California Architects Board

Regulatory & Enforcement

Committee Meeting

April 29, 2015

Sacramento, California

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF MEETING

REGULATORY AND ENFORCEMENT COMMITTEE

April 29, 2015
10:00 a.m. to 2:00 p.m.
California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

The California Architects Board (Board) will hold a Regulatory and Enforcement Committee (REC) meeting, as noted above, and via telephone conference at the following location:

Gary McGavin
California State Polytechnic University, Pomona
3801 West Temple Avenue
Building 89A-13
Pomona, CA 91768

A quorum of Board members may be present during all or portions of the meeting, and if so, such members will only observe the REC meeting. 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 REC Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the REC are open to the public.

The meeting is accessible to the physically disabled. A person who needs a disability-related accomodation or modification in order to participate in the meeting may make a request by contacting Kristin Walker at (916) 575-7203, emailing kristin.walker@dca.ca.gov, or sending a written request to the California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accomodation.

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

916-574-7220 T
916-575-7283 F

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

AGENDA

A. Welcome and Introductions

B. Roll Call

C. Public Comments

Continued

D. Review and Approve April 24, 2014 REC Summary Report

E. Enforcement Program Update

F. Discuss and Possible Action on Strategic Plan Objective to Review the Board's Occupational Analysis of the Architect Profession to Identify Marketplace Trends That Impact Consumer Protection

G. Discuss and Possible Action on Strategic Plan Objective to Modify and Expand Reports to Board Members Regarding Enforcement Activities to Identify the Most Common Violations and Disciplinary Actions

H. Discuss and Possible Action on Strategic Plan Objective to Pursue Methods to Obtain Multiple Collection Mechanisms to Secure Unpaid Citation Penalties

I. Update and Possible Action on Strategic Plan Objective to Monitor National Council of Architectural Registration Boards Action on Title for Interns to Ensure Appropriate Consumer Protection

J. Adjournment

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website: *cab.ca.gov*. For further information regarding this agenda, please contact Ms. Walker at (916) 575-7203.

*Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the REC prior to the REC taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the REC, but the REC Chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the REC to discuss items not on the agenda; however, the REC 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)

WELCOME AND INTRODUCTIONS

Matt McGuinness, Chair of the Board's Regulatory and Enforcement Committee, will open the meeting with introductions and remarks.

ROLL CALL

Roll is called by the Regulatory and Enforcement Committee Vice Chair, or in his/her absence, by a member designated by the Chair.

MEMBER ROSTER

Fred Cullum
Robert De Pietro
Robert Ho
Gary L. McGavin
Matt McGuinness
Michael Merino
Sheran Voigt
Barry L. Williams

PUBLIC COMMENTS

Members of the public may address the Regulatory and Enforcement Committee (REC) at this time. The REC Chair may allow public participation during other agenda items at his/her discretion.

REVIEW AND APPROVE APRIL 24, 2014 REC SUMMARY REPORT

The Regulatory and Enforcement Committee (REC) is asked to review and approve the April 24, 2014 REC Summary Report.

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

SUMMARY REPORT

REGULATORY AND ENFORCEMENT COMMITTEE

April 24, 2014

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

Committee Members Present

Fermin Villegas, Chair
Sheran Voigt, Vice Chair
Fred Cullum
Robert De Pietro
Robert Ho (Arrived 10:05 a.m.)
Gary McGavin
Michael Merino

Board Staff Present

Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Leosha Eves, Enforcement Officer
Bob Carter, Architect Consultant
Barry Williams, Architect Consultant
Peter Merdinger, Enforcement Analyst
Sonja Ruffin, Enforcement Analyst
Kristin Walker, Enforcement Technician

Guest

Kurt Cooknick, Director of Regulation and Practice, The American Institue of Architects, California Council (AIACC)

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

916-574-7220 T
916-575-7283 F

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

A. Welcome and Introductions

Regulatory and Enforcement Committee (REC) Chair, Fermin Villegas called the meeting to order at 10:01 a.m. He welcomed the REC, staff, and guests, and thanked them for attending.

Mr. Villegas announced his acceptance of a preliminary offer of employment with the California Attorney General's Office (AG) and will be starting at the end of May 2014. He stated he will be stepping down from the Board prior to any further meetings because the AG represents the Board in enforcement actions. Mr. Villegas thanked the Board, staff, and Senate Rules Committee for the opportunity to serve on the Board.

Mr. Villegas requested self-introductions. Board staff and members of the public introduced themselves.

Mr. Villegas acknowledged the newest REC member, Robert Ho, and asked him to introduce himself to the Committee. Mr. Ho stated he currently teaches at Mt. San Antonio College and hopes to contribute to the Committee.

B. Roll Call

Vice Chair Sheran Voigt called the roll. She indicated all Committee members were in attendance and a quorum was present.

C. Public Comments

Mr. Villegas opened the floor for public comments. No comments were made. Doug McCauley stated the Board received two written comments in response to Agenda Item G.

D. Review and Approve April 25, 2013 REC Summary Report

Mr. Villegas asked if there were any questions, comments, or corrections regarding the April 25, 2013 REC Summary Report. Kurt Cooknick requested changes to the report to correct the spelling of the AIACC acronym.

A motion was made by Michael Merino and seconded by Robert De Pietro to approve the April 25, 2013 REC Summary Report with the requested modifications to the AIACC acronym. The motion passed 4-0-3 (Fermin Villegas, Robert Ho, and Sheran Voigt abstained due to the fact they were not present at the April 25, 2013 meeting).

Mr. Merino asked to make a statement prior to moving to the next agenda item. Mr. Villegas granted the request. Mr. Merino commended departed REC member Phyllis Newton for her contributions to the REC and requested the Board's staff consider future recognition for Ms. Newton.

DRAFT

E. Enforcement Program Update

Mr. Villegas asked Leosha Eves to highlight the Enforcement Program Update. Ms. Eves stated one of the architect consultant contracts was set to expire in June 2013 and a Request for Proposal (RFP) was released on February 19, 2013. She added the other architect consultant contract was set to expire in January 2014 and that RFP was released on August 30, 2013. Ms. Eves announced the contracts were awarded to Bob Carter and Barry Williams, respectively.

Ms. Eves reported the architect consultants responded to 109 inquiries between April 2013 and March 2014 through the Board's Building Official Contact Program. She stated the inquiries typically included discussions regarding interpretations of the Architects Practice Act (Act), stamp and signature requirements, and the scope of architectural practice.

Ms. Eves continued, both of the Board's architect consultants attended the 2014 Annual Business Meeting of California Building Officials (CALBO), which was held in March 2014 in Anaheim. She stated there were approximately 350 people representing various building departments throughout the state, and noted the Board sees this as a valuable tool for the architect consultants to directly interact with building officials and others in the profession.

Ms. Eves stated since the last REC meeting, the architect consultants responded to a total of 269 telephone and/or email inquiries from licensees and the public through the Board's Education and Information Program. She added 142 of these inquiries were from licensees and the majority of the inquiries requested clarification of business name requirements or advice on business organization. She stated other inquiries from licensees focused on written contract requirements, stamp and signature requirements, out-of-state licensees seeking to do business in California, and clarification regarding the scope of practice relative to engineering disciplines.

Ms. Eves stated the last Board meeting was held in February 2014. She stated the Board has three more meetings scheduled for this year; June 12 in the Bay Area, September 10 in San Diego, and December 10-11 in Sacramento. She added the December Board meeting will include the Strategic Planning Session.

Ms. Eves reported the Department of Consumer Affairs (DCA) has been working with Accenture, LLP to design, configure, and implement an integrated, enterprise-wide enforcement case management and licensing system called BreEZe. She added the new system will replace an aging legacy business system and is designed to increase efficiency for DCA boards' licensing and enforcement programs. BreEZe will combine data across the various DCA boards and allow the Board to see actions other boards have taken against licensees and will enable electronic payments. She added BreEZe is being deployed in three phases, and the Board is part of the third phase, which is scheduled for release in December 2015.

DRAFT

Ms. Eves stated the Board is pursuing a negative Budget Change Proposal to reduce its spending authority by $400,000 for fiscal year (FY) 2015/16. She noted the Board is able reduce its spending as a result of examination cost savings by switching from the previous oral format to a computer-based California Supplemental Examination (CSE). Ms. Eves stated the CSE has been administered to 661 candidates so far in FY 2013/14 and currently has a pass rate of 61%.

Mr. McCauley discussed the CSE development and occupational analysis (OA) process. He stated all licensing exams are required by national standards and state law to be tied to a valid analysis of the practice of each profession. He added the Board has begun the OA process through the Intra-Agency Contract (IAC) Agreement with DCA's Office of Professional Examination Services (OPES). Mr. McCauley stated the Board added a new element to the OA by conducting focus groups of architects, contractors, building officials, and related design professionals. He stated the purpose of the focus groups was to highlight the current issues in the marketplace in order to revise the survey document. Mr. McCauley stated the Board has gathered data and conducted additional architect interviews, and will use that information after it has been analyzed to develop the survey. He stated the survey is crucial for the CSE and identifies the tasks performed in the profession, how often those tasks are performed, and how important the tasks are to the health, safety, and welfare of the public. He added the survey is then used to develop a test plan, write test items, and produce the CSE. He stated the process will culminate in June 2015. Mr. McCauley stated the Board also has intra-agency provisions to conduct a review of the Architect Registration Examination (ARE) to ensure the development process is consistent with the national standards required for licensing exams. He further stated another component is the linkage study to ensure the Board is not double-testing for material previously covered as a part of the ARE.

Ms. Eves stated Assembly Bill (AB) 1746 (Chapter 240, Statutes of 2010) became effective January 1, 2011. She stated the bill amended the Board's statutory provisions [Business and Professions Code sections (BPC) 5600 and 5600.05] pertaining to the continuing education (CE) requirements for licensees. The bill required audits of CE coursework beginning with the 2013 license renewal cycle. She also stated the bill added a citation and disciplinary action provision for licensees who provide false or misleading information regarding the audit and mandated the Board provide a report to the Legislature. She noted the audit system was developed by the Professional Qualifications Committee (PQC) and was approved by the Board in June 2012. She added the audits began in January 2013, and so far the Board has audited about 470 licensees and found 46 cases of possible audit failure. She stated the audit failure cases have been referred to the Enforcement Unit. Ms. Eves stated the Enforcement Unit has 124 pending cases, and noted 46 of those are CE cases.

Mr. McCauley stated AB 186 (Maienschein) would authorize boards to issue an 18-month provisional license to spouses, domestic partners, or other legal companions of an active duty member of the Armed Forces. He added that legal counsel found that the provisions of the bill would require the Board to waive the CSE. Mr. McCauley stated this raises significant concern from the Board because the CSE ensures architects understand California's unique seismic, accessibility, energy efficiency, and legal

requirements. He added the Board requested exemption from this bill, but has not received a response at this point.

Mr. McCauley stated AB 630 (Holden) (Chapter 453, Statutes of 2013) was an AIACC-sponsored bill focusing on instruments of service, and stipulates that architects' instruments of service cannot be used without a written contract or written authorization. He noted the Board had some initial concerns about the bill, including its desire to ensure that anyone subsequently using those plans should be a registered, appropriate design professional, and provide that the instruments of service would not be unreasonably withheld from the end user. He added the AIACC ultimately did not accept the first amendment but did resolve the second, and the Board voted to support the amended bill.

Mr. McCauley stated Senate Bill (SB) 308 (Chapter 333, Statutes of 2013) was the sunset bill for the California Council for Interior Design Certification (CCIDC), the non-profit entity that certifies interior designers. He added CCIDC wanted to expand and modify the definition of certified interior designer (CID). Mr. McCauley stated the Board held an extensive review of the explanations and ultimately was not convinced there was valid evidence or empirical data that CIDs were competent in any of the new areas of practice being suggested. He added after multiple stakeholder meetings and dialogue between AIACC and CCIDC, the modified definition element was not included in the bill. Mr. McCauley stated the bill included provisions requiring CIDs to have written contracts and held the CCIDC to the same meeting standards established in the Bagley-Keene Open Meeting Act as the Board.

Mr. McCauley stated AB 2192 (Melendez) is an agenda item and he will introduce it at a later point in the meeting. Mr. McCauley stated SB 850 (Block) would authorize Community Colleges to establish baccalaureate degree pilot programs at campuses. He noted the Board previously had discussions regarding the number of new architects entering the profession and the lack of growth in public schools of architecture over the past 20 years. He stated the new bill contains conditions that still must be met, but the pilot program could be leveraged to create an additional pathway to licensure.

Mr. Ho asked if there was a hearing regarding SB 850 on April 23, 2014. Mr. McCauley acknowledged there was a hearing by the Senate Education Committee and he had just received new amendments. Gary McGavin asked if there was any funding tied to the bill. Mr. McCauley replied that he did not recall any appropriations or funding for the bill. He stated most of the amendments concerned checks and balances, and institutional controls via the Chancellor of the California Community Colleges system.

Ms. Eves announced the Board's next issue of *California Architects* is scheduled to be published within the next few weeks. She noted the Board published the first electronic HTML version in March 2014.

Ms. Eves stated California Code of Regulations section (CCR) 103, *Delegations of Certain Functions,* became effective January 1, 2014. She added CCR 103 was amended to allow the Executive Officer to approve stipulated settlements to revoke or surrender a license.

Ms. Eves stated the Board's next Sunset Review Report is due November 1, 2014. She stated the Executive Committee will review the first draft of the Report at its next meeting in May 2014. She stated the final section of the Enforcement Program Update in the meeting packet contains a summary of citations issued since the last REC meeting in April 2013.

Mr. Villegas asked for any comments regarding the Enforcement Program Update. Mr. Merino commended Ms. Eves for her current work as the Board's Enforcement Officer and recognized the recent departure of Hattie Johnson.

Mr. Merino asked if the budget savings could be passed on to the licensees and noted the license renewal fees had been previously raised over the past few years. He suggested a rebate, if a permanent reduction is not feasible. Mr. McCauley stated the budget reduction adjusts the Board's fiscal blueprint, which is reviewed by the Legislature each year. He stated Board staff conducted fiscal analysis for the Board and the Landscape Architects Technical Committee (LATC) and found revenue was consistent with expenditures. He noted LATC may be able to reduce the renewal fees for one renewal cycle, but it was not found to be feasible for the Board.

Mr. McGavin asked if the CSE focuses on the practice of architecture only in California and Mr. McCauley confirmed that Mr. McGavin is correct.

F. <u>2014 Strategic Plan Objectives</u>

F.1 Discuss and Possible Action on Strategic Plan Objective to Review and Update CAB's Disciplinary Guidelines

Mr. Villegas recused himself from the discussion and voting on the updates to the Board's Disciplinary Guidelines due to his acceptance of employment at the AG. Mr. Villegas asked Vice Chair, Ms. Voigt to lead the discussion. Ms. Voigt opened the floor for discussion regarding the proposed changes to the Board's Disciplinary Guidelines. Vickie Mayer advised that the REC had previously requested that Board staff obtain clarification from the Deputy Attorney General (DAG) regarding the tolling period and the clause stating probationers shall "obey all laws" under the standard conditions of probation. Ms. Mayer stated the REC thought additional language should be added to include only laws related to the practice of architecture. She informed the members that the DAG advised it should remain "obey all laws." Ms. Eves added the DAG opined the clause should remain "obey all laws" because it is the standard used by other DCA boards and it is a condition of probation, not the starting point of disciplinary action.

Mr. Merino was concerned if issues that are unrelated to architecture, such as parking tickets, would violate the terms of probation. He asked for clarification regarding the question and answer to the DAG. Ms. Mayer clarified a parking ticket would not violate probation nor initiate disciplinary action. She further stated the DAG was pointing out that most boards have the "Obey All Laws" clause and assess each situation based upon the law the individual violated to determine if the stay order should be initiated on a

decision. Mr. Merino replied the consensus is the language is too broad and wanted it to be related to the practice of architecture. He expressed his concern regarding the lack of written language allowing staff to exercise discretion. Ms. Voigt stated probationers would likely follow all laws if the "Obey All Laws" provision was in the back of their minds. She stated staff would be able to determine appropriate action to take and since the DAG recommends that language, her inclination is to accept it.

Mr. McCauley asked Ms. Mayer to explain the conviction report handling process. Ms. Mayer stated after receipt of a conviction report, staff refers it to the DAG and together they decide if the violation warrants action. She added if the violation did warrant action, the probationer would be served with a Petition to Revoke Probation, would be entitled to an appeal, and a formal legal hearing. She stated the decision would go to the Board who would make the final determination based upon the information provided. She stated staff already does this with conviction information received from applicants. She stated staff assesses internally if the conviction is substantially related to the practice of architecture. Mr. De Pietro asked if there have been convictions in the past that have violated probation. Ms. Mayer recalled one instance.

Mr. Cooknick observed many other DCA boards are not consistent with the Board's provisions. He provided the example of a proposal for a mental evaluation prior to licensure because the Medical Board of California does it. He added he trusts the current staff to exercise appropriate discretion, but the future staff may not, so he would prefer if the language was limited to violations related to architecture. Mr. Cooknick requested to see the exact question posed to the DAG and the direct response.

Mr. Merino stated he was confused if there is discretion or an obligation to forward conviction reports to the DAG. He stated he needs to understand, how it will be applied if there is discretion. He further stated the Board would need to determine acceptable violations of law by probationers if the "Obey All Laws" provision was adopted.

Mr. McCauley stated the Board's staff exercises discretion every day as the Board's investigative team. He added staff investigates every complaint it receives and would not expend DAG resources on baseless cases. Fred Cullum asked Mr. McCauley if everything would go to the DAG. Mr. McCauley replied there would likely be some cases that would not need to go to the DAG. Mr. Cullum stated the provision is poorly worded and too broad.

Mr. De Pietro stated discretionary ability is still required if the standard is substantially related to the practice of architecture because staff still needs to determine if the violation is related. Mr. Cooknick stated the current language in the Act is substantially related to the practice of architecture. Mr. Merino stated the REC may need to return it back to staff and representatives of the profession for further discussion and asked if it is critical to make a decision at this meeting. Ms. Voigt responded it is the job of the REC to narrow it down. Mr. McCauley stated these are important revisions to the Guidelines. Mr. Merino suggested accepting all of the revisions with the exception of the "Obey All Laws" standard condition of probation.

Ms. Voigt read the question and response from the DAG regarding the inclusion of the "Obey All Laws" provision. Mr. Merino stated the Board is not in the business of determining if a stalking charge is appropriate for license revocation. Mr. Cooknick asked to clarify the stalking charge and asked for a response. Mr. Ho questioned if the Board automatically receives reports of violations or if it is up to the probationer to report the violations. Ms. Voigt responded the Board does not receive notifications of violations. Mr. Merino was concerned that a member of the public could report frivolous violations. Ms. Voigt replied the Board would want them to report it. Mr. Merino questioned what those violations have to do with architecture. Ms. Voigt stated other professions can lose their licenses for violations not related to the profession. Mr. Merino replied there are defined standards for that.

Mr. McGavin stated the opinion is just one attorney's and it is not an official legal opinion. He felt it is too all encompassing and needs clear definitions for discretion so the Board cannot get in trouble for exercising it. Ms. Mayer clarified the opinion came from the Board's DAG liaison. Ms. Voigt asked what language the Committee would like to see. Mr. De Pietro asked if the Board is already doing things it should not be doing. He would like the provision to be limited to violations related to the practice of architecture so the Board does not have to exercise as much discretion when determining probation violations. Mr. McCauley suggested adding a "serious violations" qualifier to the language. Mr. Merino stated the wording needs to be fully addressed. Mr. Cooknick stated this is what happens when you overlay what one board does with another board. He stated some boards will revoke your license for a driving under the influence conviction (DUI). He asked Ms. Voigt if that was true for realtors. Ms. Voigt responded she would likely be put on two years of probation.

Mr. McGavin also questioned the stopping of practice listed on page nine. He was concerned about the tolling part. Ms. Mayer replied the provision is based upon someone who has had an Accusation filed against them, and has this as a condition of probation specified in the decision. Mr. Merino stated this only applies after someone has gone through the entire process, and Ms. Mayer concurred, stating this only applies to those who have been disciplined.

Mr. De Pietro questioned why 100 days had been changed to one year on pages 10 and 11. Ms. Voigt thought maybe it was easier to track. Mr. De Pietro questioned if it serves any purpose other than making it harder for the person on probation. Mr. Merino asked if this was a general rule. Mr. McCauley replied it is the standard.

Mr. De Pietro said the new timeline makes it more restrictive. Ms. Mayer replied it may have been changed to be easier to calculate back or remain in line with other boards. Mr. De Pietro replied the person would then have to start taking the exam earlier to pass it. Ms. Mayer stated the typical term of probation is five years so they have plenty of time to complete the examination. Mr. De Pietro acknowledged the statement, but questioned if it is necessary to make it more difficult. Ms. Mayer stated these were edits from the first revision the Committee had already reviewed.

Mr. Merino asked if the intent is the probationer must pass the written examination no later than one year prior to the expiration of probation. Mr. Cooknick questioned where the 100 days provision came from. Ms. Mayer stated she did not recall. Mr. Cooknick said it must be there for a reason. Ms. Mayer stated the edits and recommendations were made after examining other programs and discussing them with the DAG.

Mr. De Pietro stated he just wanted to know where it came from and would not vote against it. Ms. Voigt replied it may have just been an easy date to calculate. Ms. Mayer added it is a lengthy process to terminate probation. Mr. Cullum questioned if a licensee failed to pass in four years and a day, would the Board then terminate his license. Ms. Mayer responded the Board would initiate the legal process. Mr. McCauley stated the probationer is still entitled to due process.

A motion was made by Fred Cullum to approve the recommended changes to the Disciplinary Guidelines with the exception of the "Obey All Laws" provision in the Standard Conditions of Probation. The motion was seconded by Gary McGavin. The motion passed 6-0-1 (Fermin Villegas recused).

Mr. Merino suggested referring the "Obey All Laws" provision back to staff for additional work prior to making a recommendation to the Board. He asked if the REC should make a partial recommendation to the Board. Mr. McCauley suggested the REC send its recommendations to the Board as a whole.

A motion was made by Michael Merino to return the "Obey All Laws" provision of the Disciplinary Guidelines to staff for additional work with members of the profession (AIACC) to create new language to set parameters for actionable violations. The motion was seconded by Robert De Pietro. The motion passed 6-0-1 (Fermin Villegas recused).

F.2 Discuss and Possible Action on Strategic Plan Objective to Review and Consider Adding a Provision Regarding "Scope of Work" to the Written Contract Requirements [Business and Professions Code Section (BPC) 5536.22]

Mr. Villegas requested Ms. Eves present the staff report on this item. Ms. Eves stated the written contract requirement (BPC 5536.22) was added to the Architects Practice Act in 1996. She added the requirement has proven to be an invaluable consumer protection tool and has improved the relationship between architects and clients. She reviewed the five elements of the current written contract requirement. Ms. Eves stated the Board staff and architect consultants have determined some areas of the current law could be strengthened to provide more clarification.

Mr. Carter noted the option to expand the written contract requirement was presented at the last REC meeting. He stated Attachment 1 in the meeting packet provided the proposed language and the previous discussion. He stated at the last meeting, the REC questioned if it was necessary to add the name and address of the property owner to the project and requested clarification about adding project scope to the written contract

requirement. He added there was a debate and discussion if project scope would be interpreted as scope of services or scope of work. Mr. Carter stated Board staff separated the two items to eliminate any confusion. He stated although the Board is unable to educate everyone through statutes by expanding BPC 5536.22, staff feels strongly that these issues need to be required in a written contract. He noted it has been 18 years since the written contract requirement became effective and the Enforcement Unit still receives cases either without contracts or with incomplete contracts.

Mr. Carter introduced the proposed language of BPC 5536.22. He stated the information in the proposal came from Ms. Newton, Mr. McGavin, and Board staff. Mr. Carter suggested the REC review the proposed language and recommend to the Board that it be included in the upcoming Sunset Review Report as a way to strengthen the statute and improve consumer protection. Mr. McCauley explained there is a section in the Report that allows the Board to unveil its future legislative concepts. He added if the Legislature supports the revised statute, it could be incorporated in the Sunset Bill with the endorsement of the Sunset Review Committee.

Mr. Villegas requested clarification of the term "scope of work." He questioned if the Board may run into conflict regarding its interpretation. Mr. Carter responded by acknowledging the potential for misinterpretation was the reason the term "scope of work" was changed to "description of the project." Mr. Merino expressed his support of the new language and stated one of the greatest elements of consumer protection is the requirement that architects and clients define the project in a written contract. He added the new changes are highly beneficial and he is very supportive.

Mr. Cooknick questioned if there was any value in adding an eighth item to the written contract requirements to outline if a mechanic's lien will be recorded. Mr. Carter stated the issue was initially addressed in the first proposal to include the name and address of the property owner. Mr. Cooknick asked if the Board staff could create an example of the project description. He stated the language "description of the project for which the client is seeking services" is confusing. Mr. Carter replied the intent is to simply initiate a conversation between the architect and client.

Mr. Cooknick questioned if there was any concern of misuse of the project description against the profession. Mr. Merino replied statutes cannot mitigate an adversarial relationship. Mr. Carter stated a contract is a living document and architects need to communicate changes to clients and make amendments, if necessary.

A motion was made by Michael Merino and seconded by Robert Ho to recommend the Board approve the proposed language to amend BPC 5536.22. The motion passed 7-0.

F.3 Discuss and Possible Action on Strategic Plan Objective to Review Reporting Threshold ($5,000) in Reporting Requirements (BPC 5588)

Mr. Villegas asked Ms. Eves to introduce this item. Ms. Eves stated the 2013 Strategic Plan assigned the REC the objective to review and consider adding mediation to reporting requirements under BPC 5588. She stated the REC designated a working group

to further discuss the objective and make a recommendation. She added when the working group met in July 2013, they determined that mediation should not be added to the reporting requirements; however, the group recommended the Board consider reviewing the $5,000 reporting threshold.

She stated on December 9, 2004, the Board approved REC's recommendation that BPC 5588 should be amended to require that only settlements or arbitration awards that exceed $5,000 be reported to the Board. She added the recommendation was based on the Board for Professional Engineers, Land Surveyors, and Geologists' (BPELSG) legislation. She added in March 2005, a task force met and reviewed the BPELSG statutory language regarding settlements and arbitration awards reporting requirements. She stated the task force examined the BPELSG's $50,000 reporting threshold and compared it to the Board's $5,000 reporting threshold. She stated the task force decided to keep the reporting threshold at $5,000 based upon the fact that raising the threshold to $50,000 would be a reduction in consumer protection. She further stated in a large project, a $50,000 settlement may be considered small; however, in a small project, a $5,000 settlement may be substantial. Ms. Eves stated larger firms settle in excess of $50,000 as a normal course of business so raising the limit would not impact larger firms, but it would screen out consumers with smaller projects.

Ms. Eves stated staff gathered preliminary data for settlement reports received from 2008 to 2013. She stated the Board received 193 settlement reports, and of those, 1 case was referred for disciplinary action, 6 cases resulted in administrative citations, and 51 cases resulted in letters of advisement. She noted the majority of the violations were written contract requirements. She stated the BPELSG recently revised BPC 6770 to make the reporting threshold $50,000 for settlements and $25,000 for judgments. Ms. Eves advised the REC that Board staff strongly suggests the reporting threshold be maintained at $5,000.

Mr. McCauley explained the process for handling settlement reports received by the Board. He stated after receiving settlement reports from insurance carriers or architects, Board staff opens a report file, which is different than a consumer complaint because the reports are investigative files and are not reportable to the public. He added settlement reports are only transitioned to a consumer complaint initiated by the Board if the architect consultants find possible violations of the Act. The complaint case would then be investigated, and it would become reportable if it leads to the issuance of a citation or the filing of an Accusation against the licensee. Mr. McCauley confirmed that the existence of a report itself cannot be disclosed to the public.

Ms. Voigt questioned the current small claims limit. Ms. Eves advised the current limit is $5,000 for businesses filing in small claims court. Mr. Merino suggested the Board should stay in alignment with the current small claims court filing limit. Mr. Cooknick questioned the notion and stated raising the limit would result in less consumer protection.

A motion was made by Sheran Voigt and seconded by Fred Cullum to recommend maintaining the $5,000 reporting threshold for BPC 5588. The motion passed 7-0.

F.4 Discuss and Possible Action on Strategic Plan Objective to Review and Explore Other Opportunities for Prosecuting Unlicensed Individuals, Such as Infractions

Mr. Villegas asked Mr. McCauley to introduce this agenda item. Mr. McCauley stated this objective emerged from the Board's December Strategic Planning session. He stated infraction authority can be used as a tool to address unlicensed practice. He explained an infraction authority program authorizes staff to issue "notices to appear" with a citation. Mr. McCauley added the DCA Director designates the authority to issue infractions to specified employees with the caveat that the employees must witness the alleged activity. He also added infractions are part of the criminal system so the District Attorney must be willing to prosecute the individual. He stated the challenge is the infractions for unlicensed practice end up in competition with more serious criminal cases. Mr. McCauley concluded an infraction authority program is not currently a viable tool for the Board. He requested the Committee members discuss his findings, present any other ideas, and give Board staff the opportunity to research further with other boards for alternative options.

Mr. McGavin asked how the Board is notified of unlicensed practice. Mr. McCauley stated the Board receives complaints regarding unlicensed practice through a variety of sources including architects, clients, contractors, building departments, and related design professionals. Mr. McGavin asked whether building departments have an obligation to report suspicions of unlicensed practice. Mr. Carter replied the building departments have an obligation to verify a properly licensed design professional has completed the work when required by statute. Mr. Carter added the building officials are often hesitant to report unlicensed activity due to political implications, but will report egregious violations to the Board.

Mr. Villegas asked how the Contractors State License Board (CSLB) handles unlicensed activity. Mr. McCauley replied due to its size, CSLB has peace officers and investigators in the field conducting investigations and sting operations. Mr. Villegas noted the Board would need to request additional funding to support such a program. Mr. Carter added the CSLB has representatives in the field who are able to cite and fine on the spot due to their law enforcement capabilities.

A motion was made by Michael Merino to note and file the staff's current assessment of the objective and to ask staff to pursue it further by contacting other boards and other state jurisdictions. Sheran Voigt seconded the motion. The motion passed 7-0.

G. <u>Discuss and Possible Action on The American Institute of Architects, California Council Proposed Legislation (Assembly Bill 2192 Melendez) Regarding Peer Review on Exempt Projects</u>

Mr. Villegas asked Mr. McCauley to introduce AB 2192 (Melendez). Mr. McCauley stated the bill was previously introduced at the February Board meeting and the Board was not prepared to take a position at that time. He stated the bill authorizes local agencies to create a program to issue a building permit after the plans have been reviewed

by another unaffiliated architect through a peer review system. He added the program is limited to exempt project types with some caveats. Mr. McCauley stated the first hearing on AB 2192 was scheduled for May 7, 2014. He stated the Board had questions regarding consumer protection implications, program structure, and accountability, and wanted the REC to have a further discussion to inform the Board. He acknowledged the Board received public comments regarding AB 2192.

Mr. Cooknick questioned the Board's interest in AB 2192 because peer review has been a practice of the University of California and California State University systems for over eight years. Ms. Voigt replied the Board was asked to take a position. Mr. Cooknick stated AIACC did not ask the Board to take a position on AB 2192. He called attention to Agenda Item G in the meeting packet, and stated he did not recall the Board expressing any concern over the bill at the meeting. He stated it was the Board's staff that expressed concern regarding AB 2192. Ms. Voigt replied the Board reviews bills regarding architects and felt obligated to review the bill, examine its scope, and determine if it protects the public and architects. Mr. Cooknick stated peer review is current practice with the Division of the State Architect (DSA) and did not recall the Board taking a position on the DSA's outsourcing provisions.

Mr. Villegas stated regardless of the past, AB 2192 is within the Board's purview to examine the issue and take a position. Mr. McGavin stated he learned an expensive lesson regarding taking a position on legislation as a seismic safety commissioner for 15 years. He recalled expensive political retributions resulting from the involvement in certain bills. He further stated the Board should not address it if there is no clear health, safety, and welfare issue. Ms. Voigt stated the recommendation to the Board could be that AB 2192 is not under the Board's purview.

Mr. Merino agreed with Messrs. McGavin and Cooknick, and advised the Board should not take a position. He stated this is a practice issue that the AIACC has taken on and the Board's involvement could have some negative consequences. He suggested the REC make a recommendation to the Board to take no position on the issue. He stated this is an issue related to the profession not to consumer protection.

Mr. Cullum stated he does not necessarily disagree, but thinks this creates consumer protection issues. He does not think the bill helps protect the life, health, safety, or property of the public and finds it to be a very self-centered program that could ultimately reflect poorly on architects. He stated other organizations, such as CALBO, will work to defeat the bill. Mr. Merino replied the bill does not help or harm consumer protection and is a neutral issue for the Board. He stated licensed architects would be conducting plan review for other architects. He added this is current practice in other areas of the profession and peer review is a very valuable process used by multiple agencies.

Mr. Villegas recognized there is room for abuse in the statute. He agreed with Mr. Cullum the bill does affect the health, safety, and welfare of the public if the plans just need to be approved by another architect and the building department issues a permit solely on that review. He further stated he ultimately agrees with Mr. Merino to take no position and let the bill take its course.

Mr. De Pietro stated the bill is detrimental to the public perception of architects because it narrows the ability of the consumer to make a choice on a level playing field. He added architects would be able to advertise they can get plans approved sooner through a program not available to other design professionals. Mr. De Pietro asked Mr. Cooknick to clarify the bill. Mr. Cooknick stated expedited plan review is currently available to anyone within many jurisdictions. He added this bill would allow, with the consent of the project owner, a peer reviewing architect to review the work of the architect of record.

Mr. De Pietro stated this is a very self-serving proposal. Mr. De Pietro stated the bill opens avenues that are not available for other design professionals and puts architects in a favored position for exempt projects.

Mr. Merino asked how the bill was brought to the attention of the Board if AIACC did not bring it to the Board. Mr. McCauley replied he brought it to the attention of the Board because he noted that there may be consumer protection issues that the Board would want to consider.

Mr. Ho asked if there were any other statutes allowing this type of peer review. Mr. Cooknick replied there may be existing or enabling language in other laws, but those did not include the specificity the AIACC wanted to see.

A motion was made by Michael Merino and seconded by Gary McGavin to recommend the Board take no position on AB 2192. The motion passed 7-0.

H. <u>Adjournment</u>

The meeting adjourned at 12:37 p.m.

DRAFT

ENFORCEMENT PROGRAM UPDATE

Attached is the Enforcement Program Update. The report is a synopsis of Board and Enforcement Unit activities and projects of interest to the Regulatory and Enforcement Committee.

Also included in this item is the California Architects Board's 2015-16 Strategic Plan and an overview of Citations Issued and Final and Administrative Actions from April 16, 2014 through April 15, 2015.

ENFORCEMENT PROGRAM UPDATE
April 2014 through March 2015

Architect Consultant Contracts

The California Architects Board's (Board) 2015-16 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to pursue the recruitment of an additional architect consultant to ensure continuity and effectiveness in the Enforcement Program.

The Board currently has a contract with two architect consultants. The consultants were recruited through the Request for Proposal (RFP) process using the "secondary method" to select the most qualified individuals to successfully and effectively carry out the services identified in the RFP. Due to the length of time it takes to complete the RFP process, staff began researching alternatives to contract with an additional consultant per the Strategic Plan objective.

Senate Bill (SB) 541 (Price) (Chapter 339, Statutes of 2011) established Business and Professions Code section (BPC) 40, which streamlines the process for boards and bureaus to contract with expert consultants to provide an expert opinion on enforcement-related matters, and assist as subject matter experts (SME) in examination development, examination validation, or occupational analyses.

The Board currently contracts with SMEs under the provisions in SB 541 to assist in California Supplemental Examination development and occupational analyses. Staff is exploring the use of expert consultant contracts under this same provision for an additional consultant to complement the work of the Board's architect consultants and allow for expediency, flexibility, and succession planning in the Enforcement Unit.

Architect Consultants

Building Official Contact Program:
Between April 2014 and March 2015, the architect consultants responded to a total of 48 telephone and/or email contacts from building officials. These types of contacts generally include discussions regarding the Board's policies and interpretations of the Architects Practice Act (Act), stamp and signature requirements, and scope of architectural practice.

California Building Officials (CALBO):
The 2015 Annual Business Meeting of CALBO was held March 2-5, 2015. This was the 53rd annual meeting of the organization. The Board sponsored a vendor table as part of the Exhibitor's Program, which was staffed by Board Architect Consultants Bob Carter and Barry Williams. There were approximately 340 people representing various building departments throughout the State. The Board had over 20 documented direct contacts. Once again, the CALBO leadership extended a special thank you to the Board for participating and continuing its history of support to the organization. The Board expects at least two formal requests for chapter visitations and an invitation to participate at the County Building Officials Annual Conference in October 2015. In addition, the City of Moreno Valley and the City of Santa Rosa requested a supply of the Board's *Consumer's Guide to Hiring an Architect*.

Education/Information Program:
The architect consultants are the primary sources for responses to technical and/or practice related questions from the public and licensees. Between April 2014 and March 2015, there were a total of 353 telephone and/or email contacts requesting information, advice and/or direction. Licensees requesting clarification of business name requirements or advice on business organization accounted for 197 of the contacts, and other inquiries focused on written contract requirements, stamp and signature requirements, out-of-state licensees seeking to do business in California, and clarification regarding the scope of practice relative to engineering disciplines.

Outreach:
Architect Consultants Bob Carter and Barry Williams were invited by The American Institute of Architects San Diego Chapter to give their "Staying Out of Hot Water" presentation on July 24, 2014. The audience consisted of people from a variety of backgrounds, including licensees, candidates, landscape architects, contractors, and an attorney.

On February 19, 2015, the consultants, together with attorneys William Coggshall and Scott Finch, also gave the presentation to approximately 20 members of The American Institute of Architects East Bay Chapter in Pleasanton. Topics of discussion included common issues leading to complaints, the importance of written design contracts, and business entities used by architects.

Board

Denise Campos was appointed to the Board as a public member by the Senate Rules Committee effective June 30, 2014, and Pasqual Gutierrez was reappointed to the Board by Governor Brown on July 11, 2014.

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

Board Meetings

Since April 2014, the Board met on June 12, 2014 in San Francisco, September 10, 2014 in San Diego, December 10-11, 2014 in Sacramento, and March 12, 2015 in Long Beach. Meetings for the remainder of 2015 are scheduled for June 10 in San Diego; September 10 in San Francisco; and December 10 in Sacramento.

BreEZe

The Department of Consumer Affairs (DCA) is developing a new online program called "BreEZe," which is a web-enabled enterprise system that supports applicant tracking, licensing, renewal, enforcement, monitoring, cashiering, and management capabilities. The program also allows the public to file complaints and search licensee information and access complaint status via the Internet. BreEZe will support DCA's highest priority initiatives of job creation and consumer protection by replacing aging legacy business systems with an integrated software solution that utilizes current technologies to facilitate increased efficiencies for DCA board and bureau licensing and enforcement programs.

BreEZe is being implemented in three releases. Release 1 was implemented on October 9, 2013 and Release 2 is scheduled to be implemented at the end of 2015. The Board is currently part of Release 3.

On November 20, 2014, DCA Director Awet Kidane provided a BreEZe project update to Bureau Chiefs, Board Presidents and Vice Presidents, and Executive Officers. A memorandum summarizing the update was also issued, highlighting two important points: 1) the contractual relationship with Accenture, the current BreEZe vendor, was changing; and 2) implementation of Release 2 was moved from April 2015 to the end of 2015. Mr. Kidane emphasized that Releases 1 and 2 remained on course; after the change in the project is approved in a new Special Project Report, a meeting with programs would be held on February 11, 2015 to provide a cost analysis of the BreEZe project for each program.

DCA still intends to bring the boards and bureaus that were to have been in Release 3 into BreEZe. However, as recommended by the State Auditor, DCA will conduct a cost-benefit analysis for those boards and bureaus after Release 2 is completed. Absent any contrary findings in that analysis, DCA still intends to bring the remaining boards and bureaus into BreEZe, but likely will do so in smaller groups.

Budget

At the September 2, 2013 Board meeting, the Board voted to give the Executive Officer (EO) authority to proceed with a negative Budget Change Proposal (BCP) to reduce its spending authority by $400,000 for fiscal year (FY) 2015/16 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. Based on the Board's fund condition and revenue and expenditure projections, the Budget Office recommended that the negative BCP request a spending authority reduction of $300,000. Per the request of DCA, the Board's BCP was combined with the Landscape Architects Technical Committee's (LATC) proposal and was submitted to the Budget Office on August 6, 2014, then to the Business, Consumer Services and Housing Agency on August 11, 2014. The negative BCP was next 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.

California Supplemental Examination (CSE) Administration

The computer-delivered CSE has been administered to 545 candidates in FY 2014/15 (as of March 31, 2015), of which 319 (59%) passed and 226 (41%) failed. During FY 2013/14, the computer-delivered CSE was administered to 867 candidates, of which 488 (56%) passed, and 379 (44%) failed.

CSE Development and Occupational Analysis (OA)

CSE development is an ongoing process. Examination development is currently being conducted under an Intra-Agency Contract Agreement (IAC) with the Office of Professional Examination Services (OPES) that expires on June 30, 2015. Staff is working with OPES on the development of a new IAC for fiscal year 2015/16.

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 the OA, the required review of the national examination (per BPC 139), and a linkage study between the content of the Architect Registration Examination (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 meetings 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) 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 2014. 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 workshops held in September 2014, and the findings were presented to the Board at its December 10, 2014 meeting.

OPES completed the ARE review and has begun 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.

Communications Committee

Board President, Jon Alan Baker, appointed members to the Communications Committee for 2015 and appointed Sylvia Kwan to serve as Committee Chair. The Strategic Plan was approved by the Board at its March 12, 2015 meeting, which includes the Committee's objectives for 2015-2016. Committee members will be surveyed for tentative meeting dates to begin work on their 2015-2016 Strategic Plan objectives.

Continuing Education (CE) Audit System

Assembly Bill (AB) 1746 (Chapter 240, Statutes of 2010) became effective January 1, 2011 and amended the statutory provisions BPC 5600 and 5600.05 pertaining to the CE requirement for licensees. This bill amended the CE provisions by: 1) requiring an audit of license renewals beginning with the 2013 renewal cycle; 2) adding a citation and disciplinary action provision for licensees who provide false or misleading information; and 3) mandating the Board to provide the Legislature a report on the level of licensee compliance, actions taken for noncompliance, findings of Board audits, and any recommendations for improving the process.

An audit system was developed by the Professional Qualifications Committee (PQC) and approved by the Board on June 14, 2012. The audits of license renewals began in January 2013.

The Licensing Unit has audited at least 3% of the license renewals received each year since 2013 to verify the completion of the CE requirements by licensees. As of March 31, 2015, the Licensing Unit

has audited approximately 654 licensees and found 104 cases where licensees may have provided false and/or misleading information, or experienced difficulties that prevented them from successfully completing CE requirements. The Board's Enforcement Unit has established procedures for processing the audit findings.

Disciplinary Guidelines

The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The REC reviewed recommended updates to the 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 (AIACC) to address a proposed modification to the "Obey All Laws" standard 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 10, 2014 meeting due to the target date established for the Strategic Plan objective.

At its December 10, 2014 meeting, the Board approved the recommended revisions to the *Disciplinary Guidelines* and authorized staff to proceed with the required regulatory change to California Code of Regulations section (CCR) 154 in order to incorporate the revised *Disciplinary Guidelines* by reference.

Enforcement Program Statistics

Statistics	Current Month	Prior Month	Prior Year
	March 2015	February 2015	March 2014
Total Cases Received/Opened**:	31	23	24
Complaints to Outside Expert:	0	0	0
Complaints to DOI:	0	1	0
Complaints Pending DOI:	0	1	1
Complaints Pending AG:	12	12	2
Complaints Pending DA:	1	1	3
Total Cases Closed*:	30	44	15
Total Cases Pending**:	130	126	124
Settlement Cases (§5588) Opened:	1	1	0
Settlement Cases (§5588) Pending:	5	4	6
Settlement Cases (§5588) Closed:	0	3	2
Citations Final:	12	9	1

**Includes citations, disciplinary actions and 30 cases referred to Enforcement Unit as a result of the continuing education coursework audits conducted after license renewal (a total of 104 CE audit 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 FY 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.

Legislation

Assembly Bill (AB) 177 (Bonilla) [Authority: Extension] as introduced on January 26, 2015, extended the Sunset date for the Board for Professional Engineers, Land Surveyors, and Geologists until

January 1, 2020. The bill was amended in the Assembly on March 3, 2015 to also extend the Sunset date for both the Board and LATC. AB 177 will next be heard by the Assembly Committee on Business and Professions.

AB 186 (Maienschein) (Chapter 640, Statutes of 2014) authorizes boards to issue a provisional license to a spouse, domestic partner or other legal companion of an active duty member of the Armed Forces. At its June 13, 2013 meeting, the Board voted to take an "Oppose Unless Amended" position because the bill would have forced the Board to waive the CSE and to request an exemption while noting the Board's existing efforts to address the intent of the legislation. On May 20, 2014, the author's staff contacted the EO to report that the Assemblyman would support the Board's and LATC's request for an exemption. The bill was amended as requested by the Board on June 25, 2014. AB 186 was approved by the Governor on September 27, 2014, and became effective January 1, 2015.

AB 1060 (Bonilla) [Licensure], as introduced, would amend section 491 of the BPC. Existing law authorizes a board within the DCA to suspend or revoke a license on the ground that the licensee has been convicted of a crime substantially related to the qualifications, functions or duties of the business or profession for which the license was issued. As amended, this bill would allow the Board to email the ex-licensee the required provisions of Government Code section 11522 and criteria relating to rehabilitation formulated under section 482 if the Board has an email address on file.

AB 2192 (Melendez), an AIACC-sponsored bill, would have allowed architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review. At its February 2014 meeting, the Board expressed concern about the details of AB 2192, but determined that more time to develop a thorough understanding of the proposed legislation is required; consequently, the Board took no position on AB 2192. The REC was asked to review the bill at its April 24, 2014 meeting and make a recommendation for the Board's consideration. The REC determined that the subject of the bill was outside of the Board's purview and recommended that the Board take no position on the bill. On May 23, 2014, the bill was amended to: 1) add a sunset date (January 1, 2020); 2) modify the type of projects eligible for the program to more closely reflect the "exempt area of practice" in the Architects Practice Act; and 3) limit the authority to establish such programs to three jurisdictions as pilot projects. The Board considered the amendments and the REC's recommendation at its June 12, 2014 meeting and ultimately voted to take an "Oppose Unless Amended" position. One major area of concern for the Board was the bill lacked consumer protection elements that could jeopardize the public health, safety, and welfare. Specifically, the bill did not address the reality that not all architects are experienced in providing plan check services or clarify the accountability of the plan review architect. On June 16, 2014, a letter was sent to Assemblywoman Melendez conveying the Board's position. On June 24, 2014, AIACC notified the Board that a decision was made to drop the bill. On July 15, 2014, Board President Sheran Voigt wrote in response to AIACC's Executive Vice President Paul Welch's letter of June 25, 2014, wherein he expressed "great disappointment" in the Board's position on AB 2192. Ms. Voigt's letter expressed appreciation for Mr. Welch sharing his views.

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 Government and Finance, and Elections and Constitutional Amendments Committees. (Note: This bill will soon have a new author.)

SB 850 (Block) (Chapter 747, Statutes of 2014) was introduced on January 6, 2014, and authorizes community colleges to establish baccalaureate degree pilot programs at campuses to be determined by

the Chancellor of California Community Colleges. SB 850 was approved by the Governor on September 28, 2014, and became effective January 1, 2015.

Mandatory Construction Observation

The Board's 2015-16 Strategic Plan contains an objective assigned to the REC to monitor the AIACC legislation requiring the architect of record to perform mandatory construction observation to promote consumer protection. Staff contacted a representative of AIACC, who indicated that this legislation will not be pursued until 2016.

Newsletter

The next web version of *California Architects*, the Board's newsletter, is scheduled for publication in April 2015.

Professional Qualifications Committee (PQC)

Board President, Jon Alan Baker, appointed members to the PQC for 2015 and appointed Pasqual Gutierrez to serve as Committee Chair. The Strategic Plan was approved by the Board at its March 12, 2015 meeting, which includes the Committee's objectives for 2015-2016. Committee members will be surveyed for meeting dates in July 2015 to begin work on their objectives.

Prosecuting Unlicensed Individuals

The Board's 2014 Strategic Plan contained an objective assigned to the REC to review and explore other opportunities for prosecuting unlicensed individuals, such as infractions. In 2014, staff conferred with DCA legal counsel to explore possible actions the Board may take and discovered that per BPC 146, the Board has the ability to obtain the authority to issue notices to appear (NTAs) to unlicensed individuals. However, to issue an infraction for unlicensed activity, the employee must actually witness the unlawful activity.

At its April 24, 2014 meeting, the REC was advised that pursuing the authority to issue NTAs was not a viable option for the Board to prosecute unlicensed individuals because staff does not witness the violations, and infractions are part of the criminal judicial system, so local District Attorneys must be willing to prosecute the unlicensed individuals. The REC voted to note and file staff's current assessment of the objective and requested that staff pursue this objective further by contacting other DCA boards and architectural boards in other states to determine how those boards address unlicensed activity.

Following the meeting, staff contacted several DCA boards and architectural boards in other states to explore additional options for addressing unlicensed practice. The general consensus from these inquiries is that options for prosecuting unlicensed individuals are limited. Like the Board, other DCA boards and architectural boards in other states have the authority to issue citations with administrative fines and orders of abatement to cease the unlicensed activity.

Strategic Plan

On December 11, 2014, the Board participated in a Strategic Planning session to update its Strategic Plan for 2015-16, which was facilitated by DCA's Strategic Organization, Leadership, and Individual Development (SOLID) team. The Board reviewed and updated 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 Board's 2015-16 Strategic Plan based on the Board's session, and it was approved by the Board at its March 12, 2015 meeting. The Board's 2015-16 Strategic Plan (Attachment 1) contains seven objectives in two goal areas, Practice Standards and Enforcement, that have been assigned to the REC. Four of the objectives (2.3, 3.2, 3.3, and 3.4) are included as agenda items for the April 29, 2015 REC meeting, and the remaining three objectives (2.1, 2.2, and 3.1) will be addressed at a future REC meeting.

Sunset Review

Staff finalized its Sunset Review 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 was held on March 18, 2015, and the Board's written responses to the issues raised by the Legislature were due within 30 days of the hearing.

The Board/LATC's presentation at the hearing received positive feedback from the committees (the Senate and Assembly policy committees met jointly to conduct the hearing). Only two questions were asked regarding: 1) the process for determining content for the CSE; and 2) possible causes for the non-compliance rate on continuing education audits. The Board's responses were satisfactory to the committees and also received positive feedback.

On April 16, 2015, the Board submitted its written responses to the issues identified in the Sunset Review Background Paper to the Assembly Committee on Business and Professions and the Senate Committee on Business, Professions, and Economic Development.

Written Contract (BPC 5536.22)

The Board's 2013 and 2014 Strategic Plans contained an objective assigned to the REC to determine whether a provision concerning "scope of work" should be added to the written contract requirements in BPC 5536.22. In 2013, the REC assigned this objective to a working group comprised of members Phyllis Newton and Gary McGavin. The AIACC was also invited to participate with the working group. The working group met on July 15, 2013 and made a recommendation that the REC consider recommending to the Board that "scope of work" be added to the written contract requirements in BPC 5536.22.

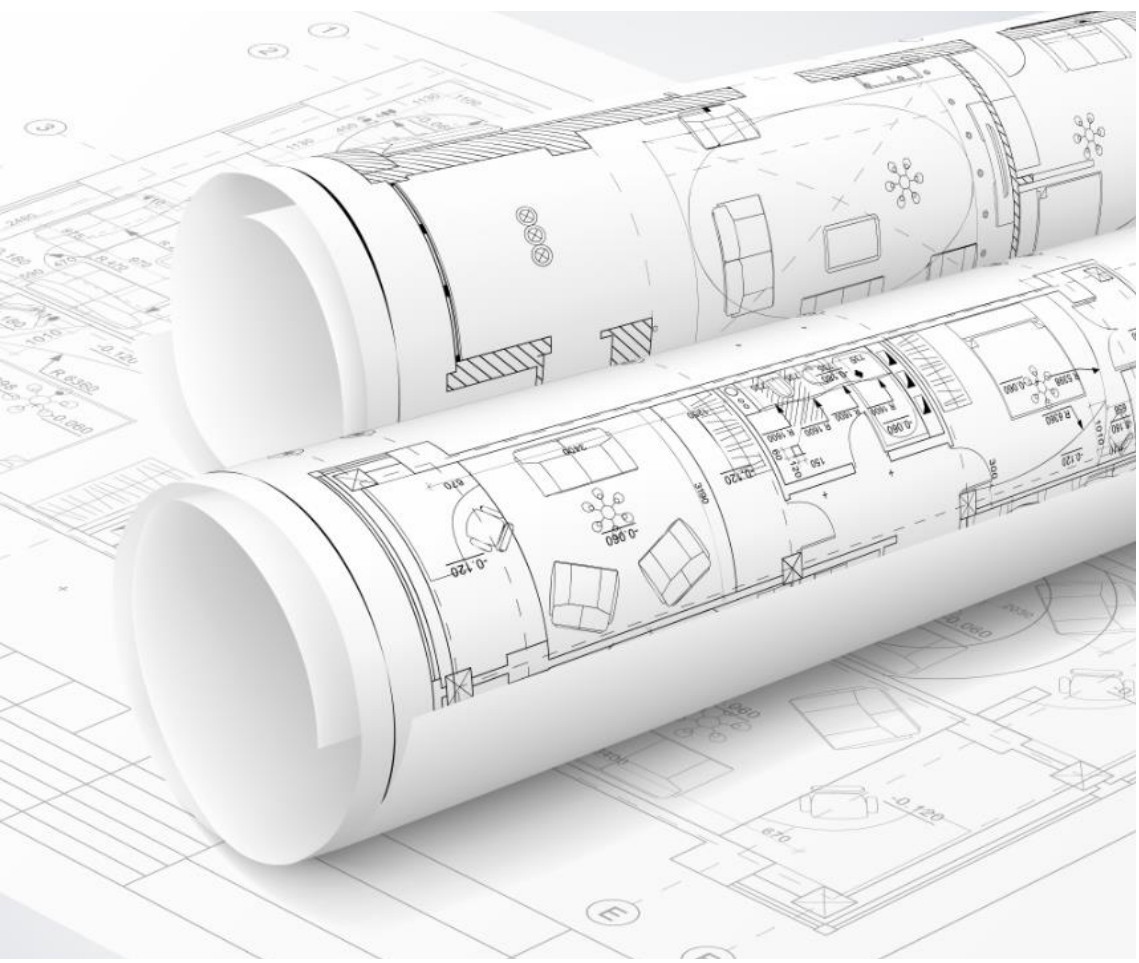
Staff revised the proposed language for BPC 5536.22 and submitted the changes to legal counsel for review on October 21, 2013. Legal counsel made minor edits which were approved by the working group and the REC on April 24, 2014. At its June 12, 2014 meeting, the Board approved the REC's recommendations, and proposed language, to add: 1) a description of the project and address; and 2) a procedure to accommodate contract changes, to the written contract requirements. The Board will pursue legislation in 2016 to amend BPC 5536.22 to include these proposed additional written contract provisions.

Department of Consumer Affairs

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

2015–2016



Strategic Plan

Approved: March 12, 2015

Table of Contents

BOARD MEMBERS 1

MESSAGE FROM THE BOARD PRESIDENT 2

ABOUT THE CALIFORNIA ARCHITECTS BOARD 3

HOW THE BOARD ACHIEVES ITS MISSION 4

2014 BOARD ACCOMPLISHMENTS 5

MISSION, VISION, & VALUES 6

STRATEGIC GOALS 7

GOAL 1: PROFESSIONAL QUALIFICATIONS 8

GOAL 2: PRACTICE STANDARDS 9

GOAL 3: ENFORCEMENT 10

GOAL 4: PUBLIC AND PROFESSIONAL AWARENESS 11

GOAL 5: ORGANIZATIONAL RELATIONSHIPS 12

GOAL 6: ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE 13

STRATEGIC PLANNING PROCESS 14

APPENDIX A: ORGANIZATIONAL STRUCTURE 15

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.

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.

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.

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

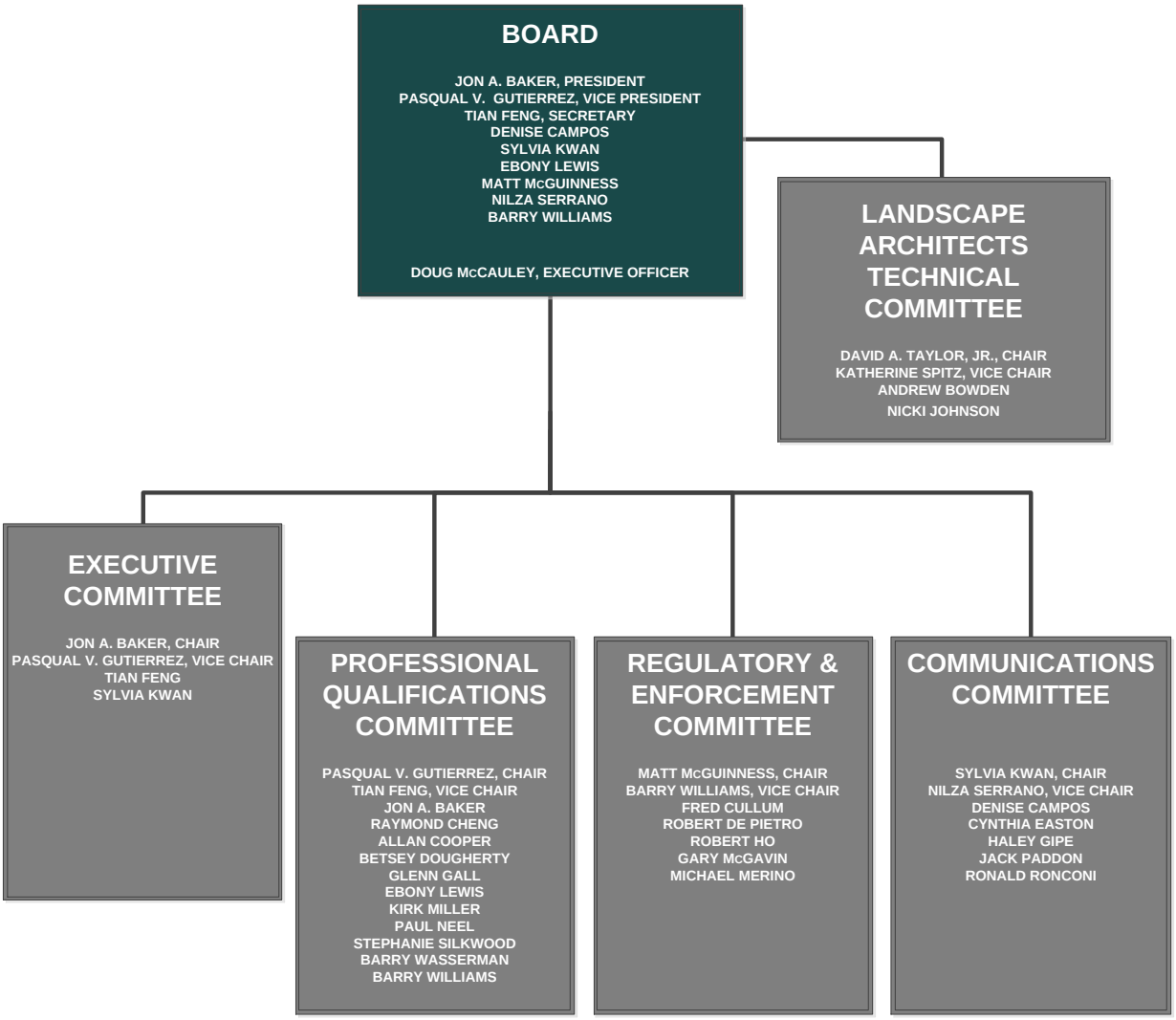
To understand the environment in which the Board operates and identify factors that could impact the Board's success, the California Department of Consumer Affairs' SOLID unit conducted an environmental scan by collecting information through the following methods:

- 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

CITATIONS ISSUED AND FINAL

April 16, 2014 – April 15, 2015

Laurence Allen (Sherman Oaks)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Laurence Allen, architect license number C-13120, for an alleged violation of Business and Professions Code section (BPC) 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Allen certified false or misleading information on his 2013 Licensure Renewal Application. Allen paid the fine, satisfying the citation. The citation became final on February 12, 2015.
Alex Barajas (San Diego)	BPC section 5537.1 – Exemptions; Structural Engineer The Board issued a one-count administrative citation that included a $2,000 fine to Alex Barajas, an unlicensed individual, for alleged violations of BPC 5537.1 (Exemptions; Structural Engineer). The action alleged that Barajas, a registered civil engineer who has been authorized to use the title structural engineer, executed written proposals to provide a professional stamp for Building Department permitting approvals for projects located in Manhattan Beach and Hermosa Beach, California, where Barajas is identified as the Structural Engineer and "Architect of Record." The citation became final on February 26, 2015.
Peter Maxwell Berchtold (Placerville)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Peter Maxwell Berchtold, architect license number C-25257, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Berchtold certified false or misleading information on his 2013 Licensure Renewal Application. Berchtold paid the fine, satisfying the citation. The citation became final on March 10, 2015.

Todd Alexander Calish (Laguna Niguel)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Todd Alexander Calish, architect license number C-12773, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Calish certified false or misleading information on his 2013 Licensure Renewal Application. Calish paid the fine, satisfying the citation. The citation became final on February 19, 2015.
Larry Lee Cannon (Larkspur)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a two-count administrative citation that included a $2,000 fine to Larry Lee Cannon, architect license number C-5648, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that while Respondent's license was expired, Cannon executed an agreement with the Town of Los Gatos to provide "architectural" consulting services for evaluation of development proposals and subsequently prepared a Peer Review Report for a project located in Los Gatos, California. Cannon's company letterhead on the cover of the Peer Review Report contained the word "Architecture" as a description of the services he provides. Cannon's license expired on July 31, 2011 and was not renewed until December 27, 2013. Cannon paid the fine, satisfying the citation. The citation became final on September 8, 2014.
Meng Lee Chin (Los Angeles)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a three-count administrative citation that included a $6,000 fine to Meng Lee Chin, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Chin has a website, "Mengdynasty.com," which advertises "Your One Stop for Architecture & Landscape Design." The website contains a page entitled "*Creative Designs*" and lists Meng Design International" "Architecture | Interior | Landscape." Another website for Chin located at "mengdesignintl.wix.com/la" advertises Interior | Architecture | Landscape." The website states that Chin is an "Interior Architectect/(sic) Designer," and contains pages which offer

"Architectural Design" and "Interior Architecture Design Services." Chin is a member of "The Artist Conglomerate" located on the Internet at meetup.com/TheArtistConglomerate. The listing under the heading *"Introduction"* states *"*MENG DYNASTY*"* "Architecture | Interior | Landscape…" The citation became final on January 21, 2015.

Cameron Crockett
(Long Beach)

BPC section 5536.22(a)(1), (3) and (4) – Written Contract

The Board issued a one-count administrative citation that included a $1,000 fine to Cameron Crockett, architect license number C-31503, for alleged violations of BPC 5536.22(a)(1), (3) and (4) (Written Contract). The action alleged that Crockett executed an AIA Standard Form of Agreement with his client to provide extensive interior and exterior remodel of a residence located in Rossmoor, California. The agreement did not include a description of services to be provided by the architect to the client, the license number of the architect, and a description of the procedure that the architect and the client would use to accommodate additional services. The agreement also included the incorrect first name and address of the client and the project site. Crockett paid the fine, satisfying the citation. The citation became final on November 25, 2014.

Patrick Richard Crosgrove
(New York, NY)

BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements

The Board issued a one-count administrative citation that included a $500 fine to Patrick Richard Crosgrove, architect license number C-19975, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Crosgrove certified false or misleading information on his 2013 Licensure Renewal Application. Crosgrove paid the fine, satisfying the citation. The citation became final on February 19, 2015.

Bernard Castillo Feig
(La Verne)

BPC section 5536.22(a) – Written Contract
CCR section 160(f)(1) – Rules of Professional Conduct

The Board issued a two-count administrative citation that included a $1,000 fine to Bernard Castillo Feig, architect license number C-11006, for alleged violations of BPC 5536.22(a) (Written Contract) and California Code of Regulations section (CCR) 160(f)(1) (Rules of Professional Conduct). The action alleged that Feig failed to execute a

written contract prior to commencing professional services and he did not obtain written consent from the client to materially alter the scope or objective of the project. Feig paid the fine, satisfying the citation. The citation became final on January 28, 2015.

Kristi W. Hanson (Palm Desert)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Kristi W. Hanson, architect license number C-24847, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Hanson certified false or misleading information on her 2013 Licensure Renewal Application. Hanson paid the fine, satisfying the citation. The citation became final on April 7, 2015.
Sady S. Hayashida (Berkeley)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Sady S. Hayashida, architect license number C-7908, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Hayashida certified false or misleading information on his 2013 Licensure Renewal Application. Hayashida paid the fine, satisfying the citation. The citation became final on February 19, 2015.
David Vargas Hernandez (San Jose)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to David Vargas Hernandez, architect license number C-24801, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Hernandez certified false or misleading information on his 2013 Licensure Renewal Application. Hernandez paid the fine, satisfying the citation. The citation became final on March 2, 2015.

Rick Hernandez (Fontana)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a two-count administrative citation that included a $3,000 fine to Rick Hernandez, dba Riteck Drafting Services, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Hernandez executed a written "AGREEMENT/CONTRACT" with a client to provide construction plans for a project in Los Angeles. The agreement stated "*Riteck Drafting Services; to start production of architectural Construction plans."* It also stated "*This agreement INCLUDES "Architectural Set of Plans, Only."* and *"Also, will include all basic architectural plans set city/county plan check revisions until project approval."* The project is not a building described in BPC 5537(a) as an exempt building and required a licensed design professional for preparation of plans, drawings, or specifications. The citation became final on April 23, 2014.
Todd Christopher Jersey (Berkeley)	BPC section 5536.22(a) – Written Contract The Board issued a one-count administrative citation that included a $500 fine to Todd Christopher Jersey, architect license number C-23142, for an alleged violation of BPC 5536.22(a) (Written Contract). The action alleged that Jersey provided a written contract to his client to provide architectural services to remodel an existing single story residence into a home/studio. He performed schematic design services for this project and was paid approximately $16,310 by the client. Jersey failed to have the client execute the contract prior to commencing work. Jersey paid the fine, satisfying the citation. The citation became final on May 30, 2014.
Marc Farias Jones (Mariposa)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect BPC 5536.1(c) – Unauthorized Practice The Board issued a two-count administrative citation that included a $2,000 fine to Marc Farias Jones, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) Unauthorized Practice). The action alleged that Jones and his company, Western Drafting & Design Co., contracted to provide Preliminary Construction Documentation-Bid Set Plans for a new hardware store project located in Mariposa, California. Jones subsequently prepared drawings for project. The project did not

satisfy the criteria for an exempt project type as defined in BPC 5537(a) and required a licensed design professional for preparation of plans, drawings, or specifications. The citation became final on April 7, 2015.

John Krukar
(Modesto)

BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements

The Board issued a one-count administrative citation that included a $500 fine to John Krukar, architect license number C-28160, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Krukar certified false or misleading information on his 2013 Licensure Renewal Application. Krukar paid the fine, satisfying the citation. The citation became final on April 10, 2015.

Rand Kruse
(Newport Beach)

BPC section 5536(a) – Practice Without License or Holding Self Out as Architect
CCR 134 – Use of the Term Architect

The Board issued a one-count administrative citation that included a $4,000 fine to Rand Kruse, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect) and CCR 134(a) (Use of the Term Architect). The action alleged that Kruse's company displayed a business advertisement sign next to a construction site. The advertisement sign contained Kruse's business name, Rand Kruse Architecture + Interiors. Kruse's company website rkaandi.com used a business name that included as part of its title the term "Architecture." Kruse's company website also contained the Meta description tag keywords, "architecht," "architecture," and "architect." Board records failed to reveal that there is a Business Entity Report Form on file by a licensee as required by BPC 5558 for said company indicating that there is a licensed architect in management control of professional services that are offered and provided by Kruse's company, Rand Kruse Architecture + Interiors. The citation became final on March 10, 2015.

John Steven Lien
(Los Gatos)

BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements

The Board issued a one-count administrative citation that included a $500 fine to John Steven Lien, architect license number C-9639, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process;

Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Lien certified false or misleading information on his 2013 Licensure Renewal Application. Lien paid the fine, satisfying the citation. The citation became final on March 4, 2015.

Vina Lustado (Ojai)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a one-count administrative citation that included a $2,500 fine to Vina Lustado, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Lustado was identified as an "Architect" and/or "Architectural Designer" on the websites pinterest.com, plus.google.com, tumblr.com, paloaltoonline.com, emergingstars.com and angieslist.com. Lustado's company website, solhausdesign.com, used the word "Architectural" as a Meta description tag keyword. Lustado's company, Sol Haus Design was also identified as an "Architecture Design firm" on the websites wevonline.org and smallandtinyhomeideas.com. The website linkedin.com showed "Architecture" under Lustado's "Skills & Expertise." In addition, the website, manta.com lists "architectural" as a service Lustado provides. On April 29, 2011, the Board previously advised Lustado that an unlicensed individual in California cannot use the terms "Architect," "Architecture" or "Architectural" to describe services offered, or as a title or identity. The citation became final on November 24, 2014.
Brooks M. McDonald (Sausalito)	BPC section 5600.05(a)(1) and (b) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Brooks Mitchell McDonald, architect license number C-33087, for alleged violations of BPC 5600.05(a)(1) and (b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that McDonald certified false or misleading information on his 2013 Licensure Renewal Application, he failed to maintain records of completion of the required coursework for two years from the date of license renewal, and he failed to make those records available to the Board for auditing upon request. McDonald paid the fine, satisfying the citation. The citation became final on April 8, 2015.

Gary McKelvey (Clovis)	CCR section 160(b)(2) – Rules of Professional Conduct The Board issued a one-count administrative citation that included a $500 fine to Gary McKelvey, architect license number C-23442, for an alleged violation of CCR 160(b)(2) (Rules of Professional Conduct). The action alleged that McKelvey failed to respond to the Board's requests for information within 30 days in regards to an investigation. The citation became final on February 26, 2015.
Tania Miclea (Los Angeles)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Tania Miclea, architect license number C-17423, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Miclea certified false or misleading information on her 2013 Licensure Renewal Application. Miclea paid the fine, satisfying the citation. The citation became final on March 17, 2015.
Rajesh Narayanan (Alpine)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a one-count administrative citation that included a $2,500 fine to Rajesh Narayanan, an unlicensed individual, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that on or about February 14, 2014 through January 2, 2015, the weekly newspaper, *The Coast News* contained an advertisement for Narayanan wherein he offered "Architectural" Designs as a service he provides. On January 10, 2014, the Board previously advised Narayanan of the laws regulating the practice of architecture and that any future complaints of a similar nature, if substantiated, will be pursued to the full extent of the law and can result in the issuance of an administrative citation with civil penalties. The citation became final on March 30, 2015.
Greg Niemczyk (Rancho Santa Margarita)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a three-count administrative citation that included a $3,000 fine to Greg Niemczyk, an unlicensed individual, for alleged

violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Niemczyk executed a written proposal to provide "Architectural Drawings" for project located in Corona, California. Niemczyk also prepared drawings for a project located in San Diego, with a title block which stated "Architectural Design Services," and "Drawn By: GN." A review of Niemczyk's website revealed that his firm name was "Architectural Design Services." On May 28, 2010, the Board previously advised Niemczyk that he could not use the term "architectural" in his business name, "Architectural Design Services." The citation became final on September 30, 2014.

Nicholas H. Peckham (Columbia, MO)

BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements

The Board issued a one-count administrative citation that included a $500 fine to Nicholas H. Peckham, architect license number C-19634, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Peckham certified false or misleading information on his 2013 Licensure Renewal Application. Peckham paid the fine, satisfying the citation. The citation became final on March 4, 2015.

Nick Hung Pham (Los Angeles)

BPC section 5536(a) – Practice Without License or Holding Self Out as Architect

The Board issued a two-count administrative citation that included a $4,000 fine to Nick Hung Pham, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Pham executed two proposals to provide "Architectural" and Engineering Services for City Building Plan Approval and Permit for a tenant improvement project located in Santa Monica, California. The citation became final on March 30, 2015.

Louis Fabian Romero (Newhall)

BPC section 5536(a) – Practice Without License or Holding Self Out as Architect

The Board issued a one-count administrative citation that included a $1,500 fine to Louis Fabian Romero, an unlicensed individual, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Romero executed a Home Improvement Contract to provide "Architectural" drawings for

the remodel of a single-family residence project located in Arleta, California. Romero paid the fine, satisfying the citation. The citation became final on April 7, 2015.

Conrad Sanchez (Modesto)	BPC section 5536(a) – Practice Without License or Holding Self Out a Architect The Board issued a one-count administrative citation that included a $1,000 fine to Conrad Sanchez, dba Conrad Sanchez Design Group, an unlicensed individual, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Sanchez's company website, conraddesigngroup.com, on the Internet included the term *"architectural detail"* in describing the services that his company provided. Sanchez's website also stated that they are *"capable of handling commercial projects of any scope."* A commercial project is not a building described in BPC 5537(a) or 5538 as an exempt building and required a licensed design professional for preparation of plans, drawings, or specifications. Sanchez paid the fine, satisfying the citation. The citation became final on June 24, 2014.
Conrad Sanchez (Modesto)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a one-count administrative citation that included a $2,000 fine to Conrad Sanchez, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Sanchez executed a written agreement to provide revised conceptual design services and a final development plan for a proposed mixed-use project which included an assisted living and memory care facility, office/retail/apartments, seven-story hotel/restaurant, and underground parking on property located in Modesto, California. The project did not satisfy the criteria for an exempt project type as defined in BPC 5537(a) and required a licensed design professional for preparation of plans, drawings, or specifications. The citation became final on February 26, 2015.
Eric Michael Sandoval (Corvallis, OR)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements The Board issued a one-count administrative citation that included a $500 fine to Eric Michael Sandoval, architect license number C-20095, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on

Disability Access Requirements). The action alleged that Sandoval certified false or misleading information on his 2013 Licensure Renewal Application. Sandoval paid the fine, satisfying the citation. The citation became final on February 12, 2015.

Blake Shelters (Taylorsville)

BPC section 5536.22(a) – Written Contract

The Board issued a one-count administrative citation that included a $500 fine to Blake Shelters, architect license number C-11101, for an alleged violation of BPC 5536.22(a) (Written Contract). The action alleged that Shelters failed to execute a written contract prior to commencing professional services for a project located in Chester, California. Shelters paid the fine, satisfying the citation. The citation became final on April 7, 2015.

Tony Solis (Fullerton)

BPC section 5536(a) – Practice Without License or Holding Self Out as Architect

The Board issued a one-count administrative citation that included a $2,000 fine to Tony Solis, dba Solis Architecture & Design, LLC, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that the Internet revealed Solis' company, Solis Architecture & Design, LLC, is listed on the California Secretary of State website, kepler.sos.ca.gov, and the websites, wysk.com, facebook.com and bizapedia.com, as a business entity. On December 21, 2009, the Board previously advised Solis that an unlicensed individual in California cannot use a business name that includes as part of its title or description of services "Architect," "Architecture" or "Architectural" or any abbreviations or confusingly similar variations thereof. The citation became final on July 15, 2014.

Jonathan Starr (Hermosa Beach)

BPC section 5536(a) – Practice Without License or Holding Self Out as Architect

The Board issued a two-count administrative citation that included a $4,000 fine to Jonathan Starr, dba Starr Design Group, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Starr executed an agreement offering to provide design services for a new three story over basement single-family residence located in Manhattan Beach, California. Starr also executed an agreement offering to provide design services for a new three story over basement single-family

residence with attached two-car garage and roof deck located in Hermosa Beach, California. The projects did not satisfy the criteria for an exempt project type as defined in BPC 5537(a) and required a licensed design professional for preparation of plans, drawings, or specifications. Starr paid the fine, satisfying the citation. The citation became final on July 29, 2014.

Mark Trotter (Manhattan Beach)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect BPC 5536.1(c) – Unauthorized Practice The Board issued a seven-count administrative citation that included a $7,000 fine to Mark Trotter, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) (Unauthorized Practice). The action alleged that Trotter executed three agreements offering to provide building design services for three-story residences, located in Manhattan Beach, California. Trotter also prepared plans for two of the residential projects. In addition, Trotter executed agreements offering to provide building design services for a three-story townhouse and a three-story condominium, located in Hermosa Beach, California. These building types do not fall within the definition described in BPC 5537(a) and 5538 as an exempt building and required a licensed design professional for preparation of plans, drawings, or specifications. Trotter paid the fine, satisfying the citation. The citation became final on March 25, 2015.
Roger Phillip Utt (San Diego)	BPC section 5536(a) – Practice Without License or Holding Self Out as Architect The Board issued a one-count administrative citation that included a $2,500 fine to Roger Phillip Utt, an unlicensed individual, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Utt executed a contract to provide consultation, design, construction documents and drawings to obtain a building permit for a project located in San Diego, California. Utt's contract and personal check identified himself as an "architect" indicating to the public he was qualified to engage in the practice of architecture. The citation became final on October 23, 2014.
Ernesto Valentino (Whittier)	BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements

The Board issued a one-count administrative citation that included a $500 fine to Ernesto Valentino, architect license number C-14463, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Valentino certified false or misleading information on his 2013 Licensure Renewal Application. The citation became final on March 4, 2015.

Carison C. Wade
(Oakland)

BPC section 5558 – Business Entity Report
BPC section 5584 – Willful Misconduct
CCR section 160(b)(2) – Rules of Professional Conduct

The Board issued a three-count administrative citation that included a $2,000 fine to Carison C. Wade, architect license number C-20004, for alleged violations of BPC 5558 (Business Entity Report) and 5584 (Willful Misconduct) and CCR section 160(b)(2) (Rules of Professional Conduct). The action alleged that Wade was paid for inspection services by the U.S. Department of Housing and Urban Development but failed to pay his contracted Consultant, licensed in Hawaii, for inspection services; failed to respond to the Board's requests for information within 30 days in regards to an investigation, and failed to provide the Board with his current name and address of the entity through which he provides architectural services. The citation became final on February 26, 2015.

Jeffrey Scott Will
(Phoenix, AZ)

BPC section 5600.05(a)(1) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Requirements

The Board issued a one-count administrative citation that included a $500 fine to Jeffrey Scott Will, architect license number C-22394, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Will certified false or misleading information on his 2013 Licensure Renewal Application. The citation became final on March 4, 2015.

Bryan Winters
(Hermosa Beach)

BPC section 5536(a) – Practice Without License or Holding Self Out as Architect

The Board issued a one-count administrative citation that included a $1,000 fine to Bryan Winters, dba Ar5, +inc., an unlicensed individual, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Winters

executed a written agreement with a client to provide a complete design of a new single-family residence, with an attached two car garage, to be located in Manhattan Beach. The City of Manhattan Beach determined that the project was a three story building. The project is not a building described in BPC 5537(a) as an exempt building and required a licensed design professional for preparation of plans, drawings, or specifications. Winters paid the fine, satisfying the citation. The citation became final on May 5, 2014.

ADMINISTRATIVE ACTION

JEFFREY WALTER RICHARDSON (Mountain View) Effective January 21, 2015, Jeffrey Walter Richardson's architect license number C-29033, was revoked; however, revocation was stayed, his license was suspended for 90 days, and he was placed on probation for five years with specific terms and conditions, including reimbursing the Board $3,112.50 for its investigative and prosecution costs. The action came after a stipulated settlement was negotiated and adopted by the Board.

An Accusation was filed against Richardson for alleged violations of Business and Professions Code section 5577 (Conviction of Certain Crimes; Record; Evidence; Procedure). The Accusation alleged that Richardson was convicted of violating the following: Vehicle Code sections 23153(b) (Driving with a Blood Alcohol of 0.08% or More and Causing Injury) and 20002(a)(2) (Hit and Run Driving Causing Property Damage); and Penal Code sections 273a (Causing or Permitting a Child to Suffer or Inflicting Pain or Suffering on a Child) and 647(i) (Prowling and Peeking).

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO REVIEW THE BOARD'S OCCUPATIONAL ANALYSIS OF THE ARCHITECT PROFESSION TO IDENTIFY MARKETPLACE TRENDS THAT IMPACT CONSUMER PROTECTION

The California Architects Board's 2015-16 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to review the Board's Occupational Analysis (OA) of the architect profession to identify marketplace trends that impact consumer protection.

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

At its February 26, 2014 meeting, the Board approved an Intra-Agency Contract (IAC) agreement with the Office of Professional Examination Services (OPES) to conduct a new OA. Throughout March 2014, OPES conducted four focus group meetings as part of its preparation for developing the OA survey. Three of the focus group meetings involved building officials, engineers, land surveyors, landscape architects, and contractors. Another focus group meeting involved architects and was conducted over two days. OPES analyzed the input provided by the focus group participants and in April 2014, interviews with architect subject matter experts (SMEs) were conducted in order to develop a preliminary list of job tasks and their requisite knowledge. The preliminary list of tasks and knowledge were reviewed and further developed in May 2014 using two additional focus groups of SMEs. The final list of task and knowledge statements was then used to construct the OA survey.

In June 2014, OPES constructed and distributed a pilot OA survey for review by selected SMEs (jointly determined by OPES and Board staff). The final web-based survey was distributed via email to a sample of over 8,900 licensees in early July; the licensees had until July 18, 2014 to complete the survey. Approximately 1,500 licensees responded to the survey; the responses were reviewed by OPES and subsequently analyzed by SMEs during workshops held in September 2014. OPES prepared the Occupational Analysis of the Architect Profession (Attachment) and provided the Board with a presentation detailing the results of the OA at its December 10, 2014 meeting.

The REC is asked to discuss the objective and consider designating the review of the Board's OA of the architect profession to a working group.

Additionally, staff will consult with OPES regarding the best approach to review and analyze the OA for marketplace trends, and will assist the working group in preparing a recommendation for the REC's consideration at its next meeting.

Attachment:
The Board's Occupational Analysis of the Architect Profession, November 2014

CALIFORNIA ARCHITECTS BOARD

OCCUPATIONAL ANALYSIS OF THE

ARCHITECT PROFESSION

OFFICE OF PROFESSIONAL EXAMINATION SERVICES

STATE OF CALIFORNIA

dca

DEPARTMENT OF CONSUMER AFFAIRS

CALIFORNIA ARCHITECTS BOARD

OCCUPATIONAL ANALYSIS OF THE ARCHITECT PROFESSION

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

NOVEMBER 2014

Heidi Lincer-Hill, Ph.D., Chief

Raul Villanueva, M.A., Personnel Selection Consultant

PROFESSIONAL EXAMINATION SERVICES

EXECUTIVE SUMMARY

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

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

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

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

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

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

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

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

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

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

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

OVERVIEW OF THE ARCHITECT CSE EXAMINATION OUTLINE

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

TABLE OF CONTENTS

EXECUTIVE SUMMARY i
LIST OF TABLES v
LIST OF FIGURES vii
LIST OF APPENDICES viii
CHAPTER 1. INTRODUCTION 1
PURPOSE OF THE OCCUPATIONAL ANALYSIS 1
CONTENT VALIDATION STRATEGY 1
UTILIZATION OF SUBJECT MATTER EXPERTS 1
ADHERENCE TO LEGAL STANDARDS AND GUIDELINES 2
DESCRIPTION OF OCCUPATION 2
CHAPTER 2. OCCUPATIONAL ANALYSIS QUESTIONNAIRE 3
STAKEHOLDER AND PRACTITIONER FOCUS GROUPS 3
SUBJECT MATTER EXPERT INTERVIEWS 3
TASK AND KNOWLEDGE STATEMENTS 3
QUESTIONNAIRE DEVELOPMENT 4
PILOT STUDY 4
CHAPTER 3. RESPONSE RATE AND DEMOGRAPHICS 5
SAMPLING STRATEGY AND RESPONSE RATE 5
DEMOGRAPHIC SUMMARY 5
CHAPTER 4. DATA ANALYSIS AND RESULTS 25
RELIABILITY OF RATINGS 25
TASK CRITICAL VALUES 26
KNOWLEDGE IMPORTANCE VALUES 27
CHAPTER 5. EXAMINATION PLAN 28
CALIFORNIA-SPECIFIC PRACTICE 28
CONTENT AREAS AND WEIGHTS 29
CHAPTER 6. CONCLUSION 42

LIST OF TABLES

TABLE 1 – NUMBER OF YEARS LICENSED AND PRACTICING IN CALIFORNIA AS AN ARCHITECT 7
TABLE 2 – YEARS WORKED IN ARCHITECTURE BEFORE OBTAINING CALIFORNIA LICENSE 8
TABLE 3 – HIGHEST LEVEL OF EDUCATION 9
TABLE 4 – PRIMARY WORK SETTING 10
TABLE 5 – NUMBER OF HOURS WORKED PER WEEK 11
TABLE 6 – NUMBER OF EMPLOYEES OTHER THAN ARCHITECTS IN ORGANIZATION 12
TABLE 7 – NUMBER OF OTHER LICENSED ARCHITECTS IN ORGANIZATION 13
TABLE 8 – PROJECT TYPES CONSIDERED AN AREA OF SPECIALTY BY RESPONDENTS 14
TABLE 9 – OTHER STATE LICENSES POSSESSED 15
TABLE 10 – OTHER CERTIFICATES POSSESSED 16
TABLE 11 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST FIVE YEARS 17
TABLE 12 – PERCENTAGE OF TIME SPENT ON PRINCIPAL WORK TASKS 18
TABLE 13 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC CONSTRUCTION CONTRACT ARRANGEMENTS LAST FIVE YEARS 19
TABLE 14 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC PROJECT DELIVERY METHODS LAST FIVE YEARS 20
TABLE 15 – PERCENTAGE OF INFORMATION EXCHANGE USING ELECTRONIC DOCUMENTS 21
TABLE 16 – PERCENTAGE OF DESIGN TEAM CONSULTANTS, PROJECTS, AND CLIENTS USING BIM LAST FIVE YEARS 22
TABLE 17 – CAPACITY IN WHICH ARCHITECT'S FIRM PERFORMS BIM FOR CONSULTANTS 23
TABLE 18 – RESPONDENTS BY REGION 24
TABLE 19 – TASK SCALE RELIABILITY 25

TABLE 20 – KNOWLEDGE SCALE RELIABILITY 26
TABLE 21 – CONTENT AREA WEIGHTS 29
TABLE 22 – CONTENT OUTLINE: ARCHITECT CALIFORNIA SUPPLEMENTAL EXAMINATION 30

LIST OF FIGURES

FIGURE 1 – NUMBER OF YEARS LICENSED AND PRACTICING IN CALIFORNIA AS AN ARCHITECT 7
FIGURE 2 – YEARS WORKED IN ARCHITECTURE BEFORE OBTAINING CALIFORNIA LICENSE 8
FIGURE 3 – HIGHEST LEVEL OF EDUCATION 9
FIGURE 4 – PRIMARY WORK SETTING 10
FIGURE 5 – NUMBER OF HOURS WORKED PER WEEK 11
FIGURE 6 – NUMBER OF EMPLOYEES OTHER THAN ARCHITECTS IN ORGANIZATION 12
FIGURE 7 – NUMBER OF OTHER LICENSED ARCHITECTS IN ORGANIZATION 13
FIGURE 8 – PROJECT TYPES CONSIDERED AN AREA OF SPECIALTY BY RESPONDENTS 14
FIGURE 9 – OTHER STATE LICENSES POSSESSED 15
FIGURE 10 – OTHER CERTIFICATES POSSESSED 16
FIGURE 11 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST FIVE YEARS 17
FIGURE 12 – PERCENTAGE OF TIME SPENT ON PRINCIPAL WORK TASKS 18
FIGURE 13 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC CONSTRUCTION CONTRACT ARRANGEMENTS LAST FIVE YEARS ..19
FIGURE 14 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC PROJECT DELIVERY METHODS LAST FIVE YEARS 20
FIGURE 15 – PERCENTAGE OF INFORMATION EXCHANGE USING ELECTRONIC DOCUMENTS 21
FIGURE 16 – PERCENTAGE OF DESIGN TEAM CONSULTANTS, PROJECTS, AND CLIENTS USING BIM LAST FIVE YEARS 22
FIGURE 17– CAPACITY IN WHICH ARCHITECT'S FIRM PERFORMS BIM FOR CONSULTANTS 23

LIST OF APPENDICES

APPENDIX A. RESPONDENTS BY REGION 43

APPENDIX B. CRITICALITY INDICES FOR ALL TASKS 46

APPENDIX C. KNOWLEDGE IMPORTANCE RATINGS 51

APPENDIX D. ARCHITECT DESCRIPTION OF PRACTICE 57

APPENDIX E. EMAIL TO PRACTITIONERS 67

APPENDIX F. QUESTIONNAIRE 69

CHAPTER 1. INTRODUCTION

PURPOSE OF THE OCCUPATIONAL ANALYSIS

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

CONTENT VALIDATION STRATEGY

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

UTILIZATION OF SUBJECT MATTER EXPERTS

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

ADHERENCE TO LEGAL STANDARDS AND GUIDELINES

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

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

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

DESCRIPTION OF OCCUPATION

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

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

CHAPTER 2. OCCUPATIONAL ANALYSIS QUESTIONNAIRE

STAKEHOLDER AND PRACTITIONER FOCUS GROUPS

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

SUBJECT MATTER EXPERT INTERVIEWS

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

TASK AND KNOWLEDGE STATEMENTS

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

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

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

QUESTIONNAIRE DEVELOPMENT

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

PILOT STUDY

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

CHAPTER 3. RESPONSE RATE AND DEMOGRAPHICS

SAMPLING STRATEGY AND RESPONSE RATE

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

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

DEMOGRAPHIC SUMMARY

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

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

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

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

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

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

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

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

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

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

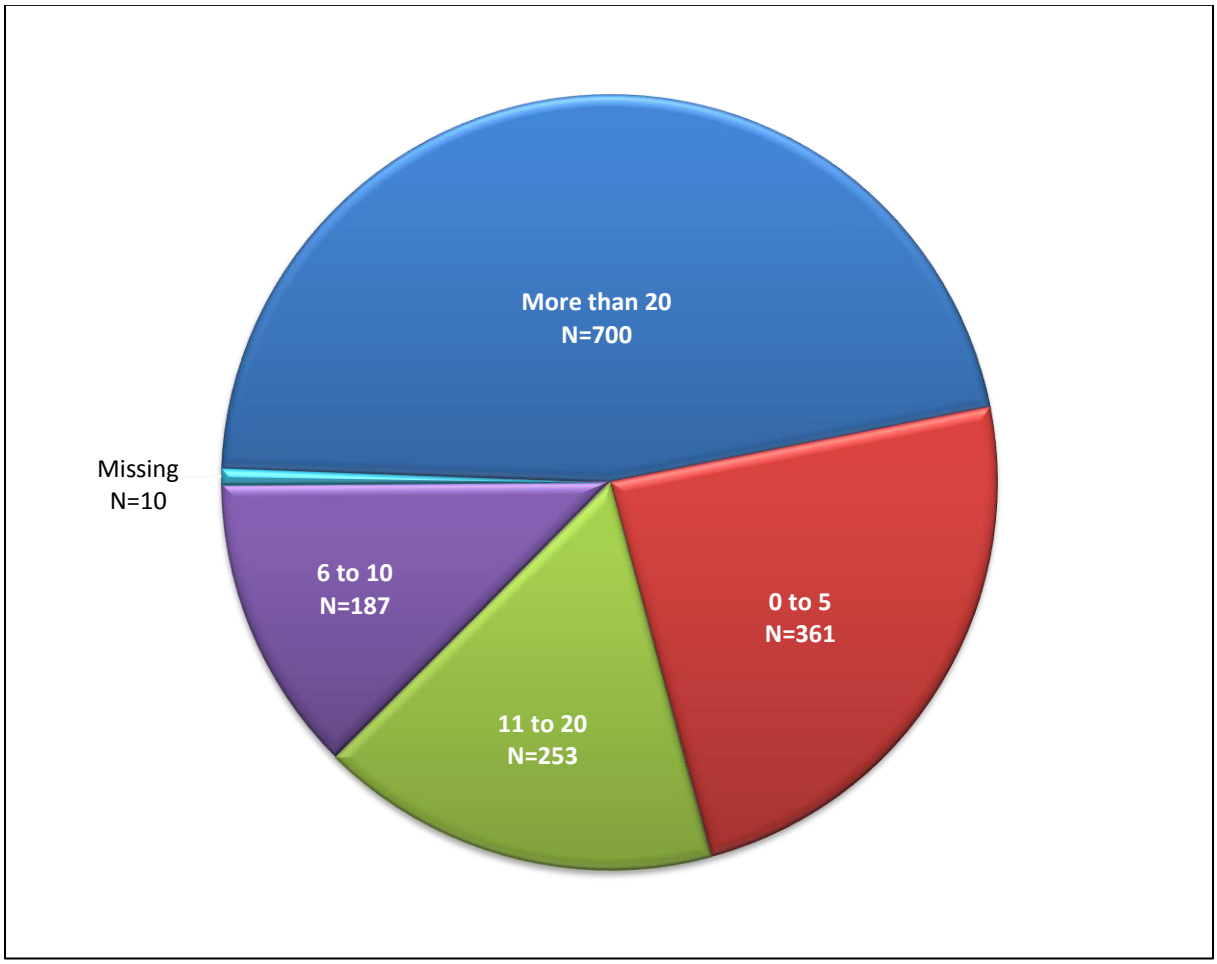


TABLE 2 – YEARS WORKED IN ARCHITECTURE BEFORE OBTAINING CALIFORNIA LICENSE

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

FIGURE 2 – YEARS WORKED IN ARCHITECTURE BEFORE OBTAINING CALIFORNIA LICENSE

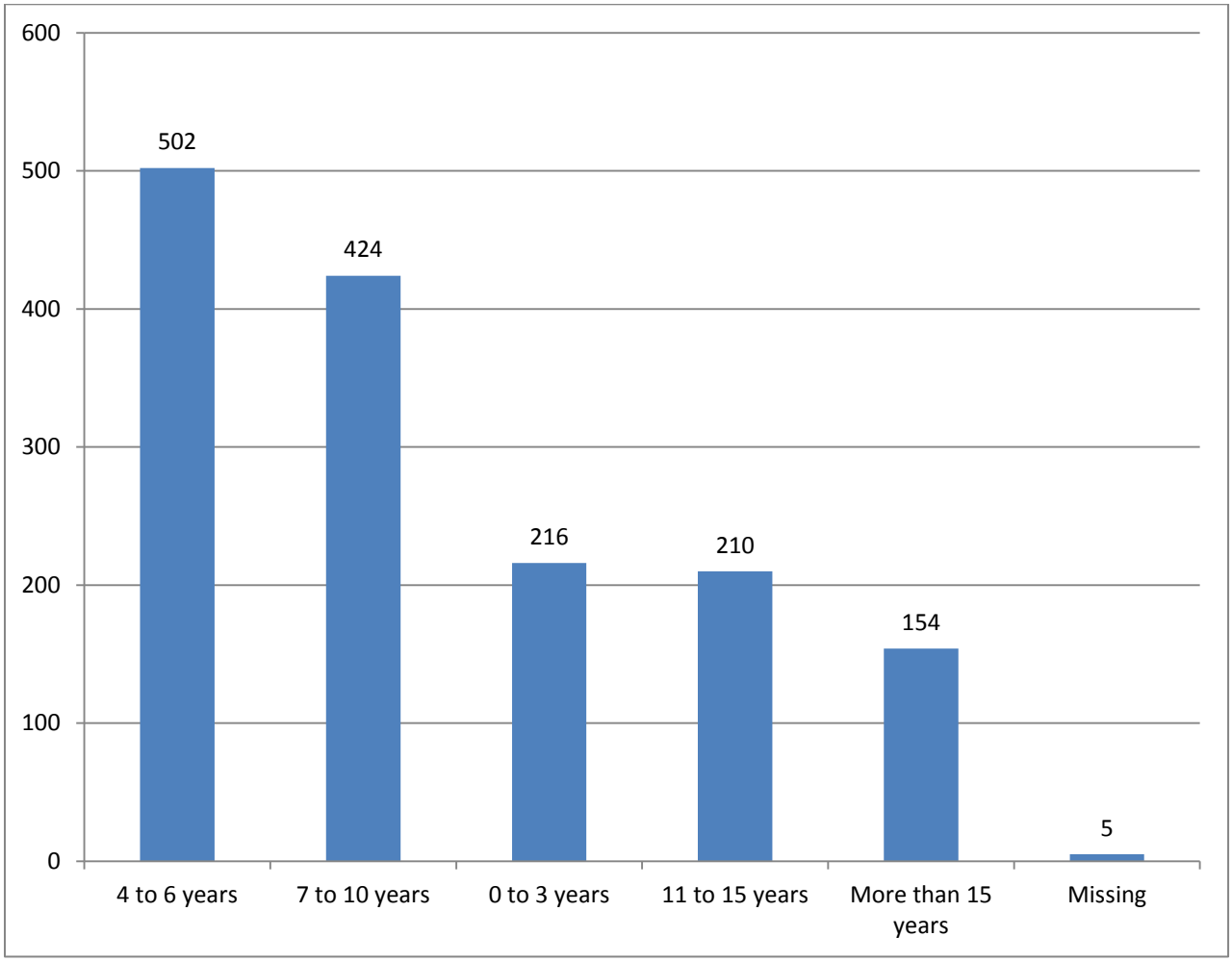


TABLE 3 – HIGHEST LEVEL OF EDUCATION

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

FIGURE 3 – HIGHEST LEVEL OF EDUCATION

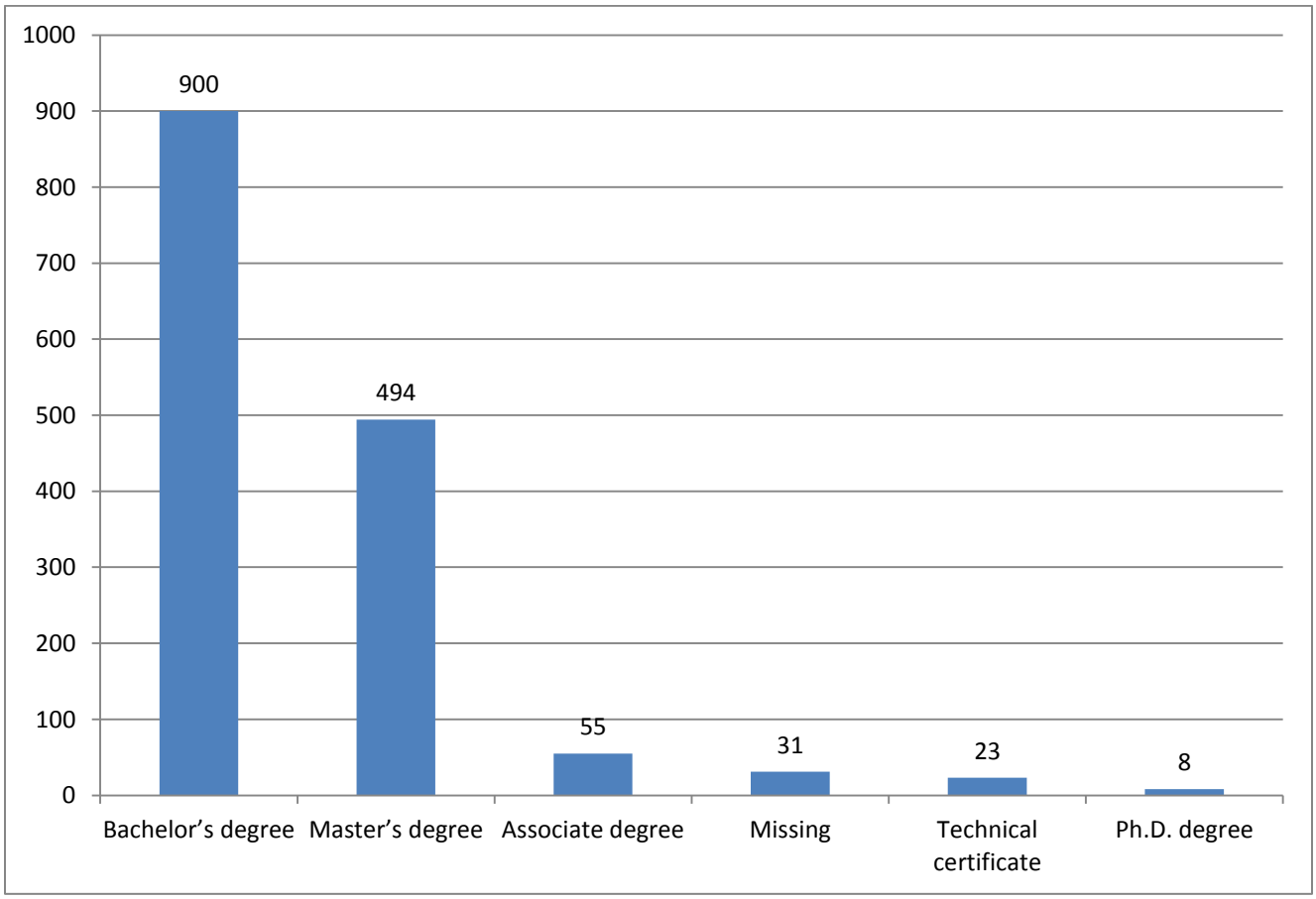


TABLE 4 – PRIMARY WORK SETTING

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

FIGURE 4 – PRIMARY WORK SETTING

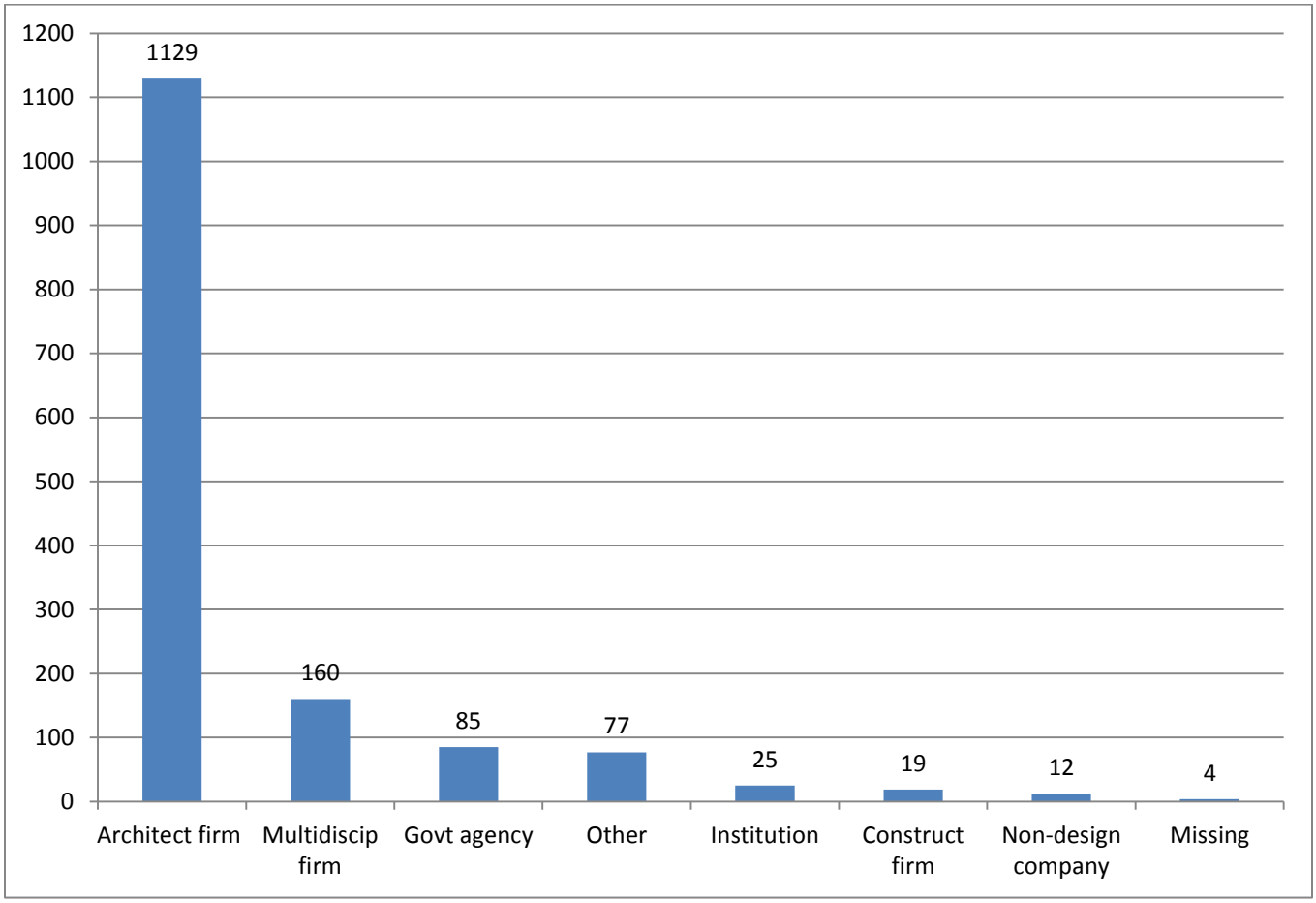


TABLE 5 – NUMBER OF HOURS WORKED PER WEEK

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

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

FIGURE 5 – NUMBER OF HOURS WORKED PER WEEK

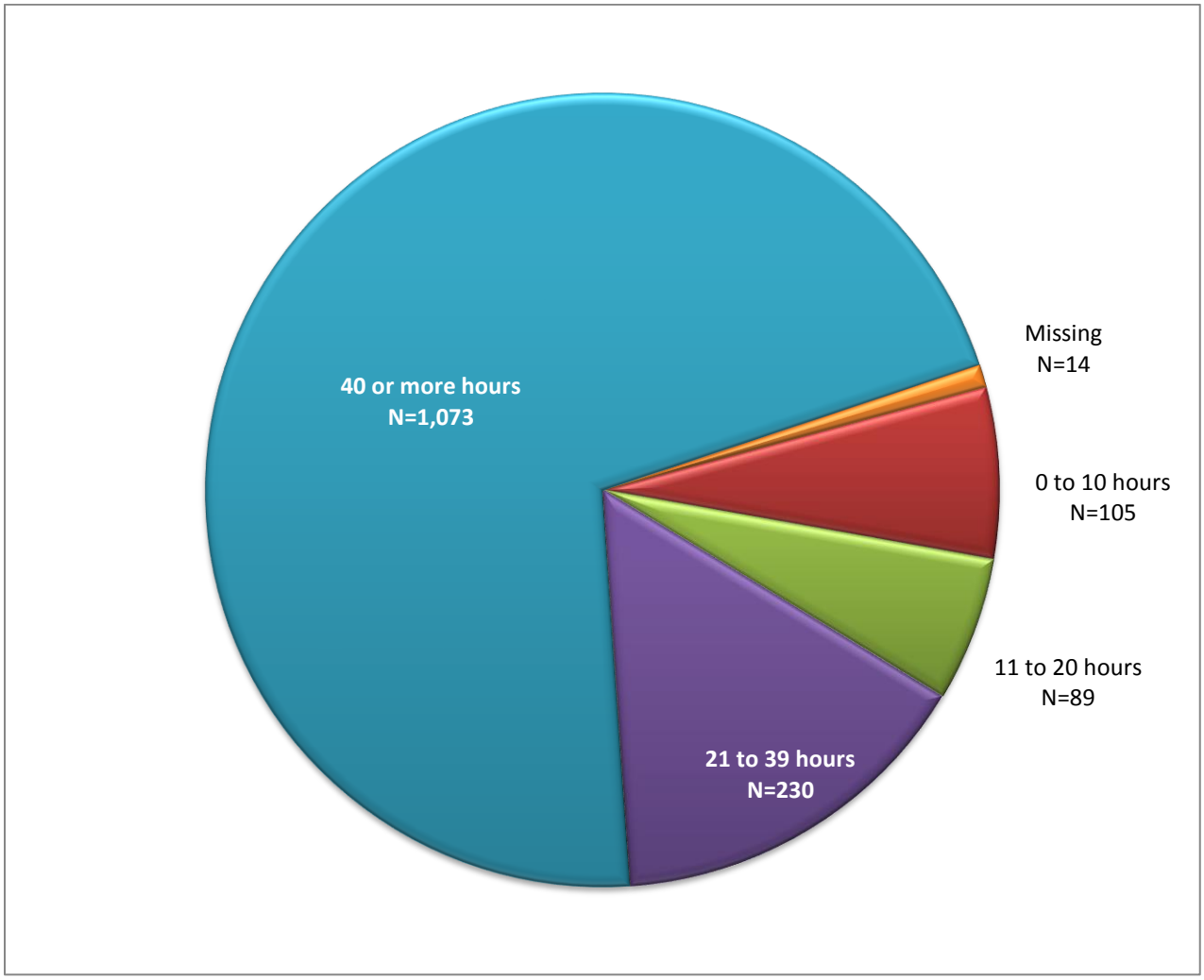


TABLE 6 – NUMBER OF EMPLOYEES OTHER THAN ARCHITECTS IN ORGANIZATION

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

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

FIGURE 6 – NUMBER OF EMPLOYEES OTHER THAN ARCHITECTS IN ORGANIZATION

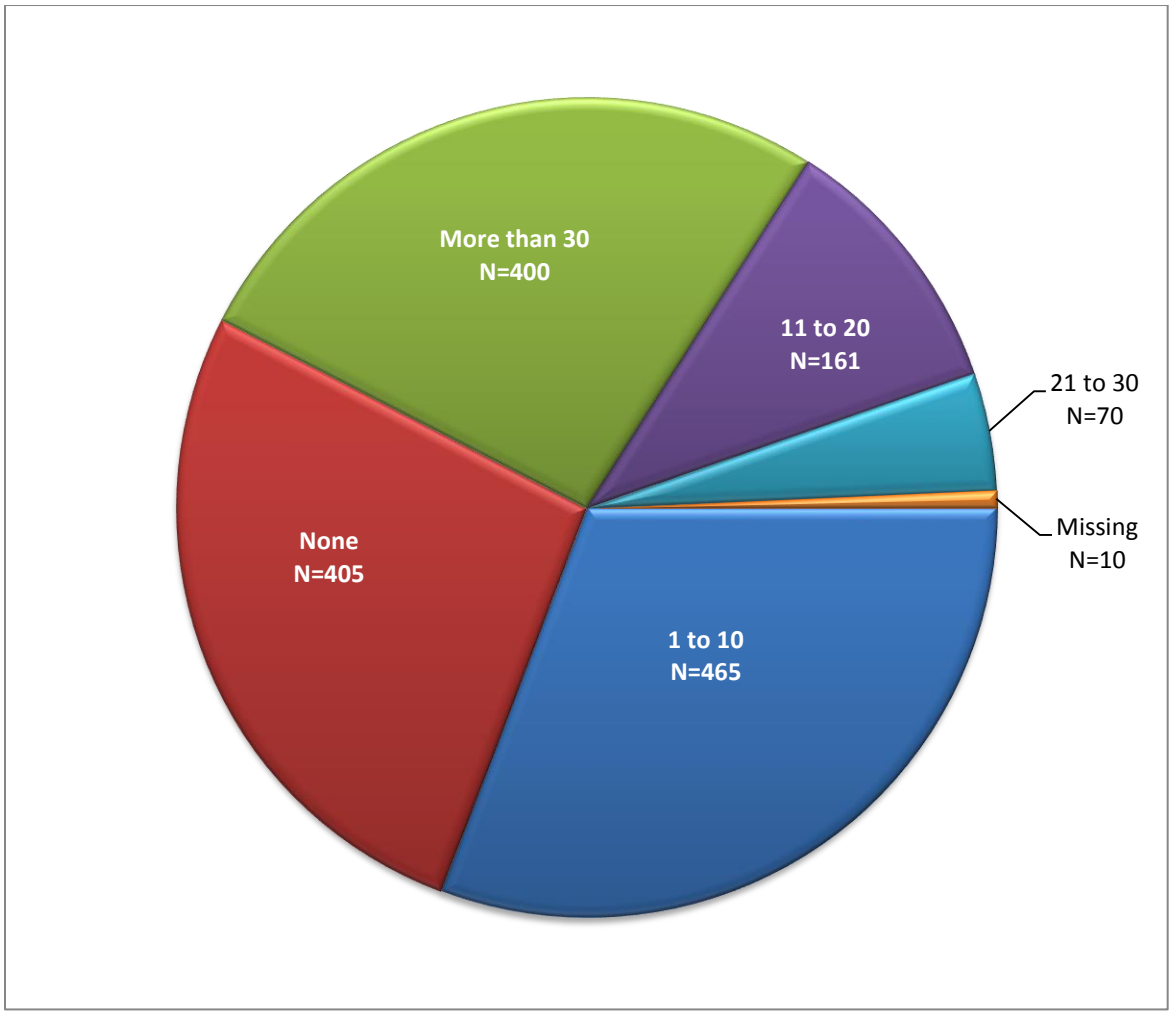


TABLE 7 – NUMBER OF OTHER LICENSED ARCHITECTS IN ORGANIZATION

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

FIGURE 7 – NUMBER OF OTHER LICENSED ARCHITECTS IN ORGANIZATION

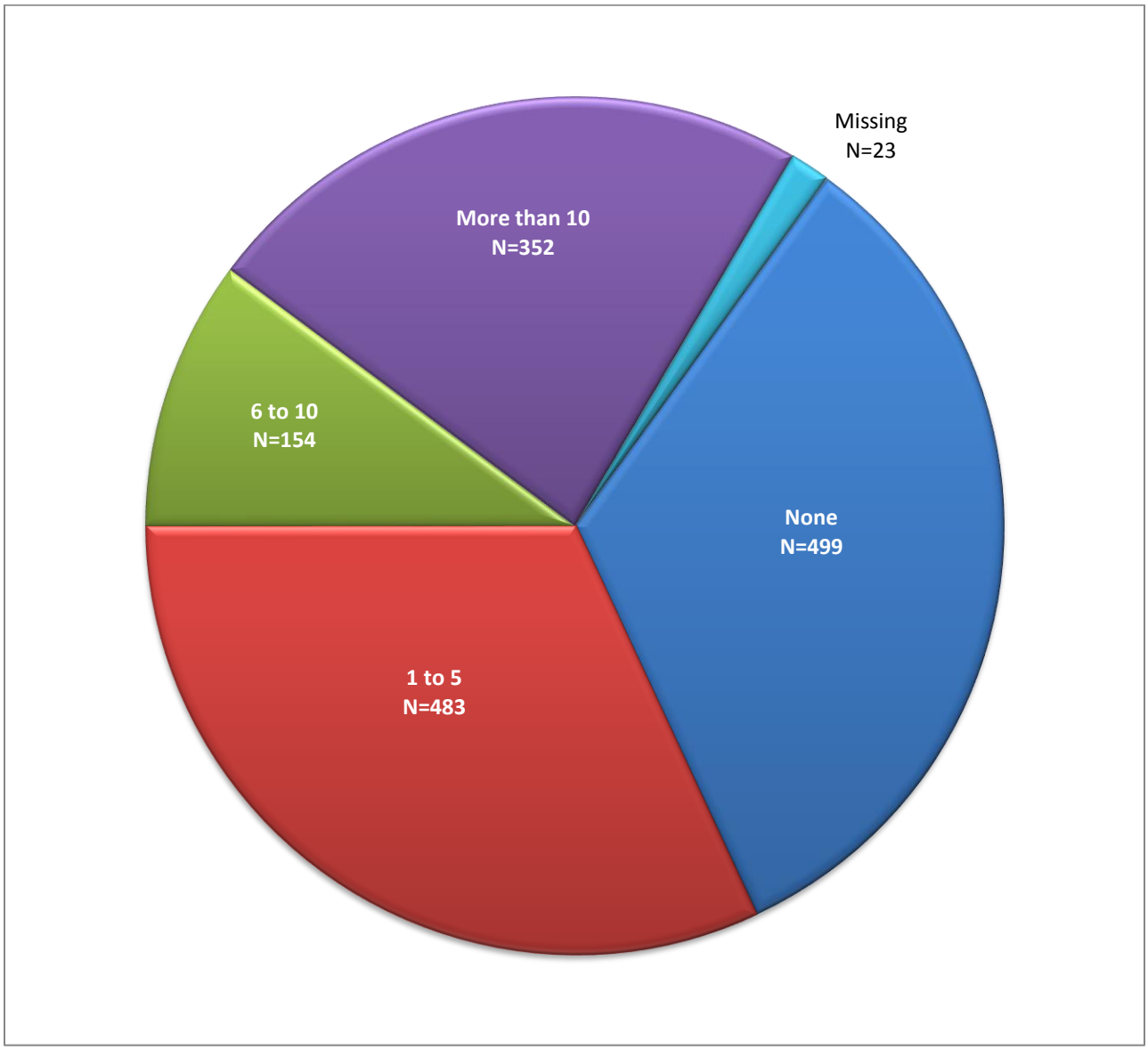


TABLE 8 – PROJECT TYPES CONSIDERED AN AREA OF SPECIALTY BY RESPONDENTS

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

NOTE: Respondents asked to check all that apply.

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

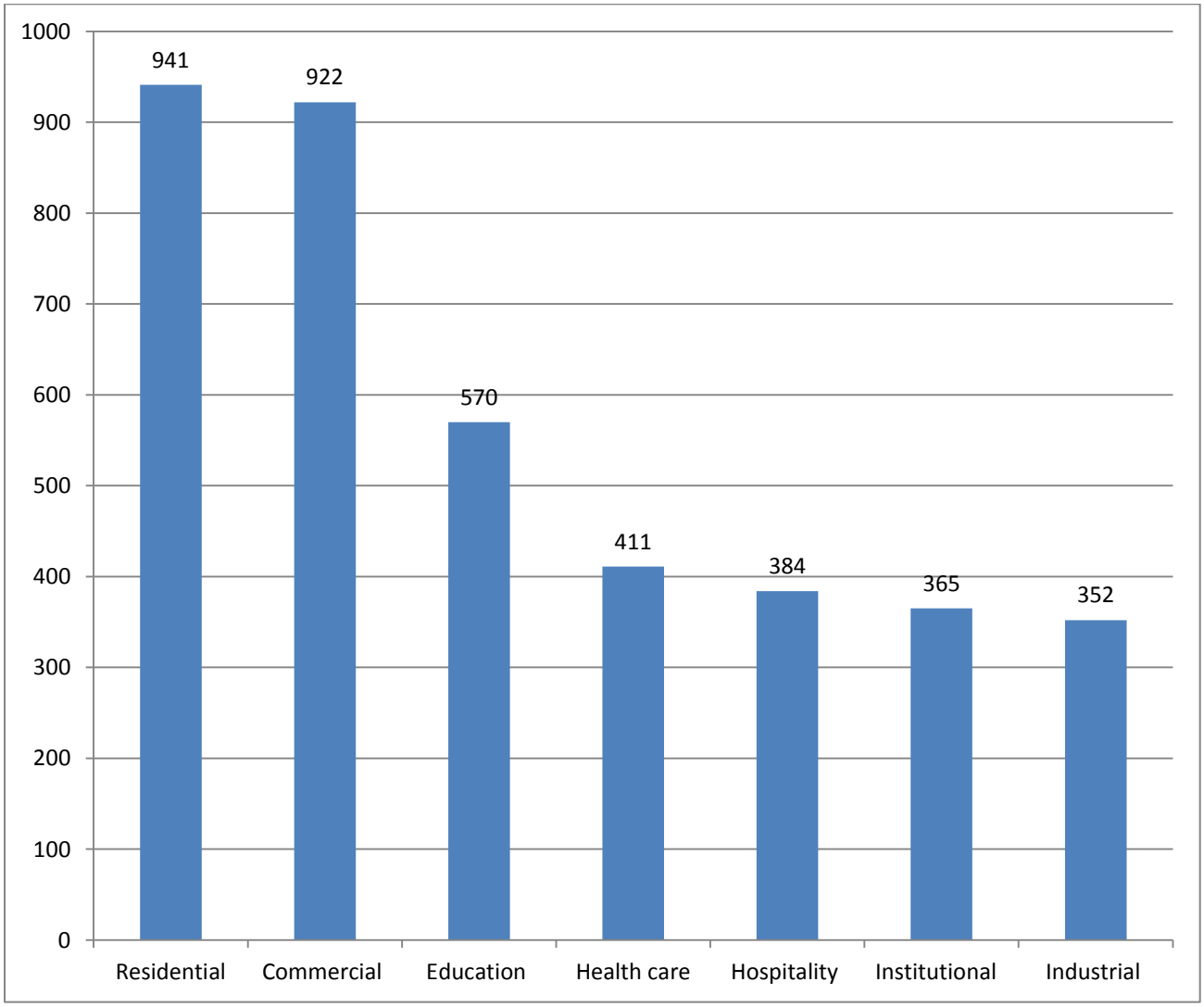


TABLE 9 – OTHER STATE LICENSES POSSESSED

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

.

FIGURE 9 – OTHER STATE LICENSES POSSESSED

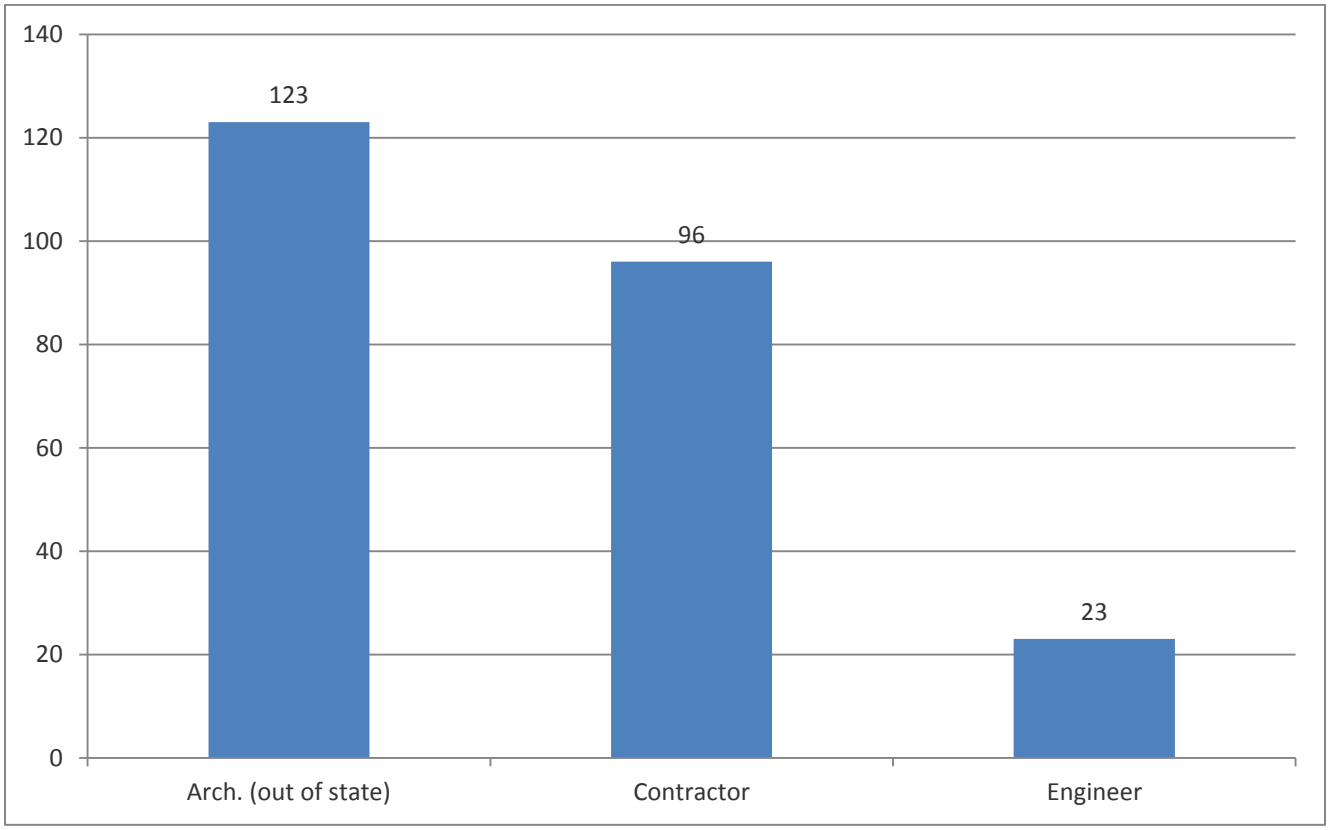


TABLE 10 – OTHER CERTIFICATES POSSESSED

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

NOTE: Percentage reported is average across endorsing respondents.

FIGURE 10 – OTHER CERTIFICATES POSSESSED

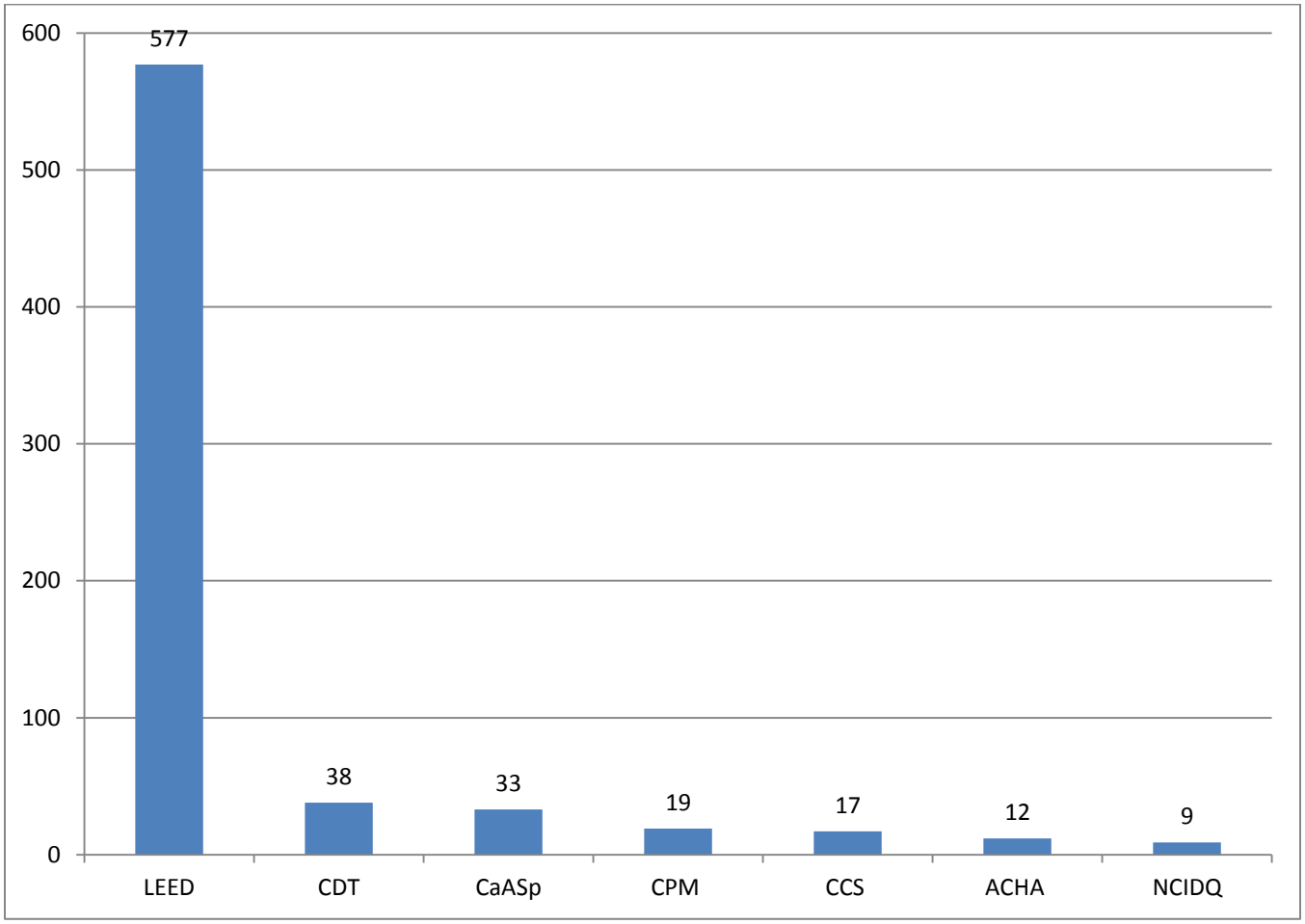


TABLE 11 – PERCENTAGE OF WORK PERFORMED IN/OUT OF STATE LAST FIVE YEARS

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

NOTE: Percentage reported is average across endorsing respondents.

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

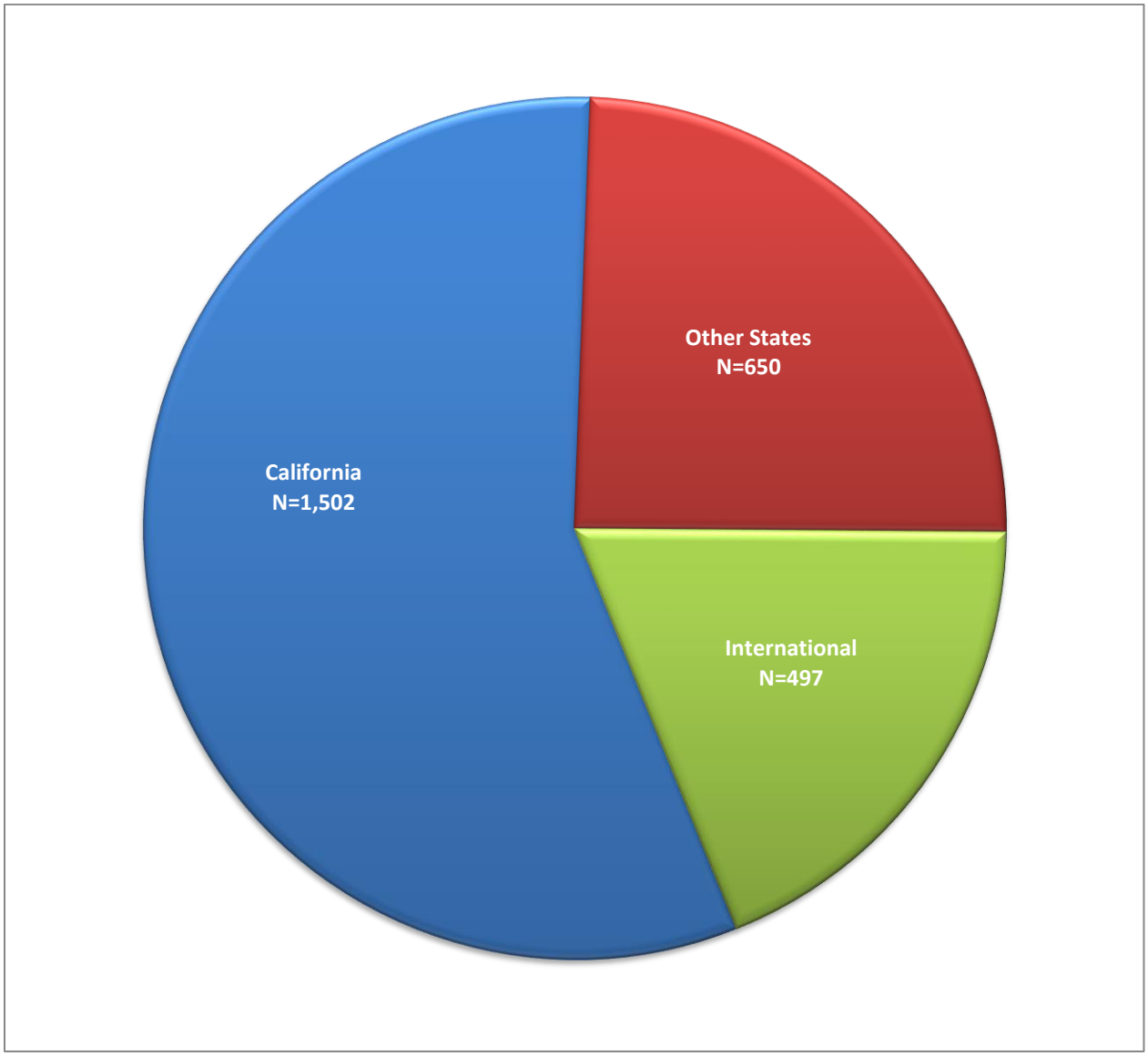


TABLE 12 – PERCENTAGE OF TIME SPENT ON PRINCIPAL WORK TASKS

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

NOTE: Percentage reported is average across respondents.

FIGURE 12 – PERCENTAGE OF TIME SPENT ON PRINCIPAL WORK TASKS

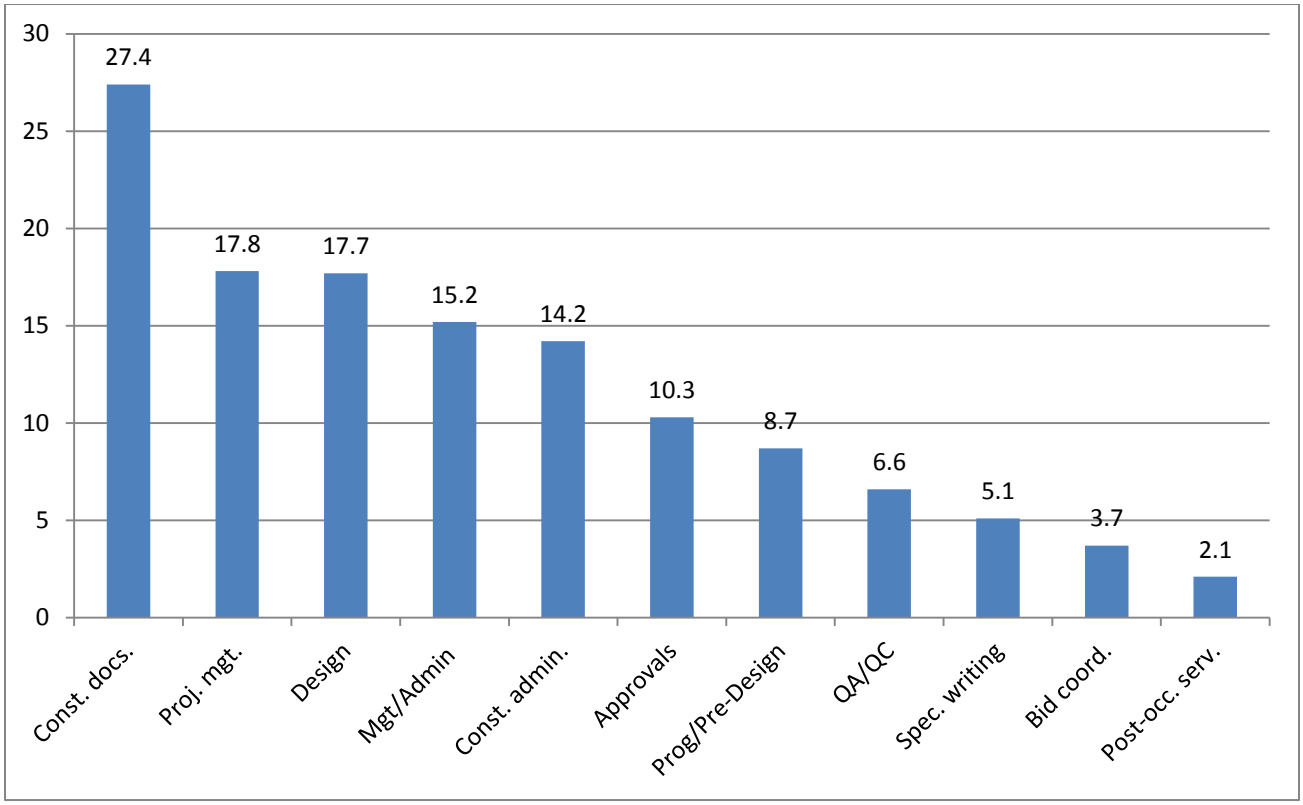


TABLE 13 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC CONSTRUCTION CONTRACT ARRANGEMENTS LAST FIVE YEARS

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

NOTE: Percentage reported is average across respondents.

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

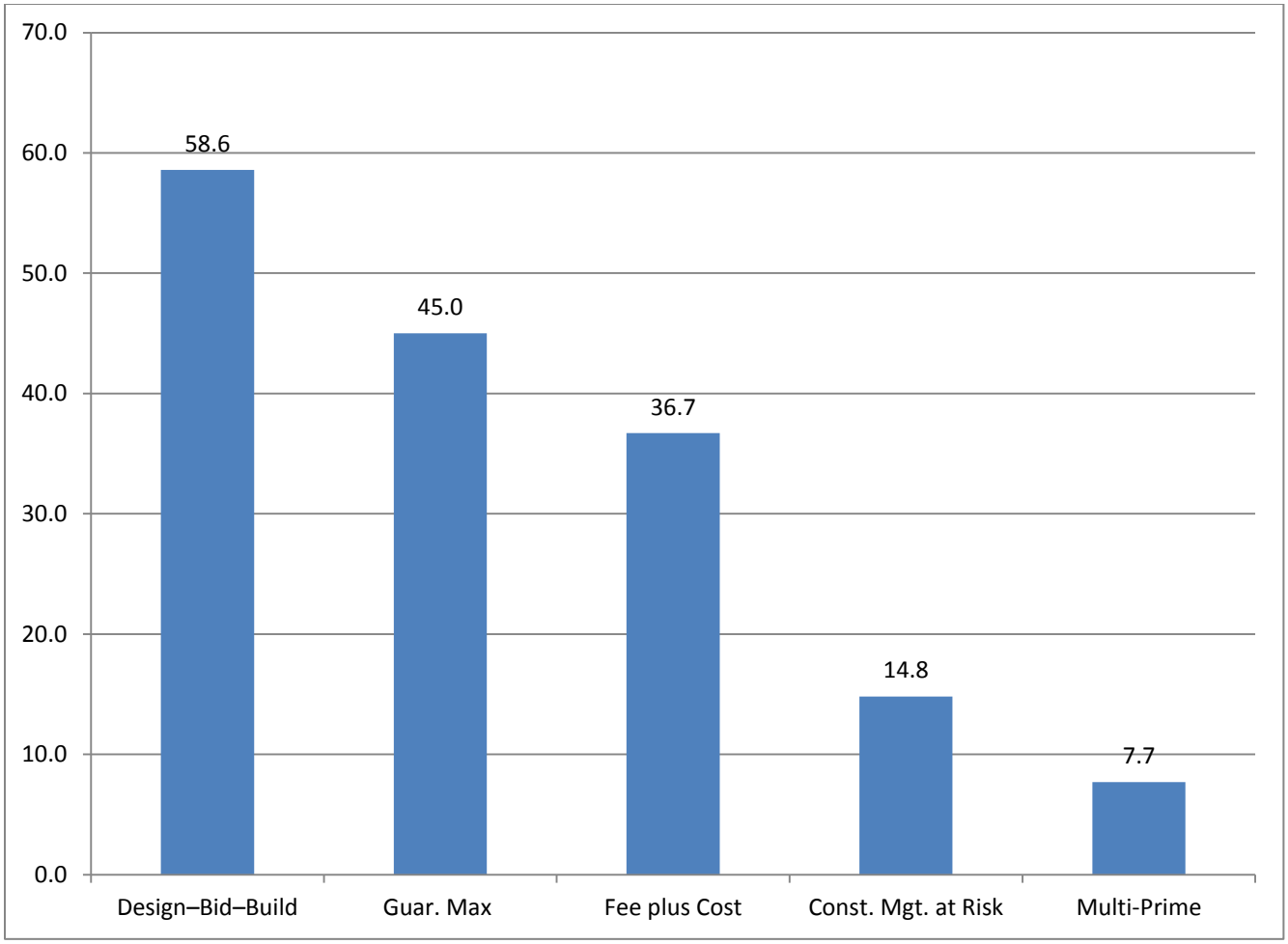


TABLE 14 – PERCENTAGE OF WORK PERFORMED USING SPECIFIC PROJECT DELIVERY METHODS LAST FIVE YEARS

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

NOTE: Percentage reported is average across respondents.

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

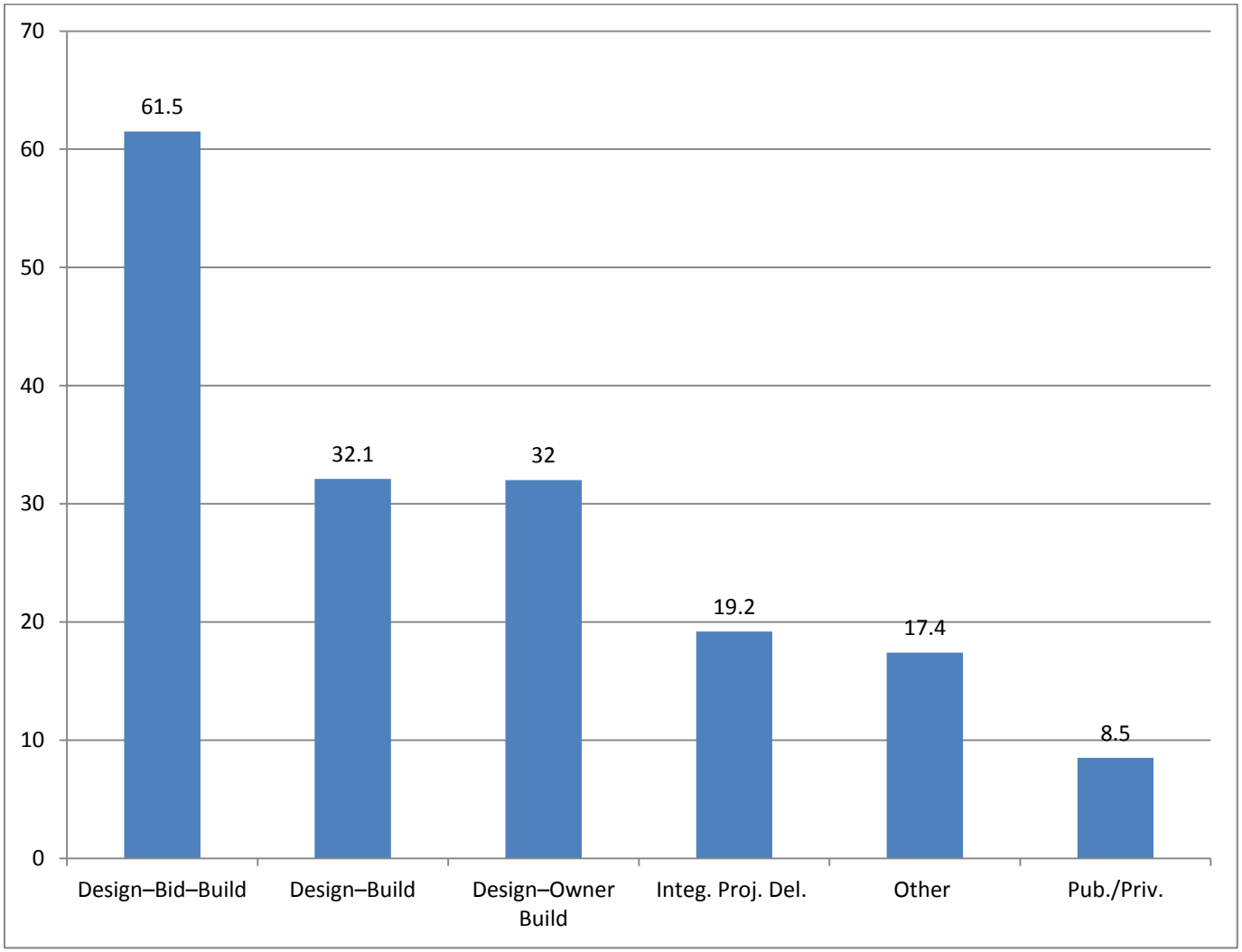


TABLE 15 – PERCENTAGE OF INFORMATION EXCHANGE USING ELECTRONIC DOCUMENTS

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

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

FIGURE 15 – PERCENTAGE OF INFORMATION EXCHANGE USING ELECTRONIC DOCUMENTS

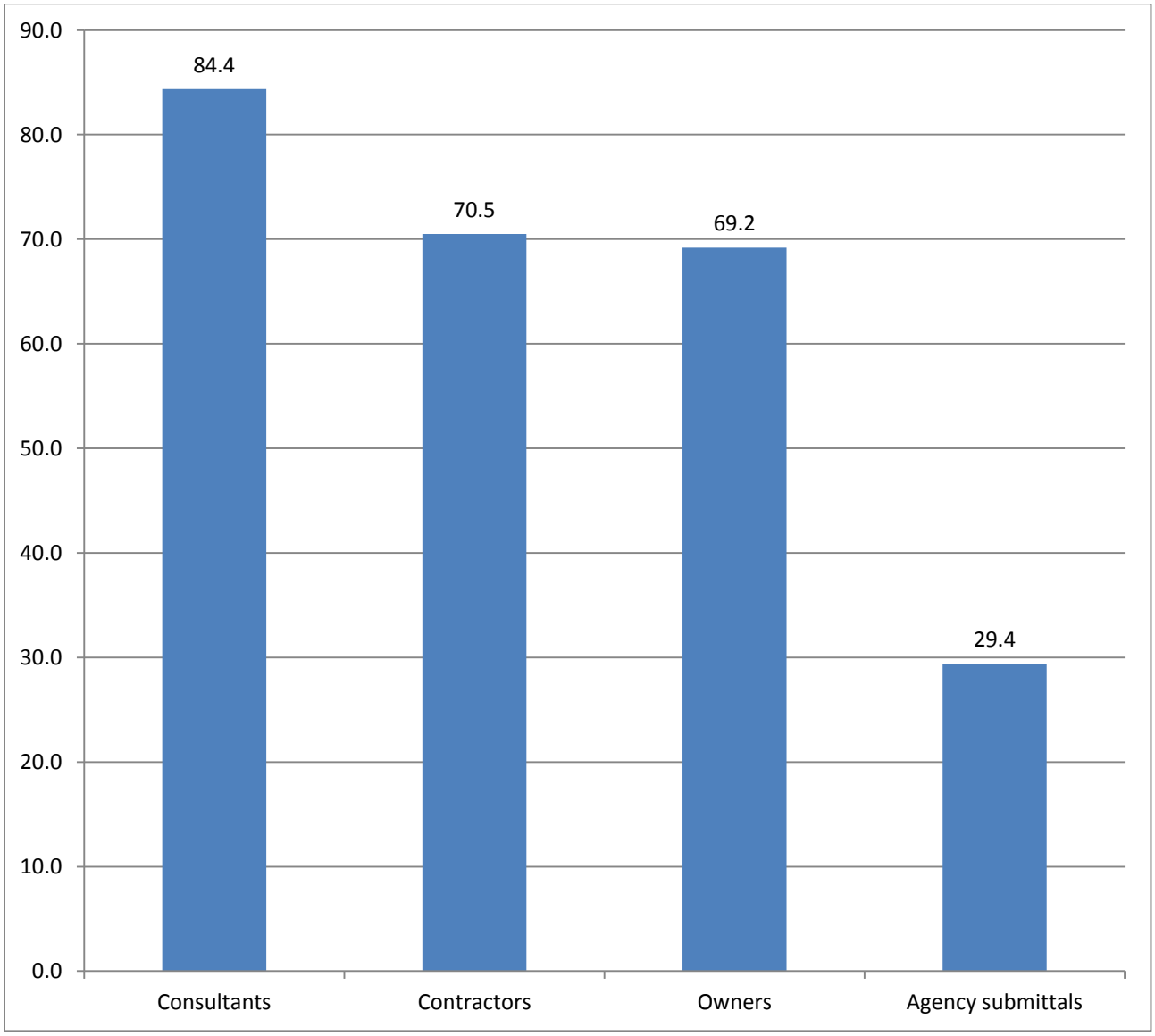
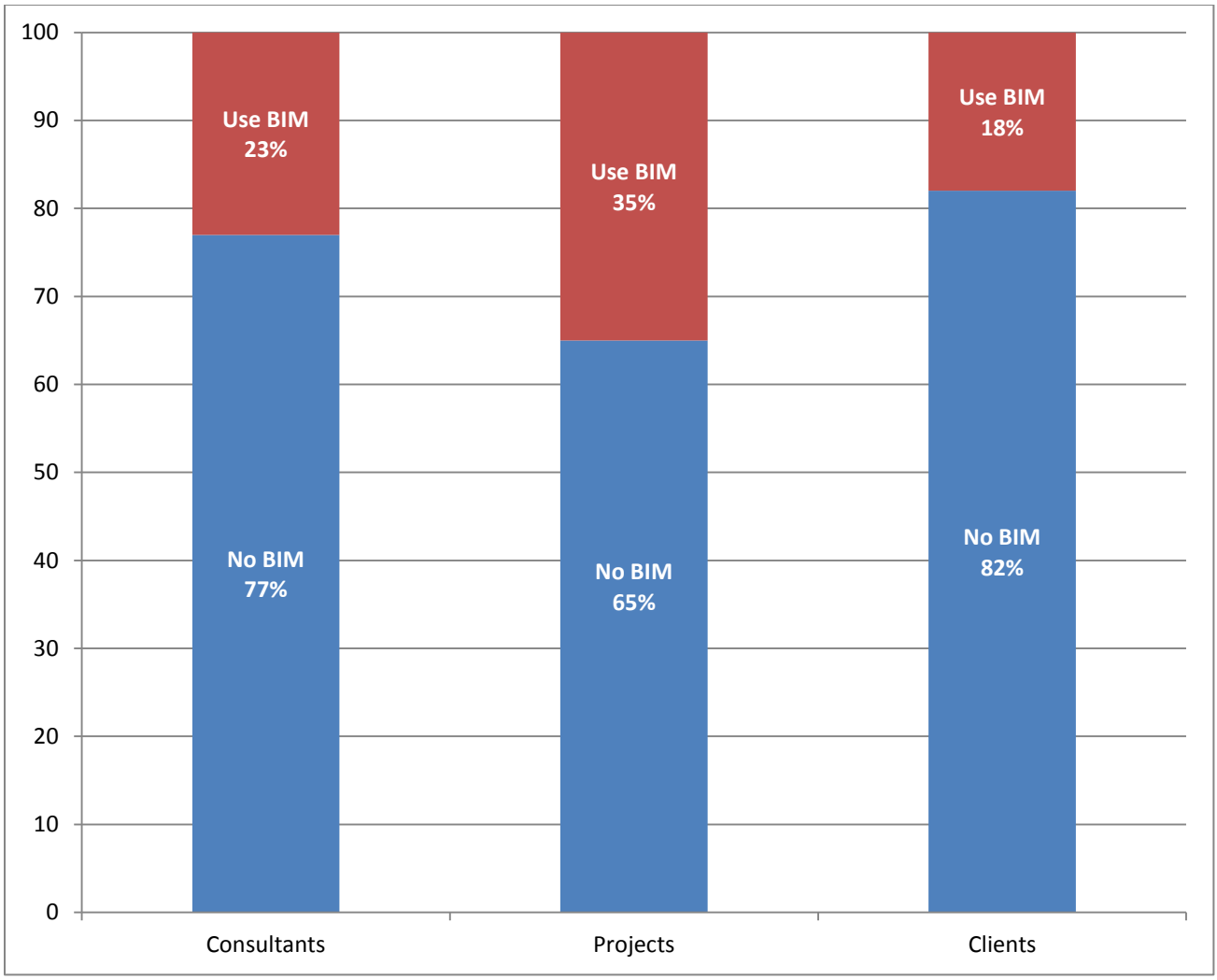


TABLE 16 – PERCENTAGE OF DESIGN TEAM CONSULTANTS, PROJECTS, AND CLIENTS USING BIM[1] LAST FIVE YEARS

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

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

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



[1] BIM: Building Information Modeling

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

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

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

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

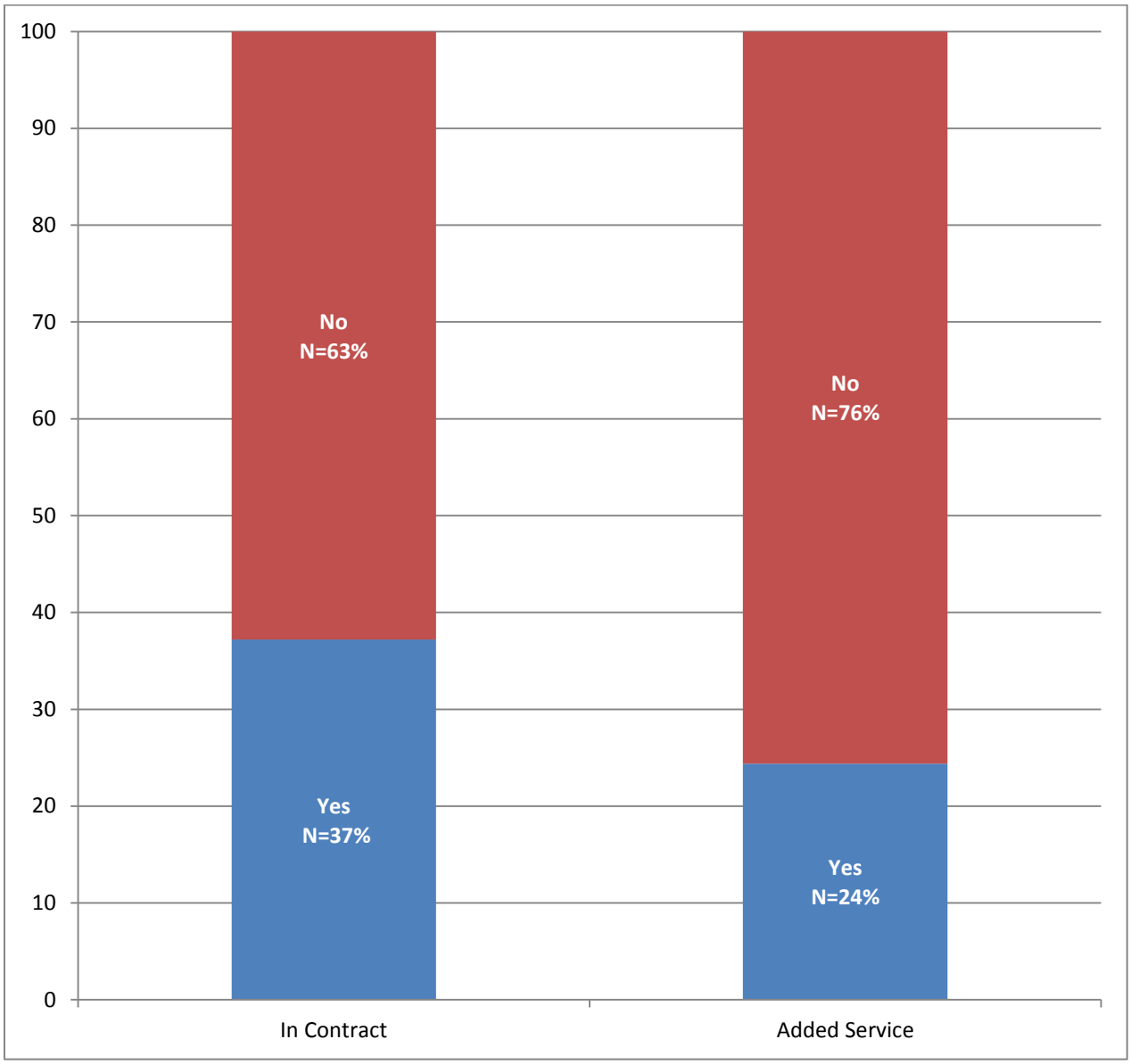


TABLE 18 – RESPONDENTS BY REGION

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

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

CHAPTER 4. DATA ANALYSIS AND RESULTS

RELIABILITY OF RATINGS

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

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

TABLE 19 – TASK SCALE RELIABILITY

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

TABLE 20 – KNOWLEDGE SCALE RELIABILITY

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

TASK CRITICAL VALUES

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

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

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

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

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

KNOWLEDGE IMPORTANCE RATINGS

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

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

CHAPTER 5. EXAMINATION PLAN

CALIFORNIA-SPECIFIC PRACTICE

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

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

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

CONTENT AREAS AND WEIGHTS

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

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

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

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

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

TABLE 21 – CONTENT AREA WEIGHTS

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

TABLE 22 – CONTENT OUTLINE: ARCHITECT CALIFORNIA SUPPLEMENTAL EXAMINATION

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

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

I. **General Practice** (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

III. Development / Documentation (continued)

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

III. Development / Documentation (continued)

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

III. Development / Documentation (continued)

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

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

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

CHAPTER 6. CONCLUSION

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

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

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

APPENDIX A. RESPONDENTS BY REGION

LOS ANGELES AND VICINITY

County of Practice	Frequency
Los Angeles	350
Orange	135
TOTAL	485

SAN FRANCISCO BAY AREA

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

SAN JOAQUIN VALLEY

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

SACRAMENTO VALLEY

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

SAN DIEGO AND VICINITY

County of Practice	Frequency
San Diego	127
Inyo	1
TOTAL	128

SHASTA/CASCADE

County of Practice	Frequency
Shasta	5
TOTAL	5

RIVERSIDE – SAN BERNARDINO

County of Practice	Frequency
Riverside	24
San Bernardino	18
TOTAL	42

SIERRA MOUNTAIN

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

NORTH COAST

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

SOUTH/CENTRAL COAST

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

APPENDIX B. CRITICALITY INDICES FOR ALL TASKS

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

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

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

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

APPENDIX C. KNOWLEDGE IMPORTANCE RATINGS

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

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

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

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

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

APPENDIX D. ARCHITECT DESCRIPTION OF PRACTICE

CALIFORNIA ARCHITECT DESCRIPTION OF PRACTICE

I. Contract Development / Project Planning

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

II. Project Management

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

III. Programming / Schematic Design

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

III. Programming / Schematic Design (continued)

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

IV. Design Development / Approvals

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

IV. Design Development / Approvals (continued)

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

V. Construction Documents / Permitting

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

VI. Project Bidding and Construction

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

VI. Project Bidding and Construction (continued)

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

APPENDIX E. EMAIL TO PRACTITIONERS

Dear Licensee:

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

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

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

Please complete the survey by July 18, 2014.

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

Your participation is essential to the success of this project.

CALIFORNIA ARCHITECTS BOARD

APPENDIX F. QUESTIONNAIRE

Architect Occupational Analysis

1. COVER LETTER

Dear Licensee:

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR COMPLETING THE DEMOGRAPHIC ITEMS

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

INSTRUCTIONS FOR RATING TASK AND KNOWLEDGE STATEMENTS

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

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

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

2. ARCHITECT OCCUPATIONAL ANALYSIS

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

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

3. PART I PERSONAL DATA

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

4.

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

- ◯ Yes
- ◯ No

5.

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

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

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

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

3. How would describe your primary work setting?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CA	
Other States	
International	

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

Government Agencies	
Private companies	
Non-profits	
Individual homeowners	

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

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

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

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

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

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

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

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

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

Guaranteed Max Price

Design – bid – build

Construction Management at Risk

Fee plus Cost

Multi-Prime

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

Consultants

Contractors

Agency submittals

Owners

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

Percent of projects:

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

Percent of clients:

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

Percent of consultants

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

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

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

☐ Urban (greater than 50,000 people)

☐ Rural (less than 50,000 people)

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

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

6. PART II RATING JOB TASKS

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

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

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

FREQUENCY RATING

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

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

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

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

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

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

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

IMPORTANCE RATING

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

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

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

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

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

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

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

1. TASK STATEMENTS

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

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

2. TASK STATEMENTS

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

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

3. TASK STATEMENTS

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

7. PART III. RATING JOB KNOWLEDGE

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

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

IMPORTANCE RATING

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

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

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

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

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

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

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

Architect Occupational Analysis

1. Knowledge Statements

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

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

2. Knowledge Statements

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

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

3. Knowledge Statements

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

welding, high-strength concrete).

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

8. FINISHED

THANK YOU FOR COMPLETING THIS SURVEY QUESTIONNAIRE.

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO MODIFY AND EXPAND REPORTS TO BOARD MEMBERS REGARDING ENFORCEMENT ACTIVITIES TO IDENTIFY THE MOST COMMON VIOLATIONS AND DISCIPLINARY ACTIONS

The California Architects Board's 2015-16 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to modify and expand the reports to Board members regarding enforcement activities to identify the most common violations and disciplinary actions.

The Board currently receives updates on a monthly basis regarding the Board's Enforcement Program. These updates include the activities of the Architect Consultants and the REC, brief summaries of final disciplinary and enforcement actions, and enforcement case statistics. Statistics for the current and previous month, and previous year are provided (Attachment 1) and include the total number of cases: 1) received, pending and closed; 2) assigned to an outside expert; 3) referred to the Division of Investigation (DOI); 4) pending with DOI, Office of the Attorney General, and District Attorney; 5) settlement cases opened, pending, and closed; and 6) final citations.

In the past, staff has included bar graphs with the number of pending complaints by the year received (Attachment 2) in Board meeting packets at the request of Board members. Additionally, the Board was required to provide detailed information and statistics regarding its Enforcement Program for the previous three fiscal years to the Legislature in its 2014 Sunset Review Report. The enforcement data in the Report (Attachment 3) included the source of complaints, the number of cases closed with educational letters, the total amount of administrative fines assessed and collected, and the aging of cases at each stage in the enforcement process, in addition to the statistics presented to the Board through monthly reports. Additionally, the Board identified the five most common violations resulting in citations: 1) Business and Professions Code section (BPC) 5536 (a) and (b) [Practice Without License or Holding Self Out as Architect]; 2) BPC 5536.1 (Signature and Stamp on Plans and Documents; Unauthorized Practice); 3) BPC 5536.22 (Written Contract); 4) BPC 5588 (Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services; Filing Requirements); and 5) BPC 5584 (Negligence or Willful Misconduct).

To assist the REC in addressing this objective, staff reviewed and compared the types of data and formats used by similar boards within the Department of Consumer Affairs (DCA) in their enforcement reports to board members. Staff's research revealed the related DCA boards do not provide the most common violations and disciplinary actions to their board members. Instead, the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG) currently uses bar graphs (Attachment 4) to present enforcement statistics to its Board members regarding the: 1) number of open, pending, and closed investigations; 2) age of pending and closed investigations; and 3) final outcomes of investigations, citations, and disciplinary actions.

The Contractors State License Board (CSLB) uses tables and bar graphs (Attachment 5) to present information regarding its enforcement program, including the: 1) current enforcement caseload; 2) amount of restitution to financially injured parties; 3) case aging; 4) citations issued; 5) mandatory settlement conferences held; 6) arbitration cases; and 7) disciplinary actions initiated and closed.

The REC is asked to review the attached examples of enforcement activities reports, discuss this objective, and provide any additional direction or input to assist staff in developing a new format for reports to Board members regarding enforcement activities.

Attachments:
1. Excerpt from Enforcement Program Update, March 2015 Monthly Report
2. Comparison of Pending Complaints by Year Received, March 17, 2011 Board Meeting
3. Excerpts from Section 5 – Enforcement Program, 2014 Sunset Review Report
4. Excerpt from CSLB Enforcement Program Update, March 16, 2015 Board Meeting
5. BPELSG Enforcement Statistical Reports, April 15-16, 2015 Board Meeting

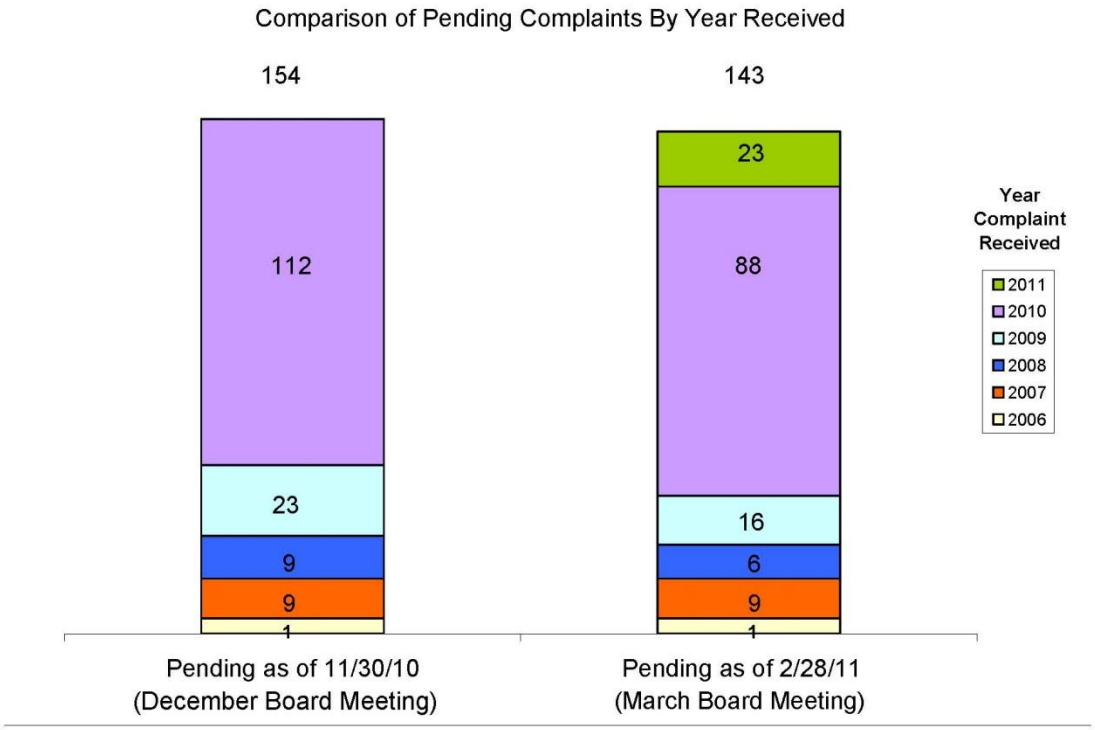
EXCERPT FROM ENFORCEMENT PROGRAM UPDATE, MARCH 2015 MONTHLY REPORT

Enforcement Statistics	Current Month March 2015	Prior Month February 2015	Prior Year March 2014
Total Cases Received/Opened**:	31	23	24
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	0	1	0
Complaints Pending DOI:	0	1	1
Complaints Pending AG:	12	12	2
Complaints Pending DA:	1	1	3
Total Cases Closed**:	30	44	15
Total Cases Pending*:	130	126	124
Settlement Cases (§5588) Opened:	1	1	0
Settlement Cases (§5588) Pending:	5	4	6
Settlement Cases (§5588) Closed:	0	3	2
Citations Final:	12	9	1

* *Includes complaints, settlement cases, citations, disciplinary actions and 30 cases referred to Enforcement Unit as a result of the continuing education (CE) coursework audits conducted after license renewal (a total of 104 CE cases have been referred to the Enforcement Unit).*

** *Includes complaint and settlement cases.*

EXCERPT FROM MARCH 17, 2011 BOARD MEETING PACKET



EXCERPTS FROM SECTION 5 – ENFORCEMENT PROGRAM, 2014 SUNSET REVIEW REPORT

Table 9a. Enforcement Statistics			
	FY 2011/12	FY 2012/13	FY 2013/14
COMPLAINT			
Intake			
Received	228	296	294
Closed	0	0	0
Referred to INV	228	296	294
Average Time to Close	3	3	2
Pending (close of FY)	0	0	0
Source of Complaint			
Public	123	92	80
Licensee/Professional Groups	19	73	70
Governmental Agencies	57	61	115
Other	29	70	29
Conviction/Arrest			
CONV Received	0	0	1
CONV Closed	0	0	1
Average Time to Close	N/A	N/A	42
CONV Pending (close of FY)	0	0	0
LICENSE DENIAL			
License Applications Denied	0	1	0
SOIs Filed	1	1	0
SOIs Withdrawn	0	0	1
SOIs Dismissed	0	0	0
SOIs Declined	0	0	0
Average Days SOI	149	225	405
ACCUSATION			
Accusations Filed	1	0	0
Accusations Withdrawn	0	0	0
Accusations Dismissed	0	0	0
Accusations Declined	0	0	0
Average Days Accusations	153	N/A	N/A
Pending (close of FY)	1	0	0

Table 9b. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
DISCIPLINE			
Disciplinary Actions			
Proposed/Default Decisions	1	1	0
Stipulations	2	0	0
Average Days to Complete	851	421	405
AG Cases Initiated	2	1	2
AG Cases Pending (close of FY)	1	1	2
Disciplinary Outcomes			
Revocation	1	0	0
Voluntary Surrender	0	0	0
Suspension	0	0	0
Probation with Suspension	0	0	0
Probation	2	1	0
Probationary License Issued	0	0	0
Other	0	1	0
PROBATION			
New Probationers	2	1	0
Probations Successfully Completed	1	2	0
Probationers (close of FY)	8	7	7
Petitions to Revoke Probation	0	1	0
Probations Revoked	0	0	0
Probations Modified	0	0	0
Probations Extended	0	0	0
Probationers Subject to Drug Testing	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A
Petition for Reinstatement Granted	0	0	0
DIVERSION			
New Participants	N/A	N/A	N/A
Successful Completions	N/A	N/A	N/A
Participants (close of FY)	N/A	N/A	N/A
Terminations	N/A	N/A	N/A
Terminations for Public Threat	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A

Table 9c. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
INVESTIGATION			
All Investigations			
First Assigned	228	296	294
Closed	280	279	228
Average days to close	147	91	126
Pending (close of FY)	70	87	153
Desk Investigations			
Closed	276	237	200
Average days to close	145	92	131
Pending (close of FY)	68	76	146
Non-Sworn Investigation			
Closed	0	0	0
Average days to close	0	0	0
Pending (close of FY)	0	0	0
Sworn Investigation			
Closed	4	42	28
Average days to close	268	83	87
Pending (close of FY)	2	11	7
COMPLIANCE ACTION			
ISO & TRO Issued	0	0	0
PC 23 Orders Requested	0	0	0
Other Suspension Orders	0	0	0
Public Letter of Reprimand	0	0	0
Cease & Desist/Warning	180	172	129
Referred for Diversion	N/A	N/A	N/A
Compel Examination	N/A	N/A	N/A
CITATION AND FINE			
Citations Issued	26	22	20
Average Days to Complete	268	447	280
Amount of Fines Assessed	$55,250	$30,750	$47,000
Reduced, Withdrawn, Dismissed	$7,750	$8,750	$6,000
Amount Collected	$22,022	$34,992	$26,024
CRIMINAL ACTION			
Referred for Criminal Prosecution	1	0	0

Table 10. Enforcement Aging						
	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	Cases Closed	Average %
Attorney General Cases (Average %)						
Closed Within:						
1 Year	2 (28.6%)	1 (33.3%)	0 (0%)	0 (0%)	3	25%
2 Years	1 (14.3%)	0 (0%)	1 (100%)	1 (100%)	3	25%
3 Years	2 (28.6%)	1 (33.3%)	0 (0%)	0 (0%)	3	25%
4 Years	1 (14.3%)	0 (0%)	0 (0%)	0 (0%)	1	8.3%
Over 4 Years	1 (14.3%)	1 (33.3%)	0 (0%)	0 (0%)	2	16.7%
Total Cases Closed*	7	3	1	1	12	100%
Investigations (Average %)						
Closed Within:						
90 Days	116 (38.2%)	144 (51.4%)	199 (71.3%)	120 (52.6%)	579	53.1%
180 Days	61 (20.1%)	48 (17.1%)	45 (16.1%)	62 (27.2%)	216	19.8%
1 Year	66 (21.7%)	66 (23.6%)	24 (8.6%)	30 (13.2%)	186	17%
2 Years	33 (10.9%)	21 (7.5%)	8 (2.9%)	14 (6.1%)	76	7%
3 Years	18 (5.9%)	1 (0.4%)	3 (1.1%)	1 (0.4%)	23	2.1%
Over 3 Years	10 (3.3%)	0 (0%)	0 (0%)	1 (0.4%)	11	1%
Total Cases Closed	304	280	279	228	1091	100%

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

GENERAL COMPLAINT-HANDLING STATISTICS (FY 2014-15)

It has been determined that a manageable level of pending complaints for all current CSLB Enforcement staff is **3,255**. As of February 2015, the pending case load was **3,508.**

To ensure the timely handling of complaints, the optimal caseload for Intake and Mediation Center (IMC) Consumer Services Representatives is 1,400 complaints per month. As of February 1, 2015, the IMC had 1,440 open complaints.

For cases that warrant formal investigation, the optimal working caseload for Investigative Center (IC) Enforcement Representatives is 1,855 complaints. As of February 1, 2015, the ICs had a combined total of 2,068 cases open and under investigation.

The following chart outlines how CSLB determines manageable caseloads:

Job Classification	Current Number of Staff	Complaint Handling Goal	Preferred Cycle Time (months)	*Maximum Caseload per ER*	*Maximum Number of Cases per Classification*
ERs	52	10	4	***35***	1,855
CSRs	28	20	2	***50***	1,400
TOTAL					**3,255**

Restitution to Financially Injured Persons

Recognizing that a licensed contractor may have made a mistake or that a good faith dispute exists regarding the contracting activity, the Board provides training to Consumer Services Representatives (CSR) and Enforcement Representatives (ER) to assist them in resolving construction-related disputes. For the first six months of fiscal year 2014-15, Enforcement staff's settlement efforts resulted in more than $7.7 million in restitution to financially injured parties as depicted in the following charts:

ICs
Financial Settlement Amount
(FY 2014-15)

- $ 2,837,443.54

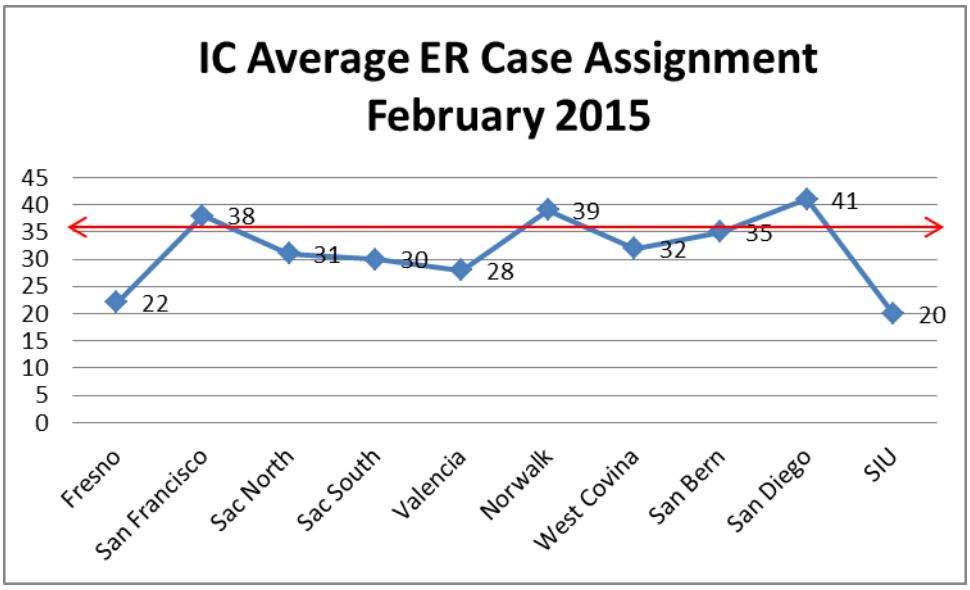
IMCs
Financial Settlement Amount
(FY 2014-15)

- $ 4,895,948.20

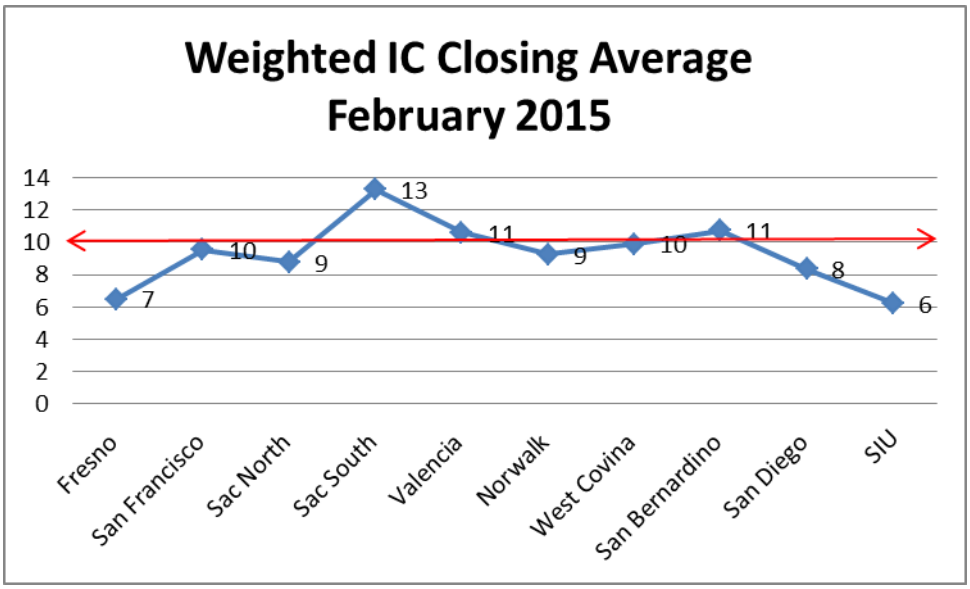
Investigation of Consumer Complaints

To ensure effective investigation of consumer complaints, the Enforcement division monitors Enforcement Representative (ER) production, pending case loads, and investigation-closing disposition. To date, for fiscal year 2014-15 (July through February), Investigative Center (IC) ERs have consistently achieved the Board's goal of 10 complaint closures per month, and effective case distribution among the nine investigative centers has resulted in a manageable ongoing caseload of approximately 30 cases per ER. Of the 1,108 legal actions during this time, 29 percent were referred to local prosecutors.

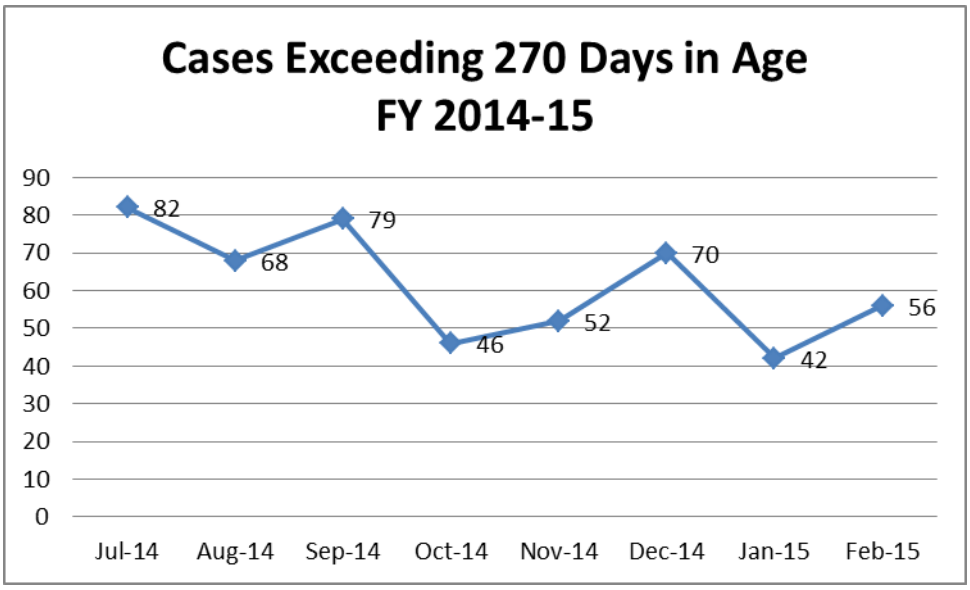
The following chart tracks open IC investigations. The goal is for each IC ER to carry between 30 and 40 pending cases. At the end of February 2015, the statewide average was 30 cases.



The following chart tracks the Board's target of each IC ER maintaining a weighted monthly closing average of 10.

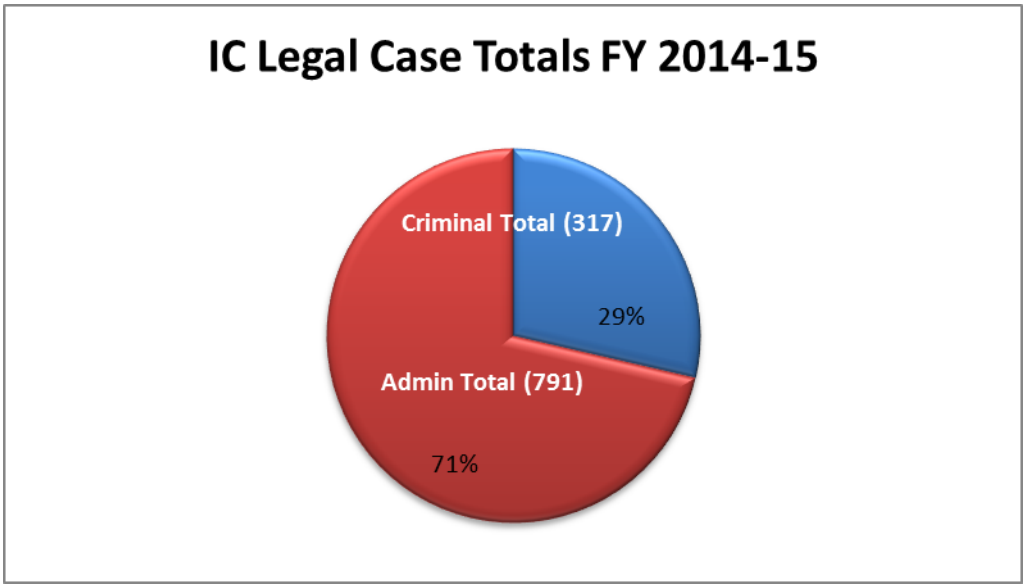


Historically, Enforcement has more than 3,000 consumer complaints under investigation at any given time. The Board's goal is to appropriately disposition all but 100 within 270 days of receipt. Staff's effective management of pending complaints has resulted in consistently meeting this goal. As of February 5, 2015, there were only 56 cases exceeding 270 days in age.



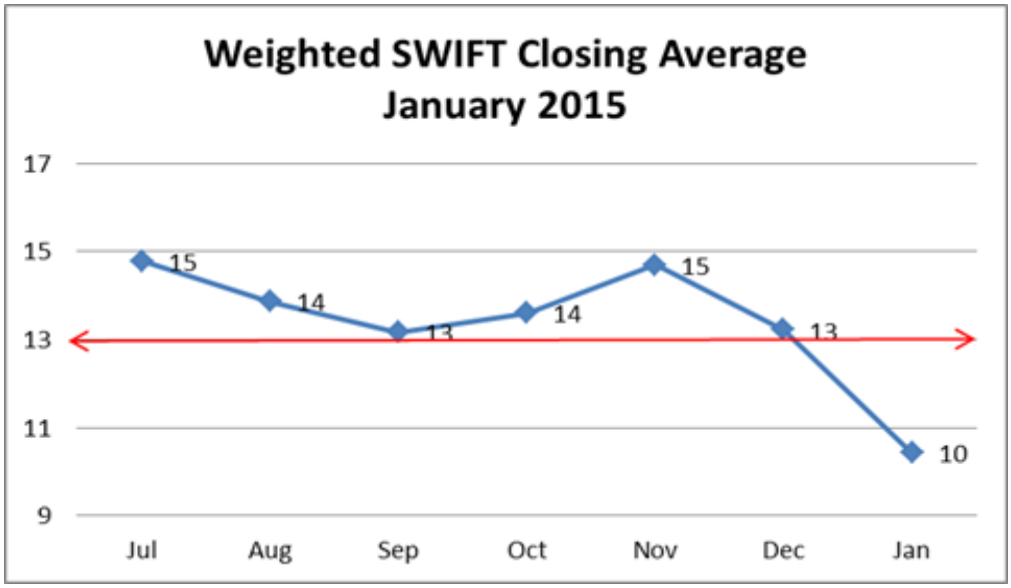
The following chart depicts the number of completed investigations that resulted in an administrative or criminal legal action

For the first six months of fiscal year 2014-15, Enforcement has referred an impressive 29 percent, or 317 investigations, to District Attorneys for criminal prosecution.

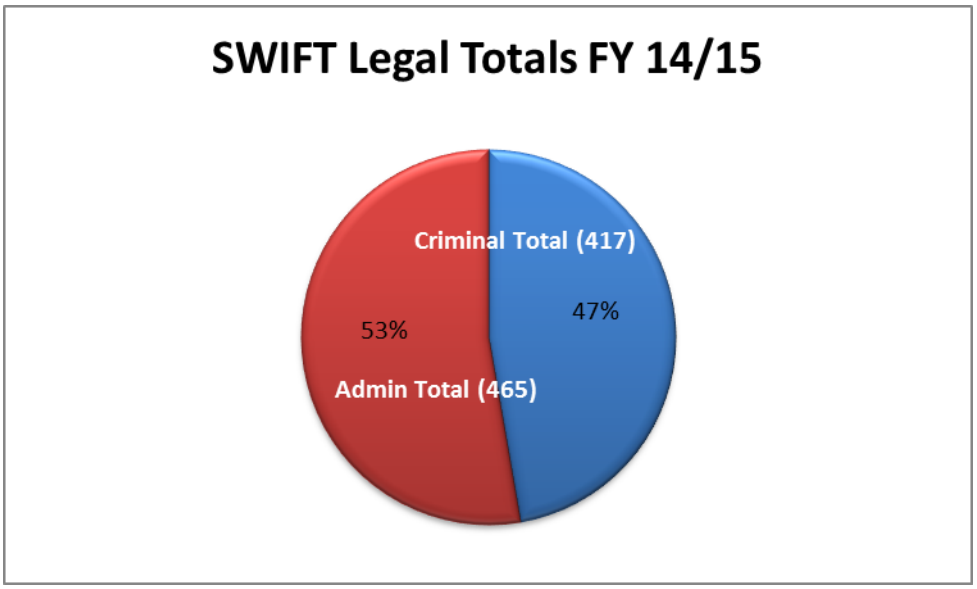


Proactive Enforcement at Active Construction Sites
CSLB has established a Statewide Investigative Fraud Team (SWIFT) comprised of approximately 30 non-sworn Enforcement Representatives (ERs). SWIFT primarily enforces license and workers' compensation insurance requirements at active job sites and performs undercover sting operations targeting unlicensed persons who have active warrants or who solicit construction contracts. Between July 2014 and January 2015, SWIFT ERs have consistently exceeded the Board's goal of performing more than 13 proactive investigations per month, with more than 42 percent of these investigations resulting in a legal action. Of the 882 legal actions during this time, 417 were referred to local prosecutors.

The following chart depicts the weighted monthly SWIFT closure average:



The following chart depicts the number of proactive SWIFT investigations that resulted in an administrative or criminal legal action. For the first six months of fiscal year 2014-15, SWIFT has referred an impressive 47 percent, or 417 investigations, to District Attorneys for criminal prosecution.



CASE MANAGEMENT FY 2014-15 (JULY 2014 – JANUARY 2015)

CITATIONS ISSUED		
	Licensee	**Non-Licensee**
Citations Issued	777	484
Citations Appealed	331	195
Citation Compliance	556	221
MANDATORY SETTLEMENT CONFERENCES		
Scheduled	225	
Settled	122	
Civil Penalties Collected	$889,058	
Legal Fee Savings	$611,195	

ARBITRATION	
Arbitration Cases Initiated	173
Arbitration Decisions Received	170
Licenses Revoked for Non-Compliance	17
Arbitration Savings to the Public – Restitution	$845,112
ACCUSATIONS / STATEMENT OF ISSUES	
Revocations by Accusation (Applicants Revoked)	248
Accusation Restitution Paid to Injured Persons	$214,285
Statement of Issues (Applicants Denied)	47
Cost Recovery Received	$142,667
Number of Cases Opened	254
Number of Accusations/Statement of Issues Filed	167
Number of Proposed Decisions Received	56
Number of Stipulations Received	58
Number of Defaults Received	104
Number of Decisions Mailed	257

Board for Professional Engineers, Land Surveyors, and Geologists

STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

Governor Edmund G. Brown

Meeting of the Board for Professional Engineers, Land Surveyors, and Geologists

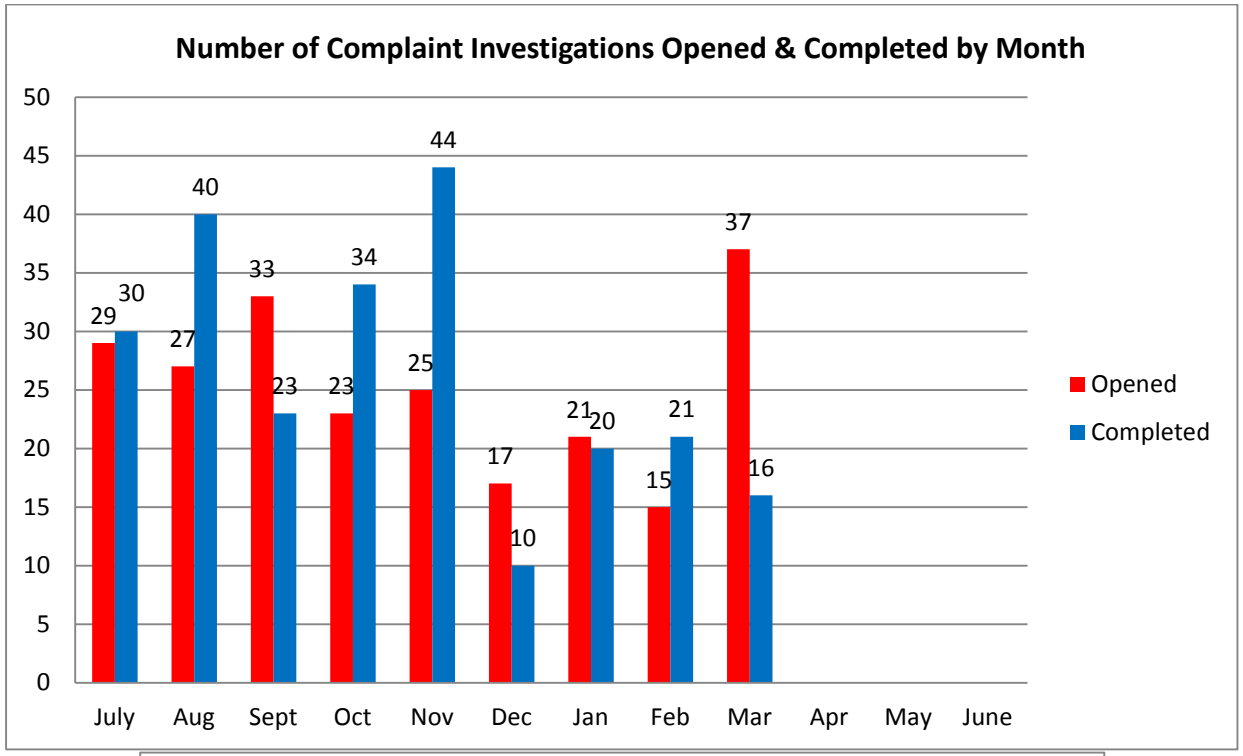
April 15-16, 2015

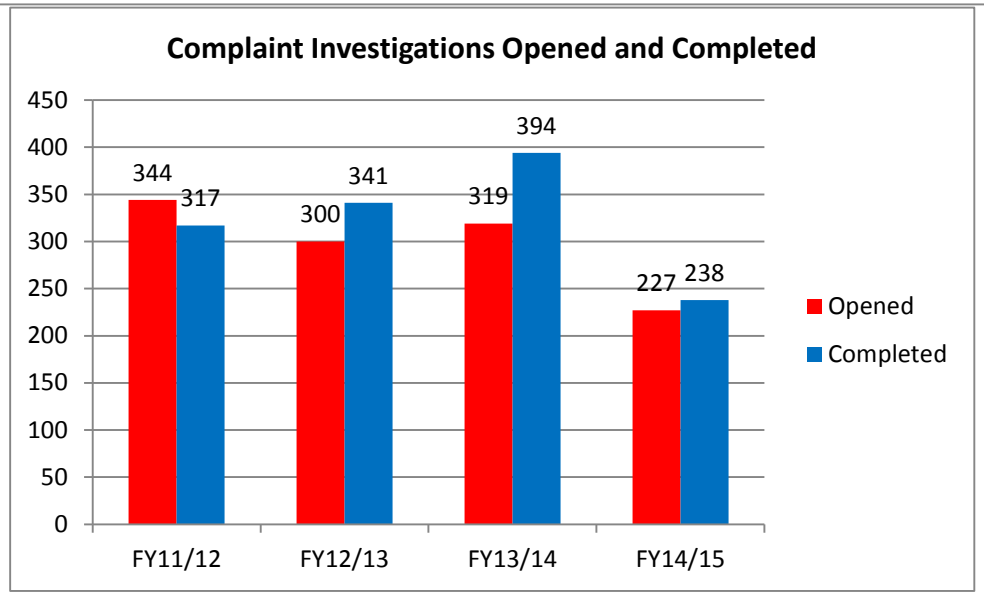
Wednesday, April 15, beginning at 9:00 a.m. and continuing on Thursday, April 16, beginning at 9:00 a.m., if necessary

Department of Consumer Affairs, HQ2
1747 N. Market Blvd., Hearing Room
Sacramento, CA 95834

PELS ENFORCEMENT PROGRAM

Complaint Investigation Phase

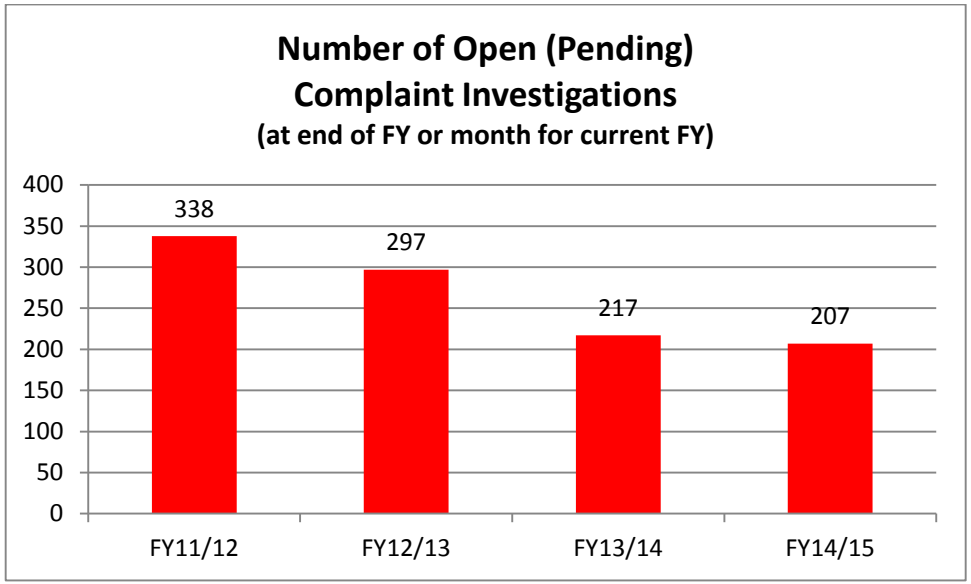


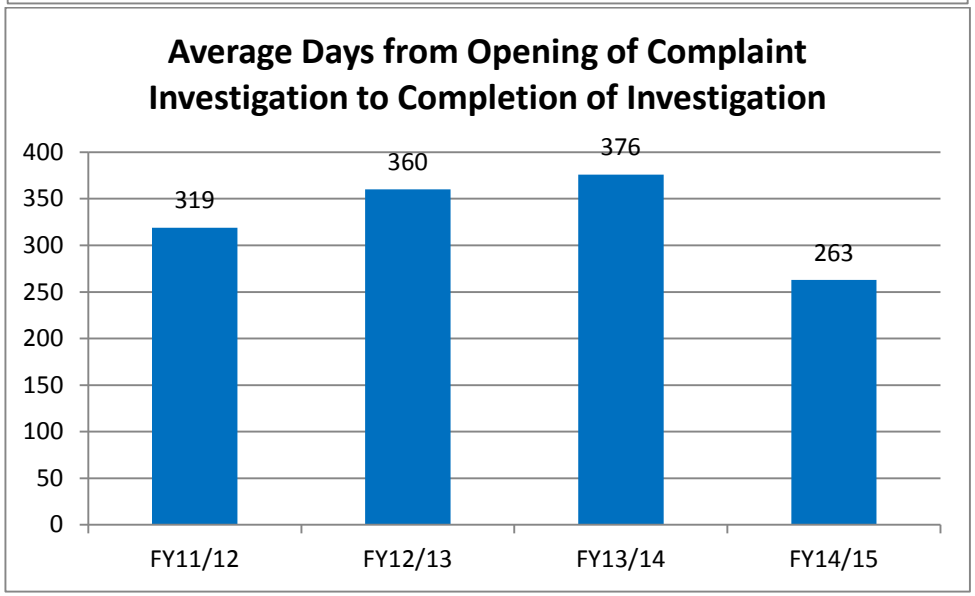


NOTE: FY14/15 statistics are through March 31, 2015

PELS ENFORCEMENT PROGRAM

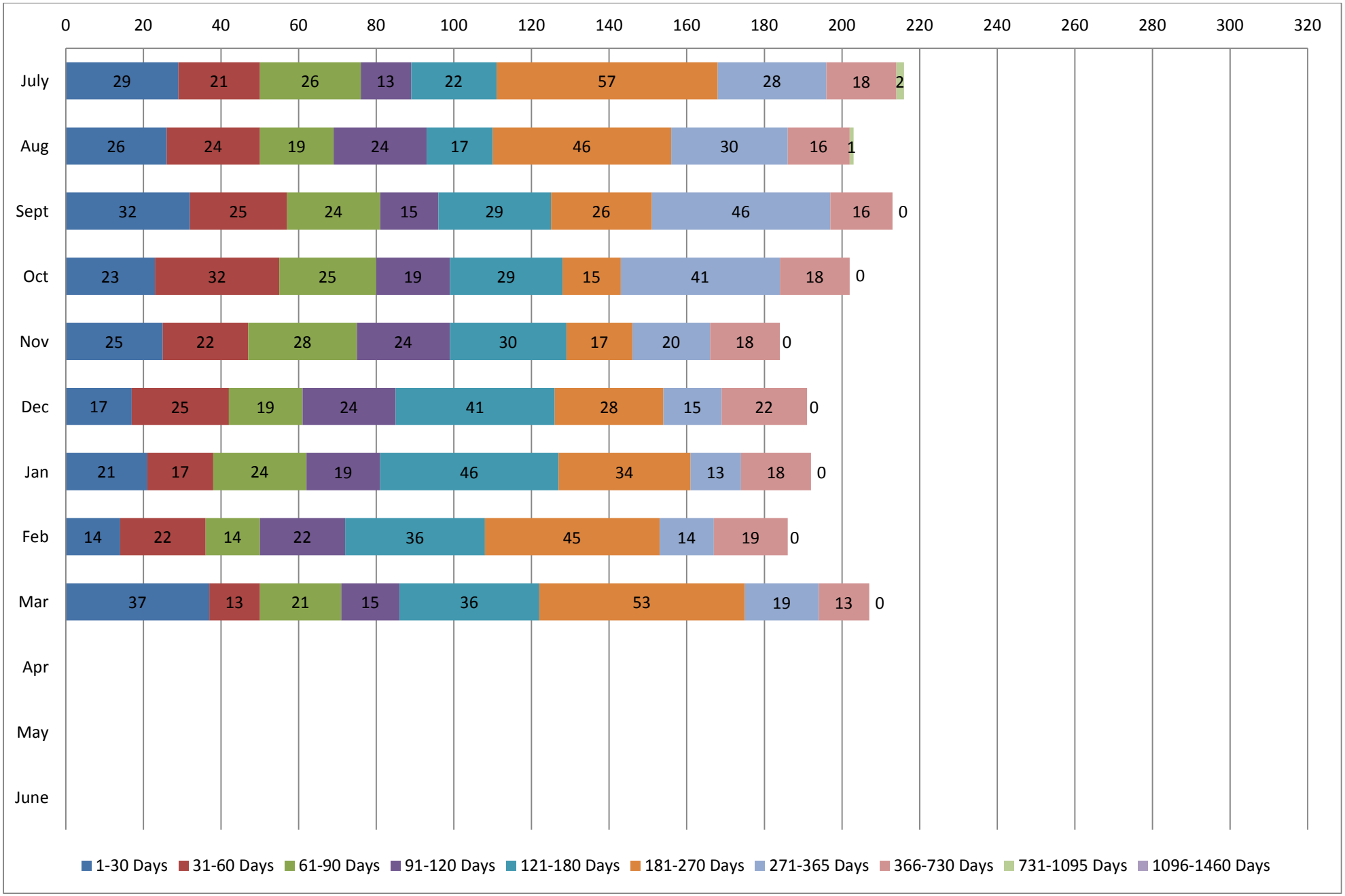
Complaint Investigation Phase





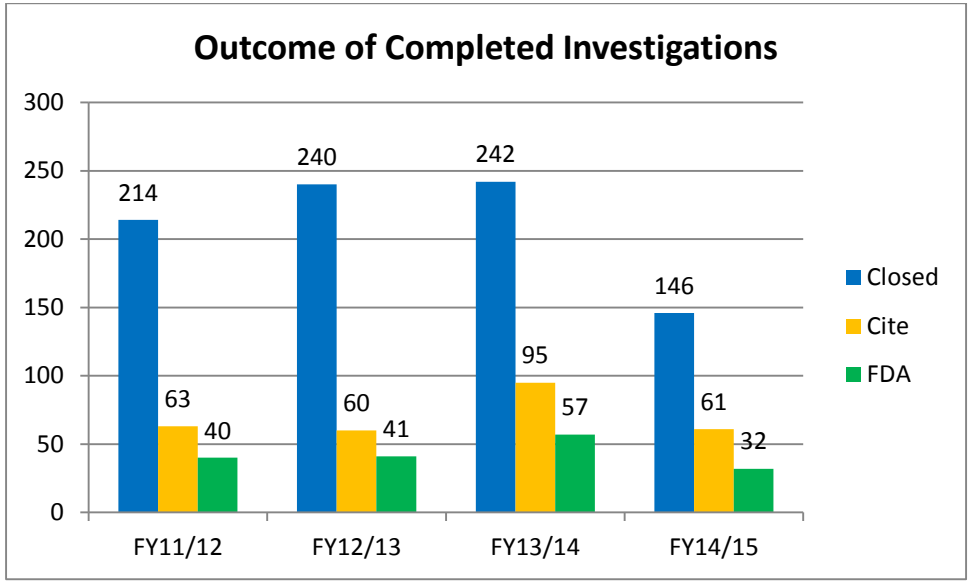
NOTE: FY14/15 statistics are through March 31, 2015

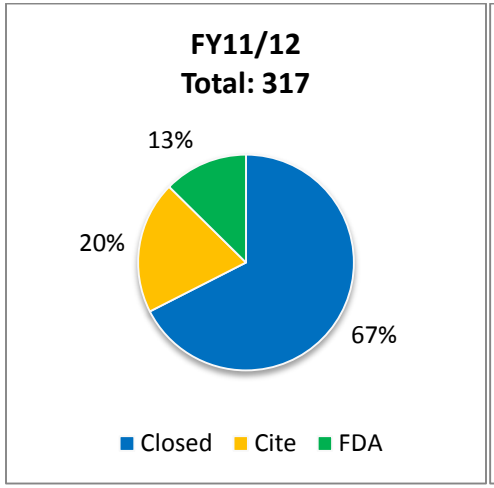
Aging of Open (Pending) Complaint Investigation Cases
FY14/15

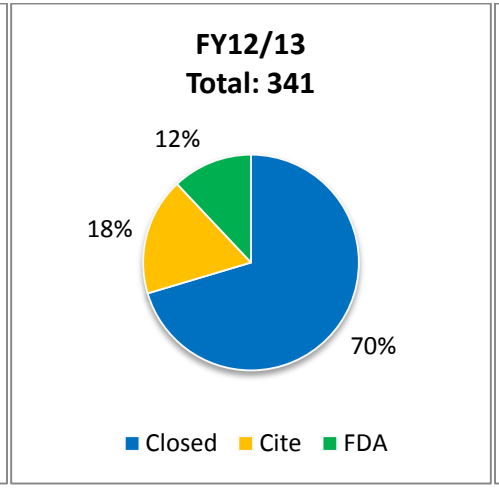


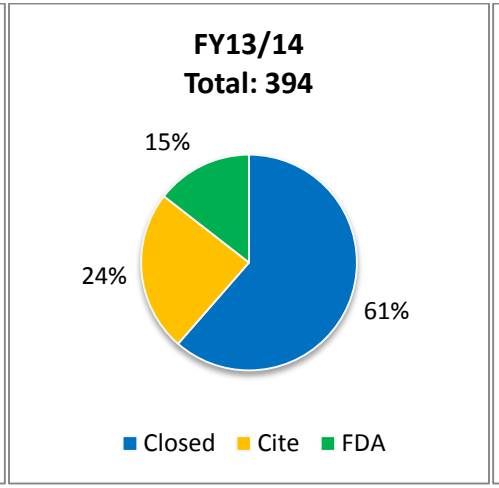
PELS ENFORCEMENT PROGRAM

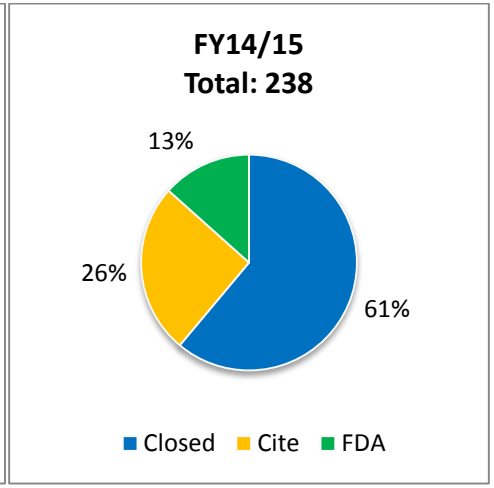
Outcome of Completed Investigations











NOTE: FY14/15 statistics are through March 31, 2015

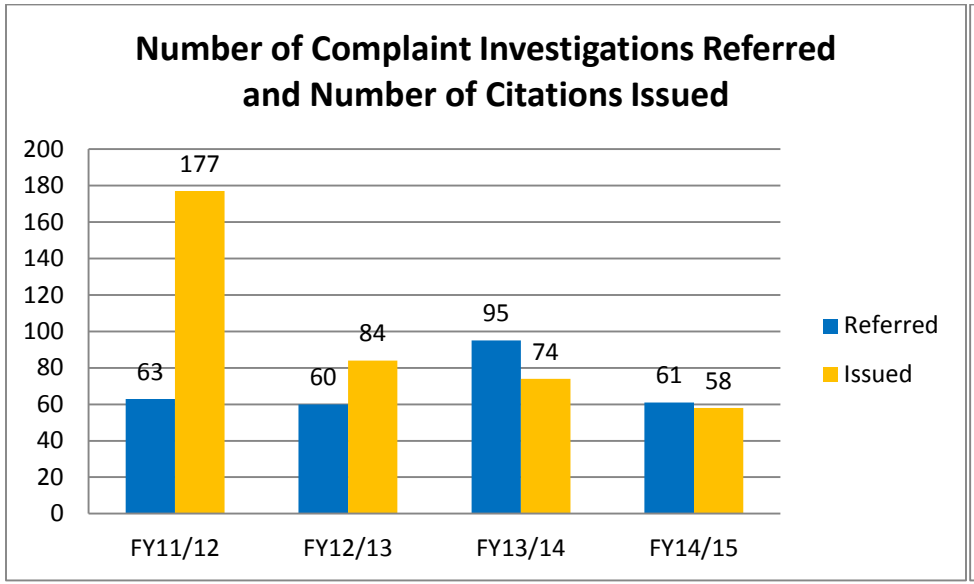
Closed = Closed with No Action Taken, includes the categories listed on the next page.

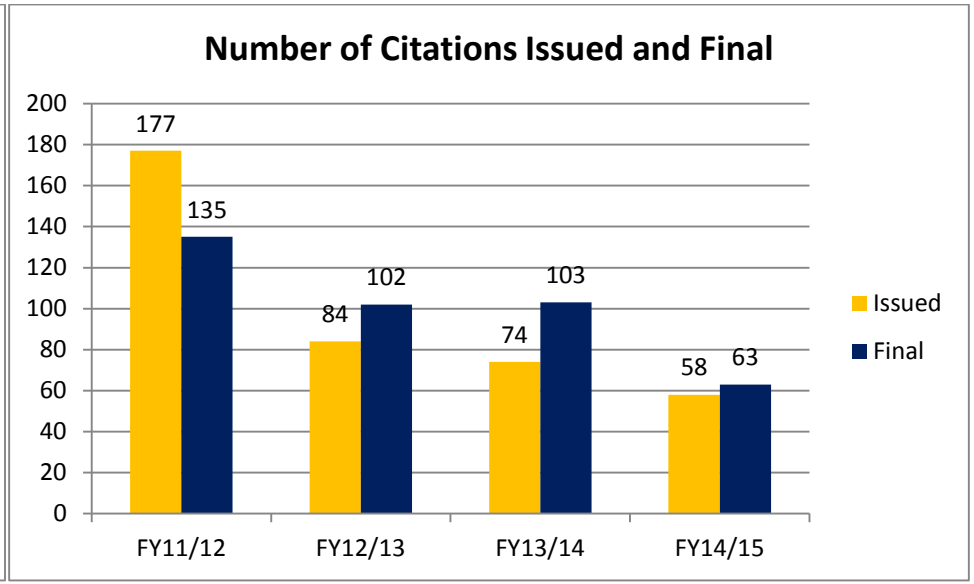
Cite = Referred for Issuance of Citation

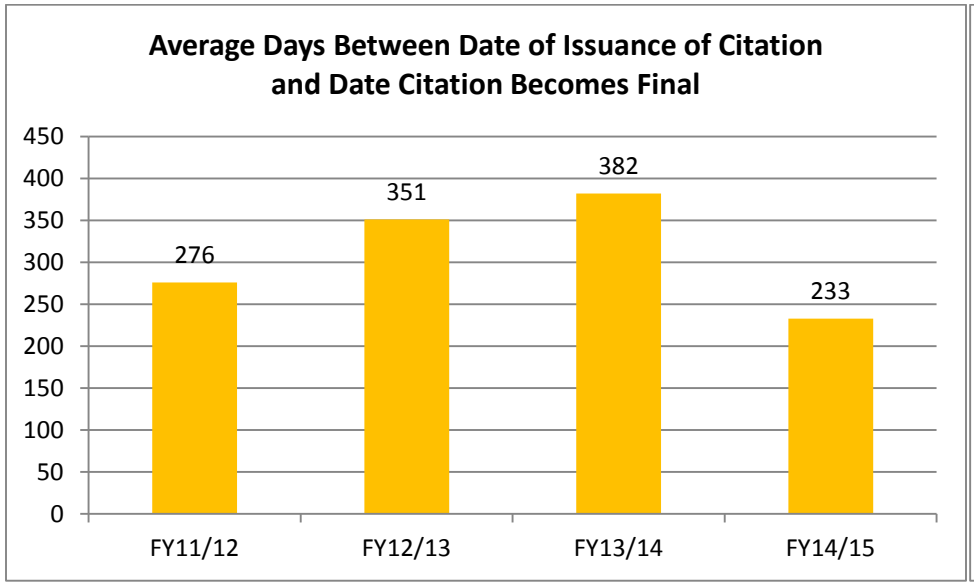
FDA = Referred for Formal Disciplinary Action

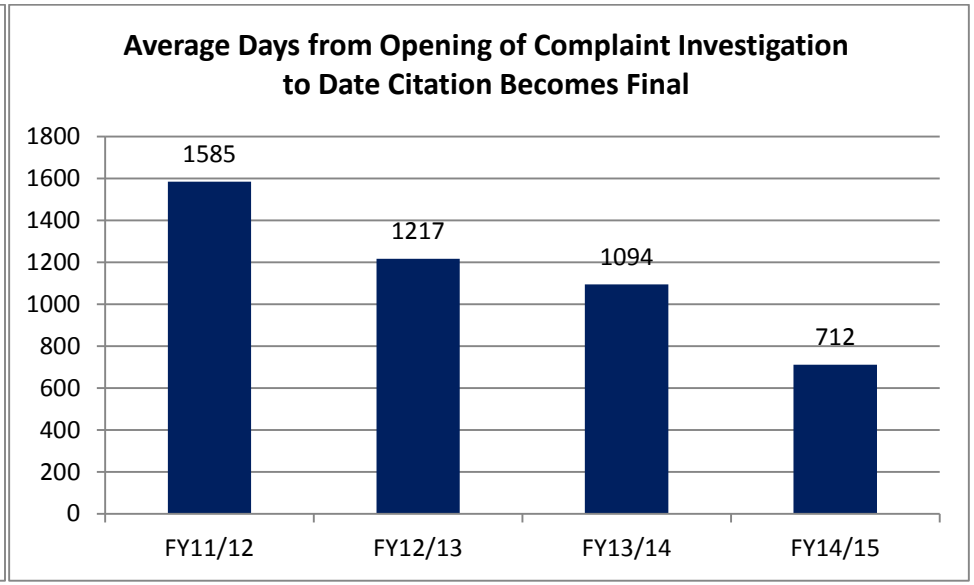
PELS ENFORCEMENT PROGRAM

Citations (Informal Enforcement Actions)





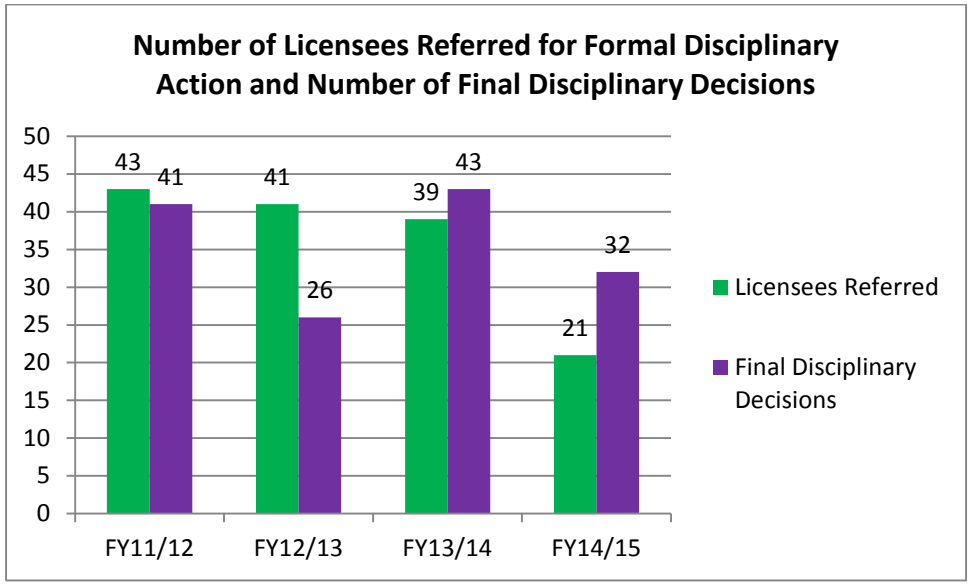


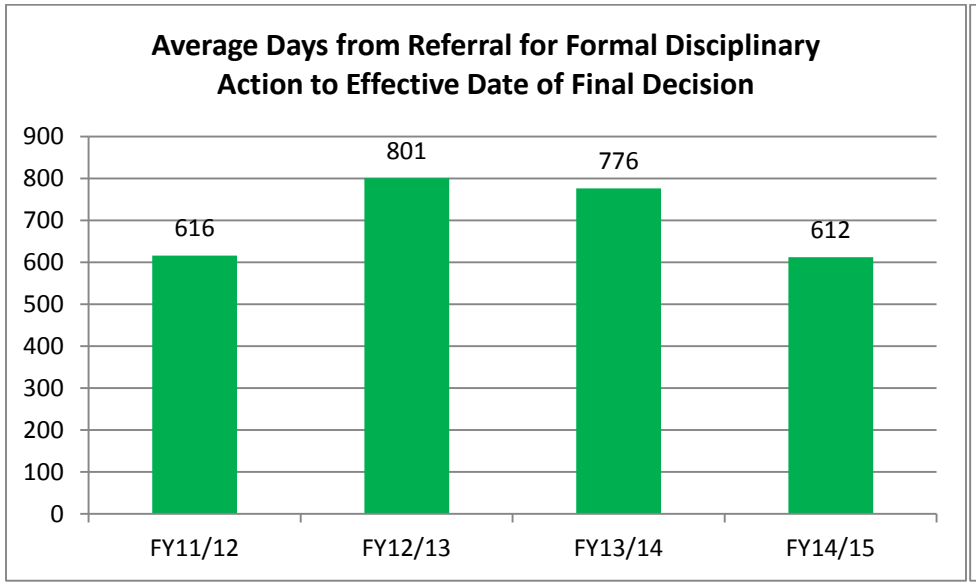


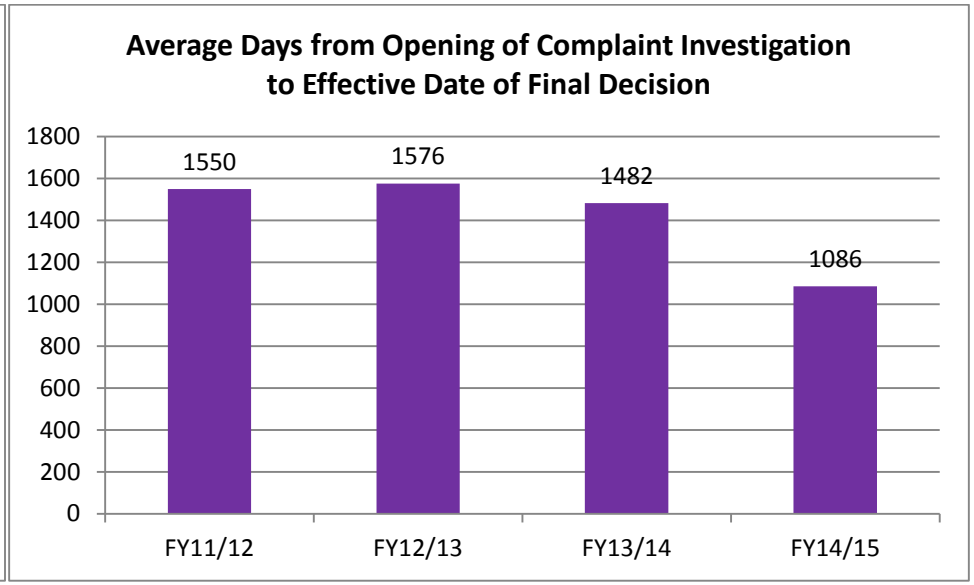
NOTE: FY14/15 statistics are through March 31, 2015

PELS ENFORCEMENT PROGRAM

Formal Disciplinary Actions Against Licensees



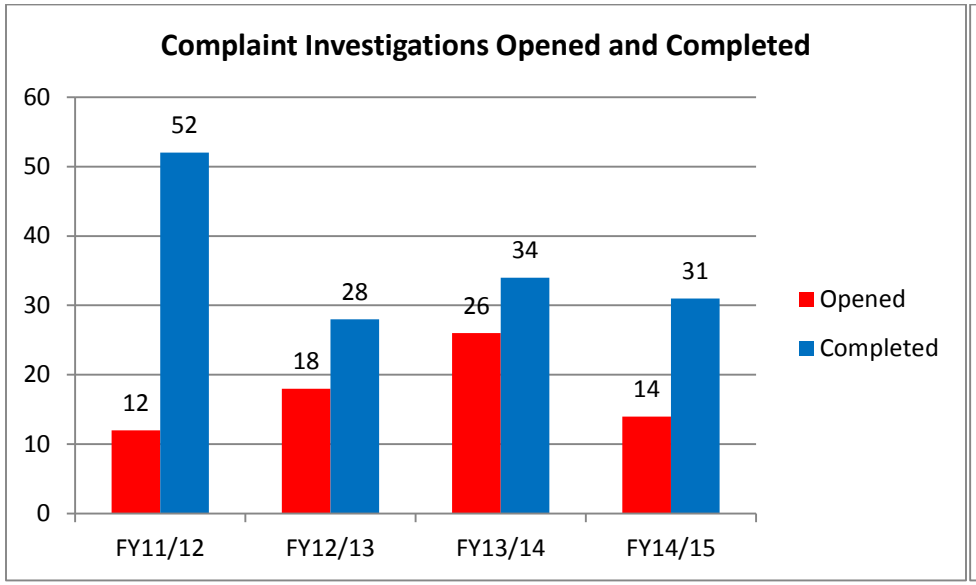


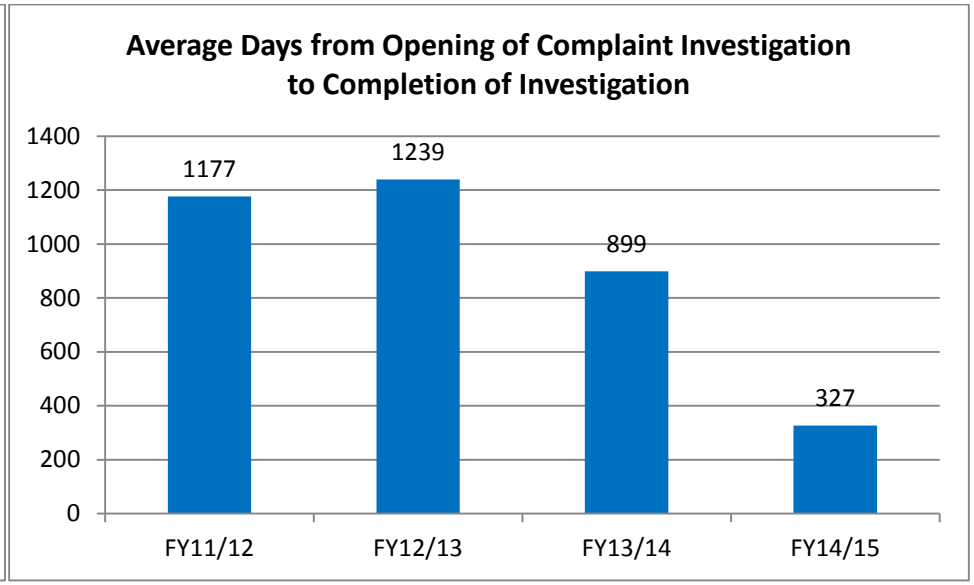


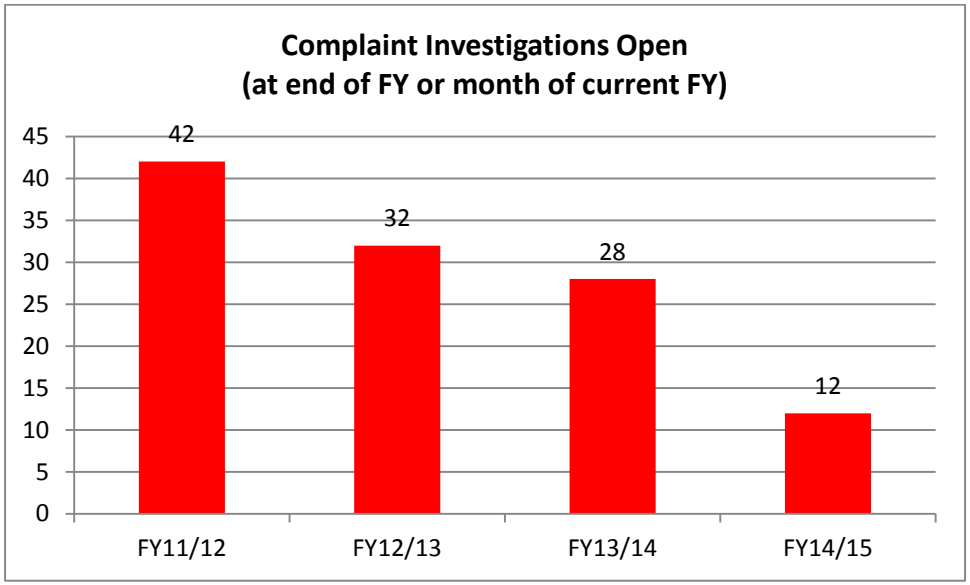
NOTE: FY14/15 statistics are through March 31, 2015

G&G ENFORCEMENT PROGRAM

Complaint Investigation Phase



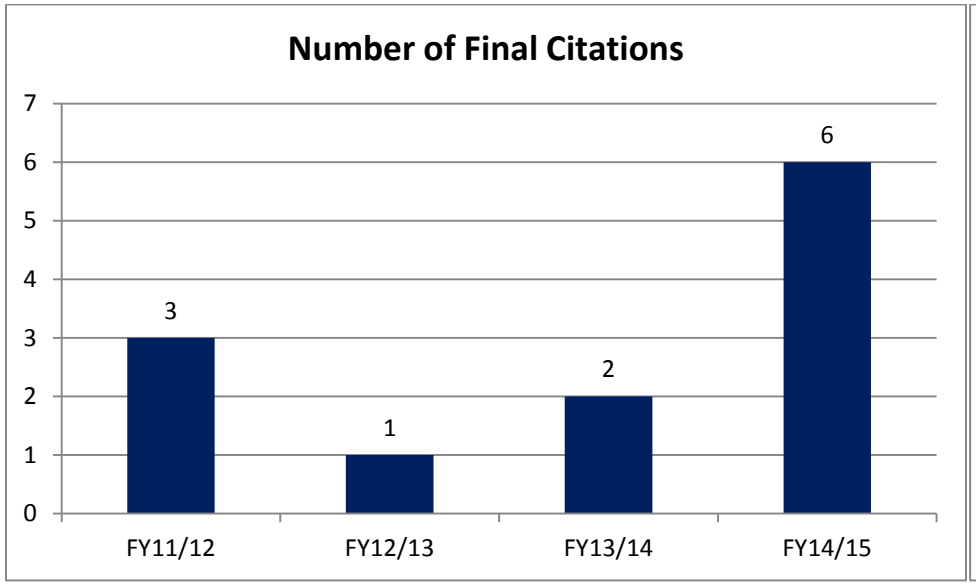


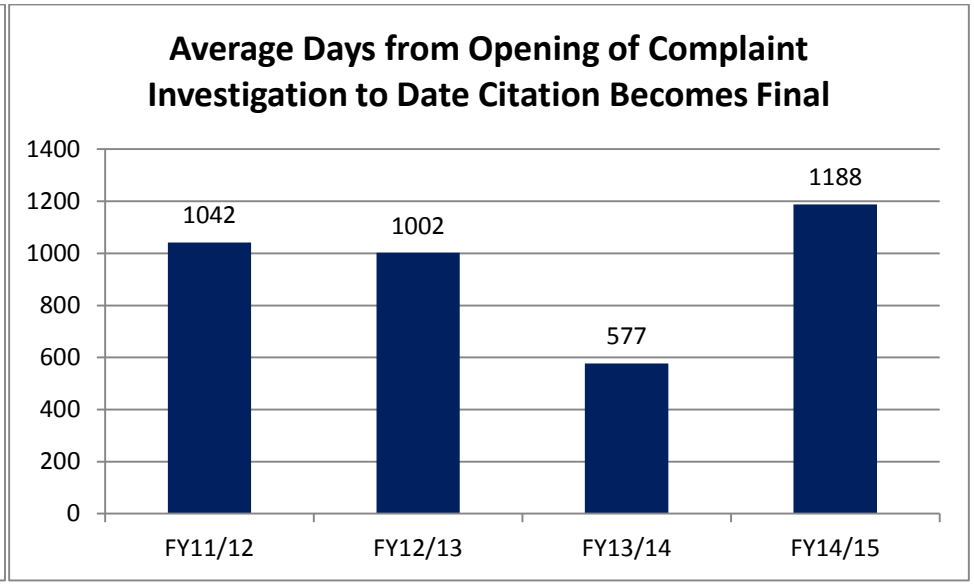


NOTE: FY14/15 statistics are through March 31, 2015

G&G ENFORCEMENT PROGRAM

Citations (Informal Enforcement Actions)

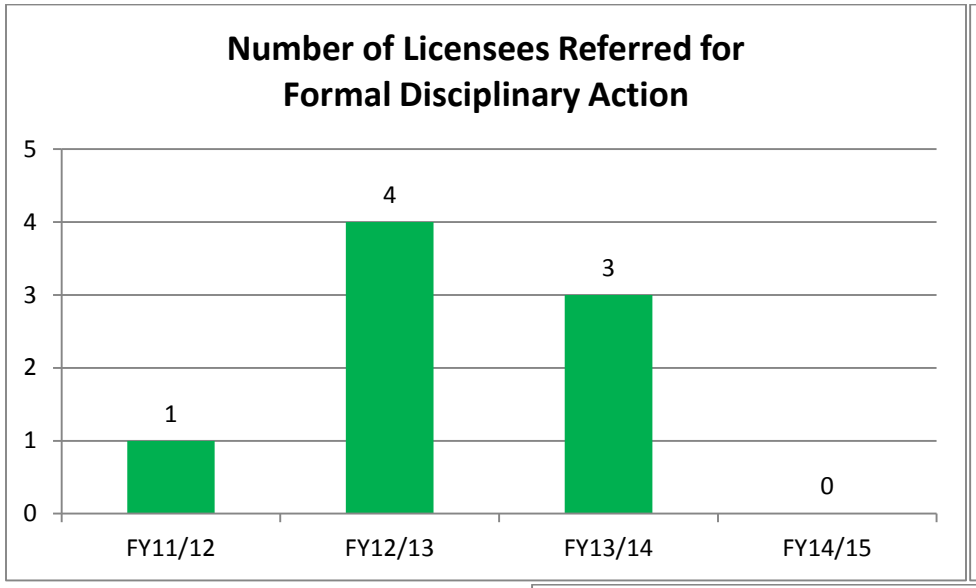


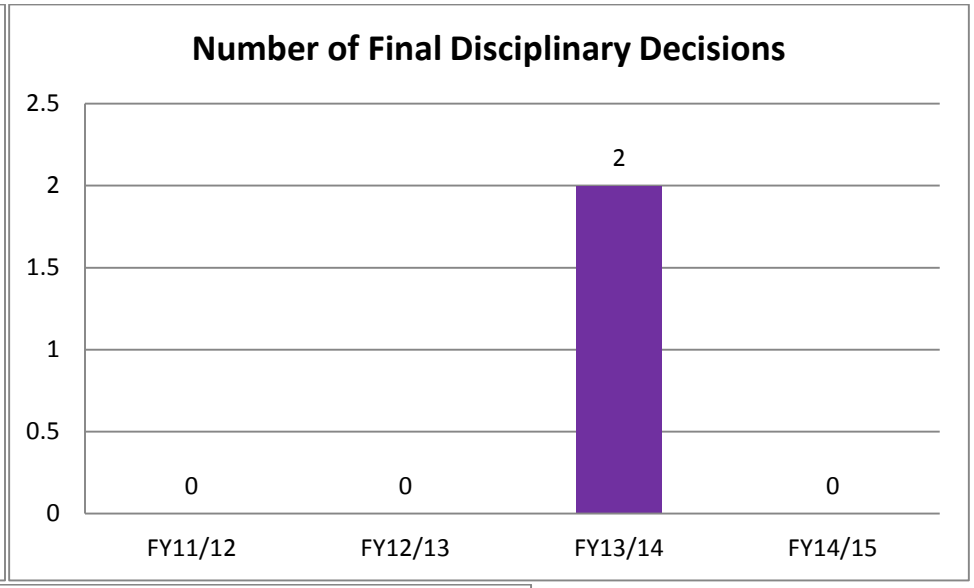


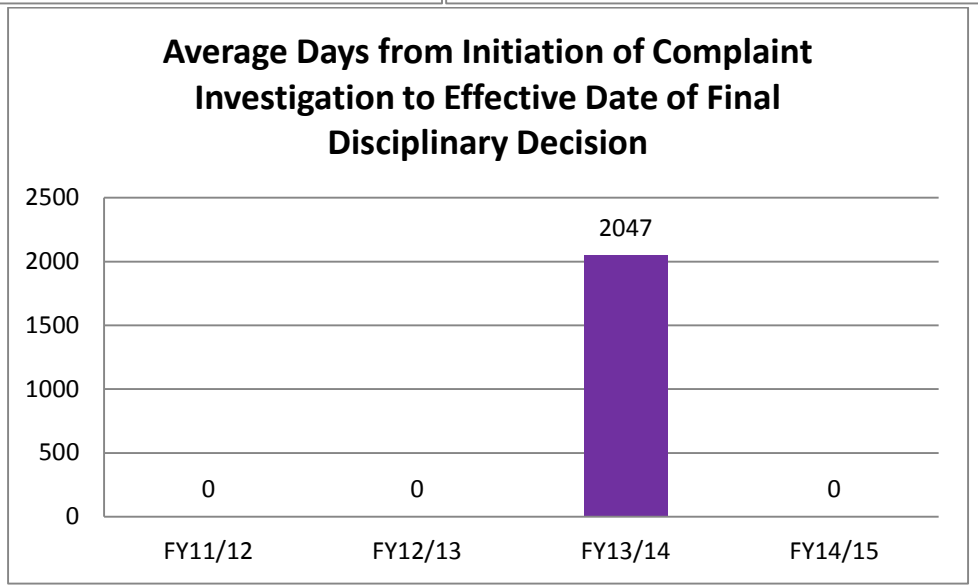
NOTE: FY14/15 statistics are through March 31, 2015

G&G ENFORCEMENT PROGRAM

Formal Disciplinary Actions against Licensees







NOTE: FY14/15 statistics are through March 31, 2015

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO PURSUE METHODS TO OBTAIN MULTIPLE COLLECTION MECHANISMS TO SECURE UNPAID CITATION PENALTIES

The California Architects Board's 2015-16 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties.

During fiscal years 2011/12 through 2013/14, the Board issued 68 citations and assessed $133,000 in administrative fines. The Board collected approximately 62% of these administrative fines. During this same period, the Board for Professional Engineers, Land Surveyors, and Geologists and the Contractors State License Board (CSLB) collected 44% and 35%, respectively, of their administrative fines.

Currently, if a licensee fails to satisfy a citation, the Board places a hold on his or her license preventing it from being renewed without the payment of both the renewal fee and the administrative fine assessed with the citation. Additionally, the Board is authorized to pursue disciplinary action against a licensee for failure to pay the administrative fine within 30 days of the date of assessment, pursuant to Business and Professions Code section (BPC) 125.9(b)(5). However, the majority of the Board's outstanding, unpaid administrative fines are against unlicensed individuals, and many choose to ignore their citations, as they do not have licenses in jeopardy from failing to pay the administrative fines.

The Board currently utilizes the Franchise Tax Board "Intercept Program" as an additional tool to collect unpaid administrative fines from unlicensed individuals, but the success in collecting fines through this program has not been significant, as the potential sources of recovery are limited to State tax refunds, Lottery proceeds, and unclaimed property.

Other strategies suggested by Board staff to collect administrative fines include proactively offering payment plans in the cover letters of each citation, and strengthening and increasing the frequency of enforcement letters to both licensees and unlicensed individuals who have not satisfied their citations.

Another option to pursue the collection of unpaid administrative fines includes the use of collection agencies. The Board previously executed a contract with a collection agency in 2010, but the agency indicated it would not be able to collect the administrative fines without social security numbers (SSNs). Currently, only the Respiratory Care Board is authorized to release SSNs to collection agencies pursuant to BPC 3778 (Chapter 586, Statutes of 2003), but Board staff is not aware of any other agencies with similar authority. In its 2014 Sunset Review Report, the Board requested that the Legislature consider granting the statutory authority to release SSNs to the Board via Sunset Review legislation. In response, the Board was advised to examine other agencies that are authorized to release SSNs to collection agencies and consider any privacy or security issues that may arise if such information was transmitted.

However, other boards and bureaus within the Department of Consumer Affairs (DCA), including CSLB, currently use collection agencies to pursue unpaid administrative fines against unlicensed

individuals without releasing SSNs. Board staff will conduct further research regarding the use of collection agencies by other DCA boards and bureaus, and may consider pursuing a new contract with a collection agency if the agency would be willing to seek the recovery of administrative fines without the Board releasing the individuals' SSNs.

The Board also presented the idea of leveraging professional or vocational licenses to the Legislature during the Sunset Review process. Under such a system, the failure to satisfy a citation issued by one DCA board or bureau would prevent the renewal of a license issued by another DCA board or bureau. Staff will collaborate with other DCA boards and bureaus to determine the feasibility of sharing information regarding enforcement and disciplinary actions for purposes of leveraging other professional licenses to collect administrative fines. Additionally, staff is working with DCA to explore the feasibility of establishing a collections unit within DCA to assist the boards and bureaus in collecting administrative fines.

The REC is asked to review and discuss this objective, and provide any additional direction or input to Board staff.

UPDATE AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO MONITOR NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS ACTION ON TITLE FOR INTERNS TO ENSURE APPROPRIATE CONSUMER PROTECTION

The California Architects Board's 2015-16 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to monitor National Council of Architectural Registration Boards (NCARB) action on the title for interns to ensure appropriate consumer protection.

On June 21, 2014, NCARB President Dale McKinney announced the formation of a Future Title Task Force (FTTF), chaired by former NCARB President Blakely Dunn, to review and evaluate the terminology used during the life cycle of an architect's career, from education through retirement.

The FTTF, comprised of interns and architects from across the United States, first convened in August 2014 and completed its assigned tasks in February 2015. The FTTF presented its recommendations at the NCARB Board of Directors meeting on April 23-25, 2015.

Additionally, the American Institute of Architects, California Council (AIACC) has expressed interest in the topic of intern titling. This topic provided for a robust discussion at AIACC's January 23, 2015 Academy for Emerging Professionals meeting, in which Board representatives attended. On March 4, 2015, AIACC sent a letter (attached) to Board President, Jon Alan Baker, requesting that the Board consider supporting amendments to the Architects Practice Act (Act) to expand the current terminology of "candidate" for those eligible to take the Architect Registration Examination (ARE), to include the title "architectural intern."

AIACC also requested that, in the interest of consumer protection, the Board support limiting the use and purpose of the title "architectural intern" to an individual designation for a specific period of time, and prohibit its use as a means to promote or advertise the services of the individual in the performance of projects meeting the exemptions of Business and Professions Code section 5537.

AIACC further stated its goal is to proactively modify the Act to be consistent with national standards, and to facilitate a future title change if such a term is adopted by future NCARB model law. AIACC asked the Board to consider the following:

- NCARB recommends in its *Legislative Guidelines and Model Law* (2014-2015 Edition) that a person with an NCARB record in good standing and currently employed under the responsible control of an architect, be allowed to use the title "intern architect" or "architectural intern" in conjunction with his or her current employment.

- According to NCARB, 28 jurisdictions have titles specifically for those actively pursuing licensure, and currently allow the use of the terms "intern architect," "architectural intern," "architect-in-training," or a combination of the terms.

- Many jurisdictions require interns to register with both NCARB and the state board prior to using the designated title. This can potentially streamline the licensure process by establishing a relationship with the state board early on, and allowing interns to educate themselves about the state licensure requirements from the beginning of their path to licensure.

- Allowing the use of the term "architectural intern" may promote licensure, as this term sets apart those who are actively pursuing licensure from those who choose not to become licensed.

- The Act regulates the use of the terms "architect," "architecture," and "architectural" in order to protect consumers from being misled by unlicensed professionals. The terms "intern architect" and "architectural intern" are not misleading and clearly indicate – by the definition of the word "intern" – that such individuals are trainees in the field of architecture.

The REC is asked to review this Strategic Plan objective and provide any additional direction or input to Board staff. The REC may wish to consider the impact of adding new title provisions to the Act. Additionally, the REC is asked to review and discuss the AIACC's request to expand the current terminology for candidates in the Act to include the title "architectural intern."

Attachment:
Letter to the Board from AIACC Regarding Intern Titling, March 4, 2015

AIA|CC
CALIFORNIA COUNCIL

March 4, 2015

Jon Baker, AIA, Board President
California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

RE: Intern Titling

Dear Mr. Baker:

With the support of the American Institute of Architects, California Council (AIACC) Executive Committee, and the AIACC Board of Directors, we, the undersigned, request that the California Architects Board (CAB) consider supporting changes to the Architects Practice Act concerning the current terminology of "candidate" for those eligible for the ARE, to include the title "architectural intern."

The primary thrust behind the AIACC's support for this change is in the interest of providing a means with which to formally recognize those committed to becoming California licensed architects – not to create marketing opportunities for unlicensed individuals. Therefore, when considering the proposed title change we ask that that the CAB also support limiting the use and purpose of the title "architectural intern" to that of an individual designation only, bestowed, as discussed, for an as yet to be determined finite period of time.

We believe limiting the time allowed to use the title, along with prohibiting its employment as a means to promote or advertise the services of the individual in the performance of projects falling under the exemptions found in Business and Professions Code Chapter 3, Division 3, §5537 to be in the interest of consumer protection, and in the spirit of the increasing licensure in California.

With national attention focused on finding a new appropriate title for not-yet-licensed professionals, our goal is to proactively modify the California Architects Practice Act to be consistent with current national standards, and to facilitate a future title change if/when such a term is adopted by future National Council of Architectural Registration Boards (NCARB) as model law.

Please consider the following:

- The NCARB recommends in their "Legislative Guidelines and Model Law" (2014-2015 Edition) that a person currently employed under the responsible control of an architect, and who maintains in good standing an NCARB record, shall be allowed to use the title "intern architect" or "architectural intern" in conjunction with his/her current employment. Refer to the document for details at: http://www.ncarb.org/~/media/files/pdf/special-paper/legislative_guidelines.pdf.

- According to NCARB, 28 jurisdictions have titles specifically for those actively pursuing licensure. These jurisdictions allow the use of the terms "intern architect," "architectural intern," "architect-in-training," or a combination of terms. Refer to NCARB's infographic at: http://blog.ncarb.org/2014/August/Intern-Titles.aspx

- Many jurisdictions require interns to register with NCARB as well as their State Board prior to using the designated title. This can potentially streamline the licensure process because it establishes the Board-Intern relationship early on, and interns can educate themselves about the state licensure requirements from the beginning of their path to licensure.

- Allowing the use of the term "architectural intern" may promote licensure, as this term sets apart those who are actively pursuing licensure from those who choose not to get licensed.

- The Architects Practice Act regulates the use of the terms "architect," "architecture," and "architectural" in order to protect consumers from being misled by unlicensed professionals. The terms "intern architect" and "architectural intern" are not misleading and clearly indicate—by the definition of the word "intern"—that such individuals are trainees in the field of architecture.

We hope this summary is sufficient in explaining the reasons for promoting this revision to the California Architects Practice Act. Should you have any questions or concerns, please contact AIACC Director of Regulatory Affairs Kurt Cooknick.

Respectfully,

Jana Itzen, AIA
AEP Vice President

Nathan M. Dea, Assoc. AIA
Associate Director- South

Aaron Baumbach, Assoc. AIA
Associate Director – North

Schuyler Bartholomay, Assoc. AIA
Regional Associate Director

Amanda Green, Assoc. AIA
Architect Licensing Advisor – North

Leanna Libourel, AIA
Architect Licensing Advisor - South

Stephanie Silkwood, AIA
Young Architects Regional Director – North

Benjamin Kasdan, AIA
Young Architects Regional Director – South

Daniel Christman, AIAS
Student Director – North

Julia C. Flauaus, AIAS
Student Director - South

ADJOURNMENT

Time: _____