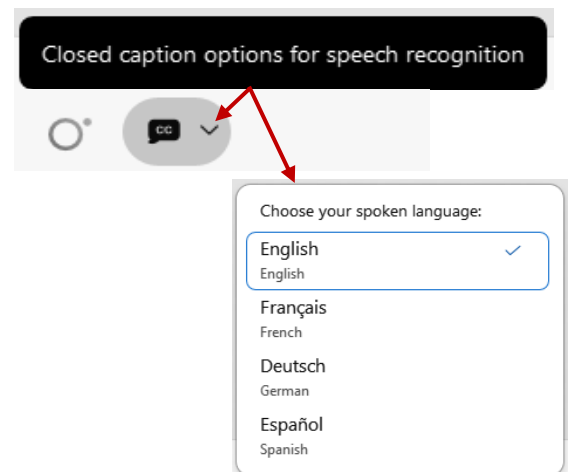
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



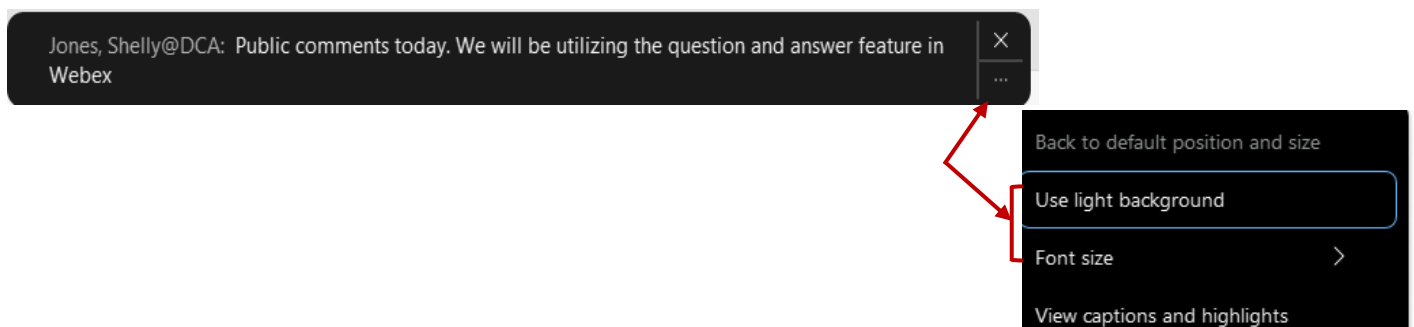
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



AGENDA ITEM A: CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

Roll is called by the LATC Vice Chair or, in their absence, by an LATC member designated by the LATC Chair.

LATC Member Roster

Andrew C. N. Bowden

Pamela S. Brief

Susan M. Landry

Patricia M. Trauth

Jon S. Wreschinsky

AGENDA ITEM D.1: SB 1452 (ASHBY) ARCHITECTURE AND LANDSCAPE ARCHITECTURE

SUMMARY

[SB 1452](#) would extend the operation of the California Architects Board until January 1, 2029, and make related conforming changes. The bill would also make nonsubstantive changes to various provisions of existing law relating to licensees of the board.

This bill would also require each applicant for examination or licensure as an architect or a landscape architect who has a valid email address, as defined, to report to the board that email address at the time of application. The bill would require each licensee who has a valid email address to report to the board or verify that email address at the time of renewal. The bill would require each applicant or licensee to notify the board within 30 days of any change to their email address on file with the board. Under the bill, email addresses provided to the board pursuant to the bill would not be considered a public record and the bill would prohibit the public disclosure of those email addresses pursuant to specified law, except as provided. The bill would provide that information sent from an email account of the board to a valid email address provided by an applicant or licensee is presumed to have been delivered to the email address provided.

Existing law authorizes an architecture or landscape architecture license that has expired to be renewed at any time within 5 years after its expiration on filing of an application for renewal on a form prescribed by the board, and payment of all accrued and unpaid renewal fees, except as otherwise provided. Existing law provides that a license which is not renewed within 5 years after its expiration may not be renewed, restored, reissued, or reinstated thereafter. Existing law applicable to landscape architects authorizes the holder of the expired license to apply for and obtain a new license if no fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension, the holder of the expired license pays the fees required of new applicants, and the holder of the expired license takes and passes the current California Supplemental Examination. This bill would instead authorize the holder of the expired landscape architecture license to apply for and obtain a new license if they pay all of the fees and meet all of the requirements for obtaining the original license.

Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest. This bill would make legislative findings to that effect.

Action Requested

None.

Department of Consumer Affairs

Expenditure Projection Report

California Architects Board
Reporting Structure(s): 11110320 Landscape Architects Committee
Fiscal Month: 9
Fiscal Year: 2023 - 2024
Run Date: 04/26/2024

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$349,000	\$325,248	\$349,000	\$20,759	\$195,808	\$0	\$195,808	\$262,914	\$86,086
5100	TEMPORARY POSITIONS	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$3,000	\$24,257	\$3,000	\$0	\$600	\$0	\$600	\$900	\$2,100
5150	STAFF BENEFITS	\$226,000	\$210,266	\$229,000	\$15,537	\$140,053	\$0	\$140,053	\$188,051	\$40,949
	PERSONAL SERVICES	\$584,000	\$559,772	\$587,000	\$36,296	\$336,461	\$0	\$336,461	\$451,865	\$135,135

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$34,000	\$13,653	\$34,000	\$0	\$6,643	\$1,107	\$7,750	\$10,710	\$23,290
5302	PRINTING	\$16,000	\$4,374	\$16,000	\$207	\$2,146	\$6,587	\$8,732	\$8,732	\$7,268
5304	COMMUNICATIONS	\$5,000	\$1,444	\$5,000	\$81	\$988	\$0	\$988	\$1,433	\$3,567
5306	POSTAGE	\$12,000	\$2,548	\$12,000	\$0	\$140	\$0	\$140	\$1,908	\$10,092
5308	INSURANCE	\$0	\$8	\$0	\$10	\$10	\$0	\$10	\$10	-\$10
53202-204	IN STATE TRAVEL	\$14,000	\$11,283	\$14,000	\$3,530	\$8,460	\$0	\$8,460	\$10,460	\$3,540
53206-208	OUT OF STATE TRAVEL	\$0	\$1,873	\$0	\$0	\$153	\$0	\$153	\$153	-\$153
5322	TRAINING	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
5324	FACILITIES	\$25,000	\$59,837	\$25,000	\$5,392	\$45,830	\$15,152	\$60,981	\$62,709	-\$37,709
53402-53403	C/P SERVICES (INTERNAL)	\$28,000	\$22,793	\$23,000	\$0	\$8,074	\$0	\$8,074	\$11,162	\$11,838
53404-53405	C/P SERVICES (EXTERNAL)	\$301,000	\$123,248	\$271,000	\$6,514	\$62,231	\$24,321	\$86,552	\$89,841	\$181,159
5342	DEPARTMENT PRORATA	\$236,000	\$198,009	\$266,000	\$0	\$193,500	\$0	\$193,500	\$266,000	\$0
5342	DEPARTMENTAL SERVICES	\$30,000	\$76,233	\$30,000	\$11	\$21,867	\$0	\$21,867	\$53,010	-\$23,010
5344	CONSOLIDATED DATA CENTERS	\$1,000	\$5,593	\$1,000	\$0	\$15	\$0	\$15	\$10,675	-\$9,675
5346	INFORMATION TECHNOLOGY	\$25,000	\$4,626	\$24,000	\$0	\$1,191	\$14,020	\$15,211	\$15,211	\$8,789
5362-5368	EQUIPMENT	\$15,000	\$787	\$0	\$0	\$664	\$473	\$1,136	\$1,136	-\$1,136
54	SPECIAL ITEMS OF EXPENSE	\$0	\$410	\$0	\$0	\$290	\$0	\$290	\$500	-\$500
	OPERATING EXPENSES & EQUIPMENT	\$745,000	\$526,719	\$724,000	\$15,745	\$352,202	\$61,658	\$413,860	\$543,651	\$180,349

REIMBURSMENTS		-\$1,000	\$0	-\$1,000					\$0	
OVERALL TOTALS		\$1,329,000	\$1,086,491	\$1,311,000	\$52,041	\$688,662	\$61,658	\$750,320	\$995,516	\$315,484

24.06%

Department of Consumer Affairs

Revenue Projection Report

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 9

Fiscal Year: 2023 - 2024

Run Date: 04/26/2024

Revenue

Fiscal Code	Line Item	Budget	July	August	September	October	November	December	January	February	March	Year to Date	Projection To Year End
Delinquent Fees		\$10,000	\$400	\$1,310	\$1,200	\$800	\$600	\$2,000	\$200	\$1,200	\$400	\$8,110	\$10,610
Other Regulatory Fees		\$3,000	\$0	\$0	\$750	\$631	\$1,000	\$0	\$0	\$0	\$0	\$2,381	\$3,081
Other Regulatory License and Permits		\$156,000	\$7,060	\$7,390	\$11,465	\$8,115	\$10,270	\$9,426	\$12,925	\$16,160	\$16,700	\$99,511	\$156,301
Other Revenue		\$7,000	\$310	\$0	\$0	\$6,935	\$0	\$0	\$7,626	\$25	\$0	\$14,896	\$14,896
Renewal Fees		\$1,008,000	\$60,200	\$56,350	\$116,000	\$124,400	\$31,200	\$68,100	\$101,700	\$86,650	\$98,350	\$742,950	\$1,010,550
Revenue		\$1,184,000	\$67,970	\$65,050	\$129,415	\$140,881	\$43,070	\$79,526	\$122,451	\$104,035	\$115,450	\$867,849	\$1,195,439

0757 - Landscape Architects Technical Committee Fund Analysis of Fund Condition
(Dollars in Thousands)
2024-25 Governor's Budget With FM 9 Projections

Prepared 5.24.2024

	PY 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26	BY +2 2026-27
BEGINNING BALANCE					
Prior Year Adjustment	\$ 958	\$ 653	\$ 752	\$ 932	\$ 1,115
Adjusted Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 958	\$ 653	\$ 752	\$ 932	\$ 1,115
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 10	\$ 11	\$ 11	\$ 11	\$ 11
4127400 - Renewal fees	\$ 719	\$ 1,010	\$ 1,306	\$ 1,306	\$ 1,306
4129200 - Other regulatory fees	\$ 3	\$ 3	\$ 5	\$ 5	\$ 5
4129400 - Other regulatory licenses and permits	\$ 114	\$ 156	\$ 200	\$ 200	\$ 200
4163000 - Income from surplus money investments	\$ 21	\$ 14	\$ 10	\$ 16	\$ 19
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Totals, Revenues	\$ 868	\$ 1,195	\$ 1,533	\$ 1,539	\$ 1,542
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 868	\$ 1,195	\$ 1,533	\$ 1,539	\$ 1,542
TOTAL RESOURCES	\$ 1,826	\$ 1,848	\$ 2,285	\$ 2,471	\$ 2,657
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 1,086	\$ 996	\$ 1,282	\$ 1,220	\$ 1,256
Anticipated Ongoing Business Modernization Costs	\$ -	\$ -	\$ -	\$ 71	\$ 66
9892 Supplemental Pension Payments (State Operations)	\$ 16	\$ 17	\$ 6	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 71	\$ 83	\$ 65	\$ 65	\$ 65
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 1,173	\$ 1,096	\$ 1,353	\$ 1,356	\$ 1,387
FUND BALANCE					
Reserve for economic uncertainties	\$ 653	\$ 752	\$ 932	\$ 1,115	\$ 1,270
Months in Reserve	7.1	6.7	8.3	9.7	11.0

- NOTES:**
- 1. Assumes workload and revenue projections are realized in BY +1 and ongoing.
 - 2. Expenditure growth projected at 3% beginning BY.
 - 3. Includes anticipated ongoing costs for Business Modernization.



Landscape Architects Technical Committee

Public Protection through Examination, Licensure, and Regulation



DRAFT MEETING MINUTES

CALIFORNIA ARCHITECTS BOARD Landscape Architects Technical Committee Meeting

March 22, 2024
Webex Teleconference
Sacramento, CA

Landscape Architects Technical Committee (LATC/Committee) Members Present

Pamela S. Brief, Chair
Patricia M. Trauth, Vice Chair (arrived at 11:04 a.m.)
Andrew C. N. Bowden
Susan M. Landry
Jon S. Wreschinsky

California Architects Board (CAB) Members Present

Ronald A. Jones, Vice President

Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Kimberly McDaniel, LATC Program Manager
Nicholas Barnhart, Examination Coordinator
Kourtney Fontes, Special Projects Analyst
Coleen Galvan, Communications Analyst
Drew Liston, Board Liaison
Timothy Rodda, Regulations Manager

Department of Consumer Affairs (DCA) Staff Present

Elizabeth Coronel, SOLID Strategic Planning Manager
Harmony DeFilippo, Budget Manager
Yvonne Dorantes, Assistant Deputy Director of Board and Bureau Relations
Luke Fitzgerald, Budget Analyst
Helen Geoffroy, Legal Affairs Attorney III
Brian Knox, OPES Test Developer
Karen Okicich, OPES Research Data Supervisor II
Bryce Penney, Television Specialist
Sam Singh, Legal Affairs Attorney III

Guests Present

Amy Costa, Full Moon Strategies

Stephanie Landregan, Program Director, University of California, Los Angeles
(UCLA) Extension
Ellon Brittingham, Full Moon Strategies
Tracy Morgan Hollingworth, California Council of American Society of Landscape
Architects (CCASLA)
Vicki Phillipy, CCASLA
David Tatsumi, CCASLA
Todd Traunero, California Department of Transportation

A. Call to Order / Roll Call / Establishment of a Quorum

Chair Pamela S. Brief called the meeting to order at 10:02 a.m. and called roll. Four members of LATC were present, thus a quorum was established.

B. Chair's Procedural Remarks and Committee Member Introductory Comments

Ms. Brief explained the meeting was held via Webex pursuant to Government Code section 11123.5, and that LATC members should keep their camera on during the meeting. She stated that all motions and seconds will be repeated for the record and votes on all motions will be taken by roll call.

C. Public Comment on Items Not on the Agenda

Ms. Brief invited members of the public to address the LATC.

PUBLIC COMMENT: Stephanie Landregan asked if the Committee would discuss the sunset review process. Ms. Brief confirmed it would be discussed under agenda items J and K. Todd Traunero commented that he was attending the meeting on behalf of the California Department of Transportation.

D. Update on the Department of Consumer Affairs (DCA)

Assistant Deputy Director of Board and Bureau Relations Yvonne Dorantes reported that the Business, Consumer Services, and Housing Agency officially welcomed Secretary Tomiquia Moss in February. She reminded the Committee of the Department of Finance's Budget Letter that directed all state agencies under the Governor to take immediate action to reduce current year expenditures. She reported that DCA's DEI Steering Committee will hold its next meeting in April to discuss DEI actions, priorities, and language access.

Ms. Dorantes answered questions posed by members of the Committee.

E. Budget Update from DCA Budget Office

Budget Analyst Luke Fitzgerald summarized the LATC's expenditure projections and fund condition statement included in the meeting materials.

Mr. Fitzgerald and Budget Manager Harmony DeFilippo answered questions posed by members of the Committee. Ms. Brief requested a breakdown of the costs included under the "Facilities" budget category.

F. Review and Possible Action on November 17, 2023, LATC Meeting Minutes

- **Susan M. Landry moved to approve the November 17, 2023, LATC Meeting Minutes as presented.**

Andrew C. N. Bowden seconded the motion.

There were no comments from the public.

Members Bowden, Landry, Wreschinsky, and Chair Brief voted in favor of the motion. Member Trauth was absent. The motion passed 4-0.

G. Legislation Update

1. SB 1452 (Ashby) Architecture and Landscape Architecture

Executive Officer Laura Zuniga summarized and reported on the status of SB 1452. Ms. Zuniga answered questions posed by members of the Committee.

PUBLIC COMMENT: Stephanie Landregan asked how the bill's fiscal impact will be prepared. Ms. Zuniga explained that both the DCA Budget Office and the legislature complete a fiscal analysis for each bill. Ms. Landregan asked if the bill requires LATC to promulgate regulations. Ms. Zuniga explained that the current bill does not require LATC to promulgate regulations and confirmed that there is a fiscal component to the regulatory process. Tracy Morgan Hollingworth expressed concern about LATC possibly merging with CAB.

H. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs

Ms. Zuniga reported on the Board's meetings, business modernization project, examination statistics, and enforcement activity. Ms. Zuniga answered questions posed by members of the Committee. Mr. Wreschinsky stated that the LATC should consider amending California Code of Regulations, title 16, division 26, article 1, section 2615(a)(2) to remove the requirement for candidates to hold a four-year degree in addition to an approved extension certificate.

PUBLIC COMMENT: Stephanie Landregan recommended reaching out to the Landscape Architectural Accreditation Board (LAAB) to address examination pass rates.

I. Discuss and Possible Action on Licensure Examination Pass Rates of the Landscape Architect Registration Examination (LARE) and the California Supplemental Examination (CSE)

LATC Examination Coordinator Nicholas Barnhart summarized the LARE and CSE data included in the meeting materials. Mr. Barnhart answered questions posed by members of the Committee. Ms. Landry suggested collecting examination data of candidates with alternative degrees. Ms. Trauth agreed and suggested tracking pass rates of experience only candidates as well.

**J. Discuss and Possible Action on Structure and Operations Subcommittee
Addresses the following 2022-2024 Strategic Plan Objective:**

1. Research the Economic and Consumer Protection Impact of Re-Establishing the Landscape Architects Board or Establishing a Merged Board with the California Architects Board to Provide Better Representation, Strengthen the Distinction Between the Two Entities, and Increase Efficiency

Mr. Wreschinsky reported that he and Andrew Bowden will serve on the Structure and Operations Subcommittee and will reach out to subject matter experts as needed. Mr. Bowden provided historical background on this strategic plan objective and suggested involving other stakeholders in future discussions of this topic. He asked staff to provide information on merged boards of other states. Ms. Brief asked if LATC should consider fiscal savings that could be realized with a merged board. Ms. Zuniga explained that it would be hard to put a dollar amount on potential savings. She reminded the Committee that there are vacant positions within LATC and CAB and explained that it could be possible to combine licensing and enforcement functions. Ms. Landry asked who would determine if the LATC and CAB should merge and how many landscape architect members would be on the merged board. Ms. Zuniga confirmed the Legislature would make the final determination. Ms. Zuniga answered additional questions about the sunset review hearing posed by members of the Committee. Ms. Trauth expressed support for a merged board. Ms. Brief suggested that CAB Vice President Ronald Jones work with the Subcommittee as needed.

PUBLIC COMMENT: Stephanie Landregan encouraged LATC to work closely with CAB in the sunset review process and research if the recent merge of the Board for Professional Engineers, Land Surveyors, and Geologists caused any issues. Tracy Morgan Hollingworth expressed concern on behalf of CCASLA with the small number of landscape architects that could be on a merged board. Ellon Brittingham stated that the International Interior Design Association shares an interest in modernizing oversight for design professionals in the states and looks forward to stakeholder engagement on this topic.

K. Review and Discuss and Possible Action on Sunset Review Hearing

Ms. McDaniel reminded the Committee members that the LATC has 30 days to respond to the questions provided by the legislature. Ms. Zuniga summarized the legislature's questions for both LATC and CAB. The Committee discussed the question related to a possible merged board. Ms. Zuniga stated that staff would work with Chair Brief to prepare the final responses to the legislature.

L. Review of Future Committee Meeting Dates

Ms. Zuniga reminded the Committee that LATC has the ability to meet virtually, and CAB does not.

M. Closing Comments

Mr. Wreschinsky shared that he can report on the Council of Landscape Architectural Registration Boards' Experience Requirements Workgroup at the next LATC meeting.

N. Adjournment

The meeting adjourned at 1:48 p.m.

Quarterly Report of the Executive Officer

Administrative/Management

Board. The Board met in Los Angeles on February 22.

Meetings. The Landscape Architects Technical Committee (LATC) met by teleconference on March 22.

Newsletter

The spring issue of the California Architects newsletter will be distributed in June.

Budget

The Board's fund condition was discussed at the last Board meeting. CAB increased its initial license and renewal fees in July 2023 from \$300 to \$400. LATC increased its initial license and renewal fees in January 2024 from \$400 to \$700.

Business Modernization

The Business Modernization Cohort 2 Project's second release launched in March 2024 and included automation of the Reciprocity Applications. Future releases will include automation of Consumer Complaint forms, candidate/licensee address and name changes, online license renewals, and Certification of Experience forms.

Personnel

Lorie Slebodnick, CAB Public Information Technician, accepted a promotion with the California Department of Transportation.

Outreach

The Licensing Unit hosted a webinar on March 26 regarding Continuing Education (CE) audits for architects.

LATC staff provided online presentations to undergraduate landscape architecture students at UC Berkeley on April 11 and Cal Poly Pomona on April 19, regarding California's landscape architect examination and licensure process.

Social Media

CAB and LATC's social media account information is noted in the chart below.

CAB	Posts Jan. – Mar.	Followers 03/31/24		LATC	Posts Jan. – Mar.	Followers 03/31/24
Twitter	30	1,420		Twitter	23	315
Instagram	34	1,367		Instagram	23	117
Facebook	30	453		LinkedIn	0	25
LinkedIn	1	556				

Regulatory Proposals

Architects

CCR Section 109 (Application Update). This regulatory proposal provides updates to the Application for Eligibility reference to address AB 496, AB 2113, AB 2138, aligns with current Board practices and the National Council of Architectural Registration Boards (NCARB) current requirements, and makes non-substantive changes to the text to increase understanding. Proposed language was approved at the May 2023 Board meeting. Further changes were made to language, which was then approved by the Board at its September meeting. Staff developed the Notice, Initial Statement of Reasons (ISR), and 399 (fiscal analysis) and submitted them to DCA for initial review.

At its September 8, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on September 14, 2023, where minor edits were made to the language. On November 17, 2023, the package was sent to Agency, where additional technical modifications were made. The rulemaking file was submitted to OAL and was noticed for public comment on January 5, 2024. No comments were received.

During final review of the package, the Board's reg unit identified that the military SkillBridge program should be included in this package since it deals with applications, which was added to BPC 115.4 on January 1, 2024. Staff is working with the reg unit to modify the language for a 15-day notice to update the text accordingly and provide strikeouts for all documents that will no longer be incorporated by reference.

Status: Working on edits to language with DCA Reg Unit and will be brought to the June Board meeting.

CCR Section 117 (Experience Evaluation). This regulatory proposal provides updates to the way the Board evaluates documentation submitted by candidates to document the eight years of experience required for licensure.

At its December 1, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. Staff worked with the DCA Reg Unit and submitted the proposed rulemaking file to DCA for review on February 26, 2024. On March 5, 2024, the package was sent to Agency, and was approved for initial noticing. The rulemaking file was submitted to OAL and was noticed for public comment on April 19, 2024.

Status: Awaiting closure of the public comment period on June 4, 2024. Staff will note any comments received during this period.

CCR Sections 121 (Form of Examinations; Reciprocity) and 124 (California Supplemental Examination). During a review of the Board's regulations, staff identified CCR title 16, division 2, article 3, section 121 (Form of Examinations; Reciprocity) as requiring updating. As currently written, the title of the regulation does not accurately represent the content, the content requires clarification to more concisely state what is required, and references to obsolete programs must be removed. As part of the modification to 16 CCR section 121, a cross-reference is made to 16 CCR section 124 (California Supplemental Examination). Because OAL will review that section when reviewing this rulemaking, Board staff reviewed that regulation and found it lacks a clear definition of what the CSE application requires. Therefore, language was added to clearly identify the fee and the information required for candidates to apply to take the CSE.

At its December 1, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on January 5, 2024. The rulemaking file was submitted to OAL and was noticed for public comment on February 16, 2024. No comments were received.

Status: Drafting final regulatory package documents for submittal to DCA.

CCR Section 154 (*Disciplinary Guidelines*). Initial documents for the regulatory package were submitted to LAD on September 19, 2019. Staff incorporated LAD's feedback and the initial budget document was approved by the BO on October 19, 2020. On November 18, 2020, LAD forwarded the initial documents to the next level of review in the process and edits were required. Staff sent documents to LAD on September 8 and October 10, 2021. LAD is currently reviewing the regulatory language due to edits recommended by the Office of Administrative Law (OAL) to LATC's *Disciplinary Guidelines* rulemaking to ensure the language in the two regulatory packages is better aligned, and to expedite the review of the Board's *Disciplinary Guidelines* rulemaking when the final documents are submitted to OAL. The Board reviewed and approved the *Disciplinary Guidelines* at its September 2023 meeting and staff sent the regulatory package to DCA for review. DCA completed its review and sent the package to Agency for review on September 26, 2023. On November 14, 2023, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL). LAD submitted the documents to OAL on behalf of the Board and the 45-day comment period began on November 24, 2023. The 45-day public comment period closed on January 9, 2024, and the Board received one comment. In response to the comment, Board staff updated the language. Modified text was noticed on January 10, 2024 which began a 15-day comment period that ended on January 25, 2024. One comment was received during this comment period.

At its February 22, 2024 meeting, the Board approved the modified text. Final rulemaking documents were prepared and submitted to DCA on February 26, 2024. During final review, additional questions were raised by the DCA Reg Unit. Staff is working with the DCA Reg Unit to address all concerns and proceed with the final rulemaking file.

Status: Working with DCA Reg Unit on final documents to be submitted for final approval.

Landscape Architects

None

Licensing and Examination Program**Architects**

Performance data for the Architect California Supplemental Examination (CSE) and Architect Registration Examination (ARE) 5.0 for California candidates during the third quarter of FY 2023/24 are presented in Tables A and B.

Table A**Architect CSE Examinee Performance: January 1 – March 31, 2024**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	82	77%	24	23%	106
Instate Repeat	31	69%	14	31%	45
Reciprocity First-time	33	69%	15	31%	48
Reciprocity Repeat	11	79%	3	21%	14
Total	157	74%	56	26%	213

Table B**California ARE 5.0 Examinee Performance by Division: January 1 – March 31, 2024**

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	136	56%	108	44%	244
Practice Management	163	48%	175	52%	338
Programming and Analysis	150	60%	101	40%	251
Project Development and Documentation	133	49%	136	51%	269
Project Management	167	63%	98	37%	265
Project Planning and Design	141	46%	164	54%	305

Table C
California and NCARB ARE 5.0 Performance Comparison
(Q3 FY 2023/24)

ARE Division	Q3 FY 23/24		
	CA Pass	Natl. Pass	▲ %
Construction and Evaluation	56%	61%	-5%
Practice Management	48%	50%	-2%
Programming & Analysis	60%	64%	-4%
Project Development & Documentation	49%	54%	-5%
Project Management	63%	63%	0
Project Planning & Design	46%	50%	-4%

▲ % is the difference in the California and national (NCARB) performance.

Landscape Architects

Performance data for the Landscape Architect California Supplemental Examination (CSE) for the third quarter of FY 2023/24 are presented in Table D.

Table D
Landscape Architect CSE Examinee Performance: January 1 – March 31, 2024

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	19	56%	8	23%	27
Repeat	5	15%	2	6%	7
Total	24	71%	10	29%	34

The Landscape Architect Registration Examination (LARE) was not administered during this quarter. CLARB will administer the LARE on April 1-17, July 29-August 14, and December 2-18.

Enforcement

Architects

The most common violations have stayed consistent over the past four years, and are as follows:

- Misuse of the term “Architect”
- Practice without a license/device
- Continuing Education Audit Incompliance
- Written contract violations
- Signature/Stamp on plans and unauthorized practice
- Negligence or Willful Misconduct

Table G
Architects Complaints and Enforcement Actions

Category	Current Quarter Jan. Mar. 2024	Prior Quarter Oct Dec. 2023	FY 23 24
Complaints			
Received	56	53	237
Opened	56	53	238
Closed	92	62	211
Average Days to Close	176	105	315
Pending	153	185	338
Citations			
Issued	26	16	49
Final	8	3	15
Discipline			
Pending Attorney General	3	3	2
Final	0	1	1

Landscape Architects

Table H
Landscape Architects Complaints and Enforcement Actions

Category	Current Quarter Jan. Mar. 2024	Prior Quarter Oct. Dec. 2023	FY 23 24
Complaints			
Received	4	10	25
Opened (Reopened)	4	10	25
Closed	4	7	18
Average Days to Close	146	52	90
Pending	12	12	12
Citations			
Issued	2	0	2
Final	2	0	3
Discipline			
Pending Attorney General	0	0	0
Final	0	0	1

LATC's most common violations mirror the Board's with the exception of continuing education, signature/stamp on plans, unauthorized practice, and negligence or willful misconduct. LATC does not typically see egregious violations and more commonly receives complaints regarding the Rules of Professional Conduct and the standards of practice within the profession.

The most common violations within the practice of landscape architecture have stayed consistent over the past four years, and are as follows:

- Misuse of the term "landscape architect"
- Practice without a license
- Written contract violations
- Rules of Professional Conduct violations

Enforcement Actions

Architects

Citations

CHRISTOPHER RYAN (Jacksonville Beach, FL) – The Board issued a one-count citation, including an administrative fine in the amount of \$500 to Christopher Ryan, architect license number C-33620, dba Design Everest (DE), for alleged violations of California Code of Regulations title 16, section 134.

The Board received several complaints against the business entity DE, for unlawfully advertising architectural services. When contacted by the Board, Ryan, who had become a part-owner of DE, claimed that the company was compliant with the Architects Practice Act because he was in management control as the Director of Architecture at DE. Ryan's role, therefore, was to exercise general oversight of the professional services offered and provided by the business entity, ensuring DE's compliance with the Architect's Practice Act. This included ensuring that all of their projects, even those that would otherwise be exempt from licensing requirements, were under the responsible control of a licensed California architect. Ryan provided the Board with a list of licensed architects who were purportedly in responsible control of DE's current projects.

However, Ryan failed to ensure that all the architects providing architectural services through DE had reported their association to the Board as required by Business and Professions Code Section 5558 and California Code of Regulations title 16, section 104.

Ryan's failure to maintain management control at DE while allowing the company to include architecture in their description of services constituted a violation of California Code of Regulations, title 16, section 134. Ryan paid the fine, satisfying the citation. The citation became final on February 16, 2024.

MARBE BRICENO (Glendale) - The Board issued a one-count citation with a \$1,500 administrative fine to Marbe Briceno, an unlicensed person, dba Marbe Designs, for alleged violations of Business and Professions Code section 5536(a).

On or about April 12, 2023, Briceno's company website used the terms "architectural" and "architecture" to describe her services. Her company LinkedIn profile stated, "An Award-Winning, full-Service Architectural Interior Design Studio" and used the title of "Interior/Architect Designer" numerous times under Experience. Her company Facebook profile stated, "Full-service Architectural Interior Design Studio specializing in High-End Residential & Hospitality."

Briceno's online profiles, wherein she used the title of "Architect Designer" and described her services as "Architecture" and "Architectural" are devices that might indicate to the public that she is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a). The citation became final on February 4, 2024.

CAMPBELL GREY (Reseda) - The Board issued a three-count citation with a \$5,000 administrative fine to Campbell Grey, an unlicensed person, dba GreyCo Global LLC, for alleged violations of Business and Professions Code section 5536(a) (Misrepresentation; Practice Without License or Holding Self Out as Architect) and California Code of Regulations, title 16, sections 134(a) and (b) (Use of the Term Architect; Responsible Control Within a Business Entity).

On or about March 13, 2021, Grey entered into a contract with Mr. J.G. (Client) entitled "Contract for Architectural/Structural Design Services," offered "Architectural/Structural Design" and "Architectural Design"

services, and charged for “Architectural Design.” The contract signature line also referred to Grey as “Arch. Designer.”

Grey’s company website stated, “consider us artist/architects/builders of your dreams.” His Houzz profile offered “architectural design” in the “SO CAL” area and was categorized under “Architects and Building Designers.” His Archinect profile listed “Architecture” as an Area of Specialization.

Grey designed plans for a four-story apartment building located in Valley Village, California, which was submitted to the Planning Department, with a description of the project stating: demolition of an existing one-family dwelling and construction of a four-story, four-unit townhouse style apartment.

Grey misrepresented himself as a licensed architect when he advertised, offered and charged for “architectural design,” and referred to himself as an architectural designer. He practiced architecture without a license by designing a building is not exempt from licensing requirements under Business and Professions Code section 5537. Such conduct constitutes violations of Business and Professions Code section 5536(a) and California Code of Regulations, title 16, section 134(a) and (b). The citation became final on March 5, 2024.

JOSE LUIS JUSTINIANO (Anaheim) – The Board issued a one-count citation with a \$1,500 administrative fine to Jose Luis Justiniano, an unlicensed person, dba J&R Design Planning & Engineering and West Coast Construction & Restoration Co., for alleged violations of Business and Professions Code section 5536(a).

On or about October 16, 2021, Justiniano was hired by S.S (client) to provide full design, engineering, and construction services for a residential remodel located in Torrance, California for a design fee of \$16,000 plus an additional \$184,000 for construction.

An invoice for the project dated April 12, 2022, included a line item that stated, “Prepare supplemental architectural plans...” for a fee of \$2,500.

In a second project Justiniano entered into a contract with G.R. (client) on July 20, 2021 to provide design services for a project located in Norwalk, California. Allegedly, Justiniano had been hired to obtain plan approval from the city within a year, but by the end of 2023 no work has been done. Justiniano had been paid \$13,425.

Justiniano’s Proposal for Design, Planning & Engineering dated July 20, 2021 for the Norwalk project stated he would “provide and coordinate architectural plans.” An invoice dated July 21, 2021, included line items for “Architect” and “architectural plans” for a fee of \$7,500.

Justiniano’s company Kukun profile was categorized under “Architects” and stated, “J&R Design Planning & Engineering is a Architects contractor company based on Anaheim, California.” His personal LinkedIn profile stated, “Experienced Principal with a demonstrated history of working in the architecture, planning & engineering industry” and offers “Architectural” services under Skills. His company Yelp profile was categorized under “Architects.”

Justiniano’s contract, billing invoices, and online profiles wherein he used the title of “Architect” and described his services as “Architecture” and “Architectural,” are devices that might indicate to the public that he is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes a violation of Business and Professions Code section 5536(a). The citation became final on March 9, 2024.

ERIC MARTINEZ-LUCIO (Fresno) – The Board issued a two-count citation with a \$5,000 administrative fine to Eric Martinez-Lucio, an unlicensed person, dba Urbatect Development LLC, for alleged violations of

Business and Professions Code section 5536(a) and California Code of Regulations section 134(a). Martinez-Lucio's company website offers "luxury high-end architecture" and includes "Architecture" services. His company Houzz profile offers "Architectural Design" and "Architectural Drawing" services and includes an apartment building rendering under Projects. His company Yelp profile states, "Attention to detail, efficiency, economy and architectural and engineering innovation are among some of the great hallmarks of all Urbatect's projects." His company Facebook profile states, "We are a multi-disciplinary design firm specializing in high-end architecture, ADUs, & construction" and states "Urbatect Development will be handling all of the Architectural & Engineering."

Martinez-Lucio's company Houzz and Instagram profiles offer "Architecture," advertise non-exempt projects, and state "Our areas of expertise are: ARCHITECTURE." His company Build Zoom profile offers "Architectural Drawings and Designs" and "Other Architecture and Engineering" services. Urbatect Development LLC had advertisements on Craigslist offering an "Architect," "Architectural Design," "Architectural," and "Architecture" services.

The company name "Urbatect" is a variation of the term "architect," which is deliberately confusing to consumers.

On April 6, 2023, Martinez-Lucio was previously issued a Class "A" citation in the amount of \$1,000 for violations of California Business and Professions Code section 5536(a) and was formally advised that an unlicensed individual or firm in California cannot use any term confusingly similar to architect or architectural to describe services offered or be labeled in such a category. Martinez-Lucio failed to pay that fine.

Martinez-Lucio's business name, website, advertisements, and online profiles wherein he described his services as "Architect," "Architecture," "Architectural Design," and "Architectural," are devices that might indicate to the public that Martinez-Lucio is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and California Code of Regulations section 134(a). The citation became final on March 16, 2024.

JOHN NEAL (Suisun City) – The Board issued a one-count citation with a \$750 administrative fine to John Neal, an unlicensed person, dba Design Collaborative Services, LLC, for alleged violations of Business and Professions Code section 5536(a).

On or around August 9, 2023, the Board received a complaint alleging Neal had abandoned a project after agreeing to provide design services to a client.

The Board had previously issued a letter of advisement to Neal concerning his online advertising, which warned about his company website and his profiles on LinkedIn and Alignable. By November 9, 2022, Neal had made the requested corrections to these profiles and the Board closed the case. Nevertheless, from November 10, 2022, through January 1, 2024, Neal resumed misrepresenting himself as an architect and his company as an architectural firm through various advertisements. His LinkedIn profile emphasized his firm's capabilities in "Architectural Drawings" and "Architecture," while his company's Yelp profile was categorized under "Architects," and offered design services for non-exempt commercial buildings.

Neal's online advertising and profiles are devices that might indicate to the public that he is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a). The citation became final on March 17, 2024.

PETER LYLE STRAUHAL (Salem, OR) - The Board issued a four-count citation with a \$20,000 administrative fine to Peter Lyle Strauhal, an unlicensed person, dba Blair Strauhal Development LLC, BLS Steel Buildings, and Cascade Pacific Green Buildings, for alleged violations of Business and Professions

Executive Officer's Report

Code sections 5536(a) (Misrepresentation; Practice Without License or Holding Self Out as Architect) and 5536(b) (Practice Without License; Affix Stamp or Seal).

On or about November 17, 2022 Strauhal contracted to provide design services for a commercial project to renovate an existing winery in the County of Napa. He offered and charged for “architecture” in his contract. His “Draw Request” invoice to his client included tasks entitled “Architectural,” “Architectural Construction Coordination,” and “Architectural Permit Coordination.”

The Subject submitted 40 pages of plans for the commercial project to the County of Napa Building Department (Napa). The plans contained Strauhal’s name in the title block, and had been affixed with a false stamp containing the words “Licensed Architect” and “State of California” along with Strauhal’s name, the license number “C-154420,” which is not a valid California architect license number, and the license renewal date of “06-01-22,” which is not a valid renewal date.

Napa issued Strauhal a second set of plan review comments, stating that they were unable to verify his license information through the Department of Consumer Affairs License Lookup website. Strauhal then sent Napa a copy of the Board’s Architect’s Business Entity Report Form which he had filled out, but not filed with the Board, stating that it was a “record of my business and license with number shown.” Strauhal listed his license number as “68525” on that document, which also is not a valid California architect’s license number. He checked the box on the form which stated, “I provide architectural services...” and signed the form in the Licensee’s Signature field.

Additionally, Strauhal listed a second architect on the plans, and included that architect’s valid license number and title block information. Strauhal then used the architect’s name and license number on a Commercial Building Permit Application he submitted to Napa on or about March 3, 2022. The architect confirmed to the Board that he had no knowledge of, or association with, Strauhal.

Strauhal used a stamp meant to resemble a California architect’s stamp, represented himself as a California licensed architect to the Napa building department, and used fake license numbers and renewal dates. He attached an unrelated licensed architect’s name and number to his projects, falsely implying a business relationship with the architect in an attempt to obtain approval of a commercial permit application. Such conduct constitutes a violation of Business and Professions Code sections 5536(a) and 5536(b). The citation became final on March 5, 2024.

Administrative Actions

None

Landscape Architects

None

AGENDA ITEM K: REVIEW OF FUTURE COMMITTEE MEETING DATES

A schedule of planned meetings and events for 2024 are provided to the Committee.

<u>Date</u>	<u>Event</u>	<u>Location</u>
September 13	Board Meeting	TBD
November 7-8	LATC Meeting/Strategic Planning Session	TBD
December 5-6	Board Meeting/Strategic Planning Session	TBD