California Architects Board

Board Meeting

March 3, 2016

Burbank, California

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF BOARD MEETING

March 3, 2016
10:00 a.m. to 5:00 p.m.
(or until completion of business)
Woodbury University - Ahmanson Main Space
7500 North Glenoaks Boulevard - Burbank, CA 91504
(818) 252-5121 or (916) 575-7221 (Board)

The California Architects Board will hold a Board meeting, as noted above. 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 see below or you may contact Mel Knox at (916) 575-7221.

Agenda

A. Call to Order/Roll Call/Establishment of Quorum

B. President's Remarks and Board Member Comments

C. Public Comment on Items Not on Agenda
(The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)

D. Review and Approve December 10, 2015 Board Meeting Minutes

E. Executive Officer's Report
1. Update on January 2016 Monthly Report
2. Board Member Liaison Reports on Organizations and Schools

F. Update and Possible Action on Legislation Regarding:
1. Assembly Bill 507 (Olsen) [BreEZe]
2. Business and Professions Code Sections 5536.22 (Written Contract) and 5550.2 (Exam Eligibility – Integrated Degree Program)
3. Senate Bill 1132 (Galgiani) [Intern Title]

G. National Council of Architectural Registration Boards (NCARB)
1. Review of 2016 NCARB Regional Summit Agenda
2. Discuss and Possible Action on NCARB Resolutions
3. Discuss and Possible Action on 2016 Elections
4. Review and Approve Contract with NCARB for Architect Registration Examination

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(Continued)

5. Update and Possible Action on NCARB Resolution 2015-02 Regarding Broadly Experienced Foreign Architect Program
6. Update and Possible Action on Implementing NCARB's Integrated Path Initiative (IPI)
7. Reports and Possible Action on NCARB Accepted California IPI Programs

H. Landscape Architects Technical Committee (LATC) Report
1. Update on LATC February 10, 2016 Meeting
2. Review and Approve Proposed Regulations to Amend California Code of Regulations, Title 16, Section 2620 (Education and Training Credits) Subsections (c)(1)(B)(1) and (c)(1)(C) as it Relates to Training Credit for Education and Experience Combinations

I. Closed Session
1. Review and Approve December 10, 2015 Closed Session Minutes
2. Pursuant to Government Code Section 11126(e)(1), the Board will Confer with Legal Counsel to Discuss Litigation Regarding *Marie Lundin vs. California Architects Board, et al.*, Department of Fair Employment and Housing, Case No. 585824-164724
3. Pursuant to Government Code Section 11126(c)(3), the Board will Deliberate on Disciplinary Matters

J. Reconvene Open Session

K. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

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

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Mel Knox at (916) 575-7221, emailing mel.knox@dca.ca.gov, or sending a written request to the Board. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

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

CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

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

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

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

BOARD MEMBER ROSTER

Jon Alan Baker

Denise Campos

Tian Feng

Pasqual V. Gutierrez

Sylvia Kwan

Ebony Lewis

Matthew McGuinness

Nilza Serrano

Barry Williams

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

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

PUBLIC COMMENT SESSION FOR ITEMS NOT ON AGENDA

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

REVIEW AND APPROVE DECEMBER 10, 2015 BOARD MEETING MINUTES

The Board is asked to approve the minutes of the December 10, 2015 Board meeting.

Attachment:
December 10, 2015 Board Meeting Minutes

MINUTES

REGULAR MEETING

CALIFORNIA ARCHITECTS BOARD

December 10, 2015

Sacramento, CA

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

Board President, Jon Alan Baker called the meeting to order at 9:25 a.m. and Board Secretary, Tian Feng, called roll.

Board Members Present
Jon Alan Baker, President
Pasqual Gutierrez, Vice President
Tian Feng, Secretary
Denise Campos
Sylvia Kwan
Matthew McGuinness
Nilza Serrano
Barry Williams

Board Members Absent
Ebony Lewis

Guests Present
Shelly Jones, Executive Office, Department of Consumer Affairs (DCA)
Yeaphana LaMarr, Division of Legislative & Regulatory Review, DCA
Raul Villanueva, Office of Professional Examination Services (OPES), DCA

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

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

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B. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

Mr. Baker 1) announced that Board member Ebony Lewis has an excused absence from the day's meeting; 2) noted that the meeting is being webcast; and 3) advised that all motions and seconds shall be repeated for the record, and votes on all motions shall be taken by roll-call.

C. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There were no comments from the public.

D. REVIEW AND APPROVE SEPTEMBER 10, 2015 BOARD MEETING MINUTES

Mr. Baker asked for comments concerning the September 10, 2015, Board Meeting Minutes.

- **Nilza Serrano moved to approve the September 10, 2015, Board Meeting Minutes.**

  Tian Feng seconded the motion.

Mr. Baker noted a minor edit on page 4, under Agenda Item F, to change "resent" to "recent."

Jon Baker moved to amend the motion to approve the September 10, 2015 Board Meeting minutes with a minor edit on page 4 changing "resent" to "recent" under Agenda Item F.

Tian Feng seconded the amendment to the motion.

Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

E. EXECUTIVE OFFICER'S REPORT

Doug McCauley informed the Board that the next meeting is scheduled for March 3, 2016 in Southern California. Mr. McCauley reminded the Board that BreEZe is being deployed department-wide via three separate releases, and that the Board is currently part of Release 3. He also informed that DCA will perform a gap analysis of all existing BreEZe functionalities as delivered at the completion of Release 2, in comparison to the Release 3 boards and bureaus' business needs and current systems' functionalities. He reminded the Board that one of its key philosophies is to respect the diverse pathways for entry into the profession, and noted that proposed changes to California Code of Regulations section (CCR) 109 are associated with key changes to the Intern Development Program (IDP). Mr. McCauley also noted that the list of citations reflected in the Monthly Report is larger than usual, as it represents a full quarter of data. He stated that the majority of the citations concern continuing education (CE) violations. Mr. McCauley also recognized that Annamarie Fernandez, the Board Secretary, has left the Board to pursue opportunities at another state agency. The Board discussed the stakeholder composition of the most recent Occupational Analysis (OA) focus group meetings; it was agreed that a "client" group will be part of the focus group in the future. The Board also discussed the audit process to investigate licensees' compliance with fulfilling the required five hours of coursework on disability access requirements.

Mr. McCauley updated the Board on legislative items. He reported that the Board's sunset bill, Assembly Bill (AB) 177 (Bonilla) extends its sunset date to the year 2020. Mr. McCauley also reported that AB 507 (Olsen) would require DCA to submit an annual report to the Legislature and the Department of Finance regarding the department's plan for implementing Release 3 of BreEZe. He reported that Senate Bill 704 (Gaines), the American Institute of Architects, California Council (AIACC)-sponsored legislation, addresses the issue of conflict of interest as it concerns public officials as members of advisory boards or commissions. Mr. McCauley also reviewed AIACC-proposals for legislation concerning intern title, CE, and mandatory construction observation. He suggested the Board take positions on AIACC's concepts when they are formally introduced to the Legislature. The Board discussed AIACC's proposals and Sylvia Kwan enquired whether the Board must follow the National Council of Architectural Registration Boards (NCARB) if it developed a national title for interns. Mr. McCauley replied that the Board is not required to follow NCARB's determination. Mr. McCauley advised the Board of NCARB's policy position that there is only a need to title practitioners of architecture to protect the public health, safety, and welfare; special titles for candidates are not required, necessary, or appropriate. Ms. Kwan stated that she supports the idea of NCARB's intern title proposal. Mr. Baker expressed the Board's concern about CE when it first became a requirement in that there could be a push for a piecemeal approach. He stated that in recent years there has been an effort to get the Legislature to give the Board authority to create a CE program that it could manage and enforce.

Board members presented their second liaison reports of 2015, which covered assigned organizations' activities and objectives. Mr. McCauley reported on his interaction with the American Council of Engineering Companies, California; Board for Professional Engineers, Land Surveyors & Geologists; California Building Officials (CALBO); and Contractors State License Board (CSLB). Mr. Baker reported on his interaction with AIACC; NewSchool; San Diego Mesa College; and Southwestern College. Mr. Gutierrez reported on his interaction with the California State Polytechnic University, Pomona; Woodbury University; Association of Collegiate Schools of Architecture; Bakersfield College; Mt. San Antonio College; and San Bernardino Valley College. Ms. Kwan reported on her interaction with the College of Marin; National Council of Examiners on Engineering and Surveying; Urban Land Institute; Academy of Art University, San Francisco; California College of the Arts, San Francisco; and Cosumnes River College. Matthew McGuinness reported on his interaction with the Associated General Contractors of California, Inc.; City College of San Francisco; College of San Mateo; and West Valley College, Saratoga. Barry Williams reported on his interaction with the California Polytechnic State University, San Luis Obispo; Southern California Institute of Architecture; College of the Desert; Cuesta College; and Fresno City College. Tian Feng reported on his interaction with University of California, Berkeley; Chabot College, Hayward; and Diablo Valley College, Pleasant Hill. Nilza Serrano reported on her interaction with Cerritos College; Los Angeles City College; Orange Coast College; and Ventura College. Bob Carter reported on his interaction with CALBO and CSLB.

The Board discussed: 1) transferring the Council of Landscape Architectural Registration Boards liaison assignment to the Landscape Architects Technical Committee (LATC), 2) being more proactive about community colleges awarding baccalaureate degrees, 3) how students are not thinking about licensure after graduating, 4) NCARB's Integrated Path Initiative (IPI), 5) community colleges' concerns about teaching students about liability realities as architects, and 6) featuring in Board publications community college programs that have success in particular areas of the profession.

O.* CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 11126(E) THE BOARD WILL MEET IN CLOSED SESSION TO RECEIVE ADVICE FROM COUNSEL ON LITIGATION

The Board went into closed session to receive advice from counsel on litigation.

The Board reconvened open session.

I. CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE)

Marccus Reinhardt reminded the Board that the 2015-2016 Strategic Plan contains an objective assigned to the Professional Qualifications Committee (PQC) to conduct a review of the Architect Registration Examination (ARE) and Linkage Study to meet the requirements of Business and Professions Code section (BPC) 139 and the DCA policy on licensure examination validation. He noted that these processes help identify areas of California practice for which the ARE and CSE are appropriate for assessing candidate competency, thus ensuring a valid and defensible examination process. Mr. Reinhardt explained that DCA's OPES is contracted to complete a comprehensive review of the NCARB examination program to evaluate the suitability of the ARE for continued use in California.

Raul Villanueva provided the Board with an update on the ARE review and Linkage Study conducted by OPES. Mr. Villanueva presented a summary of California's legal mandates and professional standards regarding licensing examinations; results of the ARE review, which included both ARE 4.0 and 5.0; results of the linkage study; and the CSE Test Plan. The Board discussed the analysis of the CSE Test Plan.

F. ELECTION OF 2016 BOARD OFFICERS

Mr. McCauley introduced the Nominations Committee, composed of members Williams and Serrano. The Committee explained the Board's nominating process and proposed the following state of officers for 2016 based on the qualifications and interest expressed by the members: Jon Baker, President; Matthew McGuinness, Vice President; and Sylvia Kwan, Secretary.

- **Nilza Serrano moved to elect Jon Baker for President, Matthew McGuinness for Vice President, and Sylvia Kwan for Secretary for 2016.**

  Tian Feng seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

G. EXECUTIVE COMMITTEE REPORT

Mr. Baker informed the Board that the Executive Committee met on November 24, 2015 to work on several Strategic Plan objectives, and to propose candidates for the Octavius Morgan Distinguished Service Award for 2015. He explained the history of the award and reminded Board members that contributing to pay a share of the award is voluntary. Mr. McCauley reported that the Executive Committee voted to recommend two recipients for the Board's approval: Robert Greig and Alex Rogic.

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- **Barry Williams moved to approve that Robert Greig and Alex Rogic be awarded the Octavius Morgan Distinguished Service Award for 2015.**

  Matthew McGuinness seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. McCauley reported that the Executive Committee discussed the Strategic Plan objective to review, leverage, and evaluate the effectiveness of the Board's liaison program to build stronger relationships with organizations. He reminded the Board that recent enhancements to the liaison program include: 1) distributing reporting requirement reminders for liaisons on a quarterly basis; 2) providing liaisons with talking points (including integrated path to licensure); 3) requiring that liaisons collaborate with staff when communicating licensing information to candidates; and 4) having biannual liaison reporting during fall and spring months.
Mr. McCauley reported that the Committee recommended additional enhancements to the liaison program for the Board's consideration, to include: 1) developing a standardized summary template to be used by liaisons; 2) expanding talking points to include community colleges (i.e., encouraging students to begin the licensure process and IDP early, highlighting the multiple paths to licensure, etc.); and 3) implementing the enhancements and monitoring the program for a year and reassess its effectiveness.

- **Matthew McGuinness moved to continue with the current enhancements to the liaison program, develop a standardized summary template to be used by liaisons, expand talking points to include community colleges, and monitor the liaison program for one year and reassess effectiveness after implementing the enhancements.**

  Barry Williams seconded the motion.

Board members also expressed a desire to have contact information of key Board staff available when interacting with schools and organizations.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

The Board briefly discussed its successes on the objective to increase the Board's participation in NCARB. The Board agreed with the Executive Committee's recommendation to monitor the results of ongoing efforts to participate and identify additional actions as necessary.

Mel Knox reminded the Board that its 2015-2016 Strategic Plan contains an objective assigned to the Executive Committee to collaborate with the DCA Office of Public Affairs (OPA) to improve outreach and communication. Mr. Knox stated that it was determined that this objective overlaps directly with another objective that directs the Communications Committee to partner with the CSLB to identify and implement best practices for educating consumers about the Board in order to improve consumer education efforts. He advised that the Executive Committee agreed with staff's recommendation to: 1) transfer and merge this objective with the Communications Committee's related objective; 2) consider collaborating with CSLB and LATC to develop a consumer education piece that explains the overall design/build process; and 3) provide information and materials to schools regarding the licensure process.

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- **Sylvia Kwan moved to: 1) transfer and merge this objective with the Communications Committee's related objective; 2) consider collaborating with CSLB and LATC to develop a consumer education piece that explains the overall design/build process; and 3) provide information and materials to schools regarding the licensure process.**

  Tian Feng seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Vickie Mayer reminded the Board that its 2015-2016 Strategic Plan also contains an objective assigned to the Executive Committee to analyze fees to determine whether they are appropriate. Ms. Mayer explained that the Committee considered two different actions related to the Board's fees and fund condition: 1) the Board-approved an increase of the biennial license renewal fee from $200 to $300, and 2) a $300,000 reduction in its spending authority, effective January 1, 2011 and July 1, 2015, respectively. She informed that it was determined by DCA Budget Office staff that the Board's current fund condition is appropriate and that a budget or fee change is not recommended at this time. Ms. Mayer advised that, based on the Budget Office staff's assessment of the Board's fund condition, the Executive Committee recommends that the Board take no action at this time, but that it reassess this objective after the conclusion of fiscal year (FY) 2015/16.

- **Tian Feng moved to monitor the objective for one year and reassess the Board's fund condition after the conclusion of FY 2015/16.**

  Matthew McGuinness seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. McCauley informed that the Board/LATC's presentation at the March 18, 2015 Sunset Review hearing received positive feedback from the committees (the Senate and Assembly policy committees met jointly to conduct the hearing). He noted that only two questions were asked regarding the: 1) process for determining content for the CSE, and 2) possible causes for the non-compliance rate on CE audits. Mr. McCauley also noted that the Board's responses were satisfactory to the committees and also received positive feedback. To continue to build on the Board's positive outcomes from the Sunset Review process in line with its Strategic Plan objective, Mr. McCauley recommended, and the Executive Committee agreed at its November 24, 2015 meeting, key suggestions concerning the Sunset Review process, metrics, and outcomes.

- **Denise Campos moved to implement the following actions to further the Board's 2015-2016 Strategic Plan objective to complete the Sunset Review process and implement recommendation(s) to comply with the Legislature's directives: 1) staff review the Sunset Review Report and Sunset Background Paper and Responses and compile a list of recommendations and suggestions that were noted in the documents and incorporate as Strategic Plan objectives, as appropriate; 2) staff review the metrics in the report and identify opportunities, requirements, and improvements as to data collection; and**

3) staff monitor the Sunset Review process on an ongoing basis to identify any emerging cross-cutting issues.

Barry Williams seconded the motion.

Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

H. REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT

Mr. McGuinness reported that the REC met on November 5, 2015 to work on several strategic planning objectives. Mr. McCauley addressed the 2015-2016 Strategic Plan objective to monitor NCARB action on titling for interns to ensure appropriate consumer protection. He explained that, on June 21, 2014, NCARB announced the formation of a Future Title Task Force (FTTF) to review and evaluate the terminology used during the life cycle of an architect's career, from education through retirement. Mr. McCauley reported that, at its April 29, 2015 meeting, the REC discussed the AIACC request to expand the current terminology for candidates in the Architects Practice Act to include the title "architectural intern." He further reported that the REC considered the consumer protection, enforcement, and regulatory issues involved with the title "architectural intern," and ultimately voted to recommend to the Board that it should not consider the title "architectural intern." Mr. McCauley also informed that, in May 2015, NCARB announced the FTTF's recommendation to restrict the role of regulation to the title "architect," to only apply to licensed individuals. Following the June 10, 2015 Board meeting, Mr. McCauley reported that Board staff conducted additional research requested by the Board regarding intern titles used by other state architectural boards and by other professions licensed and regulated by DCA boards and bureaus. He also reported that, at the November 5, 2015 REC meeting, Board staff provided the REC with a presentation detailing: the findings of NCARB's FTTF; titles for "interns" used by other state architectural boards and in other professions; current enforcement resources devoted to enforcing title provisions; pros and cons of intern titling; and possible options to address the AIACC's request. Mr. McCauley indicated that the REC extensively discussed AIACC's proposal to use the title "architect-in-training" and how it conflicts with NCARB's recommendation to not regulate any title held by those pursuing licensure. He advised that the REC ultimately voted to recommend to the Board to table the issue until AIACC presents a comprehensive proposal with supporting data that has been reviewed and analyzed by Board staff.

- **Nilza Serrano moved to table the intern titling issue until AIACC presents a comprehensive proposal that has been reviewed and analyzed by Board staff.**

  Tian Feng seconded the motion.

Mr. Baker opined that supporting the REC's recommendation is sensible. He expressed concern that, if the Board creates conditions to require the Board to regulate titles for non-licensed individuals, the responsibility to enforce those regulations might be outside of the Board's mandated authority. Pasqual Gutierrez noted that the word "intern" is not regulated.

Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

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Mr. Sotelo reminded the Board of its 2015-2016 Strategic Plan objective to review the Board's OA of the architect profession to identify marketplace trends that impact consumer protection. He reported that, at its April 29, 2015 meeting, the REC discussed the Strategic Plan objective and appointed two Committee members to a working group to review the OA and identify marketplace trends that impact consumer protection and report their findings to the REC. Mr. Sotelo informed that the working group met on October 15, 2015 and discussed general marketplace conditions affecting architectural practice. He also informed that the working group reviewed and analyzed the content of the 2007 and 2014 OAs, including the rankings of the task and knowledge statements from both reports. Mr. Sotelo reported that the working group concluded there were no significant marketplace trends that impact consumer protection at this time, but recommended that the Board conduct a similar review each time a new OA is conducted. He informed that the REC, at its November 5, 2015 meeting, voted to recommend to the Board to accept the working group's findings.

- **Nilza Serrano moved to accept the REC working group's findings that there are no significant marketplace trends that impact consumer protection at this time, and conduct a similar review each time a new OA is conducted.**

  Barry Williams seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. Sotelo reminded the Board of its 2015-2016 Strategic Plan objective to pursue the recruitment of an additional architect consultant to ensure continuity and effectiveness in the Board's Enforcement Program. He informed that the Board is authorized to contract with licensed architect consultants under BPC 5528. Mr. Sotelo outlined the architect consultants' services, and informed that the Board recruits architect consultants 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. He informed that the Board currently has contracts with two architect consultants who work from the Board's office in Sacramento, and noted that one of the contracts expires on June 30, 2016, while the other expires January 31, 2017. To satisfy the Strategic Plan objective and increase the effectiveness of the Enforcement Program, Mr. Sotelo informed that Board staff is currently preparing RFPs for two architect consultant contracts for the next three FYs (16/17 through 18/19), to provide the Board with a total of three architect consultants beginning July 1, 2016.

Mr. Sotelo reported that an expedited contract process established under BPC 40 for boards and bureaus to contract with expert consultants to provide an expert opinion on enforcement-related matters is being utilized as well. He advised that the REC reviewed this objective and voted to recommend to the Board the authorization of staff to pursue an RFP to provide the Board with an additional architect consultant and continue to use expert consultant contracts through the delegated contract process.

Mr. Baker enquired about the impact an additional architect consultant contract might have on the Board's budget. Ms. Mayer informed the Board that funds are available to hire a third architect consultant for the purpose of succession training.

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- **Nilza Serrano moved to authorize Board staff to pursue an RFP to provide the Board with an additional architect consultant and continue to use expert consultant contracts through the delegated contract process.**

  Sylvia Kwan seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. Sotelo reminded the Board of its 2015-2016 Strategic Plan objective to modify and expand reports to Board members regarding enforcement activities to identify the most common violations and disciplinary actions. He informed that Board members currently receive updates on a monthly basis regarding the Board's Enforcement Program through the Board's Monthly Report. Mr. Sotelo noted that these updates include the activities of the architect consultants and the REC, brief summaries of final disciplinary and enforcement actions, and enforcement case statistics. He noted that, in the past, staff has included bar graphs with the number of pending complaints by the year received in meeting packets at the request of Board members. Additionally, Mr. Sotelo mentioned that the Board was required to provide detailed information and statistics regarding its Enforcement Program for the previous three FYs to the Legislature in its 2014 Sunset Review Report.

To assist the REC in addressing this objective, he explained that staff reviewed and compared the types of data and formats used by similar boards within the DCA in their enforcement reports to board members. Mr. Sotelo reminded the Board that, at its April 29, 2015 meeting, the REC recommended that staff incorporate case aging, caseload, and the most common violations of the Architects Practice Act into a new report format for Board members. He presented the modified content and format of the Enforcement Program section in the Monthly Report as well as a new Enforcement Program Statistical Report for the Board meeting packets based on the REC's feedback. Mr. Sotelo informed that, at its November 5, 2015 meeting, the REC voted to recommend to the Board that it accept the proposed modifications to these enforcement activities reports.

- **Nilza Serrano moved to accept the proposed modifications to the content and format of the Monthly Report to Board members and the proposed Enforcement Program Statistical Report for Board meeting packets.**

  Barry Williams seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. Sotelo reminded the Board of its 2015-2016 Strategic Plan objective to pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties. He reported that during FYs 2011/12 through 2013/14, the Board issued 68 citations and assessed $133,000 in administrative fines. Mr. Sotelo reported that the Board collected approximately 62% of these administrative fines. He also reported that, during this same period, the Board for Professional Engineers, Land Surveyors, and Geologists and CSLB collected 44% and 35%, respectively, of their administrative fines. Mr. Sotelo reported that the Board collected approximately 73% of the $78,000 in administrative fines it assessed during FY 2014/15. He stated that the Board is

also authorized to pursue disciplinary action against a licensee for failure to pay the administrative fine within 30 days of the date of assessment. Mr. Sotelo explained, however, that 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. He informed that the REC discussed multiple strategies to collect outstanding administrative fines, including: 1) proactively offering payment plans in the cover letters of each citation; 2) strengthening and increasing the frequency of enforcement letters to both licensees and unlicensed individuals who have not satisfied their citations; 3) contracting with a collection agency to pursue the unpaid administrative fines; 4) using the telephone disconnect program as a deterrent for repeat violations and to encourage payment; 5) establishing a "license leveraging system" within DCA; and 6) partnering with the Employment Development Department to collect the unpaid fines through wage garnishments. Mr. Sotelo then informed that staff researched the feasibility of each of the proposed strategies for collecting unpaid administrative fines, and determined that pursuing a contract with a collection agency may be the most effective method to encourage payment of the outstanding fines. He advised that the REC reviewed and discussed this objective at its November 5, 2015 meeting, and voted to recommend that the Board encourage staff to continue pursuing all avenues for collecting unpaid administrative fines, and specifically, start utilizing a collection agency for unpaid accounts aged beyond 90 days, or at the discretion of the Executive Officer.

The Board discussed the feasibility of utilizing a collection agency for unpaid accounts. Ms. Kwan enquired about the impact of unpaid accounts on an individual's credit report. She stated that negative impacts on one's credit score via a collection agency would likely be effective in the pursuit of collecting unpaid administrative fines against unlicensed individuals. Mr. McCauley stated that potential impacts on an unlicensed individual's credit report could be addressed in a contractual agreement between the Board and collection agency. Mr. Sotelo advised that the Board is not authorized to provide social security numbers to outside agencies. Ms. Serrano expressed the sentiment that the Board should pursue the collection of fines by all means necessary. The Board also discussed the current process in place for individuals to pay fines.

- **Nilza Serrano moved to encourage staff to continue pursuing all avenues for collecting unpaid administrative fines, and specifically, start utilizing a collection agency for unpaid accounts aged beyond 90 days, or at the discretion of the Executive Officer.**

  Sylvia Kwan seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

J. NCARB

Mr. Reinhardt reminded the Board of its Strategic Plan objective assigned to the PQC to collaborate with California's National Architectural Accrediting Board (NAAB) accredited programs and NCARB to establish and promote an accelerated path to architectural licensure. He informed that, effective January 1, 2016, BPC 5550.2 will authorize the Board to grant candidates enrolled in an integrated program early eligibility to take the ARE. Mr. Reinhardt directed the Board's attention to recommended language of BPC 5550.2 as amended to update, clarify, and remove the prescriptiveness of the original BPC 5550.2 language. He advised that

the proposed amendment would delete references to "Additional Path to Architectural Licensing Program" and specifies that the law applies to candidates enrolled in an NCARB-accepted program in lieu of offered by NAAB. Mr. Reinhardt asked the Board to discuss the matter and review and approve the proposed language for BPC 5550.2.

Mr. Gutierrez suggested an amendment to BPC 5550.2 proposed language to specify that the Board may grant eligibility to take the ARE to candidates enrolled in a degree program accepted by NCARB that integrates "licensure-required" experience and examination components. The Board discussed the impact of candidates' early access to the ARE, completion of IDP, and the Board's table of equivalents. Mr. Baker asked staff to create a chart to clarify the various pathways to licensure in California.

- **Pasqual Gutierrez moved to approve the proposed language for BPC 5550.2, as amended.**

  Tian Feng seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. Reinhardt informed the Board that NCARB requested member boards to provide feedback regarding modifications to the *NCARB Education Standard* (Standard). He explained that the Standard is used when evaluating the education of foreign individuals pursing initial licensure in the United States (US), and is regularly reviewed and updated in order to remain relevant to current practice and aligned with the NAAB *2014 Conditions for Accreditation*. Mr. Reinhardt asked the Board to provide its feedback regarding the proposed modifications to NCARB before the January 12, 2016 deadline for comments.

- **Denise Campos moved to provide feedback to NCARB that reflects its support of the proposed changes to the *NCARB Education Standard*.**

  Nilza Serrano seconded the motion.

  Members Campos, Feng, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. The motion passed 8-0.

Mr. Reinhardt reminded the Board that NCARB passed a resolution in June 2015 that replaces the current Broadly Experienced Foreign Architect (BEFA) Program in favor of a simplified alternative for receiving an NCARB Certificate. He explained that effective July 1, 2016, foreign architects will be required to document completion of IDP experience requirements and successfully complete the ARE to obtain an NCARB Certificate. Mr. Reinhardt informed the Board that individuals would need to complete IDP, and that foreign experience may be documented, but that experience must be completed in accordance with IDP Guidelines. The Board discussed whether an IDP supervisor must hold an NCARB certificate in order to approve IDP hours for credit. Mr. Reinhardt advised the Board that an NCARB certificate is not needed for an IDP supervisor. Ms. Mayer noted that a very small percentage of candidates go through the BEFA Program. Mr. Reinhardt asked the Board to consider PQC's recommendation to provide a means for review of, and amendment to NCARB Resolution 2015-02, remove the

encumbrance of mandatory IDP and allow for education equivalents and practice knowledge for foreign architects, and suggest the Board request the implementation date to be postponed.

- **Sylvia Kwan moved to approve PQC's recommendation for the Board to provide a means for review of, and amendment to NCARB Resolution 2015-02, remove the encumbrance of mandatory IDP and allow for education equivalents and practice knowledge for foreign architects, and suggest the Board request the implementation date to be postponed.**

  Barry Williams seconded the motion.

The Board further discussed the IDP requirements related to the BEFA Program. Mr. Reinhardt explained that foreign architects will not be permitted to self-certify work experience for IDP credit and at least 1,860 hours of IDP work experience must be under the direct supervision of an architect legally permitted to practice architecture in a US or Canadian jurisdiction; a limited amount (up to approximately one year) of foreign experience may also receive IDP credit. Mr. Baker suggested modifying the pending motion to remove "and allow for education equivalents and practice knowledge for foreign architects" in order to allow opportunity to work with NCARB on ways to remove the burden of mandatory completion of IDP for the BEFA Program. Mr. Reinhardt informed the Board that architects registered in the US or Canada or credentialed by a foreign registration authority pursuing an NCARB Certificate are exempt from the IDP reporting requirement.

Jon Baker moved to amend the motion to request that NCARB consider replacement or elimination of the IDP requirement for foreign architects seeking certification and postponement of the implementation date.

Barry Williams seconded the amendment to the motion.

Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

K. COMMUNICATIONS COMMITTEE REPORT

Ms. Kwan reported that the Communications Committee met on October 21, 2015. She also reported that the Committee discussed publishing the Board's newsletter more frequently and with less content and enhanced graphic elements. Mr. Baker suggested highlighting the successes of schools in the newsletter.

Mr. Sotelo reminded the Board of its 2015-2016 Strategic Plan objective assigned to the Communications Committee to partner with the CSLB to identify and implement best practices for educating consumers about the Board in order to improve consumer education efforts. He informed that staff researched CSLB materials and resources and met with key staff from CSLB's Public Affairs Office (PAO) to identify potential areas for collaboration and best practices the Board could adopt in order to improve its consumer education efforts. Mr. Sotelo also informed that PAO provides a wide range of services, including several outreach programs. He advised that the Committee recommended, at its October 21, 2015 meeting, that the Board continue to collaborate and leverage resources with CSLB.

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- **Barry Williams moved to approve the Communications Committee's recommendation to continue collaborating and leveraging resources with CSLB.**

  Matthew McGuinness seconded the motion.

  Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

Mr. Sotelo reminded the Board of its 2015-2016 Strategic Plan objective to collaborate with professional organizations and universities to raise awareness at community colleges and high schools about the profession and the paths to licensure. He informed that staff has contacted several regional partnerships with missions addressing careers and education, and that staff is expanding the list of contacts to include organizations in other California regions, including Southern California. Mr. Sotelo also informed the Board of efforts to develop a poster for community colleges, designed to convey pathways to licensure. He advised that the Committee recommended that the Board continue to collaborate with professional organizations and universities to raise awareness at community colleges and high schools, to connect entities with local AIACC components in these efforts, and to continue the production of a poster initially targeted at community colleges, with a design mock-up to be provided to the Committee.

- **Nilza Serrano moved to approve the Communications Committee's recommendation to continue to collaborate with professional organizations and universities to raise awareness at community colleges and high schools, to connect entities with local AIACC components in these efforts, and to continue the production of a poster initially targeted at community colleges, with a design mock-up to be provided to the Committee.**

  Denise Campos seconded the motion.

  Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

Mr. Knox reminded the Board of its 2015-2016 Strategic Plan objective to survey recipients of the Board's educational materials to determine the effectiveness of outreach efforts. He noted that some examples of the Board's outreach materials include the *Consumer's Guide to Hiring an Architect* (print and website), *California Architects* quarterly newsletter, Board website (cab.ca.gov), and several others. Mr. Knox also noted examples of outreach programs or efforts that the Board utilizes on a regular basis. He informed that staff had consulted with the DCA SOLID Training and Planning Solutions office about developing customized surveys to assess the effectiveness of the Board's outreach efforts. Mr. Knox also informed that SOLID indicated that assistance can be provided to the Board and that such surveys could assess various aspects of the Board's outreach materials and efforts. He advised that the Communications Committee recommended the Board develop a printed survey to be inserted into the *Consumer's Guide to Hiring an Architect* and an additional survey for distribution to California building officials (as part of the Building Official Contact Program).

- **Nilza Serrano moved to approve the Communications Committee's recommendation to develop a printed survey to be inserted into the *Consumer's Guide to Hiring an Architect* publication and an additional survey for distribution to California building officials (as part of the Building Official Contact Program).**

Denise Campos seconded the motion.

Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

Mr. Knox reminded the Board of its 2015-2016 Strategic Plan objective to enhance relationships with Veterans Administration (VA) counseling centers to provide information regarding the architecture profession and paths to licensure. He informed that follow-up correspondence to 31 VA counseling centers in California was sent to re-introduce the Board, the profession, and California's paths to licensure. Mr. Knox also informed that staff conducted further research into the California Department of Veterans Affairs' (CalVet) structure, and has expanded the Board's contact list with appropriate points of contact. He advised the Board that the Committee recommended expanding and enhancing its relationship with VA counseling centers throughout California and that the month of November be targeted as the month of outreach to these entities and veterans. The Board discussed the benefits of designing a poster to communicate key messages to California's veteran population which can, perhaps, be posted on VA and CalVet websites.

The Board also made the following recommendations:

1. Linking Board content to external websites;
2. Assessing the effectiveness of a printed and digital poster before attending veteran-focused conferences;
3. Sending posters to military discharge centers; and
4. Inserting the Board's banner under CalVet's spotlight section of its webpage.

- **Sylvia Kwan moved to approve the Communications Committee's recommendation to expand and enhance the Board's relationship with VA counseling centers throughout California, recognize November as the month of outreach to these entities and veterans, and design a digital poster to communicate key messages to veterans that may be posted on CalVet's webpage.**

  Nilza Serrano seconded the motion.

  Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

L. DISCUSS AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO BOARD'S AND LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE'S (LATC) *DISCIPLINARY GUIDELINES* AND PROPOSED AMENDMENTS TO CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, SECTIONS 154 AND 2680 AS IT RELATES TO REFERENCE OF PROPOSED REVISED *DISCIPLINARY GUIDELINES*

Ms. Mayer reminded the Board that it had previously approved updates to the *Disciplinary Guidelines* at its December 2014 meeting, and subsequent modifications to CCR 154 were made in order to incorporate the revised *Guidelines* by reference. She informed that the LATC *Guidelines* were modified as well, given that they are modeled after the Board's. Ms. Mayer explained that legal counsel recommended that the language of Optional Conditions 9 and 10 be amended to: 1) refine the timelines for the probationer to take and pass the CSE; and 2) clarify

that tolling provisions apply during any period of non-practice due to failure to take and pass the required examinations. She further explained that Board staff reviewed legal counsel's recommendations as they relate to the Board's *Disciplinary Guidelines*, and determined that since the Board's Optional Conditions 9 and 10 contain the same language as LATC's *Guidelines*, the Board's *Guidelines* would also need to be amended.

- **Nilza Serrano moved to approve the additional recommended revisions to the Board's and LATC's *Disciplinary Guidelines* and the revised proposed regulations to amend CCR 154 and 2680, and delegate authority to the Executive Officer (EO) to adopt the regulations, provided no adverse comments are received during the public comment periods, and make minor technical or non-substantive changes to the language, if needed.**

  Sylvia Kwan seconded the motion.

  Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

M. LATC REPORT

Mr. McCauley reported on the activities which occurred at the LATC meeting held on November 17, 2015. He informed the Board that the LATC reviewed the Linkage Study and the results of the OA at that meeting. Mr. McCauley also informed that the LATC is in the process of revamping its consumer guides, which are modeled after the Board's.

Mr. McCauley explained that, over the past several years, the LATC has received requests for reciprocal licensure from candidates licensed in other jurisdictions where education was not a requirement for licensure. He further explained that, in states where education is not required, ten years of work experience is the standard requirement to take the CSE. Mr. McCauley advised the Board that the LATC, at its November 17, 2015 meeting, approved proposed regulations to amend CCR 2615 (Form of Examinations). He asked the Board to give staff authority to continue with the rulemaking process.

- **Matthew McGuinness moved to approve the proposed regulatory changes to CCR 2615, and delegate authority to the EO to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes, if needed.**

  Nilza Serrano seconded the motion.

  Members Campos, Gutierrez, Kwan, McGuinness, Serrano, Williams, and President Baker voted in favor of the motion. Member Feng was absent. The motion passed 7-0.

N. REVIEW OF SCHEDULE

Mr. McCauley informed the Board that meeting dates in 2016 are tentative, and that members will be polled to finalize dates and locations.

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O. CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(3), THE BOARD WILL MEET IN CLOSED SESSION TO DELIBERATE ON DISCIPLINARY MATTERS

The Board went into closed session to consider possible action on a stipulated settlement and default decision.

P. RECONVENE OPEN SESSION

The Board reconvened open session.

Q. ADJOURNMENT

The meeting adjourned at 2:43 p.m.

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

DRAFT

EXECUTIVE OFFICER'S REPORT

1. Update on January 2016 Monthly Report

2. Board Member Liaison Reports on Organizations and Schools

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: February 15, 2016

TO: Board Members

FROM: Doug McCauley, Executive Officer

SUBJECT: Monthly Report

The following information is provided as an overview of Board activities and projects as of January 31, 2016.

ADMINISTRATIVE/MANAGEMENT

Board The Board meetings for 2016 are scheduled for March 3 (Burbank), June 9 (Bay Area), September 29 (Southern California), and December 8-9 (Sacramento). The December meeting will include a Strategic Planning session. See Calendar of Events at end of this report for upcoming meetings.

BreEZe The Department of Consumer Affairs (DCA) has been working with Accenture, LLP to design, configure, and implement an integrated, enterprise-wide enforcement case management and licensing system called BreEZe. This system supports DCA's highest priority initiatives of job creation and consumer protection by replacing aging legacy business systems with an industry-proven software solution that utilizes current technologies to facilitate increased efficiencies for DCA board and bureau licensing and enforcement programs. More specifically, BreEZe supports applicant tracking, licensing, license renewal, enforcement, monitoring, cashiering, and data management capabilities. Additionally, the system is web-based which allows the public to file complaints and search licensee information and complaint status via the Internet. It also allows applicants and licensees to submit applications, license renewals, and make payments online. BreEZe is being deployed department-wide via three separate releases. Release 1 was implemented on October 9, 2013; release 2 was implemented on January 19, 2016; and release 3 is planned to begin development in mid-2016. The Board is currently part of Release 3. The State Auditor recommended that DCA conduct a cost-benefit analysis for Release 3 boards and bureaus.

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Absent any contrary finding in that analysis, DCA plans to bring the remaining boards and bureaus into BreEZe, but likely will do so in smaller groups. Additionally, DCA will work with the Release 3 boards and bureaus and the California Technology Agency in preparing a project plan for the remaining boards and bureaus. DCA will also perform a formal cost benefit analysis. Part of this formal evaluation will include a gap analysis of all existing BreEZe functionality as delivered at the completion of Release 2, in comparison to the Release 3 boards and bureaus' business needs and current systems' functionality. It indicated that the cost benefit analysis/feasibility study will determine the strategy to be utilized; and, whether contractors are brought on board, a mix of contractors and state staff, or just state staff will be implementing Release 3.

Communications Committee Communications Committee members that served in 2015 were surveyed regarding their continued interest in serving on the Committee. Board President Jon Baker made appointments to the Committee for 2016 based on interests in serving. A notification will be sent to members thanking them for their contributions and congratulating members appointed or re-appointed. Committee members will also be surveyed for a date to hold the next meeting and to continue work on its assigned 2015-16 Strategic Plan objectives.

Executive Committee The next Executive Committee meeting has not been set.

Legislation Assembly Bill 507 (Olsen) [BreEZe] would add Business and Professions Code section 210.5 to require the Department of Consumer Affairs (DCA) to submit an annual report to the Legislature and the Department of Finance regarding the BreEZe system. Specifically, it will require annual submissions of these reports to begin on or before March 1, 2016, and DCA to post on its website the name of each regulatory entity that is utilizing the BreEZe system. The bill remains in the Senate Committee on Business, Professions, and Economic Development.

Liaison Program Liaisons last provided reports on their assigned organizations and schools at the December 10, 2015 Board meeting. At this meeting, the Board also approved program updates to include a reporting template, an additional category of talking points for community colleges, and key staff contact information on the talking points memorandum. The next reports for the remaining schools/organizations not reported on at the December meeting are scheduled to be provided at the March 3, 2016 Board meeting. Reminders to make contact with those remaining assigned schools/organizations will be sent to liaisons in February 2016.

Newsletter The next issue of the Board's newsletter, *California Architects*, will be published, posted on the website, and distributed to email subscribers the first quarter of 2016.

Personnel Gabrial Nessar was hired to fill the Office Technician (OT) position in the Board's Administration Unit previously held by Annamarie Fernandez. Gregory Marker, the Board's Continuing Education (CE) Technician was promoted to Staff Services Analyst and selected for the CE Analyst position. Recruitment efforts are underway to fill the CE Technician position in the Enforcement Unit.

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

2/2–3/16 Legislative Process (Greg and Kristin)

2/3–4/16 Presentation Skills (Andy and Lily L.)
2/16/16 New Employee Orientation (Gabrial)
2/17/16 CalATERS Global (Gabrial, Greg and Lily L.)
2/25/16 Excel 2010 Level 1 (Andy and Greg)
3/3/16 Excel 2010 Level 2 (Andy and Lily L.)
4/7/16 Discover Myers-Briggs Type Indicator (Lily L.)
4/13/16 Growing in Your State Career (Lily L.)
5/24/16 Hiring and Onboarding New Employees (Justin)
5/25–26/16 Performance Management (Justin)

Twitter The Board currently has 827 followers, up from 525 followers this time one year ago.

Website In January, the Board's website was updated to include the Board meeting dates for 2016.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) The results for ARE divisions taken by California candidates between January 1, 2016 and January 31, 2016 are available below.

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Building Design & Construction Systems	78	45	58%	33	42%
Building Systems	63	28	44%	35	56%
Construction Documents & Services	106	51	48%	55	52%
Programming, Planning & Practice	71	40	56%	31	44%
Schematic Design	63	38	60%	25	40%
Site Planning & Design	92	59	64%	33	36%
Structural Systems	50	32	64%	18	36%

The results for ARE divisions taken by California candidates compared to all National Council of Architectural Registration Boards (NCARB) candidates for 2015 are shown below.

2015

DIVISION	CALIFORNIA CANDIDATES			ALL NCARB CANDIDATES			PERCENT DIFF.
	Total	Passed	% Passed	Total	Passed	% Passed	Total
Programming, Planning & Practice	1,127	650	58%	7,099	4,524	64%	-6%
Site Planning & Design	998	628	63%	6,493	4,345	67%	-4%
Building Design & Construction Systems	1,506	805	53%	9,588	5,594	58%	-5%
Structural Systems	1,325	768	58%	8,822	5,284	60%	-2%
Building Systems	1,083	760	70%	6,424	4,949	77%	-7%
Construction Documents & Services	1,363	789	58%	7,816	5,163	66%	-8%
Schematic Design	883	585	66%	6,173	4,087	66%	0%

ARE 5.0 In early 2013, the NCARB Board of Directors (BOD) voted unanimously to approve the development of ARE 5.0, the next version of the examination. As part of ARE 5.0 development, the new structure incorporates graphics throughout the examination via new "performance item types" that have candidates perform exercises similar to what an architect does as part of regular practice. Additionally, the incorporation of case studies is anticipated to be implemented in all proposed divisions and will allow more in-depth analysis of architectural scenarios by candidates.

The ARE 5.0 Test Specification determines the division structure, defines the major content areas (sections), measurement objectives, and percentage of content coverage (weightings). The final Test Specification outlining the division structure for ARE 5.0 was approved on December 7, 2013 by the BOD. The future examination will include six divisions, and each will be stand-alone, single test administrations. This structure results from an effort to align the ARE with the more commonly defined professional architect activities of practice management, project management, and project design.

In May 2014, NCARB released information about the transition from ARE 4.0 to 5.0. For this transition, NCARB has released information as far in advance as possible to allow candidates who may be transitioned more time to prepare and create an action plan. Additionally, NCARB is making some adjustments that will benefit candidates, such as the: 1) dual delivery of ARE 4.0 and ARE 5.0 for at least 18 months, 2) option for candidates to "self-transition" to ARE 5.0, and 3) availability of interactive tools and resources to help a candidate determine the best strategy for their transition. Additionally, NCARB's Examination Committee and test development

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

California Supplemental Examination (CSE): CSE development is an ongoing process. The current Intra-Agency Contract Agreement (IAC) with the Office of Professional Examination Services (OPES) for examination development expires on June 30, 2016. Staff is working with OPES to develop a new IAC for FY 2016/17, which will be brought before the Board for approval at its June 9, 2016 meeting. Development of the CSE based upon the 2014 CSE Test Plan will commence in late 2016.

CSE Results: In January, the computer-delivered CSE was administered to 49 candidates, of which 31 (63%) passed and 18 (37%) failed. The CSE has been administered to 514 candidates in FY 2015/2016, of which 343 (67%) passed and 171 (33%) failed. During FY 2014/2015, the computer-delivered CSE was administered to 788 candidates, of which 472 (60%) passed, and 316 (40%) failed.

NCARB Broadly Experienced Foreign Architect (BEFA) Program At its June 18-20, 2015 Annual Business Meeting, NCARB presented resolution (2015-02) that replaces the current Broadly Experienced Foreign Architect (BEFA) Program in favor of a simplified alternative for receiving an NCARB Certificate. Member Boards approved the resolution by a 49-4 vote.

The new alternative, which becomes effective July 1, 2016, replaces the current BEFA requirements, eliminating the committee dossier review and the need to document seven years of credentialed practice in a foreign country. Instead, foreign architects will be required to document completion of the Intern Development Program (IDP) experience requirements and successfully complete the ARE to obtain an NCARB Certificate. According to NCARB, the new alternative will be more automated, increasing objectivity and helping reduce fees associated with the dossier and interview requirements. NCARB stated the sole purpose of the resolution was to remove some of the unnecessary financial and administrative impediments for foreign architects by refocusing on the nationally accepted standards for licensure.

This item was presented to the Professional Qualifications (PQC) Committee at its July 14, 2015, meeting where members raised concerns regarding the apparent complexity of the new process and the impact upon foreign licensees obtaining projects in the U.S. The PQC approved a recommendation requesting the Board consider providing a means for review of, and amendment to NCARB Resolution 2015-02, removing the encumbrance of mandatory IDP and allowing for education equivalents and practice knowledge for foreign architects, and suggesting the Board request the implementation date to be postponed.

At its September 10, 2015 meeting, the Board discussed the resolution and PQC's recommendation and requested that staff contact NCARB for clarification regarding the application of the IDP requirement for foreign architects. NCARB clarified that under the resolution, foreign licensees will be required to complete IDP in accordance with the latest edition of the IDP Guidelines. However, NCARB will not require foreign licensees to comply with the IDP Reporting Requirement which pertains to the frequency of experience reporting and

duration of previous experience. Foreign architects will not be permitted to self-certify work experience for IDP credit and at least 1,860 hours of IDP work experience must be under the direct supervision of an architect legally permitted to practice architecture in a U.S. or Canadian jurisdiction; a limited amount (up to approximately one year) of foreign experience may also receive IDP credit. The IDP supervisor does not need to hold an NCARB Certificate in order to approve IDP hours for credit.

The Board, at its December 10, 2015 meeting, discussed and considered the PQC's recommendation. Based upon the clarification obtained from NCARB regarding the BEFA changes, the Board directed staff to draft a letter to NCARB requesting elimination of the IDP requirement for foreign architects and postponement of the July 1, 2016 implementation date. The letter will be mailed to NCARB in February 2016.

NCARB Integrated Path Initiative (IPI) NCARB has been pursuing a path to licensure that integrates a professional education in architecture with practical experience and the licensing examination since it commissioned its Licensure Task Force (LTF) in September 2013. The LTF was charged with exploring potential avenues to licensure by analyzing the essential components (education, experience, and examination) and determining where efficiencies can be realized in order to streamline the licensure process. On May 30, 2014, NCARB formally announced its endorsement of the concept of integrated programs. Then on August 31, 2015, NCARB announced the names of the first 13 accredited architectural programs accepted to participate in the IPI. Three of the accepted programs are from California (NewSchool of Architecture and Design, University of Southern California, and Woodbury University).

At the same time, NCARB established a new Integrated Path Evaluation Committee (IPEC) to oversee the ongoing work of this initiative. It is anticipated that the IPEC will continue to coach accepted programs, promote engagement with state boards regarding the necessary statutory or regulatory changes to incorporate integrated path candidates, and oversee the acceptance of future program applicants. According to NCARB, each program will implement the integrated path in alignment with the schedule developed by the respective school administration and faculty; specific starting dates may vary from one school to another. Integrated path students in each program will be part of existing accredited programs.

Board staff reviewed the Architects Practice Act to determine whether any statutory or regulatory changes are necessary for implementation of an NCARB-accepted IPI program. The Executive Officer (EO) provided language for inclusion into AB 177 that created Business and Professions Code section (BPC) 5550.2, which authorizes the Board to grant candidates enrolled in an IPI program early eligibility to take the ARE. The Governor signed AB 177 on October 2, 2015, which became effective on January 1, 2016.

Board staff recommended BPC 5550.2 be amended to clarify the language. The proposed amendment removes outdated references. At its December 10, 2015 meeting, the Board approved the proposed language with minor edits, which was subsequently submitted to Senate Committee on Business, Professions and Economic Development (BP&ED) on December 21, 2015 for its inclusion into a 2016 omnibus bill.

NCARB Intern Development Program (IDP) On July 1, 2015, NCARB reduced the hours required to complete IDP from 5,600 to 3,740. This was the first in a two-step process to streamline IDP and align it with the contemporary practice of architecture.

The second phase of the streamline process will commence on June 29, 2016 and will update IDP by realigning the current 17 experience areas into six broad practice-based areas. During the second phase, NCARB will also overhaul the experience settings and eliminate Setting S.

On January 27, 2016 NCARB announced that, as part of a national effort to retire the term "intern," the Intern Development Program (IDP) will be renamed the Architectural Experience Program (AXP), effective June 29, 2016. The decision was enacted by NCARB's BOD and is the result of over a year of research and outreach by various NCARB committees, as well as feedback from other state licensing boards, industry leaders, and emerging professionals.

Outreach Board staff are coordinating with NCARB to conduct a series of presentations at The American Institute of Architects, Los Angeles Chapter, California Baptist University, and National Architectural Accrediting Board programs in the Greater Los Angeles area during February 2016.

Professional Qualifications Committee (PQC) Committee members that served in 2015 were surveyed regarding their continued interest in serving on the Committee. Board President Jon Baker made appointments to the Committee for 2016 based on interests in serving. In February staff will send a notification to members thanking them for their contributions and congratulating members appointed or re-appointed. Committee members will be surveyed for a date to hold the next meeting and to continue work on its assigned 2015-16 Strategic Plan objectives.

Regulation Amendments *CCR section 120 (Re-Examination)* - Effective October 1, 2014, NCARB's mandatory wait time for retaking ARE divisions decreased from 6 months to 60 days. This policy change allows candidates who have failed a division to retake the division as soon as 60 days after the previous attempt, and up to 3 times in a running year for any particular division. During analysis of the aforementioned NCARB policy change and existing regulations, staff noted that there were no provisions allowing for an extension to a candidate's Rolling Clock date that NCARB may grant under specific circumstances. Additionally, CCR section 120 requires that candidates reapply to NCARB or its authorized representative upon failing a division or failing to appear for a scheduled division, which is not the current practice as outlined in the most recent edition of the *ARE Guidelines*. Staff developed proposed regulatory language to amend CCR section 120 to reflect the proposed retest modifications, update regulations to accept Rolling Clock extensions, and reference the current edition of the *ARE Guidelines* for rescheduling procedures. The Board approved the proposed regulatory language to amend CCR section 120 at its September 10, 2014 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical or non-substantive changes.

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

September 10, 2014	Proposed regulatory language approved by the Board
February 27, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
March 13, 2015	Notice of Proposed Changes in the Regulations published by OAL
April 27, 2015	Public hearing, no comments received
May 6, 2015	Notice of Modified Text mailed to interested parties
May 21, 2015	End of 15-day comment period; no comments received
June 10, 2015	Modified text approved by the Board
July 27, 2015	Notice of Second Modified Text mailed to interested parties
August 11, 2015	End of second 15-day comment period; no comments received
September 10, 2015	Second Modified text approved by the Board
September 28, 2015	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review

CCR section 109 (Filing of Applications) - The Canadian Architectural Licensing Authority released a new edition of the *Internship in Architecture Program (IAP) Manual* which: 1) reduces the total length of the required experience from 5,600 hours to 3,740; 2) eliminates Discretionary Experience and credit gained while enrolled in a school of architecture; and 3) allows documentation of credit only while enrolled in IAP or IDP. Staff developed proposed regulatory language to reflect the new edition of the Manual. The Board approved the proposed regulatory language to amend CCR section 109 at its March 12, 2015 meeting and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and, if needed, to make minor technical or non-substantive changes.

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

March 12, 2015	Proposed regulatory language approved by the Board
May 15, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
May 29, 2015	Notice of Proposed Changes in the Regulations published by OAL
July 13, 2015	Public hearing, no comments received
July 27, 2015	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
August 31, 2015	Final rulemaking file submitted to Business, Consumer Services, and Housing Agency (Agency) for approval
October 2, 2015	Final rulemaking file approved by Agency
October 8, 2015	Final rulemaking file submitted to OAL for approval
November 23, 2015	Final rulemaking file approved by OAL
January 1, 2016	Effective date of regulatory change

CCR sections 109 (Filing of Applications) and 111 (Review of Applications) - On September 27, 2014, Governor Edmund G. Brown Jr. signed Senate Bill 1226 (Correa) [Chapter 657, Statutes of 2014] into law, which added BPC 115.4. BPC 115.4 requires the Board, on and after July 1, 2016, to expedite or, when applicable, assist the initial licensure process for a candidate who supplies satisfactory evidence to the Board they have served as an active duty member of the Armed Forces of the United States and were honorably discharged. Forthcoming changes based on BPC 115.4 necessitate a revision to the Application for Eligibility Evaluation.

Changes to the application will also include: updating the name of the application in regulation, transitioning from a print-based version to one that is web-based, and standardizing language and layout to meet current web accessibility standards. Staff developed proposed regulatory language to reflect the new version of the application. The Board approved the proposed regulatory language to amend CCR sections 109 and 111 at its March 12, 2015 meeting and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and, if needed, to make minor technical or non-substantive changes.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109 and 111:

March 12, 2015	Proposed regulatory language approved by the Board
June 4, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
June 19, 2015	Notice of Proposed Changes in the Regulations published by OAL
August 3, 2015	Public hearing, no comments received
August 13, 2015	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
December 8, 2015	Final rulemaking file submitted to Agency for approval
January 4, 2016	Final rulemaking file approved by Agency
January 12, 2016	Final rulemaking file submitted to OAL for approval

CCR sections 118.5 (Examination Transfer Credit) and 119.8 (Examination Transition Plan - ARE 4.0 to ARE 5.0) – In early 2013, the NCARB BOD voted unanimously to approve the development of ARE 5.0, the next version of the examination. In May 2014, NCARB released information about the transition from ARE 4.0 to ARE 5.0. Additionally, NCARB is making some adjustments, such as the dual delivery of ARE 4.0 and ARE 5.0 for at least 18 months, and the option for candidates to "self-transition" to ARE 5.0. Staff developed proposed regulatory language to amend CCR section 118.5 to allow transfer credit for those passed ARE divisions, and add CCR section 119.8 to allow candidates to transition to and obtain credit for ARE 5.0. The Board approved the proposed regulatory language to amend CCR section 118.5 and add section 119.8 at its September 10, 2015 meeting and delegated authority to the EO to adopt the regulations, provided no adverse comments are received during the public comment period, and, if needed, to make minor technical or non-substantive changes.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 118.5 and 119.8:

September 10, 2015	Proposed regulatory language approved by the Board
September 22, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
October 2, 2015	Notice of Proposed Changes in the Regulations published by OAL
November 16, 2015	Public hearing, no comments received
December 9, 2015	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review

CCR section 109 (Filing of Applications) - NCARB released a new edition of the *Intern Development Program (IDP) Guidelines* which implements the first phase of the IDP overhaul. Specifically, this requires interns to only document the core hour requirement to complete IDP. This reduces the total length of the required experience from 5,600 hours to 3,740. Staff developed proposed regulatory language to reflect the new edition of the guidelines. The Board approved the proposed regulatory language to amend CCR section 109 at its September 10, 2015 meeting and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and, if needed, to make minor technical or non-substantive changes.

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

September 10, 2015	Proposed regulatory language approved by the Board
September 29, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
October 9, 2015	Notice of Proposed Changes in the Regulations published by OAL
November 23, 2015	Public hearing, no comments received
December 23, 2015	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review

ENFORCEMENT PROGRAM

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

Education/Information Program: Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In January, there were 22 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for nine of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

Enforcement Actions Nicole Michele Cuneo (La Quinta) The Board issued a one-count citation that included a $750 administrative fine to Cuneo, architect license number C-32690, for an alleged violation of BPC 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Cuneo failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make th

ose records available to the Board for auditing upon request. The citation became final on December 7, 2015.

Enforcement Statistics	Current Month January 2016	Prior Month December 2015	FYTD 2015/16	5-FY Avg 2010/11-2014/15
Complaints				
Received/Opened:	30	26	263	279
Closed:	30	37	243	286
Average Days to Close:	84 days	81 days	108 days	161 days
Pending:*	128	127	129	109
Average Age of Pending:*	149 days	136 days	122 days	200 days
Citations				
Issued:	5	1	37	30
Pending:*	15	12	16	10
Final:	2	1	34	27
Disciplinary Action				
Pending AG:*	7	10	9	3
Pending DA:*	1	1	1	3
Final:	2	0	2	3
Continuing Education (§5600.05)**				
Received/Opened:	13	3	69	57
Closed:	8	5	68	46
Pending:*	23	18	23	30
Settlement Reports (§5588)**				
Received/Opened:	1	3	22	33
Closed:	0	7	20	36
Pending:*	13	12	14	15

* *FYTD data is presented as an average of pending cases to date.*
** *Also included within "Complaints" information.*

Most Common Violations The majority of complaints received are filed by consumers for allegations such as unlicensed practice, professional misconduct, negligence, and contract violations, or initiated by the Board upon the failure of a coursework audit.

During FY 2015/16 (as of January 31, 2016), the Board has issued 34 citations with administrative fines for 63 violations of the provisions of the Architects Practice Act and/or Board regulations. Below are the most common violations that have resulted in enforcement action during the current FY:

- BPC 5536(a) and/or (b) – Practice Without License or Holding Self Out as Architect [28.6%]
- BPC 5536.1(c) – Unauthorized Practice [6.3%]
- BPC 5536.22(a) – Written Contract [3.2%]
- BPC 5584 – Negligence or Willful Misconduct [6.3%]
- BPC 5600.05(a)(1) and/or (b) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements [41.3%]
- CCR 160(b)(2) – Rules of Professional Conduct (Willful Misconduct) [8.0%]
- Other Violations [6.3%]

Regulation Amendments *CCR section 154 (Disciplinary Guidelines)* - The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The Regulatory and Enforcement Committee (REC) reviewed recommended updates to the Board's *Disciplinary Guidelines* in 2013 and 2014. Additionally, at the request of the REC, staff consulted with a representative of The American Institute of Architects, California Council to address a proposed modification to the "Obey All Laws" condition of probation. The representative concurred with the revision and indicated that there was no issue with the proposal. Staff then consulted with the REC Chair who agreed to provide the *Disciplinary Guidelines* with recommended revisions to the Board for consideration at its December 2014 meeting due to the target date established for the Strategic Plan objective. At its December 2014 meeting, the Board approved the proposed revisions to the *Disciplinary Guidelines* and authorized staff to proceed with a regulatory proposal to amend CCR section 154 in order to incorporate the revised *Disciplinary Guidelines* by reference. Staff prepared the required regulatory documents for the Board's review and approval at its June 10, 2015 meeting. The Board approved the proposed regulatory language to amend CCR section 154 at its June 10, 2015 meeting and delegated the authority to the Executive Officer (EO) to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes, if needed.

Following the August 6, 2015 LATC meeting, legal counsel advised LATC staff that additional research may be necessary regarding Optional Conditions 9 (California Supplemental Examination) and 10 (Written Examination). LATC staff subsequently discussed the issues regarding Optional Conditions 9 and 10 with legal counsel on September 30, 2015. Board staff reviewed legal counsel's comments as they relate to the Board's *Disciplinary Guidelines*, and determined the Board's *Guidelines* would also need to be amended. On October 21, 2015 Board and LATC staff sent proposed edits to these conditions to legal counsel for review. Legal counsel notified Board and LATC staff on November 12, 2015 that the proposed edits were acceptable, but substantive, and would require approval by the Board. On November 25, 2015, legal counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the Board's *Disciplinary Guidelines*, as this method was previously approved by OAL for the 2000 edition of the *Guidelines*. At its December 10, 2015 meeting, the Board reviewed and approved the additional recommended revisions to the Board's *Disciplinary Guidelines* and the proposed regulation to amend CCR section 154, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff is preparing the proposed regulatory package for submission to OAL.

Regulatory and Enforcement Committee (REC) REC members that served in 2015 were surveyed regarding their continued interest in serving on the Committee. Board President Jon Baker made appointments to the Committee for 2016 based on interests in serving. A notification will be sent to members thanking them for their contributions and congratulating members appointed or re-appointed. Committee members will be surveyed for a date to hold the next meeting and to continue work on its assigned 2015-16 Strategic Plan objectives.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Committee The next LATC meeting is scheduled for February 10, 2016, at San Diego Mesa College.

Training Kourtney Nation will be attending CalATERS Global Training on February 17, 2016.

Website In January, staff published the updated "Licensee Search" lists to the website.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) BPC 139 requires that an OA be conducted every five to seven years. An OA was completed by OPES for the LATC in 2014. The CSE development is based on an ongoing analysis of current CSE performance and evaluation of examination development needs. The prior IAC with OPES for examination development expired on June 30, 2015. Staff worked with OPES on the development of a new IAC for FY 2015/16, which was approved by the Committee at its November 17, 2015 meeting. Upon execution of the IAC with OPES, the LATC began recruiting SMEs to participate in exam development workshops. The following workshops are scheduled for 2016 and will focus on item writing and exam construction:

February 8-9, 2016
March 14-15, 2016
April 25-26, 2016
May 13-14, 2016
June 10-11, 2016

Landscape Architect Registration Examination (LARE) The most recent LARE administration was held November 30-December 13, 2015. The next LARE administration will be held on April 4-16, 2016 and the candidate application deadline is February 19, 2016. The test results will be available five-six weeks following the last day of administration.

Regulation Amendments *CCR section 2615 (Form of Examinations)* – At its meeting on February 10, 2015, LATC directed staff to draft proposed regulatory language to specifically state that California allows reciprocity to individuals who are licensed in another jurisdiction, have ten years of practice experience, and have passed the California Supplemental Examination. At the LATC meeting on November 17, 2015 the Committee approved proposed amendments to CCR section 2615 (C)(1), and recommended that the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory changes and delegated authority to the EO to adopt the regulation at the December 10, 2015 Board meeting.

Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR section 2615:

November 17, 2015 Proposed regulatory language approved by the LATC

December 10, 2015	Proposed regulatory language approved by the Board

CCR section 2620(a)(13), Expand Eligibility Requirements to Allow Credit for Teaching Under a Licensed Landscape Architect – At the LATC meeting on February 10, 2015 the Committee agreed that up to one year of experience/training credits should be granted for teaching under the supervision of a licensed landscape architect. At the May 13, 2015 LATC meeting the Committee approved the proposed language in CCR section 2620(a)(13) to provide one year of teaching credit under the supervision of a landscape architect in a degree program as specified in section 2620(a)(1), (2), and (4). At the August 6, 2015 LATC meeting the Committee recommended that the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory changes and delegated authority to the EO to adopt the regulation at the September 10, 2015 Board meeting. The regulatory proposal to amend CCR section 2620 was published by OAL on October 9, 2015.
Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR section 2620:

August 6, 2015	Proposed regulatory changes approved by the LATC
September 10, 2015	Final approval by the Board
October 9, 2015	Notice of Proposed Changes in the Regulations published by OAL
November 30, 2015	Public hearing, no comments received

CCR section 2620.5 (Requirements for an Approved Extension Certificate Program) – LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and recommended that the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory change and adopted the regulations at the December 15–16, 2010 Board meeting. The regulatory proposal to amend CCR section 2620.5 was published by the OAL on June 22, 2012. The University of California Extension Certificate Program Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012 LATC meeting, LATC approved the Task Force's recommended modifications to CCR section 2620.5, with additional edits. At the January 24–25, 2013 LATC meeting, LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove some proposed modifications to the language to accommodate comments received from the public. The Board approved adoption of the modified language for CCR section 2620.5 at its March 7, 2013 meeting. However, on July 17, 2013, a Decision of Disapproval of Regulatory Action was issued by the OAL. OAL concluded that the LATC had not clearly established why the proposed regulatory changes were needed.

On June 5, 2015, LAAB advised that they are in the process of updating their Standards and Procedures for the Accreditation of Landscape Architecture Programs. The process included a public call for input and commentary that took place last fall (2014). LAAB met this past summer to draft revisions to the Standards. After additional public input and comments in the fall 2015, LAAB will take action on the updated standards and procedures at its 2016 winter

meeting (takes place in January 2016). Implementation of the new Standards will begin with programs to be reviewed by LAAB during the 2016 fall term.

On October 8, 2015, LATC received a copy of the proposed revisions which include several suggested changes to curriculum requirements. LATC staff will meet with working group members Christine Anderson and Linda Gates as soon as possible to review the proposed curriculum changes and develop updated regulatory language for CCR section 2620.5 to ensure that LATC requirements for extension certificate programs correspond with LAAB accreditation standards.

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

November 22, 2010	Proposed regulatory language approved by LATC
December 15, 2010	Proposed regulatory language approved by Board
June 22, 2012	Notice of Proposed Changes in the Regulations published by OAL (Notice re-published to allow time to notify interested parties)
August 6, 2012	Public hearing; no public comments received
November 30, 2012	40-Day Notice of Availability of Modified Language posted on website
January 9, 2013	Written comment (one) received during 40-day period
January 24, 2013	Modified language to accommodate public comment approved by LATC
February 15, 2013	Final rulemaking file submitted to DCA's Legal Office and Division of Legislative and Policy Review
March 7, 2013	Final approval of modified language by Board
May 31, 2013	Final rulemaking file submitted to OAL for approval
July 17, 2013	Decision of Disapproval of Regulatory Action issued by OAL
August 20, 2013	LATC voted not to pursue a resubmission of rulemaking file to OAL
February 21, 2014	Staff worked with University of California Extension Certificate Program Review Task Force Chair to draft justifications for proposed changes*
February 10, 2015	LATC approved the appointment of a new working group to assist staff
October 8, 2015	LATC received LAAB's suggested revisions to curriculum requirements

**Staff is analyzing proposed modifications to develop a new regulatory proposal with justification to submit to OAL.*

Strategic Plan Objectives LATC's Strategic Plan for 2015–2016 contains numerous objectives. Below is a summary of objectives currently in-work:

Create and Disseminate Consumer's Guide - to educate the public on the differences between landscape architects, landscape contractors, and landscape designers. At the November 17, 2015 LATC meeting, the Committee reviewed a draft *Consumer's Guide to Hiring a Landscape Architect* and established a subcommittee of two LATC members to assist staff with finalizing the document for review at the next LATC meeting on February 10, 2016.

Expand Credit for Education Experience - to include degrees in related areas of study, i.e., urban planning, environmental science or horticulture, etc., to ensure that equitable requirements for education are maintained. At the November 17, 2015 LATC meeting, the Committee directed staff to agendize this objective at its next meeting on February 10, 2016.

Review Expired License Requirements (CCR sections 2624 and 2624.1) - to assess whether any revisions are needed to the regulations, procedures, and instructions for expired license requirements. At the November 17, 2015 LATC meeting, the Committee reviewed relicensure requirements of various state landscape architect licensing boards and three DCA licensing boards and directed staff to research relicensure procedures of the remaining state boards and agendize this objective at its next meeting on February 10, 2016.

LATC ENFORCEMENT PROGRAM

Disciplinary Guidelines As part of the Strategic Plan established by LATC at the January 2013 meeting, LATC set an objective of collaborating with the Board in order to review and update LATC's *Disciplinary Guidelines*. At its December 2014 meeting, the Board approved the proposed updates to their *Disciplinary Guidelines* and authorized staff to proceed with the required regulatory change in order to incorporate the revised *Disciplinary Guidelines* by reference. Board staff is currently working on the regulatory proposal. At its February 10, 2015 meeting, LATC approved proposed revisions to its *Disciplinary Guidelines* based on the recent Board approval for their *Guidelines*. Staff provided the revised *Disciplinary Guidelines* to the new Deputy Attorney General Liaison for review. He suggested several amendments, which staff added to the *Guidelines*. The amended *Disciplinary Guidelines* and proposed regulatory package was approved by LATC at its August meeting and by the Board at their September 10, 2015 meeting.

On October 21, 2015 staff sent DCA legal counsel suggested edits to the Optional Conditions section in the *Disciplinary Guidelines* for review. DCA legal counsel notified staff on November 12, 2015 that the edited portions were sufficient and substantive, and would require approval by the Board. At its December 10, 2015 meeting, the Board reviewed and approved the additional recommended revisions to the *Disciplinary Guidelines* and the proposed regulation to amend CCR section 2680, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff is preparing the proposed regulatory package for submission to OAL.

Enforcement Actions David Mark Niles (Santa Barbara, CA) The Board issued a one-count citation that included a $1,000 administrative fine to David Mark Niles, landscape architect license number LA 4206, for an alleged violation of BPC 5616(a) (Landscape Architecture Contract – Contents, Notice Requirements). The action alleged that Niles failed to execute a contract prior to commencing work on a project. Niles paid the fine, satisfying the citation. The citation became final on January 12, 2016.

Enforcement Statistics	**Current Month January 2016**	**Prior Month December 2015**	**FYTD 2015/16**	**5-FY 2010/11 – 2014/15**
Complaints				
Received/Opened:	2	0	11	28
Closed:	4	3	20	42
Average Days to Close:	579	603	379	369

Pending:**	10	12	10	
Average Age (Pending):**	186	320	186	367
Citations				
Issued:	1	1	5	3
Pending:**	2	4	2	2
Final:	2	0	2	2
Disciplinary Action				
Pending AG:**	2	2	2	1
Pending DA:**	0	0	0	0
Final:	0	0	0	1
Settlement Reports (§5678)*				
Received/Opened:	0	0	0	1
Closed:	0	0	0	1
Pending:**	2	2	2	1

* *Also included within "Complaints" information.*

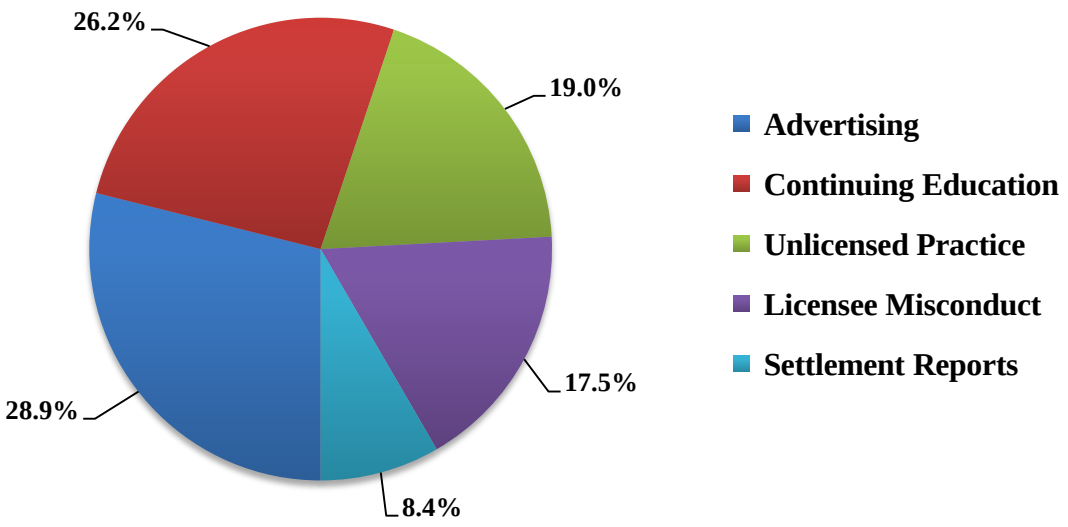
** *FYTD data is presented as an average of pending cases to date*

CALENDAR OF EVENTS

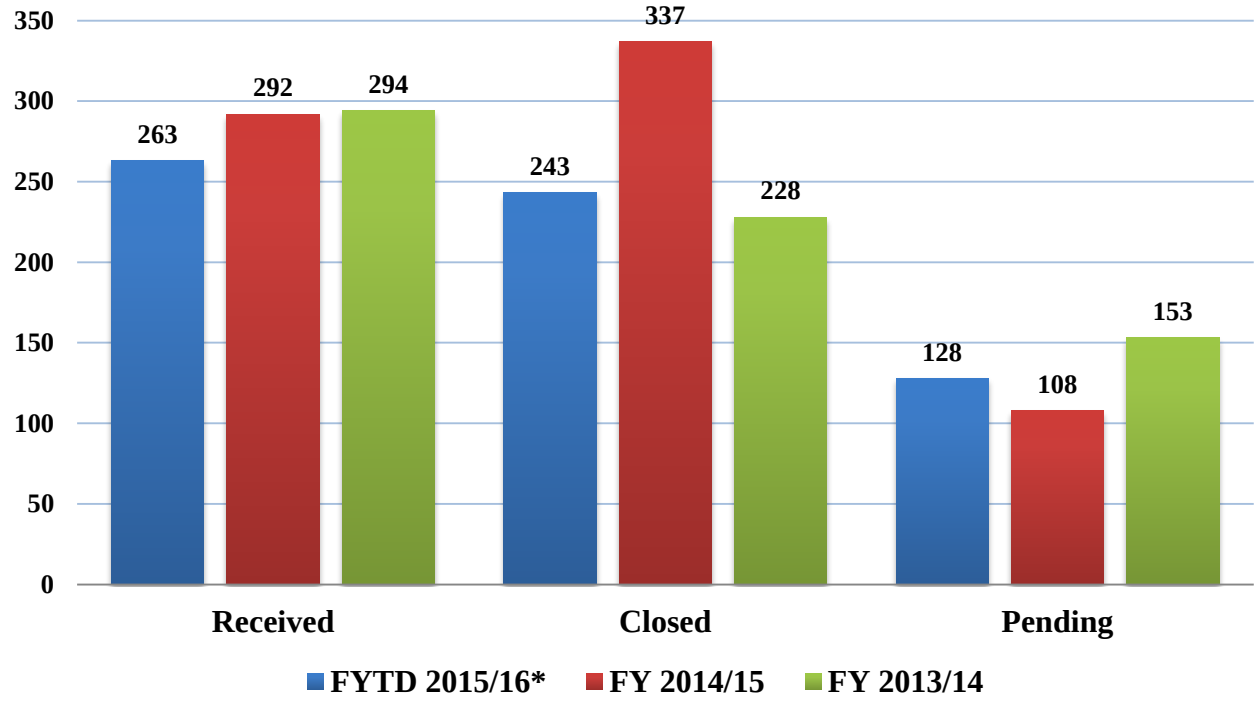
March		
3	Board Meeting	Burbank
11-12	National Council of Architectural Registration Boards (NCARB) Regional Summit	Savannah, GA
31	*Cesar Chavez Day*	*Office Closed*
May		
19-21	The American Institute of Architects 2016 Convention	Philadelphia, PA
24	Landscape Architects Technical Committee Meeting	TBD
30	*Memorial Day*	*Office Closed*
June		
9	Board Meeting	TBD
15-18	NCARB Annual Meeting	Seattle, WA
July		
4	*Independence Day*	*Office Closed*
September		
5	*Labor Day*	*Office Closed*
29	Board Meeting	TBD
November		
11	*Veterans Day*	*Office Closed*
24–25	*Thanksgiving Holiday*	*Office Closed*
December		
8-9	Board Meeting	Sacramento
26	*Christmas Observed*	*Office Closed*

ENFORCEMENT PROGRAM REPORT

Types of Complaints Received FYTD 2015/16*

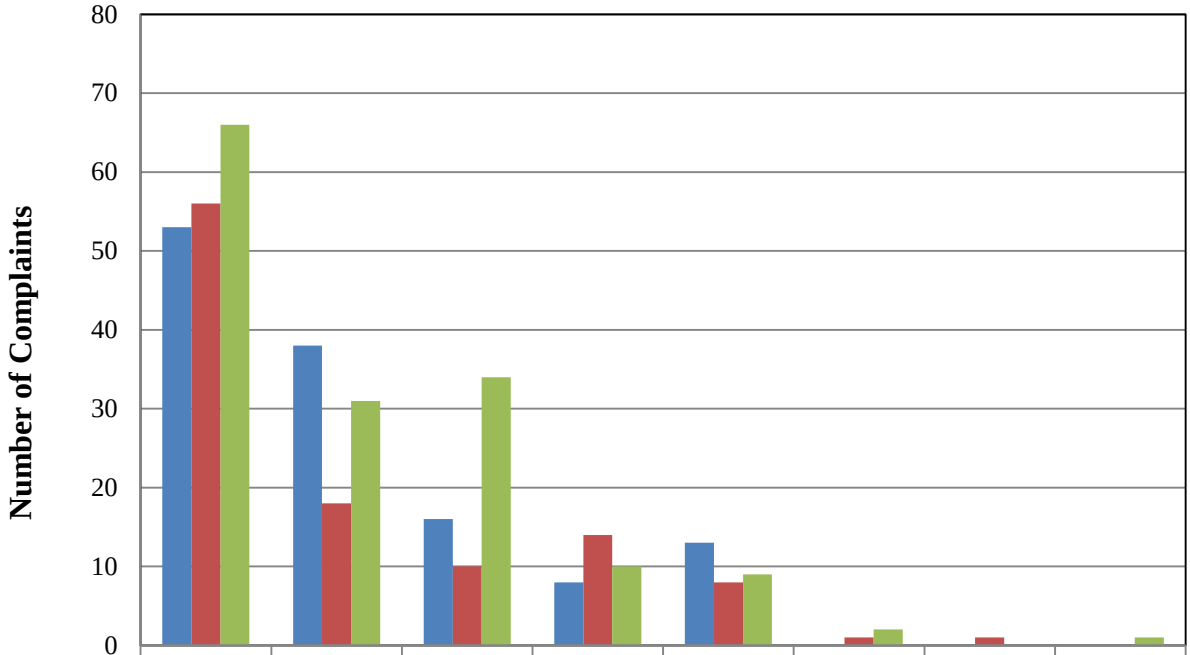


Complaints Received, Closed, and Pending by FY



* FYTD reflects data as of January 31, 2016.

Comparison of Age of Pending Complaints by FY



	0 - 90 Days	91 - 180 Days	181 - 270 Days	271 - 364 Days	1 - 2 Years	2 - 3 Years	3 - 4 Years	4+ Years
FYTD 2015/16	53	38	16	8	13	0	0	0
FY 2014/15	56	18	10	14	8	1	1	0
FY 2013/14	66	31	34	10	9	2	0	1

* FYTD reflects data as of January 31, 2016.

Closure of Complaints by FY

Type of Closure	FYTD 2015/16*	FY 2014/15	FY 2013/14
Cease/Desist Compliance	32	9	61
Citation Issued	37	62	21
Complaint Withdrawn	3	2	2
Insufficient Evidence	10	13	8
Letter of Advisement	99	185	66
No Jurisdiction	9	11	11
No Violation	34	40	45
Referred for Disciplinary Action	2	6	4
Other (i.e., Mediated, Redundant Incident etc.)	17	9	10

* FYTD reflects data as of January 31, 2016.

Disciplinary and Enforcement Actions by FY

Action	FYTD 2015/16*	FY 2014/15	FY 2013/14
Disciplinary Cases Initiated	2	5	2
Pending Disciplinary Cases	7	6	2
Final Disciplinary Orders	2	1	1
Final Citations	34	47	20
Administrative Fines Assessed	$50,500	$78,000	$47,000

* FYTD reflects data as of January 31, 2016.

Most Common Violations by FY

As of January 31, 2016, the Board has issued 34 citations with administrative fines for 63 violations of the provisions of the Architects Practice Act and/or Board regulations. The most common violations that resulted in enforcement action during the current and previous two fiscal years are listed below.

Business and Professions Code Section (BPC) or California Code of Regulations Section (CCR)	FYTD 2015/16*	FY 2014/15	FY 2013/14
BPC 5536(a) and/or (b) – Practice Without License or Holding Self Out as Architect	28.6%	41.8%	50.0%
BPC 5536.1(c) – Unauthorized Practice	6.3%	5.1%	11.4%
BPC 5536.22 (a) – Written Contract	3.2%	5.1%	18.2%
BPC 5584 – Negligence or Willful Misconduct	3.2%	2.5%	6.8%
BPC 5600.05(a)(1) and/or (b) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements**	41.3%	31.6%	N/A
CCR 160(b)(2) – Rules of Professional Conduct	8.0%	5.1%	6.8%

* FYTD reflects data as of January 31, 2016.

** Assembly Bill 1746 (Chapter 240, Statutes of 2010) became effective January 1, 2011 and amended the continuing education provisions of BPC 5600.05 by requiring an audit of license renewals beginning with the 2013 renewal cycle and adding a citation and disciplinary action provision for licensees who provide false or misleading information.

BOARD MEMBER LIASON REPORTS ON ORGANIZATIONS AND SCHOOLS

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

At the June 10, 2015 meeting, the Board agreed to modify the liaison reporting schedule beginning in 2016 for reports to be delivered biannually during the fall and spring to coincide with the academic calendar. At the December 10, 2015 Board meeting, members also agreed that an additional category of talking points regarding community colleges be added. At this meeting, liaisons are asked to provide the Board with an update on the activities and objectives of their assigned organizations and schools that were not reported on at the December Board meeting.

Attachment:
2016 Liaison Program Organization & School Assignments

CALIFORNIA ARCHITECTS BOARD
2016 Liaison Program
Organization & School Assignments

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

CALIFORNIA ARCHITECTS BOARD
2016 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS (NAAB – Accredited)	
Academy of Art University Mimi Sullivan, Executive Director msullivan@accademyart.edu (415) 274-2222	**Sylvia Kwan**
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New School of Architecture and Design Gregory Marick, President gmarik@newschoolarch.edu (619) 684-8777	**Jon Baker**
Southern California Institute of Architecture (SCIARC) Eric Owen Moss, Director directors_office@sciarc.edu (310) 839-1199	**Barry Williams**
University of California, Berkeley Tom Buresh, Chair buresh@berkeley.edu (510) 642-4942	**Tian Feng**
University of California, Los Angeles David Rouffeve, Interim Dean rouffeve@arts.ucla.edu (310) 206-6465	**Denise Campos**
University of Southern California Qingyun Ma, Dean archdean@usc.edu (213)740-2083	**Ebony Lewis**
Woodbury University Norman Millar, AIA, Dean norman.millar@woodbury.edu (818) 252-5121	**Pasqual Gutierrez**

CALIFORNIA ARCHITECTS BOARD
2016 Liaison Program
Organization & School Assignments

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

CALIFORNIA ARCHITECTS BOARD
2016 Liaison Program
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Rio Hondo College, Whittier Mike Slavich, Dean, Career & Tech Ed. Div. mslavich@riohondo.edu (562) 463-7368	**Denise Campos**

CALIFORNIA ARCHITECTS BOARD
2016 Liaison Program
Organization & School Assignments

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UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:

1. **ASSEMBLY BILL 507 (OLSEN) [BREEZE]**
2. **BUSINESS AND PROFESSIONS CODE SECTIONS 5536.22 (WRITTEN CONTRACT) AND 5550.2 (EXAM ELIGIBILITY – INTEGRATED DEGREE PROGRAM)**
3. **SENATE BILL 1132 (GALGIANI) [INTERN TITLE]**

Assembly Bill (AB) 507 (Olsen) [BreEZe]

AB 507 (Olsen) would add Business and Professions Code section 210.5 to require the Department of Consumer Affairs (DCA) to submit an annual report to the Legislature and the Department of Finance regarding the BreEZe system. Specifically, it will require annual submissions of these reports to begin on or before March 1, 2016, and DCA to post on its website the name of each regulatory entity that is utilizing the BreEZe system. The bill remains in the Senate Committee on Business, Professions, and Economic Development.

Business and Professions Code Sections 5536.22 (Written Contract) and 5550.2 (Exam Eligibility – Integrated Degree Program)

The Board submitted two proposals to the Senate Business, Professions, and Economic Development Committee (Committee) for possible inclusion in the Omnibus Clean-up bill. The first component was amendment to Business and Professions Code section (BPC) 5536.22 to clarify that the following elements are needed in architects' written contracts with clients for professional services: 1) a description of the project; 2) the project address; and 3) a description of the procedure to accommodate contract changes. Committee staff determined that this proposal is substantive and as such will need to be amended into another bill.

The second proposal clarifies language regarding integrated degree programs that was added to the Act via the Sunset Review bill last year. The amendment updates BPC 5550.2, which permits the Board to grant early eligibility to take the Architect Registration Examination for students enrolled in a National Council of Architectural Registration Boards (NCARB) -accepted integrated degree program. The Committee accepted this amendment (bill number pending) with a minor revision requested by Legislative Counsel. Board staff is working with Committee staff to finalize the language. Attached is the proposal as amended by the Board at its December 10, 2015 meeting. NCARB's terminology, processes, and structure for facilitating these programs continues to evolve, thus the need for the amendments to reflect the current state of the initiative.

Senate Bill (SB) 1132 (Galgiani) [Intern Title]

SB 1132 (Galgiani) is an American Institute of Architects, California Council (AIACC) proposal to create a special title for candidates for licensure. According to a March 4, 2015 AIACC letter, its goal is "providing a means with which to formally recognize those committed to becoming California licensed architects."

Such legislation is contrary to action at the national level. The National Council of Architectural Registration Boards (NCARB), through its Future Title Task Force, determined that special titles for candidates are not appropriate.

> "The final report of the Task Force recommends a simple solution: restrict the role of regulation to the title 'architect,' which should only apply to licensed individuals." "The Task Force recommended that any title held by those pursuing licensure does not need to be regulated. In other words, it is recommended that NCARB discontinue the use of the word intern, intern-architect, or any other regulatory 'title' describing those pursuing licensure."

NCARB will be updating its Model Law to ensure its consistency with the Future Title Task Force findings. (It should also be noted that a 2015 AIA survey demonstrated that only 12.5% of respondents support the title "architect-in-training".)

At its most recent meeting (December 2015), the Board voted to accept the Regulatory and Enforcement Committee's (REC) recommendation to table the matter until AIACC presents a comprehensive proposal with supporting data that has been reviewed and analyzed by Board staff for REC and the Board's consideration. AIACC sponsored legislation that was introduced on February 19, 2016.

> Note: the "Architect-in-Training Title Change Proposal" document was received from AIACC as the meeting packet was being finalized on February 24, 2016 (see Attachment 4). It has not been analyzed by staff or reviewed by the REC.

The Board may wish to take a position on this bill given its prior action.

<u>Attachments:</u>
1. Assembly Bill 507 (Olsen) [BreEZe]
2. Proposed Language for Business and Professions Code Section 5550.2 as Amended by Board on December 10, 2015
3. Senate Bill 1132 (Galgiani) [Intern Title]
4. AIACC Architect-in-Training Title Change Proposal

AMENDED IN SENATE JULY 9, 2015

AMENDED IN ASSEMBLY JUNE 1, 2015

AMENDED IN ASSEMBLY MARCH 26, 2015

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

ASSEMBLY BILL No. 507

Introduced by Assembly Member Olsen
(Principal coauthor: Assembly Member Gray)
(Coauthors: Assembly Members ~~Chang and Dodd~~) ***Chang, Dodd, Obernolte, and Waldron)***
(Coauthor: Senator Bates)

February 23, 2015

An act to add Section 210.5 to the Business and Professions Code, relating to the Department of Consumer Affairs, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

AB 507, as amended, Olsen. Department of Consumer Affairs: BreEZe system: annual report.

Existing law authorizes the Department of Consumer Affairs to enter into a contract with a vendor for the licensing and enforcement of the BreEZe system, which is a specified integrated, enterprisewide enforcement case management and licensing system, no sooner than 30 days after written notification to certain committees of the Legislature. Existing law requires the amount of contract funds for the system to be consistent with costs approved by the office of the State Chief Information Officer, based on information provided by the department in a specified manner.

This bill would, on ~~and after October 1, 2015,~~ *or before March 1, 2016, or thereafter when available,* require the department to submit an annual report to the Legislature and the Department of Finance that includes, among other things, the department's plans for implementing the BreEZe system at specified regulatory entities included in the department's's 3rd phase of the BreEZe implementation project, *when available,* including, but not limited to, a timeline for the implementation. *The bill would also require the department to post on its Internet Web site the name of each regulatory entity that is utilizing the BreEZe system once the regulatory entity begins using the BreEZe system.*

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: ⅔. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

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

SECTION 1. Section 210.5 is added to the Business and Professions Code, immediately following Section 210, to read:

210.5. (a) On ~~and after October 1, 2015,~~ *or before March 1, 2016, or thereafter when available,* the department shall submit an annual report to the Legislature and the Department of Finance that includes ~~all of~~ the following:

(1) The department's plan for implementing the BreEZe system at the regulatory entities in the department's third phase of the implementation project, including, but not limited to, a timeline for implementation.

(2) The total estimated costs of implementation of the BreEZe system at the regulatory entities in the department's third phase of the implementation project and the results of any *related* cost-benefit analysis the department ~~conducted for the third phase of the implementation project.~~ *conducts.*

(3) A description of ~~whether and to what extent the BreEZe system will achieve~~ any operational efficiencies ~~resulting from~~ *achieved as a result of BreEZe* implementation by the ~~boards and~~ regulatory entities within the department's ~~jurisdiction.~~ *jurisdiction, if available.*

(b) The report described in subdivision (a) shall be submitted in compliance with Section 9795 of the Government Code.

(c) The department shall post on its Internet Web site the name of each regulatory entity that is utilizing the BreEZe system once the regulatory entity begins using the BreEZe system.

~~(c)~~

(d) For purposes of this section, "the regulatory entities in the department's third phase of the implementation project" includes all of the following:

(1) Acupuncture Board.

(2) Board for Professional Engineers, Land Surveyors, and Geologists.

(3) Bureau of Automotive Repair.

(4) Bureau of Electronic and Appliance Repair, Home Furnishings, and Thermal Insulation.

(5) Bureau for Private Postsecondary Education.

(6) California Architects Board.

(7) California Board of Accountancy.

(8) California State Board of Pharmacy.

(9) Cemetery and Funeral Bureau.

(10) Contractors' State License Board.

(11) Court Reporters Board of California.

(12) Landscape Architects Technical Committee.

(13) Professional Fiduciaries Bureau.

(14) Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board.

(15) State Athletic Commission.

(16) State Board of Chiropractic Examiners.

(17) State Board of Guide Dogs for the Blind.

(18) Structural Pest Control Board.

(19) Telephone Medical Advice Services Bureau.

SEC. 2. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

Because of the circumstances surrounding the implementation of the BreEZe system, and in order to ensure that healing arts and other professionals are licensed in a timely and efficient manner, it is necessary that this act take effect immediately.

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Proposed Language

(as amended by Board on December 10, 2015)

Business and Professions Code

5550.2 Notwithstanding subdivision (b) of Section 5552, the board may grant eligibility~~, based on an eligibility point determined by the Additional Path to Architectural Licensing Program, for a candidate~~ to take the examination ~~for a license to practice architecture if he or she is~~ to candidates enrolled in a~~n Additional Path to Architectural Licensing~~ degree program accepted by the National Council of Architectural Registration Boards that integrates the licensure required experience and examination components~~ offered by a National Architectural Accrediting Board-accredited degree program~~. The eligibility point shall be determined by such program.

SENATE BILL No. 1132

Introduced by Senator Galgiani

February 18, 2016

An act to amend Section 5500 of, and to add Section 5500.2 to, the Business and Professions Code, relating to professions and vocations.

LEGISLATIVE COUNSEL'S DIGEST

SB 1132, as introduced, Galgiani. Architects: architects-in-training.

The Architects Practice Act provides for licensing and regulation of persons engaged in the practice of architecture by the California Architects Board, which is within the Department of Consumer Affairs, and defines the term "architect" for those purposes. That act requires an applicant for licensure as an architect to, among other things, take an examination. Existing regulations require an applicant for licensure to take the Architect Registration Examination.

This bill would define the term "architect-in-training," for purposes of that act, as a person who has received board confirmation of eligibility for the Architect Registration Examination and is employed under the direct supervision of a licensed architect, and would authorize a person to use the title "architect-in-training" for purposes of employment in the state if he or she meets the definition of that term.

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

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

SECTION 1. Section 5500 of the Business and Professions Code is amended to read:

5500. As used in this ~~chapter,~~ *chapter, the following terms shall have the following meanings:* ~~architect~~

(a) "Architect" means a person who is licensed to practice architecture in this state under the authority of this chapter.

(b) "Architect-in-training" means a person who has received board confirmation of eligibility for the Architect Registration Examination and is employed under the direct supervision of an architect licensed under this chapter.

SEC. 2. Section 5500.2 is added to the Business and Professions Code, to read:

5500.2. A person may use the title "architect-in-training" for purposes of employment in the state if he or she meets the definition of architect-in-training in Section 5500.

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REVISED DRAFT 12/8/2015
AIACC Architect-in-Training Title Change Proposal

The American Institute of Architects, California Council (AIACC) proposes the following highlighted and italicized changes to the Architects Practice Act's current terminology of "candidate" for those eligible for the ARE, to include the voluntary use of the title "Architect-in-Training."

By formally recognize those committed to becoming California licensed architects, we believe this change will encourage those on the path to licensure to stay on the path to licensure, thereby increasing licensure – something the California Architects Board should be keenly interested in participating in. Additionally, this change may advance the public's understanding and awareness of the architecture profession by appropriately acknowledging the abilities of licensure and non-licensure track graduates and appropriately aligning these individuals with other esteemed professions.

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 AIACC believes that in a time when the title "Architect" had already been co-opted (software architect, systems architect, data architect, infrastructure architect, etc.) it is all the more imperative to create a para-professional title for inclusion in the Architects Practice Act to distinguish and protect the practice, and the origins of the title itself.

In response to concerns over consume confusion, as a variation of the currently in use term "Engineer-in-Training," the term "Architect-in-Training" is no more misleading, quite the opposite, it clearly indicates that individuals using the title are trainees in the field of architecture.

In response to concerns over burdening the current enforcement program with this proposal, the AIACC submits that contained in to the existing practice act are several provisions addressing unlicensed practice, as well as the consequences of this type of conduct. And contained in to the CAB's existing enforcement program are the mechanisms for disciplining unlicensed activity. It should be pointed out that an individual seeking to mislead a consumer as to their qualifications would not likely present themselves as anything less than an architect. Even so, how a few may behave should not discourage us from seeking

§ 5500 Architect; Architect-in-Training; Defined

(a) As used in this chapter, architect means a person who is licensed to practice architecture in this state under the authority of this chapter.

(b) As used in this chapter, architect-in-training means a person who has received CAB confirmation of eligibility to test, and is employed under the direct supervision of a California licensed architect.

§ 5536 Practice Without License or Holding Self Out as Architect; Misdemeanor

(a) It is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100) nor more than five thousand dollars ($5,000), or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment, for any person who is not licensed to practice architecture under this chapter to practice architecture in this state, to use any term confusingly similar to the word architect, to use the stamp of a licensed architect, as provided in Section 5536.1, or to advertise or put out any sign, card, or other device that might indicate to the public that he or she is an architect, that he or she is qualified to engage in the practice of architecture, or that he or she is an architectural designer.

(b) It is a misdemeanor, punishable as specified in subdivision (a), for any person who is not licensed to practice architecture under this chapter to affix a stamp or seal that bears the legend "State of California" or words or symbols that represent or imply that the person is so licensed by the state to prepare plans, specifications, or instruments of service.

(c) It is a misdemeanor, punishable as specified in subdivision (a), for any person to advertise or represent that he or she is a "registered building designer" or is registered or otherwise licensed by the state as a building designer.

§ 5536.1 Signature and Stamp on Plans and Documents; Unauthorized Practice; Misdemeanor

(a) All persons preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, and instruments of service and all contracts therefor, and if licensed under this chapter shall affix a stamp, which complies with subdivision (b), to those plans, specifications, and instruments of service, as evidence of the person's responsibility for those documents. Failure of any person to comply with this subdivision is a misdemeanor punishable as provided in Section 5536. This section shall not apply to employees of persons licensed under this chapter while acting within the course of their employment.

(b) For the purposes of this chapter, any stamp used by any architect licensed under this chapter shall be of a design authorized by the board which shall at a minimum bear the licensee's name, his or her license number, the legend "licensed architect" and the legend "State of California," and which shall provide a means of indicating the renewal date of the license.

(c) The preparation of plans, specifications, or instruments of service for any building, except the buildings described in Section 5537, by any person who is not licensed to practice architecture in this state, is a misdemeanor punishable as provided in Section 5536.

(d) The board may adopt regulations necessary for the implementation of this section.

§ 5536.2 Statement of Licensure

Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and specifications, or is otherwise licensed in this state to prepare the plans and specifications.

The signature and stamp, as provided for in Section 5536.1, on the plans and specifications by the person who prepared or was in responsible control of the plans and specifications shall constitute compliance with this section.

It is the responsibility of the agency that issues the permit to determine that the person who signed and stamped the plans and specifications or who submitted the signed statement required by this section is licensed under this chapter or is otherwise licensed in this state to prepare the plans and specifications.

This section shall not apply to the issuance of permits where the preparation of plans and specifications for the construction, alteration, improvement, or repair of a building or structure is exempt from this chapter, except that the person preparing the plans and specifications for others shall sign the plans and specifications as provided by Section 5536.1.

§ 5536.3 Misuse of the title architect-in-training; Misdemeanor

(a) It is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100) nor more than five thousand dollars ($5,000), or loss of ability to test, for any person who is not qualified under § 5500 (b) to use the title architect-in-training.

§ 134 Use of the Term Architect; Architect-in-Training; Responsible Control within Business Entity

(a) Use of the Term Architect: It shall be unlawful for any person to use a business name that includes as part of its title or description of services the term "architect," "architecture," or "architectural," or any abbreviations or confusingly similar variations thereof, unless that person is a business entity wherein an architect is: (1) in

management control of the professional services that are offered and provided by the business entity; and, (2) either the owner, a part-owner, an officer or an employee of the business entity.

(b) Use of the term Architect-in-Training: It shall be unlawful for any person to use a business name that includes as part of its title or description of services the term "architect-in-training."

(c) Persons who are qualified under § 5500 (b) may use the title "architect-in-training" in representing themselves to the public, as long as such persons perform their work activities under the direct supervision and responsibility of a licensed architect.

§ 149 Advertising in Telephone Directory Without License—Agency Citation

(a) If, upon investigation, an agency designated in Section 101 has probable cause to believe that a person is advertising with respect to the offering or performance of services, without being properly licensed by or registered with the agency to offer or perform those services, the agency may issue a citation under Section 148 containing an order of correction that requires the violator to do both of the following: (1)Cease the unlawful advertising.(2)Notify the telephone company furnishing services to the violator to disconnect the telephone service furnished to any telephone number contained in the unlawful advertising.

(b) This action is stayed if the person to whom a citation is issued under subdivision (a) notifies the agency in writing that he or she intends to contest the citation. The agency shall afford an opportunity for a hearing, as specified in Section 125.9.

(c) If the person to whom a citation and order of correction is issued under subdivision (a) fails to comply with the order of correction after that order is final, the agency shall inform the Public Utilities Commission of the violation and the Public Utilities Commission shall require the telephone corporation furnishing services to that person to disconnect the telephone service furnished to any telephone number contained in the unlawful advertising.

(d) The good faith compliance by a telephone corporation with an order of the Public Utilities Commission to terminate service issued pursuant to this section shall constitute a complete defense to any civil or criminal action brought against the telephone corporation arising from the termination of service.

(e) Individuals eligible to use the title “Architect-in-Training” are prohibited from 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.

(f) Principals of firms employing architects-in-training may use the title "architect-in-training" as they deem appropriate when making presentations, in promotional materials, etc.

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Review of 2016 NCARB Regional Summit Agenda

2. Discuss and Possible Action on NCARB Resolutions

3. Discuss and Possible Action on 2016 Elections

4. Review and Approve Contract with NCARB for Architect Registration Examination

5. Update and Possible Action on NCARB Resolution 2015-02 Regarding Broadly Experienced Foreign Architect Program

6. Update and Possible Action on Implementing NCARB's Integrated Path Initiative (IPI)

7. Reports and Possible Action on NCARB Accepted California IPI Programs

REVIEW OF 2016 NCARB REGIONAL SUMMIT AGENDA

The 2016 NCARB Regional Summit is a joint meeting with regions 1-6 on March 11-12, 2016. The Board is asked to review and discuss the relevant issues for the meeting.

Attachments:
1. 2016 NCARB Regional Summit Agenda
2. 2016 WCARB Regional Meeting Agenda (not available as of February 24, 2016, to be provided under separate cover)

NCARB
REGIONAL SUMMIT

Agenda

Thursday, March 10, 2016

2:00 p.m. – 4:30 p.m. **New Member Board Member/Executive Orientation**

4:00 p.m. – 6:00 p.m. **Registration**

6:30 p.m. – 9:30 p.m. **Icebreaker Reception**
Savannah College of Art and Design

6:30 – 7:00 p.m. *Welcome and Introduction to Savannah (Participation optional, limited seating)*
Professor Robin Williams, Chairman of the Department of Architectural History at Savannah College of Art and Design will speak about the history of the city and offer places of interest to visit while attending the meeting.

Friday, March 11, 2016

8:00 a.m. – 10:00 a.m. **Regional Meetings**
Individual regional caucuses begin where regional business is conducted along with visits from Officer and Public Director candidates for the FY17 Board of Directors, as well as visits from NCARB leadership to discuss resolutions and other critical issues identified by the Regions.

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

10:30 a.m. **Welcome** **Cardone**

NCARB Resolutions **Allers**
Resolutions to be voted on during the 2016 Annual Business Meeting in June will be offered to the membership for consideration. Following the presentation, participants are encouraged to engage in a Q&A session prior to breaking into regional caucuses.

Restraint of Trade and Regulation: Is Teeth Whitening in Our Future?
NCARB continues to monitor actions stemming from the U.S. Supreme Court's decision in the *FTC v North Carolina Board of Dental Examiners* case. The Court's opinion imposes a new "context-dependent" test to determine whether a state exercises sufficient supervision to confer antitrust immunity on state licensing boards composed of market participants. Join your colleagues for a discussion on outcomes and recent activities resulting from the Supreme Court's decision and garner best practices for ensuring antitrust compliance in regulating occupations. In addition, participants will learn how certain facts in their jurisdictions may trigger scrutiny or assure alignment with the Supreme Court decision.

NCARB
REGIONAL SUMMIT

Friday, March 11, 2016 CONT'D

12:30 p.m.	**Closing Remarks/Announcements**
12:30 p.m. – 5:00 p.m.	**Regional Meetings** Individual regional caucuses continue.
5:30 p.m. – 6:30 p.m.	**Networking Reception**
6:30 p.m.	**Regional Dinners** Region 1 – Chart House Region 2 – Vic's on the River Region 3 – Garibaldi's Region 4 – Alligator Soul Region 5 – Sapphire Grill Region 6 – Vic's on the River

Saturday, March 12, 2016

8:00 a.m. – 9:30 a.m.	**Regional Meetings** Regional caucuses continue	
10:00 a.m. – 12:00 p.m.	**Plenary Session**	
10:00 a.m.	**Welcome**	**Cardone**
	Minimizing Illegal and Negligent Practice Through Relationships w/Code Officials *One of the biggest threats to our mission of protecting the health, safety, and welfare of the public is the illegal practice of architecture. Critical to the success of preventing illegal, unlicensed practice is cultivating key relationships and having the authority to prosecute those in violation. Attendees at this session will be presented with best practices for identifying key partnerships, cultivating relationships, and establishing platforms and processes to help mitigate illegal practice.*	
	President's Remarks	**Ward**
	CEO Remarks	**Armstrong**
	Committee Updates	**Harding**
	Town Meeting	**Ward/Armstrong**

NCARB
REGIONAL SUMMIT

Saturday, March 12, 2016 CONT'D

12:00 p.m.	**Closing Remarks**	**Cardone**
12:00 p.m. – 1:45 p.m.	**Luncheon/Service Recognition**	
2:00 p.m.	**Optional Tours** **(fees required)**	

1. Historic Walking Tour of Savannah

   Enjoy a guided walking tour of one of the largest National Urban Historic Landmarked Districts in the United States. Tour magnificent architecture encompassing more than 270 years of American history. On a journey through Savannah's Historic District, you will walk along cobblestone paved streets beneath moss-draped oaks and experience the "Old South" with her stately mansions, beautiful squares, romantic riverfront and abundance of artifacts. You will be guided by experienced local tour guides with a depth of knowledge regarding the city of Savannah.

   Each tour will take approximately 2 hours and will cover a distance of 1.5 miles. Participants will be divided into groups of 20 for simultaneous tours.

2. Pinpoint Museum

   In 1985, the A.S. Varn & Son oyster and crab factory in Pin Point closed its doors for good. It marked the end of an era for the tiny fishing community tucked quietly away on the banks of the Moon River, just south of Savannah, Georgia. For nearly one hundred years, Pin Point was isolated and self-sustained, a Gullah/Geechee enclave founded by first-generation freedmen where family, religion and work were deeply connected to the water. Today, the factory has been reopened as the Pin Point Heritage Museum, celebrating the life, work and history of this Gullah/Geechee community that calls Pin Point home.

   Local Architect, Anne K. Smith FAIA, led the team to save the oyster factory buildings. This effort had many challenges and the buildings were almost lost. Anne will take you through the journey to bring this important historic site back to life as a productive teaching experience that shares the story of the families of Pin Point and their close community.

   Join your colleagues to learn about the culture and traditions of this community as you explore the refurbished museum complex and experience multimedia presentations, exciting exhibits and unparalleled views of the marsh!
   Approximately 3 hours.

DISCUSS AND POSSIBLE ACTION ON NCARB RESOLUTIONS

The Board will discuss resolutions that will be acted upon at the 2016 National Council of Architectural Registration Boards Regional Summit. The resolutions will be provided under separate cover when made available by NCARB.

DISCUSS AND POSSIBLE ACTION ON 2016 ELECTIONS

The Board will discuss 2016 Western Conference of Architectural Registration Boards and National Council of Architectural Registration Boards elections. Attached are the candidates' election materials.

Fiscal Year 17 NCARB Board of Directors

Candidates for Office

March, 2016

Second Vice President Candidate

David L. Hoffman

LK Architecture

345 Riverview, Suite 200
Wichita, Kansas 67203
T 316.268.0230
F 316.268.0205
LK-Architecture.com

February 4, 2016

To: NCARB Member Board Members and Executives

Re: Candidacy for Second Vice President
National Council of Architectural Registration Boards

All,

Thirty five years ago NCARB's significance to me was as a vehicle to facilitate licensure through reciprocity in states where our clients were expanding their businesses. I became a Certificate Holder with no other expectations than that one goal. Since those early practice years, the Council has flowered into a foundation organization that underpins all that is critical to our profession's existence. Today, the Council touches us beginning with high school graduation, continuing through college, licensure and on to regulating our practice as licensed professionals, a lifetime impact. Today, the Council is the controlling agency, or plays a significant role in: 1) Intern record establishment and maintenance, 2) development and improvement of the Architecture Experience Program (AXP), 3) development, administering and dissemination of the cyclical Practice Analysis, 4) development, administration and regulation of the ARE, 5) participation in the preparation of NAAB accreditation criteria and participating in accreditations, 6) maintenance and optimization of all Council Records and Certifications, 6) verification and reciprocity facilitation for Certificate Holders, 7) evaluation of non-traditional path Certificate candidates, 8) Member Board assistance and facilitation (transmittal of records, disciplinary monitoring, model law development, legislative assistance, candidate evaluation), 9) regulation representation among our collateral organizations, 10) national representation on international regulatory matters, 11) collection and dissemination of the profession's statistics and, 12) evolution of professional continuing education. This is an important list: For the continuation of our profession, these are not optional activities. All other roles that we play as designers, business people and community members are predicated on the success of NCARB fulfilling these responsibilities; NCARB makes it possible. NCARB, its Member Boards, Staff and Volunteers all have worked hard, in concert, to keep this public protection machine working effectively.

An informal goal of the Board of Directors is to try to maintain continuity and management focus from year to year as Directors and Officers turn over. This encourages the Board to remain focused on issues that by their nature usually span several years and allow Member Boards the time to understand, provide input and decide in an unhurried manner on the Council's direction. I endorse this approach and will continue to work collaboratively with the Board and Staff addressing the Council's challenges.

In the foreseeable future I anticipate the Council will be presented with several significant challenges, some on-going, some new:

Regulation and licensing questioned: With the Supreme Court's North Carolina Board of Dental Examiner's decision, there likely will be efforts in some jurisdictions to revisit professional licensing legislation to reduce perceived regulation. I endorse our current preparatory efforts toward this challenge.

Expansion of the value of the Certificate: Working from the feedback from President Ward's charge to each of the committees, there are many quality, actionable ideas that need to be implemented.

Strategic Plan evaluation and re-assessment: This working document has served well and is still relevant, however, much has changed since 2010 and its provisions should be re-visited and any gaps addressed.

Continuing evolution of the path to licensure: While substantial changes have been made in the eligibility to take the exam, the AXP duration and the structure of the ARE (5.0), the next step is refinement and correction based on the feedback from these changes.

Member Board interactive services and data base integration: A major part of the Strategic Plan, this is an on-going refinement and facilitation process that will be undergoing continual change.

AXP continuing development: Traditionally, the focus has been on interns; there now needs to be efforts made to improve the program through Mentor training and, possibly credentialing.

Preparation for the next Practice Analysis: Drawing from the (positive) experience of the last Practice Analysis, planning needs to start for the next cycle, if only to the extent of evaluating the timing and formulation.

Evaluation and re-assessment of the NAAB accreditation process: Concurrent with the potential restructuring of ACSA/NAAB and in the context of the current economic and regulatory climate, the existing accreditation process, team structure and visit schedule(s) should be re-evaluated.

Expansion and development of international cooperation and regulation: Tri-lateral discussions with Australia and New Zealand have culminated in a Mutual Recognition Arrangement to be placed before the membership in June. Going forward similar opportunities and arrangements should be pursued; the Certificate is a perfect credential for United States Architects in this context.

Continuing support of ARE 4.0 and transition to ARE 5.0: Feedback from ARE 5.0 testing will begin the normal iterative process of test refinement that must always take place with the initial roll out of new exams.

From above, it should be evident that I feel NCARB is probably the most germane of the Architecture related professional organizations. The Council's responsibilities and challenges are significant and form the foundation for the perpetuation of the Profession. I feel that it is critical we maintain momentum on all fronts. The Council is blessed with bright, motivated, intelligent staff, a great CEO and a super important mandate. With these concerns and motivations in mind, I announce my Candidacy for NCARB Second Vice President. I welcome any questions or comments you may have and look forward to discussing these issues in more detail with you at the Regional Summit in March and the National Conference in June.

Thank you for your time, interest and hopefully, your support.

DAVE HOFFMAN, NCARB, FAIA, CDP, CRX
NCARB Treasurer
316 304 4402 dhoffman@lk-architecture.com

DAVID L. HOFFMAN, NCARB, FAIA, CDP, CRX

Candidate for Second Vice President,
National Council of Architectural Registration Boards

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

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

CERTIFICATES/REGISTRATIONS:

National Council of Architectural Registration Boards: Certificate Holder since 1980

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

NCARB SERVICE:

Treasurer: 2015 - 2016
Region 5 Director: 2012 – 2014
Board Liaison:
- Practice Analysis Task Force: 2012
- Intern Development Program: 2013
- BEA/BEFA Committee: 2014
- Public Director Task Force: 2015

Board Audit Committee: 2014-2016
ARE Item Writing: Site Planning & Design
- Chair: 2012
- Committee Member 2007 - 2012

NAAB ARC Regulatory Conference
- Task Force: 2007

Region 5 Chair: 2011
Regional Leadership Committee: 2011
Region 5 Vice-Chair: 2008-2011
Member Board Member:
- Kansas: 2006 – Present

NCARB representative on NAAB Accreditation Teams:
- Texas Tech: 2010
- Norwich University: 2011
- Southern California Institute of Architecture (SCI-Arc): 2012
- Rhode Island School of Design: 2013
- Istanbul Technical University: 2014
- Princeton University; 2015

Architect Licensing Advisor: 2013 – Present
IDP Mentor: On-going

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS:

Appointed Architect Member: 2006 – Present
Board Chair: 2010 - 2011
Chair: Architects, Landscape Architects, Geologists Committee: 2007
Chair & Member of Complaint Committee
Chair & Member: Statute Revision Committee: 2010 – Present
Chair: Legislative Committee: 2009
Chair: Code Officials Guide: 2014 - 2016

AMERICAN INSTITUTE OF ARCHITECTS:

Richard Upjohn Fellow, 1993
Elevated to Institute Fellowship: 1993
Central States Regional Director: 1990 - 1993
(Iowa, Nebraska, Missouri, Kansas, Oklahoma)
Computer Aided Practice Task Force: 1994
Practice Management Professional Interest Area
- Committee: 1995 - 1996
- Chair: 1998
- Vice-Chair: 1997

Lifelong Learning Committee: 1992 – 1994
AIA/Continuing Education System Steering Committee
Architect's Handbook of Professional Practice, Editorial Review Committees:
- 12th Edition: 1992 – 1994
- 13th Edition: 1997 – 2000
- 14th Edition: 2005 – 2007
- Article Reviewer: 2000 – 2010

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

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

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

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

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

Treasurer Candidate

Terry L. Allers

ALLERS ASSOCIATES ARCHITECTS, PC
822 Central Avenue | Suite 320 | Fort Dodge, IA 50501
Telephone 515.573.2377 | www.allersarchitects.com

Terry L. Allers
NCARB, AIA

Candidacy for
Treasurer of the National Council of Architectural Registration Boards

1913 North Seventh Street
Fort Dodge, Iowa 50501
515-573-2300
allerst@allersarchitects.com
515-570-2825 (mobile)

Re: Officers
Member Board Members
Member Board Executives

Dear Friends:

Ten years ago I began my service to the Council when I was appointed to the BEA Committee. Since then I have been on several other committees and had the privilege to be a part of several NAAB visiting teams. For the past year it has been my honor to serve as Secretary on the NCARB Board of Directors and because of this position I have been on the Executive Committee. For the past two years I have been on the Audit Committee which has given me the opportunity to become more familiar with the financial aspects of the Council and has provided excellent preparation to become Treasurer of the NCARB Board.

You may remember that one of the initiatives that I wanted NCARB to consider while campaigning for Secretary is a program to train IDP Supervisors. With your support, the support of the Board of Directors and NCARB staff, that initiative is being seriously considered and we are working on a way to implement a training program that may include HSW continuing education hours.

I am also excited about how the Council is moving forward with many proposed new initiatives resulting from your valuable efforts. A few highlights include:

- Moving forward with the development of ARE 5.0 with planned testing in March.
- There are fourteen schools of architecture who are curently working on programs that will allow pre-graduation ARE access to participants in an integrated path to licensure programs.
- The Board of Directors has been considering a new BEA program and has given you, our members, the opportunity for further input during this past year after much discussion by NCARB jurisdictions at the MBE workshop and Committee Summit. The Board is planning to present more information at the Regional Meeting and present the final version in the form of a resolution to our members at the Annual Meeting in June to be voted on.
- The Architectural Experience Program (formerly known as the Intern Development Program) is a name change due to the task force's recommendation and the board's decision to no longer utilize the word intern in NCARB programs. We are currently working on the changes necessary in our Model Law which will be presented in a resolution at the Annual Meeting.

As you can see there are multiple programs that, due to the level of commitment and engagement of our volunteers, are now being considered by your NCARB board. I am blessed to have been the Board Secretary during this exciting time for our organization and I view my new role as Treasurer, with the help of staff, as critical in measuring the Council's financial health and reporting the financial impact of each of our programs to the Board . With your assistance there is more important work for us to do together. I would be extremely honored to represent each of you by continuing my service to NCARB as your Treasurer.

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

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

With kindest personal regards,

Terry L. Allers, NCARB, AIA
NCARB Board Secretary

Terry L. Allers
NCARB, AIA

Candidate for
Treasurer
National Council of
Architectural
Registration Boards

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

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

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

AIA Iowa Chapter
Board of Directors 1993, 1994, 1995
Professional Development Committee Chair
Architecture in the Schools Task Force
AIA Citizen Architect 2012 - 2015

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

Community

Fort Dodge Municipal Housing Agency
Board of Directors for 26 years
Chairman 1990, 1994/1995, 1998, 2002, 2005/2006, & 2011/2012

Education Bachelor of Architecture, 1970
Iowa State University

Practice Allers Associates Architects, PC
President (1979 to present)
37 year-old, 6-person firm practicing in health care facilities, educational institutions, worship facilities, financial institutions, and commercial office projects

Registration Iowa
Minnesota
NCARB Certification since 1974

Good Shepherd Lutheran Church
Chairman 5 terms, Elder 4 terms, and SS Teacher 9 years

Trinity Regional Health Foundation Board of Directors
Member 1998 - 2004
President 2003 & 2004

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

Citizens Community Credit Union Board of Directors
2007 to present
Chair 2010, 2014, 2015

Historic Vincent House Advisory Committee
Board Member 1999 to present

National Council on Youth Leadership (NCYL)
North Central Iowa Chapter
Charter Board Member and Secretary 1993 to 2008

Fort Dodge YMCA
Board of Directors 1983 to1989
President 1986 to1987

Fort Dodge YMCA Foundation
Current Board Member 2000 to present

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

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

Habitat for Humanity
Donated Design for Four Homes for Fort Dodge

Fort Dodge Development Corporation
Board Member 2012 to present

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

Member Board Executive Director Candidates

Kingsley J. Glasgow

Amy M. Kobe

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

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

Email: asbalaid@arkansas.gov

http://www.asbalaid.arkansas.gov

GOVERNOR

Asa Hutchinson

BOARD MEMBERS

Brooks Jackson, Jr., AIA
President
Architect Member
Little Rock, AR

Ronald F. Shelby, AIA
Vice President
Architect Member
Rogers, AR

William M. Hall, ASLA
Secretary/Treasurer
Landscape Architect Member
Jonesboro, AR

Shirley Boldon-Bruce
Public Member
Little Rock, AR

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

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

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

Rajesh Mehta
Public Member
Little Rock, AR

Lowell A. Wetherbee, Jr., AIA/NCARB
Architect Member
Bentonville, AR

BOARD STAFF

Kingsley Johnson Glasgow
Executive Director

Shana W. Bryant
Board Administrator

Terra N. Alexander
Executive Assistant

February 15, 2016

To: Ms. Maria Brown, Chair, MBE Committee; MBE Committee Members; and Member Board Executives

Dear Esteemed Colleagues:

It has been my distinct honor and privilege to serve as your ambassador for the past year. While we are now entering the second half of the council's fiscal year, my service continues to provide invaluable insight into NCARB's current business model and leadership structure. As you are aware, my second term will draw to a close on June 30, 2016; without a doubt, more challenging and exciting work remains.

Many of you have heard me express strong support for the unique perspective that our community provides. As NCARB becomes increasingly agile, its voice has never been more critical in shaping future council initiatives and policy decisions. I remain committed to assuring that your interests are represented during these formative discussions.

In addition, our community has witnessed its highest level of staff turnover in almost a decade. In response to this challenge and with the support of President Ward and the board, I am excited to have started a series of MBE Engagement Sessions. These sessions are tailored to allow for small-group discussions and exchanges of best practices. The first in a series of three sessions has already been completed to great reviews. Meeting opportunities like these sessions are critical to the support and connection of our colleagues.

I am excited to formally announce my candidacy to serve a third and final term as MBE director. I ask for your support and your vote in the upcoming election. As always, feel free to reach out at any time! I wish each of you safe travels to Savannah, Georgia.

Cordially yours,

Kingsley Johnson Glasgow

Contact Information
101 East Capitol Avenue
Suite 110
Little Rock, AR 72201-3822
501-682-3171
501-772-8937 (mobile)
kingsley.glasgow@arkansas.gov

Kingsley Johnson Glasgow, of Little Rock, Arkansas, is the executive director of the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. The board oversees the examination, registration, education, and professional regulation of architects, landscape architects, and registered interior designers.

As the current Member Board Executive Director on the NCARB Board of Directors, Glasgow represents the executive and administrative heads of the 54 U.S. architecture registration boards that are members of NCARB. He has volunteered for NCARB committees and task forces since 2008, serving as member and/or chair of the Member Board Executives Committee, the Procedures and Documents Committee, the Public Policy Task Force, Broadly Experienced Architect Committee, Future Title Task Force and the Interior Architecture Task Force.

Education

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

Employment History

2008 - Present	Executive Director, Arkansas State Board of Architects, Landscape Architects, and Interior Designers
2006 - 2008	Executive Director, Arkansas State Board of Architects
2004 - 2006	Senior Policy Advisor for Economic Development and Technology, State of Arkansas, Office of the Governor
2002 - 2004	Senior Account Consultant, Clear Channel Worldwide
2000 - 2002	Chief Operating Officer, iCreative Marketing and Political Consultants

NCARB Service

Member Board Executive Director, NCARB Board of Directors, 2014 - 2016
Member, NCARB Broadly Experienced Architect Committee, 2015 - 2016
Member, NCARB Member Board Executives Committee, 2015 - 2016
Member, NCARB Audit Committee, 2014 - 2015
Member, NCARB Future Title Task Force, 2014 - 2015
Chair, NCARB Procedures and Documents Committee, 2013 - 2014
Member, NCARB Procedures and Documents Committee, 2012 - 2013
Chair, NCARB Member Board Executives Committee, 2011 - 2012
Chair, NCARB Member Board Executives Committee, 2010 - 2011
Member, NCARB Member Board Executives Committee, 2009 - 2010
Member, NCARB Public Policy Task Force, 2008 - 2009
Member, NCARB Interior Architecture Task Force, 2007 - 2008

Presenter, NCARB MBE Engagement Sessions, 2016
Moderator, NCARB MBE Workshop, 2010, 2011
Presenter, Member Board Executives/Member Board Chairs Workshop, 2010
Speaker, University of Arkansas, Fay Jones School of Architecture annually since 2010

NCARB Awards

President’s Medal for Distinguished Service - 2014 Annual Meeting, Philadelphia, PA

Ohio
arc.ohio.gov

Ohio Architects Board
Ohio Landscape Architects Board

77 South High Street, 16th Floor Columbus, Ohio 43215-6108 (614) 466-2316

February 15, 2016

Dear Fellow Member Board Executives:

I am pleased to announce my candidacy for Member Board Executive on the NCARB Board of Directors.

As the Executive Director of the Ohio Architects Board, I have been actively involved in NCARB since my appointment in October 2004. Just a few short weeks after my arrival, I found myself at my first MBE meeting and was graciously welcomed by my new colleagues.

Since then, I have served on numerous NCARB committees, including the Licensure Task Force, which conceived the Integrated Path to Licensure, IDP, Procedures & Documents, and the MBE Committee. Now I feel I am ready for a new challenge, MBE on the NCARB Board of Directors.

Should I be selected to serve, you can be assured that I will bring to the position all of the knowledge and experience I have acquired over these past twelve years. I will always be open to “blue sky” discussions and new ideas, but will not hesitate to question concepts not well-grounded, or which could have an adverse impact on Member Boards, Architects or exam candidates.

My candidacy has the full support of the members of the Ohio Architects Board, and I can assure you that I will do everything possible to serve in the most professional, thoughtful manner possible.

Thank you for your consideration.

Sincerely,

Amy Kobe

Amy M. Kobe, Hon AIA

Amy M. Kobe, Hon AIA

Amy Kobe is Executive Director of the Ohio Architects Board and the Ohio Landscape Architects Board. With extensive leadership experience in both the government and non-profit sectors, she has served on numerous NCARB and CLARB committees as well as a leader of numerous non-profit organizations.

Education

MA, Ohio University, Political Science/Public Administration
BA, Miami University, American Studies

Experience

Ohio Architects Board, 2004—Present: Executive Director
American Institute of Architects, 1998-2004: Executive Director
Upper Arlington City Schools, 1996-1998: Job Coach, Substitute Teacher
ADVO, Inc., Columbus, Ohio, 1987-1994: Senior Advertising Representative
Easter Seal Society, Newark, Ohio, 1985-1986: Executive Director
American Red Cross, Newark, Ohio, 1984-1985: Program Director
Ohio State University, Newark, Ohio, 1982-1983: Lecturer, Political Science
State of Ohio, Columbus, Ohio, 1980-1981: Social Program Developer
Licking Co. Dept. of Human Services, 1977-1980: Intake Worker

NCARB/CLARB Committee Service

NCARB Procedures and Documents Committee (P&D), 2015-16
CLARB Regulating Welfare Task Force, 2014-2016
NCARB Licensure Task Force, 2014-2016
CLARB Board of Directors, MBE Observer, 2012-2013
NCARB IDP Advisory Committee, 2012-13
CLARB Member Board Executives, 2011-2013
NCARB Internship Committee, 2011-12
CLARB Social Media Ambassadors, 2010-2012
NCARB Committee on Credentials, 2010-12
NCARB Member Board Executives Committee, 2009-11
CLARB Communications Committee, 2009-2011

Awards/Certification

American Institute of Architects, Washington, DC—Honorary AIA
AIA Ohio—Presidential Citation
AIA Columbus—Outstanding Service Award
AIA Columbus—President's Award
AIA National Continuing Education Committee—Distinguished Service Award
CLARB—President's Award
Council of Architectural Component Executives—President's Award
American Society of Association Executives—Certified Association Executive (Retired)
Leadership Tomorrow, Newark, Ohio—Inaugural class graduate
NCARB—President's Award

Amy M. Kobe, Hon AIA, *continued*

Awards/Certifications

American Institute of Architects, Washington, DC—Honorary AIA
American Society of Association Executives—Certified Association Executive (Retired)
AIA Columbus—Outstanding Service Award
AIA Columbus—President's Award
AIA National Continuing Education Committee—Distinguished Service Award
AIA Ohio—Presidential Citation
CLARB—President's Award
Council of Architectural Component Executives—President's Award
Leadership Tomorrow, Newark, Ohio—Inaugural class graduate
NCARB—President's Award

Public Director Candidate

John Cardone, Jr.

John Cardone, Jr
City Administrator
Lake Charles, La. 70605
Jcardone@cityoflc.us

Candidate for Public Director
National Council of Architectural Registration Boards

To: Officers
Member Board Members
Member Board Executives

Re: Candidacy for Public Director
National Council of Architectural Registration Boards

Dear NCARB Friends,

In 2002 I was appointed to serve on the Louisiana Board as the first Public Member. During this time I have been involved at the Regional level and have served as Secretary, Treasurer, Vice-Chair and currently serve as Chair of Region 3.

During this time I have also been actively involved on several NCARB Committees which has given me the opportunity to learn and have a better understanding of the goals and objectives of this great Organization. I was appointed and served on the NCARB Committee on Education 2006-2007, Public Members Task Force 2014-2015, 2015-2016, Internship Committee and Internship Advisory Committee 2014-2015, Procedures and Documents 2010, 2011, 2012, 2013-2014, Chair 2015-2016 and Regional Leadership 2015-2016.

I am very excited about the direction of the Council and the many new initiatives that are being pursued. Recently, I had the opportunity to work and visit with many of you at the Regional Leadership Committee in Savannah, Georgia and the Committee Summit in Phoenix, Arizona. Both events were very productive and as we navigated through many issues such as the value of the Certificate, the development of ARE 5.0, and the Integrated Path to Licensure it provided me considerable insight into the vision and future direction of NCARB. The success and progress of NCARB is due to the dedication and effective leadership and I am proud to have been given the opportunity to participate in these endeavors.

This past year in response to the passage of Resolution 2015-03: A Bylaw Amendment modified the qualifications to elect a Public Director on the Council Board of Directors. The Resolution requires that the candidate for election as the Public Director be currently serving as a public or consumer member on a Member Board. It is with great excitement and enthusiasm that I announce my candidacy for the Public Directors position on the NCARB Board of Directors.

Serving has been very rewarding and I look forward to the challenges and opportunities ahead. It would be an honor and privilege to have the opportunity to represent you as the Public Director on the NCARB Board of Directors. I am committed and will continue to work towards the goals and objectives which are so important to us and respectfully ask for your consideration and support in the upcoming election. Please feel free to contact me at (337) 491-1381 or E-mail me at jcardone@cityoflc.us.

Sincerely,

John Cardone, Jr

John Cardone, Jr
3917 St. Philippe Dr.
Lake Charles, La. 70605
(337) 478-8056
Jcardone@cityoflc.us

Profession:
City Administrator
Lake Charles, Louisiana
Responsible for the Management and General Operations of the City

Education:
Louisiana State University
College of Business Administration – Bachelor of Science

NCARB Service:
Regional Leadership Committee - 2015-2016
Procedures and Documents Committee (Chair) - 2015-2016
Public Members Task Force - 2015-2016
Internship Committee - 2014-2015
Internship Advisory Committee - 2014-2015
Public Members Task Force - 2014-2015
Procedures and Documents - 2013-2014
Procedures and Documents - 2012 - 2013
Procedures and Documents - 2011- 2012
Procedures and Documents - 2010 – 2011
Committee on Education - 2006-2007

SC/NCARB Service:
Regional Chair - 2015-2016
Regional Vice-Chair – 2013, 2014
Regional Treasurer – 2011, 2012
Regional Secretary – 2010

LSBAE:
Board Member - 2002 - Present
Board President – 2006-2007, 2014-2015
Board Secretary – 2005-2006, 2012-2013
Complaint Review Committee (CRC) - 2004-2008, 2012, 2013, 2014, 2015

Community and Professional Service:

- IMCAL (Imperial Calcasieu Regional & Development Commission) 2007-2016
- IMCAL Executive Committee 2011-2016, Board Secretary 2013, Chair 2015
- MPO (Metropolitan Planning Organization) Technical Advisory Committee 2003-2016
- United Way for Southwest Louisiana
- Christmas in April (Rebuilding Together) - Member and Chairman,
- Board of Councilors, Christus St. Patrick Hospital
- Community Advisory Council - Christus St. Patrick Hospital
- American Heart Association – Company Leader
- Our Lady Queen of Heaven Parish Council and Chairman
- Parish Building Committee
- Parish Finance Committee
- Consolata Cemetery Board of Directors
- Team Green, Clean City, Beach Sweep and Recycling Program
- American Public Works Association
- Code Enforcement Association 1987, 1990 second Vice President
- Restoration of Central School - Arts and Humanities
- Emergency Management Institute – National Incident Management Systems
- Emergency Management Institute – National Response Plan
- Emergency Management Institute – Homeland Security/Emergency Preparedness
- Emergency Management Institute – Advance Incident Command Systems
- Building Plan Examiner, Building Code Analyst, Legal Aspects of Code Administration

REGION 6 WCARB EXECUTIVE COMMITTEE GOVERNANCE STRUCTURE & ELECTION PROCESS:

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

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

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

- Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.

2015-2016 Current WCARB Region 6 Executive Committee:

- Robert Calvani (NM) – Regional Director, Region 6
- James Oschwald (NM) – Chair of Region 6 Executive Committee
- Jon Baker (CA) – Vice Chair of Region 6 Executive Committee
- Edward Marley (AZ) – Secretary/Treasurer of Region 6 Executive Committee
- Jay Cone (ID) – Member of Region 6 Executive Committee
- Hans Hoffman (UT) – Member of Region 6 Executive Committee

ARCHITECTS · PLANNERS · AIA

January 26, 2016

Greetings Fellow WCARB members:

I want to start by wishing you a Happy New Year. I hope the New Year finds you in good health both physically and professionally.

Many things have been accomplished by NCARB this year, with many issues still to be resolved. The "value of the certificate" is always of importance, and continues to be an ongoing task. I have always monitored the balance between NCARB's "facilitating licensure" and the jurisdictions' requirement to protect the public. I will continue to keep that foremost in mind while on the NCARB Board.

The Board is currently involved in a number of issues including:

- Renaming the Intern Development Program (IDP).
- Addressing the governance and funding of the National Architectural Accrediting Board (NAAB).
- Reducing or adjusting fees.
- Incorporating the E-Portfolio Method as an alternative satisfaction of IDP requirements.
- Drafting a resolution to amend the guidelines regarding the Broadly Experienced Architect (BEA) program.
- Proposing changes to the NCARB education standard.

Hopefully all jurisdictions reviewed and sent comments regarding the NCARB education standard.

The annual request for volunteering has been sent to you and I sincerely hope you have submitted for committee appointments. Volunteering for committee work is NCARB's life blood. Besides learning a portion of what NCARB does, it is both fun and rewarding. If I can be of any assistance in this endeavor please do not hesitate to contact me.

I want to thank you and Region 6 for letting me serve as your director for the past two years. It has been an honor. I hope I have represented your views and opinions reasonably well. I would like to continue on the NCARB Board. I feel there are many things NCARB can do to improve its mission to the regulatory boards and the public, certificate holders, and the profession. I am asking for your support in my candidacy for Secretary on the NCARB Board.

I would appreciate your support and I welcome your input and suggestions for NCARB's betterment. I look forward to seeing you in Savannah, Georgia.

Best regards,

Robert Calvani

Office (505)255-6400
Cell (505)280-3901
Email rcalvani@nca-architects.com

Robert Calvani
Principal Architect
rcalvani@nca-architects.com

Practice

NCA Architects and Planners
Albuquerque, N.M.

Registration

New Mexico
Texas
Colorado
Arizona
Nevada

Education

Masters of Arch., UCLA
Bachelors of Arch., UNM

NCARB Service

NCARB Certificate Holder	1981-Present
ARE Subcommittee Building Systems	2004-2008
ARE Subcommittee Building Systems Coordinator	2007-2010
ARE Multiple Choice Subcommittee-Assistant Chair	FY11
ARE Multiple Choice Subcommittee-Chair	FY12-13
Examination Committee (COE)	FY10-14
ARE Specification Task Force	2007-2008
Practice Analysis Task Force	2011-2012
Practice Analysis Task Force-Team Leader	FY12
Practice Analysis Task Force-Steering Committee	2011-2013
Test Specification Steering Committee	FY12
Test Specification Task Force	FY12-13
Regional Leadership Committee	FY13-14
WCARB Executive Committee	2011-2014
WCARB Region 6-Chair	2012-2014
NAAB Visiting Team Nomination	2010-2015

Regional Director	2014-2016
Board Liaison to Intern Committee and Intern Advisory Committee	2014-2015
Board Liaison to Continuing Education Committee	2015-2016
Audit Committee	2015-2016

N.M. Board of Examiners for Architects since 2003

Chair
Vice Chair
Rules and Regulations Committee
Enforcement Sub Committee

Professional and Community Service

A.I.A.
N.M. Construction Industry Division Board
UNM Alumni President-Southern
Casa Esperanza Advisory
Del Norte Rotary Club-Charter
Cavern City Rotary Club
Ronald McDonald House Advisory
El Caballero Norte Board
Eastdale Little League Board
Junipero Serra Club Board
San Juan Diego Friary Advisory
Sigma Chi Housing Corporation Board
Executing Association of Greater Albuquerque (EAGA)
St. Edwards Church Advisory
Albuquerque Christmas Tree Club Board
Albuquerque Economic Development Board
Council of Educational Facility Planners International (CEFPI)

Jim Oschwald, NCARB, AIA, LEED AP BD+C SAME

February 4, 2016

Member Board Members
Region 6 WCARB

Dear Region 6 Member Board Members:

I hope this letter finds you healthy and happy.

Over the past 3-1/2 years that I've been on the Regional Executive Committee, I have learned a great deal, and I know we have accomplished much. Through the volunteer efforts of the Committee, we developed the architectural "regulations matter" video, showcasing a portion of the great architecture throughout our region. The intent of the video was for use by each jurisdiction to support the case for regulation boards in the face of sunsetting or legislative inquiry. In hosting the Regional Summit, we raised the bar for content, educational information, and entertainment.

This year, we have spent time and resources developing a white paper for use by member boards to detail why maintaining regional identity is critical, we formed a committee of graphic-minded individuals to develop the WCARB brand and logo, and we are creating an interactive WCARB website to showcase our region.

I have been energized by the work we have accomplished, with the many talents we have had available to us. I am humbled by the responsibility you have given me to chair the region and feel ever more confident in asking you to support me on the executive committee to represent our region as the Region Director for the coming year.

With gratitude,

Jim Oschwald

Jim

Jim Oschwald, NCARB, AIA, LEED AP, SAME

Education

University of New Mexico School of Architecture, 1985
Boston Architectural College, 1989

Practice

AECOM, Albuquerque, NM:
Architect, Military Practice

Registration

New Mexico, Colorado, Kansas, Wyoming, Arizona

Affiliations

NCARB, 2002-Present
LEED AP BD+C, 2006-Present
AIA, 2012-Present
Society of American Military Engineers (SAME), 2004-Present

NCARB Service

NCARB	Committee on Procedures and Documents	Task Chair	2015-present
	Committee on Procedures and Documents	Member	2013-2015
	Regional Leadership	Member	2013-present
	WCARB Region 6	Chair	2014-present
	WCARB Region 6	Vice Chair	2012-2014
	ARE 5.0 Mapping Task Force	Member	2014-2015
	BEA/BEFA	Chair	2009-2011
	BEA/BEFA	Member	2006-2011
	Building Information Modeling Task Force	Member	2007-2008

	Education Committee	Chair	2019-2011
	Education Committee	Member	2010-2012
NMBEA	New Mexico Board of Examiners	Vice Chair	2015-present
	New Mexico Board of Examiners	Chair	2009-2011
	Exam and Reciprocity	Chair	2014-present
	Exam and Reciprocity	Member	2006-present
	Joint Practice Committee	Chair	2014-2015
	Joint Practice Committee	Member	2013-2014
	Planning and Development Committee	Chair	2009-2010
	Planning and Development Committee	Member	2006-2007
	Finance and Operations Committee	Member	2009-2011
	Executive Committee	Chair	2007-2009
	Executive Committee	Vice Chair	2006-2007
	Rules and Regulations Committee	Chair	2009-2010
	Rules and Regulations Committee	Chair	2007-2009
	Enforcement Subcommittee	Member	2006-2007
AIA	New Mexico Chapter	Member	2010-present

Community Service

SAME	Executive Committee	Vice President	2015-Present
	Executive Committee	2nd Vice President	2014-2015
	Executive Committee	Secretary	2013-2014
	Architectural Practice Committee	Member	2012-Present
	Practice Liaison	New Mexico	2012-Present

Volunteer Organizations

Albuquerque Ranch Estates Home Owners' Association, 2012-present, Secretary/Treasurer
Albuquerque Ranch Estates Home Owners' Association, 2010-2012,
Roadrunner Foodbank

Awards

Air Combat Command, Citation, 2005
Air Combat Command, Merit, 2006
Air Force, Citation, 2006
Air Combat Command, Citation, 2006

BakerNowicki
design studio

March 11, 2016

Region 6 Members
(via electronic distribution)

Re: Regional Elections

Greetings,

During our up-coming Regional Summit in Savannah, GA., the membership will conduct its annual elections for Regional Representation. These important positions will be instrumental in many long range strategic decisions facing WCARB and our profession. With the implementation new and exciting alternative pathways to licensure, there is an emerging opportunity for significant advancement of our core mission.

It is my pleasure to offer my candidacy for the WCARB Executive Committee and ask for your support. As past Excom Member, Regional Chair and Regional Director I bring a significant body of knowledge and experience to the task of regional leadership. I believe that in addition to my ongoing participation and commitment to the success of WCARB my contributions can also bring a practical perspective to these issues based on my 30 years of professional practice.

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

- WCARB Executive Committee 2014-present
- Chair, ARE Case Study Task Force 2014-present
- COE Member 2013-Present
- NCARB Board Member - Region 6 Director 2010-2012
- Chair, Continuing Education Strategic Workgroup 2011-Present
- Chair, IDP Advisory Committee 2011-Present
- Board Liaison to IDP 2011-2012
- Governance Policies Workgroup 2010-2011
- Board Liaison to COE 2010-2011
- ARE Committee 2009-2010
- WCARB Regional Chair 2007-2009
- NCARB Regional Chairs Committee 2007-2009
- WCARB Region-6 Executive Committee 2006-2009
- California Board (President 2007-2009 & 2015-2017) 2005-Present

731 Ninth Ave., Suite A
San Diego, CA 92101

619.795.2450
www.bndesignstudio.com

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

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

For these reasons, I am requesting your support for my re-election to the WCARB Executive Committee and look forward to continuing my service to you, WCARB and the Council.

Thank you,

Jon Alan Baker, FAIA, LEED AP
Partner

731 Ninth Ave., Suite A
San Diego, CA 92101

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www.bndesignstudio.com

OREGON ARCHITECTURE INC.
(541) 772-4372
221 West 10th St • Medford, OR 97501 • Fax: (541) 499-6329 • www.oregonarchitecture.biz

Friday, January 29, 2016

Fellow WCARB Member Board Members,

Today I want to announce my candidacy for one of the upcoming vacancies on the WCARB Board of Directors. It has been my pleasure to participate in WCARB activities over the past 7 years, and I have come to appreciate the diversity of thought represented by the membership, but all with the same goal of providing for the protection of the health, safety and welfare of the citizens of our respective jurisdictions.

WCARB jurisdictions represent some of the most diverse climatic, geographic and political conditions found in the United States. That we are able to find common ground in our pursuit of excellence bodes well, I think, for the success of our organization and our mission. I also think it bodes well for NCARB.

I believe being active in NCARB is an excellent way of elevating our regional issues to the national stage. Over the years our region has participated in the national conversation about the practice of architecture. But you can't rest on past performance. Participation needs to be ongoing. NCARB has changed dramatically over the past few years, and the changes are mostly for the better. But NCARB doesn't always get it right, and we need to be there when it doesn't. I believe being a member of the WCARB Board is a great way to elevate the participation.

I look forward to meeting up with those who will be attending the Regional Summit in Savannah in six weeks' time and hearing of your concerns and ideas about the future of the profession of architecture.

Warm Regards,

Mark McKechnie
AIA, NCARB

OREGON ARCHITECTURE INC.

MARK MCKECHNIE, AIA

Experience

I have been passionate about the need for well-managed professional firms since my first work experience many years ago. If the profession is to retain its top talent, then the practice of architecture needs to embrace forward-thinking management principles. I believe our licensing examination needs to be cutting edge as well. It is my belief that participation in WCARB and NCARB is an excellent avenue to address those issues.

My career has taken a few twists and turns over the years, as have the careers of most of us. Primarily I have been an architect in private practice. I have lived and worked in California, Minnesota and the Washington, DC, area before resettling in Medford Oregon in 2002, where I have a small practice doing lots of different project types all over the West and manage a staff of 6.

I currently serve on the Oregon Board of Architect Examiners and will be Chair for 2016. I have served on a few NCARB Committees over the past few years, BEA being the current assignment, and staffed a few more earlier in my career. I have participated in a NAAB accreditation visit. I have previously served on the WCARB Executive Committee.

I received my initial license in Minnesota in 1979 and currently hold active licenses in 9 jurisdictions, many received by virtue of holding an NCARB Certificate. I have probably used the Certificate more in the last six years than the previous 20.

Active Registrations

Registered Architect CA, DC, OR, MN, NM, NV, UT, WA, WI
NCARB Certificate

Education

University of Oregon, Bachelor of Architecture, 1972
University of Minnesota, Master of Architecture, 1978

221 W. 10TH STREET, MEDFORD, OREGON ♦ 541.772.4372

executive committee candidate

Western Council of Architectural Registration Boards

Why I serve . . .

I serve to be a part of the contribution into our professions future.
I serve to fulfill an obligation to give back while strengthening the profession.
I serve because Architecture is the built environment, not computer programming.

We often consider the design process to be a journey, in which teamwork, collaboration, communication, relationships and shared visions are critical. Our goal as Architects is to not only create beautiful and successful projects, but foster and maintain the shared passion and vision that makes the journey rewarding for the whole team. I believe these ideals are also the common thread that makes an organization like WCARB effective and successful.

An exceptional Executive Committee adds significant value to their organizations, making discernible differences while advancing their mission.

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

How does an executive committee rise to this level? Are there standards that describe this height of performance? By sustaining the Executive Committee's high level of expectations to be the advocates and ambassadors for WCARB's mission is the fundamental objective. Moreover, it is a massive step forward in continuing our efforts to raise awareness about the unique and influential role that Region 6 serves.

We often hear the words involved and committed when describing our services to a board or on committees. Almost like the way one would describe a ham and egg breakfast. The chicken was involved, the pig was committed. I aspire to say, I am committed. To see our profession develop, grow, and achieve makes serving on boards and committees worth the while.

Why I Serve . . .

Thank you for your consideration of my WCARB Executive Committee candidacy and I would greatly appreciate your support in the upcoming election.

Respectfully

James S. Mickey NCARB, AIA

Denver
900 South Broadway, Suite 150
Denver, Colorado 80209
303.649.1095

Reno
9400 Gateway Drive, Suite B
Reno, NV 89521
775.852.3977

Las Vegas
4525 S. Dean Martin Drive, Suite 1211
Las Vegas, NV 89103
702.869.9354

worthgroup.com

Education

University of Nevada, Reno
- Associates - Engineering design technology 1985

University of Idaho
- Bachelor of Architecture 1998

Practice

Casazza, Peetz & Hancock - Reno, NV. 1988 – 1995
- Intern - Project Manager - Project Architect

Casazza, Peetz & Mickey - Reno, NV 1995 – 1997
- Partner, Senior Project Architect

WorthGroup Architects - Reno, NV 1997 – Present
- Director of Architecture - Principal, Executive Vice President

Boards and Commissions

American Institute of Architects
- AIA Northern Nevada / AIA Nevada Member 1994 – present
- AIA Northern Nevada Board & Subcommittees 1995 – 2007
- AIA Northern Nevada – President 2000
- AIA Nevada – Board & Subcommittees 2000 – 2005
- AIA Nevada – President 2004

City of Reno
- Citizen Advisory Board - Member 2001-2007
- Citizen Advisory Board - Chair 2006

National Council of Architectural Registration Boards
- Intern development program 1989 - 1992
- Certification 1994
- FY14 - ARE 4.0 Item Development Subcommittee – Structural Systems Division
- FY15 - ARE 5.0 Item Development Subcommittee – Planning and Analysis Division
- FY16 - ARE 5.0 Item Development Subcommittee – Planning and Analysis Division

Nevada State Board of Architecture, Interior Design and Residential Design
- Board Member 2012 - Present
- Secretary / Treasurer 2014 - Present
- Residential Design Exam Writing committee 2014 - Present
- Continuing Education Committee 2014 - Present

Certificates of Licensures | Registrations attained:

- Base State: Nevada – 1994
- WCARB States: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Washington
- Alabama, Arkansas, , Connecticut, Florida, , Illinois, Indiana, Iowa, Louisiana, Maryland, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Pennsylvania, South Dakota, Texas, West Virginia, Wyoming.

REVIEW AND APPROVE CONTRACT WITH NCARB FOR ARCHITECT REGISTRATION EXAMINATION

The Board is required to have a contract with the National Council of Architectural Registration Boards (NCARB) in order for NCARB to provide administration of the Architect Registration Examination (ARE) to California candidates. The current contract with NCARB expires on June 30 2016.

The Board is asked to review and approve the attached contract with NCARB for ARE administration for the period of July 1, 2016 through June 30, 2019.

Attachment:
NCARB ARE Contract (Fiscal Year 2016-2019)

STATE OF CALIFORNIA

STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER
REQ0015716
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Consumer Affairs, California Architects Board

CONTRACTOR'S NAME

National Council of Architectural Registration Boards

2. The term of this Agreement is: July 1, 2016 through June 30, 2019

3. The maximum amount of this Agreement is: $0.00

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

Exhibit A – Scope of Work	1 page	
Exhibit A-1 – NCARB Terms and Conditions	6 pages	
Appendix A – Examination Fees	1 page	
Appendix B – ARE Manual	25 pages	
Appendix C – ARE Guidelines	38 pages	
Appendix D – Test Administrative Sites	8 pages	
Exhibit B – Budget Detail and Payment Provisions	1 page	
Exhibit C* – General Terms and Conditions	GTC 610 (Number)	6/9/2010 (Dated)
Exhibit D – Special Terms and Conditions	1 page	
Exhibit E – Additional Terms and Conditions	2 pages	

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx or by contact the Department of Consumer Affairs.

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

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)* National Council of Architectural Registration Boards		
BY *(Authorized Signature)*	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Michael J. Armstrong, CEO		
ADDRESS 1801 K Street, NW, Suite 700K Washington, DC 20006		
STATE OF CALIFORNIA		
AGENCY NAME Department of Consumer Affairs, California Architects Board		
BY *(Authorized Signature)*	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING William Pequinot, Contract Operations Manager		☐ Exempt
ADDRESS 1625 N. Market Blvd., Suite S-103 Sacramento, CA 95834		

EXHIBIT A

SCOPE OF WORK

1. The Contractor shall provide examination services to the Department of Consumer Affairs (DCA), California Architects Board (CAB), in accordance with the Contractor's Terms and Conditions marked Exhibit A-1, attached hereto and made part hereof.

2. The project coordinators during the term of this agreement will be:

Department of Consumer Affairs California Architects Board	National Council of Architectural Registration Boards
Name: Timothy Rodda	Name: Michael J. Armstrong
Phone: (916) 575-7217	Phone: (202) 783-6500
Fax: (916) 575-7283	Fax: (202) 783-0290
Email: timothy.rodda@dca.ca.gov	Email: marmstrong@ncarb.org

Direct all agreement inquiries to:

Department of Consumer Affairs Contracts Unit	National Council of Architectural Registration Boards
Attn: Austin Kircher	Name: Michael J. Armstrong
Address: 1625 N. Market St., S-103 Sacramento, CA 95834	Address: 1801 K Street NW, Suite 700K Washington, DC 20006
Phone: (916) 574-7296	Phone: (202) 783-6500
Fax: (916) 574-8658	Fax: (202) 783-0290
Email: austin.kircher@dca.ca.gov	Email: marmstrong@ncarb.org

3. This contract does not involve the sale or provision of tangible personal property by the Contractor to the State of California.

April 2015

TERMS AND CONDITIONS

Under Which the Architect Registration Examination Will be Made Available to Test Applicants Seeking Registration in Your State, Province, or Jurisdiction

The National Council of Architectural Registration Boards ("NCARB") prepares the Architect Registration Examination® ("ARE®") which is used by the architectural registration boards of the United States and of Canada to examine applicants for registration ("Applicants") to determine their qualification for architectural registration in their respective jurisdictions. The content of the ARE is based on the knowledge and skills required to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety and welfare.

Upon the Terms and Conditions set forth below, NCARB agrees to make the ARE available for the purpose of testing applicants for registration in United States or Canadian jurisdictions and agrees to score the exams and make available the scores to the architectural registration board of the jurisdiction ("Board") which authorized the applicant to take the exam. NCARB has selected Prometric, Inc. as its Site Management Contractor and Alpine Testing Solutions as its Candidate and Content Management Contractor ("Contractors"). NCARB may, at its discretion, change the Contractors providing examination services and will notify the Boards when it has done so. NCARB will cause its Contractors to administer the ARE in accordance with the test administration agreement entered into between NCARB and its Contractors, as it may be amended from time to time. A copy of these agreements are available for reading by a Board at the NCARB Washington office. NCARB has entered into an agreement with the Test Administrator that this agreement will not be publicly distributed.

The Terms and Conditions are as follows:

1. Provisions Describing a Board's Use of ARE. A Board may use the ARE to decide on an Applicant's qualification for architectural registration. Such use is subject to the following provisions:

   1.1 Applicant Authorization and Applications. Each Board, other than Boards which have delegated this responsibility to NCARB, will be responsible for distributing to its Applicants its own form of application for registration and for maintaining Applicant's eligibility information in the ARE Candidates Data Base as defined in the My Examination Handbook. NCARB will have no responsibility to test or otherwise deal with any person who has not been found eligible to test by a Board or who otherwise does not meet the requirements of the ARE Guidelines. Nor will NCARB be required to verify the validity or authority of a grant of eligibility to test by or on behalf of a Board. NCARB may revise any forms or information relating to the ARE, from time to time, giving reasonable notice to the Boards of the revision.

1.2 Review of Examination. Only persons expressly authorized in writing to do so by NCARB may review the contents or correct answers of test questions of the ARE. Such persons include NCARB committees and NCARB's examination consultants engaged in developing or evaluating the ARE. In addition, any Board, upon prior written request to NCARB, may (i) review the contents and correct answers of representative ARE examinations, and (ii) with or without an Applicant, review the test questions and results of an Applicant's examination in connection with an Applicant's appeal or challenge (if an appeal or challenge is allowed by the Board), all as provided in the ARE Manual. The review will take place at a secure location approved by NCARB under security procedures prescribed by NCARB and upon payment of the fee set forth below.

(a) Board Reviews. Each Board will be afforded one free single-day opportunity during normal business hours annually to review the contents of a representative ARE (the Board being entitled to send a reasonable number of representatives approved by NCARB, but all representatives must attend the review at the scheduled time). If a Board cancels its review appointment, or schedules more than one review per twelve month period, then NCARB will charge an appropriate fee for each canceled review session or extra review session.

(b) Applicant Reviews and Appeals. If the Applicant's Board permits a review, the fee for an Applicant review of an ARE division will be a minimum of $300 per review. These figures, quoted in U.S. dollars, may be adjusted from time to time. Challenges to vignettes are not authorized by NCARB and NCARB will not cooperate in any such challenge.

(c) Board Observation. Each Board will have the right to be present at any Examination Site during administration of the ARE to any of its Applicants, provided the Board complies fully with the procedures prescribed by NCARB. Any appeals by Applicants relating to the ARE, if permitted by law, may be made only to an Applicant's Board. Neither NCARB nor its Contractors will be responsible for processing or conducting any appeals or for providing any information to any Applicant concerning the results of an Applicant's examination. NCARB will respond to reasonable requests from a Board relating to an appeal by an Applicant in the manner provided in the ARE Manual. NCARB will, upon request and at the Board's expense, reasonably provide a Board with rationales, analyses, and diagnostic information related to the ARE and, in appropriate cases, cause a member of the NCARB staff to attend the appeal proceeding and furnish appropriate information relating to the ARE.

1.3 Scoring and Applicant Notification. The ARE methodology provides only for pass-fail score reporting. NCARB will from time to time establish the criteria for passing or failing the various divisions of the ARE and will utilize such criteria for scoring the Applicants' examinations. NCARB will make available to each Board and/or the Applicant the pass/fail test results, and will, in addition, provide general diagnostic information describing an Applicant's general subject matter areas of weakness on any failing score report. Performance on individual test items will not be reported.

1.4 Fees. Each Board will cause its Applicants to pay the Examination Fees (and, if applicable, any rescheduling fee or other applicable fees together with any tax levied on test administration services and/or the fees payable with respect to the ARE), all of which are to be paid in U.S. dollars. Payment of such fees will be made in accordance with the ARE Guidelines. The fees set may be changed from time to time by NCARB, but only after reasonable notice to all Boards. If NCARB decides in its sole, good faith discretion that any testing irregularity warranting disregard of any division of the ARE for an Applicant is attributable to the Applicant, then NCARB may, but need not, also decide that the Applicant may be retested upon payment of another applicable Examination fee. NCARB may also ask the Applicant's Board to make such determination. The Board will not be responsible for any failure by an Applicant to pay the required fees; but no Applicant will be administered the ARE nor will scores be forwarded until all required fees are paid.

1.5 Security Measures. NCARB policies and these Terms and Conditions contain numerous provisions to ensure strict security of the ARE. Notwithstanding any provision herein to the contrary, NCARB in its sole good faith discretion may from time to time alter any such security provisions or impose additional security provisions, in each case giving prompt notice to the Boards. For purposes of test security, all Member Boards shall ensure that NCARB examination materials are not subject to any "Freedom of Information Act" or similar public domain laws or regulations. Member Boards that cannot do so must notify NCARB immediately.

1.6 Additional Expenses to NCARB. If NCARB reasonably incurs additional expenses as a result of a Board's failure after notice to comply with these Terms and Conditions, the Board will reimburse such expenses upon request.

1.7 Revision of ARE. NCARB will from time to time evaluate, revise and update the ARE, intending it to be valid, reliable and in compliance with generally accepted standards applicable to licensing examinations.

1.8 Use of Data. NCARB may use the names and other data collected regarding Applicants only for the limited purposes of performing its obligations hereunder, under its established policies, and encouraging certification, and otherwise will not disclose such information except as may be required by law. The Contractors are authorized to use the names and data only for the limited purpose of performing their obligations, and will otherwise not disclose the information except as may be required by law.

1.9 Reasonable Efforts. NCARB will use reasonable efforts to cause its Contractors to perform their obligations but NCARB will not be liable on account of any failure of its Contractors to perform.

1.10 Accessibility. No Applicant with a disability, as defined in applicable law, otherwise qualified will be deprived of the opportunity to take the ARE solely by reason of that disability. The Contractors, with the approval of NCARB (which is given on a case by case basis as to the disability conditions), are prepared to make reasonable accommodations and modifications to the ARE prescribed testing procedures to meet an Applicant's special needs.

1.11 Suspected Cheating Behavior. The Contractors will promptly report to NCARB any suspected cheating behavior. NCARB will conduct an initial review and notify the Applicant's Board. While NCARB reserves the right to decide whether or not cheating behavior on the part of an Applicant occurred and to take whatever action it in its sole discretion deems appropriate, the Applicant's Board may deal with any report of such behavior as the Board sees fit.

1.12 Bar to Reciprocity. If a Board registers an Applicant who did not pass the ARE in accordance with NCARB grading standards then in effect, NCARB and other Boards reserve the right to refuse to certify or register that Applicant.

2. Examination Sites. NCARB will make available from time to time or as requested a list of the test administration sites where the ARE may be taken.

3. Modification and Termination. If a Board fails to adhere to these Terms and Conditions or fails to pay any invoice properly rendered hereunder, and, after reasonable written notice to the Board from NCARB specifying the failure, persists in that failure, NCARB may notify the Board that the ARE will not be available to the Board's Applicants any longer. NCARB reserves the right to modify in any way these Terms and Conditions, provided it notifies the Boards of the modification. NCARB may discontinue the availability of the ARE to Applicants of a Board or of all Boards, provided it gives reasonable notice of the discontinuance. A Board may, after reasonable notice to NCARB, discontinue its use of the ARE. Notwithstanding any other requirement of a Board, these Terms and Conditions shall be the sole

undertaking by NCARB with a Board regarding the ARE except for the statutes and regulations of general application which apply to NCARB on account of NCARB's furnishing the ARE.

4. Insurance. NCARB carries comprehensive general liability insurance against personal injury and property damage claims and will name the Boards using the ARE as additional parties insured under its liability policy. NCARB will cause its Contractors to do the same. To the extent of such insurance coverage, only and notwithstanding any other requirement of a Board, NCARB sole indemnification obligation will be to indemnify and hold harmless the Boards, their officers, agents, and employees, from any and all claims by any person against a Board who may suffer personal injury or property damage arising out of NCARB's performance of its obligations hereunder.

5. Non-Discrimination. NCARB will not, and NCARB will require that its Test Administrator and its subcontractors will not, discriminate against any employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, or other protected status under any applicable law, and each of them will afford equal employment opportunities.

6. Appendices. The following appendices form a part of this document:

Appendix A - My Examination Handbook;

Appendix B - ARE Manual; and

Appendix C - ARE Guidelines.

ARE Exam Fees

Note: All fees are subject to change, and are non-refundable unless otherwise noted.

ARE 4.0
United States and Canada (includes U.S. territories):

- Individual divisions: $210
- Retakes: $210

International locations (London, Abu Dhabi, Hong Kong):

- Individual divisions: $310
- Retakes: $310

See the *ARE Guidelines* for additional payment information.

Fees are in U.S. dollars.

Rescheduling Policy & Fees:

In the event that you need to reschedule an exam division, a rescheduling fee will apply. This fee will be assessed each time a candidate makes any changes to his/her previously scheduled appointment. Candidates will be required to select a future appointment date at the time the appointment is rescheduled. The only acceptable form of payment for this fee is by credit card.

- 0-3 business days before appointment: Rescheduling not permitted
- 4-15 business days (by 12 Noon ET) before appointment: $80
- 16 or more business days (by 12 Noon ET) before the appointment: $60

Please note that Saturday and Sunday are NOT considered business days.

Cancellation Policy

Cancellation of an appointment is not permitted. If you cancel an exam, regardless of the reason, your testing fee is non-transferable and non-refundable.

No Show Policy

If you fail to arrive for your scheduled appointment or attempt to reschedule without giving the required notice, you will forfeit the entire test fee.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

FEES: The Contractor shall not be entitled to any compensation from the State of California for the performance of this contract except for fees that may occur as provided for in Section 1.2 a; 1.2 b; 1.4; and 1.6 of Exhibit A-1 – Contractor's Terms and Conditions. The Contractor will receive examination fees directly from applicants. The CAB and the Contractor understand that each examination candidate is financially responsible for his/her examination fee.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. LIABILITY FOR NONCONFORMING WORK: The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. In nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of project, the State, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing the State for any additional expenses incurred to cure such defects.

2. SETTLEMENT OF DISPUTES: This contract shall be deemed as entered in the State of California. The Contractor agrees to subject itself to jurisdiction in the State of California for any disputes or claims arising out of this agreement.

3. IMPRACTICABILITY OF PERFORMANCE: This contract may be suspended or cancelled, without notice at the option of the Contractor, if the Contractor's or State's premises or equipment is destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

EXHIBIT E

ADDITIONAL TERMS AND CONDITIONS

1. RIGHT TO TERMINATE: For purposes of item 3, "Modification and Termination," page 4 of the National Council of Architectural Registration Boards ("NCARB") Terms and Conditions, marked Exhibit A-1, either party to this agreement may terminate the agreement without cause by giving the other party 90 days written notice of its intent to terminate the contract.

   However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the agreement. In this instance, the agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

2. POTENTIAL SUBCONTRACTORS: Nothing contained in this Agreement or otherwise shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the contractor of its responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

3. DISABLED BETERAN BUSINESS ENTERPRISE (DVBE): The State has determined that the DVBE participation goals for this Agreement are exempt. However, the Contractor may use DVBE's and report the participation to the State.

4. GOODS AND SERVICES: The State reserves the rights to inspect, reject, and/or accept all goods and services provided within this agreement.

5. Item 4 of Exhibit C, GTC 607, is amended to read:

   AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records to possible audit for a minimum of three (3) years ~~after final payment~~ **after generation of such records**, unless a

   longer period of records retention is stipulated. Contractor agrees to allow auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).

6. Contractor shall provide at least 30 days written notice to the California Architects Board of any modification in Exhibit A-1 – Contractor's Terms and Conditions.

7. Notwithstanding Item 4 – Insurance, page 5 of Exhibit A-1 – Contractors Terms and Conditions, the General Terms and Conditions of Exhibit C – GTC 307, Item 5 – Indemnification language shall control.

8. EXHIBIT A-1 – CONTRACTOR'S TERMS and CONDITIONS: The Contractor's Agreement, marked as Exhibit A-1, is hereby attached and made a part of this Agreement. In the event there is a conflict between the State's Terms and Conditions, Exhibit C, Exhibit D, and Exhibit E, and the Contractor's Terms and Conditions, marked as Exhibit A-1 – Contractors' Terms and Conditions, the State's Terms and Conditions shall prevail.

9. CONFIDENTIALITY OF DATA: No reports, information, inventions, improvement, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Agreement shall be released, published, or made available to any person (except to the State) without prior written approval from the State.

   The Contractor by acceptance of this Agreement is subject to all of the requirements of California Civil Code Section 1798, et seq., regarding the collections, maintenance, and disclosure or personal and confidential information about individuals.

UPDATE AND POSSIBLE ACTION ON NCARB RESOLUTION 2015-02 REGARDING BROADLY EXPERIENCED FOREIGN ARCHITECT PROGRAM

At its June 18-20, 2015 Annual Business Meeting, the National Council of Architectural Registration Boards (NCARB) presented the attached resolution (2015-02) that replaces the current Broadly Experienced Foreign Architect (BEFA) Program in favor of a simplified alternative for receiving an NCARB Certificate. Member Boards approved the resolution by a 49-4 vote.

The new alternative, which becomes effective July 1, 2016, replaces the current BEFA requirements, eliminating the dossier review and the need to document seven years of credentialed practice in a foreign country. Instead, foreign architects will be required to document completion of the Intern Development Program (IDP) experience requirements and successfully complete the Architect Registration Examination (ARE) to obtain an NCARB Certificate. According to NCARB, the new alternative will be more automated, increasing objectivity and helping reduce fees associated with the dossier and interview requirements. NCARB stated the sole purpose of the resolution was to remove some of the unnecessary financial and administrative impediments for foreign architects by refocusing on the nationally accepted standards for licensure.

This item was presented to the Professional Qualifications Committee (PQC) at its July 14, 2015, meeting where members raised concerns regarding the apparent complexity of the new process and the impact upon foreign licensees obtaining projects in the U.S. The PQC approved a recommendation requesting the Board consider providing a means for review of, and amendment to NCARB Resolution 2015-02, removing the encumbrance of mandatory IDP and allowing for education equivalents and practice knowledge for foreign architects, and suggesting the Board request the implementation date to be postponed.

At its September 10, 2015 meeting, the Board discussed the resolution and PQC's recommendation and requested that staff contact NCARB for clarification regarding the application of the IDP requirement for foreign architects. NCARB clarified that under the resolution, foreign licensees will be required to complete IDP in accordance with the latest edition of the IDP Guidelines. However, NCARB will not require foreign licensees to comply with the IDP Reporting Requirement (formerly referred to as the "Six Month Rule"), which pertains to the frequency of experience reporting and duration of previous experience. Foreign architects will not be permitted to self-certify work experience for IDP credit and at least 1,860 hours of IDP work experience must be under the direct supervision of an architect legally permitted to practice architecture in a U.S. or Canadian jurisdiction; a limited amount (up to approximately one year) of foreign experience may also receive IDP credit. The IDP supervisor does not need to hold an NCARB Certificate in order to approve IDP hours for credit.

The Board, at its December 10, 2015 meeting, discussed and considered the PQC's recommendation. Based upon the clarification obtained from NCARB regarding the BEFA changes, the Board directed staff to send a letter (attached) to NCARB requesting replacement or elimination of the IDP requirement for foreign architects and postponement of the July 1, 2016 implementation date.

Attachment:
Letter to NCARB Dated February 22, 2016

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

Edmund G. Brown Jr.
GOVERNOR

February 22, 2016

Mr. Dennis S. Ward, President
National Council of Architectural Registration Boards
1801 K Street NW Suite 700K
Washington, DC 2006

RE: Alternative for NCARB Certification of Foreign Architects

Dear Mr. Ward:

As you know, the Board has long supported measures that seek to reduce the length of time it takes to become licensed and lower the cost of the licensure process for candidates. The Board appreciates the value in standardizing the requirements for NCARB Certification and creating equity for architects.

At its December 10, 2015 meeting, the Board discussed the impending implementation of the alternative to the NCARB Certification of foreign architects. While the Board initially supported the alternative, concerns raised by our Professional Qualifications Committee have prompted the Board to rethink its position on the matter.

Specifically, the Board is concerned the new alternative may prove detrimental to foreign architects with little or no U.S. experience who are seeking licensure through earning an NCARB Certificate. Such individuals may be unnecessarily delayed (up to three years) from receiving licensure while they complete the requirements for IDP. We support the requirement for successful completion of the ARE, but believe an alternative to IDP, such as education and professional knowledge, should be considered.

The Board respectfully requests NCARB consider replacement or elimination of the IDP requirement for foreign architects seeking certification and postponement of the implementation date.

We appreciate you noting our concerns. Please feel free to contact me should you have questions.

Sincerely,

JON ALAN BAKER
President

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UPDATE AND POSSIBLE ACTION ON IMPLEMENTING NCARB'S INTEGRATED PATH INITIATIVE (IPI)

The Board's 2015-16 Strategic Plan contains an objective assigned to the Professional Qualifications Committee to collaborate with California's National Architectural Accrediting Board (NAAB) accredited programs and the National Council of Architectural Registration Boards (NCARB) to establish and promote an accelerated path to architectural licensure.

NCARB has been pursuing a path to licensure that integrates a professional education in architecture with practical experience and the examination since it commissioned its Licensure Task Force (LTF) in September 2013. On May 30, 2014, NCARB formally announced its endorsement of the concept of integrated programs.

On September 9, 2014, NCARB released its Request for Interest and Information (RFI&I) to NAAB accredited programs. The Board (at its meeting on September 10, 2014) adopted a Supporting Position Statement (Attachment 1) endorsing the concept of integrated programs. The LTF received 38 responses to the RFI&I. The formal NCARB Request for Proposal (RFP) was released on January 23, 2015, with a June 1, 2015 submission deadline

NCARB received more than a dozen responses to the RFP, which were reviewed by the LTF in June/July 2015. On August 31, 2015, NCARB announced the names of the first 13 accredited architectural programs (three of which are from California: NewSchool of Architecture and Design, University of Southern California, and Woodbury University) to be accepted for participation in the NCARB Integrated Path Initiative (IPI). The initiative encourages NAAB programs to propose a pre-graduation integration of education, experience, and the opportunity to take each of the six divisions of the Architect Registration Examination (ARE) version 5.0.

NCARB also established a new Integrated Path Evaluation Committee (IPEC) to oversee the ongoing work of this initiative. It is anticipated that the IPEC will continue to coach accepted programs, promote engagement with state boards regarding the necessary statutory or regulatory changes to incorporate integrated path candidates, and oversee the acceptance of future program applicants. According to NCARB, each program will implement the integrated path in alignment with the schedule developed by the respective school administration and faculty; specific starting dates may vary from one school to another. Integrated path students in each program will be part of existing accredited programs.

Board staff reviewed the Architects Practice Act to determine whether any statutory or regulatory changes are necessary for implementation of an NCARB-accepted IPI program. The Executive Officer provided language for inclusion into Assembly Bill (AB) 177 that created Business and Professions Code section (BPC) 5550.2, which authorizes the Board to grant candidates enrolled in an integrated program early eligibility to take the ARE. The Governor signed AB 177 on October 2, 2015, with a January 1, 2016 effective date.

At its December 10, 2015 meeting, the Board discussed a request by the Association of Collegiate Schools of Architecture, Woodbury University, and California State Polytechnic University, Pomona

to consider granting early ARE eligibility for students enrolled in a NAAB degree program regardless of whether it is an NCARB-accepted IPI program. Additionally, they asked the Board to provide information on the Board's recent Occupational Analysis conducted for future development of the California Supplemental Examination (CSE) for preparing students taking the examination. The Board directed staff to send a letter indicating the Board will monitor IPI prior to making any decision regarding early ARE eligibility for other programs and include the 2014 CSE Test Plan. The letter and Test Plan were mailed on February 22, 2016 (see Attachment 2 and 3).

During the same meeting, the Board also approved a proposed amendment to BPC 5550.2 with a minor edit. The proposed amendment was submitted to the Senate Committee on Business, Professions and Economic Development on December 21, 2015 for its inclusion into a 2016 omnibus bill.

At today's meeting, the Board will receive an update and is asked to provide any appropriate direction to staff.

Attachments:

1. Board's Additional Path to Licensure Supporting Position Statement (Amended by the Board June 10, 2015)
2. Letter to Association of Collegiate Schools of Architecture, Woodbury University, and California State Polytechnic University, Pomona Dated February 22, 2016
3. 2014 CSE Test Plan with Memorandum from Douglas McCauley Dated February 22, 2016

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

Edmund G. Brown Jr.
GOVERNOR

Additional Path to Licensure
Supporting Position Statement

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

The California Architects Board supports and encourages California schools of architecture to participate in formulating integrated curriculums of education, experience, and examination that promote licensure. The Board will monitor and analyze, for alignment, participating school proposals and the National Council of Architectural Registration Boards' initiative with the intent to establish an earlier entry point of eligibility to begin taking the Architect Registration Examination.

Adopted by the Board on September 10, 2014
Amended by the Board on December 10, 2014
Amended by the Board on March 12, 2015
Amended by the Board on June 10, 2015

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

Edmund G. Brown Jr.
GOVERNOR

February 22, 2016

Ms. Sarah Lorenzen, Chair, AIA
California State Polytechnic University Pomona - Department of Architecture
3801 West Temple Avenue, Building 7
Pomona, CA 91768

Ms. Marilys Nepomechie, President
Association of Collegiate Schools of Architecture
1735 New York Avenue, NW
Washington, DC 20006

Mr. Norman Millar, Dean, AIA
Woodbury University - School of Architecture
7500 Glenoaks Boulevard
Burbank, CA 91510

Re: Expansion of Early Eligibility for the Architect Registration Examination

Dear Mses. Nepomechie and Lorenzen and Mr. Millar:

The Board appreciates your commitment to the National Council of Architectural Registration Boards' (NCARB) Integrated Path Initiative (IPI). We understand that there is interest in expanding early eligibility for testing to all students enrolled in a National Architectural Accrediting Board (NAAB) accredited program.

As you know, the Board is highly committed to IPI, as evidenced by the attached Position Statement. The current five-year eligibility threshold for the ARE, which has been in effect for more than 30 years, is based upon the time frame for a B.Arch. degree from a NAAB-accredited program. Current law now provides discretion as to the eligibility point; the Board will monitor the development of IPI programs to determine other specifics required to facilitate an expansion of early eligibility.

The Board also understands there is interest in firsthand information regarding the Board's Occupational Analysis and future development of the California Supplemental Examination (CSE). Attached is the *2014 CSE Test Plan*, which details the critical tasks and knowledge associated with entry-level practice in

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California. Future CSE development based upon *2014 CSE Test Plan* will commence in late-2016.

I would also like to take this opportunity to share that the Board has invited California schools with an NCARB-accepted IPI program to attend its March 3, 2016 meeting at Woodbury University in Burbank and discuss the current status of their respective program.

Please let me know, if you would like additional information.

Sincerely,

JON ALAN BAKER
President

Cc: Marvin Malecha, President, NewSchool of Architecture and Design
Kurt Hunker, Graduate Architecture Program Chair, NewSchool of Architecture and Design
Leonard Zegarski, Undergraduate Architecture Program Chair, NewSchool of Architecture and Design
Mitra Kanaani, Professor, NewSchool of Architecture and Design

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: February 22, 2016

TO: CSE Candidates

FROM: Douglas R. McCauley, Executive Officer

SUBJECT: 2014 CSE Test Plan

Attached is the 2014 California Supplemental Examination (CSE) Test Plan, which was developed based upon the 2014 Occupational Analysis (OA) conducted by the Department of Consumer Affairs' Office of Professional Examination Services.

The 2014 CSE Test Plan consists of the critical task and knowledge associated with entry-level of practice, as identified in the 2014 OA. The task and knowledge statements retain the numbering assigned to them during the OA.

In the development of the 2014 CSE Test Plan, groups of architects served as subject matter experts to review the task and knowledge statements and eliminate those related to tasks and knowledge either already addressed by the National Council of Architectural Registration Boards' Architect Registration Examination or not related to California-specific practice. Accordingly, not all of the 62 task and 82 knowledge statements included as part of the OA will be found in the 2014 CSE Test Plan.

Please visit cab.ca.gov for additional information about the CSE and other Board programs.

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2014 CALIFORNIA SUPPLEMENTAL EXAMINATION
TEST PLAN

I. General Practice (14%): 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 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). 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). 7 Knowledge of methods for evaluating own/firm's capabilities and capacities in relation to project requirements. 9 Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements. 13 Knowledge of architect's role and responsibilities for managing project and contractual risk for the architect and client. 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. 20 Knowledge of methods and techniques for resolving conflicts that occur during design and construction.

I. General Practice (14%) (continued)

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). 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. 19 Manage the design team's fees, deliverables, and schedules to conform to contract.	

II. Programming / Design (36%): 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 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. 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.	23 Knowledge of methods for developing design solutions with the involvement of client, users, consultants, and stakeholders. 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 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.

II. Programming / Design (36%) (continued)

Task Statements	Knowledge Statements
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.	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.

III. Development / Documentation (30%): 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 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. 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.	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. 46 Knowledge of architect's role and responsibilities in leading project team in order to obtain necessary agency approvals at the appropriate time. 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.

III. Development / Documentation (30%) (continued)

Task Statements	Knowledge Statements
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.	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. 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 (20%): This area assesses the candidate's knowledge related to California regulations associated with project bidding, construction, and post-construction activities.

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.	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. 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). 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.

IV. Bidding / Construction (20%) (continued)

Task Statements	Knowledge Statements
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).	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.

REPORTS AND POSSIBLE ACTION ON NCARB ACCEPTED CALIFORNIA IPI PROGRAMS

On August 31, 2015, the National Council of Architectural Registration Boards (NCARB) announced the first 13 NAAB programs accepted by it for participation in the Integrated Path Initiative. Three of the accepted programs are at California schools: NewSchool of Architecture and Design, University of Southern California, and Woodbury University.

Today, each of the California schools with an IPI program accepted by NCARB will be providing the Board with a presentation regarding its respective approach to integrate education, experience, and examination.

The Board is asked to consider the presentations and take such action it determines appropriate.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

1. Update on LATC February 10, 2016 Meeting

2. Review and Approve Proposed Regulations to Amend California Code of Regulations, Title 16, Section 2620 (Education and Training Credits) Subsections (c)(1)(B)(1) and (c)(1)(C) as it Relates to Training Credit for Education and Experience Combinations

UPDATE ON LATC FEBRUARY 10, 2016 MEETING

The Landscape Architects Technical Committee (LATC) met on February 10, 2016 in San Diego. Attached is the notice of the meeting. LATC Program Manager, Trish Rodriguez, will provide an update on the meeting.

Attachment:
February 10, 2016 Notice of Meeting

NOTICE OF MEETING

February 10, 2016
10:30 a.m. – 3:00 p.m.
(or until completion of business)
San Diego Mesa College
Design Center, Room Z101
7250 Mesa College Drive
San Diego, CA 92111-4998
(619) 388-2600 or (916) 575-7236 (LATC)

The Landscape Architect Technical Committee (LATC) will hold a meeting, as noted above. The notice and agenda for this meeting and other meetings of the LATC can be found on the LATC's website: latc.ca.gov. For further information regarding this agenda, please see reverse or you may contact Rodney Garcia at (916) 575-7236.

The LATC plans to webcast this meeting on its website. Webcast availability cannot, however, be guaranteed due to limited resources. The meeting will not be cancelled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location.

AGENDA

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

B. Chair's Remarks and LATC Member Comments

C. Public Comment for Items Not on Agenda
(The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)

D. Review and Approve November 17, 2015 LATC Meeting Minutes

E. Program Manager's Report

F. Introduction and Presentation from the San Diego Mesa College Landscape Architecture Program

G. Report on Council of Landscape Architectural Registration Boards (CLARB)

(Continued on Reverse)

H. Discuss and Possible Action on Strategic Plan Objective to Review California Code of Regulations, Sections 2624 (Expired License - Three Years After Expiration) and 2624.1 (Expired License – Five Years After Expiration) and Assess Whether Revisions are Needed to Regulations, Procedures, and Instructions for Expired License Requirements

I. Discuss and Possible Action on Strategic Plan Objective to Review California Code of Regulations, Section 2620 (Education and Training Credits) to Expand Credit for Education Experience to Include Degrees in Related Areas of Study

J. Discuss and Possible Action on Strategic Plan Objective to Review California Code of Regulations, Section 2620 (Education and Training Credits) to Clarify Credit and Experience Combinations and Provide Justification for Consistent Staff Interpretation of Exam Eligibility for Potential Licensees

K. Discuss and Possible Action on Draft *Consumer's Guide to Hiring a Landscape Architect*

L. Review Tentative Schedule and Confirm Future LATC Meeting Dates

M. Adjournment

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 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 LATC are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the LATC prior to the Committee taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting [Government Code sections 11125 and 1125.7(a)].

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Mr. Garcia at (916) 575-7236, emailing rodney.garcia@dca.ca.gov, or sending a written request to the LATC. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the LATC in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5620.1)

REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS, TITLE 16, SECTION 2620 (EDUCATION AND TRAINING CREDITS) SUBSECTIONS (c)(1)(B)(1) AND (c)(1)(C) AS IT RELATES TO TRAINING CREDIT FOR EDUCATION AND EXPERIENCE COMBINATIONS

The Landscape Architects Technical Committee's (LATC) Strategic Plan contains an objective which directs it to "Review California Code of Regulations (CCR), section 2620 (Education and Training Credits) to clarify credit and experience combinations and provide justification for consistent staff interpretation of exam eligibility for potential licensees." Specifically, clarification is needed to reduce the years of experience required as a licensed landscape contractor from four years to two years (if a candidate has an extension certificate plus any four-year degree). This change would make the pathway stated above equitable to the approved degree and two-years of experience under a landscape architect pathway.

For reference, the experience descriptions and education credit allowed for sections 2620(a)(1), (a)(3) and (a)(5) are as follows:

Experience Description	Education Max. Credit Allowed
(a)(1) Degree in landscape architecture from an approved school.	4 years
(a)(3) Extension certificate in landscape architecture from an approved school.	2 years
(a)(5) Extension certificate as specified in subdivision (a)(3) and a degree from a university or college which consists of a 4-year curriculum.	4 years

LATC staff has reviewed related regulation and prior meeting materials and noted that the Committee's intention was for candidates with education experience described in (a)(5) to need only two years as a licensed landscape contractor to meet the six-year experience requirement. Attached is an excerpt from the Education Subcommittee final report which outlines the various pathways to licensure in California and highlighted on page 2 is the pathway discussed above for candidates who have the education experience referenced in CCR section 2620(a)(5). This report was approved by the LATC on January 20, 2010. At its meeting on February 10, 2016, the LATC approved the recommended proposed language to amend CCR 2620(c)(1)(B)(1) and (c)(1)(C) to include this pathway into regulation.

Attached is a draft of the proposed regulatory language to amend CCR section 2620. The Board is asked to review and approve the proposed regulation to amend CCR section 2620, and delegate authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.

Attachments:
1. Education Subcommittee Final Report: Synopsis of Current Paths to Qualify for Exam/ Licensure
2. Proposed Language to Amend CCR Section 2620 (Education and Training Credits)

Education Subcommittee Final Report:
Synopsis of Current Paths to Qualify for Exam/Licensure

Education	Max Ed Credit		Education + Experience Combinations equals six credits
Accredited LA Degree	**4**	A	2 yrs as or under LA
		B	1 yr as or under LA 1 yr as or under an Arch
		C	1 yr as or under LA 1 yr as or under CE
		D	1 yr as or under LA 1 yr holding C-27 license
After degree is awarded, one year training/experience under LA is required except for pattern E.		E	2 yrs holding C-27 license
Unaccredited LA Degree (includes approved Foreign degrees)	**3**	F	3 yrs as or under LA
		G	2 yrs as or under LA 1 yr as or under Arch
		H	2 yrs as or under LA 1 yr as or under CE
		I	2 yrs as or under LA 1 yr holding C-27
		J	1 yr as or under LA 2 yrs holding C-27
		K	1 yr as or under LA 1 yr holding C-27 1 yr as or under Arch
		L	1 yr as or under LA 1 yr holding C-27 1 yr as or under CE
Approved Extension Certificate in LA	**2**	M	4 yrs as or under LA
		N	3 yrs as or under LA 1 yr as or under Arch
		O	3 yrs as or under LA 1 yr as or under CE
		P	2 yrs as or under LA 2 yrs holding C-27
		Q	2 yrs as or under LA 1 yr as or under Arch 1 yr holding C-27
		R	2 yrs as or under LA 1 yr as or under CE 1 yr holding C-27
		S	1 yr as or under LA 3 yrs holding C-27
		T	1 yr as or under LA 2 yrs holding C-27 1 yr as or under Arch
		U	1 yr as or under LA 2 yrs holding C-27 1 yr as or under CE
After Certificate is awarded, one year training/experience under LA is required except for pattern V.		V	4 yrs holding C-27

Approved Extension Certificate in LA + 4 yr degree in any Subject	**4**	A	2 yrs as or under LA
		B	1 yr as or under LA 1 yr as or under an Arch
		C	1 yr as or under LA 1 yr as or under CE
		D	1 yr as or under LA 1 yr holding C-27 license
After Certificate is awarded, one year training/experience under LA is required except for pattern E.		E	2 yrs holding C-27 license
Associate LA Degree	**1**	W	5 yrs as or under LA
		X	4 yrs as or under LA 1 yr as or under Arch
		Y	4 yrs as or under LA 1 yr as or under CE
		Z	4 yrs as or under LA 1 holding C-27
		AA	3 yrs as or under LA 2 yrs holding C-27
		BB	3 yrs as or under LA 1 yr holding C-27 1 yr as or under Arch
		CC	3 yrs as or under LA 1 yr holding C-27 1 yr as or under CE
		DD	2 yrs as or under LA 3 yrs holding C-27
		EE	2 yrs as or under LA 2 yrs holding C-27 1 yrr as or under Arch
		FF	2 yrs as or under LA 2 yrs holding C-27 1 yr as or under CE
		GG	1 yr as or under LA 4 yrs holding C-27
		HH	1 yr as or under LA 3 yrs holding C-27 1 yr as or under Arch
		II	1 yr as or under LA 3 yrs holding C-27 1 yr as or under CE

CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
PROPOSED REGULATORY LANGUAGE

Proposed language to amend California Code of Regulations section 2620 as follows:

§ 2620 Education and Training Credits

The Board's evaluation of a candidate's training and educational experience is based on the following table:

Experience Description	Education Max. Credit Allowed	Training and/ or Practice Max. Credit Allowed
(a) Experience Equivalent:		
(1) Degree in landscape architecture from an approved school.	4 years	
(2) Degree in landscape architecture from a non-approved school.	3 years	
(3) Extension certificate in landscape architecture from an approved school.	2 years	
(4) Associate degree in landscape architecture from a community college which consists of at least a 2-year curriculum.	1 year	
(5) Extension certificate as specified in subdivision (a)(3) and a degree from a university or college which consists of a 4-year curriculum.	4 years	
(6) Associate degree from a college specified in subdivision (a)(4) and an extension certificate as specified in subdivision (a)(3) of this section.	3 years	
(7) Partial completion of a degree in landscape architecture from an approved school.	1 year	
(8) Partial completion of an extension certificate in landscape architecture from an approved school where the applicant has a degree from a university or college which consists of a four-year curriculum.	1 year	
(9) A degree in architecture which consists of at least a four-year curriculum that has been accredited by the National Architectural Accrediting Board.	1 year	
(10) Self-employment as, or employment by, a landscape architect licensed in the jurisdiction where the experience occurred shall be granted credit on a 100% basis.		5 years
(11) Self-employment as, or employment by, a licensed architect or registered civil engineer in the jurisdiction where the experience occurred shall be granted credit on a 100% basis.		1 year

(12) Self-employment as a California licensed landscape contractor or a licensed landscape contractor in another jurisdiction where the scope of practice for landscape contracting is equivalent to that allowed in this State pursuant to Business and Professions Code Section 7027.5 and Cal. Code Regs. Title 16, Section 832.27 shall be granted credit on a 100% basis.		4 years

(b) Education credits

(1) Candidates shall possess at least one year of educational credit to be eligible for the examination.

(2) A degree from a school with a landscape architecture program shall be defined as one of the following:

(A) Bachelor of Landscape Architecture.

(B) Bachelor of Science in landscape architecture.

(C) Bachelor of Arts in landscape architecture.

(D) Masters degree in landscape architecture.

(3) The maximum credit which may be granted for a degree or combination of degrees from an approved school shall be four years of educational credit.

(4) A degree from a school with a landscape architecture program shall be deemed to be approved by the Board if the landscape architectural curriculum has been approved by the Landscape Architectural Accreditation Board (LAAB) as specified in its publication: "Accreditation Standards And Procedures" dated February 6, 2010 or the Board determines that the program has a curriculum equivalent to a curriculum having LAAB accreditation.

(5) For purposes of subdivisions (a)(7) and (8), "partial completion" shall mean that the candidate completed at least 80 percent of the total units required for completion of the 4-year degree or extension certificate program.

(6) Except as provided in subdivisions (a)(7) and (8), no credit shall be granted for academic units obtained without earning a degree or extension certificate under categories of subdivisions (a)(1), (2), (3) or (4) of this section.

(7) A candidate enrolled in a degree program where credit earned is based on work experience courses (e.g., internship or co-op program) shall not receive more than the maximum credit allowed for degrees under subdivisions (a)(1), (2) or (3) of this section.

(8) Except as specified in subdivision (a)(5) and (6) of this section, candidates with multiple degrees shall not be able to accumulate credit for more than one degree.

(9) The Board shall not grant more than four years of credit for any degree or certificate or any combination thereof for qualifying educational experience.

(c) Training Credits

(1)(A) Candidates shall possess at least two years of training/practice credit to be eligible for the examination.

(B) At least one of the two years of training/practice credit shall be under the direct supervision of a landscape architect licensed in a United States jurisdiction, and shall be gained in one of the following forms:

1. After graduation from an educational institution specified in subdivisions (a)(1), (2), (3), (4) or (~~4~~9) of this section.
2. After completion of education experience specified in subdivisions (a)(7) and (8) of this section.

(C) A candidate shall be deemed to have met the provisions of subdivision (c)(1)(B) if he or she possesses a degree or certificate from a school specified in subdivisions (a)(1) or (5) and has at least two years of training/practice credit as a licensed landscape contractor or possesses a certificate from a school specified in subdivision (a)(3) and has at least four years of training/practice credit as a licensed landscape contractor.

(2) Candidates shall be at least 18 years of age or a high school graduate before they shall be eligible to receive credit for work experience.

(3) A year of training/practice experience shall consist of 1500 hours of qualifying employment. Training/practice experience may be accrued on the basis of part-time employment. Employment in excess of 40 hours per week shall not be considered.

(d) Miscellaneous Information

(1) Independent, non-licensed practice or experience, regardless of claimed coordination, liaison, or supervision of licensed professionals shall not be considered.

(2) The Board shall retain inactive applications for a five (5) year period. Thereafter, the Board shall purge these records unless otherwise notified by the candidate. A candidate who wishes to reapply to the Board, shall be required to re-obtain the required documents to allow the Board to determine their current eligibility.

Authority cited: Section 5630, Business and Professions Code. Reference: Section 5650, Business and Professions Code.

CLOSED SESSION

1. Review and Approve December 10, 2015 Closed Session Minutes

2. Pursuant to Government Code Section 11126(e)(1), the Board will Confer with Legal Counsel to Discuss Litigation Regarding *Marie Lundin vs. California Architects Board, et al*., Department of Fair Employment and Housing, Case No. 585824-164724

3. Pursuant to Government Code Section 11126(c)(3), the Board will Deliberate on Disciplinary Matters

RECONVENE OPEN SESSION

The Board will reconvene open session following closed session.

ADJOURNMENT

Time: _____