

California Architects Board

Board Meeting

March 12, 2015

Long Beach, California





Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF BOARD MEETING

**March 12, 2015 (Webcast)**

**1:00 p.m. to 5:00 p.m.**

**Hilton Long Beach – Catalina Room**

**701 West Ocean Boulevard**

**Long Beach, CA 90831**

**(562) 983-3400 (Hilton) or (916) 575-7202 (Board)**

The California Architects Board will hold a Board meeting, as noted above. Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public. The Board plans to webcast this meeting on its website at [www.cab.ca.gov](http://www.cab.ca.gov). Webcast availability cannot, however, be guaranteed due to limited resources. The meeting will not be cancelled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at a physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.

The meeting is accessible to the physically disabled. A person who needs disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Annamarie Fernandez at (916) 575-7202, emailing [annamarie.fernandez@dca.ca.gov](mailto:annamarie.fernandez@dca.ca.gov), or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

### Agenda

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. President's Remarks
- C. Public Comment Session
- D. Approve December 10–11, 2014 Board Meeting Minutes
- E. Executive Officer's Report
  1. Update on February 2015 Monthly Report
  2. Update and Possible Action on 2014 Sunset Review Process for California Architects Board and Landscape Architects Technical Committee (LATC)
  3. Update and Possible Action on Legislation Regarding:
    - a. Assembly Bill 178 (Committee on Business and Professions) [Authority: Extension]
    - b. Senate Bill 704 (Bates) [Conflict of Interest]
    - c. Architects Practice Act Amendment [Corporations]

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*(Continued)*

- F. Review and Approve Draft 2015–2016 Strategic Plan
- G. National Council of Architectural Registration Boards (NCARB)
  - 1. Review of 2015 NCARB Regional Summit
  - 2. Discuss and Possible Action on NCARB Resolutions
  - 3. Discuss and Possible Action on 2015 Elections
- H. Accelerated Path to Architectural Licensure (APAL)
  - 1. Update and Possible Action on NCARB’s Actions Related to APAL
  - 2. Reports and Possible Action on California National Architectural Accrediting Board (NAAB) and Non-NAAB Programs’ Efforts Regarding APAL
  - 3. Update and Possible Action on Adroit School of Architecture and American Board of Architecture
  - 4. Update and Possible Action on California Architects Board’s Supporting Position Statement
- I. Review and Approve Proposed Regulations to Amend California Code of Regulations (CCR), Title 16, Section 109 (Filing of Applications) as it Relates to the Reference of the Current Edition of Internship in Architecture Program
- J. Review and Approve Proposed Regulations to Amend CCR, Title 16, Section 109 (Filing of Applications) and Section 111 (Review of Applications) as it Relates to the Reference of the Revised Application for Eligibility Evaluation
- K. Update on February 10–11, 2015 LATC Meeting
- L. Closed Session – Disciplinary Decisions and Exam Development Issues  
[Closed Session Pursuant to Government Code Sections 11126(c)(1) and (3)]
  - 1. Review and Approve December 10, 2014 Closed Session Minutes
  - 2. Consider Proposed Enforcement Decisions and Stipulations
- M. Review of Schedule
- N. Adjournment

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

*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)*

## **Agenda Item A**

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

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

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

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

### **BOARD MEMBER ROSTER**

Jon Alan Baker

Denise Campos

Tian Feng

Pasqual V. Gutierrez

Sylvia Kwan

Ebony Lewis

Matthew McGuinness

Nilza Serrano

Barry Williams

## **Agenda Item B**

### **PRESIDENT'S REMARKS**

Board President Jon Baker or, in his absence, the Vice President will review the scheduled Board actions and make appropriate announcements.

## **Agenda Item C**

### **PUBLIC COMMENT SESSION**

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

## **Agenda Item D**

### **APPROVE DECEMBER 10-11, 2014 BOARD MEETING MINUTES**

The Board is asked to approve the minutes of the December 10-11, 2014 Board meeting.

Attachment:

December 10-11, 2014 Board Meeting Minutes

MINUTES

REGULAR MEETING

CALIFORNIA ARCHITECTS BOARD

December 10-11, 2014

Sacramento, CA

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

Board President Sheran Voigt called the meeting to order at 10:12 a.m., and Board Vice President, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Vice President  
Jon Alan Baker  
Matthew McGuinness  
Nilza Serrano (arrived at 10:20 a.m.)  
Hraztan Zeitlian

Board Members Absent

Denise Campos  
Tian Feng  
Sylvia Kwan

Guests Present

Kurt Cooknick, Director of Regulation & Practice, The American Institute of Architects, California Council (AIACC)  
Gregory Tuss, Deputy Attorney General (DAG), Office of the Attorney General  
Raul Villanueva, Personnel Selection Consultant, Department of Consumer Affairs (DCA) Office of Professional Examination Services (OPES)

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marcus Reinhardt, Program Manager, Examination/Licensing  
Justin Sotelo, Program Manager, Administration/Enforcement  
Mel Knox, Administration Analyst  
Robert Carter, Architect Consultant  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. Five members were present at the time of roll. (A quorum was established with Nilza Serrano's arrival at 10:20 a.m.)

B. PRESIDENT'S REMARKS

Ms. Voigt announced that the Board did not have a quorum at the time of the roll call. She indicated that the Board would proceed with business to the furthest extent possible without a quorum.

Ms. Voigt announced Chris Christophersen's resignation from the Board due to an enhanced role with his employer. She also recognized DAG Gregory Tuss' presence at the meeting, and noted that he was scheduled to deliver a presentation on the Board's role in the disciplinary process.

Jon Baker asked to rearrange the agenda to delay action items until a quorum is established. Doug McCauley recommended the Board take time to consider the September minutes for approval, and to receive liaison and Executive Officer's reports, which require no action.

C. PUBLIC COMMENT SESSION

There were no comments from the public.

E.\* EXECUTIVE OFFICER'S REPORT

Mr. McCauley informed the Board of the National Council of Architectural Registration Boards' (NCARB) meeting in Long Beach in March 2015 for its Regional Summit. He recommended the members take advantage of the rare opportunity to attend a critical national meeting. Mr. McCauley explained that, by attending the Regional Summit, the Board could use the opportunity to advocate on several issues that affect California.

Mr. McCauley updated the Board on the status of its negative Budget Change Proposal, which is a proposal to reduce the Board's spending authority. He said the proposal is still in the approval process and, if approved by the Governor, will be reflected in the Governor's budget in January.

Mr. McCauley updated the Board on legislative items. He explained the complexities of seeking new legislation on the subject of Senate Bill 850, which concerned the issue of community colleges awarding baccalaureate degrees. Mr. McCauley reported it premature to propose revisions to the prescribed process for identifying community colleges to award baccalaureate degrees. He suggested that the Board monitor the process and, in the future, reconsider sponsoring new legislation that would enable community colleges to award baccalaureate degrees in architecture. Mr. McCauley said that AIACC researched the possibility of seeking new legislation to that effect and found it prudent to wait to pursue.

Mr. McCauley reported that AIACC will likely pursue legislation next year pertaining to construction observation.

Mr. McCauley stated that the Board has embraced Twitter as a valuable tool to communicate with students and emerging professionals. He reported that, since its September 2014 meeting, the Board's number of Twitter followers has increased by 50 percent. To help promote the Board's social media efforts, Mr. McCauley explained that a card was produced with the Twitter logo on one side and Board's handle on the other. He said these cards shall be made available at Board meetings and presentations at schools to increase public awareness about the Board's presence on Twitter.

Mr. McCauley reported that regulatory proposals concerning 1) Architect Registration Examination eligibility, and 2) changes to the Intern Development Program (IDP) are awaiting approval by the Office Administrative Law.

Mr. McCauley acknowledged that the Enforcement Unit's number of pending cases has increased. He explained that a significant amount of continuing education (CE) coursework audits were recently referred to the unit, causing a surge in the number of pending cases from this time one year ago. Mr. McCauley indicated that the unit's case load will return to normal levels over time.

Mr. Gutierrez asked about the California Supplemental Examination (CSE) pass rates for fiscal year (FY) 2014/2015 in comparison to pass rates for FY 2013/2014. Marccus Reinhardt clarified that FY 2014/2015 statistics reflect a partial year and not the entire year.

Mr. McCauley updated the Board on the steps to complete its Sunset Review process. He reported that the Sunset Review Report was submitted to the Legislature on October 31, 2014, and noted that the Board will receive a list of issues to address approximately two weeks before its hearing. He also explained that he will meet with DCA executive staff and AIACC before the Sunset Review hearing. He informed the Board that an Executive Committee meeting will likely be scheduled two weeks before the hearing in order to properly address issues that may arise.

- **Sheran Voigt moved to delegate authority to the President and Executive Officer to make any policy decisions with regard to preparing for the Board's Sunset Review hearing and to convene the Executive Committee, if needed.**

**Nilza Serrano seconded the motion.**

**The motion passed 6-0.**

Mr. McCauley delivered his liaison report, stating that the California chapter of the American Council of Engineering Companies identified three issues of concern to the Board: water resources, indemnification, and transportation. He reported that the Contractors State Licensing Board (CSLB) identified unlicensed operator stings and service repair scams as significant consumer protection issues of interest to the Board. He said that a new CSLB Registrar will soon be selected to replace Steve Sands. Mr. McCauley also reported that the Board for Professional Engineers, Land surveyors and Geologists (BPELSG) is also in the midst of its Sunset Review, and has implemented computer testing. He said that BPELSG is considering an increase to the number of days its exam is offered.

Ms. Voigt reported that she contacted representatives at all three of her assigned community colleges, but only spoke briefly with the representative at College of the Desert.

Mr. Gutierrez reported that, in addition to the introductory letters that were sent to schools and organizations by staff, he authored personal letters to his contacts. He reported that a conference call is scheduled for January 8, 2015 with Woodbury University on the topic of Woodbury's collaboration with the Board concerning integrated paths to licensure.

Ms. Serrano reported that she contacted representatives at all three of her assigned community colleges, but only spoke briefly with the representative at Cerritos College. She reported that the department leadership at Cerritos believes students should spend more time in school due to liability concerns in architecture. She explained the leadership's belief that their students should be more familiar with liability exposure as future practitioners.

Mr. Baker reported that most of his contact has been with NewSchool of Architecture and Design. He said that NewSchool is very interested in the "accelerated path to architectural licensing" initiative from NCARB and reminded the Board that Mitra Kanaani, Professor of Architecture at NewSchool, has spoken before the Board on two occasions in 2014. Mr. Baker reported difficulties engaging in meaningful discussion with his assigned community colleges.

Matthew McGuinness reported on his conversation with the Chair of the architecture department at City College of San Francisco. Mr. McGuinness expressed the Chair's desire for industry organizations (including the Board) to exercise greater social responsibility. He said the Chair recognizes a strong need to reduce barriers for entry into the architectural profession and create conditions that provide access to people other than those who are most privileged in our society.

Mr. Zeitlian volunteered to be the liaison to the Southern California Institute of Architecture (SCI-Arc) for future reports, previously held by Mr. Baker. He reported that SCI-Arc leadership is pro-licensure alignment, citing a recent interview conducted with the Institute's Director. Mr. Zeitlian also reported that the University of Southern California has responded to NCARB's Request for Information & Interest, and will also be submitting a Request for Proposal (RFP). He said the University of California, Los Angeles expressed a strong support for the Board to allow candidates to begin earlier testing; however, it is not interested in submitting an RFP at this time due to staffing concerns. Mr. Zeitlian also reported that the Association of Collegiate Schools of Architecture is interested in encouraging all colleges to consider submitting an RFP. He said Citrus College's focus is gaining accreditation status.

Mr. McCauley spoke on the national effort to develop additional paths to licensure through degree programs. He explained the concept of students taking divisions of the national examination while fulfilling requirements of the IDP with the view to be eligible for licensure upon graduation. Mr. Baker asked about collaboration between the Board and universities, to which Mr. McCauley said that the Board has taken positive steps toward being accessible to schools throughout the process. Mr. McCauley reminded members that all accredited schools of architecture were invited to the February 2014 Board meeting to participate in discussions concerning national efforts to integrate licensing into degree programs. He suggested that schools again be invited to the March 2015 Board meeting in Long Beach, especially those schools that intend to submit an RFP. Mr. McGuinness voiced concern that only private schools would entertain the RFP since public schools may have fewer resources. He encouraged the Board to be mindful of how that dynamic may influence the process. Mr. Zeitlian expressed his desire for the Board to be a proactive leader for allowing candidates to begin earlier testing.

Robert Carter reported on his contact with the California Building Officials (CALBO). He said CALBO is engaged in issues concerning 1) roof-mounted solar panel systems for residential use, and 2) the education of building officials and staff in rural and underserved communities, particularly on the central coast and in the central valley. Mr. Carter said CALBO will be the host organization for an upcoming International Code Council meeting in Long Beach.

The Board reviewed Tian Feng's and Sylvia Kwan's liaison reports, which were presented in writing in their absence.

D. APPROVE THE SEPTEMBER 10, 2014 BOARD MEETING MINUTES

Ms. Voigt asked for comments concerning the September Board Meeting Minutes.

- **Jon Baker moved to approve the September 10, 2014, Board Meeting Minutes with minor edits to pages 4, 7, and 8.**

**Pasqual Gutierrez seconded the motion.**

**The motion passed 6-0.**

F. ELECTION OF 2015 BOARD OFFICERS

Ms. Voigt informed the Board that two members, Messrs. Baker and Gutierrez, are seeking the position of Board President in 2015. In his absence, Ms. Voigt expressed Mr. Feng's desire to serve the Board in any officer position. Ms. Voigt then proposed the following slate of officers for 2015 based on the qualifications and interest expressed by the Board members: Jon Baker, President; Pasqual Gutierrez, Vice President; and Tian Feng, Secretary.

- **Matthew McGuinness moved to elect Jon Baker for President in 2015.**

**Pasqual Gutierrez seconded the motion.**

**The motion passed 6-0.**

Ms. Voigt asked for a motion concerning the position of Vice-President.

- **Matthew McGuinness moved to elect Pasqual Gutierrez for Vice-President in 2015.**

**Nilza Serrano seconded the motion.**

**The motion passed 6-0.**

Ms. Voigt asked for a motion concerning the position of Secretary.

- **Matthew McGuinness moved to elect Tian Feng for Secretary in 2015.**

**Nilza Serrano seconded the motion.**

**The motion passed 6-0.**

G. SELECT THE 2014 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD RECIPIENTS

Ms. Voigt explained that members of the Board donate the cost of the Octavius Morgan Distinguished Service Awards to annual recipients. She asked the Board if members wish to continue the tradition of purchasing these awards with personal funds. Mr. McCauley reminded

the Board of the Executive Order on this issue. He reminded the Board that members have opined in the past that the Octavius Morgan Distinguished Service Award is too important to discontinue.

- **Jon Baker moved to continue the practice of donating the cost of the Octavius Morgan Distinguished Service Award with the personal funds of Board members.**

Mr. Baker shared his view that volunteers should be recognized for their valuable contribution to the Board. He said their contribution to California consumers cannot be overlooked.

**Nilza Serrano seconded the motion.**

**The motion passed 5-1 (Hraztan Zeitlian opposed).**

Ms. Voigt acknowledged two Octavius Morgan Distinguished Service Award nominees for their efforts to advance the Board's mission, values, and strategic goals.

- **Matthew McGuinness moved to approve that Albert Okuma and Charles Smith be awarded the Octavius Morgan Distinguished Service Award for 2014.**

**Nilza Serrano seconded the motion.**

**The motion passed 6-0.**

#### H. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Mr. Reinhardt explained that the NCARB Board of Directors, at its September 11-13, 2014 meeting, solicited comments from Member Boards concerning proposed changes to streamline and overhaul the IDP. He further explained that, on August 12, 2014, the Board President provided those comments to NCARB on behalf of the Board in support of NCARB's IDP proposals. Mr. Reinhardt asked the Board to ratify the action taken by the Board President as well as the comments submitted to NCARB.

- **Jon Baker moved to ratify the action taken by the Board President and the comments submitted to NCARB concerning proposed changes to IDP.**

**Nilza Serrano seconded the motion.**

**The motion passed 6-0.**

Mr. Reinhart asked the Board to also ratify similar comments to NCARB's proposed changes to the Broadly Experienced Architect (BEA) and Broadly Experienced Foreign Architect (BEFA) programs. Mr. Baker stated that program changes to BEA and BEFA may not proceed as initially proposed, and that NCARB may modify or retract its proposed changes.

- **Jon Baker moved to ratify the action taken by the Board President and the comments submitted to NCARB concerning proposed changes to BEA and BEFA programs.**

**Nilza Serrano seconded the motion.**

**The motion passed 6-0.**

**I. PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT**

Mr. Baker reported on the activities which occurred at the PQ Committee meeting held on April 9, 2014. He reported that the Committee was updated with the Strategic Plan objectives for initiatives that promote licensure and additional paths to licensure. Mr. Baker also reported that the Committee discussed the upcoming Occupational Analysis (OA), review of the national examination, and linkage study.

Mr. Gutierrez explained the PQ Strategic Plan objective to monitor, analyze, and encourage initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and alternative paths to licensure should be reexamined. He said the Board will need to greater align itself with NCARB on this issue during the upcoming Strategic Planning session. Mr. Gutierrez said the nomenclature now used is “integrated path to licensure.”

**J. DEPUTY ATTORNEY GENERAL PRESENTATION: THE BOARD’S ROLE IN THE DISCIPLINARY PROCESS**

DAG Gregory Tuss, provided a presentation on the Board’s role in the disciplinary process for cases that warrant formal enforcement or disciplinary action by the Board. Mr. Tuss stressed the importance of the Board to focus on identifying appropriate penalties that adequately protect the public.

**K. DISCUSS AND POSSIBLE ACTION ON 2014 STRATEGIC PLAN OBJECTIVE TO REVIEW AND UPDATE THE BOARD’S DISCIPLINARY GUIDELINES**

Justin Sotelo presented proposed revisions to the Board’s Disciplinary Guidelines. He explained the basis for the proposed revisions and the actions taken by the Regulatory and Enforcement Committee (REC). Mr. Sotelo asked the Board to consider either their 1) approval with staff authorization to proceed with the required regulatory change proposal to amend California Code of Regulations (CCR) section 154, or 2) referral of this item back to the REC for a formal recommendation to the Board.

Mr. Baker requested that staff modify the heading for Business and Professions Code section 5586 for greater clarity.

Mr. Sotelo also briefed the Board on the proposed modification to the “Obey All Laws” standard condition of probation, which was recommended by the Board’s DAG liaison. He referred members to the DAG’s list of eight justifications for modifying the condition, which were included in the agenda item cover sheet. Mr. McCauley further explained the basic standard for architects, which is compliance with the Architects Practice Act. He said, once that standard has been breached, architects on probation should be 1) on their best behavior, 2) held to a higher standard, and 3) demonstrating rehabilitation. Mr. Tuss said grey areas may exist when determining which violations of law to consider. He reiterated his earlier point about proper discipline of an architect in the context of adequate public protection. Mr. Baker stated there may be instances when state law may not comply with federal law. He said, therefore, it may be impossible to simultaneously “obey all laws,” particularly if laws do not involve the practice of architecture. Mr. Baker asked if legal counsel is comfortable with that proposed modification.

Rebecca Bon informed the Board that other boards within DCA have blanket requirements for their professionals to “obey all laws” while staff maintains discretion to pursue infractions of law. Mr. McCauley said the Board may exercise discretion, for example, in certain Vehicle Code violations. He said the Board has discretion to apply penalties as deemed appropriate based on facts and circumstances of a particular case.

- **Jon Baker moved to approve the proposed revisions to the Board’s Disciplinary Guidelines with a minor modification to BPC 5586 heading and authorize staff to proceed with a regulatory proposal to amend CCR section 154.**

**Nilza Serrano seconded the motion.**

**The motion passed 5-1 (Matthew McGuinness opposed).**

I.\* PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

Raul Villanueva gave a presentation on the results of the Board’s OA. He covered the:

1. OA’s response rate and demographic results;
2. OA’s results of task and knowledge ratings; and
3. CSE Test Plan.

Mr. Baker asked about the relevancy of questions to the OA, to which Mr. Villanueva explained that, indeed, all questions are relevant.

Mr. McCauley noted the issue of disabled access is not only mandated to be a topic of CE of architects, but is also mandated to be a topic of the examination. He said the topic of disabled access should be highlighted as part of the CSE Test Plan.

Ms. Serrano asked about exam demographics, to which Mr. Villanueva replied that OPES is prohibited from collecting gender and ethnic demographics. Ms. Serrano opined that the information cannot be collected and used to make decisions, but can be collected and used for information purposes. Mr. Villanueva said that information can be given only on a volunteer basis.

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

The Board went into closed session to consider possible action on proposed enforcement decisions and stipulations.

M. ADJOURNMENT

Ms. Voigt asked for a motion to adjourn.

- **Pasqual Gutierrez moved to adjourn.**

**Hraztan Zeitlian seconded the motion.**

**The motion passed 6-0.**

The meeting adjourned at 2:25 p.m.

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

Board President Sheran Voigt called the meeting to order at 9:00 a.m. on December 11, 2014, and Board Vice President, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Vice President  
Jon Alan Baker  
Tian Feng  
Sylvia Kwan  
Matthew McGuinness  
Nilza Serrano  
Hraztan Zeitlian

Board Members Absent

Denise Campos

Guests Present

Kurt Cooknick, Director of Regulation & Practice, AIACC  
Ted Evans, Strategic Planner & Facilitator, DCA Strategic Organization, Leadership, and Individual Development (SOLID)  
Dennis Zanchi, Organizational Development Manager, DCA SOLID

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marccus Reinhardt, Program Manager, Examination/Licensing  
Justin Sotelo, Program Manager, Administration/Enforcement  
Mel Knox, Administration Analyst  
Rebecca Bon, Staff Counsel, DCA

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

O. PUBLIC COMMENT SESSION

There were no comments from the public.

P. STRATEGIC PLANNING SESSION

Dennis Zanchi and Ted Evans from SOLID facilitated the Board's strategic planning session and lead the Board through its review of accomplishments for 2014, its mission, values, and strategic

goals, which assisted members in developing objectives for 2015-16. The Board decided at this year's session to transition to a two-year Strategic Plan.

SOLID will update the Strategic Plan with changes made during this session, and the Board will review and finalize the plan at its next meeting.

Q. REVIEW OF SCHEDULE

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

- March 5 or 12, 2015 (members will be surveyed for availability);
- June 10, 2015;
- September 10, 2015; and
- December 10-11, 2015.

R. ADJOURNMENT

Ms. Voigt asked for a motion to adjourn.

- **Matthew McGuinness moved to adjourn.**

**Sylvia Kwan seconded the motion.**

**The motion passed 8-0.**

The meeting adjourned at 2:02 p.m.

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

**EXECUTIVE OFFICER'S REPORT**

1. Update on February 2015 Monthly Report
2. Update and Possible Action on 2014 Sunset Review Process for California Architects Board and Landscape Architects Technical Committee (LATC)
3. Update and Possible Action on Legislation Regarding:
  - a. Assembly Bill 178 (Committee on Business and Professions) [Authority: Extension]
  - b. Senate Bill 704 (Bates) [Conflict of Interest]
  - c. Architects Practice Act Amendment [Corporations]



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## MEMORANDUM

DATE: March 2, 2015  
TO: Board Members  
FROM: Doug McCauley, Executive Officer  
SUBJECT: Monthly Report – February 2015

The following information is provided as an overview of Board activities and projects as of February 27, 2015.

### ADMINISTRATIVE/MANAGEMENT

Board The Board met on December 10-11, 2014 in Sacramento at the State Capitol. The second day of the meeting included a Strategic Planning session to update the Board's Strategic Plan for 2015-2016, which was facilitated by the Department of Consumer Affairs' (DCA) SOLID Training and Planning Solutions. Board meetings scheduled for 2015 are as follows: March 12 (Long Beach); June 10 (San Diego); September 10 (San Francisco); and December 10-11 (Sacramento).

On December 16, 2014, Governor Brown appointed Ebony Lewis as a public member and Barry L. Williams as an architect member to the Board.

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. The Concept Paper was submitted to the DCA Budget Office on April 21, 2014. Staff prepared a draft of the negative BCP and provided it to the Board's Budget Office analyst on June 23, 2014. A meeting between Board staff and Budget Office 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

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Budget Office 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) on September 2, 2014. It was subsequently approved by DOF and the Board's reduced spending authority was incorporated into the Governor's Proposed Budget in January. The Legislature has until June 30, 2015 to adopt the budget.

Communications Committee Communications Committee members that served in 2014 were surveyed on their continuing interest in serving on the Committee. Board President Jon Baker made appointments to the Committee for 2015 based on interests in serving. Notifications were sent to members thanking them for their contributions and congratulating them on their appointments or re-appointments. Once the Strategic Plan, which includes the Committee's objectives for 2015-16, is approved by the Board at its March 12, 2015 meeting, the Committee members will be surveyed for a date to hold the next meeting and begin work on its assigned objectives.

Legislation Assembly Bill (AB) 178 (Business and Professions Committee) [Authority: Extension] was introduced on January 26, 2015, and extends the Sunset date for the Board and the LATC until January 1, 2020. AB 178 will be heard by the Assembly Committee on Business and Professions. (See Legislation coversheet in Board meeting packet for update.)

Senate Bill (SB) 704 (Bates) [Conflict of Interest] was introduced on February 27, 2015, and establishes an additional provision of the Government Code wherein members of advisory boards or commissions, as public officials, would be permitted to recuse themselves from decisions on contracts in which they have a financial interest. SB 704 is in the Senate Rules Committee.

Liaison Program Liaison assignments were updated, following Board members Chris Christophersen, Sheran Voigt, and Hraztan Zeitlian terms ending. Liaisons were asked to make contact with their assigned organizations and/or schools on February 24, 2015, and to provide an update on their assigned organizations' activities and objectives at the June 10, 2015 Board meeting.

Newsletter The next issue of the Board's newsletter, *California Architects*, is scheduled to be published in April 2015.

Personnel Leosha Eves in the Enforcement Unit accepted a new position with the Department of State Hospitals. Her last day with the Board was December 23, 2014. Enforcement Office Technician, Kristin Walker was selected to fill Ms. Eves' position and promoted to the Staff Services Analyst (SSA) level effective January 30, 2015. Douglas Truong, formerly employed by the LATC in a limited-term SSA position, accepted the Board's permanent full-time Continuing Education Program Analyst position, previously held by Jeff Olguin. Office Technician Maribeth Senty in the Administration Unit accepted a position at the Department of Social Services. Her last day at the Board was February 27, 2015. Efforts are currently underway to fill her position and the position held by Ms. Walker.

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. On February 4, 2015, EO Doug McCauley met with the staff consultant for the Assembly Committee on Business and Professions to discuss any questions that may be raised during the Sunset Review process. The Board's Sunset Review hearing date was originally scheduled for March 24, 2015, but is now March 18.

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

3/5/14	Outlook 2010 (Janine)
3/18-19/15	Purchasing Process (Greg)
3/19/15	Dealing With Difficult Personalities (Cecilia)
4/7/15	Basic Project Management (Douglas)
4/29-30/15	Presentation Skills for Analysts (Greg)

Twitter The Board has 547 followers, which is an increase of 12% since the December 10, 2014 Board meeting. To date, there have been 207 tweets and retweets made by the Board.

Website In February, staff updated and published the California Supplemental Examination (CSE) Handbook.

## **EXAMINATION AND LICENSING PROGRAMS**

Accelerated Path to Architectural Licensure (APAL) 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, met several times, most recently on 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,). Discussion also took place with regard to other current NCARB efforts and the development of a potential framework for an accelerated path to architectural licensure model.

The Professional Qualifications Committee (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 NCARB Licensure Task Force in August 2014.

NCARB released a Request for Interest & Information (RFI&I) on September 9, 2014 to NAAB-accredited programs requesting information in order to assess the interest level and readiness to design and develop an integrated path leading to APAL. The deadline for submission of a response to NCARB was October 31, 2014. The RFI&I was the first step in a two-step process that was followed by a formal Request for Proposal (RFP) that was released on January 23, 2015 with a deadline of June 1, 2015. 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).

Staff is monitoring the California accredited schools and NCARB for the ongoing status of current initiatives and any new ones introduced.

Architect Registration Examination (ARE) The results for ARE divisions taken by California candidates between January 1, 2015 and January 31, 2015 are available below.

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Programming, Planning & Practice	80	43	54%	37	46%
Site Planning & Design	66	36	55%	30	45%
Building Design & Construction Systems	62	40	65%	22	35%
Structural Systems	42	25	60%	17	40%
Building Systems	54	40	74%	14	26%
Construction Documents & Services	117	60	51%	57	49%
Schematic Design	80	63	79%	17	21%

Effective October 1, 2014, NCARB's mandatory wait time for retaking ARE divisions decreased from 6 months to 60 days. This policy change allows 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 stated that the policy change was 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 examination content from over-exposure. Staff identified a need to amend CCR section 120 (Re-Examination) and the Board approved proposed regulatory language to implement NCARB's change to the ARE waiting period. The Board also 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, the new structure incorporates graphics throughout the examination 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 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 examination will include six divisions, and each will be stand-alone, 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 2014, 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) Development: 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.

Occupation Analysis (OA), ARE Review, and Linkage Study: 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 2014, 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 2014; 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 2014; the findings were presented to the Board at its December 10, 2014 meeting.

OPES is currently conducting the ARE review. Staff is also coordinating the commencement of the 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.

CSE Results: In February, the computer-delivered CSE was administered to 49 candidates, of which 29 (59%) passed and 20 (41%) failed. The CSE has been administered to 454 candidates in FY 2014/2015 (as of February 28, 2015), of which 259 (57%) passed and 195 (43%) failed. During FY 2013/2014, the computer-delivered CSE was administered to 867 candidates, of which 488 (56%) passed, and 379 (44%) failed.

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 in support of the proposed changes on August 12, 2014, which was later ratified by the Board at its December 10, 2014 meeting.

The proposed changes to the BEA program, as initially introduced, reduced the amount of experience required by a licensee to complete the program and receive an NCARB Certificate. Under the initially proposed changes, 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.

At its December 4-6, 2014 meeting, the BOD voted to modify the proposed changes to the BEA program that adjust how an architect, without an accredited degree, could apply for an NCARB Certificate by demonstrating competency through experience to compensate for deficiencies in education. The proposed adjustments now would: 1) require two years of post-licensure practice, combined with compliance with twice the IDP requirements for those holding a pre-professional degree or three times the IDP requirements for those holding an unrelated degree; 2) eliminate NCARB Certificate eligibility for those holding only a high school diploma; and 3) eliminate the Education Evaluation Services for Architects and dossier requirements, eliminate the fees associated with those two steps, and automate the entire process, using IDP as the metric for dictating additional experience in lieu of education.

The proposed change to the BEFA program, as initially introduced, eliminated the experience dossier, the corresponding dossier review, and interview; reducing 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. The BOD directed NCARB staff to develop a draft resolution for discussion during the October 31-November 1, 2014 MBC/MBE meeting.

At its December 4-6, 2014 meeting, the BOD voted to modify the proposed changes to BEFA by requiring applicants to complete IDP instead of documenting seven years of credentialed practice in a foreign country.

The BOD directed NCARB staff to develop respective draft resolutions for the BEA and BEFA programs that will be submitted for comment to Member Boards and for discussion at the NCARB Regional Summit on March 13-14, 2015.

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 in support of the proposed changes on August 12, 2014. The Board ratified 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.

Outreach On January 27-28, 2015, Doug McCauley, EO, and Timothy Rodda, Examination/Licensing Analyst, provided presentations with NCARB Internship + Education Manager Martin Smith. The presentations were held at Woodbury University, NewSchool of Architecture and Design, and The American Institute of Architects, San Diego Chapter, and explained licensing requirements, the role of NCARB, IDP, and the ARE. Approximately 150 individuals attended the presentations.

Professional Qualifications Committee (PQC) PQC members that served in 2014 were surveyed on their continuing interest in serving on the Committee. Board President Jon Baker made appointments to the Committee for 2015 based on interests in serving. Notifications were sent to members thanking them for their contributions and congratulating them on their appointments or re-appointments. Once the Strategic Plan, which includes the Committee's objectives for 2015-16, is approved by the Board at its March 12, 2015 meeting, the PQC members will be surveyed for a date to hold the next meeting and begin work on its assigned objectives.

Regulation Changes *CCR section 116 (Eligibility for Examination)* – As part of the change to the 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 amend CCR section 116 to reflect the NCARB Record requirement. The Board approved the proposed regulatory language at its June 13, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

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

June 13, 2013	Proposed regulatory language approved by the Board
May 9, 2014	Notice of Proposed Changes in the Regulations to be published by Office of Administrative Law (OAL)
May 9, 2014	Regulation package 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 Agency for approval
October 31, 2014	Final rulemaking file approved by Agency
November 14, 2014	Final rulemaking file submitted to OAL for approval
December 23, 2014	Final rulemaking file approved by OAL
April 1, 2015	Effective date of regulatory change

*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
December 17, 2014	Final rulemaking file approved by OAL
April 1, 2015	Effective date of regulatory change

*CCR section 109 (Filing of Applications)* – NCARB released a new edition of the *IDP Guidelines* in July 2014 which allows experience to be gained beyond the initial six month reporting period. Candidates may now report experience up to five years prior at a reduced value of 50 percent toward IDP requirements. 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 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 109:

September 10, 2014	Proposed regulatory language approved by the Board
January 23, 2015	Notice of Proposed Changes in the Regulations published by OAL
January 23, 2015	Regulation package submitted to DCA Division of Legislative and Policy Review
March 9, 2015	Public hearing scheduled

*CCR section 120 (Re-Examination)* – Effective October 1, 2014, NCARB’s mandatory wait time for retaking ARE divisions decreased from 6 months to 60 days. This policy change allows 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 amend CCR section 120 to reflect the proposed retest modifications, update regulations to accept Rolling Clock extensions, and reference the current 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
February 27, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
March 13, 2015	Notice of Proposed Changes in the Regulations to be published by OAL
April 27, 2015	Public hearing scheduled

### **ENFORCEMENT PROGRAM**

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

Education/Information Program: Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In January\*, there were 21 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. (\*Architect consultant statistics for February will be provided in the March 2015 Monthly Report.)

Disciplinary Guidelines The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The Regulatory and Enforcement Committee (REC) reviewed recommended updates to the Board's *Disciplinary Guidelines* in 2013 and 2014. Additionally, at the request of the REC, staff consulted with a representative of The American Institute of Architects, California Council to address a proposed modification to the "Obey All Laws" condition of probation. The representative concurred with the revision and indicated that there was no issue with the proposal. Staff then consulted with the REC Chair who agreed to provide the *Disciplinary Guidelines* with recommended revisions to the Board for consideration at its December 2014 meeting due to the target date established for the Strategic Plan objective. At its December 2014 meeting, the Board approved the recommended revisions to the *Disciplinary Guidelines* and authorized staff to proceed with the required regulatory change to CCR 154 in order to incorporate the revised *Disciplinary Guidelines* by reference.

Enforcement Actions The Board issued a one count citation that included a \$500 administrative fine to Laurence Allen, for an alleged violation of Business and Professions Code section (BPC)

5600.05(a)(1) (License Renewal; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The citation became final on February 12, 2015.

The Board issued a one count citation that included a \$2,000 administrative fine to Alex L. Barajas, for alleged violations of BPC 5537.1 (Exemptions; Structural Engineer). The citation became final on February 26, 2015.

The Board issued a one count citation that included a \$500 administrative fine to Todd Alexander Calish, for an alleged violation of BPC 5600.05(a)(1) (License Renewal; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The citation became final on February 19, 2015.

The Board issued a one count citation that included a \$500 administrative fine to Patrick Richard Crosgrove for an alleged violation of BPC 5600.05(a)(1) (License Renewal; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The citation became final on February 19, 2015.

The Board issued a one count citation that included a \$500 administrative fine to Sady S. Hayashida, for an alleged violation of BPC 5600.05(a)(1) (License Renewal; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The citation became final on February 19, 2015.

The Board issued a one count citation that included a \$500 administrative fine to Gary Alton McKelvey, for an alleged violation of CCR 160(b)(2) (Rules of Professional Conduct). The citation became final on February 26, 2015.

The Board issued a one count citation that included a \$2,000 administrative fine to Conrad Sanchez, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The citation became final on February 26, 2015.

The Board issued a one count citation that included a \$500 administrative fine to Eric Michael Sandoval for an alleged violation of BPC 5600.05(a)(1) (License Renewal; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The citation became final on February 12, 2015.

The Board issued a three count citation that included a \$2,000 administrative fine to Carison Carlos Wade, for alleged violations of BPC 5558 (Business Entity Report) and 5584 (Willful Misconduct) and CCR 160(b)(2) (Rules of Professional Conduct). The citation became final on February 26, 2015.

<u>Enforcement Statistics</u>	<u>Current Month</u> February 2015	<u>Prior Month</u> January 2015	<u>Prior Year</u> February 2014
Total Cases Received/Opened**:	23	15	15
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	1	0	0
Complaints Pending DOI:	1	0	1
Complaints Pending AG:	12	9	3
Complaints Pending DA:	1	4	3
Total Cases Closed**:	44	34	12
Total Cases Pending*:	126	144	113
Settlement Cases (§5588) Opened:	1	2	1
Settlement Cases (§5588) Pending:	4	6	8
Settlement Cases (§5588) Closed:	3	2	0
Citations Final:	9	2	2

\* Includes complaints, settlement cases, citations, disciplinary actions and 32 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) REC members that served in 2014 were surveyed regarding their continued interest in serving on the Committee. Board President Jon Baker made appointments to the Committee for 2015 based on interests in serving. Notifications were sent to members thanking them for their contributions and congratulating them on their appointments or re-appointments. Once the Strategic Plan, which includes the Committee's objectives for 2015-16, is approved by the Board at its March 12, 2015 meeting, the members will be surveyed for a date to hold the next meeting and begin working on the REC's assigned objectives.

## **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 Budget Office 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 was the first step in the process and an internal document which formulated the LATC's intent to pursue the negative

BCP. On April 21, 2014, staff submitted the Concept Paper to the Budget Office. A meeting between Board staff and Budget Office 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 proposal was submitted to Agency on August 11, 2014 and DOF on September 2, 2014. It was subsequently approved by DOF and the LATC's reduced spending authority was incorporated into the Governor's Proposed Budget in January. The Legislature has until June 30, 2015 to adopt the budget.

Committee The next LATC meeting will be held on May 13, 2015 in Sacramento.

Personnel Efforts are underway to recruit to fill the Special Projects Analyst position which was vacated on February 10, 2015.

Website In February, 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 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 with OPES for the OA. Upon execution of the IAC, 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. The findings of the linkage study were reviewed and approved by the Committee at their February 10, 2015 meeting.

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

March 5-6, 2015

April 16-17, 2015

May 14-15, 2015

June 11-12, 2015

June 25-26, 2015

Landscape Architect Registration Examination (LARE) The most recent LARE administration was held December 1-13, 2014. The next LARE administration will be held April 6-18, 2015. The candidates' application deadline for the April examination was January 27, 2015. Additional upcoming LARE administration dates are as follows:

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 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. The regulatory proposal was approved by OAL and will become effective on April 1, 2015 (*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 Council of Landscape Architectural Registration Boards 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 for approval
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
December 3, 2014	Final rulemaking file approved by OAL
April 1, 2015	Effective date of regulatory change

*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 Budget Office staff provided a budget presentation to the LATC. In this presentation, the LATC fund balance of 19.5 months in reserve was discussed in context with BPC section 128.5 (Reduction of License Fees in Event of Surplus Funds), which requires funds to be reduced if an agency has 24 months of funds. As a result of this discussion, LATC asked staff to consult with 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 BCP 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 for approval
October 3, 2014	Final rulemaking file approved by Agency
November 12, 2014	Final rulemaking file to Department of Finance (DOF) for approval
January 16, 2015	Final rulemaking file approved by DOF
February 2015	Preparing final rulemaking file for submittal to OAL

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 Strategic Planning session in February 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. Staff researched whether teaching experience was addressed by the Education Subcommittee and found that it was not previously discussed. This topic was addressed again at the February 10-11, 2015 LATC meeting. The Committee directed staff to prepare proposed language to include such credit to the LATC Table of Equivalents. This topic is scheduled to be discussed at the May 13, 2015 LATC meeting.

Sunset Review The LATC reviewed the first draft of the Sunset Review Report at its meeting on August 28, 2014 and delegated authority to the LATC Chair and EO to make any necessary changes prior to submittal to the Legislature. The Board approved the draft Report with minor edits at its meeting on September 10, 2014. Staff finalized the Report and submitted it to the Legislature on October 31, 2014. On February 4, 2015, EO Doug McCauley met with the staff consultant for the Assembly Committee on Business and Professions to discuss any questions that may be raised during the Sunset Review process. The LATC's Sunset Review hearing date was originally scheduled for March 24, 2015, but is now March 18.

## **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*. At its December 2014 meeting, the Board approved the proposed updates to their *Disciplinary Guidelines* and authorized staff to proceed with the required regulatory change in order to incorporate the revised *Disciplinary Guidelines* by reference. Board staff is currently working on the regulatory proposal. At its February 10, 2015 meeting, the LATC approved proposed revisions to its *Disciplinary Guidelines* based on the recent Board approval for their *Guidelines*. Staff will be working with the Board staff to develop the regulatory package.

	<u>Current Month</u> February 2015	<u>Prior Month</u> January 2015	<u>Prior Year</u> February 2014
<u>Enforcement Statistics</u>			
Complaints Opened**:	3	1	3
Complaints to Expert:	0	1	1
Complaints to DOI:	0	0	0
Complaints Pending DOI:	0	0	0
Complaints Pending AG:	1	1	0
Complaints Pending DA:	0	0	0
Total Cases Closed:	0	1	1
Total Cases Pending*:	19	16	25
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	0	0	2
Settlement Cases (§5678.5) Closed:	0	0	0
Citations Final:	0	0	0

*\*Includes both complaint and settlement cases*

## **Agenda Item E.2**

### **UPDATE AND POSSIBLE ACTION ON 2014 SUNSET REVIEW PROCESS FOR CALIFORNIA ARCHITECTS BOARD AND LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)**

The Board approved the draft 2014 Sunset Review Report at the September 10, 2014 meeting. The Report was submitted to the Legislature on October 31, 2014. At the December 10, 2014 meeting, the Board delegated authority to the President and Executive Officer to make any policy decisions with regard to preparing for its Sunset Review hearing and to convene the Executive Committee, if needed. The Board's Sunset Review hearing date was originally scheduled for March 24, 2015, but is now March 18.

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

## Agenda Item E.3

### UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:

- a. ASSEMBLY BILL 178 (COMMITTEE ON BUSINESS AND PROFESSIONS)  
[AUTHORITY: EXTENSION]
- b. SENATE BILL 704 (BATES) [CONFLICT OF INTEREST]
- c. ARCHITECTS PRACTICE ACT AMENDMENT [CORPORATIONS]

#### **Assembly Bill (AB) 178 (Committee on Business and Professions) [Authority: Extension]**

Under current law, the legal authority of the California Architects Board and Landscape Architects Technical Committee (LATC) is set to expire on January 1, 2016. AB 178 (Committee on Business and Professions) extends the Sunset date for the Board and the LATC until January 1, 2020. On March 3, 2015, the bill was amended and the provisions regarding the Board and LATC are now in AB 177 (Bonilla). At the time of packet preparation, AB 177 is in the Committee on Business and Professions.

#### **Senate Bill (SB) 704 (Bates) [Conflict of Interest]**

SB 704 (Bates) establishes an additional provision of the Government Code wherein members of advisory boards or commissions, as public officials, would be permitted to recuse themselves from decisions on contracts in which they have a financial interest. At the time of packet preparation, the proposed legislation is in the Senate Rules Committee.

#### **Architects Practice Act (APA) Amendment [Corporations]**

The American Institute of Architects, California Council (AIACC) is proposing a bill to align the APA with provisions for attorneys and accountants, thereby allowing California architectural professional corporations to have individuals licensed in other jurisdictions to be a director, shareholder, and/or officer. At the time of packet preparation, the proposed legislation has not been assigned a bill number.

#### Attachments:

1. AB 178 (Committee on Business and Professions)
2. AB 177 (Bonilla)
3. SB 704 (Bates)
4. AIACC's Proposed Legislation Regarding Architectural Professional Corporations

AMENDED IN ASSEMBLY MARCH 3, 2015

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

**ASSEMBLY BILL**

**No. 178**

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**Introduced by ~~Committee on Business and Professions~~ (Assembly Members ~~Bonilla (Chair), Bloom, Dodd, Gatto, Holden, Mullin, Ting, and Wood~~) Assembly Member *Bonilla* (Coauthor: *Senator Hill*)**

January 26, 2015

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An act to amend Sections ~~5510, 5517, 5620, 5621, and 5622~~ *2841, 2847, 4501, and 4503* of the Business and Professions Code, relating to ~~architects~~ *healing arts*.

LEGISLATIVE COUNSEL'S DIGEST

AB 178, as amended, ~~Committee on Business and Professions~~ *Bonilla*. ~~Architects and landscape architects~~; *Board of Vocational Nursing and Psychiatric Technicians of the State of California*: authority: extension.

*Existing law provides for the licensure and regulation of vocational nurses and psychiatric technicians by the Board of Vocational Nursing and Psychiatric Technicians of the State of California and requires the board, among other things, to appoint an executive officer. Existing law repeals these provisions on January 1, 2016.*

*This bill would extend that repeal date to January 1, 2020.*

~~Existing law provides for the licensure and regulation of persons engaged in the practice of architecture, including landscape architecture, by the California Architects Board. Existing law establishes, within the jurisdiction of the board, the Landscape Architects Technical Committee for the purpose of, among other things, assisting the board in the examination of candidates for a landscape architect's license. Existing law repeals these provisions on January 1, 2016.~~

~~This bill would extend the operation of these provisions until January 1, 2020.~~

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

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

1     *SECTION 1. Section 2841 of the Business and Professions*  
 2     *Code is amended to read:*

3     2841. (a) There is in the Department of Consumer Affairs a  
 4     Board of Vocational Nursing and Psychiatric Technicians of the  
 5     State of California, consisting of 11 members.

6     (b) Within the meaning of this chapter, “board,” or “the board,”  
 7     refers to the Board of Vocational Nursing and Psychiatric  
 8     Technicians of the State of California.

9     (c) This section shall remain in effect only until January 1, ~~2016,~~  
 10    ~~2020, and as of that date is repealed, unless a later enacted statute,~~  
 11    ~~that is enacted before January 1, 2016, deletes or extends that date.~~  
 12    ~~repealed.~~ Notwithstanding any other ~~provision of law,~~ the repeal  
 13    of this section renders the board subject to review by the  
 14    appropriate policy committees of the Legislature.

15    *SEC. 2. Section 2847 of the Business and Professions Code is*  
 16    *amended to read:*

17    2847. (a) The board shall select an executive officer who shall  
 18    perform duties as are delegated by the board and who shall be  
 19    responsible to it for the accomplishment of those duties.

20    (b) The person selected to be the executive officer of the board  
 21    shall be a duly licensed vocational nurse under this chapter, a duly  
 22    licensed ~~professional registered nurse as defined in Section 2725,~~  
 23    ~~under Chapter 6 (commencing with Section 2700),~~ or a duly  
 24    licensed psychiatric technician. The executive officer shall not be  
 25    a member of the board.

26    (c) With the approval of the Director of Finance, the board shall  
 27    fix the salary of the executive officer.

28    (d) The executive officer shall be entitled to traveling and other  
 29    necessary expenses in the performance of his or her duties. He or  
 30    she shall make a statement, certified before a duly authorized  
 31    person, that the expenses have been actually incurred.

32    (e) This section shall remain in effect only until January 1, ~~2016,~~  
 33    ~~2020, and as of that date is repealed, unless a later enacted statute,~~

1 ~~that is enacted before January 1, 2016, deletes or extends that date.~~  
2 ~~repealed.~~

3 *SEC. 3. Section 4501 of the Business and Professions Code is*  
4 *amended to read:*

5 4501. (a) “Board,” as used in this chapter, means the Board  
6 of Vocational Nursing and Psychiatric Technicians of the State of  
7 California.

8 (b) This section shall remain in effect only until January 1, 2016,  
9 2020, and as of that date is ~~repealed, unless a later enacted statute,~~  
10 ~~that is enacted before January 1, 2016, deletes or extends that date.~~  
11 ~~repealed.~~

12 *SEC. 4. Section 4503 of the Business and Professions Code is*  
13 *amended to read:*

14 4503. (a) The board shall administer and enforce this chapter.

15 (b) This section shall remain in effect only until January 1, 2016,  
16 2020, and as of that date is ~~repealed, unless a later enacted statute,~~  
17 ~~that is enacted before January 1, 2016, deletes or extends that date.~~  
18 ~~repealed.~~

19 ~~SECTION 1. Section 5510 of the Business and Professions~~  
20 ~~Code is amended to read:~~

21 ~~5510. There is in the Department of Consumer Affairs a~~  
22 ~~California Architects Board which consists of 10 members.~~

23 ~~Any reference in law to the California Board of Architectural~~  
24 ~~Examiners shall mean the California Architects Board.~~

25 ~~This section shall remain in effect only until January 1, 2020,~~  
26 ~~and as of that date is repealed. Notwithstanding any other law, the~~  
27 ~~repeal of this section renders the board subject to review by the~~  
28 ~~appropriate policy committees of the Legislature.~~

29 ~~SEC. 2. Section 5517 of the Business and Professions Code is~~  
30 ~~amended to read:~~

31 ~~5517. The board may appoint a person exempt from civil~~  
32 ~~service who shall be designated as an executive officer and who~~  
33 ~~shall exercise the powers and perform the duties delegated by the~~  
34 ~~board and vested in him or her by this chapter.~~

35 ~~This section shall remain in effect only until January 1, 2020,~~  
36 ~~and as of that date is repealed.~~

37 ~~SEC. 3. Section 5620 of the Business and Professions Code is~~  
38 ~~amended to read:~~

39 ~~5620. The duties, powers, purposes, responsibilities, and~~  
40 ~~jurisdiction of the California State Board of Landscape Architects~~

1 that were succeeded to and vested with the Department of  
2 Consumer Affairs in accordance with Chapter 908 of the Statutes  
3 of 1994 are hereby transferred to the California Architects Board.  
4 The Legislature finds that the purpose for the transfer of power is  
5 to promote and enhance the efficiency of state government and  
6 that assumption of the powers and duties by the California  
7 Architects Board shall not be viewed or construed as a precedent  
8 for the establishment of state regulation over a profession or  
9 vocation that was not previously regulated by a board, as defined  
10 in Section 477.

11 (a) There is in the Department of Consumer Affairs a California  
12 Architects Board as defined in Article 2 (commencing with Section  
13 5510) of Chapter 3.

14 Whenever in this chapter "board" is used, it refers to the  
15 California Architects Board.

16 (b) Except as provided herein, the board may delegate its  
17 authority under this chapter to the Landscape Architects Technical  
18 Committee.

19 (c) After review of proposed regulations, the board may direct  
20 the examining committee to notice and conduct hearings to adopt,  
21 amend, or repeal regulations pursuant to Section 5630, provided  
22 that the board itself shall take final action to adopt, amend, or  
23 repeal those regulations.

24 (d) The board shall not delegate its authority to discipline a  
25 landscape architect or to take action against a person who has  
26 violated this chapter.

27 (e) This section shall remain in effect only until January 1, 2020,  
28 and as of that date is repealed.

29 SEC. 4. Section 5621 of the Business and Professions Code is  
30 amended to read:

31 5621. (a) There is hereby created within the jurisdiction of the  
32 board, a Landscape Architects Technical Committee, hereinafter  
33 referred to in this chapter as the landscape architects committee.

34 (b) The landscape architects committee shall consist of five  
35 members who shall be licensed to practice landscape architecture  
36 in this state. The Governor shall appoint three of the members.  
37 The Senate Committee on Rules and the Speaker of the Assembly  
38 shall appoint one member each.

39 (c) The initial members to be appointed by the Governor are as  
40 follows: one member for a term of one year; one member for a

1 term of two years; and one member for a term of three years. The  
2 Senate Committee on Rules and the Speaker of the Assembly shall  
3 initially each appoint one member for a term of four years.  
4 Thereafter, appointments shall be made for four-year terms,  
5 expiring on June 1 of the fourth year and until the appointment  
6 and qualification of his or her successor or until one year shall  
7 have elapsed, whichever first occurs. Vacancies shall be filled for  
8 the unexpired term.

9 (d) No person shall serve as a member of the landscape  
10 architects committee for more than two consecutive terms.

11 (e) This section shall remain in effect only until January 1, 2020,  
12 and as of that date is repealed.

13 SEC. 5.— Section 5622 of the Business and Professions Code is  
14 amended to read:

15 5622. (a) The landscape architects committee may assist the  
16 board in the examination of candidates for a landscape architect's  
17 license and, after investigation, evaluate and make  
18 recommendations regarding potential violations of this chapter.

19 (b) The landscape architects committee may investigate, assist,  
20 and make recommendations to the board regarding the regulation  
21 of landscape architects in this state.

22 (c) The landscape architects committee may perform duties and  
23 functions that have been delegated to it by the board pursuant to  
24 Section 5620.

25 (d) The landscape architects committee may send a  
26 representative to all meetings of the full board to report on the  
27 committee's activities.

28 (e) This section shall remain in effect only until January 1, 2020,  
29 and as of that date is repealed.

AMENDED IN ASSEMBLY MARCH 3, 2015

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

**ASSEMBLY BILL**

**No. 177**

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**Introduced by ~~Committee on Business and Professions~~ (Assembly Members ~~Bonilla (Chair), Bloom, Dodd, Gatto, Holden, Mullin, Ting, and Wood~~) Assembly Member *Bonilla*  
(Coauthor: *Senator Hill*)**

January 26, 2015

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An act to amend Sections ~~6710~~ 5510, 5517, 5620, 5621, 5622, 6710, and 6714 of the Business and Professions Code, relating to professions and vocations.

LEGISLATIVE COUNSEL'S DIGEST

AB 177, as amended, ~~Committee on Business and Professions~~ *Bonilla*. Professions and vocations: ~~engineers~~. *licensing boards: authority: extension.*

The Professional Engineers Act provides for the licensure and regulation of engineers by the Board for Professional Engineers, Land ~~surveyors~~, *Surveyors*, and Geologists, which consists of 15 members, in the Department of Consumer Affairs. The act requires the board to appoint an executive ~~officer~~ *officer*, as specified. *Existing law provides for the licensure and regulation of architects and landscape architects by the California Architects Board, which consists of 10 members, in the department. Existing law establishes, within the jurisdiction of the board, the Landscape Architects Technical Committee for the purpose of, among other things, assisting the board in the examination of candidates for a landscape architect's license.* Under existing law, these provisions are repealed on January 1, 2016.

This bill would extend the operation of these provisions until January 1, 2020.

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

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

1 *SECTION 1. Section 5510 of the Business and Professions*  
2 *Code is amended to read:*

3 5510. There is in the Department of Consumer Affairs a  
4 California Architects Board which consists of 10 members.

5 Any reference in law to the California Board of Architectural  
6 Examiners shall mean the California Architects Board.

7 This section shall remain in effect only until January 1, ~~2016,~~  
8 ~~2020,~~ and as of that date is ~~repealed,~~ unless a later enacted statute,  
9 ~~that is enacted before January 1, 2016, deletes or extends that date~~  
10 ~~repealed.~~ Notwithstanding any other ~~provision~~ of law, the repeal  
11 of this section renders the board subject to review by the  
12 appropriate policy committees of the Legislature.

13 *SEC. 2. Section 5517 of the Business and Professions Code is*  
14 *amended to read:*

15 5517. The board may appoint a person exempt from civil  
16 service who shall be designated as an executive officer and who  
17 shall exercise the powers and perform the duties delegated by the  
18 board and vested in him or her by this chapter.

19 This section shall remain in effect only until January 1, ~~2016,~~  
20 ~~2020,~~ and as of that date is ~~repealed,~~ unless a later enacted statute,  
21 ~~that is enacted before January 1, 2016, deletes or extends that date~~  
22 ~~repealed.~~

23 *SEC. 3. Section 5620 of the Business and Professions Code is*  
24 *amended to read:*

25 5620. The duties, powers, purposes, responsibilities, and  
26 jurisdiction of the California State Board of Landscape Architects  
27 that were succeeded to and vested with the Department of  
28 Consumer Affairs in accordance with Chapter 908 of the Statutes  
29 of 1994 are hereby transferred to the California Architects Board.  
30 The Legislature finds that the purpose for the transfer of power is  
31 to promote and enhance the efficiency of state government and  
32 that assumption of the powers and duties by the California  
33 Architects Board shall not be viewed or construed as a precedent

1 for the establishment of state regulation over a profession or  
2 vocation that was not previously regulated by a board, as defined  
3 in Section 477.

4 (a) There is in the Department of Consumer Affairs a California  
5 Architects Board as defined in Article 2 (commencing with Section  
6 5510) of Chapter 3.

7 Whenever in this chapter “board” is used, it refers to the  
8 California Architects Board.

9 (b) Except as provided herein, the board may delegate its  
10 authority under this chapter to the Landscape Architects Technical  
11 Committee.

12 (c) After review of proposed regulations, the board may direct  
13 the examining committee to notice and conduct hearings to adopt,  
14 amend, or repeal regulations pursuant to Section 5630, provided  
15 that the board itself shall take final action to adopt, amend, or  
16 repeal those regulations.

17 (d) The board shall not delegate its authority to discipline a  
18 landscape architect or to take action against a person who has  
19 violated this chapter.

20 (e) This section shall remain in effect only until January 1, 2016,  
21 2020, and as of that date is repealed, unless a later enacted statute,  
22 that is enacted before January 1, 2016, deletes or extends that date  
23 repealed.

24 *SEC. 4. Section 5621 of the Business and Professions Code is*  
25 *amended to read:*

26 5621. (a) There is hereby created within the jurisdiction of the  
27 board, a Landscape Architects Technical Committee, hereinafter  
28 referred to in this chapter as the landscape architects committee.

29 (b) The landscape architects committee shall consist of five  
30 members who shall be licensed to practice landscape architecture  
31 in this state. The Governor shall appoint three of the members.  
32 The Senate Committee on Rules and the Speaker of the Assembly  
33 shall appoint one member each.

34 (c) The initial members to be appointed by the Governor are as  
35 follows: one member for a term of one year; one member for a  
36 term of two years; and one member for a term of three years. The  
37 Senate Committee on Rules and the Speaker of the Assembly shall  
38 initially each appoint one member for a term of four years.  
39 Thereafter, appointments shall be made for four-year terms,  
40 expiring on June 1 of the fourth year and until the appointment

1 and qualification of his or her successor or until one year shall  
2 have elapsed, whichever first occurs. Vacancies shall be filled for  
3 the unexpired term.

4 (d) No person shall serve as a member of the landscape  
5 architects committee for more than two consecutive terms.

6 (e) This section shall remain in effect only until January 1, 2016,  
7 2020, and as of that date is repealed, unless a later enacted statute,  
8 that is enacted before January 1, 2016, deletes or extends that date  
9 repealed.

10 *SEC. 5. Section 5622 of the Business and Professions Code is*  
11 *amended to read:*

12 5622. (a) The landscape architects committee may assist the  
13 board in the examination of candidates for a landscape architect’s  
14 license and, after investigation, evaluate and make  
15 recommendations regarding potential violations of this chapter.

16 (b) The landscape architects committee may investigate, assist,  
17 and make recommendations to the board regarding the regulation  
18 of landscape architects in this state.

19 (c) The landscape architects committee may perform duties and  
20 functions that have been delegated to it by the board pursuant to  
21 Section 5620.

22 (d) The landscape architects committee may send a  
23 representative to all meetings of the full board to report on the  
24 committee’s activities.

25 (e) This section shall remain in effect only until January 1, 2016,  
26 2020, and as of that date is repealed, unless a later enacted statute,  
27 that is enacted before January 1, 2016, deletes or extends that date  
28 repealed.

29 **SECTION 1.**

30 *SEC. 6. Section 6710 of the Business and Professions Code is*  
31 *amended to read:*

32 6710. (a) There is in the Department of Consumer Affairs a  
33 Board for Professional Engineers, Land Surveyors, and Geologists,  
34 which consists of 15 members.

35 (b) Any reference in any law or regulation to the Board of  
36 Registration for Professional Engineers and Land Surveyors, or  
37 the Board for Professional Engineers and Land Surveyors, is  
38 deemed to refer to the Board for Professional Engineers, Land  
39 Surveyors, and Geologists.

1 (c) This section shall remain in effect only until January 1, 2020,  
2 and as of that date is ~~repealed, unless a later enacted statute, that~~  
3 ~~is enacted before January 1, 2020, deletes or extends that date.~~  
4 *repealed.* Notwithstanding any other law, the repeal of this section  
5 renders the board subject to review by the appropriate policy  
6 committees of the Legislature.

7 ~~SEC. 2.~~

8 *SEC. 7.* Section 6714 of the Business and Professions Code is  
9 amended to read:

10 6714. The board shall appoint an executive officer at a salary  
11 to be fixed and determined by the board with the approval of the  
12 Director of Finance.

13 This section shall remain in effect only until January 1, 2020,  
14 and as of that date is ~~repealed, unless a later enacted statute, that~~  
15 ~~is enacted before January 1, 2020, deletes or extends that date.~~  
16 *repealed.*

**Introduced by Senator Bates**February 27, 2015

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An act to amend Section 1091.5 of the Government Code, relating to public officers.

## LEGISLATIVE COUNSEL'S DIGEST

SB 704, as introduced, Bates. Public officers and employees: conflict of interest.

The Political Reform Act of 1974 establishes the Fair Political Practices Commission as the agency responsible for enforcing the act. The act authorizes the Commission to issue an opinion or advice to a person with respect to that person's duties under the act, as specified. The act authorizes the Commission to seek and impose administrative and civil penalties against persons who violate the act, as prescribed.

Existing law prohibits Members of the Legislature, state, county, district, judicial district, and city officers or employees from being financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Existing law identifies certain remote interests that are not subject to this prohibition and other situations in which an official is not deemed to be financially interested in a contract. Existing law makes a willful violation of this prohibition a crime.

Existing law also makes a person who violates the prohibition against being financially interested in a contract, or who causes another person to violate the prohibition, subject to administrative and civil fines, as specified. Existing law authorizes the Commission to enforce these violations by bringing an administrative or civil action against a person who is subject to the prohibition, as specified, upon written authorization from the district attorney of the county in which the alleged violation

occurred. Existing law authorizes a person who is subject to those prohibitions to request an opinion or advice from the Commission with respect to those prohibitions, as specified.

This bill would establish an additional situation in which an official is not financially interested in a contract as applied to an owner or partner of a firm serving on an advisory board or commission to the contracting agency if the owner or partner recuses himself or herself from all participation in reviewing a project that results from a contract between the firm and the contracting agency.

The Political Reform Act of 1974, an initiative measure, provides that the Legislature may amend the act to further the act’s purposes upon a 2/3 vote of each house and compliance with specified procedural requirements.

This bill would declare that it furthers the purposes of the act.

Vote: 2/3. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: no.

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

- 1 SECTION 1. Section 1091.5 of the Government Code is
- 2 amended to read:
- 3 1091.5. (a) An officer or employee shall not be deemed to be
- 4 interested in a contract if his or her interest is any of the following:
- 5 (1) The ownership of less than 3 percent of the shares of a
- 6 corporation for profit, provided that the total annual income to him
- 7 or her from dividends, including the value of stock dividends, from
- 8 the corporation does not exceed 5 percent of his or her total annual
- 9 income, and any other payments made to him or her by the
- 10 corporation do not exceed 5 percent of his or her total annual
- 11 income.
- 12 (2) That of an officer in being reimbursed for his or her actual
- 13 and necessary expenses incurred in the performance of official
- 14 duties.
- 15 (3) That of a recipient of public services generally provided by
- 16 the public body or board of which he or she is a member, on the
- 17 same terms and conditions as if he or she were not a member of
- 18 the body or board.
- 19 (4) That of a landlord or tenant of the contracting party if the
- 20 contracting party is the federal government or any federal
- 21 department or agency, this state or an adjoining state, any

1 department or agency of this state or an adjoining state, any county  
2 or city of this state or an adjoining state, or any public corporation  
3 or special, judicial, or other public district of this state or an  
4 adjoining state unless the subject matter of the contract is the  
5 property in which the officer or employee has the interest as  
6 landlord or tenant in which event his or her interest shall be deemed  
7 a remote interest within the meaning of, and subject to, the  
8 provisions of Section 1091.

9 (5) That of a tenant in a public housing authority created  
10 pursuant to Part 2 (commencing with Section 34200) of Division  
11 24 of the Health and Safety Code in which he or she serves as a  
12 member of the board of commissioners of the authority or of a  
13 community development commission created pursuant to Part 1.7  
14 (commencing with Section 34100) of Division 24 of the Health  
15 and Safety Code.

16 (6) That of a spouse of an officer or employee of a public agency  
17 in his or her spouse's employment or officeholding if his or her  
18 spouse's employment or officeholding has existed for at least one  
19 year prior to his or her election or appointment.

20 (7) That of a nonsalaried member of a nonprofit corporation,  
21 provided that this interest is disclosed to the body or board at the  
22 time of the first consideration of the contract, and provided further  
23 that this interest is noted in its official records.

24 (8) That of a noncompensated officer of a nonprofit, tax-exempt  
25 corporation, which, as one of its primary purposes, supports the  
26 functions of the body or board or to which the body or board has  
27 a legal obligation to give particular consideration, and provided  
28 further that this interest is noted in its official records.

29 For purposes of this paragraph, an officer is "noncompensated"  
30 even though he or she receives reimbursement from the nonprofit,  
31 tax-exempt corporation for necessary travel and other actual  
32 expenses incurred in performing the duties of his or her office.

33 (9) That of a person receiving salary, per diem, or reimbursement  
34 for expenses from a government entity, unless the contract directly  
35 involves the department of the government entity that employs the  
36 officer or employee, provided that the interest is disclosed to the  
37 body or board at the time of consideration of the contract, and  
38 provided further that the interest is noted in its official record.

39 (10) That of an attorney of the contracting party or that of an  
40 owner, officer, employee, or agent of a firm which renders, or has

1 rendered, service to the contracting party in the capacity of  
2 stockbroker, insurance agent, insurance broker, real estate agent,  
3 or real estate broker, if these individuals have not received and  
4 will not receive remuneration, consideration, or a commission as  
5 a result of the contract and if these individuals have an ownership  
6 interest of less than 10 percent in the law practice or firm, stock  
7 brokerage firm, insurance firm, or real estate firm.

8 (11) Except as provided in subdivision (b), that of an officer or  
9 employee of, or a person having less than a 10-percent ownership  
10 interest in, a bank, bank holding company, or savings and loan  
11 association with which a party to the contract has a relationship  
12 of borrower, depositor, debtor, or creditor.

13 (12) That of (A) a bona fide nonprofit, tax-exempt corporation  
14 having among its primary purposes the conservation, preservation,  
15 or restoration of park and natural lands or historical resources for  
16 public benefit, which corporation enters into an agreement with a  
17 public agency to provide services related to park and natural lands  
18 or historical resources and which services are found by the public  
19 agency, prior to entering into the agreement or as part of the  
20 agreement, to be necessary to the public interest to plan for,  
21 acquire, protect, conserve, improve, or restore park and natural  
22 lands or historical resources for public purposes and (B) any officer,  
23 director, or employee acting pursuant to the agreement on behalf  
24 of the nonprofit corporation. For purposes of this paragraph,  
25 “agreement” includes contracts and grants, and “park,” “natural  
26 lands,” and “historical resources” shall have the meanings set forth  
27 in subdivisions (d), (g), and (i) of Section 5902 of the Public  
28 Resources Code. Services to be provided to the public agency may  
29 include those studies and related services, acquisitions of property  
30 and property interests, and any activities related to those studies  
31 and acquisitions necessary for the conservation, preservation,  
32 improvement, or restoration of park and natural lands or historical  
33 resources.

34 (13) That of an officer, employee, or member of the Board of  
35 Directors of the California Housing Finance Agency with respect  
36 to a loan product or programs if the officer, employee, or member  
37 participated in the planning, discussions, development, or approval  
38 of the loan product or program and both of the following two  
39 conditions exist:

1 (A) The loan product or program is or may be originated by any  
2 lender approved by the agency.

3 (B) The loan product or program is generally available to  
4 qualifying borrowers on terms and conditions that are substantially  
5 the same for all qualifying borrowers at the time the loan is made.

6 (14) That of a party to a contract for public services entered into  
7 by a special district that requires a person to be a landowner or a  
8 representative of a landowner to serve on the board of which the  
9 officer or employee is a member, on the same terms and conditions  
10 as if he or she were not a member of the body or board. For  
11 purposes of this paragraph, “public services” includes the powers  
12 and purposes generally provided pursuant to provisions of the  
13 Water Code relating to irrigation districts, California water districts,  
14 water storage districts, or reclamation districts.

15 *(15) That of an owner or partner of a firm serving on an*  
16 *advisory board or commission to the contracting agency if the*  
17 *owner or partner recuses himself or herself from all participation*  
18 *in reviewing a project that results from a contract between the*  
19 *firm and the contracting agency.*

20 (b) An officer or employee shall not be deemed to be interested  
21 in a contract made pursuant to competitive bidding under a  
22 procedure established by law if his or her sole interest is that of  
23 an officer, director, or employee of a bank or savings and loan  
24 association with which a party to the contract has the relationship  
25 of borrower or depositor, debtor or creditor.

26 SEC. 2. The Legislature finds and declares that this bill furthers  
27 the purposes of the Political Reform Act of 1974 within the  
28 meaning of subdivision (a) of Section 81012 of the Government  
29 Code.

**The American Institute of Architects, California Council's  
Proposed Legislation  
Architectural Professional Corporations**

**Business and Professions Code  
5610.4**

Except as provided in Section 13403 of the Corporations Code, each director, shareholder, and officer of a professional architectural corporation shall be a licensed person as defined in the Moscone-Knox Professional Corporation Act, or a person licensed to render the same professional services in the jurisdiction or jurisdictions in which the person practices.

## **Agenda Item F**

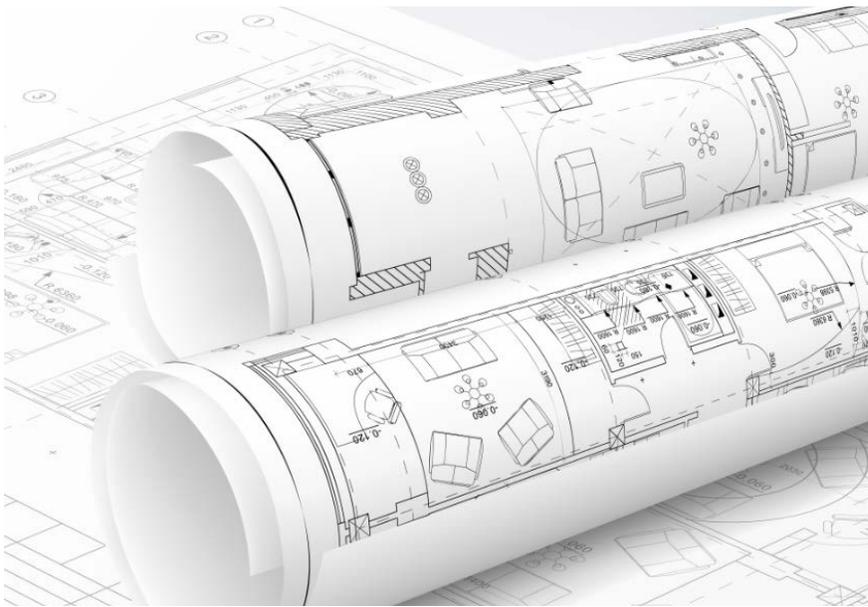
### **REVIEW AND APPROVE DRAFT 2015-2016 STRATEGIC PLAN**

On December 11, 2014, the Board participated in a session to update its Strategic Plan for two years (2015-16). The session was facilitated by the Department of Consumer Affairs', Strategic Organization, Leadership, and Individual Development (SOLID) team. The Board reviewed and updated the six goal areas (Professional Qualifications, Practice Standards, Enforcement, Public and Professional Awareness, Organizational Relationships, and Organizational Effectiveness and Customer Service), which assisted members in developing objectives for 2015-16.

SOLID updated the Strategic Plan based on the Board's session. Attached is a copy of the updated plan.

At this meeting the Board is asked to review and approve the draft 2015-16 Strategic Plan.

2015–2016



# Strategic Plan

Approved:

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## Board Members

Jon Alan Baker, President | Architect Member

Pasqual V. Gutierrez, Vice President | Architect Member

Tian Feng, Secretary | Architect Member

Denise Campos | Public Member

Sylvia Kwan | Architect Member

Ebony Lewis | Public Member

Matthew McGuinness | Public Member

Nilza Serrano | Public Member

Barry Williams | Architect Member

Douglas R. McCauley, Executive Officer

## Message from the Board President

2014 was a year of major accomplishments, significant initiatives, and continuing leadership in the regulation of the architectural profession.

In perhaps the most significant endeavor in over 25 years, the Board embarked upon an effort to redesign the licensure process. The goal is to collaborate with schools of architecture to integrate licensure components into the degree programs. A comprehensive national focus on this initiative has provided invaluable analysis and served as a catalyst to encourage schools to develop such programs. The Board applauds the California schools that have accepted this challenge. We look forward to providing the necessary support to ensure that the internship and examination requirements are a prime focus of degree programs, thereby helping more graduates become licensed and enter the profession.

2014 also marked the completion of the Board's "occupational analysis" (OA), a significant project that measures the current knowledge, skills, and abilities that are necessary in the profession. Conducted every five to seven years, the OA surveys the profession as to what tasks are required, how often they are performed, and how important they are to protect the public health, safety, and welfare. That data is then formatted into a "test plan" that is the basis for the content on the California Supplemental Examination.

The Sunset Review process was a major undertaking in 2014. This endeavor takes place approximately every four years. It commences with the preparation of a major report, which was submitted in October of 2014, describing the Board's programs, metrics, and recommendations for improvement. The process fosters a healthy self-examination, and an opportunity to showcase innovations and learn from best-practices. Hearings are to take place in early-2015.

The outcomes from Sunset Review will help drive future strategies. In addition, the 2015-2016 Strategic Plan reflects the Board's first multi-year planning process. This enabled the Board to focus on robust issues to ensure we are proactive, preventive, and a leader in consumer protection.

## About the California Architects Board

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, 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 was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. The activities of the Board 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.

The Board 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 through the regulation of licensees. While DCA provides administrative oversight and support services, the Board sets its own policies, procedures, and regulations.

The Board 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, the California Architects Board exercised all delegable powers under the provisions of an interagency agreement with DCA. Effective January 1, 1998, the Board 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 the Board. The LATC, which consists of five licensed landscape architects, performs such duties and functions that have been delegated to it by the Board.

# How the Board Achieves its Mission

## Regulation

The Board establishes regulations for examination and licensing of the profession of architecture in California, which today numbers approximately 21,000 licensed architects and approximately 7,500 candidates who are in the process of meeting examination and licensure requirements.

## Licensing

A candidate must have five years of education equivalents\* to be eligible for the Architect Registration Examination (ARE). Candidates must complete the Intern Development Program (IDP), as administered by the National Council of Architectural Registration Boards (NCARB), and the ARE prior to receiving eligibility for the California Supplemental Examination (CSE). Successful completion of the CSE is required to fulfill the Board's requirements for licensure.

\* Credit for education and training is outlined in the Table of Equivalents contained in California Code of Regulations, Title 16, Division 2, section 117.

## Enforcement

The Board has an active enforcement program designed to ensure the laws governing the practice of architecture are enforced in a fair and judicious manner. The program consists of a local building official contact program, consumer education, and professional information outreach designed to prevent and assist in the early detection of violations. The Board enforces legal compliance for licensees by taking disciplinary actions against those in violation of laws and regulations.

The Board's enforcement program works to address three main goal areas:

1. Establishing regulatory standards of practice for those licensed as architects
2. Increasing public awareness of the Board's mission, activities, and services
3. Protecting consumers by preventing violations, and effectively enforcing laws, codes, and standards when violations occur

The Board is responsible for investigating complaints against licensees and unlicensed individuals. The Board retains the authority to make final decisions on all enforcement actions.

## 2014 Board Accomplishments

1. Completed 2014 Sunset Review Report.
2. Completed 2014 Occupational Analysis (OA), including focus groups.
3. Implemented a continuing education (CE) enforcement audit system.
4. Promoted *Accelerated Path to Architectural Licensure* through collaboration with NCARB and the National Architectural Accrediting Board (NAAB) programs.
5. Continued success on enforcement performance measures.
6. Effectively managed fiscal resources and requested a reduction in spending authority (negative Budget Change Proposal).
7. Expanded and improved communication through the effective use of social media (Twitter) and conversion of the Board's newsletter format.
8. Continued to maximize involvement in national issues.
9. Adopted a regulatory proposal to streamline and enhance IDP (duration, entry point).
10. Expanded options through which foreign licensees can receive reciprocal licensure through adoption of regulations permitting the Board to accept NCARB's Broadly Experienced Foreign Architect program.

## Mission

*The California Architects Board protects consumers in an efficient and effective manner by establishing standards for professional qualifications, ensuring competence through examinations, setting practice standards, and enforcing the Architects Practice Act.*

## Vision

*The California Architects Board 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

*The California Architects Board will strive for high quality in all of its programs, making it an effective and efficient architectural regulatory organization. To that end, the Board will:*

- Be participatory, through continuing involvement with NCARB and other organizations;
- Be professional, by treating all persons who interact with the Board 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.

## Strategic Goals

### **1** *PROFESSIONAL QUALIFICATIONS*

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

---

### **2** *PRACTICE STANDARDS*

Establish regulatory standards of practice for California architects.

---

### **3** *ENFORCEMENT*

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

---

### **4** *PUBLIC AND PROFESSIONAL AWARENESS*

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

---

### **5** *ORGANIZATIONAL RELATIONSHIPS*

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

---

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

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

---

## GOAL 1: Professional Qualifications

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

- 1.1 Collaborate with California’s NAAB-accredited programs at schools and NCARB to establish and promote an “accelerated path to architectural licensure.”
- 1.2 Reclassify the CSE item bank based upon the results of the 2014 Occupational Analysis (OA) in order to ensure the item content reflects the critical tasks and knowledge related to newly-licensed architects as identified by the OA and to maintain relevance with contemporary practice.
- 1.3 Conduct a review of the ARE testing environment in order to ensure security and efficiency.
- 1.4 Evaluate the profession in order to identify entry barriers for diverse groups.
- 1.5 Conduct a review of the ARE and linkage study to meet the requirements of Business and Professions Code section 139 and DCA policy on licensure examination validation and to identify those areas of California architectural practice for which the ARE and CSE are appropriate for assessing candidate competency, thus ensuring a valid and defensible examination process.

## GOAL 2: Practice Standards

*Establish regulatory standards of practice for California architects.*

- 2.1 Identify and pursue needed statutory and regulatory changes so laws and regulations are consistent with current architectural practice to promote public health, safety, and welfare, such as amending the Architects Practice Act written contract provisions, etc.
- 2.2 Monitor The American Institute of Architects, California Council (AIACC) legislation requiring the architect of record to perform mandatory construction observation to promote consumer protection.
- 2.3 Review the Board's OA to identify marketplace trends that impact consumer protection.

DRAFT

## GOAL 3: Enforcement

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

- 3.1 Pursue recruitment of an additional Architect Consultant to ensure continuity and effectiveness in the Enforcement Program.
- 3.2 Modify and expand the reports to Board members regarding enforcement activities to identify the most common violations and disciplinary actions.
- 3.3 Pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties.
- 3.4 Monitor NCARB action on title for interns to ensure appropriate consumer protection.

DRAFT

## **GOAL 4: Public and Professional Awareness**

*Increase public and professional awareness of the Board's mission, activities, and services.*

- 4.1 Partner with Contractors State License Board to identify and implement best practices for educating consumers about the Board in order to improve consumer education efforts.
- 4.2 Collaborate with professional organizations and universities to raise awareness at community colleges and high schools about the profession and the paths to licensure.
- 4.3 Survey recipients of the Board's educational materials to determine the effectiveness of outreach efforts.
- 4.4 Enhance relationships with Veterans Administration counseling centers to provide information regarding the architecture profession and paths to licensure.

## **GOAL 5: Organizational Relationships**

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

- 5.1 Review, leverage, and evaluate the effectiveness of the Board's Liaison Program to build stronger relationships with organizations.
- 5.2 Increase the Board's participation in NCARB.

DRAFT

## **GOAL 6: Organizational Effectiveness and Customer Service**

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

- 6.1 Annually present consumer satisfaction survey data to measure performance and identify areas for improvement.
- 6.2 Collaborate with DCA Office of Public Affairs to improve outreach and communication.
- 6.3 Implement BreEZe, an enterprise-wide licensing and enforcement system, to improve consumer, candidate, and licensee services.
- 6.4 Analyze fees to determine whether they are appropriate.
- 6.5 Complete Sunset Review process and implement recommendation(s) to comply with the Legislature's directives.

## Strategic Planning Process

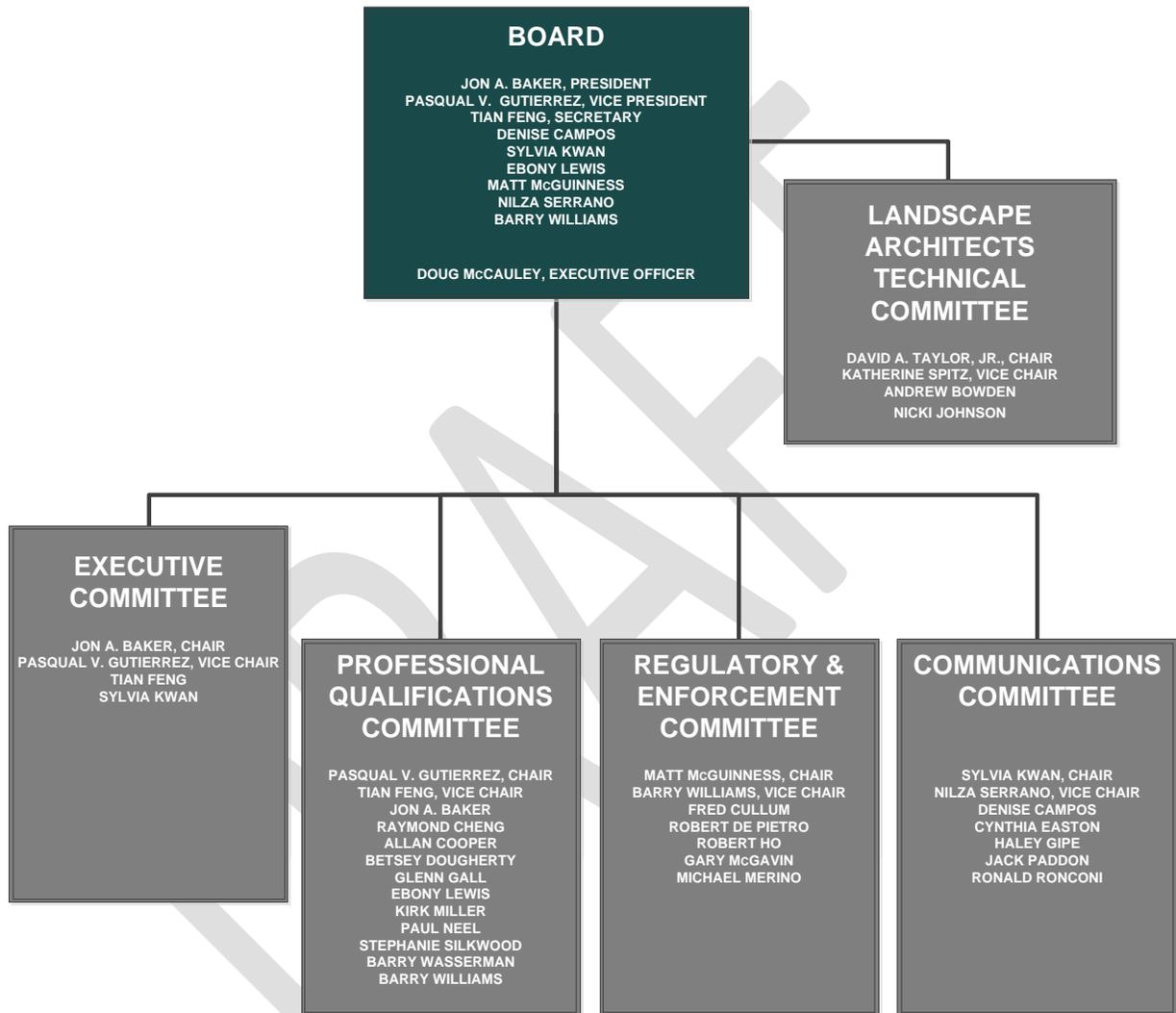
To understand the environment in which the Board operates and identify factors that could impact the Board's success, the California Department of Consumer Affairs' SOLID unit conducted an environmental scan by collecting information through the following methods:

- SOLID interviewed nine members of the Board, the Executive Officer, and Board management staff during November 2014 to assess challenges and opportunities the Board is currently facing or will face in the future.
- SOLID interviewed a selected stakeholder to ensure the profession's concerns were included in the scan.

The environmental scan was discussed by Board members and the executive management team during a strategic planning session facilitated by SOLID on December 11, 2014. This information guided the Board in the development of the strategic goals and objectives outlined in this 2015 – 2016 Strategic Plan.

# Appendix A: Organizational Structure

The Board has developed the organizational structure below to implement its Strategic Plan. Included in the organizational chart are the Board and committee members for 2015. The Board establishes subcommittees and task forces as needed.





Department of Consumer Affairs

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## **Agenda Item G**

### **NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)**

1. Review of 2015 NCARB Regional Summit
2. Discuss and Possible Action on NCARB Resolutions
3. Discuss and Possible Action on 2015 Elections

## **Agenda Item G.1**

### **REVIEW OF 2015 NCARB REGIONAL SUMMIT**

The 2015 NCARB Regional Summit is a joint meeting with regions 1-6 on March 13-14, 2015.

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

#### Attachments:

1. 2015 NCARB Regional Summit Agenda
2. 2015 WCARB Regional Meeting Agenda



NCARB

# REGIONAL SUMMIT

## 2015 NCARB Regional Summit

March 12 – 14, 2015

Hilton Long Beach

Long Beach, CA

### Proposed Agenda

#### **Thursday, March 12, 2015**

8:00 a.m. – 4:00 p.m. MBE Workshop

2:30 p.m. New Member Board Member/Executive Orientation  
Individuals who are new to their state board are invited to attend an orientation that will cover items related to the ABCs of serving on a regulatory board and an introduction to NCARB.

4:30 p.m. – 6:30 p.m. Registration  
7:00 p.m. – 10:00 p.m. Icebreaker Reception  
Aquarium of the Pacific  
Long Beach, CA

#### **Friday, March 13, 2015**

8:00 a.m. – 10:00 a.m. Regional Meetings – Breakfast Provided

10:30 a.m. – 12:00 p.m. Plenary Session

- Welcome
- NCARB Resolutions
- Committee Updates
- Licensure vs. Certification  
Participate in a panel discussion regarding the pros and cons of licensure versus certification and whether there is a need to introduce specialized certifications into the profession of architecture.
- Design and Regulation in Response to Disaster  
Natural disasters occur in almost every part of the country. This presentation will cover how jurisdictions along the eastern seaboard responded to Superstorm Sandy and are paving the way for ease of reciprocity in the event of an unfortunate disaster through the development of good Samaritan laws and other mechanisms.

12:00 p.m. – 1:30 p.m. Lunch

2:00 p.m. – 5:00 p.m. Regional Meetings

5:30 p.m. – 6:30 p.m. Networking Reception

6:30 p.m. Regional Dinners



NCARB

# REGIONAL SUMMIT

## **Saturday, March 14, 2015**

**8:00 a.m. – 10:00 a.m.** Regional Meetings – Breakfast Provided

**10:30 a.m. – 12:00 p.m.** Plenary Session

- Drawing Solutions: How a Simple Picture Can Change Everything - Patti Dobrowolski

The odds against you making change in your life are 9 to 1. This dynamic presentation will show you how to beat those odds. Learn a simple, visual, goal-setting process that you can immediately use in your business to help yourself, your team and your clients turn vision into reality. Author of *DRAWING SOLUTIONS: How Visual Goal Setting Will Change Your Life*, Patti Dobrowolski will show you how to leverage the latest neuroscience, your creative genius and drawing to train your brain to stay focused to achieve key goals no matter what challenges you are facing. A critically acclaimed comic performer, internationally recognized keynote speaker, writer and business consultant, Patti is the founder of Up Your Creative Genius, a consulting firm that marries graphic storytelling and creative processes to help companies and individuals around the world accelerate growth and change. Find out how you can make change more easily and you don't even need to know how to draw!

- President's Remarks
- CEO Remarks
- Town Meeting

**12:00 p.m. – 1:30 p.m.** Luncheon

**1:30 p.m. – 5:00 p.m.** Regional Meetings

# The 2015 WCARB Regional Meeting **Draft Agenda**

Friday, March 13<sup>th</sup> – Morning and Afternoon Meetings

(\* - denotes voting items)

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8:00 a.m.	<b>Convene Meeting</b> <i>Jim Oschwald, Chair</i>	<b>Hilton Long Beach Hotel (Room TBD)</b>
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8:00-10:00 a.m.	<b>Working Breakfast</b> <ol style="list-style-type: none"><li>1. Quorum Roll Call</li><li>2. Introductions</li><li>3. *Approval of Agenda</li><li>4. *Approval of Minutes: June 20, 2014 Regional Meeting – Philadelphia and December 6, 2014 Executive Committee Meeting</li><li>5. Discussion regarding proposed NCARB Resolutions</li><li>6. Discussion regarding NCARB's proposed changes to the IDP, BEA and BEFA programs</li></ol>	
10:00 a.m.	<b>Joint Plenary Session – Main Ballroom</b>	
Noon	<b>Lunch</b>	
2:00 p.m.	<b>Reconvene Regional 6 Meeting</b> <ol style="list-style-type: none"><li>7. <b>Regional Director's Report</b> <i>Bob Calvani</i></li><li>8. <b>Executive Committee/Chair's Report</b> <i>Jim Oschwald</i></li><li>9. <b>Financial Report</b> <i>Jon Baker</i></li><li>10. <b>Discussion regarding whether Region 6 should amend its dues structure</b> <i>Jon Baker</i></li><li>11. <b>Brief State Reports</b> (reports are on web site)</li><li>12. <b>NCARB Visiting Team and Candidate Visits</b> (throughout meeting – 5 minutes each max)</li><li>13. *<b>Discussion and decision regarding proposed Bylaw Amendments</b> <i>Jim Oschwald</i></li></ol>	

14. Nominations – from the floor
  - a. Regional Director
  - b. Executive Committee
15. Nominee Speeches
  - a. Regional Director
  - b. Executive Committee (2 members)
16. Discussion regarding future Region 6 meeting locations
17. Region 6 Leadership Strategies
18. WCARB Laudatories
19. \*Elections  
*Election Committee Chair*
  - a. Regional Director
  - b. Executive Committee (3 or 4 members)
20. Nominations – from the floor
  - a. Executive Officers
    1. Chair
    2. Vice Chair
    3. Secretary/Treasurer
21. Nominee Speeches
  - a. Chair
  - b. Vice Chair
  - c. Secretary/Treasurer
22. \*Elections for Executive Officers  
*Election Committee Chair*
  - a. Chair
  - b. Vice Chair
  - c. Secretary/Treasurer
- 5:30 p.m. 23. Adjourn for the day

The 2015 WCARB Regional Meeting  
Saturday, March 14<sup>th</sup> – Afternoon Meeting

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1:15 p.m.

**Convene Meeting**  
*Jim Oswald, Chair*

**Hilton Long  
Beach Hotel  
(Room TBD)**

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1:15 p.m.

1. **Quorum Roll Call**
2. **Educational Presentation – Long Beach  
Planning Department** *(tentative)*
3. **Unfinished items from Friday Agenda**
4. **New Business**
5. **Old Business**

3:00 p.m.

6. **Adjourn for the day**

## **Agenda Item G.2**

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

The Board will discuss resolutions that will be acted upon at the 2015 National Council of Architectural Registration Boards Regional Summit. Attached are the draft resolutions and a proposed Western Conference of Architectural Registration Boards bylaws amendment (page 6).

**Resolution 2015-A**  
**Supported by the Council Board of Directors ( \_\_ - \_\_ )**

**Title: Revision of the Alternatives to the Education Requirement for Certification**

**Submitted By:** Council Board of Directors

**RESOLVED**, that the alternatives for certification of an architect registered in a U.S. Jurisdiction as included in Section 2 of the *Certification Guidelines* be revised as indicated below,

**2.2 Alternatives to the Education Requirement**

If you do not hold a professional degree in architecture as identified in Section 1.2, NCARB will accept either of the following:

- A. ~~Satisfaction of NCARB's Broadly Experienced Architect (BEA) Program, which permits an applicant with the required years of experience in practicing architecture as defined in the *Legislative Guidelines and Model Law, Model Regulations* gained while holding a registration issued by any U.S. jurisdiction to demonstrate that a combination of education and/or experience in practicing architecture satisfies all of his/her education deficiencies with respect to the *NCARB Education Standard* set forth in the *Education Guidelines*. The required years are:~~

- ~~• Six years for architects who hold a pre-professional degree in architecture awarded by a U.S. regionally accredited institution or the Canadian equivalent;~~
- ~~• Eight years for architects who hold any other baccalaureate or higher degree;~~
- ~~• Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.~~

Two years of licensed practice in any U.S. jurisdiction;

and

Documentation of work experience gained pre-licensure and/or post-licensure.

The experience must be verified in accordance with the requirements of the *Intern Development Program* or by an NCARB certified architect:

- Applicants with a pre-professional degree in architecture awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2X) the experience requirement of the Intern Development Program. [7,480 *core* hours]
- Applicants with any other baccalaureate or higher degree must document three times (3X) the experienced requirement of the Intern Development Program. [11,220 *core* hours]

B. Applicants with a degree in the field of architecture that is not accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) must obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

~~The *Intern Development Program* is described in the *IDP Guidelines*. The *NCARB Education Standard* and the *NCARB Broadly Experienced Architect Program* are~~ *is* described in the *Education Guidelines*. ~~These documents which~~ may be revised from time to time by NCARB.

**FURTHER RESOLVED**, that Sections 2.3 Alternatives to the Experience Requirement be revised as follows:

**Applicants who meet the alternative to the education requirement in accordance with the requirements of 2.2 B., only:**

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the IDP in each of the experience areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.

IMPLEMENTATION DATE: [\[July, 2016 -- TBD\]](#)

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

This proposal represents an effort to streamline the requirements for certification through the alternative to the education requirement while ensuring that each applicant has documented the pertinent experience necessary to overcome deficiencies associated with their education.

Currently, 17 jurisdictions allow licensure without a degree from a NAAB-accredited program; 12 of those 17 allow licensure with a high school diploma. In all cases, the 17 jurisdictions require additional experience beyond compliance with the Intern Development Program to substitute for an accredited degree credential. Historically, NCARB has required supplemental post-licensure experience, beyond that required for initial licensure in the 17 jurisdictions, plus a transcript evaluation and dossier review by committee before awarding an NCARB certificate.

Four key components were considered in the development of this modified alternative to the education requirement:

1. Experience utilized to overcome deficiencies in education must be *evaluated*
2. Experience utilized to overcome deficiencies in education must *validate competency in educationally deficient areas*
3. The *value of a degree from a NAAB-accredited program needs to be upheld* and perceptions that the proposed alternative allows an enticing work-a-round to the education requirement need to be managed
4. *NCARB must retain its role as the overall “verifier” of the certificate applicant*

The IDP experience requirements today are based on the performance of tasks, and development of the knowledge and skills necessary to competently perform those tasks independently. Architects applying for certification will be required to document their learning through experience by accumulating additional hours verified by a registered architect in each of the IDP categories aligned with contemporary practice.

This proposal utilizes a system and process that is already well-established and trusted by the NCARB membership while providing the validated evaluation desired by the NCARB Member Boards. In addition, the proposal modifies the alternative to the education requirement in a way that enables the Council to eliminate fees associated with the Broadly Experienced Architect (BEA) program.

Architects seeking certification through this proposal may accumulate the proposed hours of experience in a timeframe substantially equivalent to requirements of the current durational requirements of the seventeen jurisdictions that do not require a degree from a NAAB-accredited program for initial licensure. This resolution incorporates structured experience by requiring hours to be earned in specific experience areas and a minimum of two years practicing as an architect.

This proposal:

- ensures that each applicant documents the pertinent experience necessary to overcome deficiencies associated with their education by requiring additional hours in each of the categories and areas of the *Intern Development Program*
- recognizes the value of practical experience
- encourages intern architects to obtain an architecture degree in an accredited program to avoid having to complete multiple additional years of experience through the IDP
- recognizes the importance of post-secondary general education in a baccalaureate degree by eliminating options for obtaining the Certificate through a combination of a high school diploma or limited post-secondary education and experience
- meets the Council’s effort to streamline the requirements for certification through the Broadly Experienced Architect (BEA) Program by eliminating the requirements to complete an Education Evaluation Services for Architects (EESA) evaluation of their education and submittal of an education dossier for review by committee.

How it will Work:

Applicants seeking certification through this path will be required to document their experience through the Online Reporting system – just like intern architects currently do for IDP. It is important to note that applicants can fulfill the requirements for certification by utilizing **pre or post-licensure experience** as long as it is verified in accordance with the rules of the IDP or by an NCARB-certified architect.

For example, if an architect without a NAAB-degree documented completion of IDP through the Online Reporting System to obtain their initial license, they can use that approved experience toward satisfying the “double or triple IDP” requirement for NCARB certification.

Based on their education, applicants will be required to meet two or three times the core requirements of the IDP experience requirement. They will not simply be required to document completion of double or triple the overall core requirement of 3,740 hours, but rather, must complete double or triple the hours in each experience area. For further clarification, below is an example of the experience requirements that architects applying for certification through this path would need to meet to satisfy the experience requirements.

The chart on the following page shows how that would work for candidates.

**The chart below reflects the CURRENT core experience requirements. These requirements will be modified with the launch of IDP Overhaul. The purpose is to show that applicants will need to double or triple the requirements of each of the categories, not simply the core total.**

Experience Requirement for Certification	IDP	Two Times (2X) IDP	Three Times (3X) IDP
<b>Category 1: Pre-Design</b>	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Programming (tasks)	80	160	240
Site and Building Analysis (tasks)	80	160	240
Project Cost and Feasibility (tasks)	40	80	120
Planning and Zoning Regulations (tasks)	60	120	180
<b>Total</b>	<b>260</b>	<b>520</b>	<b>780</b>
<b>Category 2: Design</b>	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Schematic Design (tasks)	320	640	960
Engineering Systems (tasks)	360	720	1080
Construction Cost (tasks)	120	240	360
Codes and Regulations (tasks)	120	240	360
Design Development (tasks)	320	640	960
Construction Documents (tasks)	1,200	2400	3600
Material Selection and Specification (tasks)	160	320	480
<b>Total</b>	<b>2600</b>	<b>5200</b>	<b>7800</b>
<b>Category 3: Project Management</b>	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Bidding and Contract Negotiation (tasks)	120	240	360
Construction Administration (tasks)	240	480	720
Construction Phase: Observation (tasks)	120	240	360
General Project Management (tasks)	240	480	720
<b>Total</b>	<b>720</b>	<b>1440</b>	<b>2160</b>
<b>Category 4: Practice Management</b>	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Business Operations (tasks)	80	160	240
Leadership and Service (tasks)	80	160	240
<b>Total</b>	<b>160</b>	<b>320</b>	<b>480</b>
<b>Total Core Minimum Hours</b>	<b>3,740</b>	<b>7480</b>	<b>11220</b>

**Resolution 2015-B**  
**Supported by the Council Board of Directors ( \_\_ - \_\_ )**

**Title: Revision of the Requirements for Certification of Foreign Architects**  
**Submitted By: Council Board of Directors**

**RESOLVED**, that the requirements for certification of an architect credentialed by a foreign registration authority included in Section 4 of the *Certification Guidelines* be revised as indicated below,

*4.2 Education Requirement*

You must hold a professional degree in architecture from an accredited/validated/officially recognized architecture program. You are required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. You are required to have an official transcript of your educational record sent directly to NCARB from the school. Where there is doubt about the nature of the professional degree, an Educational Evaluation Services for Architects (EESA) evaluation may be required.

*4.3 Registration Requirement*

You must be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You are required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that your credential has been granted and is currently in good standing. You are also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority.

*4.4 Experience Requirement*

~~You must have completed a minimum of seven (7) years of comprehensive practice as a credentialed architect over which you exercised responsible control in the foreign country in which you are credentialed.~~

- ~~• “Comprehensive practice” means the application of the knowledge and skills of those aspects of the profession assessed by the Architect Registration Examination.~~
- ~~• “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 U.S. registered architects applying the required professional standard of care.~~

You must document completion of the *Intern Development Program (IDP)*.

#### 4.5 Examination Requirement

You must pass the Architect Registration Examination® (ARE®)

**FURTHER RESOLVED**, that Sections 4, “Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority” introduction paragraph be deleted from the *Certification Guidelines*:

#### ~~BROADLY EXPERIENCED FOREIGN ARCHITECT (BEFA) PROGRAM~~

~~Foreign architects may apply for NCARB certification through the Broadly Experienced Foreign Architect (BEFA) Program set forth in this section. All information provided in the eligibility and application forms must be in English. English translations must be provided for all transcripts, credentials, and dossier documents. The interview will be conducted in English, without the assistance of a translator.~~

**FURTHER RESOLVED**, that “Appendix A: The Broadly Experienced Foreign Architect Process” be deleted in its entirety from the *Certification Guidelines*, including its reference in the Table of Contents.

**FURTHER RESOLVED**, that Section 1, “Requirements for Certification of an Architect registered in a U.S. Jurisdiction,” Subsection 1.3 “Experience Requirement” paragraph four be revised as follows:

The Reporting Requirements identified in the *IDP Guidelines* do not apply to architects registered in the United States or Canada or to ~~foreign~~ architects **credentialed by a foreign registration authority** pursuing NCARB certification ~~through the Broadly Experienced Foreign Architect (BEFA) Program.~~

IMPLEMENTATION DATE: [January, 2016 - TBD]

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

The intent of the current Broadly Experienced Foreign Architect (BEFA) program is to allow a path to licensure for a foreign architect so that he/she may obtain the ability to practice independently in the U.S. while protecting the public health, safety, and welfare.

This resolution to modify the requirements for certification of an architect credentialed by a foreign registration authority maintains two existing requirements of the BEFA program:

- *Education Requirement*: Hold a recognized education credential in an architecture program that leads to licensure/credential in a foreign country
- *Registration Requirement*: Credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture

This proposal requires a foreign architect to complete the requirements of the *Intern Development Program (IDP)* and the requirement to pass the *Architect Registration Examination*<sup>®</sup> (ARE<sup>®</sup>). Utilization of the IDP enables the Council to standardize expected levels of competence through experience of the foreign architect. Application of these requirements for foreign architects will ensure equality among expectations of foreign and U.S. architects. Requiring compliance with these two recognized Council programs also provides a better assessment of an applicant's competence in understanding and applying U.S. building codes and laws, accessibility requirements, and U.S. practice requirements.

This proposal:

- ensures that each applicant *documents the pertinent experience necessary for competence to practice in the U.S.* in each of the categories and areas of the *Intern Development Program*;
- ensures that the foreign architect clearly *demonstrates his/her understanding and ability to practice independently in the U.S.*;
- recognizes the importance of *applying similar standards for licensure for all who wish to practice in the U.S.*;
- meets the Council's effort to streamline the requirements for certification for foreign architect through the *elimination of the Broadly Experienced Foreign Architect (BEFA) Program requirements* to complete seven years of practice in the country where credentialed as an architect, evaluation of their experience through submittal of an experience dossier for review by committee, and formal interview.

NCARB must have a certification model that acknowledges a foreign architect's competence to practice in their country of licensure. Currently, NCARB Member Boards do not allow experience to be substituted for completion of the ARE for any U.S. applicant for initial or reciprocal licensure. However, NCARB and its Member Boards hold a higher value of a candidate's demonstration of competence earned through completion of the IDP and the ARE. Application of these requirements for foreign architects will ensure equality among expectations of foreign architects and U.S. architects. Every Member Board expects competence at the point of initial licensure. Demonstrating acquisition of knowledge and skills through examination to practice in a U.S. jurisdiction is a basic element of our licensure requirements.

## **RESOLUTION 2015-C**

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

**TITLE: *Bylaws* Amendment – Modifications to the Qualifications of Public Director on Council Board of Directors**

**SUBMITTED BY: Regional Leadership/Procedures and Documents Committee**

**RESOLVED**, that Article VII, Section 2 of the *Bylaws* be amended to read as follows, with the amendments to clause (ii) not taking affect until July 1, 2016:

“A candidate for election as the Public Director (i) shall be a citizen of the United States, (ii) **shall be serving as a public or consumer member on a Member Board** ~~not be a person engaged in or licensed to engage in the design of any portion of buildings or structures or a member of a Member Board or Member Board Executive~~, and (iii) shall be nominated by the Council Board of Directors and elected at the Annual Meeting. A Public Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Public Director shall be filled by the Council Board of Directors.

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

Public members serve a valuable role on many Member Boards in that they help assure that there is a continual focus on protecting the public health, safety, and welfare. Public Member Board Members complement the expertise of architect Member Board Members by bringing a wide range of diverse backgrounds to the table and by sharing the consumer’s perspective.

In 2013, a Public Member Task Force was established to discuss the role of public members and how they might be better able to serve the Council. The Task Force was comprised of public members from the NCARB’s Member Boards. Initial research conducted by the task force indicated that the governing statutes of 44 of NCARB’s 54 Member Boards mandate the inclusion of a public member on the architectural licensing board. These same statutes allocate a total of 81 Member Board Member positions to public members, 60 of which are currently filled. In an attempt to garner feedback from this large base and inform their work on their charge, the Public Member Task force facilitated workshops during the 2013 and 2014 Annual Meetings. Recurring themes and ideas for consideration during these workshops were as follows:

- The public members currently serving on NCARB Member Boards feel they play an integral role on their board.
- Most feel that the public member seat on the NCARB Board of Directors should be selected and elected the same as other board members
- All support the concept of visiting the discussion of the outside public member vs. a public member serving on an NCARB Member Board.
- The NCARB Board of Directors should consider amending the NCARB Bylaws to allow public members who serve on Member Boards to fill the Public Director position on the BOD.

In 2007, the Public Director position was added to the Board of Directors through the passage of *Resolution 2007-03 "Bylaws Amendment: Public Director to Serve on the Board of Directors"*. At that time, the qualifications included that the Public Director shall not be a person engaged in or licensed to engage in the design of any portion of buildings or structures or a person participating in the regulation of design of any portion of buildings or structures. In 2013, the language regarding "person participating in the regulation of design of any portion of buildings or structures" was removed from the qualifications through *Resolution 2013- 05 "Bylaws Amendment: Qualification for the Public Director Position"*

Selection of the Public Director is managed by the Board of Directors and presented to the membership for ratification through a vote at the Annual Business Meeting. The process to identify potential candidates has been to extend a call for candidates to Member Boards requesting recommendations of individuals who met the desired qualifications be submitted to the Board. In FY14, the process was enhanced by expanding the audience to which the call was distributed beyond our Member Boards. Historically, there interest in this position has been low and, at times, the Council has had to recruit candidates.

This proposed Bylaws change reflects the desires of the Public Member Task Force to utilize the skills and knowledge obtained regarding protection of the public health, safety and welfare through service on a Member Board and would increase the pool of potential applicants by enabling a public member currently serving on an NCARB Member Board to apply for and serve as the Public Director on the NCARB Board of Directors. This change would become effective with the election of the FY17 Public Director. The delay is offered in order to provide current public members serving on a Member Board the time to develop a process to select a candidate for election to the position.

# **WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS BYLAWS**

## **ARTICLE I: NAME**

The name of this organization is the WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS - REGION 6 of the NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS.

## **ARTICLE II: DEFINITIONS**

- a) "Western Region" or "WCARB" shall mean the Western Council of Architectural Registration Boards which is one of six established geographic regions of The National Council of Architectural Registration Boards.
- b) "Council" or "NCARB" shall mean The National Council of Architectural Registration Boards.
- c) "Chair" shall mean the WCARB Chairperson.
- d) "Executive Committee" shall mean the WCARB Executive Committee.
- e) "Member" shall mean a WCARB Member Board, representing one of the various jurisdictions within WCARB as established by NCARB.
- f) "MBE" shall mean the Member Board Executive of a WCARB Member Board.
- g) "Annual Meeting" shall mean The Annual Education Workshops and Business Meeting of WCARB.
- h) "Delegate" shall mean a Member Board Member attending an official meeting of WCARB.
- i) "Official Delegate" shall mean the Designated Voting Delegate or the Member Board Chairperson of a WCARB Member Board.
- j) "Regional Director" shall mean the official WCARB representative to the NCARB Board of Directors.

## **ARTICLE III: MISSION**

- (a) The mission of the Western Region shall be to collaborate as a conference of Member Boards to protect the public's health, safety, and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture.

(b) The Western Region and its Members shall:

- 1) Serve as a trusted resource for intern development, licensing, registration data and regulatory information,
- 2) Advocate the elimination of impediments to reciprocity,
- 3) Promote recognition of the architect as the primary building professional qualified to protect the public's health, safety, and welfare through enhancing the quality and sustainability of the built environment.
- 4) Value diversity of opinion and representation, and
- 5) Identify and review issues of current and future regulatory concern that may affect the practice of architecture.

(c) Through the Western Region the Members shall maintain collaboration and communication with other Members within the Region. Members shall join together to participate in the work of NCARB and to provide leadership for NCARB. Individuals who are members of Member Boards are encouraged to similarly support NCARB.

(d) The Western Region shall pursue its objectives in the most efficient, diligent, and fiscally responsible manner possible. Our pursuit shall be governed by core values of cooperation, integrity, and accountability.

#### **ARTICLE IV: DOMAIN**

The domain of the Western Region shall cover the jurisdictions of the Members assigned to the Western Region by the NCARB Bylaws.

#### **ARTICLE V: MEMBERSHIP**

a) The membership of the Western Region shall be composed of the Members assigned to the Western Region by the NCARB Bylaws. No Delegate may participate in the work of the Western Region if their respective Member, although current with NCARB dues, is not current with all dues owed to the WCARB.

b) Any WCARB Member may resign upon submittal of written notification from the Member Chair to the WCARB Chair. Said resignation shall be communicated to the business office of each other member Board and to the NCARB within ten days of receipt by the WCARB Chair. Resignation shall be effective thirty (30) days following the date of receipt of the notice from the Member by the WCARB chair.

#### **ARTICLE VI: MEETINGS OF THE WESTERN REGION**

a) The Annual Meeting shall occur annually at a date established by the Members/Executive Committee; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in

Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.

b) A meeting, consisting of one or more sessions, shall be held in conjunction with the NCARB Annual Meeting.

c) Each Member shall send at least an Official Delegate to the meeting of the Western Region. Regardless of the number of Delegates representing each Member, each Member shall have one vote. Each Member shall identify the Official Delegate at the roll call of the meeting.

d) A quorum shall be a majority of the Members of the Western Region.

e) Voting by absentee ballot shall not be allowed.

f) If the Official Delegate is absent from any portion of the meeting, the Official Delegate shall declare to the Chair of the meeting another Delegate of the same Member Board as Alternate. An MBE shall be allowed to act as either Official Delegate or Alternate when so designated by their Board Chair in writing, and approved by the WCARB Chair.

g) All meetings shall be conducted in accordance with Robert's Rules of Order, Latest Edition.

h) Special meetings may be called by the Chair with the concurrence of a majority of the Executive Committee members.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

a) The Executive Committee of the Western Region shall be composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The five voting Executive Committee members shall be elected by majority vote of Members present at an Annual Meeting of WCARB. The Regional Director and the WCARB Executive Director shall serve as ex officio non-voting members of the Executive Committee.

b) Executive Committee members shall be elected for a term of two years, three members to be elected in even numbered years and two members in odd-numbered years, to assure management continuity. A nominee for the Executive Committee must be a current active member of the nominee's respective Board. New Executive Committee Members shall assume office immediately following the adjournment of the next Annual Meeting of NCARB. A member of the Executive Committee who is no longer a member of their State Board may complete their elected term of service on the Executive Committee.

1. The Chair, Vice Chair, and Secretary/Treasurer shall be elected, by majority vote of Members present at the Annual Meeting of WCARB, from among the membership of the Executive Committee who will be in office immediately following the adjournment of the next Annual Meeting of NCARB. Their term of office will commence immediately following the next Annual Meeting of NCARB.

- 1.1 Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.
  2. The Chair of the Executive Committee shall exercise general supervision over the affairs of WCARB and shall perform all the duties required by these bylaws or delegated by the Executive Committee. The Chair shall preside at every meeting of the Western Region and of the Executive Committee and shall appoint all committees.
  3. The Secretary/Treasurer shall review the minutes and financial statements prepared by the Executive Director and shall present such at the annual meeting.
  4. In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair shall preside and perform all the duties of the Chair.
  5. In the absence of both the Chair and the Vice Chair, the Secretary/Treasurer shall preside and perform all the duties of the Chair.
  6. In the event of a vacancy in the Vice-Chair position, the Executive Committee shall elect, from the Executive Committee, a Vice-Chair to serve the remainder of the vacated term of office.
  7. In the event of a vacancy in the Secretary/Treasurer position, the Executive Committee shall elect, from the Executive Committee, a Secretary/Treasurer to serve the remainder of the vacated term of office.
  8. The Chair shall serve as the official representative of WCARB to the NCARB Annual Meeting.
  9. The Chair shall serve as the official representative to the NCARB Regional Leadership Committee.
  10. In the event of a vacancy on the Executive Committee, the Executive Committee shall elect a member to serve the remainder of the vacated term of office.
- c) The Executive Committee of the Western Region shall administer the affairs of the Western Region; shall put into effect all general policies, directions and instructions adopted at any meeting of the Western Region where a quorum is present, and shall act for the membership of the Western Region in all matters within the limits of authority granted to the officers and Executive Committee by these Bylaws. Executive Committee members shall be reimbursed for their expenses relative to WCARB activities, in accordance with the Region's Rules.
- d) Removal of an Executive Committee Member:

1. A member may be removed from the Executive Committee after two unexcused absences from any regularly scheduled WCARB meetings.
2. A majority vote by the Executive Committee members present at the next meeting is required to remove a member from that committee.

e) Term limits for Executive Committee Members:

1. An Executive Committee member shall serve no more than two (2) consecutive two-year terms. Appointment to fill a vacancy on the Executive Committee shall not be counted against the limit of two consecutive terms.
2. An otherwise qualified candidate who has previously served on the Executive Committee and completed the maximum number of consecutive terms may stand for election following a two-year absence from the Executive Committee.

f) Meetings of the Executive Committee:

1. Meetings of the Executive Committee shall be held on-call by the Chair or a majority of the Executive Committee members, with a minimum of one meeting per year in addition to the Executive Committee Meetings held in conjunction with the Western Region and National Council Annual Meetings. This additional meeting shall be set as determined by the Executive Committee for planning of the next Annual Meeting. When practical, this meeting shall be held at the site of the upcoming Annual Meeting.
2. Attendance by three voting members of the Executive Committee shall constitute a quorum.

**ARTICLE VIII: EXECUTIVE DIRECTOR**

- a) The Executive Committee of the Western Region shall appoint an Executive Director who shall serve as an ex officio, non-voting member of the Executive Committee. The Executive Director need not be a member of a member board of the Western Region.
- b) The Executive Director shall be responsible for all the clerical work, including financial matters, pertaining to the business of the Western Region, in cooperation with the Executive Committee, and prepare and forward all invoices, receive all moneys and deposit same in the name of the Western Region in a bank approved by the Executive Committee, and assist in the planning and program details of all meetings and conferences. The Executive Director shall record and distribute minutes of all WCARB and Executive Committee meetings. The Executive Director shall be delegated the authority to write checks on the WCARB account(s) by the Executive Committee. In the absence of the Executive Director or if the check writing authority of the Executive Director has been limited in any way by the Executive Committee, the Chair shall have check writing authority.

c) The Executive director shall serve at the will of the Executive committee. The Executive Committee shall conduct an annual review of the performance, duties, and compensation of the Executive Director.

#### **ARTICLE IX: WESTERN REGION REGIONAL DIRECTOR**

a) A candidate for election as a Regional Director shall be:

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

~~a)~~b)A nominee for the Director of the Western Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Region Director shall serve no more than three (3) consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of three consecutive terms.

~~b)~~c) If a nominee for Director has made a declaration as a candidate for NCARB office prior to the WCARB Annual Meeting, an Alternate Nominee shall be selected by a majority vote at an election to be held immediately following the vote for Director. If the nominee for Director is subsequently elected to NCARB office at the NCARB Annual Meeting, the Alternate Nominee shall assume the position of Director.

~~e)~~d) In the event the Western Region Directorship is vacated for any other reason than for that described under b), the Chair shall serve the remainder of the term, and shall vacate the position of Chair of the Western Region.

~~d)~~e) The Western Region Director shall serve as an ex-officio, non voting member of the Executive Committee.

#### **ARTICLE X: COMMITTEES**

a) The following standing committees shall be chaired by a member of the Executive Committee:

1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.
2. The Resolutions Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.

3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the Annual Meeting. The Vice Chair shall chair the Education Program Committee, along with three volunteers from the general membership.

b) The Chair may appoint special committees or task forces as approved by the Executive Committee. Special committees or task forces report and recommend to the Executive Committee.

#### **ARTICLE XI: FINANCES**

a) Shall be subject to the Rules.

b) All records of the Western Region, including records of finances, shall be open to Members upon request. A Member requesting copies of records shall compensate the Western Region for reasonable and customary charges for reproduction and distribution.

#### **ARTICLE XII: RULES OF THE REGION**

The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote at a meeting of the Western Region and amended in the same manner.

#### **ARTICLE XIII: INDEMNIFICATION**

Except as provided below, the Western Region shall indemnify in full, current or former WCARB Directors, Chairs, Executive Committee Members, Executive Directors, or members of a WCARB committee against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine or penalty, or against the amount of any settlement deemed reasonable by the WCARB Executive Committee, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action suit or proceeding of whatever nature brought against such person, or in which such person is made a party, or in which such person is otherwise involved, by reason of being or having been such Director, Chair, Executive Committee Member, Executive Director, or member of a WCARB committee. No indemnification shall be provided for any person with respect to any matter as to which such person shall have been adjudicated in any proceeding to have acted recklessly, to have been grossly negligent, or to have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the Western Region Executive Committee decides that such person did not act in good faith in the reasonable belief that his or her action was in the best interests of the Western Region. Expenses incurred of the character described above may, with the approval of the Executive Committee, be advanced by the Western Region prior to the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of an undertaking by the recipient to repay all such advances if such person is adjudged to have acted

recklessly, to have engaged in intentional misconduct, or if the Executive Committee decides that such person is not entitled to indemnification.

The Western Region shall have the power to purchase insurance on behalf of any person who is or was a Director, Chair, Executive Committee Member, Executive director, or member of a WCARB committee, against any liability incurred by such person in any such capacity, or arising out of that person's status as such, whether or not the Western Region would have the power to indemnify that person against such liability under this Article or otherwise.

Any rights of indemnification hereunder shall not be exclusive, and shall accrue to the estate of the person to be indemnified.

Any other present or former employee or agent of or for the Western Region and any person who at the Western Region's request is or has been serving as a director of another corporation may be indemnified in like manner by vote of the Executive Committee.

**ARTICLE XIV: BYLAW AMENDMENTS**

a) These Bylaws may be amended at any meeting of the Members of the Western Region, provided that a notice stating the purpose of each proposed amendment and the reason for it is sent to every Member not less than 60 days prior to the date of the meeting at which this proposed amendment is to be voted.

b) A two-thirds vote of the Members present shall be necessary to amend these Bylaws.

**HISTORY:**

Adopted 2/29/64	Revised 6/20/01
Revised 2/24/66	Revised 6/25/03
Revised 3/07/73	Revised 3/19/05
Revised 3/08/75	Revised 3/24/07
Revised 3/09/84	Revised 6/20/07
Revised 6/27/84	Revised 6/19/09
Revised 3/08/85	Revised 6/21/13
Revised 3/15/86	Revised 3/07/14
Revised 3/14/87	Revised 6/20/14
Revised 3/31/90	
Revised 3/06/93	
Revised 3/20/99	

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## **Agenda Item G.3**

### **DISCUSS AND POSSIBLE ACTION ON 2015 ELECTIONS**

The Board will discuss 2015 Western Conference of Architectural Registration Boards and National Council of Architectural Registration Boards elections. Attached are the candidates' election materials.

# **FY16 Board of Directors**

## **Candidates for Office**

**March, 2015**

# **First Vice President Candidates**

**Kristine A. Harding**

**Margo P. Jones**

January 8, 2015

Member Board Executives  
Region 2

Dear Region 2 Member Board Executives:

I hope that each of you had a joyful and restful holiday season. We are now in the throes of the second half of our NCARB fiscal year and we have a great deal of work to do. I want you to be aware that I am sending a personal letter to your Region Chair, Al Zaccone, and to each of your Member Board Chairs or those Members who attended the MBC/MBE Meeting in Indianapolis and each Member Board Member. I want to personally share with you that at our December Board Meeting, I declared my candidacy for the office of First Vice President/President-elect. I am accelerating the process so that I can steer NCARB's momentum into the immediate future.

There are two critical issues which I feel could alter the course for NCARB and the changes need to happen NOW. They are "*The Value of the Certificate*" and "*The NCARB Business Model*". Changes to these two issues have a profound effect on all that we do in NCARB. Not only do we address cost to our customers across the programs, but we also begin to build loyalty in our current customer base, as well as, create products and programs that set the Gold Standard for new customers. We can formulate a Value Proposition and market it to a broader audience while benefitting our current customers.

In FY12, President Scott Veazey appointed me to lead the *Long Range Strategic Issue (LRSI) #4: Value of the Certificate*. The Strategic Issue is as follows:

#### Value of the Certificate

**How do we increase the real and perceived value to individuals and state boards received from NCARB before and after registration and after certification?**

The committee was a diverse group including a Past President, recently licensed architect, educator and Member Board Executive. There were over 25 ideas which included options for Revised Fee Structures and Business Model Realignment. I want to revisit those ideas and changes can be made that do not require legislative action or a major philosophical shift in how NCARB does business.

During my speech for Treasurer at last year's Annual Meeting, I noted the programs which are highly subsidized by our Certificate Holders. This business model is not sustainable. If we do not create Value for our programs, we do not have a successful

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Huntsville, AL 35801  
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Fax: 256.534.2289



revenue source for the programs that operate at a loss. I would like to see all programs operate in the black. Additionally, if we do not consider our program costs and make them more accessible and affordable to our customers, we cannot create volume. Serving this year as Treasurer has shown me the true deficiencies in the NCARB Business Model. We can begin to look at graduated fees, incentives and free benefits to customers.



In the coming months, I will be discussing with you a more detailed plan to evaluate and implement changes. I will outline specific projects and time-frames for each to set measureable goals. Now that NCARB has become more agile, I feel that we can implement changes in these two areas in the next 2 years that can show results in 5-10 years. We will then begin to see a healthy Long Range Planning Forecast and begin to measure the results. I invite your input on what Value means to you as it relates to cost of a program. I am committed to working hard to make these profound changes and want to lead the way. In the words of Dr. Seuss, "*Oh, the things you can find if you don't stay behind!*" Thank you and I ask for your support and vote for First Vice President/President-elect.

Respectfully,

A handwritten signature in black ink that reads 'Kristine A. Harding'.

Kristine A. Harding, NCARB, AIA

## Kristine A. Harding, AIA, NCARB



**Education**      Rice University-Bachelor of Architecture      1985  
                          Via Gabina Villas Archeological Dig      1982  
                          Gensler Associates Scholarship      1985

**Practice**      KPS Group, Inc., Huntsville, AL.  
                          Vice President, Group Manager

**Registration**      Alabama, Tennessee  
                          NCARB Certification

**AIA Service**      North Alabama Chapter AIA      President      2000  
                          Alabama Council AIA      Secretary      2002  
                          Auburn Advisory Council      Chair      2002, 2003  
                          Alabama Council AIA      Vice President      2003  
                          Alabama Council AIA      President      2005  
                          Gulf States Design Awards      Chair      2006, 2007

**NCARB Service**      Alabama Board of Architects      Member      2004-Present  
                          Alabama Board of Architects      Chair      2008, 2009  
                          Region 3 SCNCARB      Secretary      2008  
                          Region 3 SCNCARB      Vice Chair      2009, 2010  
                          Region 3 SCNCARB      Chair      2011  
                          Region 3 SCNCARB      Director      2012, 2013  
                          NCARB Executive Committee      Secretary      2014  
                          NCARB Executive Committee      Treasurer      2015  
                          Professional Development Committee      Member      2007, 2008  
                          Credentials Committee      Member      2009  
                          Committee on Procedures & Documents      Member      2009, 2010  
                          Committee on Procedures & Documents      Chair      2011  
                          Committee on Education      Bd. Liaison      2012  
                          Internship Committee      Bd. Liaison      2013  
                          IDPAC      Co-Chair      2013  
                          Committee on Procedures & Documents      Bd. Liaison      2014  
                          Professional Conduct Committee      Bd. Liaison      2015  
                          Audit Committee      Member      2013, 2014  
                          Audit Committee      Chair      2015  
                          Investment Advisory Committee      Member      2014

**Community Service**      Cummings Research Park Design Control Committee,      Member  
                          Huntsville Madison County Leadership      Class 14  
                          Leadership Alabama      Class 16  
                          Downtown Huntsville Design Collaborative      2014 Charter Member

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

04 January 2015

Dear Member Board Members and Member Board Executives,

It is with great pleasure and enthusiasm that I announce my candidacy for First Vice President, President Elect.

This is such an exciting time for NCARB! Our organization is becoming more inclusive and more responsive. We are now a “yes” organization -- a confederation that is here to assist the Member boards, candidates, and the profession move forward.

I’ve learned so much as one of NCARB leaders – one of its ambassadors to the profession. In addition to serving on the Education, MBE and Executive committees this year I, as 2nd VP, had the honor of travelling to South Africa to represent NCARB at the meeting of Union of International Architects. It was a privilege to see with what esteem the Council is regarded internationally and to be exposed, first hand, to the complexities of international licensure and practice.

This fall, I also watched Dale McKinney, our President, and Helene Dreiling, the outgoing AIA President, sign the Commitment to Engagement with AIA, in the historic Octagon House in Washington DC. Strengthening our ties with the largest collateral is important -- and timely, given our commitment to accurate data sharing of licensed professionals, improved continuing education, and other mutual interests.

As First Vice President, my chief concern would be to govern our confederation well – collaboratively, inclusively, and transparently.

How do we govern well? In the past six years that I have been a Director and officer, the Board has broadened its focus to look at the big picture. We developed the Strategic Plan in a robust, participatory process that involved the entire organization, and we are sticking to that roadmap. With our eyes on a better future for candidates and licensed professionals, we have changed course on the ARE -- the gold standard of professional examinations. ARE 5.0 will be less expensive, psychometrically rigorous, and more reflective of actual architecture practice. I am proud to have been a decision-maker for this new instrument, and I want to shepherd its launch in 2017.

Governing well has also meant selecting a new CEO, one who has brought NCARB into the digital age. Today’s NCARB serves its constituents swiftly and capably, has a hands-on approach to regulation, and builds bridges with the other collaterals. I am particularly proud that my leadership has helped NCARB become so dynamic and responsive, and I want to continue to be a voice for such change.

Governing well has meant that we no longer push every issue through committees. Now task forces and senior staff-lead special project teams address critical topics and report directly to the board. These additional processes have improved the Council's agility. It is more important than ever to have leaders at the table who have you, our 54 jurisdictions, as their core priority.

I am an architect first, one who has run her own firm for 30 years. I know the effect our policies and licensing decisions have on the average practitioner, and I want to make sure the voice of those practitioners is heard.

We've got some important issues ahead of us: streamlining the BEA process, potential collateral realignments, consideration of alternative options for internship, the design of the next Practice Analysis, to name just a few. My six years on the Board of Directors gives me the necessary experience to be an effective NCARB President.

Positive change requires informed, robust discussion. It requires good listening skills and open, engaged minds. I applaud diverse opinions, and embrace different points of view. Changing our core programs touches nerves; we need to be respectful with each other, while daring to envision a future that best serves member boards, our profession, and the public.

I thank you for the trust and confidence you have shown me over my six year tenure as an NCARB Director and officer. I'm asking now for your continued support in this last and final election. My door is open. Give me a call, drop me an e-mail, and let's be sure to talk at the Spring regional meeting.

Very truly yours,



Margo Jones, AIA, NCARB, LEED AP  
Second Vice President

Enc.: resume



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

Education	<b>M.I.T. School of Architecture</b> Master of Architecture AAUW Fellow	1976	
	<b>University of Chicago</b> Bachelor of Arts, Art History	1971	
Practice	<b>Jones Whitsett Architects, Inc.</b> Formerly Margo Jones Architects Principal	1984 - present	
Registrations	Massachusetts, Vermont, NCARB Certification		
Member Board Service	Massachusetts Board of Registration of Architects	<i>Secretary</i>	2008 – 2015
	Massachusetts Board of Registration of Architects	<i>Member</i>	2005 - 2008
NCARB Service	Board of Directors	<i>Second Vice President</i>	2014-2015
	Education Committee	<i>BOD Liaison</i>	2014-2015
	Member Board Executives Committee	<i>BOD Liaison</i>	2014-2015
	Union of International Architects meeting	<i>NCARB leadership</i>	August 2014
	Board of Directors	<i>Treasurer</i>	2013-2014
	Investment Advisor Review Team	<i>Chair</i>	2013-2014
	Audit Committee	<i>Chair</i>	2013-2014
	Board of Directors,	<i>Secretary</i>	2012 - 2013
	Board of Directors, Region 1	<i>Director</i>	2009 - 2012
	Procedures & Documents Committee	<i>BOD Liaison</i>	2012 - 2013
	Long Range Strategic Initiative of "Agility"	<i>Board leader</i>	2012
	Audit Committee	<i>Member</i>	2011 - 2013
	Governance Task Force	<i>Member</i>	2011 - 2012
	Continuing Education Committee	<i>BOD Liaison</i>	2011 - 2012
	ARE Subcommittee	<i>BOD Liaison</i>	2010 - 2011
IDP Supplemental Experience Task Force	<i>Member</i>	2009 - 2010	
EPC 2.0/IDP Core Competency Linking Study Task Force	<i>Member</i>	2008 - 2009	
NAAB Visiting Team, Morgan State University	<i>Member</i>	2011	
EPC/Core Competency Linking Study TF	<i>Member</i>	2007 - 2008	

Professional Service	Board of Trustees, The Bement School	<i>Trustee</i>	2004 - 2012
	Pocumtuck Valley Memorial Association	<i>Secretary/Councilor</i>	2003 – 2014
	Western Massachusetts AIA	<i>President</i>	1994 – 1996
	Western Massachusetts AIA	<i>Member</i>	1984 – 2012
	Board of Directors, Greenfield Community YMCA	<i>President</i>	1992 – 2000
	Massachusetts Historical Commission,	<i>Trustee</i>	1995 – 2010
	Trustee Commissioner	<i>Commissioner</i>	1992 – 1996
	Board of Directors, Arts Council of Franklin County	<i>President</i>	1986 – 1989
	Board of Directors, Greenfield Community College Foundation	<i>Past Member</i>	1982 – 1986

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

# **Second Vice President Candidate**

**Gregory L. Erny**



February 17, 2015

To: Officers, Member Board Members, and Member Board Executives

Re: Candidacy for NCARB Second Vice-President

Dear Fellow NCARB Family Members,

As I complete my service as Secretary on the NCARB Board of Directors, I am very proud to have worked with you to position our organization for great opportunities in the coming years. I thank you for the honor and privilege of serving you and other members of the 54 jurisdictions of our incredible organization. It is with great enthusiasm that I place my name into candidacy for Second Vice-President of your Council.

During the last year, we have continued to evaluate and implement improvements in multiple NCARB programs. While many great things have been accomplished, even better things are yet to come. IDP, BEA, BEFA, ARE, ALTF ... we're wearing out the alphabet in all the acronyms associated with the programs and initiatives currently under review and/or development. Much is being done, but there is still much to do.

The success and progress that NCARB has realized over the last few years can be attributed to leadership's development and utilization of our Strategic Plan in guiding the decisions of the Council Board of Directors and its membership. We must continue to evaluate initiatives and base our decisions on how they advance the facilitation of licensure – both initial and reciprocal, and foster collaboration – not only with and between Member Boards but also with and between our collateral organizations. The development of our centralized database continues to inform our understanding of our profession and enhances the value that we provide to our constituents. As one of the leaders of our organization, I will continue to emphasize that our decisions should be based on fulfilling the goals of our strategic plan.

Credibility and value to our member boards, certificate holders, and candidates are key to the relevance of our organization. We must go beyond maintaining that relevance and elevate both to maintain value to our Member Boards and both our current and future registrants. Additionally, continued meaningful engagement of all of our constituents is critical to keeping NCARB germane in our ever evolving profession.

With the completion of my current term as Secretary on the NCARB Board of Directors, I am eager to continue my commitment and elevate my service to the Council, and am seeking your support in my efforts to serve as Second Vice-President. I will continue to advocate the open communication, discussion, and transparency that has evolved within our organization over the last few years. I will also work hard to ensure our financial health while providing even better service and value to our certificate holders, candidates, and Member Boards.

Candidacy Letter for NCARB Second Vice-President  
Officers, Member Board Members, Member Board Executives  
February 17, 2015

I had the opportunity to visit with many of you at the recent successful Committee Summit in San Diego. The Regional Leadership Committee had the opportunity to discuss both the many ongoing Council projects and also numerous opportunities for future directions and initiatives. In a few weeks, we will be gathering in Long Beach for the 2015 Regional Summit Meeting prior to our annual meeting in New Orleans. I look forward to the opportunity to discuss these programs and initiatives and any questions or concerns that you may have. Please do not hesitate to pick up the phone and contact me. 775-722-8001 (cell), 775-329-8001 (office), or email me at (ernygregory@gmail.com)

Thank you for your consideration of my candidacy for Second Vice-President of the National Council of Architectural Registration Boards.

Respectfully,



Gregory L. Erny NCARB, AIA  
Secretary – National Council of Architectural Registration Boards

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## **Gregory L. Erny**

**NCARB, AIA**

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### **Candidate for Second Vice President National Council of Architectural Registration Boards**

**35 Martin Street  
Reno, Nevada 89509  
775-329-8001  
ernygregory@gmail.com**

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

Greg has been actively involved in the regulation of the profession of architecture since 1996. After serving on the Board of Directors and as President of both AIA Northern Nevada and AIA Nevada, Greg was appointed to the Nevada State Board of Architecture, Interior Design, and Residential Design. He has just completed his second term as Chairman, having previously served as Chairman from 2000 to 2003 and as Secretary/Treasurer from 2004 to 2006. In addition to serving as Board Chairman, he also chairs a number of its standing committees.

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

Greg's service on the Board of Directors of NCARB includes his current position as Secretary, and four terms as the Director of Region 6 representing the 12 western jurisdictions of the Western Council of Architectural Registration Boards (WCARB). He has also served three terms as Chairman of WCARB in addition to six years as a member of the WCARB Executive Committee.

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

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

# Gregory L. Erny NCARB, AIA

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## Candidate for Second Vice-President National Council of Architectural Registration Boards

### Professional Practice

Architects + LLC - President 1983 - Present

### Registration

Nevada 1981 - Present

California 1990 - Present

### Education

Ball State University 1977

Bachelor of Architecture 1977

Bachelor of Science - Environmental Design 1976

### National Council of Architectural Registration Boards

NCARB Board of Directors – Secretary 2014 - 2015

Regional Leadership / P & D Committee (Board Liaison) 2014 - 2015

NCARB Board of Directors - WCARB Region 6 2012 - 2014

2008 – 2010

ARE Committee on Examination 2013 - 2014

Audit Committee 2013 - 2015

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

Procedures and Documents Committee 2011 - 2012

Professional Conduct Committee (Board Liaison) 2009 - 2010

ARE Graphics Grading Committee (Board Liaison) 2008 - 2009

NAAB Accreditation Team - Montana State University 2008

ARE Graphics Grading Committee 2005 - 2008

Regional Chairs Committee 2005 - 2008

ARE Alternative Item Writing Task Force 2004

Chairman of Annual Meeting Credentials Committee 2003

Professional Development Program Committee 2001 - 2003

Test Specifications Task Force 2000 - 2001

ARE Pre-Design Committee 1998 - 2000

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

Regional Chairman 2004 - 2006

Executive Committee Member 2000 - 2006

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

Chairman 2011 - 2014

2000 - 2003

Secretary Treasurer 2000 – 2003

Residential Design Examination Committee 2014 - Present

Continuing Education Committee - Chairman 2008 - 2009

Broadly Experienced Interior Designer Committee 2007 - Present

Board Member 1996 - Present

Enforcement Advisory Committee 1995 - 1996

# Gregory L. Erny NCARB, AIA

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## Candidate for Second Vice-President National Council of Architectural Registration Boards

### **American Institute of Architects**

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

### **Instructor - Truckee Meadows Community College Instructor - University of Nevada, Reno**

1978 - 1991  
1980 - 1981

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

Chairman	2011 - 2012
Commissioner	2007 - Present

### **Bailey Charter School**

Treasurer	2013 - Present
Board of Directors	2012 - Present

### **Boy Scouts of America**

Nevada Area Council Director	2006 - Present
Properties Committee	2007 - Present
Eagle Scout Board of Review Committee	2006 - Present
Assistant Scoutmaster Troop 107	1997 - 2014
Vice President of Finance	2013 - 2014
Vice President of Programs	2008 - 2012
District Chairman "Friends of Scouting"	2008
Silver Beaver Recipient	2010
Bronze Pelican Award Recipient	2009
Brotherhood Member of the Order of the Arrow	2006

### **Reno National Little League**

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

### **Reno West Babe Ruth**

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

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

Chairman and Board Member	1990 - 1995
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### **Business Leadership Network Board of Directors**

2006 - 2009

### **Catholic Diocese of Reno Building Committee**

1999 - Present

# **Treasurer Candidate**

**David L. Hoffman**

February 10, 2015

To: NCARB Member Board Members and Executives

Re: Candidacy for Treasurer  
National Council of Architectural Registration Boards

All,

It has been a productive, insightful and humbling three years serving Region 5 on the Board of Directors and working with my fellow Directors and Officers. Responding to the three major Goals identified from the comprehensive Strategic Planning efforts that most of you participated in several years ago, the Board and staff are continuing with specific action plans to realize those Goals. Your comments, feedback and opinions have been critical, welcomed and I hope will continue. Strategic Planning is an on-going pursuit without a "finish line". NCARB plays the critical role in the continuance and validation of our Profession. As the Profession changes and evolves, NCARB must also change. In addition to performing the normal financial tasks of monitoring, reporting and policy development, the Treasurer must be responsible to monitor, measure and predict the financial impact, risks and source funding for our Strategic Goals' action plans and with Staff assistance, keep the Board thoroughly informed so course corrections, if needed, can be timely. Currently, "watch lists" are being maintained from historical data but need to be more detailed and forward looking.

To be specific, NCARB's three Strategic Goals are:

**Facilitate Licensure:** The Licensing Task Force is currently soliciting proposals from over 30 interested schools of architecture to explore alternative, and expedited, paths to licensure with the participation of professional design firms. The BEA/BEFA pathways to the Certificate are being simplified while remaining rigorous. The IDP program is exploring changes both in duration and content realignment with the upcoming six part ARE 5.0 exam. Mobile applications for IDP time reporting are available, functioning and linked to individual records. Of course there are additional efforts underway as well; too many to list here. As Treasurer Candidate, I see the need for on-going financial evaluation of each effort, measuring as accurately as possible their specific cost impacts and then frequently updating the forecasts as the programs develop. This would produce a current financial summary for each effort which then could be aggregated with all other programs to determine the total financial impact.

**Foster Collaboration:** Mike Armstrong and his Staff have done an incredible job liaising with Member Boards and their AIA State collaterals over the past four years (52 states visited); money very well spent. Similarly, underwritten travel expenses for Member Board Members to the Regional Summit and the Annual Conference are also good investments fostering participation and input that may not otherwise occur. NCARB and AIA are interacting and cooperating in more areas than ever. The integration of the results of the recent Practice Analysis is ongoing with NAAB and ACSA updating accreditation criteria and EESA systems.

NCARB is collaborating with AIAS sponsoring their Forum and meeting quarterly with AIAS leadership. Again, the Treasurer's responsibilities include monitoring associated costs and their supporting funding sources to provide the Board with a financial context as part of the evaluation of the collaborations' effectiveness.

**Centralize Credential Data:** Given the hurdles of technical compatibility, legal restraints and protections, organizational differences, and statute restrictions, it is wonderful to realize that good progress is being made establishing centralized databases: 23 states are actively working with NCARB setting up communications and 5 jurisdictions are fully exchanging data. Not only should this help reduce costs of states' disciplinary coordination, but could provide useful trend information to inform NCARB's regulatory policies. The well received "NCARB by the Numbers" has triggered inquiries from the Wall Street Journal and the Bureau of Labor Statistics. This asset, being the source for current comprehensive data on our profession, will become more valuable with time. Again, monitoring and reporting the associated operations and development costs for these programs is the responsibility of the Treasurer and must be on-going.

Beyond the Strategic Goals, there is the basic concern for the perceived value of the Certificate to our Certificate Holders and Member Boards. Along with the ARE and IDP, the Certificate is at the core of NCARB's reason for existence so it is critical that the values and perceived benefits of being a Certificate Holder are balanced with, or exceed, the renewal and fee costs to our Certificate Holders. Historically, these renewals and fees have indirectly subsidized other important programs. As part of long term financial planning, the Treasurer needs to continue measuring these financial off-sets and provide the Board with current contextual financial data for each program.

The role of the Treasurer is sometimes viewed as a static function. The reality is that NCARB's Strategic Planning, new programs and its core functions depend on timely, specific financial information be provided to the Board. The Treasurer, with the help of Staff, is responsible for this effort. With these concerns and motivations in mind, I announce my Candidacy for NCARB Treasurer. I welcome any questions or comments you may have and look forward to discussing these issues in more detail at the Regional Summit in March and the National Conference in June.

Thank you for your time and hopefully, your support.

A handwritten signature in black ink, appearing to read "Dave Hoffman", with a long horizontal flourish extending to the right.

DAVE HOFFMAN, NCARB, FAIA, CDP, CDX  
Director, Region 5  
316 304 4402 dhoffman@lk-architecture.com

## DAVID L. HOFFMAN, NCARB, FAIA, CDP, CDX

Candidate for Treasurer,  
National Council of Architectural Registration Boards



**PRACTICE:** LK Architecture, Inc.  
Senior Vice President and Principal (1978 – Present)  
103 person Architecture, Engineering, Landscape  
Architecture and Interiors firm founded in 1967 practicing  
nationally, based in Wichita, KS

**EDUCATION:** Iowa State University: Bachelor of Arts in Architecture  
Wichita State University: Graduate Studies in Business  
Administration

### CERTIFICATES/REGISTRATIONS:

National Council of Architectural Registration Boards: Certificate  
Holder since 1980

State Registrations: Alaska, Arizona, California, Colorado,  
Connecticut, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas,  
Maryland, Massachusetts, Michigan, Minnesota, Montana,  
Nebraska, Nevada, New Mexico, Ohio, Oregon, Pennsylvania,  
Rhode Island, Texas, Utah, Virginia, Washington, Wyoming  
and Washington D.C.

### NCARB SERVICE:

Region 5 Director: 2012 – 2014

Board Liaison:

Practice Analysis Task Force: 2012

Intern Development Program: 2013

BEA/BEFA Committee: 2014

Board Audit Committee: 2014

ARE Item Writing: Site Planning & Design

Chair: 2012

Committee Member 2007 - 2012

NAAB ARC Regulatory Conference

Task Force: 2007

Region 5 Chair: 2011

Regional Leadership Committee: 2011

Region 5 Vice-Chair: 2008-2011

Member Board Member:

Kansas: 2006 – Present

NCARB representative on NAAB Accreditation

Teams:

Texas Tech: 2010

Norwich University: 2011

Southern California Institute of

Architecture (SCI-Arc): 2012

Rhode Island School of Design: 2013

Istanbul Technical University: 2014

Architect Licensing Advisor: 2013 – Present

IDP Mentor: On-going

### KANSAS STATE BOARD OF TECHNICAL PROFESSIONS:

Appointed Architect Member: 2006 – Present

Board Chair: 2010 - 2011

Chair: Architects, Landscape Architects,

Geologists Committee: 2007

Chair & Member of Complaint Committee

Chair & Member: Statute Revision Committee:

2010 – Present

Chair: Legislative Committee: 2009

Chair: Code Officials Guide: 2014 - 2015

### AMERICAN INSTITUTE OF ARCHITECTS:

Richard UpJohn Fellow, 1993

Elevated to Institute Fellowship: 1993

Central States Regional Director: 1990 - 1993

(Iowa, Nebraska, Missouri, Kansas, Oklahoma)

Computer Aided Practice Task Force: 1994

Practice Management Professional Interest Area

Committee: 1995 - 1996

Chair: 1998

Vice-Chair: 1997

Lifelong Learning Committee: 1992 – 1994

AIA/Continuing Education System Steering

Committee

Architect's Handbook of Professional Practice,

Editorial Review Committees:

12th Edition: 1992 – 1994

13<sup>th</sup> Edition: 1997 – 2000

14<sup>th</sup> Edition: 2005 – 2007

Article Reviewer: 2000 – 2010

National Convention Program Selection

Committee: 1994 – 1995

Architectural Graphic Standards, Electronic Edition Review Group and Beta Test: 1995 and 1997  
Board Liaison: Society of Architectural Administrators (SAA): 1992  
AIA Liaison to American Consulting Engineers Council:  
Peer Review Committee: 1994 - 2010  
Peer Review Trainer: 1999 - 2011  
Gold Medal/Architecture Firm Award Advisory Jury: 1999  
College of Fellows Regional Representative - Central States: 2006 - 2012  
AIA representative on NAAB Accreditation Teams:  
Iowa State University: 1996  
Kansas State University (Observer): 1997

**AMERICAN INSTITUTE OF ARCHITECTS, KANSAS:**

President: 1988  
Vice-President: 1987  
Secretary: 1986  
Treasurer: 1985  
Director: 1983-84  
Blox Leadership Program Mentor: 2012 - Present  
Kansas Disaster Assessment Response Team - 2000 - Present  
A.R.E. Preparation Lecturer: Contract Documents: 1990 - 1998  
Chair: Professional Development/Continuing Education Committee: 1996 - 2000  
Chair: Fellowship Committee: 2001 - 2011  
AIA Wichita Section: President, Vice-President, Secretary, Treasurer

**UNIVERSITY ADVISORY ACTIVITIES:**

Department of Architecture, School of Design, University of Kansas: Advisory Board:  
Board Member: 2011 - Present  
Guest Lecturer: 2013 - Present  
School of Architecture and Urban Planning, University of Kansas: Advisory Board  
Board Member: 1992 - 2010  
Chair: 1995 - 1996  
Department of Architecture, Kansas State University: Advisory Board  
Board Member: 1988 - 1992  
Department of Architecture, Iowa State University: Advisory Board  
Board Member: 1997 - 2000  
Secretary: 1998

**OTHER PROFESSIONAL AND CIVIC SERVICE:**

Nebraska Firm of the Year Award Jury: 1995  
American Council of Engineering Companies:  
Peer Review Program:  
Peer Reviewer for six firms: 1995 - 2011  
Liaison between AIA and ACEC  
International Council of Shopping Centers:  
Member: 1995 - Present  
Senior Certified Design, Development and Construction Professional (CDP, CDX): 2009 - Present  
Wichita/Sedgwick County Arts and Humanities Council  
Public Arts Advisory Board, City of Wichita  
Central Branch YMCA:  
Advisory Board: 1994 - 2000  
Wichita Area Chamber of Commerce: 1987 - Present

**AWARDS:**

AIA, Kansas Henry W. Schirmer Distinguished Service Award - 1995

# **Secretary Candidates**

**Terry L. Allers**

**Anne K. Smith**



# ALLERS ASSOCIATES ARCHITECTS, PC

822 Central Avenue | Suite 320 | Fort Dodge, IA 50501  
Telephone 515.573.2377 | [www.allersarchitects.com](http://www.allersarchitects.com)



**Terry L. Allers**  
NCARB, AIA

Candidacy for  
Secretary of the National Council of Architectural Registration Boards

1913 North Seventh Street  
Fort Dodge, Iowa 50501  
515-573-2300  
[allerst@allersarchitects.com](mailto:allerst@allersarchitects.com)

Re: Officers  
Member Board Members  
Member Board Executives

Dear Friends:

Nine years ago I began my service to the Council when I was appointed to the BEA Committee. Since then I have been on several other committees and had the privilege to be a part of several NAAB visiting teams. For the past two years it has been my honor to serve as Director of Region 4 on the NCARB Board of Directors.

I am excited about the direction our Council is heading with many proposed new initiatives resulting from your valuable efforts and various "blue sky" discussions that are currently being considered by the Board. A few highlights include:

- The development of ARE 5.0 test specification which the Committee on Examination is monitoring is making excellent progress (I have the privilege of being the Board liaison this year).
- The Licensing Task Force is continuing to meet following their charge to investigate alternative paths to licensure.
- The BEA/BFA Special Project Team is finalizing proposed modifications to the path to obtain an NCARB certificate for those architects that do not have a NAAB accredited degree. After further study and input by NCARB jurisdictions at the Committee Summit and the Regional Meeting, the Board is planning to present these proposed modifications in the form of a resolution to our members at the Annual Meeting in June to be voted on.
- The IDP Special Project Team is preparing a final draft to be presented to the Board for approval that will make the process more streamlined in the future.

As you can see there are a lot of things that many of you have been involved with that are now being considered by your NCARB board. I am blessed to have been the Region 4 Director during this exciting time for our organization. However, with your assistance there is more important work for us to do together. I would be extremely honored to represent each of you by continuing my service to NCARB.

Therefore after careful thought and consideration, and after discussing my intentions with many of you, my friends and colleagues in NCARB, it is with great anticipation and excitement that I announce my candidacy for Secretary of the NCARB Board of Directors. I am ready to hear from each of you and engage in a conversation of how together we can continue to make this a great organization of member board members. I look forward to our discussions in the coming weeks.

It is only with your support and guidance that I will have the honor to represent you on the NCARB Board of Directors.

With kindest personal regards,

Terry L. Allers, NCARB, AIA  
NCARB Region 4 Director



**Terry L. Allers**  
NCARB, AIA

Candidate for  
Secretary  
National Council of  
Architectural  
Registration Boards

1913 North Seventh Street  
Fort Dodge, Iowa 50501  
515-573-2300  
allerst@allersarchitects.com

**NCARB Service**

NCARB Region 4 Director 2013,2014  
NCARB Committee on Examination 2014  
NCARB Audit Committee 2014  
NCARB/NAAB 2015 Procedures Task Force  
NCARB Awards Jury 2013  
NCARB Region 4 Vice Chair 2012  
NCARB Region 4 Treasurer 2011  
BEA Committee 2007, 2008, 2009, 2010, 2011  
NCARB Education Committee 2012  
NAAB Accreditation Team Pool, having served  
on Accreditation Visits in 2010, 2011, 2012 and  
selected to Chair a Team in 2013  
IDP Mentor

**Iowa Architectural Examining Board**

Board Member serving three 3-year terms  
Chairperson 2007, 2012, 2013; Vice Chair 2010,  
2011  
Code Definition Task Force 2009

**AIA Iowa Chapter**

Board of Directors 1993, 1994, 1995  
Professional Development Committee Chair  
Architecture in the Schools Task Force  
AIA Citizen Architect

**Iowa Architectural Foundation**

Board of Directors 1998 to 2004  
President 2004  
Community Design Committee 2002 to present  
CDC Event Co-chair for four communities  
Endowment Committee 2005

**Community**

**Fort Dodge Municipal Housing Agency**

Board of Directors for 26 years  
Chairman 1990, 1994/1995,1998, 2002,  
2005/2006, & 2011/2012

**Good Shepherd Lutheran Church**

President of congregation three – 2 year terms  
Elder five – 2 year terms

**Education**

Bachelor of Architecture, 1970  
Iowa State University

**Practice**

Allers Associates Architects, PC  
President (1979 to present)  
36 year-old, 7-person firm practicing in  
health care facilities, educational institutions,  
worship facilities, financial institutions, and  
commercial office projects

**Registration**

Iowa  
Minnesota  
NCARB Certification since 1974

**Trinity Regional Health Foundation Board of Directors**

Member 1998 - 2004  
President 2003 & 2004

**Fort Dodge Chamber of Commerce/Growth Alliance**

Catalyst Award 2012 for Leadership in Service to Community  
Member 1986 to present  
Board Member 2000 to 2005  
Chamber Ambassador 2001 to present  
Vice President of Membership Services 2000 to 2004  
'Small Business of the Year' Award to  
Allers Associates Architects, PC 2000  
Image Committee 2007 to 2010, 2012 to present  
Fall Fest Committee for 10 years

**Citizens Community Credit Union Board of Directors**

2007 to present  
Chair 2010, 2014

**Historic Vincent House Advisory Committee**

Board Member 1999 to present

**National Council on Youth Leadership (NCYL)**

**North Central Iowa Chapter**

Charter Board Member and Secretary 1993 to 2008

**Fort Dodge YMCA**

Board of Directors 1983 to1989  
President 1986 to1987

**Fort Dodge YMCA Foundation**

Current Board Member 2000 to present

**Main Street Fort Dodge**

Board Member 1990 to1999  
Design Committee Chair 1990 to 1999  
1992 Project of the Year State Award - Building Survey

**Sertoma Service Club**

Member since 1980  
President 2004, 2005  
Five terms on the Board of Directors  
Donated Design for Veterans Memorial Park

**Habitat for Humanity**

Donated Design for Four Homes for Fort Dodge

**Fort Dodge Development Corporation**

Board Member 2012 to present

**Awards**

Iowa Chapter AIA Design Award 1993  
Metal Architecture Renovation of the Year 1995  
Chamber of Commerce Catalyst Award 2012



January 27, 2015

To: Member Board Members and Member Board Executives  
Re: Candidacy for 2015 NCARB Secretary

Dear NCARB colleagues and friends,

What an amazing opportunity it has been to represent my region on the NCARB Board of Directors for the past two years. It has been an honor and a privilege and I have learned so much. It has also opened my eyes to how much more there is to know and where growth and improvements are needed. The innovative and collaborative initiatives that have emerged are resulting in changes that will improve our core programs as well as move NCARB into a stronger leadership role in shaping the future of our profession.

As my time as Region 3 Director is drawing to a close, I realize that important work is still in progress that I want to continue to be a part of. Over the past eleven years, I have seen our organization become more transparent and diverse. We are not shy, taking on the important issues that are being discussed when others do not. The relationships with our collaterals have been strengthened and these relationships are evolving to a higher and better level. The Regional Leadership group has taken great strides to support each other and the Regional Summit experiment worked well.

There are also many challenges such as how best to address the Broadly Experienced programs that affect many potential licensees and certificate holders. These programs are needed but must maintain the high standard that an NCARB Certificate represents and not jeopardize our reciprocal relationships. We recognize the need to stay abreast of technology, how people absorb information, and how best to test their skills and knowledge. By allowing concurrent internship and education, there has been a blurring of the lines between the traditional steps to licensure. This has opened discussions on appropriate titles among other issues. Communication and transparency are crucial and I have done my best to ensure that the interests of you, our member and constituents, have been heard and understood by the Board.

**After careful thought and consideration, it is with great excitement that I announce my candidacy for Secretary of The National Council of Architectural Registration Boards.**

I hope that I can count on your support as I seek this office and hope to see and speak with many of you at the upcoming Committee Summit and Regional Summit. These gatherings will be a good opportunity to discuss any concerns that you may have or ideas that you would like to share. Your voice is important and I welcome your comments.

Remember that I am just a phone call or email away.

Sincerely,



Anne K. Smith, AIA  
NCARB Director Region 3 – Southern Conference  
Cell: 912-659-4189

Post Office Box 1587 | Savannah, Georgia 31402

# ANNE KOLMAN SMITH, AIA, LEED<sup>BD+C</sup>

## Education

Bachelor of Science, Architecture, 1985  
Georgia Institute of Technology

## Practice

Kolman & Smith Architects, Intern & Partner, 1985 – 2001  
Lominack Kolman Smith Architects, Partner, 2001 - present



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## Registration:

Georgia, Registered Architect 7574

## Member Board Service:

Georgia State Board of Architects and Interior Designers  
Appointed 2004, President, 2005-present

## NCARB (National Council of Architectural Registration Boards) Service:

SCNCARB, Region 3, Director, 2013-present  
SCNCARB, Region 3, Chair, 2011-2013  
SCNCARB, Region 3, Vice-Chair, 2011  
SCNCARB, Region 3, Treasurer, 2010  
SCNCARB, Region 3, Secretary, 2009-2010

ARE Grading Subcommittee, 2011-2012  
ARE Subcommittee: Graphics Group 2, 2010-2011  
ARE Subcommittee: Graphics Group 2, 2009-2010  
ARE Subcommittee: Graphics Group 1, 2008-2009  
ARE Subcommittee: Graphics Group 1, 2007-2008  
ARE Subcommittee: Graphics Group 2, 2006-2007

Regional Leadership Committee, 2011-2013  
Broadly Experienced Architect Committee Board Liaison, 2013-2014  
NCARB & AIA Joint Committees, Future Title Task Force, Board Liaison, 2014-2015  
NAAB Visiting Pool, 2008-2014  
Architect Licensing Advisor, 2012-present

## Professional Service:

### National AIA

Convention Credentials Committee Chair, 2005  
Work-on-the-Boards Survey, Contributor, 2000-present  
Convention Candidate Caucus Moderator, 2000

### AIA Georgia

President, 2000  
President-Elect, 1999  
State Director, 1994, 1995  
Design Awards, Chair, 1999  
State Environmental Committee, 1995  
Architectural Foundation of Georgia, Chair 2001, Director, 2002-2004

### AIA Savannah

President, 1996  
Women in Architecture Savannah, 1990-2000, Chair, 1990

### Professional Service (cont.):

- Savannah College of Art and Design (SCAD) School of Building Arts Presenter, "Licensing Requirements in Georgia" with Martin Smith, AIA, Manager of the Intern Development Program of NCARB, to, 2013
- AIA Georgia Annual Conference Presenter, "License to Seal", with David Maschke, AIA, 2013
- AIA Georgia Annual Conference Presenter, "Your Architect's License: How the Licensing Board and You Can Adapt re:New the Profession for the Future" with David Maschke, AIA, , 2011 & 2012
- City of Savannah, Code Enforcement Appeals Board, Board Member, 2002-2008
- Society of American Registered Architects, Professional Design Awards Jury, 2000

### Certifications:

#### United States Green Building Council (USGBC)

LEED Accredited Professional, Building Design + Construction, 2013-present  
LEED 2.0 Accredited Professional, 2000-2012

#### Disaster Response

State of Georgia Voluntary Technical Assistance Group (VOLTAG), Member, 2000-2002  
Safety Assessment Program Evaluator Training, State of California, 2014

### Awards Presented to Architect:

**Rothschild Award**, 2010, AIA Georgia, given in recognition of distinguished service to the profession of Architecture in the State of Georgia, AIA Georgia's highest honor.

**Kolman Award**, 2007, AIA Savannah, given in recognition of service to the community and high ethical standards in the practice of architecture. The award had only been awarded previously once since Ronald Kolman received the inaugural award in 1998, AIA Savannah's highest honor.

### Project Awards:

#### Pin Point Heritage Museum, Savannah, GA – (*Principal Architect*)

*AIA Georgia*, 2012  
*Georgia Trust for Historic Preservation*, 2013  
*Historic Savannah Foundation*, 2012

#### Starland Lofts, Savannah, GA – (*LEED A.P.*)

*AIA Georgia*, 2007  
*AIA South Atlantic Region*, 2006  
*AIA Savannah*, 2007

#### Daniel Flagg Villas, Savannah, GA – (*Principal Architect*)

*AIA Georgia*, 2004  
*AIA Savannah*, 2005  
*Georgia Trust for Historic Preservation*, 2005  
*Georgia Department of Community Affairs*, 2004  
*Historic Savannah Foundation*, 2004

#### Skidaway Interpretive Cabin, Savannah, GA – (*Principal Architect*)

*AIA Savannah*, 2007  
*Historic Savannah Foundation*, 2008

**Kehoe House**, Savannah, GA – (*Principal Architect*)  
*Georgia Trust for Historic Preservation*, 1993  
*Historic Savannah Foundation*, 1993

**Safe Shelter**, Savannah, GA – (*Principal Architect*)  
*Georgia Department of Community Affairs*, 2002

**Trinity United Methodist Church**, Savannah, GA – (*Principal Architect*)

*Historic Savannah Foundation*, 2005

**The Beach Institute**, Savannah, GA – (*Principal Architect*)

*Historic Savannah Foundation*, 2004

**Savannah Station**, Savannah, GA – (*Principal Architect*)  
*Historic Savannah Foundation*, 1998

**Gingerbread House Complex**, Savannah, GA – (*Principal Architect*)

*Historic Savannah Foundation*, 1994

**Wayne-Gordon House Restoration**, Juliette Gordon Low Birthplace, Savannah, GA – (*Principal Architect*)

*Historic Savannah Foundation*, 1993

### Community Service:

**Historic Savannah Foundation**, Member, 1991-present, Revolving Fund Committee, 1990-1995

**Savannah Development & Renewal Authority**, Urban Design Committee, 2008-2010

#### Savannah Speech and Hearing Center

President, 2006, 2007

Treasurer, 2009-present

Board Member, 2002-present

**Sertoma Club of Savannah**, President, 2004, 2005

#### Savannah College of Art and Design (SCAD), School of Building Arts

Critic for Student Projects, Architecture, 2002-present

**Coastal Georgia National Association of Women in Construction (NAWIC)**, Founding Member, 2009

Block Kids Lead Judge, 2012 - 2014

**Telfair Academy Guild**, Women in Business, 2006-present

**Oglethorpe Business & Professional Women's Club**, President, 2004, 2005

## HMFH Architects, Inc.

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January 26, 2015

### Member Board Chairs

### Member Board Executives

I was delighted to receive a letter from Margo Jones announcing her candidacy for First Vice President. Margo is a colleague of mine on the Massachusetts Board of Registration of Architects. She is the founding principal of Jones Whitsett Architects Inc., formerly Margo Jones Architects which is an award winning small firm.

Margo joined the Massachusetts Board in 2005. In 2004, one of our Board members decided to retire, which created a vacancy. The Board, including Peter Steffian, FAIA, Doug Engebretson, FAIA and myself decided that the Board would benefit by having a woman architect as a Board member. I was familiar with Margo and her firm, since our firms often competed for the same projects, so I suggested that we work with Massachusetts AIA to support her appointment. Margo's performance on our Board has demonstrated that we made a wise choice in supporting her appointment. She has demonstrated her ability as a leader and has contributed significantly to decisions made by the Board. Specifically she has worked tirelessly to develop new regulations which protect the Health, Safety and Welfare of the public and bring our regulations in line with NCARB's model law and regulations.

I have been impressed with how Margo has managed her firm, served on the Massachusetts Board and served NCARB in a leadership role. She has done this while serving on a number of community and professional boards.

As she states in her candidacy letter "I am an architect first, one who has run her own firm for thirty years". Margo has distinguished herself as a talented architect who is the recipient of many design awards for well designed buildings. Her experience leading a small firm practice makes her a good candidate for First Vice President since she will represent the interests of a majority of NCARB and AIA members who also lead and work in small firms.

Margo's experience serving NCARB makes her an excellent candidate to lead NCARB. She has followed the traditional NCARB path to the role of President.

- 3 years on the Board of Directors
- Secretary
- Treasurer



George R. Metzger, AIA  
Laura A. Wernick, FAIA

Lori Cowles, AIA  
Philip S. Lewis, AIA  
C. Julia Nugent, AIA

Deborah A. Collins, AIA  
Arthur S. Duffy, AIA  
Chin Lin, AIA  
Tina Stanislaski, AIA  
Vassilios Valaes, AIA

Devin E. Canton, AIA  
Colin R. Dockrill, AIGA  
Susan M. Elmore, CPSM  
Melissa A. Greene, AIA  
Matthew LaRue, AIA  
Erica Metzger  
Margaret M. Munroe  
Christopher H. Vance, AIA  
Robert P. Williams, AIA

Stephen Friedlaender, FAIA  
John F. Miller, FAIA  
Mario J. Torroella, FAIA

- 2<sup>nd</sup> Vice President

During this period Margo served with distinction on an impressive number of committees:

- Education Committee
- Member Board Executives Committee
- Investment Adviser Review Team
- Audit Committee
- Procedures and Documents Committee
- Long Range Strategic Initiative of “Agility” Committee
- Governance Task Force
- Continuing Education Committee
- ARE Subcommittee
- IDP Supplementary Experience Task Force
- EPC/IDP Core Competency Linking Task Force

Margo also represented NCARB at a meeting of the Union of International Architects and was a member of a NAAB visiting Team at Morgan State University.

During her six years serving NCARB, Margo has gained experience in all aspects of NCARB’s governance. If elected 1<sup>st</sup> Vice President, Margo has committed to:

- Govern Well – collaboratively, inclusively and transparently
- Continue to execute the Strategic Plan
- Support the commitment to Engagement with AIA
- Be a voice for change
- Support current changes to ARE, IDP, BEA
- Continue to build bridges with the collaterals

I am supporting my colleague, Margo Jones, in her candidacy for First Vice President and I hope you will join me.

Very Truly Yours,



John F. Miller, FAIA, NCARB  
Chair, Massachusetts Board of Architects



ARCHITECTS · PLANNERS · AIA

Robert M. Calvani

February 12, 2015

John C. Layman

Thomas C. Wilber

To: NCARB – Region 6

Re: Candidacy for NCARB Board of Directors/Region 6

Dear Friends,

For the past year it has been my honor to serve as your NCARB Regional Director. I thank you for the opportunity to represent each of you and insure that your interests are being heard and understood by the Board.

Many things have been accomplished, with many concerns still to be resolved. BEA & BEFA are being resolved to meet the concerns of many of us. The IDP Overhaul is being developed to coincide with the new ARE 5.0 to be implemented in 2016. The Alternative Licensing Task Force is proceeding with their RFP process to the academies, and the Title Task Force will be presenting their recommendations soon.

Other interesting issues like the “American Board of Architecture” and talk of the NAAB’s proposed merger with ACSA are things to spark discussion and monitor closely.

As always, our continuous discussion of the “value of the certificate” is important. The goal of a monitored balance between NCARB’s “facilitating licensure” and the jurisdictions’ charge to protect the public’s health, safety and welfare is always foremost in my discussions with the Board.

With these current important issues, I am asking for your continued support for another year as your Regional Director. I believe that I have much to offer with my working knowledge of the many NCARB committees related to the evolving challenges that continue to face our profession and jurisdictions.

My commitment is to strongly represent all Western jurisdictions as your Director. Each of us bring diverse views on the practice and regulation of the architectural profession. I continue to pledge to you an accessible, receptive and responsive voice to each of your ideas and needs.

I would appreciate your support and I welcome your input on Region 6, NCARB, and my decision to continue as Director. I look forward to seeing you all in Long Beach, California.

Best regards,

A handwritten signature in black ink that reads "Bob". The letters are cursive and fluid, with a prominent loop on the 'B' and a long tail on the 'b'.

Bob Calvani, NCARB, AIA  
Chair Region 6

## NCARB SERVICE

NCARB Certificate Holder	1981-Present
NM Board of Examiners for Architects	2003-Present
NM Board of Examiners for Architects – Chair	2011-2012
ARE Subcommittee Building Systems	2004-2008
ARE Subcommittee Building Systems Coordinator	2007-2010
ARE Multiple Choice Subcommittee – Assistant Chair	FY11
ARE Multiple Choice Subcommittee – Chair	FY12-13
Examination Committee (COE)	FY10-14
ARE Specification Task Force	2007-2008
Practice Analysis Task Force	2011-2012
Practice Analysis Task Force – Team Leader	FY12
Practice Analysis Task Force – Steering Committee	2011-2013
Test Specification Steering Committee	FY12
Test Specification Task Force	FY12-13
Regional Leadership Committee	FY13-14
WCARB Executive Committee	2011-2014
WCARB Region 6 – Chair	2012-2014
NAAB Visiting Team Nomination	2010-2014
Regional Director	2014-2015
Board Liaison to Intern Committee and Intern Advisory Committee	2014-2015

**ACCELERATED PATH TO ARCHITECTURAL LICENSURE (APAL)**

1. Update and Possible Action on NCARB's Actions Related to APAL
2. Reports and Possible Action on California National Architectural Accrediting Board (NAAB) and Non-NAAB Programs' Efforts on APAL
3. Update and Possible Action on Adroit School of Architecture and American Board of Architecture
4. Update and Possible Action on California Architects Board's Supporting Position Statement

## **Agenda Item H.1**

### **UPDATE AND POSSIBLE ACTION ON NCARB'S ACTIONS RELATED TO APAL**

The Board's 2014 Strategic Plan contained an objective to monitor, analyze, and encourage 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. The National Council of Architectural Registration Boards (NCARB) had, through its Licensure Task Force, been exploring an accelerated path to architectural licensure and on May 30, 2014, announced its endorsement of the concept. The accelerated path integrates the internship and examination requirements into the years spent earning a professional degree in architecture.

On September 9, 2014, NCARB released its Request for Interest and Information (RFI&I) to NAAB-accredited programs for assessment of the interest level and readiness to design and develop an integrated path leading to licensure. The RFI&I was the first in a two-step process that was followed by a Request for Proposal released on January 23, 2015 with a deadline of June 1, 2015.

The Board, at its September 10, 2014 meeting, adopted a support statement developed by Board Vice President Pasqual Gutierrez and later presented to NCARB (see Agenda Item H.4).

At today's meeting, the Board will be updated on NCARB's actions and take possible action it deems appropriate.

**REPORTS AND POSSIBLE ACTION ON CALIFORNIA NATIONAL ARCHITECTURAL ACCREDITING BOARD (NAAB) AND NON-NAAB PROGRAMS' EFFORTS REGARDING APAL**

The Board, at its February 26, 2014 meeting, conducted a summit where it invited representatives from each of the ten California National Architectural Accrediting Board (NAAB) accredited programs to discuss national efforts to integrate licensing into degree programs. Representatives from nine programs participated in discussions with the Board. At the conclusion of the discussion, each program was polled by the Board to assess interest in implementing an integrated pathway, with six indicating in the affirmative. The NAAB programs were invited again to today's meeting and will be provided an opportunity to update the Board on their current efforts regarding APAL and provide other highlights of innovative initiatives.

The Board is asked to consider the programs' reports and take such action it determines appropriate.

### UPDATE AND POSSIBLE ACTION ON ADROIT SCHOOL OF ARCHITECTURE AND AMERICAN BOARD OF ARCHITECTURE

Adroit School of Architecture (Adroit) is a new institution based in Sacramento. Adroit intends to offer degrees wherein the internship and examination components of licensure are integrated into the programs. The founder of Adroit, Umber Kazmi, has also established the American Board of Architecture (ABA), a national nonprofit organization also based in Sacramento. ABA is establishing an accreditation process, and also intends to create a licensing examination. ABA has accredited Adroit. Ms. Kazmi requested an opportunity to present information to the Board regarding Adroit and ABA.

Adroit's mission is as follows (copied from [adroitschool.org/mission-statement](http://adroitschool.org/mission-statement) on March, 4, 2015):

*“The Adroit School of Architecture (School) is a degree awarding, private postsecondary educational institution established on the sixteenth day of October 2013. The School is named after one of its guiding principles, ‘Artificiosus Architectura’ meaning the adroit or skillful Architect. It was founded with a vision of betterment for the architecture profession through a rigorous curricula to promote forward thinking in the profession. It is the goal of this institution to create an ideal architectural curriculum that can serve as a contemporary model through focus on knowledge and skills required by a licensed architect. The School shall maintain pursuit of the following pillars as set forth by its founder, Professor Atlas Umber Kazmi:*

- *‘License Upon Graduation’ — the School shall assist students in obtaining a license to practice as an Architect after graduation by aligning core academic requirements with licensing laws of the land. And by outlining work-experience options for students while enrolled in school.*
- *‘Design Professionals Atelier’ — the School shall commission or otherwise contract design projects. And dedicate a space to hold internship with a Firm on Campus for optional work-experience.*
- *‘Artificiosus Architectura’ — the School shall exercise evolving and rigorous academic design formulated to lead to the most skillful of Architects through knowledge of: applicable regulations on health, safety, public welfare, and professional liability; as well as, technical, engineering, leadership, and creative skills.*

*Due the School's founding leadership's in licensing education, we are able to create a curriculum to incorporate licensing requirements within a degree program referred to as ‘Licensure upon Graduation’ LUG initiative. The LUG based curriculum is aligned with the national architect license exam. Furthermore, LUG provides options for eligibility to sit for this exam upon graduation. Although every effort will be made to support students passing each part of the exam, their degree will be awarded upon completion of the academic*

*requirements specified and is not dependent on passing all parts of the licensing examination.*

*The primary way to accomplish eligibility to sit for national licensing exams is to gather work experience hours required by the state licensing boards. This is done through our unique Design Professionals Atelier (DP Atelier) where students will log hours to fulfill the Intern Development Program (IDP). Students have the option to work on School commissioned projects or work off-campus under the supervision of a licensed architect to complete this State requirement.*

#### *Objectives of the School*

- *Operate as a private non-accredited post-secondary school*
- *Offer Undergraduate degree in architecture (BArch)*
- *Offer Graduate degrees in architecture (MArch)”*

The ABA’s objectives are as follows (copied from architectboard.org/about on March 4, 2015):

*“Uphold the integrity and merit of the architecture profession through a system that yields skillful architects.*

- *Develop an alternative licensing path for state adoption.*
- *Write fair and ethical licensing exams to test the skill and knowledge practically required by an architect.*
- *Create logical accreditation standard for architecture schools aligned with licensing requirements.*
- *Maintain transparency between the board and the public or state boards.*
- *Create a licensing path that leads to gainful employment to practice architecture in the U.S. for both national and foreign architects.*
- *Maintain a separation between ABA and the state boards to prevent a financial monopoly, conflict of interest, prevent state interference in independent education and give hierarchy to public safety.”*

It should be noted that the Board has received comments from related organizations about Adroit’s messages being conveyed via its marketing materials. The Board communicated its concerns to Adroit via a February 2, 2015 letter (attached). Specifically, the Board noted that Adroit’s material as to licensure and accreditation might be unclear to students. Ms. Kazmi met with Board staff on February 25, 2015 to provide an update on the program and discuss the Board’s concerns.

The Board is asked to consider the information from Ms. Kazmi’s presentation on Adroit’s efforts in relation to the Additional Path to Architectural Licensure initiative, as well as the American Board of Architecture’s objectives, and take action as appropriate.

#### Attachments:

1. Board Letter to Adroit School of Architecture Dated February 2, 2015
2. NCARB Memorandum to Member Board Members Dated February 6, 2015
3. NAAB Letter to Adroit School of Architecture Dated March 3, 2015



# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.  
GOVERNOR

February 2, 2015

Ms. Umber Kazmi, RA, Chairman of the Board  
Adroit School of Architecture  
315 12th Street, Suite 1  
Sacramento, CA 95814

RE: Adroit School of Architecture Accreditation and Communications

Dear Ms. Kazmi:

The California Architects Board (Board) has taken note of the branding and communications of Adroit School of Architecture (Adroit). While the Board is interested in seeing improved educational opportunities for students of architecture, those opportunities should come in the context of schools that are validly accredited and communicate clearly to potential students regarding the requirements for licensure.

As you know, the Board's statutory mandate of protecting the health, safety, and welfare (Business and Professions Code section 5510.1) includes the requirement that the Board ensure appropriate professional qualifications in the profession. The Board is the only entity that licenses architects in California.

Adroit's use of the term "License Upon Graduation" (LUG) throughout its promotional materials appears to suggest that a graduate of Adroit receives a license to practice architecture at the time of graduation, which is not accurate.

While the Adroit mission statement states that the school "shall assist students in obtaining a license to practice as an Architect after graduation by aligning core academic requirements with licensing laws of the land," the use of the term "license upon graduation," which permeates the materials, suggests that the school will both educate and license the students, when in fact it is only state boards that hold the statutory authority to license architects.

There is only one recognized national accreditation entity for schools of architecture, and that is the National Architectural Accrediting Board (NAAB). Adroit touts accreditation by a different entity on its website, which could be misleading to students as to what constitutes valid accreditation. Adroit states that it is accredited by the "American Board of Architecture" (ABA). ABA does not appear to be accepted by any licensing board as an accrediting body. ABA also appears to have been established by Adroit and/or associated entities/individuals. Adroit does not make either of these facts clear in promoting its school to potential students.

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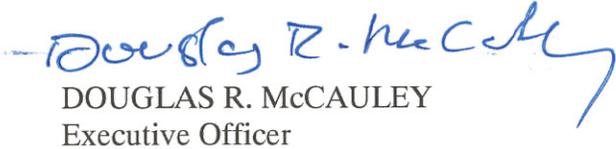
February 2, 2015  
Ms. UMBER KAZMI  
Page 2

ABA appears to overlap functions, programs, etc. of the National Council of Architectural Registration Boards, NAAB, and The American Institute of Architects. As such, copies of this letter are being provided to those organizations.

In my role as Executive Officer, I have previously conveyed that Adroit's materials are unclear and potentially misleading. Adroit should immediately clarify its materials to stipulate that it is not accredited by NAAB and that it does not actually bestow the license. In addition, materials must make clear that this state board issues the license. As Adroit is "approved" by the California Bureau for Private Postsecondary Education (Bureau), we are conveying our concerns to the Chief of the Bureau as well.

The Board looks forward to Adroit accurately correcting its brand messaging and communications to consumers. We are available to meet with you on February 24 or 25; please respond back with your availability. We look forward to discussing this matter further.

Sincerely,

  
DOUGLAS R. McCAULEY  
Executive Officer

cc: National Council of Architectural Registration Boards  
National Architectural Accrediting Board  
The American Institute of Architects  
The American Institute of Architects - California Council  
The American Institute of Architects - Central Valley Chapter  
California Bureau for Private Postsecondary Education

## MEMORANDUM

Dale McKinney, FAIA, NCARB  
*President/Chair of the Board*  
Sioux City, Iowa

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*1st Vice President/President-Elect*  
Florence, South Carolina

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*2nd Vice President*  
Greenfield, Massachusetts

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Huntsville, Alabama

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*Secretary*  
Reno, Nevada

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Anne K. Smith, AIA  
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Savannah, Georgia

Terry L. Allers, AIA, NCARB  
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*Director, Region 5*  
Wichita, Kansas

Robert M. Calvani, NCARB, AIA  
*Director, Region 6*  
Albuquerque, New Mexico

Kingsley Johnson Glasgow  
*Member Board Executive Director*  
Little Rock, Arkansas

John G. Cameron Jr.  
*Public Director*  
Grand Rapids, Michigan

Michael J. Armstrong  
*Chief Executive Officer*

**To:** Member Board Members  
Member Board Executives  
AIA CACE Executives

**From:** Michael Armstrong  
Chief Executive Officer



**Date:** February 6, 2015

**Subject:** American Board of Architecture

Please be advised an entity calling itself the “American Board of Architecture” is seeking endorsements necessary to establish itself as an accrediting body of architecture schools. This entity also appears to be developing what it purports will be its own architectural test. The ability to confer a license, including requirements for meeting educational criteria, is solely determined by the state and territorial governments of the United States. The legitimacy of accrediting organizations is determined by state and national departments of education. NCARB, as a confederation of licensing boards from these jurisdictions, provides to their Member Boards the licensing exam and model programs for adoption in determining the path to achieving an architectural license.

In addition, it appears the same individuals involved with the American Board of Architecture are developing a new architectural school in California called the “Adroit School of Architecture.” NCARB favors innovation in the architectural education arena and has been involved in efforts to streamline the process of becoming a licensed architect, while making certain that new architects have the skills and experience necessary to do the job safely. Unfortunately, the Adroit School makes many claims on its website that NCARB believes are misleading, including the claim that the school will license architects and that the school will host a site for administering the Architect Registration Exam (ARE). In addition, the school has used the names and logos of other organizations without their permission in a way that implies these organizations endorse or approve of the school.

The National Architectural Accrediting Board (NAAB) has issued its own statement regarding the Adroit School on its website at [www.naab.org](http://www.naab.org). NCARB will continue to make sure that accurate information is being shared regarding this subject. The Council continues to welcome additional collaboration regarding the evolving path to licensure.

# National Architectural Accrediting Board, Inc.

March 3, 2015

Umber Kazmi, RA, Chairman of the Board  
Adroit School of Architecture  
315 12<sup>th</sup> Street, Suite 1  
Sacramento, CA 95814

Dear Ms. Kazmi,

The National Architectural Accrediting Board (NAAB) continues to take an interest in the branding and communications of the Adroit School of Architecture and the American Board of Architecture. The NAAB appreciates the recent addition of information to the Adroit website regarding the school's plan to seek institutional accreditation.

However, there are several statements on the website that misrepresent and mischaracterize the NAAB. These are incorrect and must be modified. First, your site states

“It is important to note that NAAB is not recognized by the U.S. Department of Education and it is not a government body. In such, it cannot lead to financial aid.”

As you well know, the NAAB has never asserted that accreditation of a professional degree program in architecture is required for determining institutional or program eligibility for participation in either Higher Education Act (HEA) or non-HEA federal programs, including financial aid.

Nevertheless, students enrolled in NAAB-accredited programs are eligible for federal financial aid because the **institutions** that support NAAB-accredited programs are accredited by one of the six U.S. regional accrediting agencies. All six are recognized by the U.S. Department of Education (USDOE). Institutional accreditation is one of the NAAB conditions (See, 2009 Conditions for Accreditation II.2.1).

Next, your site asserts,

“NAAB is not independent as several influential non-profit organizations sit on the board of directors placing confidential student information at risk of exposure.”

This statement is false and misleading in a number of respects:

The NAAB is an independent, nonprofit corporation with tax exempt status under the terms of 26 U.S.C. § 501(c)(3).

The NAAB has clear and effective controls against conflicts of interest or the appearance of conflicts of interest by its board members, visiting team members, consultants, administrative staff, and other representatives. (See NAAB Procedures, Section 9.)

The NAAB's transparent and open processes ensure compliance with the Federal Education Records Privacy Act. At no time does the NAAB, its directors, staff, or team members have access to confidential student information (See NAAB Condition II.3, and NAAB Procedures Sections 3, 4, and 5).

We repeat that our primary goal is to assure that the consuming public is not accidentally or intentionally misled through inaccurate, false, or misleading statements in your branding or website. On behalf of the NAAB, we demand that you correct the information that misrepresents the NAAB by March 9, 2015.



1101 Connecticut Avenue, NW

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Washington, DC 20036

[www.naab.org](http://www.naab.org)

tel: 202.783.2007

fax: 202.783.2822

email: [info@naab.org](mailto:info@naab.org)

**National Architectural Accrediting Board, Inc.**

Thank you for your time and attention.

Sincerely,



Andrea S. Rutledge, CAE, Hon. AIA  
Executive Director

Cc: Shannon Kraus, FAIA, President, NAAB  
Michael Armstrong, CEO, National Council of Architectural Registration Boards  
Michael J. Monti, Ph.D., Executive Director, Assn of Collegiate Schools of Architecture  
Nick Serfass, AIA, CAE, Executive Director, American Institute of Architecture Students  
Robert Ivy, FAIA, EVP, The American Institute of Architects  
Kris Barkely, AIA, President, AIA Central Valley  
Douglas McCauley, Executive Officer, California Architects Board  
Marshall Wolff, Zuckerman Spaeder

**UPDATE AND POSSIBLE ACTION ON CALIFORNIA ARCHITECTS BOARD'S SUPPORTING POSITION STATEMENT**

In August 2014, Board Vice President, Pasqual Gutierrez, who is a member of the National Council of Architectural Registration Boards' (NCARB) Licensure Task Force, developed the attached Supporting Position Statement relative to an accelerated path to architectural licensure (APAL). The statement was presented to the Board at its September 10, 2014 meeting, when it was unanimously adopted.

In accordance with its support for APAL, NCARB, on January 23, 2015, released its Request for Proposal (RFP) to the National Architectural Accrediting Board (NAAB) programs. Terminology used within the RFP to describe the accelerated path was updated. Consequently, the Board's Supporting Statement would need to be amended to reflect the update.

The Board is asked to review and approve staff's proposed amendments to the Statement (see attached).

Attachment:

DRAFT - Accelerated Path to Architectural Licensure Supporting Position Statement



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

Edmund G. Brown Jr.  
GOVERNOR

**~~Additional~~ Accelerated Pathway to Architectural 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~~ accelerated pathway to architectural 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*  
*Amended by the Board on December 10, 2014*

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### **REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, SECTION 109 (FILING OF APPLICATIONS) AS IT RELATES TO THE REFERENCE OF THE CURRENT EDITION OF INTERNSHIP IN ARCHITECTURE PROGRAM**

The Board's regulations, specifically CCR section 109(b)(2), currently reference the 2001 edition of the Canadian Architectural Licensing Authorities (CALA) *Internship in Architecture Program (IAP) Manual*. A more recent edition of the CALA *IAP Manual* has been published. Consequently, Board approval is required to initiate the regulatory process to amend CCR section 109(b)(2) updating the reference to the January 2012 edition.

The changes in the manual include:

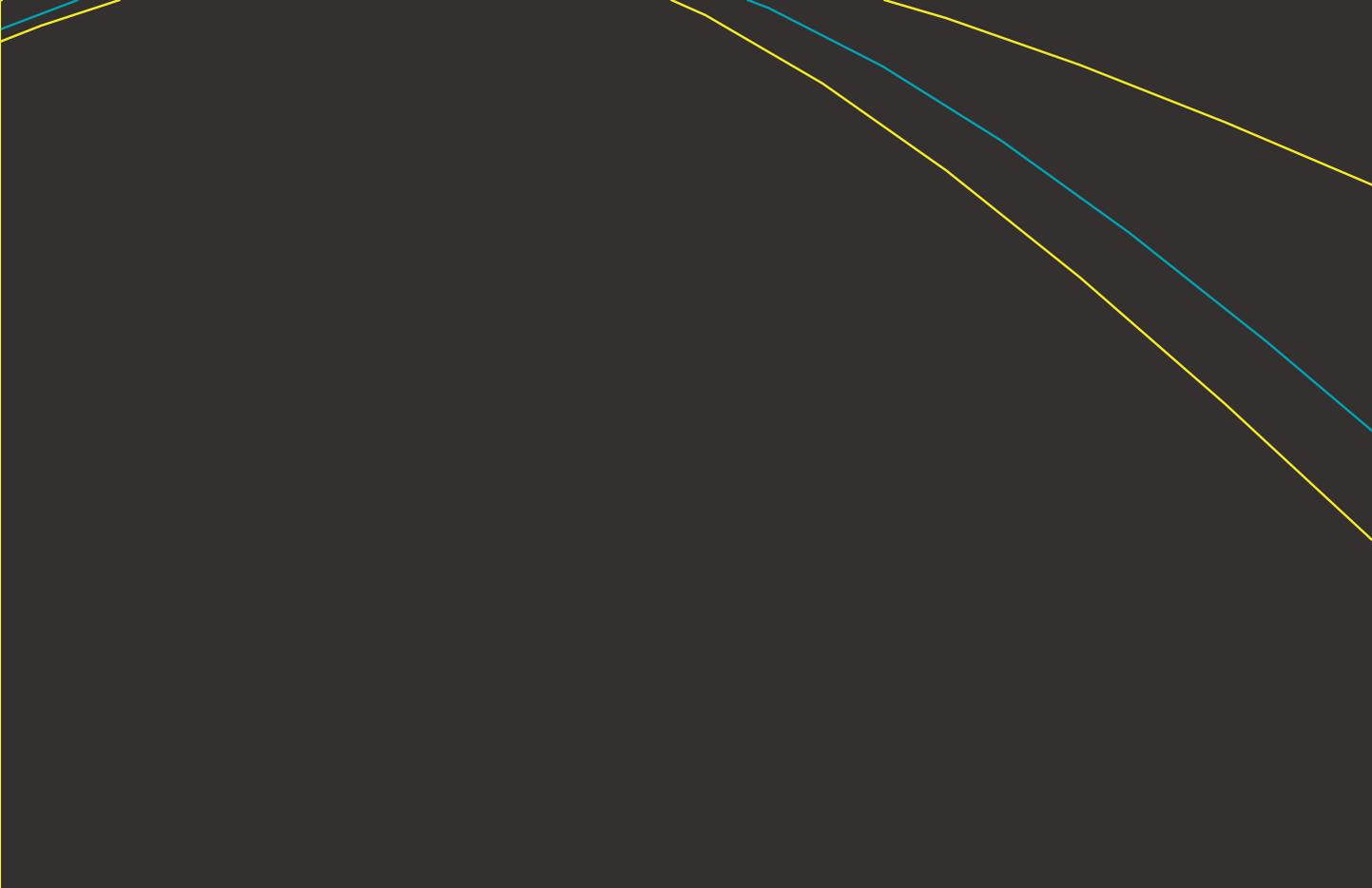
- Reduction of the total length of the required experience from 5,600 hours (3 years) to 3,720 hours (2 years).
- Elimination of Discretionary Experience (1,880 hours).
- Credit will not be granted for experience gained while a student at a school of architecture as a result of the reduction of the total length of the required experience and the elimination of Discretionary Experience.
- Credit will be granted only for experience gained while actively enrolled as an "intern architect" in the IAP or actively enrolled in the National Council of Architectural Registration Boards Intern Development Program (IDP) in a state or territory where IDP is mandatory.

In anticipation of the Board's desire to pursue the above regulatory amendment, staff prepared the attached Notice of Proposed Changes in the Regulations, Initial Statement of Reasons, and Proposed Regulatory Language for CCR section 109 (Filing of Applications).

The Board is asked to review and approve the proposed regulations to amend CCR section 109(b)(2) and delegate authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical changes to the language, if needed.

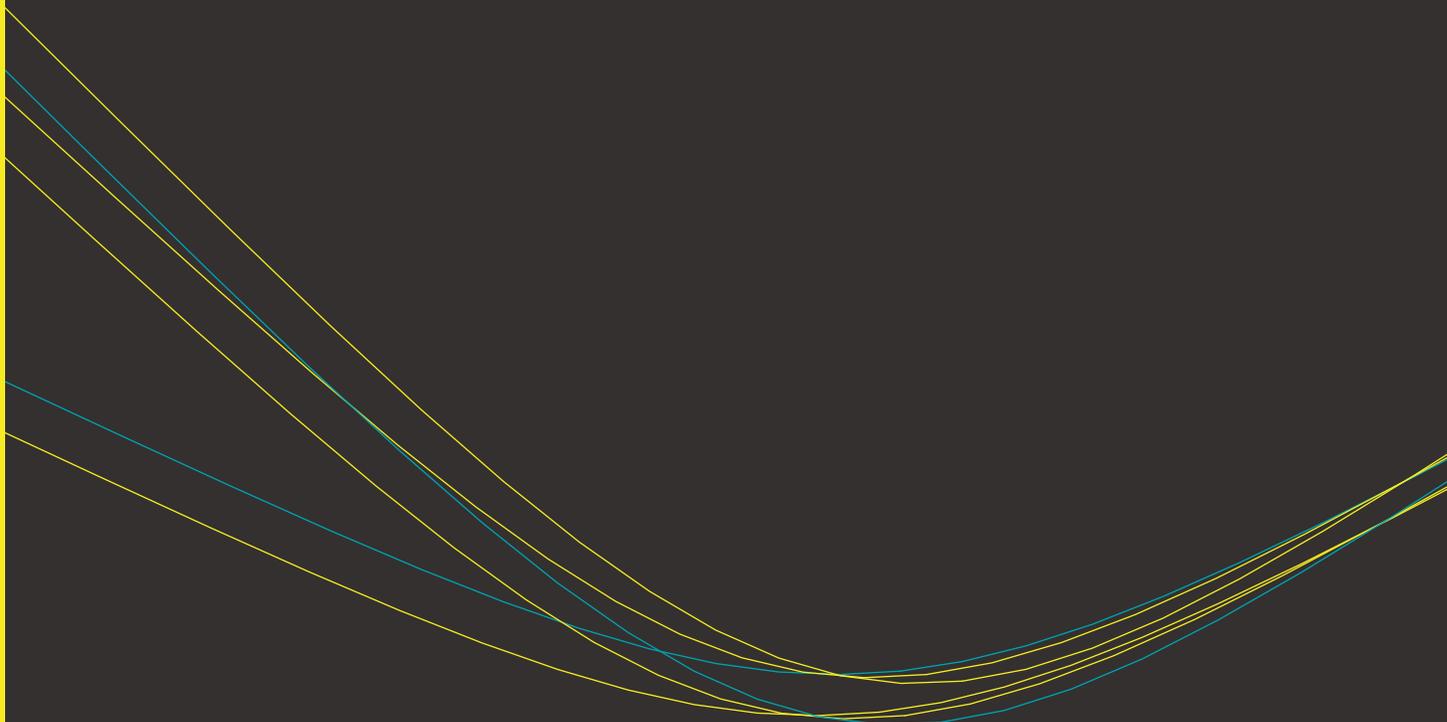
#### Attachments:

1. CALA *IAP Manual* January 2012
2. Notice of Proposed Changes in the Regulations
3. Initial Statement of Reasons
4. Proposed Regulatory Language CCR Section 109



# Internship In Architecture Program

Canadian Architectural Licensing Authorities | Third Edition, January 2012



# Internship In Architecture Program (IAP) Manual

Canadian Architectural Licensing Authorities (CALA)  
CALA: Third Edition, January 2012

The Intern Architect Program in British Columbia  
The Intern Architect Program in Alberta  
The Intern Architect Program in Northwest Territories  
The Intern Architect Program in Saskatchewan  
The Intern Program in Manitoba  
The Intern Architect Program in Ontario  
The Programme de stage en architecture in Québec  
The Intern Architect Program in New Brunswick  
The Intern Architect Program in Nova Scotia  
The Intern Architect Program in Prince Edward Island  
The Intern Architect Program in Newfoundland & Labrador

*This document has been endorsed by the following regulators that form the Canadian Architectural Licensing Authorities (CALA):*

Architectural Institute of British Columbia (AIBC)  
Alberta Association of Architects (AAA)  
Northwest Territories Association of Architects (NWTAA)  
Saskatchewan Association of Architects (SAA)  
Manitoba Association of Architects (MAA)  
Ontario Association of Architects (OAA)  
Ordre des architectes du Québec (OAQ)  
Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick (AANB)  
Nova Scotia Association of Architects (NSAA)  
Architects Association of Prince Edward Island (AAPEI)  
Architects Licensing Board of Newfoundland & Labrador (ALBNL)

Inquiries should be directed to:  
CALA jurisdictions (Refer to Appendix D)

This manual is current as of January 1, 2012. The CALA jurisdictions have statutory obligations to set and maintain standards of education, experience, and examination for entry to the profession of architecture. These standards may change or require clarification or amendment over time. You must check with your jurisdiction (or intended jurisdiction) for any changes that may have affected the content of this Manual.

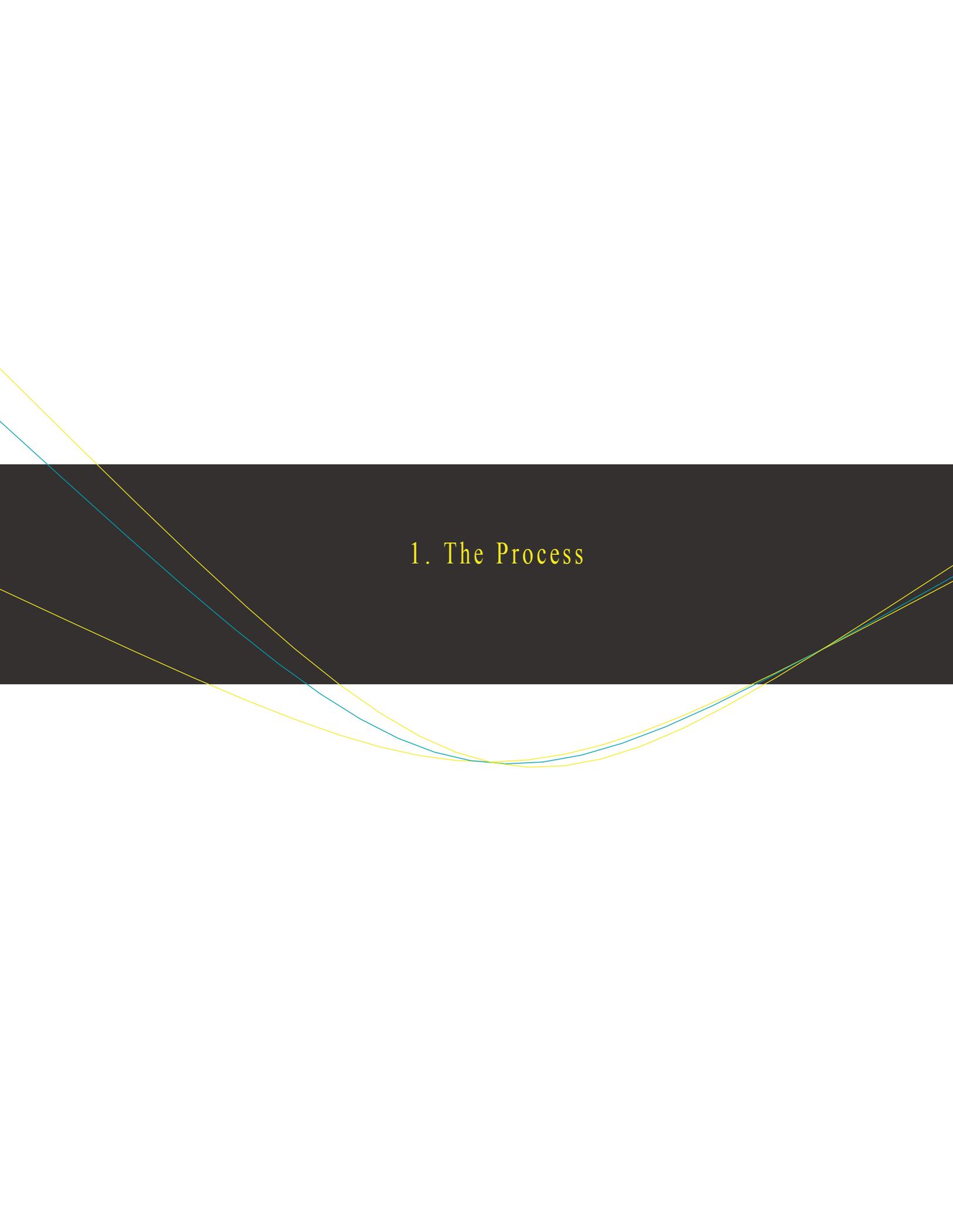
In the event of a conflict between this Manual and the legislation (*Architects Act*, Regulation, By-Laws and/or Rules) of a CALA jurisdiction, the CALA jurisdiction's legislation shall govern.

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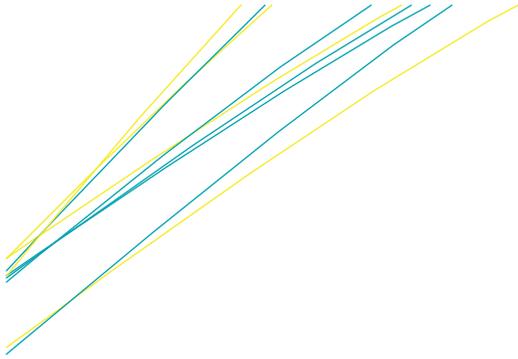
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# 1. The Process



## 1. The Process

*The Internship in Architecture Program (IAP) has been established by the Canadian Architectural Licensing Authorities (CALA) to continue to maintain a program of architectural registration/licensing in Canada that is both meaningful and effective. The IAP is also intended as a catalyst for improving the profession, by increasing effective communication between Architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate competency and qualifications to provide architectural services to the public.*

Interns must remain in the IAP while experience is being gained and recorded and while examinations are being written to derive maximum benefit from the program.

**Note:** Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

The objectives of the IAP are:

1. To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment;
2. To provide a uniform system for documentation and periodic assessment of internship activities;
3. To provide feedback and guidance to the Intern;
4. To involve the members of the profession in the development and training of future members.

**Note:** For the purposes of the IAP the term 'Intern' will be used to mean, Intern Architect, Intern in Manitoba or Stagiaire en architecture in Québec.

### 1.1 Architectural Registration/Licensure and the IAP

*Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each CALA jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.*

There is general agreement among CALA jurisdictions on the standards for admission to the architectural profession in Canada. CALA has adopted Common Admission Standards regarding Education, Architectural Experience and Examination. Such standards facilitate reciprocal registration/licensing across Canada under a reciprocity agreement entered into by CALA jurisdictions. These standards include:

- Established education requirements for admission as an Intern
- Pre-registration/licensing architectural experience requirements
- Architectural registration/licensing examination requirements.

#### Education Requirements

The CALA jurisdictions have established common education standards as detailed in the Canadian Architectural Certification Board (CACB) Conditions for Accreditation for professional degree programs in architecture and in the Conditions and Procedures for the Certification of Educational Qualifications (Canadian education standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the CALA jurisdictions. If you require further information, contact the CACB. (Refer to Appendix D)

#### Experience Requirements

Although there is general agreement on the Canadian Architectural Experience Standard by CALA, the specific requirements in each jurisdiction may vary slightly. (Refer to Appendix B for requirements unique to your CALA jurisdiction.) CALA requires a minimum of 3720 hours (2

years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a CALA or reciprocal jurisdiction. For International experience refer to Section 2.2.

### Examination Requirements

CALA requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirement.

For information on the contents of the ExAC, eligibility and scheduling procedures, visit [www.exac.ca](http://www.exac.ca).

For information on the contents of the ARE, eligibility and scheduling procedures, visit [www.ncarb.org](http://www.ncarb.org) and click on the ARE tab.

**Note:** Interns should refer to Appendix B to ensure they are familiar with rules in each CALA jurisdiction in relation to acceptance of the EXAC and or ARE.

### Additional Requirements

Some CALA jurisdictions may have additional requirements before registration/licensing, such as courses, oral examination, interviews, etc. Refer to Appendix B for those requirements unique to your jurisdiction or contact the CALA jurisdiction directly. (Refer to Appendix D)

## 1.2 Getting Started

### Application Procedures

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their CALA jurisdiction for specific application details. The process is generally initiated by contacting the CALA jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate - for all architecture graduates
- Completed Application to become an Intern
- Required fees.

Upon receipt of the jurisdictional required application information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the CALA jurisdiction's Website.

**Note:** *Employment is not required to be appointed/enrolled in the IAP.*

### Supervising Architect, Mentor, CALA Jurisdiction

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and the Mentor.

Both the Supervising Architect and the Mentor are expected to fulfill certain responsibilities to the Intern within their respective roles. Contact your CALA jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their role and responsibility.

### Role of Supervising Architect

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect within the architectural practice or place of employment who personally supervises and directs the Intern on a daily basis. This Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. He/she must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the Canadian Experience Record Book (CERB) to the CALA jurisdiction.

The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

### Role of Mentor

The retention of a Mentor is integral to the process, and is required by your CALA jurisdiction, with the exception of the OAQ. (Refer to Appendix B)

The Mentor is an Architect or a retired Architect who is not employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to Appendix B) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor must meet with the Intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 - 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his/her development as an Architect.

### Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. The Intern-Mentor relationship personifies the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The CALA jurisdiction.

### Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the course of the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change the following procedures apply:

- Identify the new Mentor to the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the CALA jurisdiction. (Refer to Appendix E - Sample Forms and Letters.)

### Role of CALA Jurisdictions

The CALA jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The CALA jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900-1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Interns' eligibility to take either examination, the ExAC or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence.

## 1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your CALA jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to Appendix E - Sample Forms and Letters)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

## 1.4 Multiple, Concurrent or Part-time Employment

If engaged as an independent contractor, or employed on a part-time basis by one or more than one employer during the same period, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CERB section for each employment situation.

**Note:** *It is the Intern's responsibility to verify with the CALA jurisdiction whether experience gained as an independent contractor or on a part-time basis is acceptable. Pre-approval is generally required. (Refer to Appendix B)*

## 1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program.

To determine whether your CALA jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to Appendix B.

For most CALA jurisdictions a maximum of 940 hours of work experience may be approved while in Part 2 of the Syllabus Program.

## 1.6 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each CALA jurisdiction. For information contact the CALA jurisdiction. (Refer to Appendix D for relevant contact information.)

## 1.7 Transfers from/to Other CALA Jurisdictions

### Documentation

Interns transferring from/to another CALA jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new CALA jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction (Refer to *Appendix D*)

### Architectural Experience

Interns transferring from/to another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB, except as may be referenced in Appendix B.

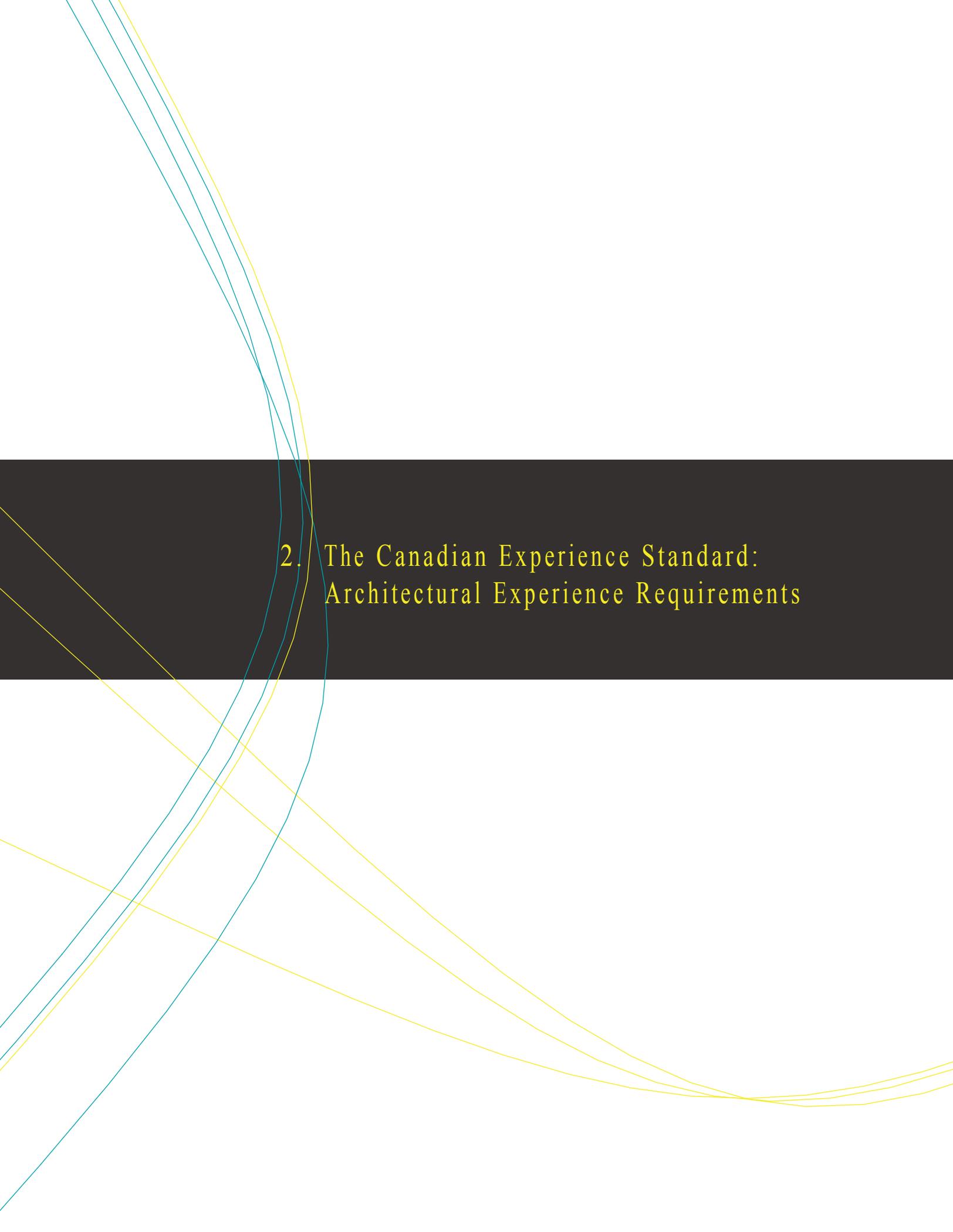
### Examination\*

CALA jurisdictions continue to accept ExAC results or ARE results for applicants from other jurisdictions.

**Note:\*** *Refer to Section 1.1 Examination Requirements and to Appendix B.*





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## 2. The Canadian Experience Standard: Architectural Experience Requirements

## 2. The Canadian Experience Standard: Architectural Experience Requirements

*The fundamental purpose of the pre-registration/licensing employment period is to ensure that the Intern is provided with sufficient 'hands-on' architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada.*

It is the responsibility of the Intern, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to Section 2.2) There may be variations regarding the acceptability of experience in each CALA jurisdiction. (Refer to Appendix B)

### 2.1 Documentation

The Intern must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the Canadian Experience Record Book (CERB). (Refer to Appendix F) Experience will be reviewed and evaluated by the CALA jurisdiction at the end of each 900 – 1000 hours of architectural experience or at change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to Section 3.3)

**Note:** Credit will be granted only for experience gained while enrolled as an Intern in the IAP.

### 2.2 Architectural Experience

#### Minimum

The CALA jurisdictions require that Interns gain a minimum of 3720 hours of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your CALA jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to Section 2.3)

#### Required

##### Category A – Design and Construction Documents

*(\*May occur during multiple phases of a project)*

1. Programming
2. Site Analysis
3. Schematic Design
4. Engineering Systems Coordination\*
5. Building Cost Analysis\*
6. Code Research\*
7. Design Development
8. Construction Documents
9. Specifications and Materials Research\*
10. Document Checking and Coordination\*

##### Category B – Construction Administration

11. Bidding and Contract Negotiation
12. Construction Phase - Office
13. Construction Phase - Site

##### Category C – Management

14. Project Management
15. Office Management

The experience area descriptions and required activities are described in detail in Appendix A.

**Note:** An Intern enrolled in the Intern Development Program (IDP) in a state or territory of the United States of America (USA) where IDP is mandatory may apply to have that architectural experience credited.

#### Fulfillment

The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of 3720 hours of documented and accepted architectural experience within the required categories and experience areas, the Intern will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated, subject to the individual CALA jurisdiction requirements. (Refer to Section 1.7 Transfers and to Appendix B)

#### Variety

The Intern's architectural experience must satisfy the required hours stated under categories A, B and C, which constitute

the core areas of architectural practice. An Intern's experience must include a variety of occupancies (minimum of 2), project types, complexities and sizes. (Refer to Appendix B) Non-compliance with the requirement to gain experience for a 'variety of projects' will be considered by the CALA jurisdiction only in exceptional circumstances.

### Local Knowledge/Currency

CALA jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to Appendix B)

### International

Any International architectural experience (outside Canada and the USA) gained by an individual while NOT in the IAP or IDP will be subject to interview or further review by the CALA jurisdiction. (Refer to Appendix B)

All International architectural experience gained must be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained. Where registration/licensing of architects is not a requirement this may be reviewed on a case-by-case basis by the CALA jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to provide official documentation confirming the status of the Supervising Architect. (Refer to Appendix B)

### Overtime

To recognize overtime architectural experience, the 3720 hours can be completed in a minimum of 1½ calendar years. However, the IAP is a minimum two (2) year program. No maximum time has been established within which all the architectural experience must be completed. (Refer to Appendix B)

### Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an observer. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in his/her comments in the CERB to the CALA jurisdiction where the use of parallel documents or participation as an observer has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the CALA jurisdiction only under exceptional circumstances. Contact the CALA jurisdiction for clarification.

**Note:** *It is recommended and is the Intern's responsibility to verify with his/her CALA jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to Appendix B)*

## 2.3 Eligible Architectural Employment Situations

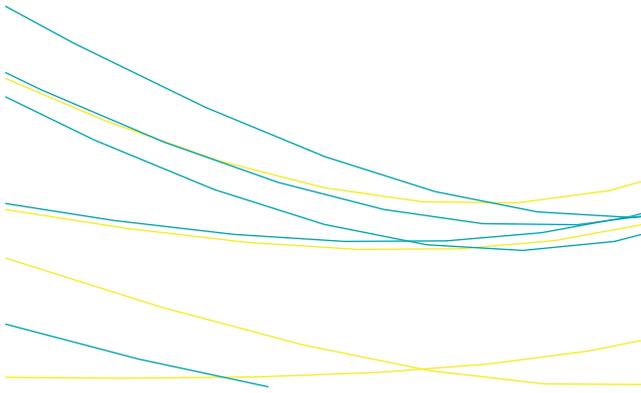
Architectural employment may be acceptable if it is gained and pre-approved by your CALA jurisdiction:

- a) In the employ of an architectural practice in Canada, USA or in an international location, and certified by a Registered/Licensed Architect in the jurisdiction where the experience is being gained and is approved by your CALA jurisdiction, and who is employed by the same entity and who personally supervised and directed the architectural experience. (Refer to Appendix B)
- b) In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an 'owner' and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to Appendix B)

**Note:** *Architectural experience gained outside Canada or the USA while under the personal supervision and direction of an Architect may be subject to pre-approval, interview or further review by the CALA jurisdiction. (Refer to Appendix B)*



### 3. Canadian Experience Record Book (CERB)



### 3. Canadian Experience Record Book (CERB)

*The purpose of the CERB is to provide the Intern with a tool to record the architectural experience, and to enable the CALA jurisdiction to verify and to assess the nature and breadth of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure he/she is getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.*

**Note:** Credit will be granted only for experience gained while enrolled as an Intern in the IAP or with a reciprocal jurisdiction.

#### 3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the CALA jurisdiction for review upon completion of 900 - 1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in Section 3.2.

#### 3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as an Intern in the IAP and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the CALA jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some CALA jurisdictions. (Refer to Appendix B)

#### 3.3 Instructions for Completion of the CERB

(Refer to Appendix C for specific instructions.)

When 900—1000 hours of architectural experience have been completed or at each change of employment, you must submit your signed dated and certified CERB.

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor:

- Complete the Mentor Declaration portion
- Sign and date it.

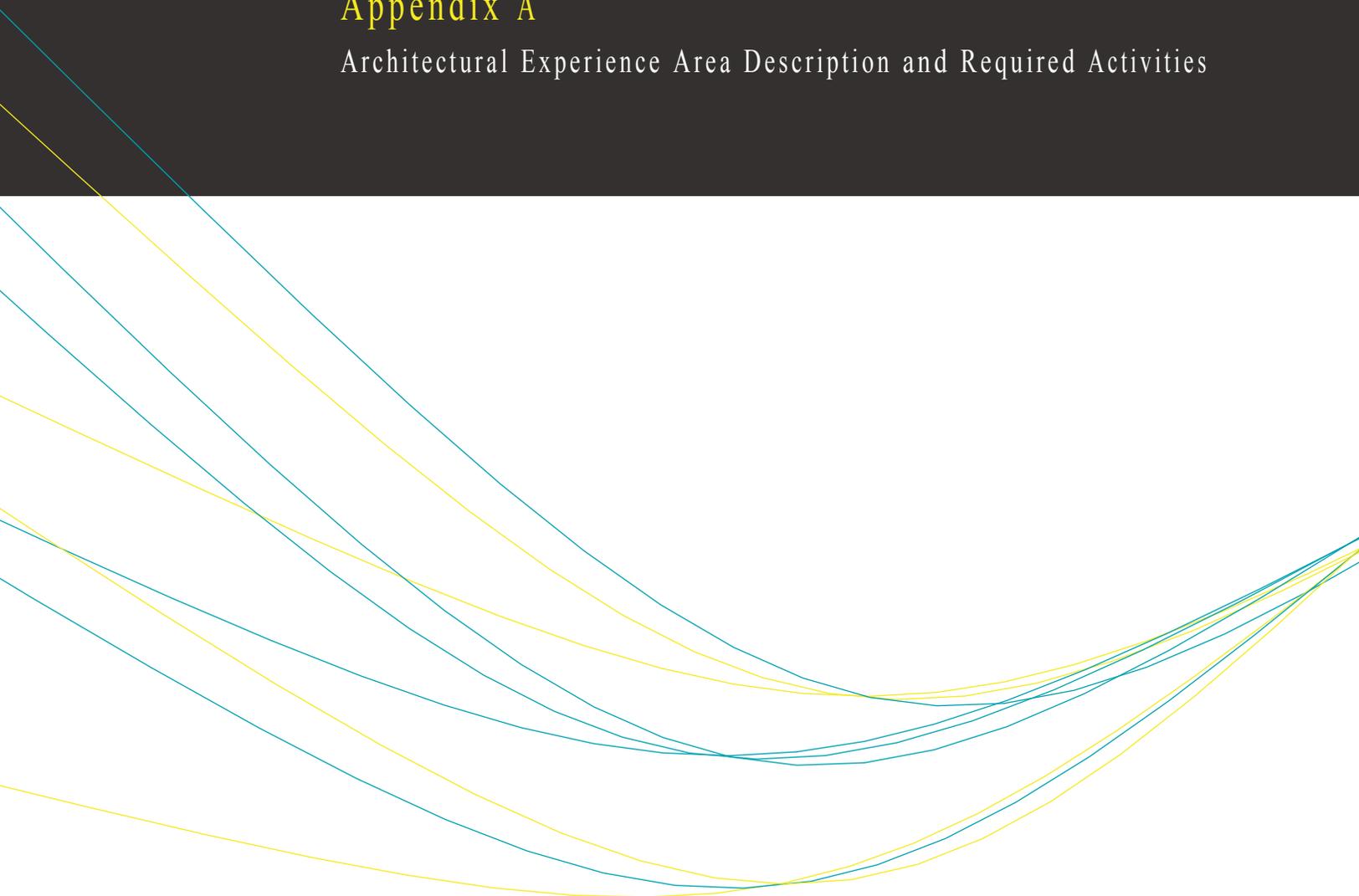
In summary, the Intern should do the following:

- Submit the CERB section to the CALA jurisdiction within 8 weeks of the date of the last entry
- Interns must retain copies of their submission

The CALA jurisdiction will provide a summary or approve a summary of the total hours approved to date on a Periodic Assessment Form and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising Architect and Mentor. (Refer to Appendix B)

# Appendix A

Architectural Experience Area Description and Required Activities



## Appendix A Architectural Experience Area Description and Required Activities

*An Intern must acquire 3720 hours to satisfy the IAP's architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each.*

<b>Category A: Design and Construction Documents</b>	<b>Min. Hours Required</b>
1. Programming .....	80
2. Site Analysis .....	80
3. Schematic Design .....	120
4. Engineering Systems Coordination* .....	120
5. Building Cost Analysis* .....	80
6. Code Research* .....	120
7. Design Development .....	320
8. Construction Documents.....	1080
9. Specifications and Materials Research* .....	120
10. Document Checking and Coordination* .....	80
<i>* May occur in multiple phases of a project</i>	
<b>Min. Hours</b>	<b>2200</b>
<b>Total Hours Required</b>	<b>**2800</b>

*\*\*This total includes the 2200 minimum hours required, plus 600 additional hours that must be gained in any of the experience areas 1-10*

<b>Category B: Construction Administration</b>	
11. Bidding and Contract Negotiation .....	80
12. Construction Phase - Office .....	120
13. Construction Phase - Site.....	120
<b>Min. Hours</b>	<b>320</b>
<b>Total Hours Required</b>	<b>**560</b>

*\*\*This total includes the 320 minimum hours required, plus 240 additional hours that must be gained in any of the experience areas 11-13*

<b>Category C: Management</b>	
14. Project Management .....	120
15. Office Management .....	80
<b>Min. Hours</b>	<b>200</b>
<b>Total Hours Required</b>	<b>**280</b>

*\*\*This total includes the 200 minimum hours required, plus 80 additional hours that must be gained in any of the experience areas 14-15*

Total Hours Required in Categories A, B, C ..... 3640  
 Remaining Additional Hours (may be gained in any experience areas 1-15) ..... 80

**TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED ..... 3720**

## Category A: Design and Construction Documents

### 1. Programming

Programming is the process of understanding and setting forth in writing the client's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining particular needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and productive design process.

#### **Required Intern Activities include the following:**

- Participate in conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

### 2. Site Analysis

Site analysis includes land planning, urban design and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on the site and on the surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the client's program while conforming to legal requirements.

#### **Required Intern Activities include the following:**

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyze the feasibility of using a specific site for a project. Assist in the analysis of specific land use and location for a project. Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc. Participate in public hearings about land use issues and prepare reports for future reference.

### 3. Schematic Design

From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

**Required Intern Activities include the following:**

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the client's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of building and engineering systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community.

**4. Engineering Systems Coordination (may occur in multiple phases of a project)**

The Architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this experience requirement is to develop an understanding, under the direct supervision and control of the Architect, of the integrated engineered systems normally designed by consultants and provided by product suppliers, manufacturers and fabricators. These traditionally have included structural, mechanical and electrical systems as well as other technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

**Required Intern Activities include the following:**

- Become familiar with construction methods and performance of different building and engineering systems.
- Understand safety requirements and the selection process for building and engineering systems.
- Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the Architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, duct work, plumbing lines, electrical fixtures, etc.
- Assist in reviewing shop drawings, evaluating samples and maintaining records.
- Visit job site and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

**5. Building Cost Analysis (may occur in multiple phases of a project)**

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material

and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

**Required Intern Activities include the following:**

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square or cubic metre of various types of projects, using local cost data.

## 6. Code Research (may occur in multiple phases of a project)

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

**Required Intern Activities include the following:**

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

## 7. Design Development

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details, for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

**Required Intern Activities include the following:**

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, and updates to project schedule.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction cost. (Record under Building Cost Analysis)
- Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.

## 8. Construction Documents (Not Including Specifications and Material Research)

The working drawings phases of construction documents describe in graphic form, all of the essentials of the work to be done: location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, Architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs and documents the integrated result.

### Required Intern Activities include the following:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, clarity and understanding by others.
- Assist in the coordination of all documents produced by the Architect and the consultants.
- Assist in the coordination of all documents produced by the engineering consultants. (Record under Engineering Systems Coordination)
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents. Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

## 9. Specifications and Materials Research (may occur in multiple phases of a project)

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the Architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important that the Architect recognize the function of each item to be specified. The Architect must carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the client and expose the Architect to liability.

### Required Intern Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications.
- Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

## 10. Document Checking and Coordination (does occur in multiple phases of a project)

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

**Note:** Review construction contracts for compatibility with the client-architect agreement as it relates to the role of the Architect and consultants during construction.

### Required Intern Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for relevance and accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts.
- Check engineering consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, duct work, electrical fixtures, etc.(Record under Engineering Systems Coordination)
- Assist in the final project review for compliance with applicable codes, regulations, etc.

## Category B: Construction Administration

### 11. Bidding and Contract Negotiation

The Architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and replying to the client.

The construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services under particular terms and conditions.

### Required Intern Activities include the following:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating product considerations in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.

- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

## 12. Construction Phase — Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and evaluating samples, adjudicating disputes, etc. The Architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor, and Architect maintain an even flow of funds and avoid delays and charges. Items such as shop drawings, samples and test reports submitted for the Architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

### **Required Intern Activities include the following:**

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.
- Assist in interpreting documents and preparing supplemental instructions and requests for information.
- Assist in evaluating requests for changes and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of the clients, contractors and Architects.
- Participate in the review of record documents at project completion.

## 13. Construction Phase — Site

In administering the construction contract, the Architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the Architect must be thoroughly familiar with all of the provisions of the construction contract. Reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The Architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, the Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

### **Required Intern Activities include the following:**

- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.

- Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification.
- Participate in the final acceptance review with the client and other involved parties.

## Category C: Management

### 14. Project Management

The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavours and against claims. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan, assess discrepancies and take the corrective actions necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the architectural practice's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

#### **Required Intern Activities include the following: (for a specific project following award of the project to the Architect)**

- Review the architectural practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project work plan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post-occupancy evaluation trips to completed project sites.

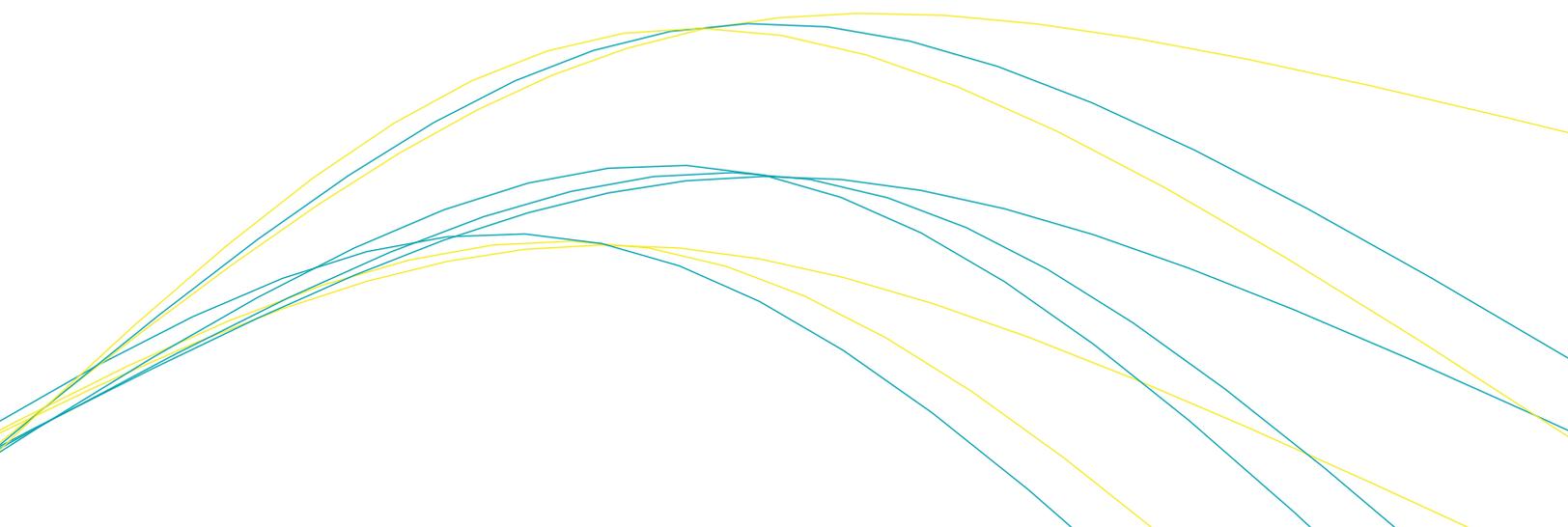
## 15. Office Management

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The Architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations plays an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients and work into the architectural practice as well as in attracting superior people for the professional staff. The Architect must participate in marketing activities if the practice is to succeed. On the other hand, the Architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practising within the rules of professional conduct in his/her jurisdiction.

### **Required Intern Activities include the following:**

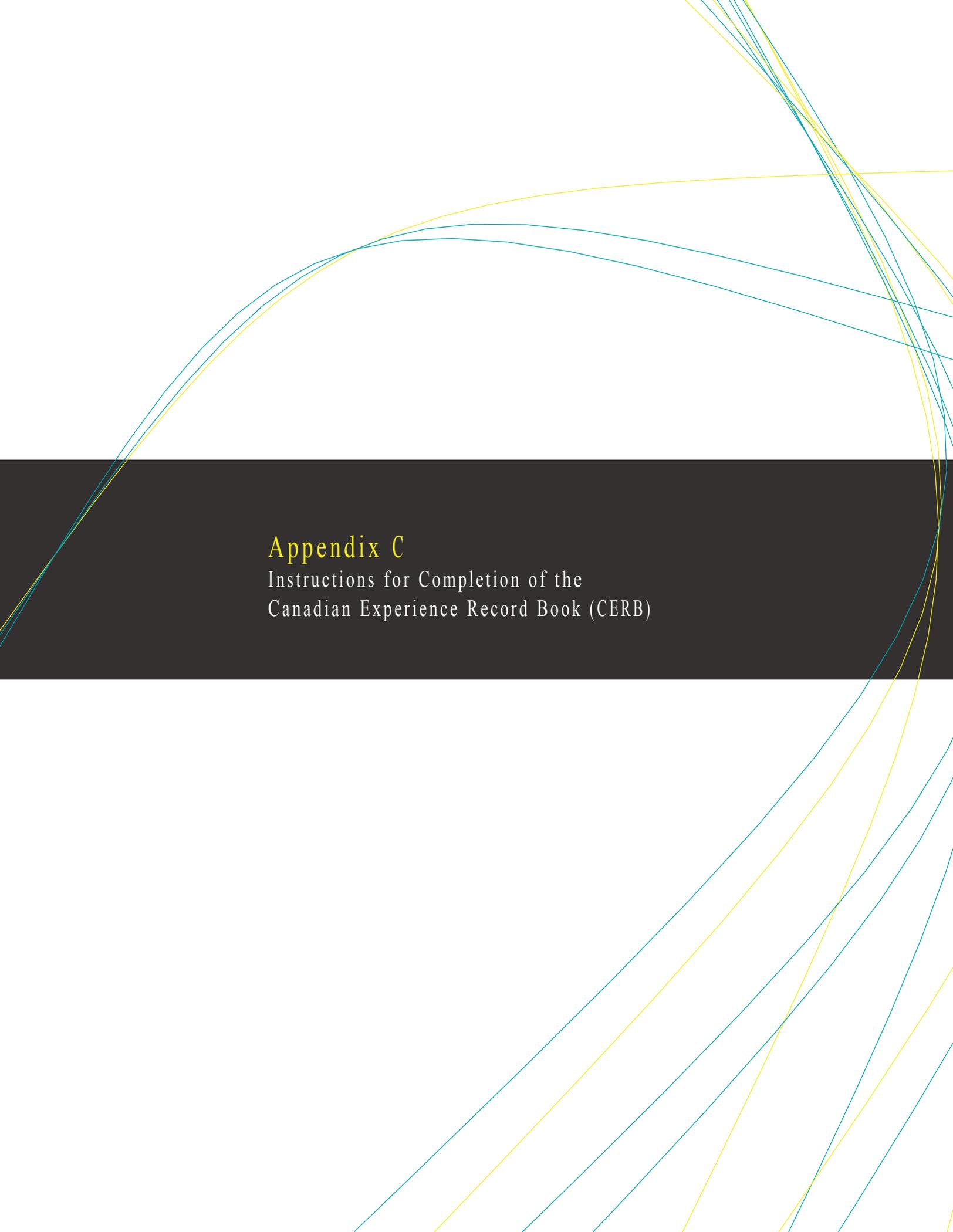
- Review the process of internal accounting and cost control systems for operation of the architectural practice. Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Review current contractual relationships with consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing the architectural practice's brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in client request for proposals (RFPs) and presentation to prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.



**Appendix B**

Specific CALA Jurisdiction Requirements

**TO BE PROVIDED BY YOUR CALA JURISDICTION**

The page features a decorative graphic consisting of several thin, curved lines in teal and yellow. These lines originate from the top right and sweep across the page, some crossing the black horizontal band. The lines are smooth and fluid, creating a sense of movement and design.

## Appendix C

Instructions for Completion of the  
Canadian Experience Record Book (CERB)

## Appendix C

### Instructions for Completion of the Canadian Experience Record Book (CERB)

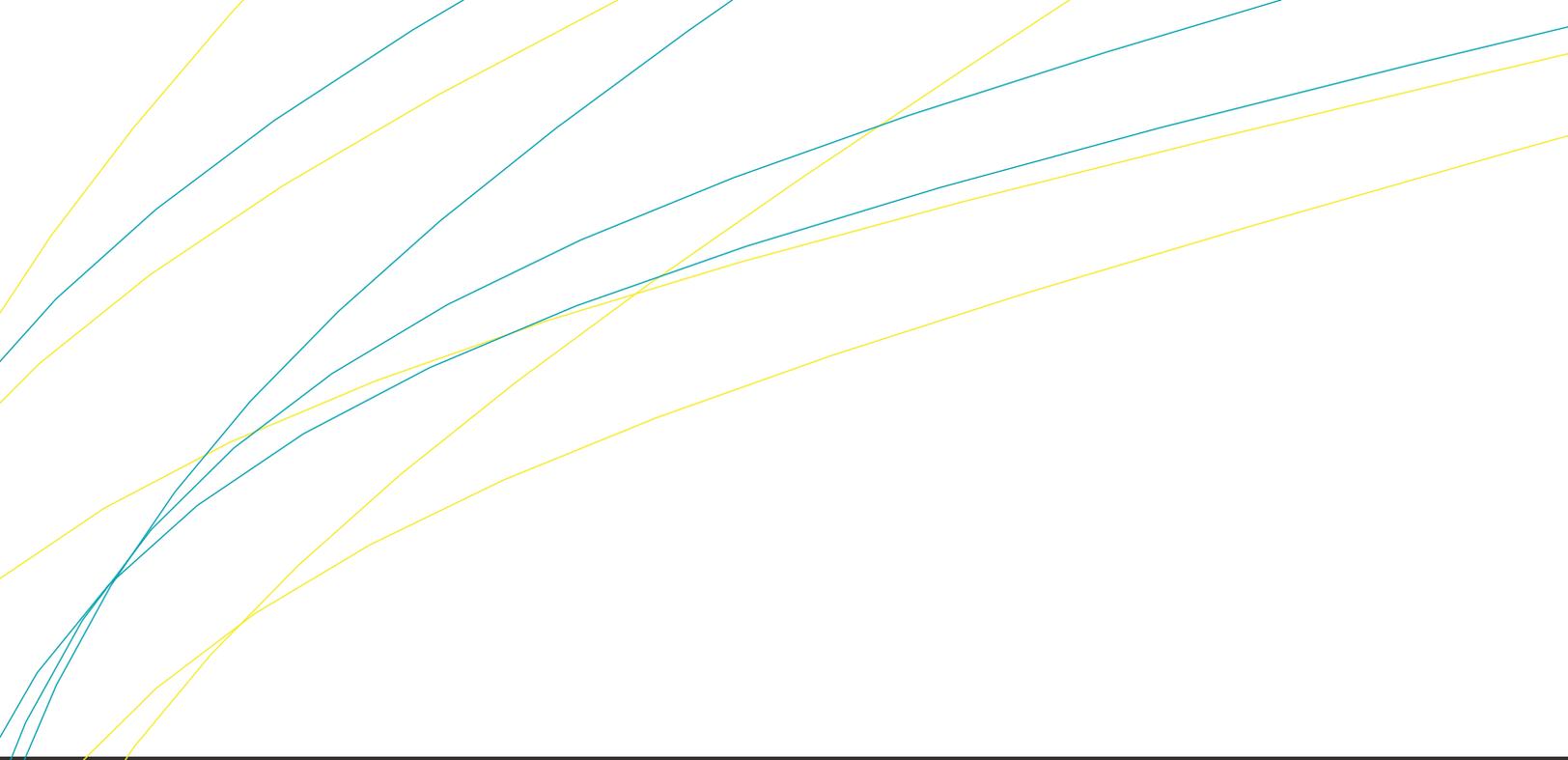
The IAP anticipates that Interns gain hands-on experience throughout all phases of architectural services from Design through Construction Administration. The prescribed work experience hours in the CERB therefore cover the range of architectural activities/services expected of a practitioner. The Intern must gain the minimum number of hours of supervised/mentored work experience and record/submit them periodically, every 900–1000 hours (approximately every six months, and within 8 weeks of the last entry) to the CALA jurisdiction in which she/he is enrolled/registered as an Intern.

The CALA jurisdiction will review the Intern's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the responsibility of the Intern to clearly explain his/her specific role for each project.

In addition to experience gained in the Architect's office or other eligible architectural employment situation, the IAP expects that Interns gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction. (Refer to Appendix A)

The absence of clear and comprehensive information in regard to experience gained may delay the review of experience if the reviewers are unable to determine whether the Intern is satisfying the required scope of requirements of the IAP. Accordingly, Interns are to:

- a) Provide all requested information on the cover page of the CERB. This document is available in an electronic spreadsheet format on your CALA jurisdiction's Website. (CALA jurisdictions may develop electronic means of submission in the future. The rules and procedures for such submission will be forwarded to Interns in due course.)
- b) If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB, must be initialed by the Supervising Architect. Any separate pages must be initialed by the Supervising Architect.
- c) If electronically prepared, print a hard copy of the CERB section, and have each page initialed by Supervising Architect.
- d) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of 3720 hours.
- e) Use the Summary of Projects (1-10) on the CERB for the ten most significant projects on which you have worked in this period. For additional projects add new sheets for projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) Project Type is defined as new construction, additions, renovation, etc.
- g) Occupancy is defined as assembly, institutional, industrial, residential and commercial.



# Appendix D

CALA Jurisdictions and National Architectural Organizations

## Appendix D

### CALA Jurisdictions and National Architectural Organizations

#### CALA Jurisdictions

##### Architectural Institute of British Columbia (AIBC)

#100 - 440 Cambie Street  
 Vancouver, British Columbia V6B 2N5  
 Tel: 604.683.8588  
 Fax: 604.683.8568  
 Email: [info@aibc.ca](mailto:info@aibc.ca) [www.aibc.ca](http://www.aibc.ca)

##### Alberta Association of Architects (AAA)

Duggan House  
 10515 Saskatchewan Drive  
 Edmonton, Alberta T6E 4S 1  
 Tel: 780.432.0224  
 Fax: 780.439.1431  
 Email: [intern@aaa.ab.ca](mailto:intern@aaa.ab.ca) [www.aaa.ab.ca](http://www.aaa.ab.ca)

##### Northwest Territories Association of Architects (NWTAA)

P.O. Box 1394  
 Yellowknife, Northwest Territories X1A 2P1  
 Tel: 867.766.4216  
 Fax: 867.873.3654  
 Email: [nwtaa@yk.com](mailto:nwtaa@yk.com) [www.nwtaa.ca](http://www.nwtaa.ca)

##### Saskatchewan Association of Architects (SAA)

642 Broadway Avenue, Suite 200  
 Saskatoon, Saskatchewan S7N 1A9  
 Tel: 306.242.0733  
 Fax: 306.664.2598  
 Email: [memberservices@saskarchitects.com](mailto:memberservices@saskarchitects.com)  
[www.saskarchitects.com](http://www.saskarchitects.com)

##### Manitoba Association of Architects (MAA)

137 Bannatyne Avenue, 2nd Floor  
 Winnipeg, Manitoba R3B 0R3  
 Tel: 204.925.4620  
 Fax: 204.925.4624  
 Email: [info@mbarchitects.org](mailto:info@mbarchitects.org) [www.mbarchitects.org](http://www.mbarchitects.org)

##### Ontario Association of Architects (OAA)

111 Moatfield Drive  
 Toronto, Ontario M3B 3L6  
 Tel: 416.449.6898  
 Fax: 416.449.5756  
 Email: [oaamail@oaa.on.ca](mailto:oaamail@oaa.on.ca) [www.oaa.on.ca](http://www.oaa.on.ca)

##### Ordre des architectes du Québec (OAQ)

1825 boulevard René LeVésque Ouest  
 Montréal, Québec H3H 1R4  
 Tel: 514.937.6168  
 Fax: 514.933.0242  
 Email: [info@oaq.com](mailto:info@oaq.com) [www.oaq.com](http://www.oaq.com)

##### Architects' Association of New Brunswick/Association des architectes du Nouveau-Brunswick (AANB)

P.O. Box 5093  
 Sussex, New Brunswick E4E 5L2  
 Tel: 506.433.5811  
 Fax: 506.432.1122  
 Email: [inquiries@aanb.org](mailto:inquiries@aanb.org) [www.aanb.org](http://www.aanb.org)

##### Nova Scotia Association of Architects (NSAA)

1359 Barrington Street  
 Halifax, Nova Scotia B3J 1Y9  
 Tel: 902.423.7607  
 Fax: 902.425.7024  
 Email: [info@nsaa.ns.ca](mailto:info@nsaa.ns.ca) [www.nsaa.ns.ca](http://www.nsaa.ns.ca)

##### Architects Association of Prince Edward Island (AAPEI)

P.O.Box 1766  
 Charlottetown, Prince Edward Island C1A 7N4  
 Tel: 902.566.3699  
 Fax: 902.566.9214  
 Email: [info@aapei.com](mailto:info@aapei.com) [www.aapei.com](http://www.aapei.com)

##### Architects Licensing Board of Newfoundland & Labrador (ALBNL)

P.O. Box 1766  
 St. John's, Newfoundland & Labrador A1C 5V5  
 Tel: 709.726.8550  
 Fax: 709.726.1549  
 Email: [nlaa@newfoundlandarchitects.com](mailto:nlaa@newfoundlandarchitects.com)  
[www.albnl.com](http://www.albnl.com)

## National Architectural Organizations

### [Canadian Architectural Certification Board \(CACB\)](#)

710 - 1 Nicholas Street

Ottawa, Ontario K1N 7B7

Tel: 613.241.8399

Fax: 613.241.7991

Email: [info@cacb.ca](mailto:info@cacb.ca) [www.cacb.ca](http://www.cacb.ca)

### [Architecture Canada | Royal Architectural Institute of Canada \(RAIC\)](#)

Suite 330 - 55 Murray Street

Ottawa, Ontario K1N 5M3

Tel: 613.241.3600

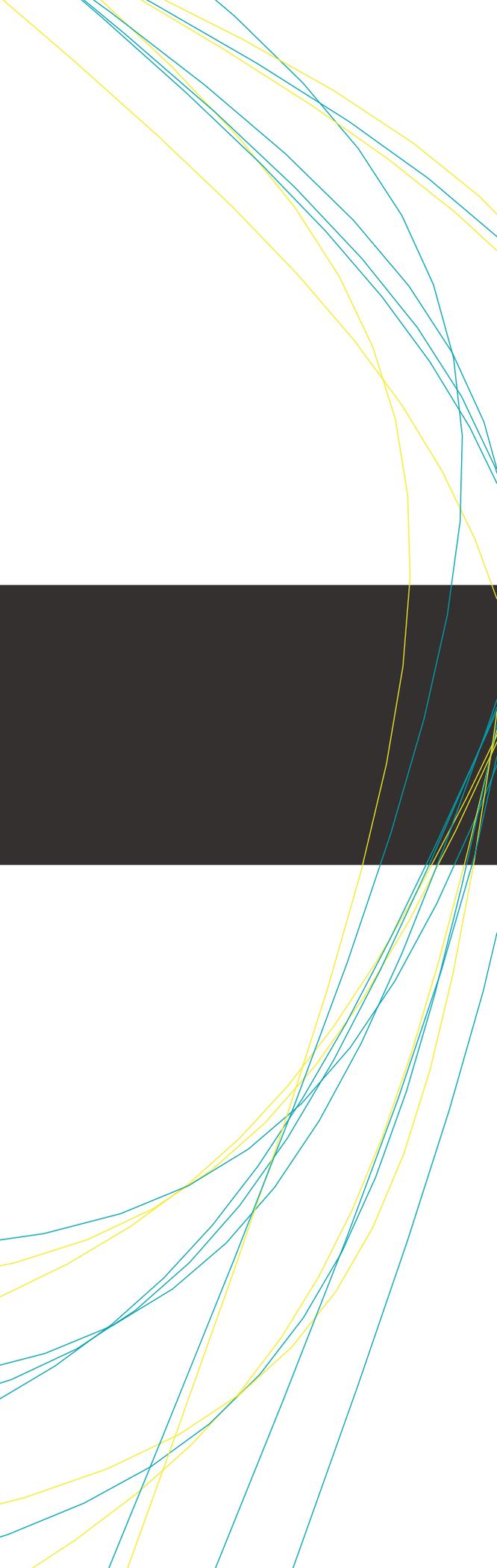
Fax: 613.241.5750

Email: [info@raic.org](mailto:info@raic.org) [www.raic.org](http://www.raic.org)

### [Canadian Architectural Licensing Authorities \(CALA\)](#)

An assembly of all the provincial/territorial architectural regulators in Canada





**Appendix E**  
Sample Forms and Letters

# CANADIAN EXPERIENCE RECORD BOOK: Periodic Assessment Form

(To be completed and approved by the Regulator with every logbook submission.)

## Intern Identification:

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_

Experience Period	From			
	To			
		day	month	year

Comments \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary of Reviewed Experience

	Total Hours Required	Hours This Period Experience	Hours To Date Experience	Hours Remaining
<b>A Design / Construction Documents</b>	<b>2800</b>			
1 Programming	80			
2 Site Analysis	80			
3 Schematic Design	120			
4 Engineering Systems Coordination*	120			
5 Building Cost Analysis*	80			
6 Code Research*	120			
7 Design Development	320			
8 Construction Documents	1080			
9 Specifications & Materials Research*	120			
10 Document Checking and Coordination*	80			
<b>SUBTOTAL</b>	<b>2200</b>			

\* May occur in multiple phases of a project  
 This subtotal includes the 2200 minimum hours required plus 600 additional hours that must be earned in any of the experience areas 1-10.

<b>B Construction Administration</b>	<b>560</b>			
11 Bidding & Contract Negotiation	80			
12 Construction Phase – Office	120			
13 Construction Phase – Site	120			
<b>SUBTOTAL</b>	<b>320</b>			

This subtotal includes the 320 minimum hours required plus 240 additional hours that must be earned in any of the experience areas 11-13.

<b>C Management</b>	<b>280</b>			
14 Project Management	120			
15 Office Management	80			
<b>SUBTOTAL</b>	<b>200</b>			

This subtotal includes the 200 minimum hours required plus 80 additional hours that must be earned in any of the experience areas 14-15.

Remaining 80 hours may be earned in any experience 1-15.

\*Note: Total Required hours will be considered the minimum number of required hours. Regulators may require additional experience.

<b>TOTAL</b>	<b>3720</b>			
--------------	-------------	--	--	--

Confirmation of  
Employment

Dear Sir or Madam:

Employment Confirmation

Intern's Name in Full: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

I confirm that the above-noted Intern is employed with our Architectural Practice or Eligible Architectural Employment Situation and that this entity shall endeavour to provide the required pre-registration architectural experience in accordance with the Internship in Architecture Program.

\_\_\_\_\_  
Name of Supervising Architect  
(Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Confirmation of  
Mentor

Dear Sir or Madam:

Mentor's Confirmation

Intern's Name in Full: \_\_\_\_\_

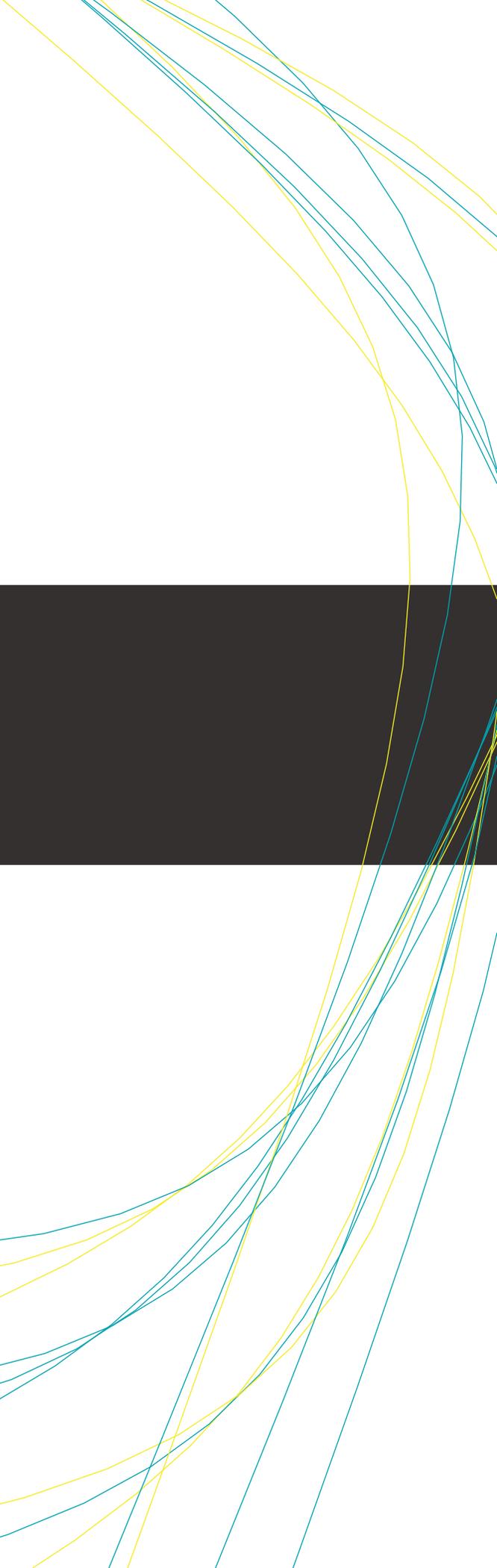
I am pleased to act as Mentor to the above named Intern for the period of pre-registration architectural experience as required and shall endeavour to act as professional advisor conducting reviews and assessments of the architectural experience and generally assisting the Intern in preparing for registration/licensure in accordance with the Internship in Architecture Program.

\_\_\_\_\_  
Name of Mentor  
(Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Appendix F  
CERB FORM

# Canadian Experience Record Book: Experience Summary Form

## Steps to Follow

Carefully read all instructions.

The Experience Summary Form is to be submitted for each 900 to 1000 hours of work experience or for each change of employment. Complete this form either by printing neatly in ink or electronically.

Ensure that all pages of the form are initialled by your Supervising Architect.

Ensure that changes or whiteouts are initialled by your Supervising Architect.

Ensure that all additional pages annexed to this form are also signed by your Supervising Architect.

Ensure that all Declarations are signed and dated.

Submit a hard copy of the form bearing original signatures to your CALA jurisdiction for review.

Retain a copy of this form for your records.

## Intern Identification

Surname First Name Middle Name(s)

No. and Street Suite No.

City Province/State/Territory Country

Postal/Zip Code Res. Tel. Bus. Tel. Email

## Employer Identification

Name of Practice

No. and Street Suite No.

City Province/State/Territory Country

Postal/Zip Code Bus. Tel. Email

Nature of Employer's Activities

Experience Supervisor Position

## Mentor Identification

Surname First Name Res. Tel.

Name of Practice Bus. Tel.

## Provincial Association Use Only

### Received:

By: \_\_\_\_\_  
Date: \_\_\_\_\_

### Reviewed:

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Experience Period From To

DAY	MONTH	YEAR

Full Time Experience  Click on appropriate box

Part Time Experience  Click on appropriate box

**Role of Intern** The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

**Project(s)**

A large empty rectangular box with a black border, intended for the intern to describe their specific activities for each project.

**Summary of Experience**

Record the total hours carried out on projects described on Page 4

**A Design/Construction Documents**

	1	2	3	4	5	6	7	8	9	10	TOTALS
1. Programming											0.00
2. Site Analysis											0.00
3. Schematic Design											0.00
4. Engineering System Coordination											0.00
5. Building Cost Analysis											0.00
6. Code Research											0.00
7. Design Development											0.00
8. Construction Documents											0.00
9. Specifications and Material Research *											0.00
10. Document Checking and Coordination *											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

\* may occur in multiple phases of a project

**B Construction Administration**

	1	2	3	4	5	6	7	8	9	10	TOTALS
11. Bidding and Contract Negotiation											0.00
12. Construction Phase - Office											0.00
13. Construction Phase - Site											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**C Management**

	1	2	3	4	5	6	7	8	9	10	TOTALS
14. Project Management											0.00
15. Office Management											0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Total Hours of Each Project</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
------------------------------------	------	------	------	------	------	------	------	------	------	------	------

**Intern Declaration**

I declare that the enclosed information is an accurate record of my architectural experience.

Name (please print)

Signature

Date

**Summary of Projects** (List the 10 most significant projects in this period)

Project Type: New Construction, Additions, Renovations, etc.

Occupancy: Assembly, Institutional, Industrial, Residential, Commercial.

1	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
2	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
3	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
4	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
5	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
6	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
7	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
8	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
9	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys
10	<b>Project Name</b>	<b>Project Type</b>
		Occupancy
	<b>Location</b>	Gross Floor Area
		Budget
		No. of Storeys

## Comments and Declarations

### Comments by Employer

- 1 Comment on the level of responsibility and involvement requested of the Intern and relative level taken and performed by the Intern.

- 2 Comment on the overall attitude/philosophy/professional goals of the Intern as you perceive them.

- 3 Your recommendations for the next (6) months experience.

- 4 Comment on the extent to which the Intern has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

**Supervising Architect Declaration** I declare that the preceding information is an accurate summary of the Intern's architectural experience.

Name *(please print)*

Signature

Date

**Mentor Declaration**

I declare that I have met with the Intern in accordance with IAP.

Name *(please print)*

Signature

Date

## TITLE 16. CALIFORNIA ARCHITECTS BOARD

### NOTICE OF PROPOSED CHANGES IN THE REGULATIONS

NOTICE IS HEREBY GIVEN that the California Architects Board (Board) is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held at:

**Department of Consumer Affairs  
2420 Del Paso Road, Sequoia Room  
Sacramento, California 95834**

\_\_\_\_\_, 2015  
2:00 p.m.

Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office not later than 5:00 p.m. on \_\_\_\_\_, 2015 or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

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

#### **INFORMATIVE DIGEST:**

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

#### **Amend Title 16 CCR Section 109 – Filing of Applications**

The existing regulation references an obsolete edition of the Canadian Architectural Licensing Authorities (CALA) Internship in Architecture Program (IAP).

The proposed regulatory amendment will update the edition referenced in CCR 109 to the January 2012 edition.

## Policy Statement Overview/Anticipated Benefits of Proposal

This action will prevent any confusion as to which edition of the IAP Manual candidates must adhere. The revised IAP Manual includes a reduction in the required hours for completion of the program and clarification on the types of acceptable experience for which credit will be granted.

### **Consistency and Compatibility with Existing State Regulations:**

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

### **DOCUMENT INCORPORATED BY REFERENCE:**

Canadian Architectural Licensing Authorities Internship in Architecture Program Manual, January 2012 Edition

### **FISCAL IMPACT ESTIMATES:**

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

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

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

### **Business Impact:**

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

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

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

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

Effect on Housing Costs: None

### **EFFECT ON SMALL BUSINESS:**

The Board has determined that the proposed regulations would not affect small

businesses as it only affects applicants pursuing an architect license.

### **RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:**

#### **Impact on Jobs/Businesses:**

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

#### **Benefits of Regulation:**

The Board has determined that this regulatory proposal will have the following benefits to health and welfare of California residents, worker safety, and state's environment:

This regulatory proposal will update the requirements of applicants pursuing an architect license to the national standard thereby benefitting the health, safety, and welfare of California residents.

### **CONSIDERATION OF ALTERNATIVES:**

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

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

### **INITIAL STATEMENT OF REASONS AND INFORMATION:**

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

### **TEXT OF PROPOSAL:**

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

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

All the information upon which the proposed regulations are based is contained in the

rulemaking file which is available for public inspection by contacting the person named below.

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

**CONTACT PERSON:**

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

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

The backup contact person is:

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

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

# CALIFORNIA ARCHITECTS BOARD

## INITIAL STATEMENT OF REASONS

Hearing Date: \_\_\_\_\_, 2015

Subject Matter of Proposed Regulations: Internship in Architecture Program (IAP)

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

### **Specific Purpose:**

1. **Problem being addressed:** The Canadian Architectural Licensing Authorities (CALA), the organization that develops and administers IAP, has released a revised edition of the IAP Manual, which necessitates updating the version referenced in CCR 109.
2. **Anticipated benefits from this regulatory action:** The proposed regulatory amendment will update the edition of IAP referenced in CCR 109 to the January 2012 edition. The proposed regulatory amendment will prevent any confusion as to which edition of the IAP Manual candidates must adhere. The revised IAP Manual includes a reduction in the required hours for completion of the program and clarification on the types of acceptable experience for which credit will be granted.

### **Factual Basis/Rationale**

Business and Professions Code (BPC) 5552.5, authorizes the Board to implement an intern development program. CCR 109 clarifies BPC 5552.5 and specifies IAP as an acceptable intern development program.

IAP is a program that ensures Canadian intern architects receive training in all aspects of Canadian architectural practice. IAP is required prior to licensure throughout Canada, and is recognized in the United States as equivalent to the National Council of Architectural Registration Boards' (NCARB) Intern Development Program (IDP). CALA, the organization that develops and administers IAP, revised the IAP Manual to reflect a reduction in the required hours for completion of the program and clarified the types of acceptable experience for which credit will be granted.

The proposed regulatory amendment eliminates the Discretionary Experience portion of IAP, which was 1,880 hours, reducing the total hours required for completion of IAP to 3,720. The edition of the IAP Manual currently referenced in CCR 109 specifies a requirement to document 5,600 hours. Relative to the reduction in hours, CALA has clarified that credit will not be granted while a student at a school of architecture. Credit will only be granted while a candidate is actively enrolled as an intern architect in IAP or in NCARB's IDP.

## **Underlying Data**

None

## **Business Impact**

This regulation will not have a significant adverse economic impact directly affecting business, including the ability of California businesses to compete with business in other states, because it revises the edition of the IAP Manual referenced in the regulations, which has no effect on business or bearing on competitiveness.

## **Economic Impact Assessment**

This regulatory proposal will have the following effects:

- It will not create or eliminate jobs within the State of California because it only affects the edition of the IAP Manual referenced in the regulations and the effect is insufficient to create or eliminate jobs.
- It will not create new business or eliminate existing businesses within the State of California because it only affects applicants pursuing an architect license, and there is no indication that any businesses will be affected.
- It will not affect the expansion of businesses currently doing business within the State of California because it only affects applicants pursuing an architect license, and there is no indication that any businesses will be affected.
- This regulatory proposal benefits the health and welfare of California residents by ensuring architect applicants follow the current nationally accepted standard of intern development and receive training accordingly.
- This regulatory proposal does not affect worker safety because it is not related to worker safety in any manner.
- This regulatory proposal does not affect the state's environment because it is not related to the environment in any manner.

## **Specific Technologies or Equipment**

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

## **Consideration of Alternatives**

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

implemented or made specific.

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

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

**Article 2. Applications**

Amend subsection (b)(2) of Section 109 as follows:

*Text in gray highlight indicates a separate pending regulatory proposal (Z-2015-0113-02) wherein the Board is proposing to incorporate by reference the July 2014 edition of the National Council of Architectural Registration Boards' Intern Development Program Guidelines.*

**Section 109. Filing of Applications.**

\* \* \*

**(b) Application Process:**

\* \* \*

- (2) A new or inactive candidate applying to the Board for eligibility evaluation for the ARE shall prior to licensure complete the IDP of the NCARB, as defined in the most recent edition of NCARB's *Intern Development Program Guidelines* (currently the December 2013 edition), or the Internship in Architecture Program (IAP) of Canada (currently the [January 2001-2012](#) edition). Both documents referred to in the preceding sentence are hereby incorporated by reference.

\* \* \*

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

**REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CCR, TITLE 16, SECTION 109 (FILING OF APPLICATIONS) AND SECTION 111 (REVIEW OF APPLICATIONS) AS IT RELATES TO THE REFERENCE OF THE REVISED APPLICATION FOR ELIGIBILITY EVALUATION**

The Board's regulations, specifically California Code of Regulations (CCR) sections 109(b)(3) and 111, currently reference the "9/2006" version of the Application for Eligibility Evaluation used to determine eligibility to take the Architect Registration Examination. On September 27, 2014, Governor Edmund G. Brown Jr. signed Senate Bill (SB) 1226 (Correa) [Chapter 657, Statutes of 2014] into law, which added section 115.4 of the Business and Professions Code (BPC). BPC 115.4 requires the Board, on and after July 1, 2016, to expedite or, when applicable, assist the initial licensure process for a candidate who supplies satisfactory evidence to the Board they have served as an active duty member of the Armed Forces of the United States and were honorably discharged. Forthcoming changes based on BPC 115.4 necessitate a revision to the Board's application. Staff also recommends that other changes to the application be made at the same time which include: updating the name of the application in regulation, transitioning from a print-based version to one that is web-based, and standardizing language and layout to meet current web accessibility standards. Consequently, Board approval is required to initiate the regulatory amendment process and revise the referenced Application for Eligibility Evaluation for the ARE.

In anticipation of the Board's desire to pursue the above regulatory amendment, staff prepared the attached draft of the Application for Eligibility Evaluation (rev. 3/2015) with proposed revisions, Notice of Proposed Changes in the Regulations, Initial Statement of Reasons, and Proposed Regulatory Language for CCR sections 109 (Filing of Applications) and 111 (Review of Applications). Also attached is the current Application for Eligibility Evaluation for reference.

The Board is asked to review and approve the proposed regulations to amend CCR sections 109(b)(3) and 111 and delegate authority to the Executive Officer to adopt the regulations provided no adverse comments are received during the public comment period and make minor technical changes to the language, if needed.

Attachments:

1. Application for Eligibility Evaluation (rev. 9/2006)
2. Application for Eligibility Evaluation (rev. 3/2015) - DRAFT
3. Notice of Proposed Changes in the Regulations
4. Initial Statement of Reasons
5. Proposed Regulatory Language CCR Sections 109 and 111



Arnold Schwarzenegger  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834

cab@dca.ca.gov

916-574-7220 T

916-575-7283 F

## APPLICATION FOR ELIGIBILITY EVALUATION

### Architect Registration Examination

TYPE OR PRINT CLEARLY IN INK

NAME: \_\_\_\_\_ SCHOOL CODE: \_\_\_\_\_  
(LAST / FIRST / MIDDLE) PROVIDE SCHOOL CODE OF HIGHEST DEGREE EARNED (see page 4)

KNOWN BY ANY OTHER NAME: \_\_\_\_\_  
(INCLUDE MAIDEN NAME)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ COUNTY CODE: \_\_\_\_\_  
(see bottom of page 4)

WORK PHONE: (\_\_\_\_) \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

BIRTHDATE (MONTH / DAY / YEAR): \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER:  MALE  FEMALE

SOCIAL SECURITY # <sup>1</sup>: \_\_\_\_\_ NCARB FILE # <sup>2</sup>: \_\_\_\_\_

Have you ever submitted an application or been deemed ineligible for the ARE in California?  YES  NO  
If yes, give date of application \_\_\_\_\_

Check box if requesting reasonable accommodations pursuant to the Americans with Disabilities Act <sup>2</sup>

Please do not share my name and address with other individuals or organizations offering to provide educational information regarding the examination.

**\$100**  **Eligibility Review Fee** *This fee is non-refundable and will cover the administrative cost of application processing and eligibility evaluation. It is required for all new candidates.*

Amount of Enclosed Check: \$ \_\_\_\_\_

Attach a check for the \$100 Eligibility Review Fee.

Make the check payable to the CALIFORNIA ARCHITECTS BOARD.

I certify under penalty of perjury under the laws of the State of California that the information on this application is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The information requested on this application is required under Sections 5526, 5550, 5551, and 5552 of the Business and Professions Code. All items are mandatory. The information provided will be used to determine qualifications for licensure. The Executive Officer of the Board is responsible for information maintenance.

<sup>1</sup> Disclosure statement on bottom of page 3.

<sup>2</sup> Please see instruction letter for more information.

FOR OFFICE USE ONLY	
Receipt #	_____
Fee Paid	_____
Date	_____
ID #	_____
LIC #	_____
ISSUE DATE	_____

**EDUCATION:**

HIGH SCHOOL GRADUATE:    YES         NO

DATE GRADUATED:

\_\_\_\_\_

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	COMPLETED		DEGREE RECEIVED	DATE COMPLETED
		SEMESTER UNITS	QUARTER UNITS		

OTHER SCHOOLING (Extension and Correspondence Work):

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE:**

PERIOD OF EMPLOYMENT	EMPLOYER'S PROFESSIONAL BACKGROUND	NAME/ADDRESS OF FIRM(S)
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	
FROM _____ TO _____ TOTAL _____ YR. _____ MO. FULL-TIME ___ PART-TIME ___ HOURS PER WEEK:	Name of Employer:  Licensed as: (architect, engineer, contractor)	



**SCHOOL CODE LIST:**

Find the college or university from which you obtained your highest architectural degree and print that code number in the space provided on the front of this application. If your school does not appear on this list, use either 888 for "School not listed - USA" or 999 for "School not listed - Foreign." If you did not attend school, enter 000.

**CALIFORNIA ARCHITECTURAL SCHOOLS**

001	Cal. Poly St. Univ. (SLO)
002	Cal. Poly St. Univ. Pomona
003	California College of the Arts (SF)
004	Academy of Art University (SF)
005	S. Cal. Inst. of Arch. (SCIARC)
006	Univ. of Cal. at Berkeley (UCB)
007	Univ. of Cal. at Los Angeles (UCLA)
008	Univ. of Southern Cal. (USC)
009	Newschool of Arch. (Chula Vista)
010	Woodbury University (Burbank)

**ALL OTHER ARCHITECTURAL SCHOOLS**

101	Andrews University
102	University of Arizona
103	Arizona State University
104	University of Arkansas
105	Auburn University
106	Ball State University
107	Boston Architectural Ctr.
179	University of Buffalo/St. Univ. of New York
108	Carnegie-Mellon University
110	Catholic Univ. of America
111	Univ. of Cincinnati
112	City Coll. of City Univ. of New York
113	Clemson University
114	University of Colorado
115	Columbia University
116	Cooper Union
117	Cornell University
119	University of Detroit-Mercy
120	Drexel University
121	Drury College
202	Florida Atlantic University
122	University of Florida
203	University of South Florida
123	Florida A & M University
213	Florida International University
181	Frank Lloyd Wright School of Arch.
124	Georgia Institute of Tech.
125	Hampton University (formerly Institute)
126	Harvard University
127	University of Hawaii
128	University of Houston
129	Howard University
130	University of Idaho
131	Idaho State University
132	University of Illinois (Chicago)
133	University of Illinois (Urbana)
134	Illinois Institute of Tech.
135	Iowa State University
205	Judson College
136	University of Kansas
137	Kansas State University
138	Kent State University
139	University of Kentucky
201	Univ. of Las Vegas
140	Lawrence Technological Univ.
177	Univ. of Louisiana at Lafayette
141	Louisiana State Univ.
142	Louisiana Tech. University
143	University of Maryland
144	Massachusetts Inst. of Tech.
145	University of Miami (Florida)

146	Miami University (Ohio)
147	University of Michigan
148	University of Minnesota
149	Mississippi State University
150	Montana State University
151	Morgan State University
152	University of Nebraska
201	University of Nevada, Las Vegas
153	New Jersey Inst. of Tech.
154	University of New Mexico
156	New York Inst. of Tech.
158	North Carolina St. University
159	Univ. of No. Carolina at Charlotte
160	North Dakota State University
212	Northeastern University
206	Norwich University
161	University of Notre Dame
162	Ohio State University
164	University of Oklahoma
165	Oklahoma State University
166	University of Oregon
207	Parsons School of Design
167	University of Pennsylvania
168	Pennsylvania State Univ.
208	Philadelphia University
210	Prairie View A & M Univ.
169	Pratt Institute
170	Princeton University
209	Polytechnic Univ. of Puerto Rico
171	University of Puerto Rico
172	Rensselaer Polytechnic Inst.
173	Rhode Island School of Design
174	Rice University
175	Roger Williams College
200	Savannah College of Art and Design
211	Southern Polytechnic State Univ.
176	So. Univ. and A & M College
180	Syracuse University
182	Temple University
183	Univ. of Tennessee
214	University of Texas at San Antonio
185	University of Texas at Arlington
186	University of Texas at Austin
187	Texas A & M University
188	Texas Tech Univ.
189	Tulane University
190	Tuskegee University
191	University of Utah
192	University of Virginia
193	Virginia P. I. & State Univ.
194	University of Washington
195	Washington State University
196	Washington University
197	Wentworth Inst. of Tech.
198	University of Wisconsin (Milwaukee)
199	Yale University
555	Accredited Canadian Schools
666	Non-Accredited CA School
777	Non-Accredited, Out of State
888	School not listed - USA
999	School not listed - Foreign
000	No Degree

**COUNTY CODE LIST:**

Alameda	1	Imperial	13	Modoc	25	San Diego	37	Sonoma	49
Alpine	2	Inyo	14	Mono	26	San Francisco	38	Stanislaus	50
Amador	3	Kern	15	Monterey	27	San Joaquin	39	Sutter	51
Butte	4	Kings	16	Napa	28	San Luis Obispo	40	Tehama	52
Calaveras	5	Lake	17	Nevada	29	San Mateo	41	Trinity	53
Colusa	6	Lassen	18	Orange	30	Santa Barbara	42	Tulare	54
Contra Costa	7	Los Angeles	19	Placer	31	Santa Clara	43	Tuolumne	55
Del Norte	8	Madera	20	Plumas	32	Santa Cruz	44	Ventura	56
El Dorado	9	Marin	21	Riverside	33	Shasta	45	Yolo	57
Fresno	10	Mariposa	22	Sacramento	34	Sierra	46	<u>Yuba</u>	<u>58</u>
Glenn	11	Mendocino	23	San Benito	35	Siskiyou	47	Out of State	99
Humboldt	12	Merced	24	San Bernardino	36	Solano	48	Out of Country	00



# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION  
2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834  
MAIN (916) 574-7220 FAX (916) 575-7283  
WWW.CAB.CA.GOV  
CAB@DCA.CA.GOV

Edmund G. Brown Jr.  
GOVERNOR

## APPLICATION FOR ELIGIBILITY EVALUATION

For candidates seeking eligibility to take the  
National Council of Architectural Registration Boards' (NCARB) Architect Registration Examination (ARE)

Fee: \$100 (Check or money order) **non-refundable**

Last Name:		Suffix:	SSN or ITIN:	NCARB Record Number:
First Name:		Middle Name:		
Address:				
City:		State/Province:	ZIP/Postal Code:	
Country:		Email:		
Home Phone:		Work Phone:		
Birthdate:	Sex:	Other Known Name(s):		
/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female			
(Month)	(Day)	(Year)		

### Before Answering, Read Page 3

- (A) Have you ever submitted an application or been determined ineligible for the ARE in California?  
If yes, provide date of application:  YES  NO
- 
- (B) Have you previously been determined eligible to take the ARE?  
If yes, list the U.S. or Canadian jurisdiction:  YES  NO
- 
- (C) Would you like your information (name and address) shared with other individuals or organizations offering to provide education information regarding the examination?  YES  NO
- (D) Have you served as an active duty member of the U.S. Armed Forces **and** were honorable discharged?  
If yes, you may qualify for expedited application processing by providing a copy of your DD214 (Certificate of Release or Discharge from Active Duty).  YES  NO
- (E) Have you ever had a registration denied, suspended, revoked, or otherwise been disciplined by a public agency in any state or country? If **yes**, explain the details on a separate sheet of paper and attach.  YES  NO
- (F) Have you ever been convicted of a crime in any state, the U.S. and its territories, federal jurisdiction, military court, or other country, which involved a plea or verdict of guilty or a conviction following a plea of nolo contendere?  YES  NO

## APPLICATION FOR ELIGIBILITY EVALUATION

(G) List the names of all states, foreign countries, providences, or territories from which you have received a license to practice architecture. If you need additional space, please use a separate sheet and attach.

State/Country	License Number	Date Granted	Expiration Date	Requirements for Licensure

### Education

(A) Have you completed high school/received a GED?  YES  NO

University or College – Name and Location:	Course of Study	Units Completed		Diploma or Degree Certificate Obtained	Date Completed
		Semester	Quarter		

### Experience

From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other:
Hours Per Week:	Total Worked (Y/M):		
Supervisor's Name:			
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other:
Hours Per Week:	Total Worked (Y/M):		
Supervisor's Name:			
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other:
Hours Per Week:	Total Worked (Y/M):		
Supervisor's Name:			
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other:
Hours Per Week:	Total Worked (Y/M):		
Supervisor's Name:			
From (M/D/Y):	To (M/D/Y):	Employer Name and Address:	Employer Licensed as: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other:
Hours Per Week:	Total Worked (Y/M):		
Supervisor's Name:			

# APPLICATION FOR ELIGIBILITY EVALUATION

## Discipline/Conviction Questions E and F

**Check yes**, if you have been disciplined by a public agency or convicted of a crime.

"Conviction" includes a plea or verdict of guilty or a conviction following a plea of nolo contendere and any conviction that has been set aside or deferred pursuant to Penal Code sections 1000 or 1203.4, including infractions, misdemeanors, and felonies. You do not need to report a conviction of an infraction with a fine of less than \$1,000 unless the infraction involved alcohol or a controlled substance. You must, however, disclose any convictions in which you entered a plea or no contest and any convictions that were subsequently set aside or deferred pursuant to Penal Code sections 1000 or 1203.4. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand, or any other restriction on a license held by you.

Please explain details on a separate sheet of paper and attach. Indicate the date and place of arrest, name of court, court case number, code section violated, brief explanation of the offense, and the sentence imposed; or if applicable, indicate the date and nature of the disciplinary action, name and location of public agency, and the fine or sentence imposed. If convicted under another name, please indicate other name(s).

**Check no**, if you have not been disciplined by a public agency, **and** you have not been convicted of a crime.

## Additional Information

**Review the ARE Requirements at [cab.ca.gov](http://cab.ca.gov) and Complete all Information Prior to Submission** – The information requested on this application is required under Business and Professions Code sections 5526, 5550, 5551, and 5552. All items are mandatory. The information provided will be used to determine qualifications for licensure.

**Social Security Number (SSN) or Individual Tax Identification Number (ITIN)** – Disclosure of your SSN or ITIN is mandatory. Business and Professions Code sections 30 and 5550.5 and Public Law 94–455 (42 USCA 405(c)(2)(C)) authorize collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, your application will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

**Reasonable Accommodations** – If you are requesting reasonable accommodations pursuant to the Americans with Disabilities Act, please call or visit the Board's website, download, print, and submit a completed Reasonable Accommodation Request for the Architect Registration Examination (ARE) form.

<b>PRIOR TO SIGNING THIS APPLICATION, REVIEW ALL INFORMATION.</b> I declare under penalty of perjury under the laws of the State of California that all of my representations on this Application for Eligibility Evaluation (including attachments) are true, correct, and contain no material omissions of fact to the best of my knowledge and belief.	<b>FOR BOARD USE ONLY</b> RECEIPT NO.: _____ FEE PAID: _____ DATE: _____ ID NO.: _____ LICENSE NO.: _____ ISSUE DATE: _____

## TITLE 16. CALIFORNIA ARCHITECTS BOARD

### NOTICE OF PROPOSED CHANGES IN THE REGULATIONS

**NOTICE IS HEREBY GIVEN** that the California Architects Board (Board) is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held at:

**Department of Consumer Affairs  
2420 Del Paso Road, Sequoia Room  
Sacramento, California 95834**

**\_\_\_\_\_, 2015  
2:00 p.m.**

Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office not later than 5:00 p.m. on \_\_\_\_\_, 2015 or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by Business and Professions Code (BPC) sections 115.4, 5526, and 5552.5, and to implement, interpret or make specific sections 115.4, 5550 and 5552.5 of said Code, the Board is considering an amendment to California Code of Regulations (CCR) Title 16, Division 2 as follows:

#### **Informative Digest:**

Section 115.4 requires the Board to expedite the initial licensure process for an applicant who supplies satisfactory evidence that the applicant has served as an active duty member of the United States Armed Forces and was honorably discharged. Section 5526 of the BPC authorizes the Board to adopt, amend, modify, or repeal rules and regulations as are reasonably necessary to carry into effect the provisions of the Architects Practice Act. Section 5550 authorizes the Board to allow any person who meets the qualifications for licensure, submits an application, and pays the corresponding fee to take the examination for licensure.

#### **Amend Title 16 CCR Section 109 – Filing of Applications**

Existing regulation references an obsolete edition of the Application for Eligibility Evaluation (AEE).

This proposed regulatory amendment will update the referenced version of the AEE and allow for implementation of BPC 115.4 and compliance with current web accessibility standards for online forms.

### **Amend Title 16 CCR Section 111 – Review of Applications**

Existing regulation references an obsolete edition of the AEE.

This proposed regulatory amendment will update the referenced version of the AEE and allow for implementation of BPC 115.4 and compliance with current web accessibility standards for online forms.

CCR 111(a) references the AEE as it pertains to the Board notifying candidates of their eligibility status. This proposal will also clarify the existing language and simplify the reference to the AEE under CCR 111(a) by referencing the version of the application identified in CCR 109(b)(3).

#### Policy Statement Overview/Anticipated Benefits of Proposal

The proposed amendment to the regulations will allow the Board to be in compliance with BPC 115.4 and meet current web accessibility standards for online forms. The proposed amendment will also clarify the existing language and simplify the reference to the AEE under CCR 111(a) by referencing the version of the application identified in CCR 109(b)(3).

#### **Consistency and Compatibility with Existing State Regulations**

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

#### **FISCAL IMPACT ESTIMATES**

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

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

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

Business Impact:

The Board has made an initial determination that the proposed regulatory action would

have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

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

Cost Impact on Representative Private Person or Business:

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

Effect on Housing Costs: None

**EFFECT ON SMALL BUSINESS**

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

**RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:**

Impact on Jobs/Businesses:

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

Benefits of Regulation:

The proposed amendment to the regulations will allow the Board to be in compliance with BPC 115.4 and meet current web accessibility standards for online forms. The proposed amendment also clarifies the existing language and simplifies the reference to the AEE under CCR 111(a) by referencing the version of the application identified in CCR 109(b)(3).

**CONSIDERATION OF ALTERNATIVES**

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

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

**INITIAL STATEMENT OF REASONS AND INFORMATION**

The Board has prepared an initial statement of the reasons for the proposed action and

has available all the information upon which the proposal is based.

### **TEXT OF PROPOSAL**

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

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

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

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

### **CONTACT PERSON**

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

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

The backup contact person is:

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

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

# CALIFORNIA ARCHITECTS BOARD

## INITIAL STATEMENT OF REASONS

Hearing Date: \_\_\_\_\_, 2015

Subject Matter of Proposed Regulations: Application for Eligibility Evaluation (AEE)

Section Affected: Title 16, California Code of Regulations (CCR), Sections 109 and 111

### **Specific Purpose:**

#### **Section 109(b)(3) – Filing of Applications and Section 111(a) – Review of Applications**

1. Problem being addressed: Legislation was signed into law on September 27, 2014 creating Business and Professions Code (BPC) section 115.4, requiring the Board, on and after July 1, 2016, to expedite applications from an applicant who supplies satisfactory evidence that the applicant has served as an active duty member of the United States Armed Forces and was honorably discharged. The mandate of BPC 115.4 necessitates the Board to modify the AEE by adding an item allowing an individual to identify himself/herself as prescribed within the law and thereby eligible for the expeditious processing. Additionally, the application is being redesigned to meet current web accessibility standards for online forms.
2. Anticipated benefits from this regulatory action: The proposed amendment to the regulations will allow the Board to be in compliance with BPC 115.4 and meet current web accessibility standards for online forms. In addition, the proposed amendment will clarify the existing language and simplify the reference to the AEE under CCR 111(a) by referencing the version of the application identified in CCR 109(b)(3).

### **Factual Basis/Rationale**

BPC 115.4 specifies that the Board shall expedite the applications of those individuals who supply satisfactory evidence that they have served as an active duty member of the United States Armed Forces and were honorably discharged. BPC 5550 authorizes the Board to require an application be submitted for eligibility to take an examination. CCR sections 109 and 111 clarify BPC 5550 and prescribe the specific version of the AEE, 19-C1 (9/2006) be submitted.

The AEE is the initial application an individual submits to the Board requesting eligibility to take the Architect Registration Examination (ARE) and begin the licensure process for becoming a California architect. The application contains information the Board requires to accurately identify and communicate with candidates.

The proposed amendment will update and clarify the initial ARE application; allow an individual to identify himself/herself as prescribed within BPC 115.4 and receive the required expeditious processing; standardizes language used on applications; restructures the layout in accordance with web accessibility standards for online forms; and clarifies Board processing time for the AEE.

### **Underlying Data**

Senate Bill 1226 (Correa, Chapter 657, Statutes of 2014)

### **Business Impact**

This regulation will not have a significant adverse economic impact directly affecting business, including the ability of California businesses to compete with business in other states, because it updates the initial application to take the ARE, which has no effect on business or bearing on competitiveness.

### **Economic Impact Assessment**

This regulatory proposal will have the following effects:

- It will not create or eliminate jobs within the State of California because it only affects the application form for applicants pursuing an architect license, and the effect is insufficient to create or eliminate jobs.
- It will not create new business or eliminate existing businesses within the State of California because it only affects the application form for applicants pursuing an architect license, and there is no indication that any businesses will be affected.
- It will not affect the expansion of businesses currently doing business within the State of California because it only affects the application form for applicants pursuing an architect license, and there is no indication that any businesses will be affected.
- This regulatory proposal does not affect the health and welfare of California residents because it only affects the application form for applicants pursuing an architect license.
- This regulatory proposal does not affect worker safety because it is not related to worker safety in any manner.
- This regulatory proposal does not affect the state's environment because it is not related to the environment in any manner.

### **Specific Technologies or Equipment**

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

### **Consideration of Alternatives**

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

One alternative is to keep the status quo, but if the Board does not adopt the proposed amendment, the Board would be unable to implement BPC 115.4 and would be out of compliance with web accessibility standards for online forms.

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

**Article 2. Applications**

1) Amend subsection (b)(3) of Section 109 as follows:

**Section 109. Filing of Applications.**

\* \* \*

**(b) Application Process:**

\* \* \*

- (3) A new or inactive candidate shall submit an Application for Eligibility Evaluation, 19C-1 ([rev. 9/20063/2015](#)), as provided by the Board and certified under penalty of perjury, and accompanied by such supporting documents required herein. Such supporting documents may include the candidate's current and valid IDP file transmitted by NCARB or current and valid verification of completion of the requirements of Canada's IAP, certified original transcripts sent directly to the Board by the college or university, Employment Verification Form(s), 19C-12 (9/2006), and, if appropriate, proper foreign education evaluations and self-employment documentation. Applications for Eligibility Evaluation shall be accepted on a continuous basis throughout the year. For a candidate applying for eligibility for the ARE, the eligibility review fee specified in Section 144(a) shall be required.

\* \* \*

**Note: Authority cited: Sections [115.4](#), 5526 and 5552.5, Business and Professions Code. Reference: Sections [115.4](#), 5550 and 5552.5, Business and Professions Code.**

2) Amend subsection (a) of Section 111 as follows:

**Section 111. Review of Applications.**

- (a) ~~Within thirty (30) days after receipt of an Application for Eligibility Evaluation, 19C-1 (9/2006), for the Architect Registration Examination (ARE), the~~ The Board shall inform ~~the~~ a candidate [for the Architect Registration Examination \(ARE\) within thirty \(30\) days after receipt of an Application for Eligibility Evaluation, as referenced in section 109\(b\)\(3\).](#) whether the application is complete and the candidate is eligible or that the application is deficient and what specific information or documentation is required to complete the application.

\* \* \*

**Note: Authority cited: Sections [115.4](#) and 5526, Business and Professions Code. Reference: Sections [115.4](#) and 5550, Business and Professions Code.**

## **Agenda Item K**

### **UPDATE ON FEBRUARY 10-11, 2015 LATC MEETING**

The Landscape Architects Technical Committee (LATC) met on February 10-11, 2015 in Pomona. Attached is the notice of the meeting. LATC Program Manager, Trish Rodriguez, will provide an update on the meeting.

Attachment:

February 10-11, 2015 Notice of Meeting

## **NOTICE OF MEETING**

**February 10-11, 2015**  
**California State Polytechnic University, Pomona**  
**College of Environmental Design**  
**Building 7, Room 100**  
**3801 West Temple Avenue**  
**Pomona, California 91768-4048**  
**(909) 869-4114**

The Landscape Architects Technical Committee (LATC) will hold a 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 held in a barrier free facility according to the Americans with Disabilities Act. Any person requiring a disability-related modification or accommodation to participate in the meeting may make a request by contacting Trish Rodriguez at (916) 575-7230, emailing [latc@dca.ca.gov](mailto:latc@dca.ca.gov), or sending a written request to LATC, 2420 Del Paso Road, Suite 105, Sacramento, California, 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

### **Agenda**

**February 10, 2015**  
**10:00 a.m. – 5:00 p.m.**

- A. Call to Order – Roll Call – Establishment of a Quorum  
Chair's Remarks  
Public Comment Session
- B. Approve August 27, 2014 LATC Summary Report
- C. Program Manager's Report
- D. Update and Possible Action on 2014 Sunset Review
- E. Enforcement Program
  - 1. Annual Enforcement Report
  - 2. Discuss and Possible Action on Strategic Plan Objective to Collaborate With the Board to Review and Update Disciplinary Guidelines
- F. Report on Council of Landscape Architectural Registration Boards (CLARB)
  - 1. Update on 2015 CLARB Election Nominations
  - 2. Discuss and Possible Action on New Landscape Architect Registration Examination Data

*(continued)*

- G. California Supplemental Examination (CSE)
  - 1. Review and Approve Results of Examination Linkage Study Presented by Office of Professional Examination Services (OPES)
  - 2. Discuss and Possible Action on Upcoming CSE Development Conducted by OPES
- H. Closed Session – Examinations [Closed Session Pursuant to Government Code Section 11126(c)(1)]
- I. Discuss and Possible Action on Strategic Plan Objective to Review Table of Equivalents for Training and Experience and Consider Expanding Eligibility Requirements to Allow Credit for Teaching Under a Licensed Landscape Architect
- J. Discuss and Possible Action on Strategic Plan Objective to Review Reciprocity Requirements of Other States to Determine Possible Changes to California Requirements to Improve Efficiencies
- K. Review and Possible Action on Proposed Regulations to Adopt California Code of Regulations (CCR) Sections 2620.2 (Extension Certificate Programs – Application for Approval); 2620.3 (Suspension or Withdrawal of Approval); 2620.4 (Annual Reports); and to Amend CCR Section 2620.5 (Requirements for an Approved Extension Certificate Program)
- L. Report on California Architects Board and Integrated Path to Licensure Model
- M. Adjourn

**Agenda**  
**February 11, 2015**  
**9:00 a.m. – 5:00 p.m.**

- N. Call to Order – Roll Call – Establishment of a Quorum  
 Chair’s Remarks  
 Public Comment Session
- O. Strategic Planning Session
- P. Review Tentative Schedule and Confirm Future LATC Meeting Dates
- Q. Adjourn

Please contact Trish Rodriguez at (916) 575-7230 for additional information related to the meeting. Notices and agendas for LATC meetings can be found at [www.latc.ca.gov](http://www.latc.ca.gov).

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

**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:

1. Review and Approve December 10, 2014 Closed Session Minutes
2. Consider Proposed Enforcement Decisions and Stipulations

## Agenda Item M

### REVIEW OF SCHEDULE

#### March

12	Board Meeting	Long Beach
13-14	National Council of Architectural Registration Boards (NCARB) Regional Summit	Long Beach
31	<i>Cesar Chavez Day</i>	<i>Office Closed</i>

#### May

13	LATC Meeting	Sacramento
25	<i>Memorial Day</i>	<i>Office Closed</i>

#### June

10	Board Meeting	San Diego
17-20	NCARB Annual Meeting	New Orleans, LA

#### August

TBD	LATC Meeting	TBD
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#### September

7	<i>Labor Day</i>	<i>Office Closed</i>
10	Board Meeting	San Francisco

#### November

TBD	LATC Meeting	TBD
11	<i>Veterans Day</i>	<i>Office Closed</i>
26-27	<i>Thanksgiving Holiday</i>	<i>Office Closed</i>

#### December

10-11	Board Meeting & Strategic Planning Session	Sacramento
25	<i>Christmas</i>	<i>Office Closed</i>

**ADJOURNMENT**

Time: \_\_\_\_\_