California Architects Board

Board Meeting

December 10-11, 2014

Sacramento, California

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

Edmund G. Brown Jr.
GOVERNOR

NOTICE OF BOARD MEETING

December 10-11, 2014
State Capitol
Room 126
Sacramento, CA 95814
(916) 575-7202 or (916) 574-7220

The California Architects Board will hold a Board meeting, as noted above. The agenda items may not be addressed in the order noted below and the meeting will be adjourned upon completion of the agenda, which may be at a time earlier than that posted in this notice. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Annamarie Fernandez at (916) 575-7202, emailing annamarie.fernandez@dca.ca.gov, 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
December 10, 2014
10:00 a.m. – 5:00 p.m.

A. Call to Order – Roll Call – Establishment of a Quorum

B. President's Remarks

C. Public Comment Session

D. Approve September 10, 2014 Board Meeting Minutes

E. Executive Officer's Report
   1. Update on November 2014 Monthly Report
   2. Update and Possible Action on 2014 Sunset Review
   3. Board Member Liaison Reports on Organizations and Schools

F. Election of 2015 Board Officers

G. Select the 2014 Octavius Morgan Distinguished Service Award Recipients

(Continued)

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H. National Council of Architectural Registration Boards (NCARB)
   1. Review and Ratify Comments on NCARB Proposals to Streamline and Overhaul Intern Development Program
   2. Review and Ratify Comments on NCARB Proposals to Overhaul Broadly Experienced Architect and Broadly Experienced Foreign Architect Programs

I. Professional Qualifications (PQ) Committee Report
   1. Update on October 30, 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 Board Liaisons, and Collaborate with Schools, as well as the Board, in a Series of Summits on Practice-Based Education
   3. Review and Approve Results of Occupational Analysis Presented by Office of Professional Examination Services (OPES)
   4. Discuss and Possible Action on Review of the National Examination and Linkage Study to be Conducted by OPES

J. Deputy Attorney General Presentation: The Board's Role in the Disciplinary Process

K. Discuss and Possible Action on 2014 Strategic Plan Objective to Review and Update the Board's Disciplinary Guidelines

L. Closed Session – Disciplinary Decisions and Exam Development Issues [Closed Session Pursuant to Government Code Sections 11126(c)(1) and (3)]

M. Adjournment

Agenda
December 11, 2014
9:00 a.m. – 5:00 p.m.

N. Call to Order – Roll Call – Establishment of a Quorum

O. Public Comment Session

P. Strategic Planning Session

Q. Review of Schedule

R. 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 or (916) 574-7220.

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

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

Denise Campos

Pasqual V. Gutierrez

Tian Feng

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

Sheran Voigt

Hraztan Zeitlian

PRESIDENT'S REMARKS

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

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.

APPROVE SEPTEMBER 10, 2014 BOARD MEETING MINUTES

The Board is asked to approve the minutes of the September 10, 2014 Board meeting.

Attachment:
September 10, 2014 Board Meeting Minutes

MINUTES

REGULAR MEETING

CALIFORNIA ARCHITECTS BOARD

September 10, 2014

San Diego, CA

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

Board President Sheran Voigt called the meeting to order at 10:00 a.m. and Board members began a tour of NewSchool of Architecture and Design facilities. At approximately 10:35 a.m., Board Secretary, Chris Christophersen, called roll.

Board Members Present
Sheran Voigt, President
Pasqual Gutierrez, Vice President
Chris Christophersen, Secretary
Jon Alan Baker
Denise Campos
Tian Feng
Sylvia Kwan
Matthew McGuinness
Nilza Serrano
Hraztan Zeitlian (arrived at 10:45 a.m.)

Guests Present
Bastiaan Bouma, Executive Director, The American Institute of Architects, California Council (AIACC) San Diego Chapter
Andrew Bowden, Landscape Architects Technical Committee (LATC) Member
Kurt Cooknick, Director of Regulation and Practice, AIACC
Kurt Hunker, Graduate Architecture Program Chair, NewSchool of Architecture & Design
Mitra Kanaani, Professor of Architecture, NewSchool of Architecture & Design
Ashley Pourat, Center for Public Interest Law, University of San Diego
Len Zegarski, Undergraduate Architecture Program Chair, NewSchool of Architecture & Design

Staff Present
Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Marccus Reinhardt, Examination/Licensing Program Manager
Trish Rodriguez, LATC Program Manager
Justin Sotelo, Enforcement/Administration Program Manager
Mel Knox, Administration Analyst
Rebecca Bon, Staff Counsel, Department of Consumer Affairs (DCA)

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

B. PRESIDENT'S REMARKS

Ms. Voigt thanked NewSchool of Architecture & Design for the meeting facilities. She also:

- noted that LATC member, Andrew Bowden is in attendance; and
- introduced new Board member, Denise Campos, who was sworn in by Executive Officer (EO), Doug McCauley.

Ms. Campos shared with the Board her professional background, noting that she hails from Los Angeles and was appointed by State Senate President pro Tem Darrell Steinberg. She informed the Board that she is a San Diego State University graduate where she double-majored in Political Science and Chicano Studies. Ms. Campos also said she works for Southern California Gas Company in Public Affairs, and will soon graduate from the Hispañas Organized for Political Equality 2014 Leadership Institute.

C. PUBLIC COMMENT SESSION

Kurt Hunker presented a brief history of NewSchool of Architecture & Design and spoke about its graduate programs and the school's vision to establish a broad range of design programs.

Len Zegarski spoke about the school's 1) undergraduate programs and regional accreditation status, 2) dual degree program in Madrid, Spain, and other study abroad opportunities available to students, and 3) plans to launch undergraduate programs in design that are not architecture.

D. APPROVE THE JUNE 12, 2014 BOARD MEETING MINUTES

Ms. Voigt asked for comments concerning the June 12, 2014, Board Meeting Minutes. Tian Feng asked the Board to approve a modification of his statement on page 7, wherein he stated the Board should "not" be a part of Assembly Bill (AB) 2192 (Melendez). He also requested an acknowledgement that he volunteered to be the liaison to University of California, Berkeley (UCB); Diablo Valley College; and Chabot College for future liaison reports.

- **Hraztan Zeitlian moved to approve the June 12, 2014, Board Meeting Minutes as amended on page 7.**

  Chris Christophersen seconded the motion.

  The motion passed 10-0.

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F.* 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 BOARD LIAISONS, AND COLLABORATE WITH SCHOOLS, AS WELL AS THE BOARD, IN A SERIES OF SUMMITS ON PRACTICE-BASED EDUCATION

Mitra Kanaani gave a presentation entitled "Changes to the Path to Licensure for Architecture." Ms. Kanaani discussed what NewSchool of Architecture & Design is doing to address the National Council of Architectural Registration Boards' (NCARB) changes to the Intern Development Program (IDP) and Architect Registration Examination (ARE). She spoke on 1) professional architecture degree goals and challenges, 2) new vision for architecture education, focusing on practice and renewal at all levels, 3) two-track licensure upon graduation proposal, and 4) importance of a more coherent and productive partnership between the profession and the academy. Ms. Kanaani asked the Board to modify the entry point restriction for candidates to begin taking the ARE, which is a necessary step, she said, for schools to implement a licensure upon graduation program.

Pasqual Gutierrez, a member of NCARB's Licensure Task Force (LTF) which analyzes each component of the additional pathway to licensure initiative, reported that 123 National Architectural Accrediting Board (NAAB)-accredited schools of architecture and 10 NAAB candidate schools have received Requests for Information and Interest (RFI+I) on their concept for a program that would lead to licensure upon graduation. He reported that schools have until October 31, 2014 to submit their response to the RFI+I, after which NCARB will provide feedback on how to best position their programs for responses to the Request for Proposal (RFP). Mr. Gutierrez said the RFP will become available in January 2015. He explained that the RFP, due on June 1, 2015, must be complete with detailed information and show collaboration with firms and the State board. He said some schools will be selected in September 2015 based on NCARB's assessment that the "Three Es" (education, experience, and examination) are preserved and professional integrity is established. Those schools, Mr. Gutierrez said, will then be given authority from NCARB to launch their programs.

Matthew McGuiness asked how many schools are from California, to which Mr. Gutierrez responded ten California NAAB-accredited schools. Mr. Baker shared his understanding that, for schools to be authorized to proceed with their proposed licensure upon graduation program, they must have an endorsement by their State board. Mr. Gutierrez replied that, as part of the RFP, schools are required to provide evidence of collaboration with State boards and firms, as well as their fulfillment of and compliance with NAAB criteria. Mr. Baker asked if the Board must approve programs which will result in licensure upon graduation in California. Mr. Gutierrez said he was not certain if the Board will approve the program, but, he stated, the Board will be assured that the licensure upon graduation program fulfills criteria established by the Board. He said the Board will then determine when the ARE will become available to candidates based on program curriculum. Mr. Gutierrez explained that some programs may request access to the ARE in years three, four, or five. Mr. Baker asked if NCARB envisions State boards playing an active role or a passive role in the endorsement of those programs. Mr. Gutierrez reiterated that selected schools must demonstrate collaboration with their respective State boards.

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Mr. Gutierrez clarified his remarks to say that the RFI+I is not a mandatory response, and that NAAB-accredited schools may submit the RFP without having submitted the RFI+I. He explained that the RFI+I simply exists to assist schools in preparation for submitting the RFP, and will enable schools to receive feedback from the LTF on how to best position their programs for a positive response. Mr. Zeitlian asked if the purpose of the RFP is for schools to propose a program for licensure upon graduation that is fewer than eight years. Mr. Gutierrez replied that schools will have complete autonomy as to how they choose to administer their licensure upon graduation program. He explained that the RFP is simply a detailed outline of a school's curriculum and establishes its readiness. Mr. Gutierrez advised the RFI+I and RFP process will allow NCARB to recognize schools' curriculums and to gauge curriculums' fulfillment of the "Three Es." He said if schools elect not to submit by the June 1, 2015 deadline, NCARB may establish a second-round RFP submittal date.

Mr. Feng enquired further about the role of licensing boards in the process, to which Mr. Gutierrez replied that the California Board regulates the point of eligibility to begin testing for the ARE. He explained that the California point of eligibility is five years, which may be altered as the Board deems appropriate. Mr. Gutierrez said that through the Board's liaison program, California schools of architecture have the opportunity to provide feedback to NCARB.

Nilza Serrano asked if the RFP process can be used as an opportunity by the Board to encourage schools of architecture to focus more on educating students in areas of professional practice that candidates seem to struggle with on the ARE. She suggested that if candidates are passing a particular division of the ARE at lower rates, then it may be attributed to either a lack of a candidate's understanding or effective preparation at schools. Mr. Gutierrez explained that many factors must be considered when assessing ARE pass rates. He noted, for instance, that building construction documentation is not taught in school, but, instead, is learned during IDP at firms. Mr. Gutierrez said, through this logic, one may argue that firms are not sufficiently preparing candidates. Ms. Serrano said that since schools of architecture are interested and excited about an additional pathway for licensure upon graduation, the Board may want to bolster a greater focus in those areas of instruction for the RFP. Mr. Gutierrez stated that, as liaisons to schools of architecture, the Board can express concern and, perhaps, suggest a refocus in those areas of practice while the RFPs are being developed.

Mr. Zeitlian enquired whether a final version of an RFI+I can be provided to liaisons to use to encourage schools to be involved. Mr. Gutierrez spoke of an issue of confidentiality with the RFI+I. He said specific content and criteria of the RFI+I may not be shared outside of the university.

Mr. Baker explained to the Board that the new ARE 5.0 will be more integrated than its preceding version, which, consequently, will be more challenging to teach to. He expressed optimism that a new examination structure will translate into a way of bridging the gap between education and a practice-based examination, focusing on a more integrated methodology to teach and test students than currently exists. Mr. Baker said that candidate instruction at schools and via IDP has potential to be improved substantially by the upcoming restructure of the ARE.

Ms. Kwan recalled that Ms. Kanaani asked the Board to modify the sequence and timing of when candidates may begin testing for the ARE. She asked what is proposed as the earliest year a candidate may take the ARE, and if the upcoming ARE 5.0 will impact the student's ability to take the examination before he or she graduates. Mr. McCauley said that ARE 5.0 will be

directly correlated with the experience requirement. Mr. Gutierrez explained that if he were a university administrator who wanted to establish a successful licensure upon graduation program, he would 1) consider the phase-based ARE 5.0, 2) consider the overhauled IDP which will be an overlay of the ARE, 3) establish a consortium with professional practices to ensure that students are engaged in the information pipeline, and 4) identify an appropriate time in students' education to test for an ARE division.

Ms. Kanaani shared her view that the burden is on schools to appropriately consider NAAB and NCARB requirements when developing licensure upon graduation programs. She said it will be important for schools to counsel their students throughout the ARE testing process. Ms. Kanaani explained that NCARB has become the champion of the licensure upon graduation initiative in the United States, but, ultimately, NAAB is the body that validates a program. She said that the Board's role is to create conditions for a school's program to take effect. Ms. Voigt stated that the only condition the Board may create is determining how soon candidates are eligible to begin taking the ARE. Ms. Kanaani informed that the Massachusetts and Minnesota boards have already taken steps to allow their candidates to begin early testing for the ARE.

Mr. Baker stated that the Board must consider whether it needs to modify its five-year rule of eligibility, or leave the rule in place and have a different rule for candidates pursuing the additional path through an accelerated program. Mr. Gutierrez said the Board will need to spend more time considering every angle of a licensure upon graduation model because California is a state with multiple paths to licensure. He said one key question to consider is how to preserve the integrity of multiple paths while recognizing the additional path to licensure upon graduation that could call for early testing of the ARE. To further illustrate the point, Mr. Gutierrez posed the scenario of a candidate who enrolls in a licensure upon graduation program, takes and passes a division of the ARE, then decides to no longer participate in the program; the issue of credit for a division passed after the candidate leaves the program would need to be addressed.
Mr. Gutierrez stated that the Board will need to further consider the full complexities of this kind of additional path to licensure model before taking a position.

Ms. Serrano cautioned the Board about ensuring that students are not rushed to licensure through a system that fails to adequately protect the consumer. She reminded the Board that, though there is much enthusiasm for licensure upon graduation, the protection of the public health, safety, and welfare (HSW) is of paramount concern. Ms. Voigt reminded that interest in the concept of licensure upon graduation is rooted in the reality that students are withdrawing the licensure process due to the current system's duration.

To be better prepared for future internal discussions, Mr. Zeitlian suggested a motion to observe and research other State boards as they evaluate the additional pathway.

- **Jon Baker moved for staff to monitor the status of other state licensing boards (i.e., Massachusetts and Minnesota) as they evaluate the additional pathway, and report to the Board at its next meeting in December.**

  Hraztan Zeitlian seconded the motion.

  The motion passed 10-0.

Mr. Feng shared with the Board his conversation with the Chair of the Architecture Department at UCB, wherein it was stated that UCB was uncertain whether, policy-wise, they could endorse a "teaching to the test" approach.

Mr. McGuinness asked if the Board has any ability to affect the role firms have in preparing candidates for the ARE, given the recent proposed change to IDP which would reduce program hours. Mr. Baker said he believes the Board does not have a participatory role, as schools do a good job with connecting students with internships. However, he also said the role the Board has played as a participant is through the NCARB organization in having advanced the requirement that schools have IDP coordinators, resulting in better communication with students about the IDP. Mr. Baker said, as a consequence, the IDP is more integrated into students' experience and regulatory boards across the nation were instrumental in getting those policies in place.

Mr. McCauley informed the Board that Mr. Gutierrez developed a draft of the Board's position statement in support of an additional pathway to licensure. He said the draft was presented to the LTF at its August 15-16, 2014 meeting. Mr. McCauley asked the Board to ratify the Additional Pathway to Licensure Supporting Position Statement, and to modify the statement to indicate the Board's intention to amend its regulations to allow for earlier ARE eligibility.

- **Hraztan Zeitlian moved to accept the Additional Pathway to Licensure Supporting Position Statement with an amendment indicating the Board's intent to establish earlier ARE eligibility.**

  Matthew McGuinness seconded the motion.

  The motion passed 10-0.

Mr. Zeitlian asked for language in the Additional Pathway to Licensure Supporting Position Statement to be included in future liaison talking points. Mr. Gutierrez suggested that the key points in the statement that schools should consider important when considering their RFI+I should be crafted into a letter which liaisons may sign and send to their assigned schools. The Board expressed approval of the idea.

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley gave a status update of the negative Budget Change Proposal (BCP) to reduce the Board's spending authority by $400,000 for fiscal year 2015/16 and ongoing. He informed the Board that the BCP was submitted to the Department of Finance for approval on September 2, 2014, before it will be considered for inclusion into the Governor's Proposed Budget.

Mr. McCauley reported that the Board's number of *Twitter* followers has increased 30 percent since the June Board meeting.

Mr. McCauley reported that the Board is in the process of developing new forms of the CSE. He explained that an Occupational Analysis (OA) was recently conducted which included a survey for practitioners to identify 1) what they do, 2) how often they do it, and 3) how important those tasks are to protect the public HSW. Mr. McCauley explained that the data will be analyzed to develop the Test Plan, emphasizing the importance of the OA process to the quality of exams.

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Ms. Kwan asked how many responses to the survey the Board received, to which Marccus Reinhardt answered 1,511 responses.

Mr. McCauley reported that the Board's Enforcement Program is performing better than those of its DCA counterparts, particularly as it concerns case aging statistics. He noted that the Board's case aging statistics are slightly higher than those from 12 months ago, explaining that disciplinary action now being taken as a result of the continuing education audits has inflated numbers. Mr. McCauley stated his expectation for case aging to return to normal levels within one year.

Mr. McCauley next provided an update on legislative items, reporting that Senate Bill (SB) 850 (Block) had been substantially amended to the degree that community colleges may not establish a new baccalaureate program if one already exists at a California public university. Ms. Kwan shared concerns about SB 850 expressed by Cosumnes River College (CRC) Professor of Architecture, John Ellis. She explained that since there is no college or university in the greater Sacramento area with an architecture degree program, this version of SB 850, in effect, prohibits CRC from participating. Ms. Kwan asked if, at this stage, there is anything the Board could do. Mr. McCauley replied that the Board could offer support to sponsors of legislation that enable community colleges to award baccalaureate degrees in architecture. Kurt Kooknick stated that AIACC is willing to entertain sponsorship of such legislation. Mr. McCauley said community college baccalaureate degree programs in architecture would present a more affordable option for students.

- **Silvia Kwan moved to work with AIACC to develop a proposal for community college baccalaureate degree pilot programs in architecture throughout the State of California.**

  Jon Baker seconded the motion.

  The motion passed 10-0.

Mr. McCauley reported that AB 186 (Maienschein), the military exemption bill, was passed by the Senate on August 27, 2014, and is on the Governor's desk after an amendment was made to exclude the Board and the LATC from its provisions. Mr. McCauley also reported that AIACC ultimately decided to drop AB 2192, the proposed legislation regarding peer review on exempt projects.

Mr. McCauley reviewed the draft 2014 Sunset Review Report and updated the Board on minor edits made to its administration, examination, and enforcement sections. Mr. Baker asked staff to ensure that Mr. Gutierrez's reappointment, which began in July 2014, is reflected in the Report.

- **Pasqual Gutierrez moved to approve the draft 2014 Sunset Review Report and delegate authority to the Board President, Vice President, and EO to make any additional or necessary changes to the Report prior to submittal to the Legislature.**

  Chris Christophersen seconded the motion.

  The motion passed 10-0.

G. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

The Board requested a copy of the official comments on NCARB proposals to overhaul IDP, Broadly Experienced Architect, and Broadly Experienced Foreign Architect programs, and chose to revisit the ratification of comments at the December Board meeting.

H. REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, SECTION 120 (RE-EXAMINATION) AS IT RELATES TO WAITING PERIOD TO RETAKE ARCHITECT REGISTRATION EXAMINATION

Mr. Reinhardt informed the Board that, in June 2014, NCARB changed its retake policy for the ARE. He explained that the change in policy has reduced the duration a candidate must wait before retaking a failed division of the examination from 6 months to 60 days, and up to 3 times in a running year from the date of the first attempt. Consequently, Mr. Reinhardt told the Board, it is necessary to pursue an amendment of California Code of Regulations (CCR) section 120 subsection (d) to implement the reduction in wait time for California candidates, if the Board so chooses. He also advised that staff recommends a proposed amendment to subsection (c) of CCR 120 to refer candidates to NCARB's *ARE Guidelines* for information regarding procedures after failing to appear for a division.

- **Silvia Kwan moved to approve the proposed regulations to amend CCR section 120, 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.**

  Nilza Serrano seconded the motion.

  The motion passed 10-0.

I. REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CCR, TITLE 16, SECTION 109 (FILING OF APPLICATIONS) AS IT RELATES TO REFERENCE OF THE CURRENT EDITION OF IDP GUIDELINES

Mr. Reinhardt explained to the Board that NCARB recently changed the IDP reporting requirement, allowing interns to earn IDP credit for valid work experience that occurred up to five years previous to the current reporting requirements of six months. He informed the Board that approval is required to initiate the regulatory process to amend CCR section 109(b)(2), which will reflect NCARB's most recent revision of its *IDP Guidelines*.

- **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.**

  Chris Christophersen seconded the motion.

  The motion passed 10-0.

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J. LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

Trish Rodriguez provided the Board with an update on the activities which occurred at the LATC meeting held in Sacramento and various teleconference locations in California on August 27, 2014. She reported that the Committee:

1. Completed an OA and linkage study, and subsequently approved the Intra-Agency Contract Agreement with the DCA Office of Professional Examination Services for examination development.

2. Recommended Board approval of the draft 2014 LATC Sunset Review Report.

Ms. Rodriguez asked the Board to review and approve the draft 2014 LATC Sunset Review Report, which included the LATC's suggested edits made at its August meeting.

- **Hraztan Zeitlian moved to approve the draft 2014 LATC Sunset Review Report and delegate authority to the LATC Chair and EO to make any additional or necessary changes to the Report prior to submittal to the Legislature.**

  Nilza Serrano seconded the motion.

  The motion passed 10-0.

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

There were no items considered under closed session.

L. REVIEW OF SCHEDULE

Mr. McCauley identified the following tentative dates for Board meetings in 2015:

- March 5, 2015 (note: this date may change to coincide with NCARB Regional Summit)
- June 10, 2015
- September 10, 2015
- December 10-11, 2015

Mr. Zeitlian requested that letters of introduction be sent to schools and organizations assigned to liaisons, and for respective liaisons to be carbon copied to those letters. He also asked for names of contact information for each school and organization be provided to the liaisons. Mr. Baker added that the liaison contact information should be included in the letter.

Mr. Baker informed the Board that the next NCARB Regional Summit will take place in Long Beach in March 2015. He asked for suggestions for the Region 6 Executive Committee, responsible for the planning of the Summit, to consider that would be educational and regionally relevant to NCARB visitors from other states. Ms. Serrano offered to assist with planning.

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M. ADJOURNMENT

The meeting adjourned at 1:08 p.m.

**Agenda items for this meeting were taken out of order to accommodate the schedule of guest speaker. The order of business conducted herein follows the transaction of business.*

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EXECUTIVE OFFICER'S REPORT

1. Update on November 2014 Monthly Report
2. Update and Possible Action on 2014 Sunset Review
3. Board Member Liaison Reports on Organizations and Schools

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: December 1, 2014

TO: Board Members

FROM: Doug McCauley, Executive Officer

SUBJECT: Monthly Report – November 2014

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

ADMINISTRATIVE/MANAGEMENT

Board The Board will hold its final meeting of the year on December 10-11 in Sacramento at the State Capitol. The December meeting will include a Strategic Planning session facilitated by the Department of Consumer Affairs' (DCA) SOLID Training and Planning Solutions.

Budget At the September 12, 2013 Board meeting, the Board voted to grant 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 and ongoing. Staff prepared a Concept Paper, which was the first step in the process and an internal document which formulated the Board's intent to pursue the negative BCP in the fall. The Concept Paper was submitted to the DCA Budget Office (BO) on April 21, 2014. Staff prepared a draft of the negative BCP and provided it to the Board's BO analyst on June 23, 2014. A meeting between Board staff and BO personnel was held on July 1, 2014 where details of the negative BCP were reviewed and guidance was provided on the next steps needed to complete the proposal. Per the request of DCA, the Board's BCP was combined with the Landscape Architects Technical Committee's (LATC) proposal and was provided to the BO on August 6, 2014, then to the Business, Consumer Services, and Housing Agency (Agency) on August 11, 2014. The negative BCP was submitted to the Department of Finance (DOF) for approval on September 2, 2014. If approved, the Board's reduced spending authority will be incorporated into the Governor's Proposed Budget to the Legislature in January 2015.

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Legislation Senate Bill (SB) 850 (Chapter 747, Statutes of 2014) was introduced on January 6, 2014, and authorizes community colleges to establish baccalaureate degree pilot programs at campuses to be determined by the Chancellor of 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. At its June 12, 2014 meeting, the Board voted to maintain its support for the proposed legislation despite an amendment made on May 1, 2014, that confines the provisions to new baccalaureate programs not offered at California public universities. The Board opined that giving Community Colleges the ability to award bachelor degrees is a step in the right direction. The bill was last amended on August 18, 2014, which 1) removed the requirement for the DOF to conduct an interim and final statewide evaluation of the baccalaureate degree pilot program in conjunction with the Legislative Analyst's Office, 2) removed the requirement for the interim evaluation to include recommendations on whether and how the statewide baccalaureate degree pilot program can or should be extended and expanded, and 3) clarified that interim evaluations shall include current trends in workforce demands that require four-year degrees in the specific degree programs being offered through the statewide baccalaureate degree program.

SB 850 was approved by the Governor on September 28, 2014, and becomes effective January 1, 2015. At the September 10, 2014 meeting, the Board decided to seek legislation (with The American Institute of Architects, California Council) to enable community colleges to award baccalaureate degrees in architecture.

Liaison Program Liaison materials, including assignments and talking points, were updated per the Board's request and distributed to liaisons on November 20, 2014. Liaisons have been asked to make contact with their assigned organizations and/or schools, and provide an update on their assigned organizations' activities and objectives at the December 10-11, 2014 Board meeting.

Newsletter The next issue of the Board's newsletter, *California Architects*, will be published in the fourth quarter of 2014.

Personnel Jeff Olguin transferred from the Continuing Education Program Analyst position to the Examination/Licensing Analyst position on October 1, 2014. Efforts are underway to refill the position he vacated.

Interviews were conducted in early November to for one full-time and one part-time (.5) Office Technician (OT) position in the Enforcement Unit. Cecilia Sharp was selected to fill the part-time OT position. Her first day will be December 8, 2014. Gregory Marker was selected to fill the full-time OT position. His first day will be December 10, 2014.

Sunset Review The Executive Committee reviewed the first draft of the Sunset Review Report at its meeting on May 20, 2014. The Board also reviewed and approved the draft Report with minor edits at its meeting on June 12, 2014, then again at its September 10, 2014 meeting. Staff finalized the Report and submitted it to the Legislature on October 31, 2014. Sunset Review hearing dates are expected to be announced in December and held in early 2015.

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

12/8-12/14 DCA Enforcement Academy (Kristin)
12/16/14 Welcome to DCA (Katy, Cody, and Janine)
1/7/15 Interpersonal Skills for Analysts (Cody)

Twitter The Board currently has 474 followers, an increase of 50% since the September Board meeting. To date, there have been 149 tweets and retweets from the Board.

Website In November, staff published the Notice of Meeting for the December 10–11, 2014 Board meeting and Strategic Planning Session. Staff also worked with the DCA internet team to complete the launch of a new responsive design for the Board's websites (cab.ca.gov and architect.ca.gov). The new, clean, simple and consistent website design (which meets Federal and State accessibility requirements and is fully W3C [World Wide Web Consortium] compliant) is optimized for mobile device and tablet browsing, which has significantly increased the past few years. Several of the new features of the website include: a live Twitter feed, improved audience-oriented menus and navigation, an enhanced search engine powered by Google, a full HTML (Hypertext Markup Language) version of the Architects Practice Act, and Google Translation service.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) The results for ARE divisions taken by California candidates between October 1, 2014 and October 31, 2014 are available below.

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Programming, Planning & Practice	105	54	51%	51	49%
Site Planning & Design	96	69	72%	27	28%
Building Design & Construction Systems	104	64	62%	40	38%
Structural Systems	82	59	72%	23	28%
Building Systems	72	47	65%	25	35%
Construction Documents & Services	112	58	52%	54	48%
Schematic Design	66	48	73%	18	27%

The National Council of Architectural Registration Boards (NCARB) announced on June 20, 2014, that the mandatory wait time for retaking ARE divisions will decrease from 6 months to 60 days, effective on October 1, 2014. This policy change will allow candidates who have failed a division to retake the division as soon as 60 days after the previous attempt, and up to 3 times in a running year for any particular division. A running year commences with the first attempt at a specific ARE division. NCARB has stated that the policy change is possible because of the implementation of *My Examination* that provided it with a sophisticated technology platform to better implement candidate management services. The policy change is an improvement which allows NCARB to decrease the wait time between retakes of a division, while still ensuring the protection of exam content from over-exposure. Staff identified that California Code of Regulations (CCR) section 120 (Re-Examination) would need to be amended if the Board chooses to implement NCARB's change to the ARE waiting period. Proposed regulatory language was considered and approved by the Board at its September 10, 2014 meeting. The Board 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. See "Regulation Changes" section below for more information regarding proposed amendments to CCR section 120.

ARE 5.0 In early 2013, the NCARB Board of Directors (BOD) 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 (sections), measurement objectives, and percentage of content coverage (weightings). The final Test Specification outlining the division structure for ARE 5.0 was approved on December 7, 2013 by the BOD. 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 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 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 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 November, the computer-delivered CSE was administered to 68 candidates, of which 40 (59%) passed and 28 (41%) failed. The CSE has been administered to 282 candidates in FY 2014/2015 (as of November 30, 2014), of which 152 (54%) passed and 130 (46%) failed. During FY 2013/2014, the computer-delivered CSE was administered to 867 candidates, of which 488 (56%) passed, and 379 (44%) failed.

CSE Development and Occupational Analysis (OA) CSE development is an ongoing process. Examination development is currently being conducted under an Intra-Agency Contract Agreement (IAC) with the Office of Professional Examination Services (OPES) that commenced on July 1, 2014.

The Board typically conducts an OA every five to seven years by surveying practitioners to determine the necessary knowledge, skills, and abilities to perform architectural services with minimum competency. The last OA was conducted in 2007. The Board authorized the EO to execute an IAC with OPES to conduct an OA, the required review of the national examination [per Business and Professions Code (BPC) section 139], and a linkage study between the content of the ARE and the results of the Board's OA. The approval of 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 (SMEs) 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 following step was to conduct workshops in furtherance of developing the pilot OA questionnaire, which was distributed in June. The final OA questionnaire was distributed to a representative sample of California licensees in early July; selected licensees had until July 18 to complete the questionnaire. Results were reviewed by OPES and analyzed by SMEs at two workshop held in September; findings will be presented to the Board at its December 10, 2014 meeting.

Staff is coordinating the commencement of the ARE linkage study that will ultimately compare content of the CSE Test Plan with the subject matter covered in the various divisions of the ARE.

This process will help ensure there is minimal overlap in the content of the CSE. The remaining contracted services performed under the IAC are projected to be completed by June 2015.

NCARB Broadly Experienced Architect (BEA) and Broadly Experienced Foreign Architect (BEFA) Programs On June 23, 2014, NCARB released a notice to Member Boards requesting input on proposed changes to the BEA and BEFA programs, and provided a 90-day comment period that ended on September 5, 2014. The Board President responded on behalf of the Board on August 12, 2014. The Board will be asked to ratify the President's action at its December 10, 2014 meeting.

The proposed change to the BEA program reduces the amount of experience required by a licensee to complete the program. Under the proposed change, licensees completing this program must: 1) meet a Member Board's education and experience requirement for initial licensure, 2) successfully complete the ARE, and 3) maintain a license to practice architecture in the jurisdiction of initial licensure in good standing without disciplinary action for one year.

At its September 11-13, 2014 meeting, the NCARB BOD indicated that half of the Member Boards indicated support for the proposed BEA change. NCARB deliberation included a consensus that a professional degree from a National Architectural Accrediting Board (NAAB) accredited program must still be valued and incentivized. Further, there was a desire to better understand whether licensed experience is necessary to compensate for commonly identified education deficiencies. Therefore, the BOD directed NCARB staff to design several options for further discussion to occur during the October 31-November 1, 2014 Member Board Chairs/Member Board Executives (MBC/MBE) meeting.

The proposed change to the BEFA program eliminates the experience dossier, dossier review, and interview, and reduces the amount of documentation a foreign licensee must provide. Under the proposed change, BEFA program candidates must: 1) hold a license as an architect in a country that has a formal record keeping method for disciplinary actions for architects, 2) hold a recognized education credential that leads to the lawful practice of architecture in a country other than the U.S. or Canada, 3) document two years of active licensed practice in the country of licensure or document two years working in the U.S. under the direct supervision of an architect, and 4) complete the ARE.

Also, at its September 11-13, 2014 meeting, the BOD amended the BEFA proposal to limit the proposed two years of experience to working under the supervision of a U.S. licensed architect, with all other proposed revisions including ARE passage remaining intact. Therefore, the BOD directed NCARB staff to develop a draft resolution for discussion during the October 31-November 1, 2014 MBC/MBE meeting. The proposed changes to the BEA and BEFA programs will be considered by the BOD at its December 4-6, 2014 meeting to determine if there is consensus for future resolutions.

NCARB Intern Development Program (IDP) On June 23, 2014, NCARB released a notice to Member Boards requesting input on two proposed IDP changes that will be implemented in two phases, and provided a 90-day comment period that ended on September 5, 2014. The first

proposed change would require interns only document the core hour requirement to complete IDP. This proposed change would reduce the number of hours required to complete IDP from 5,600 to 3,740.

The second proposed change is the development of a new IDP framework. The framework would remove the separate experience areas within the four IDP experience categories and create six new experience categories which directly align with the six phase-based areas of practice.

The Board President responded on behalf of the Board on August 12, 2014. The Board will be asked to ratify the President's action at its December 10, 2014 meeting.

At its September 11-13, 2014 meeting, the NCARB BOD voted to move forward with both phases of IDP modifications. The first phase is tentatively scheduled to be implemented on June 30, 2015. The second phase is tentatively scheduled to be introduced in mid-2016, several months preceding the rollout of ARE 5.0.

NCARB Licensure Task Force In September 2013, NCARB reported that it convened a Licensure Task Force to explore potential new pathways to architectural licensure. Led by Past NCARB President Ronald B. 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 August 15-16, 2014. The next Task Force meeting is scheduled for November 14-15, 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 and reports from school representatives on their respective efforts to promote licensure. Additionally, presentations were provided by 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). 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 did the Board at its June 12, 2014 meeting. Board Vice President and PQC Vice Chair Pasqual Gutierrez developed a position statement in support of an additional pathway to licensure that was approved by the Board and presented to the Licensure Task Force in August 2014. Staff is monitoring the California accredited schools and NCARB for the ongoing status of current initiatives and any new ones introduced.

NCARB released a Request for Interest & Information (RFI&I) on September 9, 2014 to NAAB-accredited programs to request and collect information and assess the interest level and readiness to design and develop an integrated path leading to licensure at graduation. The deadline for submission of a response to NCARB was October 31, 2014.

At its November 14-15, 2014 meeting, the LTF reviewed responses to the RFI&I. Based on the interest and questions posed by the submittals, the LTF evaluated the content of the RFP. In late 2015, NCARB will advise Member Boards which submittals are aligned with the goal of positioning students for success with an integrated path to licensure (education, experience, and examination).

The RFI&I is the first step in a two-step process that will be followed by a Request for Proposal expected to be released in January 2015.

Outreach On October 14-16, 2014, Timothy Rodda, Examination/Licensing Analyst, provided presentations in conjunction with NCARB Outreach Manager, Internship + Education, Kimberly Tuttle to students and candidates. The presentations explained licensing requirements, the role of NCARB, IDP, and the ARE, and were held at The American Institute of Architects, San Francisco Chapter; University of California, Berkeley; California College of the Arts; and Academy of Art University. Approximately 100 individuals attended the presentations.

Professional Qualifications Committee (PQC) The PQC met on October 30, 2014 in Sacramento and various locations throughout California via teleconference. At the meeting, the PQC approved the April 9, 2014 Summary Report with suggested edits and received updates and discussed 2014 Strategic Plan Objectives to: 1) monitor, analyze, and encourage initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and additional path to licensure via the Board liaisons, and collaborate with schools, as well as the Board, in a series of summits on practice-based education; and 2) conduct an OA of the practice of architecture in California, review of the national examination (ARE), and linkage study to determine appropriate content for ongoing CSE development.

The next PQC meeting has not been scheduled.

Regulation Changes *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 requires 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 OAL
May 9, 2014	Regulation package submitted to DCA Division of Legislative and Policy Review
June 23, 2014	Public hearing, no comments received
July 16, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
October 23, 2014	Final rulemaking file submitted to Business, Consumer Services, and Housing Agency (Agency) for approval
October 31, 2014	Final rulemaking file approved by Agency
November 14, 2014	Final rulemaking file submitted to OAL for approval

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.

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

February 26, 2014	Proposed regulatory language approved by the Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by OAL
March 28, 2014	Regulation Package submitted to DCA Division of Legislative and Policy Review
May 12, 2014	Public hearing, no comments received
June 18, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
September 9, 2014	Final rulemaking file submitted to Agency for approval
September 26, 2014	Final rulemaking file approved by Agency
November 3, 2014	Final rulemaking file submitted to OAL for approval

CCR section 120 (Re-Examination) – NCARB announced on June 20, 2014, that the mandatory wait time for retaking ARE divisions will decrease from 6 months to 60 days, effective on October 1, 2014. This policy change will allow candidates who have failed a division to retake the division as soon as 60 days after the previous attempt, and up to 3 times in a running year for any particular division. During analysis of the aforementioned NCARB policy change and existing regulations, staff noted that there were no provisions allowing for an extension to a candidate's Rolling Clock date that NCARB may grant under specific circumstances. Additionally, CCR 120 requires that candidates reapply to NCARB or its authorized representative upon failing a division or failing to appear for a scheduled division, which is not the current practice as outlined in the most recent edition of the *ARE Guidelines*. Staff developed proposed regulatory language to reflect the proposed retest modifications, update regulations to accept Rolling Clock extensions, and refer candidates to the most recent edition of the *ARE Guidelines* for rescheduling procedures. The Board approved the proposed regulatory language to amend CCR section 120 at its September 10, 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.

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

September 10, 2014	Proposed regulatory language approved by the Board
December 2014	Prepare rulemaking file for publishing by OAL

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: Architect consultants were available on-call to Building Officials in November when they received nine 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 November, there were 31 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 13 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 $2,500 administrative fine to Roger Phillip Utt, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The citation became final on October 23, 2014.

The Board issued a one-count citation that included a $1,000 administrative fine to Cameron Crockett, for alleged violations of BPC 5536.22(a)(1), (3) and (4) (Written Contract). The citation became final on November 25, 2014.

The Board issued a one-count citation that included a $2,500 administrative fine to Vina Lustado, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The citation became final on November 24, 2014.

Enforcement Statistics	Current Month November 2014	Prior Month October 2014	Prior Year November 2013
Total Cases Received/Opened**:	16	20	10
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	1	0	0
Complaints Pending DOI:	0	0	1
Complaints Pending AG:	9	8	2
Complaints Pending DA:	3	3	3
Total Cases Closed**:	16	49	11
Total Cases Pending*:	153	156	82
Settlement Cases (§5588) Opened:	2	2	3
Settlement Cases (§5588) Pending:	5	2	8
Settlement Cases (§5588) Closed:	2	2	1
Citations Final:	2	1	2

* *Includes complaints, settlement cases, citations, disciplinary actions and 36 cases referred to Enforcement Unit as a result of the continuing education (CE) coursework audits conducted after license renewal (a total of 90 CE cases have been referred to the Enforcement Unit).*

** *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 2011/12 through 2013/14, the average number of complaints received per month was 23. The average pending caseload was 103 complaints and the average number of complaints closed per month was 22.

Regulatory and Enforcement Committee (REC) The REC's next meeting has not been scheduled.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Budget At the May 22, 2013 LATC meeting, the Committee voted to authorize staff to proceed with a regulatory proposal to temporarily reduce the license renewal fee from $400 to $220 for one renewal cycle (FYs 2015/16 and 2016/17) and to prepare a negative BCP to reduce its spending authority by $200,000 beginning in FY 2015/16. Both actions were recommended by DCA's BO to address LATC's fund condition per BPC 128.5 (Reduction of License Fees in

Event of Surplus Funds). Staff prepared a Concept Paper, which is the first step in the process and an internal document which formulated the LATC's intent to pursue the negative BCP in the fall. On April 21, 2014, staff submitted the Concept Paper to the BO. A meeting between Board staff and BO personnel was held on July 1, 2014 where details of the negative BCP were reviewed and per the request of DCA, LATC's BCP was combined with the Board's. The BCP was submitted to Agency on August 11, 2014 and DOF on September 2, 2014. If approved, the Board's reduced spending authority will be incorporated into the Governor's Proposed Budget to the Legislature in January 2015.

Committee The next LATC meeting will be held on February 10-11, 2015 at California State Polytechnic University, Pomona. This meeting will include a Strategic Planning session facilitated by SOLID Training and Planning Solutions.

Personnel Efforts are underway to recruit to fill the Licensing Coordinator position which was vacated on November 7, 2014.

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

12/4/14	The DCA Contract Process Overview Webinar (Douglas)
12/16/14	Welcome to DCA (Douglas)

Website In November, staff published the updated "Licensee Search" lists.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) BPC section 139 requires that an OA be conducted every five to seven years. The last OA used to develop the California Supplemental Examination (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.

On January 24, 2013, the LATC approved the IAC for the OA. Upon execution of the IAC with OPES to conduct an OA, the LATC began recruiting SMEs to participate in OA workshops in May 2013. The focus of the workshops is to identify key practice areas of landscape architecture and projected changes in those areas, and to extract core skills entry-level licensees should possess. A 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 to licensees on October 22, 2013 with a requested completion date of November 12, 2013.

The final OA workshop was held on February 27-28, 2014. At the June 25, 2014 LATC meeting, OPES presented the results of the OA and the Committee voted to approve the results, including the examination plan for the next development phase.

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 its meeting on March 20, 2014. As part of the linkage study, OPES reviewed the Landscape Architect Registration Examination (LARE) background information and psychometric quality of the LARE in June. A linkage study between LARE specifications and California OA results was conducted September 8-9, 2014, and data analysis of the linkage study and final report concluded in November 2014. The LARE was found to meet psychometric standards for examination development and to measure knowledge relevant to California landscape architect practice. The examination plan for the CSE, developed as part of the OA, was further refined to minimize overlap between the LARE and the CSE while focusing strongly on California-specific landscape architect practice. Exam development, based on the new OA, will commence in December 2014.

In November 2014, the LATC began recruiting SMEs to participate in exam development workshops. The first of seven exam development workshops will be held on December 11-12, 2014; covering item bank reclassification. The following workshops will focus on item writing and exam construction.

Landscape Architect Registration Examination (LARE) The next LARE administration will be held December 1-13, 2014. The candidates' application deadline for the December examination was September 22, 2014. The candidates' application deadline for the April 6-18, 2015 LARE administration is January 27, 2015.

Additional upcoming LARE administration dates are as follows:

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

In an effort to allow candidates more time to file for one of three annual administrations of the LARE, staff has commenced work on a regulatory proposal to amend CCR section 2610 to reduce the filing deadline from 70 days prior to the administration of the LARE to 45 days (*see more information on 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, no comments received
June 12, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
August 26, 2014	Final rulemaking file submitted to Agency
September 26, 2014	Final rulemaking file approved by Agency
October 17, 2014	Final rulemaking file submitted to OAL for approval
November 26, 2014	Request from OAL for corrected meeting Minutes and updated Table of Contents
December 1, 2014	Corrected Minutes and updated Table of Contents reopening and closing the file sent to OAL

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 that 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 by the OAL on June 22, 2012. The University of California Extension Certificate Program 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 submitted 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	Final rulemaking file submitted 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 BO 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 the BO 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 BO 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
March 24, 2014	Public hearing, one written comment received
June 12, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
October 1, 2014	Final rulemaking file submitted to Agency

October 3, 2014 Final rulemaking file approved by Agency
November 12, 2014 Final rulemaking file to DOF for approval

Strategic Plan Objectives The LATC's Strategic Plan for FYs 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 to be held in 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 January 2015 LATC meeting.

LATC ENFORCEMENT PROGRAM

Disciplinary Guidelines As part of the Strategic Plan established by the LATC at the January 2013 meeting, the LATC set an objective of collaborating with the Board in order to review and update LATC's disciplinary guidelines. The Board's REC is currently tasked with reviewing and recommending updates to the Board's *Disciplinary Guidelines*. Once this objective is completed, the LATC will consider the Board's revisions for inclusion in its own Guidelines. CCR 2680 (Disciplinary Guidelines) will need to be amended to reference the updated Guidelines if the LATC agrees to revise its Guidelines.

	Current Month November 2014	Prior Month October 2014	Prior Year November 2013
Enforcement Statistics			
Complaints Opened**:	1	0	3
Complaints to Expert:	1	2	0
Complaints to DOI:	0	0	0
Complaints Pending DOI:	0	0	0
Complaints Pending AG:	1	1	0

	Current Month November 2014	Prior Month October 2014	Prior Year November 2013
Enforcement Statistics			
Complaints Pending DA:	0	0	0
Total Cases Closed:	0	1	3
Total Cases Pending*:	15	14	28
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	0	0	4
Settlement Cases (§5678.5) Closed:	0	0	0
Citations Final:	0	0	0

**Includes both complaint and settlement cases*

UPDATE AND POSSIBLE ACTION ON 2014 SUNSET REVIEW

The Board approved the draft 2014 Sunset Review Report at the September 10, 2014 meeting and delegated authority to the Board President, Vice President, and Executive Officer to make any additional or necessary changes to the Report prior to submittal to the Legislature. The Report was submitted to the Legislature on October 31, 2014.

At this meeting, the Executive Officer will provide an update on the Sunset Review.

BOARD MEMBER LIAISON REPORTS ON ORGANIZATIONS AND SCHOOLS

The Board's Liaison Program is designed to ensure that the Board exchanges information with key entities. Liaisons are assigned to organizations and schools, and are responsible for 1) establishing and maintaining contact with these entities, and 2) biannually reporting back to the Board on the activities and objectives. Attached is a listing of the liaison assignments.

At this meeting, Liaisons are asked to provide the Board with an update on their assigned entities' activities and objectives.

CALIFORNIA ARCHITECTS BOARD
2014 Liaison Program
Organization & School Assignments

ORGANIZATION ASSIGNMENTS	
American Council of Engineering Companies, CA Brad Diede, Executive Director bdiede@acec-ca.org (916) 441-7991	**Doug McCauley**
American Institute of Architects, California Council (AIACC) Kurt Cooknick, Director of Regulation and Practice kcooknick@aiacc.org (916) 642-1706	**Pasqual Gutierrez**
Associated General Contractors of California, Inc. Thomas Holsman, Chief Executive Officer holsmant@agc-ca.org (916) 371-2422 / (916) 371-2352	**Matt McGuiness**
Association of Collegiate Schools of Architecture (ACSA) Michael Monti, Ph.D, Executive Director mmonti@acsa-arch.org (202) 785-2324 x7	**Hraztan Zeitlian**
Board for Professional Engineers, Land Surveyors & Geologists (BPELSG) Richard Moore, P.L.S., Executive Officer ric_moore@dca.ca.gov (916) 263-2234	**Doug McCauley**
California Building Officials (CALBO) Bob Latz, Chief Building Official bobl@csgengr.com (916) 492-2275	**Doug McCauley & Bob Carter**
Contractors State License Board (CSLB) Stephen Sands, Registrar of Contractors stephen.sands@cslb.ca.gov (916) 255-4000	**Doug McCauley & Bob Carter**
Council of Landscape Architecture Registration Boards (CLARB) Joel Albizo, Executive Director jalbizo@clarb.org (703) 949-9460	**Pasqual Gutierrez**
National Council of Examiners on Engineering and Surveying (NCEES) Jerry Carter, Chief Executive Officer jcarter@ncees.org (800) 250-3196 x5470	**Sylvia Kwan**
Urban Land Institute Elliot Stein, Executive Director elliot.stein@uli.org (415) 268-4093	**Sylvia Kwan**

CALIFORNIA ARCHITECTS BOARD
2014 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS	
Academy of Art University, San Francisco Mimi Sullivan, Executive Director msullivan@accademyart.edu (415) 274-2222	**Sylvia Kwan**
California College of the Arts (CCA), San Francisco Jonathan Massey, Director jmassey@cca.edu (415) 703-9516	**Sylvia Kwan**
California Polytechnic State University, Pomona Sarah Lorenzen, Chair selorenzen@csupomona.edu (909) 869-2706	**Pasqual Gutierrez**
California Polytechnic State University, San Luis Obispo Christine Theodoropoulos, AIA, PE, Dean theo@calpoly.edu (805) 756-5916	**Pasqual Gutierrez**
New School of Architecture and Design, San Diego Gregory Marick, President gmarik@newschoolarch.edu (619) 684-8777	**Jon Baker**
Southern California Institute of Architecture (SCIARC), Los Angeles Eric Owen Moss, Director directors_office@sciarc.edu (310) 839-1199	**Jon Baker**
University of California, Berkeley (UCB) Tom Buresh, Chair buresh@berkeley.edu (510) 642-4942	**Tian Feng**
University of California, Los Angeles (UCLA) Christopher Waterman, Dean cwater@arts.ucla.edu (310) 206-6469	**Hraztan Zeitlian**
University of Southern California (USC), Los Angeles Qingyun Ma, Dean archdean@usc.edu (213)740-2083	**Hraztan Zeitlian**
Woodbury University, Burbank Norman Millar, AIA, Dean norman.millar@woodbury.edu (818) 252-5121	**Pasqual Gutierrez**

CALIFORNIA ARCHITECTS BOARD
2014 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS (Community Colleges)	
Bakersfield College Jason Dixon, Chair, Industrial Drawing and Arch. jadixon@bakersfieldcollege.edu (661) 395-4080	**Pasqual Gutierrez**
Cerritos College, Norwalk Nick Real, Instructional Dean yreal@cerritos.edu (562) 860-2451 x2903	**Nilza Serrano**
Chabot College, Hayward Adrian Huang, Chair, Architecture School of the Arts ahuang@chabotcollege.edu (510) 723-7410	**Tian Feng**
Citrus College, Glendora Jim Lancaster, Dean, Architectural Drafting Dept. jlancaster@citruscollege.edu (626) 852-6403	**Hraztan Zeitlian**
City College of San Francisco Andrew Chandler, Chair, Architecture Dept. achandle@ccsf.edu (415) 452-5086	**Matt McGuinness**
College of Marin, Kentfield Bill Abright, Chair, Fine/Visual Arts Dept. bill.abright@marin.edu (415) 457-8811 x7483	**Sylvia Kwan**
College of San Mateo Laura Demsetz, Advisor, Architecture Dept. demsetz@smccd.edu (650) 574-6617	**Matt McGuinness**
College of the Desert, Palm Desert Bert Bitanga, Architecture/Environ. Design Advisor dbitanga@collegeofthedesert.edu (760) 776-7236	**Sheran Voigt**
College of the Sequoias, Visalia Rolando Gonzalez, AIA, Professor of Architecture rolandog@cos.edu (559) 730-3758	**Tian Feng**
Cosumnes River College, Sacramento John Ellis, Professor, Architecture Dept. ellisjd@crc.losrios.edu (916) 691-7237	**Sylvia Kwan**

CALIFORNIA ARCHITECTS BOARD
2014 Liaison Program
Organization & School Assignments

Cuesta College, San Luis Obispo John Stokes, Engineering and Technology Div. Chair jstokes@cuesta.edu (805) 546-3100 x2115	**Pasqual Gutierrez**
Diablo Valley College, Pleasant Hill Daniel Abbott, Chair, Architecture/Engineering Dept. dabbott@dvc.edu (925) 969-2368	**Tian Feng**
East Los Angeles College, Monterey Park Derek Hamner, Chair, Architecture Dept. hamnerm@elac.edu (323) 265-8839	**Sheran Voigt**
Fresno City College Ronald Cerkueira, Chair, Digital Design & Manuf. ron.cerkueira@fresnocitycollege.edu (559) 442-4600 x8738	**Matt McGuinness**
Glendale Community College Dave Martin, Chair, Architecture Dept. dmartin@glendale.edu (818) 240-5528	**Denise Campos**
Los Angeles City College Gayle Partlow, Chair, Art & Architecture Dept. partlogm@lacitycollege.edu (323) 953-4000 x2510	**Nilza Serrano**
Los Angeles Valley College, Van Nuys Ronald Reis, Chair, Technology Dept. reisra@lavc.edu (818) 947-2582	**Hraztan Zeitlian**
Mt. San Antonio College, Walnut Ignacio Sardinas, Chair, Architecture Program isardinas@mtsac.edu (909) 274-4805 Robert Perkins, Co-Chair, Architecture Program rperkins@mtsac.edu (909) 274-4388	**Pasqual Gutierrez**
Orange Coast College, Costa Mesa Rose Kings, Program Coordinator, Technology Div. rkings@occ.cccd.edu (714) 432-5623	**Sheran Voigt**
Rio Hondo College, Whittier Mike Slavich, Dean, Career & Tech Ed. Div. mslavich@riohondo.edu (562) 463-7368	**Denise Campos**

CALIFORNIA ARCHITECTS BOARD
2014 Liaison Program
Organization & School Assignments

San Bernardino Valley College Judy Jorgensen, Professor, Architecture Dept. jjorgens@sbccd.cc.ca.us (909) 387-1609	**Pasqual Gutierrez**
San Diego Mesa College Ian Kay, Co-Chair, Architecture Program iankay@sdccd.edu (619) 388-2260	**Jon Baker**
Southwestern College, Chula Vista Bill Homyak, M.S., Architecture Dept. Chair whomyak@swccd.edu (619) 421-6700 x5371	**Jon Baker**
Ventura College Ralph Fernandez, Lead Instructor, Architecture Dept. rfernandez@vcccd.edu (805) 654-6398	**Nilza Serrano**
West Valley College, Saratoga Soroush Ghahramani, Chair, Architecture & Eng. soroush.ghahramani@westvalley.edu (408) 741-4097	**Matt McGuinness**

ELECTION OF 2015 BOARD OFFICERS

Business and Professions Code section 5518 states:

> The Board shall elect from its members a president, vice president, and a secretary to hold office for one year, or until their successors are duly elected and qualified.

The Board Member Administrative Procedure Manual provides for a nomination process; however, new information regarding the Bagley-Keene Open Meeting Act may require a change in the process.

For this meeting, Board members were surveyed as to their interest, and the Board President has provided the list below of all members nominated or who volunteered for officer positions.

President	Vice President	Secretary
Jon Baker	Tian Feng	Sylvia Kwan
Pasqual Gutierrez		

The Board is asked to consider the list, as well as any nominations from the floor, and elect the officers for 2015.

SELECT THE 2014 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD RECIPIENTS

The Board, at its September 2000 meeting, voted to establish an annual system for recognizing all of the volunteers who contribute to the Board and to grant a special award for distinguished service. The award was named the Octavius Morgan Distinguished Service Award, after the first Board President. The following guidelines for the award have been approved by the Board.

Purpose: To recognize and thank our committed volunteers on their efforts.

Criteria: Volunteers who, over a period of time, have provided the Board with outstanding and dedicated service. Potential winners would be committee or task forces members, exam subject matter experts/commissioners, or others. Board members are eligible, provided they have served the Board five or more years in addition to their terms on the Board.

Number of awards: Three to five per year in order to spread the recognition.

Selection process: Board members and staff would nominate individuals. The names of those receiving awards would be announced at the December Board meeting.

Award: The Octavius Morgan Distinguished Service Award recipients would be sent an appropriate item of recognition and would be noted in the newsletter. Board members will purchase the item of recognition from their own monies if prohibitions are in place from making the purchase from Board funds (motion approved at December 5-6, 2012 Board meeting).

The following individuals have been recipients of the award:
2013 – Loangle Newsome and Linda Zubiate
2012 – Victor Newlove, Roger North, and Roger Wilcox
2011 – Denis Henmi, Phyllis A. Newton, and Richard R. Tannahill
2010 – Wayne Holtan, Arlee Monson, and John Petrucelli
2009 – Richard Cooling, Richard Dodd, Morris Gee, and Larry Segrue
2008 – Chad R. Overway, Eric H. Jacobsen, and Bruce L. Macpherson
2007 – John Canestro, Gerald Cole, and Michelle Plotnick
2006 – Allan Cooper, Robert George, and Richard Holden
2005 – Andrew Barker, Robert DePietro, and Paul Neel
2004 – Jim Jordan, Larry Paul, P.K. Reibsamen, and Merlyn Isaak
2003 – Carol Tink-Fox, Jim McGlothin, and Ron Ronconi
2002 – Glenn A. Gall, Lucille M. Hodges, RK Stewart, and Richard T. Conrad
2001 – George Ikenoyama, Fred Yerou, Richard Crowell, Jack Paddon, and Cynthia Easton
2000 – Charles J. Brown, Mackey W. Deasy, and Barry Wasserman

Staff were asked to submit 2014 nominations for the Board's consideration. A list of recommended awardees will be provided to the Board at the December meeting for its consideration. The Board is asked to approve this year's selection(s) for the Octavius Morgan Distinguished Service Award from the list of recommended individuals and reconfirm that Board members will purchase the awards from their own personal funds.

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Review and Ratify Comments on NCARB Proposals to Streamline and Overhaul Intern Development Program

2. Review and Ratify Comments on NCARB Proposals to Overhaul Broadly Experienced Architect and Broadly Experienced Foreign Architect Programs

REVIEW AND RATIFY COMMENTS ON NCARB PROPOSALS TO STREAMLINE AND OVERHAUL INTERN DEVELOPMENT PROGRAM

On June 23, 2014 the National Council of Architectural Registration Boards (NCARB) released a notice (attached) to Member Boards requesting input on proposed changes that would streamline and overhaul the Intern Development Program (IDP) in two phases. NCARB provided Member Boards with a 90-day comment period that ended on September 5, 2014. The NCARB Board of Directors (BOD) at its September 11-13, 2014 meeting reviewed the submitted comments and voted to approve the changes. Below is a summary of the proposed changes.

Streamlining IDP

IDP currently requires interns to document 5,600 hours of experience, with 3,740 of those hours as core requirements in specific experience areas. The remaining 1,860 hours are elective hours. The first phase of the IDP reinvention focuses on streamlining the existing program by refocusing on core requirements. Under the proposed change, interns would only need to complete the 3,740 core hours over the span of the 17 experience areas to fulfill the program requirements. NCARB expects to implement this change on or before June 2015.

Overhauling IDP

The second phase of the reinvention will overhaul the program by replacing the 17 experience areas with six broad practice-based experience categories. Guidelines will clearly identify the types of tasks that qualify, along with hourly requirements; six hourly minimums will match six practice–based experience categories. These six practice-based experience categories will align with the six new divisions of the upcoming Architect Registration Examination 5.0, which will launch in late 2016. This change is planned to take effect in mid to late 2016.

Due to time constraints between Board meetings, on August 12, 2014, the Board President (in consultation with Board staff) provided comments to NCARB on behalf of the Board in support of the NCARB IDP proposals on the basis that proposed changes remove unnecessary hindrances to licensure for candidates while still ensuring the public health, safety, and welfare are protected. At its September 10, 2014 meeting, the Board was asked to ratify the comments and action taken by the Board President. The Board requested an opportunity to review the previously submitted comments at its next meeting. Attached for the Board's review is a copy of the President's comments submitted to NCARB in support of the IDP changes.

The Board is asked to ratify the action taken by the Board President and the comments submitted to NCARB.

Attachments:
1. NCARB Notice Regarding Proposed Changes to IDP Program
2. Comments Related to Proposed Changes to IDP Program Submitted to NCARB on August 12, 2014 by Board President

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

Margo P. Jones, AIA
Treasurer
Greenfield, Massachusetts

Kristine A. Harding, AIA
Secretary
Huntsville, Alabama

Ronald B. Blitch, FAIA, FACHA
Past President
New Orleans, Louisiana

Christopher P. Williams, AIA
Director, Region 1
Meredith, New Hampshire

John R. Sorrenti, FAIA
Director, Region 2
Mineola, New York

Anne K. Smith, AIA
Director, Region 3
Savannah, Georgia

Terry L. Allers, AIA
Director, Region 4
Fort Dodge, Iowa

David L. Hoffman, FAIA
Director, Region 5
Wichita, Kansas

Gregory L. Erny, AIA
Director, Region 6
Reno, Nevada

Kathleen R. Nosbisch
Member Board Executive Director
Chester, Virginia

Lynn R. Axelroth
Public Director
Philadelphia, Pennsylvania

Michael J. Armstrong
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An Equal Opportunity Employer

23 June 2014

Dear NCARB Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on proposed changes to the Intern Development Program (IDP), the Broadly Experienced Architect Program (BEA), and the Broadly Experienced Foreign Architect Program (BEFA). Changes to the IDP specifically relate to the hours required to complete the program and the categories and areas in which interns need to document their experience, while changes to the BEA and BEFA programs relate to eligibility requirements and review processes to complete the programs for NCARB certification.

Years of pulsing you, our members, asking “why", and challenging conventional wisdom are leading to these proposals for sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to two proposals that will ensure continued protection of the public’s health, safety, and welfare.

The first proposal involves the IDP and is being offered as a two step-change with Phase I being a short-term streamlining of the IDP, and Phase 2 a longer-term overhaul plan for the IDP. The second proposal involves the BEA program and is designed to determine that an applicant for licensure is competent to practice architecture independently at the point of *initial* licensure. Lastly, the third proposal involves the BEFA program and is designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently.

A detailed description of the proposed changes with background information is attached and is also posted on the Registration Board Section of the NCARB website. We sincerely seek your honest input, including suggested adjustments to our proposals. This was a lot of information to digest at our Annual Business Meeting, and your thoughtful comments will assist us in determining whether to go forward as proposed, adjust the proposals, or take a pause for more discussion.

This notice opens the official comment period for your Board to review the proposed changes and submit your feedback. We would greatly appreciate it if you would please take the opportunity to review the proposed changes 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 the IDP and continue discussion on proposed changes to the BEA and BEFA programs**. To that end, please use the following questions as a guide when crafting your response to the proposed changes:

NCARB

Intern Development Program Changes

Phase 1 - Streamlining the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to focus solely on the required, or "core" hours, to complete the program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed streamline change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Phase 2 – Overhaul the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to align the required programmatic experience areas with the phases of contemporary practice?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed overhaul change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEA program?
- 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?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Foreign Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEFA program?
- 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?
- Do you believe your Board will adopt the proposed change if approved?

All comments, including "no comments", should be received by 5:00 P.M. on **Friday, September 5, 2014.** To submit your comments please click on the following link and complete the survey: http://www.surveygizmo.com/s3/1693931/Proposed-changes-to-the-IDP-BEA-and-BEFA

PROPOSED CHANGE TO IDP – PHASE 1: STREAMLINE

WHAT IS THE PROPOSED CHANGE?

This proposed change will allow interns to complete IDP upon documenting completion of the **core hour requirements**. Currently interns must document 3,740 hours in 17 different experience areas to meet the "core" hour requirements of IDP; however, to complete the program they need to document an additional 1,860 hours in any of the 17 experience areas. This proposed change would, for the first time since the inaugural year of IDP, require interns to satisfy only the core hour requirements to complete their internship – a total of 3,740 hours.

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

Removal of the elective hour requirement will reduce complexities while ensuring that intern architects still acquire the comprehensive experience that is essential for competent practice, and result in a program that is both justifiable and defensible. This proposed change is designed to reflect how the marketplace, education, and technology have all impacted ways in which experience is gained. Upon final approval, this change would take effect in early 2015.

The NCARB Board of Directors preliminarily approved the following revisions to modify the IDP "Reporting Requirements" for Member Board comment:

Modify the IDP Guidelines, December 2013 and remove all references to the elective hour requirements. This will include:

- *Removal of definition of elective hours, page 12*
- *Removal of elective hours required to complete the program – page 12*
- *Removal of references to supplemental experience for elective hour credit – Pages 13 and 18 - 20*

RATIONALE

Focus on Program Requirements Outlined in Practice Analysis

The data resulting from the Internship Survey of the *2012 NCARB Practice Analysis of Architecture* informed the appropriate distribution of core hour requirements among the IDP experience areas. However, the data will not and never has been used to inform the elective hour requirements. Therefore, it should be noted that the current internship program contains a substantial elective requirement that is not informed or guided by data. Furthermore, considering the inherent "elective" nature of the additional elective hours, there can be no proof that this requirement ensures any level of competency or greater protection of the health, safety, and welfare of the public. It simply

ensures more time in internship, not necessarily more quality or broader experience. The requirements of internship should be governed by content (as outlined in the *Practice Analysis)*, not time.

Additionally, the Practice Analysis data strongly suggests that practitioners do not view supplemental experience as an acceptable alternative to on-the-job performance. Removal of the elective hour requirement will call for the elimination of supplemental experience opportunities that qualify for elective hours. The Board determined that supplemental experience that counts for core hours should remain and called for a renewed focus on improving the value of supplemental experience.

No Evidence (Historical or Contemporary) that Elective Hours Ensure Greater Competency and Further Promote Protection of HSW
As defined in the *IDP Guidelines*, core minimum hours are "the minimum number of hours you must earn in a given experience category or area." Elective hours are "experience hours that exceed the 3,740 core minimum requirement." There is no stipulation for specific experience areas in which elective hours must be earned, so interns can potentially complete the program by documenting all of their elective hours in a single experience area. Interns can also meet their elective hour requirement by documenting excess community service and completing supplemental experience. Neither one of these options guarantee greater competency or increased protection of the health, safety and welfare of the public.

In addition, since there is not a requirement that calls for the distribution of elective hours, it can be assumed that the core hours are the hours required to actually obtain minimal competency in a given experience area. Thereby, documenting the completion of the core hours should establish an intern's requisite competency in all of the current 17 experience areas.

Advances in Technology and Practice
IDP is the standard accepted means of meeting the experience requirement of most NCARB Member Boards. However, the last 40 years has seen an evolution in technology and practice. In the 1970s and 1980s interns and architects could spend significant time completing tasks that the interns and architects of today can complete in minutes or even seconds. In the 70s and 80s interns and architects would spend hours utilizing a pencil and draft paper to complete what was then a manual process. The introduction of CAD, BIM, and other digital resources has changed the game. Interns and architects are exposed to more substantial concepts sooner, make higher level decisions earlier, and produce a more detailed product in less time than ever before. And while technology has drastically sped up the process in which an architect conducts his/her work, the program requirements for internship have not evolved. The Board of Directors believed this evolution of technology and practice warrants a fresh look at the total hours required to complete IDP

and ultimately determined that the *core hours* are the *experience hours* that ensure competent practice.

PROPOSED CHANGE TO OVERHAUL IDP – PHASE 2

WHAT IS THE PROPOSED CHANGE TO OVERHAUL IDP?

The current program includes four (4) experience categories and 17 experience areas. This proposed change calls for development of a new IDP framework in which an intern would be required to document hours in six (6) experience categories only that directly align with the six phase-based areas of contemporary practice; practice management, project management, programming & analysis, project planning & design, project development & documentation, and construction & evaluation. In addition, interns would no longer be required to document hours in numerous experience areas within a given category. Instead, these six categories would include recommended tasks that would qualify for credit as well as a guideline for the "appropriate" amount of diversified experience.

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

Modifying the IDP framework and requiring interns to document their experience within six (6) categories that directly align with the six phase-based areas of architecture will reduce complexity and align with the current realities and challenges of contemporary practice; all while ensuring intern architects still acquire the comprehensive experience that is essential for competent practice. This proposed change is designed to reflect how the marketplace, education, and technology have all impacted ways in which experience is gained. Upon final approval, this change would take effect in mid to late 2016

Note - The NCARB Board of Directors preliminarily approved the concept of aligning the IDP experience categories with the phase-based categories of contemporary practice, but details of the transition will be dependent upon approval from the membership and subsequent work of the Internship Committee.

RATIONALE

Alignment of Programs with Contemporary Practice

Changing the framework of IDP from four (4) Experience Categories and 17 Experience Areas to six (6) Experience Categories aligns the program with the same developmental structure as the ARE. As NCARB works to better integrate the programs for licensure, it is useful and efficient when all programs build from the same foundation. A better aligned series of programs allows each program, whether it be IDP or ARE, to utilize the same

foundation but focus developmentally on each program's purpose. IDP is meant to ensure that experience is gained completing tasks, while the ARE ensures that an actual level of knowledge is acquired. Therefore, IDP and ARE can now focus on specific experience aspects and specific testing aspects respectively using a standardized, mutually accepted set of topics.

Broader Focus
The current 17 experience areas of IDP, in combination with their respective minimum hour requirements, reflect an extremely specific and detailed format that keeps internship focused on the details rather than the broader picture. The level of detail required by both the intern, the IDP supervisor, and the mentor relegate the current internship process to more of an accounting practice rather than a true learning experience. A move to a broader IDP that focuses on capturing the "big picture," will allow the intern to more freely explore learning opportunities within the office or on a particular project, rather than maintaining a primary focus on checking-off a box and poring over timesheets.

Increased Flexibility
The current practice of architecture involves a greater variety of activities, building types, practice types, and projects than ever before. This degree of variety in practice requires a greater level flexibility in any standardized approach to licensure. Since no two interns are likely to have the same experience over the course of their internships, the IDP must be able to adapt to this variety. A program that focuses on the over-arching six phase-based experience areas subsequently accommodates and welcomes the current variety in the profession and encourages interns to embrace it. Interns will no longer be pressured into conforming their internship to the IDP. Rather, the IDP will allow their internship to take a more natural and organic direction, indicative of the reality of today's practice.

Improved Usability and Understanding
The current IDP requires an extensive understanding of the program rules and requirements in order to effectively and efficiently progress through the program. The high volume of experience areas (17), and their complementary hourly requirements, constributes significantly to the program's complexity. Furthermore, interns, IDP supervisors, and mentors must also understand the knowledge/skills and tasks associated with each of the 17 experience areas. A change to six phase-based experience categories will signficantly reduce this complexity, allowing interns, IDP supervisors, and mentors a more usable and understandable program. A focus on only six phase-based experience areas delivers an internship that allows all involved to focus on the execution of internship and not the internship program itself.

PROPOSED CHANGES TO STREAMLINE AND OVERHUAL IDP

IMPETUS FOR CHANGE

Created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA), the Intern Development Program (IDP) identifies the comprehensive experience that is essential for the independent practice of architecture. Except for the year in which the concept of IDP was formed, the requirement has always been the equivalent of three (3) years duration.

Historical research indicates that the NCARB membership, while in search of ways to prove competency through means other than a duration requirement, initially proposed what we now know as IDP as a two year requirement. This proposal was brought for a vote and successfully passed in 1971 and the NCARB Model Law was updated accordingly. However, this was short lived as in 1972 the Model Law was amended to stipulate that the program should be three (3) years in duration. Research indicates this change was brought about in an effort to comply with the requirements outlined in the laws and rules of the NCARB Member Boards. Getting "buy in" from the Member Boards was key to facilitating licensure across state borders.

Flash forward 40 years and IDP has become the standard accepted means of meeting the experience requirement of most NCARB Member Boards. However, concerns that the IDP contains extensive requirements that make it difficult for users to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes interns significantly longer to complete than intended led to the formation of a multi-department special research team in April 2013. The team was tasked with thoroughly analyzing the Internship Development Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to streamline the experience requirement while ensuring interns acquire the comprehensive experience essential for competent practice.

The multi-departmental research team was formed to ensure that viewpoints from all areas of Council operations would be taken into consideration. In addition, leaders of the special research team facilitated focus groups with members of the Internship Advisory Committee (IAC), Education Committee, Licensure Task Force, and Intern Think Tank during FY14. The goal of these focus groups was to garner feedback from key stakeholders that could assist the team in identifying the options that our Member Boards and key stakeholders might feel most comfortable adopting. Members involved in the focus groups were comprised from NCARB, AIA, AIAS, ACSA, the Society of Design Administrators, and also included Member Board Chairs, Member Board Executives, Member Board Members, IDP Coordinators, recently licensed architects, and interns.

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has resulted in proposals that preserve the rigor of IDP, and address elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards.

The Board enters into this process understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board strongly feels that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

Comments Related to Proposed Changes to IDP Program Submitted to NCARB on August 12, 2014 by Board President

IDP Streamlining

The California Architects Board is pleased to offer its support for the NCARB proposal that would realign IDP to be more efficient and more accurately reflect contemporary practice by adjusting the number of required hours to 3,740 and eliminating supplemental time requirements for completion of the program. The Board believes the proposal removes an unnecessary hindrance to licensure for candidates while still ensuring the public health, safety, and welfare are protected.

IDP Alignment with Examination (IDP Overhaul)

The California Architects Board is pleased to offer its support for the NCARB proposal that would realign IDP to be more efficient and more accurately reflect contemporary practice by replacing the 17 experience areas with just six broad practice-based experience categories. The Board believes the proposal removes an unnecessary hindrance to licensure for candidates while still ensuring the public health, safety, and welfare are protected.

REVIEW AND RATIFY COMMENTS ON NCARB PROPOSALS TO OVERHAUL BROADLY EXPERIENCED ARCHITECT AND BROADLY EXPERIENCED FOREIGN ARCHITECT PROGRAMS

On June 23, 2014, the National Council of Architectural Registration Boards (NCARB) released a notice (attached) to Member Boards requesting input on proposed changes to the Broadly Experienced Architect Program (BEA) and Broadly Experienced Foreign Architect Program (BEFA). This 90-day comment period ended on September 5, 2014. The feedback from Member Boards, as well as that from collaterals and other stakeholders, was used to inform discussion by the NCARB Board of Directors (BOD) at its September 11-13, 2014 meeting. The discussion is planned to continue at the December 4-6, 2014 BOD meeting. Depending on the outcome of the discussion, the BOD may move the proposals forward for a vote by Member Boards at the next NCARB Annual Business Meeting to be held June 17-20, 2015. Below is a summary of the proposed changes.

BEA Proposal

Currently, to earn an NCARB Certificate through the BEA Program architects without a degree from a National Architectural Accrediting Board (NAAB) accredited program must document six to ten years of post-licensure practice, depending on level of education attained. Additionally, an architect must have their education evaluated by NAAB to determine if there are any educational deficiencies. Lastly, the architect must submit a dossier that is then reviewed by NCARB.

The proposed changes to the BEA Program eliminates the dossier and requires licensees to: 1) meet a Member Board's education and experience requirement for initial licensure; 2) complete the Architect Registration Examination (ARE); and 3) maintain an architect license in the jurisdiction of initial licensure in good standing without disciplinary action for one year. This proposal acknowledges that architects without an accredited degree are required by their original licensing jurisdiction to complete more rigorous experience requirements prior to initial licensure. The streamlining of the submittal process also ensures an objective rather than subjective review.

BEFA Proposal

Currently, foreign licensed architects who wish to obtain an NCARB Certificate through the BEFA Program to facilitate U.S. licensure must document a minimum of seven years of post-licensure experience in a foreign country where licensed, prepare and submit a dossier to document experience in the areas tested in the ARE, and complete an in-person interview.

The proposed changes would remove these steps and instead would require an applicant to establish an NCARB Record, successfully complete the ARE, and document two years of experience either in the applicant's home country or in the U. S. after licensure, as well as have recognized education and licensing credentials. These proposed changes preserve some of the threshold requirements currently in place, while acknowledging work experience in the U. S. and requiring passage of the ARE.

On August 12, 2014, the Board President provided comments to NCARB on behalf of the Board in support of NCARB's BEA and BEFA proposals on the basis that the proposed changes remove

unnecessary hindrances to licensure for U.S. and foreign architects while still ensuring the public health, safety, and welfare are protected. At its September 10, 2014 meeting, the Board was asked to ratify the comments and action taken by the Board President. The Board requested an opportunity to review the previously submitted comments at its next meeting. Attached for the Board's review is a copy of the President's comments submitted to NCARB in support of the IDP changes.

The Board is asked to ratify the action taken by the Board President and the comments submitted to NCARB.

Attachments:

1. NCARB Notice Regarding Proposed Changes to BEA and BEFA Programs
2. Comments Related to Proposed Changes to BEA and BEFA Programs Submitted to NCARB on August 12, 2014 by Board President

NCARB

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23 June 2014

Dear NCARB Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on proposed changes to the Intern Development Program (IDP), the Broadly Experienced Architect Program (BEA), and the Broadly Experienced Foreign Architect Program (BEFA). Changes to the IDP specifically relate to the hours required to complete the program and the categories and areas in which interns need to document their experience, while changes to the BEA and BEFA programs relate to eligibility requirements and review processes to complete the programs for NCARB certification.

Years of pulsing you, our members, asking “why", and challenging conventional wisdom are leading to these proposals for sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to two proposals that will ensure continued protection of the public’s health, safety, and welfare.

The first proposal involves the IDP and is being offered as a two step-change with Phase I being a short-term streamlining of the IDP, and Phase 2 a longer-term overhaul plan for the IDP. The second proposal involves the BEA program and is designed to determine that an applicant for licensure is competent to practice architecture independently at the point of *initial* licensure. Lastly, the third proposal involves the BEFA program and is designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently.

A detailed description of the proposed changes with background information is attached and is also posted on the Registration Board Section of the NCARB website. We sincerely seek your honest input, including suggested adjustments to our proposals. This was a lot of information to digest at our Annual Business Meeting, and your thoughtful comments will assist us in determining whether to go forward as proposed, adjust the proposals, or take a pause for more discussion.

This notice opens the official comment period for your Board to review the proposed changes and submit your feedback. We would greatly appreciate it if you would please take the opportunity to review the proposed changes 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 the IDP and continue discussion on proposed changes to the BEA and BEFA programs**. To that end, please use the following questions as a guide when crafting your response to the proposed changes:

NCARB

Intern Development Program Changes

Phase 1 - Streamlining the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to focus solely on the required, or "core" hours, to complete the program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed streamline change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Phase 2 – Overhaul the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to align the required programmatic experience areas with the phases of contemporary practice?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed overhaul change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEA program?
- 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?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Foreign Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEFA program?
- 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?
- Do you believe your Board will adopt the proposed change if approved?

All comments, including "no comments", should be received by 5:00 P.M. on **Friday, September 5, 2014.** To submit your comments please click on the following link and complete the survey: http://www.surveygizmo.com/s3/1693931/Proposed-changes-to-the-IDP-BEA-and-BEFA

Proposed Changes
Broadly Experienced Architect Program (BEA)

WHAT ARE THE PROPOSED CHANGES TO THE BEA?

An applicant for NCARB certification who does not meet the NCARB Education Requirement (a degree from a program in architecture accredited by the National Architectural Accrediting Board (NAAB)) shall:

1. meet a member board's education and experience requirements for initial licensure (NEW), and
2. successfully complete the Architect Registration Examination® (ARE®), and
3. maintain a license to practice architecture in the jurisdiction of initial licensure in good standing without disciplinary action, for one year (NEW).

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

Existing Program Requirements
The current BEA program requires an architect to demonstrate learning through experience for six to ten years after they obtain initial licensure depending on the architect's level of education. The applicant's education is evaluated by the NAAB in the Education Evaluation Service for Architects to identify 'education deficiencies." The applicant documents satisfaction of education deficiencies through projects completed post licensure in an education dossier. The dossier is reviewed by the BEA Committee.

The Conversation
What is the relevancy of documenting years of learning through post-licensure experience? Member Boards issuing an initial license have already performed the necessary due diligence to ensure that all newly licensed architects have demonstrated the required level of learning through experience prior to licensure to competently practice architecture independently.

Architects who have obtained licensure through a combination of education and extended experience requirements have in fact met the education and experience requirements of an NCARB Member Board for initial licensure. They have had the required "opportunity" to demonstrate learning through experience for additional years beyond the IDP requirements for an NCARB Member Board to be confident they are competent to practice architecture independently upon obtaining licensure.

This proposal maintains that the additional *pre-licensure experience* warrants the reduction of the requirement for six, eight or ten years of post-licensure experience to one year; and the elimination of the education evaluation, education dossier, and dossier review.

RATIONALE

The research team focused on four principal areas of licensure:

- Regulation of Initial Licensure
- Education *and* Experience
- Post Licensure Experience
- Internship *is* Learning through Experience

Regulation of initial Licensure

All NCARB Member Boards have three requirements for initial licensure in common: education, experience, and examination. All Boards:

1. accept the professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) as satisfaction of the education requirement,
2. accept participation in the Intern Development Program (IDP) as a primary means for the satisfaction of the experience requirement,
3. require completion of the Architect Registration Examination® (ARE®) to satisfy the examination requirement,

NCARB's *Model Regulations* include the following:

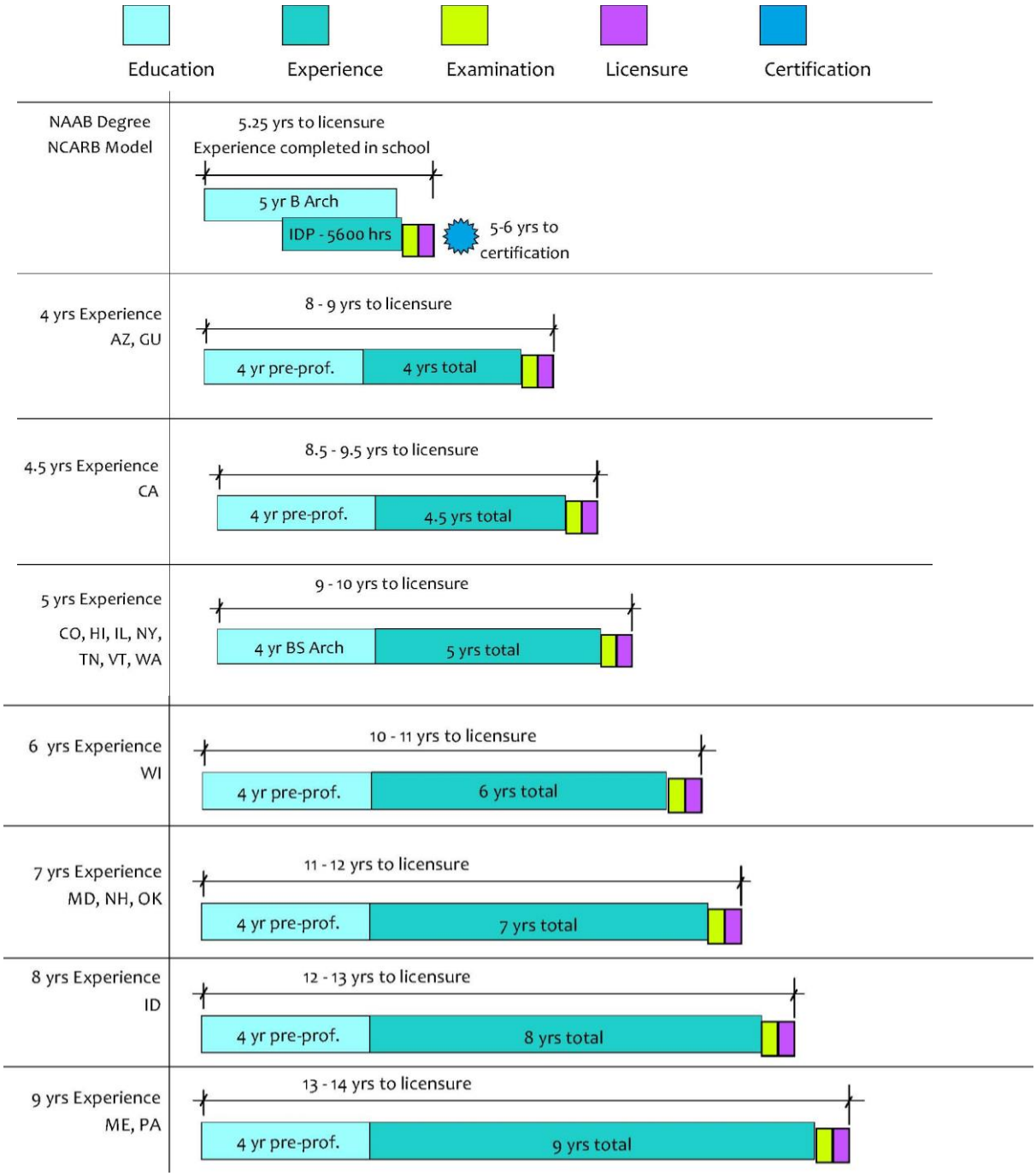
> ***"100.301 Initial Registration Standards***
> *To be granted registration … an applicant must meet the requirements set forth in 100.301–305.*
>
> ***(B)*** *Other experience may be substituted for the registration requirements set forth in 100.303 only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience.*

Education and Experience

There are 17 Member Boards that do not *require* education from a program accredited by the NAAB; however, every one of those boards require additional years of experience under the supervision of an architect *prior to obtaining initial licensure*. The minimum number of years of pre-licensure experience varies from four years to 13 years, depending on the jurisdiction and level of education obtained. In essence, these boards are requiring substantial equivalency among all interns prior to initial licensure.

Proposed Changes
Broadly Experienced Architect Program (BEA)

The following chart outlines the path(s) an intern travels to obtain initial licensure in the 17 jurisdictions that allow experience to supplement the education requirement. This chart, for comparison purposes, assumes an intern has obtained a four-year pre-professional degree in architecture (62% of applicants for certification have obtained this degree)

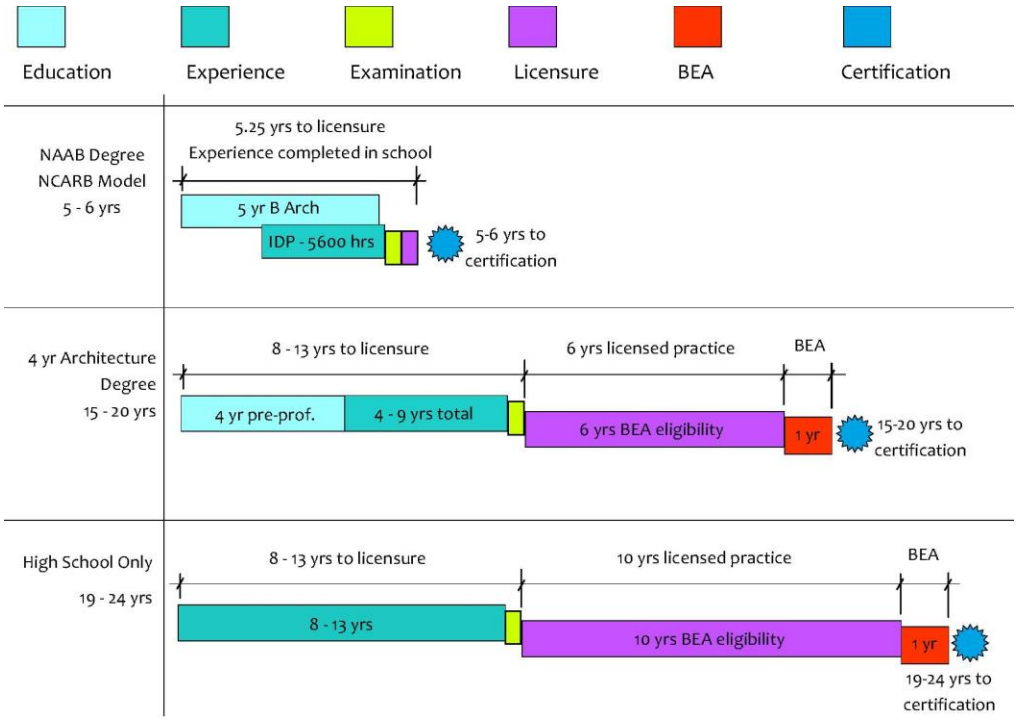


Proposed Changes
Broadly Experienced Architect Program (BEA)

The Council's BEA program requires a *licensed* architect to:

1. prove additional experience, as an architect, for another six, eight, or ten years, depending on the level of education obtained prior to initial licensure; and
2. "demonstrate learning through experience" post licensure to indicate how they overcame what are identified as education deficiencies. (This is achieved through the development, submission, and review of an education dossier).

The following chart outlines the typical paths leading to application for NCARB certification through the BEA program, dependent on education obtained prior to experience:



Responsible Control

The objective of the education dossier is to allow architects to demonstrate their learning through experience as a registered architect to meet the requirements of the *NCARB Education Standard* as an alternative to the professional degree from a NAAB-accredited program. Applicants must describe their practice experience as a registered architect through which they gained learning through experience. Architects must select practice experience for which they were personally responsible that meets the definition of *responsible control*.

The *NCARB Legislative Guidelines and Model Law/Model Regulations* define "responsible control" as:

> *"That amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care, including but not limited to an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation."*

The definition of *responsible control* does not indicate that an architect is to demonstrate learning through the experience of being in responsible control. It states that the architect in fact must have "detailed professional knowledge."

Responsible control does not represent a learning opportunity. *Responsible control* is not evidence of overcoming an education deficiency.

Internship is Learning through Experience

The *NCARB Practice Analysis of Architecture* findings are significant to the profession and help determine the knowledge and skills necessary to practice architecture independently and protect the public's health, safety, and welfare. The survey content addressed specific tasks and knowledge/skills related to pre-design, design, project management, and practice management, as well as general knowledge and skills. The knowledge/skills and tasks identified in the findings have been used to:

1. **Drive** the Architect Registration Examination® (ARE®)
2. **Inform** the Intern Development Program (IDP)
3. **Guide** NCARB's contribution to the National Architectural Accrediting Board (NAAB) Accreditation Review Conferences (ARC) and the Council's future continuing education policies

The *NAAB's Student Performance Criteria* (SPC,) are linked seamlessly into the subject areas defined in the *NCARB Education Standard*. Further, the NAAB's SPC are linked seamlessly to the knowledge/skills necessary to perform the tasks required by the *Intern Development Program (IDP).*

Therefore, it is logical to assume that an architect having participated in the IDP and having completed education combined with additional experience required by a member board has demonstrated learning through experience at the time of initial licensure.

Architects who have obtained licensure through a combination of education and extended experience requirements have in fact met the education and experience requirements of an NCARB Member Board for initial licensure. NCARB facilitates licensure. The NCARB Certificate facilitates reciprocal licensure. The NCARB Certificate must acknowledge the rigor imposed on applicants for initial licensure by Member Boards.

IMPETUS FOR STUDY

Years of pulsing you, our members, asking “why", and challenging conventional wisdom are leading to sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to a discussion of proposed changes to the BEA program that recognizes the rigor imposed by each member board in the reciprocal licensing of architects that ensures protection of the public’s health, safety, and welfare.

These proposed changes are designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently. Feedback received in response to the request will be used to inform discussions by the Board of Directors at the September and December meetings.

Concerns that the BEA program contains extensive requirements that are difficult for architects to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes architects significantly longer to complete than intended led to the formation of a multi-department special research team in August 2013. The team was tasked with thoroughly analyzing the Broadly Experienced Architect Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to improve requirements for NCARB certification while ensuring the program is objective, attainable, sustainable, and defensible.

The multi-departmental research team was formed to ensure that diverse would be taken into consideration. In addition, leaders of the team engaged BEA and Education Committee members, architects who have participated in the program, and architects that would like to pursue certification in conversations on various requirements of the current program. The goal of these conversations was to garner feedback from key stakeholders that could assist the team in identifying the options that Member Boards and key stakeholders might feel most comfortable adopting.

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has delivered proposals that preserve the rigor of BEA but addresses elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards. The Board of Directors enter into these iterations understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board of Directors strongly feel that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

NCARB

Proposed Changes
Broadly Experienced Foreign Architect Program (BEFA)

Foreign architects are defined, for the purpose of the BEFA program, as individuals credentialed to practice architecture in a foreign country, through that country's requirements for education, experience, and examination, if any.

WHAT ARE THE PROPOSED CHANGES TO THE BEFA?

An applicant for NCARB certification who is licensed/credentialed in a country other than the U.S. or Canada shall:

1. Hold a current license/credential as an architect in a country that has a formal record keeping method for disciplinary actions for architects, and
2. **Education:** Hold a recognized education credential that leads to the lawful practice of architecture in a country other than the U.S. or Canada, and
3. **Experience** (NEW)**:** Document two years of active licensed/credentialed practice in the country of licensure/credential; or
   Document two years working in the U.S. under the direct supervision of an architect in responsible control, and
4. **Examination** (NEW)**:** Complete the Architect Registration Examination® (ARE®)

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

NCARB must have a certification model that acknowledges a foreign architect's competence to practice in their country of licensure. However, NCARB and its Member Boards should hold a higher value of their demonstration of competence earned through experience under the supervision of U.S. architects. Every Member Board expects competence at the point of initial licensure. Demonstrating competence to independently practice architecture in a U.S. environment is a basic element of our licensure requirements.

Further, NCARB Member Boards do not allow experience to be substituted for satisfaction of the examination requirement for any U.S. applicant for initial or reciprocal licensure. NCARB and its Member Boards should hold a higher value of their demonstration of competence earned through completion of the ARE. Demonstrating acquisition of knowledge and skills through examination to practice in a U.S. jurisdiction is a basic element of our licensure requirements.

This proposal maintains that a foreign architect credential and U.S. experience warrants the reduction of the requirement for seven years of post-licensure foreign experience to two years in a foreign country or the United States. Completion of the ARE warrants the elimination of the experience dossier, dossier review, and interview.

RATIONALE

Current Program Requirements

Foreign architects applying for NCARB certification are given the opportunity to demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare, to meet the examination requirement of NCARB certification. Applicants for certification through the BEFA do not document education, experience, or examination. They demonstrate competence solely through projects represented in their Experience Dossier, relating their experience to the content areas of the ARE.

Foreign architects are eligible to apply for an NCARB Certificate through the Broadly Experienced Foreign Architect (BEFA) Program if they:

1. Have graduated with a recognized education credential from an officially recognized architecture program, and
2. Are currently credentialed as an architect in a country other than the United States and Canada (NCARB provides certification for architects registered in Canada) that:
    - Has a formal record keeping method for disciplinary actions for architects, and
3. Have completed a minimum of seven years of comprehensive, unlimited practice as a credentialed architect over which the applicant exercised responsible control in the foreign country where the applicant is credentialed

Applicants must prepare an 'experience dossier,' which is distinct from a professional portfolio of work in that it allows a foreign architect to demonstrate competence to practice architecture independently rather than documentation of registration and professional qualifications.

The specific areas of the BEFA dossier require project documentation based on the content areas of the Architect Registration Examination® (ARE®)

1. Programming, Planning, & Practice
2. Site Planning & Design
3. Building Design & Construction Systems
4. Schematic Design
5. Structural Systems
6. Building Systems
7. Construction Documents & Services

The dossier must include a detailed, written description of specific examples of experience as a credentialed architect and provide supporting documentation that is relevant to the experience areas. The projects included in the dossier must be completed projects located in the foreign country where the foreign architect is credentialed.

Comprehensive practice and responsible control must be clearly explained both in the written descriptions and in the supporting documentation. The applicant must also describe the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws.

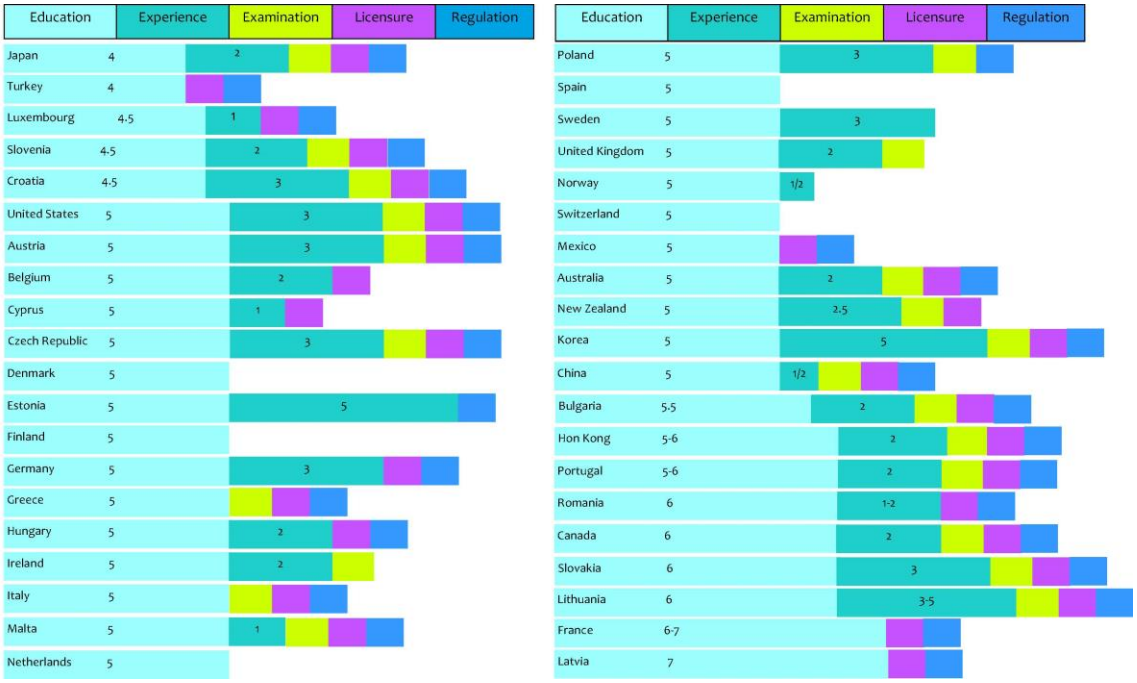
> ***Comprehensive Practice*** *means an architectural practice that regularly involves familiarity with all of those areas tested on the Architect Registration Examination, including programming, design, technical and construction documents production, and construction administration.*
>
> ***Responsible Control*** *means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care.*

Applicants must describe the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws. Most applicants are currently working in the U.S.

Foreign Architects: Education, Experience, and Examination

Architecture education varies from country to country. Experience requirements vary, if required at all. Examination requirements vary also, if required at all. The following chart outlines typical requirements in many countries:

Proposed Changes
Broadly Experienced Foreign Architect Program (BEFA)



Applicants for the BEFA are required to have practiced in their country where credentialed for a minimum of seven years. Many foreign architects who have expressed interest in the BEFA program left their country of credentialed practice soon after they completed their country's requirements, to settle in the U.S. Most of these individuals, working legally in the U.S. as "interns," have years of experience working in a U.S. firm under the supervision of a U.S. architect. As noted above, applicants must annotate submitted documents to indicate the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws. Because most applicants are currently working in the U.S, it seems more logical to allow, or require, documentation of experience developing buildings here in the U.S. under the supervision of a U.S. architect.

The Council has developed a number of programs over the years to address the different requirements in various countries. For example, the BEFA, the MRA with the European Union, and APEC Architect Project were all developed in parallel around the same time. The basis for eligibility in all three programs was similar and based on the numbers 14 and seven:

> 14 total years including formal education + training, leading to registration + practice; seven of which must be in certified, unlimited, post-registration practice.

Most recognized foreign education programs are five years long – similar in length to the NAAB-accredited Bachelor of Architecture. When the path to licensure was linear – Education + Experience + Examination – IDP was

considered to take three years and the ARE was expected to take two years – a ”ten year” unofficial path. The “12 year” unofficial path appears to be reflected by those member boards that utilize a system of education credits to qualify for initial and/or reciprocal licensure.

The project team acknowledges that there is no single consistent path in foreign countries, however the team’s research found there has been no consistency in “how long” the path to licensure should be. The project team could not find any official documentation to support a requirement for seven years of practice in a foreign country.

All Member Boards require successful completion of the Architect Registration Examination® (ARE®) by candidates applying for initial licensure. While some jurisdictions do allow additional experience to supplement education requirements, none allow experience as a substitute for the examination requirement. The ARE is viewed by the Member Boards as ‘the great equalizer,’ assessing a candidate’s acquisition of the necessary knowledge and skills to practice architecture independently. Further, the addition of the ARE requirement provides assurance as to familiarity with U.S. codes and facility with the English language.

NCARB must have a certification model that acknowledges a foreign architect’s competence to practice in their country of licensure. However, NCARB and its Member Boards should recognize the value of an applicant’s demonstration of competence earned through experience under the supervision of U.S. architects and completion of the ARE. Demonstrating experience in a U.S. environment and acquisition of knowledge and skills through examination are basic elements of our licensure requirements.

IMPETUS FOR STUDY

Years of pulsing you, our members, asking “why", and challenging conventional wisdom are leading to sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to a discussion of proposed changes to the BEFA program that recognizes the rigor imposed by each member board in the reciprocal licensing of architects that ensures protection of the public’s health, safety, and welfare.

These proposed changes are designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently. Feedback received in response to the request will be used to inform discussions by the Board of Directors at the September and December meetings.

Concerns that the BEFA program contains extensive requirements that are difficult for foreign architects to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes architects significantly longer to complete than intended led to the formation of a multi-department special research team in August 2013. The team was tasked with thoroughly analyzing the Broadly Experienced Foreign Architect Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to improve requirements for NCARB certification while ensuring the program is objective, attainable, sustainable, and defensible.

The multi-departmental research team was formed to ensure that diverse would be taken into consideration. In addition, leaders of the team engaged BEA and Education Committee members, foreign architects who have participated in the program, and foreign architects that would like to pursue certification in conversations on various requirements of the current program. The goal of these conversations was to garner feedback from key stakeholders that could assist the team in identifying the options that Member Boards and key stakeholders might feel most comfortable adopting.

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has delivered proposals that preserve the rigor of BEFA but addresses elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards. The Board of Directors enter into these iterations understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board of Directors strongly feel that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

Comments Related to Proposed Changes to BEA and BEFA Programs Submitted to NCARB on August 12, 2014 by Board President

BEA

The Board offers its support for the BEA proposal that would significantly reduce the completion time and optimize the process for U.S. architects who do not currently meet the NCARB Certificate requirements by eliminating the professional dossier and reducing the duration of necessary post-licensure experience. The Board believes the proposal removes an unnecessary hindrance to architects while still ensuring the public health, safety, and welfare are protected.

BEFA

The Board offers its support for the BEFA proposal that would significantly reduce the completion time and optimize the process for foreign architects who do not currently meet the NCARB Certificate requirements by eliminating the professional dossier and reducing the duration of necessary post-licensure experience. The Board believes the proposal removes an unnecessary hindrance to foreign architects while still ensuring the public health, safety, and welfare are protected.

PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

1. Update on October 30, 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 Board Liaisons, and Collaborate with Schools, as well as the Board, in a Series of Summits on Practice-Based Education

3. Review and Approve Results of Occupational Analysis Presented by Office of Professional Examination Services (OPES)

4. Discuss and Possible Action on Review of the National Examination and Linkage Study to be Conducted by OPES

Agenda Item I.1

UPDATE ON OCTOBER 30, 2014 PQ COMMITTEE MEETING

The PQ Committee met on October 30, 2014, in Sacramento and various locations throughout California via teleconference. Attached is the Notice of Meeting.

PQ Committee Chair, Jon Baker, will provide an update on the meeting.

Attachment:
October 30, 2014 Notice of Meeting

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

Edmund G. Brown Jr.
GOVERNOR

NOTICE OF MEETING

PROFESSIONAL QUALIFICATIONS COMMITTEE

October 30, 2014
10:00 a.m. to 12:00 p.m.
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

The California Architects Board will hold a Professional Qualifications (PQ) Committee meeting as noted above, and via telephone conference at the following locations:

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

Pasqual Gutierrez, Vice Chair
HMC Architects
633 West 5th Street, 3rd Floor
Los Angeles, CA 90071
(213) 542-8300

Raymond Cheng
6500 Wilshire Boulevard, Suite 700
Los Angeles, CA 90048
(323) 866-7884

Betsey Olenick Dougherty
Dougherty & Dougherty Architects
3194D Airport Loop
Costa Mesa, CA 92626
(714) 427-0277

Glenn Gall
Concord Hilton, Lobby
1970 Diamond Boulevard
Concord, CA 94520
(916) 452-7640

Kirk Miller
577 Forest Street, Rear Patio
Oakland, CA 94618
(510) 652-0888

Stephanie Silkwood
AIA Santa Clara Valley
325 South First Street, Suite 100
San Jose, CA 95113
(408) 595-0192

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

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916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

(Continued on Reverse)

AGENDA

Call to Order/Roll Call

A. Review and Approve the April 9, 2014, PQ Committee Summary Report

B. Update 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. 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

D. Public Comment

Adjournment

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, and not participate or vote. 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.

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 BOARD 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 (via the California Architects Board liaisons) initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and an additional path to licensure as well as collaborate with schools in a series of summits on practice-based education.

In furtherance of this objective, the Board, at its February 26, 2014 meeting, conducted a summit where it invited representatives from each of the California National Architectural Accrediting Board (NAAB) accredited programs to discuss the issue of an additional path to licensure. Another component of this Strategic Plan objective is to utilize the Board's liaison program and 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.

The National Council of Architectural Registration Boards (NCARB) has been exploring a potential additional pathway to architectural licensing upon graduation and, in September 2013, launched its Licensure Task Force (LTF). The NCARB Board of Directors (BOD) tasked the LTF with analyzing each essential component of licensure (education, experience, and examination) as a basis for exploring a potential new pathway and determining where there may be overlap and opportunities for realization of efficiencies.

On May 30, 2014, NCARB announced its endorsement of the concept for an additional, structured path leading to licensure. The additional path, licensure upon graduation from an accredited program, would integrate the internship and examination requirements into the years spent completing a professional degree in architecture. Board Vice President and PQ Committee Vice Chair Pasqual Gutierrez developed a position statement (which was approved and adopted by the Board on September 10, 2014) in support of an additional pathway to licensure that was presented to the LTF (see attached).

At its August 14-15, 2014 meeting, the LTF received input on the attached Request for Interest & Information (RFI&I), which was structured in such a manner as to allow the accredited programs autonomy and latitude in developing their responses by asking how the:

- Integrity of the three E's (education, experience, and examination) is preserved;
- Proposed program is aligned with their respective State Board's regulations; and
- Intern Development Program will be supported by participating strategic partnership firms.

NCARB released the RFI&I on September 9, 2014 to NAAB-accredited programs to request and collect information and assess the interest level and readiness to design and develop an integrated path leading to licensure at graduation. The deadline for submission of a response to NCARB was October 31, 2014. The RFI&I is the first step in a two-step process that will be followed by a Request for Proposal (RFP) expected to be released in January 2015.

At its November 14-15, 2014 meeting, the LTF reviewed responses to the RFI&I. Based on the interest and questions posed by the submittals, the LTF evaluated the content of the RFP. In late 2015, NCARB will advise Member Boards which submittals are aligned with the goal of positioning students for success with an integrated path to licensure (education, experience, and examination).

The Board is asked discuss the objective and provide staff with any additional direction or input it determines is appropriate.

Attachments:

1. Additional Pathway to Licensure Supporting Position Statement – *Adopted by the Board on September 10, 2014*
2. Request for Interest & Information for an Integrated Path to Licensure at Graduation

Edmund G. Brown Jr.
GOVERNOR

Additional Pathway to Licensure Supporting Position Statement

California's examination and licensure requirements are more flexible than most other jurisdictions. Obtaining a license in California involves requirements that can be met in multiple ways with several possible entry points. Although each candidate's path to licensure may differ, all candidates will complete the process with the necessary knowledge, skills, and ability to be a licensed architect who practices in a way that protects the health, safety, and welfare of Californians.

The California Architects Board supports and encourages California schools of architecture to participate in formulating integrated curriculums of education, experience and examination that promote an additional pathway to licensure. The Board will monitor and analyze participating school proposals promoting licensure upon graduation and establish an earlier entry point for eligibility to begin taking the Architect Registration Examination.

Adopted by the Board on September 10, 2014

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National Council of Architectural Registration Boards 1801 K Street NW, Suite 700K Washington, DC 20006 202/783-6500 202/783-0290 FAX

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

NON-BINDING

REQUEST FOR INTEREST & INFORMATION for an Integrated Path to Licensure at Graduation

Contact Information
Zerrin Sayar
Director, Administration
202.879.0504
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Stephen Nutt, AIA, NCARB, CAE
Sr. Architect / Advisor to the CEO
202.879.0544
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Date of Issue: September 9, 2014
Response Due Date: October 31, 2014

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Non-Binding Request for Interest & Information

for an

Integrated Path to Licensure at Graduation

Purpose

The purpose of this Request for Interest & Information (RFI&I) is to request and collect information from NAAB-accredited programs and to assess interest level and readiness to design and develop an integrated path leading to licensure at graduation encompassing the NCARB requirements of education, experience, and examination.

Individual academic institutions in collaboration with a licensing board will determine a variety of approaches as long as the specifications of the NAAB-accredited program (NAAB 2014 Conditions for Accreditation), the completion of the Intern Development Program (IDP 2.0), and passing the Architect Registration Examination® (ARE® 5.0) prior to graduation are met. The alignment and sequence of those elements will be left to the discretion of the participating schools. The Licensure Task Force is seeking a wide variety of responses that provide a structured, yet flexible framework for students to complete the program and achieve licensure concurrent with graduation.

NCARB is aware that participation in such an integrated path may require sufficient time for a program to develop its approach, and may also require a licensing board to adjust its governing rules or laws to sanction successful candidates for initial and/or reciprocal licensure. Therefore, the RFI&I is the first step of a two-phase process that will be followed by a formal Request for Proposal (RFP).

Responses to this RFI&I are due by October 31, 2014. Your response to the RFI&I is not mandatory; however, it will help us better gauge the level of interest in the program and will be advantageous to a successful proposal. Once the RFI&I responses are compiled, reviewed, and evaluated, NCARB will provide feedback to each program in order to strengthen their future proposal. Your input will also help us produce and release a more responsive RFP.

The RFP, issued in January 2015, will remain open for approximately five months until June 1, 2015, to maximize the opportunity for participation and response. NCARB will announce the results and notify the programs selected to move forward in September 2015.

All institutions offering a NAAB-accredited program are invited to respond to the RFI&I and the RFP. Those programs that are in candidacy status are also included. Institutions offering multiple programs are invited to submit one proposal for each degree path. Only those institutions that successfully integrate the education, experience, and examination criteria will be selected to move forward. There is no limit to the number of successful institutions qualified during the initial round.

Background

The paths to architectural licensure, with their elements of education, experience, and examination, can be enhanced as the profession and its preparatory tools evolve. Accordingly, in 2013, NCARB formed a Licensure Task Force (LTF), led by NCARB immediate Past-President Ronald B. Blitch, FAIA, FACHA, NCARB and composed of representatives of our Member Boards, the Board of Directors, the emerging professional community including interns and recently licensed architects, educators, and the collateral organizations (ACSA, AIA, AIAS, and NAAB).

The composition of the Task Force is reflective of a diverse geographic and demographic perspective and is committed to pursuing an integrated pathway that integrates and enhances the education, experience, and examination components of licensure and requires a collaborative partnership between institutions offering NAAB-accredited programs, licensing boards, students, and firms.

Overview

The National Council of Architectural Registration Boards ("NCARB") is a not-for-profit corporation 501(c)(6) comprising the legally constituted architectural registration boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands as its members. Each state and territory in the United States has a governmental authority that registers and regulates architects. Typically, the authority is vested in a State Board of Architecture comprised of architects and lay persons appointed to the board by the governor of the state. The state boards formulate the rules and policies of NCARB and elect NCARB's officers and directors. The only members of NCARB are these boards of architecture.

NCARB Mission Statement

The National Council of Architectural Registration Boards protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

NCARB Vision Statement

NCARB is a diverse, high-performing team consisting of the Board, volunteers, and staff working in concert with our Member Boards to fulfill our mission. NCARB is universally recognized as the global leader of architectural regulation through its exemplary standards, credentialing requirements and reciprocal licensure processes, and consummate customer service. To that end, our strategic goals are:

- Facilitate Licensure: NCARB programs are catalysts for the early pursuit, achievement, and ongoing maintenance of professional licensure.

- Foster Collaboration: NCARB's collaboration with collateral and related organizations leads to a sustained, action-oriented dialogue to identify and address significant issues that impact the profession and the health, safety, and welfare of the public.

- Centralize Credential Data: Active and ongoing participation by Member Boards in NCARB's information systems provides the preferred platform for interns and architects to efficiently manage their credentials.

Schedule

The following schedule has been developed to promote an efficient process. Final dates may need to be adjusted depending on the number of responses and proposals received.

RFI&I

RFI&I Issued	September 9, 2014
Question & Answer Period (via e-mail)	September 22-26, 2014
RFI&I Responses due (via e-mail)	October 31, 2014
Announcement of Responses	December 2014

RFP

RFP Issued	January 7, 2015
Question & Answer Period #1	February 2015
Question & Answer Period #2	April 2015
Proposals due (via e-mail)	June 1, 2015
Announcement and Notification	September 2015

If you are unable to meet the deadlines associated with the initial round of submissions, a revolving schedule of future opportunities to submit proposals will be published at a later date.

Request for Interest

Schools that are interested in receiving the RFP in January 2015 are encouraged to submit a response to this RFI&I containing the following information:

A. School Information

a. Name of Institution
b. Contact Person
c. Mailing Address
d. Email
e. Telephone

B. Statement of Interest

- Include a brief statement that you are interested in the concept of Licensure at Graduation and that you intend to submit a Proposal for consideration.

C. Executive Summary

- Provide a 1-2 page overview describing your intended approach and framework of the program you will be designing, in both graphic and narrative form.
- Explain how education, IDP, and ARE will be integrated and preserved.
- Briefly identify why your program is uniquely positioned to advance this integrated path.

D. Current Program Description & Statistics

- Program Mission
- Operational Model (i.e. public, private, for profit, etc.)
- Professional degree programs offered (BArch, MArch, DArch)
- Average number of graduates per year per professional degree
- Size and composition of faculty (please identify the number of licensed, tenure, adjunct, non-continuing, full-time, and part-time members)

E. Participation and Support of Other Entities

- Acknowledge that strategic partnerships between the institution, licensing board, and firms/practitioners are required in your response. (Your future proposal will require the submission of evidence that these partnerships have been arranged.)

Request for Information

Your feedback is critical to the thorough review and evaluation of our concept of licensure at the point of graduation. Your comments and concerns are welcome as we continue to explore this integrated pathway.

- In addition to receiving your statement of interest, the Licensure Task Force would welcome your input on the draft structure of the formal Request for Proposals. The outline of the RFP is provided below. Your comments will help the Council produce and release a comprehensive and responsive RFP. The RFP will require at least the following items:

    - Current program introduction
    - Proposed program description (curriculum map & description)
    - Support from the institution
    - Support from the profession
    - Support from the licensing board
    - Program implementation timeline
    - NCARB Requirements for monitoring the success of programs
    - Evaluation criteria

- If your institution is <u>not</u> interested in submitting a response, the Licensure Task Force would be very interested in hearing your concerns. Your views will be openly and honestly considered during our analysis of the responses.

Statement of Confidentiality

All information contained in this request is confidential in nature. All recipients of this RFI&I agree that this information may only be used internally and may not be shared with individuals outside the institution to which it is addressed.

Commitment to Fairness and Transparency

The National Council of Architectural Registration Boards and its Licensure Task Force are committed to a fair, transparent, efficient, effective, and non-discriminatory evaluation process.

REVIEW AND APPROVE RESULTS OF OCCUPATIONAL ANALYSIS PRESENTED BY OFFICE OF PROFESSIONAL EXAMINATION SERVICES (OPES)

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 (Architect Registration Examination [ARE]) development process, and a linkage study to determine the appropriate content for ongoing California Supplemental Examination (CSE) development.

Business and Professions Code section 139 requires that an OA be conducted every five to seven years. The Board's most recent OA that is used to develop the CSE was conducted in 2007. The primary purpose of the OA is to define current practice for California architects in terms of the actual job tasks that new licensees must be able to safely and competently perform at the time of licensure. The results of the OA serve as the basis for examination development.

At its February 26, 2014 meeting, the Board approved an Intra-Agency Contract (IAC) agreement with OPES to conduct the OA. Additionally, the IAC includes OPES services to conduct the review of the ARE development process and linkage study, which will be discussed further under Agenda Item I.4.

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 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 their requisite knowledge. The preliminary list of tasks and knowledge were reviewed and further developed in May 2014 using two additional focus groups of SMEs. The final list of task and knowledge statements was then used to construct the OA survey.

In June 2014, OPES constructed and distributed a pilot OA survey for review by selected SMEs (jointly determined by OPES and Board staff). The final web-based survey was distributed via email to a sample of over 8,600 licensees in early July; the licensees had until July 18, 2014 to complete the survey. Approximately 1,500 licensees responded to the survey; the responses were reviewed by OPES and subsequently analyzed by SMEs during workshops held in September 2014. OPES prepared the Occupational Analysis of the Architect Profession (attached) and will provide the Board with a presentation detailing the results of the OA.

The Board is asked to review and accept the results of the 2014 OA.

Attachment:
Occupational Analysis of the Architect Profession

CALIFORNIA ARCHITECTS BOARD

OCCUPATIONAL ANALYSIS OF THE

ARCHITECT PROFESSION

OFFICE OF PROFESSIONAL EXAMINATION SERVICES

STATE OF CALIFORNIA

dca

DEPARTMENT OF CONSUMER AFFAIRS

CALIFORNIA ARCHITECTS BOARD

OCCUPATIONAL ANALYSIS OF THE ARCHITECT PROFESSION

This report was prepared and written by the
Office of Professional Examination Services
California Department of Consumer Affairs

NOVEMBER 2014

Heidi Lincer-Hill, Ph.D., Chief

Raul Villanueva, M.A., Personnel Selection Consultant

PROFESSIONAL EXAMINATION SERVICES

EXECUTIVE SUMMARY

The California Architects Board (Board) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis of Architect practice in California. The purpose of the occupational analysis is to define practice for Architects in terms of actual job tasks that new licensees must be able to perform safely and competently at the time of licensure. The results of this occupational analysis serve as the basis for determining the tasks and knowledge that make up the description of practice for the Architect profession in California. The major steps of the occupational analysis were conducted between March 2014 and September 2014.

OPES test specialists began by researching the profession and conducting stakeholder and practitioner focus groups. The purpose of the stakeholder focus groups was to identify the qualities stakeholders believed an Architect should possess and the areas of Architect practice that stakeholders felt could be improved. The stakeholder focus groups included a contractors group, a group of various engineering professionals and landscape architects, and a building officials group. The focus group of Architect practitioners was held to review the results of the stakeholder focus groups and to identify changes and trends in California Architect practice anticipated over the next five to eight years.

OPES also conducted telephone interviews with 11 Architects throughout California. The purpose of the practitioner telephone interviews was to identify the tasks performed by newly licensed Architects, and the knowledge required to perform those tasks in a safe and competent manner. The interviews were also used to follow up on topics arising from the focus groups and to inform the development of a preliminary list of tasks and knowledge statements.

Following the stakeholder focus groups and practitioner interviews, two additional Architect practitioner focus groups were convened by OPES. The purpose of these sessions was to review the results of the previous focus groups and interviews, and to develop and refine the task and knowledge statements derived from the interviews, focus groups, and research. These practitioners also performed a preliminary linkage of the task and knowledge statements to ensure all tasks had a related knowledge and all knowledge statements had a related task. New task and knowledge statements were created as a result of this process, and some statements were eliminated from the final list due to overlap and reconciliation. These practitioners also developed the demographic items for inclusion in the survey.

OPES developed the three-part questionnaire that was completed by Architects statewide. Development of the questionnaire included a pilot study which was conducted using a group of 16 licensees. The participants' feedback was used to refine the questionnaire.

In the first part of the questionnaire, licensees were asked to provide demographic information relating to their work settings and practice. In the second part, the licensees were asked to rate specific job tasks in terms of frequency (i.e., how often the licensee performs the task in the licensee's current practice) and importance (i.e., how important the task is to performance of the licensee's current practice). In the third part of the questionnaire, licensees were asked to rate specific knowledge statements in terms of how important that knowledge is to performance of their current practice.

The Board provided OPES with the email addresses for 8,902 licensees. After reviewing the response rates of previous occupational analysis studies, it was decided to include all 8,902 practitioners in the current occupational analysis. The Board sent notification emails to all 8,902 Architects, inviting them to complete the questionnaire online. Eighteen percent of the invited licensees (1,603) responded by accessing the Web-based survey. The final sample size included in the data analysis was 1,511, or 17 percent of the group invited to complete the questionnaire. This response rate reflects two adjustments, the details of which are described in the Response Rate section of this report. The group of respondents is representative of the California Architect population based on the sample's demographic composition.

OPES then performed data analyses on the task and knowledge rating responses. OPES combined the task ratings to derive an overall criticality index for each task statement. The mean importance rating was used as the criticality index for each knowledge statement.

After the data was analyzed, two additional focus groups were conducted with licensed Architects. The purpose of these focus groups was to evaluate the criticality indices and determine whether any task or knowledge statements should be eliminated. The licensees in these groups also established the linkage between job tasks and knowledge statements, organized the task and knowledge statements into content areas, and defined those areas. The licensees then evaluated and confirmed the content area weights.

The resulting description of practice for California Architects is structured into six content areas. The description of practice specifies the job tasks and knowledge critical to safe and effective Architect practice in California at the time of licensure and forms the basis for the content included in the examination outline.

The new examination outline for the Architect California Specific Examination (CSE) is structured into four content areas weighted by criticality relative to the other content areas. The CSE examination outline specifies the job tasks and knowledge specific to California practice that a California-licensed Architect is expected to have mastered at the time of licensure. An overview of the final examination outline is provided below.

OVERVIEW OF THE ARCHITECT CSE EXAMINATION OUTLINE

Content Area	Content Area Description	Percent Weight
I. General Practice	This area assesses the candidate's knowledge related to core areas of practice applicable across types of projects, construction contract arrangements, and project delivery methods.	6
II. Programming / Design	This area assesses the candidate's ability to identify and evaluate site and project opportunities and constraints in developing design concepts that meet the client's, user's, and stakeholder's needs and applicable California regulations.	44
III. Development / Documentation	This area assesses the candidate's knowledge regarding developing design solutions, managing a project team, and preparing design and construction drawings and documents in conformance with the project program and applicable California regulations.	40
IV. Bidding and Construction	This area assesses the candidate's knowledge related to California regulations associated with project bidding, construction, and post-construction activities.	10
Total		100

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CHAPTER 1. INTRODUCTION

PURPOSE OF THE OCCUPATIONAL ANALYSIS

The California Architects Board (Board) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis to identify critical job activities performed by licensed Architects. This occupational analysis was part of the Board's comprehensive review of Architect practice in California. The purpose of the occupational analysis is to define practice for Architects in terms of actual job tasks that new licensees must be able to perform safely and competently at the time of licensure. The results of this occupational analysis serve as the basis for determining the tasks and knowledge that make up the description of practice for the Architect profession in California.

CONTENT VALIDATION STRATEGY

OPES used a content validation strategy to ensure that the occupational analysis reflected the actual tasks performed by Architects in independent practice. The technical expertise of California-licensed Architects was used throughout the occupational analysis process to ensure the identified task and knowledge statements directly reflect requirements for performance in current practice.

UTILIZATION OF SUBJECT MATTER EXPERTS

The Board selected licensed Architects to participate as subject matter experts (SMEs) during various phases of the occupational analysis. These Architects were selected from a broad range of practice settings, geographic locations, and experience backgrounds. The SMEs provided information regarding the different aspects of current Architect practice during the development phase of the occupational analysis, and participated in focus groups to review the content of task and knowledge statements for technical accuracy prior to administration of the occupational analysis questionnaire. Following administration of the occupational analysis questionnaire, additional focus groups of SMEs were convened at OPES to review the results, finalize the description of practice, and develop the examination plan for the Architect California Supplemental Examination (CSE).

ADHERENCE TO LEGAL STANDARDS AND GUIDELINES

Licensing, certification, and registration programs in the State of California adhere strictly to federal and State laws and regulations and professional guidelines and technical standards. For the purpose of occupational analysis, the following laws and guidelines are authoritative:

- California Business and Professions Code, Section 139.
- Uniform Guidelines on Employee Selection Procedures (1978), Code of Federal Regulations, Title 29, Section 1607.
- California Fair Employment and Housing Act, Government Code, Section 12944.
- *Principles for the Validation and Use of Personnel Selection Procedures* (2003), Society for Industrial and Organizational Psychology (SIOP).
- *Standards for Educational and Psychological Testing* (1999), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education.

For a licensure program to meet these standards, it must be solidly based upon the job activities required for practice.

DESCRIPTION OF OCCUPATION

The Architect occupation is described as follows in the California Business and Professions Code, Section 5500.1:

(a) The practice of architecture within the meaning and intent of this chapter is defined as offering or performing, or being in responsible control of, professional services which require the skills of an architect in the planning of sites, and the design, in whole or in part, of buildings, or groups of buildings and structures.
(b) Architects' professional services may include any or all of the following:
(1) Investigation, evaluation, consultation, and advice.
(2) Planning, schematic and preliminary studies, designs, working drawings, and specifications.
(3) Coordination of the work of technical and special consultants.
(4) Compliance with generally applicable codes and regulations, and assistance in the governmental review process.
(5) Technical assistance in the preparation of bid documents and agreements between clients and contractors.
(6) Contract administration.
(7) Construction observation.
(c) As a condition for licensure, architects shall demonstrate a basic level of competence in the professional services listed in subdivision (b) in examinations administered under this chapter.

CHAPTER 2. OCCUPATIONAL ANALYSIS QUESTIONNAIRE

STAKEHOLDER AND PRACTITIONER FOCUS GROUPS

OPES test specialists began by researching the profession and conducting three stakeholder focus groups and one practitioner focus group. The stakeholder focus groups were held at OPES in March 2014, and included a contractor group, a group of various engineering professionals (structural engineers, civil engineers, and mechanical engineers) and landscape architects, and a group of building officials. The purpose of the stakeholder focus groups was to identify the qualities stakeholders believed an Architect should possess and the areas of Architect practice that stakeholders felt could be improved. The focus group of Architect practitioners was held at OPES in March 2014 to review the results of the stakeholder focus groups and to identify changes and trends in California Architect practice anticipated over the next five to eight years.

SUBJECT MATTER EXPERT INTERVIEWS

The Board provided OPES with a list of California-licensed Architects to contact for telephone interviews. During the semi-structured interviews, licensed Architects were asked to identify all of the activities performed that are specific to the Architect profession. The interviews confirmed major content areas of newly licensed Architect practice and the job tasks performed in each content area. The licensees were also asked to identify the knowledge necessary for newly licensed Architects to perform each job task safely and competently.

TASK AND KNOWLEDGE STATEMENTS

OPES staff integrated the information obtained from the focus groups of stakeholders and practitioners, the interviews, and from prior studies of the profession. OPES then developed a preliminary list task and knowledge statements, organizing the statements into major areas of practice.

In May 2014, OPES facilitated two focus groups of Architects to evaluate the task and knowledge statements for technical accuracy and comprehensiveness, and to assign each statement to the appropriate content area. The groups verified that the content areas were independent and non-overlapping, and performed a preliminary linkage of the task and knowledge statements to ensure that every task had a related knowledge and every knowledge statement had a related task. Additional task and knowledge statements were created as needed to complete the scope of the content areas.

The finalized lists of task and knowledge statements were developed into an online questionnaire that was eventually completed and evaluated by a sample of Architects throughout California.

QUESTIONNAIRE DEVELOPMENT

OPES developed the online occupational analysis survey, a questionnaire soliciting licensees' ratings of the job task and knowledge statements for the purpose of analysis. The surveyed Architects were instructed to rate each job task in terms of how often they performed the task (FREQUENCY), and how important the task was to the performance of their current practice (IMPORTANCE). In addition, they were instructed to rate each knowledge statement in terms of how important the specific knowledge was to the performance of their current practice (IMPORTANCE). The questionnaire also included a demographic section for purposes of developing an accurate profile of the respondents. The questionnaire can be found in Appendix F**.**

PILOT STUDY

Prior to developing the final questionnaire, OPES prepared an online pilot survey. The pilot questionnaire was reviewed by the Board and a group of 16 SMEs for feedback about the technical accuracy of the task and knowledge statements, estimated time for completion, online navigation, and ease of use. OPES used this feedback to develop the final questionnaire.

CHAPTER 3. RESPONSE RATE AND DEMOGRAPHICS

SAMPLING STRATEGY AND RESPONSE RATE

The Board sent notification emails to all Architects with active licenses in California for whom it had an email address (8,902 licensees), inviting them to complete the questionnaire online. The online format allowed for several enhancements to the survey and data collection process. As part of the survey development, configuration, and analysis process, various criteria were established to exclude invalid participants and capture data automatically, significantly reducing data input errors.

Eighteen percent of the licensed Architects in the sample (1,603) responded by accessing the Web-based survey. The final sample size included in the data analysis was 1,511, or 17 percent of the population that was invited to complete the questionnaire. This response rate (17 percent) reflects two adjustments. First, data from respondents who indicated they were not currently licensed and practicing as Architects in California were excluded from analysis. And second, the reconciliation process removed surveys containing incomplete and unresponsive data. The respondent sample was representative of the population of California Architects based on the sample's demographic composition.

DEMOGRAPHIC SUMMARY

Of the respondents included in the analysis, 24 percent had been practicing as an Architect for 5 years or less, 29 percent had been practicing between 6 and 20 years, and 46 percent had been practicing for more than 20 years.

Sixty percent of respondents earned a bachelor's degree as their highest level of education and 33 percent had earned a master's degree. Respondents reported having between 3 to 6 years (33 percent) and 7 to 10 years (28 percent) of pre-licensure experience working in architecture before obtaining their Architect's license.

The majority of respondents (61.3 percent) worked in architecture 4 to 10 years before obtaining licensure in California. Most respondents reported working 40 or more hours per week (71 percent) in an architecture firm (74.7 percent) as either the sole Architect (33 percent) or as one of 1 to 5 Architects employed by the firm (32 percent).

When describing the types of projects they considered a specialty based on expertise and experience, the majority of respondents listed residential (62.3 percent) and commercial (61 percent) projects. Following closely were education (37.7 percent), health care (27.2 percent), hospitality (25.4 percent), institutional (24.2 percent), and industrial projects (23.3 percent).

The respondents reported that, on the average, 27.4 percent of their time was spent on construction documents, followed by project management activities (17.8 percent), design (17.7 percent), management/administrative work (15.2 percent), and construction administration activities (14.2 percent).

Finally, the respondents were also asked to review their projects over the previous five years. The primary construction contract arrangements reported by the respondents were Design-Bid-Build (58.6 percent), Guaranteed Max Price (45 percent), and Fee plus Cost (36.7 percent). The most frequent project delivery methods reported were Design-Bid-Build (61.5 percent), Design-Owner Build (32.1 percent), and Design-Build (31.9 percent).

The demographic information from the respondents can be found in Tables 1 through 18.

TABLE 1 – NUMBER OF YEARS LICENSED AND PRACTICING IN CALIFORNIA AS AN ARCHITECT

YEARS	N	PERCENT
0 to 5	361	23.9
6 to 10	187	12.4
11 to 20	253	16.7
More than 20	700	46.3
Missing	10	.7
Total	1,511	100

FIGURE 1 – NUMBER OF YEARS LICENSED AND PRACTICING IN CALIFORNIA AS AN ARCHITECT

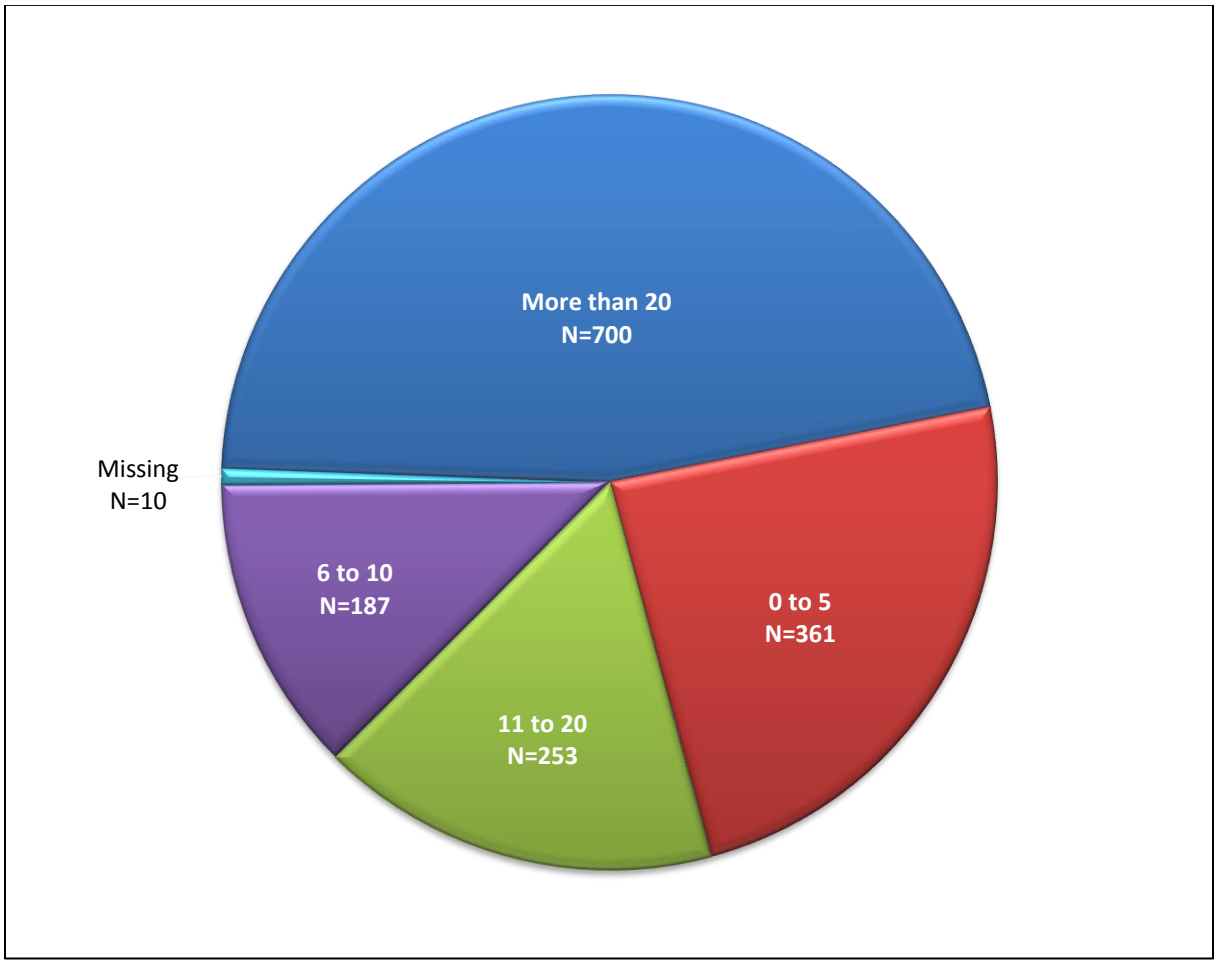

TABLE 2 – YEARS WORKED IN ARCHITECTURE BEFORE OBTAINING CALIFORNIA LICENSE

YEARS	N	PERCENT
0 to 3 years	216	14.3
4 to 6 years	502	33.2
7 to 10 years	424	28.1
11 to 15 years	210	13.9
More than 15 years	154	10.2
Subtotal	1,506	99.7
Missing	5	.3
Total	1,511	100

FIGURE 2 – YEARS WORKED IN ARCHITECTURE BEFORE OBTAINING CALIFORNIA LICENSE

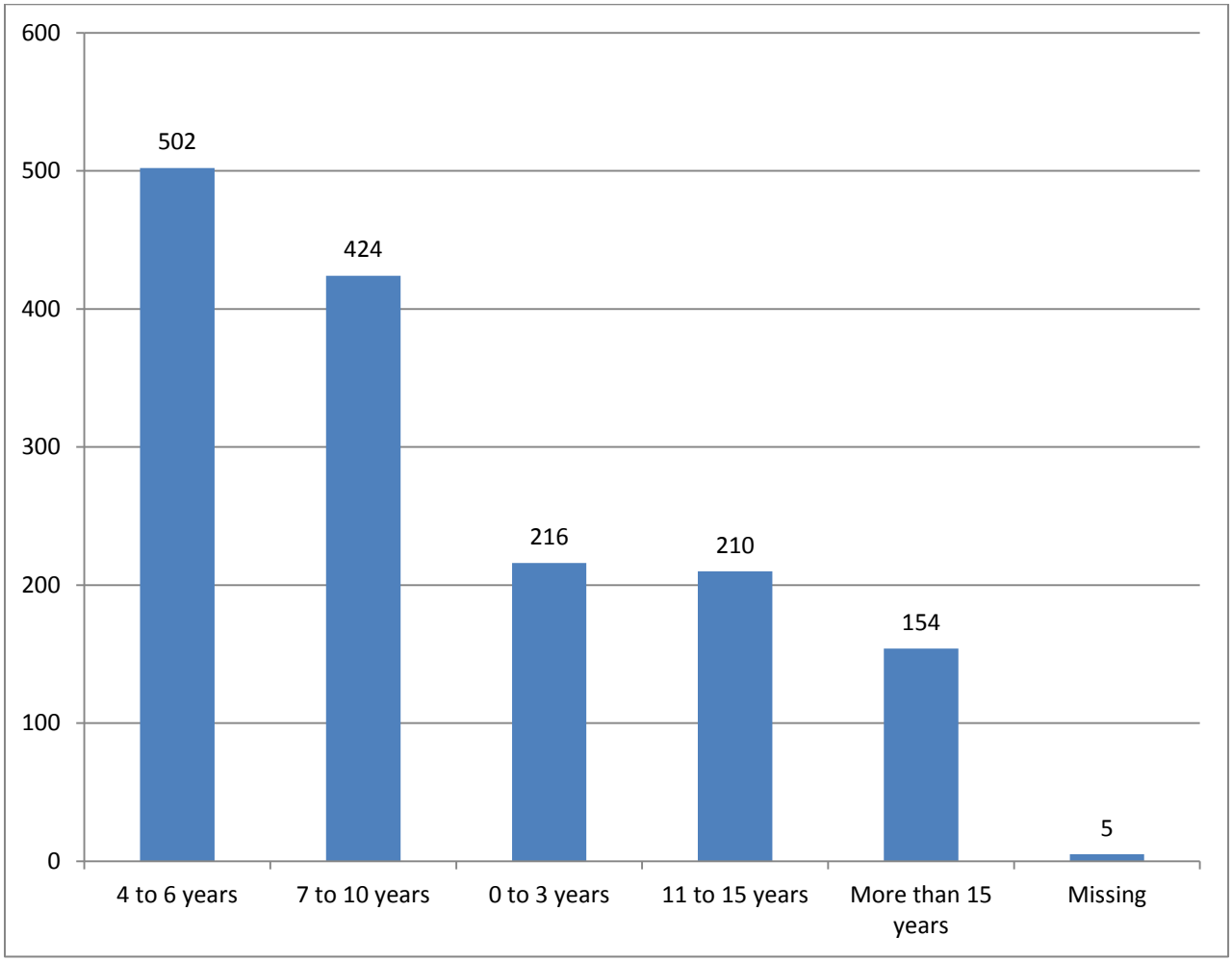

TABLE 3 – HIGHEST LEVEL OF EDUCATION

LEVEL OF EDUCATION	N	PERCENT
Bachelor's degree	900	59.6
Master's degree	494	32.7
Associate degree	55	3.6
Technical certificate	23	1.5
Ph.D. degree	8	.5
Missing	31	2.1
Total	1,511	100

FIGURE 3 – HIGHEST LEVEL OF EDUCATION

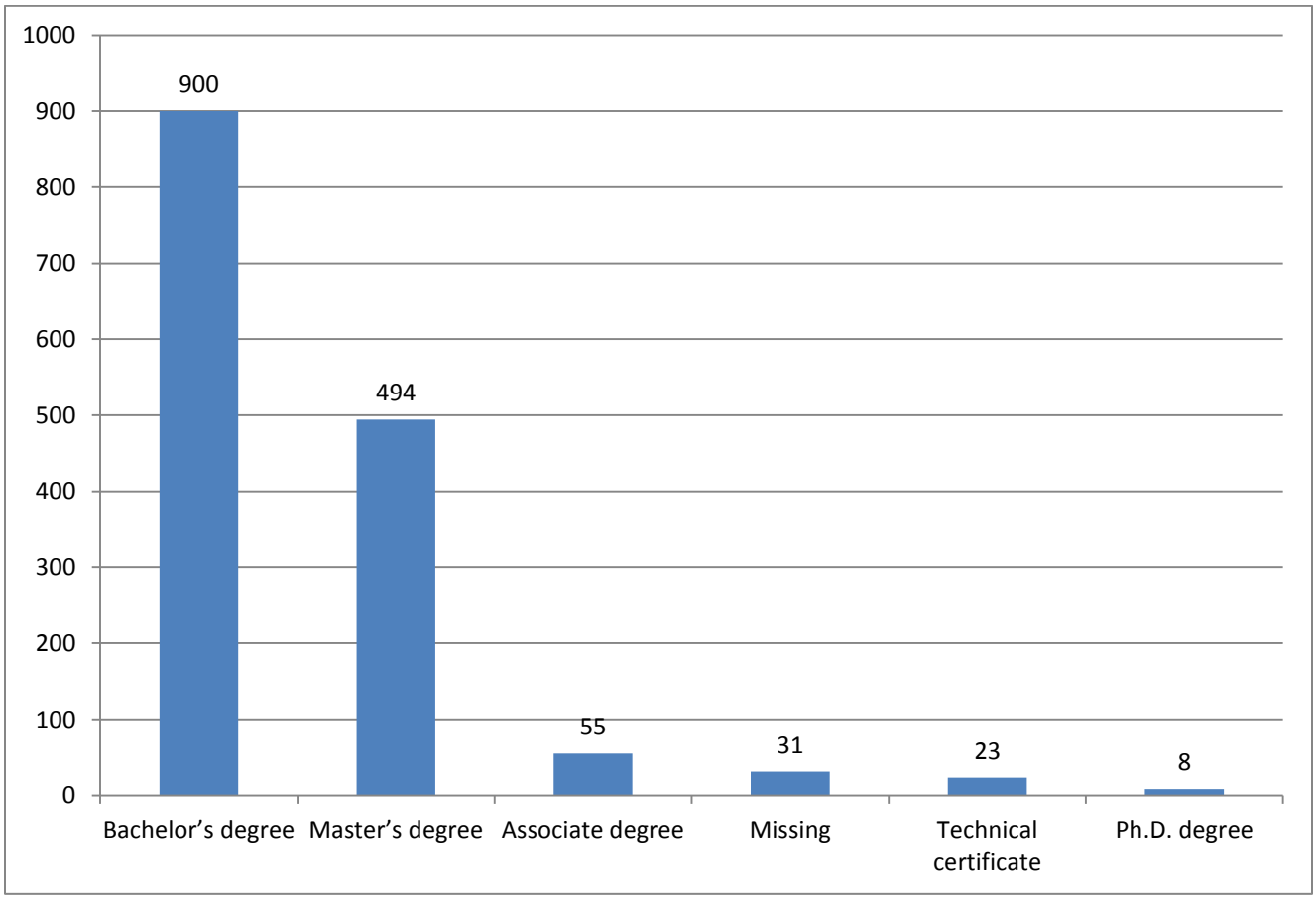

TABLE 4 – PRIMARY WORK SETTING

WORK SETTING	N	PERCENT
Architecture firm (as individual or group)	1,129	74.7
Multidisciplinary firm	160	10.6
Governmental agency	85	5.6
Other (please specify)	77	5.1
Institution (e.g., hospital, school)	25	1.7
Construction firm	19	1.3
Non-design company (e.g., hotel, utility company)	12	.8
Missing	4	.3
Total	1,511	100

FIGURE 4 – PRIMARY WORK SETTING

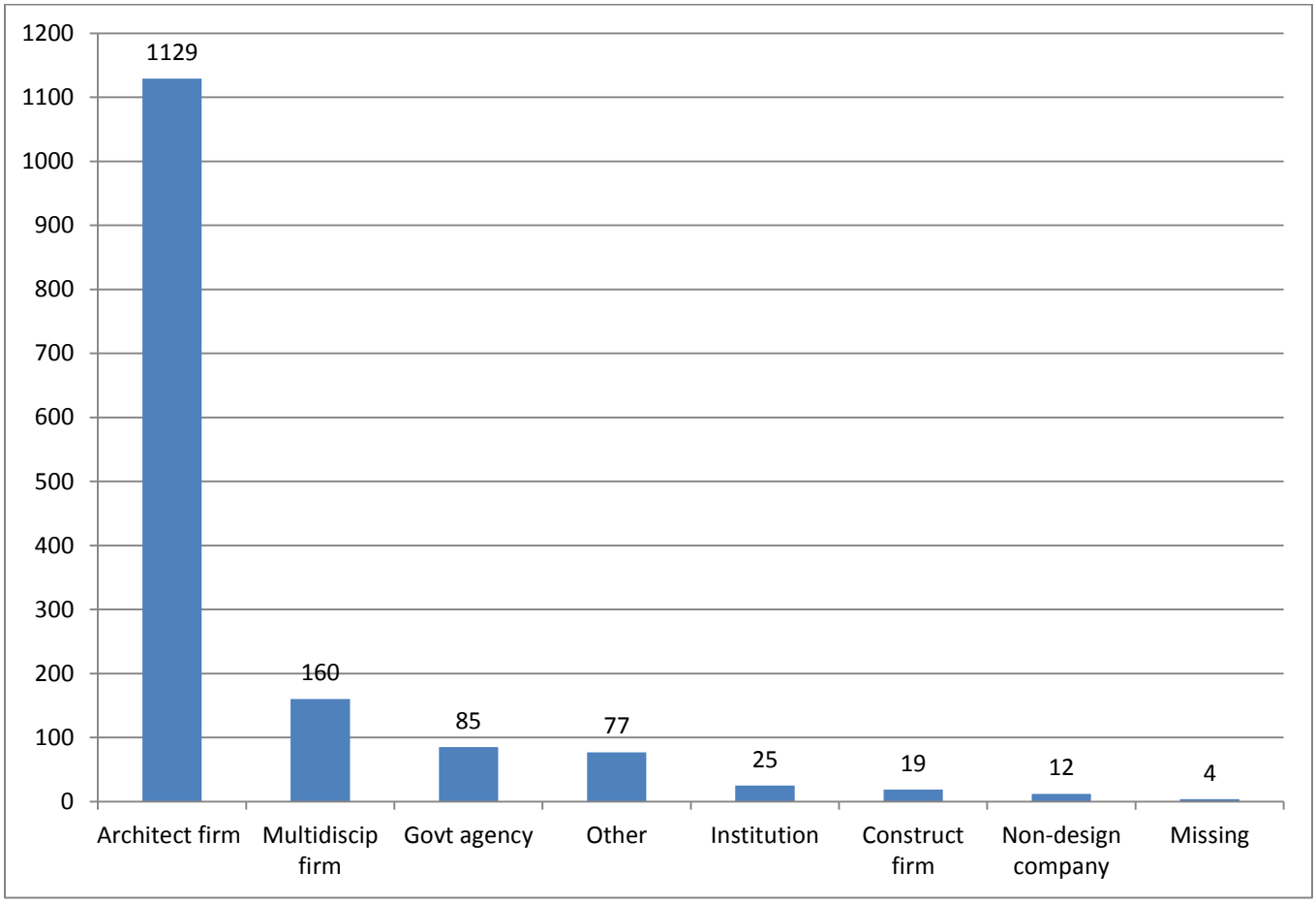

TABLE 5 – NUMBER OF HOURS WORKED PER WEEK

HOURS WORKED	N	PERCENT
0 to 10 hours	105	6.9
11 to 20 hours	89	5.9
21 to 39 hours	230	15.2
40 or more hours	1,073	71.0
Missing	14	.9
Total	1,511	100

NOTE: Total may not add to 100% due to rounding.

FIGURE 5 – NUMBER OF HOURS WORKED PER WEEK

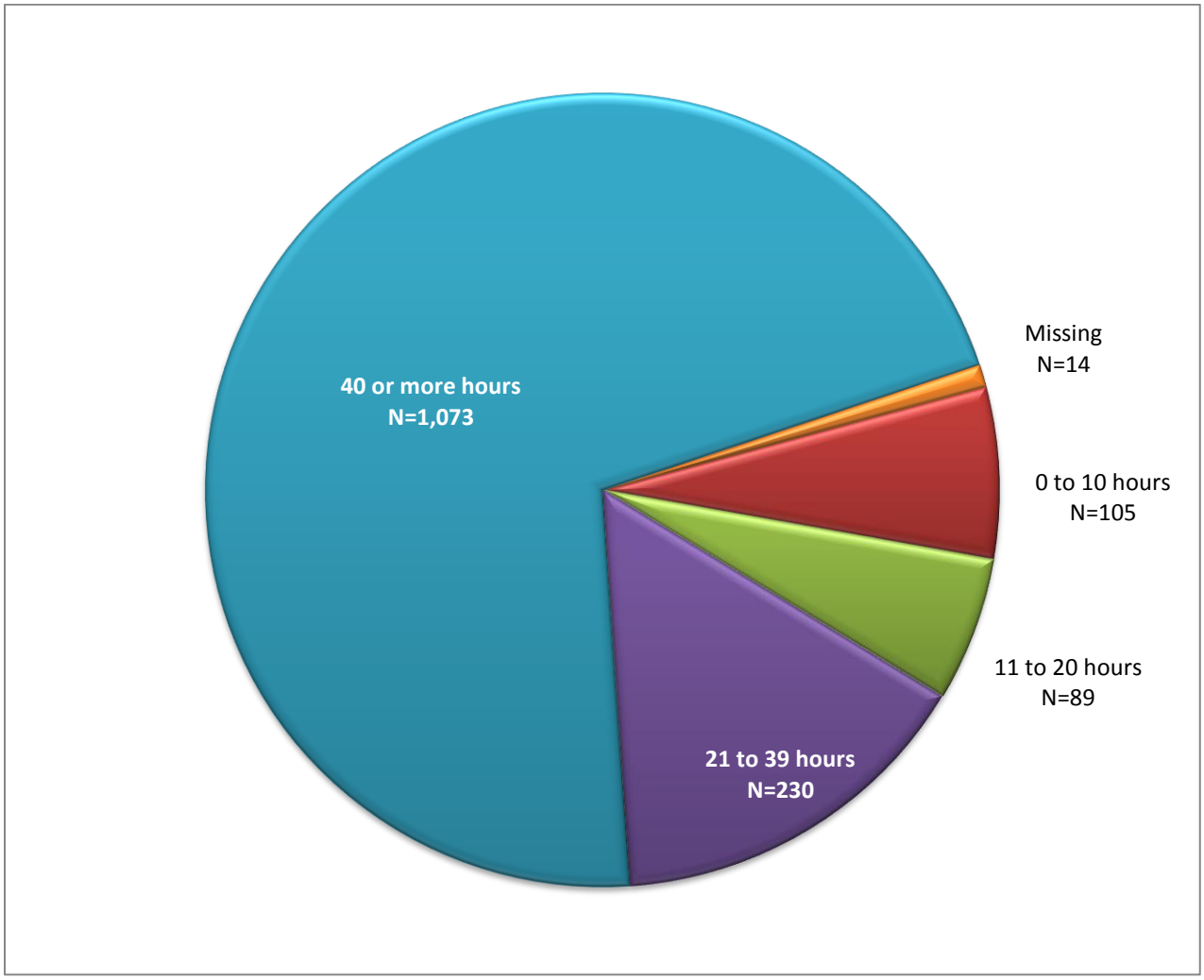

TABLE 6 – NUMBER OF EMPLOYEES OTHER THAN ARCHITECTS IN ORGANIZATION

CLIENT	N	PERCENT
None	405	26.8
1 to 10	465	30.8
11 to 20	161	10.7
21 to 30	70	4.6
More than 30	400	26.5
Missing	10	.7
Total	1,511	100

NOTE: Total may not add to 100% due to rounding.

FIGURE 6 – NUMBER OF EMPLOYEES OTHER THAN ARCHITECTS IN ORGANIZATION

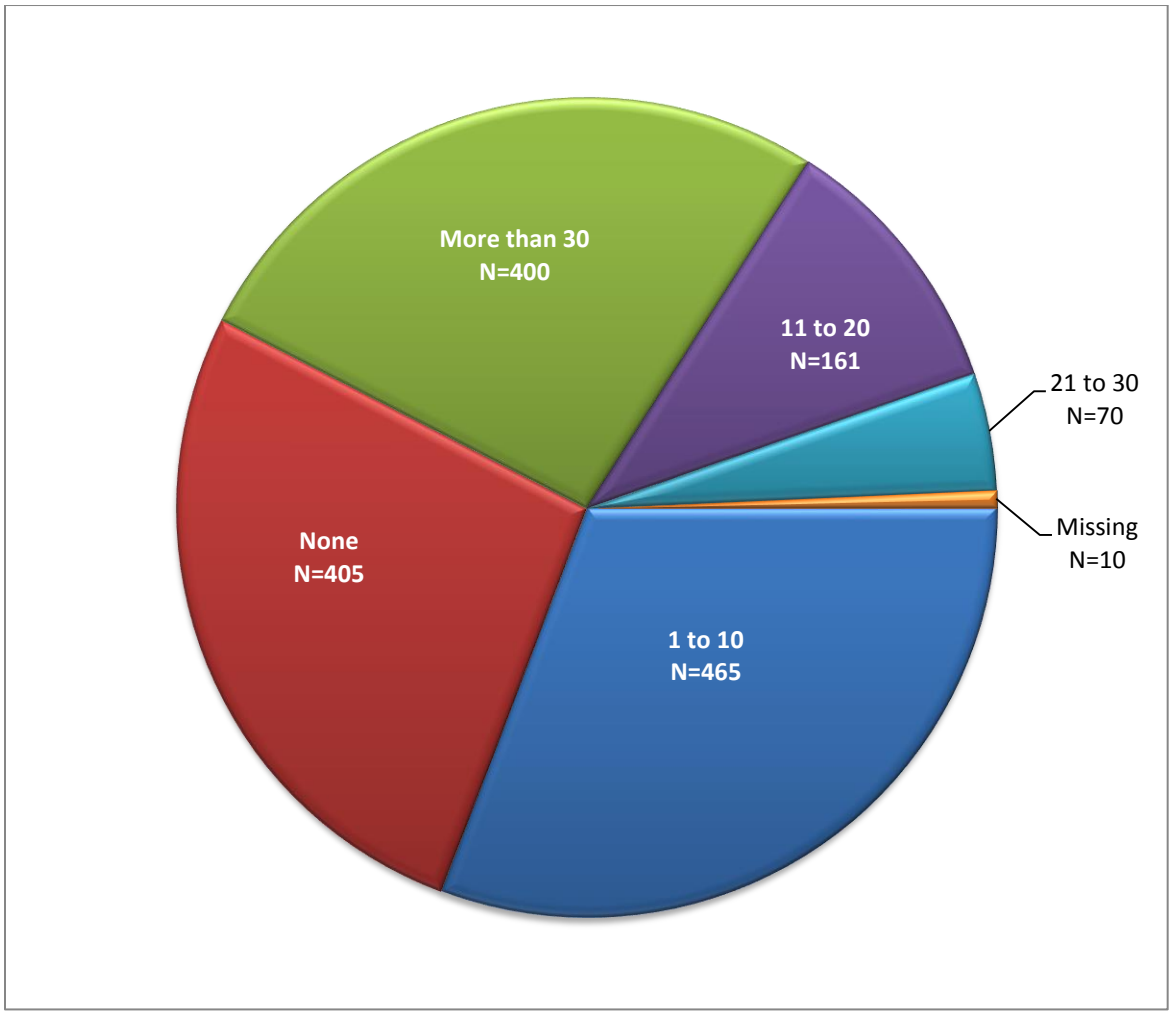

TABLE 7 – NUMBER OF OTHER LICENSED ARCHITECTS IN ORGANIZATION

NUMBER OF ARCHITECTS	N	PERCENT
None	499	33.0
1 to 5	483	32.0
6 to 10	154	10.2
More than 10	352	23.3
Missing	23	1.5
Total	1,511	100

FIGURE 7 – NUMBER OF OTHER LICENSED ARCHITECTS IN ORGANIZATION

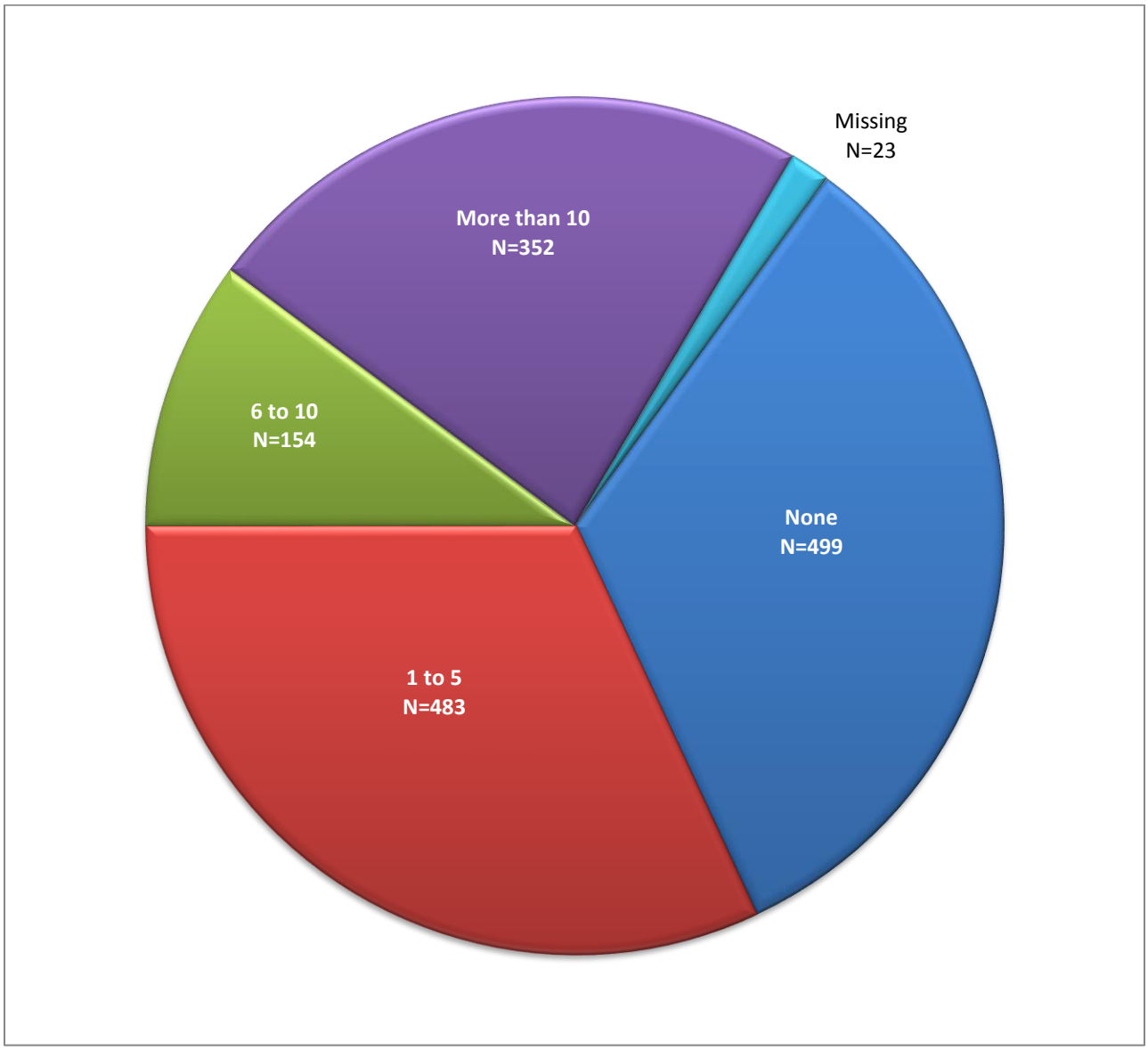

TABLE 8 – PROJECT TYPES CONSIDERED AN AREA OF SPECIALTY BY RESPONDENTS

SPECIALIZATION	N	PERCENT
Residential (single-family, multifamily)	941	62.3
Commercial (office, mixed-use)	922	61.0
Education (community colleges, universities, K-12)	570	37.7
Health care (hospitals, clinics)	411	27.2
Hospitality (hotels, restaurants)	384	25.4
Institutional (military, justice, fire/police stations)	365	24.2
Industrial (factories, warehouses, utilities)	352	23.3

NOTE: Respondents asked to check all that apply.

FIGURE 8 – PROJECT TYPES CONSIDERED AN AREA OF SPECIALTY BY RESPONDENTS

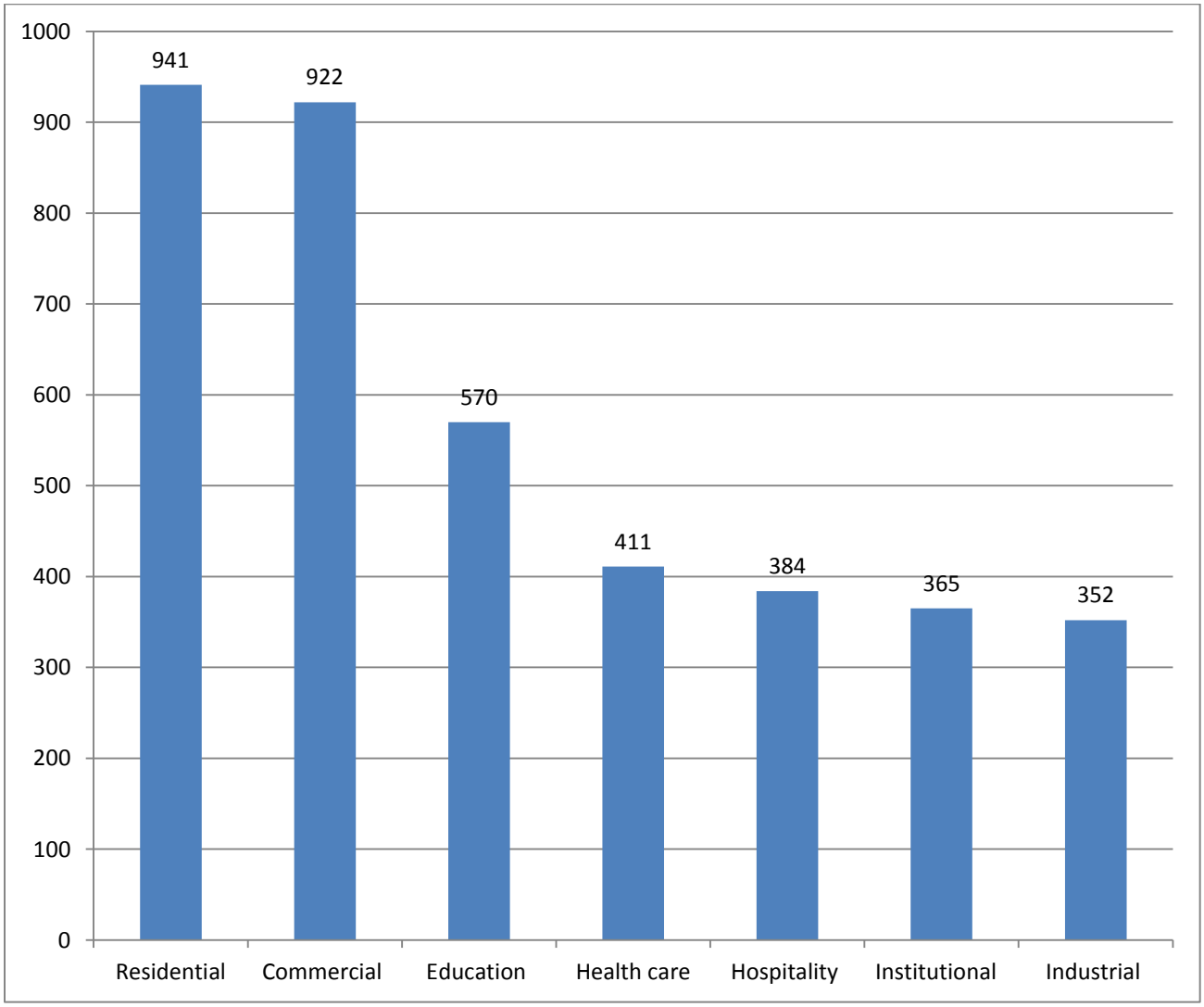

TABLE 9 – OTHER STATE LICENSES POSSESSED

LICENSE	N	PERCENT
Architect (out of state)	123	8.1
Contractor	96	6.4
Engineer	23	1.5

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FIGURE 9 – OTHER STATE LICENSES POSSESSED

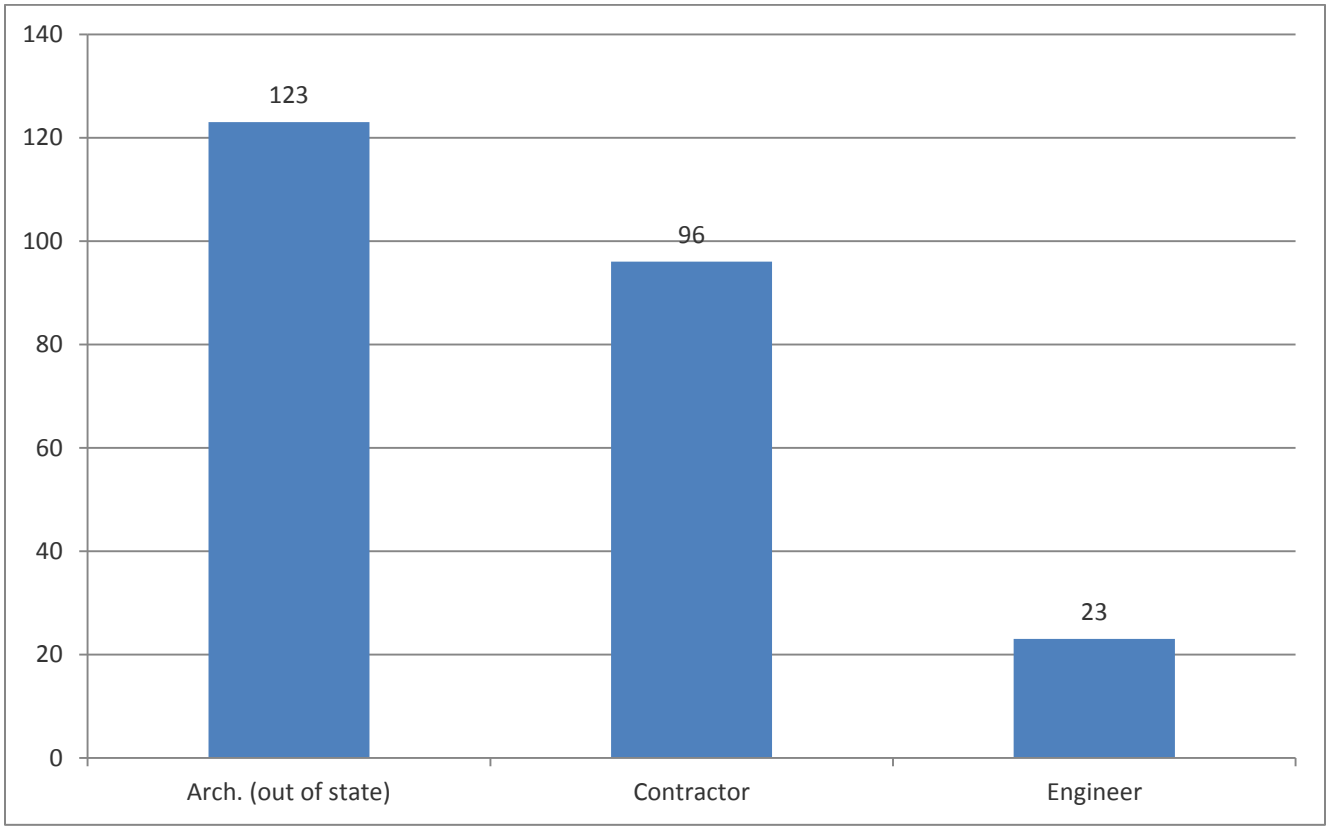


TABLE 10 – OTHER CERTIFICATES POSSESSED

CERTIFICATE	N	PERCENT
LEED	565	89.8
CDT (Certified Document Technologist)	37	5.9
California Access Specialist (CaASp)	33	5.2
CPM (Certified Project Manager)	19	3.0
CCS (Certified Construction Specifier)	17	2.7
ACHA (Health Care)	12	1.9
NCIDQ (Interior Design)	9	1.4

NOTE: Percentage reported is average across endorsing respondents.

FIGURE 10 – OTHER CERTIFICATES POSSESSED

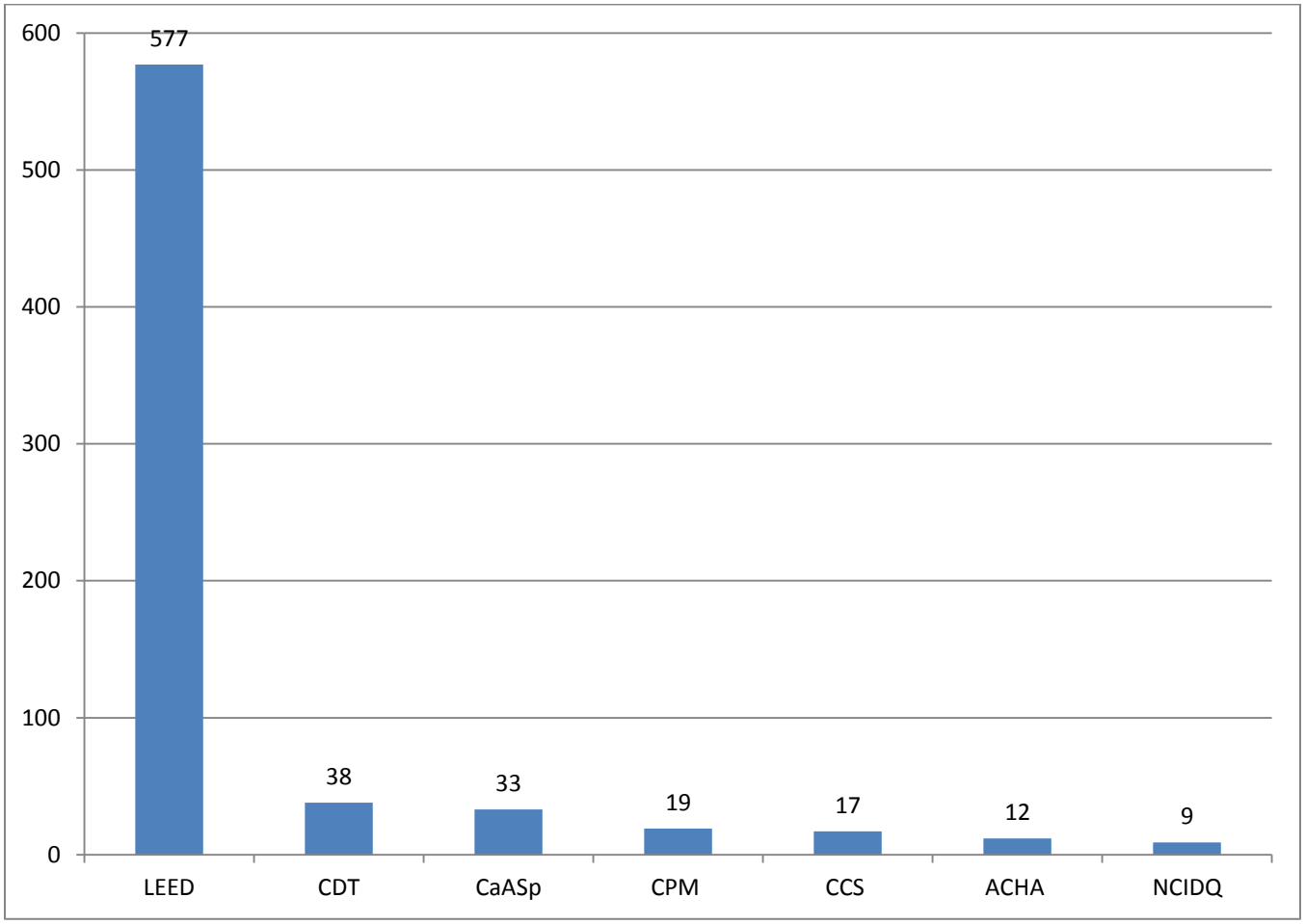


TABLE 11 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST FIVE YEARS

LOCATION OF WORK	N	PERCENT
California	1,502	89.8
Other States	650	15.1
International	497	11.7

NOTE: Percentage reported is average across endorsing respondents.

FIGURE 11 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST FIVE YEARS

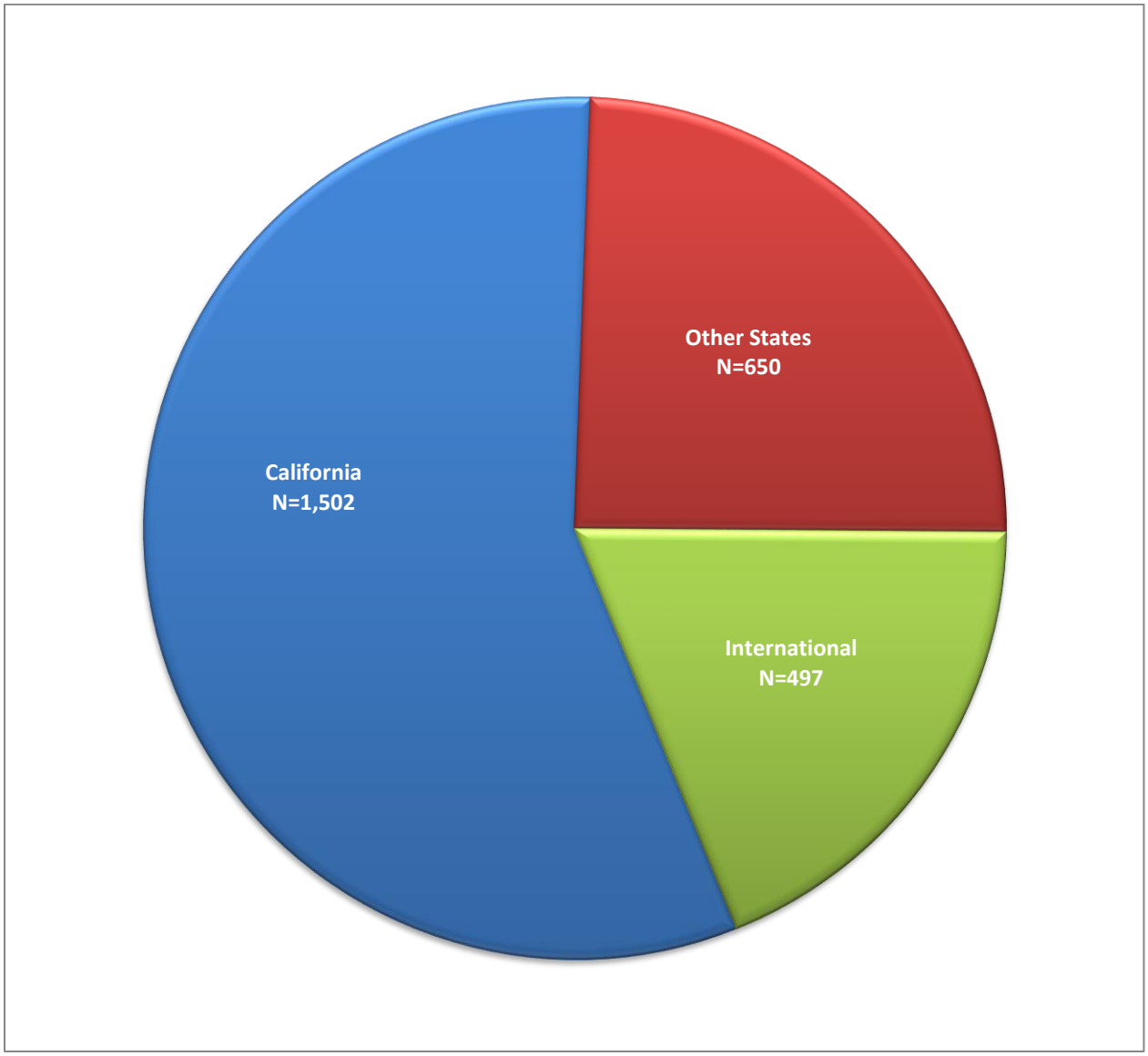


TABLE 12 – PERCENTAGE OF TIME SPENT ON PRINCIPAL WORK TASKS

WORK TASK	N	PERCENT
Construction documents	1,292	27.4
Design	1,289	17.7
Construction administration	1,282	14.2
Project management	1,200	17.8
Agency review/approval	1,178	10.3
Management/Administration	1,122	15.2
Programming/Pre-Design	1,043	8.7
QA/QC	824	6.6
Bid coordination	803	3.7
Specification writing	779	5.1
Post-occupancy services	543	2.1

NOTE: Percentage reported is average across respondents.

FIGURE 12 – PERCENTAGE OF TIME SPENT ON PRINCIPAL WORK TASKS

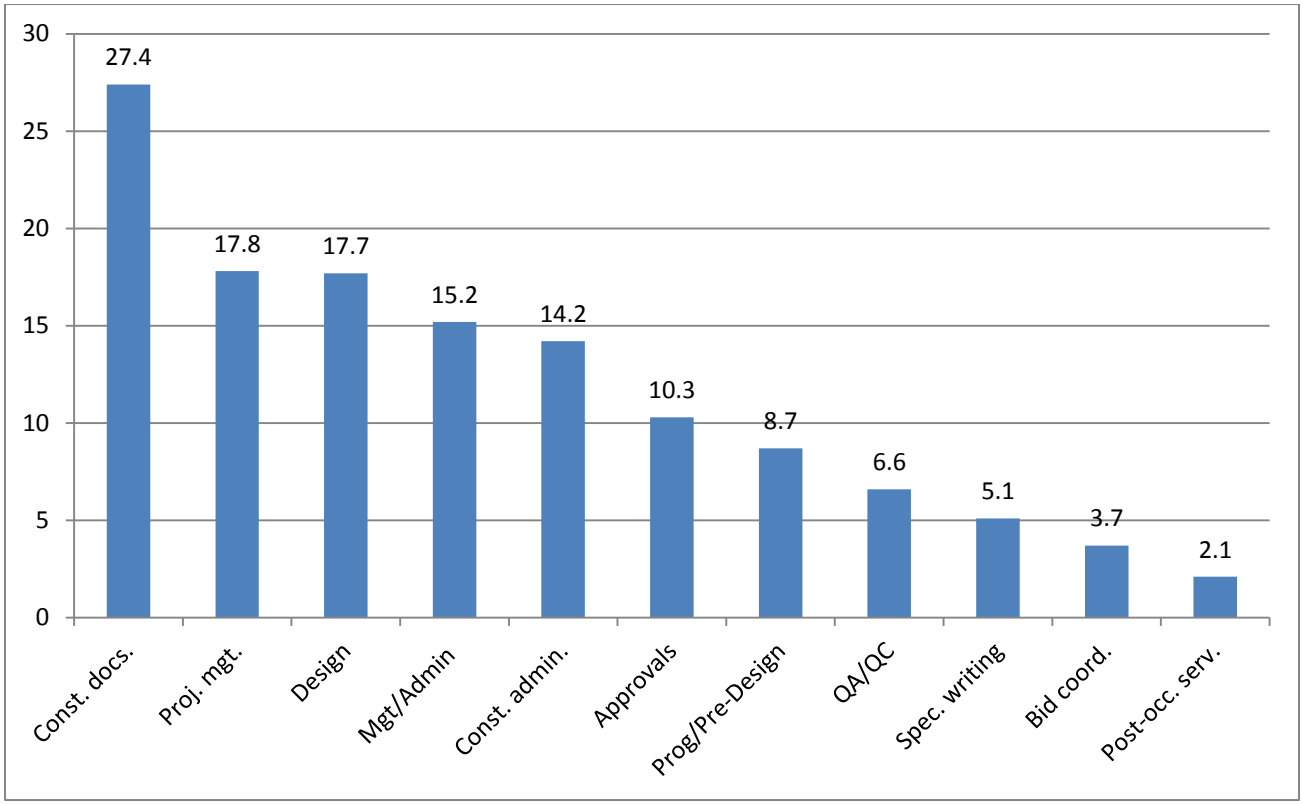


TABLE 13 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC CONSTRUCTION CONTRACT ARRANGEMENTS LAST FIVE YEARS

CONTRACT ARRANGEMENT	N	PERCENT
Design–Bid–Build	1,112	58.6
Guaranteed Max Price	957	45
Fee plus Cost	751	36.7
Construction Management at Risk	427	14.8
Multi-Prime	361	7.7

NOTE: Percentage reported is average across respondents.

FIGURE 13 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC CONSTRUCTION CONTRACT ARRANGEMENTS LAST FIVE YEARS

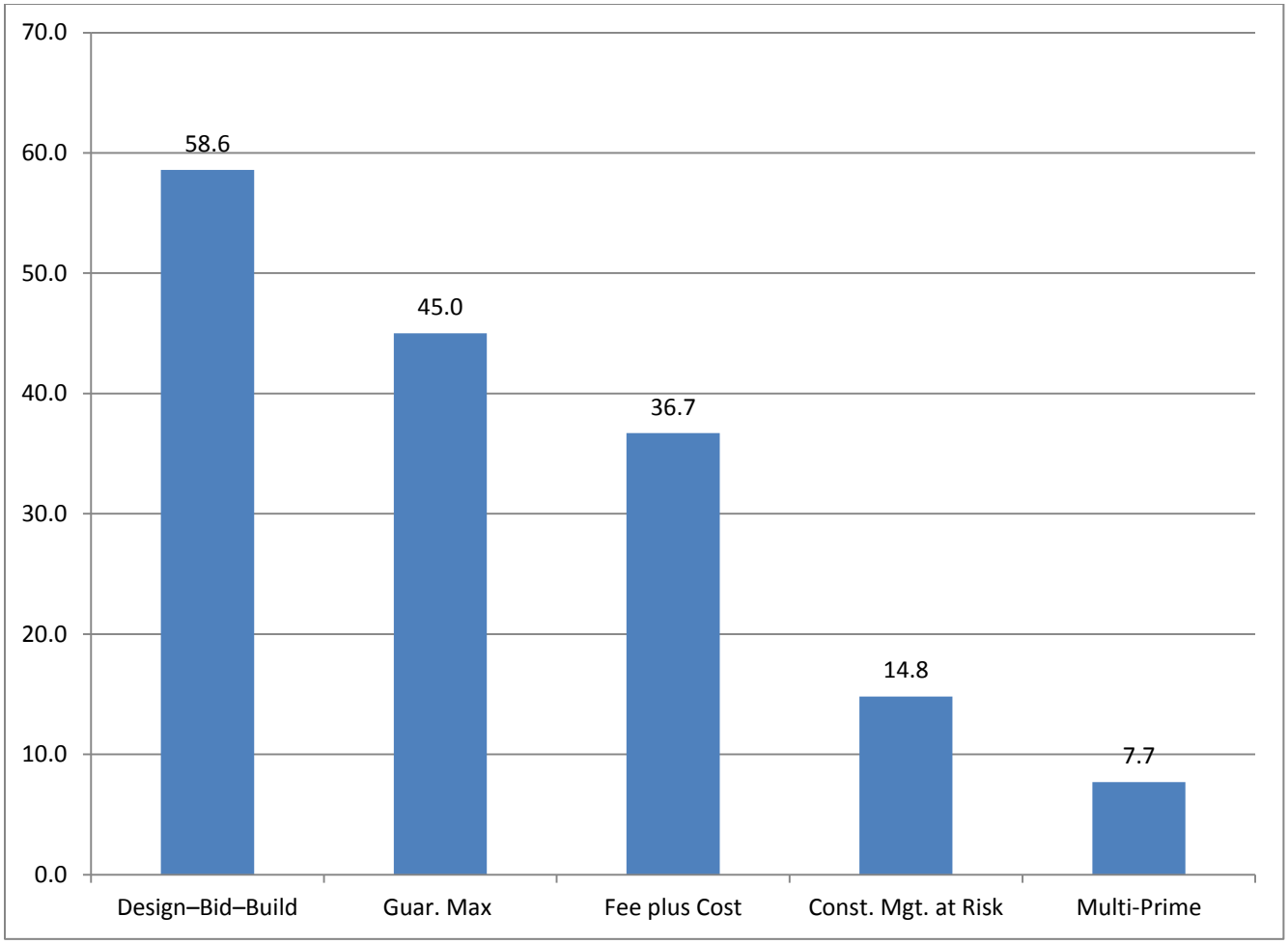


TABLE 14 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC PROJECT DELIVERY METHODS LAST FIVE YEARS

DELIVERY METHOD	N	PERCENT
Design–Bid–Build	1,238	61.5
Design–Build	725	32.1
Design–Owner Build	912	32
Integrated Project Delivery	491	19.2
Other	393	17.4
Public/Private Partnership	364	8.5

NOTE: Percentage reported is average across respondents.

FIGURE 14 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC PROJECT DELIVERY METHODS LAST FIVE YEARS

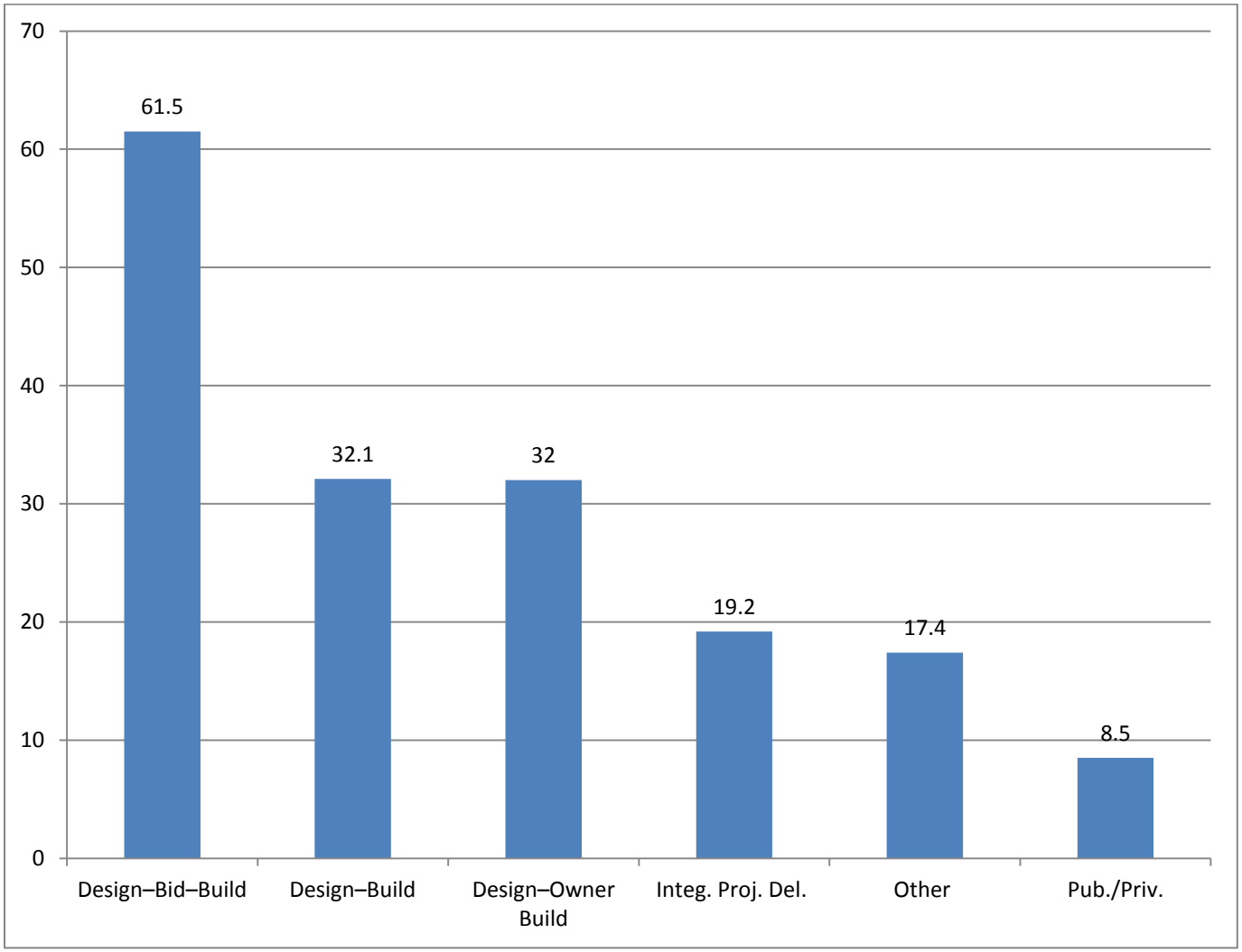


TABLE 15 – PERCENTAGE OF INFORMATION EXCHANGE USING ELECTRONIC DOCUMENTS

PARTY	N	PERCENT
Consultants	1,467	84.4
Contractors	1,437	70.5
Owners	1,418	69.2
Agency submittals	1,374	29.4

NOTE: Percentage reported is average across respondents for each Party.

FIGURE 15 – PERCENTAGE OF INFORMATION EXCHANGE USING ELECTRONIC DOCUMENTS

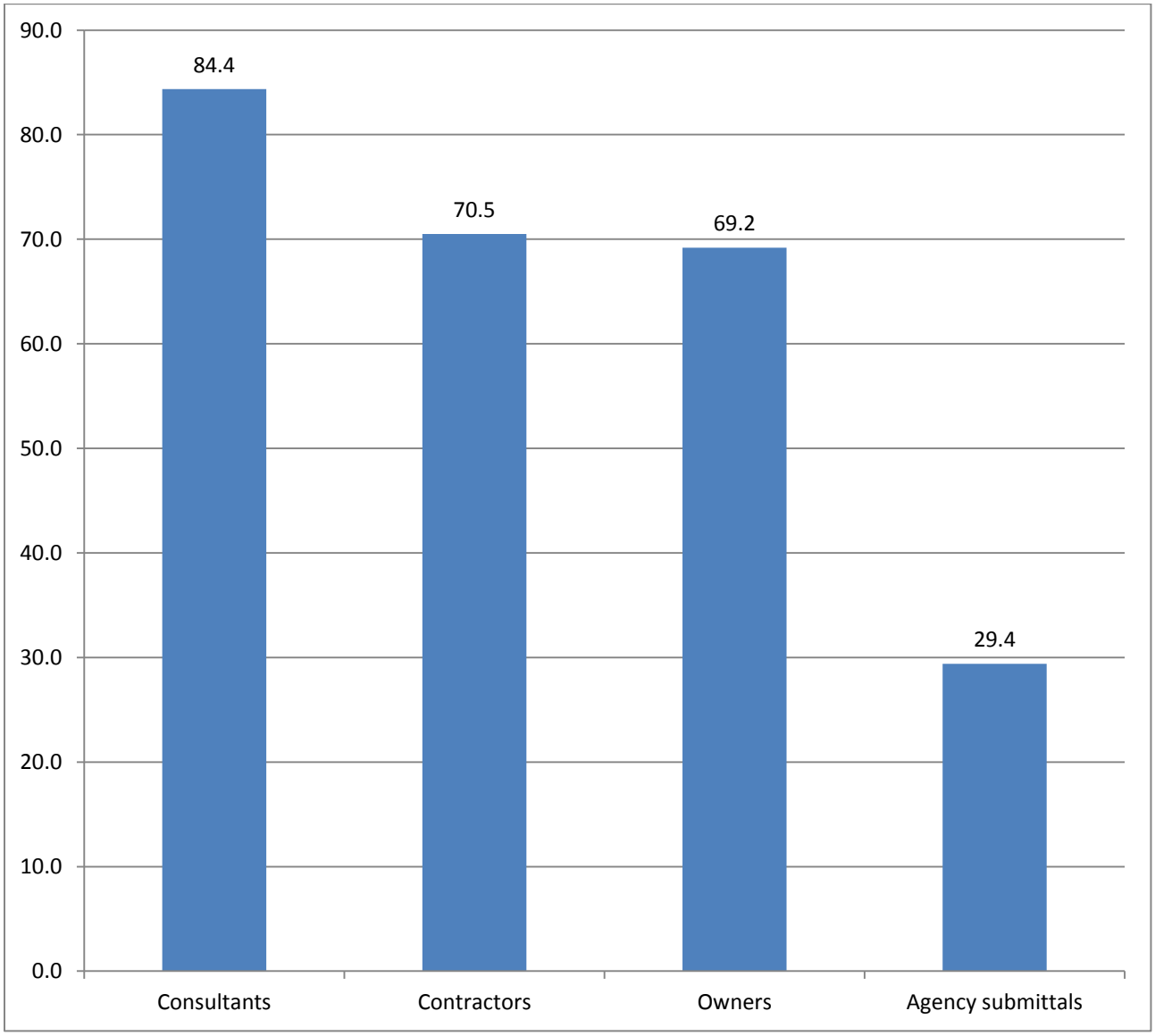
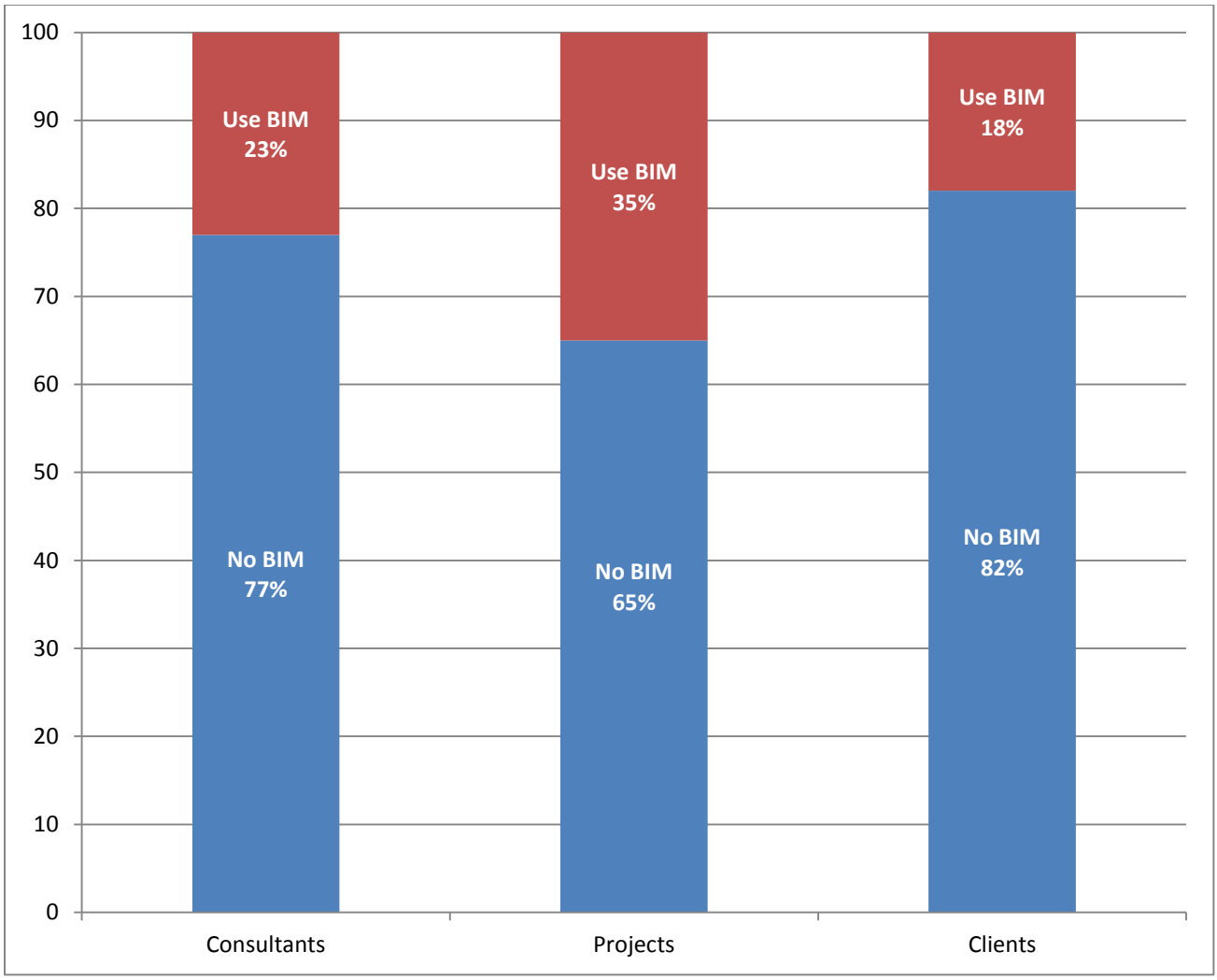


TABLE 16 – PERCENTAGE OF DESIGN TEAM CONSULTANTS, PROJECTS, AND CLIENTS USING BIM[1] LAST FIVE YEARS

	PERCENT BIM	PERCENT NO-BIM	N
Consultants	23	77	1,481
Projects	35	65	1,490
Clients	18	82	1,475

NOTE: Percentage reported is average across respondents for each category.

FIGURE 16 – PERCENTAGE OF DESIGN TEAM CONSULTANTS, PROJECTS, AND CLIENTS USING BIM LAST FIVE YEARS



[1] BIM: Building Information Modeling

TABLE 17 – CAPACITY IN WHICH ARCHITECT'S FIRM PERFORMS BIM FOR CONSULTANTS

	YES	NO	N
BIM as part of Architect's contract for project delivery?	37.2	62.8	1,446
BIM as an added services?	24.4	75.6	1,387

NOTE: Percentage reported is average across respondents for each category.

FIGURE 17 – CAPACITY IN WHICH ARCHITECT'S FIRM PERFORMS BIM FOR CONSULTANTS

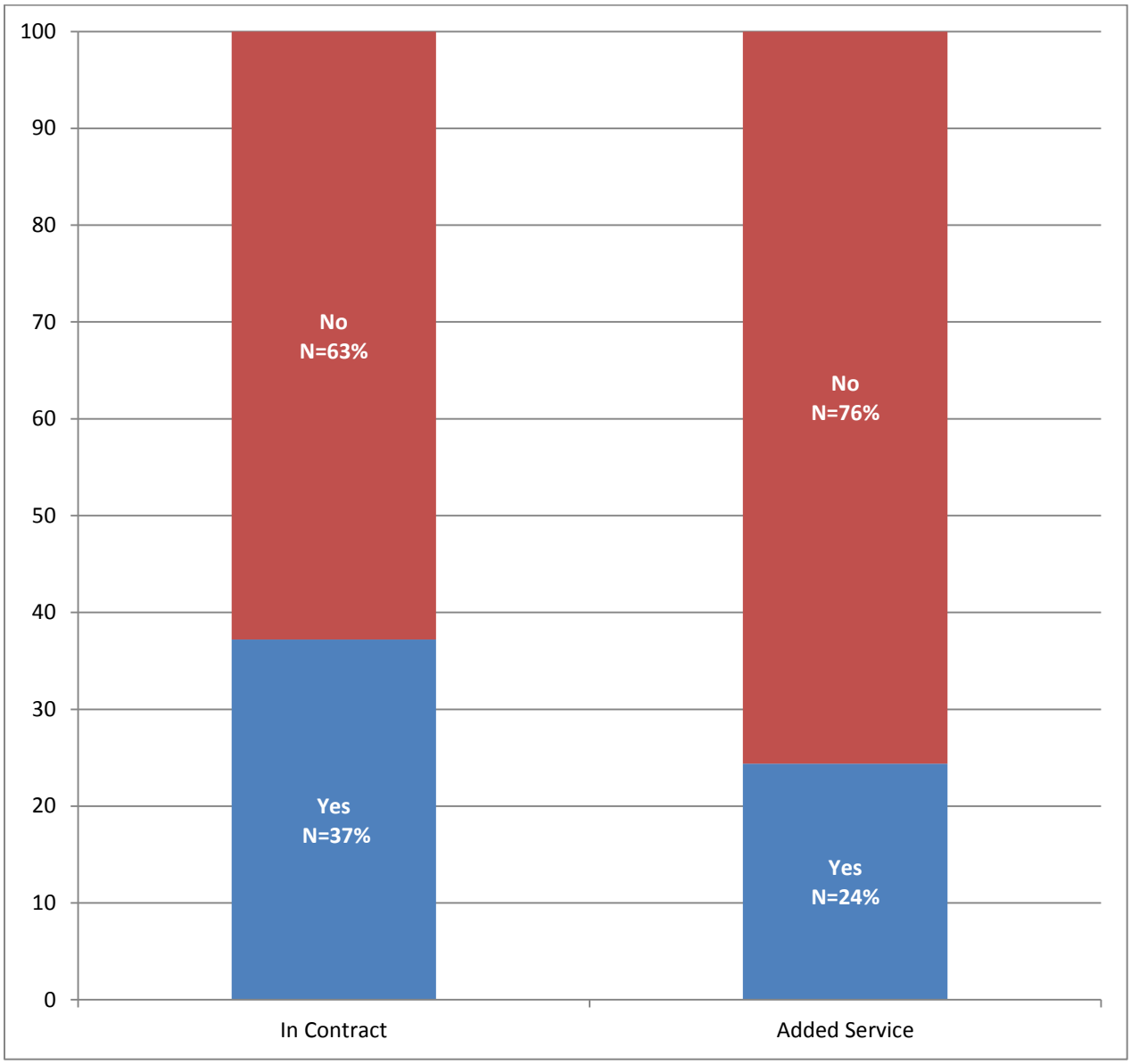


TABLE 18 – RESPONDENTS BY REGION

Region	Region Name	Frequency	Percent
1	Los Angeles and Vicinity	485	32.1
2	San Francisco Bay Area	527	34.9
3	San Joaquin Valley	59	3.9
4	Sacramento Valley	95	6.3
5	San Diego and Vicinity	128	8.5
6	Shasta/Cascade	5	0.3
7	Riverside-San Bernardino	42	2.8
8	Sierra Mountain	33	2.2
9	North Coast	46	3.0
10	South/Central Coast	84	5.6
	Missing	7	0.5
	Total	1,511	100

NOTE: Appendix A shows a more detailed breakdown of the frequencies by region.

CHAPTER 4. DATA ANALYSIS AND RESULTS

RELIABILITY OF RATINGS

The job task and knowledge ratings obtained by the questionnaire were evaluated with a standard index of reliability called coefficient alpha (α). Coefficient alpha is an estimate of the internal consistency of the respondents' ratings of job task and knowledge statements. Coefficients were calculated for all respondent ratings.

Table 19 displays the reliability coefficients for the task rating scales in each content area. The overall ratings of task frequency (α = .98) and task importance (α = .98) across content areas were highly reliable. Table 20 displays the reliability coefficients for the knowledge statements rating scale in each content area. The overall ratings of knowledge importance (α = .98) across content areas were highly reliable. These results indicate that the responding Architects rated the task and knowledge statements consistently throughout the questionnaire.

TABLE 19 – TASK SCALE RELIABILITY

CONTENT AREA		Number of Tasks	α Frequency	α Importance
I.	Contract Development / Project Planning	9	.891	.896
II.	Project Management	10	.914	.915
III.	Programming / Schematic Design	13	.920	.920
IV.	Design Development / Approvals	9	.906	.901
V.	Construction Documents / Permitting	7	.906	.903
VI.	Project Bidding and Construction	13	.944	.942
All Tasks		62	.979	.979

TABLE 20 – KNOWLEDGE SCALE RELIABILITY

CONTENT AREA		Number of Knowledge Statements	α Importance
I.	Contract Development / Project Planning	10	.873
II.	Project Management	10	.857
III.	Programming / Schematic Design	20	.930
IV.	Design Development / Approvals	14	.907
V.	Construction Documents / Permitting	10	.870
VI.	Project Bidding and Construction	18	.946
All Knowledge		82	.982

TASK CRITICAL VALUES

Two focus groups of licensed Architects were convened at OPES in September 2014 to review the average frequency and importance ratings, as well as the criticality indices of all task and knowledge statements. The purpose of these workshops was to identify the essential tasks and knowledge required for safe and effective Architect practice at the time of licensure. The licensees reviewed the frequency, importance, and criticality indices for all task statements.

In order to determine the critical values (criticality) of the task statements, the frequency rating (TFreqi) and the importance rating (TImpi) for each task were multiplied for each respondent, and the products averaged across respondents.

*Critical task index = mean [(*TFreqi*) X (*TImpi*)]*

The task statements were then ranked according to the task critical values. The task statements and their mean ratings and associated critical values are presented in Appendix B.

The first September 2014 focus group of SMEs evaluated the tasks' critical values based on the questionnaire results. OPES staff instructed the SMEs to identify a cutoff value of criticality in order to determine if any tasks did not have a high enough critical value to be retained. The SMEs determined that no cutoff value should be set, based on their view of the relative importance of all tasks to California Architect practice. The second September 2014 focus group of SMEs performed an independent review of the same data, and arrived at the same conclusion that no cutoff value should be set and that all tasks should be retained as part of the California Architect description of practice.

KNOWLEDGE IMPORTANCE RATINGS

In order to determine the importance of each knowledge, the mean importance rating for each knowledge statement (KImp) was calculated. The knowledge statements were then ranked according to mean importance. The knowledge statements and their importance ratings are presented in Appendix C.

The first September focus group of SMEs that evaluated the task critical values also reviewed the knowledge statement importance ratings and the relative importance of each knowledge to California Architect practice, Based on this review, the SMEs determined that no cutoff value should be established and that all knowledge statements should be retained. The second September focus group of SMEs independently reviewed the same data and arrived at the same conclusion, that no cutoff value should be set and that all knowledge statements should be retained as part of the California Architect description of practice. The California Architect description of practice is presented in Appendix D.

CHAPTER 5. EXAMINATION PLAN

CALIFORNIA-SPECIFIC PRACTICE

The first September 2014 focus group of SMEs reviewed the preliminary assignment of task and knowledge statements to content areas as developed for the OA questionnaire. They verified that the content areas were non-overlapping and described major areas of practice. The second September focus group of SMEs independently reviewed the preliminary assignment of task and knowledge statements to content areas and agreed with the first group that the content areas were non-overlapping and described major areas of practice. Both groups also determined that these content areas and their related tasks and knowledge were representative of the California Architect description of practice.

In addition to determining the California Architect description of practice, the two focus groups of SMEs were also charged with identifying the tasks and knowledge that best described California-specific practice. As part of this process, both groups of SMEs were provided information about the general content of the national examination for architects (the Architect Registration Examination, or ARE), which the Board requires all candidates for California licensure to have successfully passed before taking the State's licensure examination. The objective was to develop a stronger focus on California-specific practice while minimizing the content overlap between the national and California examinations.

The two groups of SMEs independently reviewed the tasks in each content area and identified those tasks that were descriptive of general Architect practice. These tasks were marked for possible deletion from the test plan. Each group of SMEs then identified the knowledge related to the tasks marked for removal. Those tasks that were linked to knowledge related to California-specific practice were retained. The tasks and their related knowledge that were not descriptive of California-specific practice were removed. Both groups of SMEs continued in this manner until all of the content areas had been reviewed. Once the second group of SMEs had completed this work, they were asked to review the results from the first group of SMES and to reconcile any differences through discussion. This reconciliation process resulted in the 32 tasks and 35 knowledge statements that the SMEs felt best reflected California-specific practice. The assignment of these tasks and their related knowledge to content areas was reviewed by the SMEs. The linkage between the tasks and knowledge was also reviewed and verified by the SMEs. The resulting content areas with their respective task and knowledge linkage form the content outline for the Architect California Supplemental Examination, and are presented in Table 22.

CONTENT AREAS AND WEIGHTS

In order for the second September 2014 group of SMEs to determine the relative weights of the content areas, initial calculations were performed by dividing the sum of the task critical values for a content area by the overall sum of the task critical values for all tasks, as shown below. The content area weights based on the task critical values are presented in Table 21.

$$\frac{\textit{Sum of Critical Values for Tasks in Content Area}}{\textit{Sum of Critical Values for All Tasks}} = \textit{Percent Weight of Content Area}$$

In reviewing the preliminary weights based solely on the task critical values (TCV Prelim. Wts.), the SMEs determined that these weights did not reflect the relative importance of the content areas to Architect practice in California. The SMEs were then presented with values based on the knowledge importance (KImp) ratings for each content area (KImp Prelim. Wts.). These values were calculated by dividing the sum of the knowledge importance for a content area by the overall sum of the knowledge importance ratings for all knowledge, as shown below. The content area weights based on the KImp values are presented in Table 21.

$$\frac{\textit{Sum of K(Imp) for Knowledge in Content Area}}{\textit{Sum of K(Imp) for All Knowledge}} = \textit{Percent Weight of Content Area}$$

In determining the final weighting of the content areas, the second September 2014 group of SMEs looked at the group of tasks and knowledge, the linkage between the tasks and knowledge, and the relative importance of the tasks and knowledge in each content area to Architect practice in California. The results of the SMEs evaluation are depicted in Table 21, below. The content outline for the Architect California Supplemental Examination is presented in Table 22.

TABLE 21 – CONTENT AREA WEIGHTS

Content Area		TCV Prelim. Wts.	KImp Prelim. Wts.	Final Weights
I.	General Practice	26.8	15.9	6
II.	Programming / Design	29.5	36.4	44
III.	Development / Documentation	20	35.6	40
IV.	Bidding and Construction	23.7	12.1	10
Total		100%	100%	100%

TABLE 22 – CONTENT OUTLINE: ARCHITECT CALIFORNIA SUPPLEMENTAL EXAMINATION

I. General Practice (6%): This area assesses the candidate's knowledge related to core areas of practice applicable across types of projects, construction contract arrangements, and project delivery methods.

Task Statement	Linked Knowledge
1 Advertise and solicit services in compliance with professional and legal requirements.	1 Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp).
3 Assess preliminary project requirements including budget and schedule relative to own firm's/organization's business goals, resources, and expertise.	5 Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection).
4 Evaluate potential contractual risks and determine strategies to manage them.	1 Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp). 5 Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection). 9 Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements.
5 Collaborate with client to determine scope of work, project delivery method, deliverables, and compensation, etc., to prepare owner-architect agreement.	1 Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp). 5 Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection). 9 Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements.
6 Identify the local, State, and federal regulatory jurisdictions impacting project.	9 Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements.

I. **General Practice** (continued)

Task Statement	Linked Knowledge
11 Implement strategies for managing and documenting communication (e.g., point of contact, reporting methods) between the architect, client, and team and between the design team and external parties (e.g., agencies, stakeholders).	13 Knowledge of architect's role and responsibilities for managing project and contractual risk for the architect and client. 16 Knowledge of the architect's professional and contractual responsibilities related to the client.
13 Manage client expectations related to the contracted scope of work (e.g., milestones, decision points).	16 Knowledge of the architect's professional and contractual responsibilities related to the client.
16 Establish standards for addressing conflicts that arise during the design and construction process.	16 Knowledge of the architect's professional and contractual responsibilities related to the client.

II. Programming / Design (44%): This area assesses the candidate's ability to identify and evaluate site and project opportunities and constraints in developing design concepts that meet the client's, user's, and stakeholder's needs and applicable California regulations.

Task Statement	Linked Knowledge
20 Perform or evaluate site feasibility studies (e.g., size, gradient, infrastructure, environmental conditions) to clarify and address project requirements.	25 Knowledge of procedures for obtaining and interpreting data about the existing built environment to determine impacts on project. 26 Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 27 Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations.
21 Assist client in evaluating design concepts based on budget, aesthetics, etc., to determine design direction.	25 Knowledge of procedures for obtaining and interpreting data about the existing built environment to determine impacts on project. 26 Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 27 Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. 32 Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust). 33 Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc. 34 Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes. 35 Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction.

II. **Programming / Design** (continued)

Task Statement	Linked Knowledge
23 Provide consultants with program and background information to collaboratively develop the design concept.	26 Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 27 Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. 32 Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust). 33 Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc. 34 Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes. 35 Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction.
25 Present project to community groups and other stakeholders for their input and feedback.	28 Knowledge of processes and procedures for obtaining discretionary approvals. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.

II. **Programming / Design** (continued)

Task Statement	Linked Knowledge
28 Integrate sustainable design strategies and technologies into design.	25 Knowledge of procedures for obtaining and interpreting data about the existing built environment to determine impacts on project. 26 Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 34 Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes. 35 Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction.
29 Identify the specific requirements of regulatory agencies and discuss their incorporation into the design/program with client and design team.	26 Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 28 Knowledge of processes and procedures for obtaining discretionary approvals. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. 32 Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust). 33 Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc. 34 Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes. 35 Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction.

II. **Programming / Design** (continued)

Task Statement	Linked Knowledge
29 Identify the specific requirements of regulatory agencies and discuss their incorporation into the design/program with client and design team.	36 Knowledge of methods and procedures for complying with the California Health and Safety Code related to design and construction. 37 Knowledge of methods and procedures for complying with the California water quality regulations related to design and construction.
30 Prepare and submit exhibits and application forms to governing agencies (e.g., Planning Department, Coastal Commission, Design Review Board) for discretionary approvals.	28 Knowledge of processes and procedures for obtaining discretionary approvals. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. 37 Knowledge of methods and procedures for complying with the California water quality regulations related to design and construction.
31 Work with agency staff to incorporate proposed conditions of discretionary approval into project documents.	28 Knowledge of processes and procedures for obtaining discretionary approvals. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. 32 Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust).

II. **Programming / Design** (continued)

Task Statement	Linked Knowledge
32 Develop design concepts based on program requirements and constraints placed by applicable laws, local codes, ordinances, etc.	27 Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. 32 Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust). 33 Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc. 34 Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes. 35 Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction. 36 Knowledge of methods and procedures for complying with the California Health and Safety Code related to design and construction.

III. Development / Documentation (40%): This area assesses the candidate's knowledge regarding developing design solutions, managing a project team, and preparing design and construction drawings and documents in conformance with the project program and applicable California regulations.

Task Statement	Linked Knowledge
34 Analyze and coordinate the selection and design of building systems (e.g., structural, mechanical, electrical, fire safety, security) with consultants.	41 Knowledge of methods and procedures for evaluating and integrating building systems (e.g., structural, mechanical, electrical, plumbing, life safety, conveying, building systems controls) into the project design. 42 Knowledge of methods and procedures for evaluating building materials (e.g., material characteristics, performance, testing standards) for selection into the project design. 50 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 59 Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction.
35 Lead the project team in the integration of the regulatory requirements into the design development documents.	49 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc. 50 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 52 Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc. 57 Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases.

III. Development / Documentation (continued)

Task Statement	Linked Knowledge
36 Coordinate design with input from client and the overall project team (e.g., general contractor, building official), and evaluate/incorporate their inputs based on project requirements.	51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 52 Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc. 63 Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). 64 Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.
39 Analyze and integrate the selection of sustainable design strategies and technologies into the design.	41 Knowledge of methods and procedures for evaluating and integrating building systems (e.g., structural, mechanical, electrical, plumbing, life safety, conveying, building systems controls) into the project design. 42 Knowledge of methods and procedures for evaluating building materials (e.g., material characteristics, performance, testing standards) for selection into the project design. 49 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC).
46 Prepare construction documents and verify conformance with the conditions of prior agency approvals and applicable codes and regulations.	49 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc. 50 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 52 Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc. 59 Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction.

III. Development / Documentation (continued)

Task Statement	Linked Knowledge
46 Prepare construction documents and verify conformance with the conditions of prior agency approvals and applicable codes and regulations.	61 Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings). 62 Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal). 64 Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.
48 Manage the submittal of construction documents to regulatory agencies through initial submittal, coordinating responses, and obtaining approvals.	49 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc. 50 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 52 Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc. 57 Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases. 59 Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction. 61 Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings). 62 Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal). 63 Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). 64 Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.

III. Development / Documentation (continued)

Task Statement	Linked Knowledge
42 Coordinate the preparation of the construction documents (e.g., architectural, structural, mechanical, civil, electrical, specs) and resolve potential conflicts or errors.	49 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc. 50 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 52 Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc. 57 Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases. 59 Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction. 61 Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings). 62 Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal). 63 Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). 64 Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.

IV. Bidding / Construction (10%): This area assesses the candidate's knowledge related to California regulations associated with project bidding, construction, and post-construction activities.

Task Statement	Linked Knowledge
49 Assist client in the bidding process (e.g., distribute documents, conduct pre-bid meetings, prepare addenda).	67 Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects.
50 Assist client in selecting contractors and negotiating construction contracts.	67 Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects.
51 Prepare bid documents appropriate to the selected delivery method.	67 Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects
54 Monitor project construction costs and schedule (e.g., review and certify contractor applications for payment, verify lien releases).	68 Knowledge of California laws related to design professional and contractor liens and their implications for the architect's and client's responsibilities.
55 Review test, inspection, observation schedules, programs and reports for conformance with construction documents.	78 Knowledge of code-required special inspections and testing (e.g., field welding, high-strength concrete). 79 Knowledge of State inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.
56 Review shop drawings and submittals during construction for conformance with design intent.	79 Knowledge of State inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.
60 Manage project close-out procedures (e.g., Certificate of Substantial Completion, Notice of Completion, verification of final lien releases, verification of public agency approvals) per contract.	68 Knowledge of California laws related to design professional and contractor liens and their implications for the architect's and client's responsibilities. 77 Knowledge of the California construction laws related to minimum warranty periods.
62 Assist owner with resolving post-occupancy issues (e.g., evaluation of building performance, warranty issues).	77 Knowledge of the California construction laws related to minimum warranty periods.

CHAPTER 6. CONCLUSION

The occupational analysis of the Architect profession described in this report provides a comprehensive description of current practice in California. The procedures employed to perform the occupational analysis were based upon a content validation strategy to ensure that the results accurately represent the practice of Architects. Results of this occupational analysis provide information regarding current practice that can be used to make job-related decisions regarding professional licensure.

By adopting the Architect Content Outline contained in this report, the Board ensures that its examination program reflects current practice.

This report provides all documentation necessary to verify that the analysis has been implemented in accordance with legal, professional, and technical standards.

APPENDIX A. RESPONDENTS BY REGION

LOS ANGELES AND VICINITY

County of Practice	Frequency
Los Angeles	350
Orange	135
TOTAL	485

SAN FRANCISCO BAY AREA

County of Practice	Frequency
Alameda	106
Contra Costa	32
Marin	33
Napa	5
San Francisco	221
San Mateo	34
Santa Clara	81
Santa Cruz	9
Solano	6
TOTAL	527

SAN JOAQUIN VALLEY

County of Practice	Frequency
Calaveras	2
Fresno	21
Kern	10
Mariposa	1
Madera	4
Merced	2
San Joaquin	10
Stanislaus	6
Tulare	3
TOTAL	59

SACRAMENTO VALLEY

County of Practice	Frequency
Butte	3
Lake	1
Sacramento	81
Sutter	1
Yolo	9
TOTAL	95

SAN DIEGO AND VICINITY

County of Practice	Frequency
San Diego	127
Inyo	1
TOTAL	128

SHASTA/CASCADE

County of Practice	Frequency
Shasta	5
TOTAL	5

RIVERSIDE – SAN BERNARDINO

County of Practice	Frequency
Riverside	24
San Bernardino	18
TOTAL	42

SIERRA MOUNTAIN

County of Practice	Frequency
Nevada	7
Placer	17
El Dorado	9
TOTAL	33

NORTH COAST

County of Practice	Frequency
Del Norte	1
Humboldt	4
Mendocino	6
Sonoma	35
TOTAL	46

SOUTH/CENTRAL COAST

County of Practice	Frequency
Monterey	14
San Luis Obispo	25
Santa Barbara	21
San Benito	1
Ventura	23
TOTAL	84

APPENDIX B. CRITICALITY INDICES FOR ALL TASKS

Task Num	Task Statement	Average Task Freq.	Average Task Impt.	Task Crit. Value
1	Advertise and solicit services in compliance with professional and legal requirements.	1.61	2.76	5.49
2	Evaluate the project's opportunities and constraints for alignment with client goals and requirements.	3.51	4.00	10.06
3	Assess preliminary project requirements including budget and schedule relative to own firm's/organization's business goals, resources, and expertise.	3.09	3.69	14.89
4	Evaluate potential contractual risks and determine strategies to manage them.	2.78	3.68	12.93
5	Collaborate with client to determine scope of work, project delivery method, deliverables, and compensation, etc., to prepare owner-architect agreement.	3.13	3.89	12.35
6	Identify the local, State, and federal regulatory jurisdictions impacting project.	3.76	4.11	10.99
7	Identify the project team members (e.g., architects, engineers, specialty consultants) and who is responsible for the contracting, management, and coordination of each member.	3.19	3.60	11.24
8	Collaborate with client to determine the specific roles and responsibilities of project participants (e.g., owner's representative, architect, contractor, construction manager).	2.67	3.23	11.99
9	Solicit the consultants to be contracted under the architect and evaluate their qualifications and scope of services based on project requirements.	2.72	3.38	13.06
10	Implement strategies for managing contractual risk (QA/QC, peer review).	2.34	3.35	15.19
11	Implement strategies for managing and documenting communication (e.g., point of contact, reporting methods) between the architect, client, and team and between the design team and external parties (e.g., agencies, stakeholders).	2.79	3.36	16.23
12	Implement strategies to control risk and manage liability for the client (e.g., due diligence, accessibility).	2.88	3.53	13.54
13	Manage client expectations related to the contracted scope of work (e.g., milestones, decision points**)**.	3.26	3.71	12.26
14	Manage the distribution and review of documents for project coordination.	3.38	3.66	10.21
15	Establish documentation standards for the design team to support consistency and coordination.	2.70	3.34	9.54
16	Establish standards for addressing conflicts that arise during the design and construction process.	2.41	3.20	9.36
17	Conduct periodic progress meetings with design and project team to identify potential issues in work processes or team communication and develop plans to address the issues.	2.92	3.47	10.10
18	Review and update construction cost estimates as required by contract.	2.01	3.23	8.36

Task Num	Task Statement	Average Task Freq.	Average Task Impt.	Task Crit. Value
19	Manage the design team's fees, deliverables, and schedules to conform to contract.	2.71	3.57	8.82
20	Perform or evaluate site feasibility studies (e.g., size, gradient, infrastructure, environmental conditions) to clarify and address project requirements.	2.46	3.42	10.11
21	Assist client in evaluating design concepts based on budget, aesthetics, etc., to determine design direction.	3.25	3.76	10.34
22	Review program with client to validate project requirements and gain approval to proceed.	3.25	3.90	10.36
23	Provide consultants with program and background information to collaboratively develop the design concept.	3.01	3.52	11.17
24	Develop the project program using multiple approaches (e.g., surveys, interviews) to identify and evaluate user needs.	1.93	2.97	12.10
25	Present project to community groups and other stakeholders for their input and feedback.	1.88	3.03	12.79
26	Prepare models, renderings, sketches, etc., to help communicate project designs.	2.94	3.52	12.86
27	Present schematic design documents that meet program requirements to client to obtain client's input and approval.	3.39	3.95	13.06
28	Integrate sustainable design strategies and technologies into design.	2.83	3.14	10.40
29	Identify the specific requirements of regulatory agencies and discuss their incorporation into the design/program with client and design team.	3.57	3.98	9.82
30	Prepare and submit exhibits and application forms to governing agencies (e.g., Planning Department, Coastal Commission, Design Review Board) for discretionary approvals.	2.96	3.76	8.66
31	Work with agency staff to incorporate proposed conditions of discretionary approval into project documents.	2.71	3.56	8.53
32	Develop design concepts based on program requirements and constraints placed by applicable laws, local codes, ordinances, etc.	3.53	4.08	10.02
33	Lead the preparation of design development documents that integrate the architectural design and engineered building systems.	3.29	3.91	11.01
34	Analyze and coordinate the selection and design of building systems (e.g., structural, mechanical, electrical, fire safety, security) with consultants.	3.14	3.77	7.42
35	Lead the project team in the integration of the regulatory requirements into the design development documents.	3.13	3.82	7.16
36	Coordinate design with input from client and the overall project team (e.g., general contractor, building official), and evaluate/incorporate their inputs based on project requirements.	3.30	3.72	8.97

Task Num	Task Statement	Average Task Freq.	Average Task Impt.	Task Crit. Value
37	Perform value engineering and life-cycle cost analyses to advise owner about approaches for managing project costs.	2.02	2.88	10.43
38	Review design development documents with client for compliance with project requirements and to gain approval to proceed.	3.19	3.78	9.10
39	Analyze and integrate the selection of sustainable design strategies and technologies into the design.	2.45	2.95	9.29
40	Incorporate final conditions of discretionary approval into project documents.	2.87	3.69	11.68
41	Conduct constructability review of Design Development documents.	2.47	3.39	12.93
42	Coordinate the preparation of the construction documents (e.g., architectural, structural, mechanical, civil, electrical, specs) and resolve potential conflicts or errors.	3.51	4.19	12.83
43	Modify construction documents based on changes in cost estimates including developing bidding alternates for client to consider.	2.51	3.29	13.32
44	Manage distribution and review of documents during the construction document and permit phases.	3.06	3.39	12.13
45	Prepare construction documents that meet program requirements and project goals, and present to client for approval.	3.31	3.99	11.33
46	Prepare construction documents and verify conformance with the conditions of prior agency approvals and applicable codes and regulations.	3.34	4.06	7.21
47	Perform a detailed review of construction documents for constructability and incorporate changes into final documents.	2.94	3.73	6.59
48	Manage the submittal of construction documents to regulatory agencies through initial submittal, coordinating responses, and obtaining approvals.	3.30	3.88	6.03
49	Assist client in the bidding process (e.g., distribute documents, conduct pre-bid meetings, prepare addenda).	2.47	3.13	6.32
50	Assist client in selecting contractors and negotiating construction contracts.	2.20	3.06	9.05
51	Prepare bid documents appropriate to the selected delivery method.	2.54	3.45	11.36
52	Manage the initiation/processing of documents to record construction changes (e.g., Construction Change Directives, Architect's Supplemental Instructions, Change Orders).	2.61	3.41	12.62
53	Participate in pre-construction and pre-installation meetings with contractor as required by the contract documents.	2.61	3.20	14.12
54	Monitor project construction costs and schedule (e.g., review and certify contractor applications for payment, verify lien releases).	2.17	3.10	11.51

Task Num	Task Statement	Average Task Freq.	Average Task Impt.	Task Crit. Value
55	Review test, inspection, observation schedules, programs and reports for conformance with construction documents.	2.22	3.07	9.71
56	Review shop drawings and submittals during construction for conformance with design intent.	3.00	3.72	11.57
57	Conduct periodic site observations/field reports to confirm that construction is in general conformance with contract documents.	3.07	3.69	14.90
58	Respond to contractor Requests for Information.	3.34	3.91	12.23
59	Assist client with evaluating possible changes to the project during construction (e.g., cost, scope, schedule, quality).	2.81	3.42	11.86
60	Manage project close-out procedures (e.g., Certificate of Substantial Completion, Notice of Completion, verification of final lien releases, verification of public agency approvals) per contract	2.18	3.15	10.85
61	Conduct post-construction services (e.g., post-occupancy evaluations, extended commissioning, record drawings) per contract.	1.38	2.45	10.48
62	Assist owner with resolving post-occupancy issues, (e.g., evaluation of building performance, warranty issues).	1.41	3.01	13.16

APPENDIX C. KNOWLEDGE IMPORTANCE RATINGS

K Num	Knowledge Statement	Mean KImp
1	Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp).	3.48
2	Knowledge of different project delivery methods and the architect's and project team's corresponding roles and responsibilities (e.g., to client, as part of team).	3.19
3	Knowledge of options for tailoring architectural services to meet the client and project needs.	3.37
4	Knowledge of types of contracts and their application to the scope of work and the project's service requirements (client, consultant, etc.).	3.23
5	Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection).	3.70
6	Knowledge of consultants (e.g., civil, structural, MEP, geotechnical), the services they provide, and their applications to meeting project requirements.	3.82
7	Knowledge of methods for evaluating own/firm's capabilities and capacities in relation to project requirements.	3.57
8	Knowledge of approaches for increasing the capability and/or capacity of the architect/firm to meet project requirements.	3.20
9	Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements.	3.84
10	Knowledge of methods for evaluating client goals and resources in order to identify/define the preliminary project requirements, budget, and schedule.	3.66
11	Knowledge of procedures and standard practices for documenting contractual milestones (e.g., decisions, changes, approvals).	3.37
12	Knowledge of methods and techniques for communicating with client, project team, contractors, agencies, and stakeholders (e.g., meetings, emails, letters, minutes, transmittals, phone logs, visual aids).	3.68
13	Knowledge of architect's role and responsibilities for managing project and contractual risk for the architect and client.	3.79
14	Knowledge of methods and techniques for using technological resources (e.g., BIM/CAD, imaging software, web-based applications) to support communication with client and team.	3.22
15	Knowledge of the architect's role and responsibilities in orchestrating the architect's consultants and the entire project team.	3.84
16	Knowledge of the architect's professional and contractual responsibilities related to the client.	4.05
17	Knowledge of methods for controlling project costs (e.g., value engineering, life-cycle costing, cost estimating).	3.21

K Num	Knowledge Statement	Mean KImp
18	Knowledge of procedures for preparing and monitoring the project budget including hard and soft costs.	3.05
19	Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.	3.24
20	Knowledge of methods and techniques for resolving conflicts that occur during design and construction.	3.74
21	Knowledge of methods, techniques, and procedures for conducting predesign services (e.g., programming, feasibility studies, site analysis).	3.28
22	Knowledge of methods for evaluating and finalizing the program to determine feasibility and conformance to client's project requirements.	3.36
23	Knowledge of methods for developing design solutions with the involvement of client, users, consultants, and stakeholders.	3.61
24	Knowledge of methods and procedures for developing the schematic design deliverables.	3.46
25	Knowledge of procedures for obtaining and interpreting data about the existing built environment to determine impacts on project.	3.47
26	Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction.	3.28
27	Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations.	3.61
28	Knowledge of processes and procedures for obtaining discretionary approvals.	3.49
29	Knowledge of processes and procedures for compliance with local codes and ordinances related to design.	4.12
30	Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction.	3.13
31	Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.	2.76
32	Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust).	2.56
33	Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc.	3.19
34	Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes.	3.74

K Num	Knowledge Statement	Mean KImp
35	Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction.	3.98
36	Knowledge of methods and procedures for complying with the California Health and Safety Code related to design and construction.	3.14
37	Knowledge of methods and procedures for complying with the California water quality regulations related to design and construction.	2.70
38	Knowledge of the Americans with Disabilities Act (ADA) with regard to how it impacts architectural practice (e.g., client and architect responsibilities, design, construction).	4.19
39	Knowledge of national standards (e.g., UL, ANSI, ASTM, Factory Mutual) relevant to design and construction.	2.77
40	Knowledge of methods and procedures for incorporating sustainable design strategies and technologies into design and construction.	3.04
41	Knowledge of methods and procedures for evaluating and integrating building systems (e.g., structural, mechanical, electrical, plumbing, life safety, conveying, building systems controls) into the project design.	3.79
42	Knowledge of methods and procedures for evaluating building materials (e.g., material characteristics, performance, testing standards) for selection into the project design.	3.42
43	Knowledge of methods for incorporating sustainable design (e.g., energy conservation, resource management, indoor air quality) into project design and construction.	3.15
44	Knowledge of methods for identifying and evaluating the implications of special conditions (e.g., based on loading, soils, uses) on design and construction.	3.22
45	Knowledge of contents of design drawings and related documents required for agency approvals**.**	3.98
46	Knowledge of architect's role and responsibilities in leading project team in order to obtain necessary agency approvals at the appropriate time.	3.88
47	Knowledge of methods for analyzing initial and life-cycle costs to select materials and systems for project.	2.52
48	Knowledge of methods for performing a QA/QC review of Design Development documents including constructability.	3.21
49	Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc.	2.82
50	Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc.	3.17

K Num	Knowledge Statement	Mean KImp
51	Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC).	3.81
52	Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc.	3.85
53	Knowledge of methods and procedures for demonstrating design compliance with federal laws and authorities: ADA, Army Corps of Engineers, FAA, etc.	3.51
54	Knowledge of methods and procedures for demonstrating design compliance with National Standards: NFPA, ASTM, etc.	2.77
55	Knowledge of methods for performing a QA/QC review of construction docs including constructability, code compliance, etc.	3.38
56	Knowledge of the architect's role in reconciling client's budget with probable construction costs.	3.28
57	Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases.	3.34
58	Knowledge of methods and procedures for presenting contract documents to client for approval.	3.45
59	Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction.	4.06
60	Knowledge of methods for the detailed integration of building systems (e.g., clash detection, interdisciplinary overlays).	3.35
61	Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings).	3.24
62	Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal).	3.85
63	Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).	3.49
64	Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.	3.39
65	Knowledge of methods and procedures for preparing bidding documents based on project funding source (private/public) and delivery method.	3.06
66	Knowledge of architect's role and responsibilities related to construction bidding and negotiation processes.	3.11

K Num	Knowledge Statement	Mean KImp
67	Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects.	2.83
68	Knowledge of California laws related to design professional and contractor liens and their implications for the architect's and client's responsibilities.	2.85
69	Knowledge of the limits of the architect's role and responsibilities during construction (e.g., directing subcontractors, means and methods).	3.65
70	Knowledge of the interrelationships and responsibilities between the owner, architect, and contractor during construction.	3.85
71	Knowledge of methods for resolving conflicts that occur during construction (e.g., mediation, arbitration, litigation).	3.15
72	Knowledge of methods and procedures for developing and reviewing the contract documents package.	3.60
73	Knowledge of procedures for determining general conformance of construction with contract documents (e.g., observation, submittal reviews, RFIs).	3.69
74	Knowledge of methods and procedures for implementing changes during construction (e.g., Architect's Supplemental Instructions, Change Orders).	3.57
75	Knowledge of procedures for monitoring construction costs and schedules (e.g., reviewing and certifying payments to contractor, reviewing lien releases).	3.06
76	Knowledge of procedures for performing project close-out (e.g., Certificate of Substantial Completion, Notice of Completion, final lien releases).	3.05
77	Knowledge of the California construction laws related to minimum warranty periods.	2.56
78	Knowledge of code-required special inspections and testing (e.g., field welding, high-strength concrete).	2.85
79	Knowledge of State inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.	3.17
80	Knowledge of the architect's role and responsibilities in providing contract administration services based on the client-architect agreement.	3.46
81	Knowledge of post-construction services (e.g., extended building commissioning, record document preparation, operational and maintenance programming, facilities management, post-occupancy evaluation).	2.53
82	Knowledge of the architect's role and responsibilities to client regarding changes to project during construction (e.g., cost, scope, schedule, quality).	3.53

APPENDIX D. ARCHITECT DESCRIPTION OF PRACTICE

CALIFORNIA ARCHITECT DESCRIPTION OF PRACTICE

I. Contract Development / Project Planning

Task Statements	Knowledge Statements
1 Advertise and solicit services in compliance with professional and legal requirements. 2 Evaluate the project's opportunities and constraints for alignment with client goals and requirements. 3 Assess preliminary project requirements including budget and schedule relative to own firm's/organization's business goals, resources, and expertise. 4 Evaluate potential contractual risks and determine strategies to manage them. 5 Collaborate with client to determine scope of work, project delivery method, deliverables, and compensation, etc., to prepare owner-architect agreement. 6 Identify the local, State, and federal regulatory jurisdictions impacting project. 7 Identify the project team members (e.g., architects, engineers, specialty consultants) and who is responsible for the contracting, management, and coordination of each member. 8 Collaborate with client to determine the specific roles and responsibilities of project participants (e.g., owner's representative, architect, contractor, construction manager). 9 Solicit the consultants to be contracted under the architect and evaluate their qualifications and scope of services based on project requirements.	1 Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp). 2 Knowledge of different project delivery methods and the architect's and project team's corresponding roles and responsibilities (e.g., to client, as part of team). 3 Knowledge of options for tailoring architectural services to meet the client and project needs. 4 Knowledge of types of contracts and their application to the scope of work and the project's service requirements (client, consultant, etc.). 5 Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection). 6 Knowledge of consultants (e.g., civil, structural, MEP, geotechnical), the services they provide, and their applications to meeting project requirements. 7 Knowledge of methods for evaluating own/firm's capabilities and capacities in relation to project requirements. 8 Knowledge of approaches for increasing the capability and/or capacity of the architect/firm to meet project requirements. 9 Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements. 10 Knowledge of methods for evaluating client goals and resources in order to identify/define the preliminary project requirements, budget, and schedule.

II. Project Management

Task Statements	Knowledge Statements
10 Implement strategies for managing contractual risk (QA/QC, peer review). 11 Implement strategies for managing and documenting communication (e.g., point of contact, reporting methods) between the architect, client, and team and between the design team and external parties (e.g., agencies, stakeholders). 12 Implement strategies to control risk and manage liability for the client (e.g., due diligence, accessibility). 13 Manage client expectations related to the contracted scope of work (e.g., milestones, decision points**)**. 14 Manage the distribution and review of documents for project coordination. 15 Establish documentation standards for the design team to support consistency and coordination. 16 Establish standards for addressing conflicts that arise during the design and construction process. 17 Conduct periodic progress meetings with design and project team to identify potential issues in work processes or team communication and develop plans to address the issues. 18 Review and update construction cost estimates as required by contract. 19 Manage the design team's fees, deliverables, and schedules to conform to contract.	11 Knowledge of procedures and standard practices for documenting contractual milestones (e.g., decisions, changes, approvals). 12 Knowledge of methods and techniques for communicating with client, project team, contractors, agencies, and stakeholders (e.g., meetings, emails, letters, minutes, transmittals, phone logs, visual aids). 13 Knowledge of architect's role and responsibilities for managing project and contractual risk for the architect and client. 14 Knowledge of methods and techniques for using technological resources (e.g., BIM/CAD, imaging software, web-based applications) to support communication with client and team. 15 Knowledge of the architect's role and responsibilities in orchestrating the architect's consultants and the entire project team. 16 Knowledge of the architect's professional and contractual responsibilities related to the client. 17 Knowledge of methods for controlling project costs (e.g., value engineering, life-cycle costing, cost estimating). 18 Knowledge of procedures for preparing and monitoring the project budget including hard and soft costs. 19 Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services. 20 Knowledge of methods and techniques for resolving conflicts that occur during design and construction.

III. Programming / Schematic Design

Task Statements	Knowledge Statements
20 Perform or evaluate site feasibility studies (e.g., size, gradient, infrastructure, environmental conditions) to clarify and address project requirements. 21 Assist client in evaluating design concepts based on budget, aesthetics, etc., to determine design direction. 22 Review program with client to validate project requirements and gain approval to proceed. 23 Provide consultants with program and background information to collaboratively develop the design concept. 24 Develop the project program using multiple approaches (e.g., surveys, interviews) to identify and evaluate user needs. 25 Present project to community groups and other stakeholders for their input and feedback. 26 Prepare models, renderings, sketches, etc., to help communicate project designs. 27 Present schematic design documents that meet program requirements to client to obtain client's input and approval. 28 Integrate sustainable design strategies and technologies into design. 29 Identify the specific requirements of regulatory agencies and discuss their incorporation into the design/program with client and design team. 30 Prepare and submit exhibits and application forms to governing agencies (e.g., Planning Department, Coastal Commission, Design Review Board) for discretionary approvals. 31 Work with agency staff to incorporate proposed conditions of discretionary approval into project documents.	21 Knowledge of methods, techniques, and procedures for conducting predesign services (e.g., programming, feasibility studies, site analysis). 22 Knowledge of methods for evaluating and finalizing the program to determine feasibility and conformance to client's project requirements. 23 Knowledge of methods for developing design solutions with the involvement of client, users, consultants, and stakeholders. 24 Knowledge of methods and procedures for developing the schematic design deliverables. 25 Knowledge of procedures for obtaining and interpreting data about the existing built environment to determine impacts on project. 26 Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 27 Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations. 28 Knowledge of processes and procedures for obtaining discretionary approvals. 29 Knowledge of processes and procedures for compliance with local codes and ordinances related to design. 30 Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction. 31 Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.

III. Programming / Schematic Design (continued)

Task Statements	Knowledge Statements
32 Develop design concepts based on program requirements and constraints placed by applicable laws, local codes, ordinances, etc.	32 Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust). 33 Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc. 34 Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes. 35 Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction. 36 Knowledge of methods and procedures for complying with the California Health and Safety Code related to design and construction. 37 Knowledge of methods and procedures for complying with the California water quality regulations related to design and construction. 38 Knowledge of the Americans with Disabilities Act (ADA) with regard to how it impacts architectural practice (e.g., client and architect responsibilities, design, construction). 39 Knowledge of national standards (e.g., UL, ANSI, ASTM, Factory Mutual) relevant to design and construction. 40 Knowledge of methods and procedures for incorporating sustainable design strategies and technologies into design and construction.

IV. Design Development / Approvals

Task Statements	Knowledge Statements
33 Lead the preparation of design development documents that integrate the architectural design and engineered building systems. 34 Analyze and coordinate the selection and design of building systems (e.g., structural, mechanical, electrical, fire safety, security) with consultants. 35 Lead the project team in the integration of the regulatory requirements into the design development documents. 36 Coordinate design with input from client and the overall project team (e.g., general contractor, building official), and evaluate/incorporate their inputs based on project requirements. 37 Perform value engineering and life-cycle cost analyses to advise owner about approaches for managing project costs. 38 Review design development documents with client for compliance with project requirements and to gain approval to proceed. 39 Analyze and integrate the selection of sustainable design strategies and technologies into the design. 40 Incorporate final conditions of discretionary approval into project documents. 41 Conduct constructability review of Design Development documents.	41 Knowledge of methods and procedures for evaluating and integrating building systems (e.g., structural, mechanical, electrical, plumbing, life safety, conveying, building systems controls) into the project design. 42 Knowledge of methods and procedures for evaluating building materials (e.g., material characteristics, performance, testing standards) for selection into the project design. 43 Knowledge of methods for incorporating sustainable design (e.g., energy conservation, resource management, indoor air quality) into project design and construction. 44 Knowledge of methods for identifying and evaluating the implications of special conditions (e.g., based on loading, soils, uses) on design and construction. 45 Knowledge of contents of design drawings and related documents required for agency approvals. 46 Knowledge of architect's role and responsibilities in leading project team in order to obtain necessary agency approvals at the appropriate time. 47 Knowledge of methods for analyzing initial and life-cycle costs to select materials and systems for project. 48 Knowledge of methods for performing a QA/QC review of Design Development documents including constructability. 49 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc.

IV. Design Development / Approvals (continued)

Task Statements	Knowledge Statements
	50 Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc. 51 Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC). 52 Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc. 53 Knowledge of methods and procedures for demonstrating design compliance with federal laws and authorities: ADA, Army Corps of Engineers, FAA, etc. 54 Knowledge of methods and procedures for demonstrating design compliance with National Standards: NFPA, ASTM, etc.

V. Construction Documents / Permitting

Task Statements	Knowledge Statements
42 Coordinate the preparation of the construction documents (e.g., architectural, structural, mechanical, civil, electrical, specs) and resolve potential conflicts or errors. 43 Modify construction documents based on changes in cost estimates including developing bidding alternates for client to consider. 44 Manage distribution and review of documents during the construction document and permit phases. 45 Prepare construction documents that meet program requirements and project goals, and present to client for approval. 46 Prepare construction documents and verify conformance with the conditions of prior agency approvals and applicable codes and regulations. 47 Perform a detailed review of construction documents for constructability and incorporate changes into final documents. 48 Manage the submittal of construction documents to regulatory agencies through initial submittal, coordinating responses, and obtaining approvals.	55 Knowledge of methods for performing a QA/QC review of construction documents including constructability, code compliance, etc. 56 Knowledge of the architect's role in reconciling client's budget with probable construction costs. 57 Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases. 58 Knowledge of methods and procedures for presenting contract documents to client for approval. 59 Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction. 60 Knowledge of methods for the detailed integration of building systems (e.g., clash detection, interdisciplinary overlays). 61 Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings). 62 Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal). 63 Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). 64 Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.

VI. Project Bidding and Construction

Task Statements	Knowledge Statements
49 Assist client in the bidding process (e.g., distribute documents, conduct pre-bid meetings, prepare addenda). 50 Assist client in selecting contractors and negotiating construction contracts. 51 Prepare bid documents appropriate to the selected delivery method. 52 Manage the initiation/processing of documents to record construction changes (e.g., Construction Change Directives, Architect's Supplemental Instructions, Change Orders). 53 Participate in pre-construction and pre-installation meetings with contractor as required by the contract documents. 54 Monitor project construction costs and schedule (e.g., review and certify contractor applications for payment, verify lien releases). 55 Review test, inspection, observation schedules, programs and reports for conformance with construction documents. 56 Review shop drawings and submittals during construction for conformance with design intent. 57 Conduct periodic site observations/field reports to confirm that construction is in general conformance with contract documents. 58 Respond to contractor Requests for Information. 59 Assist client with evaluating possible changes to the project during construction (e.g., cost, scope, schedule, quality). 60 Manage project close-out procedures (e.g., Certificate of Substantial Completion, Notice of Completion, verification of final lien releases, verification of public agency approvals) per contract 61 Conduct post-construction services (e.g., post-occupancy evaluations, extended commissioning, record drawings) per contract.	65 Knowledge of methods and procedures for preparing bidding documents based on project funding source (private/public) and delivery method. 66 Knowledge of architect's role and responsibilities related to construction bidding and negotiation processes. 67 Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects. 68 Knowledge of California laws related to design professional and contractor liens and their implications for the architect's and client's responsibilities. 69 Knowledge of the limits of the architect's role and responsibilities during construction (e.g., directing subcontractors, means and methods). 70 Knowledge of the interrelationships and responsibilities between the owner, architect, and contractor during construction. 71 Knowledge of methods for resolving conflicts that occur during construction (e.g., mediation, arbitration, litigation). 72 Knowledge of methods and procedures for developing and reviewing the contract documents package. 73 Knowledge of procedures for determining general conformance of construction with contract documents (e.g., observation, submittal reviews, RFIs). 74 Knowledge of methods and procedures for implementing changes during construction (e.g., Architect's Supplemental Instructions, Change Orders). 75 Knowledge of procedures for monitoring construction costs and schedules (e.g., reviewing and certifying payments to contractor, reviewing lien releases).

VI. Project Bidding and Construction (continued)

Task Statements	Knowledge Statements
62 Assist owner with resolving post-occupancy issues, (e.g., evaluation of building performance, warranty issues).	76 Knowledge of procedures for performing project close-out (e.g., Certificate of Substantial Completion, Notice of Completion, final lien releases). 77 Knowledge of the California construction laws related to minimum warranty periods. 78 Knowledge of code-required special inspections and testing (e.g., field welding, high-strength concrete). 79 Knowledge of State inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings. 80 Knowledge of the architect's role and responsibilities in providing contract administration services based on the client-architect agreement. 81 Knowledge of post-construction services (e.g., extended building commissioning, record document preparation, operational and maintenance programming, facilities management, post-occupancy evaluation). 82 Knowledge of the architect's role and responsibilities to client regarding changes to project during construction (e.g., cost, scope, schedule, quality).

APPENDIX E. EMAIL TO PRACTITIONERS

Dear Licensee:

You have been selected by the California Architects Board to participate in the 2014 Architect Occupational Survey. The purpose of the survey is to gather data on the job tasks performed by Architects as well as the knowledge and abilities required to perform those tasks. Your participation is essential to the success of this project.

You may complete the survey all at one sitting or return to it multiple times. Your individual response will be confidential. The Survey may be found at:

https://www.surveymonkey.com/s.aspx?sm=KkNx_2fSW_2bKTUWNWj0Zpsn6Q_3d_3d

Please complete the survey by July 18, 2014.

Any questions, please contact Justin Sotelo at Justin.sotelo@dca.ca.gov or 916 575-7216.

Your participation is essential to the success of this project.

CALIFORNIA ARCHITECTS BOARD

APPENDIX F. QUESTIONNAIRE

Architect Occupational Analysis

1. COVER LETTER

Dear Licensee:

The California Architects Board (Board) is conducting an occupational analysis of the Architect profession. The purpose of the occupational analysis is to identify the important tasks performed by Architects in current practice and the knowledge required to perform those tasks. Results of the occupational analysis will be used to update and improve the Architect California Supplemental Examination.

The Board requests your assistance in this process. Please take the time to complete the survey questionnaire as it relates to your current practice. Your participation ensures that all aspects of the profession are covered and is essential to the success of this project.

Your individual responses will be kept confidential. Your responses will be combined with responses of other Architects and only group trends will be reported. Your personal information will not be tied to your responses.

In order to progress through this survey, please use the following navigation buttons:

- • Click the **Next** button to continue to the next page.
  • Click the **Prev** button to return to the previous page.
  • Click the **Exit this survey** button to exit the survey and return to it at a later time.
  • Click the **Done/Submit** button to submit your survey as completed.

Any questions marked with an asterisk (*) require an answer in order to progress through the survey questionnaire.

Please Note: The survey automatically saves fully-completed pages, but will **not** save responses to questions on pages that were partially completed when the survey was exited. Once you have started the survey, you can exit at any time and return to it later without losing your responses as long as you fully completed the page before logging out and are accessing the survey from the same computer. For your convenience, the weblink is available 24 hours a day 7 days a week.

Please submit the completed survey questionnaire by July 18, 2014.

If you have any questions about completing this survey, please contact Justin Sotelo of CAB, Justin.Sotelo@dca.ca.gov; (916) 575-7216. The Board welcomes your participation in this project and thanks you for your time.

INSTRUCTIONS FOR COMPLETING THE DEMOGRAPHIC ITEMS

This part of the questionnaire contains an assortment of demographic items, the responses to which will be used to describe Architect practice as represented by the respondents to the questionnaire. Please note the instructions for each item before marking your response as several permit multiple responses.

INSTRUCTIONS FOR RATING TASK AND KNOWLEDGE STATEMENTS

This part of the questionnaire contains a list of tasks and knowledge descriptive of Architect practice in a variety of settings. Please note that some of the tasks or knowledge may not apply to your setting.

For each task, you will be asked to answer two questions: how often you perform the task **(frequency)** and how important the task is in the performance of your current practice **(importance)**. For each knowledge, you will be asked to answer one question: how important the knowledge is in the performance of your current practice **(importance)**.

Please rate each task and knowledge as it relates to your current practice as a licensed Architect. **Do not respond based on what you believe all Architects should be expected to know or be able to do.**

2. ARCHITECT OCCUPATIONAL ANALYSIS

The California Architects Board recognizes that every Architect practitioner may not perform all of the tasks and use all of the knowledge contained in this questionnaire. However, your participation is essential to the success of this project, and your contributions will help establish standards for safe and effective Architect practice in the state of California.

Complete this questionnaire only if you are currently licensed and practicing as an Architect in California.

3. PART I PERSONAL DATA

The information you provide here is voluntary and confidential. It will be treated as personal information subject to the Information Practices Act (Civil Code, Section 1798 et seq.) and it will be used only for the purpose of analyzing the ratings from this questionnaire.

4.

***1. Are you currently licensed and practicing in California as an Architect?**

- ◯ Yes
- ◯ No

5.

1. How many years have you been licensed and practicing in California?

- ◯ 0 to 5 years
- ◯ 6 to 10 years
- ◯ 11 to 20 years
- ◯ More than 20 years

2. How many years did you work in architecture before obtaining licensure in California?

- ◯ 0 to 3 years
- ◯ 4 to 6 years
- ◯ 7 to 10 years
- ◯ 11 to 15 years
- ◯ More than 15 years

3. How would describe your primary work setting?

- ◯ Architecture firm (as individual or group)
- ◯ Multidisciplinary firm
- ◯ Governmental agency
- ◯ Institution (e.g., hospital, school)
- ◯ Non-design Company (hotel, utility company, etc.)
- ◯ Construction firm
- ◯ Other (please specify)

4. How many other licensed Architects work in your organization?

- ◯ None
- ◯ 1 to 5
- ◯ 6 to 10
- ◯ More than 10

5. How many employees other than Architects work in your organization?

- ◯ None
- ◯ 1 to 10
- ◯ 11 to 20
- ◯ 21 to 30
- ◯ More than 30

6. How many hours per week do you work as an Architect?

- ◯ 0 to 10 hours
- ◯ 11 to 20 hours
- ◯ 21 to 39 hours
- ◯ 40 or more hours

7. What is the highest level of education you have completed?

- ◯ Technical certificate
- ◯ Associate's degree
- ◯ Bachelor’s degree
- ◯ Master’s degree
- ◯ Doctorate degree

8. In what major field of study did you receive your certificate or degree in?

Certificate program	
AA Degree	
BA/BS	
MA/MS	
Ph.D.	

9. Which of the following project types would you consider to be a specialty based on your expertise and experience? (Mark all that apply)

- ☐ Education (Community college, universities, K-12)
- ☐ Health care (Hospitals, clinics)
- ☐ Commercial (Office, mixed-use)
- ☐ Industrial (Factories, warehouse, utilities)
- ☐ Hospitality (Hotel, restaurant)
- ☐ Residential (Single-family, multifamily)
- ☐ Institutional (Military, justice, fire/police stations)

10. Over the past 5 years, what percentage of your work was performed in each of the following three areas? (use whole numbers; numbers should add to 100)

CA	
Other States	
International	

11. Over the past 5 years, what percentage of your work was performed for each of the following project clients? (use whole numbers; numbers should add to 100)

Government Agencies	
Private companies	
Non-profits	
Individual homeowners	

12. Which of the following licenses do you possess in addition to CA Architect? (Mark all that apply)

- ☐ Contractor
- ☐ Architect
- ☐ Engineer
- ☐ Architect (out of State)

13. Which of the following certificates do you possess? (mark all that apply)

- ☐ CA Access Specialist (CaASp)
- ☐ ACHA (health care)
- ☐ LEED
- ☐ CPM (project management)
- ☐ CCS (Certified Construction Specifier)
- ☐ CDT
- ☐ NCIDQ

14. On the average what percentage of your time is spent performing each of the following tasks in the course of your work? (use whole numbers; numbers should add to 100)

Construction documents	
Construction administration	
Agency review/approval	
Management/Administration	
Project Management	
Design	
Programming / Pre-Design	
Post-occupancy services	
Specification Writing	
QA/QC	
Bid Coordination	

15. Over the past 5 years, what percentage of your work was performed using each of the project delivery methods? (use whole numbers; numbers should add to 100)

Design – build	
Design – bid – build	
Integrated project delivery	
Public/private partnership	
Design – Owner Build	
Other (percentage)	

16. Over the past 5 years, what percentage of your work was performed using each of the following construction contract arrangements below? (use whole numbers; numbers should add to 100)

Guaranteed Max Price

Design – bid – build

Construction Management at Risk

Fee plus Cost

Multi-Prime

17. What percentage of the information exchange with each of the following parties is being done using electronic documents (e.g., texts/email, PDFs, Word docs)? (enter a percent between 0-100; use whole numbers)

Consultants

Contractors

Agency submittals

Owners

18. What percentage of your projects use BIM (Building Information Modeling)? (enter a percent between 0-100, use whole numbers,)

Percent of projects:

19. What percentage of your clients require BIM (Building Information Modeling) as part of their requested services? (enter a percent between 0-100, use whole numbers)

Percent of clients:

20. Over the past 5 years, what percentage of the design team consultants you worked with used BIM to generate their drawings? (enter a percent between 0 and 100; use whole numbers)

Percent of consultants

21. In what capacity do you or your firm perform BIM for your consultants:

	Yes	No
As part of your contract for project delivery?	◯	◯
As an added service?	◯	◯

22. Which type of setting best describes your primary work location?

☐ Urban (greater than 50,000 people)

☐ Rural (less than 50,000 people)

23. In what California county is your primary practice located?

- ◯ Alameda
- ◯ Alpine
- ◯ Amador
- ◯ Butte
- ◯ Calaveras
- ◯ Colusa
- ◯ Contra Costa
- ◯ Del Norte
- ◯ El Dorado
- ◯ Fresno
- ◯ Glenn
- ◯ Humboldt
- ◯ Imperial
- ◯ Inyo
- ◯ Kern
- ◯ Kings
- ◯ Lake
- ◯ Lassen
- ◯ Los Angeles
- ◯ Madera
- ◯ Marin
- ◯ Mariposa
- ◯ Mendocino
- ◯ Merced
- ◯ Modoc
- ◯ Mono
- ◯ Monterey
- ◯ Napa
- ◯ Nevada
- ◯ Orange
- ◯ Placer
- ◯ Plumas
- ◯ Riverside
- ◯ Sacramento
- ◯ San Benito
- ◯ San Bernardino
- ◯ San Diego
- ◯ San Francisco
- ◯ San Joaquin
- ◯ San Luis Obispo
- ◯ San Mateo
- ◯ Santa Barbara
- ◯ Santa Clara
- ◯ Santa Cruz
- ◯ Shasta
- ◯ Sierra
- ◯ Siskiyou
- ◯ Solano
- ◯ Sonoma
- ◯ Stanislaus
- ◯ Sutter
- ◯ Tehama
- ◯ Trinity
- ◯ Tulare
- ◯ Tuolumne
- ◯ Ventura
- ◯ Yolo
- ◯ Yuba

6. PART II RATING JOB TASKS

In this part of the questionnaire, please rate each task as it relates to your current practice as an Architect. Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign from one rating scale should not influence the ratings that you assign from the other rating scale.

If the task is NOT part of your current practice, rate the task “0“ (zero) Frequency and “0” (zero) Importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow for each list to see the ratings and then select the option based on your current job.

FREQUENCY RATING

How often are these tasks performed in your current job?
Use the following scale to make your rating.

0 - DOES NOT APPLY TO MY PRACTICE. I do not perform this task in my job.

1 - RARELY. This task is one of the tasks I perform least often in my practice relative to other tasks I perform.

2 - SELDOM. This task is performed less often relative to other tasks I perform in my practice.

3 - REGULARLY. This task is performed as often as other tasks I perform in my practice.

4 - OFTEN. This task is performed more often than most other tasks I perform in my practice.

5 - VERY OFTEN. This task is one of the tasks I perform most often in my practice.

IMPORTANCE RATING

HOW IMPORTANT are these tasks in the performance of your current practice?
Use the following scale to make your ratings.

0 - NOT IMPORTANT; DOES NOT APPLY TO MY PRACTICE. I do not perform this task in my practice.

1 - OF MINOR IMPORTANCE. This task is of minor importance for effective performance relative to other tasks; it has the lowest priority of all the tasks I perform in my current practice.

2 - FAIRLY IMPORTANT. This task is fairly important for effective performance relative to other tasks; however, it does not have the priority of most other tasks I perform in my current practice.

3 - MODERATELY IMPORTANT. This task is moderately important for effective performance relative to other tasks; it has average priority of all the tasks I perform in my current job.

4 - VERY IMPORTANT. This task is very important for performance in my practice; it has a higher degree of priority than most other tasks I perform in my current practice.

5 - CRITICALLY IMPORTANT. This task is one of the most critical tasks I perform in practice; it has the highest degree of priority of all the tasks I perform in my current practice.

1. TASK STATEMENTS

	Frequency	Importance
1. Advertise and solicit services in compliance with professional and legal requirements.		
2. Evaluate the project's opportunities and constraints for alignment with client goals and requirements.		
3. Assess preliminary project requirements including budget and schedule relative to own firm's/organization's business goals, resources, and expertise.		
4. Evaluate potential contractual risks and determine strategies to manage them.		
5. Collaborate with client to determine scope of work, project delivery method, deliverables, and compensation, etc., to prepare owner-architect agreement.		
6. Identify the local, state, and federal regulatory jurisdictions impacting project.		
7. Identify the project team members (e.g., architects, engineers, specialty consultants) and who is responsible for the contracting, management, and coordination of each member.		
8. Collaborate with client to determine the specific roles and responsibilities of project participants (e.g., owner's representative, architect, contractor, construction manager).		
9. Solicit the consultants to be contracted under the architect and evaluate their qualifications and scope of services based on project requirements.		
10. Implement strategies for managing contractual risk (QA/QC, peer review).		
11. Implement strategies for managing and documenting communication (e.g., point of contact, reporting methods) between the architect, client, and team and between the design team and external parties (e.g., agencies, stakeholders).		

12. Implement strategies to control risk and manage liability for the client (e.g., due diligence, accessibility).		
13. Manage client expectations related to the contracted scope of work (e.g., milestones, decision points).		
14. Manage the distribution and review of documents for project coordination.		
15. Establish documentation standards for the design team to support consistency and coordination.		
16. Establish standards for addressing conflicts that arise during the design and construction process.		
17. Conduct periodic progress meetings with design and project team to identify potential issues in work processes or team communication and develop plans to address the issues.		
18. Review and update construction cost estimates as required by contract.		
19. Manage the design team's fees, deliverables, and schedules to conform to contract.		
20. Perform or evaluate site feasibility studies (e.g., size, gradient, infrastructure, environmental conditions) to clarify and address project requirements.		
21. Assist client in evaluating design concepts based on budget, aesthetics, etc., to determine design direction.		
22. Review program with client to validate project requirements and gain approval to proceed.		
23. Provide consultants with program and background information to collaboratively develop the design concept.		
24. Develop the project program using multiple approaches (e.g., surveys, interviews) to identify and evaluate user needs.		
25. Present project to community groups and other stakeholders for their input and feedback.		

2. TASK STATEMENTS

	Frequency	Importance
26. Prepare models, renderings, sketches, etc., to help communicate project designs.		
27. Present schematic design documents that meet program requirements to client to obtain client's input and approval.		
28. Integrate sustainable design strategies and technologies into design.		
29. Identify the specific requirements of regulatory agencies and discuss their incorporation into the design/program with client and design team.		
30. Prepare and submit exhibits and application forms to governing agencies (e.g., Planning Department, Coastal Commission, Design Review Board) for discretionary approvals.		
31. Work with agency staff to incorporate proposed conditions of discretionary approval into project documents.		
32. Develop design concepts based on program requirements and constraints placed by applicable laws, local codes, ordinances, etc.		
33. Lead the preparation of design development documents that integrate the architectural design and engineered building systems.		
34. Analyze and coordinate the selection and design of building systems (e.g., structural, mechanical, electrical, fire safety, security) with consultants.		
35. Lead the project team in the integration of the regulatory requirements into the design development documents.		
36. Coordinate design with input from client and the overall project team (e.g., general contractor, building official), and evaluate/incorporate their inputs based on project requirements.		
37. Perform value engineering and life-cycle cost analyses to advise owner about approaches for managing project costs.		
38. Review design development documents with client for compliance with project requirements and to gain approval		

to proceed.		
39. Analyze and integrate the selection of sustainable design strategies and technologies into the design.		
40. Incorporate final conditions of discretionary approval into project documents.		
41. Conduct constructability review of Design Development documents.		
42. Coordinate the preparation of the construction documents (e.g., architectural, structural, mechanical, civil, electrical, specs) and resolve potential conflicts or errors.		
43. Modify construction documents based on changes in cost estimates including developing bidding alternates for client to consider.		
44. Manage distribution and review of documents during the construction document and permit phases.		
45. Prepare construction documents that meet program requirements and project goals, and present to client for approval.		
46. Prepare construction documents and verify conformance with the conditions of prior agency approvals and applicable codes and regulations.		
47. Perform a detailed review of construction documents for constructability and incorporate changes into final documents.		
48. Manage the submittal of construction documents to regulatory agencies through initial submittal, coordinating responses, and obtaining approvals.		
49. Assist client in the bidding process (e.g., distribute documents, conduct pre-bid meetings, prepare addenda).		
50. Assist client in selecting contractors and negotiating construction contracts.		

3. TASK STATEMENTS

	Frequency	Importance
51. Prepare bid documents appropriate to the selected delivery method.		
52. Manage the initiation/processing of documents to record construction changes (e.g., Construction Change Directives, Architect's Supplemental Instructions, Change Orders).		
53. Participate in pre-construction and pre-installation meetings with contractor as required by the contract documents.		
54. Monitor project construction costs and schedule (e.g., review and certify contractor applications for payment, verify lien releases).		
55. Review test, inspection, observation schedules, programs and reports for conformance with construction documents.		
56. Review shop drawings and submittals during construction for conformance with design intent.		
57. Conduct periodic site observations/field reports to confirm that construction is in general conformance with contract documents.		
58. Respond to contractor Requests for Information.		
59. Assist client with evaluating possible changes to the project during construction (e.g., cost, scope, schedule, quality).		
60. Manage project close-out procedures (e.g., Certificate of Substantial Completion, Notice of Completion, verification of final lien releases, verification of public agency approvals) per contract		
61. Conduct post-construction services (e.g., post-occupancy evaluations, extended commissioning, record drawings) per contract.		
62. Assist owner with resolving post-occupancy issues, (e.g., evaluation of building performance, warranty issues).		

7. PART III. RATING JOB KNOWLEDGE

In this part of the questionnaire, rate each of the knowledge statements based on how important the knowledge is to successful performance in your practice. If a knowledge statement is NOT part of your job, then rate it “0” (zero) for Importance.

The boxes for rating the Importance of each knowledge statement have a drop-down list. Click on the “down” arrow for each list to see the ratings. Then select the rating based on your current practice.

IMPORTANCE RATING

HOW IMPORTANT is this knowledge in the performance of your current practice?
Use the following scale to make your ratings.

0 DOES NOT APPLY TO MY PRACTICE; NOT REQUIRED; this knowledge is not required to perform in my practice.

1 OF MINOR IMPORTANCE; this knowledge is of minor importance for performance of my practice relative to all other knowledge.

2 FAIRLY IMPORTANT; this knowledge is fairly important for performance of my practice relative to all other knowledge.

3 MODERATELY IMPORTANT; this knowledge is moderately important for performance of my practice relative to all other knowledge.

4 VERY IMPORTANT; this knowledge is very important for performance of my practice relative to all other knowledge.

5 CRITICALLY IMPORTANT; this knowledge is essential for performance of my practice relative to all other knowledge.

Architect Occupational Analysis

1. Knowledge Statements

	Importance
1. Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp).	
2. Knowledge of different project delivery methods and the architect's and project team's corresponding roles and responsibilities (e.g., to client, as part of team).	
3. Knowledge of options for tailoring architectural services to meet the client and project needs.	
4. Knowledge of types of contracts and their application to the scope of work and the project's service requirements (client, consultant, etc.).	
5. Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection).	
6. Knowledge of consultants (e.g., civil, structural, MEP, geotechnical), the services they provide, and their applications to meeting project requirements.	
7. Knowledge of methods for evaluating own/firm's capabilities and capacities in relation to project requirements.	
8. Knowledge of approaches for increasing the capability and/or capacity of the architect/firm to meet project requirements.	
9. Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements.	
10. Knowledge of methods for evaluating client goals and resources in order to identify/define the preliminary project requirements, budget, and schedule.	
11. Knowledge of procedures and standard practices for documenting contractual milestones (e.g., decisions, changes, approvals).	
12. Knowledge of methods and techniques for communicating with client, project team, contractors, agencies, and stakeholders (e.g., meetings, emails, letters, minutes, transmittals, phone logs, visual aids).	
13. Knowledge of architect's role and responsibilities for managing project and contractual risk for the architect and client.	
14. Knowledge of methods and techniques for using technological resources (e.g., BIM/CAD, imaging software, web-based applications) to support communication with client and team.	
15. Knowledge of the architect's role and responsibilities in orchestrating the architect's consultants and the entire project team.	
16. Knowledge of the architect's professional and contractual responsibilities related to the client.	
17. Knowledge of methods for controlling project costs (e.g., value engineering, life-cycle costing, cost estimating).	

18. Knowledge of procedures for preparing and monitoring the project budget including hard and soft costs.	
19. Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.	
20. Knowledge of methods and techniques for resolving conflicts that occur during design and construction.	
21. Knowledge of methods, techniques, and procedures for conducting predesign services (e.g., programming, feasibility studies, site analysis).	
22. Knowledge of methods for evaluating and finalizing the program to determine feasibility and conformance to client's project requirements.	
23. Knowledge of methods for developing design solutions with the involvement of client, users, consultants, and stakeholders.	
24. Knowledge of methods and procedures for developing the schematic design deliverables.	
25. Knowledge of procedures for obtaining and interpreting data about the existing built environment to determine impacts on project.	
26. Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction.	
27. Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations.	
28. Knowledge of processes and procedures for obtaining discretionary approvals.	
29. Knowledge of processes and procedures for compliance with local codes and ordinances related to design.	
30. Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction.	

2. Knowledge Statements

	Importance
31. Knowledge of methods and procedures for complying with California Coastal Act as it related to design and construction.	
32. Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust).	
33. Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc.	
34. Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes.	
35. Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design and construction.	
36. Knowledge of methods and procedures for complying with the California Health and Safety Code related to design and construction.	
37. Knowledge of methods and procedures for complying with the California water quality regulations related to design and construction.	
38. Knowledge of the Americans with Disabilities Act (ADA) with regard to how it impacts architectural practice (e.g., client and architect responsibilities, design, construction).	
39. Knowledge of national standards (e.g., UL, ANSI, ASTM, Factory Mutual) relevant to design and construction.	
40. Knowledge of methods and procedures for incorporating sustainable design strategies and technologies into design and construction.	
41. Knowledge of methods and procedures for evaluating and integrating building systems (e.g., structural, mechanical, electrical, plumbing, life safety, conveying, building systems controls) into the project design.	
42. Knowledge of methods and procedures for evaluating building materials (e.g., material characteristics, performance, testing standards) for selection into the project design.	
43. Knowledge of methods for incorporating sustainable design (e.g., energy conservation, resource management, indoor air quality) into project design and construction.	
44. Knowledge of methods for identifying and evaluating the implications of special conditions (e.g., based on loading, soils, uses) on design and construction.	
45. Knowledge of contents of design drawings and related documents required for agency approvals.	

46. Knowledge of architect's role and responsibilities in leading project team in order to obtain necessary agency approvals at the appropriate time.	
47. Knowledge of methods for analyzing initial and life-cycle costs to select materials and systems for project.	
48. Knowledge of methods for performing a QA/QC review of Design Development documents including constructability.	
49. Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc.	
50. Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc.	
51. Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC).	
52. Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc.	
53. Knowledge of methods and procedures for demonstrating design compliance with federal laws and authorities: ADA, Army Corps of Engineers, FAA, etc.	
54. Knowledge of methods and procedures for demonstrating design compliance with National Standards: NFPA, ASTM, etc.	
55. Knowledge of methods for performing a QA/QC review of construction docs including constructability, code compliance, etc.	
56. Knowledge of the architect’s role in reconciling client’s budget with probable construction costs.	
57. Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases.	
58. Knowledge of methods and procedures for presenting contract documents to client for approval.	
59. Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction.	
60. Knowledge of methods for the detailed integration of building systems (e.g., clash detection, interdisciplinary overlays).	

3. Knowledge Statements

	Importance
61. Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings).	
62. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal).	
63. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).	
64. Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.	
65. Knowledge of methods and procedures for preparing bidding documents based on project funding source (private/public) and delivery method.	
66. Knowledge of architect's role and responsibilities related to construction bidding and negotiation processes.	
67. Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects.	
68. Knowledge of California laws related to design professional and contractor liens and their implications for the architect's and client's responsibilities.	
69. Knowledge of the limits of the architect's role and responsibilities during construction (e.g., directing subcontractors, means and methods).	
70. Knowledge of the interrelationships and responsibilities between the owner, architect, and contractor during construction.	
71. Knowledge of methods for resolving conflicts that occur during construction (e.g., mediation, arbitration, litigation).	
72. Knowledge of methods and procedures for developing and reviewing the contract documents package.	
73. Knowledge of procedures for determining general conformance of construction with contract documents (e.g., observation, submittal reviews, RFIs).	
74. Knowledge of methods and procedures for implementing changes during construction (e.g., Architect's Supplemental Instructions, Change Orders).	
75. Knowledge of procedures for monitoring construction costs and schedules (e.g., reviewing and certifying payments to contractor, reviewing lien releases).	
76. Knowledge of procedures for performing project close-out (e.g., Certificate of Substantial Completion, Notice of Completion, final lien releases).	
77. Knowledge of the California construction laws related to minimum warranty periods.	
78. Knowledge of code-required special inspections and testing (e.g., field	

welding, high-strength concrete).

79. Knowledge of State inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.	
80. Knowledge of the architect's role and responsibilities in providing contract administration services based on the client-architect agreement.	
81. Knowledge of post-construction services (e.g., extended building commissioning, record document preparation, operational and maintenance programming, facilities management, post-occupancy evaluation).	
82. Knowledge of the architect's role and responsibilities to client regarding changes to project during construction (e.g., cost, scope, schedule, quality).	

8. FINISHED

THANK YOU FOR COMPLETING THIS SURVEY QUESTIONNAIRE.

DISCUSS AND POSSIBLE ACTION ON REVIEW OF THE NATIONAL EXAMINATION AND LINKAGE STUDY TO BE CONDUCTED BY OPES

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 (Architect Registration Examination [ARE]) development process, and a linkage study to determine the appropriate content for ongoing California Supplemental Examination (CSE) development.

Business and Professions Code section 139 requires boards and bureaus that use a national examination and a state examination to conduct a psychometric process review, along with a linkage study. The linkage study is used to identify those areas of California architectural practice for which a national examination could be used and those which require a California-specific examination to be developed.

Specific to the Board, the Office of Professional Examination Services (OPES) is scheduled to commence conducting a review of the ARE development process, with which the National Council of Architectural Registration Boards is assisting by providing the necessary documentation and information. Afterwards, a linkage study will be performed between the results of the new OA and the content of the ARE. The final CSE Test Plan will be developed at the conclusion of the linkage study and presented to the Board at a future meeting planned for late 2015.

At this meeting, OPES staff will be available to answer any questions Board members may have regarding the ARE review and linkage study.

DEPUTY ATTORNEY GENERAL PRESENTATION: THE BOARD'S ROLE IN THE DISCIPLINARY PROCESS

Deputy Attorney General Gregory Tuss will provide an overview of the Board's role in the disciplinary process for cases that warrant formal enforcement or disciplinary action by the Board.

A key part of the presentation will focus on the disciplinary proceedings for architects. The Administrative Procedure Act (Government Code, sections 11500 through 11528) prescribes the process necessary to deny, suspend, or revoke a license.

Mr. Tuss' presentation will provide the Board members with the opportunity to ask questions and discuss their role in the formal administrative disciplinary process.

Attachments:
1. Closed Session – Disciplinary Decisions
2. Memorandum from Department of Consumer Affairs Legal Affairs Division, dated July 23, 1997, regarding Ex Parte Communications
3. Suggestions for Reviewing the Record and Preparing to Discuss and Render a Decision after Nonadoption
4. Factors to Consider When Deciding Whether to Adopt or Nonadopt a Proposed Decision
5. Glossary

CLOSED SESSION
DISCIPLINARY DECISIONS

The background information provided below is contained in the Department of Consumer Affairs Reference Manual for Board Members and gives an overview of part of a board's disciplinary process. Certain aspects of this overview were changed by the passage of SB 523 (Kopp, Chapter 938, Statutes of 1995). The changes regarding ex parte communications are described in the memorandum attached after the overview.

Accusation/Statement of Issues

The principal responsibilities of licensing boards are to determine whether a license should be issued and whether a disciplinary action should be taken against a license. The Administrative Procedure Act (Government Code, Sections 11500 through 11528) prescribes the process necessary to deny, suspend or revoke a license. An action to suspend or revoke a license is initiated by the filing of an Accusation. An action to deny a license is initiated by the filing of a Statement of Issues.

In disciplinary matters, a Deputy Attorney General (DAG) acts as the board's attorney and coordinates all necessary legal procedures. If a case is referred to the Office of the Attorney General and accepted for prosecution, the DAG assigned the matter will prepare a Statement of Issues or an Accusation. The person against whom the action is filed is called the respondent.

Once drafted, the Statement of Issues or Accusation is forwarded to the Executive Officer (EO) for approval. Except where the preparation of administrative pleadings are voluminous and routine, the EO will normally review an Accusation or Statement of Issues for accuracy. Board staff will then assign a case number, and the EO will sign it before returning it to the Attorney General's Office for service on the respondent.

The document is then served on the respondent. The respondent may contest the charges by filing a Notice of Defense, since the law requires an opportunity for a hearing.

The DAG will then schedule a hearing before an Administrative Law Judge (ALJ) from the Office of Administrative Hearings.

Hearing Process

An administrative hearing is similar to a trial in a civil or criminal court. Both parties introduce evidence (oral and documentary) and the respondent has a right to confront his or her accusers.

Although a board may sit with an ALJ and hear the case, most cases are heard by the ALJ because it is an expensive procedure and may require from several days to several weeks of time.

Proposed Decision

After hearing the case and considering all the evidence presented, the ALJ renders a Proposed Decision that contains findings of fact, a determination of issues and a proposed penalty (assuming a violation is found). This Proposed Decision is submitted to the board for consideration and final decision.

It is critical for board members to remember that the only evidence upon which a decision may be based is the evidence presented at the hearing. Evidence received outside the hearing (e.g., through telephone calls, reputation in the professional community, letters, information from staff, etc.) may not be considered. The respondent's constitutional right to due process may be violated and the entire disciplinary action may be invalidated if the evidence is received outside the hearing. If board members receive such outside information, they must disqualify themselves from voting on the case and from participating in discussions regarding final action on the case.

The board may vote on the Proposed Decision by mail ballot or at a meeting in a closed session. A board has three basic options when considering a Proposed Decision: (a) adopt the Decision as written, including the proposed penalty; (b) adopt the Decision and reduce the penalty; or (c) not adopt the Proposed Decision. The Proposed Decision must be voted upon by the board within 100 days of receipt or it becomes final as proposed by the ALJ.

Rejecting a Decision

A board may choose not to adopt a Proposed Decision of an ALJ for several reasons which might be grouped generally under the following categories:

- The board finds the penalty or terms of probation inappropriate to the violation(s).
- The board disagrees with the ALJ's determination of the issue(s) in the case.
- The board disagrees with the ALJ's findings and determination that no grounds for discipline exist.

When a Proposed Decision is not adopted, the board is required to obtain a copy of the transcript of the hearing and documentary evidence unless this requirement is waived by all parties. Each Board member must read the entire transcript and consider only that evidence presented at the hearing. The DAG and the respondent are entitled to submit oral or written arguments on the case to the board. The board must render its own decision after reading the transcript and arguments within 100 days from the receipt of the transcript. Only that part of the Decision which the board disagrees with should be rewritten. The Department's Legal Office or the DAG can prepare the board's Decision.

After promulgation, prompt service of the Decision should be made on the parties affected.

Petition for Reconsideration

A respondent may petition the board within 30 days of the effective date of a Decision for reconsideration of the Decision rendered. In this instance, the respondent will present a written argument to the board requesting dismissal of the charges or modification of the penalty. If the 30-day time period lapses or the board does not act on the petition, it is deemed to be denied.

Appeal Process

A respondent has the right to appeal disciplinary action imposed by a board by filing a writ of administrative mandamus in a Superior Court. This may include a request by the respondent for a stay or postponement of the board's Decision invoking disciplinary action. A court has the authority to uphold or set aside a Decision or return the case to the board with specific directions for further consideration.

A Decision rendered by a Superior Court can be further appealed to the Court of Appeals and then to the Supreme Court by either the board or the respondent.

Stipulation

Once an Accusation has been filed, rather than proceeding to a formal hearing, the parties may stipulate (agree) to a determination of the violations charged against the respondent and to a proposed penalty. Stipulations are negotiated and drafted by the DAG representing the board and the respondent and his/her legal counsel. In negotiating a stipulation, the DAG is encouraged to work closely with the board's EO to arrive at a stipulation that will be acceptable to the board.

The stipulation is presented to the board for its consideration in much the same way that a Proposed Decision is presented. In the case of a stipulation, the board has more latitude to modify its terms as part of the negotiation process and to look beyond the mere contents of an Accusation, though it should confine its consideration to information that is relevant to the charges at hand. While there is no time limit within which a stipulation must be considered, any undue delays should be avoided.

Stipulations are strongly encouraged because they significantly reduce the time and money spent in prosecuting a disciplinary action. Each day of a formal hearing will cost a board approximately $1,600.00.

STATE OF CALIFORNIA

Memorandum

TO: BOARD CHAIRS,
EXECUTIVE OFFICERS,
BUREAU CHIEFS,
REGISTRARS,
PROGRAM CHIEFS

Date: July 23, 1997

Telephone: (916) 322-5252
CALNET: 8-492-5252
FAX: (916) 323-0971
Legal Office (916) 445-4216

From: **Department of Consumer Affairs**
Legal Affairs Division

Subject: **Ex Parte Communications under SB 523**

Senate Bill 523 made substantial amendments to the Administrative Procedure Act as it governs the administrative disciplinary process. (Stats. 1995, Chapt. 938) Among its important provisions are those governing ex parte communications. This memorandum is intended to provide legal guidance to board members and agency staff so they are aware of prohibited ex parte communications.

[All statutory references herein are to the Government Code unless otherwise specified.]

General Prohibition

SB 523 contains comprehensive provisions prohibiting ex parte communications. An ex parte communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

> "While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication."

"Presiding officer" is defined as "the agency head, member of the agency head [i.e., board members], administrative law judge, hearing officer, or other person who presides in an adjudicative proceeding." (§11405.80.)

"Agency head" is defined as "a person or body [i.e., the board] in which the ultimate legal authority of an agency is vested, and includes a person or body to which the power to act is delegated pursuant to authority to delegate the agency's power to hear and decide." (§11405.40.)

Subdivision (a) of section 11430.70 states that "the provisions of this article governing ex parte communications to the presiding officer also govern ex parte communications in an adjudicative proceeding to the agency head or other person or body to which the power to hear or decide in the proceeding is delegated."

Except as specifically provided in the statutory exceptions discussed below, this means that board enforcement staff are precluded from communicating with ALJs, board members, or the DCA decision-maker during the pendency of an administrative disciplinary action, including participating in closed session discussions regarding proposed decisions.

Exceptions to the Prohibition

There are several exceptions to the prohibition against ex parte communications, including the following of particular interest to DCA's boards and programs.

Procedure or Practice Exception

Subdivision (b) of section 11430.20 allows an ex parte communication if "the communication concerns a matter of procedure or practice, including a request for a continuance, that is not in controversy."

Assistance or Advice Exception

Section 11430.30 contains two additional pertinent exceptions. Subdivision (a) authorizes an ex parte communication if:

> "The communication is for the purpose of assistance and advice to the presiding officer from a person who has not served as investigator, prosecutor, or advocate in the proceeding or its preadjudicative stage. An assistant or advisor may evaluate the evidence in the record but shall not furnish, augment, diminish, or modify the evidence in the record." (Emphasis added.)

Settlement Proposal Exception

Subdivision (b) of section 11430.30 allows an ex parte communication "for the purpose of advising the presiding officer concerning a settlement proposal advocated by the advisor."

Background

For our purposes, we'll designate two time periods when ex parte communications could take place. First, at a closed session where a proposed decision or settlement is being discussed and acted upon. Second, at any other time while the disciplinary proceeding is pending. We'll address these issues separately.

Legal Advice and Guidance

Except as specifically authorized, the prohibition on ex parte communications extends to communications during the pendency of the proceeding to the ALJ, and to the board members or DCA-designated decision-makers who will ultimately make the final decision in the case. While there clearly are statutory exceptions to the prohibitions against ex parte communications, the Legal Affairs Division would urge extreme caution by staff in making such communications.

Communications During Board Closed Sessions

Under section 11430.10, board staff is prohibited from participating in closed session discussions regarding proposed decisions, with the following exception.

If a board member asks a question regarding a matter of "procedure or practice," and the procedure or practice is not in controversy in the case, the staff member may respond. (§11430.20(b).) Examples of this type of question may be:

"What are our options with respect to this proposed decision?," or

"What is the process if this proposed decision is non-adopted?," or

"What does it mean to 'stay' the decision to allow for reconsideration?"

If such questions are asked in closed session, your board's Legal Office attorney will typically provide necessary guidance to the board and staff, and may well respond to the question him or herself.

When a settlement proposal is submitted to a board for consideration, the Deputy Attorney General handling the case typically submits a memorandum discussing the merits of the settlement. Under section 11430.30(b), noted above, board enforcement staff may indicate its concurrence with the Deputy's recommendation regarding the settlement proposal and advocate for its adoption.

According to California Law Revision official comments, subdivision (b) of section 11430.30 "is limited to advice in support of a proposed settlement; the insider may not use the opportunity to argue against a previously agreed-to settlement."

Communications While a Proceeding is Pending

Board enforcement staff is prohibited under section 11430.10 from an ex parte communication with an ALJ, board members, or DCA-designated decision-makers while a proceeding is pending.

During the pendency of a proceeding, board enforcement staff may be asked questions about a particular case by board members. The general prohibition on responding (i.e., engaging in an ex parte communication) would apply, unless (a) the question involved a procedure or practice that was not in controversy, or (b) the question involved a settlement proposal and the board member was seeking the staff's position on the proposal.

We note that subdivision (a) of section 11430.30 authorizes a person who has not served as an investigator, prosecutor, or advocate to engage in an ex parte communication to assist or advise the presiding officer. Because of the limitation in the statute, this exception would not be available to enforcement staff who have been involved in the case at isue and would not authorize them to engage in ex parte communications. Your Legal Office attorney is available to provide such advice or assistance to the agency head or board members.

Subdivision (a) of section 11430.30 also authorizes an assistant or advisor to evaluate the evidence in the record so long as he or she does not furnish, augment, diminish, or modify the evidence in the record. The Legal Office would again urge caution in any

such ex parte communications, as it would be extremely easy for a respondent, or his/her counsel, to contend that the communication augmented, diminished or modified the record. Again, your Legal Office attorney can provide this assistance to the agency head or board members.

Practical Tip: If your personnel resources allow it, you may wish to cross-train your staff so that several persons are knowledgeable regarding the administrative disciplinary process. This would allow a staff person who is not responsible for a particular case to answer procedural questions from board members or decision-makers, or offer assistance or advice to such persons, regarding that case. In its official comments, the California Law Revision Commission states that "The sort of participation that is intended to be disqualifying is meaningful participation that is likely to affect an individual with a commitment to a particular result in the case." Again, caution must be exercised so that the communication does not augment, diminish or modify the record. Keep in mind that you clearly want to avoid an ex parte communication becoming the focus of the case, thereby distracting from the merits of disciplinary action.

Communications by Respondent Applicants or Licensees to Board Members or DCA-designated Decision Makers

Occasionally an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact board members, the DCA director, or a designated DCA decision-maker. If this occurs, we offer the following advice.

If the communication is written, the person should read only far enough to determine the nature of the communication. Once he or she realizes it is from a person against whom an action is pending, they should reseal the documents and send them to the board's executive officer or enforcement coordinator, or DCA's Enforcement Chief, whichever is applicable.

If a board member or decision-maker receives a telephone call from an applicant or licensee against whom an action is pending, he or she should immediately tell the person they cannot speak to them about the matter. If the person insists on discussing the case, he or she should be told that the board member or decision-maker will be required to recuse him or herself from any participation in the matter. Therefore, continued discussion is of no benefit to the applicant or licensee.

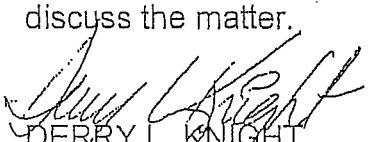
Reporting Ex Parte Communications

If a presiding officer (board member or DCA-designated decision-maker) believes that he or she has received an unlawful ex parte communication, he or she should first contact the agency's assigned Legal Office attorney. If it is determined that an unlawful communication was made, Government Code §11430.50 requires the following action by the officer. If the communication is written, the communication and any response by the presiding officer must be made a part of the official record. If the communication is oral, a memorandum stating the substance of the communication, the identity of the person from whom it was received, and any response by the presiding officer must be made a part of the official record. The presiding officer is required to notify all parties that the communication has been made a part of the official record. A request by a party to comment on the ex parte communication must be made within 10 days. An opportunity for comment shall be allowed, and, in his or her discretion, the presiding officer may allow the taking of evidence on the matter.

Summary and Conclusion

As stated above, the Legal Affairs Division urges caution in engaging in any ex parte communications. Boards certainly do not want to expend additional resources and funds litigating whether an ex parte communication was legally authorized, and thereby take the focus off the merits of whether grounds for discipline exist.

We hope the above information is helpful. If you have any questions regarding a specific issue that has arisen, please contact your assigned Legal Office attorney to discuss the matter.



DERRY L. KNIGHT
Deputy Director
Legal Affairs

cc: Marjorie Berte
Nancy Campbell
Kathy Nelson Turner
Ray Saatjian
Legal Office Attorneys
Ron Russo
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Joel Primes

SUGGESTIONS FOR:
REVIEWING THE RECORD
PREPARING TO DISCUSS
RENDERING A DECISION AFTER NONADOPTION

Background

Licensing boards are authorized to nonadopt a proposed decision of an Administrative Law Judge (ALJ), and adopt their own decision. Occasionally, board members will agree with the ALJ's factual findings and legal determinations, and simply find the penalty inappropriate given the serious nature of the conduct. In such a case, members' review of the case record will not be as intensive or comprehensive as the review process suggested below. However, where board members question the factual or legal findings of the ALJ, we offer the following suggestions for an efficient, effective review of the case record.

The record which must be reviewed by board members to issue a decision after nonadoption includes the (a) accusation, (b) proposed decision, (c) order of nonadoption, (d) transcript of the hearing and the exhibits, (e) written and oral argument of the respondent's attorney, and (f) the written and oral argument of the Deputy Attorney General.

Administrative Record

Accusation

Read this first. Make written notes of the code sections charged and a brief description of what they cover. [For example: B&P §2960(h) - Disclosure of confidential information; B&P §2960(j) - Gross negligence.] Frequently refer to these notes during your reading of the entire record. Carefully read the facts that are alleged to prove the code violations.

In an accusation, the burden is on the Board to prove the violations by "clear and convincing evidence to a reasonable certainty." In a citation, the burden is on the Board to prove the violations by a preponderance of the evidence.

Proposed Decision

Read this next. If "gross negligence," "repeated negligent acts," or "substantially- related" conduct is alleged, expert testimony will be necessary to prove the violations.

Read the factual findings of the ALJ. Did the ALJ find the facts were proven? If not, why not? Was sufficient evidence introduced to prove the facts? Did the witnesses' testimony prove the facts? Did the ALJ find some witnesses more credible than others? If so, why? To which expert's testimony did the ALJ give the most weight? Why? Did the ALJ consider any evidence of mitigation introduced by the respondent? <u>Pay close attention to the ALJ's factual findings as you will need to evaluate them when you read the transcript.</u>

Read the legal conclusions of the ALJ, typically called the "Determination of Issues." This is where the ALJ determines whether the facts proven constitute a violation of the code sections.

Read the "Order" which contains the proposed penalty. Is it appropriate given the violations found?

Order of Nonadoption

This document is legally necessary. No need to pay much attention to it.

Transcript of the Hearing

Read this document next. Make frequent reference to your notes, asking yourself "Is the evidence introduced proving the facts and the violations alleged?"

Sufficiency of the Evidence

Has "clear and convincing evidence to a reasonable certainty" been introduced to prove each factual allegation? You must have this evidence to support a finding.

Percipient Witnesses

Have the witnesses who saw and/or heard something relevant proven the facts? Keep in mind the ALJ's credibility findings. Do you agree with his or her findings? If not, what evidence supports your conclusion as to who is more credible?

Expert Witnesses

Experts are necessary to prove that certain conduct constituted a departure from the standard of care (negligence), or an extreme departure from the standard of care (gross negligence), or that certain conduct is "substantially related to the functions, qualifications, or duties of the [particular licensee]."

Which expert's testimony was given most weight by the ALJ? Why? Do you agree? If not, what evidence in this record supports your conclusion?

Admission of Evidence

The transcript may contain many pages of the attorneys arguing over the admission of evidence. Do not waste much time reviewing this. You can always review this later if it continues to be an issue.

Written Argument After Nonadoption

By the Respondent's Attorney

Read this argument before you read the DAG's argument. This argument will focus on the weaknesses of the board's case and the strengths of the respondent's case. It will force you to answer the hard questions as to whether (a) the facts were proven, (b) the law was violated, and (c) the penalty is appropriate.

By the Deputy Attorney General

Read this argument next. The DAG will contend the facts are clearly proven and they constitute a violation of the law. Since the burden of proof is on the board, ask whether the burden of proof has been met. Has the DAG adequately and convincingly responded to the contentions of the respondent's attorney, as they legitimately relate to the burden of proving the case?

Again Review the Proposed Decision

After you have reviewed the accusation, the proposed decision, the transcript of the hearing, and the written argument of the attorneys, go back and again read the proposed decision. You should now have a complete picture of the case. Make notes on the proposed decision where you agree and disagree with the ALJ as to the factual findings, the legal conclusions, and the proposed penalty. If you disagree, note the specific evidence in the record that supports your conclusion. You must cite "clear and convincing evidence beyond a reasonable certainty" to make a finding.

Oral Argument After Nonadoption

The oral arguments by the respondent's attorney and the DAG typically highlight the points made in the written argument. Board members may ask questions to clarify matters that may be confusing. Questions may not raise issues or facts outside the existing record.

Summary and Conclusion

Hopefully, the suggestions in this memorandum will help you to systematically, intelligently, and efficiently review the administrative record in a complex or voluminous case.

During your entire review of the record, keep in mind the code sections alleged to have been violated and the facts alleged to have occurred. If you keep this as your focus, your evaluation of all of the elements of the case should make your decision after nonadoption much easier. Your thorough review, and well-reasoned and clearly supportable findings, will also help to ensure the legal soundness of your final decision.

FACTORS TO CONSIDER WHEN DECIDING WHETHER TO ADOPT OR NONADOPT A PROPOSED DECISION

A. Consider adopting an ALJ's proposed decision where:

1. The summary of the evidence supports the findings of fact, and the findings support the conclusions of law.

2. The law and standards of practice are interpreted correctly.

3. In those cases in which witness credibility is crucial to the decision (such as in sexual misconduct cases), the findings of fact include a determination based substantially on a witness' credibility, and the determination identifies specific evidence of the observed demeanor, manner, or attitude of the witness that supports the credibility determination.

4. The penalty fits within the disciplinary guidelines or any deviation from those guidelines has been adequately explained.

5. If probation is granted, the terms and conditions of probation provide the necessary public protection.

6. The costs of proceeding with nonadoption far exceed the severity of the offense and the probability is high that respondent will be successful.

B. Consider nonadopting an ALJ's proposed decision where:

1. The proposed decision reflects the ALJ clearly abused his/her discretion.

2. The ALJ made an error in applying the relevant standard of practice for the issues in controversy at the hearing.

3. Witness credibility is crucial to the decision (such as in sexual misconduct cases), the findings of fact include a determination based substantially on a witness' credibility, <u>but</u> the determination <u>does not</u> identify specific evidence of the observed demeanor, manner, or attitude of the witness that supports the credibility determination.

4. The ALJ made an error in interpreting the licensing law and/or regulations.

5. The ALJ made correct conclusions of law and properly applied the standards of practice but the penalty is substantially less than is appropriate to protect the public.

Rev. 4-30-04

GLOSSARY

An understanding of the following terminology is helpful when reviewing cases.

Accusation: The initial pleading, which forms the procedural basis for the administrative charge. It is a written statement of charges against a respondent/licensee. If the accusation is defective, the entire proceeding may be rendered null and void. The burden of proof is on the Board.

Administrative Hearing: A proceeding wherein evidence is presented for the purpose of determining an issue of fact and reaching a decision on the basis of that evidence.

Administrative Law Judge (ALJ): The presiding officer at an administrative hearing. The Administrative Law Judge hears testimony from the assigned Deputy Attorney General representing the Board, and the defendant's attorney or the defendant/licensee. His/her power is essentially one of recommendation. Final decision-making power rests with the Board.

Administrative Procedures Act: That part of the government code which establishes the process and deadlines for talking disciplinary action against a licensee or applicant.

Affidavit: A written ex parte statement made or taken under oath before an officer of the court or a notary public or other person who has been duly authorized so to act. An affidavit must accompany a subpoena or subpoena duces tecum.

Allegation: An assertion of fact. A statement of the issue that the Board is prepared to prove.

Citation: A form of discipline less than a public reproval. A citation usually requires a respondent to pay a fine.

Competence: Ability or fitness for practice.

Complaint: A statement received by the Board alleging wrongdoing by a licensee. A consumer or a fellow licensee may make the complaint.

Complainant: This term refers to the party who initiates the complaint in an action or proceeding. With respect to an enforcement case, the term refers to the party who reports the licensee's alleged misconduct.

Corroborate: To confirm or support.

Decision: A decision rendered by the Board regarding licensee misconduct. The decision is generally proposed by the Administrative Law Judge, but is not effective until signed by the Board president.

Default Decision: A document prepared when the respondent fails to file a Notice of Defense or fails to appear at a scheduled administrative hearing. This type of decision usually calls for revocation or denial of the respondent's license.

Disciplinary Guidelines: Specific defined terms and conditions established by the Board to facilitate uniformity of penalties and to ensure clarity of policies relative to discipline.

Division of Investigation: An investigative agency within the Department of Consumer Affairs with whom the Board contracts for investigation of alleged licensee misconduct.

Evidence: All the means by which an alleged matters of fact, the truth of which is submitted to investigation at judicial trial, is established or disproved. Evidence may include, but is not limited to, the following testimony of witnesses, introduction of records, documents, exhibits, and objects or any other probative matter offered for the purpose of inducing belief in the contention. An allegation is not itself evidence but rather is something to be proved or disproved through the introduction of competent admissible evidence.

Expert Witness: A witness having special knowledge of the subject about which testimony is to be rendered. Said expertise may derive from either study and education or from experience and observation.

Gross Incompetence: An extreme absence of the skill and failure to exercise that degree of learning, skill, care, and experience ordinarily possessed and exercised by a responsible licensed landscape architect.

Negligence: Failure to exercise the degree of care that a person of ordinarily prudence would exercise under the same circumstance. A mere departure from the standard of care.

Probation: A procedure whereby a respondent is found guilty of violating a statute or regulatory requirement and allowed to continue practice subject to specific defined terms as set forth and adopted by the Board.

Proposed Decision: A decision and resulting document prepared by an Administrative Law Judge for Board consideration following an administrative hearing. The proposed decision should be based on the Board's Disciplinary Guidelines.

Public Reproval: A form of discipline less than suspension or revocation of a license, but greater than a citation. A public reproval is a letter issued by the Board and usually does not have the respondent comply with any other terms or conditions.

Reconsideration: A respondent may petition the Board for reconsideration of a decision. The petition must be submitted in writing prior to the effective date of the decision.

Remedial Education: Theory and/or clinical knowledge required to correct a deficit in crucial knowledge required for competent practice.

Stipulation: An agreement, admission, or concession made by parties in a judicial proceeding or by their attorneys, relating to business before the court. This type of agreement is employed to avoid the delay or expense that might result from the full enforcement of procedural rights requiring the exhaustive presentation of evidence or validation of facts not in dispute.

Subpoena: A writ issued under the authority of a court to compel the appearance of a witness at a judicial or administrative proceeding.

Subpoena Duces Tecum: Type of subpoena issued by a court at the request of one of the parties to a suit requiring a witness to bring to court or to a deposition any relevant documents that are under the witness' control.

Willful Misconduct: Intentional wrongful conduct, done either with a knowledge that serious injury to another will probably result, or with a wanton and reckless disregard of the possible results.

DISCUSS AND POSSIBLE ACTION ON 2014 STRATEGIC PLAN OBJECTIVE TO REVIEW AND UPDATE THE BOARD'S DISCIPLINARY GUIDELINES

The California Architects Board's 2013 and 2014 Strategic Plans contain an objective to review and update the Board's Disciplinary Guidelines.

In 2013, staff consulted with the Board's legal counsel and Deputy Attorney General (DAG) liaison and reviewed the guidelines for both the Board for Professional Engineers, Land Surveyors, and Geologists and the Contractors State License Board to determine if changes were needed to the Board's guidelines. As a result, staff and legal's recommended revisions were provided to the Regulatory and Enforcement Committee (REC) for its consideration on April 25, 2013. The REC was asked to review the recommended revisions and determine whether additional modifications were necessary, prior to making a recommendation to the Board.

The REC questioned one of the DAG's recommendations to delete the clause "governing the practice of architecture in California" from the "Obey All Laws" standard condition of probation. The REC's issue was whether the Board's authority goes beyond laws related to the practice of architecture. It was suggested that staff confer with the DAG liaison to determine the appropriateness of the modification and possibly leave the condition as is.

Staff contacted the DAG to verify the basis for his recommendation pertaining to that standard condition of probation. The DAG advised that his recommended revision is standard in some boards' guidelines. The DAG also advised that the Board keep in mind that this is a condition of probation, not the starting point for a new disciplinary action, so the standard for obedience to all laws and regulations should be stricter for those who have already committed some form of violation requiring discipline and probation. Probation requires best, or at least improved, behavior.

The issue was then taken back to the REC at its April 24, 2014 meeting. The REC again expressed concerns with regard to violations of laws that are unrelated to architecture, such as parking tickets and driving under the influence, which could potentially violate the terms of probation. It was clarified that a parking ticket would not violate probation, nor cause the initiation of disciplinary action. The REC further expressed concern regarding the lack of specific parameters for staff to exercise discretion. It was opined that non-actionable violations of law by probationers would need to be specified if the proposed modification to the standard condition of probation was accepted.

The REC was also reminded that Board staff exercises discretion daily when handling complaints, as well as when receiving conviction reports. The conviction report handling process was explained to the REC; staff assesses internally whether a conviction is substantially related to the practice of architecture and then consults with the DAG to determine if the violation warrants action.

The REC voted to refer the "Obey All Laws" provision to staff for additional work with members of the profession (American Institute of Architects, California Council [AIACC]) to create new language to set parameters for actionable violations.

Since the April 2014 REC meeting, staff identified two additional provisions of the Act [Business and Professions Code section 5586 and California Code of Regulations (CCR) section 160(f)] that were inadvertently omitted and should have been included in the guidelines (see yellow highlighted sections in attachment).

Before meeting with the AIACC representative, Board staff consulted with the DAG for suggestions on how to address the REC's issues with regard to the "Obey All Laws" condition of probation. The DAG strongly recommended that the condition be modified as he originally proposed and further supported his opinion based on the following:

- Architects have a duty to obey the statutes and regulations of the Architects Practice Act (Act). Probationers have already violated a provision(s) of the Act warranting grounds for disciplinary action.
- Probationers would be on the same level as undisciplined architects. As such, the entire concept of probation would be in doubt since it would not subject probationers to a higher standard of conduct to effectively protect the public.
- Probation is the period of time for probationers to prove to the Board that they are rehabilitated from a previous violation of the law. A violation while on probation, whether related to the practice or not, does not demonstrate rehabilitation.
- Architects may go into clients' homes and other sensitive locations to provide services. Clients could potentially be at risk if the probationer had violated a law not governing the practice.
- Violation of some laws that do not govern the practice can represent such a threat that the violation should be enough to bar even the possibility of it being committed under the guise of the practice of architecture.
- Less specificity in probation conditions allows the Board more flexibility in exercising its discretion to file a petition to revoke probation. Conversely, more specificity may hamstring the Board and prevent it from protecting the public.
- A violation of any condition of probation would authorize the Board to <u>consider</u> filing a petition to revoke probation (subject to due process); it does not mandate the Board to file the petition.
- If a probationer violates a law on one occasion, the Board is effectively put on notice of a trait that may be repeated.

The DAG's recommendation is also supported by his Supervising Deputy Attorney General, as well as the Board's new DAG liaison.

Staff then met with AIACC's representative to discuss the issue and shared the DAG's justification supporting the proposed modification to the "Obey All Laws" condition of probation. The representative concurred with the revision and indicated that he had no issues with the proposal.

Staff consulted with the REC Chair who agreed to provide the Disciplinary Guidelines with recommended revisions to the Board for consideration. This was due to the timing of the December Board meeting and the target date established for the Strategic Plan objective.

The Board is asked to: 1) discuss and consider approving the recommended revisions to the Disciplinary Guidelines and authorize staff to proceed with the required regulatory change to CCR section 154 in order to incorporate the revised Disciplinary Guidelines by reference; or 2) refer this item back to the REC for a formal recommendation.

<u>Attachment</u>:
1. Board's Disciplinary Guidelines with staff's and DAG's recommended revisions

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~~**VI. ATTACHMENT A.....**~~

Introduction

To establish consistency in disciplinary penalties for similar offenses on a statewide basis, the California Architects Board (~~CAB hereinafter referred to as the~~ Board) has adopted these uniform disciplinary guidelines for particular violations. This document, designed for use by Administrative Law Judges, attorneys, Board licensees, others involved in the Board's disciplinary process, and ultimately the Board, shall be revised from time to time and will be distributed to interested parties upon request.

These guidelines include general factors to be considered, probationary terms, and guidelines for specific offenses. The guidelines for specific offenses are referenced to the statutory and regulatory provisions.

For purposes of this document, terms and conditions of probation are divided into two general categories: (1) Standard Conditions are those conditions of probation which will generally appear in all cases involving probation as a standard term and condition; and (2) Optional Conditions are those conditions which address the specific circumstances of the case and require discretion to be exercised depending on the nature and circumstances of a particular case.

The Board recognizes that these recommended penalties and conditions of probation are merely guidelines and that mitigating or aggravating circumstances and other factors may necessitate deviations, as discussed herein. If there are deviations from the guidelines, the Board would request that the Administrative Law Judge hearing the matter include an explanation in the Proposed Decision so that the circumstances can be better understood and evaluated by the Board upon review of the Proposed Decision and before final action is taken.

Additional copies of this document may be obtained by contacting the ~~CAB~~ Board at its office in Sacramento, California. There may be a charge assessed sufficient to cover the cost of production and distribution of copies.

General Conditions

The Board requests that proposed decisions following administrative hearings include the following:

a. Specific code sections violated with their definitions.
b. Clear description of the violation.
c. Respondent's explanation of the violation if he/she is present at the hearing.
d. Findings regarding aggravation, mitigation, and rehabilitation where appropriate.
e. When suspension or probation is ordered, the Board requests that the disciplinary order include terms within the recommended guidelines for that offense unless the reason for departure from the recommended terms is clearly set forth in the findings and supported by the evidence.

Factors to be Considered:
In determining whether revocation, suspension or probation is to be imposed in a given case, factors such as the following should be considered:

1. Nature and severity of the act(s), offense(s), or crime(s) under consideration.
2. Actual or potential harm to any consumer, client or the general public.
3. Prior disciplinary record.
4. ~~Number and/or variety of current violations.~~Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.
5. Mitigation evidence.
6. ~~Rehabilitation evidence.~~Evidence, if any, of rehabilitation submitted by the applicant.
7. ~~In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.~~
8. ~~Overall criminal record.~~
9. ~~Time passed since the act(s) or offense(s) occurred.~~The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.

~~10~~8. Whether or not the respondent cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.

~~11~~9. Recognition by respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence.

Disciplinary Guidelines

The offenses are listed by section number in the Business and Professions Code or California Code of Regulations. The standard terms of probation as stated herein shall be included for all probations. The optional conditions of probation as stated herein, are to be considered and imposed along with any other optional conditions if facts and circumstances warrant. The number(s) in brackets listed after each condition of probation refers to the conditions listed on pages _____.

Business and Professions Code Sections

Section 5577
Conviction of a Crime Substantially Related to the Qualifications, Duties and Functions of an Architect

MAXIMUM: Revocation or denial of license application
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Cost reimbursement [#12]

c. Criminal probation reports [#14]

Section 5578
Acts in Violation of the Architects Practice Act

The appropriate penalty depends on the nature of the offense.

Section 5579
Fraud or Misrepresentation in Obtaining License

MAXIMUM/MINIMUM: Revocation

Section 5580
Impersonation or Use of Assumed or Corporate Name

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c Cost reimbursement [#12]

d. Restitution [#13]

Section 5582
Aiding and Abetting the Unlicensed Practice of Architecture

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

Section 5582.1
Signing Others Instruments of Service or Permitting Misuse of Name

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

Section 5583
Fraud or Deceit

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

Section 5584
Negligence

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. California Supplemental Examination [#9]

c. Continuing education courses [#11]

d. Cost reimbursement [#12]

e. Restitution [#13]

Section 5584
Willful Misconduct

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

Section 5585
Incompetency or Recklessness

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. California Supplemental Examination [#9]

c. Continuing education courses [#11]

d. Cost reimbursement [#12]

e. Restitution [#13]

Section 5586
Public Agency; Disciplinary Action

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. California Supplemental Examination [#9]

c. Continuing education courses [#11]

d. Cost reimbursement [#12]

e. Restitution [#13]

General Provisions of Business and Professions Code

Section 125.6
Discrimination by Licensee

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 60 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Cost reimbursement [#12]

Section 480 (a)
Denial of Licenses

An applicant's application may be denied for (1) conviction of a crimes substantially related to the qualifications, functions, or duties of the practice of architecture; (2) any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; (3) any act which if done by a licensee would be grounds for suspension or revocation of license; or (4) knowingly making a false statement of fact required to be revealed in the application for such license.

RECOMMENDED DISCIPLINE: Denial of license

Section 496
Subversion of Licensing Examinations or Administration of Examinations

RECOMMENDED DISCIPLINE: Denial or revocation of license

California Code of Regulations
Article 9. Professional Conduct

Section 160
Rules of Professional Conduct

a. Competence

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. California Supplemental Examination [#9]

c. Continuing education courses [#11]

d. Cost reimbursement [#12]

e. Restitution [#13]

b. Willful Misconduct

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. California Supplemental Examination [#9]

c. Continuing education courses [#11]

d. Cost reimbursement [#12]

e. Restitution [#13]

c. Conflict of Interest

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

d. Full Disclosure

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

e. Copyright Infringement

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

f. Informed Consent

MAXIMUM: Revocation
MINIMUM: Stayed revocation, 90 days actual suspension and 5 years probation on the following conditions:

a. All standard conditions of probation [#1-7]

b. Continuing education courses [#11]

c. Cost reimbursement [#12]

d. Restitution [#13]

Violation of Probation

Maximum Penalty

Actual suspension; vacate stay order and reimpose penalty that was previously stayed; and/or revoke, separately and severally, for violation of probation and/or for any additional offenses.

Minimum Penalty

Actual suspension and/or extension of probation.

The maximum penalty is appropriate for repeated similar offenses, or for probation violations indicating a cavalier or recalcitrant attitude. If the probation violation is due in part to the commission of additional offense(s), additional penalties shall be imposed according to the nature of the offense; and the probation violation shall be considered as an aggravating factor in imposing a penalty for those offenses.

Conditions of Probation

Standard Conditions
(To be included in all Cases of Probation)

1. Obey All Laws

Respondent shall obey all federal, state and local laws and regulations~~ governing the practice of architecture in California~~ and comply with all conditions of probation.

2. Submit Quarterly Reports

Respondent, within 10 days of completion of the quarter, shall submit quarterly written reports to the Board on the Board's ~~a~~ Quarterly Report of Compliance form (~~1/00~~1/11) obtained from the Board. ~~(Attachment A)~~.

3. Personal Appearances

Upon reasonable notice by the Board, the respondent shall report to and make personal appearances at times and locations as the Board may direct.

4. Cooperate During Probation

Respondent shall cooperate fully with the Board, and with any of its agents or employees in their supervision and investigation of his/her compliance with the terms and conditions of this probation. Upon reasonable notice, the respondent shall provide the Board, its agents or employees with the opportunity to review all plans, specifications, and instruments of service prepared during the period of probation.

5. Tolling for Out-of-State Practice, Residence or In-State Non-Practice

Respondent shall provide a list of all states, United States territories, and elsewhere in the world where he or she has ever been licensed as an architect or held any architecture related professional license or registration within 30 calendar days of the effective date of this decision. Respondent shall further provide information regarding the status of each license and registration and any changes in the license or registration status within ten calendar days, during the term of probation. Respondent shall inform the Board if he or she applies for or obtains an architectural license or registration outside of California within ten calendar days, during the term of probation.

In the event respondent should leave California to reside or to practice outside the State or for any reason stop practicing architecture in California, respondent shall notify the Board or its designee in writing within ten days of the dates of departure and return, or the dates of non-practice or the resumption of practice within California. Respondent's probation is tolled, if and when he or she ceases practicing in California. Non-practice is defined as any period of time exceeding thirty days in which respondent is not engaging in any activities defined in Section 5500.1 of the Business and Professions Code. Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. It shall be a violation of probation for Respondent's probation to remain tolled pursuant to the provisions of this condition for a period exceeding a total of five years.

All provisions of probation other than the quarterly report requirements, examination requirements, costs reimbursement, restitution, and education requirements, shall be held in abeyance until respondent resumes practice in California. All other provisions of probation shall recommence on the effective date of resumption of practice in California. ~~Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period.~~

6. Violation of Probation

If respondent violates probation in any respect, the Board, after giving respondent notice and opportunity to be heard, may revoke probation and carry out the disciplinary order which was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation or the matter is referred to the Attorney General's office, the Board shall have continuing jurisdiction until the matter is final, and the period of probation shall be extended until the matter is final.

If a respondent has not complied with any term or condition of probation, the Board shall have continuing jurisdiction over respondent, and probation shall automatically be extended, until all terms and conditions have been satisfied or the Board has taken other action as deemed appropriate to treat the failure to comply as a violation of probation, to terminate probation, and to impose the penalty that was stayed.

If respondent violates probation in any respect, the Board, after giving respondent notice and an opportunity to be heard, may revoke probation and carry out the disciplinary order that was stayed. Notice and opportunity to be heard are not required for those provisions stating that a violation thereof may lead to automatic termination of the stay and/or revocation of the license. If a petition to revoke probation or an accusation is filed against respondent during probation, the Board shall have continuing jurisdiction and the period of probation shall be automatically extended until the petition to revoke probation or accusation is heard and decided.

7. Completion of Probation

Upon successful completion of probation, respondent's license will be fully restored.

Optional Conditions

8. Suspension

Respondent is suspended from the practice of architecture for _____ days beginning on the effective date of the Decision.

9. California Supplemental Examination

Within _____ days of the effective date of this Decision, respondent shall take and pass the California Supplemental Examination designated by the Board.

If respondent fails to pass said examination within 6 months, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he/she may resume practice. Failure to pass the required examination no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for all costs of such examination.

10. Written Examination

Respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE).

If respondent fails to pass said examination within one year or within two attempts, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he/she may resume practice. Failure to pass the required examination no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for all costs of such examination.

11. Continuing Education Courses

Respondent shall successfully complete and pass professional education courses approved in advance by the Board or its designee, directly relevant to the violation as specified by the Board. The professional education courses shall be completed within a period of time designated by the Board, which timeframe shall be incorporated as a condition of this probation.

Failure to satisfactorily complete the required courses as scheduled or failure to complete same no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board for its approval the specifics of each course required by this condition, and for paying all costs of such courses.

12. Cost Reimbursement

Respondent shall reimburse the Board $ _____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the date the Board's decision is final.

Option: The payment shall be made as follows: _____(specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).

13. Restitution

Within _____ days of the effective date of this Decision, respondent shall make restitution to _____ in the amount of $_____ and shall provide the Board with proof from _____ attesting the full restitution has been paid. In all cases, restitution shall be completed no later than one year before the termination of probation.

14. Criminal Probation Reports

In the event of conviction of any crime, Respondent shall provide the Board with a copy of the standard conditions of the criminal probation, copies of all criminal probation reports and the name of his/her probation officer.

15. Relinquish License and Wall Certificate

Respondent shall relinquish and shall forward or deliver the license to practice and the wall certificate to the Board within 10 days of the effective date of this decision and order.

16. Notification to Clients/Cessation of Practice

In orders which provide for a cessation or suspension of practice, respondent shall comply with procedures provided by the Board regarding notification to, and management of, clients.

Rehabilitation Criteria

California Code of Regulations, Title 16, Division 2, Section 110.1, Criteria for Rehabilitation states:

(a) When considering the denial of an architect's license under Section 480 of the Business and Professions Code, the Board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:

(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.

(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.

(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).

(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.

(5) Evidence, if any, of rehabilitation submitted by the applicant.

(b) When considering the suspension or revocation of the license of an architect on the grounds that the person licensed has been convicted of a crime, the Board, in evaluating the rehabilitation of such person and his/her present eligibility for licensure will consider the following criteria:

(1) Nature and severity of the act(s) or offense(s).

(2) Total criminal record.

(3) The time that has elapsed since commission of the act(s) or offense(s).

(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.

(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.

(6) Evidence, if any, of rehabilitation submitted by the licensee.

(c) When considering the petition for reinstatement of the license of an architect, the Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).

State of California Department of Consumer Affairs

CALIFORNIA ARCHITECTS BOARD

400 R STREET, SUITE 4000, SACRAMENTO, CALIFORNIA 95814-6238
Telephone: (916) 445-3393 Fax: (916) 445-8524
E-mail: cab@dca.ca.gov Web: cab.ca.gov

Attachment A

QUARTERLY REPORT OF COMPLIANCE

1. NAME: _____ TELEPHONE #: ( ) _____
(Last/First/Middle) (Residence)

RESIDENCE ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

2. NAME OF FIRM: _____ YOUR TITLE: _____

FIRM ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE #: ( ) _____

3. On the back of this form detail your architectural activities for the probation period

beginning _____ and ending _____
Mo. Day Year Mo. Day Year

4. Site any other activities related to the practice of architecture:

ACTIVITY	DATE

5. I declare under penalty of perjury under the laws of the State of California that the information contained in this quarterly report regarding my professional practice is true and correct.

Signature: _____

Date: _____

DATE: _____ QUARTER: _____ YEAR: _____

CLIENT NAME: _____ TELEPHONE #: (___) _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: (___) _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: (___) _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START COMPLETE	YOUR INVOLVEMENT

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

During closed session, the Board will be asked to consider proposed enforcement decisions, stipulations, and examination development issues.

ADJOURNMENT

Time: _____

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

Denise Campos

Pasqual V. Gutierrez

Tian Feng

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

Sheran Voigt

Hraztan Zeitlian

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.

STRATEGIC PLANNING SESSION

The Board is scheduled, at this meeting, to update its strategic plan, which will be facilitated by the Department of Consumer Affairs' Strategic Organization, Leadership, and Individual Development staff. Attached is an agenda for the session and the 2014 Strategic Plan.

Attachments:
1. Strategic Planning Session Agenda
2. 2014 Strategic Plan

California Architects Board
Strategic Planning Session
Agenda

December 11, 2014
9:00 a.m. – 5:00 p.m.

- Introductions
- Board Accomplishments
- Review of Mission, Vision and Values
- Strategic Goals
- Review SWOT Analysis
- Develop New Objectives
- Next Steps/ Evaluations / Adjournment

2014 STRATEGIC PLAN

California Architects Board

Public Protection Through Examination, Licensure, and Regulation

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MEMBERS OF THE BOARD

Sheran Voigt, President (Public Member)

Pasqual Gutierrez, Vice President (Architect Member)

Christopher Christophersen, Secretary (Public Member)

Jon Alan Baker (Architect Member)

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

INTRODUCTION

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

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

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

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

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

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

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

COMMONLY USED TERMINOLOGY

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

ACSA–Association of Collegiate Schools of Architecture

AIA–American Institute of Architects

AIACC–American Institute of Architects, California Council

ARE–Architect Registration Examination

BEFA–Broadly Experienced Foreign Architect

BIM–Building Information Modeling

BPC–Business and Professions Code

CAB–California Architects Board

CALBO–California Building Officials

CCR–California Code of Regulations

CE–Continuing Education

CSE–California Supplemental Examination

DCA–Department of Consumer Affairs

ICC–International Code Council

IDP–Intern Development Program

IPD–Integrated Project Delivery

LATC–Landscape Architects Technical Committee

NAAB–National Architectural Accrediting Board

NCARB–National Council of Architectural Registration Boards

OPES–Office of Professional Examination Services

REC–Regulatory and Enforcement Committee

SARA–Society of American Registered Architects

WCARB–Western Conference of Architectural Registration Boards

BACKGROUND ON STRATEGIC PLANNING

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

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

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

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

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

CAB EXTERNAL ENVIRONMENT

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

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

Although these external factors influence architecture throughout the U.S., the setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's physical size, large and diverse population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy create an unusually demanding context for architectural practice.

Additionally, the varying interplay of these conditions for specific projects gives rise to more complicated settings for the conduct of architectural practice in this state. These factors are delineated in detail in Appendix B beginning on page 25.

In 2007, CAB conducted a job analysis survey of the profession to identify and quantify the minimum architectural skills and competencies necessary to ensure the public health, safety, and welfare. The survey results assigned top importance to issues that related to (in order of importance):

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

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

In 2014, CAB will conduct another job analysis survey of the profession which will be used to develop a new test plan and examination items for the California Supplemental Examination (CSE).

RECENT ACCOMPLISHMENTS

Through strategic action and ongoing collaboration, CAB has successfully accomplished a long list of top priorities in recent years. Some recent examples include the conversion of the CSE into an efficient, defensible computer-based format; strong collaboration with the National Council of Architectural Registration Boards (NCARB); and an enhanced enforcement program with measureable results. This section briefly reviews key accomplishments as identified by the Board during its 2014 strategic planning session.

NATIONAL ISSUES

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

SUNSET REVIEW

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

CONSUMER PROTECTION

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

KEY STRATEGIC ISSUES

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

ENFORCEMENT

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

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

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

POST-LICENSURE COMPETENCY

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

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

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

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

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

INTERNSHIP

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

CAB has determined the public would benefit from a required structured internship program. The goals of such a program are to: 1) improve the competency of entry-level architects, and 2) facilitate reciprocity. To this end, CAB sought regulatory changes to require completion of IDP effective January 1, 2005.

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

INFORMATION TECHNOLOGY

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

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

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

EDUCATION

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

CAB's role with architectural education is identified as:

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

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

NCARB RELATIONS

CAB's goal is to influence NCARB's decision-making to benefit its constituency – the public of California. That public includes licensees who are certificate holders, candidates who are taking the national exam, and interns participating in IDP. To that end, CAB members devote hundreds of hours working on NCARB committees creating the exam, improving IDP, negotiating international agreements, etc. At the same time, CAB provides input on how it believes NCARB can build on its successes and continue to improve. Fortunately, the NCARB Board of Directors and their staff have become more responsive and are moving to improve their services, but CAB feels more needs to be done.

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

MISSION

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

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

VISION

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

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

VALUES

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

To that end, CAB will:

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

GOALS

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

PROFESSIONAL QUALIFICATIONS

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

PRACTICE STANDARDS

Establish regulatory standards of practice for California architects.

ENFORCEMENT

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

PUBLIC AND PROFESSIONAL AWARENESS

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

ORGANIZATIONAL RELATIONSHIPS

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

ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE

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

CONSTITUENCIES AND NEEDS

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

INDIVIDUALS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
Public–users of facilities	Safety, welfare, accessibility to persons with disabilities, and recourse	Comments on the quality of services rendered
Clients–procurers of services	Enforcement, regulation of practice, and recourse, qualified architects	Comments on the quality of services rendered
Students	Information and coordination with schools, and preparation for IDP	Comments about the clarity of the licensing process
Candidates	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process
Interns	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process, regulation of the profession and practice trends
Licensees	Regulation of practice and unlicensed practice and information	Comments about the clarity of the licensing process
Building Officials	Maintaining standards, regulation, and information	Comments regarding the quality of projects submitted by registered architects

ORGANIZATIONS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
Legislature	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Executive Branch	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Office of Emergency Services	Screening and recruitment of inspectors and response to declared emergencies	Comment on public health, safety and welfare issues
Federal Emergency Management Agency	Support and information	Comment on public health, safety and welfare issues
Seismic Safety Commission	Information dissemination, collaboration, setting minimum practice standards, and response to earthquakes	Comment on public health, safety and welfare issues
Division of the State Architect	Support and information	Comment on public health, safety and welfare issues
California Building Officials (CALBO) and Office of Statewide Health, Planning, and Development	Information and coordination	Comment on public health, safety and welfare issues
NCARB	Information, participation, and support	Information and support
AIA; AIACC; and other professional architectural organizations	Regulation of the profession, information, and interstate/international reciprocity	Information and support
Architectural Schools	Information and coordination	Information and support
Association of Collegiate Schools of Architecture (ACSA)	Information and coordination	Enforcement of Architects Practice Act provisions
DCA	Support and information	Information and support
Office of the Attorney General	Information and coordination	Information and support

CONSTITUENCIES AND NEEDS (CONT.)

ORGANIZATIONS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
Board for Professional Engineers, Land Surveyors, and Geologists	Information and coordination	Information and support
Contractors State License Board	Information and coordination	Information and support

ACTION PLAN

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

Professional Qualifications 15

Practice Standards 16

Enforcement 17

Public and Professional Awareness 18

Organizational Relationships 19

Organizational Effectiveness and Customer Service 20

PROFESSIONAL QUALIFICATIONS

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

ONGOING RESPONSIBILITIES	LEAD RESPONSIBILITY
Analyze and recommend educational and experience requirements.	Professional Qualifications Committee
Work toward interstate/international reciprocal recognition with other architectural registration jurisdictions.	Professional Qualifications Committee
Review and make recommendations to revise the Architects Practice Act and CAB's regulations to reflect current practice.	Professional Qualifications Committee
Provide advice and input, with AIACC, to the academic community and NAAB regarding the quality and comprehensiveness of architectural curricula, as well as preparation of students for licensure, and the supply of architects.	Professional Qualifications Committee
Oversee the content, development, and administration of the CSE.	Professional Qualifications Committee
Review the ARE and the CSE to ensure they fairly and effectively test the knowledge, skills, and abilities of importance to architectural practice in California.	Professional Qualifications Committee
Work with NCARB, AIA/AIACC to refine IDP as appropriate.	Professional Qualifications Committee
Explore ways to incorporate and emphasize knowledge of building codes and accessibility requirements in IDP, ARE, and CSE, specifically Business and Professions Code section (BPC) 5550.1.	Professional Qualifications Committee
Monitor sustainable development and green building trends and the importance of these issues to consumers.	Professional Qualifications Committee
Monitor implementation of the Certified Access Specialist Program.	Professional Qualifications Committee

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Pursue regulatory amendment to implement NCARB's Rolling Clock deadline pertaining to ARE divisions passed prior to January 1, 2006.	Professional Qualifications Committee	July 2014
2. Review AIACC's 2011 Architectural Education Summit Report once completed and made available to determine potential follow-up items for CAB.	Professional Qualifications Committee	December 2014
3. Promote alternate paths to licensure in order to increase accessibility into the profession.	Professional Qualifications Committee	December 2014
4. Seek exemption from Assembly Bill 186 related to waiver of CSE.	Professional Qualifications Committee/Executive Committee	December 2014
5. Conduct an occupational analysis of the practice of architecture in California, review of the national examination, and linkage study to determine appropriate content for ongoing CSE development.	Professional Qualifications Committee	June 2015
6. 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.	Professional Qualifications Committee	December 2015
7. Revisit Professional Qualifications Committee's proposal to Board regarding comprehensive continuing education and determine if action is needed.	Professional Qualifications Committee	December 2015

PRACTICE STANDARDS

GOAL: Establish regulatory standards of practice for California architects.

ONGOING RESPONSIBILITIES	LEAD RESPONSIBILITY
Identify areas of practice that require attention by CAB and make recommendations for revising standards of practice contained in the Architects Practice Act and regulations.	Regulatory & Enforcement Committee
Monitor methods of practice and proposed changes in laws that may impact practice and assess their impact on the regulatory process.	Regulatory & Enforcement Committee
Review need to enact additional Rules of Professional Conduct.	Regulatory & Enforcement Committee
Monitor impact of emerging technology and global trends on goals and objectives.	Regulatory & Enforcement Committee
Monitor impact of building code adoption and analyze implications on exemptions defined in BPC section 5537, as it relates to materials and methods of construction.	Regulatory & Enforcement Committee
Monitor the application of alternative project delivery methods and tools for their potential effect on the public's health, safety, and welfare.	Regulatory & Enforcement Committee
Communicate with building officials regarding the statutory requirements for architects' stamps and signatures.	Regulatory & Enforcement Committee

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Examine definition of the practice of architecture and potentially consider creating a definition of "instruments of service."	Regulatory & Enforcement Committee	December 2016

ENFORCEMENT

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

ONGOING RESPONSIBILITIES	LEAD RESPONSIBILITY
Coordinate efforts with NCARB on regulatory and enforcement issues.	Regulatory & Enforcement Committee
Oversee effectiveness of Building Official Contact Program.	Regulatory & Enforcement Committee
Actively enforce laws and regulations pertaining to unlicensed activity.	Regulatory & Enforcement Committee/Staff
Monitor impacts of new technology on enforcement procedures.	Regulatory & Enforcement Committee
Implement identified alternative enforcement tools.	Regulatory & Enforcement Committee
Review literature regarding the impact of technology on the profession.	Regulatory & Enforcement Committee
Maintain CAB presence at CALBO and International Code Council (ICC) chapter meetings.	Regulatory & Enforcement Committee
Monitor the enforcement penalties and continue to explore more effective ways of collecting fines.	Regulatory & Enforcement Committee
Monitor DCA's enforcement legislation.	Regulatory & Enforcement Committee

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Review and update CAB's Disciplinary Guidelines.	Regulatory & Enforcement Committee	July 2014
2. Review and consider adding a provision regarding "scope of work" to the written contract requirements (BPC section 5536.22).	Regulatory & Enforcement Committee	December 2014
3. Explore other opportunities for prosecuting unlicensed individuals, such as infractions.	Regulatory & Enforcement Committee	December 2014
4. Review reporting threshold ($5,000) contained in BPC section 5588.	Regulatory & Enforcement Committee	December 2014

PUBLIC AND PROFESSIONAL AWARENESS

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

ONGOING RESPONSIBILITIES	LEAD RESPONSIBILITY
Monitor CAB Communications Plan and recommend expanded communication vehicles as needed.	Communications Committee
Disseminate information to licensees, candidates, consumers, government agencies, students, schools, and others about the value of the architectural license.	Staff
Fine tune, update, and promote written materials and CAB's website.	Communications Committee
Maintain a presence at schools of architecture to inform students about licensing requirements.	Staff
Use CAB newsletter to communicate with candidates and licensees on current and upcoming issues.	Communications Committee
Implement recommendations for greater use of electronic communication.	Communications Committee
Continue CAB's school and student outreach programs.	Communications Committee
Expand the consumer content on CAB's website.	Communications Committee/Regulatory & Enforcement Committee
Maintain social media presence and monitor trends.	Communications Committee/Staff

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Implement digital alternatives for outreach to schools and Veterans Administration counseling centers.	Communications Committee	December 2014
2. Publish CAB's newsletter, *California Architects* in accessible HTML format.	Communications Committee	December 2014
3. Use social media to inform the public about recent Board activities.	Communications Committee	December 2014
4. Increase public awareness about the Board and its functions through the development of expanded digital presence.	Communications Committee	December 2014
5. Research engagement with collateral organizations such as NAAB, NCARB, ACSA, and AIA to promote public awareness.	Communications Committee	December 2015

ORGANIZATIONAL RELATIONSHIPS

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

ONGOING RESPONSIBILITIES	LEAD RESPONSIBILITY
Maintain working relationship with NCARB.	Executive Committee
Maximize involvement in NCARB and WCARB and obtain appointments to committees and elected positions.	Executive Committee
Maintain working relationship with AIA, AIACC, and other professional architectural organizations.	Executive Committee
Work with AIACC to advance CAB's goals and objectives.	Executive Committee
Maintain working relationship with DCA and other state agencies.	Executive Committee
Maintain communications with allied organizations (i.e., contractors, engineers, building officials, and insurance providers).	Executive Committee
Maintain communication with educational community through liaison program.	Executive Committee
Recruit qualified potential representatives for CAB committees.	Executive Committee
Maintain relationships with major organizations representing primary constituencies via CAB Board member liaisons, as needed.	Executive Committee
Monitor proposed legislation which directly or indirectly affects architectural practice.	Executive Committee
Ensure programs, activities, and services are accessible to persons with disabilities.	Staff
Integrate best practices, relevant information, and strategies between CAB and LATC.	Staff
Continue to hold CAB meetings at campuses, including community colleges; engage faculty in dialogues regarding the value of licensure.	Executive Committee

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Promote the awareness of the value of CAB's participation at the national level.	Executive Committee	December 2014
2. Implement CAB's liaison program and determine future focus for organizations and schools.	Executive Committee	December 2014
3. Collaborate with national licensing bodies to stay relevant.	Executive Committee	December 2014

ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE

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

ONGOING RESPONSIBILITIES	LEAD RESPONSIBILITY
Monitor legislation that impacts architectural practice as it relates to the public health, safety, and welfare.	Executive Committee
Monitor implementation of CAB strategic plan.	Executive Committee
Monitor and identify changes and trends in practice.	Executive Committee
Monitor and improve customer service.	Executive Committee
Monitor and improve organizational effectiveness.	Executive Committee
Utilize former CAB members on committees and task forces to maintain organizational memory.	Executive Committee
Conduct new CAB Board member orientation program through one-on-one sessions, printed materials, and use of veteran members as "mentors."	Executive Committee
Conduct annual budget briefing sessions.	Executive Committee
Monitor State Budget conditions and maintain clear budget priorities.	Executive Committee
Utilize benchmarking and best practices research, as appropriate.	Executive Committee
Initiate specialized staff training to support strategic plan implementation.	Staff
Link strategic plan, budget, and evaluation.	Executive Committee
Utilize website to solicit feedback from licensees.	Communications Committee
Develop succession plans for key staff positions.	Staff
Continue efforts to make CAB operations open and transparent to the public.	Executive Committee

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Prepare and submit Sunset Review Report.	Executive Committee/Staff	October 2014
2. Pursue negative Budget Change Proposal in the amount of $400,000 to meet requirements contained in BPC section 128.5.	Executive Committee/Staff	December 2014
3. Work with DCA to implement the BreEZe system.	Staff	December 2015

PERFORMANCE MEASURES

CAB measures its performance by the (1) competence of the architects it licenses, (2) quality of services CAB provides, and (3) competitiveness of the marketplace.

COMPETENCE OF ARCHITECTS

Architects are expected to possess certain knowledge, skills, and abilities. Consumers and clients desire architectural services to be delivered by well-qualified architects. These are the qualities an architect should possess to meet those expectations. CAB's role is to focus on those areas that directly impact public health, safety, and welfare.

TECHNICAL EXPERTISE

- Ability to prepare a clear and complete set of working drawings
- Ability to take a concept and work with the client to get it built
- Knowledge of regulatory requirements, including safety, access, and code issues
- Sustainability
- Understanding of building systems, including materials, structures, and technologies
- Knowledge of how a building is built

LEGAL AND ETHICAL PERFORMANCE

- Knowledge of legal requirements
- Utilize written contracts
- Follow rules of conduct
- Meet contractual obligations

COMMUNICATION SKILLS

- Graphic communication skills
- Oral communication skills
- Written communication skills

CREATIVE ABILITIES

- Design ability, creativity, and knowledge of current design trends

LEADERSHIP SKILLS

- Community leadership
- Consensus building

MANAGEMENT SKILLS

- Budget and financial management
- On-time delivery
- Project management
- Contract administration

CAB can utilize the following methods and benchmarks to measure whether it is improving the competence of California architects:

- Number and type of complaints
- Focus group meetings with various constituent and user groups
- Building official surveys

QUALITY OF CAB SERVICES

CAB has many constituencies it must serve. They are delineated in the Constituencies and Needs section beginning on page 12. One of CAB's goals is to enhance organizational effectiveness and improve the quality of customer service in all programs.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Number and type of complaints
- Focus group meetings with various constituent groups
- Building official surveys

COMPETITIVENESS OF THE MARKETPLACE

CAB needs to ensure that consumers operate in a fair, competitive marketplace that provides them with a choice of qualified architects. CAB must protect the public's health, safety, and welfare while being careful not to over-regulate the marketplace. It appears that CAB has not set unreasonable barriers to entering the practice given the large number of architects available.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Comparison with other jurisdictions (per capita, distribution, etc.)
- Exam pass rates
- Trends
- Number of qualified architects

APPENDICES

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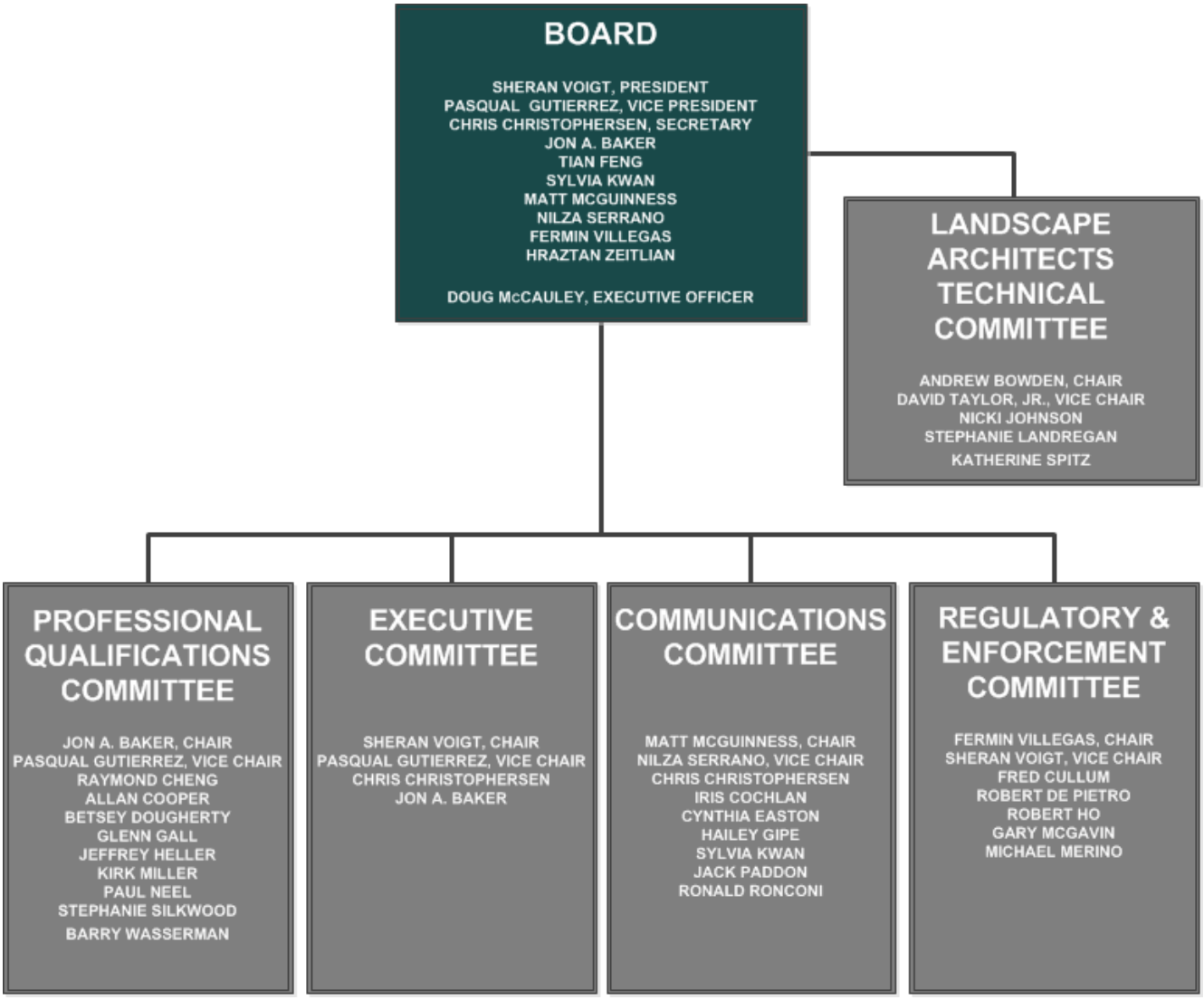
APPENDIX A. ORGANIZATIONAL STRUCTURE

CAB has developed the organizational structure below to implement its Strategic Plan. Included in the organizational chart are the Board and committee members for 2014. CAB establishes subcommittees and task forces as needed.



APPENDIX B. EXTERNAL FACTORS INFLUENCING CAB

Every annual update to CAB's strategic plan is preceded by an environmental scan. From an examination of CAB's external environment CAB members and staff identify the potential issues and challenges, which may affect CAB's ability to carry out its mission over the long term. The following trends and assumptions were identified, but may not be universally accepted by all practitioners, and help form the foundation of CAB's strategic plan.

CONSUMER AND CLIENT ISSUES

- Consumer expectations continue to rise, and clients of architectural services demand higher levels of service and quality and expect lower costs.
- Concerns about climate change and energy efficiency, drought conditions, and the environment have made green building standards a mainstream issue. Increasingly, clients are demanding that architects utilize "sustainable" or "green" building materials and strategies.
- Building security will be a growing concern in the foreseeable future.

ARCHITECTURAL PRACTICE

EVOLUTION OF FIRMS

- Specialization in architectural practice will continue.
- Architectural practice is expanding beyond its traditional scope.
- Firms continue to reinvent themselves in response to market changes and new trends in practice, including emerging technologies.
- The practice of architecture is becoming increasingly interstate and international in nature. Architects are continuing to outsource some services.
- NCARB continues to emphasize consistency in licensing requirements to facilitate reciprocity.

PROJECT DELIVERY

- The increasing use of alternative project delivery, including IPD and the application of BIM, can impact the assignment of responsible control and liability.
- Expanded use of new technology, alternative project delivery methods, regulations, etc., continue to influence the standard of care.
- The improper use of BIM by unlicensed individuals may negatively affect the public's health, safety, and welfare.
- Technology also impacts the regulatory environment, as products such as engineering software and prototype plans become increasingly available.
- Technological innovations in modeling and engineering have created opportunities for new designs and structures.

LIABILITY

- The ability to practice architecture is increasingly restricted by the ability to obtain professional liability insurance.
- Construction defect liability is an ongoing issue in the Legislature.

EDUCATION AND TRAINING

- License and examination fee increases, changing requirements, and modifications to exam format and structure are creating challenges for those interested in becoming licensed.
- Architecture students are choosing not to take the licensure exam, which may reflect a change in the perception of the license as the only gateway to the profession.
- Architectural education needs to continue to evolve to address strategic issues and changes in the profession, including new technologies, building systems, and practice trends.
- Demand for application of sustainable design practices and use of sustainable materials and technologies will require architects and other design professionals to acquire relevant knowledge and skills.
- Internship needs to focus on public health, safety, and welfare items, such as construction methods, building codes (including accessibility, fire and life safety compliance), and construction document coordination.
- Global outsourcing may reduce potential internship opportunities.
- Technology is increasingly used to provide continuing education opportunities.

CONSTRUCTION INDUSTRY

- Changes in model codes affect local standards and review processes.
- The construction industry lacks qualified craftspeople to meet current demands.

ECONOMY

- Economic cycles are less predictable, resulting in more rapid fluctuations affecting job security and the demand for qualified professionals.
- Fiscal conservatism continues to influence the economic decision-making of consumers and clients, resulting in fewer business opportunities for practicing architects.
- International investors are becoming a bigger factor in the California economy.
- Growing international practices and outsourcing of architectural services puts downward pressure on labor costs.
- Budget cycles can impact quality of services provided by local building departments.
- Potential shortages in the supply of architects resulting from the recent economic downturn may lead to an increase in unlicensed practice in the future.
- The marketplace is experiencing increased pressures to lower fees, increase services, and operate in a compressed time frame.
- An increasing number of principals are spending less time on traditional architectural functions and more time on business development, client relations, and operating the business.

GOVERNMENT

- The Sunset Review process has been re-instituted and is underway.
- Severe State budget constraints are likely to continue.
- Efforts to restructure and streamline government continue.
- Changes in the California Legislature make it important to renew contacts and develop new relationships.

DEMOGRAPHICS

- California's population continues to become more diverse. All regions of California are projected to continue to grow.
- California's population is aging and individuals of the "baby boom" generation are beginning to retire, resulting in a decrease in the number of experienced, practicing architects.
- California's population is growing in high-risk areas (e.g., flood plains, earthquake-prone regions).
- California's infrastructure and housing supply are not keeping pace with its growing population.
- Increased cultural diversity affects consumers, regulators, and the education system.
- Increase in population affects natural resources (e.g., air, water, and space), infrastructure, and the education system.

APPENDIX C. COMMUNICATIONS PLAN

To support its strategic priorities, the California Architects Board (CAB) conducts information and outreach activities. This plan presents key messages, existing communications channels, and preliminary strategies for improving external communications.

AUDIENCES

CAB provides information to six main audiences:

- Consumers (clients of architects)
- Candidates and pre-candidates (interns and students)
- Professionals (licensed architects)
- Building officials
- Allied professionals (other design and construction professional associations and licensing boards)
- Architectural education community

CONSUMERS (CLIENTS OF ARCHITECTS)

MESSAGES AND KEY INFORMATION

Consumers need information on how to choose the right architect and how to address complaints during or after projects. Other important consumer information includes:

- Guidelines on hiring architects, including criteria
- Consumer rights
- Assistance available from CAB

This information requires greater visibility and needs to be targeted more directly to specific audiences based on the importance of data as it relates to the public's health, safety, and welfare.

EXISTING COMMUNICATIONS CHANNELS

- Consumer's Guide to Hiring an Architect (print and website)
- Consumer Tips for Design Projects
- Information sheets (print and website)
- Post-disaster forums and press releases
- Press releases

PRELIMINARY STRATEGIES

- Articles in trade association and consumer magazines
- Articles in local newspapers (home sections)
- Outreach via related associations, such as local boards of realtors
- Liaison with Department of Consumer Affairs (DCA)

CANDIDATES AND PRE-CANDIDATES (INTERNS AND STUDENTS)

MESSAGES AND KEY INFORMATION

Candidates for examinations and those considering the profession need accurate, timely information. Students need information and guidance about the necessary requirements of the practice of architecture, and exam candidates need detailed information about the licensure process to avoid costly mistakes. Other important information includes:

- Education requirements
- Experience requirements
- Architect Registration Examination and California Supplemental Examination requirements
- License requirements
- Practice limitations for those without licenses
- Background on CAB
- Standards of practice information
- Other states' requirements (e.g., in regard to reciprocity)

EXISTING COMMUNICATIONS CHANNELS

- Architectural Careers website and bookmark
- Candidate's Handbook (website)
- National Council of Architectural Registration Boards website and documents
- The American Institute of Architects, California Council (AIACC), Construction Specifications Institute (CSI), and Society of American Registered Architects (SARA) meetings, chapter meetings, and publications
- Seminar presentations

PRELIMINARY STRATEGIES

- Expand information and applications available on CAB's website
- Provide more information to students and provide it earlier in their educational endeavors
- Create and distribute a poster to schools to display information referencing CAB's website and available publications

PROFESSIONALS (LICENSED ARCHITECTS)

MESSAGES AND KEY INFORMATION

Licensed professionals require up-to-date information to stay current in the field and provide quality architectural services. This pertains especially to sole practitioners and unaffiliated architects. Important information topics include:

- Architects Practice Act (law and regulations)
- Standards of practice
- Disciplinary actions
- Issues of practice (e.g., codes, professional trends, etc.)

EXISTING COMMUNICATIONS CHANNELS

- CAB's quarterly newsletter (website)
- Architects Practice Act with Rules and Regulations (website)
- AIACC, CSI, and SARA meetings, chapter meetings, and publications

PRELIMINARY STRATEGIES

- Upgrade graphics on reports and publications
- Develop contact plan for AIACC (Executive Committee) and its chapters
- Expand publication dissemination to licensees

BUILDING OFFICIALS

MESSAGES AND KEY INFORMATION

Building officials need to know which plans require professionals, and who are licensed architects. Other information needed by these agencies includes:

- Architects Practice Act (laws and regulations)
- Guidance in interpreting the Act
- Licensee information
- Disciplinary actions

EXISTING COMMUNICATIONS CHANNELS

- Building Official Information Guide (print)
- Architects Practice Act with Rules and Regulations (website)
- California Building Officials (CALBO) meetings
- Tables at CALBO meetings
- International Code Council (ICC) chapter meetings
- Visits to building officials
- Annual surveys

PRELIMINARY STRATEGIES

- Work with ICC to create code pamphlets

ALLIED PROFESSIONALS (OTHER DESIGN AND CONSTRUCTION PROFESSIONAL ASSOCIATIONS AND LICENSING BOARDS)

MESSAGES AND KEY INFORMATION

Professional associations for design and construction industries (e.g., contractors, engineers, geologists, and building industry associations) need to be kept informed of CAB's activities which may impact their organizations and the industries they represent. Likewise, the state licensing boards which regulate those industries need to be kept informed of activities that may impact their boards and the professions they regulate.

EXISTING COMMUNICATIONS CHANNELS

- Newsletters
- Website
- DCA Executive Officers Council
- Website links to affiliated professionals' websites
- Architectural/engineering meetings

PRELIMINARY STRATEGIES

- Interact with Board for Professional Engineers, Land Surveyors, and Geologists and Contractors State License Board (Executive Committee)

ARCHITECTURAL EDUCATION COMMUNITY

MESSAGES AND KEY INFORMATION

California schools with architectural programs (i.e., colleges, universities, and community colleges) and high schools need to know about licensure and candidate information. These include:

- Examination/licensure requirements
- Candidate exam pass rates
- IDP
- CAB programs

EXISTING COMMUNICATIONS CHANNELS

- Candidate's Handbook (website)
- Summary of Architect Registration Examination pass rates by school
- Education forums

PRELIMINARY STRATEGIES

- Expand education forums
- Meet at schools when possible

GRAPHIC STANDARDS

CAB will maintain and update its graphic standards to ensure clarity, consistency, and accuracy of information in all printed materials and publications.

WEBSITE

The Internet is being used effectively as a tool to reach all audiences through links to and from related sites. The current site functions well and has outstanding graphics. CAB will continue to improve website access, ease of use, and value to users.

REVIEW OF SCHEDULE

December 2014		
10-11	Board Meeting & Strategic Planning Session	Sacramento
25	*Christmas*	*Office Closed*
January 2015		
1	*New Year's Day*	*Office Closed*
19	*Martin Luther King, Jr. Day*	*Office Closed*
February		
10-11	Landscape Architects Technical Committee (LATC) Meeting	Pomona
16	*Presidents Day*	*Office Closed*
March		
TBD	Executive Committee Meeting (if needed)	TBD
4-6	American Institute of Architects Grassroots	Washington, DC
5*	Board Meeting	TBD
13-14	National Council of Architectural Registration Boards (NCARB) Regional Summit	Long Beach
31	*Cesar Chavez Day*	*Office Closed*
May		
TBD	LATC Meeting	TBD
25	*Memorial Day*	*Office Closed*
June		
10	Board Meeting	TBD
17-20	NCARB Annual Meeting	New Orleans, LA
August		
TBD	LATC Meeting	TBD
September		
7	*Labor Day*	*Office Closed*
10	Board Meeting	TBD
November		
TBD	LATC Meeting	TBD
11	*Veterans Day*	*Office Closed*
26-27	*Thanksgiving Holiday*	*Office Closed*
December		
10-11	Board Meeting & Strategic Planning Session	TBD
25	*Christmas*	*Office Closed*

* Tentative date; may change to March 12 (day before NCARB Regional Summit)

ADJOURNMENT

Time: _____