California Architects Board

June 12, 2014

San Francisco, California

CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

NOTICE OF BOARD MEETING

June 12, 2014
9:30 a.m. – 5:00 p.m.
Transamerica Pyramid
Heller Manus Architects
600 Montgomery Street, Suite 100
San Francisco, California 94111
(415) 247-1100

The California Architects Board (CAB) 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, 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 February 26, 2014 Board Meeting Minutes

E. Executive Officer's Report
   1. Update to May 2014 Monthly Report
   2. Budget Update
   3. Update and Possible Action on Legislation Regarding:
      a. Senate Bill 850 (Block) [Community College Baccalaureate Programs]
      b. Assembly Bill (AB) 186 (Maienschein) [Military Spouses]
      c. AB 2192 (Melendez) [American Institute of Architects, California Council-Sponsored Legislation Regarding Peer Review on Exempt Projects]
   4. Liason Reports

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(Continued)

F. Executive Committee Report
   1. Update on May 20, 2014 Executive Committee Meeting
   2. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Promote Awareness of Value of CAB's Participation at National Level
   3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Collaborate with National Licensing Bodies to Stay Relevant
   4. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Prepare and Submit Sunset Review Report

G. National Council of Architectural Registration Boards (NCARB)
   1. Review of NCARB Annual Meeting Agenda, Policies, and Procedures
   2. Review and Approve Recommended Positions on Resolutions and Candidates

H. Professional Qualifications (PQ) Committee Report
   1. Update on April 9, 2014 PQ Committee Meeting
   2. Discuss and Possible Action on 2014 Strategic Plan Objective to Monitor, Analyze, and Encourage Initiatives for Schools of Architecture that Promote Curriculum in Health, Safety, and Welfare, and Additional Path to Licensure via CAB Liaisons, and Collaborate with Schools, as well as the Board, in a Series of Summits on Practice-Based Education
   3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Promote Alternate Paths to Licensure in Order to Increase Accessibility into the Profession
   4. Review and Approve Recommendation Regarding National Architectural Accrediting Board's (NAAB) Accreditation Standards, First Reading (Second Draft)
   5. Update and Possible Action on 2014 Strategic Plan Objective to Conduct an Occupational Analysis of the Practice of Architecture in California, Review of the National Examination (Architect Registration Examination), and Linkage Study to Determine Appropriate Content for Ongoing California Supplemental Examination (CSE) Development
   6. Ratify Executive Committee's Action on Proposed Changes to NCARB Intern Development Program (IDP) Related to IDP Reporting Requirement

I. Review and Approve 2014/2015 Intra-Agency Contract Agreement with the Office of Professional Examination Services for CSE Development

J. Regulatory and Enforcement Committee (REC) Report
   1. Update on April 24, 2014 REC Meeting
   2. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Review and Consider Adding a Provision Regarding "Scope of Work" to Written Contract Requirements [Business and Professions Code Section (BPC) 5536.22]
   3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Review Reporting Threshold ($5,000) in Reporting Requirement (BPC 5588)

(Continued)

K. Communications Committee Report
   1. Update on May 6, 2014 Communications Committee Meeting
   2. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Implement Digital Alternatives for Outreach to Schools and Veterans Administration Counseling Centers
   3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to publish CAB's Newsletter, *California Architects*, in Accessible HTML Format
   4. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Use Social Media to Inform the Public About Recent Board Activities
   5. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Increase Public Awareness About the Board and its Functions Through the Development of Expanded Digital Presence
   6. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Research Engagement with Collateral Organizations such as NAAB, NCARB, Association of Collegiate Schools of Architecture, and American Institute of Architecture to Promote Public Awareness

L. Update on Landscape Architects Technical Committee March 20, 2014 Meeting

M. Closed Session – Disciplinary Decisions [Closed Session Pursuant to Government Code Section 11126(c) (3)]
   1. Review and Approve February 26, 2014 Closed Session Minutes
   2. Consider Proposed Enforcement Decisions and Stipulations

N. Review of Schedule

O. Adjournment

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*. Any other requests relating to the Board meeting should be directed to Ms. Fernandez at (916) 575-7202.

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

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 FEBRUARY 26, 2014 BOARD MEETING MINUTES

The Board is asked to approve the minutes of the February 26, 2014 Board meeting.

Attachment:
February 26, 2014 Board Meeting Minutes

MINUTES

REGULAR MEETING

CALIFORNIA ARCHITECTS BOARD

February 26, 2014

Pomona, CA

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

Board President Sheran Voigt called the meeting to order at 9:30 a.m. and Board Secretary, Chris Christophersen, called roll.

Board Members Present
Sheran Voigt, President
Pasqual Gutierrez, Vice President
Chris Christophersen, Secretary
Jon Alan Baker
Tian Feng
Sylvia Kwan
Matthew McGuinness
Nilza Serrano
Fermin Villegas (arrived at 9:35 a.m.)
Hraztan Zeitlian (arrived at 9:45 a.m.)

Guests Present
Hernan Alonso, Graduate Programs Chair, Southern California Institute of Architecture (SCI-Arc)
Steve Altman, Representing the Sacramento College of Architecture (SCA)
Alan Austin, Chapter President (San Diego), California Society of the American Institute of Building Design (CSAIBD)
David Binsacca, Center for Public Interest Law, University of San Diego
Andrew Bowden, Chair, Landscape Architects Technical Committee (LATC)
Tom Buresh, Professor and Chair of Architecture, University of California (UC), Berkeley
Renee Chow, Associate Dean for Undergraduate Programs, UC Berkeley
Kurt Cooknick, Director of Regulation and Practice, The American Institute of Architects, California Council (AIACC)
Julianna Delgado, Ph.D, Interim Associate Dean, California State Polytechnic University, Pomona (Cal Poly Pomona)
Neil Denari, Professor and Vice Chair, Department of Architecture and Urban Design, UC Los Angeles (UCLA)
Kip Dickson, RA, Professor, Graduate Studies Coordinator, Cal Poly Pomona
John Enright, Undergraduate Program Chair, SCI-Arc
Karen Gersten, Special Assistant to the President for Institutional Effectiveness & Planning, NewSchool of Architecture and Design (Newschool)
Kurt Hunker, Graduate Architecture Program Chair, NewSchool
Gregory K. Izor, Vice President of Regulatory Affairs, AIACC

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Mitra Kanaani, Professor of Architecture, NewSchool
Sarah Lorenzen, Chair of Architecture, Cal Poly Pomona
Gregory Marick, President, NewSchool
Margot McDonald, Professor of Architecture, California Polytechnic State University, San Luis Obispo (Cal Poly San Luis Obispo)
Gary McGavin, Professor of Architecture, Coordinator of the Department of Architecture Extended University Program, Cal Poly Pomona
Norman Millar, Dean, School of Architecture, Woodbury University
Patricia Motzkin, Senior Lecturer, California College of the Arts (CCA)
Catherine Roussel, Career and Outreach Coordinator, School of Architecture, Woodbury University
John Sabatini, Jr., Divisional Vice President, Laureate Global Products and Services
Mimi Sullivan, Executive Director, Academy of Art University
Nasim Tahami, Student of Architecture, Cal Poly Pomona
Christine Theodoropoulos, Dean, College of Architecture and Environmental Design, Cal Poly San Luis Obispo
Ingalill Wahlroos-Ritter, Associate Dean, School of Architecture, Woodbury University
Michael Woo, Dean, College of Environmental Design, Cal Poly Pomona
Len Zegarski, Professor of Architecture, NewSchool

Staff Present
Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Trish Rodriguez, Program Manager, LATC
Mel Knox, Administration Analyst
Justin Sotelo, Examination/Licensing Analyst
Leosha Eves, Enforcement Officer
Robert Carter, Architect Consultant
Don Chang, Assistant Chief Counsel, Department of Consumer Affairs (DCA)
Rebecca Bon, Staff Counsel, DCA

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

B. PRESIDENT'S REMARKS

Ms. Voigt thanked Cal Poly Pomona for hosting the Board. She also:

- announced that Jeffrey Heller is no longer a Board member;
- introduced new Board member, Tian Feng, who was sworn in by Executive Officer (EO), Doug McCauley; and
- announced that this will be Don Chang's last Board meeting, as he will be retiring from State service in June.

Michael Woo welcomed the Board to Cal Poly Pomona on the university's seventy-fifth anniversary.

C. PUBLIC COMMENT SESSION

There were no comments from the public.

D. APPROVE THE DECEMBER 5-6, 2013, BOARD MEETING MINUTES

Ms. Voigt asked for comments concerning the December 5-6, 2013, Board Meeting Minutes.

- **Matthew McGuinness moved to approve the December 5-6, 2013, Board Meeting Minutes.**

  Jon Baker seconded the motion.

  The motion passed 10-0.

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley:

- informed the Board that its next meeting will be held in San Francisco on June 12, 2014;
- updated the Board on Assembly Bill (AB) 186 (Maienschein), and restated the Board's core concern with the measure [a requirement to waive the California Supplemental Examination (CSE)]. He also informed the Board that, in an effort to seek an exemption for the Board and the LATC from the bill's provisions, he contacted Assemblyman Maienschein's staff when the Legislature reconvened in January 2014, and did so again on February 18, 2014. Mr. McCauley reported receiving no follow-up response;
- advised that members may deliver their liaison reports during Strategic Plan Agenda Item J;
- reported that the Board is in the early phases of its Occupational Analysis (OA) process, and that, for the first time since 1998, focus groups (comprised of building officials, contractors, and related design professionals) are being conducted; and
- reported that the Enforcement Program is maintaining a strong track record of low case load but noted a recent increase in volume, which is attributed to a referral of 30 cases as a result of our mandated continuing education audits.

Mr. McCauley summarized Senate Bill (SB) 850 (Block), which would authorize community colleges to establish baccalaureate degree pilot programs. He said the approach deviates from the California Master Plan for Higher Education, but that there is precedent to allow for exceptions to the plan. Mr. McCauley suggested to the Board that it consider a motion of support for SB 850.

Mr. Baker stated that he believes SB 850 is an excellent concept, particularly because, if universities do not have sufficient capacity to accommodate the interest in architecture, it seems appropriate to allow community colleges to help meet the need.

A member of the public shared her view that enrollment numbers in architecture programs at California universities are down, and asked the Board about the issue of cost and enrollment in architectural education. Mr. Baker stated that he believes there are other factors contributing to the reduction of applicants in architecture, citing discouraging trends related to architect compensation.

Pasqual Gutierrez stated he appreciates SB 850 in theory, but sees practical problems with the proposed legislation. Particularly, Mr. Gutierrez perceives a threat to the economic advantage

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that currently exists for community college students. He said he would prefer to see a more integrated relationship between community colleges and four-year universities.

Sylvia Kwan shared two examples of the kind of "sister program" collaboration between California community colleges and universities referenced by Mr. Gutierrez. She first described how students at Cañada College (San Mateo) may take upper-division courses, but, for one to receive a degree, he/she must also be an applicant at San Francisco State University. Ms. Kwan also illustrated the relationship between San Francisco State University and the College of Marin, whereby community college students take San Francisco State courses at the community college campus and receive a San Francisco State degree. Ms. Kwan stated that she sees "lots of holes" in SB 850, and the kind of collaboration between community colleges and four-year universities mentioned herein seems worthy of further consideration.

- **Jon Baker moved to support SB 850 (Block).**

  Hraztan Zeitlian seconded the motion.

  The motion passed 10-0.

Mr. McCauley asked the Board to consider a motion regarding AB 186 (Maienschein).

- **Nilza Serrano moved to oppose AB 186 (Maienschein).**

  Jon Baker seconded the motion.

  The motion passed 9-1 (Matthew McGuiness opposed).

Mr. McCauley updated the Board on the CSAIBD "sunrise review" process. He stated State Senator William Monning's staff has indicated that they will not be advancing a proposal, but that Board staff will continue to monitor the situation closely and report any further activity to the Board.

Mr. McCauley updated the Board on the proposed AIACC-sponsored legislation, AB 2192 (Melendez), that would allow architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review. Bob Carter outlined the concept of the proposed legislation and enumerated key questions to be considered by the Board before taking a formal position on AB 2192.

Mr. Baker expressed concern about the details of AIACC's proposal, specifically regarding the issue of recourse. He stated that, in his view, AB 2192 is not acceptable as currently written.

Kurt Cooknick advised the Board that there is time to amend AB 2192 and to make improvements, and that it would be unfair for the Board to make a decision on the proposed legislation without a complete, more thorough understanding of its provisions.

Ms. Voigt announced that the Board will take more time to consider AB 2192 and identify an appropriate position, and that no decision on the proposed legislation will be made at this meeting.

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F. DISCUSSION AND POSSIBLE ACTION ON ALTERNATE PATH TO LICENSURE MODEL

Mr. McCauley gave a presentation on an alternative path to licensure model. He discussed the eight-year National Council of Architectural Registration Boards (NCARB) timeline to become licensed, noting that candidates often experience an extended version which could require up to eleven years to complete. Mr. McCauley also spoke on the current Intern Development Program (IDP) challenge of candidates taking twice as long to complete the program as originally designed, and explained why there is interest in a licensure upon graduation model in California, citing benefits of a stronger pipeline into the profession. Mr. Gutierrez updated the Board on the activities of the NCARB Licensure Task Force (LTF) and reiterated the Board's objective to support additional paths to licensure.

Representatives from nine schools of architecture participated in discussions with the Board concerning national efforts to integrate licensing into degree programs. Each school provided a short update on its current efforts to promote licensure:

Woodbury

Norman Millar told the Board that Woodbury recently received a $2.8 million grant from the Department of Education. Subsequently, Woodbury's school of architecture was able to hire Catherine Roussel, a career counselor who also serves as IDP coordinator. Mr. Millar informed the Board that his school also initiated a career plan counseling initiative known as "professional plan," hosts IDP workshops, and organizes architecture firm tours for its students to network with established professionals in architecture.

UCLA

Neil Denari discussed the IDP-focused, job-placement services at UCLA to counter difficult employment prospects for students of architecture. Mr. Denari stated the university graduates approximately 40 students annually from its accredited program.

UC Berkeley

Tom Buresh reported that UC Berkeley has approximately 500 undergraduates pursuing 4-year Bachelor of Arts degrees in architecture, 120 Master of Architecture (M.Arch) degree students, and a combined 80 post-professional Master of Arts and Ph.D. students of architecture; of those, approximately 100 undergraduates and 40 M.Arch candidates graduate annually. Because of the large percentage of graduates choosing to pursue architect-related careers that do not require licensure, Mr. Buresh explained that UC Berkeley embraces a disciplinarian approach to teaching architecture rather than one that emphasizes licensure. He also reported that less than 10 percent of new graduates are able to secure employment and, therefore, the school of architecture engages in considerable employment outreach effort.

NewSchool

Gregory Marick conveyed NewSchool's strong interest in the concept of integrating licensure into education. Kurt Hunker also addressed the Board, updating members on NewSchool's current efforts to promote licensure. Mr. Hunker noted there to be an IDP coordinator on

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campus, and NewSchool's internship programs, which are designed to place students in architecture firms, primarily in the greater San Diego area. At the graduate level, he said, students are required to earn credit in activities that are reflective of issues in practice, but that guaranteeing student internship placements will take more time to institutionalize.

Cal Poly Pomona

Gary McGavin stated that the Department of Architecture's IDP coordinator, Kip Dickson, is the best point of contact for the Board's liaison. Mr. McGavin spoke on Cal Poly Pomona's architecture program highlights, which included undergraduate and post-graduate enrollment statistics, Architect Registration Examination (ARE) statistics (60 percent pass-rate), and internship requirements. He stated that, in 2017, Cal Poly Pomona's schedule of classes are expected to transition to a semester timetable from the current quarter timetable, which would help alleviate challenges unique to the architecture program. Mr. McGavin expressed excitement about NCARB's upcoming ARE 5.0, and reported that close to 100 percent of architecture graduates are employed.

Cal Poly San Luis Obispo

Christine Theodoropoulos stated that Cal Poly San Luis Obispo has not diversified its accredited degree pathways and is completely committed to undergraduate students of architecture receiving an accredited degree upon graduation. Margo McDonald also addressed the Board, and updated members on the architecture program at Cal Poly San Luis Obispo.

CCA

Patricia Motzkin spoke on CCA's architecture program highlights, which included career counseling and its 225-hour internship requirement. She noted there to be contrarian opinion amongst faculty members at CCA about the concept of integrating licensure with education. Ms. Motzkin shared her opinion that the current experience of obtaining licensure is fundamental to becoming an architect, but that the internship program is the weakest link in architect training.

Academy of Art

Mimi Sullivan informed the Board that the architecture program at the Academy of Art University in San Francisco was established 13 years ago. She spoke on 1) the university's architecture program which has Bachelor of Architecture and M.Arch programs, 2) undergraduate and postgraduate enrollment statistics, 3) faculty statistics, and 4) graduation statistics.

SCI-Arc

John Enright informed the Board of SCI-Arc's undergraduate and postgraduate enrollment statistics, graduate employment statistics, and announced that SCI-Arc too has an IDP coordinator on staff and that IDP is heavily emphasized to the student body.

Mr. Gutierrez asked each of the school representatives whether, in their view, there should be a program in place to allow for licensure upon graduation (yes/no/maybe); and, if yes, what cooperation is needed between the academy, NCARB, and the Board to achieve it? The schools responded as follows:

	Yes	No	Maybe	Comments
Academy of Art	X			Yes, but…would like to see a shorter, yet full, path to licensure (IDP shortened).
Cal Poly Pomona			X	There could be a problem with students taking a "gap year" to gain IDP credit, as it would be disruptive. Also, the number of hours of IDP may be too high.
Cal Poly San Luis Obispo			X	Perhaps, if 1) ARE is administered differently and 2) education can be "double-dipped" with IDP (e.g., student projects taught by practitioners counting toward IDP as an integrated learning experience). Concerned about compressing licensure into a five-year program, as there are skills that take time to develop.
CCA	X			
NewSchool	X			Would require commitment and coordinated support between regulatory bodies.
SCI-Arc	X			Not applicable to all schools. Supports the concept of licensure upon graduation.
UC Berkeley			X	The definition of *design* must be consistent for testing purposes.
UCLA	X			Not for all schools. Depends on the culture of the program.
Woodbury	X			Not applicable to all schools. The European model of 3 years + 1 year practicum + 2 years at another school should be considered with caution.

In support of alternate paths to licensure:

- NewSchool professor, Mitra Kanaani, delivered a presentation on a new vision for architectural education, which focused on practice and renewal at all levels; and
- Steve Altman gave a presentation outlining a proposal to establish the SCA, a National Architectural Accrediting Board accredited school, with a core mission to provide licensure upon graduation.

Ms. Voigt thanked the schools for sharing their thoughts with the Board. She expressed her hope that this assembly will be a catalyst for all California schools of architecture to share ideas with each other, an objective she hopes the Board achieved today. Mr. Gutierrez reiterated the Board's strategic objective to support additional paths to licensure, and stated that the schools' comments will be considered by the NCARB LTF. He said that schools must feel comfortable sharing information with each other, particularly if we wish to make an alternate path to licensure model of the kind discussed today successful in California. Mr. Gutierrez stated that the next step will be to see what develops from the LTF regarding framework for an alternate path to licensure model, but that respect for the sovereignty of academies that already exist must remain intact.

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

Justin Sotelo asked the Board to consider a motion to ratify its intra-agency contract agreement with the Office of Professional Examination Services (OPES) to conduct CSE OA, review of national examination, and linkage study.

- **Hraztan Zeitlian moved to approve the intra-agency contract agreement with OPES to conduct CSE OA, review of national examination, and linkage study.**

  Sylvia Kwan seconded the motion.

  The motion passed 10-0.

G. WESTERN CONFERENCE OF ARCHITECTURAL REGISTRATION BOARDS

Mr. McCauley reviewed the resolutions which are expected to be acted upon at the 2014 NCARB Annual Meeting on June 18-21. He stated that all the resolutions have potential to significantly impact national standards for licensure, and that Messrs. Baker and Gutierrez were approved to attend the meeting. Mr. McCauley also recommended that the Board take pause on Resolution 2014-C.

- **Hraztan Zeitlian moved to support Resolutions 2014-A, 2014-B, 2014-D and 2014-E (all Resolutions except 2014-C).**

  Sylvia Kwan seconded the motion.

  The motion passed 10-0.

Mr. McCauley explained why he believes Resolution 2014-C should be opposed, citing reasons pertaining to the proposed requirement for NCARB Board candidates to possess an active NCARB Certificate. He explained that NCARB has a challenge of finding a sufficient number of candidates for seats on the Board, and shared his concern that the resolution would create an additional requirement which would further diminish the candidate pool.

- **Jon Baker moved to take a "watch" position on Resolution 2014-C and discuss the Board's apprehensions at the NCARB Regional Summit on March 7-8, 2014 in San Antonio, Texas.**

  Hraztan Zeitlian seconded the motion.

  The motion passed 10-0.

The Board next discussed the candidates for 2014 Western Conference of Architectural Registration Boards (WCARB) and NCARB elections. Mr. McCauley stated that the Office of Secretary at NCARB is contested. Mr. Baker informed the Board that the NCARB elections will be held in June via secret ballot. Regarding the contested Secretary position, he suggested the Board learn more about each of the candidates to develop a stronger sense of who best to

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endorse. Mr. Baker also informed the Board that there are three open positions on the WCARB Executive Committee, of which he is a candidate.

- **Hraztan Zeitlian moved to endorse Jon Baker's candidacy for the WCARB Executive Committee.**

  Fermin Villegas seconded the motion.

  The motion passed 10-0.

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

Mr. Sotelo informed the Board that it must amend its regulations, specifically California Code of Regulations (CCR) section 109, to properly reference the latest edition of NCARB's *IDP Guidelines*. He asked the Board to approve the proposed changes to the regulations.

- **Jon Baker moved to approve the proposed regulations to amend CCR section 109, provided no adverse comments are received during the public comment period, and delegate authority to the EO to adopt the regulations and make minor technical changes to the language, if needed.**

  Matthew McGuiness seconded the motion.

  The motion passed 10-0.

J. REVIEW AND APPROVE 2014 STRATEGIC PLAN

Mr. Gutierrez enquired about the term *mediation* as reflected in Strategic Plan Enforcement objective one (page 20), which a Regulatory and Enforcement Committee working group previously recommended not be added to the reporting requirements in Business and Professions Code section 5588. The Board discussed the appropriateness of *mediation* in the objective, and concluded that its focus should remain on the threshold reporting requirement. The Board suggested other minor edits as well.

Within the context of the new Professional Qualifications (PQ) objective number three (page 18), the Board discussed the appropriateness of the terms *additional, alternative, multiple,* and *accelerated* relative to paths to licensure. Mr. McCauley shared his view that *alternative* is most suitable. The Board ultimately determined that the EO shall have authority to amend the objective, if needed.

Mr. McCauley asked the Board to reconsider new PQ objective number four (page 18), relating to initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and alternative paths to licensure. The Board agreed that the objective was indeed appropriate as written.

- **Hraztan Zeitlian moved to approve the 2014 Strategic Plan with the edits as agreed.**

  Jon Baker seconded the motion.

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The motion passed 10-0.

K. CLOSED SESSION – DISCIPLINARY DECISIONS [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(3)]

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

- Closed Session Minutes of the December 5, 2013 Board meeting; and
- Proposed enforcement decisions and stipulations.

L. REVIEW OF SCHEDULE

Mr. McCauley announced that the next Board meetings will be held on June 12, 2014 in the Bay Area, September 10, 2014 in San Diego, and December 10-11, 2014 in Sacramento.

M. ADJOURNMENT

The meeting adjourned at 2:45 p.m.

** Agenda items for this meeting were taken out of order. The order of business conducted herein follows the transaction of business.*

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Agenda Item E

EXECUTIVE OFFICER'S REPORT

1. Update to May 2014 Monthly Report

2. Budget Update

3. Update and Possible Action on Legislation Regarding:

   a. Senate Bill 850 (Block) [Community College Baccalaureate Programs]
   b. Assembly Bill (AB) 186 (Maienschein) [Military Spouses]
   c. AB 2192 (Melendez) [American Institute of Architects, California Council-Sponsored Legislation Regarding Peer Review on Exempt Projects]

4. Liaison Reports

CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

MEMORANDUM

DATE: June 2, 2014

TO: Board Members

FROM: Doug McCauley, Executive Officer

SUBJECT: Monthly Report – May 2014

The following information is provided as an overview of Board activities and projects as of May 30, 2014.

ADMINISTRATIVE/MANAGEMENT

Board The Board meetings for the remainder of 2014 are scheduled for June 12 in San Francisco, September 10 in Southern California, and December 10-11 in Sacramento. The December meeting will include a Strategic Planning session.

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.

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

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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. Staff prepared a Concept Paper, which is the first step in the process and an internal document which formulates the Board's intent to pursue the negative BCP in the fall. The Concept Paper was submitted to DCA's Budget Office on April 21, 2014. The next step will be for staff to prepare the negative BCP which is due to DCA at the end of June. The BCP will be submitted to Business, Consumer Services, and Housing Agency and the Department of Finance for approval to be incorporated in the Governor's Proposed Budget.

Communications Committee The Communications Committee met on May 6, 2014 in Sacramento to begin work on the Board's 2014 Strategic Plan objectives assigned to the Committee. At the meeting, the Committee approved the October 1, 2013 Summary Report, received updates, and discussed 2014 Strategic Plan objectives to: 1) implement digital alternatives for outreach to schools and Veterans Administration counseling centers; 2) publish the Board's newsletter, *California Architects*, in accessible HTML format; 3) use social media to inform the public about recent Board activities; 4) increase public awareness about the Board and its functions through the development of expanded digital presence; and 5) research engagement with collateral organizations such as National Architectural Accrediting Board (NAAB), National Council of Architectural Registration Boards (NCARB), Association of Collegiate Schools of Architecture, and American Institute of Architecture (AIA) to promote public awareness. The Committee's recommendations will be considered at the Board's June 12, 2014 meeting.

Executive Committee The Executive Committee met on May 20, 2014 in Sacramento and various teleconference locations throughout California to begin work on the Board's 2014 Strategic Plan objectives assigned to the Committee. At the meeting, the Committee approved the November 5, 2013 Summary Report and received updates and discussed 2014 Strategic Plan objectives to: 1) seek an exemption from Assembly Bill (AB) 186 related to waiver of California Supplemental Examination (CSE); 2) promote the awareness of the value of the Board's participation at the national level; 3) implement the Board's liaison program and determine future focus for organizations and schools; 4) collaborate with national licensing bodies to stay relevant; 5) prepare and submit Sunset Review Report; and 6) pursue negative BCP to meet requirements in Business and Professions Code section (BPC) 128.5. The Committee also approved the Professional Qualifications Committee's (PQC) recommendation regarding proposed changes to NCARB's Intern Development Program (IDP) reporting requirement. The Committee's recommendations will be considered at the Board's June 12, 2014 meeting.

Legislation 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. Several other attempts were made to secure the amendments. The Board voted to oppose this measure at its February 26, 2014 meeting, as did the LATC at its meeting on March 20, 2014. On May 20, 2014, the author's staff contacted Mr. McCauley to report that the Assemblyman will support the Board's/LATC's request for an exemption from AB 186. Subsequently, on May 28, 2014, a letter was sent to the author which expressed gratitude for preserving the Board's/LATC's ability to fulfill its statutory responsibilities, and provided the following language to include in the bill:

> *"This section shall not apply to architects or landscape architects as licensed pursuant to the Architects Practice Act and Landscape Architects Practice Act, respectively."*

AB 186 remains in the Senate Business, Professions, and Economic Development Committee and will be heard on June 9, 2014.

AB 2192 (Melendez), an AIA, California Council (AIACC)-sponsored bill, would allow architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review. At its February meeting, the Board expressed concern about the details of AB 2192, but determined that more time to develop a thorough understanding of the proposed legislation is required; consequently, the Board has not yet taken a position on AB 2192. The measure passed the Assembly Committee on Local Government on May 7, 2014 and Assembly floor on May 28, 2014. It was last amended on May 23, 2014 and will next be heard in a Senate policy committee. The amendments add a sunset date of January 1, 2020 for the provisions, modify the type of projects eligible for the program to more closely reflect the "exempt area of practice" in the Architects Practice Act, and limit the authority to establish such programs to three jurisdictions as pilot projects..

Senate Bill (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 voted to support SB 850 at its February 26, 2014 meeting and conveyed its support via a letter to Senator Block. The measure was last amended on May 1, 2014, passed the Senate Appropriations Committee and Senate floor, and has since been ordered to the Assembly. The May 1 amendments now confine the provisions to new baccalaureate programs not offered at California public universities.

<u>Liaison Program</u> 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. At the Board's request, liaison instructions and talking points were provided to Board members in February 2014, while talking points for the second quarter of 2014 were provided in April (an updated version of talking points was provided in May as well following the May 20, 2014 Executive Committee meeting). Liaisons are asked to provide the Board with biannual updates on their assigned organizations' activities and objectives, with the first report of 2014 expected at the June 12 Board meeting.

Newsletter The second 2014 issue of *California Architects*, the Board's newsletter, was published in May. The next issue is scheduled for publication in July 2014.

Personnel Nancy Shaltes, Office Technician in the Support unit accepted a position at the Department of Water Resources

Sunset Review The Board's Sunset Review Report is due to the Legislature on November 1, 2014. The Executive Committee reviewed the first draft of the Report at its meeting on May 20, 2014. The Board will review the draft report at its meeting on June 12, 2014.

Training The following employees have been scheduled to participate in upcoming training:

6/4/14 Excel 2010 Level 1 (Maribeth)
6/17/14 Word 2010 Level 2 (Nancy)
6/24/14 Growing in your State Career (Nancy)
6/26/14 Basic Project Management (Kristin)
7/9-10/14 Presentation Skills for Analysts (Kristin)
7/17/14 Welcome to DCA (Maribeth)
8/5/14 Completed Staff Work (Kristin)
8/13/14 Effective Business Writing (Tim and Kristin)

Website In May, staff published the Notice of Meeting for the May 20, 2014 Executive Committee meeting, the second 2014 issue of *California Architects*, and the Notice of Approval of Regulatory Action for CCR section 120 (ARE divisions expiring July 1, 2014).

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) Beginning in May 2014, NCARB is providing the Board with pass/fail statistical reports for ARE divisions taken by California candidates during the previous month. April 2014 ARE statistics are shown below.

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Programming, Planning & Practice	82	49	60%	33	40%
Site Planning & Design	96	64	67%	32	33%
Building Design & Construction Systems	67	34	51%	33	49%
Structural Systems	76	46	61%	30	39%
Building Systems	66	36	55%	30	45%
Construction Documents & Services	88	48	55%	40	45%
Schematic Design	112	81	72%	31	28%

ARE 5.0 In early 2013, the NCARB Board of Directors voted unanimously to approve the development of ARE 5.0, the next version of the examination. As part of ARE 5.0 development, NCARB is investigating the incorporation of new graphic testing methods throughout the exam via new "performance item types" that have candidates perform exercises similar to what an architect does as part of regular practice. Additionally, the incorporation of case studies is anticipated to be implemented in all proposed divisions and will allow more in-depth analysis of architectural scenarios by candidates. The new performance item type questions, along with other refinements and enhancements to the examination, will allow the determination of a candidate's competency while not requiring the present outdated CAD software system.

The ARE 5.0 Test Specification determines the division structure, defines the major content areas, called sections; the measurement objectives; and the percentage of content coverage, called weightings. The final Test Specification outlining the division structure for ARE 5.0 was approved on December 7, 2013 by the NCARB Board of Directors. The future exam will include six divisions, and each will be standalone, single test administrations. This structure results from an effort to align the ARE with the more commonly defined professional architect activities of practice management, project management, and project design. The new divisions will be titled: Practice Management; Project Management; Programming & Analysis; Project Planning & Design; Project Development & Documentation; and Construction & Evaluation.

In May, NCARB released information about the transition from ARE 4.0 to ARE 5.0. For this transition, NCARB has released information as far in advance as possible to allow candidates who may be transitioned more time to prepare and create a plan. Additionally, NCARB is making some adjustments that will benefit candidates, such as the: 1) dual delivery of ARE 4.0 and ARE 5.0 for at least 18 months; 2) option for candidates to "self-transition" to ARE 5.0; and 3) availability of interactive tools and resources to help a candidate determine the best strategy for their transition. Additionally, NCARB's Examination Committee and test development

consultant reviewed the content covered in each ARE 4.0 and ARE 5.0 division to find a reasonable level of alignment. As a result, candidates will have a greater opportunity to receive credit for ARE 5.0 divisions based on ARE 4.0 divisions passed. ARE 5.0 is anticipated to launch in late 2016, with development and integration testing taking place over the next few years.

California Supplemental Examination (CSE) Administration In May, the computer-delivered CSE was administered to 60 candidates, of which 22 (37%) passed and 38 (63%) failed. The CSE has been administered to 776 candidates in FY 2013/14 (as of May 31, 2014), of which 447 (58%) passed and 329 (42%) 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 FY 2014/15 IAC with OPES will be presented to the Board for approval at the June meeting.

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 minimum competency. The last OA was conducted in 2007. The Board authorized the EO to execute a new IAC with OPES to conduct the next 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 was ratified by the Board at its February 26, 2014 meeting.

In March, OPES conducted four focus group meetings as one of the initial steps in the OA process. Three of the meetings were half-day meetings and involved the following stakeholders: 1) general building contractors; 2) engineers, land surveyors, and landscape architects; and 3) building officials. The fourth meeting was a two-day session, which involved architects. OPES analyzed the focus group meeting results in late March, which provided additional information with regard to the job tasks and knowledge required of architects. The next stage of the OA included interviews with architect subject matter experts and was conducted in April; the purpose of these interviews was to enable OPES to develop a preliminary list of job tasks and knowledge statements. The next step in the process was to conduct workshops in furtherance of developing the pilot questionnaires that will be distributed in June 2014. The remaining contracted services performed under the IAC are projected to be completed by June 2015.

Intern Development Program (IDP) During the March 7-8, 2014 NCARB Regional Summit, NCARB President Blake Dunn announced a potential change to the IDP reporting requirement known as the six-month rule allowing interns to earn IDP credit for valid work experience not previously reported within the timeframe specified by the current reporting requirement. The proposed change would allow credit for intern experience that occurred up to five years beyond the current reporting requirements. Credit for experience beyond the reporting period would be valued at 50 percent for up to five years, after which any experience would be ineligible for credit.

On March 17, 2014, NCARB released a notice to Member Boards requesting input on the proposed change and providing a 90-day comment period, which ends on June 6, 2014. On April 9, 2014, the Professional Qualifications Committee (PQC) reviewed the proposed change and recommended the Board support the IDP modification. Due to the deadline for comments, the Board's Executive Committee considered and approved the PQC's recommendation at its May 20, 2014 meeting, which will be ratified by the full Board at its June 12, 2014 meeting. The NCARB Board of Directors will review the Member Board comments prior to voting on whether to approve the change at its June 18-21, 2014 meeting. If approved, the implementation of the change would become effective no later than January 1, 2015.

NCARB Licensure Task Force (LTF) In September 2013, NCARB reported that it convened a new Licensure Task Force to explore potential new pathways to architectural licensure. Led by Past NCARB President Mr. Blitch, the Task Force is charged with analyzing each component of the licensure process as a basis for exploring potential additional pathways that lead to licensure, including determining whether or where there may be overlap and opportunities for efficiencies to be realized. The Task Force, one of several NCARB strategic initiatives, has met several times, most recently on March 21-22, 2014.

At its February 26, 2014 meeting, the Board discussed an alternate path to licensure model that would integrate experience (IDP) and examination components into a degree program, culminating with eligibility for licensure at graduation. The Board invited representatives from each of the NAAB accredited programs in California to discuss the model. More specifically, the Board was provided with: an overview of such a model; reports from school representatives on their respective efforts to promote licensure; and presentations from NewSchool professor Mitra Kanaani (who introduced a new vision for architectural education) and Steve Altman (who outlined a proposal to establish the Sacramento College of Architecture, with a core mission to provide licensure upon graduation). Additional discussion also took place with regard to other current NCARB efforts and the development of a potential framework for an alternate path to licensure model. The PQC discussed this issue further at its April 9, 2014 meeting, as will the Board at its June 12, 2014 meeting.

Professional Qualifications Committee (PQC)

The next PQC meeting is scheduled for October 30, 2014 in Sacramento.

Regulation Changes *California Code of Regulations (CCR) section 116 (Eligibility for Examination)* – As part of the change to the NCARB ARE content and candidate management by 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	Proposed regulatory language approved by the Board
May 9, 2014	Notice of Proposed Changes in the Regulations to be published by Office of Administrative Law (OAL)
May 9, 2014	Regulation package sent to DCA Division of Legislative and Policy Review
June 23, 2014	Public hearing scheduled

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 credit 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	Proposed regulatory language approved by the Board
February 14, 2014	Notice of Proposed Changes in the Regulations published by OAL
February 14, 2014	Regulation package sent to DCA Division of Legislative and Policy Review
April 1, 2014	Public hearing, one written comment received
April 11, 2014	Final rulemaking file to DCA Legal Office and Division of Legislative and Policy Review
April 16, 2014	Final rulemaking file to Business, Consumer Services, and Housing Agency (Agency)
April 25, 2014	Final rulemaking file approved by Agency
April 29, 2014	Final rulemaking file submitted to OAL for approval
May 5, 2014	Final rulemaking file approved by OAL
July 1, 2014	Effective date of the approved rulemaking file

CCR section 109 (Filing of Applications) – NCARB released a new edition of the IDP Guidelines in December 2013 which made two changes. The first change 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. The second 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. Staff developed proposed regulatory language to reflect the new edition of the Guidelines. The Board approved the proposed regulatory language to amend CCR section 109 at its February 26, 2014 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.

February 26, 2014	Proposed regulations approved by the Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by OAL

March 28, 2014	Regulation Package sent to DCA Division of Legislative and Policy Review
May 12, 2014	Public hearing, no comments received
June 2014	Final Rulemaking File estimated to be filed with DCA Legal Office and Division of Legislative and Policy Review

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: Architect consultants were available on-call to Building Officials in May when they received two telephone, email, and/or personal contacts. These types of contacts generally include discussions regarding the Board's policies and interpretations of the Architects 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 May, there were 35 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 17 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.

Enforcement Actions: The Board issued a one-count citation that included a $1,000 administrative fine to Bryan Winters, for an alleged violation of BPC sections 5536(a) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) (Unauthorized Practice). The citation became effective May 5, 2014.

The Board issued a one-count citation that included a $500 administrative fine to Todd Christopher Jersey, for an alleged violation of BPC section 5536.22(a) (Written Contract). The citation became effective on May 30, 2014.

Enforcement Statistics	Current Month May 2014	Prior Month April 2014	Prior Year May 2013
Total Cases Received/Opened**:	16	38	19
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	1	3	0
Complaints Pending DOI:	5	4	0
Complaints Pending AG:	3	3	5
Complaints Pending DA:	3	3	3
Total Cases Closed**:	21	6	23
Total Cases Pending*:	151	155	78
Settlement Cases (§5588) Opened:	0	1	6
Settlement Cases (§5588) Pending:	3	7	11
Settlement Cases (§5588) Closed:	4	0	6

Citations Final:	2	1	4

* *Includes citations, disciplinary actions and 46 cases referred to Enforcement Unit as a result of the continuing education coursework audits conducted after license renewal.*

** *Includes 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.

Regulatory and Enforcement Committee (REC) The REC met on April 24, 2014, in Sacramento to begin its work on the Board's 2014 Strategic Plan objectives. The next meeting has not been scheduled.

Written Contract (BPC 5536.22) The Board's 2013 Strategic Plan tasked the REC to consider whether "mediation" should be added to the reporting requirements in BPC 5588. The REC was also charged with considering whether a provision regarding "scope of work" should be added to the written contract requirements in BPC 5536.22. The REC assigned these two objectives to a working group comprised of members Phyllis Newton and Gary McGavin. The AIACC 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 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 minor edits which were approved by the working group and the REC on April 24, 2014. The Board will consider the proposed language at its next meeting scheduled for June 12, 2014.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Budget At the May 22, 2013 LATC meeting, the Committee voted to approve a temporary fee reduction and also reduce its spending authority by $200,000 beginning in FY 2015/16 to address its fund condition per BPC 128.5 (Reduction of License Fees in Event of Surplus Funds). Staff prepared a Concept Paper, which was submitted to DCA's Budget Office on April 21, 2014. Next, staff will prepare the negative BCP due to DCA in June. The BCP will be submitted to Business, Consumer Services, and Housing Agency and the Department of Finance for approval to be incorporated in the Governor's Proposed Budget.

Committee The next LATC meeting is scheduled for June 25, 2014 in Sacramento.

Legislation 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 [Refer to page 2 for further information].

Personnel The Examination Coordinator, Staff Services Analyst position was vacated on July 30, 2013. The position has been temporarily filled by a retired annuitant. Kourtney Nation was selected for the position and began working with the LATC on May 12, 2014. The retired annuitant, Gretchen Kjose, will remain with the LATC in the Exam Unit part-time and continue to assist with the Sunset Review process and upcoming BreEZe transition.

In anticipation of increased workload associated with Sunset Review and BreEZE, retired annuitant, Hattie Johnson, was hired on April 28, 2014, and will assist as a second Enforcement Officer. The LATC is fully staffed including three temporary help positions.

Website The "Licensee Search" webpage was updated with the May 2014 licensee lists in May.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) BPC section 139 requires that an OA be conducted every five to seven years. The most recent OA used to develop the CSE was conducted in 2006. BPC 139 also requires boards and bureaus that use a national examination in conjunction with one developed by the state to have a psychometric process review conducted along with a linkage study, which compares the knowledge tested for on the national examination with those identified by the California OA. This is done to ensure that the national examination tests for knowledge relevant to license practice in California and to identify the California relevant knowledge not covered by the national examination. This latter knowledge typically forms the basis for the content of the CSE. Upon execution of the Intra-Agency Contract (IAC) 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 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 obtained current email addresses from licensees and contacted subject matter volunteers to participate in OA workshops. The first OA workshop was held on July 11-12 and several workshops followed until the final workshop on February 27-28, 2014. The focus of the workshops was on identifying key aspects of landscape architecture, projected changes in those areas and to extract core skills entry-level licensees should possess. OPES presented an update on the 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. 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, 5) data analysis of the questionnaire, and 6) review results of OA.

Staff worked with OPES to develop another IAC authorizing OPES to conduct the review of the national examination and a linkage study. The LATC discussed and approved the IAC at their meeting on March 20, 2014. As part of the linkage study, OPES will review the LARE background information and psychometric quality of the LARE in June and July. A linkage study between LARE specifications and California OA results will be conducted in August 2014, and data analysis of the linkage study and final report will be conducted September – November 2014. Upon completion of the linkage study, the exam development based on the new OA will commence in December 2014. The findings will be presented to the LATC upon completion of the final report.

Examination Program

Between March 2014 and May 2014 two presentations were made to schools. University of California Extension Certificate Program Task Force Chair, Christine Anderson spoke to students at California State Polytechnic University, San Luis Obispo on April 10, 2014. Many students commented that they found the presentation to be very informative and also indicated that the examination process and licensing requirements had been covered in one of their classes. On April 24, 2014, Landscape Architect Rick Conner provided a presentation to students at University of California, Berkeley. Several students indicated that the presentation made them aware of the importance of beginning to prepare for licensure even before graduation.

Landscape Architect Registration Examination (LARE) The Examination results for the March 31 – April 12, 2014, administration of the LARE were mailed on May 23, 2014. The next LARE administration will be held August 18-30, 2014.. The application deadline for the August examination is June 9, 2014.
Upcoming LARE administration dates are as follows:

August 18 – 30, 2014
December 1 – 13, 2014
April 6-18, 2015
August 3-15, 2015
November 30-December 13, 2015

In an effort to allow more candidates time to file for one of three annual administrations of the LARE, 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 section 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 language approved by LATC
September 12, 2013	Proposed regulatory language approved by Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by OAL
May 12, 2014	Public hearing scheduled

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 from the public. The Board approved adoption of the modified language for CCR section 2620.5 at its 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 language approved by LATC
December 15, 2010	Proposed regulatory language approved by 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	Written comment (one) received during 40-day period
January 24, 2013	Modified language to accommodate public comment approved by LATC
February 15, 2013	Final rulemaking file sent to DCA's Legal Office and Division of Legislative and Policy Review
March 7, 2013	Final approval of modified language by 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
February 21, 2014	Staff worked with University of California Extension Certificate Program Review Task Force Chair to draft justifications for proposed changes*

**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 Budget staff 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 proposed temporary fee reduction, reducing license renewal fees for one renewal cycle beginning in FY 2015/2016 from $400 to $220. A regulatory change to CCR 2649 would be necessary to execute the temporary fee reduction.

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

August 20, 2013	Proposed regulatory language approved by LATC
September 12, 2013	Proposed regulatory language approved by Board
February 7, 2014	Notice of Proposed Changes in the Regulations published by OAL; one written comment received
March 24, 2014	Public hearing*

**Staff is preparing the final rulemaking file for submission to DCA's Legal Office and the Division of Legislative and Policy Review.*

<u>Strategic Plan Objectives</u> The LATC's Strategic Plan for fiscal years 2013/14 through 2014/15 contains numerous objectives. Below is a summary of a few:

Reciprocity Requirements - to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. This objective was discussed at the November 7, 2013 LATC meeting. As a result of this discussion, staff was directed to 1) summarize state reciprocity data by identifying the specific number of years required by each state for education, 2) determine whether a degree is mandatory, and 3) identify

the number of years of experience required for initial licensure. The Committee also asked for state specific requirements for reciprocity. This topic was discussed again at the March 20, 2014 LATC meeting and the LATC voted to discuss the topic further at the next Strategic Planning session, tentatively scheduled for January 2015.

Training Credit for Teaching Under a Licensed Landscape Architect - 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. This objective was discussed at the November 7, 2013 LATC meeting and staff was directed to 1) determine if a future LATC meeting could be held in southern California, in order to invite schools to attend to provide input, 2) add the objective to a future LATC meeting agenda, and 3) review the Education Subcommittee summary reports to see if allowing training credit for teaching experience under a licensed landscape architect was previously considered by the Education Subcommittee, and include the findings when this agenda item is addressed again by the LATC. This topic is tentatively scheduled to be addressed at the October 2014 LATC meeting.

LATC ENFORCEMENT PROGRAM

	Current Month May 2014	Prior Month April 2014	Prior Year May 2013
Enforcement Statistics			
Complaints Opened**:	4	3	4
Complaints to Expert:	0	1	1
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:	9	4	2
Total Cases Pending*:	20**	24	31
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	0	1	5
Settlement Cases (§5678.5) Closed:	1	0	1
Citations Final:	1	0	0

**Includes both complaint and settlement cases*
***Includes reopened complaint that was previously closed*

BUDGET UPDATE

At this meeting, the Board will be updated on the Board's budget. Attached is a copy of the Budget Report and an Analysis of Fund Condition. The Budget Report shows the prior year expenditures for fiscal year (FY) 2012/13 and expenditures (with encumbrances) and projections for current FY 2013/14. The Report also shows percentage of budget spent and expected unencumbered balance at the end of the FY. The Analysis of the Fund Condition contains the Board's fund condition based on projected revenue and anticipated budget expenditure authority for FYs 2012/13 through 2018/19.

Attachments:
1. Budget Report
2. Analysis of Fund Condition

DEPARTMENT OF CONSUMER AFFAIR

CALIFORNIA ARCHITECTS BOARD

BUDGET REPORT

FY 2013/14 Expenditure Projection

Fiscal Month 10

OBJECT DESCRIPTION	FY 2012-13 ACTUAL EXPENDITURES (MONTH 13)	FY 2012-13 PY EXPENDITURES 4/30/2013	FY 2013-14 BUDGET ALLOTMENT	FY 2013-14 CY EXPENDITURES 4/30/2014	FY 2013-14 PERCENT SPENT	FY 2013-14 Budget Office PROJECTIONS TO YEAR END	FY 2013-14 UNENCUMBERED BALANCE
PERSONNEL SERVICES							
Salary & Wages	825,893	693,879	1,114,376	723,767	65%	**868,520**	245,856
Exempt Statutory	89,871	74,892	94,224	80,870	0%	**94,224**	0
Temp Help	0	0	0	10,262		**12,314**	(12,314)
Proctors	0	0	0	0	0%	**0**	0
Allocated Proctor	0	0	0	0	0%	**0**	0
Separated Proctor	0	0	0	0	0%	**0**	0
Board Members	4,509	3,309	10,036	4,200	0%	**5,723**	4,313
Overtime	1,290	679	0	629	0%	**755**	(755)
Benefits	429,717	361,064	604,127	381,393	63%	**457,672**	146,455
TOTAL PERSONNEL SERVICES	**1,351,280**	**1,133,823**	**1,822,763**	**1,201,121**	**66%**	**1,439,208**	**383,555**
OPERATING EXPENSES & EQUIPMENT							
General Expense	26,481	22,003	34,344	20,089	58%	**24,107**	10,237
Minor Equipment	16,045	16,045	0	1,816		**1,816**	(1,816)
Major Equipment	0	0	0	0	0%	**0**	0
Printing	32,595	30,169	32,390	10,411	32%	**12,493**	19,897
Communication	9,087	6,255	8,496	7,064	83%	**10,262**	(1,766)
Postage	31,296	23,352	78,270	36,454	47%	**48,855**	29,415
Insurance	0	0	0	0	0%	**0**	0
Travel In state	40,457	28,236	96,103	41,516	43%	**59,485**	36,618
Travel Out of state	0	0	0	0	0%	**0**	0
Training	3,510	850	20,856	1,545	7%	**1,854**	19,002
Facilities Operations	196,946	196,148	194,789	234,383	120%	**234,383**	(39,594)
C&P Services Internal	0	0	13,743	0	0%	**0**	13,743
C&P Services External*	4,164	4,058	173,478	53	0%	**53**	173,425
Departmental Services	459,936	498,571	545,681	409,261	75%	**545,681**	0
Intra-Agency Agreements w/OPES**	0	0	0	0	0%	**0**	0
Interagency Services	0	0	321	0	0%	**0**	321
Teale	200	170	13,581	217	2%	**260**	13,321
Data Processing	15,983	15,681	29,518	14,366	49%	**17,239**	12,279
Central Administration Services	176,357	132,268	147,198	110,399	75%	**147,198**	0
EXAMS							
Exam Supplies & Freight	0	0	9,137	0	0%	**0**	9,137
Exam Site Rental	0	0	104,515	0	0%	**0**	104,515
Exam Contracts**	126,727	130,206	346,722	158,448	46%	**154,214**	192,508
Expert Examiners (SMEs)	69,478	41,889	40,177	68,967	172%	**82,760**	(42,583)
ENFORCEMENT							
Attorney General	48,808	42,555	47,018	21,452	46%	**47,018**	0
Office of Administrative Hearings	6,416	6,416	19,486	581	3%	**697**	18,789
Architect Consultant Contracts*	188,356	186,800	0	194,744	0%	**194,744**	(194,744)
Evidence/Witness	0	0	5,723	0	0%	**0**	5,723
Court Reporter Servicess	880	380	0	0	0%	**0**	0
DOI Investigation	40,019	40,211	63,990	47,993	75%	**63,990**	0
Total OE & E	**1,493,741**	**1,422,263**	**2,025,536**	**1,379,759**	**68%**	**1,647,111**	**378,425**
TOTAL EXPENDITURES	**2,845,021**	**2,556,086**	**3,848,299**	**2,580,880**	**67%**	**3,086,319**	**761,980**
NET APPROPRIATION	**2,845,021**	**2,556,086**	**3,848,299**	**2,580,880**	**67%**	**3,086,319**	**761,980**
Scheduled, Other Reimbursement	**(705)**	**(470)**	**(5,000)**	**(1,175)**	24%	**(5,000)**	0
Distributed Costs	**(26,000)**	**0**	**(26,000)**	**0**		**(26,000)**	0
Unscheduled Reimbursement	**(42,007)**	**(38,017)**	**0**	**(25,567)**		**0**	0
NET, TOTAL EXPENDITURES	**2,776,309**	**2,517,599**	**3,817,299**	**2,554,138**	**67%**	**3,055,319**	**761,980**

NOTES/ASSUMPTIONS

*C&P External Contracts for R Carter and B Williams included in Architect Consultant Contracts (FY12/13 $188,356 & FY13/14 $194,744).

**Intra-Agency Agreement w/OPES included in Exam Contracts (FY12/13 $87,028 & FY13/14 $113,592).

Surplus/Deficit **20.0%**

0706 - California Architects Board
Analysis of Fund Condition

Prepared 5/28/2014

(Dollars in Thousands)

Governor's Budget FY 2014-15	ACTUALS 2012-13	CY 2013-14	Governor's Budget BY 2014-15	BY + 1 2015-16	BY + 2 2016-17	BY + 3 2017-18	BY + 4 2018-19
BEGINNING BALANCE	$ 4,042	$ 4,061	$ 4,339	$ 3,181	$ 3,312	$ 1,995	$ 1,961
Prior Year Adjustment	$ 25	$ -	$ -	$ -	$ -	$ -	$ -
Adjusted Beginning Balance	$ 4,067	$ 4,061	$ 4,339	$ 3,181	$ 3,312	$ 1,995	$ 1,961
REVENUES AND TRANSFERS							
Revenues:							
125600 Other regulatory fees	$ 3	$ 2	$ 2	$ 2	$ 2	$ 2	$ 2
125700 Other regulatory licenses and permits	$ 290	$ 373	$ 283	$ 373	$ 283	$ 373	$ 283
125800 Renewal fees	$ 2,447	$ 3,625	$ 2,425	$ 3,625	$ 2,425	$ 3,625	$ 2,425
125900 Delinquent fees	$ 40	$ 100	$ 26	$ 100	$ 26	$ 100	$ 26
141200 Sales of documents	$ -	$ -	$ -	$ -	$ -	$ -	$ -
142500 Miscellaneous services to the public	$ -	$ -	$ -	$ -	$ -	$ -	$ -
150300 Income from surplus money investments	$ 10	$ 13	$ 10	$ 10	$ 6	$ 6	$ 1
150500 Interest Income From Interfund Loans	$ -	$ -	$ -	$ -	$ -	$ -	$ -
160400 Sale of fixed assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -
161000 Escheat of unclaimed checks and warrants	$ 1	$ -	$ -	$ -	$ -	$ -	$ -
161400 Miscellaneous revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Totals, Revenues	$ 2,791	$ 4,113	$ 2,746	$ 4,110	$ 2,742	$ 4,106	$ 2,737
Transfers from Other Funds							
	$ -	$ -	$ -	$ -	$ -	$ -	
Transfers to Other Funds							
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Totals, Revenues and Transfers	$ 2,791	$ 4,113	$ 2,746	$ 4,110	$ 2,742	$ 4,106	$ 2,737
Totals, Resources	$ 6,858	$ 8,174	$ 7,085	$ 7,291	$ 6,054	$ 6,101	$ 4,698
EXPENDITURES							
Disbursements:							
0840 State Controller (State Operations)	$ 3	$ -	$ -	$ -	$ -	$ -	$ -
1110 Program Expenditures (State Operations)	$ 2,776	$ 3,818	$ 3,901	$ 3,979	$ 4,059	$ 4,140	$ 4,223
8880 Financial Information System for California (State Operatic	$ 18	$ 17	$ 3	$ -	$ -	$ -	$ -
Total Disbursements	$ 2,797	$ 3,835	$ 3,904	$ 3,979	$ 4,059	$ 4,140	$ 4,223
FUND BALANCE							
Reserve for economic uncertainties	$ 4,061	$ 4,339	$ 3,181	$ 3,312	$ 1,995	$ 1,961	$ 475
Months in Reserve	12.7	13.3	9.6	9.8	5.8	5.6	1.3

NOTES:

A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED

B. ASSUMES 2% GROWTH IN EXPENDITURES IN FY 2014-15

C. ASSUMES 0.3% GROWTH IN INCOME FROM SURPLUS MONEY

UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:

a. **SENATE BILL 850 (BLOCK) [COMMUNITY COLLEGE BACCALAUREATE PROGRAMS]**
b. **ASSEMBLY BILL (AB) 186 (MAIENSCHEIN) [MILITARY SPOUSES]**
c. **AB 2192 (MELENDEZ) [AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL-SPONSORED 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. The Board voted to support SB 850 at its February 26, 2014 meeting and conveyed its support via a letter to Senator Block. The measure was last amended on May 1, 2014, passed the Senate Appropriations Committee on May 23, 2014, and has since been ordered to the Assembly. The May 1 amendments now confine the provisions to new baccalaureate programs not offered at California public universities.

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 on information that indicated the Board would 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.

In June of 2013, the EO communicated the Board's position through correspondence to Assemblyman Maienschein's staff and to Senate Business, Professions, and Economic Development (BP+ED) Committee. The Board's request for an exemption was again communicated on November 4, 2013, when staff reiterated the Board's position to the Assemblyman. A third letter was sent on February 18, 2014, and at its February 26, 2014 meeting, the Board voted to oppose this measure; on March 20, 2014, the Landscape Architects Technical Committee (LATC) voted to ratify its opposition to the bill.

Mr. McCauley was able to speak to the author's staff in late April. He explained the need for the amendments and the author's staff agreed to consider them and report back. On May 12, 2014, correspondence (attached) from Board President Sheran Voigt to Chairman Lieu was sent to request support for the Board's exemption at the June 2, 2014 hearing. On May 20, 2014, the author's staff contacted Mr. McCauley to report that the Assemblyman will support the Board's/LATC's request for an exemption from AB 186. Subsequently, on June 3, 2014, a letter was sent to the author which expressed gratitude for preserving the Board's/LATC's ability to fulfill its statutory responsibilities, and provided the following language to include in the bill:

> *"This section shall not apply to architects or landscape architects as licensed pursuant to the Architects Practice Act and Landscape Architects Practice Act, respectively."*

AB 186 remains in the Senate Business, Professions, and Economic Development Committee and will be heard on June 9, 2014.

AB 2192 (Melendez) [American Institute of Architects, California Council-Sponsored Legislation Regarding Peer Review on Exempt Projects]

AIACC is sponsoring legislation (attached) 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.

At its February meeting, the Board expressed concern about the details of AB 2192 and discussed a number of consumer protection issues with this proposal, but determined that more time to develop a thorough understanding of the proposed legislation is required; consequently, the Board has not taken a position on AB 2192. The Regulatory and Enforcement Committee (REC) reviewed the bill at its April 24 meeting and determined that the subject of the bill is outside the Board's purview and no position is needed. The measure passed the Assembly Committee on Local Government on May 7, 2014 and Assembly floor on May 28, 2014. It was last amended on May 23, 2014 and will next be heard in a Senate policy committee. The amendments add a sunset date of January 1, 2020 for the provisions, modify the type of projects eligible for the program to more closely reflect the "exempt area of practice" in the Architects Practice Act, and limit the authority to establish such programs to three jurisdictions as pilot projects.

The Board is asked to discuss this proposal and take appropriate action based on REC's recommendation.

Attachments:
1. SB 850 (Block)
2. SB 850 Fact Sheet
3. AB 186 (Maienschein)
4. Letter to Senate BP+ED Committee Chairman Lieu Regarding AB 186 Dated May 12, 2014
5. Letter to Assemblyman Maeinschein Regarding AB 186 Dated June 3, 2014
6. AB 2192 (Melendez)

AMENDED IN SENATE MAY 1, 2014

AMENDED IN SENATE APRIL 10, 2014

SENATE BILL No. 850

Introduced by Senator Block
(Principal coauthor: Senator Hill)
(Coauthors: Senators Anderson, Beall, Correa, *Hueso*, Lara, Roth, Torres, Vidak, and Wyland)
(Coauthor: Assembly Member Chávez)

January 9, 2014

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 amended, 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 of governors 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~~ *would, commencing January 1, 2015,* authorize the board of governors, in consultation with the California State University and the University of California, to establish a *statewide* baccalaureate degree pilot program at not more than ~~20~~ *15* community college districts, to be determined by the chancellor and approved by the board of governors, which would authorize each participating ~~campus within the~~ district to offer one type of baccalaureate ~~degree,~~ *degree at one campus within the district,* as specified. The bill would require a *district* baccalaureate degree pilot program to ~~expire 8 years after the establishment of the program.~~ *commence by the beginning of the 2017–18 academic year, and would require a student participating in a baccalaureate degree pilot program to complete his or degree by the end of the 2022–23 academic year.* The bill would require ~~a~~ participating community college ~~district~~ *districts* to meet specified requirements, including, but not limited to, offering baccalaureate degrees *not offered by the California State University or the University of California, and* in subject areas with unmet workforce needs, as ~~specified, and submitting a report to the chancellor at least one year prior to the expiration of the baccalaureate degree pilot program or one year after the first graduating class, whichever occurs first, that would evaluate specified factors.~~ *specified.*

This bill would also require the governing board of a participating community college district to submit certain information for review by the chancellor and approval by the board of governors, including the ~~proposed governance system of~~ *administrative plan for* the baccalaureate degree pilot ~~program, and would authorize the governing board of a community college district to enter into agreements with local businesses and agencies to provide educational services to students participating in a baccalaureate degree pilot program.~~ *program. The bill would provide that the Department of Finance and the Legislative Analyst's Office shall jointly conduct a statewide evaluation of the statewide baccalaureate degree pilot program implemented under this article, as specified, and to report the results of the evaluation, in writing, to the Legislature and the Governor on or before July 1, 2021.* The bill would provide that the board of governors shall develop, and adopt by regulation, a funding model for the support of the *statewide* baccalaureate degree pilot ~~programs,~~ *program* as specified.

This bill would make these provisions inoperative on July 1, 2023, and would repeal the provisions on January 1, 2024.

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

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

SECTION 1. The Legislature finds and declares all of the following:

(a) California needs to produce one million more baccalaureate degrees than the state currently produces to remain economically competitive in the coming decades.

(b) The 21st century workplace increasingly demands a higher level of education in applied fields.

(c) There is demand for education beyond the associate degree level in specific academic disciplines that is not currently being met by California's four-year public institutions.

(d) Community colleges can help fill the gaps in our higher education system by granting baccalaureate degrees in a limited number of specific areas in order to meet a growing demand for a skilled workforce.

(e) These baccalaureate programs will be limited and will not in any way detract from the community colleges' traditional mission to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement, nor will these programs unnecessarily duplicate similar programs offered by nearby public four-year institutions.

(f) Community colleges can provide a quality baccalaureate education to their students, enabling place-bound local students and military veterans the opportunity to earn the baccalaureate degree needed for new job opportunities and promotion.

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

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

Article 3. Baccalaureate Degree Pilot Program

78040. For purposes of this article, "district" means any community college district identified by the Chancellor of the California Community Colleges as participating in the *statewide* baccalaureate degree pilot program. Each *participating* district may establish *one* baccalaureate degree pilot ~~programs~~ *program* pursuant to Section 78041.

78041. Notwithstanding Section 66010.4, *and commencing January 1, 2015,* the Board of Governors of the California Community Colleges, in consultation with the California State University and the University of California, may authorize the establishment of *district* baccalaureate degree pilot programs that meet all of the eligibility requirements set forth in Section 78042. A *district* pilot program established pursuant to this ~~section shall expire eight years after the establishment of the program.~~ *article shall commence no later than the 2017–18 academic year. A student participating in a baccalaureate pilot program shall complete his or her degree by the end of the 2022–23 academic year.* For purposes of this section, a pilot program ~~is established~~ *commences* when the first class of students begins the program. The *statewide* baccalaureate degree pilot program shall consist of a maximum of ~~twenty~~ *fifteen* districts, to be determined by the Chancellor of the California Community Colleges and authorized by the Board of Governors of the California Community Colleges.

78042. (a) A district shall seek approval to offer *a* baccalaureate degree ~~programs~~ *program* through the appropriate accreditation body.

(b) When seeking authorization from the Board of Governors of the California Community Colleges, a district shall maintain the primary mission of the California Community Colleges specified in paragraph (3) of subdivision (a) of Section 66010.4. The district, as part of the baccalaureate degree pilot program, shall have the additional mission to provide high-quality undergraduate education at an affordable price for students and the state.

(c) A district shall not offer more than one type of baccalaureate ~~degree per campus,~~ *degree,* as determined by the governing board of the district and approved by the Governing Board of the

California Community Colleges, and subject to the following limitations:

(1) A district shall identify and document unmet workforce needs in the subject ~~areas~~ *area* of the baccalaureate ~~degrees~~ *degree* to be offered and offer a baccalaureate degree at a campus in a subject area with unmet workforce needs in the local community or region of the district.

(2) A baccalaureate degree pilot program shall not ~~duplicate similar programs offered by public postsecondary educational institutions, unless approved by the Chancellor of the California State University.~~ *offer a baccalaureate degree already offered by the California State University or the University of California.*

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

(4) A district shall not offer a baccalaureate degree at more than one campus within the district.

(5) A district shall notify a student who applies to the district's baccalaureate degree pilot program that the student is required to complete his or her baccalaureate degree by the end of the 2022–23 academic year, as specified in Section 78041.

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

(e) A governing board of a district seeking authorization to offer a baccalaureate degree pilot program shall submit all of the following for review by the Chancellor of the California Community Colleges and approval by the Board of Governors of the California Community Colleges:

(1) The ~~proposed governance system~~ *administrative plan* for the baccalaureate degree pilot program.

(2) The baccalaureate degree pilot program's curriculum, faculty, and facilities.

(3) The ~~level of matriculation for students enrolled in a~~ *enrollment projections for the* baccalaureate degree *pilot* program.

(f) (1) The Board of Governors of the California Community Colleges shall develop, and adopt by regulation, a funding model

for the support of the *statewide* baccalaureate degree pilot ~~programs~~ *program* that is based on a calculation of the number of full-time equivalent students enrolled in the *district* pilot programs.

(2) Funding for each full-time equivalent student shall be at an agreed upon marginal cost calculation that shall not exceed the California State Universities marginal cost calculation.

(3) Each student in ~~the~~ *a* baccalaureate degree pilot ~~programs~~ *program* authorized by this article shall not be charged fees higher than the mandatory systemwide fees charged for baccalaureate degree programs at the California State University.

(4) Fees for upper division coursework in ~~the~~ *a* baccalaureate degree pilot ~~programs~~ *program* shall be set and approved by the Legislature in a manner consistent with the setting of fees for lower division coursework at the California community colleges. *Fees for lower division coursework in a baccalaureate degree pilot program shall not exceed the fees for other lower division coursework offered by the California Community Colleges.*

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

~~(h) A district that received authorization to offer a baccalaureate degree pilot program shall submit a report to the Chancellor of the California Community Colleges at least one year prior to the expiration of the baccalaureate degree pilot program pursuant to Section 78041 or one year after the first graduating class of the baccalaureate degree pilot program, whichever occurs first. The report shall examine the success of the baccalaureate degree pilot program by evaluating all of the following factors:~~

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

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

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

~~(4) Whether there was a decline in enrollment at California State University or University of California campuses in the regions~~

~~served by the district as a direct result of the baccalaureate degree pilot program.~~

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

(g) (1) The Department of Finance and the Legislative Analyst's Office shall jointly conduct a statewide evaluation of the statewide baccalaureate degree pilot program implemented under this article. The results of the evaluation shall be reported, in writing, to the Legislature and the Governor on or before July 1, 2021. The evaluation required by this section shall consider all of the following:

(A) The number of new district baccalaureate degree pilot programs implemented, including information identifying the number of new programs, applicants, admissions, enrollments, and degree recipients.

(B) The extent to which the baccalaureate degree pilot programs established under this article are fulfilling identified needs for new baccalaureate degree programs, including statewide supply and demand data that considers capacity at the California State University, the University of California, and in California's independent colleges and universities.

(C) Information on the place of employment of students and the subsequent job placement of graduates.

(D) Baccalaureate degree program costs and the funding sources that were used to finance these programs, including a calculation of cost per degree awarded.

(E) The costs of the baccalaureate degree programs to students, the amount of financial aid offered, and student debt levels of graduates of the programs.

(F) Time-to-degree rates and completion rates for the baccalaureate degree pilot programs.

(G) The extent to which the programs established under this article are in compliance with the requirements of this article.

(2) A district shall submit the information necessary to conduct the evaluation require by paragraph (1), as determined by the evaluators, to the Chancellor of the California Community Colleges, who shall provide the information to the evaluators upon request.

(3) A report to be submitted pursuant to paragraph (1) shall be submitted in compliance with Section 9795 of the Government Code.

78043. This article shall become inoperative on July 1, 2023, and as January 1, 2024, is repealed, unless a later enacted statute that is enacted before January 1, 2024 deletes or extends that date.

O

STATE CAPITOL
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California Legislature

MARTY BLOCK
SENATOR, THIRTY-NINTH DISTRICT

COMMITTEES
CHAIR, BUDGET SUBCOMMITTEE #1 EDUCATION
BUDGET AND FISCAL REVIEW
BANKING & FINANCIAL INSTITUTIONS
BUSINESS, PROFESSIONS AND ECONOMIC DEVELOPMENT
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 *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

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

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:

SECTION 1. Section 115.6 is added to the Business and Professions Code, to read:

115.6. (a) A board within the department shall, after appropriate investigation, issue a temporary license to an applicant if he or she meets the requirements set forth in subdivision (c). The temporary license shall expire 12 months after issuance, upon issuance of an expedited license pursuant to Section 115.5, or upon denial of the application for expedited licensure by the board, whichever occurs first.

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

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

(1) The applicant shall supply evidence satisfactory to the board 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.

(2) The applicant shall hold 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 temporary license from the board.

(3) The applicant shall submit an application to the board that shall include 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, to the best of his or her knowledge. The application shall also include written verification from the applicant's original licensing jurisdiction stating that the applicant's license is in good standing in that jurisdiction.

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

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

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

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

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

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

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

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

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

~~(1) Supplies evidence satisfactory to the board 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.~~

~~(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.~~

~~(b) (1) A board shall, after appropriate investigation, issue a temporary license to an applicant who is eligible for, and requests, expedited licensure pursuant to subdivision (a) if the applicant meets the requirements described in paragraph (3). The temporary license shall 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.~~

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

~~(3) (A) An applicant seeking a temporary license issued pursuant to this subdivision shall submit an application to the board which shall include 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, to the best of his or her knowledge. The application shall also include written verification from the applicant's original licensing~~

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

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

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

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

~~(c)~~

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

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

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Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

May 12, 2014

The Honorable Ted W. Lieu
Senate Business, Professions, and Economic Development Committee
State Capitol, Room 2053
Sacramento, CA 95814

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

Dear Chairman Lieu:

The California Architects Board (Board) and Landscape Architects Technical Committee (LATC) have taken an Oppose Unless Amended position on AB 186 and are requesting an exemption from the bill's provisions (similar to that being provided to the Board of Professional Engineers, Land Surveyors, and Geologists). We respectfully request your support for such amendments at the June 2, 2014 hearing.

AB 186 would force the Board and LATC to waive the California Supplemental Examination (CSE). The CSE tests for content in critical knowledge areas, such as seismic safety, accessibility, fire protection, and energy efficiency. It is the last requirement prior to licensure and is vital to our mandate to protect the public health, safety, and welfare of our citizens. Waiving the CSE would expose Californians to significant threats to their safety.

Accordingly, the Board and LATC reiterate the request for an amendment that provides an exemption from the bill's provisions.

Should you have any questions or comments, please contact the Board's Executive Officer, Doug McCauley, at (916) 575-7502.

Sincerely,

SHERAN VOIGT
President

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cc: Members, Senate Committee on Business, Professions and Economic Development
The Honorable Brian Maienschein
Le Ondra Clark, Ph.D., Consultant, Senate Committee on Business, Professions and Economic Development
Kayla Williams, Policy Consultant, Senate Republican Caucus

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

June 3, 2014

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

RE: AB 186 - Military Spouses

Dear Assemblyman Maienschein:

The California Architects Board (Board) and its LATC component are pleased that your staff has agreed to our amendment concerning AB 186.

For the amendment is as follows:

"This section shall not apply to architects or landscape architects as licensed pursuant to the Architects Practice Act and Landscape Architects Practice Act, respectively." With this amendment, the Board now supports the bill.

This amendment will preserve the Board's/LATC's ability to fulfill its statutory responsibilities and protect the public's health, safety, and welfare by offering its California Supplemental Examination to all candidates.

Should you have any questions or comments, please contact the Board's Executive Officer, Doug McCauley, at (916) 575-7232.

Sincerely,

SHERAN VOIGT
President

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cc: Members, Senate Committee on Business, Professions and Economic Development
Le Ondra Clark, Ph.D., Consultant, Senate Committee on Business, Professions and Economic Development
Kayla Williams, Policy Consultant, Senate Republican Caucus

AMENDED IN ASSEMBLY MAY 23, 2014

CALIFORNIA LEGISLATURE—2013–14 REGULAR SESSION

ASSEMBLY BILL No. 2192

Introduced by Assembly Member Melendez

February 20, 2014

An act to ~~amend Section 17960.1 of~~ *add and repeal Section 17960.3 to* the Health and Safety Code, relating to housing.

LEGISLATIVE COUNSEL'S DIGEST

AB 2192, as amended, Melendez. Housing: building ~~plans~~ *permits.*

Under existing law, the building department of every city or county is required to enforce the provisions of the State Building Standards Code, the State Housing Law, and the other rules and regulations promulgated pursuant to that law pertaining to, among other things, the erection, construction, reconstruction, or repair of apartment houses, hotels, or dwellings. Existing law permits the governing body of a local agency to authorize its enforcement agency to contract with or employ a private entity or persons on a temporary basis to perform the plan-checking function. Existing law, when there is excessive delay in checking plans and specifications submitted as part of an application for a residential building permit, requires the local agency, upon the applicant's request, to contract with or employ a private entity or persons temporarily to perform the plan-checking function, as specified.

This bill would *establish a 5-year pilot project in 3 unspecified local agencies that would* permit *the governing body of* a local agency to *authorize a building department to* create and implement a program whereby a building permit may be issued upon submission of plans prepared by an architect and reviewed by another unaffiliated architect, for specified types of projects.

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

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

SECTION 1. Section 17960.3 is added to the Health and Safety Code, to read:

17960.3. (a) A pilot project is established in three local agencies in which the governing body of a local agency may authorize a building department to create and implement a program whereby a building permit may be issued upon submission of plans prepared by an architect and reviewed by another unaffiliated architect.

(b) This section shall apply only to the following project types:

(1) Single-family dwellings not more than two stories and basement in height.

(2) Multiple dwellings containing no more than four dwelling units of not more than two stories and basement in height.

(3) Garages or other structures appurtenant to buildings described in this paragraph, not more than two stories and basement in height.

(4) Agricultural and ranch buildings, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare exists.

(c) For the purposes of this section, "local agency" means a city, county, or city and county.

(d) This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.

~~SECTION 1. Section 17960.1 of the Health and Safety Code is amended to read:~~

~~17960.1. (a) The governing body of a local agency may authorize its enforcement agency to contract with or employ a private entity or persons on a temporary basis to perform the plan-checking function.~~

~~(b) A local agency need not enter into a contract or employ persons if it determines that no entities or persons are available or qualified to perform the plan-checking services.~~

~~(c) Entities or persons employed by a local agency may, pursuant to agreement with the local agency, perform all functions necessary~~

~~to check the plans and specifications to comply with other requirements imposed pursuant to this part or by local ordinances adopted pursuant to this part, except those functions reserved by this part or local ordinance to the legislative body. A local agency may charge the applicant fees in an amount necessary to defray costs directly attributable to employing or contracting with entities or persons performing services pursuant to this section which the applicant requested.~~

~~(d) When there is an excessive delay in checking plans and specifications submitted as a part of an application for a residential building permit, the local agency shall, upon request of the applicant, contract with or employ a private entity or persons on a temporary basis to perform the plan-checking function subject to subdivisions (b) and (c).~~

~~(e) (1) The governing body of a local agency may create and implement a program whereby a building permit may be issued upon submission of plans prepared by an architect and reviewed by another unaffiliated architect.~~

~~(2) This subdivision shall apply only to the following project types:~~

~~(A) Single-family dwellings not more than two stories and basement in height.~~

~~(B) Multiple dwellings containing no more than four dwelling units of not more than two stories and basement in height.~~

~~(C) Garages or other structures appurtenant to buildings described in this paragraph, not more than two stories and basement in height.~~

~~(D) Agricultural and ranch buildings, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare exists.~~

~~(E) Nonstructural or nonseismic storefronts, interior alterations, or additions.~~

~~(f) For purposes of this section:~~

~~(1) "Enforcement agency" means the building department or building division of a local agency.~~

~~(2) "Excessive delay" means the enforcement agency of a local agency has taken either of the following:~~

~~(A) More than 30 days after submittal of a complete application to complete the structural building safety plan check of the applicant's set of plans and specifications which are suitable for~~

~~checking. For a discretionary building permit, the time period specified in this paragraph shall commence after certification of the environmental impact report, adoption of a negative declaration, or a determination by the local agency that the project is exempt from Division 13 (commencing with Section 21000) of the Public Resources Code.~~

~~(B) Including the days actually taken in (A), more than 45 days to complete the checking of the resubmitted corrected plans and specifications suitable for checking after the enforcement agency had returned the plans and specifications to the applicant for correction.~~

~~(3) "Local agency" means a city, county, or city and county.~~

~~(4) "Residential building" means a one-to-four family detached structure not exceeding three stories in height.~~

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LIAISON REPORTS

The Board's Liaison Program is designed to ensure that the Board exchanges information with key constituency groups. Liaisons are assigned to key professional and educational organizations, and are responsible for 1) establishing and maintaining contact with these organizations, and 2) biannually reporting back to the Board on the organizations' activities and objectives.

At this meeting, Liaisons are asked to provide the Board with an update on their assigned organizations' activities and objectives. Liaisons are expected to deliver their second report of the calendar year at the December 10-11, 2014 Board meeting and Strategic Planning session in Sacramento.

Agenda Item F

EXECUTIVE COMMITTEE REPORT

1. Update on May 20, 2014 Executive Committee Meeting

2. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Promote Awareness of Value of CAB's Participation at National Level

3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Collaborate with National Licensing Bodies to Stay Relevant

4. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Prepare and Submit Sunset Review Report

UPDATE ON MAY 20, 2014 EXECUTIVE COMMITTEE MEETING

The Executive Committee met on May 20, 2014, in Sacramento and various teleconference locations in California. Attached is the notice of the meeting. Committee Chair, Sheran Voigt, will provide a meeting update.

Attachment:
Modified May 20, 2014 Notice of Meeting

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MODIFIED NOTICE OF TELECONFERENCE MEETING
EXECUTIVE COMMITTEE

May 20, 2014
10:00 a.m. to 3:00 p.m.
2420 Del Paso Road, Suite 105
Sacramento, CA 95834*

The California Architects Board (CAB) will hold an Executive Committee meeting as noted above, and via teleconference at the following locations:

Sheran Voigt
2391 Meadow Ridge Drive
Chino Hills, CA 91709
(909) 590-4474

Chris Christophersen
District Council 16
2705 Constitution Drive
Livermore, CA 94551
(925) 245-1080

Jon Alan Baker
BakerNowicki Design Studio
624 Broadway, Suite 405
San Diego, CA 92101
(619) 795-2450

Pasqual Gutierrez
HMC Architects
633 W. 5th Street, Third Floor
Los Angeles, CA 90071
(213) 542-8300

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 Mel Knox at (916) 575-7221, emailing mel.knox@dca.ca.gov, or sending a written request to CAB 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. Review and Approve November 5, 2013 Executive Committee Summary Report

B. Update and Possible Action on 2014 Strategic Plan Objective to Seek Exemption from Assembly Bill 186 Related to Waiver of California Supplemental Examination

C. Discuss and Possible Action on 2014 Strategic Plan Objective to Promote Awareness of Value of CAB's Participation at National Level

(Continued)

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D. Discuss and Possible Action on 2014 Strategic Plan Objective to Implement CAB's Liaison Program and Determine Future Focus for Organizations and Schools

E. Discuss and Possible Action on 2014 Strategic Plan Objective to Collaborate with National Licensing Bodies to Stay Relevant

F. Discuss and Possible Action on 2014 Strategic Plan Objective to Prepare and Submit Sunset Review Report

G. Discuss and Possible Action on 2014 Strategic Plan Objective to Pursue Negative Budget Change Proposal to Meet Requirements in Business and Professions Code Section 128.5

H. Review and Approve Professional Qualifications Committee's Recommendation Regarding Proposed Changes to National Council of Architectural Registration Boards Intern Development Program Reporting Requirement

The notice and agenda for this meeting and other meetings of the CAB can be found on the Board's website at www.cab.ca.gov. Any other requests relating to the Committee meeting should be directed to Mr. Knox at (916) 575-7221.

** This location is being made available for greater public access to the teleconference, but a member of the Committee will not be present at this site.*

Protection of the public shall be the highest priority for the CAB 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)

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO PROMOTE AWARENESS OF VALUE OF CAB'S PARTICIPATION AT NATIONAL LEVEL

The Board's 2014 Strategic Plan contains an objective to promote the awareness of the value of CAB's participation at the national level.

The Board's participation with the National Council of Architectural Registration Boards (NCARB) is crucial to fulfilling its statutory mission to protect the public health, safety, and welfare. NCARB's programs and products, particularly the Architect Registration Examination, and Intern Development Program, have a profound impact on the Board and its candidates. As such, the Board's participation in NCARB is vital.

The Board underscores the importance of its participation each year in its "out-of-state travel request" that is submitted each year to the Department of Consumer Affairs. In this request, the Board justifies the value of participating in NCARB and indicates specific objectives that are mission critical to the Board's programs. This year, for example, the Board was able to highlight the work of the NCARB's Licensure Task Force and how its work will shape the future of licensing.

To further the objective of promoting the awareness of the value of CAB's participation at the national level, the Executive Committee, at its May 20, 2014 meeting, voted to recommend the Board approve the following recommendations:

1) Publicize the Board's successful efforts with NCARB via the newsletter

2) Continue to partner with The American Institute of Architects, California Council to underscore the importance of NCARB

3) Maintain a list of accomplishments via the Board's participation in NCARB

4) Stress with NCARB the importance of "mission critical" agendas

5) Incorporate elements of NCARB CEO Reports and other NCARB communiqués, as well as American Institute of Architects reports into *California Architects*

The Board is asked to consider the Executive Committee's recommendations and take appropriate action.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO COLLABORATE WITH NATIONAL LICENSING BODIES TO STAY RELEVANT

The Board's 2014 Strategic Plan contains an objective to collaborate with national licensing bodies to stay relevant.

Over the last ten years, the Board has worked tirelessly to enhance its ability to collaborate with the National Council of Architectural Registration Boards (NCARB) and has achieved positive results from these efforts. To further the Board's work with NCARB, the Board may wish to consider monitoring other national associations that serve licensing boards of design professions.

The Council of Landscape Architecture Registration Boards (CLARB) and National Council of Examiners on Engineering and Surveying (NCEES) are the national associations for licensing boards for landscape architects and engineers/land surveyors. Both organizations have a robust portfolio of programs, much like NCARB. Research and collaboration with these organizations would provide an opportunity to discover innovations and best practices that might be applicable to NCARB.

At the May 20, 2014 Executive Committee meeting, the Committee reviewed the activities of CLARB and NCEES to identify issues to bring forward to NCARB; their Vision and Mission Statements are provided as an attachment. Consequently, the Committee voted to recommend to the Board that it continue and enhance collaboration with national and international licensing and service organizations. The Committee determined that one means to accomplish this would be to add these organizations to the Board's Liaison Program so there will be a designated Board member to lead the effort to connect with each organization.

The Board is asked to consider the Committee's recommendation to fulfill this objective and take appropriate action.

Attachment:
CLARB and NCEES Vision and Mission Statements

CLARB

COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS

MISSION AND GOALS
LEADERSHIP & GOVERNANCE
RESEARCH
BECOME A VOLUNTEER
CONTACT CLARB

Mission and Goals

CLARB's mission is to foster the public health, safety and welfare related to the use and protection of the natural and built environment affected by the practice of landscape architecture.

To accomplish this mission, the organization provides programs and services to its members (**the state/provincial government agencies** that regulate the landscape architectural profession through the enforcement of **licensure laws**) that ensure consistency in competency of landscape architects and others involved in making decisions affecting the development and conservation of land by:

- Establishing and promoting standards for their professional competency and conduct, and examining and certifying their competency.
- Providing information and resources to those affected by the practice and regulation of landscape architecture thereby assuring that they are well informed, educated and empowered regarding the value and benefits of the licensed practice of landscape architecture.

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Vision, mission, and strategic plan

Vision

The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics for the protection of the public health, safety, and welfare and to shape the future of professional licensure.

Mission

The mission of NCEES is to advance licensure for engineers and surveyors in order to protect the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors

Strategic plan

In 2012, the NCEES board of directors adopted a strategic plan that describes several issues that represent challenges to maintaining an effective licensure process. The document specifies goals associated with each of the issues and describes strategies for achieving these goals.

Strategic plan (PDF)
Strategic plan progress on goals as of May 2013 (PDF)

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO PREPARE AND SUBMIT SUNSET REVIEW REPORT

The Board's 2014 Strategic Plan contains an objective to prepare and submit the Board's 2014 Sunset Review Report.

The Board's Sunset Review Report is due to the Legislature on November 1, 2014. Staff prepared a draft of the Report and provided it to the Executive Committee for review and input at its May 20, 2014 meeting. The Committee reviewed the draft Report and made suggested edits. Attached for the Board's review and input is the revised draft of the Report with tracked changes suggested by the Executive Committee.

The Board will be asked to approve the final draft of the Report at its September meeting.

Attachment:
Revised Draft 2014 Sunset Review Report

CALIFORNIA ARCHITECTS BOARD
BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM
As of November 1, 2014

Section 1 – Background and Description of the Board and Regulated Profession

- The Board was created by the Legislature in 1901.
- The 10-member Board consists of five architects and five public members.
- The Board is proactive and preventive, as is evidenced by its work to improve the experience and examination components of its licensing system.
- The Board has a strong history of creative problem solving and collaboration with key constituencies, such as local building officials, educators and students, and related professions.
- The Board is committed to a strong enforcement program as a part of its mission to protect consumers and enforce the laws, codes, and standards governing the practice of architecture.

On March 23, 1901, the Governor of California approved An Act to Regulate the Practice of Architecture, thus creating the State Board of Architecture. The Governor appointed 10 architect members to the Board. Initially, the Board was comprised of two districts: Northern and Southern. The district offices acted independently to some degree and made recommendations to the full Board on matters relating to applicants for certification. ~~Each district had three Board members appointed to four-year terms and two Board members appointed to two-year terms. After those initial appointments expired, all terms were four years.~~ Each district office elected its own officers from the officers elected to the full Board.

Initially, individuals who could demonstrate to the satisfaction of the district board in which they would be practicing that they were practicing architecture in the State of California as of March 23, 1901, and who were in good standing, could apply for certification with the Board without examination. Over 250 of these initial "A" licenses were issued. Six months after the approval of the Act, it became unlawful to practice architecture or call oneself an architect in the State of California unless certified by the Board. However, the Act made a significant exemption to this rule by allowing individuals to prepare plans, drawings, specifications, instruments of service, or other data for buildings, provided that the individual fully informed the client in writing that he or she was not an architect. This exemption made the Act a quasi-title act instead of a true practice act. At that time, the Board also began issuing “B” licenses to individuals who had passed either a written or oral examination. Almost 1,950 "B" licenses were issued between 1901 and 1929.

In 1929, the Board’s name was changed to the California State Board of Architectural Examiners. That same year, the Board began issuing licenses to individuals who passed both a written and an oral examination. The Board’s main office in Sacramento was established in 1956 and the district offices remained as branches. In 1963, the Act was revised making the actual practice of architecture by an unlicensed individual a misdemeanor. This revision made the Act a true practice act, restricting the practice of architecture to only licensed architects.

Through 1984, the Board also had the authority to issue a temporary certificate to practice architecture to an architect licensed in another state for a stipulated structure in California upon satisfactory evidence of his or her architectural competence and payment of the applicable fee.

From 1964 through 1985, the Board also regulated registered building designers. The registration process began in 1964 and continued until 1968. The Board continued to regulate the practice of registered building designers through 1985, although no new registrations were granted after 1968. Effective January 1, 1986, it became a misdemeanor for individuals to represent themselves as "registered building designers." Of the estimated 700 active building designers registered at the time, about 300 applied for and were granted licenses as architects. The Board now licenses only architects and has one office in Sacramento.

Since 1997, the Board has also overseen the duties, responsibilities, and jurisdiction of the Landscape Architects Technical Committee (LATC). The Board is charged with regulating landscape architects and managing all of the affairs of the former Board of Landscape Architects. The LATC is structured as a committee of the Board. The Board views this structure as very positive and has found the relationship between the two related professions to be mutually beneficial. Opportunities for collaboration between the two regulatory programs and the efficiencies associated with combining our efforts wherever possible are the main advantages. The Board is not aware of any consumer-related issues with respect to the structure, and the respective professions and their organizations appear to be pleased with the current state of affairs.

In 1999, Assembly Bill (AB) 1678 changed the Board's name to the California Architects Board. This change was designed to reflect the fact that, in addition to examining candidates, the Board maintains a wide range of programs to protect consumers and regulate the practice of architecture.

Mission

The mission of the Board is to protect the public health, safety, and welfare through the regulation of the practice of architecture and landscape architecture in California. The Board has established the following eight goal areas which provide the framework for its efforts to further its mission:

1. Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
2. Establishing standards of practice for those licensed to practice;
3. Requiring that any person practicing or offering to practice architecture be licensed;
4. Protecting consumers and users of architectural services;
5. Enforcing the laws, codes, and standards governing architectural practice in a fair, expeditious, and uniform manner;
6. Empowering consumers by providing information and educational materials to help them make informed decisions;
7. Collaborating with the profession and academy to ensure an effective licensure system and enforcement program; and
8. 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.

In fulfilling its mission, the Board has found that acting preventively and proactively is the best use of its resources. Because of the nature of the design profession, there are numerous opportunities to prevent minor problems from becoming disasters. The worst case scenario, a building failure, is simply not tolerable. As such, the Board works to aggressively address issues well before they manifest to the magnitude where they are not manageable. In the Board's enforcement program, for example, this means cooperatively working with building departments through the Board's first-of-its-kind Building Official Contact Program. The Board also invests heavily in communications, both to consumers and to architects. The Board works closely with professional groups to ensure that architects understand changes in laws, codes, and standards. The Board also reaches out to schools and related professions and organizations via a proactive liaison program. To ensure the effectiveness of these endeavors, the Board works to upgrade and enhance its communications by constantly

seeking feedback and analyzing the results of its communications efforts. All of these initiatives underscore the Board's firm belief that it must be both strategic and aggressive in employing the preventive measures necessary to effectively protect the public health, safety, and welfare.

1. Describe the make-up and functions of each of the board's committees (cf., Section 12, Attachment B).

The **Executive Committee** is charged with coordinating and leading the Board's public awareness program, organizational relationships, organizational development, and customer service efforts. It takes the lead in: 1) increasing public and professional awareness of the Board's mission, activities, and services; 2) improving the effectiveness of the Board's relationships with related organizations to further its mission and goals; and, 3) enhancing the Board's organizational effectiveness and improving the quality of customer service in all of the Board's programs. The Executive Committee is composed of four members: the President, Vice President, Secretary, and one additional Board member.

The **Professional Qualifications Committee** (PQC) is charged with: 1) ensuring the professional qualifications of those practicing architects by setting requirements for education, experience, and examination; 2) reviewing the Board's national examination to ensure that it fairly and effectively tests the knowledge, skills, and abilities of importance to architectural practice in California; 3) analyzing and making recommendations on educational and experience requirements relative to entry-level qualifications; and 4) reviewing the practice of architecture to ensure the Architects Practice Act accurately reflects areas of practice. In 2011, the Board's Examination Committee was consolidated into the PQC to promote greater efficiency. As a result, the PQC has the following additional roles and responsibilities: 1) providing general California Supplemental Examination (CSE) oversight; 2) working with the Board's testing experts, examination vendors, and subject matter experts to provide valid, defensible, and efficient examinations; and 3) addressing broad examination policy issues. The PQC is composed of ten current and former Board members, and experts.

The **Regulatory and Enforcement Committee** (REC) is charged with~~: 1)~~ making recommendations on: 1) practice standards and enforcement issues; 2) ~~making recommendations regarding the~~ establishment of regulatory standards of practice for architects; 3) ~~recommending and establishing~~ policies and procedures designed to protect consumers by preventing violations and enforcing standards when violations occur; ~~and~~as well as 4) informing the public and licensees of the Board's standards and enforcement programs. The REC is composed of ~~seven~~six current and former Board members, and experts.

The **Communications Committee** is charged with: 1) overseeing all of the Board's communications and identifying strategies to effectively communicate to key audiences; 2) serving as the editorial body for the Board's newsletter, *California Architects*; and 3) providing strategic input on enhancing the use of the Internet to communicate with the Board's stakeholders. The Communications Committee oversees a variety of outreach programs, such as programs to communicate with students, faculty, and Deans. The Communications Committee is composed of nine current and former Board members, and experts.

An organizational chart of the Board's current committee structure is provided below:

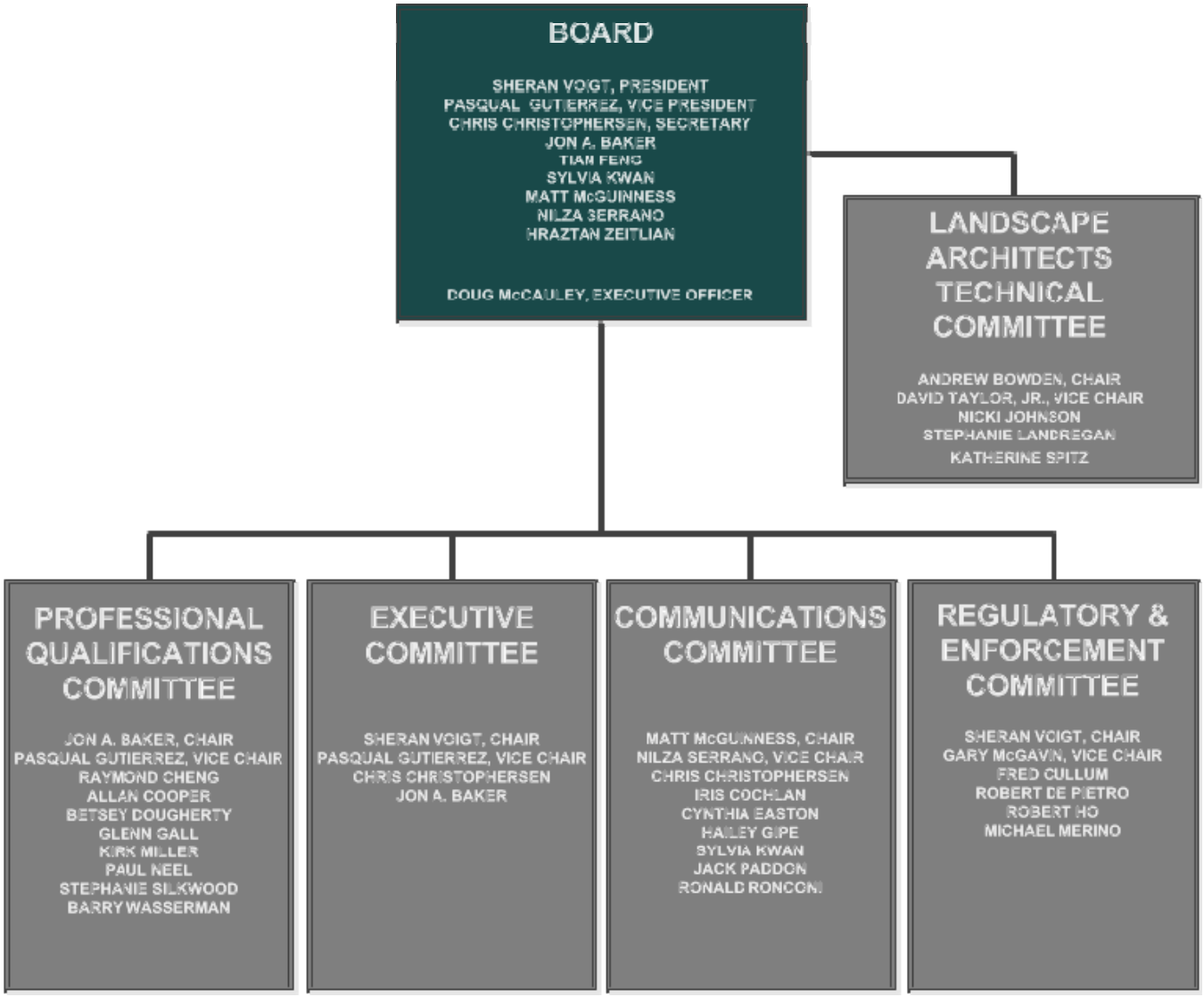

Table 1a. Attendance (July 1, 2010 – June 30, 2014)			
Jon Alan Baker			
Date Appointed: 11/10/2005 [Term Expired 6/30/2010] Date Re-appointed: 12/22/2010 [Term Expired 6/30/2013] Date Re-appointed: 9/24/2013 [Term Expires 6/30/2017]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	Yes

Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes
Board Meeting	9/13/2012	Walnut	Yes
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	No
Board Meeting	12/5-6/2012	Ontario	Yes
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	Yes
Board Meeting	12/5-6/2013	Santa Barbara	Yes
Board Meeting	2/26/2014	Pomona	Yes

Chris Christophersen			
Date Appointed: 2/26/2013 [Term Expires 6/30/2015]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	Yes
Board Meeting	12/5-6/2013	Santa Barbara	No (excused)
Board Meeting	2/26/2014	Pomona	Yes

Iris Cochlan			
Date Appointed: 11/16/2005 [Term Expired 6/1/2008] Date Re-appointed: 10/27/2008 [Term Expired 6/30/2012]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	No
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	Yes
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes

Tian Feng			
Date Appointed: 2/6/2014 [Term Expires 6/30/2017]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	2/26/2014	Pomona	Yes

Larry Guidi			
Date Appointed: 5/20/2002 [Term Expired 6/1/2003] Date Re-appointed: 6/1/2003 [Term Expired 6/1/2007] Date Re-appointed: 6/1/2007 [Term Expired 6/30/2011] Retired: 12/1/2010			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	9/15/2010	Ontario	No

Pasqual Gutierrez			
Date Appointed: 9/2/2006 [Term Expired 6/30/2010] Date Re-appointed: 12/21/2010 [Term Expired 6/30/2014]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	Yes
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes
Board Meeting	9/13/2012	Walnut	Yes
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	No
Board Meeting	12/5-6/2012	Ontario	Yes
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	No
Board Meeting	12/5-6/2013	Santa Barbara	Yes
Board Meeting	2/26/2014	Pomona	Yes

Jeffrey Heller			
Date Appointed: 12/2/2002 [Term Expired: 6/01/2005] Date Re-appointed: 6/01/2006 [Term Expired: 6/30/2009] Date Re-appointed: 1/12/2010 [Term Expired: 6/30/2013] Replaced by Tian Feng during “grace period”			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	No
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	No
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes

Board Meeting	9/13/2012	Walnut	No
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	No
Board Meeting	12/5-6/2012	Ontario	No
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	No
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	No
Board Meeting	12/5-6/2013	Santa Barbara	Yes

Sylvia Kwan

Date Appointed: 8/16/2013 [Term Expires 6/30/2019]

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	9/12/2013	Burbank	Yes
Board Meeting	12/5-6/2013	Santa Barbara	Yes
Board Meeting	2/26/2014	Pomona	Yes

Marilyn Lyon

Date Appointed: 6/7/2006 [Term Expired 6/30/2008]
Date Re-appointed: 11/13/2008 [Term Expired 6/30/2012]

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	Yes
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes
Board Meeting	9/13/2012	Walnut	Yes
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	Yes
Board Meeting	12/5-6/2012	Ontario	No
Board Meeting	3/7/2013	Berkeley	Yes

Matt McGuinness

Date Appointed: 9/15/2012 [Term Expires 6/30/2016]

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	9/13/2012	Walnut	Yes
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	Yes
Board Meeting	12/5-6/2012	Ontario	Yes
Board Meeting	3/7/2013	Berkeley	No
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	No

Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	Yes
Board Meeting	12/5-6/2013	Santa Barbara	Yes

Michael Merino

Date Appointed: 6/7/2006 [Term Expired 6/30/2009]
Date Re-appointed: 1/12/2010* [Term Expired: 6/30/2013]
*Beginning 9/23/2011, member deployed on active military duty for 12 months
Replaced by Sylvia Kwan during "grace period"

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	No (excused)*
Board Meeting	3/7/2012	Burbank	No (excused)*
Board Meeting	6/14/2012	Sacramento	No (excused)*
Board Meeting	9/13/2012	Walnut	No (excused)*
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	No
Board Meeting	12/5-6/2012	Ontario	Yes
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes

Nilza Serrano

Date Appointed: 9/24/2013 [Term Expires 6/30/2016]

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	12/5-6/2013	Santa Barbara	Yes
Board Meeting	2/26/2014	Pomona	Yes

Fermin Villegas

Date Appointed: 2/23/2011 [Term Expired 6/30/2014]
Resigned: 5/23/2014

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	3/17/2011	Pomona	No
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	Yes
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes
Board Meeting	9/13/2012	Walnut	No (excused)
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	Yes

Board Meeting	12/5-6/2012	Ontario	Yes
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	No
Board Meeting	12/5-6/2013	Santa Barbara	Yes
Board Meeting	2/26/2014	Pomona	Yes

Sheran Voigt

Date Appointed: 5/30/2006 [Term Expired 6/30/2010]
Date Re-appointed: 12/22/2010 [Term Expired 6/30/2014]

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	9/15/2010	Ontario	Yes
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	Yes
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	Yes
Board Meeting	9/13/2012	Walnut	Yes
Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	Yes
Board Meeting	12/5-6/2012	Ontario	Yes
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	Yes
Board Meeting	12/5-6/2013	Santa Barbara	Yes
Board Meeting	2/26/2014	Pomona	Yes

Hraztan Zeitlian

Date Appointed: 10/29/2008 [Term expired 6/30/2010]
Date Re-appointed: 12/22/2010 [Term Expired 6/30/2014]

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	9/15/2010	Ontario	No
Board Meeting	12/15-16/2010	San Diego	Yes
Board Meeting	3/17/2011	Pomona	Yes
Board Meeting	6/16/2011	Los Angeles	Yes
Board Meeting	9/15/2011	Sacramento	Yes
Board Meeting	12/7-8/2011	San Diego	No
Board Meeting	3/7/2012	Burbank	Yes
Board Meeting	6/14/2012	Sacramento	No
Board Meeting	9/13/2012	Walnut	Yes

Board Meeting (Teleconference)	11/20/2012	Sacramento & Various Locations	Yes
Board Meeting	12/5-6/2012	Ontario	No
Board Meeting	3/7/2013	Berkeley	Yes
Board Meeting (Teleconference)	5/7/2013	Sacramento & Various Locations	Yes
Board Meeting	6/13/2013	Sacramento	Yes
Board Meeting	9/12/2013	Burbank	Yes
Board Meeting	12/5-6/2013	Santa Barbara	No
Board Meeting	2/26/2014	Pomona	Yes

Current and prior members (who served during this reporting period) of the Board include:

Table 1b. Board/Committee Member Roster

Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
SHERAN VOIGT, President	5/30/06	12/22/10	6/30/10 6/30/14	Governor	Public
PASQUAL GUTIERREZ, Vice President	9/02/06	12/21/10	6/30/10 6/30/14	Governor	Architect
CHRIS CHRISTOPHERSEN, Secretary	2/26/2013		6/30/15	Speaker of Assembly	Public
JON ALAN BAKER	11/10/05	12/22/10 09/24/13	6/30/10 6/30/13 6/30/17	Governor	Architect
IRIS COCHLAN	11/16/05	10/27/2008	6/1/08 6/30/12	Governor	Public
TIAN FENG	2/06/14		6/30/17	Governor	Architect
LARRY GUIDI	5/20/02	6/1/03 6/1/07	6/1/03 6/1/07 6/30/11 Retired: 12/1/10	Speaker of Assembly	Public
JEFFREY HELLER	12/2/02	6/1/06 1/12/10	6/1/05 6/30/09 6/30/13	Governor	Architect
SYLVIA KWAN	8/16/13		6/30/19	Governor	Architect
MARILYN LYON	6/7/06	11/13/08	6/30/08 6/30/12	Governor	Public
MATT McGUINNESS	9/15/2012		6/30/16	Governor	Public
MICHAEL MERINO	6/7/06	1/12/10	6/30/09 6/30/13	Governor	Architect
NILZA SERRANO	9/24/13		6/30/16	Governor	Public

FERMIN VILLEGAS	2/23/2011		6/30/14 Resigned: 5/23/14	Senate Rules	Public
HRAZTAN ZEITLIAN	10/29/08	12/22/10	6/30/10 6/30/14	Governor	Architect

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?

In the past four years, the Board has successfully held all scheduled meetings without any quorum issues.

3. Describe any major changes to the board since the last Sunset Review, including:

- Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)

California Supplemental Examination - Format Change

A major improvement for the Board is the conversion of the CSE to a computerized multiple-choice format. In May 2009, Applied Measurement Services, LLC, began its work with the Board by conducting an objective study of the CSE and its format, as well as other methodologies for conducting examinations. As a result of this study, on September 17, 2009, the Board approved a recommendation to transition the CSE from an oral to a written, computer-based format. In February 2011, the Board transitioned to this new format while maintaining all standards of validity and testing for minimum competency. The new exam is much more accessible to candidates, as it is administered at proctored test centers throughout the year, six days weekly, at 17 different sites throughout California. In addition, for candidates residing outside of California, there are 22 additional exam sites throughout the United States. The previous format was offered only six times annually, alternating between the Bay Area and Orange County.

As a result of the CSE conversion, it was determined by the Board, in consultation with the DCA Budget Office, that a reduction in the Board's expenditure authority would be appropriate due to the improved efficiencies and ongoing savings from the conversion. The Board is currently pursuing a negative Budget Change Proposal (BCP) in the amount of $400,000 for FY 2015/16 and ongoing (also discussed under Sections 3 and 10 of this report).

Repeal of the Comprehensive Intern Development Program (CIDP)

CIDP was originally developed and implemented as part of the Board's structured internship requirement in 2005 as an ~~IDP~~ overlay ~~program~~ to the National Council of Architectural Registration Boards' (NCARB) Intern Development Program (IDP). More specifically, the intent of CIDP was to focus on evidence-supported documentation of training and enhanced intern/supervisor interaction. With the implementation of NCARB's IDP 2.0 (2009-2012) and the many positive changes to that program, such as the enhanced role of the supervisor in verifying competence and the development of the *IDP Supervisor Guidelines*, ~~Improvements to IDP, as well as enhancements made via the implementation of IDP 2.0,~~ the Board was prompted ~~the Board~~ to re-evaluate the need for the continuance of ~~the program~~CIDP. At its June 16, 2011 meeting, the Board voted ~~that~~to repeal CIDP ~~no longer be~~as a requirement for licensure in California. This change became effective in the Board's regulations on March 29, 2012.

Continuing Education (CE) Audit

AB 1746 (Chapter 240, Statutes of 2010) amended the Board's statutory provisions pertaining to the disability access CE requirement for licensees. Specifically, the bill amended the CE provisions by: 1) requiring an audit of license renewals beginning with the 2013 renewal cycle; 2) adding a citation and disciplinary action provision for licensees who provide false or misleading information to the Board when demonstrating compliance with the CE requirement; and 3) mandating the Board to provide the Legislature with a report by January 1, 2019 on: the level of licensee compliance; actions taken by the Board for noncompliance; findings of Board audits; and any recommendations for improving the process. An audit system was developed and approved by the Board in 2012. The audits of license renewals began in 2013.

Strategic Planning - DCA SOLID

Beginning December 2012, the Board began utilizing Department of Consumer Affairs' (DCA) Strategic Organization, Leadership & Individual Development (SOLID) Planning Solutions staff for its annual strategic planning sessions. Previously, the Board contracted with a vendor to provide these services.

***California Architects* - Format Change**

The Board's newsletter, *California Architects*, was approved to transition from an Adobe Portable Document Format [PDF] to HyperText Markup Language (HTML) in the winter of 2013. The winter/spring edition of *California Architects* was the first edition ever published in HTML on the Board's website, *cab.ca.gov*. Benefits to this change include: 1) a reduction in steps required to view the content of *California Architects*; 2) more accessible to the visually impaired [compliant with the Americans with Disabilities Act]; and 3) a streamlined production process.

- All legislation sponsored by the board and affecting the board since the last sunset review.

Assembly Bill (AB) 186 (Maienschein) - This measure 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. The Board ~~is currently seeking~~has sought an exemption from the bill's provisions, as it would require the Board to waive the CSE. In May, the Board received confirmation that the exemption would be included in the bill for the Board and the LATC.

AB 630 (Chapter 453, Statutes of 2013) - This legislation prohibits the use of an architect's instruments of service without written contract or written assignment authorization.

AB 1057 (Chapter 693, Statutes of 2013) - This legislation requires the Board to inquire in every application for licensure if the individual applying for licensure is serving in, or has previously served in, the military. The requirement will commence on January 1, 2015.

AB 1588 (Chapter 742, Statues of 2012) - This legislation requires the Board to waive the renewal fees, continuing education requirements, and other renewal requirements as determined by the Board for any licensee or registrant called to active duty as a member of the United States Armed Forces or the California National Guard if specified requirements are met.

AB 1746 (Chapter 240, Statutes of 2010) - This legislation amended the Board's statutory provisions pertaining to the disability access CE requirement for licensees. Specifically, the bill amended the CE provisions by: 1) requiring an audit of license renewals beginning with the 2013 renewal cycle; 2) adding a citation and disciplinary action provision for licensees who provide false or misleading

information to the Board when demonstrating compliance with the CE requirement; and 3) mandating the Board to provide the Legislature with a report on: the level of licensee compliance; actions taken by the Board for noncompliance; findings of Board audits; and any recommendations for improving the process.

AB 1822 (Chapter 317, Statues of 2012) - This legislation provided for the staggering of Board member terms in such a manner as to avoid having a significant number of the member terms expire in any given year. Additionally, the bill provided the authority to accept a tax identification or other appropriate identification number (as determined by the Board) under certain conditions, in lieu of a Social Security Number for licensure.

AB 1904 (Chapter 399, Statutes of 2012) - This legislation requires the Board to expedite the licensure process for an applicant who meets both of the following requirements: (1) Supplies evidence satisfactory to the board 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.

AB 2192 (Melendez) - This American Institute of Architects, California Council sponsored bill would allow architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review.

Senate Bill (SB) 308 (Chapter 333, Statutes of 2013) - This is the sunset bill for the California Council for Interior Design Certification (CCIDC). The Board supported for the extension of CCIDC's sunset date.

SB 850 (Block) - This bill was introduced on January 6, 2014, and would authorize Community Colleges to establish baccalaureate degree pilot programs. The Board voted to support the measure at its February 26, 2014 meeting.

SB 975 (Wright) - This bill provides that the Board and the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG) would have the sole and exclusive authority to license and regulate the practice of their respective professions pursuant to the provisions of the ~~BPC and regulations within the~~ practice acts. No other entity (city, county, school district, special district, a local or regional agency, joint powers agency, or state agency, department or office) could impose licensing requirements. The bill was vetoed.

- All regulation changes approved by the board the last sunset review. Include the status of each regulatory change approved by the board.

A number of relevant regulatory changes have been enacted since the last Sunset Review. These changes are listed below.

Fees [California Code of Regulations (CCR) section 144~~)~~] - The Board amended its regulations to increase fees to account for: 1) increases in the cost of doing business; 2) normal workload growth; and 3) new programs and mandates. Consequently, the Board maintained its ability to continue providing required services to consumers, licensees, and candidates. The regulation became effective on November 23, 2010. (See Question 12)

Experience Evaluation [CCR section 117(c)(2)] - In the third and final phase of implementing IDP 2.0, the Board amended its regulations to align program requirements with the national standard, allowing supervisors to sign an experience evaluation form for an intern on experience gained from an out of state project even if the firm does not have an office located in the jurisdiction where the work took place. This regulation became effective on March 3, 2011.

California Supplemental Examination (CCR section 124) - The Board conducted a format study of the CSE, and as a result, the Board voted to transition the CSE from an oral format to a written, computer-based examination. The Board amended its regulations to address the format change, as well as detail the method of applying for and reapplying for the CSE. The regulation became effective on May 18, 2011.

IDP Sunset (CCR sections 109 and 121) - The Board repealed specific language "sunsetting" IDP from its regulations as a result of the IDP sunset date being repealed from the Business and Professions Code (BPC). This regulation became effective on October 11, 2011.

Filing of Applications (CCR section 109); Form of Examinations, Reciprocity (CCR section 121) - The Board amended its regulations to recognize NCARB Certification of architects licensed in foreign countries obtained via the Broadly Experienced Foreign Architect (BEFA) Program (other than Canada, which is specifically excluded from BEFA) through reciprocity in California. The regulation became effective on October 22, 2011.

IDP Guidelines Alignment (CCR sections 109, 117, and 121) - The Board amended its regulations to update and make consistent the reference to the IDP Guidelines and remove language referring to an IDP entry point. The regulation became effective on February 10, 2012.

Repeal of CIDP (CCR sections 109, 116, 177, and 121) - The Board amended it regulations to repeal the requirement for CIDP in accordance with the Board's 2011 vote to eliminate the program based on improvements made to NCARB's IDP since the inception of CIDP. The regulatory change became effective on March 29, 2012.

Delegation of Certain Functions (CCR section 103) - Senate Bill (SB) 1111 failed to pass, but per DCA's direction, the Board reviewed nine provisions included in the legislation to determine whether they might be utilized to improve its enforcement processes. Accordingly, the Board amended its regulations to delegate authority to the EO to approve stipulated settlements to revoke or surrender a license. The regulation became effective on January 1, 2014.

Academic Internships (CCR sections 109 and 121) - The Board amended its regulations to update the referenced edition of the IDP Guidelines, as well as allow candidates to earn IDP credit through qualifying academic internships approved by NCARB. This regulation became effective on January 1, 2014.

Re-Examination (CCR section 120) - The Board approved proposed regulatory language regarding NCARB's Architect Registration Examination (ARE) Five-Year Rolling Clock provision, as to ARE divisions that were previously exempt. Those previously exempt divisions expired on July 1, 2014 unless all divisions of the ARE have been passed. This regulation became effective on July 1, 2014.

Filing of Applications (CCR section 109) - The Board approved proposed regulatory language to update the reference to the IDP Guidelines. This regulation is in progress.

NCARB Record (CCR section 116) - The Board approved proposed regulatory language to reflect the NCARB requirement that all candidates possess and maintain an active NCARB Record to take the ARE. This regulation is in progress.

4. Describe any major studies conducted by the board (cf. Section 12, Attachment C).

The Board is currently conducting an Occupational Analysis (OA) for its California Supplemental Examination (CSE). The Board's last OA was conducted in 2007. OAs (or practice analyses) are required surveys that any licensed profession or trade must administer to ensure an examination is valid and legal. Additionally, as part of its 2014 OA, the Board conducted focus group meetings with building officials, general building contractors, and related design professionals. The Board is also conducting a review of the national licensing examination development process and a linkage study to determine appropriate content for ongoing CSE development. The OA survey will be conducted in July 2014, while the national examination review and linkage study are expected to be complete by June 2015.

5. List the status of all national associations to which the board belongs.

- Does the board's membership include voting privileges?

  Yes, pursuant to NCARB's bylaws.

- List committees, workshops, working groups, task forces, etc., on which board participates.

  (Response pending)

- How many meetings did board representative(s) attend? When and where?

  (Response pending)

- If the board is using a national exam, how is the board involved in its development, scoring, analysis, and administration?

  (Response pending)

Section 2 – Performance Measures and Customer Satisfaction Surveys

6. Provide each quarterly and annual performance measure report for the board as published on the DCA website.

The Board's quarterly and annual performance measure reports for the last four years are attached (cf., Section 12, Attachment __).

7. Provide results for each question in the board's customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.

The Board performs customer satisfaction surveys of consumers, including those who have filed complaints against architects/unlicensed individuals, and of individuals seeking or renewing a license to practice architecture in California. As shown below, a majority (80%) of the responses to the survey demonstrate that individuals are satisfied or very satisfied with the services provided by the Board (non-applicable responses excluded). The results of these surveys are provided below (data for FY 10/11 and 11/12 is not available due to the data system conversions).

	FY 2013–2014 (As of 03/10/2014)	Not Applicable	Strongly Agree	Agree	Disagree	Strongly Disagree
1.	Board staff is courteous when contacted by phone.	10	18	2	1	0
2.	Board staff assistance is efficient.	0	21	4	3	3
3.	Board staff assistance is accurate.	1	22	5	1	2
4.	Board's website contains useful information.	4	14	6	3	3
5.	Board's website is organized so that information is easy to find.	3	12	8	5	2
6.	The processing of my application was timely.	13	9	5	1	3
7.	The processing of my application was accurate.	14	10	6	0	1
8.	The processing of my renewal was timely.	18	5	5	0	2
9.	The processing of my renewal was accurate.	19	5	4	0	1
10.	The processing of my name change or change of address was accurate.	23	5	3	0	0
11.	The complaint process was described fully and accurately.	22	6	2	0	1
12.	Overall, I was satisfied with the service I received from the Board.	0	20	4	2	5
	Total:	**127**	**147**	**54**	**16**	**23**

	FY 2012–2013	Not Applicable	Strongly Agree	Agree	Disagree	Strongly Disagree
1.	Board staff is courteous when contacted by phone.	27	19	6	1	3
2.	Board staff assistance is efficient.	2	33	8	5	7
3.	Board staff assistance is accurate.	5	32	11	4	3

	FY 2012–2013	Not Applicable	Strongly Agree	Agree	Disagree	Strongly Disagree
4.	Board's website contains useful information.	8	16	22	6	3
5.	Board's website is organized so that information is easy to find.	10	12	20	9	3
6.	The processing of my application was timely.	29	11	7	3	5
7.	The processing of my application was accurate.	33	12	6	1	2
8.	The processing of my renewal was timely.	33	11	4	4	3
9.	The processing of my renewal was accurate.	35	12	4	2	1
10.	The processing of my name change or change of address was accurate.	41	6	3	1	2
11.	The complaint process was described fully and accurately.	37	5	4	5	2
12.	Overall, I was satisfied with the service I received from the Board.	1	29	13	4	7
	Total:	**261**	**198**	**108**	**45**	**41**

Section 3 – Fiscal and Staff

Fiscal Issues

8. Describe the board's current reserve level, spending, and if a statutory reserve level exists.

The Board's fund is shown below in Table 2, identifying fund balance and expenditure levels. Per BPC 128.5 (b), the Board's statutory fund limit is no more than 2 years or 24 months in reserve. The recent economic climate has resulted in a variety of State Budget spending restrictions, which have impacted the Board's expenditures. In addition, due to CSE savings, the Board is currently pursuing a negative Budget Change Proposal (BCP) in the amount of $400,000 for FY 2015/16 and ongoing.

9. Describe if/when a deficit is projected to occur and if/when fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the board.

The Board does not currently project any deficits or a need to increase or decrease fees.

Table 2. Fund Condition								
(Dollars in Thousands)	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16*	FY 2016/17*	FY 2017/18*
Beginning Balance	$2,484	$2,580	$4,067	$4,061	$4,339	$3,181	$3,312	$1,995
Revenues and Transfers	2,836	4,156	2,791	4,113	2,746	4,110	$2,742	$4,120
Total Revenue	$5,320	$6,736	$6,858	$8,174	$7,085	$7,291	$6,054	$6,115
Budget Authority	3,591	3,624	3,671	3,818	3,901	3,979	$4,059	$4,140
Expenditures**/***	2,839	2,694	2,797	3,835	3,904	3,979	$4,059	$4,140
Loans to General Fund								
Accrued Interest, Loans to General Fund								
Loans Repaid From General Fund								
Fund Balance	$2,481	$4,042	$4,061	$4,339	$3,181	$3,312	$1,995	$1,975
Months in Reserve	11.1	17.3	12.7	13.3	9.6	9.8	5.8	5.6

* Assumes 2% growth in expenditures and 0.3% growth in income from surplus money
** Includes direct draws from SCO and Fi$cal
*** Assumes budget authority will be fully expended in FY XX – XX.

10. Describe the history of general fund loans. When were the loans made? When have payments been made to the board? Has interest been paid? What is the remaining balance?

The Board has not issued any general fund loans in the preceding four fiscal years. In FY 2003/04, the Board loaned the general fund $1.8 million that was repaid with interest in FY 2006/07.

11. Describe the amounts and percentages of expenditures by program component. Use *Table 3. Expenditures by Program Component* to provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

(Response pending)

Table 3. Expenditures by Program Component								(list dollars in thousands)
	FY 2010/11		FY 2011/12		FY 2012/13		FY 2013/14*	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement								
Examination								
Licensing								
Administration**								
Diversion (if applicable)								
TOTALS								
DCA Pro Rata***								

* Governor's Budget FY 14/15
** Administration includes costs for executive staff, board, administrative support, and fiscal services.
*** DCA Pro Rata included in OE&E

12. Describe license renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citation) for each fee charged by the board.

The Board is a special fund agency that generates its revenue from its fees. The Board's main source of revenue is from its applicants and licensees through the collection of examination, licensing, and renewal fees. These fees support the license, examination, enforcement, and administration programs, which includes processing and issuing licenses, maintaining Board records, ~~printing~~producing and distributing publications, mediating consumer complaints, enforcing statutes, disciplinary actions, personnel, and general operating expenses.

Fees for an original license and biennial renewal (in each odd calendar year) increased on January 1, 2011, pursuant to BPC 5604. As a result:

1) Original license fees increased from $200 to $300 (if the license is issued less than one year before the date on which it will expire, the fee increased from $100 to $150);
2) Renewal fees increased from $200 to $300 (prior to that, the fee had not been increased since 1989, when it was raised from $100 to $200); and
3) The delinquency fee increased from $50 to $100.

Effective January 1, 2011, CCR Section 144 ~~now~~ authorizes the following fees:

a) The application fee for reviewing a candidate's eligibility to take any or all division(s) of the ~~Architect Registration Examination (~~ARE~~)~~ is one hundred dollars ($100) for applications submitted on or after July 1, 1999;
b) The application fee for reviewing a reciprocity candidate's eligibility to take the CSE is thirty-five dollars ($35);
c) The fee for the CSE is one hundred dollars ($100);
d) The fee for an original license is three hundred dollars ($300). If the license is issued less than one year before the date on which it will expire, the fee is one hundred fifty dollars ($150);
e) The biennial renewal fee commencing with the renewal period which begins on or after January 1, 2011 shall be three hundred dollars ($300);
f) The delinquency fee is one hundred dollars ($100); and
g) The fee for a duplicate certificate is fifteen dollars ($15).

Table 4. Fee Schedule and Revenue							(list revenue dollars in thousands)
Fee	Current Fee Amount	Statutory Limit	FY 2010/11 Revenue	FY 2011/12 Revenue	FY 2012/13 Revenue	FY 2013/14 Revenue	% of Total Revenue
Duplicate License/Cert.	$15	$25	$615	$645	$600	$630	0.02
Certification	2	2	8	10	26	20	0.00
Citation/Fine FTB Collection	Various	Various	18	0	1,998	500	0.02
Re-licensure	100	100	700	900	600	600	0.02
Reciprocity	35	100	8,050	7,245	8,085	7,700	0.22
Retired License	300	400	64,300	42,600	19,200	42,000	1.21
Initial License	300	400	43,100	137,400	41,400	135,000	2.57
Initial License ½	150	200	34,850	24,300	20,700	67,500	1.06
Supplemental Exam	100	100	200,100	112,400	90,000	90,000	3.55
ARE Eligibility	100	100	68,700	65,500	79,800	75,000	2.08
Biennial Renewal	300	400	2,365,800	3,620,400	2,435,700	3,600,000	86.70
Accrued Renewal	Various	Various	8,800	22,800	11,400	25,000	0.49
Delinquent Renewal	100	200	31,950	107,000	40,100	100,000	2.01
Misc. Service to Public	N/A	N/A	754	468	255	250	0.01
Dishonored Check	25	50	325	1,175	450	450	0.02
TOTAL(S)			$2,828,070	$4,142,843	$2,750,314	$4,144,650	100%

13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

The Board has not submitted any BCPs in the past four fiscal years; however, in ~~the spring of~~ 2014, it submitted a negative BCP to the Department of Finance to request a voluntarily expenditure authority reduction by $400,000 for FY 2015/16 and ongoing; approval is currently pending. The Board, in consultation with the DCA Budget Office, determined that a $400,000 reduction is appropriate due to savings from the CSE. Following the February 2011 transition of the CSE from an oral format to a written, computer-based version, the examination is now administered with greater efficiency and the Board's budget should reflect that efficiency.

Staffing Issues

14. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

The Board's position vacancies have mainly been in the Office Technician classification, which is entry level. Other professional class positions, such as Staff Services Analyst, Associate Governmental Program Analyst, and Staff Services Manager have a ~~fewer~~lower vacancy rate and have been filled expeditiously. The vacancies are often attributed to other promotional opportunities, a common civil service occurrence. The Board has been successful in reclassifying positions when needed to ensure appropriate classifications are available to meet operational needs.

The Board utilizes DCA's Workforce and Succession Plan and has identified mission critical positions that have a significant impact on the Board and require specialized job skills and/or expertise. The Board is refining the plan to develop strategies to retain the expertise and staff knowledge so that it is preserved for the future and on a continual basis.

15. Describe the board's staff development efforts and how much is spent annually on staff development (cf., Section 12, Attachment D).

The Board encourages training for all staff and participates heavily in courses offered at no cost through DCA's SOLID Training and Planning Solutions. These courses include customer service, computer software, and other inter-personal classes. Staff are also encouraged to pursue SOLID's Analyst Certification Training. This training program is also free of charge and includes a series of courses to develop analytical tools, strategies and techniques. The courses offered and completed develop staff to have the essential tools and training to effectively perform their job. It also enables them to be a viable candidate for future promotional opportunities both in-house and externally. In the past four fiscal years, staff have taken more than 100 courses at no charge.

Specialized training is also encouraged and provided to staff through outside providers as needed. These include mandatory courses, such as the Enforcement Academy, investigative training, sexual harassment prevention, ethics, and information technology. In the past four fiscal years, staff have taken five courses at a cost of approximately $700.

Section 4 – Licensing Program

16. What are the board's performance targets/expectations for its licensing[1] program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The Board's performance target for processing applications and issuing licenses is 30 days from receipt of the application. Where the application is complete, all requirements met (including the submission of required supporting documentation), and there is no criminal history, the Board has typically been able to meet this goal. When the volume of applications and staffing shortages delay processing, the Board temporarily redirects available staff from other units. Additionally, staff is cross-trained to help mitigate the effects of extended absences. Staff and management work together in a continuous effort to improve the quality of service provided by the Board to its candidates and licensees. To this end, processes are routinely evaluated for efficiency to maximize staff performance and achieve performance expectations. Next year, when the Board is migrated to the DCA enterprise-wide licensing and enforcement system (BreEZe), it is anticipated that additional process efficiencies will be realized.

17. Describe any increase or decrease in the board's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

Staff processing applications typically meets its established performance targets. As stated above, management works with staff to routinely evaluate processes for efficiencies and implement them in a timely manner to maintain performance expectations and provide continuously improving customer service to stakeholders.

[1] The term "license" in this document includes a license certificate or registration.

When evaluating performance on processing applications, it should be taken into consideration that candidates may submit applications for the Architect Registration Examination (ARE), California Supplemental Examination (CSE), and licensure at any time. There are no set deadlines for submission. Consequently, a significantly greater than anticipated influx of applications can present a challenge for staff in meeting performance expectations and may cause slightly longer (seven to ten additional days) processing times. However, as part of its due diligence, management monitors the volume of applications received and processed through weekly reports and makes the appropriate adjustments to workflow and staffing necessary for achieving performance targets.

Another matter for consideration relative to application processing is the required documentation that must be submitted in support of an application. Candidates requesting consideration of their education must have certified transcripts sent directly from their school and Employment Verification Forms submitted by employers. The Board sends Ineligibility Notifications advising candidates of documents that must be submitted for eligibility; however, it is the candidate's responsibility to ensure that the necessary documents are provided.

There can also be a great variation in the amount of time candidates who have passed the CSE wait to apply for licensure. CSE results are provided to candidates immediately upon completion of an examination at the test center. However, a candidate may choose to wait before applying for licensure. If a candidate applies immediately upon passing the examination, the license is typically issued within 30 days after receipt of the completed application and fee.

18. How many licenses or registrations does the board issue each year? How many renewals does the board issue each year?

Table 6. Licensee Population

		FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Architect	Active	19,434	20,181	20,217	
	Out-of-State	3,763	3,773	3,733	
	Out-of-Country	169	187	185	
	Delinquent	3,185	3,561	3,585	
	Issued	432	638	489	
	Renewed*	7,932	12,068	8,119	

* Data does not include pending renewal applications determined to be incomplete, which range from 200 to 1,200 per FY.

Table 7a. Licensing Data by Type											
						Pending Applications			Cycle Times		
	Application Type	Received	Approved	Closed	Issued	Total (Close of FY)	Outside Board control*	Within Board control*	Complete Apps	Incomplete Apps	Combined, if unable to separate out
FY 2011/12	ARE	655			N/A						
	CSE	1,124			N/A						
	License	620			638						
	Renewal[1]	12,068			12,068						
FY 2012/13	ARE	798			N/A						
	CSE	900			N/A						
	License	480			489						
	Renewal[1]	8,119			8,119						
FY 2013/14	ARE				N/A						
	CSE				N/A						
	License										
	Renewal[1]										
* Optional. List if tracked by the board.											

Table 7b. Total Licensing Data			
	FY 2011/12	FY 2012/13	FY 2013/14
Initial Licensing Data:			
Initial License/Initial Exam Applications Received	2,399	2,178	
Initial License/Initial Exam Applications Approved			
Initial License/Initial Exam Applications Closed			
License Issued	638	489	
Initial License/Initial Exam Pending Application Data:			
Pending Applications (total at close of FY)			
Pending Applications (outside of board control)*			
Pending Applications (within the board control)*			
Initial License/Initial Exam Cycle Time Data (WEIGHTED AVERAGE):			
Average Days to Application Approval (All - Complete/Incomplete)	See note above for Table 7a		
Average Days to Application Approval (incomplete applications)*			
Average Days to Application Approval (complete applications)*			
License Renewal Data:			
License Renewed	12,068	8,119	
* Optional. List if tracked by the board.			

19. How does the board verify information provided by the applicant?

The Board uses several measures to verify information provided by candidates on an application. For example, transcripts are required to substantiate any postsecondary education listed on the application for which a candidate wishes to receive credit. The transcripts must be certified and submitted directly to the Board from the respective school in order for the credit to be granted.

Work experience must be submitted on the Board approved Employment Verification Form (EVF) and signed by the licensed professional who supervised the candidate's work in order to receive credit. Board staff verifies with the appropriate jurisdiction or regulatory agency that the licensing information provided on the EVF is true and correct for the supervising professional.

Individuals who are licensed in another jurisdiction and applying for reciprocity must request that their state board provide a license certification to substantiate licensure, license status (i.e., current, delinquent, suspended, etc.), and information on disciplinary action. Additionally, the certifying board must provide the examination history detailing what form of the ARE was taken and when each division was passed. Reciprocal licensure candidates may substitute the NCARB Certificate in lieu of the above, which will provide information on education (if any), examination, and internship (experience). The NCARB Certificate in fact demonstrates that an individual has met the highest professional standards and therefore makes it easier to obtain reciprocal registration in other jurisdictions.

a. What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant?

The Board's applications include the following questions about the candidate's criminal/disciplinary history:

- Have you ever had registration denied, suspended, or revoked, or otherwise been disciplined by a public agency in any state or country?
- Have you ever pleaded guilty or been convicted by a court of an offense?

The applications of those candidates responding "yes" to either or both questions are referred to the Board's Enforcement Unit for review and possible disciplinary action. The Enforcement Unit staff determines, based on the Board's regulations and relevant statutes, whether the offense or action is related to the practice of architecture or to the candidate's ability to practice architecture in the interest of the public health, safety, and welfare.

b. Does the board fingerprint all applicants?

The Board is not statutorily authorized to fingerprint candidates (applicants) for an architect license.

The Board considered the necessity for a fingerprinting requirement as part of its strategic plan objectives at its June 16, 2011 and June 14, 2012 meetings, and determined that based on the anticipated low number of arrest and prosecution reports expected there would be little increased benefit to the public health, safety, and welfare. Additionally, there would be increased costs to licensees and candidates. It was noted that current law already requires architects working on school projects to have a background check conducted by submitting their fingerprints.

Current law also limits Board investigations to violations which are substantially related to the practice of architecture, less than ten years old, or no more than five years after the Board discovers or is informed of the violation. Consequently, the Board would not be able to take action for a conviction that is older than this statutory limit.

c. Have all current licensees been fingerprinted? If not, explain.

The Board is not statutorily authorized to fingerprint licensees. See response to 19b for additional information.

d. Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a license? Renewing a license?

Yes, NCARB maintains a database available to its membership that contains disciplinary actions reported by participating Member Boards, and the Board's enforcement unit utilizes this resource. The Board checks the database prior to issuing licenses. NCARB is currently working on a 2.0 version of the disciplinary database that would utilize personally identifiable information (PII) and better assist Member Boards. Unfortunately, due to privacy laws (such as the Information Practices Act) the Board is unable to share the PII necessary for inclusion in the database and full participation in the project. Ideally, if the Board were granted the authority by the Legislature to provide sufficient PII to NCARB, then the NCARB disciplinary database would become an invaluable tool.

e. Does the board require primary source documentation?

Yes, the Board requires candidates to submit (or have submitted on their behalf) original and/or certified documentation (such as university transcripts) to provide verification of authenticity.

20. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

The Board's regulations require all candidates for licensure to meet the same prerequisites for a license. Candidates must document eight years of experience (earned through education, work experience,

internship, or a combination of each), and successfully complete both a national examination (ARE or an equivalent) and the CSE.

21. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

The Board considers military education, training, and experience the same as that from any other source provided it is related to the practice of architecture. Education, training and experience must fall within the parameters established in California Code of Regulations section 117 to receive credit towards the minimum eight-year experience licensure requirement.

a. Does the board identify or track applicants who are veterans? If not, when does the board expect to be compliant with BPC § 114.5?

The Board is implementing the requirements of BPC 114.5 to be in place by the effective date of January 1, 2015.

b. How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?

The Board does not specifically identify the origin of education, training, or experience as military. Consequently, the number of candidates who may have submitted such education, training, or experience is unknown.

c. What regulatory changes has the board made to bring it into conformance with BPC § 35?

No changes are necessary, as the Board is already permitted by its regulations to grant credit for military education, training, or experience that is related to the practice of architecture.

d. How many licensees has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?

None. Consequently, there has been no impact to the revenue received by the Board.

e. How many applications has the board expedited pursuant to BPC § 115.5?

None. No candidates seeking reciprocal licensure and who are 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 have requested the expedited processing.

22. Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

N/A

Examinations

~~The following tables replace~~ Table 8~~.~~ Examination Data – Tables modified to include examination result data for the ARE (by division) and CSE.

Architect Registration Examination (National Examination) – California Candidates								
License Type		Architect						
Exam Title: ARE Divisions*		PPP	SPD	BD	SS	BS	SD	CDS
FY 2010/11	# of 1st Time Candidates	See note below						
	Pass %	54%	69%	55%	63%	57%	71%	59%
FY 2011/12	# of 1st Time Candidates	See note below						
	Pass %	54%	65%	53%	71%	58%	71%	55%
FY 2012/13	# of 1st Time Candidates	See note below						
	Pass %	53%	62%	56%	69%	59%	74%	53%
FY 2013/14	# of 1st time Candidates	See note below						
	Pass %							
Date of Last OA		2012						
Name of OA Developer		PSI Services, LLC						
Target OA Date		TBA						

Acronyms used in the above table for ARE 4.0 (currently administered national examination) divisions are explained as follows:

PPP Programming, Planning & Practice
SPD Site Planning & Design
BD Building Design & Construction Systems
SS Structural Systems
BS Building Systems
SD Schematic Design
CDS Construction Documents & Services

Note: The previous candidate management system used by NCARB was unable to track this information. The new system being used by NCARB may be able to provide this information in the future.

California Supplemental Examination (CSE)		
License Type		Architect
FY 2010/11	# of 1st Time Candidates	
	Pass %	
FY 2011/12	# of 1st Time Candidates	
	Pass %	
FY 2012/13	# of 1st Time Candidates	
	Pass %	
FY 2013/14	# of 1st time Candidates	
	Pass %	
Date of Last OA		2007
Name of OA Developer		HumRRO
Target OA Date		2014*

* The Board is presently in the process of conducting an occupational analysis.

23. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required?

Each candidate for licensure is required to complete both a national (ARE) and California Supplemental Examination (CSE) in order to receive licensure. The two examinations test candidates for their knowledge, skills, and ability to provide the services required of an architect who possesses entry-level competence.

Architect Registration Examination (ARE)

The ARE (currently in version 4.0) is a practice-based examination developed by NCARB. The content of the ARE is based on an analysis of architectural practice. The most recent "Practice Analysis" was conducted by NCARB in 2012. The ARE concentrates on those services that most affect the public health, safety, and welfare. The ARE has been developed with specific concern for its fidelity to the practice of architecture; that is, its content relates to the actual tasks an architect encounters in practice. No single examination can test for competency in all aspects of architecture, which is why the ARE is not the only requirement to become a licensed architect. The examination attempts to determine the candidate's qualifications not only to perform measurable tasks, but also to exercise the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

ARE 4.0 is comprised of seven divisions and is more integrative than the previous version. Six of the divisions contain both graphic vignettes and multiple-choice questions and one division with only graphic vignettes. All divisions of the ARE, are administered and graded by computer. Below is a list of the divisions.

- Programming, Planning, Practice
- Site Planning and Design
- Building Design and Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents and Services

Graphic vignettes are scored through a computer-based analysis of a candidate's solution. This analysis evaluates each solution against many predetermined requirements that are weighted by importance. Based on a candidate's overall performance for each requirement, a solution is reported as acceptable, indeterminate (moderate deficiencies), or unacceptable (major deficiencies). NCARB utilizes a process called "conjunctive scoring" to combine scores for the multiple-choice section and the graphic vignette section into a single pass or fail score. This scoring model allows candidates to compensate for a poor vignette performance if he or she performed well on the multiple-choice section or vice versa.

Candidates must pass each division of the ARE independently and receive credit for divisions passed, but must retake those divisions not passed. Also, credit for divisions passed is valid for five years (unless an extension is granted by NCARB) during which time all remaining divisions of the ARE must be passed. Otherwise, credit is lost in the order the divisions were taken and the affected division(s) must be retaken. This validity process is known as the "Five-year Rolling Clock" rule, which was implemented on January 1, 2006. Candidates receive an email from NCARB when their results are ready for viewing and downloading through its *My Examination* service, which was implemented in September 2013.

California Supplemental Examination (CSE)

The setting for architectural practice in California is distinct from that of other states. California's large physical size, large and diverse population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy create an unusually demanding environment for architectural practice. The varying interplay of these conditions for specific projects gives rise to even more complicated settings. Additionally, these complexities are further exacerbated by the pressure to accommodate change with increased speed, requiring architects to stretch the limits of their capacity to practice safely. Due to these unique needs and regulatory requirements, California administers the CSE to ensure that candidates have the necessary architectural knowledge and skills to respond to the conditions found in California.

The Board administers the CSE to candidates who have successfully completed all seven divisions of the ARE, as well as to eligible licensees from other jurisdictions and countries, all of whom must pass the CSE prior to receiving licensure. The CSE tests for those aspects of practice unique to California, including seismic design, accessibility, energy conservation, environmental concerns, and legal issues, as well as those integrative aspects of practice that are not adequately tested for in the ARE.

The CSE was previously administered orally, but has been delivered via computer since February 2011. The CSE is based on the 2007 Test Plan and consists of two separately timed sections (a project scenario section – pertaining to a hypothetical project, and general section). The CSE is administered by computer at a total of 39 nationwide locations, including 17 testing centers within California, and lasts approximately three and one-half hours.

A new OA is currently underway that will play a strong role in shaping the future of the CSE. The 2014 OA is expected to be completed November 2014. The OA will be immediately followed by a review of the ARE psychometric process and linkage study that correlates the knowledge, skills, and abilities tested for in the CSE Test Plan with those present in the NCARB 2012 Practice Analysis to ensure there is no overlap between the content on the ARE and CSE.

24. What are pass rates for first time vs. retakes in the past 4 fiscal years? *(Refer to Table 8: Examination Data)*

Statistics collected by NCARB relative to pass rates for the ARE do not distinguish between first-time and retake candidates. However, the Board does collect CSE pass rate statistics for a comparison between first-time and retake candidates. The table below shows this comparison for CSE candidates.

Fiscal Year	First-Time Candidates	Retake Candidates
2010/2011		
2011/2012		
2012/2013		
2013/2014		

25. Is the board using computer based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

Yes, the Board utilizes computer based testing (CBT) for its licensing examinations. The ARE and CSE, which are required for licensure, are both administered through CBT. The ARE has been administered via CBT since February 1997 and is currently in its fourth iteration, ARE 4.0. The CSE, which had been delivered in an oral format since 1929, was transitioned to CBT in February 2011 after the conclusion of a CSE Format Study conducted in 2010. The study determined the CBT format to be more efficient for exam delivery and more defensible.

The seven-division ARE is administered during normal business hours year-round (Monday through Saturday) at testing centers throughout California and the U.S. Additionally, the ARE is administered in Guam, Puerto Rico, Canada, London, U.K., and Abu Dhabi, United Arab Emirates. NCARB is in the process of finalizing additional testing centers outside the U.S. Eligible California candidates may take the ARE at any testing center.

Candidates schedule ARE divisions through the NCARB "*My Examination*" online service. The *My Examination* service allows candidates to view all pertinent information relative to their examination history and schedule examinations at their convenience. Prometric is the test administrator for the ARE. Candidates schedule their exam appointments through *My Examination* and sit for an administration at a Prometric test center. Each of the seven ARE divisions is scheduled and administered separately. Depending on the length of the specific division, it is possible to take more than one division on the same day.

The CSE is also administered year-round (Monday through Saturday). PSI Exams is the DCA test administration vendor. There are 39 PSI Exams locations throughout the U.S. (including 17 in California) where a candidate may take the CSE during normal business hours. A candidate may call the PSI Exams scheduling department or use the online scheduler to make an appointment. Candidates receive their CSE results immediately upon completion of their administration.

26. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

No.

School approvals

27. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?

The Board is not statutorily authorized to approve schools of architecture or the related professional and post-professional degree programs in California or elsewhere in the U.S or its territories. The Bureau for Private Postsecondary Education does not play any role in the process of approving schools of architecture or architectural degree programs for the purposes of the Board.

The National Architectural Accrediting Board (NAAB) is the only agency nationally recognized to accredit professional and post-professional degree programs in architecture within the U.S. NAAB accredits the degree programs within the schools, not the schools themselves. The Canadian Architectural Certification Board (CACB) is the Canadian equivalent of NAAB and accredits the architectural degree programs in Canada.

28. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?

The Board is not statutorily authorized to approve schools of architecture or the professional and post-professional degree programs offered by them. NAAB reviews schools every three to six years.

29. What are the board's legal requirements regarding approval of international schools?

The Board is not authorized to approve schools of architecture outside the U.S. or its territories. The legally authorized accrediting entity (if one exists) within each country would be responsible for such approvals of architectural schools or the professional and post-professional programs available at those schools. NAAB provides advice and consultation to organizations in other countries that are developing accreditation standards and procedures.

Continuing Education/Competency Requirements

30. Describe the board's continuing education/competency requirements, if any. Describe any changes made by the board since the last review.

Senate Bill (SB) 1608 (Chapter 549, Statutes of 2008) requires all California architects to complete five hours of mandatory continuing education (CE) courses on disability access requirements as a condition of license renewal. The bill also required licensees to certify completion of coursework and provide complete documentation from the course provider to the Board with the renewal application. In order to process a license renewal, the Board had to verify that the documentation included the course title and subjects covered, name of provider and trainer or educator, date of completion, number of hours completed, and a statement about the trainer or educator's knowledge and experience background. Failure to complete an appropriate course (and appropriate hours) or submittal of incomplete course documentation resulted in non-renewal of a license and licensees were notified accordingly. Upon compliance with the coursework documentation, the license renewal was processed.

Commencing January 1, 2013, as a result of Assembly Bill 1746 (Chapter 240, Statutes of 2010), the process for demonstrating fulfillment of the CE requirement changed. This legislation requires licensees to

certify completion of CE and requires the Board to conduct audits for verification of compliance. An architect is no longer required to submit CE documentation along with their renewal, making the program more efficient. Now, only upon audit, does an architect need to provide coursework documentation to the Board as substantiation of CE requirement compliance.

At the national level, NCARB has been a leader in standardizing requirements to promote better mobility between states and thus, has made changes to its model law with regard to CE. In addition, NCARB's recent "CE Report - 2012 Practice Analysis of Architecture" offers an empirical basis for future CE discussions. As such, the Board will continue to assess its CE requirement in order to ensure that reciprocity issues do not exist.

a. How does the board verify CE or other competency requirements?

The Board requires architects to certify, under penalty of perjury (on their license renewal form), that they have completed the required continuing education course hours in disability access requirements within the previous two years. Architects are required to maintain their coursework documentation for two years from the date of renewal, and upon audit, provide this information to the Board. Otherwise, the architect will be referred to the Board's Enforcement Unit for further action.

b. Does the board conduct CE audits of licensees? Describe the board's policy on CE audits.

Yes. Licensees have 30 days from the date of the audit notice to provide the Board with coursework documentation. A second audit notice (requiring a response within 15 days) is sent to architects who do not respond to the initial request. Architects who do not respond to the second request are referred to the Board's Enforcement Unit.

Licensees are referred to the Board's Enforcement Unit for not:

- Responding to the Board's requests for information and documentation;
- Completing the required CE within the two years prior to license renewal;
- Providing truthful information on documentation; or
- Correcting a deficiency.

c. What are consequences for failing a CE audit?

Architects failing to successfully complete a CE audit are referred to the Board's Enforcement Unit and are then subject to an administrative citation, which may include a fine, or disciplinary action by the Board.

d. How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?

The Board, in accordance with BPC 5600.05 (which became effective on January 1, 2013), audits three percent of the license renewals received each year to verify compliance with the CE requirement. The number of audits conducted for the past two fiscal years and the corresponding failure rate is presented in the following table.

Fiscal Year	Audits Conducted	Licensees Failing Audit
2012/2013	59	7(12%)
2013/2014		

e. What is the board's course approval policy?

The Board does not have statutory or regulatory authority to approve courses.

f. Who approves CE providers? Who approves CE courses? If the board approves them, what is the board application review process?

The Board does not have authority to approve courses or course providers.

g. How many applications for CE providers and CE courses were received? How many were approved?

N/A

h. Does the board audit CE providers? If so, describe the board's policy and process.

The Board does not have the authority to approve courses or course providers.

i. Describe the board's effort, if any, to review its CE policy for purpose of moving toward performance based assessments of the licensee's continuing competence.

During the past few years, the Board has examined its CE requirement due to legislation sponsored by AIACC (AB 623) and changes to NCARB Model Law. In any potential future actions on CE, the Board will certainly consider any models for performance-based assessments of continuing competence. However, the Board will need to be mindful of CE requirements in other jurisdictions to ensure that reciprocal licensure is preserved.

Section 5 – Enforcement Program

31. What are the board's performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The Board's performance measures for the Enforcement Unit are defined by DCA's Consumer Protection Enforcement Initiative (CPEI) and focus on timely response to consumers and the pursuit of prompt disciplinary action against those found to be in violation of the Act.

For all complaints received, the Board has a goal of assigning complaints to staff for investigation within seven days. Currently, the Enforcement Unit averages three days to assign complaints, and is meeting expectations in this area. Concerning the time necessary to investigate a complaint, the Board's CPEI standards stipulate that complaints are to be closed within an average of 270 days of receipt. For FY's 2010/11, 2011/12, 2012/13, and 2013/14, the Board averaged 224 days, 148 days, 98 days, and __ days respectively. Again, the Board is meeting expectations in this area.

32. Explain trends in enforcement data and the board's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

The Board received an average of __ complaints per year since FY2010/11. The average number of complaints decreased __% since the previous reporting period. Enforcement staff closed __% of investigations within 90 days and __% within one year. The average number of days from receipt of a complaint to the closure of investigation was __ days for all cases, which is a __% reduction since the last reporting period. During the previous reporting period, the average number of days to complete an investigation was 294 days, and 34% of investigations were closed within 90 days.

Since the last reporting period, the average number of advertising complaints received by the Board increased __% to __ per year. The average number of settlement cases received also increased __% to __ per year. The Board received an average of __ complaints per year against licensees, which is a __% decrease since 2010. The Board also received an average of __ unlicensed activity complaints, which is a __% reduction since the previous reporting period.

Since the Board's last report in 2010, the number of citations issued has decreased. This may be due, in part, to the Board's efforts to reduce the number of pending cases during the last reporting period, which included closing a number of older cases that resulted in the issuance of a citation. At that time, the average was 37 citations per year. For this reporting period, citations average __ per year. Of the citations issued, __% included a fine assessment, averaging $___ per citation. The majority of citations issued were to unlicensed individuals, who are often difficult to locate because they change addresses frequently. Staff utilizes the Franchise Tax Board (FTB) Intercept Program to attempt to collect fines; however, there is currently no incentive for these individuals to pay their fines, unlike licensees who cannot renew their license without paying.

In the second quarter of FY 2013/14, there was a slight increase in cases due to the continuing education audits. A total of 46 licensees were referred to the Enforcement Unit for further action.

The Board adopted an Enforcement Improvement Plan in 2010. This Plan, in part, included implementing DCA's Performance Measures and facilitating coordination with other entities, such as the Office of the Attorney General and the Division of Investigation. The Board continues to utilize the Plan, which includes a requirement that all enforcement staff complete DCA's Enforcement Academy.

The Board's 2011 Strategic Plan contained an objective to review and make recommendations regarding Senate Bill (SB) 1111 components. 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 Board amended California Code of Regulations section (CCR) 103 (Delegation of Certain Functions) to allow the Board to delegate authority to its Executive Officer to approve stipulated settlements to revoke or surrender a license. CCR 103 became effective January 1, 2014.

The Board is also seeking new tools to make its citation program more effective. Authority to release social security numbers to collection agencies, precluding renewal of vehicle registrations or drivers licenses when an individual's citation has not been satisfied (penalty is unpaid), and denying the renewal of an occupational license when a citation has not been satisfied (many of the Board's unlicensed individuals who

receive citations also hold licenses with the Contractors State License Board), are all concepts the Board would like to explore.

Table 9a. Enforcement Statistics			
	FY 2011/12	FY 2012/13	FY 2013/14
COMPLAINT			
Intake			
Received	228	296	
Closed	0	0	
Referred to INV	228	296	
Average Time to Close	3	3	
Pending (close of FY)	0	0	
Source of Complaint			
Public	123	92	
Licensee/ Professional Groups	19	73	
Governmental Agencies	57	61	
Other	29	70	
Conviction / Arrest			
CONV Received	0	0	
CONV Closed	0	0	
Average Time to Close	N/A	N/A	
CONV Pending (close of FY)	0	0	
LICENSE DENIAL			
License Applications Denied	0	0	
SOIs Filed	1	1	
SOIs Withdrawn	0	0	
SOIs Dismissed	0	0	
SOIs Declined	0	0	
Average Days SOI	149	225	
ACCUSATION			
Accusations Filed	1	0	
Accusations Withdrawn	0	0	
Accusations Dismissed	0	0	
Accusations Declined	0	0	
Average Days Accusations	153	N/A	
Pending (close of FY)	0	0	

Table 9b. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
DISCIPLINE			
Disciplinary Actions			
Proposed/Default Decisions	1	1	
Stipulations	2	0	
Average Days to Complete	851	421	
AG Cases Initiated	2	0	
AG Cases Pending (close of FY)	2	1	
Disciplinary Outcomes			
Revocation	1	0	
Voluntary Surrender	0	0	
Suspension	0	0	
Probation with Suspension	0	0	

Probation	2	1	
Probationary License Issued	0	0	
Other	0	0	
PROBATION			
New Probationers	2	1	
Probations Successfully Completed	1	2	
Probationers (close of FY)	9	7	
Petitions to Revoke Probation	0	1	
Probations Revoked	0	0	
Probations Modified	0	0	
Probations Extended	0	0	
Probationers Subject to Drug Testing	N/A	N/A	
Drug Tests Ordered	N/A	N/A	
Positive Drug Tests	N/A	N/A	
Petition for Reinstatement Granted	0	0	
DIVERSION			
New Participants	N/A	N/A	N/A
Successful Completions	N/A	N/A	N/A
Participants (close of FY)	N/A	N/A	N/A
Terminations	N/A	N/A	N/A
Terminations for Public Threat	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A

Table 9c. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
INVESTIGATION			
All Investigations			
First Assigned	228	296	
Closed	280	279	
Average days to close	147	91	
Pending (close of FY)	70	87	
Desk Investigations			
Closed	276	237	
Average days to close	145	92	
Pending (close of FY)	68	76	
Non-Sworn Investigation			
Closed	0	0	
Average days to close	0	0	
Pending (close of FY)	0	0	
Sworn Investigation			
Closed	4	42	
Average days to close	268	83	
Pending (close of FY)	2	11	
COMPLIANCE ACTION			
ISO & TRO Issued	0	0	
PC 23 Orders Requested	0	0	
Other Suspension Orders	0	0	
Public Letter of Reprimand	0	0	
Cease & Desist/Warning	180	172	
Referred for Diversion	N/A	N/A	

Compel Examination	N/A	N/A	
CITATION AND FINE			
Citations Issued	26	22	
Average Days to Complete	268	447	
Amount of Fines Assessed	$55,250	$30,750	
Reduced, Withdrawn, Dismissed	$7,750	$8,750	
Amount Collected	$22,022	$34,992	
CRIMINAL ACTION			
Referred for Criminal Prosecution	1	0	

Table 10. Enforcement Aging						
	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	Cases Closed	Average %
Attorney General Cases (Average %)						
Closed Within:						
1 Year	2 (28.6%)	1 (33.3%)	0 (0%)			
2 Years	1 (14.3%)	0 (0%)	1 (100%)			
3 Years	2 (28.6%)	1 (33.3%)	0 (0%)			
4 Years	1 (14.3%)	0 (0%)	0 (0%)			
Over 4 Years	1 (14.3%)	1 (33.3%)	0 (0%)			
Total Cases Closed*	7	3	1			
Investigations (Average %)						
Closed Within:						
90 Days	116 (38.2%)	144 (51.4%)	199 (71.3%)			
180 Days	61 (20.1%)	48 (17.1%)	45 (16.1%)			
1 Year	66 (21.7%)	66 (23.6%)	24 (8.6%)			
2 Years	33 (10.9%)	21 (7.5%)	8 (2.9%)			
3 Years	18 (5.9%)	1 (0.4%)	3 (1.1%)			
Over 3 Years	10 (3.3%)	0 (0%)	0 (0%)			
Total Cases Closed	304	280	279			

*Includes Accusations, Statements of Issues, and Petitions to Revoke Probation.

33. What do overall statistics show as to increases or decreases in disciplinary action since last review.

The Board filed five accusations, one petition to revoke probation, and two statements of issues during the current reporting period (FY 2010/11 through FY 2013/14), which is a __% increase from the previous review period. Ten cases resulted in disciplinary action compared with four cases in the previous reporting period, an increase of __%. The severity of the sanctions imposed on licensees has also increased since the last review. During this review period, the Board revoked __ licenses, suspended __ licensee with probation, and ordered probation for __ licensees.

In evaluating a Board's enforcement program, it is important to reflect on the nature of the profession being regulated. Architects often collaborate with other parties (engineers, landscape architects, attorneys, contractors, and other architects) who provide additional quality control, and their plans must be approved by local building departments. Thus, there are parties who can identify problems earlier in the process so that cases that come to the Board typically do not deal with major property damage or bodily injury. (Refer to page __)

34. How are cases prioritized? What is the board's complaint prioritization policy? Is it different from DCA's *Complaint Prioritization Guidelines for Health Care Agencies* (August 31, 2009)? If so, explain why.

The Board's case prioritization policy is consistent with DCA's guidelines and appropriate for the profession being regulated. As complaints are received, staff immediately reviews the complaint to determine the appropriate course of action based on the Board's prioritization guidelines. Complaints given the highest or "urgent" priority include imminent life and safety issues, severe financial harm to clients, egregious pattern of complaints, and project abandonment. Complaints given a "high" priority level include those that involve aiding and abetting, and unlicensed practice. The more common complaints are contract violations, unlicensed advertising violations, and routine settlement reports.

35. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a licensee. Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?

Mandatory reporting requirements are specified in BPC 5588 (Report of Settlement or Arbitration Award) and 5588.1 (Requirement that Insurer Report Certain Judgment, Settlement, and Arbitration Awards). The law requires that within 30 days, every licensee and insurer providing professional liability insurance to a California architect send a report to the Board on any civil action judgment, settlement, ~~or~~ arbitration award, or administrative action of $5,000, or greater of any action alleging the license holder's fraud, deceit, negligence, incompetency, or recklessness in practice. The Board received 103 settlement reports the previous reporting period and __ in the current period.

Another mandatory reporting requirement is BPC 5590 (Malpractice Judgment in Civil or Criminal Case; Clerk's Report), which requires that within ten days after a judgment by a court of this state that a licensee has committed a crime or is liable for any death, personal or property injury, or loss caused by the license's fraud, deceit, negligence, incompetency, or recklessness in practice, the court which rendered the judgment shall report that fact to the Board. However, if the judge who tried the matter finds that it does not relate to the defendant's professional competence or integrity, the judge may, by order, dispense with the requirement that the report be sent.

Historically, the Board has tried to work with the courts to gain cooperation and compliance with BPC 5590. However, during the past decade the Board has not received a report of a judgment from a court. The Board has collaborated with its Deputy Attorney General (DAG) liaison to seek assistance to obtain compliance from the courts. The Board's DAG disseminated a letter to clerks of the courts reminding them of BPC 5590.

In addition, BPC 5600(c) (Expiration of License; Renewal of Unexpired Licenses) mandates that licensees report on their renewal forms whether they have been convicted of a crime or disciplined by another public agency during the preceding renewal period.

36. Does the board operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?

The Board's statute of limitations is defined by BPC 5561 (Time for Processing). All accusations charging the holder of a license issued under this chapter with the commission of any act constituting a cause for disciplinary action shall be filed with the Board within five years after the Board discovers, or through the use of reasonable diligence should have discovered, the act or omission alleged as the ground for disciplinary action, whichever occurs first, but not more than ten years after the act or omission alleged as

the ground for disciplinary action. However, with respect to an accusation alleging a violation of BPC 5579 (Fraud in Obtaining a License), the accusation may be filed within three years after the discovery by the Board of the alleged facts constituting the fraud or misrepresentation prohibited by BPC 5579.

The Board received 14 cases in which the potential violation occurred beyond the statute of limitations. These cases were settlement reports where violations occurred more than ten years prior to the receipt of the report.

37. Describe the board's efforts to address unlicensed activity and the underground economy.

In most cases, consumers, licensees, or other government agencies provide evidence of unlicensed activity to be investigated.

The Board's 2011 Strategic Plan directed the REC to develop a strategy for working with the League of California Cities and the American Planning Association, California Chapter to inform them of the Architects Practice Act (Act) requirements. It was determined a letter should be disseminated to the Planning Departments advising them of the Act's requirement pertaining to unlicensed individuals submitting plans for non-exempt projects.

In April 17, 2012, the Board, in conjunction with the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG), issued a letter to Planning Departments to address the same issue. The Board has received positive feedback.

In an effort to address unlicensed practice and educate consumers, the Board published a revised edition of a *Consumer's Guide to Hiring an Architect* in 2012. The Guide was designed with the intention to help consumers understand the sometimes complex and technical nature of architectural services. It provides information on: what types of projects require a licensed architect; how to find and select an architect; written contract requirements and recommendations; how to manage the budgeting and construction of a project; and what to do if a problem occurs with the project. The Guide continues to be distributed to various Building and Planning Department throughout the state.

The Board also published *Consumer Tips for Design Projects*. This information contains a number of basic steps that consumers can take to help keep their projects on track.

In addition, the Board provides presentations at schools to educate students about the title act and exempt area of practice, thereby helping to prevent future violations.

Cite and Fine

38. Discuss the extent to which the board has used its cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the $5,000 statutory limit?

The citation program provides the Board with an expedient method of addressing violations involving unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that have not resulted in substantial financial or physical harm. CCR 152, the regulation that ~~allows~~authorizes the Board to issue administrative citations and fines, was last amended in 2006 to: 1) ~~to~~ increase the maximum administrative fine the Board could assess ~~, from $250~~ to $5,000; 2) modify the fine ranges for Class A, B, and C violations; and 3) modify the Class A violation to pertain to unlicensed individuals in violation of the Act.

For the prior reporting period, an average of 37 citations were issued per year. For this reporting period, citations averaged __ per year. This disparity can be attributed to the high volume of cases being resolved during CPEI efforts (to reduce pending caseload, case aging, etc.) and the decrease in the total complaints received since the previous reporting period. Of the citations issued, all included a fine assessment, averaging $___ per citation.

39. How is cite and fine used? What types of violations are the basis for citation and fine?

The citation program provides the Board with an expedient method of addressing violations involving unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that have not resulted in substantial financial or physical harm. All technical complaints and some unlicensed complaints recommended for citation are reviewed by a Board architect consultant. Administrative fines range from $250 to $5,000 per violation, depending on prior violations; the gravity of the violation; the harm, if any, to the complainant, client or public; and other mitigating evidence.

The Board has used the citation program most frequently to cite individuals who have violated the following:

BPC Sections:

- 5536 (a) and (b) - Practice Without License or Holding Self Out as Architect
- 5536.1 - Signature and Stamp on Plans and Documents; Unauthorized Practice
- 5536.22 - Written Contract
- 5558 - Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services: Filing Requirements
- 5584 - Negligence or Misconduct
- 5585 - Incompetency or Recklessness

CCR Section:

- 104 - Filing of Addresses

Licensees who fail to pay the assessed fines have a "hold" placed on their license record that prevents renewal of the license until the fine is paid.

40. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

There have been 24 informal conferences and 5 administrative hearings in the last 4 fiscal years resulting from citations.

41. What are the 5 most common violations for which citations are issued?

BPC Sections:

5536 (a) and (b) - Practice Without License or Holding Self Out as Architect
5536.1 - Signature and Stamp on Plans and Documents; Unauthorized Practice
5536.22 - Written Contract
5558 - Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services: Filing Requirements
5584 - Negligence or Misconduct

42. What is average fine pre- and post-appeal?

The average pre-appeal fine is $___ and the average post-appeal fine is $___.

43. Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines.

The Board uses the Franchise Tax Board (FTB) Intercept Program to attempt collection of unpaid administrative fines from unlicensed individuals and recovery of dishonored checks. The majority of the Board's outstanding, unpaid fines are against unlicensed individuals, so Intercept provides an additional tool to seek those penalties.

Cost Recovery and Restitution

44. Describe the board's efforts to obtain cost recovery. Discuss any changes from the last review.

The Board seeks cost recovery in most cases. Cost recovery is always negotiated in stipulated settlements. In cases where the respondent is placed on probation, cost recovery generally proceeds in compliance with established payment schedules. However, for those cases calling for revocation or a significant suspension period, costs are often difficult to collect. In these cases, respondents have fewer financial resources due to the suspension of their practice, or in the case of revocation, have no incentive to pay.

45. How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

The amount of cost recovery ordered is dependent upon the amount of time spent on the investigation, including the classification of the investigator.

The Board has had four revocations, one surrender, and six probationers during the reporting period as follows:

Revocations:	4	default decisions, Board did not order cost recovery.
Surrender:	1	$24,028 (uncollectable because he is unlicensed),
Probationers:	6	$39,695 (all are collectable and payments are being made)

46. Are there cases for which the board does not seek cost recovery? Why?

~~The Board does seek cost recovery when the following have been filed: an accusation, a statement of issues, or a petition to revoke probation. The Board has no authority to seek cost recovery unless stipulated through a Deputy Attorney General or ordered by an Administrative Law Judge. The Board does not seek cost recovery in cases that do not result in disciplinary or enforcement action.~~The Board seeks cost recovery in all disciplinary cases (i.e., accusations, statements of issues, and petitions to revoke probation). Cost recovery is always negotiated in stipulated settlements. In cases where the respondent is placed on probation, cost recovery is generally obtained through payment schedules.

47. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery.

The Board currently does not utilize FTB to collect cost recovery. If a probationer fails to pay cost recovery, the Board will file a petition to revoke probation.

48. Describe the board's efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the licensee to a harmed consumer.

The Board has no authority to order restitution outside of a stipulated agreement or an administrative law judge's proposed decision. Since the last review, there was one stipulated agreement that required a licensee to pay $18,500 in restitution to the client and one Proposed Decision Order that required a licensee to pay $2,167 in restitution to the client. Additionally, through the Board's complaint handling process, the Board may recommend that a licensee refund a client's monies or make an adjustment to satisfactorily resolve a complaint involving services provided and fees paid. The Board has no jurisdiction over fee disputes.

Table 11. Cost Recovery (list dollars in thousands)

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Total Enforcement Expenditures				
Potential Cases for Recovery *	5	3	1	
Cases Recovery Ordered	4	1	1	
Amount of Cost Recovery Ordered	$40,931	$3,350	$2,125	
Amount Collected	$2,250	$9,376	$7,015	

* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.

Table 12. Restitution (list dollars in thousands)

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Amount Ordered	$18,500	$226,775	$2,167.10	
Amount Collected	0	0	$1,302	

Section 6 – Public Information Policies

49. How does the board use the internet to keep the public informed of board activities? Does the board post board meeting materials online? When are they posted? How long do they remain on the board's website? When are draft meeting minutes posted online? When does the board post final meeting minutes? How long do meeting minutes remain available online?

The Board continually updates its website to reflect upcoming Board and committee meetings and activities, changes in laws or regulations, licensing information, forms, publications, and other relevant information of interest to consumers, candidates, and licensees. Meeting notices are posted to the website ten days prior to a meeting, and the related meeting packet seven days prior. Board meeting minutes and committee summary reports are posted on the website once officially approved and remain for 100 years, in accordance with the Board's retention schedule. Other meeting related documents, such as meeting packets, remain on the website for 50 years, also in accordance with the Board's retention schedule. The website also provides links to important collateral organizations, California accredited architecture schools, and other government agencies. The Board continually seeks input from users for items that may be included on the site and makes a specific effort to ensure that our site meets the needs of our constituents. Other tools used by the

Board to communicate its messages include the e-subscriber list for e-news broadcasts, the Board's newsletter, and social media, specifically Twitter.

50. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long do webcast meetings remain available online?

The Board has used webcasting in the past. There was a period of time when the remote service was unavailable. The Board is reinstituting the use of webcasting for future Board meetings. Meetings of the Board are held at a variety of locations throughout the state in order to increase public participation. Varying technical capabilities of the meeting sites (schools of architecture) can affect the ability to webcast.

51. Does the board establish an annual meeting calendar, and post it on the board's web site?

Yes. The Board establishes a meeting calendar at its December meeting and posts it on the website afterwards. Meetings of committees are also posted to the calendar when the dates are determined by the respective committee Chair.

52. Is the board's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*? Does the board post accusations and disciplinary actions consistent with DCA's *Web Site Posting of Accusations and Disciplinary Actions* (May 21, 2010)?

The Board's complaint disclosure policy is consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure. Accusations and disciplinary actions are posted on the Board's website and summarized in its newsletter.

53. What information does the board provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

California Code of Regulations section 137 requires the Board to maintain a public information system to provide members of the public with information regarding complaints and disciplinary or enforcement actions against licensed architects and unlicensed persons subject to the Board's jurisdiction.

Information subject to the public information system is disclosed to the public who request it by telephone, in person, or in writing (including fax or email). The information is made available by the Board in writing or by telephone. Requests for information are responded to within ten days.

The following information is disclosed regarding license status of past and current licensees:

1. Name of the licensee, as it appears on the Board's records;
2. License number;
3. Address of record;
4. License issue date;
5. License expiration date; and
6. License status and history.

The Board also discloses the total number of enforcement and disciplinary actions, as well as brief summaries. It provides the current status of pending complaints (that comply with the criteria for disclosure pursuant to CCR 137), ~~A~~accusations, ~~S~~statements of ~~I~~issues, and citations filed by the Board.

54. What methods are used by the board to provide consumer outreach and education?

The Board provides outreach and education to consumers through a variety of means to ensure effective dissemination of information.

The Board has specific publications targeting consumers. The Board published a revised edition of a *Consumer's Guide to Hiring an Architect* in 2012. The Guide is designed to help consumers understand the sometimes complex and technical nature of architectural services. It provides information on: 1) types of projects that require a licensed architect; 2) how to find and select an architect; 3) written contract requirements and recommendations; 4) how to manage the budgeting and construction of a project; and 5) what to do if a problem occurs with the project. The Board also published a new consumer information piece: *Consumer Tips for Design Projects*. This information is a concise document that summarizes the basic steps that consumers can take to help keep their projects on track. A key means of distributing both of these publications is making them available in city and county building departments. This enables consumers who are researching permit requirements for their projects to have timely information on architects and managing a project.

The Board's newsletter, *California Architects*, is also a valuable source of information. The Board has augmented its efforts by establishing a Twitter account to share concise information on key Board issues. In addition, the Board's website continues to be a primary focus of our efforts, providing the public, licensees, and candidates with a wide range of information. The website provides the above parties with access to enforcement actions, a license verification tool, past newsletters, as well as a comprehensive list of downloadable applications, forms, publications, and instructional materials.

Perhaps the most valuable tool for consumers is the ability to contact the Board's Architect Consultants to provide advice on their projects and resolve issues. The Architect Consultants have decades of practice experience and are Architects Practice Act and project management experts. Consumers who use this service find the information invaluable and crucial to avoiding problems with their projects.

The Board will continue to evaluate these consumer education methodologies and work to identify other effective means to provide information.

Section 7 – Online Practice Issues

55. Discuss the prevalence of online practice and whether there are issues with unlicensed activity. How does the board regulate online practice? Does the board have any plans to regulate internet business practices or believe there is a need to do so?

The explosion of technology in the architectural profession continues to have a tremendous impact on practice. While technology has certainly provided efficiencies in practice, it also can have a significant impact on quality control.

In order to remain efficient and competitive, architects can out-source the production of their instruments of service to Internet/computer-based, "plan production mills." Such arrangements can stretch the limit of an operational definition of the architect's "responsible control" over the work produced. As long as BPC 5536.1 continues to require the architect's stamp and signature "…as evidence of the person's responsibility for those documents…", the Board has an enforceable consumer protection provision. At this point, the use of such plans has not resulted in an increase in complaints, but the Board will continue to track the issue closely.

Another important consumer protection tool in this area is the written contract requirement. BPC 5536.22 requires architects "…to use a written contract when contracting to provide professional services to a client…" The statute further states that this requirement does not apply when the professional services rendered by an architect will not be compensated. If architects who propose to "practice without presence" intend to be compensated, they must find a way to comply with the statute. If they do not intend to be compensated, the architect should be very clear about that in their offering. An architect's license can be subject to discipline under the provisions of the Architects Practice Act by providing advice in this setting whether or not compensation is actually requested or received.

An obvious issue with the increased use of technology in architecture is privacy. Privacy and/or security of information or documents are generally not issues within the jurisdiction of the Board. The control of electronic documents, especially those that are electronically "stamped and signed" is an issue the profession addresses in various ways. Theft of work product, however, is addressed under the fraudulent practice sections of the Act. The Board is also very concerned about targeted marketing within the state if persons not licensed to practice in California are marketing themselves and their services in California. The applicable business name restrictions and the provisions against misrepresentation and unlicensed practice found in BPC 5536.1 will be applied in such cases.

The Board has not identified Internet business practices as a key or focus area for enforcement. To date, there have been no consumer complaints specifically related to Internet business practice. There have been some complaints related to Internet advertising of architectural services by persons who are not California licensees. The Board expects this to be an ongoing issue since there are no governmental or geographic boundaries on the Internet. The recent revisions to the business name requirements of the Act provide sufficient regulatory control over this aspect of Internet practice. Another approach to the problem this situation creates is increased consumer education on the license requirements in California when selecting an architect on the Internet.

Section 8 – Workforce Development and Job Creation

56. What actions has the board taken in terms of workforce development?

The Board has amended regulations and implemented process efficiencies to reduce the length of time for eligibility evaluation. Additionally, the Board maintains a career website (architect.ca.gov) which contains easy to understand information about licensing requirements, history of the profession, career possibilities, and other related issues. Staff provides presentations regarding licensure at the accredited schools of architecture and local AIA chapters. The Board strives to remove hindrances to licensure, such as repealing the requirement for candidates to complete the Comprehensive Intern Development Program and allowing candidates to take the ARE prior to completion of the NCARB Intern Development Program (IDP). NCARB has also taken measures to remove hindrances, such as permitting candidates to begin IDP upon graduation from high school. The Board is also exploring new alternate pathways to licensure, such as licensure upon graduation.

57. Describe any assessment the board has conducted on the impact of licensing delays.

No formal studies have been conducted. However, Board management has been very proactive in directing the workload of staff to avoid or reduce delays in processing applications and mitigating any impact to the workforce. In addition, converting the CSE to CBT format greatly expedites licensure, as does releasing scores on-site.

58. Describe the board's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

The Board has been concerned about the shortage of architects that consumers encounter during robust economic times. Such a scenario can encourage consumers to utilize unqualified practitioners to the detriment of the public health, safety, and welfare. To help address this issue, the Board maintains a career website. Architect.ca.gov contains easy to understand information about licensing requirements, history of the profession, career possibilities, and other related issues. At the commencement of the school year, the Board, through the chairs and deans at the architectural colleges, sends a letter welcoming students back and suggesting that they visit architect.ca.gov to make sure they are on track for licensure. A similar related letter is disseminated at the end of the school year. This effort is, of course, supplemented with presentations at the campuses and outreach to the chapters of the AIA. The Board believes that these efforts pay dividends by helping students become licensed more efficiently, which will save candidates time and money and preserve the Board's scarce resources.

59. Provide any workforce development data collected by the board, such as:

a. Workforce shortages

No data is available. However, it should be noted there is anecdotal information to suggest that when the economy is strong firms experience difficulty in hiring new architects.

b. Successful training programs.

No data is available.

Section 9 – Current Issues

60. What is the status of the board's implementation of the Uniform Standards for Substance Abusing Licensees?

The Uniform Standards for Substance Abusing Employees, contained in SB 1441 (Chapter 548, Statutes of 2008), applies standards in specified areas that each healing arts board within DCA shall use in dealing with substance-abusing licensees. The California Architects Board is not classified as a "healing arts board"; therefore, the Board is not required to implement the standards contained therein.

Although the Board is not required to implement standards under the Uniform Standards for Substance Abusing Employees, it takes allegations of substance abuse seriously and handles all complaints of such substance abuse in accordance with the law.

61. What is the status of the board's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations?

Because the Board is not a healing arts board or bureau, the regulatory changes specified in CPEI do not apply. However, the Board strives to achieve the performance measures outlined in CPEI, such as the goal to complete all investigations within an average of 270 days. In addition, the Board continues to report to DCA on a quarterly basis the success in meeting the applicable enforcement goals of CPEI.

62. Describe how the board is participating in development of BreEZe and any other secondary IT issues affecting the board.

While the Board is not scheduled for full active participation with the BreEZe staff and vendor until the third development cycle has begun (late 2015), it understands the importance of its investment in BreEZe.

To that end, the Board has assigned staff knowledgeable about the specific business needs and processes respective to their particular area of expertise to the project. The assigned staff has attended working sessions to create requirements for the licensing and enforcement aspects with BreEZe project staff. Staff is currently reviewing and analyzing the candidate and licensing data in the current DCA legacy systems to determine what information will be transitioned to BreEZe when the Board enters the active development phase.

Section 10 – Board Action and Response to Prior Sunset Issues

Include the following:

1. Background information concerning the issue as it pertains to the board.
2. Short discussion of recommendations made by the Committees/Joint Committee during prior sunset review.
3. What action the board took in response to the recommendation or findings made under prior sunset review.
4. Any recommendations the board has for dealing with the issue, if appropriate.

CAB ISSUE #1: (IS THE CURRENT FEE STRUCTURE APPROPRIATE FOR THE BOARD TO EFFECTIVELY REGULATE THE PROFESSION?)
The Board's reserve fund has been steadily decreasing and is projected to be more than $1.4 million in debt by 2012-13 and it is not clear whether the Board will be financially stable.

Staff Recommendation: *The Board should amend its license renewal fee collection process so that renewals occur in a manner similar to LATC, creating a steadier and more predictable fund level from year to year. Renewal and associated fees should be ongoing, rather than performed in stated years to better utilize staff resources while balancing revenue with expenditures.*

Board Response (2011):
The Board believes that the concern that drew attention to the renewal issue was the fund condition reports in our September 2010 Sunset Review Report. Since that time, the renewal fee has been adjusted as noted below. The Board's fund condition now demonstrates the Board's solvency with a 5.1 month projected reserve in 2012-13, trending downward to .9 months in 2017-18. These balances are generally within the three to six month range that has been specified by Department of Consumer Affairs (DCA) and the Department of Finance. It should be noted that the biennial renewal cycle has provided sufficient predictability to maintain the same fee level for over 20 years.

The Board identified the inadequacy of its fund condition in 2008. Accordingly, the Board sponsored AB 1145 (Price) in 2009 to increase the statutory authority for the Board's license and renewal fees from $200 to $400. At its December 2009 meeting, the Board voted to increase the fee amount specified in its regulations. Ultimately, the Board voted to increase its renewal and license fees from $200 to $300. The fees had been at $200 since 1989.

The vast majority of the Board's license renewals are processed by DCA's automated cashiering system (approximately 90%). As such, any potential efficiencies from revision of the renewal cycle would be de minimis. Such efficiencies would simply permit staff to process other types of applications (examination eligibility, California Supplemental Examination, delinquent license, duplicate license, retired license, etc.) at a slightly faster rate. In addition, the Board's continuing education requirement is tied to the renewal cycle. That

means that any change in the renewal cycle would require costly programming changes. In addition, the Board has already developed the business model and executed its agreements with DCA for the new business management system, BreEZe. (The Board's launch of BreEZe is scheduled for 2014.) Any new changes to the Board's BreEZe parameters will also have a workload and cost impact. Accordingly, it does not appear that changing the renewal cycle at this time would provide a benefit sufficient to warrant the change.

2014 Board Response:

As noted in 2011, the Board sponsored AB 1145 (Price) in 2009 to increase its statutory renewal and original license fee maximum from $200 to $400. Subsequently, the Board amended its regulation (CCR 144) in 2010, increasing these fees from $200 to $300 beginning January 1, 2011. These actions were taken in order to enable the Board to keep its fund condition solvent for multiple years and to maintain a balance within the Department of Finance's recommended three to six month reserve range.

Subsequently (and as noted in other portions of this report), the Board transitioned its California Supplemental Examination (CSE) from an oral format to a computer-based format beginning February 2011. As a result of this transition, the Board has experienced savings due to reduced costs for the new examination. As such, the Board proactively consulted with DCA's Budget Office to determine an appropriate course of action based on projected ongoing savings. In 2012, the Budget Office suggested that the Board pursue a "negative budget change proposal" (BCP) in order to reduce the level of expenditure authority for examinations. Since then, the Board has continued to monitor and analyze the actual annual savings, confirming the need for a negative BCP. In September 2013, the Board voted to proceed with pursuing a negative BCP to reduce the Board's expenditure authority by $400,000 for FY 2015/16 and ongoing; staff has submitted the required Concept Paper to DCA.

The Board believes that its actions demonstrate its continued fiscal responsibility and its commitment to ensuring that fees are set appropriately and that an adequate fund condition is maintained. Additionally, and as stated in 2011, the Board maintains that its biennial renewal cycle provides sufficient predictability and as such, does not see a need to modify the renewal cycle. Also still relevant is the fact that the Board will be transitioning to the new DCA integrated, enterprise-wide enforcement and licensing system called BreEZe in 2015. A modification to the Board's renewal cycle would unnecessarily require costly programming and Board/DCA resources.

CAB ISSUE #2: (DOES CAB DEDICATE ENOUGH RESOURCES TO ENFORCEMENT?)

In 2004, the Joint Committee noted that the Board spent only 34% of its budget on its enforcement program and recommended that the Board spend more on enforcement to bring it more in line with other boards, which typically spend more than 60% on enforcement. The Board reported to the Committee this year that it still spends 34% of its budget on enforcement.

Committee Staff Recommendation: *CAB should describe to the Committee any delays in enforcement and explain challenges its enforcement program faces.*

Board Response (2011):

State government resources are heavily restricted due to the unprecedented budget deficit. The reality for DCA boards is that we are being challenged to do more with less. Nevertheless, the Board developed its Enforcement Improvement Plan as part of DCA's Consumer Protection Enforcement Initiative. Some of its efficiencies include reducing the number of "requests for evidence" letters from three to two and requiring analysts (rather than architect consultants) to complete the chronology of cases in investigative files. Staff is exploring other efficiencies, such as processing final requests for evidence simultaneously with initial requests.

The Board does not wish to point to delays that are out of its control (Attorney General's Office, Division of Investigation, and Office of Administrative Hearings [OAH]). The reality is that to meet a 12-18 month goal, as directed by DCA, each of the components involved in the process, including the Board, can only encumber a reasonable portion of those 12-18 months. Presently, OAH indicates that the soonest possible hearing dates are six months out; in addition, the Board's disciplinary cases for the last two years have spent an average of 16 months with the Attorney General, for a total of 22 months out of the control of the Board. This is not a complaint or an excuse: it is simply a reality. The Board understands that each of those entities is focusing on efficiency, performance, and accountability, as is the Board. While the Board's caseload is at the lowest point in over five years and our case aging is generally within DCA's 12-18 month range, the Board is seeking to continually improve.

One of our main challenges can be in locating unlicensed individuals against whom we have complaints. If the only point of contact a consumer has had with the individual is on-line, finding a current physical address through which to correspond can be nearly impossible. The Board hopes that seeking the statutory authority to provide social security numbers to collection agencies will assist in finding these individuals and in collecting penalties.

Another challenge can be the need for multiple requests for evidence from multiple parties. Subjects and witnesses need time to reply to such requests. The Board does have a provision in its Rules of Professional Conduct that requires architects to respond within 30 days to a request for investigation information from the Board.

Referring cases to experts can also create challenges, particularly if expert consultant contracts have been suspended, consultants are not permitted to work due to budget impasses, or the contract renewal process has been delayed. In addition, a recent mandate from control agencies forced the Board to cut these contracts by 15%, thereby further reducing our workload capacity in the face of competing mandates to reduce case aging. Similarly, policy initiatives or responding to other non-casework mandates diverts the architect consultants and staff away from closing cases. Stronger case management is helping the Board to partially overcome these obstacles.

It should be noted that by "triaging" cases the Board best protects the public, but case aging can be impacted. For example, if the Board receives a significant case involving negligence regarding structural calculations on a school, clearly that case will take priority over the simple written contract and advertising cases. As such, the simple cases will age while the more serious case commands significant resources due to its criticality. In addition, while the Board generally tries to devote one third of its resources to newer cases, and two-thirds on older cases, addressing the most serious cases is always the overarching concern. Finally, the Board attempts to balance the realities of due process, thorough investigations, and fairness to both the consumer and the subject. These factors take time and are the price of quality enforcement. While the Board is focused on case aging, the Board also wishes to be efficient and pursue solid cases that have been thoroughly investigated so we do not waste resources by pursuing cases that are not ready for action. This is a delicate balance, but an important one.

For 2011-12, it is anticipated that the Board's percentage of enforcement expenditures will be 37%. The percentage spent on enforcement is higher than other related boards.

Board for Geologists and Geophysics:	33%
Landscape Architects Technical Committee:	30%
Board of Professional Engineers, Land Surveyors, and Geologists:	23%

An important consideration is that many boards that spend a higher percentage on enforcement do not have a California examination. For example, there is one non-healing arts board that spends about 50% of its budget on enforcement, but it does not have a California examination to fund, thus their enforcement expenditures

appear to be greater in proportion to the total budget in comparison to other programs that do have a state exam. The Board's enforcement expenditures would be approximately 58% under a "no state examination" model.

In evaluating a board's enforcement program, it is also important to reflect on the nature of the profession being regulated. The nature of design and construction involves a multi-layered team of parties that bring a project to fruition. Architects collaborate with many others, such as engineers, landscape architects, contractors, construction managers, interior designers, a variety of consultants, and other architects. These parties provide additional quality control that minimizes potential problems. In addition, architects' plans must be approved by local building officials and other regulatory agencies. Thus, there are a variety of parties who can help identify problems earlier in the process so that cases that come to the Board typically do not deal with death, theft, or serious negligence.

The Board's enforcement efforts emphasize preventative strategies, rather than relying solely on remedial actions. The Board puts a great deal of enforcement effort into prevention and early intervention through its consumer and licensee education efforts. By counseling consumers and working with the profession to educate licensees, the consumer and the architect are better prepared to complete projects and avoid problems that can become expensive and/or dangerous. In addition, the Board relies heavily on its strong relationship with city and county building officials. The Building Official Contact Program allows the Board to collaborate with local enforcement officials on common consumer issues, professional practice issues, and education. These types of preventative enforcement are much more cost effective than waiting until negligence or misconduct has occurred. Protecting consumers by having a quality examination that ensures that incompetent individuals are not licensed and practicing architecture is also a critical preventative measure.

Other boards have unique enforcement scenarios that dramatically increase enforcement expenditures. For example, in the case of the Board, architects normally do not have access to controlled substances, do not have intimate one-on-one relationships with patients, and do not have access to large sums of clients' cash, whereas healing arts boards in particular must take action against a wide range of violations that other boards simply do not encounter.

The Board is committed to ensuring that it has adequate resources to manage its enforcement program. Since the last Sunset Review, the Board has added one and one-half positions to its Enforcement Unit and attempted to further bolster its resources. In addition, more cases are being referred to the Attorney General's Office for disciplinary action, and the Board makes greater use of its liaison in the Attorney General's Office to better coordinate its disciplinary cases and streamline efforts to bring cases to conclusion. The Board will continue to measure its enforcement effectiveness, trends in practice, and new opportunities to determine resource needs.

2014 Board Response:

The enforcement program is performing effectively and consistent with CPEI standards. The Board continues to contend that design-related boards should not be compared with healing arts boards with respect to enforcement statistics due to the vast differences in those respective professions, as noted above. Additionally, the nature of design and construction involves a multi-layered team of parties who provide additional quality control, and identify problems earlier in the process.

The Board is pleased to have a proactive enforcement program that has achieved impressive improvements. During the last Sunset Review reporting period (FY 06/07 – 09/10), it took an average of 304 days to close a complaint. In this reporting period (FY 10/11 – 13/14), it took an average of 150 days to close a complaint. Additionally, in January 2010, the Board had 205 cases pending, while in January 2014, it had 110 cases pending.

Locating unlicensed individuals against whom the Board has complaints against continues to be a challenge and can add to case aging. Staff has requested DOI's assistance in this endeavor. In addition,

while the Attorney General's Office has improved its timeframe to file disciplinary actions, OAH is currently scheduling hearings as far as ~~a~~one year out.

CAB ISSUE #3: (BOARD'S ROLE OVERSEEING ARCHITECTS WORKING IN NON-TRADITIONAL PRACTICE AREAS)
The Board states that it recognizes the need to closely track the trend of architects in non-traditional practice areas and assess the potential impact on consumers.

Staff Recommendation: *CAB should continue to track changes in the profession and provide input to this Committee as needed about necessary updates in statute and scope of practice definitions as they arise. CAB should only regulate the work of registered architects in non-traditional, non-practice-related areas in the limited instances where the work crosses over into practice-related service until specific licensure guidelines for those classifications are established. CAB should only regulate activities within the current scope of its jurisdiction.*

Board Response (2011):
The Board concurs with this recommendation.

2014 Board Response:
The Board continues to concur with this recommendation. The Board's enforcement program has not observed consumer issues relative to "non-traditional, non-practice-related areas." The Practice Act's definition of architecture specifies that practice involves professional services "in planning of sites, and the design, in whole or in part, of buildings, or groups of buildings and structures." This language is focused, and appropriately limited to the built environment. The Board will continue to monitor this issue and report to the Legislature on any future concerns that may need to be addressed.

CAB ISSUE #4: (SHOULD THE BOARD BE GRANTED PERMANENT STATUTORY AUTHORITY TO IMPLEMENT ITS INTERN DEVELOPMENT PROGRAM (IDP)?)
The Board's authority to implement an intern development expires on July 1, 2012. The program is successful and the Board continues to make enhancements to the work experience requirement that benefits licensees and the consumer.

Staff Recommendation: *The program is working well and the Board's efforts to shape its future have been successful, and are continuing. The Board should have permanent authority to implement an intern development program and as such, the July 1, 2012 sunset date on this authority should be repealed.*

Board Response (2011):
The Board concurs with this recommendation.

2014 Board Response:
The Board continues to concur with this recommendation. The Board's internship requirement is now comprised solely of NCARB's Intern Development Program (IDP). IDP is a national structured internship program wherein interns gain experience in specified practice areas for designated amounts of time – a total of 5,600 hours in 17 distinct experience areas. IDP is required by all 50 states.

In 2012, the Board streamlined the internship process by repealing the Comprehensive Intern Development Program (CIDP), which was the Board's evidence-based overlay that worked in conjunction with NCARB's IDP. This was done because of the many improvements to IDP over the last ten years. Some of those improvements include:

1) **Modifying the eligibility point so interns can begin the IDP process as soon as they complete high school.**
2) **Revising the "duration" standard so it is more flexible and allows interns to count more of their experience toward IDP.**
3) **Broadening opportunities to earn credit through academic internships and other experience alternatives (i.e., the Emerging Professional's Companion, professional certificates, advanced degrees, CE, design competitions, site visits, etc.).**
4) **Establishing a "six month" rule to foster frequent and regular reporting of experience and improve accuracy.**
5) **Transitioning to an electronic (rather than paper-and-pencil) records system.**

NCARB is also initiating another valuable improvement. This proposal will permit interns to earn credit for experience beyond the "six month" rule. This means that interns can receive credit for experience that is as much as five years old at a rate of 50%. This is important because interns will then be able to accrue more credit for prior experience and complete the program more efficiently. This proposal addresses the core thrust of the Board's Broadly Experienced Design Professional (BEDP) proposal. BEDP was designed to recognize significant experience in the profession and create a new pathway into the profession. The Board is pleased with NCARB's work to open such a pathway. These positive changes underscore the value and criticality of the Board's participation at the national level in influencing national standards and proposals.

It should also be noted that CIDP was a catalyst for change in the national program. IDP now contains a requirement that supervisors verify an intern's competence by reviewing work product, which was the core component of CIDP, and moved the program into more of a qualitative assessment rather than simply a time-based measurement of experience.

The future iteration of IDP will be based upon empirical data from NCARB's 2012 Practice Analysis of Architecture Survey. The 2012 document is NCARB's most robust, scientific, and compelling analysis of the practice of architecture to date. Its primary purpose is to drive the development of the national examination, but it is also being used to shape the national accreditation standards, as well as the future generation of IDP. Relying on the Practice Analysis to shape IDP will ensure that interns gain experience and training in the areas of practice that are most important to protecting public health, safety, and welfare – and that such standards are based upon current practice.

The Board is supportive of the efforts to constantly improve this critical means of preparing interns to become licensed and practice architecture and will continue to monitor IDP's evolution.

CAB ISSUE #5: (NEW FORMAT FOR CSE)
CSE was previously administered orally but will now be administered via computer centers.

Staff Recommendation: *The Board should update the committee on the status of the new examination format.*

Board Response (2011):
The new computer-based, multiple-choice format for the California Supplemental Examination (CSE) launched in February of 2011.

The Board began the development process in early 2010 by approving an intra-agency contract agreement with the Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) for CSE development services. Examination development began that March with a series of Item Writing and Item Review Workshops in the spring and summer and concluded with Examination Construction and Passing Score Workshops in August.

As part of the transition, staff worked with the DCA Office of Information Services in order to carry out required computer programming modifications to the Applicant Tracking System. Additionally, a new CSE Handbook was developed in order to provide candidates with detailed information on: Internet/telephone scheduling procedures; California and out-of-state examination site locations; preparing for the CSE; examination site reporting procedures; taking the CSE by computer; format of the examination; the CSE Test Plan; examination development; etc. Detailed information regarding the new CSE has also been posted on the Board's Web site.

The new CSE continues to be based on the most recent CSE Test Plan (2007), which was derived from the Board's last Occupational Analysis (OA). Additionally, the new examination format consists of two individually timed sections (with a combined 3.5 hour time limit), approximately 100 multiple-choice items, and additional items for the purpose of pre-testing (nonscoreable items). The two sections of the examination are: 1) project scenario: which includes multiple-choice items that pertain to a hypothetical project (i.e., small- or moderate-scale, nonexempt project or a portion of a larger project) and project scenario documents (handouts); and 2) general: which includes general multiple-choice items that also pertain to the CSE Test Plan and applicable knowledge and ability statements.

The computer-based format is a tremendous convenience for candidates. There are 13 PSI examination site locations in California and 10 additional locations out of state. The exam is offered six days per week, 52 weeks per year, compared to the oral exam, which was offered six times per year.

During the initial examination launch, it is anticipated that examination results will be held for approximately 90 days from the launch date, until such time as a sufficient pool of candidates complete the examination. This timeframe will allow for required statistical analysis to be completed.

Continued examination development with OPES is currently underway and will be an annual and ongoing process in order to develop future forms of the examination. The Board will continue to monitor the implementation of the new format to identify opportunities for improvement. In addition, the Board is closely monitoring the National Council of Architectural Registration Boards' (NCARB) (OA) process, as the next Board OA will build from NCARB's and is tentatively scheduled to commence in 2013. It is hoped that part of the Board's OA can include focus groups that might provide useful information for other programmatic needs, such as enforcement, consumer outreach, internship, education, etc.

2014 Board Response:

The computer-based multiple-choice format for the CSE has generally performed well since it was first launched more than three years ago on February 2, 2011. As with any new examination, the performance of initial forms of the CSE was not always consistent, and two exam forms were decommissioned to provide supplemental quality control. The transition to a computer-based format has made the CSE more accessible and has proven to be tremendously convenient to candidates in the following ways: testing availability (six days a week – approximately 300 times per year); number of available testing locations (now 17 in-state and 22 out-of-state); and (as of June 1, 2012) test results at the conclusion of the exam.

The CSE continues to be based on the CSE Test Plan derived from the Board's 2007 OA. NCARB completed its practice analysis in 2012 and the Board is using the data received for informing the 2014

CSE OA. The Board's involvement in NCARB efforts, like the practice analysis, helps ensure that such projects and products reflect California's needs. As noted previously, the Board was able to include stakeholder focus group meetings (involving general building contractors, engineers, land surveyors, landscape architects; and building officials) as part of its 2014 OA; these sessions provided additional information with regard to the job tasks and knowledge required of architects and can provide useful information for other programmatic needs. In addition, the Board will also be completing a review of the national examination (ARE) and its test specification along with a linkage study to determine the appropriate content for ongoing CSE development. Examination development is conducted on a continuous basis with new examination forms routinely being released. Because of the lower costs for administration with the computer-based format, the Board is pursuing a negative BCP (as indicated in Section 3, Question 13).

CAB ISSUE #6: (DISPARITY IN CALIFORNIA APPLICANTS' PASSAGE RATES ON THE ARCHITECT REGISTRATION EXAM (ARE)
California's pass rates for ARE have been consistently lower than the national average, sometimes significantly lower.

Staff Recommendation: *The Board should explain to the committee what factors it sees leading to the lower passage rates for California test takers, and what can be done to improve the passage rates of California candidates.*

Board Response (2011):
California's eligibility standards are more flexible than most other states (this is the case for both the Board and LATC). While all candidates must complete a total of eight years of education and experience, there are multiple pathways to examination eligibility and licensure. As such, for some examination divisions in particular years there may be a difference between California's scores in comparison to the nation's. Key factors as to the Board's eligibility standards include:

- Degree Requirement - Most other states require an accredited degree, while California has a variety of pathways to eligibility, including, but not limited to, experience equivalents only (no degree); associate degrees; and unaccredited baccalaureate and master's degrees.

- Internship Requirement - Most other states have required the national Intern Development Program for many years, while California has only required it since 2005. California candidates who have completed the program are just beginning to complete the examination process. As more candidates complete IDP and then take their examinations, we may see changes to the pass rates.

- Examination Eligibility Date - California has permitted candidates to take the exam after attaining five years of education/equivalents; other states preclude testing until completion of the education component, as well as the three-year internship requirement.

California's size and diversity may also play a role in examination scores. Some of the smaller states have only one accredited school of architecture. As such, it is relatively simple for the profession to mentor the small pool of graduates each year, place them in the large firms for internship, connect them with examination resources, and encourage them to become licensed. California has 10 accredited schools of architecture, plus over 25 community college programs, and a number of unaccredited baccalaureate programs. As such, our candidate population is massive and diverse, which presents a greater challenge in attracting individuals into the profession.

It should also be noted that the Western Region (12 states/territories) as a whole scores lower than the other six regions. California candidates perform at a rate that is very close to the average for the region. California is only 4% off the pace set by all registration boards in the Western Region and that percentage is unlikely to be statistically significant given the wide range of variables. In addition, the pass rates for states' ARE divisions can be influenced by a variety of factors, but clearly sample size is one of the most influential variables. For example, if a state has one candidate take and pass the division, the state's pass rate is 100%. California candidates do perform better than other states in some instances. On the 2010 Schematic Design division, for example, California candidates performed better or equal to 17 other states. Further, other large states with multiple pathways to eligibility and examination tend to score lower than the rest of the nation.

In addition, the new generation of the examination is still relatively new. While NCARB's psychometricians anticipated that scores would drop with the launch of the new examination, it could be possible that candidates will perform differently on ARE 4.0. At this time, the potential outcome of this change is unknown.

2014 Board Response:
The Board believes the response above is still appropriate for explaining the disparity between California candidates and the rest of the nation relative to performance on the national examination. It should be noted that recent data analysis shows California candidate performance has noticeably improved since the last Sunset Review Report.

CAB ISSUE #7: (CONTINUING EDUCATION)
Architects are now required to complete five hours of mandatory continuing education courses on disabled access requirements as a condition of license renewal. CAB cites continuing education as one reason for need for a fee increase yet seems to be interested in establishing comprehensive continuing education requirements.

Staff Recommendation: *The Board should explain its contradictory statements and public positions on the issue of comprehensive continuing education for architects. The Board itself initiated a review of the profession, found no empirical data to support comprehensive continuing education, states in its current Strategic Plan a lack of need for comprehensive continuing education, yet supported recent legislation to create comprehensive continuing education. The Board also cites the negative impact that even a limited continuing education requirement, as outlined in SB 1608, has on staff and budget resources.*

Board Response (2011):
The Board members who initially considered architect proficiency did so over 10 years ago based upon a study that commenced 14 years ago. Since that time, a number of critical variables have changed. Over 46 states now require continuing education (CE) for architects. The Board itself now has a CE requirement via of SB 1608 [Chapter 549, Statutes of 2008].

The Board did indeed suggest a comprehensive CE requirement on health, safety, and welfare (HSW) content as part of the negotiations on SB 1608. The Board took this position due to a concern that it could be subjected to multiple, single subject mandates from various interest groups and that such a piecemeal approach would not effectively protect the public. For example, the public would not be served if a product manufacturer were able to sponsor legislation to require that architects receive mandatory training regarding their product.

The Board also took a similar position during discussions on AB 623 (Emmerson) in 2009. The basis for the Board's interest in an HSW CE requirement is that complexity of the practice of architecture has been increasing exponentially. New technologies, construction methods and materials, project delivery systems, regulations, and codes add to the dynamic context in which architects practice. Seismic issues, energy

conservation, sustainability, disabled access, fire prevention, security, etc. are all critical and rapidly evolving issues that architects must be well prepared to address if they are to adequately protect the public.

At the national level, National Council of Architectural Registration Boards (NCARB) is analyzing the issue of varying requirements among jurisdictions and will be presenting recommendations, which are to culminate in 2012. The Board will examine this work to determine future actions.

It should also be noted that in California, building inspectors, real estate agents, insurance agents, security guards, and pest control operators are required to complete CE. So the individuals who inspect, sell, insure, guard, and eradicate the pests from buildings complete CE, but the professionals who actually design them do not. This seems contrary to the Board's statutory mandate to protect the public.

2014 Board Response:
The Board believes that the response above is still applicable. The reference in the Strategic Plan is relative to a study that commenced 16 years ago~~14 year-old study~~ that is noted because it was a major effort of the Board. Since that study, many things have changed in the practice of architecture, as well as the Board's environment. First, the Board itself now has a CE requirement via SB 1608 [Chapter 549, Statutes of 2008]. In addition, AB 1746 [Chapter 240, Statutes of 2010] converted the Board from a "submittal-based" verification system to an audit system. Under the initial CE law, all licensees were required to submit specified information concerning the CE they had completed. Board staff had to review and process over 21,000 sets of records, follow-up on incomplete submittals, etc. The audit-based system is significantly more efficient.

CE continues to be a key reciprocity issue and ~~45~~46 ~~states~~jurisdictions currently have a CE requirement. At the national level, NCARB has been a leader in standardizing requirements to promote better mobility between states. In addition, NCARB's recent "CE Report - 2012 Practice Analysis of Architecture" offers an empirical basis for future CE discussions.

The American Institute of Architects, California Council (AIACC) did sponsor the 2009 legislation, which the Board supported, in an effort to build a comprehensive CE system based on HSW requirements rather than a piecemeal program only focusing on single topics from particular interest groups. It is the Board's understanding that AIACC has no current plans to sponsor CE legislation. It should be noted, however, that the Board did develop a framework for a potential CE program due to the introduction of the 2009 legislation. This was done so that the potential implementation would be as efficient as possible. The Board does plan to review that model once again due to the changes at the national level and to identify issues that should be addressed in the current CE requirement to avoid reciprocity issues.

CAB ISSUE #8: (CONSUMER SATISFACTION WITH CAB IS LOW.)
A Consumer Satisfaction Survey performed by CAB over the past four years shows that, on average, only about 23% of consumers were satisfied with the overall service provided by the CAB during the complaint process.

Staff Recommendation: *CAB should explain to the Committee why it believes consumer satisfaction regarding the service of CAB is still so low and what other efforts CAB could take to improve its general service to the consumer. Does CAB believe that mediation could be used in certain circumstances to help resolve complaints from the general public regarding architects?*

Board Response (2011):
The Board has taken a number of steps toward further improving consumer satisfaction. First and foremost, the Board has focused on reducing its case aging and caseload. Due to a concerted effort over the last two years, the Board's caseload is at the lowest point in over five years. Case aging continues to improve as well. For the first three quarterly DCA CPEI performance measure reports, the Board is within the goal specified for investigation and intake. A variety of other measures have or are being implemented:

- Board staff is developing a Microsoft Outlook-based complainant contact system to ensure that complainants are regularly updated as to the status of their complaint.
- Board staff has updated the "letter of acknowledgement" sent to complainants so consumers will have a better understanding of the enforcement process and remedies.
- Board staff has streamlined the evidence-gathering process by issuing two evidence requests to complainants and witnesses, rather than the former methodology of making three such requests. In addition, the first and second requests are prepared simultaneously to promote further efficiency.
- The Board is updating its *Consumer Guide* to provide current information to consumers to assist them in avoiding problems with their design project.
- The Board is developing a new *"Consumer Tips"* piece (currently under production within the DCA Publications Unit) that will be published in both Spanish and English, and shared via local building departments, consumer fairs, etc.
- The Board is reviewing DCA's recommendations regarding SB 1111 to identify opportunities to amend its regulations or statutes to take advantage of new enforcement tools (e. g., delegating authority to the Executive Officer to sign stipulated agreements on default decisions).
- Board staff has participated in DCA's Enforcement Academy.
- The Board is in the process of seeking exemptions to fill positions in its Enforcement Unit.

As part of its continual effort to improve its enforcement program, the Board respectfully requests that the Senate Business, Professions, and Economic Development Committee sponsor or support legislation as part of the Sunset Review process to:

1) delegate authority to Enforcement Officer to preside over informal conferences for minor citations (written contact, title act, etc.); and

2) authorize the Board to provide Social Security Numbers to collection agencies for purposes of collecting citation penalties and cost recoveries.

It should be noted that in 2009, 58% of consumers were satisfied with the overall service provided by the Board, an improvement of over 50%. With the Board's vast improvements in its enforcement program, these statistics will likely continue to improve. Nevertheless, the Board believes that most consumers who take the time to complete the survey are those who were not satisfied, which diminishes the accuracy of these statistics. In addition, nearly 60% of those who were dissatisfied were seeking remedies not within the Board's jurisdiction and control.

The Board initially became interested in mediation due to a 2010 presentation regarding the Contractors State License Board program. Staff is recommending to the Board that the program be explored as a possible option for future use.

2014 Board Response:
Consumer satisfaction with the Board's enforcement program continues to improve. The Board believes that this is likely due to the improved case aging statistics. Additionally, the Board continues to perform consistent with CPEI standards and is providing more information to complainants regarding the actions it is authorized to take, as well as what it does not have authority to pursue (seeking refunds).

During the last Sunset Review reporting period (FY 06/07 – 09/10), it took an average of 304 days to close a complaint. In this reporting period (FY 10/11 – 13/14), it took an average of 150 days to close a complaint.

As noted above, the Board updated its *Consumer's Guide to Hiring an Architect* in 2012. This publication continues to be a valuable publication for the Board, providing current information to consumers and assisting them in avoiding problems with their design project. Additionally, the Board developed and published its Consumer Tips card in 2012, which is shared via local building departments, consumer fairs, etc.

In addition, the Board remains interested in seeking legislation which would authorize the Board to provide Social Security Numbers to collection agencies for purposes of collecting citation penalties and cost recoveries.

Section 11 – New Issues

This is the opportunity for the board to inform the Committees of solutions to issues identified by the board and by the Committees. Provide a short discussion of each of the outstanding issues, and the board's recommendation for action that could be taken by the board, by DCA or by the Legislature to resolve these issues (i.e., policy direction, budget changes, legislative changes) for each of the following:

1. Issues that were raised under prior Sunset Review that have not been addressed.
2. New issues that are identified by the board in this report.
3. New issues not previously discussed in this report.
4. New issues raised by the Committees.

NEW ISSUES

Licensing

Perhaps the most compelling challenge the Board is addressing is the licensing system itself. The current eight-year model, with five years of education/equivalents, a three year experience component, and national and state examination, has been in place for decades. It is a relatively simple system, but contains complexities that can impact the process, as with any licensing system. The reality, however, is that the eight year system can take some candidates as much as eleven years. While the licensing process is candidate-driven (that is, candidates determine the pace of completion), the system itself must be examined from time to time.

The question being asked is whether the licensure process can be streamlined. The Board has had discussions on this point and convened the accredited schools of architecture (nine of the ten participated) to discuss integrating licensure into education at its February 2014 meeting. A potential model that was discussed is compressing the current eight year system into a six or seven year model that would culminate with the degree and the license to practice. This innovative model would be similar to that used in some other countries and would represent a monumental, but logical, configuration of the three components of licensure (education, experience, and examination).

Simultaneously, at the national level, NCARB convened a group to rethink the licensure process. Ultimately, NCARB may request that schools develop proposals for such integration. The Board is aware of one California school that will be pursuing a proposal. NCARB believes that the new system should not be prescriptive, and must be respectful of the diverse missions of the institutes.

The Board believes that "integrated degree programs" can be a powerful model that creates a stronger pipeline into the profession. It is vitally important the Board and profession work together to ensure that the path to licensure is efficient and effective so that California's best and brightest are able to navigate the system and enter the profession.

It should also be noted that in robust economies, firms report that they are simply unable to find enough architects to hire. It is quite possible that a more integrated approach to licensing will produce more architects. The Board is beginning to hear anecdotal evidence that firms are starting to have difficulties finding architects to hire as the economy expands.

A number of considerations must be evaluated to further the efforts regarding the new licensure model:

- Can the eligibility point to test (for the ARE) be moved up (it is currently at the five year point)?
- Should eligibility for particular ARE divisions be tied to the completion of corresponding course work?
- Are there any issues associated with the license with degree concept (can the degree be withheld if the licensure requirements are not fulfilled?)?
- What is the impact on California candidates who do not purse the new degree type?

The Board will be analyzing these issues and monitoring NCARB's work to determine future revisions to the Architects Practice Act.

The answers to these questions will likely be driven by the work being done at the national level and the Board does not wish to act hastily and create reciprocity issues. Nevertheless, the Board is highly enthusiastic about this innovation and believes it can be a powerful model that greatly enhances the licensure process. Again, this underscores the importance of the Board's active participation with NCARB at the national level.

Enforcement

The Board is proud of its enforcement accomplishments. Its performance in terms of case aging and case load represent significant improvement over the last five years. Nevertheless, the Board seeks continuous improvement. One area in particular is that of unlicensed practice.

The Board's citation program is an effective tool and the Board believes it makes good use of that program. For the program to be more impactful, however, the monetary penalty must be "real." Many unlicensed individuals choose to ignore the citations and not pay the penalty. The Board uses the Intercept Program through the Franchise Tax Board, which captures funds from State tax refunds and Lottery proceeds. The Board believes that collection agencies could also play a valuable role in recovering funds from citation penalties. Currently,

the Board does not have authority to release Social Security Numbers (SSNs) to collection agencies. It is the Board's understanding that statutory authority to release SSNs was considered as part of the SB 1111 discussions, but ultimately the issue was not moved forward. The Board suggests that the Committee may wish to consider granting such authority via Sunset Review legislation. The Committee may also wish to consider other means to ensure payment of citations. Currently, licenses cannot be renewed if there are outstanding family support or tax liabilities. The Board is interested in the possibility of requiring the satisfaction of citation penalties as a condition of receiving other State services, such as driver's license and vehicle registration. In addition, prohibiting individuals who have not satisfied (paid) the penalty associated with citations should be denied the opportunity to renew any other occupational licenses (for example, many of the Board's unlicensed violators also hold licenses with the Contractors State License Board). Any enhancements to the effectiveness of the citation program will serve as a deterrent to help reduce the threat to consumers though unlicensed practice.

(Issues raised under the prior Sunset Review are addressed under Section 10 of this report. Since then, there have been no new issues raised by the Committees/Joint Committee.)

Section 12 – Attachments

Please provide the following attachments:

A. Board's administrative manual.

B. Current organizational chart showing relationship of committees to the board and membership of each committee (cf., Section 1, Question 1).

C. Major studies, if any (cf., Section 1, Question 4).

D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 3, Question 15).

Section 13 – Board Specific Issues

THIS SECTION ONLY APPLIES TO SPECIFIC BOARDS, AS INDICATED BELOW.

Diversion

Discuss the board's diversion program, the extent to which it is used, the outcomes of those who participate, the overall costs of the program compared with its successes

Diversion Evaluation Committees (DEC) (for BRN, Dental, Osteo and VET only)

1. DCA contracts with a vendor to perform probation monitoring services for licensees with substance abuse problems, why does the board use DEC? What is the value of a DEC?
2. What is the membership/makeup composition?
3. Did the board have any difficulties with scheduling DEC meetings? If so, describe why and how the difficulties were addressed.
4. Does the DEC comply with the Open Meetings Act?
5. How many meetings held in each of the last three fiscal years?
6. Who appoints the members?
7. How many cases (average) at each meeting?
8. How many pending? Are there backlogs?
9. What is the cost per meeting? Annual cost?
10. How is DEC used? What types of cases are seen by the DECs?
11. How many DEC recommendations have been rejected by the board in the past four fiscal years (broken down by year)?

Disciplinary Review Committees (Board of Barbering and Cosmetology and BSIS only)

1. What is a DRC and how is a DRC used? What types of cases are seen by the DRCs?
2. What is the membership/makeup composition?
3. Does the DRC comply with the Open Meetings Act?
4. How many meeting held in last three fiscal years?
5. Did the board have any difficulties with scheduling DRC meetings? If so, describe why and how the difficulties were addressed.
6. Who appoints the members?
7. How many cases (average) at each meeting?
8. How many pending? Are there backlogs?
9. What is the cost per meeting? Annual cost?
10. Provide statistics on DRC actions/outcomes.

Agenda Item G

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Review of NCARB Annual Meeting Agenda, Policies, and Procedures

2. Review and Approve Recommended Positions on Resolutions and Candidates

REVIEW OF NCARB ANNUAL MEETING AGENDA, POLICIES, AND PROCEDURES

The National Council of Architectural Registration Boards Annual Business Meeting will be held on June 18-21, 2014 in Philadelphia, Pennsylvania. Attached is the Annual Business Meeting Registration Brochure.

The Board is asked to review and discuss the upcoming Annual Business Meeting.

Attachment:
NCARB Annual Business Meeting Registration Brochure

NCARB

2014 Annual Business Meeting

REGISTRATION BROCHURE

18-21 June 2014 • Loews Hotel • Philadelphia, PA

© Paul Warchol

It is my privilege to invite you to join us in Philadelphia for the 95th Annual Business Meeting. I can't think of a more fitting place to celebrate the Council's progress than a historic town where our Founding Fathers changed the course of history. As you know, we are continuing to reassess our programs in an effort to improve and facilitate the path to licensure, which is likely to lead to proposed changes in these programs.

During the Annual Business Meeting, you'll have the chance to learn about the progress of the changes under consideration, meet with other Member Board Members, elect new officers, and vote on the 2014 resolutions. The general sessions and workshops have been designed to give you resources that you can take back to your board. We will also host resource tables representing many of the Council's programs so you can interact with our experts and arm yourself with the tools, information, and guidance to help fulfill our mission.

Although the schedule is packed with engaging speakers and workshops, be sure to set aside some time to explore our remarkable host city. The hotel is located in the heart of Philadelphia—steps away from the historic district, top restaurants, and architectural landmarks.

As we look back at all that we have accomplished, we will also lay the framework for a brighter future. Don't miss the opportunity to join your colleagues for the NCARB 2014 Annual Business Meeting. I look forward to seeing you in June!

Blakely C. Dunn, NCARB, AIA
NCARB President/Chair of the Board

CONFERENCE SCHEDULE

WEDNESDAY, 18 June 2014

8 a.m. – 5 p.m.	Registration
8 a.m. – Noon	New Member Board Member Orientation Breakfast & Meeting
2 p.m. – 4 p.m.	Public Member Forum
7 p.m. – 10 p.m.	Icebreaker Reception: Reading Terminal Market

THURSDAY, 19 June 2014

7:30 a.m. – 4 p.m.	Registration
7:30 a.m. – 9:30 a.m.	Delegate/Guest Breakfast
9 a.m. – Noon	First Business Session
12:15 p.m. – 1:30 p.m.	Annual Luncheon
1:45 p.m. – 2:45 p.m.	**Workshops** (all four workshops run concurrently) • *A Regulator's Insight into Regulation* • *First Why Then How: Leading Change in Your Organization* • *ARE 5.0: The Next Generation in Testing* • *Cognitive Biases, Blind Spots, and Other Impairments of Ethical Vision*
2:45 p.m. – 3:15 p.m.	Break
3:15 p.m. – 4:15 p.m.	**Workshops** (all four workshops run concurrently) • *A Regulator's Insight into Regulation* • *First Why Then How: Leading Change in Your Organization* • *ARE 5.0: The Next Generation in Testing* • *Cognitive Biases, Blind Spots, and Other Impairments of Ethical Vision*

FRIDAY, 20 June 2014

7:30 a.m. – 4:30 p.m.	Registration
7:30 a.m. – 9:30 a.m.	Delegate/Guest Breakfast
9 a.m. – 10:30 a.m.	Second Business Session
11 a.m. – Noon	**Workshops** (all four workshops run concurrently) • *A Regulator's Insight into Regulation* • *First Why Then How: Leading Change in Your Organization* • *ARE 5.0: The Next Generation in Testing* • *Cognitive Biases, Blind Spots, and Other Impairments of Ethical Vision*
Noon – 4 p.m.	Delegate Luncheon & Regional Meetings
6 p.m. – 7 p.m.	Regional Receptions

SATURDAY, 22 JUNE 2014

7:30 a.m. – 2 p.m.	Registration
7:30 a.m. – 9 a.m.	Delegate/Guest Breakfast
9 a.m. – 12:30 p.m.	Third Business Session
2 p.m. – 5 p.m.	NAAB Team Member Training
6 p.m. – Midnight	President's Reception/Annual Banquet & Dance

WORKSHOPS

The 2014 Annual Business Meeting will offer workshops that will address timely topics of interest to Member Board Members and Executives.

A Regulator's Insight into Regulation

This interactive session will provide attendees with insight into the unique components of the architectural regulatory community and, specifically, the individual obligations of state board members. Dale Atkinson will address the essential characteristics of board members and distinguish such responsibilities from the professional/practitioner perspective. Topics will include all aspects of public service and the interpretation and enforcement of the statutes, along with an in-depth analysis of the scope of authority of regulators, practice act interpretation, role of regulators, discipline and appeals, and more. Attendees will be asked to participate and assist in guiding discussions to ensure relevance. In addition, the presenter will use recent cases to illustrate valuable concepts.

Presenter: Dale Atkinson, Executive Director, Federation of Associations of Regulatory Boards

First Why Then How: Leading Change in Your Organization

Two simple one-word questions have been the driving force behind all of the change coming out of NCARB for the last three years. Asking "why" has led to committees, task forces, and special project teams evaluating all of NCARB's programs and services to identify ways to reduce complexity and cost without jeopardizing rigor. Asking "how" has led to advances in technology that enable customization of services offered to respect individual requirements for licensure. Combined, the answers to these questions have led to many beneficial changes while setting the stage for more to come.

Join NCARB for a panel discussion that asks why change is necessary and explains how you can manage it in your individual jurisdictions. Topics will include the "streamlined" and "overhaul" approaches for modifying IDP, potential changes to both the BEA and BEFA programs, as well as additional programs and services offered by the Council.

Moderator: Derek Haese, Assistant Director, Member Board Relations
Panelists: Harry M. Falconer Jr., Director, Internship + Education and Nick Serfass, Assistant Director, Internship + Education

ARE 5.0: The Next Generation in Testing

This session will provide an in-depth look at what ARE 5.0 really is and how NCARB and the candidate population are going to arrive at this destination together. Attendees to this workshop will learn:

- How the content of ARE 5.0 is structured to reflect architectural practice
- What new item types and assessment opportunities will exist in ARE 5.0
- How the transition from ARE 4.0 to ARE 5.0 will be managed to provide strategic opportunities to candidates
- How to mentor candidates through the exam and the transition

Presenters: Jared N. Zurn, Director, Examination and Ryan L. Misner, Assistant Director, Examination Research

Cognitive Biases, Blind Spots, and Other Impairments of Ethical Vision

As architects and regulators of the profession, we are often faced with situations that may compromise our ethics. Cognitive biases (unconscious tendencies) can cause misperception, misinterpretation, and misjudgment, which can impact your interactions with licensees, clients, and peers. This workshop will show how being aware of cognitive biases can help you avoid the ethical blind spots and traps they create.

Presenter: Dr. Larry Richard

REVIEW AND APPROVE RECOMMENDED POSITIONS ON RESOLUTIONS AND CANDIDATES

Attached are copies of the resolutions that will be acted upon at the 2014 National Council of Architectural Registration Boards Annual Business Meeting. Also attached is information on candidates for office.

Attachments:
1. NCARB Resolutions
2. Recommended Positions on NCARB Resolutions
3. NCARB Candidate Resumes

NCARB

Resolutions

to be Acted Upon at the

2014 Annual Business Meeting

MAY 2014

National Council of Architectural Registration Boards
1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
www.ncarb.org

RESOLUTION 2014-01
Supported by the Council Board of Directors (14-0)

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 <u>or a program that retained its accreditation without revocation to a time 24 months or less before your graduation</u>, 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 that 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's *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).

RESOLUTION 2014-02
Supported by the Council Board of Directors (14-0)

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 (BEA) 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 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

Resolution 2014-02 (cont'd)

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.

- 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 2014-03
Supported by the Council Board of Directors (14-0)

TITLE: Omnibus *Bylaws* 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 of~~ 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 of~~ 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 of~~ 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 of 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 2014-03 (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 2014-03 (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 recommend that continuing education become a component of the larger Education Committee. This step will preserve the committee's 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 Business 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 Business Meeting. Those resolutions, along with all information essential to the business of the Annual Business Meeting delegates, will continue to be provided before the meeting.

RESOLUTION 2014-04
Supported by the Council Board of Directors (14-0)

TITLE: Freeze of Member Dues and *Bylaws* 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, effective 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 the adoption of that increase, various cost-saving measures have begun to bear fruit, including a focus on more efficiency in meeting and travel expenses, staff consolidations, and the redesign of the Architect Registration Examination (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. This would allow Member Boards time to seek approvals from their various state fiscal authorities.

RESOLUTION 2014-05
Supported by the Council Board of Directors (13-1)

TITLE: *Bylaws* 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 of Directors.

- 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 2014-05 (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 role of NCARB as a facilitator of licensure. The committee believes that holding an NCARB Certificate provides an enhanced opportunity for regional directors to promote the vision of the Council, which includes advocating for the value of the Certificate as a program that facilitates reciprocity and subsidizes programs including the ARE and IDP that impact interns and emerging professionals. Further, supporters of the resolution maintain that the possession of an NCARB Certificate assures that the regional director, in carrying out their responsibilities as a member of the NCARB Board of Directors, is seen as a credible spokesperson for the value of these programs.

  To acknowledge individuals currently in line for potential service as a regional director on the NCARB Board of Directors, the latter two requirements—service of two years and architects holding an NCARB Certificate—are deferred in taking effect until 1 March 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 Member 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.

Agenda Item G.2, Attachment 2

RECOMMENDED POSITIONS ON NCARB RESOLUTIONS

Resolution 2014-01 ..... Support
Certification Guidelines Amendment – Modifications to the Education Requirement

Resolution 2014-02 ..... Support
Certification Guidelines Amendment – Modifications to the BEA Requirements

Resolution 2014-03 ..... Support
Omnibus Bylaws Changes

Resolution 2014-04 ..... Support
Freeze of Member Dues and Bylaws Amendment

Resolution 2014-05 ..... Watch
Bylaws Change – Regional Directors

BakerNowicki
design studio

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

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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,

Jon Alan Baker, FAIA, LEED AP
Partner

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San Diego, CA 92101

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

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GOVERNOR

Mike Beebe

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Architect Member
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Shirley Boldon-Bruce
Public Member
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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

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

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

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) 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,

hans hoffman, AIA NCARB LEEDap
principal architect

1308 South 1700 East #202 | salt lake city, utah 84108 | hhoffman.com | 801 583 3400 | f.866 213 9895

hoffman architects LLC

Candidates:

1st Vice President/President-Elect	Dennis S. Ward
2nd 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		2001-2011
	Vice-Chair	2003
	Chair	2004-2006, 2009

NCARB (National Council of Architectural Registration Boards) SERVICE

NCARB – Board of Directors	National 2nd 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

VISITATIONS

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

Awards	USGBC West Branch, Massachusetts Chapter Green Giant Award *Bement School new dormitories*	2013
	Western Massachusetts AIA Honor Award *Hoosac Valley Regional Middle and High School*	2012
	Massachusetts Historical Commission Preservation Award *Five Downtown Greenfield Projects*	2012
	Massachusetts School Building Authority School Design Awards *Williamsburg Elementary* *Crocker Farm School* *New Hingham*	1998
	Western Massachusetts AIA Honor Award *Sanderson Academy*	1998
	Architectural Access Board and BSA Best Accessible Design *Montague Book Mill*	1994
	Massachusetts Historical Commission Preservation Award *Newton Street School Addition & Renovation*	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

K|P|S
GROUP

Kristine A. Harding, AIA, NCARB

Education	**Rice University**-Bachelor of Arts in Architecture		1983
	Bachelor of Architecture		1985
	Via Gabina Villas Archeological Dig		1982
	Gensler Associates Scholarship		1985
Practice	**KPS Group, Inc.**, Huntsville, AL.		
	Vice President, Group Manager		
Registration	Alabama, Tennessee		
	NCARB Certification		
AIA Service	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
NCARB Service	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

K|P|S
GROUP

Gregory L. Erny
NCARB, AIA

Candidate for Secretary
National Council of
Architectural Registration Boards

35 Martin Street
Reno, Nevada 89509
775-329-8001
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

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

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
Instructor - University of Nevada, Reno	1980 - 1981
Instructor - Truckee Meadows Community College	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
Business Leadership Network Board of Directors	2006 - 2009
Catholic Diocese of Reno Building Committee	1999 – Present

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.

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

PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

1. Update on April 9, 2014 PQ Committee Meeting

2. Discuss and Possible Action on 2014 Strategic Plan Objective to Monitor, Analyze, and Encourage Initiatives for Schools of Architecture that Promote Curriculum in Health, Safety, and Welfare, and Additional Paths to Licensure via CAB Liaisons, and Collaborate with Schools, as well as the Board, in a Series of Summits on Practice-Based Education

3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Promote Alternate Paths to Licensure in Order to Increase Accessibility into the Profession

4. Review and Approve Recommendation Regarding National Architectural Accrediting Board's (NAAB) Accreditation Standards, First Reading (Second Draft)

5. Update and Possible Action on 2014 Strategic Plan Objective to Conduct an Occupational Analysis of the Practice of Architecture in California, Review of the National Examination (Architect Registration Examination), and Linkage Study to Determine Appropriate Content for Ongoing California Supplemental Examination (CSE) Development

6. Ratify Executive Committee's Action on Proposed Changes to NCARB Intern Development Program (IDP) Related to IDP Reporting Requirement

UPDATE ON APRIL 9, 2014 PQ COMMITTEE MEETING

The PQ Committee met on April 9, 2014, in Sacramento. Attached is the notice of the meeting. PQ Committee Chair, Jon Alan Baker, will provide an update on the meeting.

Attachment:
April 9, 2014 Notice of Meeting

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF MEETING

PROFESSIONAL QUALIFICATIONS COMMITTEE

April 9, 2014
9:30 a.m. to 2:00 p.m.
1747 North Market Blvd.
Sapphire Room
Sacramento, CA 95834
(916) 574-7220

The California Architects Board (CAB) will hold a Professional Qualifications (PQ) Committee meeting as noted above.

AGENDA

A. Review and Approve the October 23, 2013 PQ Committee Summary Report

B. Discuss and Possible Action on 2014 Strategic Plan Objective to Monitor, Analyze, and Encourage Initiatives for Schools of Architecture that Promote Curriculum in Health, Safety, and Welfare, and Additional Path to Licensure via CAB Liaisons, and Collaborate with Schools, as well as the Board, in a Series of Summits on Practice-Based Education

C. Discuss and Possible Action on 2014 Strategic Plan Objective to Promote Alternate Paths to Licensure in Order to Increase Accessibility into the Profession

D. Update and Possible Action on 2014 Strategic Plan Objective to Pursue a Regulatory Amendment to Implement the National Council of Architectural Registration Boards' (NCARB) Rolling Clock Deadline Pertaining to Architect Registration Examination (ARE) Divisions Passed Prior to January 1, 2006

E. Update and Possible Action on 2014 Strategic Plan Objective to Conduct an Occupational Analysis of the Practice of Architecture in California, Review of the National Examination (ARE), and Linkage Study to Determine Appropriate Content for Ongoing California Supplemental Examination (CSE) Development

(Continued on Reverse)

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

F. Update and Possible Action on 2014 Strategic Plan Objective to Seek an Exemption from Assembly Bill 186 Related to Waiver of CSE

G. Discuss and Possible Action on 2014 National Architectural Accrediting Board's Accreditation Standards, First Reading (Second Draft)

H. Discuss and Possible Action on Proposed Changes to NCARB Intern Development Program (IDP) Related to IDP Reporting Requirement

A quorum of Board members may be present during all or portions of the meeting, and if so, such members will only observe the PQ Committee meeting. Agenda items may not be addressed in the order noted above 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 accessible to the physically disabled. A person who needs a disability-related accomodation or modification in order to participate in the meeting may make a request by contacting Marccus Reinhardt at (916) 575-7212, emailing marccus.reinhardt@dca.ca.gov, or sending a written request to the California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accomodation.

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website: cab.ca.gov. For further information regarding this agenda, please contact Marccus Reinhardt at (916) 575-7212.

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)

DISCUSS AND POSSIBLE ACTION ON 2014 STRATEGIC PLAN OBJECTIVE TO MONITOR, ANALYZE, AND ENCOURAGE INITIATIVES FOR SCHOOLS OF ARCHITECTURE THAT PROMOTE CURRICULUM IN HEALTH, SAFETY, AND WELFARE, AND ADDITIONAL PATH TO LICENSURE VIA CAB LIAISONS, AND COLLABORATE WITH SCHOOLS, AS WELL AS THE BOARD, IN A SERIES OF SUMMITS ON PRACTICE-BASED EDUCATION

The Board's 2014 Strategic Plan contains an objective assigned to the Professional Qualifications (PQ) Committee to monitor, analyze, and encourage initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and an additional path to licensure via the California Architects Board liaisons; and collaborate with schools in a series of summits on practice-based education.

The National Council of Architectural Registration Boards (NCARB) has been exploring new pathways to architectural licensing and, in September 2013, launched its Licensure Task Force (LTF) with the goal of exploring all potential avenues to licensure. One tasked assigned to the LTF was to analyze each essential component of licensure (education, experience, and examination) as a basis for exploring potential new pathways and determine where there may be overlap and opportunities for efficiencies to be realized. The LTF has met four times since September (most recently in March 21-22, 2014); its recommendations will ultimately be presented to the NCARB Board of Directors to consider for implementation.

For its February 26, 2014 meeting, the Board invited representatives from each of the California National Architectural Accrediting Board (NAAB) accredited programs and discussed the issue of an alternate path to licensure model (i.e., licensure upon graduation). More specifically, the Board was provided with: an overview of such a model; reports from school representatives on their respective efforts with regard to licensure; presentations from NewSchool professor Mitra Kanaani (who introduced a new vision for architectural education) and Steve Altman (who outlined a proposal to establish the Sacramento College of Architecture, with a core mission of providing licensure upon graduation). Additional discussion also took place with regard to other current NCARB efforts and the development of a potential framework for an alternate path to licensure model.

Another component of this Strategic Plan objective is to utilize the Board's liaison program and to collaborate further with schools on practice-based education. The liaison program is designed to ensure the Board exchanges information with key constituency groups and NAAB programs via Board members (liaisons) who then report back regularly to the Board.

Since the February 26, 2014 Board meeting, staff has conferred with the PQ Committee Chair Jon Baker on potential efforts to address this issue, which include the following:

- Continuing to closely monitor NCARB's efforts and staying apprised of the work of the LTF;

- Possibly modifying the Architect Registration Examination (ARE) eligibility point for candidates in order to allow for earlier testing; this could enable candidates/students to complete the ARE sooner (or by the time of graduation);
- Possibly asking The American Institute of Architects chapters located near schools for a commitment to connect with students during the early part of their first year and steering them through the licensure process; as part of this outreach effort, top area firms could be invited to address students and explain their practice and what they look for in interns; and
- Possibly awarding grants to California schools as an incentive to integrate licensure into education and promote health, safety, and welfare (would require legislation).

The PQ Committee discussed this objective and the potential efforts to address this issue proposed by Mr. Baker at its April 9, 2014 meeting.

The Board is asked to discuss this objective and provide any further direction or input.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO PROMOTE ALTERNATE PATHS TO LICENSURE IN ORDER TO INCREASE ACCESSIBILITY INTO THE PROFESSION

The Board's 2014 Strategic Plan contains an objective assigned to the Professional Qualifications (PQ) Committee to promote alternate paths to licensure in an effort to increase accessibility into the profession.

At its April 9, 2014 meeting, the PQ Committee discussed this objective and voted to approve staff's recommendation to send outreach letters to the recipient groups listed below explaining the licensure process and profession. Staff is drafting the letters, which are anticipated to be mailed to recipients in fall 2014.

- Presidents of community colleges with architecture or related programs
- Career centers at public and private colleges and universities
- High school career centers or programs
- Veterans Affairs counseling centers

The Board is asked to review and approve the PQ Committee's recommendation.

Agenda Item H.4

REVIEW AND APPROVE RECOMMENDATION REGARDING NATIONAL ARCHITECTURAL ACCREDITING BOARD'S (NAAB) ACCREDITATION STANDARDS, FIRST READING (SECOND DRAFT)

At the Professional Qualifications (PQ) Committee meeting held on April 9, 2014, members were asked to review and provide the Board with a recommendation for comments on the *2014 Conditions for Accreditation – First Reading*. Members discussed several items within the *First Reading* and expressed their concern over some of the changes made, which could affect the education standards for students studying architecture. The Committee asked staff to compile a draft document [*First Reading* with PQ Committee Comments (attached)] based on their suggested comments and provide those recommendations to the Board.

This agenda item originated from a 2013 Strategic Plan objective assigned to the PQ Committee directing it to review and provide the Board with a recommendation for comments on the 2014 National Architectural Accrediting Board's (NAAB) Accreditation Standards. The following actions were taken on that objective:

- At its May 1, 2013 meeting, the PQ Committee reviewed and discussed *NCARB's Contribution to NAAB 2013 Accreditation Review Conference* and recommended the Board send a letter (attached) commending the National Council of Architectural Registration Boards (NCARB) for its efforts. The letter was delivered to NCARB President, Ronald Blitch, at the NCARB 2013 Annual Meeting held June 19–22, 2013.

- On August 28, 2013, NAAB released the first draft of the *2014 Conditions for Accreditation (Conditions)*. The *Conditions* included input from the 2013 Accreditation Review Validation Conference held in July 2013 which involved discussion, deliberation and problem solving over how to improve the process and program experience for individuals in NAAB accredited degree programs.

- The PQ Committee, at its October 23, 2013 meeting, reviewed and provided the Board with a letter of support to NAAB (attached) relative to the *Conditions*. The Committee was advised the deadline for providing comments to NAAB was December 1, 2013. Consequently, due to the time constraints, the Executive Committee, in lieu of the Board, was asked to consider the PQ Committee's recommendation.

- The Executive Committee, at its November 5, 2013 meeting, approved the PQ Committee's letter of support. At its December 5–6, 2013 meeting, the Board ratified the action taken by the Executive Committee. Staff advised the Board, based on information provided by NAAB, that a second draft of the Conditions and Guide would be available for review and comments. The second draft was made available by NAAB on February 22, 2014.

The Board is asked to review the suggested edits made by the PQ Committee in Attachment 1 and provide comments on the *First Reading*. The deadline for comments to NAAB is June 24, 2014.

Attachments:
1. *A Guide to the 2014 Conditions for Accreditation – First Reading* with PQ Committee Comments
2. Letter of Support to NCARB Dated June 19, 2013
3. Letter of Support to NAAB Dated November 7, 2013

2014 Conditions for Accreditation

First Reading

The National Architectural Accrediting Board, Inc.

NAAB

February 22, 2014

First Reading Edition

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ACCREDITATION

Accreditation is a voluntary, quality assurance process by which services and operations are evaluated by a third party against a set of standards established by the third-party with input and collaboration from peers within the field. In the U.S., accreditation of postsecondary institutions originated over a century ago. It is sought by colleges and universities and is conferred by non-governmental bodies. Today, voluntary accreditation is distinguished by five components, which also guide the NAAB's policies and procedures:

- It is provided through private agencies;
- It requires a significant degree of self-evaluation by the institution or program, the results of which are summarized in a report to the agency;
- A team conducts a visit;
- Recommendations or judgments about accreditation are made by expert and trained peers; and
- Institutions have the opportunity to respond to most steps in the process[1].

The U.S. model for accreditation is based on the values of independent decision-making by institutions, the ability of institutions to develop and deliver postsecondary education within the context of their mission and history, the core tenets of academic freedom, and the respect for diversity of thought, pedagogy, and methodology. These principles and practices have remained relatively stable over the past 70 years.

HISTORY

The first attempt to establish national standards in architecture education came with the founding of the Association of Collegiate Schools of Architecture (ACSA) in 1912 and its adoption two years later of "standard minima," which schools were required to meet to gain ACSA membership. While these standard minima were in place, ACSA membership was equivalent to accreditation.

In 1932, the ACSA abandoned the standard minima and in 1940, the ACSA, The American Institute of Architects (AIA), and the National Council of Architectural Registration Boards (NCARB) established the National Architectural Accrediting Board (NAAB)[2] and gave it authority to accredit schools of architecture nationally. The founding agreement of 1940 also announced the intention to create an integrated system of architectural education that would allow schools with varying resources and circumstances to develop according to their particular needs. This notion that the NAAB would "not to create conditions, nor to have conditions created, that will tend toward standardization of educational philosophies or practices," is considered the "prime directive" in the NAAB system today.

The foundation for the model for accreditation in architecture education that many know today was first outlined in a 1975 intercollateral report, *The Restructuring of the NAAB*. Today, the NAAB's accreditation system for professional degree programs requires a self-assessment by the accredited degree program, an evaluation of that assessment by the NAAB, and a site visit by an NAAB team of trained volunteers that concludes with a

[1] *The Handbook of Accreditation, Third Edition.* North Central Association of Colleges and Schools, Higher Learning Commission (2003).
[2] These four organizations, along with the American Institute of Architecture Students (AIAS) are referred to as the "collateral organizations" or "collaterals" within the architecture community.

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recommendation to the NAAB as to the term of accreditation. The decision regarding the term of accreditation is made by the NAAB directors.

On October 22, 2011, the NAAB directors approved a new statement of the NAAB's vision, mission, and values. Developed after several months of review and consideration, the document is a contemporary expression of the NAAB's founding principles. It guides the work of the NAAB in all its activities. The text of that statement follows.

From the 1940 Founding Agreement:

> "The … societies creating this accrediting board, here record their intent not to create conditions, nor to have conditions created, that will tend toward standardization of educational philosophies or practices, but rather to create and maintain conditions that will encourage the development of practices suited to the conditions which are special to the individual school. The accrediting board must be guided by this intent."

Since 1975, the *NAAB Conditions for Accreditation* have emphasized self-assessment and student performance as central elements of the NAAB model. The directors have maintained their commitment to both of these as core tenets of the NAAB's criteria and procedures.

Mission: The NAAB develops and maintains a system of accreditation in professional architecture education that is responsive to the needs of society and allows institutions with varying resources and circumstances to evolve according to their individual needs.

Vision: The NAAB aspires to be the leader in establishing educational quality assurance standards to enhance the value, relevance, and effectiveness of the architectural profession.

Values: The following principles serve as a guide and inspiration to the NAAB.

1. ***Shared Responsibility*.** The education of an architect is a responsibility shared by the academy and the profession in trust for the broader society and the public good.
2. ***Best Practices.*** The NAAB's accreditation processes are based on best practices in professional and specialized accreditation.
3. ***Program Accountability***. Architecture degree programs are accountable for the learning of their students. Thus, accreditation by the NAAB is based both on educational outcomes and institutional commitment to continuous improvement.
4. ***Preparing Graduates for Practice.*** A NAAB-accredited degree prepares students to live and work in a diverse world: to think critically; to make informed decisions; to communicate effectively; to engage in life-long learning; and to exercise the unique knowledge and skills required to work and develop as professionals. Graduates are prepared for architectural internship, set on the pathway to examination and licensure, and prepared to engage in related fields.
5. ***Constant Conditions for Diverse Contexts*.** *The NAAB Conditions for Accreditation* are broadly defined and achievement-oriented so that programs may meet these standards within the framework of their mission and vision, allowing for initiative and innovation. This imposes conditions on both the NAAB and on architectural programs. The NAAB assumes the responsibility for undertaking a fair, thorough, and holistic evaluation process, relying

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essentially on the program's ability to demonstrate how within their institutional context they meet all evaluative criteria. The process relies on evaluation and judgment that, being rendered on the basis of qualitative factors, may defy precise substantiation.

6. ***Continuous Improvement through Regular Review.*** *The NAAB Conditions for Accreditation* are developed through an iterative process that acknowledges and values the contributions of educators, professionals in traditional and non-traditional practice, and students. The NAAB regularly convenes conversations on critical issues (e.g. studio culture) and challenges the other four collateral partners to acknowledge and respect the perspectives of the others.

While the NAAB stipulates the conditions and student performance criteria that must be met, it specifies neither the educational format nor the form of student work that may serve as evidence of having met these criteria. Programs are encouraged to develop unique learning and teaching strategies, and methods and materials to satisfy these criteria.

The NAAB encourages innovative methods for satisfying the criteria, provided the program has a formal evaluation process for assessing student achievement and documenting the results.

Specific areas and levels of excellence will vary among accredited degree programs as will approaches to meeting the conditions and reporting requirements. The positive aspects of a degree program in one area cannot override deficiencies in another.

NAAB ACCREDITATION DOCUMENTS

There are five documents referenced with accreditation.

1. 2014 NAAB Conditions for accreditation
2. NAAB Procedures for Accreditation
3. NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports
4. Architecture Program Reports
5. Visiting Team Reports

The *2014 NAAB Conditions for Accreditation* define the standards that professional degree programs in architecture are expected to meet in order to ensure that students are prepared to move to the next steps in their careers including internship and licensure. This document was last revised in 2009; it will be revised again in 2019.

The *NAAB Procedures for Accreditation* outline the procedures that programs and visiting teams must follow in order to ensure a uniform accrediting process. This document was last revised in 2012; it will be revised again in 2015 and subsequently at two-year intervals.

The *2014 Conditions for Accreditation* apply to all programs seeking continued accreditation, candidacy, continuation of candidacy, or initial accreditation beginning April 1, 2015.

NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports is a new document under development by the NAAB. The first iteration includes an introduction to and commentary on the preparation of the first draft of the *2014 Conditions*. It will later be revised to include instructions for preparing Architecture Program Reports (APRs). In subsequent years, beginning in 2016, it will be revised annually based

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on surveys and evaluations of the visit process. This document is advisory and nonbinding on the NAAB.

An APR is a self-analytical, narrative report prepared by the program in advance of a visit. Instructions and required templates for these reports will be provided by the NAAB in the *Guide* described above.

A Visiting Team Report is prepared by a NAAB visiting team at the conclusion of each visit. In these reports the visiting team affirms that materials have been presented or reviewed in accordance with the *2014 Conditions* and the *Procedures.* Instructions and templates for preparing these reports are found in the *Procedures.*

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CONDITIONS FOR ACCREDITATION

PART ONE (I): INSTITUTIONAL SUPPORT AND COMMITMENT TO CONTINUOUS IMPROVEMENT

This part addresses the commitment of the institution, its faculty, staff, and students to the development and evolution of the program over time.

- **IDENTITY & SELF-ASSESSMENT**: The program must be defined and sustained through a robust network of policies, documents, and activities related to history, mission, culture, self-assessment, and future planning.
- **RESOURCES**: The program must have the human, physical, financial, and information resources necessary to support student learning in a professional degree program in architecture.

Programs demonstrate their compliance with Part One in two ways:

- A narrative report that briefly responds to each request to "demonstrate, describe, or document."
- A review of evidence and artifacts by the visiting team, as well as through interviews and observations conducted during the visit.

For instructions on how this material is to be presented in the APR and during the visit, see *NAAB Procedures for Accreditation* and the *NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports.*

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CONDITIONS FOR ACCREDITATION

PART ONE (I): SECTION 1 – IDENTITY & SELF-ASSESSMENT

I.1.1 History and Mission: The program must describe its history, mission and culture and how that history, mission, and culture shape the program's pedagogy and development.

- Programs that exist within a larger educational institution must also describe the history and mission of the institution and how that shapes or influences the program.
- The program must describe its active role and relationship within its academic context and university community. This includes the program's benefits to the institutional setting, and how the program as a unit and/or individual faculty members participate in university-wide initiatives and the university's academic plan. This also includes how the program as a unit develops multi-disciplinary relationships and leverage opportunities that are uniquely defined within the university and its local context in the surrounding community.

I.1.2 Learning Culture: The program must demonstrate that it provides a positive and respectful learning environment that encourages optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff in all learning environments both traditional and non-traditional.

- The program must have adopted a written studio culture policy[3] that also includes a plan for its implementation, including dissemination to all members of the learning community, regular evaluation, and continuous improvement or revision. In addition to the matters identified above, the plan must address the values of time management, general health and well-being, work-school-life balance, and professional conduct.
- The program must describe the ways in which students and faculty are encouraged to learn both inside and outside the classroom through individual and collective learning opportunities that include, but are not limited to field trips, participation in professional societies and organizations, honor societies, and other program-specific or campus-wide and community-wide activities.

I.1.3 Social Equity: The program must have a policy on diversity and inclusion that is communicated to current and prospective faculty, students, and staff and is reflected in the distribution of the program's human, physical, and financial resources.

- The program must describe its plan for maintaining or increasing the diversity of its faculty, staff, and students as compared with the diversity of the faculty, staff, and students of the institution during the next two accreditation cycles.
- The program must document that institutional, college or program-level policies are in place to further Equal Employment Opportunity/Affirmative Action (EEO/AA), as well as any other diversity initiatives at the program, college or institutional-level.

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[3] For additional information on the development and assessment of studio culture, see *Toward an Evolution of Studio Culture*, published by the American Institute of Architecture Students, 2008, The Redesign of Studio Culture: A Report of the AIAS Studio Culture Task Force", published by the American Institute of Architecture Students, 2002 and "Studio Culture Summit Report, published by the American Institute of Architecture Students, 2004.

I.1.4 Defining Perspectives: The program must describe how it is responsive to the following perspectives or forces that impact the education and development of professional architects. . Each program is expected to address these perspectives consistently and to further identify, as part of its long-range planning activities, how these perspectives will continue to be addressed in the future.

A. **Collaboration and Leadership**. The program must describe its culture for successful individual and team dynamics, collaborative experiences and opportunities for leadership roles. Architects serve clients and the public, engage allied disciplines and professional colleagues, and rely on a spectrum of collaborative skills to work successfully across diverse groups and stakeholders.

B. **Design**. The program must describe its approach for developing graduates with an understanding of design as a multi-dimensional protocol for both problem resolution and the discovery of new opportunities that will create value. Graduates should be prepared to engage in design activity as a multi-stage process aimed to address increasingly complex problems, engage a diverse constituency, and provide value and understand pressing environmental, social, and economic challenges and their impact on architects, and an improved future.

C. **Professional Opportunity.** The program must describe its approach for educating students on the breadth of professional opportunity and career paths for architects in both traditional and non-traditional settings; including preparing students for the transition to internship and licensure; with an understanding of the requirements for registration in the jurisdiction in which the program is located; and in local and global communities.

D. **Stewardship of the Environment**. The program must describe its approach for developing graduates who are prepared to both understand and take responsibility for stewardship of the environmental and the natural resources that are significantly compromised by the act of building and constructed human settlements.

E. **Community and Social Responsibility**. The program must describe its approach to developing graduates who are prepared to be active, engaged citizens able to understand what it means to be a professional member of society and to act on that understanding. The social responsibility of architects lies in part in the belief that architects in collaboration with the community can create better places, and further that architectural design can create a civilized place by making communities more livable. A program's response to social responsibility must include nurturing a calling to civic engagement to positively influence the development, conservation or changes to the built and natural environment

I.1.5 Long-Range Planning: The program must demonstrate that it has identified multi-year objectives for continuous improvement with a ratified planning document and / or planning process. . In addition, the program must demonstrate that data is collected routinely, and from multiple sources to identify patterns and trends, so as to inform its future planning and strategic decision-making. The program must describe how planning at the program level is part of larger strategic plans for the unit, college and university.

I.1.6 Assessment

A. Program Self-Assessment Procedures: The program must demonstrate that it regularly assesses the following:

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- How well the program is progressing towards its mission and stated objectives.

- Progress against its defined multi-year objectives.
- Progress in addressing deficiencies and causes of concern identified at the time of the last visit.
- Strengths, challenges and opportunities faced by the program while continuously improving learning opportunities.

The program must also demonstrate that results of self-assessments are regularly used to advise and encourage changes and adjustments to promote student success.

B. Curricular Assessment and Development: The program must demonstrate a well-reasoned process for curricular assessment and adjustments and must identify the roles and responsibilities of the personnel and committees involved in setting curricular agendas and initiatives including the curriculum committee, program coordinators, and department chairs or directors.

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PART ONE (I): SECTION 2 – RESOURCES

I.2.1 Human Resources & Human Resource Development:

The program must demonstrate that it has appropriate human resources to support student learning and achievement. This includes full and part-time instructional faculty, administrative leadership, and technical, administrative, and other support staff.

- The program must demonstrate that it balances the workloads of all faculty to support a tutorial exchange between the student and teacher that promotes student achievement
- The program must demonstrate that an Intern Development Program (IDP) Educator Coordinator has been appointed, is trained in the issues of IDP, has regular communication with students, is fulfilling the requirements as outlined in the IDP Educator Coordinator position description and, regularly attends IDP Coordinator training and development programs.
- The program must demonstrate that faculty and staff have opportunities to pursue professional development that contributes to program improvement.
- The program must describe the support services available to students in the program, including but not limited to academic and personal advising, career guidance, and internship or job placement.

I.2.2 Physical Resources: The program must describe the physical resources available and how they support the pedagogical approach and student achievement.

Physical resources include, but are not limited to the following:

- Space to support and encourage studio-based learning.
- Space to support and encourage didactic and interactive learning including labs, shops, and equipment.
- Space to support and encourage the full range of faculty roles and responsibilities including preparation for teaching, research, mentoring, and student advising.
- Information resources to support all learning formats and pedagogies in use by the program.

If the program's pedagogy does not require some or all of the above physical resources, for example, if online course delivery is employed to complement or supplement onsite learning, then the program must describe the effect (if any) that online, onsite, or hybrid formats have on digital and physical resources.

I.2.3 Financial Resources: The program must demonstrate that it has appropriate financial resources to support student learning and achievement.

I.2.4 Information Resources: The program must demonstrate that all students, faculty, and staff have convenient, equitable access to literature and information, as well as appropriate visual, and digital resources that support professional education in the field of architecture.

Further, the program must demonstrate that all students, faculty, and staff have access to architectural librarians and visual resource professionals who provide information services that teach and develop the research, evaluative, and critical thinking skills necessary for professional practice and lifelong learning.

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I.2.5 Administrative Structure & Governance:

- **Administrative Structure:** The program must describe its administrative structure, and identify key personnel, within the context of the program and school, college and institution.
- **Governance**: The program must describe the role of faculty, staff, and students in both program and institutional governance structures. The program must describe the relationship of these structures to the governance structures of the academic unit and the institution.

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CONDITIONS FOR ACCREDITATION

PART TWO (II): EDUCATIONAL OUTCOMES AND CURRICULUM

This part has four sections that address the following:

- **STUDENT PERFORMANCE**. This section includes the Student Performance Criteria (SPC). Programs must demonstrate that graduates are learning at the level of achievement defined for each of the SPC listed in this part. Compliance will be evaluated through the review of student work
- **CURRICULAR FRAMEWORK**. This section addresses the program and institution relative to regional accreditation, degree nomenclature, credit hour requirements, general education and access to optional studies.
- **EVALUATION OF PREPARATORY EDUCATION**. The NAAB recognizes that students entering an accredited program from a preprofessional program and those entering an accredited program from a non-preprofessional degree program have different needs, aptitudes and knowledge bases. In this section, programs will be required to demonstrate the process by which incoming students are evaluated and to document that the SPC expected to have been met in educational experiences in non-accredited programs have indeed been met.
- **PUBLIC INFORMATION**. The NAAB expects accredited degree programs to provide information to the public regarding accreditation activities and the relationship between the program and the NAAB, admissions and advising, and career information, as well as accurate public information concerning the accredited and non-accredited architecture programs.

Programs demonstrate their compliance with Part Two in four ways:

- A narrative report that briefly responds to each request to “describe, document, or demonstrate.”
- A review of evidence and artifacts by the visiting team, as well as through interviews and observations conducted during the visit.
- A review of student work that demonstrates student achievement of the SPC at the required level of learning.
- A review of websites, links, and other materials.

For instructions on how this material is to be presented in the APR and during the visit, see *NAAB Procedures for Accreditation* and the *NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports.*

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PART TWO (II): SECTION 1 – STUDENT PERFORMANCE -- EDUCATIONAL REALMS & STUDENT PERFORMANCE CRITERIA

The accredited degree program must demonstrate that each graduate possesses the knowledge and skills defined by the criteria below. The knowledge and skills defined here represent those required to prepare graduates for the pathway to internship, examination and licensure, ~~or~~and to engage in related fields. The program must provide student work as evidence that its graduates have satisfied each criterion.

Comment [CAB1]: The Board does not want graduates to only engage in related fields.

The criteria encompass two levels of accomplishment[4]:

- ***Understanding***—The capacity to classify, compare, summarize, explain and/or interpret information.
- ***Ability—***Proficiency in using specific information to accomplish a task, correctly selecting the appropriate information, and accurately applying it to the solution of a specific problem, while also distinguishing the effects of its implementation.

II.1.1 Student Performance Criteria (SPC): The NAAB establishes SPC to help accredited degree programs prepare students for the profession while encouraging educational practices suited to the individual degree program. The SPC are organized into realms to more easily understand the relationships between individual criteria.

Realm A: Critical Thinking and Representation: Graduates from NAAB-accredited programs must be able to build abstract relationships and understand the impact of ideas based on the research and analysis of multiple theoretical, social, political, economic, cultural and environmental contexts. This includes using a diverse range of media to think about and convey architectural ideas including writing, investigative skills, speaking, drawing and model making.

Student learning aspirations for this realm include:

- Being broadly educated.
- Valuing lifelong inquisitiveness.
- Communicating graphically in a range of media.
- Assessing evidence.
- Comprehending people, place, and context.
- Recognizing the disparate needs of client, community, and society.

A.1 Professional Communication Skills: *Ability* to write and speak effectively and use appropriate representational media both with peers and with the general public.

A.2 Design Thinking Skills: *Ability to* raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.

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[4] See also *Taxonomy for Learning, Teaching and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives*. L.W. Anderson & D.R. Krathwold, Eds. (New York; Longman 2001).

A.3 Investigative Skills : *Ability to* gather, assess, record, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.

A.4 Architectural Design Skills: *Ability to* effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.

A.5 Ordering Systems: *Ability to apply* the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.

A.6 Use of Precedents: *Ability* to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices regarding the incorporation of such principles into architecture and urban design projects.

A.7 History and Culture: *Understanding* of the parallel and divergent histories of architecture and the cultural norms of a variety of indigenous, vernacular, local, regional, settings in terms of their political, economic, social, and technological factors..

A.8 Cultural Diversity and Social Equity*: Understanding* of the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the responsibility of the architect to ensure equity of access to buildings and structures.

Realm B: Building Practices, Technical Skills and Knowledge: Graduates from NAAB-accredited programs must be able to comprehend the technical aspects of design, systems and materials, and be able to apply that comprehension to architectural solutions. Additionally the impact of such decisions on the environment must be well considered.

Student learning aspirations for this realm include:

- Creating building designs with well-integrated systems.
- Comprehending constructability.
- Integrating the principles of environmental stewardship.
- Conveying technical information accurately

B.1 Pre-Design: *Ability* to prepare a comprehensive program for an architectural project, which must include an assessment of client and user needs, an inventory of spaces and their requirements, an analysis of site conditions (including existing buildings), a review of the relevant building codes and standards, including relevant sustainability requirements, and assessment of their implications for the project, and a definition of site selection and design assessment criteria.

B.2 Site Design: *Ability* to respond to site characteristics including ~~zoning,~~ urban context and developmental pattering, historical fabric, soil, topography, climate, building orientation, and watershed in the development of a project design.

Comment [CAB2]: The Board requests a specific definition of developmental patterning.

B.3. Codes and Regulations: *Ability* to design sites, facilities and systems consistent with the principles of life-safety standards, accessibility standards, and other codes and regulations.

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B.4 Technical Documentation: *Ability* to make technically clear drawings, prepare outline specifications, and construct models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.

B.5 Structural Systems: *Ability to demonstrate* the basic principles of structural systems and their ability to withstand gravity, seismic, and lateral forces, as well as the selection and application of the appropriate structural system."

B.6 Environmental Systems and Building Services: ~~*Understanding*~~*Ability to demonstrate* the principles of environmental systems' design, how systems can vary by geographic region, and the tools used for performance assessment. This must include active and passive heating and cooling, indoor air quality, solar systems, lighting systems, and acoustics.

Comment [CAB3]: Add Building Services because Environmental Systems and Building Services are not necessarily the same item.

Comment [CAB4]: Due to increases in energy conservation efforts, students should be able to demonstrate environmental conservation skills.

B.7 Building Envelope Systems and Assemblies: *Understanding* of the basic principles involved in the appropriate selection and application of building envelope systems relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.

B.8 Building Materials and Assemblies: *Understanding* of the basic principles utilized in the appropriate selection of interior and exterior construction materials, finishes, products, components and assemblies based on their inherent performance including environmental impact and reuse.

B.9 Building Service Systems: ~~*Understanding*~~*Ability to demonstrate* of the basic principles and appropriate application and performance of building service systems including mechanical, plumbing, electrical, communication, vertical transportation security, and fire protection systems, and ability to integrate building service systems into the structural and building envelope systems.

Comment [CAB5]: Similar to B.6, architecture students should be able to demonstrate basic building services.

B.10 Financial Considerations: *Understanding* of the fundamentals of building costs, which must include project financing methods and feasibility, construction cost estimating, construction scheduling, operational costs, and life-cycle costs.

Realm C: Integrated Architectural Solutions: Graduates from NAAB-accredited programs must be able to synthesize a wide range of variables into an integrated design solution. This realm demonstrates the integrative thinking that shapes complex design and technical solutions.

Student learning aspirations in this realm include:

- Synthesizing variables from diverse and complex systems into an integrated architectural solution.
- Respond to environmental stewardship goals across multiple systems for an integrated solution.
- Evaluating options and reconciling the implications of design decisions across systems and scales.

C.1 Integrative Design: *Ability* to make design decisions within a complex architectural project while demonstrating broad integration and consideration of environmental stewardship, technical documentation, accessibility, site conditions, life safety, environmental systems, building services, structural systems, and building envelope systems and assemblies.

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C.2 Evaluation and Decision Making: *Ability* to demonstrate the skills associated with making integrated decisions across multiple systems and variables in the completion of a design project. This includes problem identification, setting evaluative criteria, analyzing solutions, and predicting the effectiveness of implementation.

Realm D: Professional Practice. Graduates from NAAB-accredited programs must understand business principles for the practice of architecture, including management, advocacy, and acting legally, ethically and critically for the good of the client, society and the public.

Comment [CAB6]: What type of advocacy? Community or Client advocacy?

Student learning aspirations for this realm include:

- Comprehending the business of architecture and construction.
- Collaborating and negotiating with clients, user groups, the community, and consultants in the design process.
- Discerning the valuable roles and key players in related disciplines.
- Understanding a professional code of ethics, as well as legal and professional responsibilities.

Comment [CAB7]: The Board recommends keeping and adding "user groups, the community" to the document

D.1 Stakeholder Roles In Architecture: *Understanding* of the relationship between the client, contractor, architect and other key stakeholders such as user groups and the community, in the design of the built environment. ~~Understanding the responsibilities of the architect~~ Ability to reconcile the needs of those stakeholders in the design process.

D.2 Project Management: *Understanding* of the methods for selecting consultants and assembling teams, identifying work plans, project schedules and time requirements, and recommending project delivery methods.

D.3 Business Practices: *Understanding* of the basic principles of business practices within the firm including financial management and business planning, marketing, business organization, and entrepreneurialism.

D.4 Non-traditional Forms of Practice: *Understanding* that the architect's capacity for collaboration, specialized architectural knowledge and business acumen can lead to diverse forms of practice and specialization.

D.5 Legal Responsibilities: *Understanding* the architect's responsibility to the public and the client as determined by regulations and legal considerations involving the practice of architecture and professional service contracts.

D.6 Professional Ethics: *Understanding* of the ethical issues involved in the exercise of professional judgment in architectural design and practice, and understanding the role of the AIA Code of Ethics in defining professional contact.

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PART TWO (II): SECTION 2 – CURRICULAR FRAMEWORK

II.2.1 Institutional Accreditation:

In order for a professional degree program in architecture to be accredited by the NAAB, the institution must meet one of the following criteria:

1. The institution offering the accredited degree program must be or be part of an institution accredited by one of the following U.S. regional institutional accrediting agencies for higher education: the Southern Association of Colleges and Schools (SACS); the Middle States Association of Colleges and Schools (MSACS); the New England Association of Schools and Colleges (NEASC); the North Central Association of Colleges and Schools (NCACS); the Northwest Commission on Colleges and Universities (NWCCU); and the Western Association of Schools and Colleges (WASC);
2. Institutions located outside the U.S. and not accredited by a U.S. regional accrediting agency, may request NAAB accreditation of a professional degree program in architecture only with explicit, written permission from all applicable national education authorities in that program's country or region. Such agencies must have a system of institutional quality assurance and review. Any institution in this category that is interested in seeking NAAB accreditation of a professional degree program in architecture must contact the NAAB for additional information.

II.2.2 Professional Degrees and Curriculum: The NAAB accredits the following professional degree programs with the following titles: the Bachelor of Architecture (B. Arch.), the Master of Architecture (M. Arch.), and the Doctor of Architecture (D. Arch.). The curricular requirements for awarding these degrees must include professional studies, general studies, and optional studies.

The B. Arch., M. Arch., and/or D. Arch. are titles used exclusively with NAAB-accredited professional degree programs.

Any institution that uses the degree title B. Arch., M. Arch, or D. Arch. for a non-accredited degree program must change the title. Programs must initiate the appropriate institutional processes for changing the titles of these non-accredited programs by June 30, 2018.

The number of credit hours for each degree is specified below. Every accredited program must conform to the following minimum credit hour requirements.

- **Bachelor of Architecture.** Accredited degree programs awarding the B. Arch. degree must require a minimum of 150 semester credit hours or the quarter-hour equivalent[5], in academic coursework in general studies, professional studies, and optional studies; all of which are delivered **or accounted for (either by transfer or articulation)** by the institution that will grant the degree.
- **Master of Architecture.** Accredited degree programs awarding the M. Arch. degree may take three forms:
    - Single Institution (SI): Candidates for this degree have completed at least 168 semester credit hours, or the quarter hour equivalent, of which at least 30 credit hours are taken at the graduate level; all of which are delivered

[5] Programs that operate on the quarter system must multiply these totals by 1.5 to identify the approximate minimum credit requirements for their programs.

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or accounted for (either by transfer or articulation) by the institution that will grant the degree. The program is a combination of undergraduate and graduate education. Combined undergraduate and graduate degree programs structured in this manner must include general studies, professional studies, and optional studies.

- Preprofessional-plus: Candidates for this degree have completed at least 168 semester credit hours, or the quarter hour equivalent, of which at least 30 credit hours are taken at the graduate level and hold a preprofessional degree[6] in architecture or a related field prior to admission.to the graduate degree program. The graduate-level, academic coursework must include professional studies and optional studies.
- Nonpreprofessional degree-plus: Candidates for this degree have completed at at least 168 semester credit hours, or the quarter hour equivalent, of which at least 30 credit hours are taken at the graduate level and hold an undergraduate degree from a regionally accredited institution prior to admission to the graduate degree program. The graduate-level, academic coursework must include professional studies and optional studies.

- **Doctor of Architecture.** Accredited degree programs awarding the D. Arch. degree must require an undergraduate baccalaureate degree (minimum of 120 undergraduate semester credit hours or the undergraduate-level quarter-hour equivalent) for admission. Further, the D. Arch. must require a minimum of 90 graduate-level semester credit hours; or the graduate-level quarter-hour equivalent, in academic coursework in professional studies and optional studies.

General studies, professional studies, and optional studies are defined as follows:

- **General Studies.** Courses offered in the following subjects: communications, history, humanities, social sciences, natural sciences, foreign languages, and mathematics, either as an admission requirement or as part of the curriculum. These courses must be offered outside the academic unit that offers the NAAB-accredited degree and have no architectural content. Architectural courses cannot be used to meet the NAAB general studies requirement. In many cases, this requirement can be satisfied by the general education program of an institution's baccalaureate degree.
- **Professional Studies.** Courses with architectural content required of all students in the NAAB-accredited program. These are considered the core of a professional degree program. Student work from these courses is expected to satisfy the NAAB SPC (Condition II.1). The degree program has the flexibility to require additional professional studies courses to address its mission or institutional context. Further, the program may choose to provide co-curricular or extra-curricular learning opportunities to supplement or complement required coursework.
- **Optional Studies (Curricular Flexibility)**. All professional degree programs must

[6] Preprofessional architecture degree: The term refers to architecturally-focused four-year, undergraduate degrees that are not accredited by the NAAB. These degrees have such titles as B.S. in Architecture, B.S. in Architectural Studies, B.A. in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc. The amount of architecturally-defined content in these programs may vary from institution to institution and will determine the length of time required to complete the subsequent NAAB-accredited program.

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provide sufficient flexibility in the curriculum in order to allow students to pursue their special interests either by taking additional courses offered in other academic units or departments, or courses offered within the department offering the accredited program, but outside the professional studies curriculum.

Table 1. Minimum Credit Distribution for NAAB-Accredited Degrees

NOTE: This table lists semester-credit minimum requirements. Programs that operate on the quarter system must multiply these totals by 1.5 to identify the minimum credit requirements for their programs.

	B. Arch.	**M. Arch. (SI)**	**M. Arch. (preprofessional plus)**	**M. Arch. (non-preprofessional plus**	**D. Arch.**
General	45 credits	45 credits	Defined by baccalaureate required for admissions	Defined by baccalaureate required for admissions	Defined by baccalaureate required for admissions
Professional	As defined by the program	As defined by the program	As defined by the program	As defined by the program	As defined by the program
Optional	10	10	10	10	10
Undergraduate	150	As defined by the program	As defined by the program	As defined by the program	120
Graduate	0	30	30	30	90
Total	150	168	168	168	210

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PART TWO (II): SECTION 3 – EVALUATION OF PREPARATORY EDUCATION

The program must demonstrate that it has a thorough and equitable process to evaluate the preparatory or preprofessional education of individuals admitted to the NAAB-accredited degree program.

- Programs must document their processes for evaluating a student's prior academic coursework related to satisfying NAAB student performance criteria when a student is admitted to the professional degree program.
- In the event a program relies on the preparatory educational experience to ensure that admitted students have met certain SPC, the program must demonstrate it has established standards for ensuring these SPC are met and for determining whether any gaps exist.
- The program must demonstrate that the evaluation of baccalaureate degree or associate degree content is clearly articulated in the admissions process, and that the evaluation process and its implications for the length of professional degree program can be understood by a candidate prior to accepting the offer of admission. See also, Condition II.4.6.

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PART TWO (II): SECTION 4 – PUBLIC INFORMATION

The NAAB expects programs to be transparent and accountable in the information provided to students, faculty, and the general public. As a result, the following seven conditions require all NAAB-accredited programs to make certain information publicly available online. .

II.4.1 Statement on NAAB-Accredited Degrees

All institutions offering a NAAB-accredited degree program or any candidacy program must include the *exact language* found in the *NAAB Conditions for Accreditation*, Appendix 1 in catalogs and promotional media.

II.4.2 Access to NAAB Conditions and Procedures

The program must make the following documents electronically available to all students, faculty and the public:

The 2014 NAAB Conditions for Accreditation

The Conditions for Accreditation in effect at the time of the last visit (2009 or 2004 depending on the date of the last visit)

The NAAB Procedures for Accreditation (edition currently in effect)

II.4.3 Access to Career Development Information

The program must demonstrate that students and graduates have access to career development and placement services that assist them in developing, evaluating, and implementing career, education, and employment plans.

II.4.4 Public Access to APRs and VTRs

In order to promote transparency in the process of accreditation in architecture education, the program is required to make the following documents electronically available to the public:

All Interim Progress Reports (and narrative, Annual Reports submitted 2009-2012)

All NAAB responses to Interim Progress Reports (and NAAB Responses to narrative Annual Reports submitted 2009-2012)

The most recent decision letter from the NAAB

The most recent *APR*[7]

The final edition of the most recent *Visiting Team Report*, including attachments and addenda

II.4.5 ARE Pass Rates

NCARB publishes pass rates for each section of the Architect Registration Examination by institution. This information is considered useful to prospective students as part of their planning for higher/post-secondary education in architecture. Therefore, programs are required to make this information available to current and prospective students and the public by linking their websites to the results.

[7] This is understood to be the APR from the previous visit, not the APR for the visit currently in process.

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II.4.6. Admissions and Advising

The program must publicly document all policies and procedures that govern how applicants to the accredited program are evaluated for admission. These procedures must include first-time, first-year students as well as transfers within and outside the institution.

This documentation must include the following:

- Application forms and instructions
- Admissions requirements, admissions decisions procedures, including policies and processes for evaluation of transcripts and portfolios (where required), and decisions regarding remediation, and advanced standing
- Forms and process for the evaluation of pre-professional degree content
- Requirements and forms for applying for financial aid and scholarships
- Student diversity initiatives.

II.4.7 Student Financial Information

- The program must demonstrate that students have access to information and advice for making decisions regarding financial aid.
- The program must demonstrate that students have access to an initial estimate for all tuition, fees, books, general supplies, and specialized materials that may be required during the full course of study for completing the NAAB-accredited degree program.

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CONDITIONS FOR ACCREDITATION

PART THREE (III): – ANNUAL AND INTERIM REPORTS

III.1 Annual Statistical Reports: The program is required to submit annual statistical reports in the format required by the *NAAB Procedures*.

The program must certify that all statistical data it submits to NAAB has been verified by the institution and is consistent with institutional reports to national and regional agencies, including the Integrated Postsecondary Education Data System of the National Center for Education Statistics.

III.2 Interim Progress Reports. The program must submit interim progress reports to the NAAB (See Section 11, *NAAB Procedures for Accreditation,* 2012 Edition, Amended).

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LIST OF APPENDICES

Appendix 1 Statement on NAAB-Accredited Degrees -- Required Texts for Catalogs and Promotional Material

Appendix 2 Glossary

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Appendix 1: Required Text for Catalogs and Promotional Materials

The following statement must be included, in its entirety, in the catalogs and promotional materials of all accredited programs and candidate programs.

> "In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.
>
> "Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree."

This text is to be followed by the following information about each NAAB-accredited program:

[Name of university, name of academic unit] offers the following NAAB-accredited degree program(s) (If an institution offers more than one track for an M. Arch. or D. Arch. based on the type of undergraduate/preparatory education required, please list all tracks separately):

[Name of degree] (Prerequisite + total number of credits required)

In addition, the program is required to publish the year of the next accreditation visit for each accredited program. A sample follows:

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SAMPLE TEXT FOR ACCREDITED PROGRAMS:

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

Any University, College of Art and Design, Department of Architecture offers the following NAAB-accredited degree programs:

B. Arch. (150 undergraduate credits)

M. Arch. (preprofessional degree + 42 graduate credits)

M. Arch. (non-preprofessional degree + 63 credits)

Next accreditation visit for all programs: 2017

In addition to the previous text, all programs that have been granted candidacy status must include the following in its entirety:

> "The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation."

This text is to be followed by the following information about each candidate program:

> [Name of university, name of academic unit] was granted candidacy status for the following professional degree program(s) in architecture:
>
> [Name of degree] (Prerequisite + total number of credits required) – Year candidacy was awarded, the year and purpose of the next visit and projected year of initial accreditation.

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A sample follows:

SAMPLE TEXT FOR CANDIDATE PROGRAMS

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented.

In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

Anyplace University, School of Architecture and Landscape Architecture was granted candidacy for the following professional degree program in architecture:

M. Arch. (preprofessional degree + 45 graduate credits) – 2014.

Next visit for continuation of candidacy: 2016

Projected year of initial accreditation: 2020

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Appendix 2. Glossary.

ACSA	Association of Collegiate Schools of Architecture
Access	The program must show that students, faculty or staff, have the ability to obtain or make use of something
AIA	The American Institute of Architects
AIAS	The American Institute of Architecture Students
APR	Architecture Program Report
APR-IC	Architecture Program Report for Initial Candidacy
APR-IA	Architecture Program Report for Initial Accreditation
ARE	Architect Registration Examination
Demonstrate	Illustrate and explain especially with many examples
Describe	The program must give an account of activity or set of processes in written form
Document	The program must convey evidence or proof through writing and then provide supporting materials or documentation of activity or policies
IDP	Intern Development Program
Must	Sets a minimum requirement; sets what is mandatory
NAAB	National Architectural Accrediting Board
NCARB	National Council of Architectural Registration Boards

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NVTM	Non-voting team member
Shall	Sets a minimum requirement; sets what is mandatory
VTR	Visiting Team Report
VTR-IC	Visiting Team Report for Initial Candidacy
VTR-IA	Visiting Team Report for Initial Accreditation

NOTE: This appendix will be continually developed and expanded during the review and approval process for the *2014 Conditions for Accreditation*.

First Reading Edition

CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

June 19, 2013

Mr. Ronald B. Blitch, FAIA, FACHA, NCARB, President/Chair of the Board
National Council of Architectural Registration Boards
1801 K Street, NW, Suite 700K
Washington, DC 20006

RE: NCARB's Comments to NAAB (*Conditions for Accreditation)*

Dear Mr. Blitch:

I am writing you on behalf of the California Architects Board to convey our support of NCARB's comments to the National Architectural Accrediting Board (NAAB) relative to *The Conditions for Accreditation*.

As you know, architectural education has been a long-standing concern of the Board. The Board has held three educator/practitioner forums on architectural education in recent years. One common theme has been that there is a disconnect between education and practice, as well as a lack on emphasis on critical health, safety, and welfare issues.

At its June meeting, the Board reviewed *NCARB's Contribution to the NAAB 2013 Accreditation Review Conference.* The Board believes that NCARB's use of its *2012 NCARB Practice Analysis of Architecture* as the basis for its comments is invaluable and will lead to accreditation standards that better support our efforts to protect the public health, safety, and welfare.

The Board commends NCARB for its quality work on this vital issue.

Sincerely,

SHERAN VOIGT
Board President

cc: Michael J. Armstrong, NCARB Chief Executive Officer
California Architects Board Members

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

November 7, 2013

Mr. Theodore C. Landsmark, M.Env.D., J.D., D.F.A. (Hon.), Ph.D., President
National Architectural Accrediting Board, Inc.
1101 Connecticut Avenue, NW
Washington, DC 20036

RE: *2014 NAAB Conditions for Accreditation* – First Draft

Dear Mr. Landsmark:

I am writing on behalf of the California Architects Board to convey our support of the first draft of the *2014 NAAB Conditions for Accreditation.*

The Board has a long-standing interest in architectural education and takes the issue of accreditation standards very seriously.

At its recent meetings, the Board reviewed, discussed, and gave its support of the draft document, as written. We will also submit our letter of support to forum@naab.org, as requested in your invitation for comments.

The Board commends NAAB for its quality work and looks forward to reviewing the second draft in February 2014.

Sincerely,

SHERAN VOIGT
President

cc: Andrea S. Rutledge, CAE, NAAB Executive Director
Blakely C. Dunn, AIA, NCARB President/Chair of the Board
Michael J. Armstrong, NCARB Chief Executive Officer
California Architects Board Members

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UPDATE AND POSSIBLE ACTION ON 2014 STRATEGIC PLAN OBJECTIVE TO CONDUCT AN OCCUPATIONAL ANALYSIS OF THE PRACTICE OF ARCHITECTURE IN CALIFORNIA, REVIEW OF THE NATIONAL EXAMINATION (ARCHITECT REGISTRATION EXAMINATION), AND LINKAGE STUDY TO DETERMINE APPROPRIATE CONTENT FOR ONGOING CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) DEVELOPMENT

The Board's 2014 Strategic Plan contains an objective to conduct an occupational analysis (OA) of architectural practice in California, a review of the national examination (ARE) development process, and a linkage study to determine the appropriate content for ongoing CSE development.

Business and Professions Code (BPC) section 139 requires that an OA be conducted every five to seven years. The Board's most recent OA used to develop the CSE was conducted in 2007. The primary purpose of the OA is to define current architectural practice in California based on a survey of the critical tasks, skills, and knowledge pertinent to an individual receiving initial licensure. The findings of the OA will be used to develop the content of the CSE and form the basis for determining "minimum acceptable competence" as it relates to safe practice at the time of initial licensure.

BPC 139 also requires boards and bureaus that use a national examination, such as the ARE, and one developed by the state to have a psychometric process review conducted along with a linkage study, which compares the knowledge, skills, and abilities tested for on the national examination with those of the state exam to avoid duplicity.

At its February 26, 2014 meeting, the Board approved an Intra-Agency Contract (IAC) agreement with the Office of Professional Examination Services (OPES) to conduct the CSE OA, review of the ARE development process, and linkage study. The term of the IAC is January 1, 2014 through June 30, 2015.

Throughout March 2014 OPES conducted four focus group meetings as part of its preparation for developing the OA survey. Three of the focus group meetings involved building officials, engineers, land surveyors, landscape architects, and contractors. Another focus group meeting involved architects and was conducted over two days. OPES has analyzed the input that was provided by the focus group participants. In April 2014, interviews with architect subject matter experts (SMEs) were conducted in order to develop a preliminary list of job tasks and required knowledge. The list was reviewed and revised by SMEs in May 2014. In June, OPES will construct and distribute a pilot OA survey for review by selected participants (to be determined by OPES and the Board). The final web-based survey will be emailed to a representative sampling of licensees in July 2014. Additional target dates for the OA, ARE review, and linkage study are included in the attached IAC project plan.

At its April 9, 2014 meeting, staff provided the Professional Qualifications Committee with an update on the OA project.

Staff will address any questions Board members may have regarding this Strategic Plan objective.

<u>Attachment</u>
IAC Project Plan

RATIFY EXECUTIVE COMMITTEE'S ACTION ON PROPOSED CHANGES TO NCARB INTERN DEVELOPMENT PROGRAM (IDP) RELATED TO IDP REPORTING REQUIREMENT

During the March 7-8, 2014 National Council of Architectural Registration Boards (NCARB) Regional Summit, NCARB President Blake Dunn announced a proposed change to the Intern Development Program (IDP) reporting requirement, the "Six-Month Rule."

Currently the "Six-Month Rule" requires interns to submit valid work experience in reporting periods of no longer than six months and within two months of completion (effectively an eight-month reporting period). Any experience reported outside the two month submission window expires on a day for day basis and cannot be used for IDP credit.

This proposed change will allow interns to earn IDP credit for valid work experience not previously reported within the timeframe specified by the current reporting requirement. It would allow credit for intern experience that occurred up to five years beyond the current reporting requirements. Credit for experience beyond the current reporting period would be valued at 50 percent for up to five years, after which any experience would be ineligible for credit.

On March 17, 2014, NCARB released a notice (attached) to Member Boards requesting input on the proposed change and providing a 90-day comment period, which ends on June 6, 2014. The NCARB Board of Directors will review submitted comments prior to voting on whether to approve the change at its June 18-21, 2014 meeting. If approved, the implementation of the change would become effective no later than January 1, 2015.

The Professional Qualifications (PQ) Committee, at its April 9, 2014 meeting, reviewed the proposed change and voted to recommend the Board support it as presented. Staff advised the Committee that because the deadline for submitting comments to NCARB is before the next Board meeting, the Executive Committee would be considering the recommendation on behalf of the Board who will later ratify the action taken by the Executive Committee at the June 12, 2014 Board meeting. The Executive Committee, at its May 20, 2014 meeting, voted to approve the PQ Committee's recommendation and directed staff to forward the comments to NCARB. Staff forwarded the comments to NCARB on May 22, 2014.

The Board is asked to ratify the action taken by the Executive Committee.

Attachment:
NCARB Notice Regarding Proposed Change to IDP Reporting Requirement

NCARB

National Council of Architectural Registration Boards

Blakely C. Dunn, AIA
President/Chair of the Board
El Dorado, Arkansas

Dale McKinney, FAIA
1st Vice President/President-Elect
Sioux City, Iowa

Dennis S. Ward, AIA
2nd Vice President
Florence, South Carolina

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David L. Hoffman, FAIA
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Gregory L. Erny, AIA
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Chief Executive Officer

1801 K Street NW, Suite 700K
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An Equal Opportunity Employer

March 17, 2014

Dear Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on a proposed change to the Intern Development Program (IDP). This change specifically relates to the reporting requirement known as the "six-month reporting rule" for IDP credit. A detailed description of the proposed change is attached and is also posted on the Registration Board Section of the NCARB website.

Following this initial notice of the proposed change there will be a 90-day period for your Board to review and submit comments. We would greatly appreciate it if you would please take the opportunity to review the proposed change and provide your feedback. **The NCARB Board of Directors would like to hear from all Member Boards before they vote on the proposed changes**. To that end, please use the following questions as a guide when crafting your response:

- Does your Board agree, disagree, or have no position on the proposed change?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?

All comments, including "no comments", should be sent to the following address: idp-comments@ncarb.org with a copy to khillegas@ncarb.org by 5:00 P.M. on Friday, June 6, 2014.

NCARB
National Council of Architectural Registration Boards 1801 K Street NW, Suite 700K Washington, DC 20006 202/783-6500 202/783-0290 FAX

Proposed Change to IDP Reporting Requirement

March 17, 2014

WHAT IS THE PROPOSED CHANGE?

This proposed change will allow interns to earn IDP credit for valid work experience not previously reported within the timeframe specified by the reporting requirement. Currently interns must submit all experience in reporting periods of no longer than six months and within two months of completion of each reporting period. The proposed change would, *for the first time*, allow credit for intern experience that occurred up to five years beyond the current reporting requirements. Credit for experience beyond the reporting period would be valued at 50 percent for up to five years, after which any experience would be ineligible for credit.

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

If adopted, interns will be able to earn IDP experience credit for valid work experience while still preserving the value of the Six-Month Rule. By preserving a 100 percent value for experience earned and reported within the reporting period, IDP participants will continue to be incentivized to comply with the reporting rule. In addition, this adjustment creates a parallel with the five-year rolling clock for honoring examination results, emphasizing a consistent position that activity along the licensure path maintains its value for five years.

The NCARB Board of Directors approved the following revisions to modify the IDP "Reporting Requirements" for Member Board comment:

Modify the IDP Guidelines, December 2013, page 9, Reporting Requirements, Paragraph 2 as follows:

> "*To earn full credit for experience, interns must submit all experience including supplemental experience in reporting periods of no longer than six months and within two months of completion of each reporting period.*
>
> - ~~*For each day past the two-month filing period, a day of acceptable experience will be lost at the beginning of the reporting period.*~~
>
> *Experience reported beyond the two-month filing period and up to five years after the date of the validated experience will be accepted at a reduced value of fifty percent (50 percent) toward the IDP requirements.*

Rationale:

At the December 2013 Board of Directors meeting the Board engaged in a conversation about ways to improve the customer service experience regarding the IDP reporting rule. Currently, interns are only able to document experience in reporting periods of six months. The conversation was centered on ways to identify a reasonable and flexible solution to support the path to licensure while also continuing to endorse the value of timely reporting.

NCARB
National Council of Architectural Registration Boards 1801 K Street NW, Suite 700K Washington, DC 20006 202/783-6500 202/783-0290 FAX

In the nearly five years since the IDP Reporting Requirement was introduced, there has been significant compliance with this rule. Hundreds of thousands of intern experience reports have been submitted within the framework of this rule and a significant number of IDP stakeholders have reaffirmed that this rule is valuable and should remain intact. There are, however, a subset of customers that, for various reasons, have not complied with the rule and have lost experience hours as a result.

This proposed modification creates an alternative to allow the acceptance of hours for experience earned outside of the reporting requirement while still strongly incentivizing interns to comply with this rule. This modification caps the experience earned at a maximum of 5 years from the date of submission.

The NCARB Board will review comments from its Member Boards over the next 90 days, and place a formal vote on the change onto its June pre-Annual Meeting agenda. The timeline for implementation of this change, should it be approved, is anticipated to occur no later than 1 January 2015.

Agenda Item I

REVIEW AND APPROVE 2014/2015 INTRA-AGENCY CONTRACT AGREEMENT WITH THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CSE DEVELOPMENT

The Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) is charged with providing professional psychometric services to DCA boards and bureaus, which include all aspects of the examination validation process (i.e., occupational analyses, examination development, test scoring and statistical analyses, and national examination reviews).

The Board's current Intra-Agency Contract (IAC) agreement with OPES for examination development will expire on June 30, 2014. A new IAC agreement (attached) is needed for fiscal year 2014/15.

The Board is asked to review and approve the new IAC agreement with OPES for examination development.

Attachment:
OPES Intra-Agency Contract Agreement

Department of Consumer Affairs

INTRA-DEPARTMENTAL CONTRACT

CONTRACT NUMBER	AMENDMENT NUMBER
IAC #70605	

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: **July 1, 2014 through June 30, 2015**

3. The maximum amount of this Contract is: **$78,654**

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:

California Supplemental Exam
Written Examination Development

Exhibit A – Scope of Work	1 Page
• Attachment I - Project Plan	2 Pages
• Attachment II - Roles and Responsibilities	3 Pages
Exhibit B – Budget Detail and Payment Provisions	1 Page
• Attachment I - Cost Sheets	4 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 **California Architects Board**		
BY *(Authorized Signature)* Douglas R. McCauley	DATE SIGNED 6/3/14	
PRINTED NAME AND TITLE OF PERSON SIGNING **Douglas R. McCauley, Executive Officer**		
ADDRESS **2420 Del Paso Road, Suite 105, Sacramento, CA 95834**		
BUDGET OFFICER'S SIGNATURE –		
DEPARTMENT OF CONSUMER AFFAIRS		
PROVIDING BOARD/BUREAU/DIVISION'S NAME **Office of Professional Examination Services**		
BY (Authorized Signature) –	DATE SIGNED 5/22/14	
PRINTED NAME AND TITLE OF PERSON SIGNING **Heidi Lincer-Hill, Chief**		
ADDRESS **2420 Del Paso Road, Suite 265** **Sacramento, CA 95834**		
BUDGET OFFICER'S SIGNATURE –		

EXHIBIT A

SCOPE OF WORK

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

   Develop new items/graphics for the California Architects Board (Board) California Supplemental Examination (CSE), review existing items/graphics, construct two forms of the CSE, and establish passing scores for each new form.

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:		**Office of Professional Examination Services:**	
Name	Douglas R. McCauley	Name:	Heidi Lincer-Hill
Phone:	(916) 574-7220	Phone:	(916) 575-7240
Fax:	(916) 575-7283	Fax:	(916) 419-1697

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

Exhibit A
Attachment I

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605

PROJECT PLAN
for
CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2014-15

Project Objectives:	***Develop new items/graphics for the California Architects Board (Board) California Supplemental Examination (CSE), review existing items/graphics, construct two forms of the CSE, and establish passing scores for each new form.***
Proposed Completion Date:	June 30, 2015
Board Contact:	Marccus Reinhardt (916) 575-7212
OPES Contact:	Raul Villanueva (916) 575-7255

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
Spring 2015 Exam Development		
1. Item Writing Workshop - Project		
> Recruit for a 2-day workshop		Board
> Conduct workshop	July 11-12, 2014	OPES
> Update item bank		OPES
2. Item Writing Workshop - General		
> Recruit for a 2-day workshop		Board
> Conduct workshop	August 8-9, 2014	OPES
> Develop item bank		OPES
3. Item Review Workshop - Project		
> Recruit for a 2-day workshop		Board
> Conduct workshop	August 21-22, 2014	OPES
> Update item bank		OPES
4. Item Review Workshop - General		
> Recruit for a 2-day workshop		Board
> Conduct workshop	September 26-27, 2014	OPES
> Update item bank		OPES
5. Item Review Workshop - Project		
> Recruit for a 2-day workshop		Board
> Conduct workshop	October 9-10, 2014	OPES
> Update item bank		OPES
6. Item Review Workshop - General		
> Recruit for a 3-day workshop		Board
> Conduct workshop	October 23-25, 2014	OPES
> Update item bank		OPES
7. Exam Construction Workshop		
> Recruit for a 2-day workshop		Board
> Conduct 2-day workshop	November 6-7, 2014	OPES
> Analyze SME Feedback		OPES
> Revise exam as necessary		OPES
8. Passing Score/Project Pre-Test		
> Recruit for a 2-day workshop		Board
> Conduct workshop	November 20-21, 2014	OPES
> Develop passing score		OPES
9. Passing Score (If Needed)		
> Recruit for a 2-day workshop		Board
> Conduct workshop	December 4-5, 2014	OPES
> Develop passing score		OPES
10. Exam Production: Convert Exam to PSI		
> Edit review of final CSE items		OPES
> Finalize Candidate Information Bulletin (CIB) document		OPES
> Finalize graphics for exam		Board
> Submit exam to PSI for launch	January 2015	OPES
> PSI launch of exam	March 1, 2015	OPES

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605

PROJECT PLAN
for
CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2014-15

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
Fall 2015 Exam Development		
11. Item Writing Workshop (Project)		
> Recruit for a 2-day workshop		Board
> Conduct workshop	January 22-23, 2015	OPES
> Develop item bank		OPES
12. Item Writing Workshop (General)		
> Recruit for a 2-day workshop		Board
> Conduct workshop	February 5-6, 2015	OPES
> Update item bank		OPES
13. Item Review Workshop - Project		
> Recruit for a 2-day workshop		Board
> Conduct workshop	February 27-28, 2015	OPES
> Update item bank		OPES
14. Item Review Workshop - General		
> Recruit for a 2-day workshop		Board
> Conduct workshop	March 13-14, 2015	OPES
> Update item bank		OPES
15. Item Review Workshop - Project		
> Recruit for a 2-day workshop		Board
> Conduct workshop	March 26-27, 2015	OPES
> Update item bank		OPES
16. Item Review - General		
> Recruit for a 3-day workshop		Board
> Conduct workshop	April 9-11, 2015	OPES
> Update item bank		OPES
17. Exam Construction Workshop		
> Recruit for a 2-day workshop		Board
> Conduct 2-day workshop	April 24-25, 2015	OPES
> Analyze SME Feedback		OPES
> Revise exam as necessary		OPES
18. Passing Score/Project Pre-Test		
> Recruit for a 2-day workshop		Board
> Conduct workshop	May 7-8, 2015	OPES
> Develop passing score		OPES
19. Passing Score Workshop (if Needed)		
> Recruit for a 2-day workshop		Board
> Conduct workshop	May 21-22, 2015	OPES
> Develop passing score		OPES
20. Exam Production: Convert Exam to PSI		
> Edit review of final CSE items		OPES
> Finalize Candidate Information Bulletin (CIB) document		OPES
> Finalize graphics for exam		Board
> Submit exam to PSI for launch	July 2015	OPES
> PSI launch of exam	September 1, 2015	OPES

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605
ROLES AND RESPONSIBILITIES
for
CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2014-15

INTRODUCTION

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 examination development process requires approximately 128 Architects to serve as expert consultants. In licensure examination development work, expert consultants are known as subject matter experts (SMEs). Six to eight SMEs are needed for each workshop. The SMEs in each workshop should be unique to ensure objectivity in all aspects of examination development.

Graphics selection and modification, item writing, item review, examination construction, and passing score processes are included in examination development services to be provided.

ROLE OF THE BOARD

The primary role of the California Architects Board (Board) is to recruit a representative sample of SMEs for development of the examination. The Board is also responsible for preparation and duplication of plan materials for the project items.

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

Half of the six to eight SMEs in the item writing, item review, and exam construction workshops should be licensed five years or less to ensure an entry-level perspective is represented. All (100%) of the SMEs in the exam pre-test and passing score workshops should be licensed five years or less.

In addition, the Board has the ultimate responsibility for acquiring any reference materials to be used by the SMEs to develop examination items.

Due to potential conflict of interest, undue influence, and/or security considerations, board members, committee 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.

OPES will have final say regarding who participates as an SME, and the Board agrees to not invite back any SME that OPES has requested not to be invited to future workshops.

ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES

The Office of Professional Examination Services (OPES) will use a content validation strategy to link the examination to the results of an occupational analysis of practice. During the workshops, OPES will work with California Architects Board (Board) and the SMEs to select graphics, develop items, review items, construct examinations, and establish passing scores.

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 or OPES personnel from completing their assigned tasks.

SUMMARY OF EVENTS

- Board recruits panels of SMEs to serve as item writers.
- OPES works with SMEs to develop items.
- Board recruits panels of SMEs to serve as item reviewers. The reviewers should be different SMEs than the item writers.
- OPES works with SMEs to review items. Final revisions are made to the items and the bank of new items is submitted to Board.
- Board recruits panels of SMEs to participate in workshops for exam construction.
- OPES works with the SMEs to select items from item bank of new and existing items and constructs the examination.
- Board recruits panels of SMEs for a pre-test evaluation of each exam. All of the SMEs should be entry-level (licensed five years or less) and different SMEs than the SMEs who developed the items.
- OPES works with the SMEs to conduct a pre-test evaluation of each exam to ensure item content accuracy and representation of Architects entering mainstream practice.
- Board recruits panels of SMEs all of which are licensed five years or less, to serve as judges in the passing score workshops. The passing score SMEs must be different SMEs than the item writers or item reviewers to ensure objectivity of the passing score ratings.
- OPES works with SMEs to establish the passing score. OPES analyzes the ratings and prepares reports of findings.

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 cost of services completed as identified in Exhibit B, Attachment I; any related travel expenses will be billed as actuals. 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

   C. The Board will reimburse OPES for the partial performance (e.g. workshop preparation, rescheduling) of any services provided by OPES if the board/bureau does not demonstrate in good faith their roles/responsibilities as defined by Attachment II – Roles and Responsibilities.

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) #70605

CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAMINATION WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2014-15

Spring 2015 Development

1.	**Item Writing Workshop (Project)**	$ 3,549
2.	**Item Writing Workshop (General)**	$ 3,549
3.	**Item Review Workshop (Project)**	$ 3,685
4.	**Item Review Workshop (General)**	$ 3,885
5.	**Item Review Workshop (Project)**	$ 3,685
6.	**Item Review Workshop (General)**	$ 4,535
7.	**Exam Construction Workshop**	$ 3,685
8.	**Passing Score/Project Pre-Test Workshop**	$ 3,349
9.	**Passing Score Workshop (If Needed)**	$ 3,349
10.	**Exam Production: Convert Exam to PSI**	$ 2,616
	Spring 2015 Development Subtotal	**$ 35,887**

Index/PCA/Object Code 0600/06000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605

CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAMINATION WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2014-15

Fall 2015 Development

11.	**Item Writing Workshop (Project)**	$ 3,349
12.	**Item Writing Workshop (General)**	$ 3,349
13.	**Item Review Workshop (Project)**	$ 3,885
14.	**Item Review Workshop (General)**	$ 3,885
15.	**Item Review Workshop (Project)**	$ 3,685
16.	**Item Review Workshop (General)**	$ 4,535
17.	**Exam Construction Workshop**	$ 3,685
18.	**Passing Score/Project Pre-Test Workshop**	$ 3,349
19.	**Passing Score Workshop (If Needed)**	$ 3,349
20.	**Exam Production: Convert Exam to PSI**	$ 2,616
	Fall 2015 Development Subtotal	**$ 35,687**
	Spring 2015 Development Subtotal *(from prior page)*	**$ 35,887**
	Administrative Support	**$ 7,080**
IAC GRAND TOTAL		**$ 78,654**

Index/PCA/Object Code 0600/06000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2014-15

	Test Validation Staff					Editor		Support Staff			
	$60		Travel	Overtime $85		$56		$43			GRAND
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
Spring 2015 Development											
1. **Item Writing Workshop** (Project)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	8	$ 480		12	$ 1,020			2	$ 86	$ 1,586	
Update item bank	16	$ 960								$ 960	
											$ 3,549
2. **Item Writing Workshop (General)**											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	8	$ 480		12	$ 1,020			2	$ 86	$ 1,586	
Develop item bank	16	$ 960								$ 960	
											$ 3,549
3. **Item Review Workshop (Project)**											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Update item bank	16	$ 960								$ 960	
											$ 3,685
4. **Item Review Workshop (General)**											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	8	$ 480		12	$ 1,020	6	$ 336	2	$ 86	$ 1,922	
Update item bank	16	$ 960								$ 960	
											$ 3,885
5. **Item Review Workshop (Project)**											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Update item bank	16	$ 960								$ 960	
											$ 3,685
6. **Item Review Workshop (General)**											
Prepare for **3-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		14	$ 1,190	6	$ 336	2	$ 86	$ 2,572	
Update item bank	16	$ 960								$ 960	
											$ 4,535
7. **Exam Construction Workshop**											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Develop examination	16	$ 960								$ 960	
											$ 3,685

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2014-15

	Test Validation Staff					Editor		Support Staff			
	$60		Travel	Overtime $85		$56		$43			GRAND
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
8. Passing Score/Project Pre-Test Workshop											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340			2	$ 86	$ 1,386	
Develop passing score	16	$ 960								$ 960	
											$ 3,349
9. Passing Score Workshop (if Needed)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340			2	$ 86	$ 1,386	
Develop passing score	16	$ 960								$ 960	
											$ 3,349
10. Exam Production: Convert Exams to PSI											
Edit/Review of final CSE Form	30	$ 1,800				6	$ 336			$ 2,136	
Submit exam to PSI for launch	8	$ 480								$ 480	
											$ 2,616
Spring 2015 Development Subtotal											**$ 35,887**
Fall 2015 Development											
11. Item Writing Workshop (Project)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340			2	$ 86	$ 1,386	
Develop item bank	16	$ 960								$ 960	
											$ 3,349
12. Item Writing Workshop (General)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340			2	$ 86	$ 1,386	
Update item bank	16	$ 960								$ 960	
											$ 3,349
13. Item Review Workshop (Project)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	8	$ 480		12	$ 1,020	6	$ 336	2	$ 86	$ 1,922	
Update item bank	16	$ 960								$ 960	
											$ 3,885
14. Item Review Workshop (General)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	8	$ 480		12	$ 1,020	6	$ 336	2	$ 86	$ 1,922	
Update item bank	16	$ 960								$ 960	
											$ 3,885
15. Item Review Workshop (Project)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Update item bank	16	$ 960								$ 960	
											$ 3,685

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70605
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2014-15

	Test Validation Staff					Editor		Support Staff			
	$60		Travel	Overtime $85		$56		$43			GRAND
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
16. Item Review Workshop (General)											
Prepare for 3-day workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		14	$ 1,190	6	$ 336	2	$ 86	$ 2,572	
Update item bank	16	$ 960								$ 960	
											$ 4,535
17. Exam Construction Workshop											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Revise exam as necessary	16	$ 960								$ 960	
											$ 3,685
18. Passing Score/Project Pre-Test Workshop											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340			2	$ 86	$ 1,386	
Develop passing score	16	$ 960								$ 960	
											$ 3,349
19. Passing Score Workshop (if Needed)											
Prepare for **2-day** workshop	16	$ 960						1	$ 43	$ 1,003	
Conduct workshop	16	$ 960		4	$ 340			2	$ 86	$ 1,386	
Develop passing score	16	$ 960								$ 960	
											$ 3,349
20. Exam Production: Convert Exams to PSI											
Edit/Review of final CSE Form	30	$ 1,800				6	$ 336			$ 2,136	
Submit exam to PSI for launch	8	$ 480								$ 480	
											$ 2,616
Fall 2015 Development Subtotal											**$ 35,687**
Administrative Support											
Technical oversight (80 hours @ $63/hour)										$ 5,040	
Cost oversight (40 hours @ $51/hour)										$ 2,040	
											$ 7,080
TOTAL	**900**	**$ 54,000**		**132**	**$ 11,220**	**72**	**$ 4,032**	**54**	**$ 2,322**	**$ 78,654**	**$ 78,654**

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 J

REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT

1. Update on April 24, 2014 REC Meeting

2. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Review and Consider Adding a Provision Regarding "Scope of Work" to the Written Contract Requirements [Business and Professions Code Section (BPC) 5536.22]

3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Review Reporting Threshold ($5,000) in Reporting Requirement (BPC 5588)

UPDATE ON APRIL 24, 2014 REC MEETING

The REC met on April 24, 2014, in Sacramento. Attached is the notice of the meeting. Committee Chair, Sheran Voigt, will provide an update on the meeting.

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF MEETING

REGULATORY AND ENFORCEMENT COMMITTEE
April 24, 2014
10:00 a.m. to 2:00 p.m.
California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

The California Architects Board (CAB) will hold a Regulatory and Enforcement Committee (REC) meeting as noted above. A quorum of Board members may be present during all or portions of the meeting, and if so, such members will only observe the REC meeting. Agenda items may not be addressed in the order noted above 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 accessible to the physically disabled. A person who needs a disability-related accomodation or modification in order to participate in the meeting may make a request by contacting Leosha Eves at (916) 575-7203, emailing Leosha.Eves@dca.ca.gov, or sending a written request to the California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accomodation.

AGENDA

A. Welcome and Introductions

B. Roll Call

C. Public Comments

D. Review and Approve April 25, 2013 REC Summary Report

E. Enforcement Program Update

F. 2014 Strategic Plan Objectives

1) Discuss and Possible Action on Strategic Plan Objective to Review and Update CAB's Disciplinary Guidelines

2) Discuss and Possible Action on Strategic Plan Objective to Review and Consider Adding a Provision Regarding "Scope of Work" to the Written Contract Requirements [Business and Professions Code (BPC) Section 5536.22]

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www.cab.ca.gov

Continued

3) Discuss and Possible Action on Strategic Plan Objective to Review Reporting Threshold ($5,000) in Reporting Requirements (BPC Section 5588)

4) Discuss and Possible Action on Strategic Plan Objective to Review and Explore Other Opportunities for Prosecuting Unlicensed Individuals, Such as Infractions

G. Discuss and Possible Action on The American Institute of Architects, California Council Proposed Legislation (Assembly Bill 2192 Melendez) Regarding Peer Review on Exempt Projects

H. Adjournment

The notice and agenda for this meeting and other meetings of the CAB can be found on the Board's Web site: *cab.ca.gov*. For further information regarding this agenda, please contact Ms. Eves at (916) 575-7203.

Protection of the public shall be the highest priority for the CAB 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. (BPC section 5510.15)

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO REVIEW AND CONSIDER ADDING A PROVISION REGARDING "SCOPE OF WORK" TO THE WRITTEN CONTRACT REQUIREMENTS [BUSINESS AND PROFESSIONS CODE SECTION (BPC) 5536.22]

The California Architects Board's 2013 and 2014 Strategic Plans contains an objective assigned to the Regulatory and Enforcement Committee (REC) to determine whether a provision should be added to the written contract requirement (BPC 5536.22) concerning scope of work.

The written contract requirement was added to the Architects Practice Act in 1996 and has immensely improved architect/client relations. While the current requirement has accomplished much to protect consumers and architects, it has some deficiencies, which if addressed, could greatly improve the protections afforded the architect and the consumer.

In summary, the current BPC 5536.22 requires that a written contract:

1. Describe the services to be provided by the architect;
2. Describe the basis of compensation and method of payment;
3. Identify by name and address the client and architect including the architect's license number;
4. Describe the procedure to accommodate additional services; and,
5. Describe the procedure to be used by both parties to terminate the contract.

A missing critical requirement is a description of the project scope for which the architect's services are being retained. Over the years, many of the disputes that have led to consumer complaints to the Board stemmed from a misunderstanding(s) by either or both parties of the project scope and/or failure to manage the changes in scope during the design process. Description of the project scope has direct bearing on the 1) design services required; 2) compensation related to these services; and, 3) project budget and schedule.

Project Scope: There are varying degrees of detail that can be provided in a project scope statement; however, in its most simple form the project scope defines what is to be built, how big it is to be and what the expected levels of quality should be. These facts will dictate (and ultimately be controlled by) the project budget and schedule. Often times, there is no clear definition of the project scope; therefore, the first phase of project services should explore and define the project scope.

Tracking progress and comparing it with stated goals and objectives is integral to effective project management. Without a defined project scope, it is often not clear whether the project is on track in meeting the expectations and project requirements established by the client and the architect.

At the April 25, 2013 REC meeting, the Committee was asked to consider staff's recommended revisions to BPC 5536.22, which incorporated a requirement for a description of the project scope and contract changes and identification of the project address, etc.

The Committee agreed to assign a working group, in collaboration with The American Institute of Architects, California Council (AIACC), to meet separately to further refine the proposed language before making a recommendation to the Board.

On July 15, 2013, the working group, consisting of Gary McGavin and Phyllis Newton reviewed the proposed language to BPC 5536.22. AIACC representative, Kurt Cooknick attended as well.

Based on their discussion, in an effort to add clarification and reduce miscommunication and confusion between the architect and the client, the working group ultimately determined to propose the following to the written contract requirements:

- a description of the project and address; and
- a procedure to accommodate contract changes.

Board staff was then asked to work with the Board's legal counsel to refine the proposed language to incorporate the working group's suggestions. Legal counsel suggested slight modifications to the language that were non-substantive.

At its April 24, 2014 meeting, the REC discussed the objective and considered the working group's and Legal Counsel's revisions to BPC 5536.22. The REC voted to recommend to the Board that it approve the proposed language.

The Board is asked to review and approve the REC's recommendation to revise BPC 5536.22.

Attachment:
BPC 5536.22 Proposed Language Including Working Group & Legal Counsel's Suggestions

BPC Section 5536.22 Proposed Language Including Working Group & Legal Counsel's Suggestions

(a) An architect shall use a written contract when contracting to provide professional services to a client pursuant to this chapter. That written contract shall be executed by the architect and the client, or his or her representative, prior to the architect commencing work, unless the client knowingly states in writing that work may be commenced before the contract is executed. The written contract shall include, but not be limited to, all of the following items:

(1)A description of the project for which the client is seeking services.

(~~1~~2) A description of the services to be provided by the architect to the client.

(~~2~~3) A description of any basis of compensation applicable to the contract and the method of payment agreed upon by both parties.

(~~3~~4) The name, address, and license number of the architect, and the name and address of the client and project address.

(~~4~~5) A description of the procedure that the architect and the client will use to accommodate additional services.

(6) A description of the procedure that the architect and the client will use to accommodate contract changes including, but not limited to, changes in the description of the project, in the description of the services, or in the description of the compensation and method of payment.

(~~5~~7) A description of the procedure to be used by either party to terminate the contract.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO REVIEW REPORTING THRESHOLD ($5,000) IN REPORTING REQUIREMENT (BPC 5588)

The California Architects Board's 2014 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to review the $5,000 reporting threshold in the reporting requirements (BPC 5588).

BPC 5588 History

Since 1979, the Architects Practice Act, BPC 5588, has required architects and their professional liability insurance carriers to report to the Board any settlement or arbitration awards in excess of $5,000. On June 23, 2003, the Board met with nine representatives from insurance carriers and other interested parties to discuss the Board's review process and application of BPC 5588. It was agreed that the Board's legal counsel request an opinion and interpretation from the Attorney General (AG) regarding BPC 5588.

The AG opinion was received on August 27, 2004. The Board reviewed the AG opinion on October 6, 2004. The Board directed the REC to: 1) examine the statute and the AG opinion to provide the Board with a recommendation on the parameters for reporting; 2) consider and identify the types of events that would be reportable under the AG opinion; 3) consider and identify what would be reportable in an ideal situation to help the Board protect consumers; and 4) consider whether the Board should ask the AG any additional questions. The Board also directed staff to: 1) seek compliance with reporting requirements relative to settlements and arbitration awards over $5,000 that involve formal legal action; 2) collect statistical data on the nature of the claim (i.e., zoning, code, access, leaks) to provide feedback on areas of practice that may be deficient; and 3) implement draft reporting form developed by staff to be used by insurance companies to report settlements.

$5,000 Threshold Reporting Requirement History

On December 9, 2004, the Board approved REC's recommendation that BPC 5588 should be amended to require that only settlements precipitated by legal action or arbitration awards that exceed $5,000 and allege wrongful conduct (fraud, deceit, negligence, incompetence, or recklessness) with respect to the architectural services being provided must be reported to the Board. This recommendation was based on the Board for Professional Engineers, Land Surveyors, and Geologists' (BPELSG) legislation which limited reporting of settlements to an action, which was deemed a more appropriate standard for the design profession (as opposed to health related boards). It was also crafted to avoid "change orders" from having to be reported to the Board. The Board also noted that The American Institute of Architects, California Council (AIACC) was the appropriate entity to sponsor such legislation and appointed a task force to address this issue and report its findings to the REC.

On March 24, 2005, the task force met and reviewed the BPELSG statutory language regarding settlements and arbitration awards reporting requirements and AIACC's proposed language, and developed proposed language for the REC to consider. During this discussion it was opined that the

reportable amount of money, the Board's $5,000 versus BPELSG's $50,000 may be an issue; however, the $5,000 was the appropriate threshold at the time for the Board based on the following:

- Raising the amount to $50,000 would be a reduction in consumer protection.
- In a large scale project, a $50,000 claim may be considered small; however, in a small project, the $5,000 claim may be very substantial.
- Larger firms settle in excess of $50,000 as a normal course of business. Maintaining the limit at $5,000 would not have a major impact on a larger firm, but would impact a consumer with a smaller project who would be screened out at a limit of $50,000.
- Anything over $5,000 could not be filed in small claims court.

At its April 24, 2014 meeting the REC discussed the $5,000 reporting threshold in BPC 5588 and agreed with staff's recommendation to stay in alignment with the current small claims court filing limit. It was opined that increasing the reporting threshold would be a reduction in consumer protection. The REC agreed to recommend to the Board that it maintain the $5,000 reporting threshold as is.

The Board is asked to review and approve the REC's recommendation to maintain the $5,000 reporting threshold.

Attachment:
BPC 5588 and 5588.1

BUSINESS AND PROFESSIONS CODE SECTION 5588

5588. (a) A licensee shall report to the board in writing within 30 days of the date the licensee has knowledge of any civil action judgment, settlement, arbitration award, or administrative action resulting in a judgment, settlement, or arbitration award against the licensee in any action alleging fraud, deceit, negligence, incompetence, or recklessness by the licensee in the practice of architecture if the amount or value of the judgment, settlement, or arbitration award is five thousand dollars ($5,000) or greater.

(b) The report required by subdivision (a) shall be signed by the licensee and shall set forth the facts that constitute the reportable event. If the reportable event involves the action of an administrative agency or court, the report shall set forth all of the following:

(1)The title of the matter.

(2)The court or agency name.

(3)The docket number.

(4)The claim or file number.

(5)The date on which the reportable event occurred.

(c) A licensee shall promptly respond to oral or written inquiries from the board concerning the reportable events, including inquiries made by the board in conjunction with license renewal.

(d) Failure of a licensee to report to the board in the time and manner required by this section shall be grounds for disciplinary action.

(e) Any licensee who fails to comply with this section may be subject to a civil penalty of not less than one hundred dollars ($100) and not more than one thousand dollars ($1,000) as an additional intermediate sanction imposed by the board in lieu of revoking the licensee's license. Any licensee who knowingly and intentionally fails to comply with this section may be subject to a civil penalty of up to twenty thousand dollars ($20,000) as an additional intermediate sanction imposed by the board in lieu of revoking the licensee's license.

BUSINESS AND PROFESSIONS CODE SECTION 5588.1

5588.1 (a) Within 30 days of payment of all or any portion of a civil action judgment, settlement, or arbitration award described in Section 5588 against a licensee of the board in which the amount or value of the judgment, settlement, or arbitration award is five thousand dollars ($5,000) or greater, any insurer providing professional liability insurance to that licensee or architectural entity shall report to the board all of the following:

(1)The name of the licensee.

(2)The claim or file number.

(3)The amount or value of the judgment, settlement, or arbitration award.

(4)The amount paid by the insurer.

(5)The identity of the payee.

(b) Within 30 days of payment of all or any portion of any civil action judgment, settlement, or arbitration award described in Section 5588 against a licensee of the board in which the amount or value of the judgment, settlement, or arbitration award is five thousand dollars ($5,000) or greater, any state or local governmental agency that self-insures that licensee shall report to the board all of the following:

(1)The name of the licensee.

(2)The claim or file number.
(3)The amount or value of the judgment, settlement, or arbitration award.
(4)The amount paid.
(5)The identity of the payee.

Agenda Item K

COMMUNICATIONS COMMITTEE REPORT

1. Update on May 6, 2014 Communications Committee Meeting

2. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Implement Digital Alternatives for Outreach to Schools and Veterans Administration Counseling Centers

3. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to publish CAB's Newsletter, *California Architects*, in Accessible HTML Format

4. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Use Social Media to Inform the Public About Recent Board Activities

5. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Increase Public Awareness About the Board and its Functions Through the Development of Expanded Digital Presence

6. Review and Approve Recommendation Regarding 2014 Strategic Plan Objective to Research Engagement with Collateral Organizations such as NAAB, NCARB, Association of Collegiate Schools of Architecture, and American Institute of Architecture to Promote Public Awareness

UPDATE ON MAY 6, 2014 COMMUNICATIONS COMMITTEE MEETING

The Communications Committee met on May 6, 2014, in Sacramento. Attached is the notice of the meeting. Committee Chair, Matthew McGuinness, will provide a meeting update.

Attachment:
May 6, 2014 Notice of Meeting

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF MEETING

COMMUNICATIONS COMMITTEE

May 6, 2014
10:00 a.m. to 3:00 p.m.
2420 Del Paso Road
Sequoia Room
Sacramento, CA 95834
(916) 574-7220

The California Architects Board (CAB) will hold a Communications Committee meeting as noted above.

AGENDA

A. Review and Approve October 1, 2013, Communications Committee Summary Report

B. Discuss and Possible Action on 2014 Strategic Plan Objective to Implement Digital Alternatives for Outreach to Schools and Veterans Administration Counseling Centers

C. Discuss and Possible Action on 2014 Strategic Plan Objective to publish CAB's Newsletter, *California Architects*, in Accessible HTML Format

D. Discuss and Possible Action on 2014 Strategic Plan Objective to Use Social Media to Inform the Public About Recent Board Activities

E. Discuss and Possible Action on 2014 Strategic Plan Objective to Increase Public Awareness About the Board and its Functions Through the Development of Expanded Digital Presence

F. Discuss and Possible Action on 2014 Strategic Plan Objective to Research Engagement with Collateral Organizations such as National Architectural Accrediting Board, National Council of Architectural Registration Boards, Association of Collegiate Schools of Architecture, and American Institute of Architecture to Promote Public Awareness

Agenda items may not be addressed in the order noted above 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 Mel Knox at (916) 575-7221

(Continued on Reverse)

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emailing mel.knox@dca.ca.gov, or sending a written request to the California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website at www.cab.ca.gov. Any other requests relating to the Committee meeting should be directed to Mr. Knox at (916) 575-7221.

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)

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO IMPLEMENT DIGITAL ALTERNATIVES FOR OUTREACH TO SCHOOLS AND VETERANS ADMINISTRATION COUNSELING CENTERS

The Board's 2014 Strategic Plan contains an objective assigned to the Communications Committee to implement digital alternatives for outreach to schools and Veterans Administration (VA) counseling centers.

Students are the focus of the traditional pipeline into the profession. At the national level, veterans are the focus of First Lady Michelle Obama and Dr. Jill Biden's *Joining Forces* initiative, a nationwide effort to mobilize all sectors of society to raise awareness of military families' unique needs as it pertains to employment, education and wellness.

At its December 5, 2013 meeting, the Board determined that screencasts, which are digital recordings of computer screen output and audio narrative, shall be utilized to help students, candidates, and schools understand and navigate the licensing process. The Board also determined that, once produced, these screencasts shall be provided on an appropriate video-sharing website along with appropriate hyperlinks from the Board's websites to appropriate social media (i.e., *Twitter*).

At the May 6, 2014 Communications Committee meeting, the Committee discussed this objective and voted to recommend to the Board that staff develop 1) contact lists, 2) content, and 3) screencasts for schools and VA counseling centers. The Committee was also in concurrence that students (at accredited and non-accredited programs and community colleges) and California Veterans (individuals who work in design/construction, but may not be licensed) shall be the target audience for "Licensure 101" screencasts.

As the Board already implements a school and student outreach plan (see attached), schools of architecture are already aware of the Board and licensing, they represent an informed audience and are ready to receive the communiqué that the Board will soon implement. However, a more introductory approach will be required for the 31 VA counseling centers in California. The Board may not be known to their centers, so this process will need to be launched with a simple letter of introduction. The Board's efforts to expose veterans to licensure requirements for a career in architecture will likely be embraced since VA counselors are always looking for outlets to guide Veterans into careers.

The Board is asked to review and approve the Communication Committee's recommendations.

Attachment:
School and Student Outreach Plan and Activities Summary

School and Student Outreach Plan and Activities Summary

The California Architects Board conducts school and student outreach activities to fulfill its mission as outlined in the Board's Strategic Plan. These objectives include:

- Ensuring those entering the profession meet standards of competency by way of education, experience, and examination
- Being proactive and exercising leadership among the schools with architectural programs
- Continuing the Board's school and student outreach programs
- Maintaining a presence at schools with architectural programs to inform students about licensing requirements
- Disseminating information to students and schools
- Formulating outreach strategies to inform schools with architectural programs of the value of architect license
- Monitoring the Board's Communications Plan and recommending expanded communications methods

The plan below presents methods for achieving these objectives.

Schools

California architectural programs need to know about candidate and licensing information. This includes:

- Examination/licensure requirements
- Role of the Board and the National Council of Architectural Registration Boards (NCARB)
- Candidate examination passing rates
- Intern Development Program (IDP)
- Other Board programs

Outreach Methods

- Semi-annual mailing of architect.ca.gov bookmarks to accredited schools and community colleges including a request made of the deans and department chairs to distribute the bookmarks to students
- School Presentations
  - "Path to Licensure" presentations
  - Joint Board and NCARB licensing presentations

Students

Students need information and guidance about the necessary requirements for the practice of architecture and detailed information about the licensing process to avoid confusion and costly mistakes. Important information includes:

- Education requirements
- Experience requirements
- National (Architect Registration Examination) and California Supplemental Examination requirements
- Licensing requirements
- Practice limitations for those without licenses
- Role of the Board
- Standards of practice information

Outreach Methods

- Architectural careers website and promotional bookmark
- NCARB webcasts and documents
- Informational candidate publications on the Board's Website
- Meetings with Academy for Emerging Professionals leadership
- Presentations made at The American Institute of Architects, California Council component meetings
- Expanding information available on the Board's website

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO PUBLISH CAB'S NEWSLETTER, *CALIFORNIA ARCHITECTS*, IN ACCESSIBLE HTML FORMAT

The Board's 2014 Strategic Plan contains an objective for the Board to publish *California Architects* in accessible HTML format.

At its December 5, 2013 meeting, the Board voted to change the publication format of its newsletter from an Adobe PDF document to a condensed, HTML-formatted version. Subsequently, in March 2014, staff published the first issue of *California Architects* in web version on the Board's website, *cab.ca.gov,* and distributed it electronically to the Board's email subscriber list.

At the May 6, 2014 Communications Committee meeting, a live demonstration was presented by Board staff, and Committee members were led through the new formatted issue of the newsletter with an emphasis on how to subscribe to the e-subscriber list. The Board is asked to consider this objective completed and no further action needed.

Attachments:
1. eNews Subscriber Notification email
2. Screenshots of the March 2014 issue of *California Architects*

Knox, Mel@DCA

To: "eNews" Subscribers
Subject: New Edition of California Architects

CALIFORNIA

architects

President's Message

One of the most important relationships the Board maintains is with the National Council of Architectural Registration Boards (NCARB). This is largely because the California Architects Board (Board) utilizes NCARB's Architect Registration Examination (ARE) and Intern Development Program as licensure requirements. NCARB also sets critical policies and directions that shape licensing. For all of these reasons, the Board's participation...read more.

Octavius Morgan

Named after the first president of the Board, the Octavius Morgan Distinguished Service Award recognizes individuals who have significantly contributed to the Board's mission through volunteerism over a period of time. The Board selects award recipients annually. Nominations are accepted from Board members and staff...read more.

New Board Members

Since the last issue of *California Architects*, four new Board members have been appointed to the California Architects Board...read more.

Business Entity Reporting Requirement

The Architects Practice Act (Business and Professions Code section 5558) requires all licensees to file with the Board the proper and current name(s) and address(es) of any business entity through which they provide architectural services. Architects can comply with the requirement by completing a Business Entity Report Form (BERF) and mailing, faxing or emailing it to the Board...read more.

Role of the Board's Enforcement Program

The Board takes action against licensees and unlicensed individuals who have potentially violated the Architects Practice Act. We accomplish this by leveraging the innate resources of Enforcement Program staff, contracted architect consultants, and the Office of the Attorney General...read more.

Enforcement Actions

The Board is responsible for receiving and investigating complaints against licensees and unlicensed persons. The Board also retains the authority to make final decisions on all enforcement actions taken against its licensees...read more.

Architects Practice Act

The Architects Practice Act was recently updated. The updated version is available on the Board's website under the "Forms/Publications" tab, sub-section Laws and Regulations.

California architects

California Architects Board
2420 Del Paso Road, Suite 105
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CALIFORNIA
2014-01
architects
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President's Message

Sheran Voigt

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Currently, NCARB is in the process of updating test specifications and structures for the examination, ARE 5.0. These changes will impact both the content and delivery of the ARE. The Board is keenly interested in potential new ways of testing for knowledge and we are pleased to have one of our members, Jon Baker, on NCARB's Examination Committee to help shape those changes.

NCARB is also taking a forward-thinking view of the future of licensing. Currently, the process to achieve licensure is designed to take eight years, but NCARB data reveals that many candidates require up to 12 years to become licensed. Few would argue that we can and should build a more effective licensure system that is a more efficient pipeline into the profession. NCARB has appointed a Licensure Task Force, and one of its members is Pasqual Gutierrez, one of our valued Board members. The Board is also working to be a key catalyst in the effort to reform licensing, and has invited all 10 accredited California schools of architecture to attend its February meeting. It is anticipated that a list of best practices and reform proposals will be generated from that meeting.

Also covered in this edition are:

2013 Octavius Morgan Awardees
New Board Members
Business Entity Reporting Requirement
Role of the Board's Enforcement Program
Enforcement Actions

Finally, I am pleased to communicate this message via the first e-mail version of California Architects. The Board already "tweets" and posts robust content on cab.ca.gov, but this vehicle is the best way to communicate our activities in a more efficient manner. Please ask your colleagues to add their emails to our subscription list.

Thank you for your interest in the Board's endeavors.

California architects
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Board Members
Sheran Voigt, President, Public Member
Pasqual V. Gutierrez, Vice President, Architect Member
Chris Christophersen, Secretary, Public Member
Jon Alan Baker, Architect Member
Sylvia Kwan, Architect Member
Matthew McGuinness, Public Member
Nilza Serrano, Public Member
Fermin Villegas, Public Member

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crucial.

Sheran Voigt

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Role of the Board's Enforcement Program

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Tian Feng, Architect Member
Sylvia Kwan, Architect Member
Matthew McGuinness, Public Member
Nilza Serrano, Public Member
Fermín Villegas, Public Member
Hraztan Zeitlian, Architect Member

Douglas R. McCauley, Executive Officer

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http://www.cab.ca.gov/newsletter/2014-01/octavius_morgan_award_recipients.shtml
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2014-01
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a publication of the california architects board ■ public protection through examination, licensure, and regulation

Octavius Morgan Distinguished Service Award Recipients: 2013

Named after the first president of the California Architects Board (Board), the Octavius Morgan Distinguished Service Award recognizes individuals who have significantly contributed to the Board's mission through volunteerism over a period of time. The Board selects award recipients annually. Nominations are accepted from Board members and staff.

The Board relies on volunteers to assist in developing the California Supplemental Examination (CSE) and to serve on many of its committees. Here are the 2013 honorees:

H. Linda Zubiate
San Diego

Linda Zubiate's fascination with how things are built started when she was very young. Nicknamed "Manos de Hiero" (the "hands of iron") by her dad, she would frequently take things apart, then attempt to put them back together. To the dismay of her parents, it was up to them to do the reassembling.

But from those experiences came opportunity. "My dad took my nervous energy and put it to work when he built my mom her dream home from the bottom up," she recalls. "I followed the whole process, and even did some designing at the age of 14 and then took it into the field with him to build. After that, there was no stopping me—I knew what my passion was."

H. Linda Zubiate

Zubiate became the first female in her high school to take a drafting class and later graduated with a very small percentage of women with a Bachelor of Architecture degree from Arizona State University.

From there, she launched a career spanning more than 34 years at the firm of Carrier Johnson + Culture in San Diego, an architectural and interior design practice with satellite offices in Orange County and Los Angeles. The firm specializes in the design of corporate headquarters; higher education and libraries; science and technology; civic

Loangle Newsome
Sacramento

As a child riding the bus through downtown Sacramento, Loangle Newsome would examine the buildings, noticing the different colors, shapes, textures and patterns. "I would point out the ones I liked," he remembers. "It was very melodic. I think the bass player in me liked the rhythm and structure. Architecture, like music, can sometimes be rigid but also flow freely like good jazz."

Newsome believes architecture is a profession comprised of composers and innovators who use their emotions, experience, and applied knowledge to create place. "Architects take parameters that sometimes oppose one another and create an environment where there can be harmony. Like music, architecture has the ability to stir your emotions if you take the time to appreciate it. It has the power to be art. That is the attraction for me."

Educated at California Polytechnic State University, San Luis Obispo, he is now a project principal with Calpo Hom & Dong Architects in Sacramento, a firm which does everything in the general practice of architecture except hospitals. "My niche is higher education, governmental, adaptive reuse, medical office, data centers, and industrial," he says.

Newsome has served the Board as a CSE Commissioner since 2006 and as a Master Commissioner from 2009 until 2011, when the CSE transitioned to a computer-based format. During the final two years the oral format was administered, he attended all six administrations for both Northern and

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New Board Members

Since the last issue of *California Architects*, four new Board members have been appointed to the CAB. Please read below for a short biography on our newest members.

Chris Christophersen

Chris Christophersen is a public member of the Board since 2013. Christophersen is a 33-year member of the International Union of Painters and Allied Trades (IUPAT) and has served in various leadership roles within the organization. Currently, he serves as Business Manager/Secretary-Treasurer of District Council 16 and has jurisdiction covering the northern regions of California and Nevada. He represents more than 8,000 highly skilled finish craft workers. Christophersen also serves as a trustee on several multi-employer trust funds and is Chairman of the District Council 16 Apprenticeship Training Board. His term expires on June 30, 2015.

Tian Feng

Tian Feng, FAIA, FCSI, is an architect member of the Board since 2014. He has been the District Architect for the San Francisco Bay Area Rapid Transit District (BART) since 2001, where he has been responsible for developing and implementing facilities standards as well as sustainability policy and initiatives, including climate change adaptation. Prior to BART, he worked at Jacobs Engineering, LCA Architects, JKA Construction Consultants, Sue Associates, FCA Architects, and the USC School of Architecture as a designer, architect, project manager and teaching assistant. He was an architectural advisory member at Metropolitan Transportation Commission, and East Bay/Oakland Chapter president of the Construction Specifications Institute. Feng earned a Master of Science degree in architecture from the University of Southern California. His term expires on June 30, 2017.

Sylvia Kwan

Sylvia Kwan, FAIA, LEED AP BD+C, is an architect member of the Board since 2013. She has been co-founder of Kwan Henmi Architecture and Planning Inc. since 1980 and chairman since 2007. Kwan Henmi's portfolio includes civic, education, transportation, residential, and commercial developments in communities across the Bay Area. Kwan has served as Director of the AIA National Board, the California Council Board, and the San Francisco Chapter Board. She is also a member of the San Francisco Chamber of Commerce and the Bay Area Council. Kwan received both her Bachelor of Arts and her Master of Arts degrees in architecture from the University of California, Berkeley. Her term expires on June 30, 2019.

Nilza Serrano

Nilza Serrano is a public member of the Board since 2013. A resident of Eagle Rock, Serrano founded TMS Production and Post-Production firm, while maintaining a steadfast commitment to public service. She serves on the Getty House Foundation Board of Directors to ensure that future generations have access while preserving the house and gardens. She also serves on the Board of Directors for HOPE-PAC, a political action committee. Serrano's advocacy helps to build and leverage opportunity, education, and outreach to benefit community-based services. Her term expires on June 30, 2016.

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Enforcement Actions

The California Architects Board is responsible for receiving and investigating complaints against licensees and unlicensed persons. The Board also retains the authority to make final decisions on all enforcement actions taken against its licensees.

Included below is a brief description of recent enforcement actions taken by the Board against individuals who were found to be in violation of the Architects Practice Act.

Every effort is made to ensure the following information is correct. Before making any decision based upon this information, you should contact the Board. Further information on specific violations may also be obtained by contacting the Board's Enforcement Unit at (916) 575-7208.

Citations:

Lon Bike—Wildomar
Lawrence F. Cook—Los Gatos
John Croswhite—San Francisco
Aaron Dimaandal (Martin)—Diamond Bar
James Biagio Gilbreath—Vale, Arizona
Kathryn Guillot—North Hollywood
Peter Haddad—Huntington Beach
Hootan Hamedani—Irvine
David I. Hamedany—San Pedro
Kyong S. Lee—Los Angeles
Mathew McGrane—Santa Ana
Junichi (Mark) Morita—Gardena
Kim Ian Murray—San Francisco
Warren Earle Pechin—Bakersfield
Urs M. Reist—Sacramento
Gary A. Rogers—Clovis
Allen Kent Smith—Salt Lake City, Utah
Moises Villegas—Murrieta
Stephen Anthony Vitalich—Venice
Keith Raymond Winterbower—Newport Beach

California architects
California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO USE SOCIAL MEDIA TO INFORM THE PUBLIC ABOUT RECENT BOARD ACTIVITIES

The Board's 2014 Strategic Plan contains an objective assigned to the Communications Committee to use social media to inform the public about recent Board activities.

The social media platform, *Twitter*, is a service for individuals and organizations to communicate and stay connected through the exchange of quick, frequent messages. People write short updates, or "tweets," of 140 characters or fewer. These messages are posted to one's profile, sent to one's followers, and are searchable on *Twitter* search. *Twitter* has over 500 million registered users who post more than 340 million tweets per day. In 2013, *Twitter* was one of the ten most-visited websites on the internet.

The Board has had its *Twitter* account, *@CAArchitectsBd*, since 2012; examples of its tweets include:

- "A new issue of *California Architects* is available online"
- "Important Update – the Board is pleased to announce **#CSE** results are now released at the test site upon completion of an exam"
- "**#CIDP** no longer required in California"

The Board uses the social media platform to tweet information to the public, but its number of followers is currently limited - approximately 250. In contrast, the National Council of Architectural Registration Boards has over 4,000 followers; the Southern California Institute of Architecture has nearly 2,300 followers; The American Institute of Architects, California Council has more than 2,800 followers; and the Board of Professional Engineers, Land Surveyors, and Geologists (similar in size to the Board) has approximately 175 followers.

At the May 6, 2014 Communications Committee meeting, the Committee voted to recommend that the Board adopt a partnership approach with associated *Twitter* users to increase the Board's ability to provide information to the public through social media. This target group (*Twitter users*) includes California schools of architecture and related professional associations. A partnership approach toward using social media will enable the Board to use as leverage collateral organizations' digital presences, which is a more efficient tactic than allocating resources (i.e., time) to independently and organically develop an expanded digital presence within the realm of social media. Partnerships can be cultivated by contacting targeted *Twitter* users to request they re-tweet key Board news from *@CAArchitectsBd*. This simple approach can significantly enhance the Board's exposure. The Committee also approved staff's recommendation to explore the possibility of creating a card (similar to a coaster) that contains the Board's *Twitter* handle.

The Board is asked to review and approve the Committee's recommendations for using social media to inform the public about recent Board activities.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO INCREASE PUBLIC AWARENESS ABOUT THE BOARD AND ITS FUNCTIONS THROUGH THE DEVELOPMENT OF EXPANDED DIGITAL PRESENCE

The Board's 2014 Strategic Plan contains an objective assigned to the Communications Committee to increase public awareness about the Board and its functions through the development of expanded digital presence.

This objective is an ongoing function that Board staff maintains. At the May 6, 2014 Communications Committee meeting, the Committee accepted staff's recommendation to focus on "depth and quality" relating to its existing digital presences (i.e., the Board's career website, *architect.ca.gov*) rather than seeking additional platforms with which to broaden the Board's digital footprint. The Committee focused its discussion on "depth and quality" of web content; making what the Board already has better and more robust. In the end, the Committee voted to recommend that the Board update web content on its career site, *architects.ca.gov*, and to first focus on candidate materials when updating web content.

The Board is asked to review and approve the Communication Committee's recommendation concerning this 2014 objective.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2014 STRATEGIC PLAN OBJECTIVE TO RESEARCH ENGAGEMENT WITH COLLATERAL ORGANIZATIONS SUCH AS NAAB, NCARB, ASSOCIATION OF COLLEGIATE SCHOOLS OF ARCHITECTURE, AND AMERICAN INSTITUTE OF ARCHITECTURE TO PROMOTE PUBLIC AWARENESS

The Board's 2014 Strategic Plan contains an objective assigned to the Communications Committee to research engagement with collateral organizations, such as the NAAB, NCARB, Association of Collegiate Schools of Architecture (ACSA), and American Institute of Architects (AIA) to promote public awareness.

Staff reviewed the ongoing Communications Committee responsibilities and determined that the Board already has an established presence with the above mentioned collateral organizations; the Board's engagement with NCARB, in particular, should remain a high value relation. The Board's relationship with AIA, California Council (AIACC) and its chapter components should also be recognized as high value, particularly because of AIACC's focus on emerging professionals and the future of architecture in California. NCARB's leadership role with NAAB provides the Board a crucial avenue for dialogue, and the Board meets directly with California schools of architecture, which all are represented within ACSA.

At the May 6, 2014, Communications Committee meeting, the Committee agreed with staff's recommendation for the Board to maintain its current engagement with collateral organizations, while directing some of its focus to regional organizations associated with the high school level in an effort to share information about architecture earlier in the education process. Board members, staff, educators, and professional associations are all aware of numerous reports about the percentage of graduates from schools of architecture that enter other career tracks (many of which do not require licensure). High school is clearly an impressionable period, often when career decisions are made. For this reason, to help cultivate the next generation of architects who are equipped to meet the challenges of the future, the Committee determined that engaging with regional non-profit organizations, whose missions are to enhance the academic performance and career readiness of students, will help supply consumers and firms with needed access to an abundance of architects.

Consequently, the Committee voted to recommend to the Board that it research and engage middle and high school students through partnership academies, non-profit, and charter schools to enhance academic performance and career readiness to promote licensure.

The Board is asked to review and approve the Communication Committee's recommendation concerning this 2014 objective.

Agenda Item L

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

The Landscape Architects Technical Committee held a meeting on March 20, 2014 in Sacramento. Attached is the meeting notice. Staff will provide an update on the meeting.

NOTICE OF MEETING

March 20, 2014
8:30 a.m. – 5:00 p.m.
Landscape Architects Technical Committee
2420 Del Paso Road, Sequoia Room
Sacramento, CA 95834

The Landscape Architects Technical Committee (LATC) will hold a meeting as noted above. The agenda items may not be addressed in the order noted 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 held in a barrier free facility according to the Americans with Disabilities Act. Any person requiring a disability-related modification or accommodation to participate in the meeting may make a request by contacting John Kresha at (916) 575-7230, emailing latc@dca.ca.gov, or sending a written request to LATC, 2420 Del Paso Road, Suite 105, Sacramento, California, 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

A. Call to Order – Roll Call – Establishment of a Quorum
   Chair's Remarks
   Public Comment Session

B. Approve November 7, 2013 LATC Summary Report

C. Program Manager's Report

D. Discuss and Possible Action on Legislation Regarding Assembly Bill 186 (Maienschein) [Military Spouses]

E. Budget Update

F. Annual Enforcement Report

G. Review and Approve Intra-Agency Contract for National Examination Review and Linkage Study

H. Report on Council of Landscape Architectural Registration Boards (CLARB) and Presentation on New Landscape Architect Registration Examination

I. Review and Possible Action on University of California, Los Angeles (UCLA) Extension Certificate Program Site Review Team's Recommendation Regarding UCLA's Annual Report and Proposed Curriculum Change From Four to Three Years

J. Discuss and Possible Action on 2013/15 Strategic Plan Objective to Review Reciprocity Requirements of Other States to Determine Possible Changes to California Requirements to Improve Efficiencies

K. Review and Possible Action on Response to Public Request for Consideration of Licensed General Contractor Experience Towards Landscape Architect Experience Requirements

L. Update on BreEZe Enterprise System by Department of Consumer Affairs

M. Review and Possible Action on Annual Environmental Scan Conducted for Fiscal Years 2013-2015 Strategic Plan

N. Review Schedule and Confirm Future LATC Meeting Dates

O. Adjourn

Please contact Trish Rodriguez at (916) 575-7230 for additional information related to the meeting. Notices and agendas for LATC meetings can be found at *www.latc.ca.gov*.

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

Agenda Item M

CLOSED SESSION – DISCIPLINARY DECISIONS [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C) (3)]

During closed sesstion the Board will be asked to:

1. Review and Approve February 26, 2014 Closed Session Minutes

2. Consider Proposed Enforcement Decisions and Stipulations*

**There are no enforcement decisions to be considered at the time of packet preparation.*

Agenda Item N

REVIEW OF SCHEDULE

June		
12	Board Meeting	San Francisco
18-21	National Council of Architectural Registration Boards Annual Meeting	Philadelphia, PA
25	Landscape Architects Technical Committee (LATC) Meeting	Sacramento
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 O

ADJOURNMENT

Time: _____