

CALIFORNIA ARCHITECTS BOARD

FEBRUARY 26, 2014

POMONA, CALIFORNIA



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF BOARD MEETING

**February 26, 2014**  
**9:30 a.m. – 5:00 p.m.**

**California State Polytechnic University, Pomona**  
**College of Environmental Design**  
**The Gallery, Building 7, 1<sup>st</sup> Floor**  
**3801 West Temple Avenue**  
**Pomona, California 91768-4048**  
**(909) 869-4114**

The California Architects Board will hold a Board meeting, as noted above. The agenda items may not be addressed in the order noted below and the meeting will be adjourned upon completion of the agenda, which may be at a time earlier than that posted in this notice. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Annamarie Fernandez at (916) 575-7202, emailing [annamarie.fernandez@dca.ca.gov](mailto:annamarie.fernandez@dca.ca.gov), or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

### Agenda

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. President's Remarks
- C. Public Comment Session
- D. Approve the December 5-6, 2013 Board Meeting Minutes
- E. Executive Officer's Report
  1. Update to January 2014 Monthly Report
  2. Update and Possible Action on Legislation Regarding:
    - a. Senate Bill 850 (Block) [Community College Baccalaureate Programs]
    - b. Assembly Bill 186 (Maienschein) [Military Spouses]
    - c. California Society of the American Institute of Building Design - Sunrise Review
    - d. Integrated Degree Program (Licensure with Degree) - Possible Architects Practice Act Amendment
    - e. The American Institute of Architects, California Council - Legislation Regarding Peer Review on Exempt Projects

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- F. Discussion and Possible Action on Alternate Path to Licensure Model\*
  - 1. Overview on Alternate Path to Licensure Model and National Council of Architectural Registration Boards (NCARB) Licensure Task Force
  - 2. Reports on California National Accrediting Architectural Board Programs' Current Efforts Regarding Licensure
  - 3. Reports on Emerging Alternate Path to Licensure Model
  - 4. Discussion on "Best Practices" from Current Efforts to Integrate Licensure into Education
  - 5. Discussion and Possible Action on Potential Draft Framework for Alternate Path to Licensure Model
  
- G. Western Conference of Architectural Registration Boards
  - 1. Review of the 2014 NCARB Regional Summit
  - 2. Discuss and Possible Action on NCARB Resolutions
  - 3. Discuss and Possible Action on 2014 Elections
  
- H. Ratify Intra-Agency Contract Agreement for California Supplemental Examination Occupational Analysis, Review of National Examination, and Linkage Study
  
- I. Review and Approve Proposed Regulations to Amend California Code of Regulations, Title 16, Section 109 (Filing of Applications)
  
- J. Review and Approve 2014 Strategic Plan
  
- K. Closed Session – Disciplinary Decisions [Closed Session Pursuant to Government Code Section 11126(c) (3)]
  - 1. Review and Approve December 5, 2013 Closed Session Minutes
  - 2. Consider Proposed Enforcement Decisions and Stipulations
  
- L. Review of Schedule
  
- M. Adjournment

\* *An Alternate Path to Licensure model is a National Architectural Accrediting Board-accredited program that integrates the experience (Intern Development Program) and examination (Architect Registration Examination and California Supplemental Examination) components into the degree requirements and culminates at graduation with the awarding of the degree and eligibility for licensure.*

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website: [www.cab.ca.gov](http://www.cab.ca.gov). Any other requests relating to the Board meeting should be directed to Ms. Fernandez at (916) 575-7202.

*Protection of the public shall be the highest priority for the California Architects 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)*

## **Agenda Item A**

### **CALL TO ORDER -- ROLL CALL -- ESTABLISHMENT OF A QUORUM**

Roll is called by the Board Secretary or, in his/her absence, by the Board Vice President or, in his/her 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**

Jon Alan Baker

Chris Christophersen

Pasqual V. Gutierrez

Tian Feng

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

Fermin Villegas

Sheran Voigt

Hraztan Zeitlian

## **Agenda Item B**

### **PRESIDENT'S REMARKS**

Board President Sheran Voigt, or in her absence, the Vice President will review the scheduled Board actions and make appropriate announcements.

## **Agenda Item C**

### **PUBLIC COMMENT SESSION**

Members of the public may address the Board at this time. The Board President may allow public participation during other agenda items at their discretion.

## **Agenda Item D**

### **APPROVE THE DECEMBER 5-6, 2013 BOARD MEETING MINUTES**

The Board is asked to approve the minutes of the December 5-6, 2013 Board meeting.

Attachment:

December 5-6, 2013 Board Meeting Minutes

MINUTES  
REGULAR MEETING  
CALIFORNIA ARCHITECTS BOARD

December 5-6, 2013

Santa Barbara, CA

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

Board President Sheran Voigt called the meeting to order on December 5, 2013 at 9:10 a.m. and Board Secretary, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Secretary  
Jon Alan Baker  
Jeffrey Heller  
Matt McGuinness  
Nilza Serrano  
Fermin Villegas

Board Members Absent

Hraztan Zeitlian, Vice President  
Chris Christophersen  
Sylvia Kwan

Guests Present

Kurt Cooknick, Director of Regulation and Practice, The American Institute of Architects, California Council (AIACC)  
Heidi Lincer-Hill, Ph.D., Chief, Department of Consumer Affairs (DCA), Office of Professional Examination Services (OPES)

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marcus Reinhardt, Program Manager, Examination/Licensing Unit  
Trish Rodriguez, Program Manager, Landscape Architects Technical Committee (LATC)  
Mel Knox, Administration Analyst  
Leosha Eves, Enforcement Officer  
Bob Carter, Architect Consultant  
Don Chang, Assistant Chief Counsel, DCA  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

B. PRESIDENT'S REMARKS

Ms. Voigt welcomed the newest public member of the Board, Nilza Serrano, and asked the Executive Officer (EO), Doug McCauley, to administer the Oath of Office. Following the oath, Ms. Serrano shared her background with the Board.

Ms. Voigt informed the Board that, at approximately 2:30 p.m., it will relocate to another conference room to hold a joint meeting with the National Council of Architectural Registration Boards (NCARB) Board of Directors.

Ms. Voigt invited members and staff to make introductions. Don Chang introduced his successor, Rebecca Bon. Mr. Chang said Ms. Bon will likely assume his responsibilities with the Board in March 2014.

C. PUBLIC COMMENT SESSION

There were no comments from the public.

D. APPROVE THE SEPTEMBER 12, 2013 BOARD MEETING MINUTES

Ms. Voigt asked for a motion regarding the September 12, 2013 Board Meeting Minutes.

- **Jon Baker moved to approve the September 12, 2013 Board Meeting Minutes.**

**Jeffrey Heller seconded the motion.**

**The motion passed 7-0.**

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley informed the Board that staff will send members the proposed dates for Board meetings in 2014, at which time members will be surveyed to identify the official Board meeting dates.

Mr. McCauley reported that the launch of BreZE, an integrated, enterprise-wide system designed to support applicant tracking, licensing, license renewal, enforcement, cashiering, and data management capabilities, has been delayed. He explained that the Board is currently assigned to phase three of its implementation, but that DCA is considering reassigning the Board to an earlier phase.

Mr. McCauley reported that, at the request of the Communications Committee, the Board's newsletter, *California Architects*, is in the process of converting to an e-mail format. He explained that the newsletter production process has been an ongoing challenge. Mr. McCauley said the next edition of *California Architects* is expected to be published in February 2014.

Mr. McCauley reported that the Board's Sunset Review Report, due in October 2014, will be staff's top priority in the year ahead. He informed the Board that it will likely see the Report

for the first time at the June 2014 Board meeting, then, at the September 2014 Board meeting, the Board will have an opportunity to approve it. Mr. McCauley also outlined the Sunset Review Report production process and informed the Board that the EO and Board President will present the Report to the Legislature in March 2015.

Mr. McCauley updated the Board on the status of two proposed regulatory packages. The first, California Code of Regulations (CCR) sections 109 (Filing of Applications) and 117 (Experience Evaluation), relating to improvements to the national internship program, was approved by the Office of Administrative Law (OAL) in October 2013 and becomes effective on January 1, 2014. The second regulatory change, CCR section 121 (Form of Examinations; Reciprocity), regarding the recognition of NCARB Certification obtained via the Broadly Experienced Foreign Architect (BEFA) Program, was approved by the Department of Finance in September 2013, and was submitted to OAL for final approval in October 2013. Pertaining to CCR sections 109 and 117, Mr. Baker asked about recognizing the validity of certain academic internships in California, to which Marccus Reinhardt replied that the Board does now recognize Intern Development Program (IDP) credit through qualifying academic internships approved by NCARB.

Mr. McCauley explained the value of having in-house architect consultants available to Board staff who provide expert opinions on any practice-related issues. He informed the Board that it will be asked to approve an architect consultant contract for Barry Williams.

Mr. Gutierrez expressed concern with the fact that the two lowest Architect Registration Examination (ARE) passing rates are in core practice areas, to which Mr. McCauley responded that the newest Board member, Ms. Serrano, noticed the same pattern.

Mr. McCauley reported that the LATC is in the process of developing its Occupational Analysis (OA), which is the required survey that any licensed profession or trade must administer to ensure an examination is valid and legal. He also reported that the Board is ready to commence its OA process as well.

Mr. McCauley reported that Senate Bill 308 (Chapter 333, Statutes of 2013), which contains the Sunset Review provisions for the California Council for Interior Design Certification, was signed into law. He also reminded the Board of its “Oppose Unless Amended” position on Assembly Bill (AB) 186 (Maienschein), the bill that would permit the Board to provide a provisional license to a spouse, domestic partner, or other legal companion of an active duty member of the United States Armed Forces. Mr. McCauley stated his intention to visit the author when the Legislature reconvenes in January 2014 to seek an exemption for the Board and the LATC. He also reported that AB 630 (Chapter 453, Statutes of 2013), the AIACC-sponsored legislation regarding architects’ instruments of service, was approved by the Governor on October 1, 2013.

Mr. McCauley reported that the California Society of the American Institute of Building Design (CSAIBD) is interested in the “sunrise review” process. He said that CSAIBD has prepared a white paper that has been submitted to the office of Senator William Monning, and that Board staff will continue to monitor CSAIBD developments closely and report any further activity to the Board.

Mr. McCauley reported that AIACC is considering legislation that would allow architects to utilize peer review of plans in lieu of government plan review. He said that, in his view, there is potential for this kind of legislation to have a negative consumer impact. Kurt Cooknick confirmed AIACC's desire to pursue this legislation, which, he explained, would be an expedited approach for projects within the exempt areas of practice. Mr. Baker stated that it sounds as if the legislation is designed to allow architects to outsource the plan review process to a colleague, which many architects already do; he said outsourcing does not necessarily save time and money. Jeffrey Heller asked whether peer reviewers will have legal liability, suggesting that legal accountability would be a deterrent from unethical behavior. Mr. Cooknick replied that accountability will be determined by the contract. Mr. Gutierrez asked whether peer reviewers will be held to a higher standard than local agencies. Mr. Baker asked if the inspection function would remain with municipality, to which Mr. Cooknick answered in the affirmative.

F. ELECTION OF 2014 BOARD OFFICERS

Mr. McCauley informed that Business and Professions Code section 5518 requires the Board to elect from its members a president, vice president, and secretary to hold office for one year. Mr. McCauley explained that pursuant to this provision, the Board President appointed Messrs. Baker and McGuinness as members of the Nominations Committee, which recommended for the Board's consideration the following slate of officers for 2014 based on the qualifications, recommendations, and interest expressed by the Board members:

- Sheran Voigt - President
- Pasqual Gutierrez - Vice President
- Chris Christophersen - Secretary

Mr. McCauley stated that Mr. McGuinness' name was put forth by another Board member for the office of Secretary and, as specified in the Board Member Administrative Procedures Manual, Mr. McGuinness has the opportunity to run from the floor. Mr. Baker indicated that Mr. McGuinness expressed discomfort with putting himself on the slate while serving on the Nominations Committee.

Ms. Serrano asked about Mr. Christophersen's attendance record given his interest in the office of Secretary. Mr. McCauley stated that Mr. Christophersen's attendance record is quite good despite his excused absence from today's meeting.

- **Jon Baker moved to approve the recommended slate of officers for 2014: Sheran Voigt, President; Pasqual Gutierrez, Vice President; and Chris Christophersen, Secretary.**

**Jeffrey Heller seconded the motion.**

**The motion passed 7-0.**

G. SELECT THE 2013 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD RECIPIENTS

Mr. McCauley explained that this service award is given to volunteers in recognition of individual efforts to advance the Board's mission, values, and strategic goals. He acknowledged two nominees that were recommended by the Board's examination staff, and explained their great contributions to

the California Supplemental Examination (CSE). Mr. McCauley stated he believed these individuals should be recognized.

Mr. McCauley reminded the Board of the Governor's memorandum, which prohibits the distribution of awards and plaques; he noted that the policy was established due to California's challenging fiscal climate. Mr. McCauley recalled Board members' earlier proposal to donate the cost of the award, but then reminded the Board of legal counsel's opinion that such an approach would not resolve the perception issue. Mr. Heller expressed dissatisfaction with the policy because, in his view, it prevents the Board from recognizing and thanking its committed volunteers for their efforts.

- **Jon Baker moved to approve that Hermelinda Zubiate and Loangle Newsome be awarded the Octavius Morgan Distinguished Service Award for 2013 and that the award be given to awardees as a "physical element of recognition" paid for by Board monies unless prohibited, in which case it will be paid directly by Board members.**

**Matt McGuinness seconded the motion.**

**The motion passed 7-0.**

H. CLOSED SESSION – DISCIPLINARY DECISIONS AND EXAM DEVELOPMENT ISSUES [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 11126(C)(1) AND (3)]

The Board went into closed session to consider possible action on the:

- Closed Session Minutes of the September 12, 2013 Board meeting;
- Proposed enforcement decisions and stipulations; and
- CSE development and administration.

I. REVIEW AND APPROVE INTRA-AGENCY CONTRACT AGREEMENT FOR CSE OCCUPATIONAL ANALYSIS, NATIONAL EXAMINATION REVIEW, AND LINKAGE STUDY

Mr. Reinhardt introduced OPES Chief, Dr. Heidi Lincer-Hill, who delivered a presentation to the Board detailing the OA of architectural practice in California. Dr. Lincer-Hill informed the Board that OPES and Board staff worked collaboratively to develop an Intra-Agency Contract (IAC) agreement authorizing OPES to conduct the CSE OA, a psychometric review of the national examination development process, and linkage study.

Mr. Gutierrez inquired whether NCARB's process to conduct its Practice Analysis (PA) will be comparatively analyzed to that of California's OA [PA is synonymous with OA]. To help identify what is relevant to California, Dr. Lincer-Hill said that OPES intends to review NCARB's examination process and its PA against California's OA.

Mr. McCauley asked the Board for a motion authorizing the EO to execute an IAC with OPES and, subsequently, bring it to the Board in February 2014 for ratification.

- **Pasqual Gutierrez moved to approve the EO's request to execute an IAC with OPES to conduct the CSE OA, psychometric process review of the national examination, and linkage study and, subsequently, bring it to the Board for ratification.**

**Matt McGuinness seconded the motion.**

Mr. Baker asked about the financial implications of such a contract, to which Mr. McCauley explained that utilizing the service provided by OPES will cost the Board about half of what it would pay in the private marketplace; Mr. McCauley said the OA will cost approximately \$61,000.

**The motion passed 7-0.**

J. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Mr. McCauley shared that the Board's apprehensions regarding the new Mutual Recognition Agreement (MRA) [signed on June 16, 2013] between the Canadian Architectural Licensing Authorities (CALA) and NCARB have been resolved.

Mr. Reinhardt explained that, following the September Board meeting, staff contacted NCARB to seek clarification on whether the Board:

- 1) could require candidates under the MRA to take and pass the CSE prior to licensure;
- 2) would retain discretion to deny a license to an applicant that fails to satisfy disciplinary or criminal proceedings review; and
- 3) could require candidates to provide a Social Security Number or an Individual Taxpayer Identification Number.

Mr. Reinhardt reported that NCARB's responses were communicated to the EO with a recommendation from staff for the Board to sign the Letter of Undertaking. Ms. Voigt said, as more than half of all NCARB Member Boards have already become formal signatories to the Agreement, the MRA will become effective on January 1, 2014, regardless of whether or not the Board chooses to sign the Letter of Undertaking.

- **Jon Baker moved to give the President authority to sign the Letter of Undertaking in an endorsement of NCARB's efforts to continue its long-standing recognition of the exchange of professional credentials in support of cross-border practice with Canada.**

**Pasqual Gutierrez seconded the motion.**

Mr. McGuinness asked about the CSE requirement, to which Mr. McCauley replied that the Board can still require MRA candidates to successfully pass the CSE before licensure.

**The motion passed 7-0.**

Mr. Gutierrez provided the Board with an update on NCARB's November 8-9, 2013, Licensure Task Force (LTF) meeting. He said the three most important topics of discussion were:

- 1) Early access to the ARE;
- 2) Streamlining of IDP (in the context of duplication of experience requirements vs. examination); and
- 3) A partnership approach for an integrated process between the academies and licensing boards.

Mr. Baker shared his understanding that a number of schools of architecture were recently identified by NCARB that could potentially host a comprehensive degree pilot program; he asked whether there is a structured process already in place to develop pilot programs. Mr. Gutierrez said Integrated Degree Programs is a very hot topic and many other schools have conveyed strong interest in developing an innovative curriculum that simultaneously awards accredited degrees with a license to practice architecture.

The Board determined that it will continue to monitor Integrated Degree Program developments.

K. PRESENTATION BY SACRAMENTO ARCHITECTURAL COLLEGE ON AN INTEGRATED DEGREE PROGRAM AND POSSIBLE ACTION

Mr. McCauley announced that Umber Kazmi, Director of ARE Education for Funkaar Institute (a private examination preparation company), will not be present to deliver a presentation on establishing a new National Architectural Accrediting Board (NAAB)-accredited school in Sacramento. Mr. McCauley said he predicts Ms. Kazmi will, in due course, ask the Board to take a position on the proposal, which Mr. McCauley recommended the Board delay for the following reasons:

- 1) School is not yet established;
- 2) Funkaar Institute is a private, for-profit organization; and
- 3) Guidance from NCARB should first be considered.

Mr. McCauley outlined the vision for the Sacramento Architectural College (SAC), which was explained in greater detail in the SAC Concept Paper provided to the Board in the meeting packet. Mr. McCauley described some of the intricacies of SAC's proposed six-year program, which seeks to combine education, internship and examination, and ultimately culminates with a California architect license upon graduation. He said a logical goal for the LTF to pursue would be to build a highly integrated program that requires fewer than eight years to achieve licensure.

Mr. McCauley suggested that the Board first consider NCARB's perspective on the concept of Integrated Degree Programs, and then reflect on how the Board would like to see these programs develop in California. He also advised that the Board may need to amend the Architects Practice Act with a statutory provision which gives the Board authority to adopt regulations to amend its table of equivalents (alternative pathways to licensure).

Mr. Gutierrez expressed concern that implementing an innovative practice-based curriculum will be more complex in California because of its non-accredited degree pathways to licensure. Mr. Gutierrez said, in his view, the best approach going forward is to monitor the situation and recognize the efforts of institutions which present licensing innovations to the Board; however, Mr. Gutierrez stressed that the Board should be cautious about endorsing individual programs at this time. Mr. McCauley agreed with Mr. Gutierrez's comments, and said the Board could indicate support for a "comprehensive degree program" by adopting a statement of support for the concept of such a program instead of sponsoring or endorsing a particular organization's activities.

Mr. Baker said the concept of having a formal structure that all States abide by is ideal. He also identified the accreditation process as a significant issue that should be addressed. Mr. Baker agreed with Mr. McCauley's suggestion for the Board to adopt a policy position in support of this concept.

- **Jeffrey Heller moved to support the concept of an "integrated degree program" that synthesizes education, experience and examination, culminates with a degree and a license, and takes fewer than eight years to complete.**

**Jon Baker seconded the motion.**

**The motion passed 7-0.**

#### L. PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

Mr. Baker provided the Board with an update on the activities which occurred at the PQ Committee meeting held via teleconference on October 23, 2013. He reported that the Committee voted to provide the Board with a recommendation for staff to draft a letter of support to NAAB regarding the *2014 Conditions for Accreditation (Conditions)* and its companion, *A Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Report (Guide)*.

According to Mr. Baker, due to time constraints associated with a December 1, 2013 deadline for providing comments to NAAB, the Executive Committee, at its November 5, 2013 meeting, in lieu of the Board, voted to approve PQ's recommendation to support the first draft of the *Conditions* and *Guide* as presented and send a letter of support to NAAB. Mr. Baker asked the Board to ratify the action taken by the Executive Committee.

- **Jon Baker moved to ratify the letter of support to NAAB dated November 7, 2013 concerning the first drafts of the *2014 Conditions for Accreditation* and *A Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Report* publications.**

**Pasqual Gutierrez seconded the motion.**

**The motion passed 7-0.**

Mr. Baker reported that the PQ Committee discussed and made recommendations for the Board's consideration regarding two 2013 Strategic Plan objectives at its October meeting. He said the Committee:

- 1) Developed the criteria for the Broadly Experienced Design Professional program and presented it to NCARB; and
- 2) Determined that implementing an expedited application process and issuing reciprocal licenses for military spouses who temporarily reside in California without first passing the CSE is unacceptable.

Mr. Baker also reported that the Committee:

- 3) Received a report on the NCARB proposed changes to the IDP entry point and employment duration; and
- 4) Received a report on the NCARB 2012 PA.

#### M. EXECUTIVE COMMITTEE REPORT

Ms. Voigt provided the Board with an update on the activities which occurred at the Executive Committee meeting held via teleconference on November 5, 2013. She reported that the Committee:

- 1) Made recommendations for the Board's consideration relative to 2013 Strategic Plan objectives, specifically regarding:
  - Continuing education with California planning and building departments;
  - Board's liaison program; and
  - Candidate licensure process.
- 2) Approved the PQ's recommendation for the Board's consideration relative to comments regarding the NAAB's *2014 Conditions and Guide*.

Ms. Voigt requested a motion to approve the Committee's recommendation to memorialize Past President Marilyn Lyon's letter to planning departments, dated April 17, 2012, as a standard Board document on its website ([cab.ca.gov](http://cab.ca.gov)).

- **Fermin Villegas moved to approve the Executive Committee's recommendation to memorialize Past President Marilyn Lyon's letter to planning departments, dated April 17, 2012, as a standard Board document on [cab.ca.gov](http://cab.ca.gov).**

**Jon Baker seconded the motion.**

**The motion passed 7-0.**

In recognition of the Committee's desire for the Board's liaison program to operate with greater efficiency, and, in an effort to limit the potential to communicate misinformation to the public during liaison speaking engagements, Ms. Voigt informed the Board that, at its

November meeting, the Committee developed the following recommendations for the Board's consideration:

- 1) Use quarterly reminders (to Board members from Board staff) regarding liaison reports;
- 2) Provide liaisons with bulleted points of information (background information, past correspondence, etc.) in conjunction with the quarterly reminder before contacting assigned organizations; and
- 3) Require liaisons to collaborate with Board staff when outreach efforts involve providing licensing information to candidates.

Board members and staff discussed liaison assignments and the new proposed requirement to include Board staff in developing/delivering presentations to students concerning licensing information. Mr. Baker stressed the importance of liaisons having access to talking points (for reference) prior to making contact with their assigned organizations.

- **Pasqual Gutierrez moved to approve the Executive Committee's recommendations to 1) begin the use of quarterly reminders to liaisons regarding reporting requirements, 2) provide liaisons with bulleted points of information in conjunction with the quarterly reminder prior to contacting assigned organizations, and 3) require liaisons to collaborate with Board staff when outreach efforts involve communicating licensing information to candidates.**

**Fermin Villegas seconded the motion.**

**The motion passed 7-0.**

Ms. Voigt reported that Committee members voted to recommend the Board approve a list of potential improvements to streamline the licensure process for candidates.

- **Pasqual Gutierrez moved to accept the Executive Committee's recommendation to approve the following list of potential improvements to streamline the licensure process for candidates:**
  - **Work with DCA on customization (to the extent possible) of BreZze to provide candidates with an application process this is easy to navigate and follow;**
  - **Suggest efficiencies to NCARB when candidates are experiencing difficulty with an NCARB system, process, or program;**
  - **Work with NCARB to provide greater clarity in the information communicated to candidates regarding the implementation of new policies and rules related to its programs;**
  - **Support legislation aimed at streamlining the licensure process;**
  - **Explore pilot programs to integrate licensing into education (i.e., licensure upon graduation);**
  - **Align educational and work experience credit provisions in regulations with changes in the IDP; and**

- **Employ new technologies to communicate information to candidates relative to their individual Board record.**

**Fermin Villegas seconded the motion.**

**The motion passed 7-0.**

N. APPROVE ARCHITECT CONSULTANT CONTRACT

Leosha Eves informed the Board that a Request for Proposal for an architect consultant for fiscal years (FY) 2013/14 (partial), 2014/15, 2015/16, and 2016/17 (partial) was advertised on August 30, 2013 on the Department of General Services' (DGS) website. Ms. Eves announced that, following the evaluation process, on November 13, 2013, Mr. Williams was selected as the awardee for the architect consultant contract. She also stated that, as required by law, on November 21, 2013, the Notice of Intent to Award announcing Mr. Williams' selection was posted in the Board office. Ms. Eves asked the Board to ratify the architect consultant contract in anticipation of DGS approval.

- **Jon Baker moved to approve Barry N. Williams' architect consultant contract for FY 2013/14 (partial), 2014/15, 2015/16, and 2016/17 (partial), in anticipation of the DGS approval.**

**Jeffrey Heller seconded the motion.**

**The motion passed 7-0.**

O. COMMUNICATIONS COMMITTEE REPORT

Mel Knox provided the Board with an update on the Communications Committee meeting held via teleconference on October 1, 2013. He reported that the Committee:

- 1) Approved *California Architects* newsletter articles for future publication; and
- 2) Made recommendations for the Board's consideration concerning 2013 Strategic Plan objectives, specifically regarding:
  - Newsletter publication frequency and format;
  - Digital alternatives for school outreach; and
  - Promoting multiple pathways to licensure.

Mr. Knox informed the Board that, during the Committee's discussions related to the publication frequency and format of *California Architects*, the following recommendations materialized:

- 1) Leave the publication frequency as quarterly;
- 2) Change the publication format from an Adobe PDF document to an abridged HTML version; and
- 3) Begin an effort to expand the current "eNews" subscriber list.

Mr. Knox explained the benefits to these changes, which include:

- A reduction in steps currently required to view the content of *California Architects*;
- More accessible to the visually impaired (compliant with the Americans with Disabilities Act);
- The potential to produce editions of *California Architects* with greater frequency; and
- Helps maintain frequent communication with “eNews” subscribers.

Mr. Knox asked the Board to consider the Communications Committee’s recommendations concerning the 2013 Strategic Plan objective to explore different publication frequency and format for the Board’s *California Architects* newsletter.

- **Pasqual Gutierrez moved to approve the Communications Committee’s recommendations to 1) leave the publication frequency of *California Architects* as quarterly, 2) change the newsletter publication format from an Adobe PDF document to an abridged HTML version, and 3) begin an effort to expand the current “eNews” subscriber list.**

**Matt McGuinness seconded the motion.**

**The motion passed 7-0.**

Mr. Knox reported that, at the October meeting, the Committee found the most cost-effective approach to school outreach to be the use of screencasts. He explained to the Board that screencasts are recordings of online educational presentations, not to be confused with webinars, which are live presentations during which participating viewers can submit questions and comments. Mr. Knox noted that, currently, staff physically travels to school campuses to deliver presentations promoting licensure in California; he said that practice is neither the most cost-effective nor time-efficient.

Mr. Knox informed the Board that, during the Committee’s discussions concerning digital alternatives for school outreach, the following recommendations materialized:

- 1) Create screencasts designed to help students, candidates and schools understand and navigate the licensing process; and
- 2) Expand content beyond the Board’s website to include providing it on a video-sharing website (i.e., California Government YouTube) along with appropriate linking from the Board’s websites and linkage of appropriate social media.

Mr. Knox asked the Board to approve the Communications Committee’s recommendations regarding the 2013 Strategic Plan objective to explore digital alternatives for outreach to schools.

- **Matt McGuinness moved to approve the Communications Committee’s recommendations to 1) create screencasts designed to help students, candidates and schools understand and navigate the licensing process, and 2) expand content beyond the Board’s website to include providing it on a video-sharing website along with**

**appropriate linking from the Board's websites and linkage of appropriate social media.**

**Jon Baker seconded the motion.**

**The motion passed 7-0.**

Mr. Knox advised that the Board currently promotes multiple pathways for candidates to achieve licensure in California by:

- Delivering "Path to Licensure" presentations at accredited California schools of architecture; and
- Maintaining a career website at *architect.ca.gov*.

Mr. Knox informed the Board that, given the historical challenges to reach 1) community colleges with architecture or related programs, 2) career centers at public colleges and universities, and 3) high school career centers or programs, the Committee made a recommendation for the Board's consideration to broaden the Board's approach to promote multiple pathways to licensure to include mass mailings and e-mails directed to these target groups.

Mr. Knox asked the Board to consider the Communications Committee's recommendations regarding the 2013 Strategic Plan objective to promote multiple pathways to licensure.

Given the increased populations of veterans seeking career direction upon completing military service obligations, Mr. Gutierrez recommended including Veteran Affairs (VA) counseling centers to the list of target groups.

- **Jon Baker moved to approve the Communications Committee's recommendation to broaden the Board's approach to promote multiple pathways to licensure to include mass mailings and e-mails directed to the following target groups:**
  - **Presidents, deans, and chairs of community colleges with architecture or related programs;**
  - **Career centers at public and private colleges and universities;**
  - **High school career centers or programs; and**
  - **VA counseling centers.**

**Matt McGuinness seconded the motion.**

**The motion passed 7-0.**

P. UPDATE ON NOVEMBER 7, 2013 LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE MEETING

Trish Rodriguez provided an update on the LATC meeting held via teleconference on November 7, 2013. She informed the Board that Committee members selected new

leadership for the remainder of FY 2013/14; Andrew Bowden had been elected Chair, while David Taylor had been elected Vice Chair. Ms. Rodriguez also reported that Stephanie Landregan announced her election as Council of Landscape Architectural Registration Boards President.

According to Ms. Rodriguez, the Committee discussed Landscape Architect Registration Examination candidates in California and their performance on the new exam in comparison to the rest of the nation. She said that, at the Committee's request, staff is preparing a letter to California schools of landscape architecture for the purpose of reminding administrators and students of the importance of education in one's pursuit of licensure.

Ms. Rodriguez reported that, at the November meeting, the Committee also discussed 2013/15 Strategic Plan objectives regarding:

- Reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies; and
- Possibility of expanding eligibility requirements to allow credit for teaching under a licensed landscape architect.

Finally, Ms. Rodriguez informed the Board that, in April 2013, the LATC approved the Extension Certificate Programs in landscape architecture for UC Los Angeles and UC Berkeley. She explained that, during the LATC site review at UC Los Angeles, administrators conveyed interest in altering its curriculum from a four-year program to a three-year program, beginning in the fall of 2014. Consequently, according to Ms. Rodriguez, the site review team will reconvene to assess the proposed academic changes. She said the UC Los Angeles Extension Certificate Program is expected to provide a voluntary report on its request for a three-year curriculum in landscape architecture after the end of the calendar year. Ms. Rodriguez reported that staff received direction from the Committee to reconvene with the UC Los Angeles site review team, which she anticipates will transpire via teleconference sometime in February 2014.

Q. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

Board President Sheran Voigt called the meeting to order on December 5, 2013 at 2:00 p.m. and Board Secretary, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Secretary  
Jon Alan Baker  
Jeffrey Heller  
Matt McGuinness  
Nilza Serrano  
Fermin Villegas

Board Members Absent

Hraztan Zeitlian, Vice President  
Chris Christophersen  
Sylvia Kwan

Guests Present

Kurt Cooknick, Director of Regulation and Practice, AIACC  
Heidi Lincer-Hill, Ph.D., Chief, DCA OPES

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marccus Reinhardt, Program Manager, Examination/Licensing Unit  
Trish Rodriguez, Program Manager, LATC  
Mel Knox, Administration Analyst  
Leosha Eves, Enforcement Officer  
Bob Carter, Architect Consultant  
Don Chang, Assistant Chief Counsel, DCA  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

R. PRESIDENT'S REMARKS

There were no remarks from the President.

S. PUBLIC COMMENT SESSION

There were no comments from the public.

T. JOINT MEETING WITH NCARB BOARD OF DIRECTORS

NCARB President, Blake Dunn, thanked the California Architects Board for holding a joint meeting with his Board of Directors, and recognized the historical significance of this occasion as the first time NCARB and one of its member Boards have assembled together. Ms. Voigt welcomed NCARB to California. Mr. McCauley informed NCARB that the Board's Sunset Review Report for 2010 has been distributed and is available as a reference to any questions about the history and function of the Board.

The Boards' discussions were focused on the following strategic initiatives:

*ARE 5.0*

NCARB informed the Board that it had approved the test specification and division structures for the new ARE, which is scheduled for release in late 2016. NCARB indicated that the new examination format is designed to be a more realistic reflection of architectural activities, as well as psychometrically valid, legally defensible, and financially sustainable. The six divisions of ARE 5.0 are:

- Practice Management;
- Project Management;

- Programming & Analysis;
- Project Planning & Design;
- Project Development & Documentation; and
- Construction & Evaluation.

*NCARB's Intern Development Program Special Project*

NCARB updated the Board on its plans to overhaul IDP. NCARB informed the Board that an internal special project team had been organized to: 1) explore options to streamline IDP with the goal of expediting the completion of the program without diminishing its rigor or effectiveness, and 2) proactively consider the nature of IDP to ensure relevance to the realities of practice in the architectural profession.

*NCARB's Broadly Experienced Architect Special Project*

NCARB updated the Board on its plans to overhaul the Broadly Experienced Architect and BEFA programs. Since they are heavily subsidized by NCARB and cumbersome for applicants to complete, NCARB informed the Board that an internal special project team had been organized to consider ways to reduce the burden and cost of the programs.

*NCARB's Licensure Task Force (LTF)*

NCARB updated the Board on the activities of its LTF, which is investigating a pilot program that combines education, internship, and examination and would ultimately culminate with licensure upon graduation. According to NCARB, LTF is studying each of the components of licensure to identify overlaps and create a pilot program that maintains current standards, removes redundancy without the loss of rigor, and engages the profession to create a more integrated and collaborative process.

*MRA between NCARB and CALA*

The Board informed NCARB that its questions regarding the new MRA between the CALA and NCARB have been sufficiently addressed. The Board announced that it voted to sign the Letter of Undertaking in an endorsement of NCARB's efforts to continue its long-standing recognition of the exchange of professional credentials in support of cross-border practice with Canada.

U. CLOSED SESSION (IF NECESSARY) – EXAM DEVELOPMENT ISSUES [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(1)]

There were no items discussed under closed session.

V. ADJOURNMENT

The meeting adjourned at approximately 4:00 p.m.

W. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

Board President Sheran Voigt called the meeting to order on December 6, 2013 at 8:37 a.m. and Board Secretary, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Secretary  
Jon Alan Baker  
Jeffrey Heller (arrived at 8:40 a.m.)  
Sylvia Kwan  
Matt McGuinness  
Nilza Serrano  
Fermin Villegas

Board Members Absent

Hraztan Zeitlian, Vice President  
Chris Christophersen

Guests Present

Kurt Cooknick, Director of Regulation and Practice, AIACC  
Terrie Meduri, Facilitation Specialist, DCA Strategic Organization, Leadership, and Individual Development (SOLID)  
Tom Roy, Facilitation Specialist, DCA SOLID

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marccus Reinhardt, Program Manager, Examination/Licensing Unit  
Trish Rodriguez, Program Manager, LATC  
Mel Knox, Administration Analyst  
Leosha Eves, Enforcement Officer  
Bob Carter, Architect Consultant  
Don Chang, Assistant Chief Counsel, DCA  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

X. PUBLIC COMMENT SESSION

There were no comments from the public.

Y. STRATEGIC PLANNING SESSION

Ms. Voigt introduced Terrie Meduri and Tom Roy from SOLID, who facilitated the Board's strategic planning session. Mr. Roy and Ms. Meduri lead the Board through its review of

accomplishments for 2013, its mission, values, and strategic goals, which assisted members in developing objectives for 2014.

SOLID will update the Strategic Plan with changes made during this session, and the Board will review and finalize the plan at its next meeting, tentatively scheduled for February 25, 2014.

Z. REVIEW OF SCHEDULE

Mr. McCauley identified the following dates in 2014 for Board meetings:

- February 25, 2014;
- June 12, 2014;
- September 10 (or 12), 2014; and
- December 3-4 (or 10-11), 2014.

The meeting adjourned at approximately 1:00 p.m.

DRAFT

## **Agenda Item E**

### **EXECUTIVE OFFICER'S REPORT**

1. Update to January 2014 Monthly Report
2. Update and Possible Action on Legislation Regarding:
  - a. Senate Bill 850 (Block) - Community College Baccalaureate Programs
  - b. Assembly Bill 186 (Maienschein) - Military Spouses
  - c. California Society of the American Institute of Building Design - Sunrise Review
  - d. Integrated Degree Program (Licensure with Degree) - Possible Architects Practice Act Amendment
  - e. The American Institute of Architects, California Council - Legislation Regarding Peer Review on Exempt Projects



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## MEMORANDUM

DATE: February 3, 2014  
TO: Board Members  
FROM: Doug McCauley, Executive Officer  
SUBJECT: Monthly Report – January 2014

The following information is provided as an overview of Board activities and projects as of January 31, 2014.

### ADMINISTRATIVE/MANAGEMENT

**Board** The Board met on December 5-6 in Santa Barbara. The first day of the meeting included a joint session with the National Council of Architectural Registration Boards (NCARB) Board of Directors. The second day included a Strategic Planning session to update the Board's Strategic Plan for 2014. Board meetings scheduled for 2014 are as follows: February 26 in Pomona; June 12 in the Bay Area; September 10 in Southern California; and December 10-11 in Sacramento.

**BreEZe** The Department of Consumer Affairs (DCA) has been working with Accenture, LLP to design, configure, and implement an integrated, enterprise-wide enforcement case management and licensing system called BreEZe. This system supports DCA's highest priority initiatives of job creation and consumer protection by replacing aging legacy business systems with an industry-proven software solution that utilizes current technologies to facilitate increased efficiencies for DCA board and bureau licensing and enforcement programs. More specifically, BreEZe supports applicant tracking, licensing, license renewal, enforcement, monitoring, cashiering, and data management capabilities. Additionally, the system is web-based which allows the public to file complaints and search licensee information and complaint status via the Internet. It also allows applicants and licensees to submit applications, license renewals, and make payments online.

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BreEZe is being deployed department-wide via three separate releases over an approximately two-year period. On October 8, 2013, the BreEZe system went live for Release 1 boards and bureaus for certain services. Release 1 boards

and bureaus were given the option to stagger in the new system services based on their individual business process considerations; this option is being provided to all boards and bureaus, allowing them to choose when specific services go online. Release 2 and 3 boards and bureaus will continue to utilize the legacy business systems until their respective release dates – tentatively December 2014 and December 2015, respectively. According to DCA, after all three releases are completed, BreEZe will be the largest online enterprise licensing and enforcement solution in the world, bringing with it improved access to DCA board and bureau services, greater ease of use for stakeholders, and improved internal functionality that will greatly enhance licensing and enforcement efficiencies.

Budget At the September 12, 2013 Board meeting, the Board voted to give the Executive Officer (EO) authority to proceed with a negative Budget Change Proposal (BCP) to reduce its spending authority by \$400,000 for fiscal year (FY) 2015/16. Board staff will prepare a BCP Concept Paper for submission to the Department of Finance (DOF), via DCA Budget Office staff, in mid-April 2014.

Communications Committee The membership of the Communications Committee for 2014 is being finalized by the Board’s President. Once the Strategic Plan is approved by the Board at its February 26, 2014 meeting, which includes the Committee’s objectives for 2014, members will be surveyed to identify a date for the next Committee meeting.

Legislation Assembly Bill (AB) 186 (Maienschein) would authorize boards to issue a provisional license to a spouse, domestic partner or other legal companion of an active duty member of the Armed Forces. At its June 13, 2013 meeting, the Board voted to adjust its position on AB 186 from “Support” to “Oppose Unless Amended,” and to request an exemption while noting the Board’s existing efforts to address the intent of the legislation. On June 25, 2013, the EO communicated the Board’s position to Assemblyman Maienschein’s staff and requested an amendment to provide an exemption for the Board from the bill’s provisions. The Board’s desire for an exemption was again communicated on November 4, 2013, when staff reiterated the Board’s position to the Assemblyman. When the Legislature reconvened in January 2014, the EO contacted the Assemblyman’s staff in an effort to seek an exemption for the Board and the Landscape Architects Technical Committee (LATC) from the bill’s provisions; Mr. McCauley received no follow-up response. AB 186 remains a two-year bill and has not been amended since June 24, 2013.

AB 630 (Chapter 453, Statutes of 2013) would prohibit, as initially introduced, the use of an architect’s instruments of service without written contract or written assignment authorization. At its June 13, 2013 meeting, the Board voted to support AB 630 if amended with language to require 1) a licensed design professional be utilized to protect the public from misuse of an architect’s work product, and 2) any consent to utilize instruments of service shall not be unreasonably withheld. The American Institute of Architects, California Council (AIACC) opted not to accept the Board’s first recommended amendment for concerns it would create new law. AIACC agreed to accept the Board’s second recommended amendment and is now reflected in AB 630; however, a provision was augmented to allow instruments of service to be withheld for cause - if there is a lack of payment or failure to adhere to the contract requirements. At its September 12, 2013 meeting, the Board voted to support AB 630 as amended. The bill was signed by the Governor on October 1, 2013 and became effective January 1, 2014.

Senate Bill (SB) 308 (Chapter 333, Statutes of 2013) is the sunset bill for the California Council for Interior Design Certification (CCIDC). The Board's EO conveyed the Board's support for the extension of CCIDC's sunset date at the Sunset hearing. In addition, the position taken by the Board on the bill at its May 7, 2013 meeting was conveyed to the author's staff. The Board maintained its position at its June 13, 2013 meeting. At the September 12, 2013 Board meeting, the EO explained that CCIDC did have a desire to expand and modify the current definition of certified interior designer (CID). It was suggested to CCIDC that it needs to show CIDs' competence in new areas by demonstrating what is covered in their examination via its test plan and occupational analysis. Ultimately, agreement could not be reached on the new definition and it was not included in the bill because sunset bills must have consensus. The bill was signed by the Governor on September 23, 2013, and became effective January 1, 2014.

SB 850 (Block) was introduced on January 6, 2014, and would authorize Community Colleges to establish baccalaureate degree pilot programs at campuses to be determined by the Chancellor of the California Community Colleges. The Board will consider this measure at its February meeting.

Liaison Program At the December 5, 2013 Board meeting, the Board voted to approve the Executive Committee's recommendations concerning its 2013 Strategic Plan directive to review the Board's liaison program and determine future focus for agencies and schools. Consequently, liaisons will be 1) sent quarterly reminders of their responsibilities, 2) required to collaborate with Board staff when outreach efforts involve providing licensing information to candidates, and 3) provided with a talking points memorandum prior to making contact with assigned organizations. The liaison instructions along with talking points, is scheduled to be provided to liaisons in February 2014.

Newsletter The next issue of *California Architects*, the Board's newsletter, is scheduled for publication in February 2014.

Personnel Recruitment efforts are underway to fill the vacant Public Information Technician position in the Board's Administration Unit and the Office Technician position in the Enforcement Unit.

Records Management Board staff updated the Records Holdings/Disposals Annual Report (Retention Schedule) for FY 2012/13 and submitted the report to the DCA on October 15, 2013 for approval. On December 5, 2013, the Report was approved by Department of General Services and subsequently approved by California State Archives on December 9, 2013.

Sunset Review The Board's next Sunset Review Report is due on November 1, 2014. The production of the draft Report is underway, with Board and LATC first drafts due (internally) on February 21 and 28, 2014, respectively.

Training The following employee has been scheduled to participate in upcoming training:

Word 2010 – Level 2 2/11/14 (Nancy)

Website During the month of January, staff updated information relative to the California Supplemental Examination, and posted the updated Architects Practice Act.

## **EXAMINATION AND LICENSING PROGRAMS**

Architect Registration Examination (ARE) Statistical reports for ARE divisions taken by California candidates are temporarily unavailable. NCARB management has informed Board staff that statistical reports by jurisdiction relative to candidate ARE performance are unavailable due to the transfer of candidate management from Prometric to Alpine Testing Solutions. NCARB is working with Alpine to bring the reports online, and expects to launch this feature by summer.

California Supplemental Examination (CSE) Administration In January, the computer-delivered CSE was administered to 40 candidates, of which 14 (35%) passed and 26 (65%) failed. The CSE has been administered to 553 candidates in FY 2013/14 (as of January 31, 2014), of which 369 (67%) passed and 184 (33%) failed. During FY 2012/13, the computer-delivered CSE was administered to 728 candidates, of which 456 (63%) passed, and 272 (37%) failed.

CSE Development and Occupational Analysis (OA) CSE development is an ongoing process. The current Intra-Agency Contract (IAC) Agreement with the Office of Professional Examination Services (OPES) for development expires June 30, 2014.

The Board typically conducts an OA every five to seven years by surveying practitioners to determine the necessary knowledge, skills, and abilities to perform architectural services with competence. The most recent OA was conducted in 2007. OPES Chief, Heidi Lincer-Hill, provided a presentation to the Board on December 5, 2013 relative to CSE performance and the plans for the next OA. The Board authorized the EO to execute a new IAC with OPES to conduct the OA, and also conduct the required review of the national examination (per Business and Professions Code section 139) and a linkage study between the content of the ARE and the results of the Board's OA. The IAC will be presented to the Board for ratification at its February meeting. If ratified, the services performed under the IAC will be completed by June 2015.

Intern Development Program (IDP) Broadly Experienced Design Professional (BEDP) – At its May 2012 meeting, the PQC discussed and considered the feasibility of the National Council of Architectural Registration Boards (NCARB) establishing an alternate method to satisfy the IDP requirement for individuals who meet certain criteria. The issue was considered in response to a strategic planning objective. The PQC recommended that the Board research and/or develop appropriate criteria for recognizing a broadly experienced intern and provide that information to NCARB. The Board voted on June 14, 2012, to approve the PQC's recommendation. At the September 13, 2012 Board meeting, Jon Baker reported that the NCARB Internship and IDP Advisory Committees were receptive to and supportive of the idea, and that it has become a research task of the IDP Advisory Committee for 2013.

At the direction of the PQC, staff developed draft criteria for the BEDP pathway that was approved by the Board on June 13, 2013. The criteria framework was subsequently presented by the Board's EO, to Ronald B. Blicht, NCARB President, for future consideration, while attending the 2013 NCARB Annual Meeting in June.

In September, NCARB reported that it convened a new Licensure Task Force to explore potential new pathways to architectural licensure. Led by Mr. Blich, the group held its first meeting on September 6-7, 2013. The Task Force is analyzing each component of the licensure process as a basis for exploring potential additional pathways that lead to licensure, including determining where there may be overlap and opportunities for efficiencies to be realized. The Task Force is one of several NCARB strategic initiatives. As announced at the NCARB 2013 Annual Meeting, a framework for reinvention of IDP, in the near-term, is being designed by a multi-disciplinary special project team. This team is conducting research and developing viable options for the NCARB Board of Directors to consider for implementation. The Task Force met again on November 8-9, 2013. The next scheduled meeting is January 31 – February 1, 2014.

NCARB 2012 Practice Analysis (PA) In April 2012, NCARB surveyed more than 80,000 architects, interns, and educators across the country. The survey content addressed specific tasks and knowledge/skills related to the pre-design, design, project management, and practice management aspects of the architectural profession, as well as general knowledge and skills. The 2012 PA, like the 2007 and 2001 PAs, will be used to drive future updates and modifications to the ARE and to inform the IDP. Additionally, the 2012 PA guided NCARB's response to the 2013 NAAB Accreditation Review Conference and is being used to inform NCARB's continuing education policies. The Board assisted NCARB in its efforts to establish a prospective survey pool and provided the relevant contact information for its approximately 20,000 licensees and posted a notice regarding the PA on its website. The Board also promoted participation in the survey through other means, including an article in the spring 2012 newsletter and information on its website. The deadline for survey responses was originally April 30, 2012, but was extended to May 6, 2012. NCARB released its findings from the PA in four individual reports and one comprehensive final report that are available on the NCARB website. Each individual report focuses on a specific component of architecture (education, internship, examination, and continuing education), while the comprehensive final report includes the full set of previously published individual reports. The next step of the process will involve NCARB committees and task forces determining how best to incorporate the findings and recommendations, which are meant to shape the future of the ARE, IDP, and other NCARB policies and programs.

Professional Qualifications Committee (PQC) The membership of the PQC for 2014 is being finalized by the Board's President. Once the Strategic Plan, which includes the Committee's objectives for 2014, is approved by the Board at its February 26, 2014 meeting the members will be surveyed for a date to hold the next PQC meeting.

Regulation Changes *California Code of Regulations (CCR) sections 109 (Filing of Applications) and 117 (Experience Evaluation)* – Among the changes brought to IDP in the third and final phase of implementing IDP 2.0 was allowing candidates to earn IDP credit through qualifying academic internships approved by NCARB. In May 2012, the PQC considered this change to IDP and recommended that the Board align its regulations with the academic internship allowance. On June 14, 2012, the Board voted to approve the PQC's recommendation and directed staff to proceed with a regulatory change proposal. The Board approved the proposed regulatory language to amend CCR sections 109 and 117 at its September 13, 2012 meeting. Staff began preparing the regulatory package for submission to the Office of Administrative Law (OAL) when, in November 2012, it was learned that a new edition of the *IDP Guidelines* had

been released by NCARB. The latest edition modifies the April 2012 changes to IDP by removing the: 1) requirement for an academic internship to be approved by NCARB; and 2) 930-hour cap on the amount of credit that can be earned. Staff recommended modified language to the regulation based on the changes made in the IDP Guidelines. The Board approved the modifications at its March 7, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109 and 117:

September 13, 2012	Final Approval by the Board
March 7, 2013	Final Approval of Recommended Modified Language by the Board
March 22, 2013	Notice of Proposed Changes in the Regulations published by OAL
March 22, 2013	Regulation package to DCA Division of Legislative and Policy Review
May 9, 2013	Public hearing, no comments received
June 18, 2013	Final rulemaking file to DCA Legal Office and the Division of Legislative and Policy Review
July 23, 2013	Final rulemaking file to Business, Consumer Services, and Housing Agency (Agency)
August 23, 2013	Final rulemaking file approved by Agency
September 3, 2013	Final rulemaking file to OAL for approval
October 9, 2013	Final rulemaking file approval by OAL
January 1, 2014	Effective date of the approved rulemaking file

*CCR section 121 (Form of Examinations; Reciprocity)* – At its December 2011 meeting, the Board discussed requirements for reciprocal licensure relative to NCARB's Broadly Experienced Foreign Architect (BEFA) Program. This would establish the possibility of recognizing architects licensed in foreign countries (other than Canada, which is specifically excluded from BEFA) through reciprocity in California. The Board added an objective to the 2012 Strategic Plan to pursue a regulatory proposal to amend CCR 121 to allow the Board to recognize NCARB Certification obtained via the BEFA Program. The objective was assigned to the PQC. At its May 2012 meeting, the PQC was provided with detailed information regarding the BEFA Program and reviewed a draft regulatory proposal, which would add a provision to CCR 121, recognizing NCARB Certifications obtained via the BEFA Program. The Board approved the regulatory proposal at its June 2012 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language. Staff discovered, while preparing the required notice and documents for filing with OAL, a discrepancy in the originally proposed language concerning United Kingdom licensed architects. The proposed regulatory language was modified to correct for the discrepancy. The recommended modified language was presented to the Board at its March 7, 2013 meeting and approved for filing.

Following is a chronology, to date, for the processing of the Board's regulatory proposal for CCR section 121:

June 14, 2012	Final Approval by the Board
March 7, 2013	Final Approval of Recommended Modified Language by the Board
March 22, 2013	Notice of Proposed Changes in the Regulations published by OAL
March 22, 2013	Regulation package to DCA Division of Legislative and Policy Review
May 9, 2013	Public hearing, no comments received
June 18, 2013	Final rulemaking file to DCA Legal Office and the Division of Legislative and Policy Review
July 25, 2013	Final rulemaking file to Agency
August 23, 2013	Final rulemaking file forwarded to DOF
September 26, 2013	Final rulemaking file approved by DOF
October 15, 2013	Final rulemaking file to OAL for approval
November 21, 2013	Final rulemaking file approved by OAL
January 1, 2014	Effective date of the approved rulemaking file

*California Code of Regulations (CCR) section 116 (Eligibility for Examination)* – As part of the change to the NCARB ARE content and candidate management to Alpine Testing Solutions, Inc., NCARB will be requiring candidates to establish and maintain an NCARB Record to access examination scheduling information, view testing history, rolling clock information, and download score reports. Staff developed proposed regulatory language to reflect the NCARB Record requirement. The Board approved the proposed regulatory language to amend CCR section 116 at its June 13, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR section 116:

June 13, 2013 Initial Approval by the Board\*

*\*Staff is preparing the regulatory package.*

*California Code of Regulations (CCR) section 120 (Re-Examination)* – NCARB passed an amendment to the ARE Five-Year Rolling Clock provision with respect to divisions that were previously exempt. Those previously exempt divisions will expire on July 1, 2014 unless all divisions of the ARE have been passed. Staff developed proposed regulatory language to reflect this change to examination expiration. The Board approved the proposed regulatory language to amend CCR section 120 at its June 13, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR section 120:

June 13, 2013 Initial Approval by the Board\*

*\*Staff is preparing the regulatory package.*

## ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: The architect consultants were available on-call to Building Officials in January when they received six telephone, email, and/or personal contacts. These types of contacts generally include discussions regarding the Board’s policies and interpretations of the Practice Act, stamp and signature requirements, and scope of architectural practice.

Education/Information Program: Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In January, there were 30 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 14 of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

A Request for Proposal (RFP) - Secondary for one of the Board’s architect consultant was released August 30, 2013. Submission of proposals was due October 16, 2013. One proposal was received. The proposal was evaluated in the First Phase Evaluation on October 29, 2013, and the proposer received an overall technical score of 30 or more and proceeded to the Second Phase Evaluation, an oral interview. On November 13, 2013, the Evaluation Committee interviewed the successful candidate and awarded technical points based on the selection criteria contained in the RFP; Barry N. Williams was selected as the awardee of the contract. On November 21, 2013, the Notice of Intent to Award announcing the consultant selected was posted, as required by law, in the Board’s office. The Board approved the contract on December 5, 2013, and the Department of General Services (DGS) approved it January 29, 2014; it became effective February 1, 2014.

	<u>Current Month</u> January 2014	<u>Prior Month</u> December 2013	<u>Prior Year</u> January 2013
<u>Enforcement Statistics</u>			
Total Cases Received/Opened**:	21	37	28
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	0	0	1
Complaints Pending DOI:	1	1	2
Complaints Pending AG:	3	1	6
Complaints Pending DA:	3	3	2
Total Cases Closed**:	20	23	12
Total Cases Pending**:	110*	109	82
Settlement Cases (§5588) Opened:	5	1	3
Settlement Cases (§5588) Pending:	7	3	16
Settlement Cases (§5588) Closed:	1	3	3
Citations Final:	1	7	0

*\*Includes 30 cases referred to Enforcement as a result of continuing education audit conducted after license renewal.  
 \*\*Total Cases categories include both complaint and settlement cases.*

At the end of each FY, staff reviews the average number of complaints received, pending, and closed for the past three FYs. From FY 2010/11 through FY 2012/13, the average number of

complaints received per month was 22. The average pending caseload was 111 complaints and the average number of complaints closed per month was 24.

Regulation Changes *CCR section 103 (Delegation of Certain Functions)* – The Board’s 2011 Strategic Plan directed the Regulatory and Enforcement Committee (REC) to review and make recommendations regarding SB 1111 proposals. This legislation failed to pass, but DCA encouraged boards and bureaus to review nine provisions included in SB 1111 to determine whether they might be utilized to improve their enforcement processes. After reviewing the provisions, the REC recommended to the Board that it amend CCR section 103 to allow the Board to delegate authority to its EO to approve stipulated settlements to revoke or surrender a license. The Board approved the recommendation on September 15, 2011. Following is a chronology, to date, for the processing of the Board’s regulatory proposal for CCR section 103:

December 7, 2011	Proposed regulatory changes approved by the Board
January 31, 2013	Notice of Proposed Changes in the Regulations published by OAL
April 3, 2013	Public hearing, no comments received
May 16, 2013	Regulation package to DCA’s Legal Office and Division of Legislative and Policy Review
June 18, 2013	Regulation package forwarded to Department of Finance
July 31, 2013	Regulation package to OAL for approval
September 9, 2013	Regulation package approved by OAL
January 1, 2014	Effective date of the approved rulemaking file

Strategic Plan Objectives The Board’s 2013 Strategic Plan tasks the REC to consider whether “mediation” should be added to the reporting requirements in BPC section 5588. The REC is also charged with considering whether a provision regarding “scope of work” should be added to the written contract requirements in BPC section 5536.22. The REC assigned these two objectives to a working group comprised of members Phyllis Newton and Gary McGavin. The American Institute of Architects, California Council was also invited to participate with the working group. The working group met on July 15, 2013 and made a recommendation that the REC consider recommending to the Board that “mediation” not be added to the reporting requirements in BPC section 5588. They also recommended that “scope of work” be added to the written contract requirements in BPC section 5536.22. Staff revised the proposed language for section 5536.22 and submitted the changes to Legal Counsel for review on October 21, 2013. Legal counsel made some minor edits which were reviewed by the working group. The working group agreed with the revised language and recommended that it be provided to the REC and then ultimately to the Board. The REC will finalize its work on this strategic plan objective at its next meeting.

## **LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)**

### **LATC ADMINISTRATIVE/MANAGEMENT**

Committee The next LATC meeting is scheduled for March 20, 2014 in Sacramento.

Personnel The Licensing/Administration Coordinator, Management Services Technician position was vacated on November 22, 2013. Interviews were completed on December 23, 2013. The position was accepted by John Kresha, an Office Technician from the Medical Board of California, who started on January 6, 2014.

Website In January 2014, the monthly licensee list was posted to the “licensee search” webpage.

### **LATC EXAMINATION PROGRAM**

California Supplemental Examination (CSE) Upon execution of the IAC Agreement with OPES to conduct an OA, the LATC began recruiting subject matter experts. On May 30-31, 2013, a focus group of licensed professionals and stakeholders in the landscape architecture community was organized to commence the process. The focus group helped to identify key practice areas of landscape architecture, and OPES conducted telephone interviews with licensees for the purpose of reviewing the framework for describing the profession, developing and refining task and knowledge statements, and developing demographic items to be included in the OA questionnaire. The first OA workshop was held on July 11-12 and the OA will continue throughout FY 2013/14 with a focus on identifying key aspects of landscape architecture, projected changes in those areas, and the entry-level skills that licensees should be able to demonstrate.

OPES presented an update of the current status of the OA at the LATC meeting on August 20, 2013. The presentation also included a Q & A session for Committee members as well as for members of the public. According to OPES, in addition to the OA focusing on identifying key aspects of landscape architecture, it will specifically identify core skills entry-level licensees should possess. The pilot survey was distributed by OPES to a select group of licensees on September 23, 2013 and completed on October 3, 2013. The final survey was distributed on October 22, 2013 with a requested completion date of November 12, 2013. Staff will continue to focus on efforts to obtain current email addresses from licensees and prepare for the next phase of the process which includes contacting subject matter volunteers for two remaining workshops in the OA process. Major project events completed to date include: 1) review of background information, 2) development of job content and structure, 3) review of tasks and knowledge areas, 4) construction and distribution of pilot and final questionnaire, and 5) data analysis of the questionnaire. A final workshop is scheduled in February 2014 and exam development based on the new OA will commence in December 2014.

Landscape Architect Registration Examination (LARE) The December 2-14, 2013 LARE results were provided by the Council of Landscape Architectural Registration Boards (CLARB) on January 23, 2014. The next LARE application filing deadline is closed and the exam will be held March 31 – April 12, 2014. LATC is now accepting applications for the August 18-30, 2014 LARE administration. The application deadline for the August exam is June 9, 2014.

In an effort to allow more candidates time to file for one of three annual administrations of the LARE, Committee staff has commenced work on a regulation package to reduce the filing deadline from 70 days prior to the administration of the LARE to 45 days. *See CCR 2610 below.*

Regulation Changes *CCR section 2610 (Application for Examination)* – This section currently requires candidates who wish to register for the LARE to file their application with the LATC 70 days prior to their requested examination date. This requirement was established in 1998 when the licensing examination was partially administered by the LATC and it allowed the LATC preparation time for the administration. In December 2009, the CLARB began administering all five sections of the LARE, and in 2012, eliminated the graphic portion of the examination, which reduced the lead time for applications to be reviewed by LATC prior to the examination date. At the August 20, 2013 LATC meeting, the Committee approved staff’s recommendation to amend the 70-day filing requirement in the regulations to 45 days to allow candidates more time to register for the LARE.

Following is a chronology, to date, of the processing of the regulatory proposal to amend CCR section 2610:

- August 20, 2013 Proposed regulatory changes approved by LATC
- September 12, 2013 Proposed regulatory changes approved by the Board\*

*\*Staff is preparing the regulatory package.*

*CCR section 2620.5 (Requirements for an Approved Extension Certificate Program)* – The LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and recommended the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory change and adopted the regulations at the December 15-16, 2010 Board meeting. The regulatory proposal to amend CCR section 2620.5 was published at the OAL on June 22, 2012. The Exceptions and Exemptions Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012 LATC meeting, the LATC approved the Task Force’s recommended modifications to CCR section 2620.5, with additional edits. At the January 24-25, 2013 LATC meeting, the LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove some proposed modifications to the language to accommodate comments received by from the public. The Board approved adoption of the modified language for CCR section 2620.5 at their March 7, 2013 meeting.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2620.5:

- November 22, 2010 Proposed regulatory changes approved by LATC
- December 15, 2010 Proposed regulatory changes approved by the Board
- June 22, 2012 Notice of Proposed Changes in the Regulations published by OAL (Notice re-published to allow time to notify interested parties)
- August 6, 2012 Public hearing; no public comments received
- November 30, 2012 40-Day Notice of Availability of Modified Language posted on website
- January 9, 2013 LATC received one written comment during the 40-day Notice period
- January 24, 2013 LATC approved modified language to accommodate public comment

February 15, 2013 Final rulemaking file to by DCA’s Legal Office and the Division of Legislative and Policy Reviews  
 March 7, 2013 Final approval of modified language by the Board  
 May 31, 2013 Rulemaking file to OAL for approval  
 July 17, 2013 Decision of Disapproval of Regulatory Action issued by OAL  
 August 20, 2013 LATC voted not to pursue a resubmission of rulemaking file to OAL\*

*\*Staff is analyzing proposed modifications to develop a new regulatory proposal with sufficient justification that will meet OAL standards, and submit to OAL.*

*CCR section 2649 (Fees)* – At the January 24-25, 2013 LATC meeting, DCA Budget Office staff provided a budget presentation to the LATC. In this presentation, the LATC fund balance of 19.5 months in reserve was discussed in context with BPC section 128.5 (Reduction of License Fees in Event of Surplus Funds), which requires funds to be reduced if an agency has 24 months of funds. As a result of this discussion, LATC asked staff to consult with DCA administration to determine if license fees could be reduced for one renewal cycle and to explore additional ways of addressing the fund balance to comply with BPC 128.5. Staff met with DCA Budget Office staff and legal counsel to explore options and a license renewal fee reduction from \$400 to \$220 was recommended in addition to a negative budget change proposal to reduce LATC’s spending authority by \$200,000. At the May 22, 2013 LATC meeting, the members approved a regulatory change proposal to implement the proposed temporary fee reduction, reducing license renewal fees for one renewal cycle beginning in FY 2015/2016 from \$400 to \$220. The proposed language to amend CCR section 2649 was approved at the August 20, 2013 LATC meeting. Staff submitted a Notice of Proposed Changes in the Regulations to OAL on January 28, 2014, which will be published in the OAL register on February 7, 2014.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2649:

August 20, 2013 Proposed regulatory changes approved by LATC  
 September 12, 2013 Proposed regulatory changes approved by Board\*

*\* Staff submitted a Notice of Proposed Changes in the Regulations to OAL on January 28, 2014, which will be published in the OAL register on February 7, 2014.*

Strategic Plan Objectives The LATC’s 2013 through 2015 Strategic Plan contains an objective to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. The Strategic Plan also includes an objective to review the Table of Equivalents for training and experience credit and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. Both of these objectives were discussed at the November 7, 2013, LATC meeting. Staff were directed to 1) determine if a future LATC meeting could be held in southern California, invite schools to provide input 2) add the topic of allowing LARE training credit for teaching under a licensed landscape architect to the next agenda, and 3) review the Education Subcommittee summary reports to see if allowing training credit for teaching experience under a licensed landscape architect was ever discussed by the Education Subcommittee, and include the findings when this agenda item is addressed at the next meeting.

## LATC ENFORCEMENT PROGRAM

	<u>Current Month</u> January 2014	<u>Prior Month</u> December 2013	<u>Prior Year</u> January 2013
<u>Enforcement Statistics</u>			
Complaints Opened**:	1	1	8
Complaints to Expert:	0	1	0
Complaints to DOI:	0	0	0
Complaints Pending DOI:	0	0	0
Complaints Pending AG:	0	0	0
Complaints Pending DA:	0	0	0
Total Cases Closed:	3	2	5
Total Cases Pending**:	23	25	32
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	2	3	6
Settlement Cases (§5678.5) Closed:	1	1	0
Citations Final:	0	0	0

\*\*Includes both complaint and settlement cases

### **UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:**

- a. SENATE BILL 850 (BLOCK) - COMMUNITY COLLEGE BACCALAUREATE PROGRAMS**
- b. ASSEMBLY BILL 186 (MAIENSCHIN) - MILITARY SPOUSES**
- c. CALIFORNIA SOCIETY OF THE AMERICAN INSTITUTE OF BUILDING DESIGN - SUNRISE REVIEW**
- d. INTEGRATED DEGREE PROGRAM (LICENSURE WITH DEGREE) - POSSIBLE ARCHITECTS PRACTICE ACT AMENDMENT**
- e. THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL - LEGISLATION REGARDING PEER REVIEW ON EXEMPT PROJECTS**

### **Senate Bill (SB) 850 (Block) - Community College Baccalaureate Programs**

SB 850 (Block) would authorize the Chancellor of the California Community Colleges to establish a limited number of baccalaureate degree pilot programs. Campuses will be allowed to participate in this pilot provided the following conditions exist: a demonstrated local workforce need exists, the local universities cannot meet the need, and local community colleges have the capacity to meet the need. Staff recommends that the Board support this bill.

### **Assembly Bill (AB) 186 (Maienschein) - Military Spouses**

Current law requires Department of Consumer Affairs' (DCA) boards and bureaus to expedite the licensure of an applicant who: 1) supplies evidence that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders; and 2) holds a current license in another state, district, or territory of the United States in the profession or vocation for which he or she seeks a license from the board. This bill would permit boards and bureaus to provide a provisional license while the board or bureau processes the application for licensure. The provisional license shall expire 18 months after issuance.

At its June 13, 2013 meeting, the Board voted to modify its position on AB 186 to "Oppose Unless Amended," and to request an exemption while noting the Board's support for the intent of the legislation. This action was based upon new information that indicated the Board would indeed be required to waive the California Supplemental Examination (CSE) for individuals who meet special criteria should AB 186 become law. Since the CSE is a critical licensure component that protects the public health, safety, and welfare by assuring competence in seismic, energy efficiency, accessibility, and legal requirements, etc., the concept of waiving the CSE was unacceptable to the Board.

On June 25 and 27, 2013, the EO communicated the Board's position through correspondence to Assemblyman Maienschein's staff and to Senate Business, Professions, and Economic Development Committee Chairman, Ted W. Lieu, and requested an amendment to provide an exemption from the bill's provisions. The Board's request for an exemption was again communicated on November 4, 2013, when staff reiterated the Board's position to the Assemblyman. Mr. McCauley contacted Assemblyman Maienschein's staff in January; however, he received no follow-up response. A third letter was sent on February 18, 2014.

AB 186 has not been amended since June 24, 2013. No Board action is required.

## **California Society of the American Institute of Building Design - Sunrise Review**

The California Society of the American Institute of Building Design (CSAIBD) has initiated the “sunrise review” process. Although there are statutory provisions that govern the process, these issues have been addressed in a more straight-forward manner during recent legislative sessions. CSAIBD has prepared a white paper that has been submitted to the office of State Senator William Monning. At this point, legislative staff has not briefed the Senator on this issue; therefore, it is not clear whether there will actually be legislation.

Historically, building designers were previously able to become registered from 1964 through 1968. There was a short period in which building designers were able to seek licensure as architects. Ultimately, the classification of registered building designer was eliminated due to confusion on the part of the public and building departments due to the two-tiered system. In addition, there was a 1983 gubernatorial directive to repeal statutory mandates which failed to serve an important public interest or were too costly. This led to the repeal of the building designer provisions.

The author’s staff has indicated that they will not be advancing a proposal on this matter. Board staff will monitor this situation closely and report any further activity to the Board.

## **Integrated Degree Program (Licensure with Degree) - Possible Architects Practice Act Amendment**

Due to the momentum toward a potential reform of the national licensing requirements, there may be a need for the Board to amend its statutes and/or regulations. As such, the Board should have a legislative vehicle ready in case it wishes to revise relevant statutes in 2014. The Board may wish to authorize staff to secure a “spot bill” (placeholder legislation) in which any such amendments could be inserted.

## **The American Institute of Architects, California Council - Legislation Regarding Peer Review on Exempt Projects**

AIACC is considering legislation that would allow architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review. AIACC indicates that such a provision would benefit both architects and the public. AIACC notes that this would make architects more attractive to clients for exempt projects, because with an architect the approval process and issuance of the building permit on an exempt project could be completed more quickly. Also, because building permits would be issued more quickly, this would help the economy by getting projects ready for construction. There is no draft language for the Board to consider at this point. Board staff has identified a number of consumer protection issues with this proposal. The Board is asked to discuss this proposal and take appropriate action.

### Attachments:

1. SB 850 (Block)
2. SB 850 Fact Sheet
3. AB 186 (Maienschein)
4. Letter to Assemblyman Maienschein Regarding AB 186 Dated February 18, 2014
5. AIACC Proposal for Legislation

**Introduced by Senator Block  
(Coauthors: Senators Anderson and Hill)**

January 9, 2014

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An act to add Article 3 (commencing with Section 78040) to Chapter 1 of Part 48 of Division 7 of Title 3 of the Education Code, relating to public postsecondary education.

LEGISLATIVE COUNSEL'S DIGEST

SB 850, as introduced, Block. Public postsecondary education: community college districts: baccalaureate degree pilot program.

Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state. Existing law requires the board to appoint a chief executive officer, to be known as the Chancellor of the California Community Colleges. Existing law establishes community college districts, administered by governing boards, throughout the state, and authorizes these districts to provide instruction to students at the community college campuses maintained by the districts.

Existing law requires community colleges to offer instruction through, but not beyond, the 2nd year of college and authorizes community colleges to grant associate degrees in arts and science.

This bill would authorize the Chancellor of the California Community Colleges to authorize the establishment of one baccalaureate degree pilot program per campus per district. The bill would provide that the baccalaureate degree pilot program shall consist of a limited number of campuses, to be determined by the Chancellor. The bill would require a baccalaureate degree pilot program to expire 8 years after the establishment of the program. The bill would require a participating

district to meet specified requirements, including, but not limited to, offering baccalaureate degrees in a limited number of fields of study, and submitting a report to the Legislature at least one year prior to the expiration of the baccalaureate degree pilot program that would evaluate specified factors.

This bill would also require the governing board of a participating district to perform certain functions and would authorize the governing board to charge baccalaureate degree-seeking students a fee for enrollment in specified courses, which would be required to be expended for the purpose of providing a pilot program. The bill would authorize the governing board of the district to enter into agreements with local businesses and agencies to provide educational services to students participating in a baccalaureate degree pilot program.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
 State-mandated local program: no.

*The people of the State of California do enact as follows:*

- 1 SECTION 1. The Legislature finds and declares all of the
- 2 following:
- 3 (a) California needs to produce one million more baccalaureate
- 4 degrees than the state currently does to remain economically
- 5 competitive in the coming decades.
- 6 (b) The 21st Century workplace increasingly demands a higher
- 7 level of education in applied fields.
- 8 (c) There is demand for education beyond the associate degree
- 9 level in specific academic disciplines that is not currently being
- 10 met by California’s four-year public institutions.
- 11 (d) Community colleges can help fill the gaps in our higher
- 12 education system by granting baccalaureate degrees for a limited
- 13 number of specific areas in order to meet a growing demand for a
- 14 skilled workforce.
- 15 (e) These baccalaureate programs will be limited and will not
- 16 detract from the community colleges’ mission to advance
- 17 California’s economic growth and global competitiveness through
- 18 education, training, and services that contribute to continuous
- 19 workforce improvement, nor will the programs unnecessarily
- 20 duplicate similar programs offered by nearby four-year institutions.
- 21 (f) Community colleges can provide a quality baccalaureate
- 22 education with lower costs to their students than a traditional

1 four-year university, enabling place-bound local students the  
2 opportunity to earn the baccalaureate degree needed for new job  
3 opportunities and promotion.

4 (g) Twenty one other states, from Florida to Hawaii, already  
5 allow their community colleges to offer baccalaureate degrees.  
6 California is one of the most innovative states in the nation, and  
7 the California Community Colleges will use that same innovative  
8 spirit to produce more health, biotechnology, and other needed  
9 professionals.

10 SEC. 2. Article 3 (commencing with Section 78040) is added  
11 to Chapter 1 of Part 48 of Division 7 of Title 3 of the Education  
12 Code, to read:

13

14 Article 3. Baccalaureate Degree Pilot Program

15

16 78040. For the purposes of this article, “district” means any  
17 community college district identified by the Chancellor of the  
18 California Community Colleges as participating in the  
19 baccalaureate degree pilot program. Each district may establish  
20 baccalaureate degree pilot programs pursuant to Section 78041.

21 78041. Notwithstanding Section 66010.4, the Chancellor of  
22 the California Community Colleges may authorize the  
23 establishment of baccalaureate degree pilot programs that meet all  
24 of the eligibility requirements set forth in Section 78042. A pilot  
25 program established pursuant to this section shall expire eight  
26 years after the establishment of the program. For purposes of this  
27 section, a pilot program is established when the first class of  
28 students begins the program. The baccalaureate degree pilot  
29 program shall consist of a limited number of campuses, to be  
30 determined by the Chancellor of the California Community  
31 Colleges.

32 78042. (a) The district shall seek authorization to offer  
33 baccalaureate degree programs through the appropriate  
34 accreditation body.

35 (b) The district shall maintain the primary mission of the  
36 California Community Colleges specified in paragraph (3) of  
37 subdivision (a) of Section 66010.4. The district, as part of the  
38 baccalaureate degree pilot program, shall have the additional  
39 mission to provide high-quality undergraduate education at an  
40 affordable price for students and the state.

1 (c) The district shall offer one baccalaureate degree per campus  
2 in a limited number of fields of study subject to the following  
3 requirements, as determined by the governing board of the district:

4 (1) The district shall identify and document unmet workforce  
5 needs in the subject areas of the baccalaureate degrees to be offered  
6 and offer baccalaureate degrees in those subject areas possessing  
7 unmet workforce needs in the local community.

8 (2) The baccalaureate degree pilot program shall not  
9 unnecessarily duplicate similar programs offered by nearby public  
10 postsecondary educational institutions.

11 (3) The district shall have the expertise, resources, and student  
12 interest to offer a quality baccalaureate degree in the chosen field  
13 of study.

14 (d) The district shall maintain separate records for students who  
15 are enrolled in courses classified in the upper division and lower  
16 division of a baccalaureate program. A student shall be reported  
17 as a community college student for enrollment in a lower division  
18 course and as a baccalaureate degree program student for  
19 enrollment in an upper division course.

20 (e) The governing board of the district shall do all of the  
21 following:

22 (1) Determine the appropriate governance system for the  
23 baccalaureate degree pilot program.

24 (2) Make decisions regarding the baccalaureate degree pilot  
25 program's curriculum, faculty, and facilities.

26 (3) Establish the level of matriculation, tuition, and other  
27 appropriate costs for students enrolled in a baccalaureate degree  
28 program.

29 (f) (1) The governing board of the district may charge  
30 baccalaureate degree-seeking students a fee, of an amount to be  
31 determined by the governing board, that covers the additional costs  
32 imposed by providing a baccalaureate degree pilot program, for  
33 enrollment in courses that are not transfer core curriculum courses,  
34 as defined in Section 66720.

35 (2) All fees collected pursuant to this subdivision shall be  
36 deposited in the designated fund of the district in accordance with  
37 the California Community Colleges Budget and Accounting  
38 Manual, and shall be expended for the purpose of providing a  
39 baccalaureate degree pilot program.

1 (g) The governing board of the district may enter into  
2 agreements with local businesses and agencies to provide  
3 educational services to students participating in the baccalaureate  
4 degree pilot program.

5 (h) The district shall submit a report to the Legislature at least  
6 one year prior to the expiration of the baccalaureate degree pilot  
7 program pursuant to Section 78041. The report shall examine the  
8 success of the baccalaureate degree pilot program by evaluating  
9 all of the following factors:

10 (1) The percentage of students who complete a baccalaureate  
11 degree, calculated by dividing the number of students who graduate  
12 from the baccalaureate degree pilot program by the number of  
13 students who enrolled in the program.

14 (2) The extent to which the baccalaureate degree pilot program  
15 is self-supporting, such that the student fees charged pursuant to  
16 subdivision (f) cover the costs of the program.

17 (3) Whether there is a problem with finding and paying  
18 instructors for the baccalaureate degree pilot program.

19 (4) Whether there was a decline in enrollment in the California  
20 State University and the University of California as a result of the  
21 baccalaureate degree pilot program.

22 (5) The number of students who received jobs in the area in the  
23 field of study of their baccalaureate degree.

24 (6) The amount of student fees charged pursuant to subdivision  
25 (f) compared to the amount of student fees charged for courses at  
26 the California State University and the University of California.

27 (i) A report submitted pursuant to subdivision (h) shall be  
28 submitted in compliance with Section 9795 of the Government  
29 Code.

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EDUCATION  
PUBLIC EMPLOYMENT & RETIREMENT  
VETERANS AFFAIRS

## FACT SHEET: SB 850 (Block) Community College Applied Baccalaureate Degrees

### Summary:

SB 850 creates a pilot program authorizing a limited number of California Community Colleges to offer a baccalaureate degree. Campuses will be allowed to participate in this pilot provided three conditions exist: a demonstrated local workforce need exists, the local universities cannot meet the need, and local community colleges have the capacity to meet the need.

### Background:

Our state faces an urgent and staggering need to increase the number of Californians with four-year degrees by 2025. This means we must produce an additional 60,000 baccalaureate degrees per year, on top of the 150,000 baccalaureates now produced by California's public and private colleges.

SB 850 is patterned after the applied baccalaureate degree model offered in the community colleges of more than twenty other states. With nearly four million jobs left unfilled nationally due to a lack of skilled workers, SB 850 seeks to find new methods of addressing the skills gap identified in California.

This legislation gives community colleges an opportunity to partner with local workforce investment boards and local businesses to strategically address critical employer demands across our state. A community college campus would only be allowed to participate in the pilot if a local workforce demand is identified, and the proposed pilot program does not duplicate a program already being offered by a local public university.

It will take innovative and targeted programs to address California's skills gap. SB 850 is one such program that will give students an opportunity to get the education they need to fill jobs in their communities

### For More Information:

Kevin J. Powers ▪ (916) 651-4039 ▪ [Kevin.Powers@sen.ca.gov](mailto:Kevin.Powers@sen.ca.gov) rev 02/05/2014

AMENDED IN SENATE JUNE 24, 2013

AMENDED IN ASSEMBLY MAY 24, 2013

AMENDED IN ASSEMBLY APRIL 22, 2013

AMENDED IN ASSEMBLY APRIL 1, 2013

CALIFORNIA LEGISLATURE—2013–14 REGULAR SESSION

**ASSEMBLY BILL**

**No. 186**

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**Introduced by Assembly Member Maienschein**

**(Principal coauthor: Assembly Member Hagman)**

**(Coauthors: Assembly Members Chávez, Dahle, Donnelly,  
Beth Gaines, Garcia, Grove, Harkey, Olsen, and Patterson, and  
V. Manuel Pérez)**

(Coauthors: Senators Fuller and Huff)

January 28, 2013

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An act to ~~amend~~ *add* Section ~~115.5~~ of *115.6* to the Business and Professions Code, relating to professions and vocations, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

AB 186, as amended, Maienschein. Professions and vocations: military spouses: temporary licenses.

Existing law provides for the licensure and regulation of various professions and vocations by boards within the Department of Consumer Affairs. Existing law provides for the issuance of reciprocal licenses in certain fields where the applicant, among other requirements, has a license to practice within that field in another jurisdiction, as specified. Existing law requires that the licensing fees imposed by certain boards within the department be deposited in funds that are continuously

appropriated. Existing law requires a board within the department to expedite the licensure process for an applicant who holds a current license in another jurisdiction in the same profession or vocation and who supplies satisfactory evidence of being married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders.

*This bill would, in addition to the expedited licensure provisions described above, establish a temporary licensure process for an applicant who holds a current license in another jurisdiction, as specified, and who supplies satisfactory evidence of being married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders. The bill would require the temporary license to expire 12 months after issuance, upon issuance of the expedited license, or upon denial of the application for expedited licensure by the board, whichever occurs first.*

~~This bill would require a board within the department to issue a temporary license to an applicant who qualifies for, and requests, expedited licensure pursuant to the above-described provision if he or she meets specified requirements, except as provided. The bill would require the temporary license to expire 12 months after issuance, upon issuance of the expedited license, or upon denial of the application for expedited licensure by the board, whichever occurs first. The bill would authorize a board to conduct an investigation of an applicant for purposes of denying or revoking a temporary license, and would authorize a criminal background check as part of that investigation. The~~

*This bill would require an applicant seeking a temporary license to submit an application to the board that includes a signed affidavit attesting to the fact that he or she meets all of the requirements for the temporary license and that the information submitted in the application is accurate, as specified. The bill would also require the application to include written verification from the applicant's original licensing jurisdiction stating that the applicant's license is in good standing. The bill would authorize a board to conduct an investigation of an applicant for purposes of denying or revoking a temporary license and would authorize a criminal background check as part of that investigation. The bill would require an applicant, upon request by a board, to furnish a full set of fingerprints for purposes of conducting the criminal background check.*

This bill would prohibit a temporary license from being provided to any applicant who has committed an act in any jurisdiction that would have constituted grounds for denial, suspension, or revocation of the license at the time the act was committed. The bill would provide that a violation of the above-described provision may be grounds for the denial or revocation of a temporary license. The bill would further prohibit a temporary license from being provided to any applicant who has been disciplined by a licensing entity in another jurisdiction, or is the subject of an unresolved complaint, review procedure, or disciplinary proceeding conducted by a licensing entity in another jurisdiction. ~~The bill would require an applicant, upon request by a board, to furnish a full set of fingerprints for purposes of conducting a criminal background check.~~

*This bill would authorize the immediate termination of any temporary license to practice medicine upon a finding that the temporary licenseholder failed to meet any of the requirements described above or provided substantively inaccurate information that would affect his or her eligibility for temporary licensure. The bill would, upon termination of the license, require the board to issue a notice of termination requiring the temporary licenseholder to immediately cease the practice of medicine upon receipt.*

*This bill would exclude from these provisions a board that has established a temporary licensing process before January 1, 2014.*

Because the bill would authorize the expenditure of continuously appropriated funds for a new purpose, the bill would make an appropriation.

Vote: majority. Appropriation: yes. Fiscal committee: yes.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

- 1 *SECTION 1. Section 115.6 is added to the Business and*
- 2 *Professions Code, to read:*
- 3 *115.6. (a) A board within the department shall, after*
- 4 *appropriate investigation, issue a temporary license to an applicant*
- 5 *if he or she meets the requirements set forth in subdivision (c). The*
- 6 *temporary license shall expire 12 months after issuance, upon*
- 7 *issuance of an expedited license pursuant to Section 115.5, or upon*
- 8 *denial of the application for expedited licensure by the board,*
- 9 *whichever occurs first.*

1     **(b)** *The board may conduct an investigation of an applicant for*  
2 *purposes of denying or revoking a temporary license issued*  
3 *pursuant to this section. This investigation may include a criminal*  
4 *background check.*

5     **(c)** *An applicant seeking a temporary license pursuant to this*  
6 *section shall meet the following requirements:*

7     **(1)** *The applicant shall supply evidence satisfactory to the board*  
8 *that the applicant is married to, or in a domestic partnership or*  
9 *other legal union with, an active duty member of the Armed Forces*  
10 *of the United States who is assigned to a duty station in this state*  
11 *under official active duty military orders.*

12     **(2)** *The applicant shall hold a current license in another state,*  
13 *district, or territory of the United States in the profession or*  
14 *vocation for which he or she seeks a temporary license from the*  
15 *board.*

16     **(3)** *The applicant shall submit an application to the board that*  
17 *shall include a signed affidavit attesting to the fact that he or she*  
18 *meets all of the requirements for the temporary license and that*  
19 *the information submitted in the application is accurate, to the*  
20 *best of his or her knowledge. The application shall also include*  
21 *written verification from the applicant's original licensing*  
22 *jurisdiction stating that the applicant's license is in good standing*  
23 *in that jurisdiction.*

24     **(4)** *The applicant shall not have committed an act in any*  
25 *jurisdiction that would have constituted grounds for denial,*  
26 *suspension, or revocation of the license under this code at the time*  
27 *the act was committed. A violation of this paragraph may be*  
28 *grounds for the denial or revocation of a temporary license issued*  
29 *by the board.*

30     **(5)** *The applicant shall not have been disciplined by a licensing*  
31 *entity in another jurisdiction and shall not be the subject of an*  
32 *unresolved complaint, review procedure, or disciplinary*  
33 *proceeding conducted by a licensing entity in another jurisdiction.*

34     **(6)** *The applicant shall, upon request by a board, furnish a full*  
35 *set of fingerprints for purposes of conducting a criminal*  
36 *background check.*

37     **(d)** *A board may adopt regulations necessary to administer this*  
38 *section.*

39     **(e)** *A temporary license issued pursuant to this section for the*  
40 *practice of medicine may be immediately terminated upon a finding*

1 *that the temporary licenseholder failed to meet any of the*  
2 *requirements described in subdivision (c) or provided substantively*  
3 *inaccurate information that would affect his or her eligibility for*  
4 *temporary licensure. Upon termination of the temporary license,*  
5 *the board shall issue a notice of termination that shall require the*  
6 *temporary licenseholder to immediately cease the practice of*  
7 *medicine upon receipt.*

8 *(f) This section shall not apply to a board that has established*  
9 *a temporary licensing process before January 1, 2014.*

10 SECTION 1. ~~Section 115.5 of the Business and Professions~~  
11 ~~Code is amended to read:~~

12 ~~115.5. (a) Except as provided in subdivision (d), a board within~~  
13 ~~the department shall expedite the licensure process for an applicant~~  
14 ~~who meets both of the following requirements:~~

15 ~~(1) Supplies evidence satisfactory to the board that the applicant~~  
16 ~~is married to, or in a domestic partnership or other legal union~~  
17 ~~with, an active duty member of the Armed Forces of the United~~  
18 ~~States who is assigned to a duty station in this state under official~~  
19 ~~active duty military orders.~~

20 ~~(2) Holds a current license in another state, district, or territory~~  
21 ~~of the United States in the profession or vocation for which he or~~  
22 ~~she seeks a license from the board.~~

23 ~~(b) (1) A board shall, after appropriate investigation, issue a~~  
24 ~~temporary license to an applicant who is eligible for, and requests,~~  
25 ~~expedited licensure pursuant to subdivision (a) if the applicant~~  
26 ~~meets the requirements described in paragraph (3). The temporary~~  
27 ~~license shall expire 12 months after issuance, upon issuance of the~~  
28 ~~expedited license, or upon denial of the application for expedited~~  
29 ~~licensure by the board, whichever occurs first.~~

30 ~~(2) The board may conduct an investigation of an applicant for~~  
31 ~~purposes of denying or revoking a temporary license issued~~  
32 ~~pursuant to this subdivision. This investigation may include a~~  
33 ~~criminal background check.~~

34 ~~(3) (A) An applicant seeking a temporary license issued~~  
35 ~~pursuant to this subdivision shall submit an application to the board~~  
36 ~~which shall include a signed affidavit attesting to the fact that he~~  
37 ~~or she meets all of the requirements for the temporary license and~~  
38 ~~that the information submitted in the application is accurate, to the~~  
39 ~~best of his or her knowledge. The application shall also include~~  
40 ~~written verification from the applicant's original licensing~~

1 jurisdiction stating that the applicant's license is in good standing  
2 in that jurisdiction.

3 (B) ~~The applicant shall not have committed an act in any~~  
4 ~~jurisdiction that would have constituted grounds for denial,~~  
5 ~~suspension, or revocation of the license under this code at the time~~  
6 ~~the act was committed. A violation of this subparagraph may be~~  
7 ~~grounds for the denial or revocation of a temporary license issued~~  
8 ~~by the board.~~

9 (C) ~~The applicant shall not have been disciplined by a licensing~~  
10 ~~entity in another jurisdiction and shall not be the subject of an~~  
11 ~~unresolved complaint, review procedure, or disciplinary proceeding~~  
12 ~~conducted by a licensing entity in another jurisdiction.~~

13 (D) ~~The applicant shall, upon request by a board, furnish a full~~  
14 ~~set of fingerprints for purposes of conducting a criminal~~  
15 ~~background check.~~

16 (e)

17 ~~A board may adopt regulations necessary to administer this~~  
18 ~~section.~~

19 (d) ~~This section shall not apply to a board that has established~~  
20 ~~a temporary licensing process before January 1, 2014.~~



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

February 18, 2014

The Honorable Brian Maienschein  
California State Assembly  
State Capitol, Room 3098  
Sacramento, CA 94249-0077

RE: AB 186 (Oppose Unless Amended) - Military Spouses

Dear Assemblyman Maienschein:

As you know, the California Architects Board (Board) has taken an Oppose Unless Amended position on your AB 186 and is requesting an exemption from the bill's provisions (similar to that being provided to the Board of Professional Engineers, Land Surveyors, and Geologists).

AB 186 would force the Board to waive the California Supplemental Examination (CSE), which tests for critical seismic safety, energy efficiency, and accessibility content. The CSE licensure requirement is very important in California as it protects the public health, safety, and welfare of our citizens. As such, ALL California Architects need to take and pass this examination. This is why our Board opposes AB 186 as it reads today.

The Board's Executive Officer, Doug McCauley, telephoned your office in January and left a voice message, but never received a follow-up call.

Should you have any questions or comments, please contact Mr. McCauley at (916) 575-7232.

Sincerely,

SHERAN VOIGT  
President

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cc: G.V. Ayers, Committee Consultant, Senate Business, Professions, and  
Economic Development Committee



## **AIA CALIFORNIA COUNCIL**

### **Proposal for Legislation**

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#### **Bill Proposal**

Allow Cities and Counties to voluntarily create an alternative way to review and approve architectural plans for residences and simple commercial interior design projects.

#### **Objective**

Give Cities, Counties, Architects, and Developers the ability to voluntarily agree to an alternative plan review and approval process for small residential and simple commercial tenant improvement projects that will allow the construction of those projects to begin weeks or months sooner.

#### **Background**

Buildings in California must be designed and constructed according to the California Building Code, to ensure the health, safety, and welfare of the public.

Local building departments (cities or counties) have the enforcement responsibility. They review the plans and inspect the construction to ensure compliance with the building code.

These building departments have the authority to hire private entities to perform the plan review functions on a temporary basis.

Some building types are considered so routine that one does not have to be an architect to prepare and submit plans to the building department. These building types include many types of residences and nonstructural commercial tenant improvements.

#### **Specific Proposal**

This proposal would allow the local building department to voluntarily create a program to allow architects to contract with other architects to review their plans for compliance with the building code in lieu of building department plan review. This authority would be limited to residential (not exceeding four units) and nonstructural commercial tenant improvement projects.

## Agenda Item F

### **DISCUSSION AND POSSIBLE ACTION ON ALTERNATE PATH TO LICENSURE MODEL\***

1. Overview on Alternate Path to Licensure Model and National Council of Architectural Registration Boards (NCARB) Licensure Task Force
2. Reports on California National Accrediting Architectural Board Programs' Current Efforts Regarding Licensure
3. Reports on Emerging Alternate Path to Licensure Models
4. Discussion on "Best Practices" from Current Efforts to Integrate Licensure into Education
5. Discussion and Possible Action on Potential Draft Framework for Alternate Path to Licensure Model

\* *An Alternate Path to Licensure model is a National Architectural Accrediting Board-accredited program that integrates the experience (Intern Development Program) and examination (Architect Registration Examination and California Supplemental Examination) components into the degree requirements and culminates at graduation with the awarding of the degree and eligibility for licensure.*

## **Agenda Item G**

### **WESTERN CONFERENCE OF ARCHITECTURAL REGISTRATION BOARDS**

1. Review of the 2014 NCARB Regional Summit
2. Discuss and Possible Action on NCARB Resolutions
3. Discuss and Possible Action on 2014 Elections

## **Agenda Item G.1**

### **REVIEW OF THE 2014 NCARB REGIONAL SUMMIT**

The 2014 NCARB Regional Summit is being held as a joint meeting with regions 1 - 6 on March 7-8, 2014.

The Board is asked to review and discuss the relevant issues for the meeting.

Attachment:

2014 NCARB Regional Summit Agenda

## 2014 NCARB Regional Summit

### Thursday, March 6, 2014

**8:00 a.m. – 4:00 p.m.**

MBE Workshop  
(for Member Board Executives & Legal Counsel)  
*Breakfast & Lunch Provided*

**4:30 p.m.**

Registration Opens

**5:30 p.m. – 7:00 p.m.**

Icebreaker Reception

### Friday, March 6, 2014

**8:00 a.m. – 9:00 a.m.**

Breakfast

**9:00 a.m. – 12:00 noon**

Plenary Session

- Welcome
- Ethics in Professional Regulation
- NCARB Resolutions
- Committee Updates

**12:00 p.m. – 1:00 p.m**

Lunch

- *Regions 1 & 5*
- *Regions 2 & 3*
- *Regions 4 & 6*

**1:00 p.m. – 5:00 p.m.**

Regional Meetings  
*(Officer Candidate Visits)*

**5:30 pm – 6:30 pm**

Networking Receptions

- *Regions 1 & 4*
- *Regions 2 & 5*
- *Regions 3 & 6*

Regional Dinners as each region chooses

**Saturday, March 8, 2014**

**8:00 a.m. – 9:00 a.m.**

Breakfast

**9:00 a.m. – 12:00 noon**

Plenary Session

- Legislative Update
- NCARB
  - President's Remarks
  - CEO Remarks
  - Town Meeting

**12:00 p.m. – 1:30 p.m.**

Lunch

**1:30 p.m. – 5:00 p.m.**

Regional Meetings

## **Agenda Item G.2**

### **DISCUSS AND POSSIBLE ACTION ON NCARB RESOLUTIONS**

The Board will discuss resolutions that will be acted upon at the 2014 NCARB Regional Summit. The resolutions will be provided under separate cover when made available by NCARB.

Draft Resolutions  
to be discussed at  
2014 Regional Summit

02/24/2014

## **Resolution 2014-A**

Supported by the Council Board of Directors (\_\_\_-\_\_\_)

### **Title: *Freeze of Member Dues and Bylaw Amendment***

**Submitted By:** Council Board of Directors

**RESOLVED**, that notwithstanding Article XI, Section 1A of the Bylaws providing for no change in annual membership dues sooner than three years after adoption of such resolution, effectively immediately the annual membership dues established by Resolution 2011-08 and confirmed by Resolution 2012-05 be frozen at the level effective July 1, 2013, or \$6,500 per year, and, further, that as provided in Section 1A of the Bylaws any future increase in annual membership dues be implemented not less than three years after adoption of any resolution increasing such dues.

### **Sponsors' Statement of Support:**

At the time the Member Board dues fee increase schedule was adopted, Council leadership determined that increases were necessary to address anticipated economic shortfalls. However, since adoption of that increase, various cost savings measures have begun to bear fruit, including a focus on more efficiency in meeting and travel expenses, staff consolidations, and the redesign of the ARE. In reassessing the Council's business model, the relative impacts of smaller revenue streams such as dues revenue -- coupled with an ongoing ability to exploit efficiencies in execution of the Council's responsibilities -- it became clear to the Board that the premise for the 2011 fee schedule adjustment is no longer valid.

This resolution also recognizes the high degree of financial scrutiny applied to the annual budgets of our Member Boards. Ongoing budget reductions and other adjustments to the functionality of Member Boards have, in many cases, created an extra level of justification and explanation of the dues schedule. *Freezing dues at current levels does not reflect a reduction in the Council's commitment to Member Board service, but rather is designed to recognize the increased burden of Member Board oversight.*

The Council's financial stability is continuously monitored in the context of historical trends, long range forecasts, and a commitment to balanced budgeting as a yearly starting point. The stability of the Council's finances has been reinforced by aggressive debt-reduction measures and redirection of programmatic development to less costly options. Accordingly, the Board of Directors recommends that all future Member Board dues increases voted at the 2011 and 2012 Annual Meetings not take effect.

Adoption of this Resolution will mean that annual membership dues will remain at \$6,500. Consistent with the existing Bylaws, any future resolution resulting in a membership dues increase would not take effect earlier than three years after adoption to allow Member Boards time to seek approvals from their various state fiscal authorities.

**Resolution 2014-B**

Supported by the Council Board of Directors (\_\_\_-\_\_\_)

**Title:** *Incidental Bylaw Changes*

**Submitted By:** Council Board of Directors

**RESOLVED**, that wherever in the Bylaws the words “Regional Chairs Committee” appear, such words shall be struck and replaced with the words “Regional Leadership Committee.”

**FURTHER RESOLVED**, that Article XII, Section 5, sub-sections A through H be amended to read as follows, and that existing sub-sections I and J be renumbered H and I:

- A. Education Committee: The Committee shall ~~oversee the development, delivery, and assessment~~ assess and recommend updates to the Council Board of Directors with respect to the Council’s education and continuing education policies for use by Member Boards and its the Council’s relationship with the National Architectural Accrediting Board (NAAB).
- B. Internship Committee: The Committee shall ~~oversee the development, delivery, and assessment~~ assess and recommend updates to the Council Board of Directors with respect to the Intern Development Program for use by Member Boards.
- C. Examination Committee: The Committee shall ~~oversee the development, delivery, and assessment~~ assess and recommend updates to the Council Board of Directors with respect to the Architect Registration Examination (ARE) for use by Member Boards.
- ~~D. Continuing Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council’s policies and programs relating to continuing education standards for use by Member Boards.~~
- ~~E~~D. Procedures and Documents Committee: The Committee shall review proposed resolutions, procedures, and documents for their impact on and consistency with Council policies and programs and make recommendations on such matters to the Council Board of Directors. The Committee shall assess the usefulness of special Council publications, and modify as appropriate.
- ~~F~~E. Professional Conduct Committee: The Committee shall oversee the development, application, assessment and adjudication Council policies and practices relating to the professional conduct of Record holders and others using Council services.
- ~~G~~F. Member Board Executives Committee: The Committee shall consider issues of concern to the jurisdictions and Member Board Executives. The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.

**Resolution 2014-B (cont'd)**

~~H~~ G. Regional Chairs Leadership Committee: The Committee shall discharge its responsibilities as described in Article V, Section 5, and consider issues of concern to the Regions. The membership of the Committee shall be the Chairs of each of the Regions, any person designated by the Region as the chief administrative officer of the Region and the First Vice President/President Elect who shall serve as Chair of the Committee.

**FURTHER RESOLVED**, that Article X, Section 2 be revised to read as follows:

SECTION 2. Forms and Documents. In order to ensure uniformity in the reporting of an applicant's education, experience, registration (if applicable), and other necessary supporting data for determining eligibility for examination, Council Certification, or reciprocal registration, the Council shall study and prepare forms, ~~and~~ documents and/or systems appropriate for use by both the Council and Member Boards.

**FURTHER RESOLVED**, that Article XII, Section 2 be revised to read as follows:

SECTION 2. Reports of Committees. Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Meeting, ~~for inclusion in the Pre-Annual Meeting Report, further, and~~ shall make interim reports to the Council Board of Directors as directed. ~~Such reports shall be filed with the President/Chair of the Board, with a copy to the Chief Executive Officer.~~

**FURTHER RESOLVED**, that Article XII, Section 6 be revised to read as follows:

SECTION 6. Select Committees. Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section 7 of Article VIII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, notwithstanding Article V, Section 5, to offer resolutions to be voted on at the Annual Meeting on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Council Board of Directors in accordance with Section 2 of this Article XII. Such annual report of a Select Committee shall be ~~included in the Pre-Annual Meeting and Conference Report~~ distributed to the membership not later than 30 days prior to the Annual Meeting without revision by the Council Board of Directors.

## **Resolution 2014-B (cont'd)**

### **Sponsors' Statement of Support**

This resolution is designed to capture the current and evolving state of various NCARB committees, as well as adjust the Bylaws to better reflect current practice.

For the last two years the chief regional administrative officers, known as Regional Executives, of Regions have been active participants in the work of the Regional Chairs Committee. Therefore, the Committee recommends that it be renamed the Regional Leadership Committee.

In addition, several of the descriptions of Committees' functions have been modified in this Resolution to clarify their assessment role as advisory to the Council's Board of Directors. Through the life of various committees charged with different elements of the educational continuum, it has become increasingly clear that greater efficiency and use of volunteer input could be derived from merging these elements. A step in that direction is to eliminate the Bylaws mandate for separate committees and recommends that Continuing Education become a component of the larger Education Committee. This step will preserve the function and place it within the context of a larger discussion regarding all phases of the education continuum.

Another necessary adjustment to the Bylaws addresses the Committee reporting timeline. The Council has moved into developing an Annual Report to be issued after the close of the fiscal year to allow complete and accurate representations of the 12-month cycle. The Committee reports will appear in that publication. This adjustment is designed to eliminate the required production of a Pre-Annual Report prior to the Annual Meeting, thus relieving committees of an unnecessary burden and allowing a more accurate reflection of the entire year. The Council always expects to give due notice of all Resolutions coming before the Annual Meeting. Those resolutions along with all information essential to the business of the annual meeting delegates will continue to be provided before the annual meeting.

## **Resolution 2014-C**

Supported by the Council Board of Directors (\_\_\_-\_\_\_)

**Title:** *By Law Change – Regional Directors*

**Submitted By:** Council Board of Directors[

**RESOLVED**, that Article VII, Section 2, first paragraph, first sentence be amended to read as follows, with clauses (iii) and (iv) of the amendment only taking effect as to Regional Directors who are not incumbent Regional Directors but who are first nominated as a Regional Director after March 1, 2017:

A candidate for election as a Regional Director shall be (i) a citizen of the United States, and (ii) a current member of a Member Board within the Region or a past member of such Member Board whose service as a member ended no more than one year before nomination, or the Chair of the Region, or the incumbent Regional Director, (iii) have served at least two years as a member of a Member Board, and (iv) in the case of architect candidates, hold an active NCARB Certificate, in every case at the time he or she is nominated by the Region.

**FURTHER RESOLVED**, that Article VII, Section 2, first paragraph, second sentence be amended to read as follows:

In the case of a Member Board regulating professions in addition to the profession of architecture, ~~and which is divided into professional sections~~, the candidate will qualify as a member of a Member Board only if he or she is an architect or public member of the architectural section of the Member Board. All Directors shall serve without compensation.

### **Sponsors' Statement of Support**

This Resolution is being presented based on the discussions of the Regional Chairs Committee, and incorporates previous conversations that occurred in joint meetings between that Committee and the Governance Task Force. This Resolution reflects a consensus, but not unanimous, position of the participants. These changes are intended to clarify the qualifications for serving as a Regional Director on the NCARB Board.

- In the first part of the Resolution, the Regional Chairs Committee recommends that Member Board members whose service has ended remain eligible as a Regional Director candidate for one additional year following the end of their Member Board service.
- The Regional Chairs Committee also recommends adding the requirement that a Regional Director must have served at least two years on a Member Board at the time of nomination.

## **Resolution 2014-C (cont'd)**

- Finally, the Committee's consensus recommendation is that architect candidates must hold an active NCARB Certificate at the time of nomination. While NCARB performs many services, administering its certification program and thereby promoting common registration standards and facilitating reciprocity among its jurisdictions is one of its most important activities. This activity is fundamental to the basis for NCARB as a facilitator of licensure. The Committee believes that NCARB leadership provides an opportunity for Regional Directors to promote the vision of the Council. .

To acknowledge individuals currently in line for potential service as a Regional Director on the NCARB Board, the latter two requirements—service of two years and architects holding an NCARB certificate—are deferred in taking effect until March 1, 2017 to allow prospective office seekers time to become compliant. Thus this proposed Bylaws amendment will not affect any incumbent Regional Directors.

The second part of the Resolution entitled "Further Resolved" acknowledges the reality that many Boards regulate more professions than simply architecture and often are not divided into "professional sections." In those cases of multi-professional boards, this Resolution clarifies that only architects and public members – as a subset of Member Board Members -- would be qualified to be candidates for Regional Director. Surveyors, landscape architects, engineers and other Member Board members who are not public or architect members of the jurisdictional Board would not be qualified.

## **Resolution 2014-D**

Supported by the Council Board of Directors ( \_\_ - \_\_ )

### **Title: Certification Guidelines Amendment – Modifications to the BEA Requirements**

**Submitted By:** Council Board of Directors

**RESOLVED**, that paragraph A. under “Alternatives to the Education Requirement” in Section 2.2 of the *Certification Guidelines* be amended to read as follows:

- A. Satisfaction of NCARB’s Broadly Experienced Architect program, which permits an applicant with the required years of experience in practicing architecture as defined in the *Legislative Guidelines and Model Law, Model Regulations* gained while holding a registration issued by any U.S. jurisdiction in which the applicant exercised responsible control within a U.S. jurisdiction while registered in such jurisdiction to demonstrate that a combination of education and/or experience in practicing architecture satisfies all of his/her education deficiencies with respect to the *NCARB Education Standard* set forth in the *Education Guidelines*. The required years are:
- Six years for architects who hold a pre-professional degree in architecture awarded by a U.S.-regionally accredited institution or the Canadian equivalent, or
  - Eight years for architects who hold any other baccalaureate or higher degree, or
  - Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.

#### **Sponsors’ Statement of Support:**

The current program requirement for the Broadly Experienced Architect (BEA) program requires applicants to submit evidence of experience gained in a jurisdiction in which the applicant was registered while gaining that experience. Given that experience is recognized regardless of duration or location in other Council programs, the current BEA requirement is unnecessarily and inconsistently restrictive.

At the time the candidate interview was eliminated as part of the BEA application process, it was believed that narrowing the experience requirement would compensate for this adjustment. The BEA Committee was not aware of the number of potential applicants this would adversely affect when this requirement was implemented. Subsequent experience with the program following the changes enacted at the 2011 Annual Meeting, indicate that it is now clear that this requirement should be expanded back to its original scope.

The remaining elements of the BEA process implemented in June 2011 will continue with the adoption of this Resolution. Those elements include several means to ensure verification of responsibility for the experience submitted. These include an affidavit, third party verification, and an audit process with an audit interview if appropriate. The BEA requirements will continue to assure that only designs reflecting the work of the applicant are considered. This clarifies that the BEA program requires evidence of experience which satisfies the missing education, not evidence of “responsible control.” In some cases experience may involve overall design of a project; in other cases it may involve only design of a component or components of a project.

### **Resolution 2014-D (cont'd)**

- As an example, there are many potential applicants who work outside of their jurisdiction of registration under the responsible control of an architect registered in that other jurisdiction, but in fact perform work that can demonstrate their missing education. Under current language, the candidate may meet BEA *eligibility* requirements, but are unable to satisfy the existing *program* requirements.
- This Resolution will not open the door for unlicensed practice. It is not unusual for someone who has obtained a degree from an unaccredited program to receive initial licensure from a jurisdiction that does not require an accredited degree. In some cases that individual may work in another jurisdiction. This acceptance of work outside the jurisdiction of registration will not extend to unlicensed practice or work and would need to have been performed under the responsible control of an architect registered in that jurisdiction.

## **Resolution 2014-E**

Supported by the Council Board of Directors ( \_\_ - \_\_ )

### **Title: Certification Guidelines Amendment – Modifications to the Education Requirement**

**Submitted By:** Council Board of Directors

**RESOLVED**, that section 1.2 of the Certification Guidelines be amended to read as follows:

You must hold a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) not later than 24 months after your graduation or a program that retained its accreditation without revocation to a time 24 months or less before your graduation, or hold a professional degree in architecture certified by the CACB from a Canadian university.

#### **Sponsors' Statement of Support:**

This Resolution was introduced as a means of addressing occasional cases which cannot be resolved administratively. When evaluating the education prerequisite to licensure, an NCARB determination of the accreditation status of a degree primarily rests on whether the degree conferment date is *within the date range of accreditation*. In a small number of cases, the conferment date noted on the transcript is outside of the end date of accreditation. There are a variety of reasons that this may occur, ranging from examples such as the delay of graduation until unpaid balances are settled with the school, to changes of degree programs from B Arch to M Arch where some B Arch students are allowed to complete that program beyond the accreditation end date.

- “Before Accreditation”: NCARB Certification Guidelines at present allow for a two year window leading up to the initial date of accreditation, where NCARB accepts the degree awarded before accreditation as satisfying the education requirement.
- “Beyond Accreditation”: This change is intended to add a similar two-year window beyond of the *end* of the accreditation period to accommodate students well along in their course work who are impacted by a program’s loss or change of accreditation. The word ‘retained’ is specifically used in the updated language – this is not intended to provide an extension of accreditation in those rare instances when a program fails to meet standards and has its accreditation revoked. In cases where a program is in danger of losing its accreditation, sufficient notice is provided through multiple meetings, extensions and probationary periods for the program to cure its deficiencies. This long process would adequately protect any student within the date range of accreditation.

This Resolution is supported by the Education Committee which included a review and comment by the Executive Director of the National Architectural Accrediting Board (NAAB).

## **Agenda Item G.3**

### **DISCUSS AND POSSIBLE ACTION ON 2014 ELECTIONS**

The Board will discuss 2014 WCARB and NCARB elections. Attached are the candidates' election materials.

January 28, 2014

Region 6 Members  
(via electronic distribution)

Re: Regional Elections



Greetings,

During our up-coming Regional Summit in San Antonio, the membership will conduct its annual elections for Regional Representation. These important positions will be instrumental in many long range strategic decisions facing WCARB and our profession. With the completion and integration of the Practice Analysis into all of our programs, improvements to the ARE and potentially new and exciting discussions regarding alternative pathways to licensure, there is an emerging opportunity for significant advancement of our core mission.

It is my pleasure to offer my candidacy for the **WCARB Executive Committee** and ask for your support. As past member of the Excom and Regional 6 Director for two years, it has been my pleasure to participate with the Board on a number of important issues and support the interests of the Western Conference. **I believe that through ongoing participation and commitment to the success of WCARB my contributions can bring a practical perspective to these issues based on my 30 years of professional practice.**

I have served on the California Board since 2005 including two terms as board president. During this time I have also actively served WCARB and NCARB in various capacities:

- COE Member 2013-Present
- NCARB Board Member - Region 6 Director 2010-2012
- Chair, Continuing Education Strategic Workgroup 2011-Present
- Chair, IDP Advisory Committee 2011-Present
- Board Liaison to IDP 2011-2012
- Governance Policies Workgroup 2010-2011
- Board Liaison to COE 2010-2011
- ARE Committee 2009-2010
- WCARB Regional Chair 2007-2009
- NCARB Regional Chairs Committee 2007-2009
- WCARB Region-6 Executive Committee 2006-2009
- California Board (President 2007-2009) 2005-Present

Over recent years, I have been actively engaged in helping to lead numerous NCARB initiatives that are already improving processes and ability to serve licensees. But, as we look to the future, I see opportunities that have the potential to expand our levels of service and the rigor of our examination and internship programs while improving the licensing process for candidates.

Each of us brings a unique and relevant perspective that will help find suitable and creative responses to these issues. But only through **meaningful discussion among member boards** can successful strategies be developed that benefit the practitioners we serve.

For these reasons, I am requesting your support for this position and look forward to continuing my service to you, WCARB and the Council.

Thank you,

A handwritten signature in black ink, consisting of the letters 'JAB' in a stylized, cursive font, enclosed within a circular flourish.

Jon Alan Baker, FAIA, LEED AP  
Partner



# ARKANSAS STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, AND INTERIOR DESIGNERS

101 East Capitol Avenue  
Suite 110  
Little Rock, AR 72201-3822  
Tel: 501-682-3171  
Fax: 501-682-3172

E-mail: [asbalaid@arkansas.gov](mailto:asbalaid@arkansas.gov)

[www.asbalaid.arkansas.gov](http://www.asbalaid.arkansas.gov)

## GOVERNOR

Mike Beebe

## BOARD MEMBERS

George J. Krennerich, III, AIA  
*President*  
Architect Member  
Jonesboro, AR

T.G. Connelly, AIA  
*Vice President*  
Architect Member  
El Dorado, AR

C. Brooks Jackson, AIA  
*Secretary/Treasurer*  
Architect Member  
Little Rock, AR

Shirley Boldon-Bruce  
Public Member  
Little Rock, AR

David M. French, AIA  
Architect Member  
Hot Springs, AR

William M. Hall, ASLA  
Landscape Architect Member  
Jonesboro, AR

Suzanne W. Laffoon, ASID  
Registered Interior Designer Member  
Searcy, AR

Rajesh Mehta  
Public Member  
Little Rock, AR

Ronald F. Shelby, AIA  
Architect Member  
Rogers, AR

## BOARD STAFF

Kingsley Johnson Glasgow  
*Executive Director*

Shana W. Bryant  
*Board Administrator*

February 5, 2014

My Fellow MBEs:

It is my distinct pleasure to announce my candidacy to serve as the MBE Director on the NCARB Board of Directors.

If I achieve the honor of serving as MBE Director, I will work hard to ensure that the unique perspectives of the MBE are represented at the Board table. I believe that my record of service to the MBE community and the Council demonstrates my willingness and ability to faithfully carry out that mission. Without doubt, challenging issues will present themselves; I am ready to face these challenges with your continued support.

I would also like to assure you that I will maintain open lines of communication in order for you to share your ideas and concerns. I pledge to equally represent the MBE community without bias toward any jurisdictional or regional affiliation or personal ideals. I will use my experience and knowledge as foundations for informed deliberation and decision making at the board level.

I look forward to talking with each of you in the coming weeks. Working together, we can assure the continued success of MBE representation on the Board of Directors.

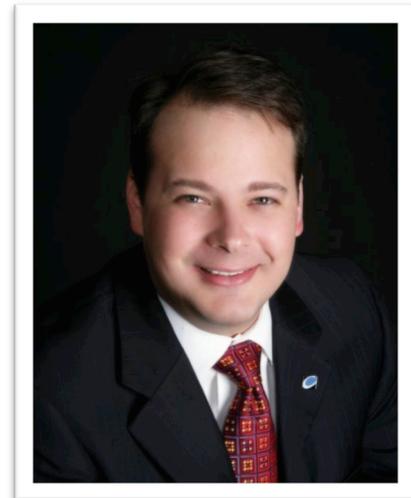
Respectfully yours,

Kingsley Johnson Glasgow

# **KINGSLEY JOHNSON GLASGOW**

## **Candidate for Member Board Executive Director**

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### **ADDRESS**

Arkansas State Board of Architects, Landscape Architects,  
and Interior Designers (ASBALAID)  
101 East Capitol Avenue, Suite 110  
Little Rock, AR 72201-3822

Work (501) 682-3171 Fax (501) 682-3172 Mobile (501) 772-0969  
[kingsley.glasgow@arkansas.gov](mailto:kingsley.glasgow@arkansas.gov)

### **EDUCATION**

High School: Arkansas Baptist High School, Little Rock, Arkansas  
University: Bachelor of Arts in Communications, Minor in Business Administration  
University of the Ozarks, Clarksville, Arkansas, 2000; Magna Cum Laude

### **EMPLOYMENT HISTORY**

2008 – Present Executive Director, Arkansas State Board of Architects, Landscape Architects, and Interior Designers

2006 – 2008 Executive Director, Arkansas State Board of Architects

2004 – 2006 Senior Policy Advisor for Economic Development and Technology, State of Arkansas, Office of the Governor

2002 – 2004 Senior Account Consultant, Clear Channel Worldwide

2000 – 2002 Chief Operating Officer, iCreative Marketing and Political Consultants

### **NCARB SERVICE**

Chair, NCARB Procedures and Documents Committee, 2013 – 2014  
Member, NCARB Procedures and Documents Committee, 2012 – 2013  
Chair, NCARB Member Board Executives Committee, 2011 – 2012  
Chair, NCARB Member Board Executives Committee, 2010 – 2011  
Member, NCARB Member Board Executives Committee, 2009 – 2010  
Member, NCARB Public Policy Task Force, 2008 – 2009  
Member, NCARB Interior Architecture Task Force, 2007 – 2008

Moderator, NCARB MBE Workshop, 2010, 2011  
Presenter, Member Board Executive/Member Board Chairs Workshop, 2010  
Presenter, NCARB Annual Meeting, 2010  
Speaker, Professional Practice Class, University of Arkansas, Fay Jones School of Architecture, annually since 2010

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23 January 2014

WCARB Members  
via email distribution

Hello all,

This is my formal announcement of my intention to run for the vacant position on the WCARB Executive Committee. I ask for your vote at the Regional Summit in San Antonio.

I believe that our region is strong, and we need to continue to develop a strong voice at the national level. As Bob Dylan once said "There is nothing so stable as change". I've learned this is exceptionally true within NCARB. There are many exciting changes in the works that will literally shape the future of our profession. The upcoming refinements to IDP and the ARE are both stirring and challenging. We should question everything. I believe it is vital for our region to remain involved and integral to the evolving discussion of these items.

I submit to you my experience which includes being Chair of the 2013 NCARB Award jury, being Chair of the Utah Board for the past two years, serving on the NCARB Internship Committee, the NCARB IDP Advisory Committee, the NCARB Practice Analysis Task Force, serving two years on the Professional Conduct Committee, and last but not least: starting and running my own firm (hoffman architectsLLC [www.hhoffman.com](http://www.hhoffman.com)) since 2006. I am licensed in multiple jurisdictions within in our region and have been licensed in Alberta.

Our region has many voices that can help guide the direction of the profession and the Council in the years to come. Please join me in continuing to promote WCARB to make it stronger and more relevant to the issues of today and tomorrow.

Respectfully,

A handwritten signature in black ink that reads "Hans Hoffman". The signature is written in a cursive, slightly slanted style.

hans hoffman, AIA NCARB LEEDap  
principal architect

**NCARB FY15 Board of Directors Officer Candidates:**

1 <sup>st</sup> Vice President/President-Elect	Dennis S. Ward
2 <sup>nd</sup> Vice President	Margo P. Jones
Treasurer	Kristine A. Harding
Secretary	Gregory L. Erny John R. Sorrenti

# DENNIS S. WARD, NCARB, AIA



**Education** Master of Architecture 1981  
 Clemson University  
 Charles E. Daniel Center for Design  
 Genoa, Italy 1980  
 Bachelor of Science in Design 1979  
*Cum laude*  
 Clemson University

**Practice** F W Architects, Inc. – Florence, SC  
 President (1982 – Present)

**REGISTRATION** South Carolina, North Carolina, Georgia  
 NCARB Certificate

**MEMBER BOARD SERVICE** South Carolina State Board of Architectural Examiners

Vice-Chair	2001-2011
Chair	2003
	2004-2006, 2009

**NCARB (National Council of Architectural Registration Boards) SERVICE**

NCARB – Board of Directors	National 2 <sup>nd</sup> VP	2013-Present
NCARB – Board of Directors	National Treasurer	2012
NCARB – Board of Directors	National Secretary	2011
NCARB – Board of Directors	Region 3 Director	2009-2011
NCARB ExCom Committee		2011-Present
NCARB Audit Committee		2011-2013
	Chair	2012
NCARB Licensure Task Force	Board Liaison	2013-Present
NCARB Member Board Executives Committee	Board Liaison	2013-Present
NCARB Legal Council Search Task Force		2013-Present
NCARB Public Member Search Task Force		2013-Present
NCARB Investment Advisor Search Task Force		2013-Present
NCARB By-Laws Task Force	Chair	2011
NCARB Procedures and Documents Committee	Board Liaison	2011
SCNCARB - Region 3	Region Director	2009-2011
SCNCARB - Region 3	Vice-Chair	2007-2008
SCNCARB - Region 3	Secretary	2006
SCNCARB – Joint Region Meeting - Savannah	Program Chair	2009
SCNCARB – Joint Region Meeting – Charleston	Planning Committee	2012
NCARB ARE Subcommittee - CD&S	Member	2002
NCARB ARE Subcommittee - CD&S	Coordinator	2003-2004
NCARB ARE Subcommittee	Assistant Chair	2005-2006
NCARB ARE Subcommittee	Chair	2007-2008
NCARB ARE Cut Score Committee		2008
NCARB ARE Spec. Conversion Task Force		2007
NCARB ARE Item Writing Workshops		2006-2008
NCARB Committee on Examination		2005–2008
NCARB ARE Technology Committee	Chair	2005–2007
NCARB IDPAC	Chair	2009-2011
NCARB Committee on Intern Development	Board Liaison	2009–2011
NCARB IDP Educators Conference		2010

<b>VISITATIONS</b>	NCARB ARE Outreach – Univ. Chicago Illinois	2008
	NCARB IDP Outreach – Clemson University	2009
	NCARB IDP Outreach – Chicago AIA	2010
	NCARB IDP Outreach – Colegio de Arquitectos de Puerto Rico	2010
	NCARB IDP Outreach – Austin AIA	2011
	NCARB Outreach – SC State Board of Architectural Examiners	2013
	NCARB Outreach – AIA Grand Strand	2013
	NCARB Outreach – AIA South Carolina Board	2012

**NAAB (National Architectural Accrediting Board) SERVICE**

NCARB Representative - School of Architecture Accreditation Team 2003-Present

**Texas A&M** – Prairie View (2006 Visiting Team)

**Yale University** (2007 Visiting Team)

**University of South Florida** - (2008 Focused Evaluation)

**University of Kentucky** – (2010 Focused Evaluation)

**Rochester Institute of Technology** – (2011 Visiting Team)

**North Dakota State University** – (2012 Visiting Team - Chair)

**PROFESSIONAL SERVICE**

AIA Colorado – Denver Chapter	Assoc. Member	1981
AIA South Carolina	Member	1986 – Present
AIA South Carolina	Board of Directors	1999
AIA South Carolina - Florence Chapter	Member	1996 - 2001
	President	1998
AIA South Carolina – Grand Strand Chapter	Member	2002 - Present
South Carolina Office of School Facilities Advisory Committee		2003– Present
Clemson University College of Architecture, Arts, & Humanities		
Chair Search Committee – 2006		
Chair Search Advisor - 2010		
Construction Specifications Institute (CSI) – Grand Strand	Member	1993– Present
International Codes Council (ICC)	Member	1998– Present
Brick Association of the Carolinas – Advisory Board Member		1989-1991

**HONORS and AWARDS**

NCARB President's Medal- 2013

Marble Institute of America – Pinnacle Award 2012  
(Francis Marion University Center for the Performing Arts)  
w/ Holzmann Moss Bottino Architecture

United Institute for Theater Technology – Architecture Award 2012  
Merit Award – Francis Marion University Center for the Performing Arts  
w/ Holzmann Moss Bottino Architecture

Brick in Architecture – South Carolina Design Awards 1994

Tau Sigma Delta, Honor Society in Architecture and Allied Arts  
Clemson University

**COMMUNITY**

Clemson University IPTAY Representative  
Dawsey United Methodist Church  
Florence Lions Club – Past Board of Directors  
First Reliance Bank – Board of Advisors  
Pee Dee Speech and Hearing Board – Past Chairman  
Florence Symphony Guild  
Florence Museum Association  
Florence Downtown Development Association  
McLeod Regional Medical Center - Fundraising Board  
Florence Symphony Orchestra – Past Orchestral Member  
Florence Little Theater Orchestra – Past Orchestral Member  
Mu Beta Psi - Music Honor Society  
Sigma Chi Fraternity



**MARGO P. JONES, NCARB, AIA**

Education	<b>M.I.T. School of Architecture</b> Master of Architecture AAUW Fellow	1976	
	<b>University of Chicago</b> Bachelor of Arts, Art History	1971	
Practice	<b>Jones Whitsett Architects, Inc.</b> Formerly Margo Jones Architects Principal	1984 - present	
Registration	Massachusetts, Vermont, NCARB Certification		
Member Board Service	Massachusetts Board of Registration of Architects	<i>Secretary</i>	2008 – 2014
	Massachusetts Board of Registration of Architects	<i>Member</i>	2005 - 2008
NCARB Service	Board of Directors	<i>Treasurer</i>	2013-2014
	Investment Advisor Review Team	<i>Chair</i>	2013-2014
	Audit Committee	<i>Chair</i>	2013-2014
	Board of Directors,	<i>Secretary</i>	2012 - 2013
	Board of Directors, Region 1	<i>Director</i>	2009 - 2012
	Procedures & Documents Committee	<i>BOD Liaison</i>	2012 - 2013
	Long Range Strategic Initiative of "Agility"	<i>Board leader</i>	2012
	Audit Committee	<i>Member</i>	2011 - 2013
	Governance Task Force	<i>Member</i>	2011 - 2012
	Continuing Education Committee	<i>BOD Liaison</i>	2011 - 2012
	ARE Subcommittee	<i>BOD Liaison</i>	2010 - 2011
	IDP Supplemental Experience Task Force	<i>Member</i>	2009 - 2010
	EPC 2.0/IDP Core Competency Linking Study Task Force	<i>Member</i>	2008 - 2009
	NAAB Visiting Team, Morgan State University	<i>Member</i>	2011
EPC/Core Competency Linking Study TF	<i>Member</i>	2007 - 2008	
Professional Service	Board of Trustees, The Bement School	<i>Trustee</i>	2004 - 2012
	Pocumtuck Valley Memorial Association	<i>Secretary/Councilor</i>	2003 – 2014
	Western Massachusetts AIA	<i>President</i>	1994 – 1996
	Western Massachusetts AIA	<i>Member</i>	1984 – 2012
	Board of Directors, Greenfield Community YMCA	<i>President</i>	1992 – 2000
	Massachusetts Historical Commission,	<i>Trustee</i>	1995 – 2010
	Trustee Commissioner	<i>Commissioner</i>	1992 – 1996
	Board of Directors, Arts Council of Franklin County	<i>President</i>	1986 – 1989
	Board of Directors, Greenfield Community College Foundation	<i>Past Member</i>	1982 – 1986

Awards	USGBC West Branch, Massachusetts Chapter Green Giant Award <i>Bement School new dormitories</i>	2013
	Western Massachusetts AIA Honor Award <i>Hoosac Valley Regional Middle and High School</i>	2012
	Massachusetts Historical Commission Preservation Award <i>Five Downtown Greenfield Projects</i>	2012
	Massachusetts School Building Authority School Design Awards <i>Williamsburg Elementary</i> <i>Crocker Farm School</i> <i>New Hingham</i>	1998
	Western Massachusetts AIA Honor Award <i>Sanderson Academy</i>	1998
	Architectural Access Board and BSA Best Accessible Design <i>Montague Book Mill</i>	1994
	Massachusetts Historical Commission Preservation Award <i>Newton Street School Addition &amp; Renovation</i>	1993
	American Association of University Women Fellow	1976 – 1979
	Alpha Rho Chi Award for Service M.I.T. Class of 1976	1976
	Rotch Travelling Scholarship Finalist	1980



**Kristine A. Harding, AIA, NCARB**



<b>Education</b>	<b>Rice University</b> -Bachelor of Arts in Architecture	1983
	Bachelor of Architecture	1985
	Via Gabina Villas Archeological Dig	1982
	Gensler Associates Scholarship	1985
<b>Practice</b>	<b>KPS Group, Inc.</b> , Huntsville, AL.	
	Vice President, Group Manager	
<b>Registration</b>	Alabama, Tennessee	
	NCARB Certification	
<b>AIA Service</b>	North Alabama Chapter AIA	Director 1998
	North Alabama Chapter AIA	President-Elect 1999
	North Alabama Chapter AIA	President 2000
	NAC-AIA Design Awards	Chair 2000
	Auburn Advisory Council	Member 2000
	North Alabama Chapter AIA	Past-President 2001
	Auburn Advisory Council	Vice Chair 2001
	Alabama Council AIA	Secretary 2002
	NAC-AIA Design Awards	Chair 2002
	Auburn Advisory Council	Chair 2002
	Alabama Council AIA	Vice President 2003
	Auburn Advisory Council	Chair 2003
	Alabama Council AIA	President-Elect 2004
	Alabama Council AIA	President 2005
	Alabama Council AIA	Past President 2006
	Gulf States Design Awards	Chair 2006
	Gulf States Design Awards	Chair 2007
<b>NCARB Service</b>	Alabama Board of Architects	Member 2005-Present
	Alabama Board of Architects	Chair 2008, 2009
	Professional Development Committee	Member 2007, 2008
	Committee on Procedures & Documents	Member 2009, 2010
	Committee on Procedures & Documents	Chair 2011
	Committee on Education	Bd. Liaison 2012
	Internship Committee	Bd. Liaison 2013
	IDPAC	Co-Chair 2013
	Committee on Procedures & Documents	Bd. Liaison 2014
	Audit Committee	Member 2013, 2014
	Investment Advisory Committee	Member 2014
	Region 3 SCNCARB	Secretary 2008



Region 3 SCNCARB	Vice Chair	2009
Region 3 SCNCARB	Vice Chair	2010
Region 3 SCNCARB	Chair	2011
Region 3 SCNCARB	Director	2012
Region 3 SCNCARB	Director	2013
Credentials Committee	Member	2009

Community Service

Cummings Research Park Design Control Committee,	Member
Huntsville Sports Commission	Past President/Past Member
Huntsville Madison County Leadership	Class 14
Project Chair/RAD Equipment to the HSV Police Dept.	
Leadership Alabama	Class 16
Project Committee for Alabama Heart & Soul	
Leadership Alabama Board of Directors	2007
Huntsville Madison County Marina & Port Authority	Past Board
Committee of 100	Member
Salvation Army Advisory Board	2013 to present
Downtown Huntsville Design Collaborative	2014 Charter Member

Awards

Congressional Medal for Antarctic Service	1983
Alabama Council AIA Accolade Award	2011

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## **Gregory L. Erny**

**NCARB, AIA**

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### **Candidate for Secretary National Council of Architectural Registration Boards**

**35 Martin Street  
Reno, Nevada 89509  
775-329-8001  
[ernygregory@gmail.com](mailto:ernygregory@gmail.com)**



Greg Erny has been a practicing architect for over thirty two years. Greg is the president of Architects + LLC, the firm he established in Reno, Nevada in 1983. He is an NCARB certificate holder and currently registered in Nevada and California. Greg earned both his Bachelor of Architecture and Bachelor of Science in Environmental Design from Ball State University in 1977.

Greg's involvement in the regulation of the profession of architecture began in 1996. After serving on the Board of Directors and as President of both AIA Northern Nevada and AIA Nevada, Greg was appointed to the Nevada State Board of Architecture, Interior Design, and Residential Design. He is the current Chairman, and has previously served as Chairman from 2000 to 2003 and as Secretary/Treasurer from 2004 to 2006. In addition to serving as Board Chairman, he also chairs a number of its standing committees.

Greg has volunteered his service and involvement in the committees of NCARB since 1998. He has been particularly involved in the development of the ARE through his service on the Committee on Examination, ARE Research and Development Committee, ARE Grading Committee, Test Specifications Task Force, Alternative Item Writing Task Force, and ARE Pre-Design Committees. Other NCARB committee experience includes the Audit Committee, Professional Development Committee, Professional Conduct Committee, and Procedures and Documents Committee.

Greg has previously served four terms as the Director of Region 6 representing the 12 western states and territories of the Western Council of Architectural Registration Boards (WCARB) on the Board of Directors of NCARB. He has also served three terms as Chairman of WCARB in addition to six years as a member of the WCARB Executive Committee.

Greg continues his involvement in both AIA Nevada and AIA Northern Nevada where he serves on the AIA Nevada State Government Affairs Committee and the AIA Northern Nevada Scholarship Committee and is a recent recipient of the AIA Nevada Silver Medal.

He also remains very involved with the youth of his community. He serves on the Board of Directors of both the Nevada Area Council of the Boy Scouts of America and Bailey Charter School, an elementary school specifically serving at risk and disadvantaged children. He is the treasurer for the Bailey Charter School Board. In addition to his continued participation as an Assistant Scoutmaster for Troop 107, Greg currently serves as the Vice President of Finance and a member of the Properties Committee. He is a recipient of both the Silver Beaver and the Bronze Pelican Awards. He is very proud that both of his sons have followed his footsteps as Eagle Scouts.

# Gregory L. Erny NCARB, AIA

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## Candidate for Secretary National Council of Architectural Registration Boards

### Professional Practice

Architects + LLC - President 1983 - Present

### Registration

Nevada 1981 - Present

California 1990 - Present

### Education

Ball State University

Bachelor of Architecture 1977

Bachelor of Science - Environmental Design 1976

### National Council of Architectural Registration Boards

NCARB Board of Director - WCARB Region 6 2012 - 2014

2008 - 2010

ARE Committee on Examination (Board Liaison) 2013 - 2014

Audit Committee 2013 - 2014

ARE Research and Development Committee (Board Liaison) 2012 - 2013

Procedures and Documents Committee 2011 - 2102

Professional Conduct Committee (Board Liaison) 2009 - 2010

ARE Graphics Grading Committee (Board Liaison) 2008 - 2009

NAAB Accreditation Team - Montana State University 2008

ARE Graphics Grading Committee 2005 - 2008

Regional Chairs Committee 2005 - 2008

ARE Alternative Item Writing Task Force 2004

Chairman of Annual Meeting Credentials Committee 2003

Professional Development Program Committee 2001 - 2003

Test Specifications Task Force 2000 - 2001

ARE Pre-Design Committee 1998 - 2000

### Western Council of Architectural Registration Boards - Region 6

Regional Chairman 2004 - 2006

Executive Committee Member 2000 - 2006

### Nevada State Board of Architecture, Interior Design, and Residential Design

Chairman 2011 - Present

2000 - 2003

Secretary Treasurer 2000 - 2003

Continuing Education Committee - Chairman 2008 - 2009

Broadly Experienced Interior Designer Committee 2007 - Present

Board Member 1996 - Present

Enforcement Advisory Committee 1995 - 1996

# Gregory L. Erny NCARB, AIA

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## Candidate for Secretary National Council of Architectural Registration Boards

### **American Institute of Architects**

AIA Nevada Silver Medal Recipient	2013
AIA Nevada President	1994
AIA Northern Nevada President	1992
AIA Northern Nevada Scholarship Committee	2000 - Present
AIA Nevada State Government Affairs Committee	1996 - Present
AIA Northern Nevada / AIA Nevada Member	1981 - Present

<b>Instructor - University of Nevada, Reno</b>	1980 - 1981
<b>Instructor - Truckee Meadows Community College</b>	1978 - 1991

### **City of Reno - Historic Resources Commission**

Chairman	2011 - 2012
Commissioner	2007 - Present

### **Bailey Charter School**

Treasurer	2013 - Present
Commissioner	2012 - Present

### **Boy Scouts of America**

Vice President of Finance	2013 - Present
Vice President of Programs	2008 - 2012
Nevada Area Council Director	2006 - Present
Properties Committee	2007 - Present
District Chairman "Friends of Scouting"	2008
Eagle Scout Board of Review Committee	2006 - Present
Assistant Scoutmaster Troop 107	1997 - Present
Silver Beaver Recipient	2010
Bronze Pelican Award Recipient	2009
Brotherhood Member of the Order of the Arrow	2006

### **Reno National Little League**

Board of Directors	1996 - 2007
Treasurer	2004 - 2007
Manager and Coach	1996 - 2007

### **Reno West Babe Ruth**

Board of Directors	2006 - 2007
Manager and Coach	2006 - 2008

### **West Truckee Meadows Citizen Advisory Board**

Chairman and Board Member	1990 - 1995
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<b>Business Leadership Network Board of Directors</b>	2006 - 2009
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<b>Catholic Diocese of Reno Building Committee</b>	1999 - Present
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**JOHN R. SORRENTI, FAIA**  
*President*

### **LICENSURE/EDUCATION**

Registered Architect, State of Connecticut (1997)  
Registered Architect, State of Pennsylvania (1997)  
Registered Architect, State of New Jersey (1996)  
Registered Architect, State of New York (1980)  
Master of Business Administration, New York Institute of Technology (1978)  
Master of Architecture, Ohio University (1974)  
Bachelor of Science in Architectural Technology, New York Institute of Technology (1972)

### **GENERAL EXPERIENCE**

John R. Sorrenti is the founder and president of JRS Architect, P.C., a full service architectural and interior design firm. Since its inception in 1986, the firm continues to thrive and has received numerous design awards under his leadership. JRS has developed a design expertise in the corporate, education, financial, healthcare, hospitality, retail and residential markets. John is recognized as a pioneer of alternative project delivery methods and marketing strategies. In 2008, John received a Lifetime Achievement Award from the AIA Long Island Chapter.

Lobbying for legislative issues, Mr. Sorrenti has achieved a reputation for quality in leadership. Over the past twenty five years, he has held such positions as the President of the New York State AIA and Vice President of the National AIA. Currently, John serves as National Chair for AIA College of Fellows Regional Representatives. Appointed Chair of the NY State Education Board of Architecture, he is also Director on the National Board for NCARB (National Council of Architectural Registration Boards). He has also been elected to serve on the National AIA College of Fellows Executive Committee as Bursar for 2013-2014.

In 1991 John on behalf of the AIA helped to form the guidelines for the Americans with Disabilities Act (A.D.A.), and in 1993 assisted with the New York City ADA Code. As a result JRS Architect has successfully completed over 3,000 audits. John has also served on the National Architectural Accrediting Board (NAAB) committee for college accreditation programs; has performed reviews of his peers for the American Council of Engineering Companies (ACEC) and is a Commissioner on the Town of North Hempstead's Historical Landmarks Preservation Commission.

In 1990, as demand for JRS's services increased, the firm decided to expand its offices to New Jersey. Our present location in Princeton serves the greater New Jersey and Pennsylvania markets and has contributed greatly to servicing our clients.

Nearly forty years of experience, Mr. Sorrenti has covered the full spectrum of the design profession, designing many buildings from the ground up as well as numerous relocation and interior design projects. In 2001, John designed and constructed the firm's headquarters in Mineola, New York.

As president of JRS, John continues to grow the firm, with an emphasis on state of the art design and a conscientious effort to meet the client's budgetary requirements and time-line needs.



**JOHN R. SORRENTI, FAIA**  
*President*

**PROFESSIONAL AFFILIATIONS:**

**New York State Board of Architecture, State Education Department** - Board Member 2005 - Present  
Chair - 2011- 2012  
Vice Chair since - 2009  
Review cases for NYS Office of Professional Discipline since - 2007  
Committee on Design Build since - 2007

**National Council of Architectural Registration Boards (NCARB)** - Board Member (NY) 2008 - Present  
Committee Member 2006 - Present  
Chair - NYS Board of Architecture - 2012 - 2013  
Governance Committee - 2012 - 2013  
Committee on Education - 2011 - 2012  
Director on National Board since - 2011  
Chair of Region 2 - 2011  
Committee on Professional Development - Chair 2008 - 2011  
Vice Chair and Treasurer of Region 2 - 2008 - 2010

**National AIA** - Member 1975 - Present  
College of Fellows Executive Committee - Bursar - 2013 - 2014  
Chair of the Fundraising Campaign - 2013 - 2014  
College of Fellows - National Chair for Regional Representation - 2008 - 2011  
Fellows Regional Representative - 2002 - 2007  
National Advertising Committee - 1996 - 2001  
Vice President - 1997  
College of Fellows since - 1996  
Regional Director - 1994 - 1996  
Co-Chairman, Political Action Committee - 1994

**New York State AIA** - Member 1975 - Present  
President - 1992  
Chairman, Political Action Committee - 1992  
Member of various task forces dealing with licensing, taxation & governmental affairs - 1990 -1992  
Vice President - 1991

**Long Island Chapter AIA** - Member 1975 - Present  
LI Chairperson AIA Archi Awards - 1997  
President - 1989  
Vice President - 1988  
Other positions held: Treasurer: Head of Document Services; Co-Chairman Continuing Education;  
Co-Chairman of the AIA Guide to LI Architecture; Program Chairman - 1982 -1988

**Other Leadership Roles**  
Director and Committee Chair, Hanover Bank - 2012 - Present  
Town of N. Hempstead Historic Landmarks Preservation Commission - Vice Chair - 1997 - Present  
Director and Committee Chair, Madison National Bank - 2008 - 2012  
Greater New York Construction User Council - 2006  
International Facilities Management Association - 1996 - 2005  
NAAB College Accreditation Committee - 1997 - 2003  
American Council of Consulting Engineers, Peer Review Committee - 1992 - 1997  
American Society of Interior Designers -1993 - 1997  
Advancement for Commerce and Industry - 1982 - 1997  
National Committee on Governmental Affairs - 1995 - 1996  
New York Society of Architects - 1992

**PROFESSIONAL AWARDS AND HONORS:**

2008 Lifetime Achievement Award, AIA Long Island Chapter ; **1995 DeGardio New York State AIA Award**  
1992 Who's Who in Interior Design; **1986 Who's Who in the East**

## **Agenda Item H**

### **RATIFY INTRA-AGENCY CONTRACT AGREEMENT FOR CALIFORNIA SUPPLEMENTAL EXAMINATION OCCUPATIONAL ANALYSIS, REVIEW OF NATIONAL EXAMINATION, AND LINKAGE STUDY**

At its December 5-6, 2013 meeting, the Board approved a motion authorizing the Executive Officer to execute an Intra-Agency Contract (IAC) with the Department of Consumer Affairs' Office of Professional Examination Services (OPES) to conduct an Occupational Analysis (OA), a review of the national Architect Registration Examination (ARE), and a study of the ARE content in comparison to the results of the OA (linkage study). Additionally, the motion specified that the agreement be ratified at the next Board meeting. Also, at the December meeting, OPES Chief, Dr. Heidi Lincer-Hill, delivered a presentation detailing the OA process and indicated that OPES would review the National Council of Architectural Registration Boards' (NCARB) examination process and compare its Practice Analysis with the California OA process.

The 2014 Strategic Plan contains an objective to conduct an OA of architectural practice in California. Business and Professions Code (BPC) section 139 requires that an OA be conducted every five to seven years. The most recent OA used in development of the California Supplemental Examination (CSE) was conducted in 2007. The primary purpose of the upcoming OA is to define current architectural practice in California based on a survey of the critical tasks, skills, and knowledge pertinent to an individual safely practicing. The findings of the OA will be used to define the content of the CSE and form the basis for determining "minimum acceptable competence." It is expected under the IAC that the OA will be completed by late-2014.

BPC 139 also requires boards and bureaus that use both national and state exams to conduct a psychometric process review of the national examination and a linkage study. This will evaluate and compare the knowledge, skills, and abilities tested for on the ARE with those of the CSE to avoid duplicity. The final Test Specification for the next version of the ARE (5.0) was approved by the NCARB Board of Directors on December 7, 2013. ARE 5.0 is planned for release in late-2016. The review of the ARE and its new Test Specification and linkage study will be conducted after the OA has been completed and the CSE Test Plan has been drafted. This project is anticipated to be completed in early-2015.

The Board is asked to ratify the OPES IAC to conduct an OA, review of the ARE, and linkage study.

Attachment:  
OPES IAC

**INTRA-DEPARTMENTAL CONTRACT**

CONTRACT NUMBER	AMENDMENT NUMBER
IAC #70604	

1. This Contract is entered into between the Board/Bureau/Divisions named below

REQUESTING BOARD/BUREAU/DIVISION'S NAME

**California Architects Board (Board)**

PROVIDING BOARD/BUREAU/DIVISION'S NAME

**Office of Professional Examination Services (OPES)**

2. The term of this

Contract is: **January 1, 2014 through June 30, 2015**

3. The maximum amount of this Contract is:

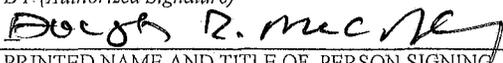
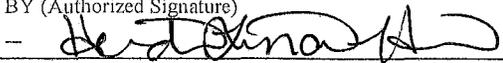
**\$ 80,572 (FY 2013-14 / \$33,208; FY 2014-15 / \$47,364)**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Contract:

**Architect  
Occupational Analysis and  
Review of ARE/Linkage Study**

Exhibit A – Scope of Work	1 Page
• Attachment I - Project Plan	2 Pages
• Attachment II - Roles and Responsibilities	5 Pages
Exhibit B – Budget Detail and Payment Provisions	1 Page
• Attachment III - Cost Sheets	5 Pages
Exhibit C – General Terms and Conditions	1 Page
Exhibit D – Special Terms and Conditions	1 Page

**IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.**

DEPARTMENT OF CONSUMER AFFAIRS		Department of Consumer Affairs Contracts Unit Use Only
REQUESTING BOARD/BUREAU/DIVISION'S NAME		
<b>California Architects Board (Board)</b>		
BY (Authorized Signature)	DATE SIGNED	
	12/31/13	
PRINTED NAME AND TITLE OF PERSON SIGNING		
<b>Douglas R. McCauley, Executive Officer</b>		
ADDRESS		
<b>2420 Del Paso Road, Suite 105, Sacramento, CA 95834</b>		
BUDGET OFFICER'S SIGNATURE		
-  1/15/14		
DEPARTMENT OF CONSUMER AFFAIRS		
PROVIDING BOARD/BUREAU/DIVISION'S NAME		
<b>Office of Professional Examination Services (OPES)</b>		
BY (Authorized Signature)	DATE SIGNED	
- 	12/20/13	
PRINTED NAME AND TITLE OF PERSON SIGNING		
<b>Heidi Lincer-Hill, Chief</b>		
ADDRESS		
<b>2420 Del Paso Road, Suite 265 Sacramento, CA 95834</b>		
BUDGET OFFICER'S SIGNATURE		
-  1.16.14		

## EXHIBIT A

### SCOPE OF WORK

1. The Office of Professional Examination Services (OPES) agrees to provide the following services:

Identify critical competencies of Architects. Develop a description of practice and review of ARE/Linkage Study.

2. Board agrees to provide the following services:

See attached: I. Project Plan  
II. Roles and Responsibilities

3. The project representatives during the term of this agreement will be:

**Requesting Board:**

Name: Douglas R. McCauley  
Phone: (916) 574-7220  
Fax: (916) 575-7283

**Office of Professional Examination Services:**

Name: Heidi Lincer-Hill  
Phone: (916) 575-7240  
Fax: (916) 575-7291

Direct all agreement inquiries to:

**Department of Consumer Affairs  
Contracts Unit:**

Address: 1625 N. Market Street, Suite #S-103  
Sacramento, CA 95834  
Phone: (916) 574-7277  
Fax: (916) 574-8658



**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**

**CALIFORNIA ARCHITECTS BOARD**

**ARCHITECT**

**OCCUPATIONAL ANALYSIS**

**and REVIEW of ARE/LINKAGE STUDY**

**FISCAL YEARS 2013-14 and 2014-15**

MAJOR PROJECT EVENTS - Project #1 (continued) Architect Occupational Analysis	TARGET DATE	RESPONSIBILITY
<b>5. Construct and Distribute Final Questionnaires (OA)</b> > Prepare draft of final questionnaire (OA) > Determine sampling plan (OA) > Provide master file for emails (OA) > Prepare final Web-based questionnaires (OA) > Email questionnaire invitations to selected participants (OA) > On-going review of responses and response sample > Distribute post survey email reminders (OA)	July 2014      July 2014	OPES OPES Board OPES OPES/Board OPES OPES
<b>6. Data Analysis</b> > Download final questionnaire data files (OA) > Convert and merge data files for analysis > Analyze demographics, task and knowledge ratings (OA) > Develop preliminary description of practice	August 2014	OPES OPES OPES OPES
<b>7. Review Results of Occupational Analysis</b> > Recruit SMEs for two 2-day workshops > Provide list of SMEs to OPES > <b>Conduct 2-day workshop with SMEs</b> > <b>Conduct 2-day workshop with SMEs</b> > Develop description of practice	September 4-5, 2014 September 18-19, 2014	Board Board OPES/SMEs OPES/SMEs OPES
<b>8. Prepare Validation Report</b> > Prepare draft of validation report > Prepare, print and submit final validation report	October 2014 November 2014	OPES OPES
<b>9. Present OA findings to Board</b>	TBD	OPES
MAJOR PROJECT EVENTS - Project #2 Review of ARE/Linkage Study	TARGET DATE	RESPONSIBILITY
<b>1. Review Background Information</b> > Review ARE Examination information > Review ARE Occupational Analysis > Review ARE Examination Administration Procedures	November 2014	Board OPES OPES
<b>2. Review ARE Exams' Psychometric Quality</b> > Evaluate Psychometric Quality of ARE Exams	Dec-2014	OPES
<b>3. Linkage Study of ARE Exam Specifications and California OA Results Specifications</b> > Recruit SMEs for one 2-day workshop > Provide list of SMEs to OPES > <b>Conduct 2-day workshop with SMEs</b> > Evaluate workshop findings	January 2015	Board Board OPES/SMEs OPES
<b>4. Data Analysis</b> > Analyze Linkage Study results	January 2015	OPES
<b>5. Prepare Report of Results</b> > Prepare draft report of ARE Review & Linkage Study > Prepare, print and submit final report	February 2015 February 2015	OPES OPES
<b>6. Present findings to Board</b>	TBD	OPES

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**

**ROLES AND RESPONSIBILITIES  
FOR  
CALIFORNIA ARCHITECTS BOARD**

**ARCHITECT  
OCCUPATIONAL ANALYSIS  
and REVIEW OF ARE/LINKAGE STUDY**

**FISCAL YEARS 2013-14 and 2014-15**

**INTRODUCTION**

**PROJECT #1 OCCUPATIONAL ANALYSIS**

The purpose of the Occupational Analysis (OA) is to describe the Architect practice in terms of the tasks that are performed on the job and the knowledge required to practice safely and competently. The results of the OA form the foundation of an examination program that protects the public health, safety, and welfare.

The OA requires a total of 40 Architects to serve as expert consultants. In licensure examination development work, expert consultants are known as subject matter experts (SMEs).

Approximately 10-15 SMEs will participate in interviews during the information-gathering phase of the project to identify job tasks and knowledge. Interviews will be conducted as long as new information is being generated.

One practice and three stakeholder focus groups meetings will be held to provide additional information about Architect job tasks and knowledge.

In addition, Board has the responsibility to acquire any reference materials to be used by the SMEs in the development of the occupational analysis.

Eight to ten SMEs are needed for each of the workshops to evaluate and refine the tasks and knowledge. Some of the SMEs may participate in both workshops and interviews.

A survey questionnaire based on the interview information will be developed and sent to approximately 2,000 licensed Architects throughout California.

**ROLE OF THE BOARD**

The primary role of the California Architects Board (Board) is to recruit a representative sample of SMEs for the OA interviews and workshops. The Board is also responsible for recruitment of focus group participants, survey participants, and the initial and on-going correspondence with licensees.

## **ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES**

The Office of Professional Examination Services (OPES) will use a content validation strategy to conduct the OA and thereby link the job tasks and knowledge directly to critical content areas of practice.

The OA begins with interviews of SMEs who represent different aspects of practice. During the interviews, SMEs identify categories of work and the job tasks performed in each category. SMEs are also asked to identify the knowledge necessary to perform each job task. OPES transcribes the information from the interviews and develops a preliminary list of statements that describe tasks and knowledge.

Two panels of SMEs evaluate the task and knowledge statements. OPES then develops a questionnaire based on the task and knowledge statements. The questionnaire asks SMEs to provide demographic information and to rate each task and knowledge against job-related criteria.

OPES analyzes the demographic characteristics and questionnaire ratings of all respondents. Two panels of SMEs evaluate the results of the analysis and develop a description of practice.

### **PROJECT #2 REVIEW OF NATIONAL EXAM AND LINKAGE WITH CALIFORNIA OA**

The purpose of licensing examinations is to identify persons who possess the minimum knowledge and experience necessary to perform tasks on the job safely and competently. The content of the examination should be based upon the results of an occupational analysis of practice so that the examination assesses the most critical competencies of the job.

The review process requires a total of 8-10 Architects to serve as SMEs in the workshop to compare the Architect Registration Examination (ARE) to the California examination specifications.

The Board is interested in evaluating the ARE licensing examination for continued use in California. In consideration of using the ARE, the Board has requested that OPES conduct an independent review and evaluation of the psychometric qualities of the ARE.

## **ROLE OF THE BOARD**

The primary role of the Board will be to obtain and maintain the cooperation of the ARE representatives who can provide the documentation and information about the ARE Practice Analysis, exam development procedures, passing score procedures, test administration, and other examination-related information.

## **SELECTION OF SUBJECT MATTER EXPERTS**

The selection of SMEs by boards, bureaus, and committees of the Department of Consumer Affairs (DCA) critically affects the quality and defensibility of their licensure exams, and is based on the following minimum criteria:

- Reflect the profession in specialty, practice setting, geographic location, ethnicity, and gender.
- Represent the current pool of practitioners.
- Possess current skills and a valid license in good standing.
- Articulate specialized technical knowledge related to a profession.

Several of the eight to ten SMEs in each workshop should be licensed five years or less to ensure an entry-level perspective is represented.

In addition, the Board has the responsibility to acquire any reference materials to be used by the SMEs in the development of the OA.

Due to potential conflict of interest, undue influence, and/or security considerations Board members, and instructors shall not serve as SMEs for, nor participate in, any aspect of licensure exam development or administration, pursuant to DCA Policy OPES 11-01.

## **ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES**

OPES will conduct the review by evaluating documentation and information about the ARE Practice Analysis, exam development procedures, passing score procedures, test administration, statistical performance of examinations, and exam security methods.

One panel of SMEs will review the ARE examination specifications and compare them to the California examination specifications to identify the areas of Architect practice in California addressed and not addressed in the ARE examination. During the workshop, OPES will work with the Board and the SMEs to perform this evaluation.

OPES will analyze all information and documentation and prepare a report of the analyses. This report will be submitted to the Board.

## **SECURITY**

OPES has implemented a variety of controls to ensure the integrity, security, and appropriate level of confidentiality of licensure exam programs. These controls vary according to the sensitivity of the information, and will include restricting and/or prohibiting certain items, such as electronic devices, when conducting exam-related workshops.

SMEs are required to provide valid identification, allow for personal belongings to be secured in the reception area during workshops, and sign one or more agreements accepting responsibility for maintaining strict confidentiality of licensing exam material and information to which they have access.

Any person who fails to comply with OPES' security requirements will not be allowed to participate in licensure exam workshops. In addition, any person who subverts or attempts to subvert any licensing exam will face serious consequences which may include loss of licensure and/or criminal charges, per Business and Professions Code section 123.

OPES examination developers, with the concurrence of the Board and the approval of OPES management, will dismiss any subject matter expert from an examination development workshop who is disruptive, violates policy, or whose presence disrupts other SMEs from completing their tasks.

## **SUMMARY OF EVENTS**

### **PROJECT #1 OCCUPATIONAL ANALYSIS**

- OPES will conduct multiple focus group meetings to identify areas of Architect practice and law for further investigation during the interviews.
- OPES schedules and interviews SMEs and transcribes the information into a preliminary list of job tasks and knowledge.
- The Board convenes panels of SMEs to evaluate the list of tasks and knowledge statements. During the workshops, the panels work with OPES staff to evaluate the list in terms of technical accuracy, overall clarity, and consistency. New task and knowledge statements are developed as needed.
- OPES develops a Web-based survey questionnaire to obtain demographic data and ratings of the task and knowledge statements. The demographic data, such as years of licensed practice and number of hours worked per week, assists in the interpretation of the ratings.
- OPES assists the Board to identify a representative sample of Architects. The sample is drawn from the population of all Architects licensed and practicing in the State of California.
- The Board is responsible for promoting the survey, mailing survey notifications to the sample group of Architects, and sending follow-up reminders.
- OPES is responsible for set up and configuration of the online survey and compiling the data.
- OPES analyzes the information from the questionnaire. The Board convenes panels of SMEs to review the results of the questionnaire and develop a description of practice.
- OPES prepares a report of findings and submits it to the Board for review.

### **PROJECT #2 REVIEW OF NATIONAL EXAM AND LINKAGE WITH CALIFORNIA OA**

- OPES with the help of the Board collects information and documentation about the ARE licensing examination.
- OPES evaluates the ARE examination, Practice Analysis and exam development procedures such as passing score development, test administration, statistical performance of examinations, and exam security methods.
- The Board recruits a representative group of SMEs for the Linkage Workshop.
- OPES convenes a panel of SMEs to evaluate the areas of California practice tested by the ARE and to identify whether there are any critical areas of California practice not covered by the ARE. The panel of SMEs evaluates the examination plan of the ARE and the California Specific examination for Architects based on this review.

- OPES analyzes all information and documentation and prepares a report of findings that describes the extent of the relationship of the ARE to the 1999 Standards for Educational and Psychological Testing (American Educational Research Association, American Psychological Association, and National Council on Measurement in Education).
- OPES prepares and provides recommendations to the Board regarding the defensibility of the ARE examination program and the linkage between the content of the ARE and the results of the 2014 California Architect OA.
- OPES prepares and submits final report to the Board.

## EXHIBIT B

### BUDGET DETAIL AND PAYMENT PROVISIONS

#### 1. Invoicing and Payment

- A. For services satisfactorily rendered and upon receipt and approval of the invoices, California Architects Board (Board) agrees to compensate the Office of Professional Examination Services (OPES) for services rendered and expenditures incurred.
- B. Invoices shall include the agreement number and shall be submitted on a quarterly basis for the actual cost of services and related travel expenses. Signed/approved invoices from the Board will be due to OPES fifteen (15) working days from the date of invoice billings. OPES will then submit the approved invoices to the Department of Consumer Affairs for processing and payment. Invoices will be submitted to:

Douglas R. McCauley  
California Architects Board  
2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

#### 2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to OPES or to furnish any other considerations under this Agreement and OPES shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to OPES to reflect the reduced amount.

#### 3. Payment

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

#### 4. Cost

- A. Costs for this Agreement shall be subject to any collective bargaining agreements negotiated in Fiscal Year 2000/2001 or thereafter.

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**  
**CALIFORNIA ARCHITECTS BOARD**  
**ARCHITECT**  
**OCCUPATIONAL ANALYSIS**  
**AND REVIEW OF ARE/LINKAGE STUDY**  
**FISCAL YEARS 2013-14 and 2014-15**

**Project #1 – Architect Occupational Analysis**

1. Review Background Information	\$ 3,360
2. Develop Job Content and Structure OA	\$ 15,140
3. Review Tasks and Knowledge	\$ 8,740
4. Construct and Distribute Pilot Questionnaire	\$ 5,968
5. Construct and Distribute Final Questionnaire	\$ 5,264
6. Data Analysis	\$ 6,120
7. Review Results of Occupational Analysis	\$ 4,692
8. Prepare Validation Report	\$ 6,422
9. Present OA Results to Board	\$ 1,312
Administrative Support	\$ 3,540
<b>Subtotal</b>	<b>\$60,558</b>

Index/PCA/Object Code 0600/06000/427.10

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**  
**CALIFORNIA ARCHITECTS BOARD**  
**ARCHITECT**  
**OCCUPATIONAL ANALYSIS and REVIEW OF ARE/LINKAGE STUDY COSTS**  
**FISCAL YEARS 2013-14 and 2014-15**

Project #1 - Architect Occupational Analysis	Test Validation Staff					Editor		Support Staff		Totals	GRAND TOTAL
	\$60		Travel	Overtime \$85		\$56		\$43			
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost		
<b>1. Review Background Information</b>											
Review past Occupational Analysis	16	\$ 960								\$ 960	
Review changes in Law and Practice	24	\$ 1,440								\$ 1,440	
Identify emerging trends and considerations	16	\$ 960								\$ 960	
										\$ 3,360	\$ 3,360
<b>2. Develop Job Content and Structure OA</b>											
Prepare for CA Practice Focus Group	16	\$ 960								\$ 960	
Conduct CA Practice Focus Group	16	\$ 960		4	\$ 340			2	\$ 86	\$ 1,386	
Transcribe and analyze Focus Group results	12	\$ 720				4	\$ 224			\$ 944	
Prepare for 1st half-day Stakeholder Focus Group	8	\$ 480								\$ 480	
Conduct Stakeholder Focus Group #1	6	\$ 360						2	\$ 86	\$ 446	
Transcribe Stakeholder Focus Group information	8	\$ 480								\$ 480	
Prepare for 2nd half-day Stakeholder Focus Group	8	\$ 480								\$ 480	
Conduct Stakeholder Focus Group #2	6	\$ 360						2	\$ 86	\$ 446	
Transcribe Stakeholder Focus Group information	8	\$ 480								\$ 480	
Prepare for 3rd half-day Stakeholder Focus Group	8	\$ 480								\$ 480	
Conduct Stakeholder Focus Group #3	6	\$ 360						2	\$ 86	\$ 446	
Transcribe Stakeholder Focus Group information	8	\$ 480				4	\$ 224			\$ 704	
Analyze Stakeholder Focus Group results	16	\$ 960								\$ 960	
Schedule, prepare, and conduct 8-12 interviews	40	\$ 2,400								\$ 2,400	
Transcribe interview information	24	\$ 1,440								\$ 1,440	
Develop preliminary list of tasks and knowledge	36	\$ 2,160				8	\$ 448			\$ 2,608	
										\$ 15,140	\$ 15,140
<b>3. Review Tasks and Knowledge</b>											
Prepare for 2-day workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop	16	\$ 960		4	\$ 340			2	\$ 86	\$ 1,386	
Transcribe workshop results	16	\$ 960								\$ 960	
Revise tasks and knowledge	16	\$ 960								\$ 960	
Prepare for 2-day workshop	16	\$ 960				4	\$ 224			\$ 1,184	
Conduct 2-day workshop	16	\$ 960		4	\$ 340			2	\$ 86	\$ 1,386	
Revise tasks and knowledge	24	\$ 1,440				4	\$ 224			\$ 1,664	
Review preliminary results w/CAB	4	\$ 240								\$ 240	
										\$ 8,740	\$ 8,740
<b>4. Construct and Distribute Pilot Questionnaire</b>											
Develop demographic items and rating scales	24	\$ 1,440								\$ 1,440	
Review OA pilot survey w/CAB	8	\$ 480								\$ 480	
Prepare Web-based questionnaires for pilot study	36	\$ 2,160				8	\$ 448			\$ 2,608	
Prepare text of letters for pilot study and final distribution	4	\$ 240								\$ 240	
Email questionnaire for pilot study to selected participants	8	\$ 480								\$ 480	
Download pilot questionnaire data files and analyze data	12	\$ 720								\$ 720	
										\$ 5,968	\$ 5,968

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**  
**CALIFORNIA ARCHITECTS BOARD**  
**ARCHITECT**  
**OCCUPATIONAL ANALYSIS and REVIEW OF ARE/LINKAGE STUDY COSTS**  
**FISCAL YEARS 2013-14 and 2014-15**

Project #1 - Architect Occupational Analysis continued	Test Validation Staff					Editor		Support Staff		Totals	GRAND TOTAL
	\$60		Travel Costs	\$85		\$56		\$43			
	Hours	Cost		Hours	Cost	Hours	Cost	Hours	Cost		
<b>5. Construct and Distribute Final Questionnaire</b>											
Prepare draft of final questionnaire	16	\$ 960								\$ 960	
Determine sampling plan	8	\$ 480								\$ 480	
Prepare final Web-based questionnaires	16	\$ 960				4	\$ 224			\$ 1,184	
Email questionnaire invitations to selected participants	8	\$ 480								\$ 480	
On-going review of responses and response sample	24	\$ 1,440								\$ 1,440	
Distribute post survey email reminders	12	\$ 720								\$ 720	
										\$ 5,264	\$ 5,264
<b>6. Data Analysis</b>											
Download final questionnaire data files	6	\$ 360								\$ 360	
Convert and merge data files for analysis	32	\$ 1,920								\$ 1,920	
Analyze demographics, task and knowledge ratings	40	\$ 2,400								\$ 2,400	
Develop preliminary description of practice	24	\$ 1,440								\$ 1,440	
										\$ 6,120	\$ 6,120
<b>7. Review Results of Occupational Analysis</b>											
Prepare for third 2-day workshop	8	\$ 480								\$ 480	
Conduct workshop	16	\$ 960			4	\$ 340			2	\$ 86	\$ 1,386
Develop description of practice/examination outline	8	\$ 480								\$ 480	
Prepare for fourth 2-day workshop	8	\$ 480								\$ 480	
Conduct workshop	16	\$ 960			4	\$ 340			2	\$ 86	\$ 1,386
Develop description of practice/examination outline	8	\$ 480								\$ 480	
										\$ 4,692	\$ 4,692
<b>8. Prepare Validation Report</b>											
Prepare draft of validation report	40	\$ 2,400					24	\$ 1,344			\$ 3,744
Prepare print and submit final report	32	\$ 1,920					12	\$ 672	2	\$ 86	\$ 2,678
										\$ 6,422	\$ 6,422
<b>9. Present OA Results to Board</b>											
Prepare presentation of OA results	12	\$ 720					2	\$ 112			\$ 832
Present OA results	8	\$ 480									\$ 480
										\$ 1,312	\$ 1,312
<b>Administrative Support</b>											
Technical oversight (40 hours @ \$63/hour)											\$ 2,520
Cost oversight (Staff Analyst - 20 hours @ \$51/hour)											\$ 1,020
<b>TOTAL - PROJECT #1</b>	<b>840</b>	<b>\$ 50,400</b>	<b>0</b>	<b>20</b>	<b>\$ 1,700</b>	<b>74</b>	<b>\$ 4,144</b>	<b>18</b>	<b>\$ 774</b>	<b>\$ 60,558</b>	<b>\$ 60,558</b>

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**  
**CALIFORNIA ARCHITECTS BOARD**  
**ARCHITECT**  
**OCCUPATIONAL ANALYSIS**  
**AND REVIEW OF ARE/LINKAGE STUDY**  
**FISCAL YEARS 2013-14 and 2014-15**

**Project #2 – ARE/Linkage Study**

1. Review Background Information	\$ 3,840
2. Review ARE Exams Psychometric Quality	\$ 1,440
3. Linkage Study of ARE Exam Plan and CA OA Results	\$ 3,306
4. Data Analysis	\$ 960
5. Submit Report	\$ 5,856
6. Present Results to Board	\$ 1,072
Administrative Support	\$ 3,540
<b>Subtotal</b>	<b>\$20,014</b>

Index/PCA/Object Code 0600/06000/427.10

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70604**  
**CALIFORNIA ARCHITECTS BOARD**  
**ARCHITECT**  
**OCCUPATIONAL ANALYSIS and REVIEW OF ARE/LINKAGE STUDY COSTS**  
**FISCAL YEARS 2013-14 and 2014-15**

Project #2 - ARE/Linkage Study	Test Validation Staff					Editor		Support Staff		Totals	GRAND TOTAL
	\$60		Travel Costs	\$85		\$56		\$43			
	Hours	Cost		Hours	Cost	Hours	Cost	Hours	Cost		
<b>1. Review Background Information</b>											
Review ARE Examination information	24	\$ 1,440								\$ 1,440	
Review ARE Occupational Analysis	24	\$ 1,440								\$ 1,440	
Review ARE Exam Administration Procedures	16	\$ 960								\$ 960	
										\$ 3,840	\$ 3,840
<b>2. Review ARE Exams Psychometric Quality</b>											
Evaluate Psychometric Quality of ARE Exams	24	\$ 1,440								\$ 1,440	
										\$ 1,440	\$ 1,440
<b>3. Linkage Study of ARE Exam Plan and CA OA Results</b>											
Prepare for Linkage Study workshop	16	\$ 960								\$ 960	
Conduct 2-day workshop with SMEs	16	\$ 960		4	\$ 340			2	\$ 86	\$ 1,386	
Compile results of workshop	16	\$ 960								\$ 960	
										\$ 3,306	\$ 3,306
<b>4. Data Analysis</b>											
Analyze Linkage Study results	16	\$ 960								\$ 960	
										\$ 960	\$ 960
<b>5. Submit Report</b>											
Prepare draft of ARE Review & Linkage Study	40	\$ 2,400				24	\$ 1,344			\$ 3,744	
Prepare, print and submit final report	24	\$ 1,440				12	\$ 672			\$ 2,112	
										\$ 5,856	\$ 5,856
<b>6. Present Results to Board</b>											
Prepare presentation of ARE review and Linkage Study	12	\$ 720				2	\$ 112			\$ 832	
Present ARE Review and Linkage Study results	4	\$ 240	*							\$ 240	
										\$ 1,072	\$ 1,072
<b>Administrative Support</b>											
Technical oversight (40 hours @ \$63/hour)										\$ 2,520	\$ 2,520
Cost oversight (Staff Analyst - 20 hours @ \$51/hour)										\$ 1,020	\$ 1,020
* Travel will be billed as actuals.											
<b>TOTAL - PROJECT #2</b>	<b>232</b>	<b>\$ 13,920</b>	<b>\$ -</b>	<b>4</b>	<b>\$ 340</b>	<b>38</b>	<b>\$ 2,128</b>	<b>2</b>	<b>\$ 86</b>	<b>\$ 20,014</b>	<b>\$ 20,014</b>
<b>GRAND TOTAL - PROJECT #1 &amp; #2</b>	<b>1072</b>	<b>\$64,320</b>	<b>\$ -</b>	<b>24</b>	<b>\$2,040</b>	<b>112</b>	<b>\$6,272</b>	<b>20</b>	<b>\$860</b>	<b>\$80,572</b>	<b>\$80,572</b>

## EXHIBIT C

### GENERAL TERMS AND CONDITIONS

1. **Approval:**

This Contract is not valid until signed by both parties.

2. **Payment:**

Costs for this Contract shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.

## EXHIBIT D

### SPECIAL TERMS AND CONDITIONS

#### 1. **Mutual Cooperation**

The Office of Professional Examination Services (OPES) is entering into a partnership where mutual cooperation is the overriding principle.

#### 2. **Evaluation**

The OPES and the California Architects Board (Board) reserve the right to evaluate progress, make midcourse corrections as needed, and to negotiate changes to the agreement as necessary to ensure a high quality examination program. This may affect the cost of the analysis.

#### 3. **Examination Criteria**

The primary responsibility of OPES is to develop examinations that are psychometrically sound, legally defensible and job related.

#### 4. **Good Faith Agreement**

In good faith, OPES believes the project steps accurately describe the work to be performed and that the costs are reasonable. This agreement will remain in effect until the work is completed.

## Agenda Item I

### **REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS, TITLE 16, SECTION 109 (FILING OF APPLICATIONS)**

On May 2, 2013, the National Council of Architectural Registration Boards (NCARB) released a notice to Member Boards seeking comments on two proposed changes to the Intern Development Program (IDP) relative to employment duration and program eligibility. These proposed changes were consistent with the Board's discussions before it adopted IDP in 2005 and which have continued to the present. NCARB provided a 90-day period during which Member Boards could submit comments for consideration.

The first of the two proposed changes eliminated the minimum employment duration requirement (15 hours per week for 8 consecutive weeks) and allowed interns to earn IDP experience credit for valid work through the project work performed relative to an experience area. This would include periods of work performed over winter and spring breaks, while in school, and projects of limited scope with completion time in weeks.

The second proposed change modified the entry point for participation in IDP to coincide with when an intern receives a U.S. high school diploma or the equivalent. Formerly, interns were required to be:

- Enrolled in a degree program accredited by the National Architectural Accreditation Board (NAAB) or the Canadian Architectural Certification Board (CACB), or
- Enrolled in a pre-professional degree program at a school that offers a NAAB/CACB accredited degree program, or
- Employed in Experience Setting A after first obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree.

The Board, at its June 13, 2013 meeting, voted to support NCARB's proposed changes to IDP and furnished its comments in writing for NCARB's consideration shortly afterwards.

At its September 19-21, 2013 meeting, the NCARB Board of Directors approved the proposed changes to IDP based on the feedback it received during the comment period. NCARB subsequently revised the *IDP Guidelines* (attached) to reflect the approved changes, which was then posted to its website on December 16, 2013. Consequently, the Board must amend its regulations, specifically California Code of Regulations (CCR) section 109, to properly reference the latest edition of the *IDP Guidelines*.

The Board is asked to review and approve the proposed regulations to amend CCR section 109 (Filing of Applications) and delegate authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical changes to the language, if needed.

Attachments

1. Notice of Proposed Changes in the Regulations
2. Initial Statement of Reasons
3. Proposed Regulatory Language CCR Section 109
4. NCARB *IDP Guidelines* December 2013

**CALIFORNIA ARCHITECTS BOARD  
NOTICE OF PROPOSED CHANGES IN THE REGULATIONS**

NOTICE IS HEREBY GIVEN that the California Architects Board (Board) is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held at the office of the California Architects Board, 2420 Del Paso Road, Sequoia Room, Sacramento, California, at 2:00 p.m., on May 19, 2014. Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office not later than 5:00 p.m. on May 19, 2014 or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by sections 5526 and 5552.5 of the Business and Professions Code, and to implement, interpret or make specific sections 5550 and 5552.5 of said Code, the Board is considering changes to Division 2 of Title 16 of the California Code of Regulations (CCR) as follows:

INFORMATIVE DIGEST

A. Informative Digest

Section 5526 of the Business and Professions Code authorizes the Board to adopt, amend, modify, or repeal rules and regulations as are reasonably necessary to carry into effect the provisions of the Architects Practice Act. Section 5550 authorizes the Board to establish qualifications required to become eligible for examination.

B. Policy Statement Overview/Anticipated Benefits of Proposal

**Amend CCR Section 109 – Filing of Applications**

The existing regulation references a previous edition of the National Council of Architectural Registration Boards' Intern Development Program Guidelines. This proposal would update the version of the IDP Guidelines referenced in the regulation to the December 2013 edition and remove any confusion for candidates as to which guidelines they must follow.

### C. Consistency and Compatibility with Existing State Regulations

During the process of developing these regulations and amendments, the Board has conducted a search of similar regulations on this topic and has concluded that these regulations are neither inconsistent nor incompatible with existing state regulations.

#### INCORPORATION BY REFERENCE

National Council of Architectural Registration Boards' Intern Development Guidelines, December 2013 Edition

#### FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Sections 17500 - 17630 Require Reimbursement: None

#### Business Impact:

The Board has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

The following studies/relevant data were relied upon in making the above determination:  
N/A

#### Cost Impact on Representative Private Person or Business:

The Board is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs: None

#### EFFECT ON SMALL BUSINESS

The Board has determined that the proposed regulations would not affect small businesses as it only affects architect applicants.

## RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:

### Impact on Jobs/Businesses:

The Board has determined that this regulatory proposal will not have any impact on the creation of jobs or new businesses or the elimination of jobs or existing businesses or the expansion of businesses in the State of California.

### Benefits of Regulation:

The Board has determined that this regulatory proposal will have the following benefits to health and welfare of California residents, worker safety, and state's environment: This regulatory proposal will update the requirements of architectural applicants to the national standard thereby benefitting the health, safety, and welfare of California residents.

## CONSIDERATION OF ALTERNATIVES

The Board must determine that no reasonable alternative it considered to the regulation or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposal described in this Notice, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above-mentioned hearing.

## INITIAL STATEMENT OF REASONS AND INFORMATION

The Board has prepared an initial statement of the reasons for the proposed action and has available all the information upon which the proposal is based.

## TEXT OF PROPOSAL

Copies of the exact language of the proposed regulations, and any document incorporated by reference, and of the initial statement of reasons, and all of the information upon which the proposal is based, may be obtained at the hearing or prior to the hearing upon request from the California Architects Board at 2420 Del Paso Road, Suite 105, Sacramento, California 95834 or by telephoning the contact person listed below.

## AVAILABILITY AND LOCATION OF THE FINAL STATEMENT OF REASONS AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below.

You may obtain a copy of the final statement of reasons once it has been prepared, by making a written request to the contact person named below (or by accessing the website listed below).

### CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Name: Timothy Rodda  
Address: 2420 Del Paso Road, Suite 105  
Sacramento, CA 95834  
Telephone No.: (916) 575-7217  
Fax No.: (916) 575-7283  
E-Mail Address: timothy.rodde@dca.ca.gov

The backup contact person is:

Name: Marccus Reinhardt  
Address: 2420 Del Paso Road, Suite 105  
Sacramento, CA 95834  
Telephone No.: (916) 575-7212  
Fax No.: (916) 575-7283  
E-Mail Address: marccus.reinhardt@dca.ca.gov

Website Access: Materials regarding this proposal can be found at [www.cab.ca.gov](http://www.cab.ca.gov).

# CALIFORNIA ARCHITECTS BOARD

## INITIAL STATEMENT OF REASONS

Hearing Date: May 19, 2014

Subject Matter of Proposed Regulations: Intern Development Program (IDP) Guidelines

Section Affected: Title 16, California Code of Regulations (CCR), Section 109

### Specific Purpose:

1. Problem being addressed: The National Council of Architectural Registration Boards (NCARB) has released a revised edition of the IDP Guidelines (Guidelines), and the regulations need to be modified to reflect this update.
2. Anticipated benefits from this regulatory action: This proposal would update the edition of the Guidelines referenced in regulation to December 2013. This action would reduce any confusion as to which edition of the Guidelines candidates must adhere. The revised Guidelines include reducing the minimum employment duration requirement and easing the restriction on when interns could begin reporting IDP work experience.

### Factual Basis/Rationale

The Board is mandated to protect the public health, safety, and welfare, and like other regulatory programs under the Department of Consumer Affairs (DCA), is authorized to establish eligibility requirements for applicants of a professional license.

Pursuant to Business and Professions Code (BPC) Chapter 3, Division 3, section 5552.5, the Board is authorized to implement an intern development program. California Code of Regulations, Title 16, Division 2, section 109 clarifies BPC section 5552.5 and specifies IDP as the intern development program required of candidates.

IDP is a program that ensures candidates receive training in all aspects of architectural practice, and is required prior to licensure throughout the United States (US). NCARB, the national architectural organization that develops and administers IDP, has revised the Guidelines easing restrictions that were previously in place for candidates documenting work experience.

The first change eliminates the minimum employment duration (15 hours per week for 8 consecutive weeks) requirement and allows interns to earn IDP experience credit for valid work performed relative to an experience area. This includes periods of work performed while in school, over school breaks, and projects of limited scope with completion time in weeks.

The second change modifies the entry point to IDP to coincide with when an intern receives a US high school diploma or the equivalent. Formerly, interns were required to be:

- Enrolled in a degree program accredited by the National Architectural Accreditation Board (NAAB) or the Canadian Architectural Certification Board (CACB), or
- Enrolled in a pre-professional degree program at a school that offers a NAAB/CACB accredited degree program, or
- Employed in Experience Setting A after first obtaining a US high school diploma, General Education Degree equivalent, or comparable foreign degree.

### Underlying Data

The Board relied on the following documents in its proposal:

1. IDP Guidelines, December 2013 Edition

### Business Impact

This regulation will not have a significant adverse economic impact on businesses.

### Economic Impact Assessment

This regulatory proposal will have the following effects:

- It will not create or eliminate jobs within the State of California because it only affects the reporting requirement of architect applicants, and the effect is insufficient to create or eliminate jobs.
- It will not create new business or eliminate existing businesses within the State of California because it only affects architect applicants who are not yet licensed to practice architecture, and there is no indication that any businesses will be affected.
- It will not affect the expansion of businesses currently doing business within the State of California because it only affects architect applicants who are not yet licensed to practice architecture, and there is no indication that any businesses will be affected.
- This regulatory proposal does not affect the health and welfare of California residents because the proposed regulations only affects architect applicants' reporting requirement.
- This regulatory proposal does not affect worker safety because it is not related to worker safety in any manner.

- This regulatory proposal does not affect the state's environment because it is not related to the environment in any manner.

#### Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

#### Consideration of Alternatives

No reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific.

One alternative is to keep the status quo, but if the Board does not adopt the proposed amendment, candidates completing IDP would be referring to an obsolete edition of the Guidelines and may not receive credit they would be entitled. This would cause an adverse delay the in completion of IDP, and subsequently licensure.

**CALIFORNIA ARCHITECTS BOARD**  
**PROPOSED REGULATORY LANGUAGE**

**Article 2. Applications**

Amend Section 109 as follows:

**Section 109. Filing of Applications.**

\* \* \*

**(b) Application 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, as defined in the most recent edition of NCARB's *Intern Development Program Guidelines* (currently the ~~November 2012~~ [December 2013](#) edition), or the Internship in Architecture Program (IAP) of Canada (currently the 2001 edition). Both documents referred to in the preceding sentence are hereby incorporated by reference.

\* \* \*

**Note: Authority cited: Sections 5526 and 5552.5, Business and Professions Code. Reference: Sections 5550 and 5552.5, Business and Professions Code.**

# IDP

## INTERN DEVELOPMENT PROGRAM GUIDELINES

DECEMBER 2013

<u>Introduction</u>	<u>2</u>	<u>IDP Steps</u>	<u>6</u>	<u>IDP Requirements</u>	<u>9</u>	<u>Tasks</u>	<u>21</u>	<u>IDP Supervisors</u>	<u>33</u>
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What is NCARB?	2	Identify IDP Supervisor	6	Reporting Reqs	9	Pre-Design	22	IDP for Supervisors	34
NCARB Services	3	Identify Mentor	6	Employment Reqs	9	Design	24		
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NCARB Certification	5	Transmit Your Record	8	Categories and Areas	12				
		Take the ARE	8	Supplemental Exp.	13				
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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.

## 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 IDP Coordinator Program.

## 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 IDP Coordinator Program.

## 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.

## 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.

## 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).

# INTRODUCTION: LICENSURE

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, go to [http://naab.org/architecture\\_programs/](http://naab.org/architecture_programs/) 

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](http://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 comply with 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](http://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](http://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 [Handbook for Interns and Architects](#). 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 www.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 wherever it is. Even 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.

### 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](#) for more information about the AIA mentorship program.

# 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 eight months 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”](#) at [my.ncarb.org](#).

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 into the NCARB certification program through the annual renewal option in [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”](#) (<https://my.ncarb.org/Login>) 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.

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.

- For each day past the two-month filing period, a day of acceptable experience will be lost at the beginning of the reporting period.

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 and Construction Related Employment” within setting S, and some scenarios in “Construction Work” within setting S, 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 experience setting S, 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.

Within supplemental experience, there are opportunities to earn core and elective hours.

#### 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 IDP educator coordinator. If you are not sure who your IDP educator coordinator is, check the [IDP Coordinator section of \[www.ncarb.org\]\(http://www.ncarb.org\)](#).

# 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 in a U.S. or Canadian jurisdiction, 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.

# IDP REQUIREMENTS: EXPERIENCE CATEGORIES AND AREAS

## 5,600 Experience Hours

In order to satisfy the experience requirement, you must earn **5,600** hours of experience. You earn experience hours in [experience settings](#) recognized by NCARB.

Of the 5,600 hours required for completion of IDP, **3,740** hours are considered core minimum hours. Core minimum hours are earned in four experience categories that include 17 experience areas. The additional **1,860** hours required can be earned in any experience area, category, or through supplemental experience.

## Experience Categories

There are four experience categories:

1. Pre-Design
2. Design
3. Project Management
4. Practice Management

## Experience Areas

The four experience categories include 17 experience areas. To complete the 3,740 core minimum hours requirement, you must satisfy the core minimum hours required in each experience area.

## Core Hours

Experience earned in specific categories and areas. Core *minimum* hours are the minimum number of hours you must earn in a given experience category or area.

## Elective Hours

Elective hours are experience hours that exceed the 3,740 core minimum requirement.

There are two ways to earn the 1,860 elective hours:

- Any hours earned in an experience area in excess of the 3,740 core minimum hours.
- [Supplemental experience opportunities for elective hours](#). Experience earned through supplemental experience for elective hours are not applied to any specific experience category or area.

For policies and procedures related to the IDP 2.0 Rollover, read the [Interns' IDP 2.0 Rollover Guide](#).

Category 1: Pre-Design	Core Minimum Hours
<a href="#">Programming (tasks)</a>	80
<a href="#">Site and Building Analysis (tasks)</a>	80
<a href="#">Project Cost and Feasibility (tasks)</a>	40
<a href="#">Planning and Zoning Regulations (tasks)</a>	60
<b>TOTAL</b>	<b>260</b>

Category 2: Design	Core Minimum Hours
<a href="#">Schematic Design (tasks)</a>	320
<a href="#">Engineering Systems (tasks)</a>	360
<a href="#">Construction Cost (tasks)</a>	120
<a href="#">Codes and Regulations (tasks)</a>	120
<a href="#">Design Development (tasks)</a>	320
<a href="#">Construction Documents (tasks)</a>	1,200
<a href="#">Material Selection and Specification (tasks)</a>	160
<b>TOTAL</b>	<b>2,600</b>

Category 3: Project Management	Core Minimum Hours
<a href="#">Bidding and Contract Negotiation (tasks)</a>	120
<a href="#">Construction Administration (tasks)</a>	240
<a href="#">Construction Phase: Observation (tasks)</a>	120
<a href="#">General Project Management (tasks)</a>	240
<b>TOTAL</b>	<b>720</b>

Category 4: Practice Management	Core Minimum Hours
<a href="#">Business Operations (tasks)</a>	80
<a href="#">Leadership and Service (tasks)</a>	80
<b>TOTAL</b>	<b>160</b>

<b>TOTAL CORE MINIMUM HOURS</b>	<b>3,740</b>
<b>ELECTIVE HOURS</b>	<b>1,860</b>

<b>TOTAL HOURS</b>	<b>5,600</b>
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## IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

	OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS EARNED
<b>Supplemental Experience for Core Hours</b> There are several opportunities to earn core hours through supplemental experience. However, each opportunity has specific limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience category or area in which they are earned.	<u>Design or Construction Related Employment</u>	See <u>employment requirements</u>	IDP Supervisor	Any IDP experience area	Up to 930 hours
	<u>Leadership and Service</u>	Yes	See page 14	<u>Leadership and Service</u>	Up to 320 hours, 80 hours minimum
	<u>Community-Based Design Center/Collaborative</u>	Yes	"Designated IDP Supervisor"	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
	<u>CSI Certification: CCCA</u>	Yes	NCARB	<u>Construction Administration</u>	40 hours
	<u>CSI Certification: CCS</u>	Yes	NCARB	<u>Material Selection and Specification</u>	40 hours
	<u>Design Competitions</u>	Yes	Mentor	Any IDP experience area <b>except</b> 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	<u>Business Operations</u>	16 hours
	<u>Site Visit With Mentor</u>	Yes	Mentor	<u>Construction Phase: Observation</u>	Up to 40 hours
	<b>Supplemental Experience for Elective Hours</b> You may earn a maximum of 1,860 elective hours through supplemental experience opportunities. Elective hours earned through supplemental experience are not applied to any specific IDP experience area.	<u>Advanced Degrees</u>	Yes	NCARB	Elective
<u>AIA Continuing Education</u>		Yes	NCARB	Elective	Up to 1,860 hours
<u>Construction Work</u>		Yes	IDP Supervisor	Elective	Up to 930 hours
<u>CSI Certificate Program: CDT</u>		Yes	NCARB	Elective	40 hours
<u>Emerging Professional's Companion (EPC)</u>		Yes	IDP Supervisor or Mentor	Elective	Up to 1,800 hours (including EPC for core)
<u>GBCI LEED AP Credential</u>		Yes	NCARB	Elective	40 hours
<u>Teaching or Research</u>		See <u>employment requirements</u>	IDP Supervisor	Elective	Up to 1,860 hours

Maximum of 40 hours per IDP experience area in any combination of opportunities for core. Maximum of 600 total hours.

Maximum of 1,860 hours in any combination of Supplemental Experience for Elective Hours

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

Supplemental experience activities that qualify as core minimum hours are not considered in the maximum 1,860 experience hours allowed in 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 for Core Hours

40 HOURS MAXIMUM PER EXPERIENCE AREA

600 HOURS MAXIMUM

You may earn a **maximum of 40 core 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 core hours** through any combination of these qualifying supplemental experience opportunities.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

## Community-Based Design Center/Collaborative

Interns may earn up to 40 core 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](mailto: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 core hours for completing the following CSI certifications:

CSI Certified Construction Specifier (CCS): 40 core hours in Material Selection and Specification for passing the CCS certification.

CSI Certified Construction Contract Administrator (CCCA): 40 core hours in Construction Administration for passing the CCCA certification.

Information regarding the Construction Specifications Institute is available at [www.csinet.org](http://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.
- To comply with the reporting requirements, CSI Certification must be submitted within eight months of the certification date.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

## Design Competitions

Interns may earn up to 40 core 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.
- To comply with the reporting requirements, design competitions must be submitted within eight months of the published submission deadline.

## 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 core hours in each experience area by completing 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.

EPC, located at [www.epcompanion.org](http://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 core minimum hours required.**
- Interns can earn a maximum of 600 core hours through EPC with no more than 40 core hours earned in any one of the IDP experience areas.

If an intern has already completed the maximum allowable of 40 core hours in a given experience area through any combination of supplemental experience, then EPC activities completed in that experience area will be credited as elective hours.

EPC activities completed for IDP credit may not receive academic credit.

(continued on next page)

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

## 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 associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org/FreeTranscriptsForInterns](http://www.aia.org/FreeTranscriptsForInterns). Contact the AIA at [emergingprofessionals@aia.org](mailto: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.
- To comply with the [reporting requirements](#), EPC activities must be submitted within eight months of completion.

## NCARB's Professional Conduct Monograph

Interns, whether or not employed, may earn 16 core 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 core 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.
- To comply with the [reporting requirements](#), site visit with mentor must be reported within eight months of the visit.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

## Advanced Degree

Interns may earn 930 elective 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.
- To comply with the [reporting requirements](#), advanced degrees must be submitted within eight months of the graduation date.

## AIA Continuing Education

Interns, whether or not employed in a qualified experience setting, may earn elective 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 elective hour.

Information regarding the American Institute of Architects (AIA) continuing education programs is available at [www.aia.org](http://www.aia.org) [↗](#).

### REPORTING AIA CONTINUING EDUCATION

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org/FreeTranscriptsForInterns](http://www.aia.org/FreeTranscriptsForInterns) [↗](#). Contact the AIA at [emergingprofessionals@aia.org](mailto: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](http://www.aia.org/education) [↗](#)
- Once reported, AIA continuing education is reviewed and approved by NCARB.
- To comply with the [reporting requirements](#), AIA continuing education courses must be submitted within eight months of the course date.

### 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](http://www.ncarb.org). Interns, whether or not employed, may earn elective hours by completing NCARB monographs and mini-monographs.

*Completion of the monographs must be documented on an AIA transcript, and reported through the online reporting system as AIA continuing education. All applicable fees for monographs and quizzes apply.*

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

## Construction Work

Interns may earn up to 930 elective 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 elective hours for completing the following CSI certificate program:

CSI Certified Construction Documents Technologist (CDT): 40 elective hours for passing the CDT certificate program.

Information regarding the Construction Specifications Institute is available at [www.csinet.org](http://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.

To comply with the reporting requirements, CSI certification must be reported within eight months of the certification date.

# IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

## The Emerging Professional's Companion (EPC)

Interns, whether or not employed in a qualified experience setting, can earn elective 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](http://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.
- Elective activities are not applied to any specific experience area.

A maximum of 1,800 hours may be earned through the EPC in any combination of core and elective hours.

### 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 associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org/FreeTranscriptsForInterns](http://www.aia.org/FreeTranscriptsForInterns). Contact the AIA at [emergingprofessionals@aia.org](mailto: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.
- To comply with the [reporting requirements](#), EPC activities must be submitted within eight months of completion.

## GBCI LEED AP Credential

Interns, whether or not employed in a qualified experience setting, may earn 40 elective 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](http://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.
- To comply with the [reporting requirements](#), you must submit official documentation within eight months of 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 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

**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

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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

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- 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

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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

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- 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 drafting
- 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 consultants 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

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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

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- 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

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AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform code analyses (e.g., building, energy, accessibility)
- Review project with code officials
- Submit documents to approval agencies and obtain approvals

#### KNOWLEDGE OF/SKILL IN

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- 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
- 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
- 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 observation
- 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)
- Invoicing 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 presentations
- 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

# 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](#).
- [Sign up](#) for NCARB's [supervisor e-news](#).
- Learn about the [IDP Coordinators program](#). Consider becoming an IDP auxiliary coordinator 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 Categories and Areas

- Interns earn IDP experience by earning hours in the experience categories and areas.
- Interns must earn 5,600 hours to complete the IDP.
- Of the 5,600 hours required for completion of the IDP, 3,740 hours are considered core minimum hours.
- Core minimum hours are earned in four experience categories that include 17 experience areas.
- The additional 1,860 hours required can be earned in any experience area, category, or through supplemental experience.
- 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.
- 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

- Interns must submit their experience in reporting periods of no longer than six months and within two months of completion of each reporting period.
- 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](#).

## **Agenda Item J**

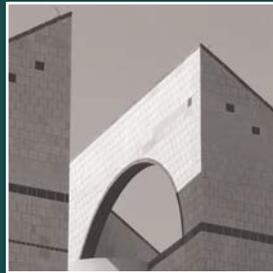
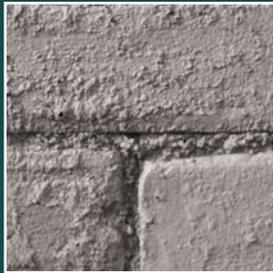
### **REVIEW AND APPROVE 2014 STRATEGIC PLAN**

On December 6, 2013, the Board participated in a strategic planning session to update its Strategic Plan for 2014. The session was facilitated by the Department of Consumer Affairs', Strategic Organization, Leadership, and Individual Development (SOLID) team. The Board reviewed and updated the six goal areas (Professional Qualifications, Practice Standards, Enforcement, Public and Professional Awareness, Organizational Relationships, and Organizational Effectiveness and Customer Service). Objectives were identified to meet the goals and priorities of importance were identified for each objective.

SOLID updated the Strategic Plan based on the Board's session. Bob Carter and Doug McCauley also reviewed and modified the External Factors Influencing CAB section (appendix B) to reflect current issues, terminology, and trends. Attached is a copy of the updated plan showing the changes in underline and ~~strikeout~~ and objective target dates (except for appendix B).

At this meeting the Board is asked to review and approve the 2014 Strategic Plan. Board members may present Liaison reports under this agenda item.

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STRATEGIC PLAN

14

California Architects Board

Public Protection Through Examination, Licensure, and Regulation

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## MEMBERS OF THE BOARD

Sheran Voigt, President (Public Member)

Pasqual Gutierrez, [Vice President](#) (Architect Member)

Christopher Christophersen, [Secretary](#) (Public Member)

Jon Alan Baker (Architect Member)

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Matthew McGuinness (Public Member)

~~Michael Merino (Architect Member)~~

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Fermin Villegas (Public Member)

Hraztan Zeitlian (Architect Member)

Douglas R. McCauley, Executive Officer

## INTRODUCTION

Each day, millions of Californians work and live in environments designed by licensed architects. The decisions of architects about scale, massing, spatial organization, image, materials, and methods of construction impact not only the health, safety, and welfare of the present users, but of future generations as well. To safeguard the public health, safety, and welfare; reduce the possibility of building failure; encourage sustainable and quality design; and provide access for persons with disabilities, those who are authorized to design complex structures must meet minimum standards of competency. It is equally necessary that those who cannot meet minimum standards by way of education, experience, and examination be prevented from misrepresenting themselves to the public.

The California Architects Board (CAB) was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. The activities of CAB benefit consumers in two important ways.

First, regulation protects the public at large. The primary responsibility of an architect is to design buildings that meet the owner's requirements for function, safety, and durability; satisfy reasonable environmental standards; and contribute esthetically to the surrounding communities. To accomplish this, the architect's design must satisfy the applicable requirements of law and also must be a correct application of the skills and knowledge of the profession. It should be emphasized that the results of faulty design may be injurious not only to the person who engages the architect but also to third parties who inhabit or use the building.

Second, regulation protects the consumer of services rendered by architects. The necessity of ensuring that those who hire architects are protected from incompetent or dishonest architects is self-evident.

CAB is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), which is part of the Business, Consumer Services, and Housing Agency under the aegis of the Governor. DCA is responsible for consumer protection and representation through the regulation of licensed professions and the provision of consumer services. While DCA provides administrative oversight and support services, CAB has policy autonomy and sets its own policies, procedures, and regulations.

CAB is composed of ten members: five public and five architects. The five architect members are all appointed by the Governor. Three of the public members are also gubernatorial appointees; while one public member is appointed by the Assembly Speaker and the other is appointed by the Senate Rules Committee. Board members may serve up to two four-year terms. Board members fill non-salaried positions but are paid \$100 a day for each meeting day they attend and are reimbursed travel expenses.

Effective July 1, 1997, the Board of Landscape Architects' regulatory programs came under the direct authority of DCA. During the period of July 1, 1997 through December 31, 1997, CAB exercised all delegable powers under the provisions of an interagency agreement between CAB and DCA. Effective January 1, 1998, CAB assumed administrative responsibility for regulating landscape architects. Under the enabling legislation, the Legislature created the Landscape Architects Technical Committee (LATC) which acts in an advisory capacity to CAB. The Committee, which consists of five licensed landscape architects, performs such duties and functions that have been delegated to it by CAB.

## COMMONLY USED TERMINOLOGY

Throughout this document there are a number of organizations and terms abbreviated into acronyms. To simplify understanding of this document, we have included those terms here for clarification.

AIA – American Institute of Architects

AIACC – American Institute of Architects, California Council

ARE – Architect Registration Examination

BEFA – Broadly Experienced Foreign Architect

BIM – Building Information Modeling

BPC – Business and Professions Code

CAB – California Architects Board

CALBO – California Building Officials

CCR – California Code of Regulations

CE – Continuing Education

~~CIDP – Comprehensive Intern Development Program~~

CSE – California Supplemental Examination

DCA – Department of Consumer Affairs

ICC – International Code Council

IDP – Intern Development Program

IPD – Integrated Project Delivery

LATC – Landscape Architects Technical Committee

NAAB – National Architectural Accrediting Board

NCARB – National Council of Architectural Registration Boards

OPES – Office of Professional Examination Services

REC – Regulatory and Enforcement Committee

SARA – Society of American Registered Architects

WCARB – Western Conference of Architectural Registration Boards

## BACKGROUND ON STRATEGIC PLANNING

To meet the changing demands of an increasingly diverse population, growing interstate and international economic transitions, and changing public expectations, CAB takes an active role in planning its future. Like other regulatory agencies, CAB must be responsive to the public interest while at the same time working within resource constraints.

CAB first convened a special meeting of its members and senior staff on October 17 and 18, 1994, to conduct a strategic planning process for the organization. CAB spent the next six months refining the plan and developing an action plan to implement the goals the organization had identified as central to meeting its mission and vision. On April 19, 1995, CAB approved its first strategic plan. CAB reviews and amends the plan annually and the CAB Executive Committee monitors plan implementation on a regular basis.

In each subsequent year, CAB has reviewed and updated the strategic plan in response to changing conditions, needs, and priorities. At each session, the Board reviews progress on objectives over the previous year, updates the environmental scan in response to changing economic and technological climates, reviews its mission and values statements, and strategizes to meet the challenges of the coming year.

CAB's committees and task forces are charged with developing detailed descriptions of the key strategies used to implement each objective.

The LATC develops its own strategic plan for regulating landscape architects. Its plan is reviewed and approved by CAB, and the LATC is responsible for implementing its own strategic plan. The LATC adopted its first strategic plan on April 16, 1998; subsequently, the LATC strategic plan was approved by CAB at its meeting on May 14, 1998. The LATC continues to update its plan annually.

## CAB EXTERNAL ENVIRONMENT

In developing its strategic plan, CAB assesses the external factors which significantly impact the field of architecture in general and CAB's mission in particular. These external factors have been grouped in nine categories (see Appendix B for details):

- Consumer and client issues
- Architectural practice
- Architectural education and training
- Construction industry
- Economy
- Government approach
- Interstate and international practice
- Demographics
- Information technology

Although these external factors influence architecture throughout the U.S., the setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's physical size, large and diverse

population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy create an unusually demanding context for architectural practice.

Additionally, the varying interplay of these conditions for specific projects gives rise to more complicated settings for the conduct of architectural practice in this state. These factors are delineated in detail in Appendix B beginning on page \_\_\_\_.

In 2004~~7~~, CAB conducted a job analysis survey of the profession to identify and quantify the minimum architectural skills and competencies necessary to ensure the public health, safety, and welfare. The survey results assigned top importance to issues that related to (in order of importance):

- Laws, codes, regulations, and standards
- Communication of design solutions for project implementation
- Relationships with relevant regulatory agencies
- Role of architect in relation to client and users
- Program information related to design solution
- Integration of appropriate building systems and materials
- Relationships with consultants and team members

A review of these items revealed that laws, codes, regulations, and standards ranked highest in this latest survey, followed by design solutions and scope, and architect's role in relation to regulatory agencies and client. Water infiltration followed by codes and regulations ranked highest in a survey conducted more than a decade earlier. This suggests that the profession is becoming more sophisticated and is accepting an expanded level of challenge. Building mechanics and technical considerations are still very important, but they have been joined by concerns dealing with universal design, regulations and regulatory agencies, and the expanding role of the architect as he/she interacts with clients, users, and other consultants.

In 200~~7~~14, CAB will ~~conducted~~ another job analysis survey of the profession which ~~was~~ will be used to develop a new test plan and examination items for the California Supplemental Examination (CSE).

## RECENT ACCOMPLISHMENTS

Through strategic action and ongoing collaboration, CAB has successfully accomplished a long list of its top priorities in recent years. Some [recent](#) examples include [implementation and assessment of the Comprehensive Intern Development Program \(CIDP\) \[see below\]](#), [stronger outreach to students and interns, enhancing the Board's relationship](#), [the conversion of the CSE into an efficient, defensive computer-based format](#), [strong collaboration](#) with the National Council of Architectural Registration Boards (NCARB); [etc](#) and [an enhanced enforcement program with measureable results](#). This section briefly reviews key accomplishments as identified by the Board during its 2013<sup>34</sup> strategic planning session.

### SUNSET REVIEW

The Board successfully completed the Sunset Review process in 2011. In September 2010, CAB submitted its required sunset report to the Senate Business, Professions, and Economic Development Committee. In this report, CAB described actions it has taken since the Board's prior review to address the recommendations of Joint Legislative Sunset Review Committee, and outlined the programmatic and operational changes, enhancements and other important policy decisions or regulatory changes made by CAB. There were no findings or follow-up actions from the Legislature and the Board received the maximum possible extension to its sunset date.

### ELIMINATION OF CIDP

The CIDP was designed as an overlay to the national program to enrich the internship experience by fostering a stronger context for mentoring and learning. It encouraged better communication between the intern and supervisor, while enhancing accountability by requiring interns to submit evidence-based documentation of practical intern experience in the form of work samples and written narratives. The Board analyzed the effectiveness of CIDP and the need for this supplemental requirement in light of the vast improvements to NCARB's Intern Development Program (IDP) in the last few years, culminating in IDP 2.0. In June 2011, the Board voted to discontinue the CIDP. The action took effect upon codification of a regulatory amendment in March 2012.

### CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) FORMAT

CAB conducted an objective study of the CSE and possible format options. Based on study results, CAB approved transitioning the CSE from an oral format to a computer-based, multiple-choice format, which was launched in February 2011. The new exam format is much more accessible to candidates, as it is available six days a week, year round at 13 different sites throughout California, rather than the previous oral format, which was offered six times per year alternating between the Bay Area and Orange County. For out-of-state candidates, there are 10 additional exam sites across the United States. Transitioning to a computerized format has increased defensibility of CSE results, and helped to expand the Board's capacity to serve candidates while preserving resources. In 2012, CAB changed the processing of examination results to allow the candidates to receive their scores immediately after completing the examination.

### IMPROVING ENFORCEMENT

Through its enforcement staff, contracted architect consultants, the Division of Investigation, and the Office of the Attorney General, CAB takes action against licensees and unlicensed individuals who have potentially violated the law. The Board has continued to improve the timeliness of its actions.

### CONTINUING EDUCATION

CAB has researched and analyzed NCARB (National Council of Architectural Registration Boards) data to develop a better strategy on continuing education. CAB also developed a system to audit completion of

~~coursework on disability access requirements pursuant to Assembly Bill 1746 (Chapter 240, Statutes of 2010).~~

## **FINGERPRINTING**

~~CAB has reviewed the process of requiring fingerprinting of licensees for initial application or renewal in an ongoing effort to further consumer protection.~~

## **ENHANCING COMMUNICATION**

~~To develop CAB's efforts to reach out to consumers and licensees, the Board has created a Twitter account, used as a tool to quickly inform the public of emerging trends and helpful information, and to receive feedback from the public; it has also expanded the e-news distribution list. Additionally, CAB has finalized new presentation materials for architectural institutions. CAB also updated its *Consumer's Guide to Hiring an Architect* for building and planning departments to provide awareness of architectural jurisdiction to safeguard consumers procuring services.~~

## **BOARD LEADERSHIP**

~~CAB passed legislation to ensure staggered expiration dates for its members to help maintain quorum and a professional presence on the Board. CAB has also improved the process for establishing committee membership to continually monitor and improve the impact on CAB's efforts.~~

## **ACCESS TO THE PROFESSION**

~~CAB has, through Assembly Bill 1822 (Chapter 317, Statutes of 2012), allowed for foreign architects to use an individual tax identification number in lieu of a social security number for those seeking licensure from another country.~~

## **NATIONAL ISSUES**

CAB has worked diligently to enhance its relationship with NCARB. In 2013 the CAB was able to participate in the NCARB Annual Meeting in San Diego. This effort was critical to the CAB's endeavors, as we were able to achieve a new contract for use of the Architect Registration Examination (ARE), presented the framework for a Broadly Experienced Design Professional program, provided comments on the new National Architectural Accreditation Boards (NAAB) standards, and expressed concern for the new potential structure and methodology for the ARE.

## **SUNSET REVIEW**

CAB successfully participated in the Sunset Review process for the California Council of Interior Designer Certification. Part of that effort included opposing a new definition of interior design that could have had serious health, safety, and welfare implications. CAB also commenced the process for its Sunset Review, which requires a report to the Legislature October 2014.

## **CONSUMER PROTECTION**

CAB continues to enhance its enforcement efforts. On the heels of the Consumer Protection Enforcement Initiative, CAB continues to measure its results and consistently performs within the timeframes specified in its plan. In addition, the pending caseload is maintained at fewer than 100, whereas it was approximately 200 in 2006. In addition, CAB executed a new contract with an architect consultant to ensure it has the enforcement resources needed to resolve practice-related complaints. This is a crucial resource as practice-based complaints represent the most serious threat to public safety.

## KEY STRATEGIC ISSUES

While discussing the external environment, a number of issues were identified by CAB in the areas of education, experience, examinations, and the current supply of architects. CAB recognizes that these broader issues are interrelated and require attention. CAB has identified six specific key issues facing the organization: enforcement, post-licensure competency, internship, information technology, education, and the National Council of Architectural Registration Boards' (NCARB) relations. CAB determined the details of each issue and methods by which it may address each of them.

### ENFORCEMENT

CAB's enforcement staffing and budget have increased, with more resources dedicated to setting professional standards and investigating consumer complaints. The Joint Committee on Boards, Commissions & Consumer Protection has recommended that CAB ensure that a greater percentage of its budget be applied toward enforcement.

While the Regulatory and Enforcement Committee (REC) has made great strides in improving the complaint handling and disciplinary processes, complex policy questions regarding responsible control and construction observation need to be addressed. Other key enforcement issues include:

- Compliance with building codes especially those affecting occupant health and safety and accessibility for people with disabilities;
- Potential increase in unlicensed practice activity;
- Rules governing architectural business names and use of the terms "architect," "architecture," and "architectural," as well as associations of licensed architects with unlicensed individuals; and
- Definition of responsible control in light of building information modeling (BIM), electronic document preparation, geographically remote project staff, etc.

### POST-LICENSE COMPETENCY

In fall 1998, CAB conducted five customer focus group meetings to gather broad-based input for the annual update of the Board's strategic plan. During the focus group meetings, some questions were raised about the post-licensure competency of architects. As a result, the Board created the Task Force on Post-Licensure Competency to study this issue, to consider CAB's role in ensuring licensees' continued competency, and to investigate possible solutions, including the possibility of mandatory continuing education (CE) for all California-licensed architects.

In March 2000, CAB contracted with Professional Management and Evaluation Services, Inc., to conduct a scientifically-defensible statewide study of the post-licensure competency and professional development of California architects in order to provide CAB with valid and reliable data upon which to make future policy decisions about these issues.

The survey was sent to California-licensed architects; allied design professionals (engineers and landscape architects); California general building contractors; regulators (building officials, plan checkers, and planners); end-users (clients and developers); and forensic, insurance, and legal professionals. Numerous scientific analyses were conducted to determine that the data were reliable.

Based on the results of the survey and the recommendations of the Task Force on Post-Licensure Competency, CAB concluded that: 1) overall, California architects did not have serious or significant post-licensure competency problems; 2) at the present time, a broad-based, mandatory continuing education program was not warranted; and 3) CAB will continue to review the need for targeted actions to correct or improve identified areas of potential competency problems as they relate to public health, safety, and welfare. The identified areas of potential competency problems include:

- Coordination of consultants' work products to avoid conflicts in documentation and additional costs and time delays;
- Appropriate review and check of documents to avoid design conflicts, schedule delays, and increased costs;
- Appropriate observation procedures during site visits to identify potential construction problems and avoid added cost and time;
- Clear communication of technical instructions, design decisions, and changes to consultants in a timely manner to minimize errors and to meet schedule;
- Code issues that span multiple areas; and
- Business/contract management competency.

## INTERNSHIP

Over the years, CAB has sought to set appropriate standards of entry into the practice in order to balance the need to protect the public with the need to ensure that unreasonable barriers to entering the practice are not established. CAB is concerned about the minimum level of competency of its candidates as derived through their internship. Virtually all architectural licensing boards have a three-year experience requirement in addition to the five-year educational requirement (or the equivalent). Presently, all 54 U.S. jurisdictions require completion of the IDP as prescribed by NCARB. Completion of IDP not only helps ensure the minimal competence of architectural candidates, but also facilitates interstate and international practice.

CAB has determined the public would benefit from a required structured internship program. The goals of such a program are to: 1) improve the competency of entry-level architects, and 2) facilitate reciprocity. To this end, CAB sought regulatory changes to require completion of IDP effective January 1, 2005. ~~In response to concerns over the "seat-time" (number of hours) nature of IDP, CAB initially implemented a requirement for a component, which provides evidence and documentation regarding the intern's experience. The evidence-based program developed by CAB was called Comprehensive Development Program (CIDP).~~

In 2006, CAB held a workshop titled *Preparing Candidates for Successful Internships* to solicit perspectives from educators and practitioners regarding how to best prepare candidates for successful internships and, ultimately, for careers in architecture.

~~As a result of recent positive changes made by NCARB to IDP, CAB continues to require IDP; however, CIDP was repealed in March 2012.~~

## **INFORMATION TECHNOLOGY**

Rapid changes in information technology continue to have dramatic impact on the profession of architecture. As the profession adapts to these changes, CAB needs to monitor how changes in practice necessitate changes in regulation. Electronic seals, plan checking, permitting, and data transfer are some of the issues CAB must address. Additionally, the increased use of BIM has raised questions of responsibility, control of documents, and quality of work.

CAB must continue to utilize the most advanced technologies to manage and improve its internal operations. The Governor has made “electronic government” (e-government) a priority, so CAB must be prepared to address electronic application filing, license renewal, and expanded information dissemination.

CAB charged the REC with continuing to monitor the impact of emerging technologies in the field of architecture on CAB’s ability to ensure public health, safety, and welfare.

## **EDUCATION**

CAB’s main area of responsibility regarding education is the establishment of requirements for licensure. CAB currently requires five years of educational equivalents as a condition for licensure, but defines educational equivalents in a number of ways, including work experience under an architect.

CAB’s role with architectural education is identified as:

- Setting educational requirements for licensure in California.
- Influencing national education policy through collateral organizations.
- Providing students and candidates information on licensing.
- Serving as an information resource to the state’s architectural education community.

CAB has determined that the state’s architectural schools comprise one of its key constituent groups. The October 1999 Education Summit identified the need for CAB to establish an ongoing relationship with the state’s architectural programs to coordinate communication and to provide needed information. CAB held the 2001 Education Forum in conjunction with The American Institute of Architects, California Council’s (AIACC) Monterey Design Conference at the Asilomar Conference Center. The Education Forum reinforced the belief that CAB should continue to work in partnership with schools of architecture and the AIACC to facilitate information exchange and problem solving. The 2002 Architectural Educator/Practitioner Workshop, held in October at Woodbury University, also showed the value in collaborating with schools. CAB also held an Architectural Educators/Practitioners Workshop in February 2006 at California State Polytechnic University, Pomona. CAB will continue to fine-tune its relationship with the schools and work to better inform students about licensure, professional practice, and the Board.

## **NCARB RELATIONS**

CAB’s goal is to influence NCARB’s decision-making to benefit its constituency – the public of California. That public includes licensees who are certificate holders, candidates who are taking the national exam, and interns participating in IDP. To that end, CAB members devote hundreds of hours working on NCARB committees creating the exam, improving IDP, negotiating international agreements, etc. At the same time, CAB provides input on how it believes NCARB can build on its

successes and continue to improve. Fortunately, the NCARB Board of Directors and their staff have become more responsive and are moving to improve their services, but CAB feels more needs to be done.

CAB continues to seek leadership positions and build on relationships established by previous Board members and to increase its presence on NCARB committees and on the NCARB regional counterpart, the Western Conference of Architectural Registration Boards (WCARB). CAB will continue to work with other large states (e.g., Florida, Texas, and New York) and with WCARB member boards, recognizing common ground in practice and recognizing reciprocity as an issue of consumer protection.

## MISSION

The mission of the CAB is to protect the public health, safety, and welfare through the regulation of the practice of architecture and landscape architecture in the state by:

- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice architecture be licensed;
- Protecting consumers and users of architectural services;
- Enforcing the laws, codes, and standards governing architectural practice in a fair, expeditious, and uniform manner;
- Empowering consumers by providing information and educational materials to help them make informed decisions;
- Collaborating with the profession and academy to ensure an effective licensure system and enforcement program; and
- Overseeing the activities of the LATC to ensure it regulates the practice of landscape architecture in a manner which safeguards the well being of the public and the environment.

## VISION

CAB will play a major role in ensuring that architects provide quality professional services.

- California architects will possess the knowledge, skills, and abilities enabling them to meet the expectations of clients and consumers.
- California architects will be competent in all areas of practice and will adhere to professional standards of technical competency and conduct.
- Candidates will have access to the necessary education and training opportunities.
- Consumers will have access to an adequate supply of architects and will have the information they need to make informed choices for procuring architectural services.

## VALUES

CAB will strive for high quality in all its programs, making it an effective and efficient architectural regulatory organization.

To that end, CAB will:

- Be participatory, through continuing involvement with NCARB and other organizations;
- Be professional, by treating all persons who interact with CAB as valued customers;
- Focus on prevention, providing information and education to consumers, candidates, clients, licensees, and others;
- Be progressive, utilizing the most advanced means for providing services; and
- Be proactive, exercising leadership among consumer protection and professional practice groups.

## **GOALS**

CAB has established six goals, which provide the framework for the results it wants to achieve in furtherance of its mission.

### **PROFESSIONAL QUALIFICATIONS**

Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

### **PRACTICE STANDARDS**

Establish regulatory standards of practice for California architects.

### **ENFORCEMENT**

Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

### **PUBLIC AND PROFESSIONAL AWARENESS**

Increase public and professional awareness of CAB's mission, activities, and services.

### **ORGANIZATIONAL RELATIONSHIPS**

Improve effectiveness of relationships with related organizations in order to further CAB's mission and goals.

### **ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE**

Enhance organizational effectiveness and improve the quality of customer service in all programs.

## CONSTITUENCIES AND NEEDS

As indicated in the table below, CAB has different constituencies who depend on it for meeting their various needs. In addition, CAB obtains useful information and feedback from these groups that helps to further its mission.

<b>INDIVIDUALS</b>	<b>CONSTITUENCY NEEDS</b>	<b>CONSTITUENCY CONTRIBUTIONS</b>
Public – users of facilities	Safety, welfare, accessibility to persons with disabilities, and recourse	Comments on the quality of services rendered
Clients – procurers of services	Enforcement, regulation of practice, and recourse, qualified architects	Comments on the quality of services rendered
Students	Information and coordination with schools, and preparation for IDP	Comments about the clarity of the licensing process
Candidates	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process
Interns	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process, regulation of the profession and practice trends
Licensees	Regulation of practice and unlicensed practice and information	Comments about the clarity of the licensing process
Building Officials	Maintaining standards, regulation, and information	Comments regarding the quality of projects submitted by registered architects
<b>ORGANIZATIONS</b>	<b>CONSTITUENCY NEEDS</b>	<b>CONSTITUENCY CONTRIBUTIONS</b>
Legislature	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Executive Branch	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Office of Emergency Services	Screening and recruitment of inspectors and response to declared emergencies	Comment on public health, safety and welfare issues
Federal Emergency Management Agency	Support and information	Comment on public health, safety and welfare issues
Seismic Safety Commission	Information dissemination, collaboration, setting minimum practice standards, and response to earthquakes	Comment on public health, safety and welfare issues
Division of the State Architect	Support and information	Comment on public health, safety and welfare issues

## CONSTITUENCIES AND NEEDS (CONT.)

ORGANIZATIONS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
California Building Officials (CALBO) and Office of Statewide Health, Planning, and Development	Information and coordination	Comment on public health, safety and welfare issues
NCARB	Information, participation, and support	Information and support
AIA; AIACC; and other professional architectural organizations	Regulation of the profession, information, and interstate/international reciprocity	Information and support
Architectural Schools	Information and coordination	Information and support
Association of Collegiate Schools of Architecture (ACSA)	Information and coordination	Enforcement of Architects Practice Act provisions
DCA	Support and information	Information and support
Office of the Attorney General	Information and coordination	Information and support
Board for Professional Engineers, Land Surveyors, and Geologists	Information and coordination	Information and support
Contractors State License Board	Information and coordination	Information and support

# ACTION PLAN

The Action Plan is a dynamic framework for the many activities CAB performs in promoting and meeting its goals. The goals and objectives are assigned to committees, subcommittees, task forces, staff, or individuals, as appropriate, who create more detailed action plans in order to meet the goals and objectives set by CAB. In the pages that follow, objectives identified by the Board as essential are shown in blue highlight and important in yellow highlight.

- Professional Qualifications..... 17
- Practice Standards ..... 19
- Enforcement ..... 20
- Public and Professional Awareness..... 21
- Organizational Relationships ..... 22
- Organizational Effectiveness and Customer Service..... 23

# PROFESSIONAL QUALIFICATIONS

**GOAL:** Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

## ONGOING RESPONSIBILITIES

Analyze and recommend educational and experience requirements.

Work toward interstate/international reciprocal recognition with other architectural registration jurisdictions.

Review and make recommendations to revise the Architects Practice Act and CAB's regulations to reflect current practice.

Provide advice and input, with AIACC, to the academic community and NAAB regarding the quality and comprehensiveness of architectural curricula, as well as preparation of students for ~~architectural~~ licensure, and the supply of architects.

Oversee the content, development, and administration of the CSE.

Review the ARE and the CSE to ensure they fairly and effectively test the knowledge, skills, and abilities of importance to architectural practice in California.

Work with NCARB, AIA/AIACC to refine IDP as appropriate.

Explore ways to incorporate and emphasize knowledge of building codes and accessibility requirements in IDP, ARE, and CSE, specifically Business and Professions Code section (BPC) 5550.1.

Monitor sustainable development and green building trends and the importance of these issues to consumers.

Monitor implementation of the Certified Access Specialist Program.

## LEAD RESPONSIBILITY

Professional Qualifications Committee

## OBJECTIVES

## LEAD RESPONSIBILITY

## TARGET DATE

~~1. Execute contract renewal with NCARB for the ARE.~~

~~Staff~~

~~June 2013~~

~~2. Develop a strategy to expedite reciprocity licensure for military spouses and domestic partners pursuant to Assembly Bill 1904 (Chapter 399, Statutes of 2012).~~

~~Professional Qualifications Committee~~

~~December 2013~~

~~3. Present recommendation to NCARB on the criteria for a "broadly experienced intern" pathway for licensure.~~

~~Professional Qualifications Committee~~

~~December 2013~~

OBJECTIVES (cont.)	LEAD RESPONSIBILITY	TARGET DATE
<del>4. Pursue a regulatory amendment to establish a pathway for candidates holding an NCARB certificate through the Broadly Experienced Foreign Architect (BEFA) Program.</del>	<del>Professional Qualifications Committee</del>	<del>December 2013</del>
51. Review AIACC's 2011 Architectural Education Summit Report once completed and made available to determine potential follow-up items for CAB.	Professional Qualifications Committee	December 2013 <del>4</del>
<del>6. Review and comment on NAAB accreditation standards.</del>	<del>Professional Qualifications Committee</del>	<del>December 2013</del>
<del>7. Conduct a national audit of NCARB's and CAB's test specifications to determine appropriate content of the CSE.</del>	<del>Professional Qualifications Committee</del>	<del>January 2014</del>
82. Conduct an occupational analysis of the practice of architecture in California, <u>review of the national examination, and linkage study to determine appropriate content be used for the ongoing CSE development of the CSE.</u>	Professional Qualifications Committee	<del>December 2014</del> <u>June 2015</u>
3. <u>Promote alternate paths to licensure in order to increase accessibility into the profession.</u>	<u>Professional Qualifications Committee</u>	<u>December 2014</u>
4. <u>Monitor, analyze, and encourage initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and alternative paths to licensure via CAB liaisons, and collaborate with schools, as well as the Board, in a series of summits on practice-based education.</u>	<u>Professional Qualifications Committee</u>	<u>December 2015</u>
5. <u>Revisit Professional Qualifications Committee's proposal to Board regarding comprehensive continuing education and determine if action is needed.</u>	<u>Professional Qualifications Committee</u>	<u>December 2015</u>
6. <u>Seek exemption from Assembly Bill 186 related to waiver of CSE.</u>	<u>Professional Qualifications Committee</u>	<u>December 2014</u>
7. <u>Pursue regulatory amendment to implement NCARB's Rolling Clock deadline pertaining to ARE divisions passed prior to January 1, 2006.</u>	<u>Professional Qualifications Committee</u>	<u>July 2014</u>

# PRACTICE STANDARDS

**GOAL:** Establish regulatory standards of practice for California architects.

## ONGOING RESPONSIBILITIES

Identify areas of practice that require attention by CAB and make recommendations for revising standards of practice contained in the Architects Practice Act and regulations.

Monitor methods of practice and proposed changes in laws that may impact ~~architectural~~ practice and assess their impact on the regulatory process.

Review need to enact additional Rules of Professional Conduct.

Monitor impact of emerging technology and global trends on goals and objectives.

Monitor impact of building code adoption and analyze implications on exemptions defined in BPC section 5537, as it relates to materials and methods of construction.

Monitor the application of alternative project delivery methods and tools for their potential effect on the public's health, safety, and welfare.

Communicate with building officials regarding the statutory requirements for architects' stamps and signatures.

## LEAD RESPONSIBILITY

Regulatory & Enforcement Committee

## OBJECTIVES

1. Examine definition of the practice of architecture and potentially consider creating a definition of "instruments of service." ~~for a regulatory proposal.~~

## LEAD RESPONSIBILITY

Regulatory & Enforcement Committee

## TARGET DATE

December 2014~~6~~

# ENFORCEMENT

**GOAL:** Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

## ONGOING RESPONSIBILITIES

- Coordinate efforts with NCARB on regulatory and enforcement issues.
- Oversee effectiveness of Building Official Contact Program.
- Actively enforce laws and regulations pertaining to unlicensed activity.
- Monitor impacts of new technology on enforcement procedures.
- Implement identified alternative enforcement tools.
- Review literature regarding the impact of technology on the profession.
- Maintain CAB presence at CALBO and International Code Council (ICC) chapter meetings.
- Monitor the enforcement ~~of~~ penalties and continue to explore ~~creative~~ more effective ways of collecting fines ~~due~~.
- Monitor DCA's enforcement legislation.

## LEAD RESPONSIBILITY

- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee/Staff
- Regulatory & Enforcement Committee

## OBJECTIVES

## LEAD RESPONSIBILITY

## TARGET DATE

<del>1.</del> <del>Execute new architect consultant contract.</del>	<del>Staff</del>	<del>July 2013</del>
<del>2</del> 1. Review <u>reporting threshold (\$5,000)</u> and consider <u>clarifying adding</u> mediation <del>to</del> reporting requirements <u>contained in</u> (BPC section 5588).	Regulatory & Enforcement Committee	December 201 <u>3</u> <u>4</u>
<del>3</del> 2. Review and update CAB's Disciplinary Guidelines.	Regulatory & Enforcement Committee	July 2014
<del>4</del> 3. Review and consider adding a provision regarding "scope of work" to the written contract requirements (BPC section 5536.22).	Regulatory & Enforcement Committee	December 2014
<del>4.</del> <u>Explore other opportunities for prosecuting unlicensed individuals, such as infractions.</u>	<u>Regulatory &amp; Enforcement Committee</u>	<u>December 2014</u>

# PUBLIC AND PROFESSIONAL AWARENESS

**GOAL:** Increase public and professional awareness of CAB’s mission, activities, and services.

## ONGOING RESPONSIBILITIES

Monitor CAB Communications Plan and recommend expanded communication vehicles as needed.

Disseminate information to licensees, candidates, consumers, government agencies, students, schools, and others about the value of the architectural license.

Fine tune, update, and promote written materials and CAB’s website.

Maintain a presence at schools of architecture to inform students about licensing requirements.

Use CAB newsletter to communicate with [candidates and licensees](#) on ~~such current and upcoming issues~~ [topics as: 1\) changes in state regulations, including building code changes, access compliance, and license requirements; and 2\) current and upcoming issues such as BIM, IDP, integrated project delivery \(IPD\), sustainable design, etc.](#)

Implement recommendations for greater use of electronic communication.

Continue CAB’s school and student outreach programs.

Expand the consumer content on CAB’s website.

Maintain social media presence and monitor trends.

## LEAD RESPONSIBILITY

Communications Committee

Staff

Communications Committee

Staff

Communications Committee

Communications Committee

Communications Committee

Communications Committee/Regulatory & Enforcement Committee

Communications Committee/Staff

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. <del>Explore</del> <a href="#">Implement</a> digital alternatives for outreach to schools and Veterans Administration counseling centers.	Communications Committee	December 2013 <del>3</del> <a href="#">4</a>
2. <del>Explore different publication frequency and format for</del> <a href="#">Publish</a> CAB’s newsletter, <i>California Architects</i> <a href="#">in accessible HTML format</a> .	Communications Committee	December 2013 <del>3</del> <a href="#">4</a>
<del>3. Promote multiple pathways to licensure.</del>	<del>Communications Committee</del>	<del>December 2013</del>
3. <a href="#">Use social media to inform the public about recent Board activities.</a>	<a href="#">Communications Committee</a>	<a href="#">December 2014</a>
4. <a href="#">Increase public awareness about the Board and its functions through the development of expanded digital presence.</a>	<a href="#">Communications Committee</a>	<a href="#">December 2014</a>
5. <a href="#">Research engagement with collateral organizations such as NAAB, NCARB, ACSA, and AIA to promote public awareness.</a>	<a href="#">Communications Committee</a>	<a href="#">December 2015</a>





## **PERFORMANCE MEASURES**

CAB measures its performance by the (1) competence of the architects it licenses, (2) quality of services CAB provides, and (3) competitiveness of the marketplace.

### **COMPETENCE OF ARCHITECTS**

Architects are expected to possess certain knowledge, skills, and abilities. Consumers and clients desire architectural services to be delivered by well-qualified architects. These are the qualities an architect should possess to meet those expectations. CAB's role is to focus on those areas that directly impact public health, safety, and welfare.

#### **TECHNICAL EXPERTISE**

- Ability to prepare a clear and complete set of working drawings
- Ability to take a concept and work with the client to get it built
- Knowledge of regulatory requirements, including safety, access, and code issues
- Project sustainability
- Understanding of building systems, including materials, structures, and technologies
- Knowledge of how a building is built

#### **LEGAL AND ETHICAL PERFORMANCE**

- Knowledge of legal requirements
- Utilize written contracts
- Follow rules of conduct
- Meet contractual obligations

#### **COMMUNICATION SKILLS**

- Graphic communication skills
- Oral communication skills
- Written communication skills

#### **CREATIVE ABILITIES**

- Design ability, creativity, and knowledge of current design trends

#### **LEADERSHIP SKILLS**

- Community leadership
- Project management
- Consensus building

#### **MANAGEMENT SKILLS**

- Budget and financial management
- On-time delivery
- Contract administration

CAB can utilize the following methods and benchmarks to measure whether it is improving the competence of California architects:

- Number and type of complaints
- Focus group meetings with various constituent and user groups
- Building official surveys

### **QUALITY OF CAB SERVICES**

CAB has many constituencies it must serve. They are delineated in the Constituencies and Needs section beginning on **page \_\_\_**. One of CAB's goals is to enhance organizational effectiveness and improve the quality of customer service in all programs.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Number and type of complaints
- Focus group meetings with various constituent groups
- Building official surveys

### **COMPETITIVENESS OF THE MARKETPLACE**

CAB needs to ensure that consumers operate in a fair, competitive marketplace that provides them with a choice of qualified architects. CAB must protect the public's health, safety, and welfare while being careful not to over-regulate the marketplace. It appears that CAB has not set unreasonable barriers to entering the practice given the large number of architects available.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Comparison with other jurisdictions (per capita, distribution, etc.)
- Exam pass rates
- Trends
- Number of qualified architects

**APPENDICES**

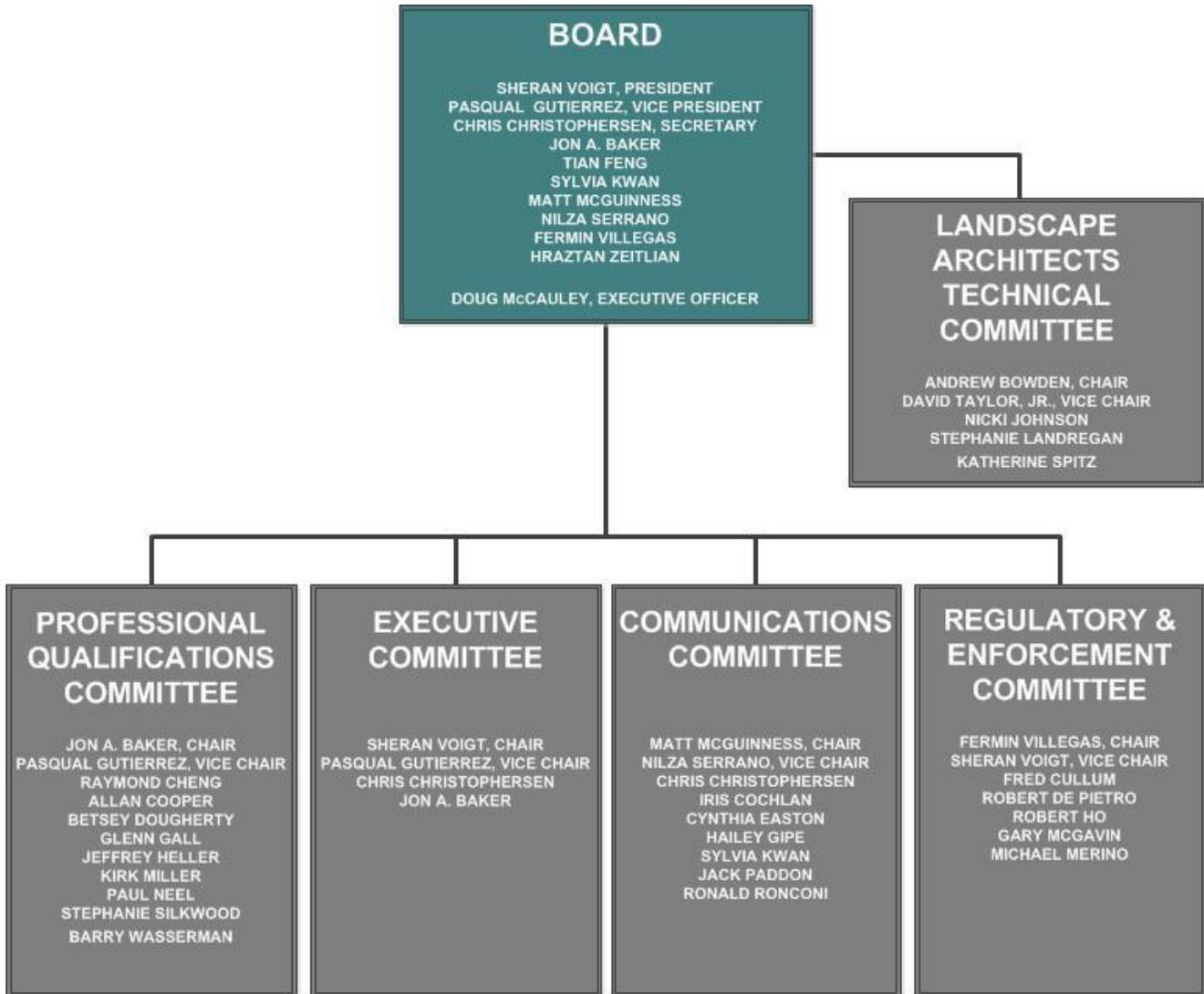
A. Organizational Structure.....\_\_

B. External Factors Influencing CAB.....\_\_

C. Communications Plan .....\_\_

# APPENDIX A: ORGANIZATIONAL STRUCTURE

CAB has developed the organizational structure below to implement its Strategic Plan. Included in the organizational chart are the Board and committee members for 2013<sup>4</sup>. CAB establishes subcommittees and task forces as needed.



## APPENDIX B: EXTERNAL FACTORS INFLUENCING CAB

Every annual update to CAB's strategic plan is preceded by an environmental scan. From an examination of CAB's external environment CAB members and staff identify the potential issues and challenges, which may affect CAB's ability to carry out its mission over the long term. The following trends and assumptions were identified, but may not be universally accepted by all practitioners, and help form the foundation of CAB's strategic plan.

### CONSUMER AND CLIENT ISSUES

- Consumer expectations continue to rise, and clients of architectural services demand higher levels of service and quality and expect lower costs.
- Concerns about climate change and energy efficiency, drought conditions, and the environment have made green building standards a mainstream issue. Increasingly, clients are demanding that architects utilize "sustainable" or "green" building materials and strategies.
- Building security will be a growing concern in the foreseeable future.

### ARCHITECTURAL PRACTICE

#### Evolution of Firms

- Specialization in architectural practice will continue.
- Architectural practice is expanding beyond its traditional scope.
- Firms continue to reinvent themselves in response to market changes and new trends in practice, including emerging technologies.
- The practice of architecture is becoming increasingly interstate and international in nature. Architects are continuing to outsource some services.
- NCARB continues to emphasize consistency in licensing requirements to facilitate reciprocity.

#### Project Delivery

- The increasing use of alternative project delivery, including IPD and the application of BIM, can impact the assignment of responsible control and liability.
- Expanded use of new technology, alternative project delivery methods, regulations, etc., continue to influence the standard of care.
- The improper use of BIM by unlicensed individuals may negatively affect the public's health, safety, and welfare.
- Technology also impacts the regulatory environment, as products such as engineering software and prototype plans become increasingly available.
- Technological innovations in modeling and engineering have created opportunities for new designs and structures.

#### Liability

- The ability to practice architecture is increasingly restricted by the ability to obtain professional liability insurance.
- Construction defect liability is an ongoing issue in the Legislature.

## **EDUCATION AND TRAINING**

- License and examination fee increases, changing requirements, and modifications to exam format and structure are creating challenges for those interested in becoming licensed.
- Architecture students are choosing not to take the licensure exam, which may reflect a change in the perception of the license as the only gateway to the profession.
- Architectural education needs to continue to evolve to address strategic issues and changes in the profession, including new technologies, building systems, and practice trends.
- Demand for application of sustainable design practices and use of sustainable materials and technologies will require architects and other design professionals to acquire relevant knowledge and skills.
- Internship needs to focus on public health, safety, and welfare items, such as construction methods, building codes (including accessibility, fire and life safety compliance), and construction document coordination.
- Global outsourcing may reduce potential internship opportunities.
- Technology is increasingly used to provide continuing education opportunities.

## **CONSTRUCTION INDUSTRY**

- Changes in model codes affect local standards and review processes.
- The construction industry lacks qualified craftspeople to meet current demands.

## **ECONOMY**

- Economic cycles are less predictable, resulting in more rapid fluctuations affecting job security and the demand for qualified professionals.
- Fiscal conservatism continues to influence the economic decision-making of consumers and clients, resulting in fewer business opportunities for practicing architects.
- International investors are becoming a bigger factor in the California economy.
- Growing international practices and outsourcing of architectural services puts downward pressure on labor costs.
- Budget cycles can impact quality of services provided by local building departments.
- Potential shortages in the supply of architects resulting from the recent economic downturn may lead to an increase in unlicensed practice in the future.
- The marketplace is experiencing increased pressures to lower fees, increase services, and operate in a compressed time frame.
- An increasing number of principals are spending less time on traditional architectural functions and more time on business development, client relations, and operating the business.

## **GOVERNMENT**

- The Sunset Review process has been re-instituted and is underway.
- Severe State budget constraints are likely to continue.
- Efforts to restructure and streamline government continue.
- Changes in the California Legislature make it important to renew contacts and develop new relationships.

## DEMOGRAPHICS

- California's population continues to become more diverse. All regions of California are projected to continue to grow.
- California's population is aging and individuals of the "baby boom" generation are beginning to retire, resulting in a decrease in the number of experienced, practicing architects.
- California's population is growing in high-risk areas (e.g., flood plains, earthquake-prone regions).
- California's infrastructure and housing supply are not keeping pace with its growing population.
- Increased cultural diversity affects consumers, regulators, and the education system.
- Increase in population affects natural resources (e.g., air, water, and space), infrastructure, and the education system.

## APPENDIX C: COMMUNICATIONS PLAN

To support its strategic priorities, the California Architects Board (CAB) conducts information and outreach activities. This plan presents key messages, existing communications channels, and preliminary strategies for improving external communications.

### AUDIENCES

CAB provides information to six main audiences:

- Consumers (clients of architects)
- Candidates and pre-candidates (interns and students)
- Professionals (licensed architects)
- Building officials
- Allied professionals (other design and construction professional associations and licensing boards)
- Architectural education community

### **CONSUMERS (CLIENTS OF ARCHITECTS)**

#### ***Messages and Key Information***

Consumers need information on how to choose the right architect and how to address complaints during or after projects. Other important consumer information includes:

- Guidelines on hiring architects, including criteria
- Consumer rights
- Assistance available from CAB

This information requires greater visibility and needs to be targeted more directly to specific audiences based on the importance of data as it relates to the public's health, safety, and welfare.

#### ***Existing Communications Channels***

- Consumer's Guide to Hiring an Architect (print and website)
- Consumer Tips for Design Projects
- Information sheets (print and website)
- Post-disaster forums and press releases
- Press releases

#### ***Preliminary Strategies***

- Articles in trade association and consumer magazines
- Articles in local newspapers (home sections)
- Outreach via related associations, such as local boards of realtors
- Liaison with Department of Consumer Affairs (DCA)

## **CANDIDATES AND PRE-CANDIDATES (INTERNS AND STUDENTS)**

### ***Messages and Key Information***

Candidates for examinations and those considering the profession need accurate, timely information. Students need information and guidance about the necessary requirements of the practice of architecture, and exam candidates need detailed information about the licensure process to avoid costly mistakes. Other important information includes:

- Education requirements
- Experience requirements
- Architect Registration Examination and California Supplemental Examination requirements
- License requirements
- Practice limitations for those without licenses
- Background on CAB
- Standards of practice information
- Other states' requirements (e.g., in regard to reciprocity)

### ***Existing Communications Channels***

- Architectural Careers website and bookmark
- Candidate's Handbook (website)
- National Council of Architectural Registration Boards website and documents
- The American Institute of Architects, California Council (AIACC), Construction Specifications Institute (CSI), and Society of American Registered Architects (SARA) meetings, chapter meetings, and publications
- Seminar presentations

### ***Preliminary Strategies***

- Expand information and applications available on CAB's website
- Provide more information to students and provide it earlier in their educational endeavors
- Create and distribute a poster to schools to display information referencing CAB's website and available publications

## **PROFESSIONALS (LICENSED ARCHITECTS)**

### ***Messages and Key Information***

Licensed professionals require up-to-date information to stay current in the field and provide quality architectural services. This pertains especially to sole practitioners and unaffiliated architects. Important information topics include:

- Architects Practice Act (law and regulations)
- Standards of practice
- Disciplinary actions
- Issues of practice (e.g., codes, professional trends, etc.)

### ***Existing Communications Channels***

- CAB's quarterly newsletter (website)
- Architects Practice Act with Rules and Regulations (website)
- AIACC, CSI, and SARA meetings, chapter meetings, and publications

### ***Preliminary Strategies***

- Upgrade graphics on reports and publications
- Develop contact plan for AIACC (Executive Committee) and its chapters
- Expand publication dissemination to licensees
- ~~Update the IDP Communication Plan~~

## ***BUILDING OFFICIALS***

### ***Messages and Key Information***

Building officials need to know which plans require professionals, and who are licensed architects. Other information needed by these agencies includes:

- Architects Practice Act (laws and regulations)
- Guidance in interpreting the Act
- Licensee information
- Disciplinary actions

### ***Existing Communications Channels***

- Building Official Information Guide (print)
- Architects Practice Act with Rules and Regulations (website)
- California Building Officials (CALBO) meetings
- Tables at CALBO meetings
- International Code Council (ICC) chapter meetings
- Visits to building officials
- Annual surveys

### ***Preliminary Strategies***

- Work with ICC to create code pamphlets

## ***ALLIED PROFESSIONALS***

### ***(OTHER DESIGN AND CONSTRUCTION PROFESSIONAL ASSOCIATIONS AND LICENSING BOARDS)***

### ***Messages and Key Information***

Professional associations for design and construction industries (e.g., contractors, engineers, geologists, and building industry associations) need to be kept informed of CAB's activities which may impact their organizations and the industries they represent. Likewise, the state licensing boards which regulate those industries need to be kept informed of activities that may impact their boards and the professions they regulate.

### ***Existing Communications Channels***

- Newsletters
- Website
- DCA Executive Officers Council
- Website links to affiliated professionals' websites
- Architectural/engineering meetings

### ***Preliminary Strategies***

- Interact with Board for Professional Engineers, Land Surveyors, and Geologists and Contractors State License Board (Executive Committee)

## **ARCHITECTURAL EDUCATION COMMUNITY**

### ***Messages and Key Information***

California schools with architectural programs (i.e., colleges, universities, and community colleges) and high schools need to know about licensure and candidate information. These include:

- Examination/licensure requirements
- Candidate exam pass rates
- IDP
- CAB programs

### ***Existing Communications Channels***

- Candidate's Handbook (website)
- Summary of Architect Registration Examination pass rates by school
- Education forums

### ***Preliminary Strategies***

- Expand education forums
- Meet at schools when possible

## **GRAPHIC STANDARDS**

CAB will maintain and update its graphic standards to ensure clarity, consistency, and accuracy of information in all printed materials and publications.

## **WEBSITE**

The Internet is being used effectively as a tool to reach all audiences through links to and from related sites. The current site functions well and has outstanding graphics. CAB will continue to improve website access, ease of use, and value to users.

## **Agenda Item K**

### **CLOSED SESSION – DISCIPLINARY DECISIONS [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C) (3)]**

During closed session the Board will be asked to:

1. Review and Approve December 5, 2013 Closed Session Minutes
2. Consider Proposed Enforcement Decisions and Stipulations

## Agenda Item L

### REVIEW OF SCHEDULE

#### February

17

*Presidents Day*

*Office Closed*

26

Board Meeting

Pomona

#### March

6

Member Board Executive Workshop

San Antonio, TX

7-8

2014 National Council of Architectural Registration Boards (NCARB)  
Regional Summit

San Antonio, TX

20

Landscape Architects Technical Committee (LATC) Meeting

Sacramento

20-23

The American Institute of Architects Grassroots

Washington, DC

31

*Cesar Chavez Day*

*Office Closed*

#### May

20

LATC Meeting

TBD

26

*Memorial Day*

*Office Closed*

#### June

12

Board Meeting

Bay Area

18-21

NCARB Annual Meeting

Philadelphia, PA

#### July

4

*Independence Day*

*Office Closed*

#### August

TBD

LATC Meeting

TBD

#### September

1

*Labor Day*

*Office Closed*

10

Board Meeting

San Diego

#### November

TBD

LATC Meeting

TBD

11

*Veterans Day*

*Office Closed*

27-28

*Thanksgiving Holiday*

*Office Closed*

#### December

10-11

Board Meeting & Strategic Planning Session

Sacramento

25

*Christmas*

*Office Closed*

**Agenda Item M**

**ADJOURNMENT**

Time: \_\_\_\_\_