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

Edmund G. Brown Jr.
GOVERNOR

NOTICE OF BOARD MEETING

June 16, 2011
9:30 a.m. – 5:00 p.m.
University of Southern California
Watt Hall, Watt Hall One
850 West 37th Street
Los Angeles, CA 90089-0292

The California Architects Board (CAB) will hold a Board meeting, as noted above. The agenda items may not be addressed in the order noted below. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Anthony Lum at (916) 575-7221, emailing *anthony.lum@dca.ca.gov*, or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

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

B. President's Remarks

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

D. Public Comment Session

E. Approve the March 17, 2011 Board Meeting Minutes

F. Executive Officer's Report
   1. Update to May 2011 Monthly Report
   2. Discuss and Possible Action on Legislation: Senate Bill 543

G. Department of Consumer Affairs Director's Report

(Continued on the Reverse)

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H. Executive Committee Report
   1. Update on April 15, 2011 Executive Committee Meeting
   2. Update and Possible Action on Sunset Review
   3. Discuss and Possible Action on 2011 Strategic Plan Objective Regarding Committee Appointment and Membership Procedures and Charges

I. California Supplemental Examination (CSE)
   1. Update on Development and Administration of New CSE Format
   2. Review and Ratify Amended Intra-Agency Contract Agreement with the Office of Professional Examination Services for CSE Development

J. Update on May 23, 2011 Joint Examination Committee/Professional Qualifications Committee Meeting

K. Professional Qualifications Committee (PQC) Report
   1. Discuss and Possible Action on Strategic Plan Objective Regarding the Continuance of the Comprehensive Intern Development Program (CIDP) in Light of the Changes Made to NCARB's Intern Development Program (IDP) and PQC's Recommendation to Suspend and Discontinue the CIDP Requirement
   2. Discuss and Possible Action Regarding The American Institute of Architects, California Council Academy for Emerging Professionals' 2011 Architectural Education Summit

L. Regulatory and Enforcement Committee (REC) Report
   1. Update on May 11, 2011 REC Meeting
   2. Discuss and Possible Action on Enforcement Statistics
   3. Discuss and Possible Action on Strategic Plan Objective to Develop a Strategy for Informing the League of California Cities and the California Chapter American Planning Association of the Architects Practice Act Requirements
   4. Discuss and Possible Action on Strategic Plan Objective to Determine the Appropriateness of "Gag" Clauses in Civil Settlement Agreements
   5. Discuss and Possible Action on Strategic Plan Objective Regarding Department of Consumer Affairs' (DCA) Proposals (Senate Bill 1111)
   6. Discuss and Possible Action on Strategic Plan Objective to Monitor Fingerprint Requirement for Licensees to Determine its Potential Application to CAB

M. National Council of Architectural Registration Boards (NCARB) Report
   1. Review of NCARB Annual Meeting Agenda, Policies, and Procedures
   2. Review and Approve Recommended Positions on Resolutions and Candidates
   3. Discuss and Possible Action on NCARBs' Education Standard: Proposed Modifications
   4. Discuss and Possible Action on NCARBs' IDP 2.0 Experience Settings: Proposed Modifications

N. Schedule

O. Adjournment

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

Agenda Item A

CALL TO ORDER -- ROLL CALL -- ESTABLISHMENT OF A QUORUM

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

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

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

BOARD MEMBER ROSTER

Jon Alan Baker

Iris Cochlan

Pasqual V. Gutierrez

Jeffrey D. Heller

Marilyn Lyon

Michael Merino

Fermin Villegas

Sheran Voigt

Hraztan Zeitlian

Agenda Item B

PRESIDENT'S REMARKS

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

Agenda Item C

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

Agenda Item D

PUBLIC COMMENT SESSION

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

Agenda Item E

APPROVE THE MARCH 17, 2011 BOARD MEETING MINUTES

The Board is asked to approve the minutes of the March 17, 2011 Board meeting.

MINUTES

REGULAR MEETING

CALIFORNIA ARCHITECTS BOARD

March 17, 2011

Pomona, CA

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

President Pasqual Gutierrez called the meeting to order at 10:42 a.m. Secretary Sheran Voigt called the roll.

Board Members Present
Pasqual Gutierrez, President
Marilyn Lyon, Vice President (arrived at 10:48 a.m.)
Sheran Voigt, Secretary
Jon Alan Baker
Iris Cochlan
Jeffrey Heller (arrived at 11:25 a.m.; departed at 2:00 p.m.)
Michael Merino
Hraztan Zeitlian

Board Members Absent
Fermin Villegas

Guests Present
Andy Bowden, Landscape Architects Technical Committee (LATC)
Denise De Anda, Center for Public Interest Law
Daniel Iacofano, Moore Iacofano Goltsman, Inc.
LaVonne Powell, Senior Advisor to the Department of Consumer Affairs' (DCA) Director
Hofu Wu, Architect D., FAIA, Senior Staff, California State Polytechnic University, Pomona

Staff Present
Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Justin Sotelo, Program Manager, Examination/Licensing Unit
Hattie Johnson, Enforcement Officer
Anthony Lum, Administration Analyst
Robert Carter, Architect Consultant
Don Chang, Legal Counsel, DCA

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

B. PRESIDENT'S REMARKS

Mr. Gutierrez thanked Iris Cochlan for her service as President and presented her with a gift. He also thanked California State Polytechnic University, Pomona for allowing the Board to conduct its meeting on campus and announced that Dr. Hofu Wu, FAIA, Senior Faculty Member, would present an update about the school's architecture program. He announced that a new member, Fermin Villegas, was appointed to the Board, but was unable to attend the meeting. He welcomed Daniel Iacofano of MIG, who will facilitate the review of the Board's Strategic Plan. He also welcomed LaVonne Powell, Senior Advisor to the DCA Director, who will present the DCA Director's Report.

Mr. Gutierrez also thanked the Board staff for all of their efforts for the past month with the Professional Qualifications Committee (PQC) meeting, Communications Committee meeting, the Sunset Review hearing, and the implementation of the new format of the California Supplemental Examination (CSE).

*D. REVIEW AND APPROVE THE 2011 STRATEGIC PLAN

Doug McCauley requested to address the Strategic Plan out of order to accommodate Mr. Iacofano's travel arrangements. Mr. Iacofano facilitated the review of the 2011 Strategic Plan and indicated that strikeouts and underlined sections identified the changes that were made from the prior plan to the current proposed plan.

- **Michael Merino moved to approve the 2011 Strategic Plan inclusive of member exceptions and minor changes.**

  Hraztan Zeitlian seconded the motion.

  The motion passed 7-1 (Pasqual Gutierrez opposed).

Mr. McCauley introduced a new objective under the Enforcement goal for the Regulatory Enforcement Committee (REC) to review and possibly provide recommendations on enforcement reforms that DCA identified from the healing arts boards' legislation [Senate Bill (SB) 1111]. He stated that the REC could review the reforms contained in the legislation to determine whether the Board wishes to pursue them. Don Chang stated that the new objective could possibly be worded, "Refer the REC to review and make recommendations regarding DCA's Consumer Protection Enforcement Initiative (CPEI) enforcement proposals."

Mr. Iacofano reviewed all of the changes noted in the draft plan with the Board. The Board recommended a few minor changes which will be incorporated into the final plan.

*C. DEPARTMENT OF CONSUMER AFFAIRS DIRECTOR'S REPORT

Ms. Powell reported that the Governor had not made any new appointments and that DCA's Executive Office is down one appointment, as Paul Riches, who was the Deputy Director of Enforcement and Compliance, obtained a position with the Bureau of State Audits. She stated that the hiring freeze implemented by Governor Brown on February 15, 2011, eased some restrictions that

were in place under Governor Schwarzenegger, indicating that if core program functions (i.e., licensing and enforcement) are affected, a hiring exemption may be granted. She encouraged the Board to submit any position exemption requests soon, as there is a lengthy review process because they are reviewed and approved by DCA, State and Consumers Services Agency, the Department of Finance, and the Governor's Office. She stated that DCA had received a few position exemption requests; however, the justifications were not adequate in clearly stressing the impact the vacancies are having on those programs. She added that DCA will assist programs to help emphasize the impact of the hiring freeze in the requests. She acknowledged that LATC has a very high vacancy percentage (60 percent).

Ms. Powell reported that the Sunset Review hearings had begun and the Board is scheduled to appear before the Senate Business, Professions and Economic Development Committee (B&P) on March 21, 2011. She stated that the boards scheduled for hearings have been well prepared to present their cases to B&P because of all the preparatory work that was completed prior to them. She explained that most of the boards communicated with B&P staff well in advance of their scheduled hearing date to obtain information on the issues B&P questioned.

Ms. Powell reported that DCA met the Governor's 50 percent department-wide cell phone reduction requirement, but has been requested to pursue additional reductions in the number of cell phones issued.

Ms. Powell reported that expert consultants will now be utilized by a formal contract process and that DCA is preparing legislation to obtain an exemption from some of the contracting provisions, but was unsure whether the bill will be carried by B&P. She continued that until a decision is made on the legislation, DCA will delegate authority to each board to prepare the consultant contracts that are needed. She explained that the contracts will be simple to draft by a board and DCA would process them quickly once they are submitted. She added that DCA will be providing training beginning March 28, 2011 on the new contract process. She encouraged the Board to begin the formal contracting process quickly because DCA may be informed at some point to not pay an invoice unless there is a formal contract with all legal requirements in place.

Ms. Powell indicated that DCA's CPEI needed to be a board priority and recognized that the Board had acknowledged this by putting the issue in its new Strategic Plan.

Ms. Powell reported that the DCA BreEZe project is progressing and there should be a contracted vendor in place by July or August 2011. She indicated that once implemented, the BreEZe program will assist the boards with their statistical information and quicken many of the Board's processes including online renewals. She deferred further discussion about the BreEZe project until an expert on the issue could address the Board. Mr. McCauley indicated that he planned to invite Debbie Balam, DCA's Acting Chief Information Officer, to a future meeting to give a presentation on the BreEZe project.

Ms. Powell acknowledged and thanked the Board for posting the meeting materials online, which is a great benefit to the public and enhanced the issue of transparency for a public body. She inquired as to whether the Board webcasts its meetings and informed the Board that as more boards webcast, DCA noticed more individuals going to the websites to view the meetings live or after it concluded. Mr. Merino asked whether an interim step of recording the meeting and posting it on the website could be utilized. Mr. McCauley indicated that we could record the meeting, but DCA has the

technology to webcast the meeting live. Ms. Powell added that DCA has dedicated technical staff to travel anywhere in the State to a board meeting site in order to broadcast the meeting live through webcast. Mr. Zeitlian asked whether the live broadcast is strictly through a board's website. Ms. Powell indicated that the live webcast is broadcast through a board's website via a link to the webcast, similar to the process of viewing a meeting in the Legislature. Marilyn Lyon asked if DCA provided the technical staff for webcasting to travel throughout the State to board meeting locations, who paid for the staff's travel expense. Ms. Powell was not sure, but mentioned that it could be paid through the pro rata that all of the boards pay to DCA. Mr. McCauley agreed and said he would verify.

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

The Board went into closed session in order to consider action on three disciplinary cases and the December 15, 2010 Board meeting closed session minutes. The Board: 1) considered the Default Decision and Order in the Matter of the Citation against Tony Tzuping Lin; 2) considered the Proposed Default Decision and Order in the Matter of the Petition to Revoke Probation against Curtis R. Shupe; and 3) considered the Proposed Decision in the Matter of the Citation against Gaetano Dan Salvo.

The Board also approved the December 15, 2010 Board meeting closed session minutes.

F. PUBLIC COMMENT SESSION

There was no public comment at this meeting.

G. APPROVE THE DECEMBER 15-16, 2010 BOARD MEETING MINUTES

Mr. Gutierrez called for a motion to approve the December 15-16, 2010 Board Meeting Minutes.

- **Sheran Voigt moved to approve the December 15-16, 2010 Board Meeting Minutes.**

  Michael Merino seconded the motion.

  The motion passed 8-0.

H. EXECUTIVE OFFICER'S REPORT

Mr. McCauley reported that the June 16, 2011 Board meeting has been confirmed to be held at the University of Southern California (USC) and the September 15, 2011 meeting will be held in Sacramento, where staff will reserve the Hearing Room at DCA headquarters.

Mr. McCauley indicated that the Board has approximately five vacant positions due to promotions and the hiring freeze has made it difficult to fill them due to the restrictions of only hiring from within DCA. He explained that most of the vacancies are entry level positions and difficult to maintain more than two years because the individuals want to advance in their careers through promotions. He stated that LATC has a vacancy rate of 60 percent, as three of their five positions are vacant, and are working to fill them.

Mr. McCauley reported that the Legislature has been voting on budget cuts to health and welfare programs, but there is still no comprehensive solution to bridge a $28 billion deficit. He stated that the options available are taxes, cuts, or a combination of the two to try and resolve the budget issue. He explained that the State is undergoing an unprecedented fiscal climate which will translate into more restrictions on what the Board is able to accomplish, how it is accomplished, and an emphasis on being more efficient with existing resources. He stated that the Board will need to continue its efforts of efficiency and cited the conversions of the newsletter and all meeting packets to an electronic format for both transparency and cost efficiency purposes.

Mr. McCauley stated that the Board is scheduled for an Architect Registration Examination (ARE) site visit to obtain first-hand knowledge of the ARE. He indicated that the site visit will be a single day selected in May 2011. He stated that the information from the site visit may help to influence the CSE content in the future when the test plan and occupational analysis are completed. Jon Baker indicated that there will be minimal exposure to the ARE's content during the visit and a better source to obtain ARE content information is in the Candidate's Handbook.

Mr. McCauley stated that the Board has a pool of architect Subject Matter Experts (SME), who are dedicated volunteers that develop the CSE. He explained that they travel to the exam vendor, Office of Professional Examination Services (OPES), to write, review, and approve the exam questions and to create contracts for each of them to continue their work prior to the next series of workshops will be difficult. He indicated that the legislation to request exemptions from some of the contract provisions may be submitted as an urgency measure. Ms. Powell clarified that even if the legislation were approved, there would still need to be a contract in place; however, the contract would probably be simpler in that it would only address conflict of interest, confidentiality, and scope of work issues.

Mr. Zeitlian inquired as to the method the exam commissioners are recognized for their volunteer efforts. Mr. McCauley indicated that the main method for exam commissioner recognition is the Octavius Morgan Distinguished Service Award. Mr. Zeitlian indicated that the award is not given to everyone and wanted to know if there is something that can be done to show the Board's appreciation to all of the commissioners. Mr. McCauley stated that at the conclusion of the last CSE oral administration, all of the commissioners received a thank you letter, a certificate of service from the Board, and a certificate of acknowledgement from the Governor's (Arnold Schwarzenegger) Office.

Mr. Baker, in referencing back to the ARE site visit, stated that he is unavailable on the date chosen for the site visit and suggested for the members that do attend, to focus their assessment of the exam on the graphic section because it is a very complex process to develop this portion of the exam in order for a computer to interpret and grade it. Jeffrey Heller asked how the graphic section of the exam was graded and whether any testing had been conducted to see if it accomplished the goal of demonstrating architectural knowledge in drawings. Mr. Baker explained that the graphics section of the ARE is heavily scrutinized by the exam psychometricians, is tested for several years prior to implementation as an official test item, and is graded by computer. Mr. Merino added that the National Council of Architectural Registration Boards (NCARB) does a rigorous review process of the graphic section to ensure that the computer exam results are appropriate and consistent.

Mr. Gutierrez inquired about the low ARE scores for certain sections of the exam (i.e., Building Design and Construction, and Construction Documents & Services). Mr. Merino indicated that he served on the NCARB's Construction Documents & Services Committee and stated that the exam

development process was very rigorous and included current techniques. He explained that if students taking the exam are not utilizing or familiar with the current tools or methods in order to answer the questions in these sections appropriately, it may be the reason for the lower test scores. Mr. Baker added that he was not sure if the ARE statistics reflect the results of the first year implementation of the ARE 4.0, but the psychometricians have frequently explained to expect a lower passing rate from the first implementation of a new exam format before the scores would elevate.

Mr. McCauley reported that the Board will be working with the American Institute of Architects, California Council (AIACC) and Academy for Emerging Professionals (AEP) on a joint event to determine the extent the Board will be involved and the event's objectives. He also indicated that there are efforts between the Board and AEP to perform joint outreach to the schools and are working to schedule a series of visits in mid-April. He indicated that those members who are a part of the Board's Liaison Program will receive additional information once the specifics of the April events are determined. Mr. Merino stated that he had visited a local college, Mount San Antonio College, where there was great interest in architecture at the school. Mr. McCauley indicated that there is a great opportunity for outreach at the community college level, as the Board needs to increase its outreach efforts to those schools.

Mr. Gutierrez requested a break from the Executive Officer's (EO) Report to hear the school presentation from Dr. Hofu Wu. He introduced Dr. Wu, Senior Staff of California Polytechnic State University, Pomona and shared his professional biography. Dr. Wu welcomed the Board and presented an informative overview of school's architecture program. He stated that the school currently has about 430 undergraduate and 70 graduate students and the graduation rate is 50-75 undergraduate and 12-15 graduate students every year. He indicated that their architecture program tries to emphasize sustainability and integrate a learn-by-doing philosophy in the coursework. He stated that their internships are 500 hours inclusive of the Intern Development Program (IDP) hours and by their second and third years in the program, the students use their experiences extensively to complete their projects. He added that currently, there are only three studios on campus for all of the students, but in the future, they plan to expand the program into new space and will build additional design studios.

Mr. Zeitlian inquired as to whether the student body had an appreciation for licensure and if there is a program at the school that exudes that value of having a California license. Dr. Wu stated that in the current economy, it is difficult for many students to obtain internships and jobs. He continued that the school has a large American Institute of Architects student membership population and is very active with workshops informing them of the intern and licensure processes.

Mr. McCauley resumed the EO Report with the Sunset Review. He presented a brief overview of the Sunset Review efforts over the past year and reported that the Sunset Review hearing with the B&P would be on March 21, 2011. He indicated that the Board received a preliminary draft list of the B&P questions to be responded to, and then subsequently received the actual questions on March 15, 2011 for the Board to respond to at the hearing (list of actual questions distributed at the meeting). He stated that on the list of the questions, there is a draft response for each question, but wanted the Board's guidance as to an appropriate response. He reported that preliminary discussions with the B&P staff have indicated no major issues for the Board. He proceeded to review the list of the questions and discussed the possible responses to each of them. He indicated that the primary issues the B&P has are the: 1) license renewal collection process – whether to stagger the biennial

renewal to collect fees each year; 2) continuing education (CE) – whether a comprehensive CE program is necessary for the Board; and 3) disparity in the ARE passage rates.

Mr. McCauley reported that the first issue B&P has is the Board currently collects its revenue from license renewals on a biennial basis. He indicated that B&P recommended the Board change to an ongoing biennial renewal rather than every odd year renewal cycles. Mr. McCauley indicated that the Board would need to research the issue further to determine the impacts of changing the renewal cycle. He also mentioned that impacts from DCA's new business system, BreEZe, and affects on the CE requirement needed to be considered prior to changing the renewal process.

Second, Mr. McCauley indicated that B&P is concerned that the Board's position on CE has not been consistent. He stated that the Board completed a CE study that culminated in 2001 indicating there was no need for a CE program, but subsequently, the Board identified a need for a comprehensive health, safety, and welfare (HSW) CE program. He explained that a majority of the states that have a comprehensive CE program and that the context of the practice has changed dramatically since the study was completed. He cited the changes in technology, sustainability, accessibility, project delivery mechanisms, etc., as major contributors to the changes in the profession. He continued that if a comprehensive HSW CE program is implemented correctly, the Board could absorb the cost and utilize existing resources used for the disabled access CE program.

Mr. McCauley reported that the last major issue B&P has is the disparity of California applicants' ARE passage rates. He explained that there are many contributing variables influencing passage rates, such as whether the individual has a degree, the school they attended, the type of firm where the internship was completed, the pathway chosen to enter the profession, the individual's exam preparation techniques, etc. He stated that LATC has the same issue on passage rates to address with B&P due to similar flexible standards as the Board. He indicated that LATC accepts associate degrees and certificates from the extension certification programs.

Mr. McCauley reported that one of the interesting B&P questions about the ARE passage rates was what the Board's plans are to improve the exam passage rates. He indicated that the Board is not in the test preparation business, but could utilize outreach, continue to work with the schools, issue more quality materials to candidates that explain the exam process and test plan, request that AIACC to help explain the current trends in practice, and share the Test Plan of the ARE and CSE with exam candidates. He explained that these steps could be positive aspects used to answer the question. Andy Bowden clarified that the LATC does require a degree in order to become eligible for a landscape architect license and for reciprocity issues unlike the Board, where a degree is not required.

Mr. Merino inquired as to whether there will be any questions pertaining to the issues contained in SB 1111; specifically the psychological and medical evaluations of applicants. He indicated that the Board had already discussed the issue and determined that it was not necessary, but inquired whether the topic could arise in the Sunset Review hearing. Ms. Powell stated that the B&P probably would not ask in-depth questions about SB 1111, but may inquire as to which tools contained in the legislation would benefit the Board. She mentioned that the healing arts boards do fingerprint their licensees and many of their enforcement cases stem from convictions or subsequent arrests. She indicated that a board would then complete a subsequent investigation based upon the results of the fingerprinting. She continued that if there is a reason the Board's enforcement case numbers are lower, fingerprinting may be one factor as she believed that it accounted for up to 30 percent of the enforcement cases for other boards. Mr. McCauley indicated that the Board's response to the issue is

that due to the nature of the profession and construction design, all of the existing checks and balances and safety measures, such as building department's plans examiners and inspections, engineers, contractors, specialty consultants, etc., they tend to eliminate issues prior to them becoming extensive problems.

Mr. McCauley reported that currently, there is only one bill to report (SB 543) and it pertained to extending the Board's sunset date. He stated that there is no need for any action on the bill at this time.

Mr. McCauley reviewed the draft Board Liaison Program Purpose and Responsibilities document that indicated the purpose of the program, the roles and responsibilities of the liaisons, and the contact information for the Phase I organizations to be contacted and their assigned liaisons. Mr. Merino inquired as to whether the Board should send out copies of the Strategic Plan to the organizations on the liaison list. Mr. McCauley indicated that the Strategic Plan should be sent to the organizations and would inform the liaisons when they are sent. He reported that phase II of the Liaison Program will be implemented soon in order to contact the schools with an architecture program.

I. UPDATE ON CALIFORNIA SUPPLEMENTAL EXAMINATION

Justin Sotelo reported that the computer-based CSE was implemented on February 1, 2011. He stated that the last oral exam administration was held in November 2010, and that all pending eligible candidates (those who were awaiting the availability of the new exam) were forwarded to the exam vendor (Psychological Services, LLC – PSI) for testing. He explained that once the candidate's information is sent to PSI, the candidate will receive the CSE Handbook, which is their verification of eligibility and includes the procedures for scheduling the exam. The CSE Handbook, which is a comprehensive and detailed document, informs the candidate about the CSE, exam testing process and security procedures, the CSE Test Plan, and exam preparation tips. He stated that the initial group of test scores will be held for approximately 90 days in order for the OPES to perform statistical analysis. He explained that once OPES performed their analysis, the scores would be released and then the subsequent scores from that point forward would be released within 30 days of completing the exam. He stated that a major benefit of the exam transition to the computer is how quickly a candidate can become eligible for the exam, schedule a date, and take it.

Mr. Sotelo reported that the current exam development cycle would conclude in June 2011 and that another session would begin in the fall 2011. He stated that from that point forward, exam development would be ongoing.

Marilyn Lyon asked whether candidate surveys would be conducted on the experience of completing the CSE via computer. Mr. Sotelo indicated that there will be surveys completed similar to what was done for the oral exam. Mr. Baker asked whether there are more candidates taking the exam due to it being readily available once a candidate is eligible. Mr. Sotelo indicated that it may be too early to determine if more candidates are taking the exam. He continued that in the past, roughly 1,200 candidates were tested each year and the estimates project 1,200 – 1,400 may test via computer per year. Vickie Mayer stated that initially, candidates wanted the exam implemented so they could schedule for it, but once it began, candidates may have been hesitant about taking it until they determined how other candidates performed. She explained that if a candidate failed the exam, they are required to wait six months before retaking the exam.

J. UPDATE ON MARCH 2, 2011 COMMUNICATIONS COMMITTEE MEETING

Iris Cochlan provided an update on the Communication Committee's March 2, 2011 meeting. She reported that the Committee:

- Approved the summary reports for the May 20, 2010 and October 13, 2010 meetings;
- Approved the newsletter articles for the summer and fall 2011 issues;
- Approved the staff recommendations to expand the consumer content on the Board's website and the school and student outreach plan;
- Approved the communications strategy regarding the value of an architect license;
- Approved recommendations to use web-based media and newsletter to communicate key messages to candidates and licensees; and
- Reviewed the Board's 2010 strategic planning session and discussed the Committee's objectives for 2011.

K. PROFESSIONAL QUALIFICATIONS COMMITTEE (PQC) REPORT

Mr. Heller provided an update on the February 28, 2011 PQC meeting. He reported that Harry Falconer, NCARB Director of IDP, gave a presentation on IDP 2.0. He stated that Mr. Falconer's presentation addressed many of the original PQC concerns with IDP. He indicated that the PQC discussed the issue of the Comprehensive Intern Development Program (CIDP) extensively. However, he explained that with the implementation of NCARB's IDP 2.0 that was comprehensive and addressed many of California's recommendations (i.e., accountability and reporting), the PQC overwhelmingly approved the recommendation to eliminate CIDP.

Mr. Heller reported that the PQC discussed AIACC's AEP Education Summit and whether the educational programs prepared students for professional practice and addressed the needs of potential candidates entering the profession. He continued that Board staff updated the PQC on the CSE, CE requirements, and NCARB's actions with regard to CE. Ms. Voigt inquired whether the PQC had made a motion to present to the Board. Mr. Heller indicated that the recommendation from the PQC was to eliminate CIDP.

Mr. Gutierrez stated that initially, IDP did not address many of California's concerns and as a result, CIDP was created. He continued that over the years, IDP continued to improve to the point where it eclipsed CIDP in its digital processes such as supervisor guidelines and requiring supervisors to review work samples. He stated that the latter is a result of California's initiative and efforts with CIDP.

- **Pasqual Gutierrez moved to repeal CIDP.**

  Jon Baker seconded the motion.

  (No vote taken)

Mr. Merino objected to the motion because the repeal of CIDP was not agendized for this meeting and had not been advertised to the public appropriately. Therefore, he recommended placing the item on the agenda for the next meeting. Mr. Chang indicated that the meeting agenda stated to approve the recommendation from the PQC regarding CIDP, but did not specifically state what the recommendation was from the PQC. Mr. Merino indicated that he was not opposed to the

elimination of CIDP, but explained that if the Board decided to eliminate CIDP, it should properly place it on the agenda for the next meeting. Mr. Chang recommended the Board not take any specific action to eliminate CIDP today based upon the wording in the agenda item. Mr. Merino motioned to revise the recommendation to ratify or endorse the PQC's recommendation and schedule a formal vote at the next meeting for the elimination of CIDP. Mr. Chang suggested a motion to state the Board accepted the recommendation of the PQC regarding CIDP, but will schedule the agenda item for a final vote at the next meeting.

- **Michael Merino moved to amend the motion to repeal CIDP and defer a formal vote on the issue until the next meeting.**

  Sheran Voigt seconded the motion.

  The motion passed 8-0.

Mr. Merino requested a review and possible change to the committee chairmanship and membership assignment process. He requested that the issue be discussed and for staff to provide information on the issue for a future agenda item. Mr. Gutierrez acknowledged and noted the request for the record.

Mr. Heller continued his report and stated that the issues the AIACC's AEP want to discuss at their summit are the: 1) educational curriculum and how it relates to the profession; 2) schools and how they are serving potential candidates for licensure to enter the profession; and 3) aspects of professional practice and education including IDP and the testing for licensure. Mr. McCauley stated that the program is a work in progress and is developing into a strategic plan-like, five-year project to obtain goals within architectural education and the licensing process. Mr. Baker indicated that recent discussions on the topic raised questions as to what issues should be addressed and who the interested stakeholders are that those issues would affect. He continued that there were many debates and discussions as to which issues were important and it became apparent that there are existing gaps between the educational realm and professional practice. He added that it was not clear as to what the issues are, which issues should be addressed first, and how to address them. He stated that the outcomes of the discussions were the: a) summit should be an ongoing event, possibly on an annual basis, so it becomes a long-term dialog between education and practice; and b) first summit should be structured like a strategic planning session where all of the stakeholders are brought together and a list of issues defined that can be addressed and supported.

Mr. Heller indicated that while attending a meeting at AIACC, there is still a lack of understanding of what licensing and the Board is about and their function; especially with newly licensed individuals. He suggested as a part of the education summit, the Board could assist with articulating the purpose of the Board and the Practice Act and why certain procedures are done.

No motion was made on the issue, as the scope of the AEP summit was not finalized.

L. ENFORCEMENT PROGRAM

Hattie Johnson presented the Enforcement Program Report. She stated that the members requested enforcement statistics regarding case aging that specifically identified the types of enforcement cases and amount of time it took to resolve them. She reviewed the statistical table and the new bar graph in the meeting packet. Mr. Merino had concerns regarding the Notice of Advisement – Unlicensed

section of the table as he emphasized that it takes an average of 106 days to close this type of case. He continued that for over three months, an individual is allowed to continue to practice without consequence, which puts the public's safety at risk. He inquired as to what the Board can do to have these individuals cease their practice. Ms. Johnson explained the actions enforcement staff take upon receipt of a complaint. She indicated that the first action for this type of complaint is to send the subject a "cease and desist" letter to stop practicing immediately, an explanation of Business and Professions Code section 5536(a), which states practicing architecture without a license is a misdemeanor punishable by jail and/or fine, and a request to respond to the allegations. Mr. Merino stated that he understands the impediments that exist within the complaint process, but wanted to discuss possible solutions for staff to increase the rate at which these types of complaints are resolved to improve the case aging statistics. He indicated that some of the cases should be closed quickly especially if the individual is shown to be unlicensed, practicing, and/or advertising as an architect. Ms. Johnson stated that many of these types of cases are closed within two to three weeks with a letter of advisement. She explained that many of these types of cases may take a longer time due to various issues (i.e., no response from the subject or complainant, insufficient or inadequate information from the subject or complainant, etc.).

Ms. Lyon stated that others may review the statistics and not understand what they are reviewing and question the number of days it takes to close a case. She inquired as to whether a footnote of due process could be indicated under the statistics to show that the Board has statutory guidelines it must follow in order to process cases. Mr. Merino agreed and indicated that if there are certain statutory requirements that allow X amount of days for a subject to respond to the Board's enforcement letter to include the information so the reviewer is aware of that fact. Mr. Zeitlian inquired as to whether an overall average for the time involved to close all the cases combined could be added to the statistics and tracked on an ongoing basis. Ms. Johnson stated that the overall average for the combined case closures could be added to the table. Bob Carter indicated that there are a number of changes that have been implemented in the last six months that have improved the case aging timeline such, as the Attorney General's (AG) Office prosecuting cases promptly, the Division of Investigation has changed their procedures to investigate cases quicker, and Board staff have improved the triage of cases to close the simple cases faster. He stated that within the next six months, the new procedural changes will be reflected in the statistics, but are currently too new to indicate a change. Mr. Merino stated that the statistics could provide a quantifiable value of the Board's enforcement operations to help identify resource requirements. Mr. Baker identified two areas outside of the control of the Board and those are the response from the subject or complainant and when the case was forwarded to the AG's Office. He suggested a second footnote under the statistics to identify the average number of days the cases were at the AG's Office or outside of the Board's control to help justify the case aging data.

Mr. Gutierrez inquired as to whether it would be a simple task to obtain the same enforcement data from other state architectural boards. He thought a comparison of the enforcement statistics from a similar sized state board could be used as a measuring method to determine how well the Board performed. Mr. McCauley stated that it may be a difficult task to compare the Board's statistics to other state boards because they may have different statutes, due process requirements, hearing mechanisms, size of staff, etc. He indicated that the standard the Board will be measured against is a statistical comparison to that of other California boards. Mr. Baker indicated that between each state, there are a number of variables to where a comparison with the Board's statistics is not a true comparison of similar information.

Ms. Johnson asked whether the Board wanted the same type of statistical information for the next enforcement report and to add any AG cases to identify the time the cases are out of the Board's control. Mr. Zeitlian stated that the Board also agreed to add some explanations of why the cases took a certain amount of time to process or that the cases are out of the Board's control. He also suggested listing DCA's benchmarks for processing cases.

Mr. Merino requested the enforcement staff pose potential recommendations to the enforcement caseload issue and present it to the Board for review (in the future, not by the next meeting).

Ms. Johnson reported that one of the architect consultant contracts expired on January 30, 2011. She indicated that there was a Request for Proposal process completed and the Board received two proposals. She continued that after the initial evaluation, only one proposal was approved for the interview process and then subsequently the contract was awarded to Barry Williams. She stated that another individual who submitted a proposal protested the awarding and until the protest is resolved, a new contract for Mr. Williams cannot be completed.

- **Sheran Voigt moved to approve the architect consultant contract subject to denial of the awarding protest.**

  Marilyn Lyon seconded the motion.

  The motion passed 8-0.

M. WESTERN CONFERENCE OF ARCHITECTURAL REGISTRATION BOARDS (WCARB)

Mr. McCauley indicated that the WCARB regional meeting would take place in late March where two key actions would occur. He stated that the first action was the candidate elections and the second was the vote on the NCARB resolutions. He asked Mr. Baker to provide an NCARB update.

Mr. Baker reported that NCARB had gone through a strategic planning process over the past two years and completed the final 2011 NCARB Strategic Plan that is available on NCARB's website. He indicated that the NCARB board selected a new public member who will be revealed at NCARB's June 2011 Annual Meeting. He also reported that NCARB had been extensively searching for a new Chief Executive Officer and had hired an individual who will be announced in June. He stated that NCARB's Practice Analysis Taskforce is working to coordinate the content of the practice analysis with the new Strategic Plan, which may influence some changes in the ARE over the next few years. As for the elections, he indicated that there is only one contested election for secretary and the others are mostly uncontested at this time.

Mr. Baker stated that in regard to California specifically, he received information that the State does not accept the Broadly Experienced Architect (BEA) or Broadly Experienced Foreign Architect (BEFA) certificate for reciprocity and if a candidate received their certification through the process, California did not accept it. Mr. McCauley indicated that he would research the issue in order to verify whether the State accepted these certificates. Mr. Baker had an interest in knowing what the Board does with the BEA and BEFA candidates and what is considered a minor issue because he indicated that the Board had communicated to other jurisdictions that they should not review behind the blue cover when California's candidates apply in their jurisdiction.

Mr. McCauley agreed and indicated that he would proceed through the resolutions in order and ask the Board for a vote to monitor, support, or oppose the resolution.

Resolution 2011-A..... Support**
Legislative Guidelines, Model Law and Model Regulations Amendments – Change to Continuing Education Requirements

Resolution 2011-B..... Support**
Model Regulations Amendment – Changes to the IDP Training Requirements for Initial Registration Standards

Resolution 2011-C..... Support**
Handbook for Interns and Architects Amendment – Modifications to BEA Requirements

Resolution 2011-D..... Support**
Handbook for Interns and Architects Amendment – Requirements for Certification of Foreign Architects

Resolution 2011-E..... Support**
Handbook for Interns and Architects Amendment – Correction of ARE 4.0 Exam Equivalents

Resolution 2011-F ..... Support**
Handbook for Interns and Architects Amendment – Restatement of Revoked Certificate

Resolution 2011-G ..... Support**
Handbook for Interns and Architects Amendment – Definition of "In Process"

Resolution 2011-H…… ..... ……No Action**
Bylaws Amendment – Membership Dues

(Identification of the members in opposition to this resolution could not be confirmed; only a split vote of 3-4 was determined).

Resolution 2011-I……Support**
Bylaws Amendment – Audit Committee

Resolution 2011-J……Support**
Bylaws Amendment – Treasurer's Responsibilities

Resolution 2011-K……Support**
Bylaws Amendment – Committee Descriptions

Resolution 2011-L……Support**
Bylaws Amendment – Reinstatement of Membership

Resolution 2011-M……Support**
Bylaws Amendment – Omnibus Incidental Bylaw Changes

Mr. McCauley indicated that there was no need for any action on the elections, as WCARB Executive Committee candidates are running unopposed and there is time to act on the NCARB elections at the June meeting. Mr. Baker agreed and stated that the two WCARB candidates would probably be elected by acclimation and indicated that there could be additional information and candidates that interest the Board prior to the NCARB elections in June.

N. LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE UPDATE ON JANUARY 26-27, 2011 MEETING

In Trish Rodriguez's and Stephanie Landregan's absence, Mr. Bowden, past President of LATC presented the LATC update. He reported that Ms. Landregan was appointed to a second term as a member of LATC and he was in his final one-year term that expires at the end of May 2011. He provided an update on California Code of Regulations (CCR) sections 2615 and 2620 that address the requirements for education, the examination, and the experience requirements. He stated that the regulatory package were delayed in being assembled due to the sunset review process, but is now complete and pending final review by LATC and Board management. He reported that CCR section 2620.5, which address the requirements to approve the extension certificate programs, was approved at the January 2011 LATC meeting and the regulatory package is being prepared by LATC staff for submission to the Office of Administrative Law. He stated that the proposed regulation package will align the criteria of the extension programs with the Landscape Architects Accreditation Board (LAAB) requirements. He also reported that LAAB is considering an accreditation for the extension certificate programs. He added that the USC's landscape architecture program is fully accredited as of February 2011.

O. SCHEDULE

Mr. Gutierrez stated that the next Board meeting is on June 16, 2011 at USC.

P. ADJOURNMENT

The meeting adjourned at 2:20 p.m.

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

***Jeffrey Heller not present for resolution votes.*

Agenda Item F

EXECUTIVE OFFICER'S REPORT

1. Update to May 2011 Monthly Report.

2. Discuss and possible action on legislation: Senate Bill 543.

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

MEMORANDUM

DATE: June 1, 2011

TO: CAB Staff

FROM: Doug McCauley, Executive Officer

SUBJECT: Monthly Report - May 2011

The following information is provided as an overview of Board activities and projects as of May31, 2011.

ADMINISTRATIVE/MANAGEMENT

Board The meetings scheduled for the remainder of 2011 are: June 16, 2011 at the University of Southern California, September 15, 2011 in Sacramento, and December 7-8, 2011 in San Diego. The December meeting will include a strategic planning session to update the Board's Strategic Plan for 2012.

Budget On May 16, 2011, the Governor released the May Budget Revision, but he and State Legislators remained at an impasse as to how to solve the $28 billion deficit the State faces for FY 2011/12. The Governor addressed approximately $12 billion in spending cuts and there was an unexpected increase in the amount of income tax revenue received ($6 billion); however, there is still a $10 billion deficit to be dealt with by either additional budget cuts or by having a public vote to extend current sales tax and vehicle license fees. The Governor has also restricted out-of-state travel for all state agencies and the State and Consumer Services Agency (Agency) and Department of Consumer Affairs (DCA) is extensively reviewing most of the travel within the state to reduce expenditures. Most of the Board's travel requests must be pre-approved by DCA and require comprehensive justifications for staff to attend.

Communications Committee The next Communications Committee meeting is scheduled for July 6, 2011, in Sacramento.

Executive Committee The Executive Committee (Committee) met on April 15, 2011 via teleconference. The items discussed were the Senate Business, Professions and Economic Development Committee's (B&P) issues/questions regarding the Sunset Review process and the 2011 Strategic

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Plan objective regarding committee appointment and membership procedures and charges. The Committee's recommendations to the Sunset Review issues/questions were incorporated into the Board's final response and submitted to B&P by the April 20, 2011 due date. The Committee's recommendations regarding the committee appointment and membership procedures and charges will be presented to the Board at its June meeting.

Newsletter The Spring 2011 issue of *California Architects* (Board newsletter) was posted to the Board's website and email broadcast. Board staff is currently developing the summer issue of the Board newsletter that is expected to be published in July 2011.

Personnel On February 15, 2011, Governor Brown prohibited all State agencies and departments from filling vacant positions unless an exemption was granted by his office with the exception of internal departmental transfers. The Governor's hiring freeze remains in place and hiring exemption requests have been completed and submitted to DCA, Agency, Department of Finance, and the Governor's Office for approval in order to continue the efforts in filling the Board's vacant positions.

Strategic Plan The Board's strategic planning session was held on December 15-16, 2010 in San Diego in conjunction with the Board's regular meeting. Daniel Iacofano of Moore Iacofano Goltsman, Inc. facilitated the session. Mr. Iacofano updated the plan based on the Board's objectives. The plan was approved by the Board on March 17, 2011. The Plan was posted on the Board's website and will be distributed to interested stakeholders.

Sunset Review The final Sunset Review Report was submitted to B&P on September 30, 2010. The initial legislative sunset hearing for the Board was scheduled for November 10, 2010; however, it was rescheduled to March 21, 2011. The Board went before B&P on March 21, 2011 to address any concerns. A written response to B&P issues was provided to them by the April 20, 2011 (30 day) deadline. The Board will be updated about Sunset Review at its June meeting.

Training The following employees have been scheduled for upcoming training:

6/1/11 Word and Excel 2010 Basics (Arleen)
6/14/11 Effective Business Writing (Erin)
7/19/11 Word and Excel 2010 Basics (Jesse)

Web Site The following updates were made to the Board's website during May 2011:

- Posted Spring 2011 issue of *California Architects*
- Posted notices for the May 11, 2011 Regulatory and Enforcement Committee and the May 23, 2011, Examination and Professional Qualifications Committee meetings

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) An ARE site visit was held on May 23, 2011 in Sacramento (Fair Oaks). Members of the Board, Examination Committee, Professional

Qualifications Committee (PQC) and staff attended. The purpose of the visit was to obtain a better understanding of the ARE development process, ARE 4.0, and to provide the Board with some insight for future considerations for the California Supplemental Examination (CSE). Jared Zurn from the National Council of Architectural Registration Boards (NCARB) provided a presentation.

California Supplemental Examination (CSE) Administration The new computer-based, multiple-choice format of the CSE was launched in early February 2011. The CSE is now administered at 13 Psychological Services, LLC (PSI) sites in California and 10 nationwide. During the initial launch period for the computer-delivered CSE, examination results are being held in order to conduct required statistical analysis. It was estimated that it would take approximately 90 days from the initial launch date before the Board could begin mailing results to candidates; however, due to a low number of examinations scheduled, this has delayed the vendor in performing the analysis. An update regarding the release of examination results was posted on the Board's website in May. Once the analysis is completed and the first group of results is released, the results will be mailed to candidates approximately 30 days after they take the CSE.

CSE Development The second cycle of examination development resumed in late February 2011 and will continue through June 2011. Another development cycle will occur in the fall of 2011.

Comprehensive Intern Development Program (CIDP) Since the implementation of the CIDP/Intern Development Program (IDP) requirement for California licensure, the Board, through the work of the CIDP/IDP Correlation Task Force and the PQC, has examined updates to IDP in comparison to the CIDP requirement. At its May 22, 2009 meeting, the PQC made a recommendation that CIDP should remain in its current format, but that an alignment document be created for candidate clarity that cross-linked the CIDP skills and application activities and the evidence required with the revised or new IDP skills and application activities. At the September 17, 2009, Board meeting, the Board approved the PQC's recommendation. In light of the recent improvements to IDP, the Board discussed the future of CIDP at its September 15, 2010, meeting. It was determined that this issue should be re-evaluated by the PQC, that a closer comparison between IDP 2.0 and CIDP be conducted, and that a new recommendation be presented to the Board. The PQC met on February 28, 2011 where it re-evaluated this issue. Harry Falconer, NCARB Director of IDP, provided a comprehensive presentation on IDP 2.0 and responded to questions from the members regarding the improvements for IDP. The PQC considered these improvements (culminating in IDP 2.0) and recommended the suspension and discontinuation of CIDP to coincide with the complete implementation of IDP 2.0 this year. The recommendation was presented to the Board at its March meeting and will be voted upon at its June meeting.

Examination Committee On May 23, 2011, the Examination Committee met in conjunction with the PQC for an ARE site visit in Fair Oaks, California.

Job Creation Statistics DCA, under the direction of Agency and the Governor's Office, created the Job Creation Unit (JCU) in early 2010 as part of the Jobs Creation Initiative. The function of the JCU is to collect application processing statistics related to operational performance and

submit that data to both Agency and the Governor's Office on a monthly basis. Staff has coordinated with the JCU to define the Board's business processes and establish the data collection criteria. Staff will be, over the next several months, reviewing the data for accuracy and refining the data collection criteria as necessary.

Liaison Program The Board's Liaison Program was originally created in 2008, but due to workload issues, was not implemented. The program is designed to ensure that the Board shares information with key constituency groups, like the League of California Cities, American Council of Engineering Companies – California and others and to maintain a line of communication between the Board and the organizations. Phase I of the program was implemented on March 17, 2011, when letters to the respective organizations and assigned liaisons were mailed. At the March 17, 2011 Board meeting, a draft of the Liaison Program purpose and responsibilities was reviewed with the members so they could begin contacting the organizations. Phase II of the program will be implemented soon once the list of the architecture schools to be contacted is updated.

Outreach *The American Institute of Architects, California Council (AIACC) and Academy for Emerging Professionals (AEP)* - On September 20, 2010, Doug McCauley, Vickie Mayer, and Justin Sotelo met with representatives from AEP. The purpose of the meeting was to share information regarding future program changes and to discuss having regular meetings to address intern matters. Also discussed was a proposed 2011 California Architects Licensure Conference. The intent of the event was to focus on those emerging professionals in the process of pursuing licensure in an effort to communicate licensure information and establish a licensure support network. Since that time, the conference proposal was expanded to a more comprehensive topic of "education through licensure" (now referred to as the 2011 Architecture Education Summit). The summit will be organized and promoted by AIACC and AEP where representatives from the various stakeholder groups will be invited to come together and identify issues and metrics for change. Both groups requested that the Board co-partner the summit with them in order to have participation from the architects' regulatory body.

At the Board's December meeting, a representative from AEP provided more information regarding the summit and asked for a Board member to participate in the initial planning for the event; Jon Baker agreed to participate. AEP held their first planning meeting on January 27, 2011. Due to scheduling, Jeffrey Heller attended on Mr. Baker's behalf. On February 28, 2011, the PQC was provided with an update on the summit by AIACC President Anne Laird-Blanton. The Board was also provided with another summit update at its March 17, 2011 meeting. Another planning meeting was held in May where decisions were made with regard to the event facilitator and event format and size. Subcommittees are also being created in order to focus on the different planning aspects for the event.

The 2011 summit will launch a five year initiative with specific goals. The first summit is scheduled for November 18, 2011 in San Francisco as a strategic planning session. An experienced facilitator has been secured for this session, and the summit planning committee will be working with the facilitator in June to develop the session's framework and agenda. The intention is to create something sustainable with a valuable outcome and measured results. Thus, the first summit will serve as a vehicle to bring stakeholder groups to the table, take a long view

approach to issues at hand, and set in place a multi-year plan to bridge gaps between education, practice, and communication.

Professional Qualifications Committee (PQC) On May 23, 2011, the PQC met in conjunction with the Examination Committee for an ARE site visit in Fair Oaks, California.

Regulation Changes *California Code of Regulations (CCR) section 124, California Supplemental Examination* – Currently, regulations specify that the CSE is required to be in an oral format. The Board conducted a format study of the CSE, and as a result, the Board voted to transition the CSE to a written, computer-based examination. The proposed regulatory change would address the format change as well as detail the method of applying for and reapplying for the CSE. Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR section 124:

December 9, 2009	Preliminary approval by the Board
March 18, 2010	Final approval by the Board
August 27, 2010	Notice of the Proposed Changes in the Regulations published by Office of Administrative Law (OAL)
August 30, 2010	Regulation package to DCA Division of Legislative and Policy Review
September 7, 2010	Regulation package to DCA Budget Office
October 12, 2010	Public hearing, no public comments received at hearing
January 28, 2011	Final rulemaking file to DCA Legal Office
February 24, 2011	Regulation Package to Agency
March 15, 2011	Agency approved the regulation package
March 16, 2011	Regulation package to Department of Finance (DOF)
April 8, 2011	DOF approved the regulation package
April 13, 2011	Regulation package to OAL
May 18, 2011	Regulation package approved by OAL and filed with the Secretary of State (effective date May 18, 2011)

CCR sections 109, Filing of Applications and 121, Form of Examinations; Reciprocity – Currently, the regulations specify a sunset provision for NCARB's IDP, Canada's Internship in Architecture (IAP) and the Board's CIDP that is not in alignment with the sunset provision provided in section 5552.5 of the Business and Professions Code (BPC). The regulatory proposal would strike the provision language from the regulation, as a sunset provision is provided in the statute. Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109 and 121:

December 15, 2010	Final Approval by the Board
January 7, 2011	Notice of Proposed Changes in the Regulations published by OAL
January 11, 2011	Regulation package to DCA Division of Legislative and Policy Review
January 24, 2011	Regulation package to DCA Budget Office
February 22, 2011	Public hearing, no public comments received at hearing
May 17, 2011	Final rulemaking file to DCA Legal Office

CCR sections 109, Filing of Applications, 117, Experience Evaluation, and 121, Form of Examinations; Reciprocity – The regulations reference guideline/handbook editions for IDP, IAP, and CIPD. This proposal would update, clarify, and provide consistency with how these items are referenced in the regulations, as well as strike IDP entry point language, as IDP entry point has been modified by NCARB and is detailed in the current edition of the IDP Guidelines. Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109, 117 and 121:

December 15, 2010	Final Approval by the Board
January 7, 2011	Notice of Proposed Changes in the Regulations published by OAL
January 11, 2011	Regulation package to DCA Division of Legislative and Policy Review
January 24, 2011	Regulation package to DCA Budget Office
February 22, 2011	Public hearing, no public comments received at hearing

ENFORCEMENT PROGRAM

Architect Consultants

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

Education/Information Program: The architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In May, there were 52 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 4 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.

One of the architect consultant contracts expired on January 30, 2011. Staff prepared a draft Request for Proposal (RFP) for the consultant services for three fiscal years (2011-2014) that was sent to DCA's Contract Unit for processing on October 27, 2010. The RFP was released on December 7, 2010 and advertised on the Internet under the State Contracts Register. The deadline to submit proposals was December 30, 2010. The proposals received in response to the RFP were evaluated (first phase of the evaluation) on January 3, 2011. The second phase of the evaluation (interview) was held on January 7, 2011. Based on the results of the evaluation/interview scoring, the contract was awarded to Barry Williams. On January 14, 2011, the award was protested by a proposer. The DCA Contracts Unit is processing the protest through the Office of Administrative Hearings (OAH). While the protest is pending, the current architect consultant contract, scheduled to expire on January 30, 2011, was extended to July 31, 2011. At its March 17, 2011 meeting, the Board conditionally approved the architect consultant contract for Mr. Williams if the protest is denied. On April 15, 2011, an administrative law judge from OAH denied the proposer's protest. The DCA Contracts Unit is now processing the new contract.

Enforcement Actions

On May 5, 2011, the Board issued a citation that included a $500 administrative fine to Diane Parker Carawan, for alleged violation of Business and Professions Code (BPC) section 5584 (Negligence) The citation became final on May 26, 2011.

Enforcement Statistics	Current Month May 2011	Prior Month April 2011	Prior Year May 2010
Total Cases Received and Opened*:	28	24	24
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	0	0	1
Complaints Pending DOI:	2	2	3
Complaints Pending AG:	11	11	8
Complaints Pending DA:	3	3	2
Total Cases Closed*:	39	34	24
Total Cases Pending*:	125	136	176
Settlement Cases (§5588) Opened:	1	6	0
Settlement Cases (§5588) Pending:	30	30	31
Settlement Cases (§5588) Closed:	1	4	3
Citations Final:	1	6	0

*Total Cases categories include both complaint and settlement cases

At the end of each fiscal year, staff reviews the average number of complaints received, pending, and closed for the past three fiscal years. From fiscal years 2007/08 through 2009/10, the average number of complaints received per month is 24. The average pending caseload is 247 complaints and the average number of complaints closed per month is 27.

Regulatory and Enforcement Committee (REC) The REC met on May 11, 2011, in Sacramento. At this meeting the Committee discussed: 1) strategies for working with the League of California Cities and the California Chapter American Planning Association to provide an explanation of which projects would require the services of an architect or registered engineer and other topics of interest; 2) appropriateness of "gag" clauses in civil settlement agreements; 3) DCA's recommendations for regulations contained in Senate Bill 1111. 4) updates to the Consumer's Guide to Hiring an Architect; and 5) fingerprint requirements.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

LATC ADMINISTRATIVE/MANAGEMENT

Committee The Committee meetings scheduled for the remainder of 2011 are: July 19, 2011 in Sacramento and October 27, 2011 in San Diego.

Committee Members Andy Bowden's grace period ended on May 31, 2011. There are currently two vacancies on the LATC to be appointed by the Governor.

Personnel On February 15, 2011, Governor Brown prohibited all State agencies and departments from filling vacant positions unless an exemption was granted by his office with the exception of internal departmental transfers. LATC is currently recruiting for two positions: Special Projects Coordinator (Associate Governmental Program Analyst), and Licensing/Administrative Coordinator (Management Services Technician). A freeze exemption was approved by the Governor's office for the Management Service Technician position.

Training The following employee(s) have been scheduled for upcoming training:
6/7-9/11 CLEAR's National Certified Investigator/Inspector Training (John)
9/13-23/11 DCA Enforcement Academy (John)

Web License Lookup The LATC currently receives a monthly report of licensees from DCA's Office of Information Services (OIS). The LATC is currently working with OIS on adding a licensee search option on the LATC Web site that will allow anyone to search for licensed landscape architects by a variety of search criteria. The Web license lookup provides public information on a licensed landscape architect, such as the status of the license and the licensee's address of record. Licensee searches will also display all filed accusation documents, as directed by DCA Director Brian Stiger's memorandum sent to all boards and bureaus on May 21, 2010. The LATC will send all licensees a letter notifying them of the transition to a Web License Lookup and allowing them sufficient time to submit a change of address.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) OPES completed development of the new exam and it is currently under final review. The new exam is expected to launch in June 2011.

Regulation Changes *California Code of Regulations (CCR) sections 2615 and 2620* – The LATC formed an Education Subcommittee in 2004 in response to the Joint Legislative Sunset Review Committee's recommendation to further evaluate California's eligibility requirements and access to landscape architecture licensure in California. The intent of the evaluation was to ensure that applicants have appropriate educational and training/work experience prior to taking the required examination. Specifically, the Subcommittee was to determine appropriate levels of landscape architecture education and training preparation necessary to protect the public health, safety, and welfare in California and successfully preparing applicants for the examination. The final Education Subcommittee Report identifies and substantiates recommended changes to CCR sections 2615 and 2620. These changes were approved by LATC at the January 20-21, 2010 meeting and by the Board at the March 18, 2010 meeting. The work on the Sunset Review took precedence and this item was delayed. The initial rulemaking documents were filed with the OAL and the Notice of Proposed Rulemaking was published in the California Regulatory Notice Register on February 25, 2011. The LATC conducted a public hearing on April 11, 2011.

CCR section 2620.5, Requirements for an Approved Extension Certificate Program - The LATC reviewed and updated the current Extension Certificate Program regulation. As part of the review, the LATC elicited input from the UC Extension Programs. The proposed regulatory changes were discussed and approved at the LATC meeting on November 22, 2010.

At its December 15-16, 2010, meeting, the Board approved the proposed regulation to amend CCR section 2620.5 and delegated authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and to make minor technical changes to the language, if needed. LATC staff is currently working on the initial regulatory package to submit to the OAL.

LATC ENFORCEMENT PROGRAM

Enforcement Statistics	Current Month	Prior Month	Prior Year
	May 2011	April 2011	May 2010
Complaints Opened:	1	1	3
Complaints to Expert:	1	0	0
Complaints to DOI:	0	0	0
Complaints Pending DOI:	0	0	0
Complaints Pending AG:	1	1	0
Complaints Pending DA:	0	0	0
Complaints Closed:	3	3	7
Complaints Pending:	63	65	77
Settlement Cases (§5678.5) Opened:	0	0	1
Settlement Cases (§5678.5) Pending:	1	1	4
Settlement Cases (§5678.5) Closed:	0	0	1
Citations Final:	0	0	0

*Includes both complaint and settlement cases

DISCUSS AND POSSIBLE ACTION ON LEGISLATION: SENATE BILL (SB) 543

In Fiscal Year 2010-11, the Board completed an extensive Sunset Review process that culminated into a comprehensive Sunset Review Report submitted to the Senate Business, Professions and Economic Development Committee (B&P) on September 30, 2010. On March 21, 2011, the Board went before B&P to address any concerns. Subsequently, a written response to B&P issues was submitted to B&P by the April 20, 2011 (30 day) deadline.

SB 543 (Price) contains language that extends the sunset date for both the Board and the Landscape Architects Technical Committee (LATC). Below is an outline summary of SB 543:

1) Extends the operation of the Board and the LATC until January 1, 2016.
2) Removes the sunset date on the Board's authority to implement an intern development program, granting permanent authority to the Board.
3) Amends the Board's license renewal process to clarify that licenses expire no more than 24 months after the issue date and to clarify that the expiration date of the original license shall be set by the Board in a manner to best distribute the renewal procedures throughout each year.

Board staff is currently working with Senator Price's staff to amend number three above as discussed at the March 2011 Board meeting, and reflected in the post-licensing submittal to B&P. The Board is asked to consider supporting SB 543, once amended.

AMENDED IN SENATE APRIL 14, 2011

AMENDED IN SENATE APRIL 6, 2011

SENATE BILL No. 543

Introduced by Senator Price

February 17, 2011

An act to amend Sections *144,* 5510, 5517, 5552.5, *5600,* 5620, 5621, 5622, 6710, 6714, *6763.1, 6797, 7000.5, 7011,* 7200, 7215.6, *7885, 7886, 7887,* 8710, *8800,* 18602, ~~and~~ 18613, *and 18618* of the Business and Professions Code, relating to business and professions, *and making an appropriation therefor.*

LEGISLATIVE COUNSEL'S DIGEST

SB 543, as amended, Price. Business and professions: regulatory boards.

(1) Existing *law authorizes a board to suspend or revoke a license on various grounds, including, but not limited to, conviction of a crime, if the crime is substantially related to the qualifications, functions, or duties of the business or profession for which the license was issued. Existing law requires applicants to certain boards to provide a full set of fingerprints for the purpose of conducting criminal history record checks.*

This bill would make the fingerprinting requirement applicable to the Board for Professional Engineers, Land Surveyors, and Geologists.

(2) Existing law provides for the licensure and regulation of various businesses and professions by boards within the Department of Consumer Affairs, including~~,~~ the California Architects Board, the Landscape Architects Technical Committee, the Board for Professional Engineers, Land Surveyors, and Geologists, *the Contractors' State License Board,* the State Board of Guide Dogs for the Blind, and the

State Athletic Commission. Existing law requires or authorizes these boards, with certain exceptions, to appoint an executive officer. Existing law repeals these provisions on January 1, 2012. Under existing law, boards scheduled for repeal are required to be evaluated by the Joint Sunset Review Committee.

This bill would extend the operation of these provisions until January 1, 2016, except the State Board of Guide Dogs for the Blind *and the State Athletic Commission*, which would be extended until January 1, 2014. The bill would instead specify that these boards would be subject to review by the appropriate policy committees of the Legislature.

~~(2)~~

(3) Existing law authorizes the California Architects Board to, by regulation, implement an intern development program until July 1, 2012.

This bill, by deleting that termination date, would instead authorize the board to, by regulation, implement the intern development program indefinitely.

(4) Existing law provides for the expiration of a license to practice architecture on the last day of the birth month of the licenseholder in each odd-numbered year following the issuance or renewal of the license.

This bill would instead provide for the expiration of a license within 24 months after the issue date as established by the board.

~~(3)~~

(5) Existing law authorizes the State Board of Guide Dogs for the Blind to establish an arbitration panel pilot project, until January 1, 2012, for the purpose of resolving disputes between a guide dog user and a licensed guide dog school, as specified.

This bill would instead authorize the arbitration panel pilot project until January 1, 2014.

(6) Existing law requires an applicant to use the title "structural engineer" to have successfully passed both a written examination that incorporates a national examination for structural engineers and a supplemental California specific examination, as specified.

This bill would instead require these applicants to pass only a written examination for structural engineering that is administered by a nationally recognized entity approved by the board.

(7) Existing law establishes the Professional Engineer's and Land Surveyor's Fund, requires all money received by the Department of Consumer Affairs from the operation of the Professional Engineer's

Act and the Professional Land Surveyor's Act to be deposited in the fund, and appropriates the moneys in the fund for the purposes of those acts. Existing law establishes the Geology and Geophysics Fund and requires the Board for Professional Engineers, Land Surveyors, and Geologists to provide all money received by the board under the Geologists and Geophysicists Act to the State Treasury for credit to the Geology and Geophysics Fund.

This bill would abolish the Geology and Geophysics Fund, rename the Professional Engineer's and Land Surveyor's Fund as the Professional Engineer's, Land Surveyor's, Geologist's, and Geophysicist's Fund, and require all moneys received by the board under the Geologists and Geophysicists Act to be deposited in that fund. The bill would require all moneys paid into the fund pursuant to the Geologists and Geophysicists Act to be appropriated to carry out the provisions of the act.

(8) Existing law requires an applicant for registration as a geologist to pay an examination fee fixed by the board at an amount equal to the actual cost to the board to administer the examination, not to exceed $450.

This bill would delete the provisions limiting the examination fee to $450.

(9) Existing law requires the State Athletic Commission to provide a report to the Governor and the Legislature by July 30, 2010, regarding the condition of the State Athletic Commission Neurological Examination Account and the Boxers' Pension Fund, as specified.

This bill would require the commission to provide the report to the Legislature by July 30, 2012.

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

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

1 *SECTION 1. Section 144 of the Business and Professions Code*
2 *is amended to read:*
3 144. (a) Notwithstanding any other provision of law, an agency
4 designated in subdivision (b) shall require an applicant to furnish
5 to the agency a full set of fingerprints for purposes of conducting
6 criminal history record checks. Any agency designated in
7 subdivision (b) may obtain and receive, at its discretion, criminal

1 history information from the Department of Justice and the United
2 States Federal Bureau of Investigation.
3 (b) Subdivision (a) applies to the following:
4 (1) California Board of Accountancy.
5 (2) State Athletic Commission.
6 (3) Board of Behavioral Sciences.
7 (4) Court Reporters Board of California.
8 (5) State Board of Guide Dogs for the Blind.
9 (6) California State Board of Pharmacy.
10 (7) Board of Registered Nursing.
11 (8) Veterinary Medical Board.
12 (9) Registered Veterinary Technician Committee.
13 (10) Board of Vocational Nursing and Psychiatric Technicians.
14 (11) Respiratory Care Board of California.
15 (12) Hearing Aid Dispensers Advisory Commission.
16 (13) Physical Therapy Board of California.
17 (14) Physician Assistant Committee of the Medical Board of
18 California.
19 (15) Speech-Language Pathology and Audiology Board.
20 (16) Medical Board of California.
21 (17) State Board of Optometry.
22 (18) Acupuncture Board.
23 (19) Cemetery and Funeral Bureau.
24 (20) Bureau of Security and Investigative Services.
25 (21) Division of Investigation.
26 (22) Board of Psychology.
27 (23) The California Board of Occupational Therapy.
28 (24) Structural Pest Control Board.
29 (25) Contractors' State License Board.
30 (26) Bureau of Naturopathic Medicine.
31 (27) The Professional Fiduciaries Bureau.
32 *(28) Board for Professional Engineers, Land Surveyors, and*
33 *Geologists.*
34 (c) The provisions of paragraph (24) of subdivision (b) shall
35 become operative on July 1, 2004. The provisions of paragraph
36 (25) of subdivision (b) shall become operative on the date on which
37 sufficient funds are available for the Contractors' State License
38 Board and the Department of Justice to conduct a criminal history
39 record check pursuant to this section or on July 1, 2005, whichever
40 occurs first.

~~SECTION 1.~~

SEC. 2. Section 5510 of the Business and Professions Code is amended to read:

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

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

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

~~SEC. 2.~~

SEC. 3. Section 5517 of the Business and Professions Code is amended to read:

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

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

~~SEC. 3.~~

SEC. 4. Section 5552.5 of the Business and Professions Code is amended to read:

5552.5. The board may, by regulation, implement an intern development program.

SEC. 5. Section 5600 of the Business and Professions Code is amended to read:

5600. (a) ~~All licenses issued or renewed under this chapter shall expire at 12 midnight on the last day of the birth month of the licenseholder in each odd-numbered year following the issuance or renewal of the license~~ *Licenses issued under this chapter shall expire no more than 24 months after the issue date. The expiration date of the original license shall be set by the board in a manner to best distribute renewal procedures throughout each year.*

(b) To renew an unexpired license, the licenseholder shall, ~~before the time at which the license would otherwise expire~~ *on or before the expiration date of the license*, apply for renewal on a

form prescribed by the board, and pay the renewal fee prescribed by this chapter.

(c) The renewal form shall include a statement specifying whether the licensee was convicted of a crime or disciplined by another public agency during the preceding renewal period and that the licensee's representations on the renewal form are true, correct, and contain no material omissions of fact, to the best knowledge and belief of the licensee.

~~SEC. 4.~~

SEC. 6. Section 5620 of the Business and Professions Code is amended to read:

5620. The duties, powers, purposes, responsibilities, and jurisdiction of the California State Board of Landscape Architects that were succeeded to and vested with the Department of Consumer Affairs in accordance with Chapter 908 of the Statutes of 1994 are hereby transferred to the California Architects Board. The Legislature finds that the purpose for the transfer of power is to promote and enhance the efficiency of state government and that assumption of the powers and duties by the California Architects Board shall not be viewed or construed as a precedent for the establishment of state regulation over a profession or vocation that was not previously regulated by a board, as defined in Section 477.

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

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

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

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

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

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

~~SEC. 5.~~

SEC. 7. Section 5621 of the Business and Professions Code is amended to read:

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

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

(c) The initial members to be appointed by the Governor are as follows: one member for a term of one year; one member for a term of two years; and one member for a term of three years. The Senate Committee on Rules and the Speaker of the Assembly shall initially each appoint one member for a term of four years. Thereafter, appointments shall be made for four-year terms, expiring on June 1 of the fourth year and until the appointment and qualification of his or her successor or until one year shall have elapsed, whichever first occurs. Vacancies shall be filled for the unexpired term.

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

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

~~SEC. 6.~~

SEC. 8. Section 5622 of the Business and Professions Code is amended to read:

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

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

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

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

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

~~SEC. 7.~~

SEC. 9. Section 6710 of the Business and Professions Code is amended to read:

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

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

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

~~SEC. 8.~~

SEC. 10. Section 6714 of the Business and Professions Code is amended to read:

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

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

SEC. 11. Section 6763.1 of the Business and Professions Code is amended to read:

6763.1. An applicant to use the title "structural engineer" shall have successfully passed a written examination ~~that incorporates a national examination~~ for structural engineering *that is*

Agenda Item G

DEPARTMENT OF CONSUMER AFFAIRS DIRECTOR'S REPORT

All boards have been asked to include a "Department of Consumer Affairs Director's Report" on our meeting agendas. A department representative is expected to attend the meeting to provide this report.

Agenda Item H

EXECUTIVE COMMITTEE REPORT

1. Update on April 15, 2011 Executive Committee meeting.

2. Update and possible action on the issues/questions from Senate Business, Professions and Economic Development Committee regarding Sunset Review.

3. Discuss and possible action on 2011 Strategic Plan objective regarding committee appointment and membership procedures and charges.

Agenda Item H.1

UPDATE ON APRIL 15, 2011 EXECUTIVE COMMITTEE MEETING

The Executive Committee met on April 15, 2011 in Sacramento. Attached is the notice of the meeting. Committee member Marilyn Lyon will provide an update on the meeting.

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

UPDATED NOTICE OF MEETING

EXECUTIVE COMMITTEE

April 15, 2011
2:00 p.m. – 3:30 p.m.
HMC Architects
(and various locations throughout the State via teleconference)
3546 Concours Street
Ontario, CA 91764
(909) 989-9979

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

Pasqual Gutierrez
HMC Architects
3546 Concours Street
Ontario, CA 91764

Due to unforeseen circumstances, the Chino Hills meeting location is no longer available.

Marilyn Lyon
15901 Hawthorne Blvd., Suite 400
Lawndale, CA 90260

Jeffrey Heller
Heller Manus Architects
221 Main Street, Suite 940
San Francisco, CA 94105

The agenda items may not be addressed in the order noted below. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Anthony Lum at (916) 575-7221, emailing anthony.lum@dca.ca.gov or sending a written request to the address below. Providing your request at least five business days before the meeting to help ensure availability of the requested accommodation.

AGENDA

A. Discuss and Possible Action on Issues/Questions from Senate Business, Professions, and Economic Development Committee Regarding Sunset Review Process

B. Discuss and Possible Action on 2011 Strategic Plan Objective Regarding Committee Appointment and Membership Procedures and Charges

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

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

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

CALIFORNIA ARCHITECTS BOARD
Responses to "Current Sunset Review Issues for CAB"
Presented to the Senate Business, Professions, and Economic Development Committee

This document is the California Architects Board's response to "Current Sunset Review Issues for CAB" from the Senate Business, Professions, and Economic Development Committee (Committee). The Committee identified eight issues. For each issue, this document includes a verbatim copy of both the issue and staff recommendation from the Committee, followed by the Board's response in boldface type font.

The following language is from the Committee's document identifying the issues for the Board to address:

> Current Sunset Review Issues for CAB
>
> The following are unresolved issues pertaining to CAB, or those that were not previously addressed by CAB, or other areas of concern by the Committee to consider along with background information concerning the particular issue. There are also recommendations Committee staff have made regarding particular issues or problem areas which need to be addressed. The Board and other interested parties, including the professions, have been provided with this Background Paper and can respond to the issues presented and the recommendations of staff.

The Board's response to the issues commences on the next page.

CAB ISSUE #1: (IS THE CURRENT FEE STRUCTURE APPROPRIATE FOR THE BOARD TO EFFECTIVELY REGULATE THE PROFESSION?)

The Board's reserve fund has been steadily decreasing and is projected to be more than $1.4 million in debt by 2012-13 and it is not clear whether the Board will be financially stable.

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

Board Response:

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

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

The vast majority of the Board's license renewals are processed by DCA's automated cashiering system (approximately 90%). As such, any potential efficiencies from revision of the renewal cycle would be de minimis. Such efficiencies would simply permit staff to process other types of applications (examination eligibility, California Supplemental Examination, delinquent license, duplicate license, retired license, etc.) at a slightly faster rate. In addition, the Board's continuing education requirement is tied to the renewal cycle. That means that any change in the renewal cycle would require costly programming changes. In addition, the Board has already developed the business model and executed its agreements with DCA for the new business management system, BreEZe. (The Board's launch of BreEZe is scheduled for 2014.) Any new changes to the Board's BreEZe parameters will also have a workload and cost impact. Accordingly, it does not appear that changing the renewal cycle at this time would provide a benefit sufficient to warrant the change.

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

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

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

Board Response:

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

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

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

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

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

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

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

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

An important consideration is that many boards that spend a higher percentage on enforcement do not have a California examination. For example, there is one non-healing arts board that spends about 50% of its budget on enforcement, but it does not have a California examination to fund, thus their enforcement expenditures appear to be greater in proportion to the total budget in comparison to other programs that do have a state exam. The Board's enforcement expenditures would be approximately 58% under a "no state examination" model.

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

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

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

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

CAB ISSUE #3: (BOARD'S ROLE OVERSEEING ARCHITECTS WORKING IN NON-TRADITIONAL PRACTICE AREAS)

The Board states that it recognizes the need to closely track the trend of architects in non-traditional practice areas and assess the potential impact on consumers.

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

Board Response:
The Board concurs with this recommendation.

CAB ISSUE #4: (SHOULD THE BOARD BE GRANTED PERMANENT STATUTORY AUTHORITY TO IMPLEMENT ITS INTERN DEVELOPMENT PROGRAM (IDP)?)

The Board's authority to implement an intern development expires on July 1, 2012. The program is successful and the Board continues to make enhancements to the work experience requirement that benefits licensees and the consumer.

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

Board Response:
The Board concurs with this recommendation.

CAB ISSUE #5: (NEW FORMAT FOR CSE)

CSE was previously administered orally but will now be administered via computer centers.

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

Board Response:

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

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

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

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

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

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

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

CAB ISSUE #6: (DISPARITY IN CALIFORNIA APPLICANTS' PASSAGE RATES ON THE ARCHITECT REGISTRATION EXAM (ARE)

California's pass rates for ARE have been consistently lower than the national average, sometimes significantly lower.

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

Board Response:

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

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

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

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

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

It should also be noted that the Western Region (12 states/territories) as a whole scores lower than the other six regions. California candidates perform at a rate that is very close to the average for the region. California is only 4% off the pace set by all registration boards in the

Western Region and that percentage is unlikely to be statistically significant given the wide range of variables. In addition, the pass rates for states' ARE divisions can be influenced by a variety of factors, but clearly sample size is one of the most influential variables. For example, if a state has one candidate take and pass the division, the state's pass rate is 100%. California candidates do perform better than other states in some instances. On the 2010 Schematic Design division, for example, California candidates performed better or equal to 17 other states. Further, other large states with multiple pathways to eligibility and examination tend to score lower than the rest of the nation.

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

CAB ISSUE #7: (CONTINUING EDUCATION)

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

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

Board Response:

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

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

The Board also took a similar position during discussions on AB 623 (Emmerson) in 2009. The basis for the Board's interest in an HSW CE requirement is that complexity of the practice of architecture has been increasing exponentially. New technologies, construction methods and materials, project delivery systems, regulations, and codes add to the dynamic context in which architects practice. Seismic issues, energy conservation, sustainability, disabled access, fire prevention, security, etc. are all critical and rapidly evolving issues that architects must be well prepared to address if they are to adequately protect the public.

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

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

CAB ISSUE #8: (CONSUMER SATISFACTION WITH CAB IS LOW.)

A Consumer Satisfaction Survey performed by CAB over the past four years shows that, on average, only about 23% of consumers were satisfied with the overall service provided by the CAB during the complaint process.

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

Board Response:

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

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

- **The Board is in the process of seeking exemptions to fill positions in its Enforcement Unit.**

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

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

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

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

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

Agenda Item H.3

DISCUSS AND POSSIBLE ACTION ON 2011 STRATEGIC PLAN OBJECTIVE REGARDING COMMITTEE APPOINTMENT AND MEMBERSHIP PROCEDURES AND CHARGES

D R A F T

As Revised at Executive Committee's 4-15-2011 Meeting

Committee Process and Procedures

Committees are a vital part of the Board's structure. They provide expertise, diverse opinions, collaborative solutions, and opportunities for public input. The Board has recognized the invaluable role of committee volunteers through the establishment of the Octavius Morgan Distinguished Service Award.

The current language in the *Board Member Administrative Procedure Manual* (Manual) stipulates:

The president shall establish committees, whether standing or special, as he or she deems necessary. The composition of the committees and the appointment of the members shall be determined by the Board president in consultation with the vice president, and the executive officer. When committees include the appointment of non-Board members, all impacted parties should be considered.

There are a number of issues regarding committees that have been raised both in public meetings and in communiqués to the Executive Officer:

- Appointment Process
- Qualifications of Committee Members
- Chairmanships
- Term Limits
- Committee Jurisdiction

The purpose of this document is to objectively consider each of these points to provide context for the Board's conversation on this important issue.

Appointment Process

As noted above, the current process is for the Board President to make committee appointments. This process is consistent with other bodies, such as the National Council of Architectural Registration Boards (NCARB)[1], the California Assembly, California Senate, Department of Consumer Affairs (DCA) advisory committees appointed by the DCA Director, and the American Society of Association Executives[2], etc. Typically, appointments are the prerogative of the chief elected officer. One could argue that the Executive Committee or full Board ought to make the appointments, but such a broad process is outside the norm and may unnecessarily expose the process to influence by outside groups. In this rare instance, the purity of this internal process is probably best served by maintaining it outside of public meetings. There is value in preserving the existing flexibility and latitude that would be lost by codifying prescriptive requirements.

For NCARB's committees, applications are sent by NCARB to individual Member Board Members individually and submitted on-line. The Board has historically required Board members to submit their request to the Board President, who then works with the Executive Officer to prepare a master submittal to NCARB that carries the weight of being sent on behalf of the Board. The reason for this master submittal is to ensure that our requests are handled in a coordinated, strategic manner. For example, it might not be in the best interest of the Board to have two or three Board members seeking a seat on the same committee. This process appears to have value and should be preserved and memorialized in the *Manual.*

Qualifications of Committee Members

The Board's *Manual* does not contain criteria for Board Presidents to consider in making committee appointments. In general, Board Presidents appear to consider such factors as: professional qualifications; geographic, type of practice, practice size, and other types of diversity; past service; collaborative/diplomacy skills; leadership ability; and knowledge of key policy issues. Since key factors, such as the Strategic Plan, legislative issues, etc., may change from year to year and because each President has a unique leadership style, placing precise restrictions on their criteria for appointments may not be appropriate.

In addition to the above, several criteria were used to formulate the 2011 committee and liaison appointments:

1. Respect for institutional memory, incumbency and association with committee activities.

2. Maximum use and allocation of CAB resources.

3. Fair and even distribution of opportunities for engagement on committee and Liaison appointments.

4. Strategic focus on importance of increased roles and responsibilities for liaison appointments.

The 2011 selection and appointment process was designed to be fair and considerate of the above criteria, while providing for the engagement of all Board members at various levels. As a result of the Board's strategic emphasis on transparency and community outreach, the liaison appointments have increased importance.

Chairmanships

It has been noted that sometimes committee chairs serve for multiple years. A question has been whether it would be more appropriate to rotate the chairmanships each year. The reality is that having a good committee chair serve for more than one year is good for the Board. Rotating just for the sake of rotating might not be in the best interest of the Board. There are no restrictions as to how many terms the Board President or any other officer can serve, so perhaps there is no justification for a limit on committee chairs. Vice chair positions should also be utilized as a key means of developing potential future leaders.

Term Limits

There have been questions about the need for terms and term limits. *Roberts Rules* notes that "members of standing committees generally serve for the same period as officers of the organization[3]." While there are no term limits in the Architects Practice Act or *Manual* for officers, board members' terms are specified in statute as four years. Perhaps that could be a guideline for committee member terms if the Board wishes to establish terms. Like with committee chairs, the danger is that the Board might be precluding itself from relying on talented committee members.

Another alternative would be to permit committee members to serve a longer tenure after a review process. For example, after serving for six years, committee members may submit a Request for Reappointment for consideration. It would be a simple one-page submittal addressing:

1. How many times the committee met and how many meetings did the member attend?

2. What the committee accomplished during the member's tenure and what was his or her role?

3. Why the member wishes to continue to serve?

Like all committee appointments, this appointment would be made by the Board President.

Committee Jurisdiction

Each of the Board's committees is assigned one or more goal areas from the Strategic Plan. The committees provide policy recommendations to the Board and guidance to staff as to the best means for carrying out the Board's objectives. The parameters of the committees were most recently specified in the Board's 2010 Sunset Review Report as follows:

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

The *Professional Qualifications Committee* was formed in 1996 as a result of a need identified during strategic planning. The Committee is charged with 1) ensuring the professional qualifications of those practicing architects by setting requirements for education, experience, and examination; 2) reviewing the Board's national examination to ensure that it fairly and effectively tests the knowledge, skills, and abilities of importance to architectural practice in California; 3) analyzing and making recommendations on educational and experience requirements relative to entry-level qualifications; and 4) reviewing the practice of architecture to ensure the Architects Practice Act accurately reflects areas of practice.

The *Examination Committee* is charged with: 1) providing general California Supplemental Examination (CSE) oversight; 2) working with the Board's testing experts, examination vendors, and subject matter experts to provide valid, defensible, and efficient examinations; and 3) addressing Board examination policy issues.

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

The *Communications Committee* is charged with: 1) overseeing all of the Board's communications and identifying strategies to effectively communicate to key audiences; 2) serving as the editorial body for the Board's newsletter, *California Architects* (See Appendix C for recent sample); and 3) providing strategic input on enhancing the use of the Internet to communicate with the Board's stakeholders. The Communications

Committee oversees a variety of outreach programs, such as programs to communicate with students, faculty, and Deans.

In this era of limited government, it may be appropriate to consider consolidating committees. The Examination Committee, for example, has seen its role evolve with the conversion of the California Supplemental Examination to a written format developed by the DCA Office of Professional Examination Services. Perhaps the Board would want to consider consolidating the Examination Committee into the Professional Qualifications Committee.

5.26.11

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[1] NCARB Bylaws, Article VII, Section 1
[2] ASAE Bylaws, Article VI, Section I
[3] Roberts Rules of Order (In Brief), Page 56

Agenda Item I

CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE)

1. Update on development and administration of the new CSE format.

2. Review and ratify amended intra-agency contract agreement with the Office of Professional Examination Services for CSE development.

UPDATE ON DEVELOPMENT AND ADMINISTRATION OF NEW CSE FORMAT

In early 2010, the Board began examination development services with the Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) for the new computer-delivered format of the California Supplemental Examination (CSE). Since then, one cycle of development concluded in August 2010; the second cycle commenced in February 2011 and will conclude the end of June 2011. Examination development services with OPES is conducted throughout the year and on an annual basis in order to continue generating new items and forms of the examination.

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

The new CSE is administered at 13 Psychological Services, LLC (PSI) sites in California and 10 additional sites out of state. Candidates are able to schedule their examination at a location of their choice during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and operating hours on Saturday, except holidays.

The new CSE was launched in early February 2011. At that time, there were approximately 1,000 candidates eligible to take the CSE. During the initial launch period, examination results were held until a sufficient pool of candidates completed the examination so that required statistical analysis could be completed by OPES. Once a sufficient pool of candidates was attained, OPES conducted the analysis and the results for these candidates were mailed the beginning of June. Ongoing, the examination results are mailed approximately 30 days after the date the CSE was taken. For candidates who pass the CSE, they are eligible for a license and receive an Application for Licensure with their passing score letter. For candidates who fail the CSE, they receive a new CSE application with their score letter; however, they cannot retake the examination for at least 180 days from the date they last took the CSE.

Staff will provide the Board with any additional updates regarding CSE development and administration.

REVIEW AND RATIFY AMENDED INTRA-AGENCY CONTRACT AGREEMENT WITH THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CSE DEVELOPMENT

In early 2010, the Board began examination development services with the Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) for the new computer-delivered format of the California Supplemental Examination (CSE). Since then, one cycle of development concluded in August 2010 and another cycle commenced in February 2011.

After the conclusion of the first cycle of development last year, Board staff reviewed the OPES intra-agency contract and re-evaluated the number of workshops that were scheduled for the future development cycles. Based on their experience, OPES had estimated that a total of four workshop would be needed for each of the future cycles; however, given the two sections of the examination (project scenario and general sections), staff inquired about the possible need for additional workshops to develop a sufficient number of items. OPES agreed that scheduling additional workshops would be appropriate in order to ensure that a sufficient content was developed for future forms of the examination.

In April 2011, OPES presented an amended contract to the Board, which added four additional workshops to each of the next three development cycles and associated costs. The terms, conditions, and expiration date of the agreement (June 30, 2012) have not been amended.

The Board is asked to review and ratify the attached amended intra-agency contract agreement with OPES.

#89

Department of Consumer Affairs

INTRA-DEPARTMENTAL CONTRACT

CONTRACT NUMBER	AMENDMENT NUMBER
IAC #70601A	

1. This Contract is entered into between the Board/Bureau/Divisions named below

REQUESTING BOARD/BUREAU/DIVISION'S NAME
California Architects Board (Board)

PROVIDING BOARD/BUREAU/DIVISION'S NAME
Office of Professional Examination Services (OPES)

2. The term of this Contract is: January 11, 2010 to June 30, 2012

3. The maximum amount of this Contract is: $ 217,528 (FY 2009-10 / $39,718; FY 2010-11 / $75,610; FY 2011-12 / $102,200)

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

California Supplemental Exam
Written Examination Development

Exhibit A – Scope of Work	1 Page
• Attachment I - Project Plan	4 Pages
• Attachment II - Roles and Responsibilities	2 Pages
Exhibit B – Budget Detail and Payment Provisions	1 Page
• Attachment III - Cost Sheets	9 Pages
Exhibit C – General Terms and Conditions	1 Page
Exhibit D – Special Terms and Conditions	1 Page

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

DEPARTMENT OF CONSUMER AFFAIRS	Department of Consumer Affairs Contracts Unit Use Only
REQUESTING BOARD/BUREAU/DIVISION'S NAME California Architects Board (Board)	
BY (Authorized Signature) Douglas R. McCauley — DATE SIGNED 4/21/11	
PRINTED NAME AND TITLE OF PERSON SIGNING Douglas R. McCauley, Executive Officer	
ADDRESS 2420 Del Paso Road, Suite 105, Sacramento, CA 95834	
BUDGET OFFICER'S SIGNATURE — 6/28/11	
DEPARTMENT OF CONSUMER AFFAIRS	
PROVIDING BOARD/BUREAU/DIVISION'S NAME Office of Professional Examination Services (OPES)	
BY (Authorized Signature) Sonja Merold — DATE SIGNED 4/15/11	
PRINTED NAME AND TITLE OF PERSON SIGNING Sonja Merold, Chief	
ADDRESS 2420 Del Paso Road, Suite 265 Sacramento, CA 95834	
BUDGET OFFICER'S SIGNATURE — 6/28/11	

EXHIBIT A

SCOPE OF WORK

1. The Office of Professional Examination Services (OPES) agrees to provide the following services:

   Develop new items for the California Architects Board (CAB), California Supplemental Examination (CSE), review existing items, construct four forms of the CSE and establish the passing scores for each.

2. CAB agrees to provide the following services:

   See attached: I. Project Plan
   II. Roles and Responsibilities

3. The project representatives during the term of this agreement will be:

Requesting Board:

Name: Douglas R. McCauley
Phone: (916) 574-7220
Fax: (916) 575-7283

Office of Professional Examination Services:

Name: Sonja Merold
Phone: (916) 575-7240
Fax: (916) 575-7291

Direct all agreement inquiries to:

Department of Consumer Affairs
Contracts Unit:

Address: 1625 N. Market Street, Suite #S-103
Sacramento, CA 95834
Phone: (916) 574-7277
Fax: (916) 574-8658

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
PROJECT PLAN
for
CALIFORNIA ARCHITECTS BOARD (CAB)
CALIFORNIA SUPPLEMENTAL EXAM (CSE)
WRITTEN EXAMINATION DEVELOPMENT
FISCAL YEARS 2009-10, 2010-11, 2011-12

Project Objectives: *Develop new items for the California Architects Board California Supplemental Exam and establish the passing scores for four forms.*

Proposed Completion Date: June 30, 2012

Board Contact: Justin Sotelo
(916) 575-7212

OPES Contact: Cynthia Marquez
(916) 575-7246

Fiscal Year 2009-10

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Analysis and Review of Existing OA and Item Material		
> Review CSE OA findings	Winter 2010	OPES
> Review of current item reuse	Winter 2010	OPES
> Review of current item graphics	Winter 2010	OPES
> Prepare new workshop materials	Winter 2010	OPES
> Establish new item bank	Winter 2010	OPES
2. Item Reclassify Workshop		
> Recruit for **one 3-day** workshop	Winter 2010	Board
> Conduct workshop	Spring 2010	OPES
> Develop item bank	Spring 2010	OPES
3. Item Writing Workshop		
> Recruit for **two 3-day and one 4-day** workshops	Winter 2010	Board
> Conduct workshop (IWW-1)	Spring 2010	OPES
> Develop item bank	Spring 2010	OPES
> Conduct workshop (IWW-2)	Spring 2010	OPES
> Update item bank	Spring 2010	OPES
> Conduct workshop (IWW-3)	Spring 2010	OPES
> Update item bank	Spring 2010	OPES
4. Item Review Workshop		
> Recruit for **one 3-day** workshop	Spring 2010	Board
> Conduct workshop (IRW-1)	Spring 2010	OPES
> Conduct workshop (IRW-2)	Spring 2010	OPES
> Update item bank	Spring 2010	OPES

Fiscal Year 2010-11

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Item Review Workshop (Form A)		
> Recruit for one 4-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
2. Exam Construction Workshop (Form A)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Develop examination	(TBD)	OPES
3. Passing Score Workshop (Form A)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Develop passing score	(TBD)	OPES
4. Exam Prod: Convert Exams to PSI (Form A)		
> Edit review of final CAB-CSE items	(TBD)	OPES
> Final Candidate Information Bulletin CIB document	(TBD)	OPES
> Final graphics for exam	(TBD)	OPES
> Submit exam to PSI for launch	(TBD)	OPES
> PSI launch of exam	(TBD)	OPES
5. Item Writing Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
6. Item Review Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
7. Item Writing Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
8. Item Review Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
9. Item Writing Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
10. Item Review Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
11. Exam Construction Workshop (Form B)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Develop examination	(TBD)	OPES

12. Passing Score Workshop (Form B) > Recruit for one 3-day workshop > Conduct workshop > Develop passing score	 (TBD) (TBD) (TBD)	 Board OPES OPES
13. Exam Prod: Convert Exam to PSI (Form B) > Edit review of final CAB-CSE items > Final Candidate Information Bulletin CIB document > Final graphics for exam > Submit exam to PSI for launch > PSI launch of exam	 (TBD) (TBD) (TBD) (TBD) (TBD)	 OPES OPES OPES OPES OPES

Fiscal Year 2011-12

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Item Writing Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Update item bank	 (TBD) (TBD) (TBD)	 Board OPES OPES
2. Item Review Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Update item bank	 (TBD) (TBD) (TBD)	 Board OPES OPES
3. Item Writing Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Develop examination (Form A)	 (TBD) (TBD) (TBD)	 Board OPES OPES
4. Item Review Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Update item bank	 (TBD) (TBD) (TBD)	 Board OPES OPES
5. Item Writing Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Update item bank	 (TBD) (TBD) (TBD)	 Board OPES OPES
6. Item Review Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Update item bank	 (TBD) (TBD) (TBD)	 Board OPES OPES
7. Exam Construction Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Develop exam	 (TBD) (TBD) (TBD)	 Board OPES OPES
8. Passing Score Workshop (Form C) > Recruit for one 3-day workshop > Conduct workshop > Develop passing score	 (TBD) (TBD) (TBD)	 Board OPES OPES

9. Exam Production Workshop (Form C)		
> Edit review of final CAB-CSE items	(TBD)	OPES
> Final Candidate Information Bulletin CIB document	(TBD)	OPES
> Final graphics for exam	(TBD)	OPES
> Submit exam to PSI for launch	(TBD)	OPES
> PSI launch of exam	(TBD)	OPES
10. Item Writing Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
11. Item Review Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
12. Item Writing Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
13. Item Review Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
14. Item Writing Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
15. Item Review Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Update item bank	(TBD)	OPES
16. Exam Construction Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Develop exam	(TBD)	OPES
17. Passing Score Workshop (Form D)		
> Recruit for one 3-day workshop	(TBD)	Board
> Conduct workshop	(TBD)	OPES
> Develop passing score	(TBD)	OPES
18. Exam Production Workshop (Form D)		
> Edit review of final CAB-CSE items	(TBD)	OPES
> Final Candidate Information Bulletin CIB document	(TBD)	OPES
> Final graphics for exam	(TBD)	OPES
> Submit exam to PSI for launch	(TBD)	OPES
> PSI launch of exam	(TBD)	OPES

Exhibit A
Attachment II

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
ROLES AND RESPONSIBILITIES
for
CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEARS 2009-10, 2010-11, 2011-12

INTRODUCTION

The purpose of licensing examinations is to identify persons who possess the minimum knowledge and experience necessary to perform tasks on the job safely and competently. The content of the examination should be based upon the results of an occupational analysis of practice so that the examination assesses the most critical competencies of the job.

The examination development process requires a total of 320 architects to serve as expert consultants. In licensure examination development work, expert consultants are known as subject matter experts (SMEs). Six to ten SMEs are needed for each workshop. The SMEs in each workshop should be unique to ensure objectivity in all aspects of examination development.

Item writing, item review, and passing score processes are included in examination development services to be provided.

ROLE OF THE BOARD

The primary role of the California Architects Board (CAB) is to recruit a representative sample of SMEs for development of the examination.

The selection of SMEs by boards, bureaus, and committees of the Department of Consumer Affairs (DCA) critically affects the quality and defensibility of their licensure exams, and is based on the following minimum criteria:

- Reflect the profession in specialty, practice setting, geographic location, ethnicity, and gender.
- Represent the current pool of practitioners.
- Possess current skills and a valid license in good standing.
- Articulate specialized technical knowledge related to a profession.

In addition, several of the six to ten SMEs in each workshop should be licensed five years or less to ensure an entry-level perspective is represented.

Due to potential conflict of interest, undue influence, and/or security considerations, board members, committee members, and instructors shall not serve as SMEs for, nor participate in, any aspect of licensure exam development or administration, pursuant to DCA Policy OPES 11-01.

ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES

The Office of Professional Examination Services (OPES) will use a content validation strategy to link the examination to the results of an occupational analysis of practice. During the workshops, OPES will work with California Architects Board (CAB) and the SMEs to develop items, review items, and establish the passing scores.

SECURITY

OPES has implemented a variety of controls to ensure the integrity, security, and appropriate level of confidentiality of licensure exam programs. These controls vary according to the sensitivity of the information, and will include restricting and/or prohibiting certain items, such as electronic devices, when conducting exam-related workshops.

SMEs are required to provide valid identification, allow for personal belongings to be secured in the reception area during workshops, and sign one or more agreements accepting responsibility for maintaining strict confidentiality of licensing exam material and information to which they have access.

Any person who fails to comply with OPES' security requirements will not be allowed to participate in licensure exam workshops. In addition, any person who subverts or attempts to subvert any licensing exam will face serious consequences which may include loss of licensure and/or criminal charges, per Business and Professions Code section 123.

OPES examination developers, with the concurrence of the CAB and the approval of OPES management, will dismiss any subject matter expert from an examination development workshop who is disruptive, violates policy, or whose presence disrupts other SMEs from completing their tasks.

SUMMARY OF EVENTS

- CAB convenes a panel of SMEs to serve as item writers.
- OPES works with SMEs to develop items.
- CAB convenes a panel of SMEs to serve as item reviewers. The reviewers should be different SMEs than the item writers.
- OPES works with SMEs to review items. Final revisions are made to the items and the bank of new items is submitted to CAB.
- CAB convenes a panel of SMEs to participate in workshops for exam construction.
- OPES works with the SMEs to select items from item bank of new and existing items and constructs the examination.
- CAB convenes a panel of SMEs to serve as judges in passing score workshops. The SMEs should be different SMEs than the item writers or item reviewers to ensure objectivity of the passing score ratings.
- OPES works with SMEs to establish the passing score. OPES analyzes the ratings and prepares reports of findings.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Invoicing and Payment**

   A. For services satisfactorily rendered and upon receipt and approval of the invoices, California Architects Board (CAB) agrees to compensate the Office of Professional Examination Services (OPES) for services rendered and expenditures incurred.

   B. Invoices shall include the agreement number and shall be submitted on a quarterly basis for the actual cost of services and related travel expenses. Signed/approved invoices from the CAB will be due to OPES fifteen (15) working days from the date of invoice billings. OPES will then submit the approved invoices to the Department of Consumer Affairs for processing and payment. Invoices will be submitted to:

   Douglas R. McCauley
   California Architects Board
   2420 Del Paso Road, Suite 105
   Sacramento, CA 95834

2. **Budget Contingency Clause**

   A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to OPES or to furnish any other considerations under this Agreement and OPES shall not be obligated to perform any provisions of this Agreement.

   B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to OPES to reflect the reduced amount.

3. **Payment**

   A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.

   B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

4. **Cost**

   A. Costs for this Agreement shall be subject to any collective bargaining agreements negotiated in Fiscal Year 2000/2001 or thereafter.

Exhibit B
Attachment III

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A

CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAMINATION

WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2009-10

1.	Analysis & Review of Existing Item Material (Form A)	$ 6,294
2.	Item Reclass Workshop (Form A)	$ 5,844
3.	Item Writing Workshop (Form A)	$ 18,501
4.	Item Review Workshop (Form A)	$ 5,647
	Administrative Support	$ 3,432
	TOTAL	$ 39,718

Index/PCA/Object Code 0600/06000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEARS 2009-10, 2010-11, 2011-12

Fiscal Year 2009-10	Test Validation Staff $60 Hours	Test Validation Staff $60 Cost	Travel Costs	Overtime $85 Hours	Overtime $85 Cost	Editor $56 Hours	Editor $56 Cost	Support Staff $43 Hours	Support Staff $43 Cost	Totals	GRAND TOTAL
1. Analysis & Review of Existing Item Material											
Review CSE OA findings	24	$ 1,440								$ 1,440	
Review & evaluate current items for reuse	24	$ 1,440						2	$ 86	$ 1,526	
Analysis of implementing item graphics	24	$ 1,440								$ 1,440	
Prepare new item bank & workshop materials	24	$ 1,440				8	$ 448			$ 1,888	
										$ 6,294	$ 6,294
2. Item Reclassify Workshop											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item reclass/reuse (IRR)	24	$ 1,440		6	$ 510					$ 1,950	
Postworkshop activities	8	$ 480				8	$ 448			$ 928	
Perform item banking	24	$ 1,440								$ 1,440	
										$ 5,844	$ 5,844
3. Item Writing Workshop (Form A)											
Workshop preparation	80	$ 4,800						6	$ 258	$ 5,058	
Workshops, two 3-day item writing (IWW)	48	$ 2,880		10	$ 850					$ 3,730	
Workshop, one 4-day item writing (IWW)	32	$ 1,920		5	$ 425					$ 2,345	
Postworkshop activities	26	$ 1,560								$ 1,560	
Revise bank of new items	80	$ 4,800				18	$ 1,008			$ 5,808	
										$ 18,501	$ 18,501
4. Item Review Workshop (Form A)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshops, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480								$ 480	
Revise bank of new items	24	$ 1,440				6	$ 336			$ 1,776	
										$ 5,647	$ 5,647
Administrative Support											
Technical oversight (8 hours @ $63/hour)										$ 504	
Project facilitation/coordination (40 hours @ $63/hour)										$ 2,520	
Cost oversight (Staff Analyst - 8 hours @ $51/hour)										$ 408	
										$ 3,432	$ 3,432
TOTAL	522	$ 31,320		26	$ 2,210	40	$2,240	12	516	$ 39,718	$ 39,718

Exhibit B
Attachment III

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A

CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAMINATION WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2010-11

1.	Item Review Workshop (Form A)	$ 7,292
2.	Exam Construction Workshop (Form A)	$ 5,647
3.	Passing Score Workshop (Form A)	$ 5,647
4	Exam Production: Convert Exams to PSI (Form A)	$ 2,384
5.	Item Writing Workshop (Form B)	$ 5,647
6.	Item Review Workshop (Form B)	$ 5,647
7.	Item Writing Workshop (Form B)	$ 5,647
8.	Item Review Workshop (Form B)	$ 5,647
9.	Item Writing Workshop (Form B)	$ 5,647
10.	Item Review Workshop (Form B)	$ 5,647
11.	Exam Construction Workshop (Form B)	$ 5,647
12.	Passing Score Workshop (Form B)	$ 5,647
13.	Exam Production: Convert Exams to PSI (Form B)	$ 2,384
	Administrative Support	$ 7,080
	TOTAL	$ 75,610

Index/PCA/Object Code 0600/06000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEARS 2009-10, 2010-11, 2011-12

	Test Validation Staff					Editor		Support Staff			
	$60		Travel	Overtime $85		$56		$43			GRAND
Fiscal Year 2010-11	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
1. Item Review Workshop (Form A)											
Workshop preparation	32	$ 1,920						2	$ 86	$ 2,006	
Workshop, one 4-day item review (IRW)	32	$ 1,920		6	$ 510					$ 2,430	
Postworkshop activities	10	$ 600				6	$ 336			$ 936	
Revise bank of new items	32	$ 1,920								$ 1,920	
										$ 7,292	$ 7,292
2. Exam Construction Workshop (Form A)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day (ECW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Develop two forms of examination	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
3. Passing Score Workshop (Form A)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day passing score (PSW)	24	$ 1,440		5	$ 425	6	$ 336			$ 2,201	
Postworkshop activities	8	$ 480								$ 480	
Analyze data, prepare report of findings	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
4. Exam Prod: Convert Exams to PSI (Form A)											
Prepare graphics files (Form A)	16	$ 960				4	$ 224			$ 1,184	
Produce test specifications	16	$ 960								$ 960	
Macro export exams to data files	4	$ 240								$ 240	
										$ 2,384	$ 2,384
5. Item Writing Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
6. Item Review Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
7. Item Writing Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEARS 2009-10, 2010-11, 2011-12

8. Item Review Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
9. Item Writing Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
10. Item Review Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
11. Exam Construction Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day (ECW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Develop two forms of examination	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
12. Passing Score Workshop (Form B)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day passing score (PSW)	24	$ 1,440		5	$ 425	6	$ 336			$ 2,201	
Postworkshop activities	8	$ 480								$ 480	
Analyze data, prepare report of findings	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
13. Exam Prod: Convert Exams to PSI (Form B)											
Prepare graphics files (Form B)	16	$ 960				4	$ 224			$ 1,184	
Produce test specifications	16	$ 960								$ 960	
Macro export exams to data files	4	$ 240								$ 240	
										$ 2,384	$ 2,384
Administrative Support											
Technical oversight (40 hours @ $63/hour)										$ 2,520	
Project facilitation/coordination (40 hours @ $63/hour)										$ 2,520	
Cost oversight (Staff Analyst - 40 hours @ $51/hour)										$ 2,040	
										$ 7,080	$ 7,080
TOTAL	978	$ 58,680		56	$ 4,760	74	$ 4,144	22	$ 946	$ 75,610	$ 75,610

Exhibit B
Attachment III

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A

CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAMINATION WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2011-12

1.	Item Writing Workshop (Form C)	$ 5,647
2.	Item Review Workshop (Form C)	$ 5,647
3.	Item Writing Workshop (Form C)	$ 5,647
4.	Item Review Workshop (Form C)	$ 5,647
5.	Item Writing Workshop (Form C)	$ 5,647
6.	Item Review Workshop (Form C)	$ 5,647
7.	Exam Construction Workshop (Form C)	$ 5,647
8.	Passing Score Workshop (Form C)	$ 5,647
9.	Exam Production: Convert Exams to PSI (Form C)	$ 2,384
10.	Item Writing Workshop (Form D)	$ 5,647
11.	Item Review Workshop (Form D)	$ 5,647
12.	Item Writing Workshop (Form D)	$ 5,647
13.	Item Review Workshop (Form D)	$ 5,647
14.	Item Writing Workshop (Form D)	$ 5,647
15.	Item Review Workshop (Form D)	$ 5,647
16.	Exam Construction Workshop (Form D)	$ 5,647
17.	Passing Score Workshop (Form D)	$ 5,647
18.	Exam Production: Convert Exams to PSI (Form D)	$ 2,384
	Administrative Support	$ 7,080
	TOTAL	$102,200

Index/PCA/Object Code 0600/06000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEARS 2009-10, 2010-11, 2011-12

Fiscal Year 2011-12	Test Validation Staff					Editor		Support Staff			
	$60		Travel	Overtime $85		$56		$43			GRAND
	Hours	Cost	Costs	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
1. Item Writing Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
2. Item Review Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
3. Item Writing Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop one 3-day item writing (IWW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
4. Item Review Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
5. Item Writing Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
6. Item Review Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Revise bank of new items	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647
7. Exam Construction Workshop (Form C)											
Workshop preparation	24	$ 1,440						2	$ 86	$ 1,526	
Workshop, one 3-day (ECW)	24	$ 1,440		5	$ 425					$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336			$ 816	
Develop two forms of examination	24	$ 1,440								$ 1,440	
										$ 5,647	$ 5,647

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEARS 2009-10, 2010-11, 2011-12

8. Passing Score Workshop (Form C)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop, one 3-day passing score (PSW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Analyze data, prepare report of findings	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	
9. Exam Prod: Convert Exams to PSI													
Prepare graphics files (Form C)	16	$ 960				4	$ 224				$ 1,184		
Produce test specifications	16	$ 960									$ 960		
Macro export exams to data files	4	$ 240									$ 240		
											$ 2,384	$ 2,384	
10. Item Writing Workshop (Form D)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Revise bank of new items	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	
11. Item Review Workshop (Form D)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Revise bank of new items	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	
12. Item Writing Workshop (Form D)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop one 3-day item writing (IWW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Revise bank of new items	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	
13. Item Review Workshop (Form D)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Revise bank of new items	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	
14. Item Writing Workshop (Form D)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop, one 3-day item writing (IWW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Revise bank of new items	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	
15. Item Review Workshop (Form D)													
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526		
Workshop, one 3-day item review (IRW)	24	$ 1,440		5	$ 425						$ 1,865		
Postworkshop activities	8	$ 480				6	$ 336				$ 816		
Revise bank of new items	24	$ 1,440									$ 1,440		
											$ 5,647	$ 5,647	

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70601A
CALIFORNIA ARCHITECTS BOARD
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEARS 2009-10, 2010-11, 2011-12

16. Exam Construction Workshop (Form D)												
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526	
Workshop, one 3-day (ECW)	24	$ 1,440		5	$ 425						$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336				$ 816	
Develop two forms of examination	24	$ 1,440									$ 1,440	
											$ 5,647	$ 5,647
17. Passing Score Workshop (Form D)												
Workshop preparation	24	$ 1,440							2	$ 86	$ 1,526	
Workshop, one 3-day passing score (PSW)	24	$ 1,440		5	$ 425						$ 1,865	
Postworkshop activities	8	$ 480				6	$ 336				$ 816	
Analyze data, prepare report of findings	24	$ 1,440									$ 1,440	
											$ 5,647	$ 5,647
18. Exam Prod: Convert Exams to PSI												
Prepare graphics files (Form D)	16	$ 960				4	$ 224				$ 1,184	
Produce test specifications	16	$ 960									$ 960	
Macro export exams to data files	4	$ 240									$ 240	
											$ 2,384	$ 2,384
Administrative Support												
Technical oversight (40 hours @ $63/hour)											$ 2,520	
Project facilitation/coordination (40 hours @ $63/hour)											$ 2,520	
Cost oversight (Staff Analyst - 40 hours @ $51/hour)											$ 2,040	
											$ 7,080	$ 7,080
TOTAL	1352	$ 81,120		80	$ 6,800	104	$ 5,824		32	$ 1,376	$ 102,200	$ 102,200

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. **Approval:**

   This Contract is not valid until signed by both parties.

2. **Payment:**

   Costs for this Contract shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **Mutual Cooperation**

   The Office of Professional Examination Services (OPES) is entering into a partnership where mutual cooperation is the overriding principle.

2. **Evaluation**

   The OPES and the California Architects Board reserve the right to evaluate progress, make midcourse corrections as needed, and to negotiate changes to the agreement as necessary to ensure a high quality examination program. This may affect the cost of the analysis.

3. **Examination Criteria**

   The primary responsibility of OPES is to develop examinations that are psychometrically sound, legally defensible and job related.

4. **Good Faith Agreement**

   In good faith, OPES believes the project steps accurately describe the work to be performed and that the costs are reasonable. This agreement will remain in effect until the work is completed.

Agenda Item J

UPDATE ON MAY 23, 2011 JOINT EXAMINATION COMMITTEE/PROFESSIONAL QUALIFICATIONS COMMITTEE MEETING

On May 23, 2011, several members from the Board, Examination Committee, and Professional Qualifications Committee (PQC) participated in an Architect Registration Examination (ARE) site visit. As noted in the attached meeting notice, the site visit was held at a Prometric testing center in Fair Oaks.

Participants were given a presentation by Jared Zurn, National Council of Architectural Registration Boards' Assistant Director, ARE, which covered the ARE 4.0 development process, updates and improvements to the ARE 4.0 divisions, and upcoming changes to future versions of the ARE.

Participants of the ARE site visit included:

Board Members:
Pasqual Gutierrez
Marilyn Lyon
Iris Cochlan
Michael Merino

Examination Committee Members:
Glenn Gall (also serves on PQC)
Denis Henmi
Richard Holden
George Ikenoyama
Carol Tink-Fox

Professional Qualifications Committee Members:
Raymond Cheng
Allan Cooper
Betsey Olenick Dougherty
Kevin Jensen
Alan Rudy
R.K. Stewart
Barry Wasserman

The Board will be provided with an update on the site visit/joint meeting.

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF JOINT MEETING

EXAMINATION COMMITTEE/ PROFESSIONAL QUALIFICATIONS COMMITTEE

May 23, 2011
10:00 a.m. to 1:00 p.m.
Prometric Testing Center
5330 Primrose Drive, 2nd Floor, Suite 200
Fair Oaks, CA 95628
(916) 961-7323

The California Architects Board (Board) will hold a joint Examination Committee/Professional Qualifications Committee meeting, as noted above. Board members will be in attendance; however, there will not be a quorum of Board members present.

The agenda items may not be addressed in the order noted below. Most portions of this meeting will be closed pursuant to Government Code Section 11126(c)(1). 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 Timothy Rodda at (916) 575-7217, emailing *timothy.rodda@dca.ca.gov*, or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

The notice and agenda for this meeting and other meetings of the Board can be found at *www.cab.ca.gov*. Any other requests relating to the joint meeting should be directed to Mr. Rodda at the above telephone number.

AGENDA

A. Call to Order – Roll Call

B. Public Comments

C. Closed Session – Examination Development Process and Review of Architect Registration Examination 4.0 [Closed Session Pursuant to Government Code Section 11126(c)(1)]

D. Adjournment

2420 Del Paso Road,
Suite 105
Sacramento,
CA 95834

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

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

Agenda Item K

PROFESSIONAL QUALIFICATIONS COMMITTEE (PQC) REPORT

1. Discuss and possible action on Strategic Plan objective regarding the continuance of the Comprehensive Intern Development Program (CIDP) in light of the changes made to NCARB's Intern Development Program (IDP) and PQC's recommendation to suspend and discontinue the CIDP requirement.

2. Discuss and possible action regarding The American Institute of Architects, California Council Academy for Emerging Professionals' 2011 Architectural Education Summit.

Agenda Item K.1

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE REGARDING THE CONTINUANCE OF THE COMPREHENSIVE INTERN DEVELOPMENT PROGRAM (CIDP) IN LIGHT OF THE CHANGES MADE TO NCARB'S INTERN DEVELOPMENT PROGRAM (IDP) AND PQC'S RECOMMENDATION TO SUSPEND AND DISCONTINUE THE CIDP REQUIREMENT

The California Architects Board (Board) implemented a structured internship requirement for all candidates establishing eligibility to take the Architect Registration Examination (ARE) beginning January 1, 2005. The structured internship requirement must be fulfilled by completion of the Intern Development Program (IDP) developed by the National Council of Architectural Registration Boards (NCARB) and the Board's evidence-based overlay, the Comprehensive Intern Development Program (CIDP), prior to becoming eligible to take the California Supplemental Examination and obtaining licensure in California.

During discussions regarding the implementation of IDP in California, the Professional Qualifications Committee (PQC) raised concerns about IDP pertaining to: the limited role of the IDP supervisor and mentor; competency assessment; experience alternatives; training areas and settings; IDP entry point; duration requirements; and IDP reporting. Based on these concerns, CIDP was developed to enhance and strengthen the internship experience and improve the intern/supervisor relationship through discussions about the evidence documentation.

CIDP consists of 44 IDP Skills and Application Activities (SAA) that were specifically selected for CIDP and require candidates to complete either a written narrative or work sample. At the time, the SAAs were selected from the *2003-2004 IDP Guidelines*. Since the release of that edition of the *IDP Guidelines*, NCARB has released nine editions of the guidelines that have included changes to the wording of the SAAs, removed or combined several SAAs, or moved the placement of SAAs within a given Training Category or Training Area.

During the May 15, 2007 PQC meeting, staff recommended that a CIDP/IDP Correlation Task Force be established to review and compare the two programs to identify necessary changes and make recommendations. This Task Force met on August 20, 2008 and reviewed the current CIDP training areas and correlated them with the IDP training areas contained in the *2007-2008 IDP Guidelines*. The Task Force determined it should postpone any changes to the CIDP evidence requirements and any correlating of CIDP to the IDP SAAs until after NCARB released its next version of the *IDP Guidelines* in January 2009.

At the Board's strategic planning session in December 2008, the Board added an objective to its Strategic Plan to continue analyzing the potential for an update to CIDP based on NCARB's annual changes to IDP. In May 2009, staff completed the comparison of the *2003-2004 IDP Guidelines*, on which CIDP was originally based, with the *January 2009 IDP Guidelines* and CIDP SAAs.

At its meeting on May 22, 2009, the PQC discussed the NCARB annual changes to IDP and compared the changes with the current CIDP format. With the implementation of IDP 2.0 and the many positive changes to IDP, such as the enhanced role of the supervisor and mentor, the *IDP Supervisor Guidelines*, new experience alternatives (i.e., the Emerging Professional's Companion,

etc.), the mapping of IDP to the *2007 Practice Analysis*, more flexible duration requirements, enhanced IDP reporting (e-EVR and Six Month Rule), etc., there was much discussion on how to continue with CIDP. It was noted that the current version of CIDP was not aligned with the current *IDP Guidelines*.

The PQC's recommendation, which was approved by the Board at its September 17, 2009 meeting, was that CIDP should remain as it is in its current format, but that an alignment document be created for candidate clarity that cross links the CIDP SAAs and evidence required with the revised and/or new IDP SAAs.

At the 2010 NCARB Annual Meeting and Conference, members were updated on IDP 2.0. It was determined by the delegates at the meeting that IDP had progressed to the point that the future of CIDP needed to be further discussed. Similar discussions took place at the Board's September 2010 meeting and the December 2010 strategic planning session, where it was recommended that the continuance of CIDP be considered given the changes to IDP.

On February 28, 2011, the PQC was provided with a comprehensive IDP 2.0 presentation (slides attached) by Harry Falconer, NCARB Director of IDP, who also responded to questions from the members regarding the improvements to IDP. Additionally, staff prepared a comparison document (attached) that provided a snapshot of what IDP looked like at the time the Board adopted IDP/CIDP and what IDP will look like with IDP 2.0 fully implemented.

The PQC considered these IDP improvements (culminating in IDP 2.0) and recommended that CIDP be suspended to coincide with the complete implementation of IDP 2.0 (which was to occur this year), that the suspension of CIDP be reevaluated one year after the complete implementation of IDP 2.0 before determining the permanent discontinuance of CIDP, that Board staff notify candidates as to how experience credit will be processed in the transition of CIDP suspension and discontinuance, and that the Board remain engaged with NCARB regarding the future content of IDP.

This recommendation was taken to the Board on March 17, 2011 and was discussed. At this meeting, there was a motion to repeal CIDP; however, there was a concern that the meeting agenda did not provide enough specificity to address the proposed motion. Legal counsel recommended that the Board not take any specific action at that time with regard to the elimination of the CIDP requirement and that a formal vote be deferred until the June meeting.

Subsequent to these meetings, staff has evaluated the temporary suspension component of the PQC's original recommendation (compared to the permanent discontinuance of CIDP) and has identified the following challenges: 1) communicating a temporary suspension to candidates with a possibility of resuming the CIDP requirement would cause confusion for new and active candidates; 2) requiring that candidates retroactively complete CIDP, if the requirement was not permanently discontinued, would cause an undue burden; 3) the Board's applicant tracking system may lack the technical ability to effectively track candidates under these circumstances; and 4) implementing a temporary suspension without a definitive discontinuance of CIDP may present challenges in terms of pursuing an appropriate and/or timely regulatory proposal.

The Board is asked to take action on the PQC's recommendation regarding CIDP.

Attachments:
1) IDP Comparison Document
2) NCARB IDP 2.0 Presentation

Comparison of IDP at the time of Board Adoption vs. IDP 2.0 (2011)

IDP (2003-2004)	IDP 2.0 (2011)
Duration Requirements: Interns must work full-time (35 hours per week) for a minimum of 10 consecutive weeks or part-time (20 hours per week) for a minimum of six consecutive months	**More Flexible Duration Requirements** (introduced 2008): Interns must work full time (32 hours per week) for a minimum of eight consecutive weeks or part-time (15 hours per week) for a minimum of eight consecutive weeks
IDP Training Areas: 16 areas; same since 2000	**Updated Training Areas & Mapped to 2007 Practice Analysis**; for the first time, the findings from this study were used to determine the requirements for IDP (rolled out as IDP 2.0) to help ensure interns acquire comprehensive training
Training Settings: Seven, including three different levels of architectural practice	**Updated/Simplified Experience (Work) Settings – IDP 2.0 (Phase 3)**: Three new Experience Settings to replace the current seven Work Settings
Experience Alternatives (Supplementary Education): • AIA Supplementary Education Handbook activities • AIA-approved continuing education resources and programs • Post-professional degree in architecture <u>after</u> earning a professional degree in architecture from a program accredited by NAAB or CACB	**New Experience Alternatives:** **Supplementary Education (Core)**: • The Emerging Professional's Companion (EPC)*: Activities - must be reviewed and approved by IDP supervisor or mentor • NCARB's Professional Conduct Monograph • CSI Certifications: Certified Construction Specifier (CCS) & Certified Construction Contract Administrator (CCCA)** • Community-Based Design Center/Collaborative (volunteer service) - experience must be approved by "designated IDP supervisor" • Design Competitions - must be completed under the supervision of a mentor • Site Visit With Mentor **Supplementary Education (Elective)**: • The Emerging Professional's Companion (EPC)*: Exercises - must be reviewed and approved by IDP supervisor or mentor • Green Building Certification Institute (GBCI) LEED AP Credential** • Advanced Degrees • AIA Continuing Education (and NCARB Monographs and Mini-monographs)** • CSI Continuing Education Network Approved Program • CSI Certificate Program: Construction Documents Technologist (CDT) * Earn core/elective hours for completing EPC activities/exercises whether or not employed (introduced 2010) **Earn elective units whether or not employed (introduced 2009)

IDP (2003-2004)	IDP 2.0 (2011)
Supervisor Roles and Responsibilities: Limited description	**More Defined Supervisor Roles and Responsibilities:** i.e., *IDP Supervisor Guidelines* (introduced 2008) - developed in conjunction with the *IDP Guidelines* to assist the IDP supervisor in their critical role
IDP Training/Experience Assessment: Supervisor verifies IDP training - "seat time" (quantitative)	**Improved Assessment:** Enhanced role of supervisor, including: adhering to core guidelines and supervisor expectations in *IDP Supervisor Guidelines*; regular meetings with intern; providing constructive feedback; reviewing and discussing work samples; providing feedback between scheduled meetings; maximizing all learning possibilities for intern; providing timely and fair assessment of intern's work; fostering leadership opportunities, etc.
Direct Supervision Training Requirement	**Modified "Direct Supervision" Definition:** To allow IDP supervisors to supervise their interns through a mix of personal contact and remote communication (2010)
Mentor Role: Limited	**Enhanced Mentor Role:** i.e., Certifying supplementary education opportunities (site visits, design competitions, Emerging Professional's Companion)
IDP Eligibility Dates: Must have completed part of a NAAB/CACB accredited program, or for CAB, three years of work experience	**New IDP Eligibility Dates** (for experience earned on or after October 1, 2010): Enrollment in a NAAB/CACB accredited program, or employed in work setting A after obtaining a high school diploma, GED, or comparable foreign degree
IDP Reporting: • Periodic submittal of IDP training reports; personal record-keeping system or NCARB's Excel Workbook; retroactive record-keeping acceptable, but discouraged • Paper-based reporting	**Enhanced IDP Reporting:** • **Six-Month Rule:** Reporting periods limited to six-months duration and submittals must be with two months of completion of each reporting period – to encourage timely and accurate reporting of experience; facilitate better communication; receive timely feedback on IDP progress; and identify and target training areas deficiencies early (introduced 2009) • **Electronic Experience Verification Reporting (e-EVR) System:** Electronic submission of IDP experience reports and supervisor approval (introduced 2008)
IDP Experience: Measured in training units (one training unit equals eight hours of acceptable experience)	**Improved Measuring of IDP Experience:** Measured in training hours (instead of training units) for simpler reporting - no hour to unit converting required (introduced 2010)

NCARB

IDP2.0

National Council of Architectural Registration Boards

IDP Research Studies

- 2005 IDP Final Evaluation Report
- 2006 IDP Core Competency Study
- 2006 IDP Core Competencies/ARE Linking Study
- 2007 Practice Analysis of Architecture
- 2007 Direct Supervision Study
- 2007/8 Emerging Professional's Companion (EPC)/ IDP Core Competency Linking Study
- 2010 Emerging Professional's Companion (EPC)/ IDP 2.0 Linking Study

IDP Committees

- FY06 Committee on IDP
  - FY06 IDP Coordinating Committee (IDPCC)

- FY07 Committee on IDP
  - FY07 Direct Supervision Task Force
  - FY07 Core Competency Task Force
  - FY07 IDP Coordinating Committee (IDPCC)

- FY08 Committee on IDP
  - FY08 Practice Analysis IDP Core Group
  - FY08 IDP Specification Task Force
  - FY08 IDP Employment Settings Task Force
  - FY08 IDP Advisory Committee (IDPAC)

IDP Committees

- FY09 Committee on the IDP
  - FY09 IDP Supervision Task Force
  - FY09 IDP Program Development Task Force
  - FY09 IDP Advisory Committee (IDPAC)

- FY10 Committee on IDP
  - FY10 Program Development Task Force
  - FY10 Supplemental Experience Task Force
  - FY10 IDP Advisory Committee (IDPAC)

- FY11 Committee on IDP
  - FY08 IDP Advisory Committee (IDPAC)

Why an IDP 2.0?

- Link the IDP to the tasks of the 2007 Practice Analysis
- Align the IDP requirements with current architecture practice
- Solidify IDP Supervisor and Mentor roles
- Clarify the requirements of the internship experience
- Acknowledge opportunities to earn valid experience

Change Implemented

January 2009

- e-EVR
- Supervisor Guidelines

July 2009

- 6-Month Rule
- EPC 2.0
- Professional Conduct Monograph (employed or not)
- LEED AP/CSI (employed or not)
- AIA LU's (employed or not)

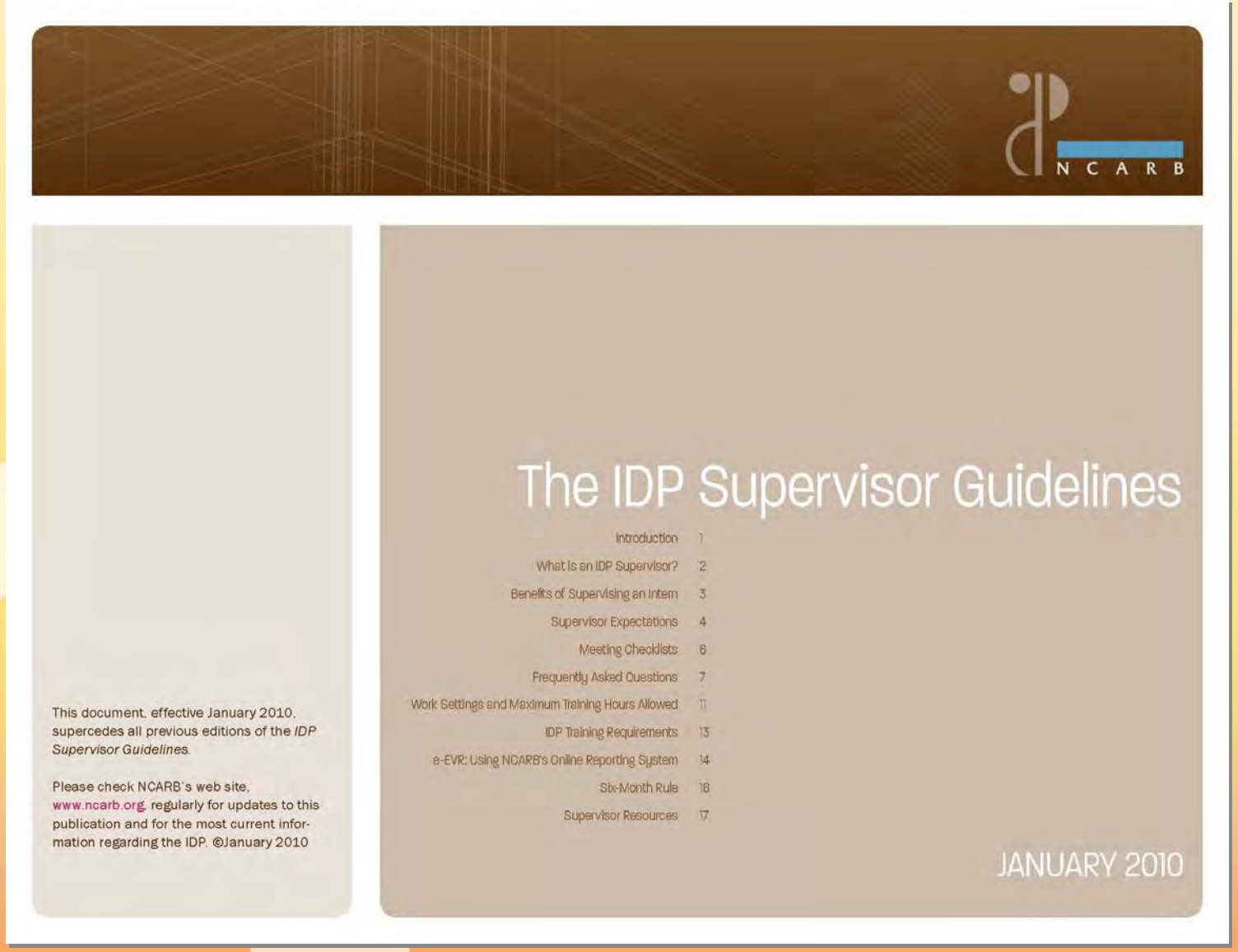
January 2010

- Direct Supervision
- Employment Status
- TUs to Hours Conversion
- Optional Mentor Signature (EPC Supp Education hours)
- Optional Mentor Signature (EPC for Min required hours)

October 2010

- Eligibility Dates
- Community Based Design Centers
- Site Visit with Mentor
- Design Competitions

IDP Supervisor Guidelines



NCARB

This document, effective January 2010, supercedes all previous editions of the *IDP Supervisor Guidelines*.

Please check NCARB's web site, www.ncarb.org, regularly for updates to this publication and for the most current information regarding the IDP. ©January 2010

The IDP Supervisor Guidelines

Introduction 1
What is an IDP Supervisor? 2
Benefits of Supervising an Intern 3
Supervisor Expectations 4
Meeting Checklists 6
Frequently Asked Questions 7
Work Settings and Maximum Training Hours Allowed 11
IDP Training Requirements 13
e-EVR: Using NCARB's Online Reporting System 14
Six-Month Rule 16
Supervisor Resources 17

JANUARY 2010

Direct Supervision Defined

IDP Experience Verification

Type:	EPC		
End Date :	7/7/2009	**Status:**	Submitted for Supervisor Approval
Employer	NCARB 1801 K Street, NW Suite 700 Washington, DC 20006 United States		
Intern:	Machelle Blankenship	**Submitted @ 8/4/2009 12:43:43 PM**	
Work Setting:	A		
AIA Number:	909		

CATEGORY	ACTIVITY / EXPERIENCE	CORE HOURS	SUPPLEMENTAL HOURS	DOCUMENTS
A	Chapter 5; Title: Gather Historical Project Costs	8	0	Not Applicable

Please select one of the following actions:

◉ Approve ○ Return for Edits ○ Reject

```
I certify that:

I am the IDP Supervisor and have exercised "Direct Supervision" over
the work performed by this intern.

He/She has demonstrated the competent performance of the training
experience reported herein.

I have read and intend to meet the expectations outlined in IDP
Supervisor Guidelines.

To the best of my knowledge, all information submitted in this report
is true and accurate.
```

☐ I agree to these terms

Confirm Cancel

Warning: "Direct Supervision" of interns shall occur either through personal contact or through a mix of personal contact and remote communication such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

Warning: To earn IDP training hours, the work experience in each training area must be performed competently. This experience must demonstrate the ability to perform the work independently upon licensure.

Message Center Log

12/29/2009 2:24:03 PM
Alert email sent to [illegible]

12/29/2009 2:24:03 PM
Machelle Blankenship submits experience

12/16/2009 1:34:16 PM
Alert email sent to Machelle Blankenship.

12/16/2009 1:34:16 PM
[illegible] rejects supplementary experience with possibility for revision

IDP Supervisor Approval

IDP Experience Verification

Type:	EPC		
End Date :	7/7/2009	**Status:**	Submitted for Supervisor Approval
Employer	NCARB 1801 K Street, NW Suite 700 Washington, DC 20006 United States		
Intern:	Machelle Blankenship	**Submitted @ 8/4/2009 12:43:43 PM**	
Work Setting:	A		
AIA Number:	909		

CATEGORY	ACTIVITY / EXPERIENCE	CORE HOURS	SUPPLEMENTAL HOURS	DOCUMENTS
A	Chapter 5; Title: Gather Historical Project Costs	8	0	Not Applicable

Please select one of the following actions:

◉ Approve ○ Return for Edits ○ Reject

```
I certify that:

I am the IDP Supervisor and have exercised "Direct Supervision" over
the work performed by this intern.

He/She has demonstrated the competent performance of the training
experience reported herein.

I have read and intend to meet the expectations outlined in IDP
Supervisor Guidelines.

To the best of my knowledge, all information submitted in this report
is true and accurate.
```

☐ I agree to these terms

Confirm Cancel

Warning: "Direct Supervision" of interns shall occur either through personal contact or through a mix of personal contact and remote communication such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

Warning: To earn IDP training hours, the work experience in each training area must be performed competently. This experience must demonstrate the ability to perform the work independently upon licensure.

Message Center Log

12/29/2009 2:24:03 PM
Alert email sent to [illegible]

12/29/2009 2:24:03 PM
Machelle Blankenship submits experience

12/16/2009 1:34:16 PM
Alert email sent to Machelle Blankenship.

12/16/2009 1:34:16 PM
[illegible] rejects supplementary experience with possibility for revision

IDP Mentor Approval

IDP Experience Verification

Type:	Design Competition		
Submission Date:	8/3/2010	**Status:**	Submitted for Mentor Approval
Approval:	Mentor		
Intern:	Demo User127	**Submitted @ 8/23/2010 5:32:36 PM**	
Work Setting:	Work setting not required for approval by mentor.		
Competition Name:	The Left Field was Flooded		
Sponsoring Organization:	Jones and Associates		

CATEGORY	TRAINING AREA	CORE HOURS	SUPPLEMENTAL HOURS	DOCUMENTS
A	3: Schematic Design	0.00	0.00	Not Applicable

Please select one of the following actions:

◉ Approve ○ Return for Edits ○ Reject

```
I certify that:

I am the IDP mentor and have exercised "Direct Supervision" over the
supplementary education documented by this intern.

He/She has demonstrated competent performance for the supplementary
education reported herein.

I have read and understand the current IDP Guidelines, and I have read
and intend to meet the expectations of the current IDP Supervisor
Guidelines.

To the best of my knowledge, all the information submitted in this
report is true and accurate.
```

☐ I agree to these terms

Confirm Cancel

Warning: Your IDP eligibility date has not been established. Please refer to the "When Can I Start?" section of the IDP Guidelines for information on how to document your IDP eligibility date.

Warning: Hours entered exceed the core hour maximum allowable through any combination of supplementary education.

Message Center Log

2/26/2011 6:56:17 PM
Alert email sent Demo User127.

2/26/2011 6:56:17 PM
George Jones has been confirmed as your mentor

8/23/2010 5:32:36 PM
Mentor identification e-mail sent to George Jones at kiolan@yahoo.com.

8/23/2010 5:32:36 PM
Demo User127 submits supplementary experience
Demo User127 comments: I did this with you please approve.

IDP Eligibility Dates

1. Enrollment in a NAAB/CACB-accredited degree program.

2. Enrollment in a pre-professional architecture degree program at a school that offers a NAAB/CACB-accredited degree program.

3. Employment in Work Setting A after obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree.

Only for experience on or after October 1st, 2010

Supplementary Education

Core Hours

- Design Competitions
- Community-Based Design Center/Collaborative
- CSI Certification Programs – CCS, CCCA
- Emerging Professionals Companion (EPC) “activities”
- NCARB’s Professional Conduct Monograph
- Site Visit With Mentor

Elective Hours

- Advanced degrees
- AIA Continuing Education
- CSI CEN Approved Programs
- CSI Certificate Program – CDT
- Emerging Professionals Companion (EPC) “exercises”
- GBCI LEED AP®

2007 Practice Analysis of Architecture

NCARB conducted the 2007 Practice Analysis of Architecture to:

- Identify the tasks (88) and knowledge/skills (100) that are important for competent performance by recently licensed architects practicing independently
  - Test specifications for the Architect Registration Examination® (ARE®)
  - Knowledge/Skills required in Education
  - Tasks and Knowledge/Skills acquired during internship
- Ensure that the IDP is based on up-to-date empirically derived data

What is IDP 2.0?

Work Settings	IDP 2.0 Experience Settings
Architect Supervisor - Comprehensive Practice of Architecture	Architecture Practice
Architect Supervisor - Non-Comprehensive Practice of Architecture	
Foreign Architect - Foreign Practice of Architecture	
Registered Engineer	Other Work Settings
Other - Person Experienced	
Full Time Teaching in NAAB Program	
Professional/Community Service	Supplemental Experience

What is IDP 2.0?

IDP Training Categories

- Design and Construction Documents
- Construction Contract Administration
- Management
- Related Activities

IDP 2.0 Categories

- Pre-Design
- Design
- Project Management
- Practice Management

What is IDP 2.0?

IDP Training Categories and Areas

A. Design and Construction Documents

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems Coordination
5. Building Cost Analysis
6. Code Research
7. Design Development
8. Construction Documents
9. Specifications and Materials Research
10. Document Checking and Coordination

B. Construction Contract Administration

11. Bidding & Contract Negotiation
12. Construction Phase—Office
13. Construction Phase—Observation

C. Management

14. Project Management
15. Office Management

D. Related Activities

16. Professional and Community Service

IDP 2.0 Categories and Experience Areas

1. Pre-Design

a. Programming
b. Site and Building Analysis
c. Project Cost and Feasibility
d. Planning and Zoning Regulations

2. Design

a. Schematic Design
b. Engineering Systems
c. Construction Cost
d. Codes & Regulations
e. Design Development
f. Construction Documents
g. Material Selection and Specification

3. Project Management

a. Bidding and Contract Negotiation
b. Construction Administration
c. Construction Phase: Observation
d. General Project Management

4. Practice Management

a. Business Operations
b. Leadership and Service

What is IDP 2.0?

IDP Requirements (Categories/Experience Areas) You must acquire 5,600 hours to satisfy IDP experience requirements	Core (Minimum Hours)	Elective (Hours)
Category 1: Pre-Design	**260**	
A. Programming	80	
B. Site & Building Analysis	80	
C. Project Cost & Feasibility	40	
D. Planning & Zoning Regulations	60	
Category 2: Design	**2600**	
A. Schematic Design	320	
B. Engineering Systems	360	
C. Construction Cost	120	
D. Codes & Regulations	120	
E. Design Development	320	
F. Construction Documents	1200	
G. Material Selection & Specifications	160	
Category 3: Project Management	**720**	
A. Bidding & Contract Negotiation	120	
B. Construction Administration	240	
C. Constructive Phase: Observation	120	
D. General Project Management	240	
Category 4: Practice Management	**160**	
A. Business Operations	80	
B. Leadership & Service (Maximum Allowed: 320 Hours)	80	
Total Hours	**3740**	**1860**
Percent	**67%**	**33%**

Notes: No more than 1,860 elective hours can count for your IDP. All elective hours can be comprised of supplemental experience. A maximum of 40 hours can be accrued through EPC in each Core Minimum Experience Area.

What is IDP 2.0?

Experience Area 1.A. Programming:

IDP 2.0 Tasks (2007 Practice Analysis)
At the completion of your internship, you should be able to:

- Assess the client's needs, opportunities and constraints
- Develop and/or review a program with the client
- Develop a vision and goals for the project
- Develop or review client's design standards and guidelines
- Establish sustainability goals for the project
- Define the scope of the pre-design services

What’s Next?

The IDP will continue to evolve!

Questions

- IDP
- IDP 2.0
- Committee on the IDP
- IDP Coordinators
- IDP Publications

Harry M. Falconer, Jr. AIA AP
Director, IDP
202 461 2235
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Nick Serfass, AIA, LEED
Assistant Director, IDP
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Agenda Item K.2

DISCUSS AND POSSIBLE ACTION REGARDING THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL ACADEMY FOR EMERGING PROFESSIONALS' 2011 ARCHITECTURAL EDUCATION SUMMIT

At the December 2010 and March 2011 Board meetings, members have been provided with updates on the planned 2011 Architectural Education Summit. The American Institute of Architects, California Council (AIACC) Academy for Emerging Professionals (AEP) have indicated that the need for the summit grew out of increasing concern about the number of individuals seeking licensure, the frequent updates and changes to the licensure processes, and the need to bring collateral organizations together to address these issues and develop a network with common knowledge. Additionally, they have noted that concerns have also been raised regarding the profession's inability to hold onto diverse talent, the challenges confronting community colleges, and the limited number of seats available in California architectural programs.

The summit planning committee has met several times this year to discuss event goals and logistics. To date, it has been determined that representatives from the following stakeholder groups will be invited to attend the summit:

- 10 National Architectural Accrediting Board programs in California
- 41 California community colleges with architecture programs
- 22 local AIA chapters (educational directors)
- 16 American Institute of Architecture Students Chapters in California (presidents)
- National Organization of Minority Architects (NOMA) (regional representative)
- Asian American Architects/Engineers (AAAE) Association (regional representative)
- Hispanic Architects and Engineers (regional representative)
- Women in Architecture
- Statewide Education
- California Architects Board
- National Council of Architectural Registration Boards

Additionally, it has been determined that the 2011 summit will launch a five year initiative with the following goals:

- develop relationships among stakeholders as a way of staying abreast of changes
- with the aim of having the profession reflect the demographics of the state, create a direct path for underrepresented students (K-12 and community colleges) to four or five year programs in California
- have accreditation and licensure more closely represent the values of the academy and the marketplace (broaden the definition of practice to include entrepreneurship, collaborative relationships, design thinking, design for social justice, etc.)
- disencumber the paths to licensure to more fully integrate the academy and the profession
- establish a process for gathering metrics annually

The first summit will take place in San Francisco on Friday, November 18, 2011 and will serve as a strategic planning session. An experienced facilitator has been secured for this strategic planning session whom the AIACC has formerly worked with. The summit planning committee is working with the facilitator in June to develop the framework and agenda for the strategic planning session.

The AEP has indicated that the intent of these efforts is to create something sustainable with a valuable outcome and measured results. Thus, the first summit will serve as the vehicle to bring representatives to the table, take a long view approach to the issues at hand, and set in place a multi-year plan which would begin to bridge gaps between education, practice, and communication.

The Board will be provided with any additional updates and may provide additional feedback or comments, and take action with regard to the Board's involvement with the summit.

Agenda Item L

REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT

1. Update on May 11, 2011 REC meeting.

2. Discuss and possible action on enforcement statistics.

3. Discuss and possible action on Strategic Plan objective to develop a strategy for informing the League of California Cities and the California Chapter American Planning Association of the Architects Practice Act requirements.

4. Discuss and possible action on Strategic Plan objective to determine the appropriateness of "gag" clauses in civil settlement agreements.

5. Discuss and possible action on Strategic Plan objective regarding Department of Consumer Affairs' (DCA) proposals (Senate Bill 1111).

6. Discuss and possible action on Strategic Plan objective to monitor fingerprint requirement for licensees to determine its potential application to CAB.

Agenda Item L.1

UPDATE ON MAY 11, 2011 REC MEETING

The REC met on May 11, 2011 in Sacramento. Attached is the notice of the meeting. Committee Chair Sheran Voigt will provide an update on the meeting.

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

Edmund G. Brown Jr.
GOVERNOR

NOTICE OF MEETING

REGULATORY AND ENFORCEMENT COMMITTEE

May 11, 2011
10:00 a.m. to 2:00 p.m.
Department of Consumer Affairs
Stanislaus Room
1625 North Market Blvd.
Sacramento, CA 95834

The California Architects Board (CAB) will hold a Regulatory and Enforcement Committee (REC) meeting as noted above. A quorum of Board members may be present during all or portions of the meeting, and if so, such members will only observe the REC meeting. Agenda items may not be addressed in the order noted below. The meeting is accessible to the physically disabled. A person who needs a disability-related accomodation or modification in order to participate in the meeting may make a request by contacting Hattie Johnson at (916) 575-7203, emailing Hattie.Johnson@dca.ca.gov, or sending a written request to the California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. Providing your requests at least five business days before the meeting will help to ensure availability of the requested accomodation.

The notice and agenda for this meeting and other meetings of the California Architects Board can be found on the Board's Web site: *cab.ca.gov*. For further information regarding this agenda or accomodations, please contact Hattie Johnson at (916) 575-7203.

AGENDA

A. Welcome and Introductions

B. Enforcement Program Update

C. Review and Approve April 26, 2010 REC Summary Report

D. Discuss and Possible Action on Strategic Plan Objective to Develop a Strategy for Working with the League of California Cities and the California Chapter American Planning Association to Inform Them of Architects Practice Act Requirements

E. Discuss and Possible Action on Strategic Plan Objective to Determine the Appropriateness of "Gag" Clauses in Civil Settlement Agreements

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F. Discuss and Possible Action on Strategic Plan Objective to Review and Make Recommendation Regarding Department of Consumer Affairs' (DCA) Proposals (Senate Bill 1111)

G. Discuss and Possible Action on Strategic Plan Objective to Utilize DCA Recommended Enforcement Performance Measures as Appropriate

H. Discuss and Possible Action on Strategic Plan Objective to Review, Update, and Publish Consumer's Guide to Hiring an Architect

I. Discuss and Possible Action on Strategic Plan Objective to Monitor Fingerprint Requirement for Licensees to Determine its Potential Application to CAB

DISCUSS AND POSSIBLE ACTION ON ENFORCEMENT STATISTICS

At the California Architects Board's December 15, 2010 meeting, Board members requested that staff provide enforcement statistics concerning case aging. Board members further requested that the information provided breakdown the enforcement cases into various types of case outcomes and the length of time to complete a full review and/or investigation for each type.

Staff provided the requested statistics at the Board's March 17, 2011 meeting. Board members requested that staff include the Department of Consumer Affairs' (DCA) benchmarks for processing cases in future reports. These benchmarks are contained in DCA's Performance Measures. The Performance Measures provide accountability for each board and bureau within DCA. They show quarterly statistical data that include the number of complaints received and the average number of days for the Board to: open a complaint and assign it to an enforcement analyst; intake and investigate a complaint; refer a complaint to discipline; to assign a probation monitor when a probation case is initiated; and, respond to a probation violation. The past three quarterly Performance Measures are attached for the Board's information.

Board members also requested that the next statistical report include information regarding cases that were out of the Board enforcement staff's control (i.e., cases sent to the Deputy Attorney General, Division of Investigation, etc.).

Per the Board's request, the attached table depicts the number and case aging of cases closed by the closure category since the last Board meeting. Staff also revised the bar graph provided at the last Board meeting into a two-bar graph showing a comparison of pending complaints by the year received.

Additionally, at the last meeting, Board members were advised that a "cease and desist" letter is sent to unlicensed individuals who have had a complaint filed against them alleging violation(s) of advertising and/or practicing architecture without a license, usually within 10 days of receipt of the complaint. A sample of the cease and desist letter is attached for the Board's information.

Board members are asked to review this statistical data for discussion and possible action.

Attachments:
1. Closed Cases January – February 2011 and March – May 2011 and Disciplinary Closed Cases March – May 2011
2. Comparison of Pending Complaints by Year Received
3. California Architects Board's Performance Measures (July - Sept 2010)
4. California Architects Board's Performance Measures (October - December 2010)
5. California Architects Board's Performance Measures (January - March 2011)
6. Sample Cease and Desist Letter Sent to Unlicensed Individuals

Closed Cases
January - February 2011

Closing Action	Number of Cases Closed	Average # of Days to Close	Average % of Case Closure Days Compared to Performance Measure (270 Days)
Cease & Desist Compliance - advertising & practicing without license	15	94	35%
Cease & Desist Non-Compliance - advertising	3	190	70%
Notice of Advisement (Licensee) - no Business Entity Report form, incomplete renewal, contract, willful misconduct	11	239	89%
Notice of Advisement (Unlicensed) - advertising, practicing without license	8	106	39%
Other – (duplicate complaint from same complainant, complainant did not respond to request for more information)	2	53	20%
No Violation	8	263	97%
Citation - practicing with expired license, practicing without license	3	321	119%

Closed Cases
March – May 2011

Closing Action	Number of Cases Closed	Average # of Days to Close	Average % of Case Closure Days Compared to Performance Measure (270 Days)
Cease & Desist Compliance - advertising & practicing without license	30	77	28%
Cease & Desist Non-Compliance - advertising	0	0	0
Notice of Advisement-Licensee - no Business Entity Report form, incomplete renewal, contract, willful misconduct	22	183	68%
Notice of Advisement-Unlicensed - advertising, practicing without license	18	323	120%
Other – (duplicate complaint from same complainant, complainant did not respond to request for more information)	8	218	81%
No Violation	8	200	74%
Citation - practicing with expired license, practicing without license	9	404	150%

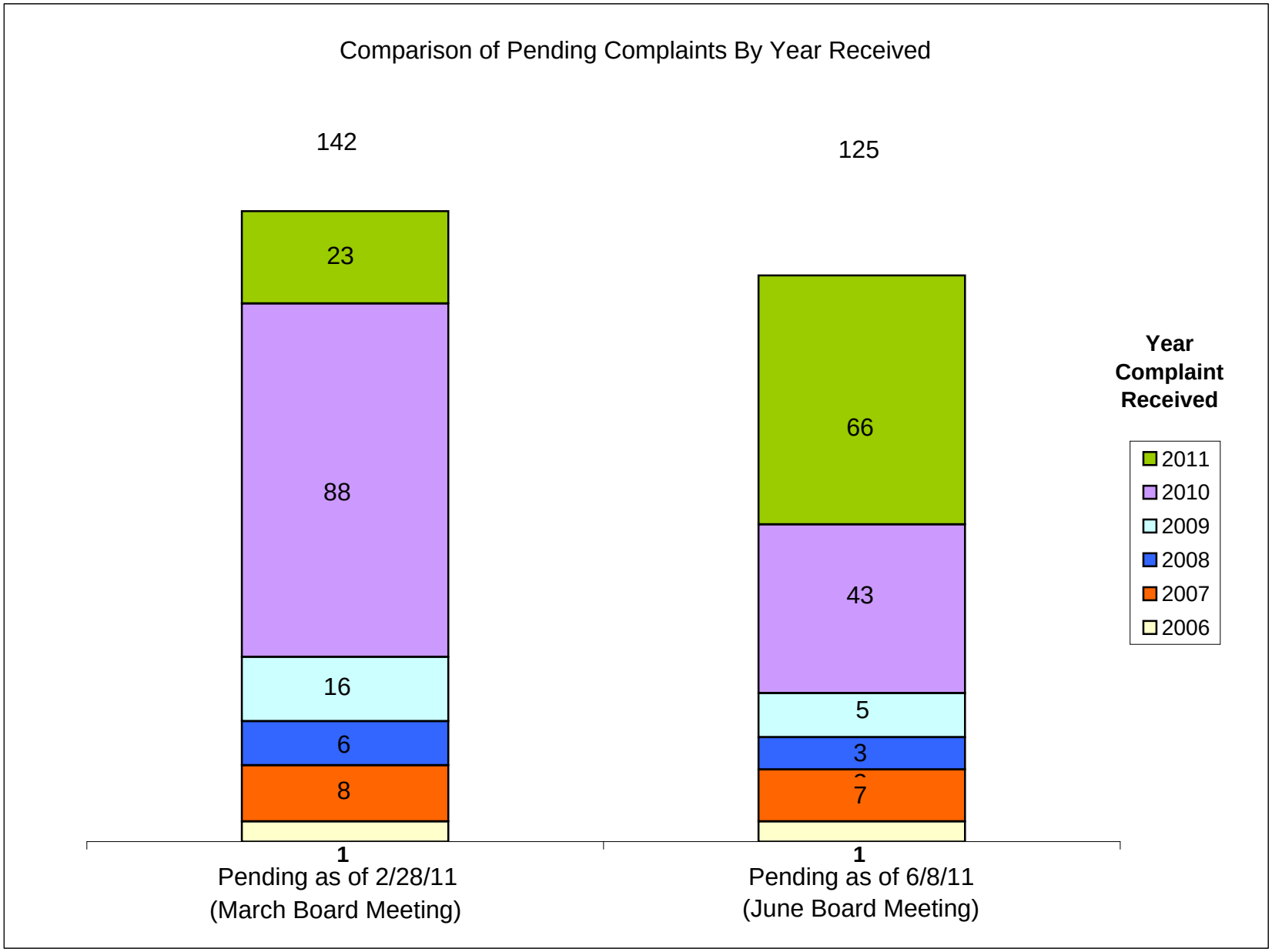
Complaints can allege a wide range of multiple violations, such as negligence, incompetence, contract violations, etc. The final determination or findings in a case may not always be the original allegations in the complaint. Seemingly simple findings of “no violation” may require interviews of multiple parties (complainants, engineers, other architects, contractors, building departments, and other regulatory agencies), extensive reviews of construction drawings, review of hearing transcripts, etc., following Board procedures. The Subject of each complaint is afforded due process.

Disciplinary Closed Cases
March – May 2011

Action	**Number of Cases Closed**	**Average # of Days to Close**
Petition to Revoke Probation resulting in license revocation	1	300

Case opened on June 25, 2010 and sent to the deputy attorney general (DAG) on June 29, 2010, requesting a Petition to Revoke Probation be filed against probationer (licensee). Petition to Revoke Probation was filed on November 1, 2010, to which licensee did not respond. A Proposed Default Decision received from DAG on December 13, 2010 which was voted on by Board on March 17, 2011.

Decision final on April 21, 2011 (30 days from Board President's signature of Order) and case closed.


Comparison of Pending Complaints By Year Received
142
125
23
88
16
6
8
66
43
5
3
7
1
1
Pending as of 2/28/11
(March Board Meeting)
Pending as of 6/8/11
(June Board Meeting)
Year Complaint Received
2011
2010
2009
2008
2007
2006

Department of Consumer Affairs

California Architects Board

Performance Measures

Q1 Report *(July - Sept 2010)*

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement.

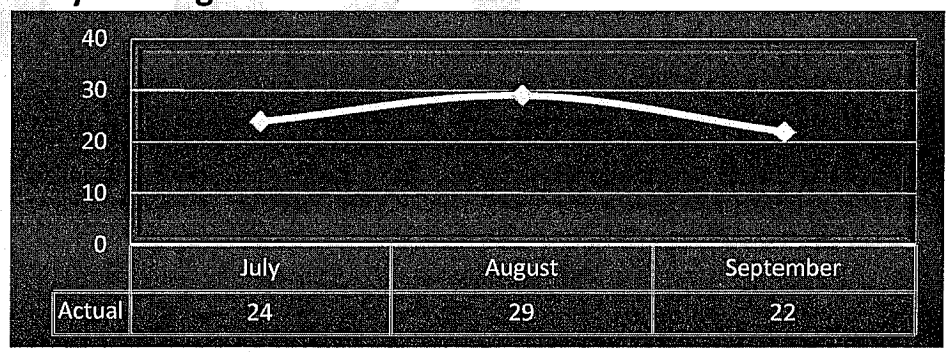
These measures will be posted publicly on a quarterly basis. In future reports, additional measures, such as consumer satisfaction and complaint efficiency, will also be added. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.*

Q1 Total: 75

Q1 Monthly Average: 25

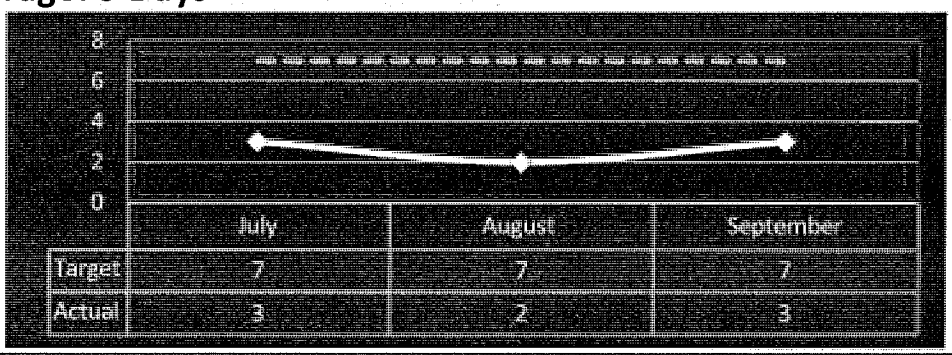


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q1 Average: 3 Days



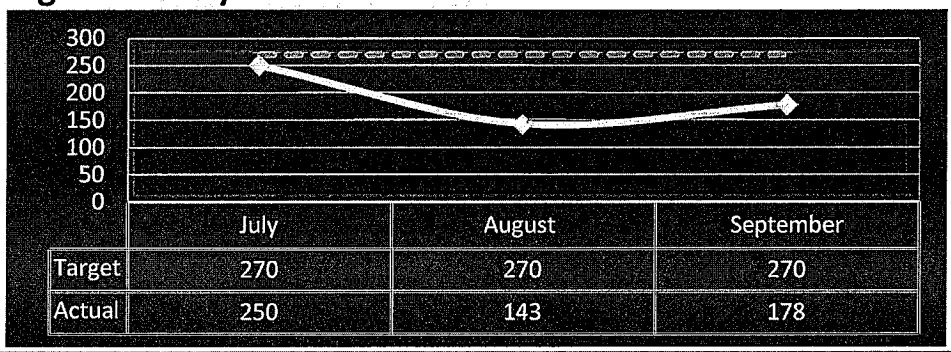
***"Complaints" in these measures include consumer complaints and internally generated complaints.**

Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q1 Average: 224 Days



	July	August	September
Target	270	270	270
Actual	250	143	178

Formal Discipline

Average cycle time from complaint receipt to closure, for cases sent to the Attorney General or other forms of formal discipline.

Target: 540 Days

Q1 Average: N/A

The Board did not send any cases to the Attorney General this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q1 Average: N/A

The Board did not have any probation monitoring data to report this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q1 Average: N/A

The Board did not have any probation violation data to report this quarter.

Department of Consumer Affairs

California Architects Board

Performance Measures

Q2 Report *(October - December 2010)*

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

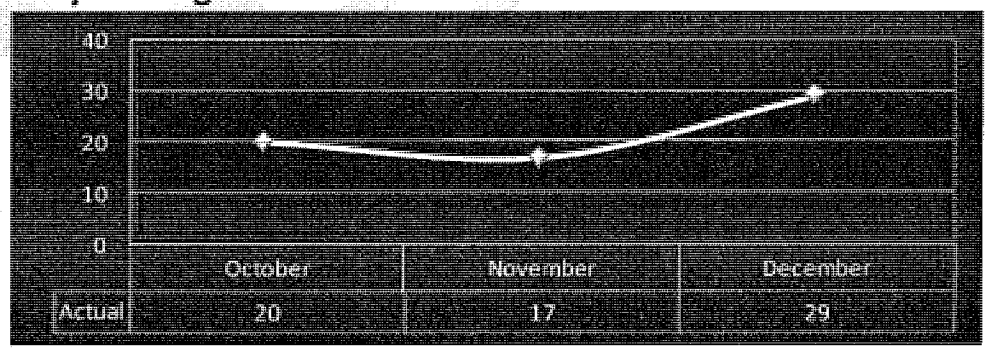
In future reports, the Department will request additional measures, such as consumer satisfaction. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.

Q2 Total: 66

Q2 Monthly Average: 22

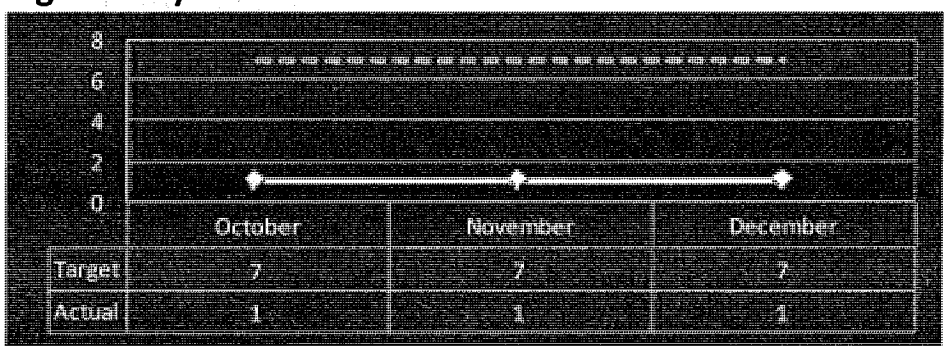


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q2 Average: 1 Day

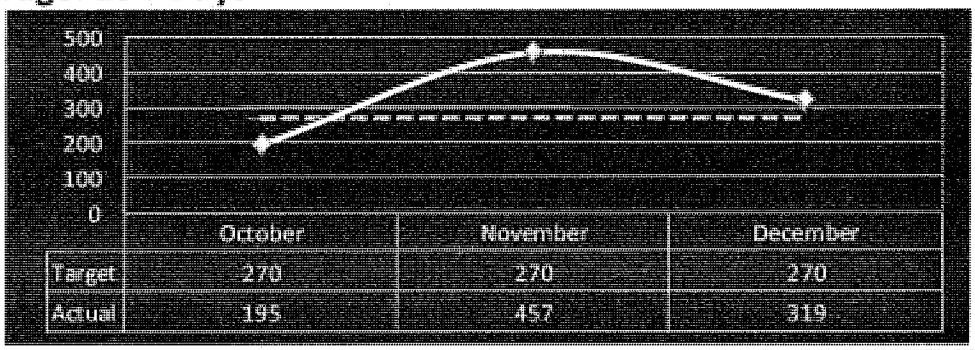


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q2 Average: 294 Days

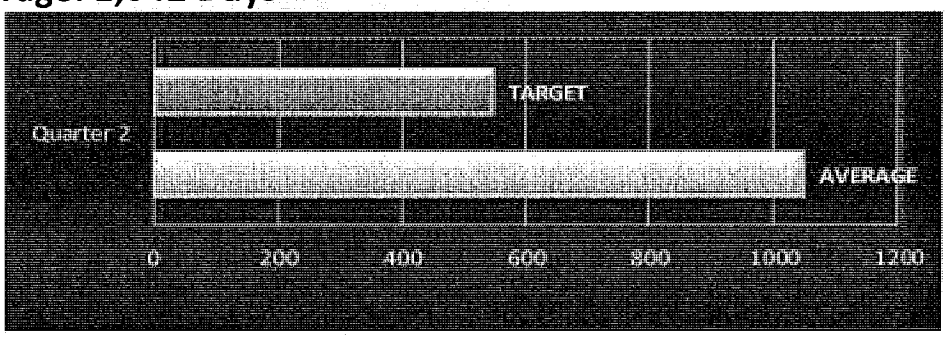


Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Board, and prosecution by the AG)

Target: 540 Days

Q2 Average: 1,042 Days

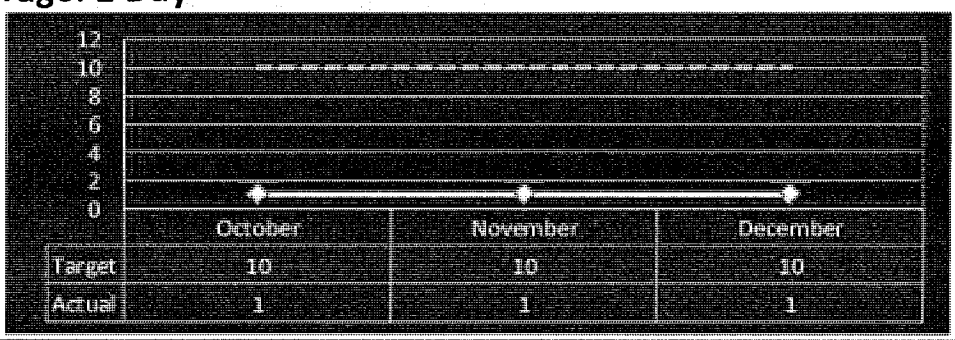


Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q2 Average: 1 Day



Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q2 Average: N/A

The Board did not handle any probation violations this quarter.

Department of Consumer Affairs

California Architects Board

Performance Measures

Q3 Report *(January - March 2011)*

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

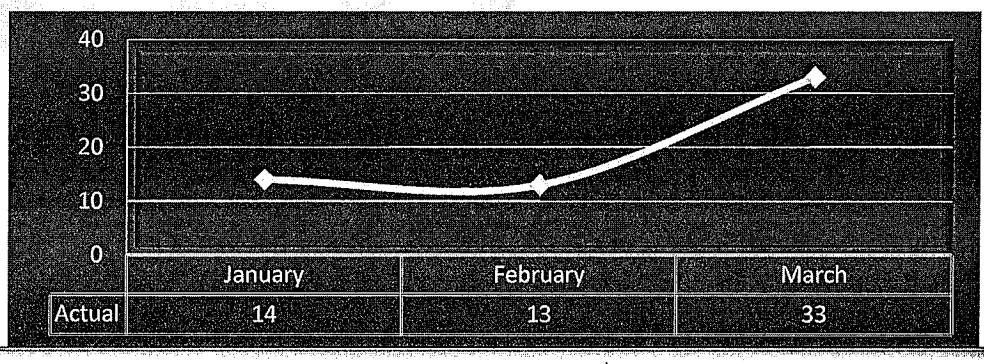
In future reports, the Department will request additional measures, such as consumer satisfaction. These additional measures are being collected internally at this time and will be released once sufficient data is available.

Volume

Number of complaints received.

Q3 Total: 60

Q3 Monthly Average: 20

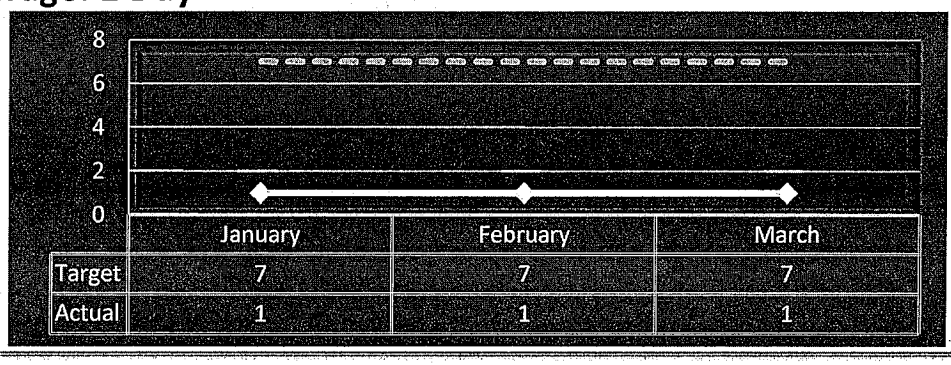


Intake

Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.

Target: 7 Days

Q3 Average: 1 Day

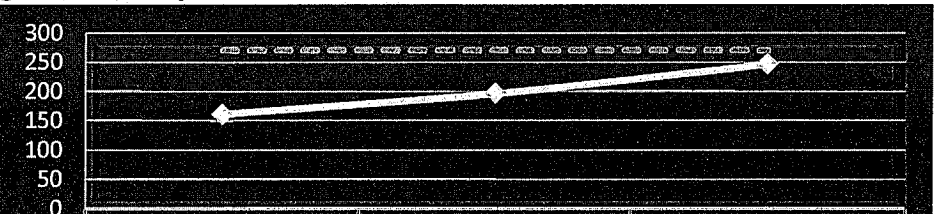


Intake & Investigation

Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.

Target: 270 Days

Q3 Average: 206 Days



	January	February	March
Target	270	270	270
Actual	161	196	246

Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Board, and prosecution by the AG)

Target: 540 Days

Q3 Average: N/A

The Board did not close any formal discipline cases this quarter.

Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Target: 10 Days

Q3 Average: N/A

The Board did not contact any new probationers this quarter.

Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Target: 10 Days

Q3 Average: N/A

The Board did not handle any probation violations this quarter.

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

Edmund G. Brown Jr.
GOVERNOR

May 9, 2011

XXXX YYYY
123 ABC Lane
Sacramento, CA

RE: CAB Case #00-00-000A

Dear Mr. YYYY:

The California Architects Board (Board) received a complaint alleging you are listed under the Architectural Design category in the Merchantcircle.com web directory. This may imply to the public that you are qualified to engage in the practice of architecture in California.

A check of Board records indicates you are not a California licensed architect and that there is no record of a California licensed architect working for your company.

Please be advised that if you do not have a California license to practice architecture, you are in violation of the Architects Practice Act, Business and Professions Code (BPC) section 5536. BPC section 5536(a) states:

> *"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."*

In addition, be aware the California Code of Regulations (CCR) Section 134 does not allow an unlicensed individual to use any confusingly similar term to "architect," "architecture," or "architectural." CCR Section 134 states:

> *"It shall be unlawful for any person to use a business name that includes as part of its title or <u>description of services</u> the term "architect," "architecture," or "<u>architectural</u>," 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."*

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

You are directed to cease and desist from representing to the public that you are qualified to engage in the practice of architecture.

You are further advised to cease and desist from putting out any device that might indicate to the public that you are qualified to engage in the practice of architecture. Failure to do so is a violation of BPC section 5536 and can result in criminal prosecution.

Additionally, pursuant to BPC section 5527, the Board may request an Injunction through the Superior Court of the county in which the violation occurred if you fail to cease and desist from engaging in the act or practice of architecture.

You are requested to provide the Board with the following information by May 23, 2011:

- A written response to the allegations, including a detailed description of the services you provide;
- An original business card and copies of your business devices (letterhead, title block, etc.), with all forms of the term "architecture" removed for regulatory purposes;
- Documentation of revisions made to your Craigslist advertisement with all forms of the term "architecture" removed.

If you have any questions, you can contact me at (916) 575-7208.

Sincerely,

Matthew Wiggins
Enforcement Technician
Matthew.Wiggins@dca.ca.gov

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO DEVELOP A STRATEGY FOR WORKING WITH THE LEAGUE OF CALIFORNIA CITIES AND THE CALIFORNIA CHAPTER AMERICAN PLANNING ASSOCIATION TO INFORM THEM OF ARCHITECTS PRACTICE ACT REQUIREMENTS

The California Architects Board's 2011 Strategic Plan directs the Regulatory and Enforcement Committee (REC) to develop a strategy for working with the League of California Cities (LCC) and the California Chapter American Planning Association (CCAPA) to inform them of Architects Practice Act (Act) requirements.

At its December 16, 2010 Strategic Plan meeting, the Board expressed their desire to further communicate the rules and regulations contained in the Act and the point at which a project become "architecture" and require a licensee. The members determined this could best be accomplished by working with the LCC and the CCAPA. Board member Marilyn Lyon is the Board's liaison to the LCC.

The message should contain information such as:

- Background on the Board's role as a consumer protection agency.
- Basic consumer tips.
- The value of a license (five years of education/experience, three years of structured internship, plus a national and state examination).
- Statutes explaining what constitutes the practice of architecture.
- An explanation of the projects that would require the services of an architect or registered engineer.

One specific enforcement issue that could be communicated relates to unlicensed practice. The Board is aware that often times unlicensed individuals are hired to design projects that require a licensee. The unlicensed person may provide the design through the planning department approvals; however, plans cannot be permitted because they are not prepared by a licensee. It is only when plans are submitted to the building department that the consumer learns a licensed architect is required.

This issue was presented at the May 11, 2011 REC meeting, where members discussed experiences they had regarding unlicensed individuals presenting plans and documents for non-exempt projects to the planning department. The REC determined that consumers were not being protected. Members also suggested that the problem may be more systemic in that the statute does not delineate when a project becomes "architecture."

The REC agreed to recommend to the Board that it open a dialog with CCAPA to discuss the Board's message shown above, describe the Board's concern regarding unlicensed individuals presenting plans to the planning department for non-exempt projects, and identify whether CCAPA perceives this to be an issue.

The Board is asked to consider the REC's recommendation and determine how to proceed.

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO DETERMINE THE APPROPRIATENESS OF "GAG" CLAUSES IN CIVIL SETTLEMENT AGREEMENTS

The California Architects Board's (Board) 2011 Strategic Plan directs the Regulatory and Enforcement Committee (REC) to determine the appropriateness of "gag" clauses in civil settlement agreements.

Some boards and bureaus within the Department of Consumer Affairs (DCA) have had issues with their licensees including a "gag" clause in their settlement agreements, thus prohibiting the settlement from being reported to the appropriate licensing agency.

Business and Professions Code (BPC) section 5588.3 of the Architects Practice Act states: "Notwithstanding any other provision of law, a licensee shall not be considered to have violated a confidential settlement agreement or other confidential agreement by providing a report to the Board as required by this article."

Senate Bill (SB) 544 (Price) is proposed legislation directed at the DCA's healing arts boards. There is, however, one proposed statute, BPC section 44, that would affect all of DCA's boards and bureaus concerning "gag" clauses as part of a civil settlement agreement, which states:

(a) A licensee of a board shall not include or permit to be included any of the following provisions in an agreement to settle a civil litigation action filed by a consumer arising from the licensee's practice, whether the agreement is made before or after the filing of an action:
(1) A provision that prohibits another party to the dispute from contacting or cooperating with the board.
(2) A provision that prohibits another party to the dispute from filing a complaint with the board.
(3) A provision that requires another party to the dispute to withdraw a complaint he or she has filed with the board.
(b) A provision described in subdivision (a) is void as against public policy.
(c) A violation of this section constitutes unprofessional conduct and may subject the licensee to disciplinary action.
(d) If a board complies with Section 2220.7, that board shall not be subject to the requirements of this section.

The bill was scheduled to be heard by the Business, Professions and Economic Development Committee on May 2, 2011; however, it was cancelled at the request of the author.

The REC discussed this issue at its May 11, 2011 meeting. It was clarified that a "gag" order is imposed by a court and may not be the proper term for this Strategic Plan objective, but rather "Confidentiality" clause. The REC opined that BPC section 5588.3 required an architect to file a settlement report to the Board and that a confidentiality clause in the settlement cannot prohibit the filing of a report. However, the REC did recommend that language should be added to BPC

section 5588.3 that allows other parties to report and respond to the Board regarding settlement agreements. Presently, the statute only pertains to architects. New language would allow other parties involved in settlement agreements to respond to the Board's request for further information.

The Board is asked to consider the REC's recommendation to amend BPC section 5588.3 and determine how to proceed.

Agenda Item L.5

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO REVIEW AND MAKE RECOMMENDATION REGARDING DEPARTMENT OF CONSUMER AFFAIRS' (DCA) PROPOSALS (SENATE BILL 1111)

The California Architects Board's (Board) 2011 Strategic Plan directs the Regulatory and Enforcement Committee (REC) to review and make recommendations regarding DCA proposals regarding Senate Bill (SB) 1111.

SB 1111 was introduced on February 17, 2010 by Senator Negrete McLeod. DCA pursued this legislation to improve its boards' and bureaus' enforcement processes, which included allowing authority for a board or bureau to suspend a license in a shorter amount of time, delegating approval of a stipulated surrender and default decision to the Executive Officer, and authorizing a board to automatically suspend the license of a licensee who is incarcerated. This legislation failed to pass, but DCA is encouraging boards and bureaus to review the provisions included in SB 1111 to determine whether they might be utilized to improve their enforcement processes.

DCA provided a list of nine proposed changes. Each item in the list was reviewed by the REC at its May 11, 2011 meeting. Attached is the list with REC's recommendation under each item.

The Board is asked to review the attached list with REC's recommendations and determine how to proceed.

Attachment:
1) SB 1111 (4/12/2010 version) Proposed Changes through Regulations with REC's Recommendations

SB 1111 (4/12/2010 version) Proposed Changes through Regulations

Business and Professions Code (BPC):

1. **§720.2(b) - Board delegation to Executive Officer regarding stipulated settlements to revoke or surrender license:** Permit the Board to delegate to the Executive Officer the authority to adopt a "stipulated settlement" if an action to revoke a license has been filed and the licensee agrees to surrender the license, without requiring the Board to vote to adopt the settlement. **Recommend: Amend 16 CCR 1403.**
   The REC determined it would recommend this proposal to the Board.

2. **§720.10 - Revocation for sexual misconduct:** Require an Administrative Law Judge (ALJ) who has issued a decision finding that a licensee engaged in any act of sexual contact with a patient or who has committed or been convicted of sexual misconduct to order revocation which may not be stayed. **Recommend: Amend regulations/disciplinary guidelines.**
   The REC determined this was not relevant to the Board.

3. **§720.12 - Denial of application for registered sex offender:** Require the Board to deny a license to an applicant or revoke the license of a licensee who is registered as a sex offender. **Recommend: Amend the regulations pertaining to applicant requirements and disciplinary guidelines.**
   The REC voted (with one opposition) to recommend that the Board oppose this provision.

4. **§712.14 - Confidentiality agreements regarding settlements:** Confidentiality agreements regarding settlements can cause delay and thwart a Board's effort to investigate possible cases of misconduct, thereby preventing the Board from performing its most basic function – protection of the public. **Recommend: Define in regulation that participating in confidentiality agreements regarding settlements is unprofessional conduct.**
   The REC determined that this was a non-issue because this is already addressed in statute.

5. **§720.16(d) and (f) - Failure to provide documents and 718 (d) - Failure to comply with court order:** Require a licensee to comply with a request for medical records or a court order issued in enforcement of a subpoena for medical records. **Recommend: Define in regulation that failure to provide documents and noncompliance with a court order is unprofessional conduct.**
   The REC determined that this was a non-issue because this is already addressed in statute.

6. **§720.32 - Psychological or medical evaluation of applicant:** Authorize the Board to order an applicant for licensure to be examined by a physician or psychologist if it appears that the applicant may be unable to safely practice the licensed profession due to a physical or mental illness; authorize the Board to deny the application if the applicant refuses to comply with the order; and prohibit the Board from issuing a license until it receives evidence of the applicant's ability to safely practice. **Recommend: Amend regulations pertaining to applicant requirements that a psychological or medical evaluation may be required.**
   The REC voted to recommend to the Board that it support this proposal.

7. **§726(a) & (b) - Sexual misconduct:** Currently defined in B&P Code §726. **Recommend: Define in regulation that sexual misconduct is unprofessional conduct**.
   The REC recommended that the Board not pursue this as it does not apply to architects.

8. **§737 - Failure to provide information or cooperate in an investigation:** Make it unprofessional conduct for a licensee to fail to furnish information in a timely manner or cooperate in a disciplinary investigation. **Recommend: Define in regulation that failure to provide information or cooperate in an investigation is unprofessional conduct.**
   The REC determined that this is already addressed in statute.

9. **§802.1 - Failure to report an arrest, conviction, etc.:** Require a licensee to report to the Board any felony indictment or charge or any felony or misdemeanor conviction. **Recommend: Define in regulation that failure to report an arrest, conviction, etc. is unprofessional conduct.**
   The REC determined that this is already addressed in statute.

DISCUSS AND POSSIBLE ACTION ON STRATEGIC PLAN OBJECTIVE TO MONITOR FINGERPRINT REQUIREMENT FOR LICENSEES TO DETERMINE ITS POTENTIAL APPLICATION TO CAB

The California Architects Board's (Board) 2011 Strategic Plan directs the Regulatory and Enforcement Committee (REC) to monitor fingerprint requirements for licensees to determine its potential application to CAB.

In 2009, Senate Bill 389 was introduced and required all of the remaining healing arts boards to require their licensees to be fingerprinted. That bill did not include non-healing arts boards and did not pass.

There are two points at which fingerprints can be taken: with an initial application or at renewal. This would depend on what the statute required. Fingerprints are commonly obtained by either a fingerprint card (manual fingerprint card) or Live Scan. At Live Scan, fingerprints are electronically scanned and transmitted immediately to the California Department of Justice for processing. Live Scan is only available in California.

One example of a board that implemented a fingerprint program is the Board of Registered Nursing (BRN). The BRN first required fingerprinting in 1990. An emergency regulation approved by the BRN in 2008 required that it obtain fingerprints from licensees that were licensed prior to 1990, beginning with their March 2009 license renewals. BRN sent a letter in November 2008 to affected licensees stating that fingerprints would be required at the time of license renewal. As a result, licensees began getting fingerprinted before they received their renewal, resulting in between 1,000 and 1,500 paper "clearances" received by BRN per day. BRN was provided 12 additional staff for this new requirement and charged out-of-state licensees a fingerprint fee of $51 for hard fingerprint card processing. In-state licensees were required to submit their prints via Live Scan and all fees are paid directly to the vendor.

The Board of Accountancy (BA) began fingerprinting their applicants in 1998. BA receives about 3,000 applications per year that include fingerprints. BA receives approximately 250 Records of Arrests and Prosecution (RAP) sheets per year, which is eight percent of the applications received. Based on the RAP sheets, 15 – 20 cases are sent to their Enforcement Unit for investigation. Last year the Board received 733 Architect Registration Examination Applications. Based on BA's data, the Board might receive 59 RAP sheets per year.

At this point, the Board is not included in any legislation that would require its licensees to be fingerprinted; however, staff is monitoring related legislation. If and when fingerprinting is included in legislation for the Board, staff will draft implementation plans and processes that will include the resources required to carry out the plan.

At its May 11, 2011 meeting, the REC agreed to recommend to the Board that the legislation that requires the Board of Professional Engineers, Land Surveyors, and Geologists obtain fingerprints, be monitored.

The Board is asked to consider the REC's recommendation.

Agenda Item M

NCARB REPORT

1. Review of the 2011 Annual Meeting agenda, policies, and procedures.
2. Review and approve recommended positions on resolutions and candidates.
3. Discuss and possible action on NCARB Education Standard: Proposed Modifications.
4. Discuss and possible action on NCARB IDP 2.0 Experience Settings: Proposed Modifications.

Agenda Item M.1

REVIEW OF NCARB ANNUAL MEETING AGENDA, POLICIES, AND PROCEDURES

The National Council of Architectural Registration Boards Annual Meeting and Conference will be held on June 22-25, 2011 in Washington, D.C. Attached is the Annual Meeting and Conference Program.

The Board will be asked to review and discuss the upcoming Annual Meeting and Conference.

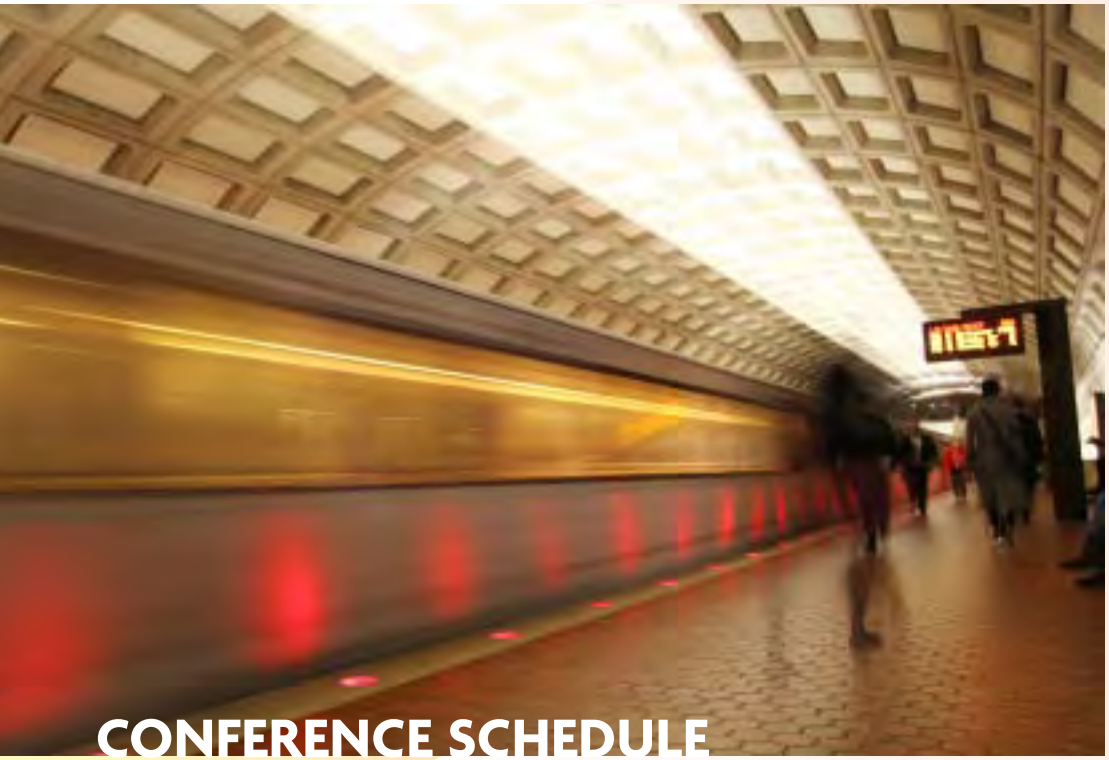
REGISTRATION BROCHURE

NCARB

2011 NCARB ANNUAL MEETING & CONFERENCE

22-25 JUNE 2011 JW MARRIOT WASHINGTON, DC

click here to **REGISTER ONLINE!**



CONFERENCE SCHEDULE

WEDNESDAY, 22 JUNE 2011

10:00 a.m. – 5:00 p.m.	Registration
Noon – 1:30 p.m.	MBE/Legal Counsel Lunch
1:30 p.m. – 4:30 p.m.	MBE/Legal Counsel Forum
6:30 p.m. – 9:00 p.m.	Icebreaker Reception/Dinner: Newseum

THURSDAY, 23 JUNE 2011

7:30 a.m. – 4:30 p.m.	Registration
7:30 a.m. – 9:30 a.m.	Delegate/Guest Breakfast
9:00 a.m. – Noon	First Business Session
Noon – 1:30 p.m.	Annual Luncheon
1:30 p.m. – 2:30 p.m.	First Business Session (continued)
2:45 p.m. – 3:30 p.m.	Workshops: *BEA: A Rigorous Alternative* *Continuing Education: Embracing Change* *Essential NCARB*
3:30 p.m. – 4:15 p.m.	Workshops: *BEA: A Rigorous Alternative* *Continuing Education: Embracing Change* *Essential NCARB*

FRIDAY, 24 JUNE 2011

7:30 a.m. – 4:30 p.m.	Registration
7:30 a.m. – 9:00 a.m.	Regional Chairs Breakfast Meeting
7:30 a.m. – 9:30 a.m.	Delegate/Guest Breakfast
9:00 a.m. – 12:30p.m.	Second Business Session
12:30 p.m. – 4:30 p.m.	Delegate Luncheon & Regional Meetings
6:00 p.m. – 7:00 p.m.	Regional Receptions

SATURDAY, 25 JUNE 2011

7:30 a.m. – 4:30 p.m.	Registration
7:30 a.m. – 9:30 a.m.	Delegate/Guest Breakfast
9:00 a.m. – 1:00 p.m.	Third Business Session
2:00 p.m. – 5:00 p.m.	NAAB Team Member Training
6:00 p.m. – Midnight	President's Reception/Annual Banquet & Dance

MEETING ACTIVITIES

click here to **REGISTER ONLINE!**

KEY NOTE SPEAKERS

THURSDAY, 23 JUNE 2011
"Outlook 2012"
Jeff Thredgold, CSP

Jeff Thredgold is president of Thredgold Economic Associates, a professional speaking and economic consulting company. He spent 23 years with KeyCorp, one of the nation's largest financial services companies, where he served as senior vice president and chief economist. He now serves as economic consultant to the $52 billion Zions Bancorporation, which has banks in 10 states. Thredgold is the only economist in the world to have ever earned the CSP (Certified Speaking Professional) international designation, the highest designation earned in professional speaking.

Join us as Thredgold takes you on an entertaining, informative, and humorous "tour" of the U.S. economy, financial markets, education, employment, the global economy, government, and the future.

Issues he will cover include:

- Why U.S. economic growth will continue
- Why inflation will remain under control
- Why a slower growth rate of government spending—not tax increases—is the key to reducing massive budget deficits
- Why the outlook for construction and architecture may be better than you think!

FRIDAY, 24 JUNE 2011
"Less is More: The GSA Green Proving Ground"
Robert A. Peck

Commissioner Public Buildings Service, U.S. General Services Administration (GSA)

GSA is employing cutting edge green technologies and practices to do more with less: to operate our buildings using less nonrenewable resources and to provide the federal workforce with a lower carbon footprint. We can do this by reducing our footprint, using less space, and encouraging mobile work.

Join us as Peck discusses the strategies for implementing these green technologies.

WORKSHOPS

The 2011 Annual Meeting and Conference offers workshops that will address timely topics of interest to Member Board Members and Member Board Executives.

BEA: A RIGOROUS ALTERNATIVE
The purpose of this workshop is to provide a detailed outline of the new developments to the Broadly Experienced Architect (BEA) program and to demonstrate how these modifications/additions to the current process have increased the program's rigor. There will also be an opportunity to ask questions about the BEA and to dialogue about the improvements.

The BEA Committee's objective throughout the development and refinement of the program has been that the new process must be equal to, or more effective than, the current process. This workshop will provide you with confidence that the new BEA process meets and exceeds program requirements.

The BEA program allows eligible architects to demonstrate learning through comprehensive architectural experience to meet the requirements of the *NCARB Education Standard* as an alternative to the education requirement, a professional architecture degree from a NAAB-accredited program. Eligibility for the BEA program requires registration in a U.S. jurisdiction and six to 10 years of comprehensive architectural practice.

This workshop will show you the new process and its rigors. The presentation will serve as a resource to Member Boards to help disseminate information about the new BEA process. It will be available for download in the Registration Board section.

CONTINUING EDUCATION: EMBRACING CHANGE
Join us in an open dialogue to discuss the merits of changes proposed in Resolution 2011-A: *Legislative Guidelines, Model Law and Model Regulations* Amendments – Changes to Continuing Education Requirements.

The Committee on Professional Development, Committee on Procedures and Documents, and the Member Board Executives Committee have spent the past year working collaboratively to analyze the current continuing education requirements of Member Boards, discuss ways to advance mutual acceptance, and identify ways to standardize continuing education requirements for license renewal. The outcome of that work is identified in proposed changes to *Model Law*. A detailed presentation and discussion on this proposal was shared at the Regional Meetings. Join us for a discussion of the proposed changes as well as possible implementation strategies.

ESSENTIAL NCARB
NCARB and the member jurisdictions share the same customers. Do you know all of the ways that NCARB can help you function as a board more efficiently and serve our mutual customers more effectively? Come to this workshop to discover ways to streamline your processes and open up a dialogue of what works—and what doesn't work—for your board. This is a panel discussion to help NCARB serve you—and the profession—with "value-added" in mind.

Agenda Item M.2

REVIEW AND APPROVE RECOMMENDED POSITIONS ON RESOLUTIONS AND CANDIDATES

Attached are copies of the resolutions that will be acted upon at the 2011 National Council of Architectural Registration Boards Annual Meeting and Conference. Also attached is a list of the recommended positions for each resolution. The Board will be asked to review and approve the recommended positions.

Also attached is information on candidates for office.

N C A R B

Resolutions to be Acted Upon at the 2011 Annual Meeting and Conference

M A Y 2 0 1 1

Resolutions to be Acted Upon at the
2011 Annual Meeting and Conference
National Council of Architectural Registration Boards
1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
www.ncarb.org

RESOLUTION 2011-01
Supported by the Council Board of Directors (14-0)

TITLE: *Legislative Guidelines, Model Law and Model Regulations* Amendments – Changes to Continuing Education Requirements

SUBMITTED BY: Council Board of Directors

RESOLVED, that the second paragraph of Section 4 of the *Model Law* be amended to read as follows:

> "A registered architect must demonstrate ~~professional development~~ completion of annual continuing education activities. ~~since the architect's last renewal or initial registration, as the case may be;~~ ~~t~~ The Board shall by regulation describe ~~professional development~~ such activities acceptable to the Board and the ~~form of~~ documentation of such activities required by the Board. The Board may decline to renew a registration if the architect's ~~professional development~~ continuing education activities do not meet the standards set forth in the Board's regulations."

FURTHER RESOLVED, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to add the following in appropriate alphabetic order:

> "**Continuing Education (CE)**
> Continuing education is post-licensure learning that enables a registered architect to increase or update knowledge of and competence in technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare."

FURTHER RESOLVED, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition of "Professional Development Unit" as follows:

> "~~**Professional Development Unit**~~ **Continuing Education Hour (CEH)**
> One continuous instructional hour (50 to 60 minutes of contact) spent in ~~either~~ Structured Educational Activities ~~or Individually Planned Activities~~ intended to increase or update the architect's knowledge and competence in Health, Safety, and Welfare Subjects. If the ~~vendor~~ provider of the Structured Educational Activities prescribes a customary time for completion of such an Activity, then such prescribed time shall, unless the Board finds the prescribed time to be unreasonable, be accepted as the architect's time for ~~Professional Development Unit~~ Continuing Education Hour purposes irrespective of actual time spent on the activity."

FURTHER RESOLVED, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition "Structured Educational Activities" as follows:

"**Structured Educational Activities**
Educational activities in which ~~the teaching methodology consists primarily of the systematic presentation of~~ at least 75 percent of an activity's content and instructional time must be devoted to Health, Safety, and Welfare Subjects related to the practice of architecture, including courses of study or other activities under the areas identified as Health, Safety and Welfare Subjects and provided by qualified individuals or organizations, ~~including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner.~~ whether delivered by direct contact or distance learning methods."

FURTHER RESOLVED, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to delete the existing definition "Individually Planned Educational Activities" as follows:

"~~**Individually Planned Educational Activities**~~
~~Educational activities in which the teaching methodology primarily consists of the architect himself/herself addressing Health, Safety, and Welfare Subjects, which are not systematically presented by others, including reading or writing articles on such Subjects; studying or researching building types, designs or building systems; rendering services to the public, advancing the profession's and the public's understanding of the practice of architecture; and the like.~~"

FURTHER RESOLVED, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition "Health, Safety, and Welfare Subjects" as follows:

"**Health, Safety, and Welfare Subjects**
Technical and professional subjects~~, which~~ that the Board deems appropriate to safeguard the public~~'s health, safety, and welfare. Such subjects include building design; sustainable design; environmental or land use analysis; life safety; architectural programming; site and soils analysis; accessibility; structural systems considerations; lateral forces; building codes; evaluation and selection of building systems, products or materials; construction methods; contract documentation; construction administration; and the like.~~ and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.

LEGAL: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

BUILDING SYSTEMS: Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection

ENVIRONMENTAL: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

OCCUPANT COMFORT: Air Quality, Lighting, Acoustics, Ergonomics

MATERIALS and METHODS: Construction Systems, Products, Finishes, Furnishings, Equipment

PRESERVATION: Historic, Reuse, Adaptation

PRE-DESIGN: Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying

DESIGN: Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures

CONSTRUCTION DOCUMENTS: Drawings, Specifications, Delivery Methods

CONSTRUCTION CONTRACT ADMINISTRATION: Contracts, Bidding, Contract Negotiations"

FURTHER RESOLVED, that Section 100.703 of the *Model Regulations* be amended as follows:

"**100.703 Renewal**
[Describe terms, including fee with cross reference to 100.107, citing applicable statute.]

[The Board may require that each registered architect demonstrate pro~~fessional development~~ continuing education by including the following provisions.]

Continuing Education ~~Professional Development~~ Requirements. ~~To renew registration, i~~ In addition to all other requirements for registration renewal, an architect must ~~have acquired~~ complete a minimum of 12 Continuing Education Hours each calendar year ~~Professional Development Units for each 12-month period since his/her last renewal or initial registration as the case may be~~ or be exempt from these continuing education ~~professional development~~ requirements ~~all~~ as provided below. Failure to comply with these requirements ~~shall~~ may result in non-renewal of the architect's registration.

(A) ~~Professional Development Units.~~ Continuing Education Hours. ~~Within any 12-month period during which 12 Professional Development Units must be acquired, at least eight Professional Development Units shall be~~ 12 Continuing Education Hours must be completed in Health, Safety, and Welfare Subjects acquired in Structured Educational Activities. ~~and the remaining four Professional Development Units shall be in Health, Safety, and Welfare Subjects but may be in either Structured Educational Activities or in Individual Planned Educational Activities. Professional Development Units need not be acquired within this jurisdiction, but~~ Continuing Education Hours may be acquired at any location. Excess Continuing Education Hours may not be credited to a future calendar year.

~~**[Note: for jurisdictions having renewal periods of longer than one year adjust numbers accordingly.]**~~

(B) Reporting and Recordkeeping. An architect shall complete and submit forms ~~prescribed or accepted~~ as required by the Board certifying ~~to~~that the architect~~'s having~~ has ~~acquired~~ completed the required~~ Professional Development Units~~ Continuing Education Hours. Forms may be audited by the Board for verification of compliance with these requirements. ~~Evidence of compliance~~ Documentation of reported Continuing Education Hours shall be maintained by the architect for ~~two~~ six years from the date of award ~~after submission of the form to which it relates~~. If the Board disallows any ~~Professional Development Units, unless~~ Continuing Education Hours ~~the Board finds following a notice and hearing that the architect willfully disregarded these requirements, then~~ the architect shall have ~~six months~~ 60 days from notice of such disallowance either to provide further evidence of having ~~acquired~~ completed the ~~Professional Development Units~~ Continuing Education Hours disallowed or to ~~cure~~ remedy the disallowance by ~~acquiring~~ completing the required number of ~~Professional Development Units~~ Continuing Education Hours (but such ~~Professional Development Units~~ Continuing Education Hours shall not again be used for the next ~~renewal~~ calendar year). If the Board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the architect may be subject to disciplinary action in accordance with the Board regulations.

(C) Exemptions. An architect shall not be subject to these requirements if:

1. The architect has been granted emeritus or other similar honorific but inactive status by the Board; or

2. The architect otherwise meets all renewal requirements and is ~~a civilian~~ called to active military service ~~duty in the armed forces of the United States for a significant period of time~~, has a serious medical condition~~is ill or disabled for a significant period of time~~, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the architect may be excused from some or all of these requirements.~~; or~~

~~**3.** The architect otherwise meets all renewal requirements and is registered in any other jurisdiction having continuing professional development requirements which the architect has met, provided that such other jurisdiction accepts satisfaction of this jurisdiction's continuing professional development requirements as meeting its own.~~"

SPONSORS' STATEMENT OF SUPPORT

Chaos and confusion have dominated the debate over continuing education for architects for the past several years. Requirements, terminology, types of hours, number of hours, and renewal dates are literally all over the map as almost every jurisdiction now has some form of continuing education requirement. The resolution being presented is a result of the Committee on Professional Development, the Member Board Executives Committee, and the Committee on Procedures and Documents working together, analyzing, and discussing the current situation in order to standardize continuing education requirements.

Since all jurisdictions are charged with protecting the public's health, safety and welfare, NCARB's *Model Law* and *Model Regulations* only concern health, safety, and welfare (HSW) continuing education. Professional development, as it applies to the *Model Law* and *Model Regulations* should be more accurately termed "continuing education," the term used by most jurisdictions in their current laws and regulations.

Despite the variety of renewal requirements imposed by jurisdictions, the committees tried to remedy the difficult issue of mutual acceptance whereby a particular jurisdiction accepts another jurisdiction's requirements. They determined that the language in the *Model Regulations* should be simplified to allow an architect who has met all mandatory continuing educational requirements and is in good standing in one jurisdiction requiring a minimum of 12 continuing education hours per calendar year in HSW subjects acquired in structured educational activities to have met the mandatory continuing education requirements. Any registrant of a jurisdiction will still be subject to that jurisdiction's auditing policies with respect to continuing education requirements.

Since 34 jurisdictions currently require an average of 12 hours per year, the committees also concluded that 12 HSW continuing education hours cited in NCARB's *Model Regulations* was appropriate. However, the way adults learn in the 21st century is very different than that of the previous century. As a result, the committees offered to expand the definition of "structured educational activities" to include both direct contact and distance learning methods, which could include webinars, podcasts, etc. The committees dropped the term "individually planned educational activity" since it is difficult to evaluate the learning objectives, accomplishments, and time devoted to the individually planned educational activity.

The committees determined that the *NCARB Model Regulations* should not allow for any carry-over of continuing education hours earned during a previous calendar year. Under the proposed model regulations there is no justification for carry-over of CEHs. The committees also agreed on 60 days as a reasonable period to make up for any disallowed continuing education hours, and that a reasonable period for record retention would be six years from the date the continuing education hours were awarded.

The committees did not feel it realistic to try to define health, safety, and welfare, but instead chose to identify HSW categories and subjects found in the *NCARB Model Regulations*, AIA's provider manual, and in a variety of jurisdictional regulations. The subjects are aligned with those used for the Intern Development Program (IDP) and Architect Registration Examination® (ARE®), as directed by the Practice Analysis and should reinforce the competence of practitioners in the same areas where the competence of emerging professionals is initially required.

When approved and implemented by the Member Boards, this resolution will lead to greater standardization of continuing education requirements, improved course content and quality, and simplified record keeping processes for Member Boards, while easing the burden for practitioners licensed in multiple jurisdictions.

RESOLUTION 2011-02
Supported by the Council Board of Directors (14-0)

TITLE: *Model Regulations* Amendment – Changes to the IDP Training Requirements for Initial Registration Standards

SUBMITTED BY: Council Board of Directors

RESOLVED, that Section 100.301 (B) of the *Model Regulations* be amended to read as follows:

> "**(B)** Other experience may be substituted for the registration requirements set forth in 100.303~~—304~~ only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience."

SPONSORS' STATEMENT OF SUPPORT:
By striking the reference to 100.304, where the Training Requirement is described, this Resolution retains the ability for jurisdictions to have provisions in their regulations for educational equivalencies, and deletes the provisions for training equivalencies. At present the *NCARB Model Regulations* recommend allowing a person seeking initial licensure to demonstrate equivalent experience for meeting both the Education Requirement (accredited degree or equivalent) and the Training Requirement (IDP or five years equivalent experience as a registered architect). All jurisdictions now accept IDP and there is no longer any reason for NCARB to suggest that jurisdictions have equivalents to the IDP. Since the ARE is uniformly recognized, there is no equivalency to the ARE. The IDP is easily accessible to everyone online, and encouraging individual jurisdiction variants to the IDP fosters confusion and later dissatisfaction when an individual becomes registered under a local variant and thereafter is denied NCARB certification.

RESOLUTION 2011-03
Supported by the Council Board of Directors (14-0)

TITLE: *Handbook for Interns and Architects* Amendment – Modifications to BEA Requirements

SUBMITTED BY: Council Board of Directors

RESOLVED, that paragraph A. under "Education Requirement, Alternative to a Professional Degree" of Chapter 1 of the *Handbook for Interns and Architects* be amended to read as follows:

"A. Satisfaction of NCARB's Broadly Experienced Architect program, which permits an applicant with the required years of comprehensive practice ~~architectural experience gained while holding a registration issued by any U.S. jurisdiction~~ in which the applicant exercised responsible control within a U.S. jurisdiction while registered in such jurisdiction to demonstrate that a combination of education and/or comprehensive practice ~~architectural experience~~ satisfies all of his/her education deficiencies with respect to the *NCARB Education Standard* set forth in the *Education Guidelines*. The required years are:

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

SPONSORS' STATEMENT OF SUPPORT:
As a result of Broadly Experienced Architect Committee's work to develop an alternative method to verify an applicants' responsibility and eliminate the interview, and its ongoing review of the program's fairness, rigor, and effectiveness, the committee identified an inconsistency in program terminology and the need for clear and consistent language. The term "comprehensive architectural experience" is vague and inconsistent with program requirements that require an applicant to be responsible for all work submitted in the dossier. This is especially critical in the transition to the new process in which authorship and responsibility will be verified through alternate methods rather than the interview. Also, "comprehensive architectural experience" is often confused with pre-registration experience and/or internship experience.

Clarifying that the BEA program requires "comprehensive practice" rather than "comprehensive architectural experience" and qualifying that the applicant must be in "responsible control" are necessary for consistency with program requirements and review criteria. Consistency of program language and clarity of program information and requirements will enhance program defensibility.

RESOLUTION 2011-04
Supported by the Council Board of Directors (14-0)

TITLE: *Handbook for Interns and Architects* Amendment – Requirements for Certification of Foreign Architects

SUBMITTED BY: Council Board of Directors

RESOLVED, that paragraph "General" in Chapter 3 of the *Handbook for Interns and Architects* be amended to read as follows:

> "A "Foreign Architect" is an individual who holds a current registration~~, license or certificate~~ in good standing in a country other than the United States or Canada ~~allowing him/her~~ which allows such individual to use the title "architect" and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of his/her national jurisdiction) in that country. A Foreign Architect may be granted an NCARB Certificate by meeting the requirements set forth in Chapter 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this chapter. Such Certificate shall mean that NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials."

SPONSORS' STATEMENT OF SUPPORT:
In reviewing program literature for consistency and in responding to inquiries from foreign architects, the Broadly Experienced Architect Committee and staff have become aware of a discrepancy between the definition of foreign architect in the *Handbook for Interns and Architects* and the definition in the *Legislative Guidelines.* The *Handbook for Interns and Architects* defines a foreign architect as "an individual who holds current registration, license, or certificate…" This has lead to confusion for foreigners who may not have a license, but may hold a different type of credential or certification (such as MCIAT – Member Chartered Institute of Architectural Technologists of the UK).

In addition, the current definition in the *Handbook for Interns and Architects* does not include "…which allows him/her to use the title 'architect'…" Including this phrase in the definition will clarify that individuals who may have met requirements in their country for a type of credential may not be allowed to use the title "architect" in their country and therefore do not meet NCARB's definition of foreign architect. Consistency of program-related language and definitions is necessary to maintain program defensibility. This will provide a foundation upon which to satisfy program eligibility requirements and ensure that program language effectively and consistently addresses the objectives of the Broadly Experienced Foreign Architect (BEFA) program.

RESOLUTION 2011-05
Supported by the Council Board of Directors (14-0)

TITLE: *Handbook for Interns and Architects* Amendment – Correction of ARE 4.0 Exam Equivalents

SUBMITTED BY: Council Board of Directors

RESOLVED, that existing footnotes 1 through 4 of the chart of Exam Equivalents in Chapter 5 of the *Handbook* be deleted and footnotes 5 and 6 be renumbered and revised to read as follows:

"~~*1 If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination I or Qualifying Test A.*~~
~~*2 If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test C.*~~
~~*3 If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test B.*~~
~~*4 If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test D.*~~
~~*5*~~*1 If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978~~1977~~, and you were registered on or before March 1, 1979~~1978~~, you need not have passed examination in Site Planning.*
~~*6*~~*2 If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978~~1977~~, and you were registered on or before March 1, 1979~~1978~~, you need not have passed examination in Building Planning and Building Technology*."

STATEMENT OF SUPPORT
These footnotes have reflected NCARB's position on examination deficiencies for the period of 1973 – 1978 when some jurisdictions did not require the Qualifying Tests or Equivalency Exams in addition to the Professional Exam. Staff has noted that footnotes 1 through 4 are unnecessary in light of the existing language in Section 4A of Chapter 1 of the *Handbook*, which provides that an applicant may still be certified if the applicant had an examination deficiency but the "examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area." Further, the Committee on Procedures and Documents has accepted a recommendation from staff to correct the dates in footnotes 5 and 6.

RESOLUTION 2011-06
Supported by the Council Board of Directors (14-0)

TITLE: *Handbook for Interns and Architects* Amendment – Reinstatement of Revoked Certificate

SUBMITTED BY: Council Board of Directors

RESOLVED, that the paragraph "Reinstating a Certificate" of Chapter 6 of the *Handbook for Interns and Architects* be amended to read as follows:

> "NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied. ~~An applicant for reinstatement must meet eligibility standards for certification in effect at the time of reinstatement and pay all outstanding fees.~~"

SPONSORS' STATEMENT OF SUPPORT:
This change makes the *Handbook* consistent with the Council's *Bylaws*, which have no requirement that current "eligibility standards" be met at the time of reinstatement. The current meaning of this language is not clear. "Eligibility" is typically determined by Member Boards in the context of taking the ARE. "Standards" typically refer to the Council's requirements that a Certificate holder graduate from an accredited program in architecture or satisfy the Broadly Experienced Architect (BEA) program, satisfy the Intern Development Program (IDP) or have an equivalent five years experience as a registered architect, and pass all divisions of the Architect Registration Examination® (ARE®). The Committee on Procedures and Documents recommends that the sentence be deleted from the *Handbook*.

RESOLUTION 2011-07
Supported by the Council Board of Directors (14-0)

TITLE: *Handbook for Interns and Architects* Amendment – Definition of "In Process"

SUBMITTED BY: Council Board of Directors

RESOLVED, that the paragraph "Changes to NCARB Certification Requirements" in Chapter 4 of the *Handbook for Interns and Architects* be amended to read as follows:

> "NCARB requirements for certification as set forth in this *Handbook* may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1, following the close of the Annual Meeting <u>or such later date identified in the change</u> and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. <u>Applicants that fail to complete the NCARB certification process within five years will not be considered "in process" and will be required to satisfy current certification requirements.</u>"

SPONSORS' STATEMENT OF SUPPORT
When an applicant is "in process" is not now clearly defined in the *Handbook*. The proposed amendment makes clear that an applicant must complete the certification process within a five year period after the date of application. If the applicant fails to do so, the applicant will be required to meet the current requirements for certification; not those that existed on the date of their application. The Committee on Procedures and Documents recommends this change and believes that, with advances made in the management of applications for certification, that five years is a reasonable amount of time to expect an applicant to complete the process.

RESOLUTION 2011-08
Supported by the Council Board of Directors (14-0)

TITLE: *Bylaws* Amendment – Membership Dues

SUBMITTED BY: Council Board of Directors

RESOLVED, that Section 1(A) of Article XI of the *Bylaws* be amended to read as follows:

> ~~"A. Membership dues: Effective July 1, 2004, annual membership dues from each Member Board will be $3,500; and effective July 1, 2005, $4,000; effective July 1, 2006, $4,500; effective July 1, 2007, $5,000; effective July 1, 2008, $5,500, and effective July 1, 2009, $6,000~~.
>
> A. Membership dues: Effective July 1, 2013, annual membership dues from each Member Board will be $6,500; and effective July 1, 2014, $7,000; effective July 1, 2015, $7,500; effective July 1, 2016, $8,000; effective July 1, 2017, $8,500."

SPONSORS' STATEMENT OF SUPPORT:
The last dues increase, adopted in 2002, was for $500 per year for six years through July 1, 2009. There was no dues increase for the current fiscal year nor is one proposed until fiscal year 2014. Member Board dues are proposed to increase $500 per year for five years beginning July 1, 2013. This will give Member Boards two years advance notice to address state appropriation processes.

Current dues of $6,000 per year cover only a minor portion of the services provided to Member Boards. The increase in dues will support in part the costs of completing the essential technology upgrades to the examination software, the development and implementation of new records management systems necessary to facilitate the licensing process, and facilitation of the practice analysis to ensure alignment of the Council's education, internship, and examination programs with the requirements of independent practice. All of these activities provide a strong foundation necessary for the role the architect plays in the protection of the health, safety, and welfare of the public.

RESOLUTION 2011-09
Supported by the Council Board of Directors (12-2)

TITLE: *Bylaws* Amendment – Audit Committee

SUBMITTED BY: Council Board of Directors

RESOLVED, that Article VII of the *Bylaws* be amended by adding a new Section 9 at the end thereof as follows:

> "SECTION 9. Audit Committee. The Audit Committee, appointed in the same manner and with the same term as all other committees, shall consist of the Treasurer, who shall serve as the chair of the Committee, one additional Executive Committee Member, and from one to three additional members of the Board of Directors who are not members of the Executive Committee. The Audit Committee shall report to the Board and shall be responsible for overseeing the Council's financial controls and auditing, including receiving the annual audit and considering the items of internal accounting control that arise from the audit, from personnel changes and from the implementation of changes in policies that affect internal financial controls. The Audit Committee shall annually select and engage an independent auditor of the Council's financial records."

FURTHER RESOLVED, that Article VII, Section 8 (Executive Committee), paragraph D of the Bylaws be amended to read as follows:

> "D. prior to the start of the new fiscal year of the Council, prepare a budget for the next fiscal year for presentation to the Council Board of Directors; periodically review the budget, investments, financial policies ~~procedures~~, and financial positions of the Council and make recommendations concerning the same to the Council Board of Directors for appropriate action ~~and serve as the audit committee of the Council~~."

SPONSORS' STATEMENT OF SUPPORT:
Establishing an Audit Committee is consistent with best practices that are emerging for non-profit organizations and will allow the Executive Committee to focus on financial policies and other strategic issues while a separate Audit Committee oversees the audit and internal financial controls. It is expected that service on the Audit Committee will also expose more regional directors to how the Council manages its financial affairs.

RESOLUTION 2011-10
Supported by the Council Board of Directors (14-0)

TITLE: *Bylaws* Amendment – Treasurer's Responsibilities

SUBMITTED BY: Council Board of Directors

RESOLVED, that Article VIII, Section 10 of the *Bylaws* be amended to read as follows:

> "SECTION 10. Treasurer. The Treasurer shall ~~have, subject to the direction of the Board of Directors,~~ generally oversee ~~general charge of~~ the financial affairs of the Council and be the primary liaison of the Council Board of Directors with the chief financial officer of the Council. The Treasurer shall report to the Council Board of Directors and Annual Meeting on financial matters of the Council. ~~and shall keep or cause to be kept full and accurate records thereof. The Treasurer shall render to the President/Chair of the Board or the Board of Directors, whenever either may require it, a statement of the accounts of the transactions of the Treasurer and of the financial condition of the Council. The Treasurer shall render to the Council an annual statement of the financial condition of the Council.~~ The Treasurer shall perform such duties and have such powers additional to the foregoing as the Council Board of Directors may designate."

FURTHER RESOLVED, that Article VIII, Section 12 of the *Bylaws* be amended to read as follows:

> "SECTION 12. Bonding. The ~~Treasurer, and such others as the Council Board of Directors may decide,~~ Council's Chief Executive Officer and those in general charge of the Council's financial matters shall be bonded in an amount of not less than $500,000. The Chief Executive Officer may decide to have others bonded in the Council. The cost of such bond shall be paid from funds of the Council."

FURTHER RESOLVED, that Article XI, Section 2, paragraph A of the *Bylaws* be amended to read as follows:

> "A. Receipts. All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Council's chief financial officer. ~~Treasurer who, with approval of the Council Board of Directors, may delegate certain responsibilities as provided in Article VIII, Section 10 of these Bylaws.~~"

FURTHER RESOLVED, that Article XI, Section 3 of the *Bylaws* be amended to read as follows:

> "SECTION 3. Securities and Investments. ~~Subject to the directions given from time to time by the Council Board of Directors, the Treasurer~~ In accordance with the Council Board of Directors policies and directions by the Board to the Chief Executive Officer,

the Council's chief financial officer shall have charge of the investment of all funds of the Council not held in its operating fund. ~~The Treasurer~~ In accordance with such policies and such directions, such chief financial officer may sell, purchase, transfer, and convey securities and exercise all rights, by proxy or by participation, of the Council with respect to such securities, or may authorize such purchases, sales, transfers, conveyances, and the exercise of any or all of said rights. ~~The Treasurer may delegate to the Chief Executive Officer, from time to time, all or any portion of the authority set forth in this paragraph.~~"

SPONSORS' STATEMENT OF SUPPORT:

Consistent with establishment of a chief executive officer at the last Annual Meeting, the elected treasurer should have an oversight role rather than the operating role the current *Bylaws* imply. Recent treasurers have not exercised operating responsibilities, but rather have overseen management of the Council's finances by Council staff and have been the primary Board of Directors contact with the Council's financial staff. This amendment will continue those roles and conform the *Bylaws* to actual practice.

RESOLUTION 2011-11
Supported by the Council Board of Directors (14-0)

TITLE: *Bylaws* Amendment – Committee Descriptions

SUBMITTED BY: Council Board of Directors

RESOLVED, that Article XII, Sections 5 and 6 of the *Bylaws* be deleted, that Section 5 be adopted to read as follows and that existing Section 7 be re-numbered as Section 6:

> "SECTION 5. Committees. The following Committees are hereby established and may from time to time make recommendations to the Council Board of Directors for consideration:
>
> A. Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council's education policies for use by Member Boards and its relationship with the National Architectural Accrediting Board (NAAB).
>
> B. Internship Committee: The Committee shall oversee the development, delivery, and assessment of the Intern Development Program for use by Member Boards.
>
> C. Examination Committee: The Committee shall oversee the development, delivery, and assessment of the Architect Registration Examination (ARE) for use by Member Boards.
>
> D. Continuing Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council's policies and programs relating to continuing education standards for use by Member Boards.
>
> E. Procedures and Documents Committee: The Committee shall review proposed resolutions, procedures, and documents for their impact on and consistency with Council policies and programs. The Committee shall assess the usefulness of special Council publications, and modify as appropriate.
>
> F. Professional Conduct Committee: The Committee shall oversee the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of record holders and others using Council services.
>
> G. Member Board Executives Committee: The Committee shall consider issues of concern to the jurisdictions and Member Board Executives. The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.
>
> H. Regional Chairs Committee: The Committee shall discharge its responsibilities as described in Article V, Section 5, and consider issues of concern to the Regional

Conferences. The membership of the Committee shall be the Chairs of each of the Regional Conferences and the First Vice President/President Elect who shall serve as Chair of the Committee.

I. Credentials Committee: The Committee shall examine and verify Annual Meeting delegate credentials, report to the membership on Annual Meeting attendance, and tabulate and report election results to the President. Members of the Credentials Committee shall be sitting Member Board Members and/or Member Board Executives.

J. Other: Committees, task forces, and work groups may be established from time to time by the President with the approval of the Council Board of Directors."

SPONSORS' STATEMENT OF SUPPORT:
The Bylaws Task Force reviewed the Council's current committee structure and recommends the changes identified in the resolution. The Task Force also determined that the duties of the Council's committees as described in the current *Bylaws* are overly prescriptive, and in many instances, the committees have outgrown their responsibilities. The proposed changes are intended to more broadly identify the responsibilities of the committees while allowing for the establishment of other committees, task forces, and work groups as needed and approved by the Board of Directors. (For reference purposes, the existing standing committees and their responsibilities are found in the *Bylaws* included as an appendix in the *2011 NCARB Pre-Annual Meeting and Conference Report*.)

RESOLUTION 2011-12
Supported by the Council Board of Directors (14-0)

TITLE: *Bylaws* Amendment – Reinstatement of Membership

SUBMITTED BY: Council Board of Directors

RESOLVED, that Article IV be amended by adding a new Section 3 as follows:

> "SECTION 3. Reinstatement. A jurisdiction shall be reinstated as a member in the Council by a vote of two-thirds of all Member Boards following payment of all financial obligations of membership had the jurisdiction not been removed and being in compliance with all other requirements of Article IV, Sections 1 and 2."

SPONSORS' STATEMENT OF SUPPORT:
The Bylaws Task Force has noted that there is no provision for reinstating a removed jurisdiction's membership in the Council. It recommends that the same two-thirds vote be required for reinstatement as is required for removal. It also recommends that in fairness to the member jurisdictions, the removed jurisdiction be required to pay all financial obligations it would have been required to pay had it remained a member and not been removed.

RESOLUTION 2011-13
Supported by the Council Board of Directors (14-0)

TITLE: *Bylaws* Amendment – Omnibus Incidental Bylaw Changes

SUBMITTED BY: Council Board of Directors

RESOLVED, that the amendments and deletions noted in the Appendix, Omnibus Incidental Bylaw Changes, be adopted in the form presented in the Appendix.

SPONSORS' STATEMENT OF SUPPORT:
The Bylaws Task Force noted several incidental changes that it believed would be beneficial. If any Member Board wishes to have a particular change considered separately by the Annual Meeting, the chair will entertain a motion to divide the question so the particular change can be separately considered and acted on.

APPENDIX

Omnibus Incidental Bylaw Changes

Note that throughout the document, "Annual Meeting and Conference" has been changed to "Annual Meeting" and "State" has been changed to "Jurisdiction." All other recommended changes are shown in underline and strikeout.

ARTICLE I—NAME

The name of this organization shall be the National Council of Architectural Registration Boards.

ARTICLE II—DEFINITIONS

The following terms shall have the following meanings when used in these Bylaws:

A. "Council" shall mean the National Council of Architectural Registration Boards;

B. "Jurisdiction" shall mean any political subdivision of the United States, including any State, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the practice of architecture;

C. ~~"State Board"~~ "Member Board" is a member of the Council and shall mean the body legally authorized by a Jurisdiction to certify that an applicant for registration as an architect is qualified;

~~D. "Member Board" shall mean a State Board which is a member of the Council~~.

ARTICLE III—PURPOSE

The purpose of the Council shall be to work together as a council of Member Boards to safeguard the health, safety, and welfare of the public and to assist Member Boards in carrying out their duties. Pursuant thereto, the Council shall develop and recommend standards to be required of an applicant for architectural registration; develop and recommend standards regulating the practice of architecture; provide a process for certifying to Member Boards the qualifications of an architect for registration; and represent the interests of Member Boards before public and private agencies, provided that the Council shall not purport to represent the interest of a specific Member Board without that Member Board's approval.

ARTICLE IV—MEMBERSHIP

SECTION 1. Members. The membership of the Council shall be the legally constituted Jurisdiction Boards in good standing. Membership in the Council shall be attained through acceptance by the Council Board of Directors. Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards in good standing shall have equal rights.

SECTION 2. Removal. If, after written notification from the Council Board of Directors, a Member Board shall (i) fail to pay its dues or other financial obligations to the Council or to its Regional Conference, or (ii) shall persistently refuse registration to architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or (iii) shall fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for registration, then the Council Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council. Upon such recommendation, such Member Board may be removed from membership in the Council by the affirmative vote of not less than two-thirds of all Member Boards.

[See Resolution 2011-L]

ARTICLE V—MEETINGS

SECTION 1. Annual Meeting. The Council shall hold an Annual Meeting at a time and place as determined by the Council Board of Directors. Notice of all Annual Meeting shall be ~~mailed to~~ sent to the chair or equivalent presiding officer and to the Member Board Executive of each Member Board not less than 90 days prior to each such meeting.

SECTION 2. Special Meetings. Special business meetings of the Council may be called by the President/Chair of the Board, with the approval of the Council Board of Directors, or by a majority of the Member Boards. The Bylaws which govern notice for and the procedures and conduct of business of the Annual Meeting shall apply to Special Meetings.

SECTION 3. Delegates and Credentials. Each Member Board shall be entitled to be represented at meetings of the Council by one or more official delegates who shall be members of that Member Board.

A delegate attending the Annual Meeting or any Special Meeting of the Council shall be identified by a letter of credentials from the delegate's Member Board. A Member Board may be represented by as many delegates as attend, but only one vote may be cast for each Member Board by its delegates.

SECTION 4. Quorum. A quorum for the transaction of business at the Annual Meeting of the Council shall be one or more delegates representing a majority of the Member Boards.

SECTION 5. Resolutions and Other Motions. Resolutions are the substantive matters placed on the agenda for a meeting of the Council in accordance with this Section. All resolutions to be considered at any meeting of the Council, except those submitted by the Council Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Chairs Committee not later than 75 days prior to the meeting at which the resolution is to be considered. The Regional Chairs Committee shall review each resolution submitted by Regional Conferences and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication. All resolutions shall, insofar as practicable without altering or confusing the intent of the resolution, avoid invective or argument; but the proponent of a resolution may, when submitting the resolution to the Regional Chairs

Committee, include a brief summary of the argument in support of the resolution, which summary shall be published with the publication of the resolution. The ~~Regional Chairs Committee~~ Council shall ~~publish and~~ distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

Only Member Boards, Regional Conferences, Select Committees, and the Council Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any delegate or Council Officer or Director.

SECTION 6. Voting. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws or to remove any Member Board from membership in the Council. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as specified in Article VIII, Section 4, with regard to the election of Officers, voting upon all other issues shall require the quantum of vote set forth in Robert's Rules of Order Newly Revised. There shall be no voting by proxy.

SECTION 7. Order of Business. An agenda outlining the order of business shall be prepared for all Council meetings. The agenda shall be prepared under the direction of the Council Board of Directors and printed and ~~mailed~~ sent by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

SECTION 8. Rules of Order. The Council shall be governed by Robert's Rules of Order Newly Revised when not in conflict with the Bylaws of the Council.

SECTION 9. Advisory Votes by Letter or Electronic Ballot. The Council Board of Directors may from time to time submit any issue or question to the Member Boards for an advisory vote by letter or electronic ballot, provided the subject matter and the ballot shall have been officially submitted in writing to the Member Boards at least 60 days prior to a date therein set for final receipt of ballots. Only ballots returned in the prescribed time will be counted.

SECTION 10. Other Participants. Council Officers and Directors, Member Board Executives or Attorneys when designated by their Member Boards, persons designated by the Board of Directors, and persons designated by the Presiding Officer shall have the privilege of the floor at Council meetings and may take part in the discussions and perform all functions of the delegates except to vote, or, except as provided in Article V, Section 5, with respect to Officers and Directors, to initiate action.

SECTION 11. International Agreements. All written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the members at an Annual Meeting.

ARTICLE VI—REGIONS AND REGIONAL CONFERENCES

SECTION 1. Purpose. In order to establish closer communication between Member Boards and the Council, as well as between Member Boards within geographical areas, and further to assist

the Council in achieving its stated ~~objectives~~ purpose,

A. Six geographical Regions comprising, in the aggregate, all the Jurisdictions, and

B. Six Regional Conferences, one within each Region, comprising the Member Boards in that Region, are hereby established. Each Member Board shall be required to be a member of its Regional Conference.

SECTION 2. Membership. The membership of the Regional Conferences is established as follows:

REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.

REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.

REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington.

ARTICLE VII —THE COUNCIL BOARD OF DIRECTORS

SECTION 1. Membership. The Council Board of Directors shall comprise the Officers of the Council as designated in Section 1 of Article VIII, one Director elected from each Regional Conference, the immediate Past President, one Member Board Executive Director, and one Public Director elected as provided in this Article VII.

SECTION 2. Qualifications and Limitations. A candidate for election as a Regional Director shall be (i) a citizen of the United States, and (ii) a member of a Member Board within the Regional Conference, or the Chair of the Regional Conference, or the incumbent Regional Director, at the time he or she is nominated by the Regional Conference. In the case of a Member Board regulating professions in addition to the profession of architecture, and which is divided into professional sections, the candidate will qualify as a member of a Member Board only if he or she is a member of the architectural section of the Member Board. ~~Regional~~ All Directors shall serve without compensation.

A candidate for election as the Member Board Executive Director shall be (i) a citizen of the United States, (ii) either an executive director or hold a comparable position as the primary administrator responsible for overseeing the activities of a Member Board at the time of election,

(iii) nominated by vote of a majority of the members of the Member Board Executives Committee, and (iv) such person so nominated shall be elected at the Annual Meeting. A Member Board Executive Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Member Board Executive Director shall be filled by vote of a majority of the members of the Member Board Executives Committee.

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

SECTION 3. Terms of Office. The terms of office of Officers and Directors shall be as provided in Section 5 of Article VIII. Regional Directors shall be nominated as provided in Section 4 of this Article and persons so nominated shall be elected at the Annual Meeting of the Council to serve from the adjournment of said Annual Meeting until the adjournment of the next following Annual Meeting or until their successors are duly elected. No person shall serve more than three terms in succession as a Director.

SECTION 4. Nomination of Regional Directors. Each Regional Conference shall select its nominee for Director at a Regional Conference meeting. The nominations will be announced by the several Regional Conferences at the Annual Meeting of the Council.

SECTION 5. Vacancies. Vacancies in the offices of Officer and Directors shall be filled as provided in Section 6 of Article VIII. A vacancy in the office of a Regional Director shall be filled by an appointee designated by and from the Regional Conference originally represented. Any Regional Director who moves his or her principal residence to a place outside the region which he or she represents shall be deemed to have vacated the office of Regional Director, and any Member Board Executive Director and/or Public Director who ceases to be eligible as provided in this Article VII, Section 2, clause (ii) shall be deemed to have vacated the office of Member Board Executive Director or Public Director, respectively.

SECTION 6. Duties. The affairs of the Council shall be managed under the authority and direction of the Council Board of Directors. It shall exercise all authority, right, and power granted to it by the laws of the State of Iowa and shall perform all duties required by the said laws and by these Bylaws, and, in accordance therewith, it shall not delegate any of the authority, rights, or power or any of the duties imposed on it by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws.

SECTION 7. Meetings of the Board. The Council Board of Directors ~~must actually~~ may meet in any manner allowed by applicable law in regular or special meetings in order to transact business. Unless finances of the Council will not permit, the Council Board of Directors shall hold a regular meeting immediately prior to the opening of the Annual Meeting and a regular

meeting immediately following the adjournment of the Annual Meeting of the Council. Special meetings may be held upon call of the President/Chair of the Board or the Executive Committee and shall be held upon written request of the majority of the Council Board of Directors. All members shall be given due notice in writing of the time and place of all meetings, although notice of any meeting may be waived in writing by any member. A majority of the membership of Council Board of Directors shall constitute a quorum for the transaction of business. In the event that a Regional Director is unable to attend a meeting of the Council Board of Directors, the Chair of the Regional Conference the Director represents shall have the privilege of participating in the meeting in the Director's stead.

SECTION 8. Executive Committee of the Council Board of Directors. The Executive Committee of the Council Board of Directors shall comprise the President/Chair of the Board, the First Vice President/President Elect, the Second Vice President, the Treasurer, the Secretary, and the immediate Past President. The Executive Committee shall:

A. act for the Council Board of Directors between meetings only as directed by the Board;

B. develop short-range and long-range goals, consistent with the mission of the Council, as the basis for planning and implementation by the Board; and

C. assist the President/Chair of the Board with the development of issues to be presented at the spring Regional Meetings.

D. [*See Resolution 2011-I*]

ARTICLE VIII—OFFICERS

SECTION 1. Officers. The Officers of the Council shall be the President/Chair of the Board, the First Vice President/President Elect, the Second Vice President, the Treasurer, and the Secretary.

SECTION 2. Qualifications and Limitations. To be eligible for elective office in the Council a person shall be:

A. a citizen of the United States; and

B. at the time of election; serving either (i) as a member of the Council Board of Directors or (ii) as a member of a Member Board and, in the case of Member Boards regulating professions in addition to the profession of architecture and which is divided into professional sections, as a member of the architectural section of the Member Board. Elected Officers of the Council shall serve without compensation, provided, however, that nothing herein shall prohibit the Council Board of Directors from providing reasonable allowances from time to time to the President/Chair of the Board and to the First Vice President/President Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.

SECTION 3. Nomination of Officers. Any person qualified as prescribed in Section 2 may be nominated for office by declaring his or her candidacy at the time election for such office begins

at the Annual Meeting.

SECTION 4. Election of Officers. All elections of Officers shall be by ballot at the Annual Meeting , unless the Council shall agree to waive the provision. A majority vote of the Member Boards present and voting shall elect an Officer. If more than two candidates have been nominated, ballots shall be taken until a candidate receives such a majority vote. If there has not been such a majority vote on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot.

SECTION 5. Terms of Office.

A. The Second Vice President shall serve from the adjournment of the Annual Meeting at which such person is elected, until the adjournment of the next following Annual Meeting or until a successor is duly elected.

B. The First Vice President/President Elect shall serve as such from the adjournment of the Annual Meeting at which such person is so elected, until the adjournment of the next following Annual Meeting at which time such person shall assume the office of President/Chair of the Board and shall serve as such until the adjournment of the next following Annual Meeting .

C. The Secretary and the Treasurer shall serve from the adjournment of the Annual Meeting at which they are elected until the adjournment of the next following Annual Meeting or until their successors are elected.

D. No incumbent shall serve for more than one term in succession as President/Chair of the Board, First Vice President/President Elect, or Second Vice President; provided, however, that an Officer shall be eligible for reelection for the full term of office if during the period immediately prior thereto such Officer had succeeded to or been elected to the office to fill a vacancy.

SECTION 6. Vacancies. A vacancy in the office of the President/Chair of the Board shall be filled by the First Vice President/President Elect assuming the office. A vacancy in the office of the First Vice President/President Elect shall be filled by the Second Vice President assuming the office. A vacancy in the office of Second Vice President, Secretary, or Treasurer shall be filled by an appointee designated by the Council Board of Directors to hold office until the adjournment of the next Annual Meeting; but the balance of the unexpired term, if any, shall be filled at the Annual Meeting by nomination and election as provided in Sections 3 and 4.

SECTION 7. President/Chair of the Board. The President/Chair of the Board shall be the senior elected officer of the Council and shall:

A. preside at all meetings of ~~the Council,~~ the Council Board of Directors, the Executive Committee of the Council Board of Directors, and the Annual Meeting.

B. present to the Council at the Annual Meeting a report of activities during the

President/Chair of the Board's term of office;

C. identify individuals to serve on all committees while serving as First Vice President/President Elect and when serving as either President/Chair of the Board or First Vice President/President Elect may appoint all members of committees to serve during his or her own term of office as President/Chair of the Board subject to the approval of the Council Board of Directors;

D. oversee the work of all committees in discharging their responsibilities;

E. represent the Council Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and

F. perform such other duties and powers as the Council Board of Directors may from time to time decide.

SECTION 8. Vice President. The Vice Presidents, in order, shall, in the absence of the President/Chair of the Board, exercise the duties of and possess all the powers of the President/Chair of the Board.

SECTION 9. Secretary. The Secretary shall record or cause to be recorded ~~in books kept for that purpose~~ all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors. The Secretary shall perform such duties as the Board of Directors may designate. Records ~~books~~ of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.

In the absence of the Secretary from any meeting of the Council or from any meeting of the Board of Directors, a temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

SECTION 10. Treasurer. *[See Resolution 2011-J]*

SECTION 11. Chief Executive Officer. The Chief Executive Officer shall be the senior appointed officer of the Council. Such person shall be appointed by, shall serve at the pleasure of and shall have such compensation and benefits as shall be established from time to time by the Council Board of Directors. The Chief Executive Officer shall have general charge of the management and administration of the Council's affairs, the implementation of policies established from time to time by the Council Board of Directors and such other duties and powers as the Council Board of Directors may from time to time determine, subject always to the ultimate authority of the Council Board of Directors under applicable law and these Bylaws.

SECTION 12. Bonding. *[See Resolution 2011-J]*

ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION

SECTION 1. Council Record. The Council shall, upon request of individual members of the architectural profession, secure, authenticate, and record factual data of an applicant's education,

training, examination, practice, and character. Upon request of the applicant, ~~T~~this Record will be forwarded to any Member Board or to any foreign registration authority with whom NCARB has an agreement for mutual reciprocity ~~upon request of the applicant~~.

SECTION 2. Council Certification. Certification shall be given an Architect holding a Council Record verifying that the Architect has complied with the Council standards of education, training, examination, registration, and character. In addition to this verification, the Certification shall carry the recommendation of the Council that registration be granted the Architect without further examination of credentials. For applicants registered as Architects in countries where formal agreements with the Council exist, the standards and procedures for Certification will be in accordance with such written agreements or as otherwise established by the Council. Architects certified by the Council shall have a Certificate incorporated in their Council Record.

SECTION 3. Annual Renewal. Council Certification shall be in effect for a period of one year. Renewal of the Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the Council Board of Directors may establish. A lapsed Certification may be ~~reinstated~~ reactivated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the Council Board may establish.

SECTION 4. Revocation of Certification. The Council shall revoke an Architect's Certification if:

A. a Member Board has revoked (without limitation as to time) the Architect's registration for a cause other than nonpayment of renewal fees or failure to file information with the Member Board; or

B. facts are subsequently revealed which show that the Architect was actually ineligible for Certification at the time of Certification.

In addition, the Council may revoke an Architect's Certification if:

C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or

D. the Architect has surrendered or allowed to lapse his or her registration in connection with disciplinary action pending or threatened; or

E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or

F. the Architect has willfully misstated a material fact in a formal submission to the Council.

The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.

In order to assist the Council in carrying out its responsibilities under this Section, each Member Board shall (unless prohibited by its State Law) report to the Council each case in which the Member Board has revoked or suspended an Architect's registration for cause other than nonpayment of renewal fees or failure to file information with the Member Board, or in which the Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of architectural practice, violated the laws.

ARTICLE X—~~COUNCIL~~ SERVICES TO ~~ITS~~ MEMBER BOARDS

SECTION 1. Architect Registration Examination. The Council shall prepare an architect registration examination for use by Member Boards. The Council Board of Directors shall issue, from time to time, rules respecting the administration and grading of examinations, which shall include, among other things, the schedule of charges for the use of the examinations, the date or dates on which examinations may be administered, safeguards to prevent improper disclosure of information respecting the examinations, and such other matters respecting the administration and grading of examinations as the Council Board deems appropriate. Every Member Board using the Architect Registration Examination shall comply strictly with the rules issued by the Council Board, unless the Council Board agrees to waive any of the rules in a particular case. If any Member Board refuses to comply with the rules applicable to its use of the examinations or, after so agreeing, fails to comply with such rules, the Council Board may withhold the examinations from such Member Board until it is satisfied that such Member Board will comply with such rules thereafter. Any Member Board which refuses registration to architects holding the Council Certification for the reason that the Member Board has requirements or procedures for grading the Architect Registration Examination which are different from the requirements or procedures established by the Council shall be denied the use of the examinations until such policy of refusing registration is revoked; but the Council Board may, with sufficient cause, waive the denial of the use of the examinations.

SECTION 2. Forms and Documents. In order to ensure uniformity in the reporting of an applicant's education experience, registration (if applicable), and other necessary supporting data for determining eligibility for examination, Council Certification, or reciprocal registration, the Council shall study and prepare forms and documents appropriate for use by both the Council and Member Boards.

SECTION 3. Research. The Council, through work of committees, shall engage in research pertinent to all matters relating to legal registration of architects.

SECTION 4. International Relations. The Council shall engage in the exploration and formulation of agreements with foreign countries to allow architects to practice in countries other than their own.

ARTICLE XI—FINANCES, FUNDS, ACCOUNTING, INVESTMENTS, AND RECORDS OF THE COUNCIL

SECTION 1. Dues and Fees.

A. [*See Resolution 2011-H]*

B. Fees: The fees to be charged for ~~Council~~ ~~S~~services to members of the architectural profession shall be established, from time to time, by an affirmative vote of not less than two-thirds of the Council Board of Directors present and voting.

SECTION 2. Operating Fund.

A. Receipts. *[See Resolution 2011-J]*

B. General Budget: As soon as feasible following the Annual Meeting, the Council Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.

C. Authority to Expend and Disburse Money: No Officer, Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability, or commitment has been properly incorporated into the budget, and the Council Board of Directors has made an appropriation to pay the same.

D. Fiscal Year: The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

SECTION 3. Securities and Investments. [*See Resolution 2011-J]*

SECTION 4. Liabilities of Officers, Directors, and Employees. No Officer, Director, or employee of the Council shall be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from his or her acts performed in good faith and within the scope of his or her authority.

SECTION 5. Disclosure of Records. Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding (i) information barred from disclosure by an applicable statute; (ii) trade secrets; (iii) information disclosed to the Council in reliance upon its continued non-disclosure; (iv) information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council; (v) personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy; (vi) attorney-client communications and attorney work-product materials; (vii) transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder; (viii) contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and (ix) information arising from

investigatory cases. Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board. To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board to outsiders. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

ARTICLE XII—COMMITTEES

SECTION 1. Authorization and Appointment of Committees. Committees may be established to perform services for the Council. Except as otherwise specifically provided, all Committees shall be appointed as provided in Article VIII, Section 7 of these Bylaws and shall be under the jurisdiction of the Council Board of Directors, reporting to it when directed. Except as otherwise specifically provided, the President/Chair of the Board shall select the Chair of all Committees.

The Council Board of Directors may delegate to any of the Officers the authority to supervise the work of any of the Committees. The President/Chair of the Board shall have the power to make appointments to any unfilled or vacant Committee membership.

The Council Board of Directors may at any time discontinue a Committee other than a standing Committee established in the Bylaws, or make any changes in a Committee's personnel without regard to the terms of appointment of the Committee members.

SECTION 2. Reports of Committees. Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Meeting , for inclusion in the Pre-Annual Meeting Report, further, shall make interim reports to the Council Board of Directors as directed. Such reports shall be filed with the President/Chair of the Board, with a copy to the Chief Executive Officer.

SECTION 3. General Procedure of Committees. Every Committee shall perform in accordance with these Bylaws and with the directions of the Council Board of Directors. With the approval of the Council Board of Directors, every Committee may call and hold meetings and meet with other organizations or their representatives.

SECTION 4. Terms of Committee Appointments. The terms of Committee appointments shall ~~expire at the adjournment at the Annual Meeting and Conference~~ be for one fiscal year except as otherwise ~~provided in these Bylaws~~ approved by the Council Board of Directors.

SECTION 5. ~~Standing~~ Committees. *[See Resolution 2011-K]*

SECTION 6. Select Committees. Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section 7 of Article VIII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, notwithstanding Article V, Section 5, to offer resolutions to be voted on at the Annual Meeting and Conference on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Council Board of Directors in accordance with Section 2 of this Article XII. Such annual report of a Select Committee shall be included in the *Pre-Annual Meeting and Conference*

Report without revision by the Council Board of Directors.

ARTICLE XIII—INDEMNIFICATION

In addition to such further indemnification as may be authorized by the Board of Directors from time to time consistent with applicable law, to the fullest extent permitted by law, including without limitation Section 504 of the Iowa Code known as the Revised Iowa Nonprofit Council Act ("RINCA") and after the Council's Board of Directors makes the determination that the standards of Section 504.852 of RINCA (or successor provisions) have been met for the specific proceeding at issue, any present or former director, officer, employee determined by Board of Directors to be an executive employee, or member of a Council committee, or the estate or personal representative of any such person, made a party to any action, suit or other proceeding, civil or criminal, by reason of the fact that such person is or was serving the Council as such, or serving at the Council's request in any other entity or with respect to the Council's employee benefit plan, shall be indemnified by the Council against the reasonable expenses, including without limitation amounts paid by way of judgment, fine or penalty and reasonable defense costs including attorney's fees incurred in connection with the defense of such proceeding whether or not such defense shall be successful in whole or in part, or in connection with any appeal therein, or any settlement of any such proceeding on terms approved by the Council Board of Directors. Such indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled. Any other present or former employee or agent of the Council may also be indemnified with the approval of the Council Board of Directors. Expenses incurred of the character described above may, with the approval of the Council Board of Directors, be advanced to any person entitled to indemnity upon satisfaction of the requirements of Section 504.854 (or successor provisions) of RINCA. The Council shall have the power to purchase and maintain insurance on behalf of any person described above, or any other employee, volunteer or agent of the Council, against liability asserted against or incurred by such person on account of his or her status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.

ARTICLE XIV—SEAL

The Official Seal of the Council shall be used in all legal documents and on the Certification referred to in Article IX, Section 2 of these Bylaws.

ARTICLE XV—AMENDMENTS

These Bylaws may be amended at any special meeting or Annual Meeting of the Council by resolution submitted to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. An affirmative vote by not less than two-thirds of the Member Boards shall be required to secure adoption of any amendment to these Bylaws.

Recommended Positions on NCARB Resolutions

RESOLUTION 2011-01 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Legislative Guidelines, Model Law and Model Regulations* Amendments – Changes to Continuing Education Requirements**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-02 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Model Regulations* Amendment – Changes to the IDP Training Requirements for Initial Registration Standards**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-03 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Handbook for Interns and Architects* Amendment – Modifications to BEA Requirements**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-04 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Handbook for Interns and Architects* Amendment – Requirements for Certification of Foreign Architects**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-05 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Handbook for Interns and Architects* Amendment – Correction of ARE 4.0 Exam Equivalents**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-06 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Handbook for Interns and Architects* Amendment – Reinstatement of Revoked Certificate**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-07 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Handbook for Interns and Architects* Amendment – Definition of "In Process"**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-08 (No Action)
Supported by the Council Board of Directors (14-0)
Title: ***Bylaws* Amendment – Membership Dues**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-09 (Support)
Supported by the Council Board of Directors (12-2)
Title: ***Bylaws* Amendment – Audit Committee**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-10 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Bylaws* Amendment – Treasurer's Responsibilities**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-11 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Bylaws* Amendment – Committee Descriptions**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-12 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Bylaws* Amendment – Reinstatement of Membership**
Submitted by: *Council Board of Directors*

RESOLUTION 2011-13 (Support)
Supported by the Council Board of Directors (14-0)
Title: ***Bylaws* Amendment – Omnibus Incidental Bylaw Changes**
Submitted by: *Council Board of Directors*

NCARB

2011 CANDIDATE RESUMES

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

Ronald B. Blitch FAIA, FACHA, NCARB

Candidate for First Vice President/President-Elect

Education

University of Notre Dame - Bachelor of Architecture 1976
Rome Studies Program
AIA Henry Adams Award

Practice

Blitch Knevel Architects, Inc., New Orleans, LA
President (1977 to Present)
25 person firm founded in 1958
Specializing in Healthcare/Senior Living/University and Religious Projects

Registration

Louisiana, Mississippi, Alabama, Texas, Florida, Pennsylvania
NCARB Certification 1978

NCARB Service

NCARB	2nd Vice President		2011
	Board of Directors Executive Committee	*Member*	2011
	Board of Directors	*Member*	2011
	CEO Search Committee	*Member*	2011
	Practice Analysis Steering Committee	*Chair*	2011
	Region 3	*Chair*	2010
	Region 3	*Treasurer*	2009
	Committee on Examination	*Chair*	2007–2010
	Procedures and Documents Committee		2010
	ARE Cut Score Committee		2004, 2008
	ARE Specification Conversion Task Force		2007
	ARE Committee	*Chair*	2005–2007
	ARE Committee on Examination	*Asst. Chair*	2005–2007
	ARE Committee	*Asst. Chair*	2003–2005
	ARE Technology Committee	*Chair*	2003–2005
	ARE Committee – Graphics 2	*Subcommittee*	2004
	ARE Committee – CD&S	*Coordinator*	2000–2002
	ARE Committee – CD&S	*Subcommittee*	1999–2004
	ARE Design Exam Grading Committee		1994–1997
	Louisiana State Board of Architectural Examiners		1993–2000, 2006–2012
		President	2000, 2010

AIA

Fellow – American Institute of Architects		1999
Fellow – American College of Healthcare Architects		2000
AIA Louisiana	*President*	1990
AIA National Convention Committee	*Member*	1983, 1997, 2011
AIA National Convention	*Host Chapter Chair*	1997
AIA National Convention Task Force	*Chair*	1999
AIA Design for Aging Knowledge Community	*Chair*	1988–2000

NAAB

NAAB/NCARB Accreditation Review Team, Univ. Mass.-Amherst 2010

Community Service

Our Lady of Holy Cross College – *Board of Regents*
Chateau de Notre Dame – Continuing Care Retirement Community – *Board Member*
Town of Abita Springs, LA – Historic Commission – *Chairman*
Parks Committee – *Director*
Trailhead Museum Committee – *Director*
LSU Architectural Foundation – *Former Director*
East Jefferson General Hospital Foundation – *Past Chairman*
St. Elizabeth's Children's Home – *Past President*
Rotary Club of New Orleans – *Former Director*
The Holy Cross School – *Past Chairman*
Jefferson Performing Arts Society – *Former Director*
Notre Dame Alumni of New Orleans – *Past President*

Design Awards

Over 60 Design Awards from AIA National, AAHSA (American Association of Homes and Services for the Aging), AIA Louisiana, AIA Gulf States Region, and AIA New Orleans

Blakely C. Dunn, AIA, NCARB
Candidate for Second Vice President

Education

Bachelor of Architecture, 1985
Louisiana Tech University

Bachelor of Arts, 1984
Louisiana Tech University

Pensacola Junior College
Pensacola, Florida

Practice

CADM Architecture, Inc.
President (2001 to Present)
75 year-old, 9-person firm specializing in educational, institutional, and commercial projects.

Registration	Arkansas, Florida, Illinois, Louisiana, Mississippi, Texas, Wisconsin		
	NCARB Certification		1999
NCARB Service	NCARB Board of Directors	*Treasurer*	2010-2011
	NCARB Board of Directors	*Secretary*	2009-2010
	NCARB Board of Directors	*Director Region* 3	2007-2009
	NCARB/Region 3	*Chair*	2005-2007
	NCARB/Region 3	*Secretary*	2004-2005
	NCARB/Region 3	*Board of Directors*	2002-2006
	NCARB Bylaws Task Force	*Chair*	2009-2010
	NCARB Intern Development Program Advisory Committee	*Co-Chair*	2008-2009
	NCARB Member Board Executives Committee	*Board Liaison*	2009-2010
	NCARB Intern Development Program Committee	*Board Liaison*	2008-2009
	NCARB ARE Committee	*Board Liaison*	2007-2008
	NCARB Committee on Procedures and Documents		2006-2007
	NCARB Practice Analysis Task Force		2006-2007
	NCARB Regional Chairs Committee		2005-2007
	NCARB Broadly Experienced Architect Committee		2004-2007
	NCARB Broadly Experienced Architect Committee	*Interview Pool*	2007-2009
	NCARB Committee on Education		2003-2004
	NCARB Electronic Experience Verification Report Task Force		2008-2009
	NCARB IDP/Practice Analysis Linking Study Task Force		2009
	NCARB Credentials Committee	*Annual Meeting*	2003
NCARB Member Board Service	Arkansas State Board of Architects		1999-2010
	President		2002-2006
NAAB Service	NAAB/NCARB Accreditation Team Pool		2004-2012
	NAAB Accreditation Review Team, Louisiana Tech University		2005
	NCARB Observer/NAAB Study of Higher Education		2011
Professional Service	Arkansas Chapter AIA	*Board Member*	2004-2012
	Arkansas Chapter AIA	*Member*	1991-present
	American Institute of Architects	*Member*	1991-present
	Historic Preservation Alliance of Arkansas		*Member*

Family/Community

Married to Kelly for 28 years, 2 children (Marshall and Jerad)
El Dorado Historic District commission, Former Commissioner
El Dorado Rotary Club, Former Director
United Cerebral Palsy of South Arkansas, Former President
United Cerebral Palsy of South Arkansas, Former Director
El Dorado Main Street Program, Former Director
El Dorado Boys & Girls Club, former Baseball Coach

Dale McKinney, FAIA, NCARB

Candidate for Treasurer

Education	BA in Architecture, 1975 Iowa State University
Practice	M+ Architects Planning and Interior Design President and Principal
Registration	Iowa, Nebraska, South Dakota, Minnesota, Maryland, North Carolina, South Carolina, Arizona
Certification	NCARB

NCARB Service

NCARB Board of Directors

Secretary	*2010 - 2011*
Director	*2009 - 2010*
Chair, Region 4	*2006 - 2009*
Vice-Chair, Region 4	*2005 - 2006*

NCARB Committees

Member Board Executives	*2009 - 2010*
ARE Research and Development	*2009 - 2010*
Liaison to AIA National Associates	*2009 - 2010*
Chair, Intern Development Program	*2008 - 2009*
Procedures and Documents	*2008 - 2009*
Intern Development Committee Advisory Committee	2008 - 2009
Regional Chairs Committee	*2006 - 2009*
Intern Development Program	*2006 - 2008*
Chair, IDP Employment Task Settings Task Force	*2007 - 2008*
Jury, Intern Development Program Firm of the Year	*2007 , 2009*
IDP Supervisor Task Force	*2006 - 2007*
IDP Coordinating Committee	*2006 - 2007*
Committee on Professional Development	*2005 - 2006*

Professional Service

Iowa Board of Architectural Examiners Board Member	**2001 - 2010**
Chair	*2003 - 2004* and *2009 - 2010*
AIA National Director Central States	**1997 - 1999**
Component Resources Committee	*1990 - 1992*
Component Affairs Membership Advisory Committee	*1997 - 1999*
Chair, Component Affairs Membership Advisory Committee	*1999*

AIA Iowa

President	*1989*
President Elect	*1988*
Treasurer	*1996 - 1998*
Board of Directors	*1992 - 1995 and 1985 - 1987*
Convention Committee	*1983 and 1992*
Architectural Foundation Board	*1990 - 1991 and 1998 - 2000*

Honors and Awards

AIA/NCARB IDP Firm of the Year	*2004*
Mainstreet Iowa Best Volunteer	*1994*
Iowa Governor's Volunteer Award	*1995*
Partner in Aging Award	*1995*

Community Service

City of Sioux City	
Design Works Executive Committee	*2009 - 2010*
Historic Preservation Commission	*2004 - 2011*
Vision 2020 Urban Design Chair	*1990 - 1992*
Highland Park Development Commission	*1989*
Main Street Sioux City / Downtown Partners Board	
Member	*2008 - 2011 and 1991 - 1996*
Chair	*1992 - 1996*
Council on Sexual Assault and Domestic Violence Board of Directors	*2005 - 2010*
Norm Waitt Sr. YMCA Board of Directors	*1999 - 2008*
Chair	*2002 - 2004*
Siouxland Housing Development Corporation	*1991 - 2011*
Executive Director	*2011*
Hinton Community School Board of Education	*1976 - 1991*
President	*1979 - 1991*
Center for Siouxland	*2011 -*

DENNIS S. WARD, NCARB, AIA
Candidate for SECRETARY

Education

Master of Architecture 1981
Clemson University
Charles E. Daniel Center for Design
Genoa, Italy 1980
Bachelor of Science in Design 1979
Cum laude
Clemson University

Practice

F W Architects, Inc. – Florence, SC
President (1982 – Present)

REGISTRATION

South Carolina, North Carolina
NCARB Certificate

MEMBER BOARD SERVICE

South Carolina State Board of Architectural Examiners		2001-Present
	Vice-Chair	2003
	Chair	2004-2006, 2009

NCARB SERVICE

SCNCARB - Region 3	Region Director	2009-Present
SCNCARB - Region 3	Vice-Chair	2007-2008
SCNCARB - Region 3	Secretary	2006
SCNCARB - Joint Region Meeting - Savannah	Program Chair	2009
NAAB/NCARB - School of Architecture Accreditation Team 2003-Present		
Texas A&M – Prairie View (2006 Visiting Team)		
Yale University (2007 Visiting Team)		
University of South Florida - (2008 Focused Evaluation)		
University of Kentucky – (2010 Focused Evaluation)		
NCARB ARE Subcommittee - CD&S	Member	2002
NCARB ARE Subcommittee - CD&S	Coordinator	2003-2004
NCARB ARE Subcommittee	Assistant Chair	2005-2006
NCARB ARE Subcommittee	Chair	2006-2008
NCARB Committee on Examination		2005-2008
NCARB ARE Technology Committee	Chair	2005-2007
NCARB IDPAC	Chair	2009-Present
NCARB Committee on Intern Development	Board Liaison	2009-Present
NCARB IDP Educators Conference		2010
NCARB ARE Cut Score Committee		2008
NCARB ARE Spec. Conversion Task Force		2007
NCARB ARE Item Writing Workshops		2006-2008
NCARB ARE Outreach – Univ. Chicago Illinois		2008
NCARB IDP Outreach – Clemson University		2009
NCARB IDP Outreach – Chicago AIA		2010
NCARB IDP Outreach – Colegio de Arquitectos de Puerto Rico		2010
NCARB IDP Outreach – Austin AIA		2011

PROFESSIONAL SERVICE

AIA South Carolina	Member	1986-Present
AIA South Carolina	Board of Directors	1999
AIA South Carolina - Florence Chapter	Member	1996-2001
	President	1998
AIA South Carolina – Grand Strand Chapter	Member	2002-Present
South Carolina Office of School Facilities Advisory Committee		2003-Present
Clemson University College of Architecture, Arts, & Humanities		
Chair Search Committee – 2006		
Chair Search Advisor – 2010		
Construction Specifications Institute (CSI) – Grand Strand	Member	1993-Present
International Codes Council (ICC)	Member	1998-Present
Tau Sigma Delta, Architectural Honor Society – Clemson University		
Brick Association of the Carolinas Board	Board Member	1989-1991

COMMUNITY

Dawsey United Methodist Church
Florence Lions Club – Past Board of Directors
First Reliance Bank – Board of Advisors
Pee Dee Speech and Hearing Board – Past Chairman
Florence Symphony Guild
Florence Museum Association
Florence Downtown Development Association
McLeod Regional Medical Center – Fundraising Board
Florence Symphony Orchestra – Past Orchestral Member
Florence Little Theater Orchestra – Past Orchestral Member
Mu Beta Psi – Music Honor Society
Sigma Chi Fraternity

Thomas R. Wood, AIA, NCARB

Candidate for Secretary of NCARB

Education	Master of Architecture, 1975 University of Colorado Boulder, Colorado	Bachelor of Architecture, 1972 University of Michigan Ann Arbor, Michigan
Position	Professor of Architecture Montana State University Bozeman, Montana	Director, Integrated Design Lab Montana State University Bozeman, Montana
Registration	NCARB Certificate Montana Colorado	1978-Present 1983-Present 1976-Present

NCARB Service	Board of Directors	2009, 2010, 2011
	Region 5 Chair	2006-2008
	Region 5 Secretary-Treasurer	2005-2006
ARE	ARE Committee	Board Liaison 2010
	ARE Graphics 2 Committee	Member 2005-2006
	ARE Research and Development Committee	Member 1993
	ARE Division B, Site Design	Grading Coordinator 1992-1994
	ARE Division B, Site Design	Grading Juror 1984-1987 1991-1992
IDP	IDP Advisory Committee	Member 2008
	IDP Employment Settings Task Force	Member 2008
	IDP Committee	Member 2007
	IDP Core Competencies Committee	Member 2007
	IDP-EPC Core Competency Linking Study	Member 2007
	Practice Analysis Task Force	Member 2007
Education	Committee on Education	Board Liaison 2011
	BEA Committee	Board Liaison 2011
	PDP Committee	Board Liaison 2009
Montana Board	Member, two three-year terms	2000-2006
	President	2005-2006
Professional	AIA Member	1982-Present
	Director, Integrated Design Laboratory, Montana State University	2004-Present

Over $600,000 in grant support to provide energy-efficient design assistance to Montana architects and engineers. The lab also produces education and training programs on topics such as daylighting, energy-efficient electric lighting, energy modeling, and the integrated design process. The following is a partial list of assisted projects:

Bair Science Center, Rocky Mountain College, MT	CTA Architects Engineers
Great Falls Public School Remodels (4), MT	McKinstry
Townsend District Ranger Station, MT	A&E Architects
Kalispell Regional Medical Center, MT	A&E Architects
Montana Heritage Center, MT	SRG Architects and CTA Architects Engineers
Missoula Federal Credit Union, MT	MacArthur, Means & Wells, Architects
Klos Building, MT	High Plains Architects
Metra Arena and Pavilion Lighting, MT	Northwestern Energy
Washakie Museum, WY	CTA Architects Engineers
Worland Fire Station, WY	CTA Architects Engineers

Thomas R. Wood, AIA, NCARB

Candidate for Secretary of NCARB, continued

Past Positions And Recognitions

Director, School of Architecture, Montana State University	1990-1995
Assistant Dean, College of Arts and Architecture, MSU	2000-2002
Board of Directors, USGBC, Montana Chapter	2010-2011
Board of Directors, Performing Arts Center, Bozeman	2000-2001
Cox Family Award for Creative Scholarship and Teaching	2011
The Governor's Award for Excellence in Design, Montana	2004
Visiting Professional, National Renewable Energy Laboratory	Summer 1997-2000
Energy and daylighting analysis of high performance buildings	
Research Associate, Florida Solar Energy Center	Summer 1989
DOE-2 energy analysis of Florida office buildings	
Professor of Architecture, Montana State University	1990-Present
Associate Professor of Architecture, University of Florida	1987-1990
Assistant Professor of Architecture, University of Idaho	1976-1982
Energy Advisory Board, Gainesville, FL	1988-1990
The Governor's Energy Award, Florida	1990
Florida Energy-Efficient Home Design Competition, First Place (2)	1989
Better Homes and Gardens Competition, Interior Remodeling, First Place	1987
Advisory Board, Montana Power Co. Energy Conservation Purchase Plan	1983
National Passive Solar Design Competition, Third Place	1983
Passive Solar Design Competition, Solar Age Magazine, AGA, First Place	1983
Thomas R. Wood, Architect, AIA	1984-Present
Sole proprietor practice: design, lighting and acoustic consulting	
Residential and small commercial projects including:	
Good Samaritan Village, duplexes and lounges	Moscow, ID
Liberty Place	Whitehall, MT
Advanced Technology Center, Development Manual	Bozeman, MT
Eagle Mount Recreation Center, Schematic Design	Bozeman, MT
Wood Residence, Design and Construction	Gainesville, FL
Norwest Bank, Lighting Design	Bozeman, MT
Anderson-Mason-Dale Architects, intern and architect, Denver, CO	1975-1976
Arthur H. Bush and Associates, intern, Denver, CO	1972-1975
IAESTE Work Exchange Program, Copenhagen, DK	Summer 1971

Personal

Married to Cathy	1974-Present
Daughter Melissa, son Patrick and his wife, Kaile	

Contact

Address: 146 Hitching Post Road, Bozeman, Montana 59715
Phone: 406-994-4717
E Mail: twood@montana.edu

Agenda Item M.3

DISCUSS AND POSSIBLE ACTION ON NCARBS' EDUCATION STANDARD: PROPOSED MODIFICATIONS

The National Council of Architectural Registration Boards (NCARB) is proposing to modify the *NCARB Education Standard* and provide the member boards with an opportunity to review and comment on the proposal. The proposed modifications are in response to the NCARB Committee of Education's charge to ensure that the *NCARB Education Standard* is consistent with current requirements for professional degrees from National Architectural Accreditation Board (NAAB) accredited programs.

In May 2009, the Board's Professional Qualifications Committee reviewed the proposed *2009 Conditions for Accreditation* and identified specific comments to be conveyed to NAAB. On June 12, 2009, the Board ratified these comments.

The Board is asked to review, discuss, and take possible action on the proposed modifications to the *NCARB Education Standard*.

Attachments:
1) May 29, 2009 letter from the Board regarding comments on the *2009 Conditions for Accreditation*
2) Proposed revision of the *NCARB Education Standard* (2010-2011)

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

Arnold Schwarzenegger
GOVERNOR

May 29, 2009

Mr. Douglas L. Steidl, FAIA, President
National Architectural Accrediting Board, Inc.
1735 New York Avenue, NW
Washington, DC 20006

RE: Comments on the *2009 NAAB Conditions for Accreditation*

Dear Mr. Steidl:

The California Architects Board (Board) appreciates all of the important work that went into creating the *2009 Conditions for Accreditation* and we thank you for this opportunity to comment on the document.

The Board's Professional Qualifications Committee recently reviewed the Accreditation and Comparison documents and suggested the following modifications (bold underline and strikethrough text):

Part Two (II): Section 1 – Student Performance – Educational Realms (Realms A, B, & C) & Student Performance Criteria

A.4. Technical Documentation - *Ability* to make technically clear drawings, **outline specifications**, and models illustrating the assembly of materials, systems, and components appropriate for a building design **at the design development phase**.

B.2. Accessibility: *Ability* to design site, facilities, and systems to provide independent and integrated use by individuals with mobility, sensory, physical, and cognitive disabilities, **with respect to universal design**.

Note: Universal design best describes the practice of holistically integrating accessibility into the built environment without social separatism and should be part of this standard.

B.11. Building Service Systems Integration. *Understanding* of the basic principles, **methods,** and appropriate application and performance of building service systems ~~**such as plumbing, electrical, vertical transportation, security, and the protection systems**~~.

B.12. Building Materials and Assemblies Integration: *Understanding* of the basic principles, **methods, and technologies** utilized in the appropriate selection of construction materials, products, components, and assemblies, based on their inherent characteristics and performance, including their environmental impact and reuse.

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Sacramento,
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cab@dca.ca.gov
www.cab.ca.gov

C.9. Ethics and Professional Judgment: *Understanding* of the ethical issues involved in the formation of professional judgment **and responsibilities** regarding social, political and cultural issues in architectural practice and design.

As noted on the NAAB Web site, we are also submitting these suggested modifications electronically to forum@naab.org.

Again, the Board would like to thank you for this opportunity to comment and participate in this important process. Should you have any questions regarding our comments, please contact Executive Officer Doug McCauley at (916) 574-7220.

Sincerely,

JON BAKER, FAIA
President

cc: Gordon E. Mills, FAIA, National Council of Architectural Registration Boards

NCARB
National Council of Architectural Registration Boards 1801 K Street NW, Suite 700K Washington, DC 20006 202/783-6500 202/783-0290 Fax www.ncarb.org

16 May 2011

Dear NCARB Member Board Members and Member Board Executives,

This document serves to:
- **inform you of the modifications being proposed to the *NCARB Education Standard*;**
- **inform you that the proposed modifications are posted to the Registration Board section of the website; and**
- **provide you with a 30-day opportunity to review and comment.**

Please send comments to educationstandard@ncarb.org by 16 June 2011.

This following summarizes the Committee on Education's response to the FY11 charge to:

> Conduct a linking study to compare the requirements of the NAAB *Conditions for Accreditation* and the Student Performance Criteria (SPC) against the *NCARB Education Standard*. Determine if the *NCARB Education Standard* should be revised to ensure that it is consistent with current requirements for professional degrees from NAAB-accredited programs and submit recommendations to the Board of Directors.

The committee recommended that the Board approve revisions of the *NCARB Education Standard* as follows in the attached chart. Supporting rationale are included in the attached pages that show the current text, proposed revisions with track changes, proposed revision, and a description of each revision.

Below is a summary of significant revisions to the *NCARB Education Standard* that the committee recommended be made to ensure that it is consistent with current requirements for professional degrees from NAAB-accredited programs (numeration follows the *NCARB Education Standard*; italics denote revised Subject Area and Category titles):

1. The following Subject Area and Category titles were revised:
   1. A. "English" was revised to "*Communication Skills.*"
      B. "Humanities" was revised to "Humanities *and Arts*."
      C. "Mathematics" was revised to "*Quantitative Reasoning.*"
   2. "History, Human Behavior, and Environment" was revised to "History *and Theory*, Human Behavior, and Environment."

2. The following Category was divided into two Categories:
   4. C. "Business Management and Ethics" was revised to 4. C. "Business Management" and a new Category was created, 4. F "Ethics *and Social Responsibility.*"

3. The following new Categories were developed:
   3. D. "*Building Service Systems and Building Envelope/Enclosure Systems*"
   4. E. "*Technical Documentation*"

4. Subject Area and Category definitions were revised.

Continued on next page

NCARB
National Council of Architectural Registration Boards 1801 K Street NW, Suite 700K Washington, DC 20006 202/783-6500 202/783-0290 Fax www.ncarb.org

5. Semester credit hour requirements were revised:

Subject Area and Category	Requirement		Subject Area and Category	Requirement	
	Category	**Subject Area**		**Category**	**Subject Area**
2. History, Human Behavior, and Environment		**16 hours**	**2. History *and Theory*, Human Behavior, and Environment**		**16 hours**
A. History	No min.		A. History *and Theory*	6 hrs. min.	
B. Human Behavior	No min.		B. Human Behavior	3 hrs. min.	
C. Environment	No min.		C. Environment	3 hrs. min.	
3. Technical Systems		**24 hours**	**3. Technical Systems**		**24 hours**
A. Structural Systems	6 hrs. min.		A. Structural Systems	6 hrs. min.	
B. Environmental Control Systems	6 hrs. min.		B. Environmental Control Systems	6 hrs. min.	
C. Construction Materials and Assemblies	6 hrs. min.		C. Construction Materials and Assemblies	6 hrs. min.	
			D. Building Service Systems and Building Envelope/Enclosure Systems	3 hrs. min.	
4. Practice		**6 hours**	**4. Practice**		**9 hours**
A. Project Process	No min.		A. Project Process	3 hrs. max.	
B. Project Economics	No min.		B. Project Economics	3 hrs. max.	
C. Business Management *and Ethics*	No min.		C. Business Management	3 hrs. max.	
D. Laws and Regulations	No min.		D. Laws and Regulations	3 hrs. min.	
			E. Technical Documentation	3 hrs. max.	
			F. Ethics and Social Responsibility	3 hrs. max.	
6. Electives		**19 hours**	**6. Electives**		**16 hours**
Total		**160 hours**	**Total**		**160 hours**

Please refer to the attached document for a detailed explanation of revisions.

Proposed revision of the *NCARB Education Standard* (2010-2011)

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
The Education Standard	~~***The***~~ ***NCARB Education Standard*** **(2011-2012)** **Effective 1 January 2012**	***NCARB Education Standard*** **(2011-2012)** **Effective 1 January 2012**	• ***Document name and date*** *- The full document name, date, and effective date distinguish it from other versions and allow reference in other documents and communication.* • ***Effective date*** *– The first visits under the* 2009 Conditions *will occur after January 2010; first graduates will be May 2011 making an effective date of January 2012 appropriate.*
The *NCARB Education Standard* is an approximation of the requirements of a professional degree from a NAAB-accredited degree program. It includes general studies, professional studies, and electives, which together comprise a liberal education in architecture.	The *NCARB Education Standard* is ~~an~~ the approximation of the requirements of a professional degree from a program ~~NAAB~~ accredited by the National Architectural Accrediting Board (NAAB)~~degree program~~. It includes general studies, professional studies, and electives, which together comprise a professional liberal education in architecture.	The *NCARB Education Standard* is the approximation of the requirements of a professional degree from a program accredited by the National Architectural Accrediting Board (NAAB). It includes general studies, professional studies, and electives, which together comprise a professional liberal education in architecture.	• ***NAAB*** *- First reference to NAAB should be the full name of the organization for clarity.* • ***Electives*** *– Electives should remain general rather than specific (professional electives) since the* NAAB Conditions *do not require professional electives.*
This section provides a detailed description of the subject areas and the number of semester hours required in each area.	~~This section provides a~~Following are detailed descriptions of the subject areas and categories and the number of semester credit hours required ~~in each area~~.	Following are detailed descriptions of the subject areas and categories and the number of semester credit hours required.	• ***Revision*** *- Edited for brevity, clarity, and consistency.*
N/A	The *NCARB Education Standard* is the approximation of the requirements of a professional degree from a NAAB-accredited degree program. It includes general studies, professional studies, and electives, which together comprise a professional liberal education in architecture.	The *NCARB Education Standard* is the approximation of the requirements of a professional degree from a NAAB-accredited degree program. It includes general studies, professional studies, and electives, which together comprise a professional liberal education in architecture.	• ***Document description*** *–A description is necessary to introduce the purpose of the* NCARB Education Standard. • ***Note*** *- Although this appears to be a repetition of text, this text and the text above appear on separate pages.*
N/A	The *NCARB Education Standard* is the criteria for the EESA-NCARB Education Evaluation (described on p. ___ of the *Education Guidelines*). An EESA-NCARB Education Evaluation is required for two types of applicants who are seeking to satisfy one of two alternates to the education requirement for NCARB certification:	The *NCARB Education Standard* is the criteria for the EESA-NCARB Education Evaluation (described on p. __ of the *Education Guidelines*). An EESA-NCARB Education Evaluation is required for two types of applicants who are seeking to satisfy one of two alternates to the education requirement for NCARB certification:	• ***Document purpose*** *- Although this is included in the* Education Guidelines, *in which the* NCARB Education Standard *appears, the* NCARB Education Standard *is also a stand-alone document. Inclusion of this information ensures applicants understand the* NCARB Education Standard*'s purpose and context.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
	• Applicants who have a professional degree in architecture from a country other than the United States or Canada and whose degree meets the requirements for licensure in that country, and • Applicants for the Broadly Experienced Architect (BEA) program who have at least 64 semester credit hours (or 96 quarter credit hours) of post-secondary education. The EESA-NCARB Education Evaluation process is described on page __ and the BEA program is described on page __ of the *Education Guidelines*. The education requirement for NCARB certification is described in the *Handbook for Interns and Architects.*	• Applicants who have a professional degree in architecture from a country other than the United States or Canada and whose degree meets the requirements for licensure in that country, and • Applicants for the Broadly Experienced Architect (BEA) program who have at least 64 semester credit hours (or 96 quarter credit hours) of post-secondary education. The EESA-NCARB Education Evaluation process is described on page __ and the BEA program is described on page __ of the *Education Guidelines*. The education requirement for NCARB certification is described in the *Handbook for Interns and Architects*.	• ***References*** *– References to the* Education Guidelines *and the* Handbook for Interns and Architects *included for applicant's benefit.*
The *NCARB Education Standard*, the individual subject areas of the *NCARB Education Standard*, and means to satisfy any identified deficiencies are described below and on the following pages. The following subject areas and definitions have been developed to approximate the requirements of an NAAB-accredited degree program in architecture.	The *NCARB Education Standard*, the individual subject areas and categories of the *NCARB Education Standard*, and means to satisfy any identified deficiencies are described below and on the following pages. The following ~~subject areas and~~ definitions have been developed to approximate the requirements of an NAAB-accredited degree program in architecture.	The *NCARB Education Standard*, the individual subject areas and categories of the *NCARB Education Standard*, and means to satisfy any identified deficiencies are described below and on the following pages. The following definitions have been developed to approximate the requirements of a NAAB-accredited degree program in architecture.	• ***Revision*** *- Edited for brevity, clarity.*
A minimum of 160 semester hours (240 quarter hours) of academic credit is required and is grouped into six subject areas: General Education; History, Human Behavior, and Environment; Technical Systems; Practice; Design; and Electives.	A minimum of 160 semester credit hours (which is the equivalent of 240 quarter credit hours) of academic credit is required and is grouped into six subject areas: General Education; History and Theory, Human Behavior, and Environment; Technical Systems; Practice; Design; and Electives.	A minimum of 160 semester credit hours (which is the equivalent of 240 quarter credit hours) of academic credit is required and is grouped into six subject areas: General Education; History and Theory, Human Behavior, and Environment; Technical Systems; Practice; Design; and Electives.	• ***Semester credit hour and quarter credit hour distinction*** *– The distinction between the two credit hour systems clarifies the units used throughout the document and their equivalency. "Which is the equivalent of" further clarifies the meaning for foreign applicants.*

Current Text		Proposed Revision w/ track changes			Proposed Revision			Description of Revision
Subject Area	**Semester Hours Required**	**Subject Area**	**Category Require-ment [1 2]**	**~~Semester~~ Subject Area ~~Hours~~ Require~~d~~ment**	**Subject Area and Category**	**Category Require-ment [1 2]**	**Subject Area Requir-ement**	• ***Chart of Subject Areas and Categories*** *– A complete chart showing all subject areas and categories and the number of minimum required hours and maximum allowable hours in each provides detailed information in one view and also serves as an index. It also shows the hierarchy of subject areas and categories.* • ***Hours*** *– Revisions to the minimum required hours and maximum allowable hours are described in each category, below.*
1. General Education	* 45 hours	1. General Education		~~*~~ 45 hours	1. General Education		45 hours	
		A. ~~English~~ Communi-cation Skills	3 hrs. min.		A. Communi-cation Skills	3 hrs. min.		
		B. Humanities and Arts	N/A		B. Humanities and Arts	N/A		
		C. ~~Mathema-tics~~ Quantita-tive Reasoning	N/A		C. Quantita-tive Reasoning	N/A		
		D. Natural Sciences	N/A		D. Natural Sciences	N/A		
		E. Social Sciences	N/A		E. Social Sciences	N/A		
2. History, Human Behavior, and Environment	16 hours	2. History, Human Behavior, and Environment		16 hours	2. History and Theory, Human Behavior, and Environment		16 hours	
		A. History and Theory	~~no~~ 6 hrs.min.		A. History and Theory	6 hrs. min.		
		B. Human Behavior	~~no~~ 3 hrs. min.		B. Human Behavior	3 hrs. min.		
		C. Environ-ment	~~no~~ 3 hrs. min.		C. Environ-ment	3 hrs. min.		
3. Technical Systems	24 hours	3. Technical Systems		24 hours	3. Technical Systems		24 hours	
		A. Structural Systems	6 hrs. min.		A. Structural Systems	6 hrs. min.		
		B. Environ-mental Control Systems	6 hrs. min.		B. Environ-mental Control Systems	6 hrs. min.		
		C. Construc-tion Materials and Assemblies	6 hrs. min.		C. Construc-tion Materials and Assemblies	6 hrs. min.		
		D. Building Service Systems and Building Envelope/ Enclosure Systems	3 hrs. min.		D. Building Service Systems and Building Envelope/ Enclosure Systems	3 hrs. min.		

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
4. Practice 6 hours	4. Practice ~~6~~ 9 hours A. Project Process ~~no min.~~ 3 hrs. max. B. Project Economics ~~no min.~~ 3 hrs. max. C. Business Manage-ment ~~and Ethics~~ ~~no min.~~ 3 hrs. max. D. Laws and Regulations ~~no~~ 3 hrs. min. E. Technical Documen-tation 3 hrs. max. F. Ethics and Social Res-ponsibility 3 hrs. max.	4. Practice 9 hours A. Project Process 3 hrs. max. B. Project Economics 3 hrs. max. C. Business Manage-ment 3 hrs. max. D. Laws and Regulations 3 hrs. min. E. Technical Documen-tation 3 hrs. max. F. Ethics and Social Res-ponsibility 3 hrs. max.	• ***Chart of Subject Areas and Categories*** *– A complete chart showing all subject areas and categories and the number of minimum required hours and maximum allowable hours in each provides detailed information in one view and also serves as an index. It also shows the hierarchy of subject areas and categories.* • ***Hours*** *– Revisions to the minimum required hours and maximum allowable hours are described in each category, below.*
5. Design 50 hours	5. Design 50 hours Level I 8 hrs. min. 12 hrs. max. Level II 8 hrs. min. 12 hrs. max. Level III 8 hrs. min. 12 hrs. max. Level IV 8 hrs. min. 12 hrs. max. Level V 8 hrs. min. 12 hrs. max.	5 Design 50 hours Level I 8 hrs. min. 12 hrs. max. Level II 8 hrs. min. 12 hrs. max. Level III 8 hrs. min. 12 hrs. max. Level IV 8 hrs. min. 12 hrs. max. Level V 8 hrs. min. 12 hrs. max.	
6. Electives 19 hours Total 160 hours	6. Electives ~~19~~ [3] 16 hours Total 160 hours	6 Electives N/A [3] 16 hours Total 160 hours.	
* includes 3 hours in English composition	~~* includes 3 hours in English composition~~ 1. If the total number of hours obtained in a subject area exceeds the total minimum required hours or maximum allowable hours for the categories in the subject area, the remaining hours may be in any category of the subject area. For example, the 42 hours in General Education subject area remaining after satisfaction of the 3 hour minimum required in the Communication Skills category, may be in any or more of the other five categories of the General Education subject area; Humanities and Arts, Quantitative Reasoning, Natural Sciences, and/or Social Sciences.	1. If the total number of hours obtained in a subject area exceeds the total minimum required hours or maximum allowable hours for the categories in the subject area, the remaining hours may be in any category of the subject area. For example, the 42 hours in General Education subject area remaining after satisfaction of the 3 hour minimum required in the Communication Skills category, may be in any or more of the other five categories of the General Education subject area; Humanities and Arts, Quantitative Reasoning, Natural Sciences, and/or Social Sciences.	• ***Footnotes –*** *Footnotes to describe ways in which hours may be assigned added for applicant's benefit.*
	2. Hours in excess of the maximum allowable number of hours for any category may be used to satisfy the Electives subject area.	2. Hours in excess of the maximum allowable number of hours for any category may be used to satisfy the Electives subject area.	
	3. The minimum number of hours in each subject area totals 144 hours. The additional 16 hours may be in any one or more of the five subject areas and/or acceptable Electives.	3. The minimum number of hours in each subject area totals 144 hours. The additional 16 hours may be in any one or more of the five subject areas and/or acceptable Electives.	

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
1 - General Education Requirement	**1 - General Education ~~Requirement~~**	**1 - General Education**	• ***Revision*** *– "Requirement" deleted for brevity in all subject area titles.*
A total of 45 semester hours are required, including a minimum of three semester hours of credit in composition. The other 42 semester hours of credit may be completed in one or more of the following five subjects:	A total of 45 semester credit hours are required, including a minimum of three ~~semester~~ hours ~~of credit~~ in Communication Skills, specifically in English composition. The other 42 ~~semester~~ hours ~~of credit~~ may be ~~completed~~ in one or more of the other ~~following~~ five ~~subjects~~ categories:	A total of 45 semester credit hours are required, including a minimum of three hours in Communication Skills, specifically in English composition. The other 42 hours may be in one or more of the other five categories:	• ***Revision*** *– Revised for clarity and consistency.*
A - ENGLISH	**A - ~~ENGLISH~~ COMMUNICATION SKILLS**	**A - COMMUNICATION SKILLS**	• ***Communication Skills*** *– Revised to emphasize distinction from courses in English as a foreign language.*
English is defined as written or oral communication that explains, interprets, analyzes, or presents and supports a point of view, utilizing the principles and conventions of standard English as taught in the United States.	~~English~~ Communication Skills ~~is~~ are defined as effective written ~~or~~ and oral communication ~~that explains, interprets, analyzes, or presents and supports a point of view, utilizing~~using the ~~principles and~~ conventions of standard English as taught in the United States.	Communication Skills are defined as effective written and oral communication using the conventions of standard English as taught in the United States.	• ***Definition*** *– Definition revised to emphasize distinction from courses in English as a foreign language* • ***Effective*** *– "Effective" should be included since it is related to the context of the course and it is necessary to be specific in the definition.* • ***Written or oral*** *– "Written or oral" revised to "written and oral" to emphasize importance of both skills rather than one.*
Acceptable courses include composition, grammar, and public speaking.	Acceptable courses include English composition, English grammar, ~~and~~ public speaking, media communication, community consensus building, research methods, speech communication, business communication, and introductions to research.	Acceptable courses include English composition, English grammar, public speaking, media communication, community consensus building, research methods, speech communication, business communication, and introductions to research.	• ***Examples*** *– Additional examples included.*
Courses in English literature are NOT acceptable in this subject, but they are acceptable in the subject of humanities. Courses in English as a foreign language are NOT acceptable.	Courses in English literature are NOT acceptable in this ~~subject~~ category, but they are acceptable in ~~the subject of h~~Humanities and Arts. Courses in English as a foreign language are NOT acceptable in Communication Skills; however, they may be acceptable in Humanities and Arts.	Courses in English literature are NOT acceptable in this category, but they are acceptable in Humanities and Arts. Courses in English as a foreign language are NOT acceptable in Communication Skills; however, they may be acceptable in Humanities and Arts.	• ***Examples*** *– Additional examples included.* • ***Courses not acceptable*** *– Important to clarify that courses that are not acceptable may be acceptable in another category.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
B - HUMANITIES	**B ~~–~~ HUMANITIES AND ARTS**	**B – HUMANITIES AND ARTS**	• ***Humanities and Arts*** - NAAB Conditions *allow applied arts and studio arts in General Education.*
Humanities is defined as the recognition, comprehension, analysis, and interpretation of various forms of art and literature.	Humanities and Arts ~~is~~ are defined as the ~~recognition, comprehension, analysis, and interpretation~~ academic study of ~~various forms of art and literature~~ the expressions and artifacts of human experience in word, image, music, and gesture using methods that are primarily analytic, critical, or speculative and that apply rational thought to construct and assess opinions, ideas, and arguments.	Humanities and Arts are defined as the academic study of the expressions and artifacts of human experience in word, image, music, and gesture using methods that are primarily analytic, critical, or speculative and that apply rational thought to construct and assess opinions, ideas, and arguments.	• ***Examples*** *– Additional examples included.* • ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Courses in philosophy and languages other than English are acceptable in this area. Courses in philosophy and languages other than English are acceptable in this area.	Acceptable ~~C~~courses include philosophy, ancient and modern languages, literature, law, history, philosophy, religion, visual, performing, and applied arts ~~other than English are acceptable in this area. Courses in philosophy~~ and language courses other than English ~~are acceptable in this area~~.	Acceptable courses include philosophy, ancient and modern languages, literature, law, history, philosophy, religion, visual, performing and applied arts, and language courses other than English.	• ***Acceptable courses*** *– Additional examples included.*
The following types of courses are NOT acceptable in this subject but may be acceptable as electives: instrumental music, vocal music, and performance courses in dance, film, opera, radio, television, or theater. Studio art courses are NOT acceptable in this subject, but may be acceptable in the design subject area or as electives.	~~The following types of courses are NOT acceptable in this subject but may be acceptable as electives: instrumental music, vocal music, and performance courses in dance, film, opera, radio, television, or theater. Studio art courses are NOT acceptable in this subject, but may be acceptable in the design subject area or as electives.~~	*Deleted*	• ***Courses not acceptable*** *– Section deleted because it is too detailed and may be irrelevant and inconsistent with descriptions in the subject areas referenced.*
C - MATHEMATICS	**C - ~~MATHEMATICS~~ QUANTITATIVE REASONING**	**C - QUANTITATIVE REASONING**	• ***Quantitative Reasoning*** *– Category name revised for accuracy.*
Mathematics is defined as the logical study of quantity, form, arrangement, and magnitude. It includes the methods for using rigorously defined self-consistent symbols to disclose the properties and exact relationships of quantities and magnitudes, either in the abstract or in their practical connections.	~~Mathematics~~ Quantitative Reasoning is defined as the ~~logical~~ study of quantit~~y~~ative methods and rational systematic steps based on sound mathematical procedures to arrive at a conclusion~~, form, arrangement, and magnitude. It includes the methods for using rigorously defined self-consistent symbols to disclose the properties and exact relationships of quantities and magnitudes, either in the abstract or in their practical connections~~.	Quantitative Reasoning is defined as the study of quantitative methods and rational, systemic steps based on sound mathematical procedures to arrive at a conclusion.	• ***Definition*** *– Definition revised for more accurate description.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
Acceptable courses include algebra, analytic and descriptive geometry, calculus, differential equations, linear algebra, trigonometry, and all courses for which calculus is a prerequisite.	Acceptable courses include algebra, analytic and descriptive geometry, trigonometry, calculus~~differential equations~~, logical reasoning, pre-calculus, linear algebra, ~~trigonometry,~~ and statistics. ~~all courses for which calculus is a prerequisite.~~	Acceptable courses include algebra, analytic and descriptive geometry, trigonometry, calculus, logical reasoning, pre-calculus, linear algebra, and statistics.	• ***Revision*** *- Revised for clarity, brevity.*
The following types of courses are NOT acceptable in this subject, but may be acceptable as electives: business mathematics, discrete mathematics, finite mathematics, mathematics for business students, mathematics for teachers, probability, statistics, and symbolic logic.	~~The following types of courses are NOT acceptable in this subject, but may be acceptable as electives: business mathematics, discrete mathematics, finite mathematics, mathematics for business students, mathematics for teachers, probability, statistics, and symbolic logic.~~	*Deleted*	• ***Courses not acceptable*** *– Section deleted because it is too detailed and may be irrelevant and inconsistent with descriptions in the subject areas referenced.*
D - NATURAL SCIENCES	**D - NATURAL SCIENCES**	**D - NATURAL SCIENCES**	
Natural science is defined as the study of the physical universe. Natural science is divided into two general areas: biological science and physical science.	Natural science is defined as the study of the ~~physical~~ universe using a naturalistic approach, which is understood as obeying rules of laws of natural origin. The term N~~.~~ ~~N~~atural Science is also used to distinguish study in those fields that use the scientific method to study science and nature~~divided into two general areas: biological science and physical science~~.	Natural Science is defined as the study of the universe using a naturalistic approach, which is understood as obeying rules or laws of natural origin. The term Natural Science is also used to distinguish study in those fields that use the scientific method to study science and nature.	• ***Naturalistic approach*** *– Qualifying the study of Natural Science using a "naturalistic approach" is necessary to distinguish it from other fields, such as theology or mythology that can be used to study Natural Science.*
Acceptable courses include astronomy, astrophysics, bacteriology, biochemistry, biology, botany, chemistry, geology, microbiology, physical geography, physics, and zoology.	Acceptable courses include astronomy, astrophysics, bacteriology, ~~biochemistry~~, biology, ~~botany,~~ chemistry, earth science, physics, geology, zoology, microbiology, biochemistry~~physical geography, physics~~, and ~~zoology~~ botany.	Acceptable courses include astronomy, astrophysics, bacteriology, biology, chemistry, earth science, physics, geology, zoology, microbiology, biochemistry, and botany.	• ***Revision*** *– "Earth science" more appropriate terminology for "physical geography."* • ***Revision*** *- Revised for clarity, brevity.*
Courses in cultural geography or economic geography are NOT acceptable in this subject, but they are acceptable in the subject of social studies.	~~Courses in cultural geography or economic geography are NOT acceptable in this subject, but they are acceptable in the subject of social studies.~~	*Deleted*	• ***Courses not acceptable*** *–Deleted because it is too detailed, may be irrelevant, and inconsistent with description.*
E - SOCIAL STUDIES	**E - SOCIAL ~~STUDIES~~SCIENCES**	**E - SOCIAL SCIENCES**	
Social studies is defined as the analysis of economic, historical, political, psychological, and sociological aspects of human society.	Social ~~studies~~ Sciences is defined as the ~~analysis~~ study of the fields of academic scholarship that explore ~~economic, historical, political, psychological, and sociological aspects of~~ human society.	Social Sciences is defined as the study of the fields of academic scholarship that explore human society.	• ***Revision*** *- Revised for consistency, accuracy.* • ***Study of*** *– "Study of" included for consistency with other definitions, to clarify inclusion of multiple components, and to qualify the definition in relation to evaluation.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
Acceptable courses include African-American studies, anthropology, archaeology, area studies, Asian studies, cultural geography, economic geography, economics, Hispanic studies, history, Native American studies, political science, psychology, sociology, and women's studies.	Acceptable courses include ~~African-American studies,~~ anthropology, archaeology, economics, geography, history, linguistics, political science, gender studies, racial/ethnic studies, geography, international studies, ~~area studies, Asian studies, cultural geography, economic geography, economics, Hispanic studies, history, Native American studies, political science,~~ psychology, and sociology~~, and women's studies~~.	Acceptable courses include: anthropology, archaeology, economics, geography, history, linguistics, political science, gender studies, racial/ethnic studies, geography, international studies, psychology, and sociology.	• ***Definition*** *– "International studies" inclusive of specific subjects such as "Hispanic studies" and "Native American studies" and more appropriate for evaluation of foreign education.*
2 - History, Human Behavior, and Environment Requirement	**2 ~~–~~ History and Theory, Human Behavior, and Environment ~~Requirement~~**	**2 – History and Theory, Human Behavior, and Environment**	• ***Theory*** *– See category, below.* • ***Revision*** *– "Requirement" deleted.*
At least 16 semester hours of credit may be completed in one or more of the following three areas:	At total of at least 16 semester credit hours of credit ~~may be completed in one or more of the following three areas~~ with minimum requirements for each category as indicated: • History and Theory (6) • Human Behavior (3) • Environment (3) The remaining four (4) semester credit hours may be in any one or more categories of the History, Theory, Human Behavior, and Environment subject area.	At total of at least 16 semester credit hours, with minimum requirements for each category as indicated: • History and Theory (6) • Human Behavior (3) • Environment (3) The remaining four (4) semester credit hours may be in any one or more categories of the History, Theory, Human Behavior, and Environment subject area.	• ***Hours*** *– Minimum hour requirements revised.*
A – HISTORY	**A – HISTORY AND THEORY**	**A – HISTORY AND THEORY**	• ***Theory*** *– See category, below.*
History is defined as the study of construction by which human needs have been satisfied and human aspirations have been met.	History and Theory is defined as the study of the traditions of architecture and the built environment, landscape architecture, urban form, and construction by which diverse human needs, values, and aspirations have been ~~satisfied and human aspirations have been met~~ addressed in response to cultural, climatic, ecological, technological, socio-economic, and public health constraints.	History and Theory are defined as the study of the traditions of architecture and the built environment, landscape architecture, urban form, and construction by which diverse human needs, values, and aspirations have been addressed in response to cultural, climatic, ecological, technological, socio-economic, and public health constraints.	• ***Theory*** *–Curricula may include history and theory in one course.* • ***Definition*** *– Definition revised for more accurate description.*
Acceptable topics include historical movements in architecture, history of architecture, history of art and architecture, history of building technology, and theory of architecture.	Acceptable topics include historical movements in architecture, history of architecture, landscape architecture, and urban design~~history of art and architecture~~, history of building technology, and theory of architecture.	Acceptable topics include historical movements in architecture, history of architecture, landscape architecture, and urban design, history of building technology, and theory of architecture.	• ***Urban design*** *– "Urban design" added.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
Courses in art history are NOT acceptable in this subject, but they are acceptable in the subject of humanities. Courses in cultural, economic, or political history are NOT acceptable in this subject, but they are acceptable in the subject of social studies.	Courses in art history, cultural history, economic history, and political history are NOT acceptable in this ~~subject~~category, but they are acceptable in ~~the subject of humanities~~General Education. ~~Courses in cultural, economic, or political history are NOT acceptable in this subject, but they are acceptable in the subject of social studies.~~	Courses in art history, cultural history, economic history, and political history are NOT acceptable in this category, but they are acceptable in General Education.	• ***Courses not acceptable*** *– Revised for clarity and brevity.*
B - HUMAN BEHAVIOR	**B - HUMAN BEHAVIOR**	**B - HUMAN BEHAVIOR**	
Human behavior is defined as the study of characteristics and behavior of individuals and groups that relate to the physical environments in which they function, and to the processes of environmental modification and change.	Human behavior is defined as the study of the characteristics, nature, and behavior of diverse individuals and groups that relate to the physical and spatial environments in which they function, and to the processes of environmental modification and change.	Human Behavior is defined as the study of the characteristics, nature, and behavior of diverse individuals and groups that relate to the physical and spatial environments in which they function, and to the processes of environmental modification and change.	• ***Definition*** *– Definition of "Human Behavior" developed to include "spatial environments."*
Acceptable topics include ergonomics, human behavior, post-occupancy studies, and social response to the environment.	Acceptable topics include the study of ergonomics, human behavior, post-occupancy studies, cultural diversity, social diversity, and social response to the environment.	Acceptable topics include the study of ergonomics, human behavior, post-occupancy studies, cultural diversity, social diversity, and social response to the environment.	• ***Acceptable courses –*** *Additional examples included.* • ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
C - ENVIRONMENT	**C - ENVIRONMENT**	**C - ENVIRONMENT**	
Environment is defined as the constructed artifacts, service infrastructure, and climatic, geographic, and other natural characteristics of the site that influence the setting for architecture.	Environment is defined as the study of man-made conditions, ~~constructed artifacts,~~service infrastructure, and climatic, ecological, geographic, and other natural characteristics of the site that influence the setting for architecture and have an impact on the architecture design process.	Environment is defined as the study of man-made conditions, service infrastructure, and climatic, ecological, geographic, and other natural characteristics of the site that influence the setting for architecture and have an impact on the architecture design process.	• ***Definition*** *– A more comprehensive definition of "Environment" and inclusion of more specific areas is necessary.* • ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Acceptable topics include landscape architecture, site analysis, site planning, and urban planning as they relate to physical form and structure of the environment, and issues of sustainability.	Acceptable topics include issues of sustainability, ecology, energy, landscape architecture, site analysis, site planning, and urban planning as they relate to the physical form, characteristics, ~~-~~and structure of the environment~~, and issues of sustainability~~.	Acceptable topics include issues of sustainability, ecology, energy, landscape architecture, site analysis, site planning, and urban planning as they relate to the physical form, characteristics, and structure of the environment.	• ***Acceptable topics*** *– Additional examples included.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
SATISFYING DEFICIENCIES IN HISTORY, HUMAN BEHAVIOR, AND ENVIRONMENT	**SATISFYING DEFICIENCIES IN HISTORY AND THEORY, HUMAN BEHAVIOR, AND ENVIRONMENT**	**SATISFYING DEFICIENCIES IN HISTORY AND THEORY, HUMAN BEHAVIOR, AND ENVIRONMENT**	• ***Title*** *- Revised, see above for description of rationale.*
Only courses taken at schools of architecture with a professional degree program accredited by NAAB or CACB/CCCA are acceptable for satisfying deficiencies. A list of NAAB- and CACB/CCCA-accredited programs can be found at www.naab.org/architecture_programs/. Courses taken at institutions without NAAB- or CACB/CCCA-accredited programs may be accepted if approved by NAAB in advance. Courses taken at community or junior colleges are acceptable for satisfying deficiencies in general education, history, human behavior, and electives only.	Only courses taken at schools of architecture with a professional degree program accredited by NAAB or CACB/CCCA are acceptable for satisfying deficiencies. A list of NAAB- and CACB/CCCA-accredited programs can be found at www.naab.org/architecture_programs/. Courses taken at institutions without NAAB- or CACB/CCCA-accredited programs may be accepted if approved by NAAB in advance. Courses taken at community or junior colleges are acceptable for satisfying deficiencies in the G~~g~~eneral E~~e~~ducation subject area, the H~~h~~istory and Theory category, the H~~h~~uman B~~b~~ehavior category, and the E~~e~~lectives subject area only.	Only courses taken at schools of architecture with a professional degree program accredited by NAAB or CACB/CCCA are acceptable for satisfying deficiencies. A list of NAAB- and CACB/CCCA-accredited programs can be found at www.naab.org/architecture_programs/. Courses taken at institutions without NAAB- or CACB/CCCA-accredited programs may be accepted only if approved by NAAB in advance. Courses taken at community or junior colleges are acceptable for satisfying deficiencies in the General Education subject area, the History and Theory category, the Human Behavior category, and the Electives subject area only.	• ***Revision*** *- Revised for consistency with subject area and category names and capitalization.*
3 - Technical Systems Requirement	**3 - Technical Systems ~~Requirement~~**	**3 - Technical Systems**	• ***Revision*** *– "Requirement" deleted.*
At least 24 semester hours of credit in: • Structural Systems (at least six credits); • Environmental Control Systems (at least six credits); and • Construction Materials and Assemblies (at least six credits). The additional six credits required may be distributed over any of the following three areas.	A total of a~~A~~t least 24 semester hours ~~of credit in~~with minimum requirements for each category as indicated: • Structural Systems (~~at least six credits~~6)~~;~~ • Environmental Control Systems (~~at least six credits~~6)~~; and~~ • Construction Materials and Assemblies (~~at least six credits~~6) • Building Service Systems and Building Envelope/Enclosure Systems (3) The ~~additional six credits required~~ remaining three (3) hours may be ~~distributed over~~ in any one or more categories of the Technical Systems subject ~~following three~~ area~~s~~.	A total of at least 24 semester credit hours, with minimum requirements for each category as indicated: • Structural Systems (6) • Environmental Control Systems (6) • Construction Materials and Assemblies (6) • Building Service Systems and Building Envelope/Enclosure Systems (3) The remaining three (3) hours may be in any one or more categories of the Technical Systems subject area.	• ***Hours*** *– Minimum hour requirements revised.*
A - STRUCTURAL SYSTEMS	**A - STRUCTURAL SYSTEMS**	**A - STRUCTURAL SYSTEMS**	
Structural systems is defined as the basic structural elements of buildings, their interaction as a support system, the forces that act on and in buildings, and the principles and theory upon which an understanding of these systems is based.	Structural systems ~~is~~ are defined as the study of the basic structural elements of buildings, their interaction as a support system, the forces that act on and in buildings, and the principles, ~~and~~ theory, and appropriate applications ~~upon which an understanding~~ of these systems ~~is based~~.	Structural Systems are defined as the study of the basic structural elements of buildings, their interaction as a support system, the forces that act on and in buildings, and the principles, theory, and appropriate applications of these systems.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
B - ENVIRONMENTAL CONTROL SYSTEMS	**B - ENVIRONMENTAL CONTROL SYSTEMS**	**B - ENVIRONMENTAL CONTROL SYSTEMS**	
Environmental control systems is defined as building elements that pertain to the modification of the microclimate for purposes of human use and comfort.	Environmental control systems ~~is~~ are defined as the study of building elements that pertain to the modification of the microclimate for purposes of human use and comfort.	Environmental Control Systems are defined as the study of building elements that pertain to the modification of the microclimate for purposes of human use and comfort.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Acceptable topics include acoustics, air conditioning, building core systems, energy, energy efficiency, energy transmission, environmental systems, fire protection, heating, lighting (natural and artificial), plumbing, sanitary systems, solar energy utilization, sound, and sustainability.	Acceptable topics include acoustics, air conditioning, building core systems, energy, energy efficiency, energy transmission, environmental systems, ~~fire protection,~~ heating, lighting (natural and artificial), ~~plumbing, sanitary systems,~~ solar energy utilization, ~~sound,~~ and sustainability.	Acceptable topics include acoustics, air conditioning, building core systems, energy, energy efficiency, energy transmission, environmental systems, heating, lighting (natural and artificial), solar energy utilization, and sustainability.	• ***Plumbing and sanitary systems*** *– "Plumbing and sanitary systems" moved to Category D, "Building Service Systems and Building Envelope/ Enclosure Systems."* • ***Sound*** *– "Sound" deleted since it is addressed by "acoustics."* • ***Revision*** *– Revised for clarity.*
C - CONSTRUCTION MATERIALS AND ASSEMBLIES	**C - CONSTRUCTION MATERIALS AND ASSEMBLIES**	**C - CONSTRUCTION MATERIALS AND ASSEMBLIES**	
Construction materials and assemblies is defined as the characteristics of building materials and how they are used, made, and applied in a building project.	Construction ~~m~~Materials and ~~a~~Assemblies ~~is~~are defined as study of the characteristics of building materials and how they are used, made, and appropriately applied in a building project.	Construction Materials and Assemblies are defined as the study of the characteristics of building materials and how they are used, made, and appropriately applied in a building project.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Acceptable topics include building materials, conservation of structures, cost of materials, detailing, installation sequences, materials and assemblies characteristics, materials selection, and physical properties of materials.	Acceptable topics include physical properties of building materials, sustainable material selection, ~~conservation of structures, cost of materials,~~ detailing, installation characteristics of material assemblies, ~~sequences, materials and assemblies characteristics, materials selection, and physical properties of materials~~and associated assembly cost for labor and materials.	Acceptable topics include physical properties of building materials, sustainable material selection, detailing, installation characteristics of material assemblies, and associated assembly cost for labor and materials.	• ***Revision*** *– Revised for clarity.* • ***Acceptable courses*** *– Additional examples included.*
New category	**D - BUILDING SERVICE SYSTEMS AND BUILDING ENVELOPE/ENCLOSURE SYSTEMS**	**D - BUILDING SERVICE SYSTEMS AND BUILDING ENVELOPE/ENCLOSURE SYSTEMS**	• ***New Category*** *– New category added.*
	Building Service Systems and Building Envelope/Enclosure Systems are defined as: Building Service Systems, the application and performance of non-thermal mechanical, electrical, control, communications, circulation, and signal systems and Building Envelope/Enclosure Systems, the performance characteristics of the building envelope/enclosure.	Building Service Systems and Building Envelope/Enclosure Systems are defined as: Building Service Systems, the application and performance of non-thermal mechanical, electrical, control, communications, circulation, and signal systems and Building Envelope/Enclosure Systems, the performance characteristics of the building envelope/enclosure.	• ***Building Envelope/Building Enclosure*** *– "Building Envelope" may be interpreted as only building skin. "Building Enclosure" is broader; an important clarification for non-native English speakers.* • ***Circulation*** *– Provides a full definition.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
New category	Acceptable topics in Building Envelope/Enclosure Systems include moisture transfer, durability, energy performance, and material use and detailing. Acceptable topics in Building Service Systems include plumbing, electrical, vertical transportation, security, control, communication, and fire protection systems.	Acceptable topics in Building Envelope/Enclosure Systems include moisture transfer, durability, energy performance, and material use and detailing. Acceptable topics in Building Service Systems include plumbing, electrical, vertical transportation, security, control, communication, and fire protection systems.	• ***Examples*** *– Examples of specific topics provided for clarity.*
4 - Practice Requirement	**4 - Practice ~~Requirement~~**	**4 - Practice**	• ***Revision*** *– "Requirement" deleted.*
At least six semester hours of credit in: • Project Process, Project Economics, and Business Management and Ethics; and • Laws and Regulations including Construction Law, Building Codes, Accessibility, and Zoning. The six semester hours of credit may be completed in one of the following four areas:	A total of ~~A~~at least ~~nine (9) six~~ semester credit hours ~~of credit in~~are required. At least three (3) hours must be in: • Laws and Regulations The other six (6) hours must be in the following categories with no more than three (3) hours in any one category: • Project Process~~,~~ • Project Economics~~, and~~ • Business Management ~~and Ethics; and~~ • ~~Laws and Regulations including Construction Law, Building Codes, Accessibility, and Zoning.~~ • Technical Documentation • Ethics and Social Responsibility~~The six semester hours of credit may be completed in one of the following four areas:~~	A total of at least nine (9) semester credit hours are required. At least three (3) hours must be in: • Laws and Regulations The other six (6) hours must be in the following categories with no more than three (3) hours in any one category: • Project Process • Project Economics • Business Management • Technical Documentation • Ethics and Social Responsibility	• ***Laws and Regulations*** *– Three-hour minimum requirement in "Laws and Regulations" ensures that foreign applicants have taken a course on this topic.* • ***Other categories*** *– Most foreign applicants will have a deficiency in at least one category. Allowing the remaining hours to be in any category with a maximum ensures that this deficiency can be satisfied through coursework in more than one category.* • ***Hours*** *– Minimum requirements revised and maximum allowable hours included.*
A - PROJECT PROCESS	**A - PROJECT PROCESS**	**A - PROJECT PROCESS**	
Process is defined as the entire range of activities involved in a typical architectural design project as it moves from inception through completion of construction. These activities include not only those which the architect carries out, but also those of other professionals.	Project Process is defined as the study of the entire range of activities involved in a typical architectural design project as it moves from inception through completion of construction. These activities include not only those which the architect carries out, but also those of other professionals.	Project Process is defined as the study of the entire range of activities involved in a typical architectural design project as it moves from inception through completion of construction. These activities include not only those which the architect carries out, but also those of other professionals.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Acceptable topics include bidding and negotiation, client relationships, construction documents, contracts, design development, problem identification, project management, programming, site analysis, building code and accessibility analysis, and specifications.	Acceptable topics include bidding and negotiation, client relationships, leadership and collaboration, construction documents, contracts, design development, problem identification, project management, programming, site analysis, building code and accessibility analysis, and specifications.	Acceptable topics include bidding and negotiation, client relationships, leadership and collaboration, construction documents, contracts, design development, problem identification, project management, programming, site analysis, building code and accessibility analysis, and specifications.	• ***Acceptable topics*** *– Additional examples included.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
B - PROJECT ECONOMICS	**B - PROJECT ECONOMICS**	**B - PROJECT ECONOMICS**	
Project economics is defined as the financial aspects of building, including the economics of development.	Project E~~e~~conomics is defined as the study of the financial aspects of building, including the economics of development.	Project Economics is defined as the study of the financial aspects of building, including the economics of development.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
C - BUSINESS MANAGEMENT AND ETHICS	**C - BUSINESS MANAGEMENT ~~AND ETHICS~~**	**C - BUSINESS MANAGEMENT**	• ***Ethics*** *– Ethics moved to a new category.*
Business management is defined as the concepts, ethics, and procedures related to different forms of organization for architectural practice, including private and corporate offices as well as public-sector organizations and agencies.	Business ~~m~~Management is defined as the study of the concepts, ~~ethics~~standards, and procedures related to different forms of organization for architectural practice, including private and corporate offices as well as public-sector organizations and agencies.	Business Management is defined as the study of the concepts, standards, and procedures related to different forms of organization for architectural practice, including private and corporate offices as well as public-sector organizations and agencies.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Acceptable topics include business management, financial management, office management, office organization, legal agreements, negotiating legal agreements, professional liability, and professional rules of conduct.	Acceptable topics include business management, financial management, risk management, office management, office organization, customer service, legal agreements, negotiating legal agreements, legal and licensure responsibilities, professional liability, and professional rules of conduct.	Acceptable topics include business management, financial management, risk management, office management, office organization, customer service, legal agreements, negotiating legal agreements, legal and licensure responsibilities, professional liability, and professional rules of conduct.	• ***Acceptable topics*** *– Additional examples included.*
D - LAWS AND REGULATIONS	**D - LAWS AND REGULATIONS**	**D - LAWS AND REGULATIONS**	
Laws and regulations is defined as the body of common law, legislation, and regulation in the United States, including rules of professional conduct that affect architectural practice.	Laws and ~~r~~Regulations ~~is~~ are defined as the study of the body of common law, legislation, and regulation in the United States, including rules of professional conduct that affect architectural practice.	Laws and Regulations are defined as the study of the body of common law, legislation, and regulation in the United States, including rules of professional conduct that affect architectural practice.	• ***Study of*** *– "The study of" included for consistency with other definitions, to clarify that multiple components included, and to qualify the definition in relation to evaluation.*
Acceptable topics include barrier-free design, building codes, laws affecting architectural practice, life-safety systems, professional liability, professional registration, professional rules of conduct, tax laws, and zoning regulations. Courses in foreign law are NOT acceptable, but may be acceptable as Elective Subjects.	Acceptable topics include barrier-free design, building codes, laws affecting architectural practice, environmental regulation, life-safety systems, professional liability, professional registration, professional rules of conduct, tax laws, and zoning regulations. Courses in foreign law are NOT acceptable, but may be acceptable ~~as~~ in the Electives s~~S~~ubject~~s~~ area.	Acceptable topics include barrier-free design, building codes, laws affecting architectural practice, environmental regulation, life-safety systems, professional liability, professional registration, professional rules of conduct, tax laws, and zoning regulations. Courses in foreign law are NOT acceptable, but may be acceptable in the Electives subject area.	• ***Acceptable topics*** *– Additional examples included.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
New category	**E - TECHNICAL DOCUMENTATION** Technical Documentation is defined as the study of the ability to prepare technically clear and accurate drawings, outline specifications, and models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.	**E - TECHNICAL DOCUMENTATION** Technical Documentation is defined as the study of the ability to prepare technically clear and accurate drawings, outline specifications, and models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.	• ***New Category*** *– New category added.*
New category	**F - ETHICS AND SOCIAL RESPONSIBILITY** Ethics and Social Responsibility are defined as the study of the application of professional judgment and leadership on ethical subjects regarding social, legal, political and cultural issues in architectural design and practice. It includes the architect's responsibility to work in the public interest, to respect historic assets, and to improve the quality of life for local and global societies.	**F - ETHICS AND SOCIAL RESPONSIBILITY** Ethics and Social Responsibility are defined as the study of the application of professional judgment and leadership on ethical subjects regarding social, legal, political and cultural issues in architectural design and practice. It includes the architect's responsibility to work in the public interest, to respect historic assets, and to improve the quality of life for local and global societies.	• ***New Category*** *– New category added.*
5 - Design Requirement	**5 - Design ~~Requirement~~**	**5 - Design**	• ***Revision*** *– "Requirement" deleted.*
At least 50 semester hours of credit, including a Level V design studio sequence. Each level must have a minimum of eight semester hours and a maximum of 12 semester hours.	A total of a~~A~~t least 50 semester credit hours ~~of credit~~, including at least one Level V design studio sequence, with a minimum of ~~. Each level must have a minimum of~~ eight (8) ~~semester~~ hours and a maximum of 12 ~~semester~~ hours in each level~~.~~: • Level I • Level II • Level III • Level IV • Level V The remaining 10 hours may be in any one or more levels of the Design subject area.	A total of at least 50 semester credit hours including at least one Level V design studio sequence, with a minimum of eight (8) hours and maximum of 12 hours in each level: • Level I • Level II • Level III • Level IV • Level V The remaining 10 hours may be in any one or more levels of the Design subject area.	• ***Levels*** *– Bullet list of levels added for consistency with other subject areas.* • ***Description of hours –*** *Description of ways in which hours may be assigned added for applicant's benefit.*
Design is defined as analysis, synthesis, judgment, and communication that architects use to understand, bring together, assess, and express the ideas that lead to a built project.	Design is defined as the analysis, synthesis, use of judgment, and development and communication tools and methods that architects use to understand, assess, bring together, ~~assess,~~ and express the ideas that lead to a built project.	Design is defined as the analysis, synthesis, use of judgment, and development and communication tools and methods that architects use to understand, assess, bring together, and express the ideas that lead to a built project.	• ***Definition*** *– Subject area definition expanded to address category definitions.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
Design is divided into five levels. These levels are:	Design is divided into five levels. ~~These levels are:~~Each level requires competency in the subordinate level(s).	Design is divided into five levels. Each level requires competency in the subordinate level(s).	• ***Competency in subordinate level(s)*** *– Important to state since it is only implied.*
A - LEVEL I:	**A - LEVEL I:**	**A - LEVEL I:**	
Individual learning experiences within a non-building spatial context; beginning user consciousness with a familiarity of spatial analysis, design process methodology, and development of communication skills; and design literacy.	Level I is defined as i~~I~~ndividual learning experiences within ~~a non-building~~ two-dimensional and three-dimensional spatial contexts and ordering systems; basic architectural and environmental design principles, beginning user consciousness with a familiarity of spatial analysis, natural and formal ordering systems, design process methodology, and development of communication skills using appropriate media; and design literacy.	Level I is defined as individual learning experiences within two-dimensional and three-dimensional spatial contexts and ordering systems; basic architectural and environmental design principles, beginning user consciousness with a familiarity of spatial analysis, natural and formal ordering systems, design process methodology, and development of communication skills using appropriate media; and design literacy.	• ***Definition*** *– Definition of category revised for accuracy.*
B - LEVEL II:	**B - LEVEL II:**	**B - LEVEL II:**	
The foundation sequence continues with greater emphasis on the environment, user space study, and further skill development; introduction of qualitative technical materials; a minimum proficiency in the design and communication of simple buildings with an introductory understanding of construction and structural systems; and data analysis, programming, site analysis, and design.	Level II is defined as individual learning experiences with ~~The foundation sequence continues with~~ greater emphasis on the environment, precedent, user space study, investigative skills, and further design skill development; introduction of qualitative technical materials; a minimum proficiency in the design and communication of simple buildings with an introductory understanding of client need assessment, site (including existing building) assessment, construction and structural systems; and data analysis, programming, site analysis, and design.	Level II is defined as individual learning experiences with emphasis on the environment, precedent, user space study, investigative skills, and further design skill development; introduction of qualitative technical materials; a minimum proficiency in the design and communication of simple buildings with an introductory understanding of client need assessment, site (including existing building) assessment, construction and structural systems; and data analysis, programming, site analysis, and design.	• ***Definition*** *– Definition of category revised for accuracy.*
C - LEVEL III:	**C - LEVEL III:**	**C - LEVEL III:**	
Simple and complex building case studies with qualitative technical input; individual and group projects; total building synthesis developed; a general proficiency in the complete design of simple buildings with a minimum ability to deal with complex buildings and multibuilding complexes; and site analysis and design.	Level III is defined as individual and group learning experiences with an emphasis on s~~S~~imple and complex building case studies with applied research and qualitative technical input; individual and group projects; development of total building synthesis ~~developed~~ design skills including building envelope/enclosure systems and assemblies; a general proficiency in the complete design of simple buildings with a minimum ability to deal with complex buildings and multi-building complexes; and site analysis and	Level III is defined as individual and group learning experiences with emphasis on simple and complex building case studies with applied research and qualitative technical input; individual and group projects; development of total building synthesis design skills including building envelope/enclosure systems and assemblies; a general proficiency in the complete design of simple buildings with a minimum ability to deal with complex buildings and multi-building complexes; site analysis and design,	• ***Definition*** *– Definition of category revised for accuracy.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
	design, principles of sustainable design related to manmade and natural resources, healthful environments, and reduced impact on the environment; and visual representation of each stage of the programming and design process including traditional and digital media.	principles of sustainable design related to manmade and natural resources, healthful environments, and reduced impact on the environment; and visual representative of each stage of the programming and design process including traditional and digital media.	
D - LEVEL IV:	**D - LEVEL IV:**	**D - LEVEL IV:**	
The synthesis of complex building and multibuilding complexes within the urban context; integration of technical information; general proficiency in the total synthesis of complex buildings and related systems; transportation, communication, life-safety systems; and social ramifications of planning and architecture.	Level IV is defined as individual or group learning that emphasizes t~~T~~he synthesis of complex building and multi-building complexes within the urban context; integration of technical information; ability to create technical drawings and specifications; general proficiency in the total synthesis of complex buildings and related systems; as well as structural, environmental, service, transportation, communication, life-safety, and accessibility systems; and the social ramifications of planning and architecture. Studio learning at this level may integrate the use of digital media in design decision making. Level IV requires collaborative group projects and requires mastery of Levels I, II, and III.	Level IV is defined as individual or group learning that emphasizes the synthesis of complex building and multi-building complexes within the urban context; integration of technical information; ability to create technical drawings and specifications; general proficiency in the total synthesis of complex buildings and related systems; as well as structural, environmental, service, transportation, communication, life-safety, and accessibility systems; and the social ramifications of planning and architecture. Studio learning at this level may integrate the use of digital media in design decision making. Level IV requires collaborative group projects and requires mastery of Levels I, II, and III.	• ***Definition*** *– Definition of category revised for accuracy.*
E - LEVEL V:	**E - LEVEL V:**	**E - LEVEL V:**	
Project emphasis on complex building design, planning, and urban design. Level V work must indicate a mastery of data collection, analysis, programming, planning, building design, structures, building systems, landscape design, and other related knowledge.	Level V is defined as individual or group learning that~~Project~~ emphasizes ~~on~~ comprehensive design and complex building design, planning, and urban design. Level V work must indicate a mastery of data collection, analysis, programming, planning, building design; an understanding of the basic principles of~~,~~ structur~~es~~al design, building service system~~s~~ design, building envelope/enclosure systems, landscape design, and facility in other related knowledge and skills and a full range of representational skills including traditional and digital media. Level V requires collaborative group projects and requires mastery of Levels I, II, III, and IV.	Level IV is defined as individual or group learning that emphasizes comprehensive design and complex building design, planning, and urban design. Level V work must indicate a mastery of data collection, analysis, programming, planning, building design; an understanding of the basic principles of structural design, building service system design, building envelope/enclosure systems, landscape design, and facility in other related knowledge and skills and a full range of representational skills including traditional and digital media. Level V requires collaborative group projects and requires mastery of Levels I, II, III, and IV.	• ***Definition*** *– Definition of category revised for accuracy.*

Current Text	Proposed Revision w/ track changes	Proposed Revision	Description of Revision
SATISFYING DEFICIENCIES IN DESIGN	**SATISFYING DEFICIENCIES IN DESIGN**	**SATISFYING DEFICIENCIES IN DESIGN**	
Courses in graphic communication, computer-assisted design, photography, and studio art may be used to fulfill Level I requirement. Levels II-V must be satisfied by the completion of studio courses. Completion of a comprehensive studio in Level IV or Level V is highly desirable.	All levels must be satisfied in studio courses. Courses in graphic communication, computer-assisted design, and digital design media (e.g. building information modeling programs) ~~photography, and studio art~~ may be used to fulfill Levels II-IV when they are clearly integrated with studio courses. If such courses are taken on their own and without integration in a specific studio, they will be allocated as electives ~~requirement. Levels II-V must be satisfied by the completion of studio courses~~. Completion of a comprehensive studio in Level IV or Level V is ~~highly desirable~~required.	All levels must be satisfied in studio courses. Courses in graphic communication, computer-assisted design, and digital design media (e.g. building information modeling programs) may be used to fulfill Levels II-IV when they are clearly integrated with studio courses. If such courses are taken on their own and without integration in a specific studio, they will be allocated as electives. Completion of a comprehensive studio in Level IV or Level V is required.	• ***Studio courses*** *– Clarification that all design deficiencies must be satisfied through studio courses.* • ***Comprehensive studio*** *– Comprehensive studio in Level IV and Level V changed to requirement.* • ***Studio integration*** *– Clarification that courses must be integrated into a studio to satisfy design deficiency.*
6 - Elective Subjects	**6 - Electives ~~Subjects~~**	**6 - Electives**	• ***Revision*** *– "Requirement" deleted.*
The minimums noted in each subject area total 141 semester hours of credit. The additional 19 semester hours of credit may be taken in any one or more of the five subject areas and/or acceptable elective subjects.	The minimums number of semester credit hours ~~noted~~ in each subject area total 14~~1~~4 ~~semester~~ hours ~~of credit~~. The additional 1~~9~~6 ~~semester~~ hours ~~of credit~~ may be ~~taken~~ in any one or more of the five subject areas and/or acceptable ~~e~~Electives ~~subjects~~.	The minimum number of semester credit hours in each subject area total 144 hours. The additional 16 hours may be in any one or more of the five subject areas and/or acceptable Electives.	• ***Hours*** *– Minimum hour requirements revised.*
Acceptable elective subject areas include: architecture, business administration, computer science, engineering, interior design, law, public administration, and other courses that in the opinion of NAAB are acceptable toward the elective subject requirement.	Acceptable Eelectives ~~subject areas~~ include: architecture, business administration, computer science, engineering, interior design, law, public administration, and other ~~courses~~ subjects that in the opinion of NAAB are acceptable toward ~~the e~~Electives ~~subject requirement~~.	Acceptable Electives include architecture, business administration, computer science, engineering, interior design, law, public administration, and other subjects that in the opinion of NAAB are acceptable toward Electives.	• ***Revision*** *- Revised for consistent subject area name and capitalization.*

Agenda Item M.4

DISCUSS AND POSSIBLE ACTION ON NCARBS' IDP 2.0 EXPERIENCE SETTINGS: PORPOSED MODIFICATIONS

The National Council of Architectural Registration Boards (NCARB) proposed to modify their IDP 2.0 experience settings and provided the member boards with an opportunity to review and comment on the proposal. The proposed modification would reduce the maximum number of hours allowable for design or construction related activities to 930 hours and move that experience from the Other Work Settings category to the Supplemental Experience category.

The Board will be asked to review, discuss, and take possible action on the proposed modifications to the IDP 2.0 experience settings (attached).

NCARB
National Council of Architectural Registration Boards 1801 K Street NW, Suite 700K Washington, DC 20006 202/783-6500 202/783-0290 Fax www.ncarb.org

6 May 2011

Dear NCARB Member Board Members and Member Board Executives,

This document serves to:

- **inform you of the modifications being made to the Intern Development Program that the NCARB Board of Directors voted to approve;**
- **inform you that the proposed modifications are posted to the Registration Board section of the web site; and**
- **provide you with a 30-day opportunity to review and comment.**

Please send comments to idp-comments@ncarb.org by 6 June 2011.

Revisions Approved by the NCARB Board of Directors to modify the IDP 2.0 "Experience Setting" defined as:

"Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities)."

Modifications:

1. Reduce the maximum allowable experience from 1,860 hours to 930 hours.
2. Move this definition from Experience Setting O (Other Work Settings) into Experience Setting S (Supplemental Experience).

Rationale:
During the implementation of IDP 2.0 Phase Three, staff reviewed several work scenarios for applicability to the new IDP 2.0 experience settings. Based on the variety of scenarios presented, including some posed by interns currently reporting in work setting E, it was determined that implementing the language of the current work setting E into the new IDP 2.0 warranted further review. The proposed language and all the related work scenarios were brought to the Committee on the IDP for consideration.

The committee debated the validity and benefit of "design and construction related activities" defined in the current IDP work setting E and many other related scenarios. Interns reporting under the current work setting E are limited to a total of 936 hours of experience in training categories C (Management) and D (Related Activities).The consensus with respect to hours earned was that such "related activities" should continue to be limited to a total of 930 hours (approximately six months); however, the hours can now be earned in any experience category or area.

The committee also debated where "design and construction related activities" should be defined—experience setting O (Other Work Settings) or experience setting S (Supplemental Experience). The committee agreed that moving "design and construction related activities" to experience setting S will provide flexibility, and will set it as a special experience type as opposed to the more traditional settings under an architect, landscape architect, or engineer.

Some of the work scenarios considered included working for: an urban designer, a planner, an interior designer, a contractor, a sustainability consultant, a construction management firm, a kitchen designer, a millwork shop, an interior decorator, a theatre and set design company, an industrial designer, a subcontractor (drywall, roofer, electrician), a building supply/product rep, a developer, or drafting for a real estate company (to illustrate property).

IDP 2.0 Experience Setting Changes

Experience Setting A: Practice of Architecture

1,860 HOURS MINIMUM

* Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

Experience Setting O: Other Work Settings

1,860 HOURS MAXIMUM

* Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian Jurisdiction in an organization not engaged in the practice of architecture.
* Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.
* Direct supervision by a registered landscape architect or registered engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).
* ~~Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities)~~

Experience Setting S: Supplemental Experience

SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

* EPC activities
* CSI (CCS) & (CCCA)
* NCARB *Professional Conduct* Monograph
* Site visit with a mentor
* Design Competition
* Community-based Design Center/Collaborative
* Leadership & Service
* **Design or Construction Related Activities (930 Hours maximum allowed)**
  Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities)

SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

* EPC exercises
* AIA Continuing Education
* CSI (CDT)
* GBCI LEEP AP Credential
* Advanced Degree
* Teaching or research in a NAAB- or CACB-accredited program under the direct supervision of a person experienced in the activity

PROPOSED CHANGE

Agenda Item N

SCHEDULE

June		
16	Board Meeting	Los Angeles
22-25	National Council of Architectural Registration Boards (NCARB) Annual Meeting	Washington, DC
July		
4	*Independence Day*	*Office Closed*
19	Landscape Architects Technical Committee (LATC) Meeting	Sacramento
August		
September		
5	*Labor Day*	*Office Closed*
15	Board Meeting	Sacramento
15-17	Council of Landscape Architectural Registration Boards Annual Meeting	Chicago, IL
October		
7-9	The American Institute of Architects, California Council Monterey Design Conference	Pacific Grove
27	LATC Meeting	San Diego
30-11/2	American Society of Landscape Architects Annual Meeting & Expo	San Diego
November		
4-5	NCARB Member Board Executives (MBE) Workshop	Washington D.C.
11	*Veteran's Day*	*Office Closed*
24-25	*Thanksgiving Holiday*	*Office Closed*
December		
7-8	Board Meeting/Strategic Planning Session	San Diego
26	*Christmas Holiday Observed*	*Office Closed*

Agenda Item O

ADJOURNMENT

Time: _____