

California Architects Board

Board Meeting

June 10, 2015

San Diego, California





Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF BOARD MEETING

**MODIFIED**

**June 10, 2015 ([Webcast](#))**  
**10:00 a.m. to 4:00 p.m.**

**University of San Diego\* - Mother Rosalie Hill Hall, **Room 135****  
**5998 Alcala Park - San Diego, CA 92110**  
**(619) 260-4600 (Main Campus) or (916) 575-7202 (Board)**

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

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

### Agenda

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. President's Remarks
- C. Public Comment Session for Items Not on Agenda
- D. Approve March 12, 2015 Board Meeting Minutes

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*(Continued)*

\* This meeting is being hosted by USD's Department of Art, Architecture + Art History

- E. Executive Officer's Report
  - 1. Update on May 2015 Monthly Report
  - 2. Budget Update
  - 3. Update on 2014 Sunset Review for California Architects Board and Landscape Architects Technical Committee and Ratification of Responses to Background Papers
  - 4. Update and Possible Action on Legislation Regarding:
    - a. Assembly Bill (AB) 177 (Bonilla) [Authority: Extension]
    - b. AB 507 (Olsen) [BreEZe]
    - c. Senate Bill 704 (Gaines) [Conflict of Interest]
  - 5. Board Member Liaison Reports on Assigned Organizations and Schools and Possible Action
- F. National Council of Architectural Registration Boards (NCARB)
  - 1. Review of 2015 NCARB Annual Meeting Agenda, Policies, and Procedures
  - 2. Review and Approve Recommended Positions on 2015 Resolutions and Candidates for Office
  - 3. Update and Possible Action on NCARB's Actions Related to Accelerated Path to Architectural Licensure
- G. Discuss and Possible Action on Amending Board's Additional Path to Licensure Supporting Position Statement
- H. Review and Approve Modified Text Regarding Proposed Amendments to California Code of Regulations (CCR), Title 16, Section 120 (Re-Examination) as it Relates to Referenced Edition of *Architect Registration Examination Guidelines*
- I. Review and Approve 2015/16 Intra-Agency Contract Agreement with Office of Professional Examination Services for California Supplemental Examination Development
- J. Regulatory and Enforcement Committee (REC) Report
  - 1. Update on REC April 29, 2015 Meeting
  - 2. Discuss and Possible Action on Recommendation Regarding 2015–2016 Strategic Plan Objective to Monitor NCARB Action on Title for Interns to Ensure Appropriate Consumer Protection
- K. Review and Approve Proposed Regulations to Amend CCR, Title 16, Section 154 (Disciplinary Guidelines) as it Relates to Reference of Proposed Revised *Disciplinary Guidelines*
- L. Landscape Architects Technical Committee (LATC) Report
  - 1. Update on LATC May 13, 2015 Meeting
  - 2. Review and Approve Draft 2015–2016 Strategic Plan
- M. Closed Session – Pursuant to Government Code Sections 11126(a)(1), (c)(1) and (c)(3)
  - 1. Review and Approve March 12, 2015 Closed Session Minutes
  - 2. Consider Proposed Enforcement Decisions and Stipulations
  - 3. Conduct Annual Evaluation of Executive Officer

(Continued)

N. Review of Schedule

O. Adjournment

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

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



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

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

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

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

**BOARD MEMBER ROSTER**

Jon Alan Baker

Denise Campos

Tian Feng

Pasqual V. Gutierrez

Sylvia Kwan

Ebony Lewis

Matthew McGuinness

Nilza Serrano

Barry Williams

**PRESIDENT'S REMARKS**

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

**PUBLIC COMMENT SESSION FOR ITEMS NOT ON AGENDA**

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

**APPROVE MARCH 12, 2015 BOARD MEETING MINUTES**

The Board is asked to approve the minutes of the March 12, 2015 Board meeting.

Attachment:

March 12, 2015 Board Meeting Minutes

MINUTES  
REGULAR MEETING  
CALIFORNIA ARCHITECTS BOARD

March 12, 2015

Long Beach, CA

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

Board President Jon Alan Baker called the meeting to order at 1:05 p.m. and Board Vice President, Pasqual Gutierrez, called roll.

Board Members Present

Jon Alan Baker, President  
Pasqual Gutierrez, Vice President  
Tian Feng, Secretary  
Denise Campos  
Sylvia Kwan  
Ebony Lewis  
Matthew McGuinness  
Barry Williams

Board Member Absent

Nilza Serrano

Guests Present

Andrew Bowden, Landscape Architects Technical Committee (LATC)  
Kurt Cooknick, Director of Regulation and Practice, The American Institute of Architects, California Council (AIACC)  
Mark Donahue, Undergraduate Comprehensive Design Coordinator, Academy of Art University  
Bruno Giberti, Associate Department Head, California Polytechnic State University, San Luis Obispo (Cal Poly San Luis Obispo)  
Michael Hricak, Professor, University of Southern California  
Kurt Hunker, Graduate Architecture Program Chair, NewSchool of Architecture and Design (NewSchool)  
Mitra Kanaani, Professor of Architecture, NewSchool  
Atlas Umber Kazmi, Professor, American Board of Architecture (ABA)  
Sarah Lorenzen, Chair of Architecture, California State Polytechnic University, Pomona (Cal Poly Pomona)  
Todd Lynch, Professor, Department of Architecture and Urban Design, University of California, Los Angeles  
Norman Millar, Dean, School of Architecture, Woodbury University (Woodbury)  
Marc Neveu, Ph.D., Chair, Architecture Department, Woodbury  
Ashley Pourat, Center for Public Interest Law, University of San Diego

Christine Theodoropoulos, Dean, College of Architecture and Environmental Design, Cal Poly  
San Luis Obispo  
Sheran Voigt, Past President, California Architects Board

Staff Present

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

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

B. PRESIDENT'S REMARKS

Mr. Baker welcomed two new Board members - Ebony Lewis and Barry Williams.  
Doug McCauley administered the Oath of Office to Ms. Lewis and Mr. Williams.

Mr. Baker recognized former Board member, Sheran Voigt, who served on the Board from 2006 until 2014. Ms. Voigt also served as Board President in 2013 and 2014.

Mr. Baker also:

- recognized LATC member, Andrew Bowden in attendance;
- announced that the meeting will be webcast;
- advised the Board that all motions and seconds shall be repeated for the record; and
- announced that representatives from schools of architecture are in attendance and that school reports will be provided under Agenda Items H.2 and H.3.

C. PUBLIC COMMENT SESSION

Atlas Umber Kazmi identified herself and announced her presence to represent the ABA and Adroit School of Architecture (Adroit).

Kurt Cooknick expressed a desire for the Board to include the issue of intern titling in its strategic planning discussions. He also stated that AIACC wishes to discuss the issue with the Board when appropriate. Mr. McCauley informed Mr. Cooknick that all Board members received a copy of AIACC's letter regarding intern titling, dated March 4, 2015. He advised that the matter may be discussed as it relates to the Board's Strategic Plan (under Agenda Item F), but noted it is not formally agendaized. Therefore, Mr. McCauley advised the Board that substantive policy considerations concerning intern titling may not be discussed at this meeting.

D. APPROVE DECEMBER 10-11, 2014 BOARD MEETING MINUTES

Mr. Baker asked for comments concerning the December 10-11, 2014, Board Meeting Minutes.

- **Sylvia Kwan moved to approve the December 10-11, 2014, Board Meeting Minutes.**

**Tian Feng seconded the motion.**

**Members Gutierrez, Feng, Campos, Kwan, McGuinness, and President Baker voted in favor of the motion. Members Lewis and Williams abstained from voting. Member Serrano was absent. The motion passed 6-0-2.**

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley announced the next Board meetings will be held on June 10, 2015 in San Diego, September 10, 2015 in San Francisco, and December 10-11, 2015 in Sacramento.

Mr. McCauley spoke about the new department-wide business system known as BreEZe, and its effect on the Board's budget. He reported that BreEZe's implementation is ongoing, currently in phase two of a three-phase process. Mr. McCauley advised that BreEZe will bring to the Board additional operating costs, but those precise costs are unknown at the present time.

Mr. McCauley reported that Board members were sent Liaison Program reminders in February. He explained to new Board members that the Liaison Program is an important tool used by the Board to conduct environmental scans to understand ongoing developments in the marketplace, and inform the Strategic Planning process.

Mr. McCauley reminded the Board that it is in the early stages of its latest California Supplemental Examination (CSE) development process. He advised that an Occupational Analysis (OA) was completed and focus groups were conducted. Mr. McCauley reported that the Board is now in the process of conducting a review of the Architect Registration Examination (ARE) and a linkage study. He informed the Board that a panel of subject matter experts will soon convene to commence the linkage study.

Mr. McCauley spoke about the importance of the Board being proactive in its communications about the CSE to promote an efficient licensure process. He reported that in January 2015, he delivered outreach presentations alongside the Board's Examination/Licensing Analyst and in conjunction with the National Council of Architectural Registration Boards' (NCARB) Internship + Education Manager, Martin Smith. Mr. McCauley also reported on recent interactions with AIACC's Academy for Emerging Professionals. He advised that important topics were discussed, including the issues of intern titling and overhauling the current eight-year licensure model.

Mr. McCauley spoke about the Board's enforcement program and announced that the unit closed a record 44 cases in the month of February.

Mr. McCauley spoke about the Sunset Review process and informed the Board that the Sunset Review hearing will be held on March 18, 2015. He reviewed topics that are expected to be discussed at the hearing, and outlined suggested responses to issues concerning 1) out-of-state

travel, 2) pro-rata, 3) BreEZe, 4) licensure issues, 5) restrictions regarding the Board's use of the NCARB disciplinary database information sharing in reciprocity, and 6) citations. He noted these topics will likely be reflected in the Board's written response to the Legislature.

- **Denise Campos moved to 1) authorize the President and Vice President to work with the Executive Officer to prepare the final Sunset Review responses, 2) convey the responses to the Legislature at the March 18, 2015 hearing, 3) memorialize the responses in writing within 30 days of the hearing, and 4) ratify the responses at the June Board meeting.**

**Matthew McGuinness seconded the motion.**

Ms. Kwan inquired about the committee that will be conducting the Sunset Review hearing. Mr. McCauley indicated that the presentation will be provided to a joint meeting of the Assembly Committee on Business and Professions and Senate Committee on Business, Professions and Economic Development. Mr. McGuinness asked for an update on the BreEZe system, to which Mr. McCauley noted that this will be a topic for DCA's component of the Sunset Review hearing. He explained that more information about BreEZe will become available after the hearing, but the Board remains in "phase 3" of the roll-out. It is unclear at this time how DCA will execute the implementation.

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

Mr. McCauley presented legislative items and suggested a position of support for proposed AIACC legislation concerning professional architectural corporations. Mr. Baker expressed discomfort about the Board taking positions on matters which have not been formally introduced to the Legislature and assigned a bill number. Mr. McCauley, therefore, suggested updating the Board on AIACC's proposed legislation at the June meeting.

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

Mr. McCauley explained why the Board chose to adopt a two-year Strategic Plan model at the December 2014 Strategic Planning session. He indicated that the goal was to better enable the Board to identify more robust forward-thinking objectives.

Mr. McCauley identified new objectives of the Plan, including Goal 1 - evaluate the profession in order to identify entry barriers for diverse groups, Goal 2 - monitor legislation requiring architects of record to perform construction observation, and; and review the Board's OA to identify marketplace trends that impact consumer protection, Goal 3 - recruit an additional architect consultant for succession planning purposes, and monitor NCARB action on the intern titling effort to ensure appropriate consumer protection, and Goal 6 - objective to analyze fees to determine whether they are appropriate.

- **Matthew McGuinness moved to approve the draft 2015-2016 Strategic Plan.**

**Denise Campos seconded the motion.**



Ms. Kazmi asked why California's non-National Architectural Accrediting Board (NAAB)-accredited architecture programs are excluded from Goal 1's objective of collaboration with schools to establish and promote an "accelerated path to architectural licensure (APAL)." Mr. McCauley explained that the Board is reflecting NCARB's national efforts on this initiative. Mr. Gutierrez explained that the objective was designed to allow the Board to focus on national elements of the conversation, rather than state or local elements. He also explained that a deeper discussion concerning her query will take place under Agenda Item H.

Mr. Feng asked for further clarification of Ms. Kazmi's question, to which Ms. Kazmi explained that, in her view, the Board should consider collaborating with non-NAAB-accredited programs, including Adroit. Mr. Gutierrez reiterated that the objective's purpose is to allow the Board to focus on the national conversation concerning APAL.

Dean Norman Millar noted that UC Berkeley's undergraduate programs in architecture are non-NAAB-accredited, while the university's graduate programs in architecture are NAAB-accredited. He advised that many non-accredited programs are recognized as legitimate pathways into NAAB-accredited programs.

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

Mr. Baker suggested waiting until the June 2015 meeting for the Board to discuss the issue of intern titling and its incorporation into the Strategic Plan. He said that by then NCARB may release the findings from the Future Title Task Force.

**G. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)**

Mr. McCauley discussed proposed changes to the Western Council of Architectural Registration Boards bylaws, and resolutions that will be acted upon at the 2015 NCARB Regional Summit.

Mr. McCauley explained that Resolution 2015-A would remove provisions concerning minimum alternatives to NCARB's education requirement for its Broadly Experienced Architect Program. Messrs. Baker and Gutierrez opined that the proposed amendments are contrary to the spirit of California's "multiple pathways" approach to licensure. Mr. Feng expressed a desire to know how other jurisdictions feel about the proposed amendments before taking a position. Mr. Millar encouraged the Board to defend its beliefs pertaining to degree requirements and licensure. Mr. Baker suggested the Board take an "oppose unless amended" position on the resolution, and gauge other boards' opinions about this resolution. Todd Lynch, a member of the public, added his support for an oppose position. Mr. Gutierrez stated that the Board's rationale for a potential position to oppose NCARB's proposal would be the exclusion of a significant percentage of California's licensed architects from the Broadly Experienced Architect program.

- **Sylvia Kwan moved to oppose, unless amended, Resolution 2015-A.**

**Tian Feng seconded the motion.**

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

Mr. McCauley explained that Resolution 2015-B would remove the current experience requirement for certification of foreign architects. He further explained that the Resolution would stipulate that foreign architects must 1) document completion of the Intern Development Program (IDP), and 2) pass the ARE; the same standard used for the Broadly Experienced Foreign Architect (BEFA) program. Mr. Baker opined that the Resolution is sensible and supportable.

The Board discussed the matter of requiring foreign practitioners to take the ARE. Mr. Baker explained that the United States has regulatory, environmental, and legal requirements of which foreign individuals must demonstrate an understanding before providing services. He noted that a foreign individual would need to satisfy CSE requirements in addition to the ARE if that individual desired to practice in California. Mr. Gutierrez shared that the ARE is now completely restructured and tests the application of knowledge in a way that the previous version, ARE 4.0, did not. Mr. McGuinness agreed that a foreign architect should first pass the ARE if he or she desires to practice in the United States. Mr. Baker noted there is time available to explore NCARB's reasoning behind the proposed language for Resolution 2015-B.

Mitra Kanaani, a member of the public, recalled reviewing several hundred foreign architect applications through the Education Evaluation Services for Architects. She indicated that these applications are typically deficient in understanding United States law and regulations. Ms. Campos expressed her support for the requirement for foreign architects to take and pass the ARE, but questioned the removal of provisions concerning the BEFA program, specifically a requirement for interviews to be conducted in English without the assistance of a translator. Ms. Lewis also expressed concern about the potential lack of translation services for individuals who may need assistance during testing.

- **Sylvia Kwan moved to watch Resolution 2015-B.**

**Barry Williams seconded the motion.**

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

Mr. McCauley explained that Resolution 2015-C would amend the current bylaws to create a public member position on the NCARB Board. He noted that California sponsored a similar NCARB resolution in the past.

- **Sylvia Kwan moved to support Resolution 2015-C.**

**Ebony Lewis seconded the motion.**

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

No discussion or action was taken on proposed amendments to the Western Council of Architectural Registration Boards Bylaws and candidates for elections.

#### H. ACCELERATED PATH TO ARCHITECTURAL LICENSURE (APAL)

Mr. Gutierrez updated the Board on the national APAL initiative. He also announced that representatives from schools will now deliver presentations on their proposals. Mr. Gutierrez indicated that the Board's regulations currently allow candidates to take the ARE when they have completed five years of education and/or experience, or a combination thereof. He asked the schools to identify the proposed examination eligibility point in the schools' APAL programs.

Mr. Millar and Marc Neveu provided the Board with a detailed presentation that outlined two curricula Woodbury is considering implementing. Presented were an integrative six-year Bachelor of Architecture (BArch) program and a corresponding four-year Master of Architecture (MArch) program. Mr. Millar proposed to make the ARE available to students in year four of the BArch program, and after year two of the MArch program.

Kurt Hunker presented NewSchool's vision for APAL and also outlined four-year and six-year architecture programs. Mr. Hunker explained that his proposal should remain flexible enough to absorb upcoming changes to the ARE.

Ms. Kwan asked about the breadth of students' experiences at firms during summer months. Mr. Millar advised that it would ultimately depend on the student and the firm. He indicated that the goal is to have direct engagement between Woodbury's career counselors and faculty, and architecture firms to gauge the curriculum's strength. Mr. Millar noted further discussion about the subject is needed. Mr. Neveu pointed out that Ms. Kwan's concern would still be valid if students completed IDP post-graduation. Ms. Kwan asked if Woodbury's proposed MArch program represents four years of additional studies after the BArch program is complete. Mr. Millar explained that the three-year program is designed for individuals who did not complete a "4+2" program in architectural studies. Mr. Neveu noted that the three-year MArch, which Woodbury would have as a four-year degree to facilitate APAL, is still shorter than if a candidate completed a three-year degree and completed IDP afterward.

The Board discussed the current state of the profession in California, including the lack of gender and racial balance, and spoke about the level of collaboration between the Board and schools that may be needed as schools coordinate and implement their proposed APAL programs.

Mr. Millar asked why NCARB is leading the effort to develop APAL programs in California. Mr. Baker explained it would be problematic for individual jurisdictions to do so independently, noting that reciprocity issues would then become more complex. He noted that NCARB's leadership is necessary for APAL to be developed in a way that all jurisdictions participate in the process and accept the degrees/experience for licensure.

Ms. Kazmi provided the Board with a detailed presentation about the ABA and Adroit. She alleged that Board staff does not know who sets the cut score and writes examination items for the ARE. Ms. Kazmi explained that ABA is a pilot program that was established as an alternative to NAAB's accreditation system. She spoke about ABA's mission, objectives, internal structure, and examination system. During the presentation, Ms. Kazmi stated that her students believe only 10% of professional architectural skills are learned through NAAB-

accredited degree programs according to a survey she conducted. She asked why the Board is supporting an accreditation system that does not appear to work. Ms. Kazmi also criticized ARE examination content as inappropriate and unnecessary. She noted that California is one of several states in the nation that does not require a candidate for licensure to possess a NAAB-accredited degree, and asked the Board to support ABA's alternative licensing pathway.

Mr. Baker provided clarity on what appeared to be several misstatements made by Ms. Kazmi during her presentation. He stated that information about who sets the cut-off score and who writes exam questions are available. Mr. Baker informed that ARE writers are all practicing architects. He also informed that the examination's cut-off score is set by the Committee on Examination under NCARB supervision. Mr. Baker stated that external examination development consultants help to establish scientific criteria for examination items, and explained that, on the whole, highly experienced and talented people volunteer their time to create the ARE. Mr. Millar also commented that there appeared to be several misleading facts in Ms. Kazmi's presentation.

Ms. Kazmi contended that schools of architecture may not need dual accreditation systems. She informed the Board that accreditation fees cost schools approximately \$100,000 per year, and suggested bringing that cost down by taking it out of students' tuition.

Ms. Kwan told Ms. Kazmi that the profession is naturally progressing toward APAL and asked if Adroit would consider following the same path as all other schools while focusing on its unique approach to architectural education. Ms. Kazmi advised that Adroit is preparing its students for success on the ARE 5.0. She questioned the validity of current exams, and the content of curriculum currently being taught to architecture students.

Mr. Feng asked for clarity about the distinction between ABA and Adroit. Ms. Kazmi explained that ABA is a non-profit entity with a mission to create a new examination and establish a new accreditation system, while Adroit is a private for-profit school. She also explained to the Board that ABA, as an Internal Revenue Code 501(c)(6) organization, may accredit schools of architecture in the same way NAAB accredits schools. Ms. Kazmi acknowledged that ABA is not authorized to issue accreditation by the United States Department of Education.

Ms. Campos asked if Adroit students understand that ABA's accreditation system is different from the proposed APAL programs. Ms. Kazmi responded that prospective students are informed that Adroit is not NAAB-accredited, and that licensure in California - as well as in 14 other states - is possible. She informed the Board that her students are told that to practice in any other state, they must complete a NAAB-accredited graduate program.

Mr. Feng asked if ABA is authorized to accredit schools of architecture nationwide, to which Ms. Kazmi answered in the affirmative. Mr. Baker explained that NAAB's validation comes from licensing boards' acceptance of its accreditation as evidence of a quality degree program. He stressed that ABA's mission to create a new examination and to be recognized by licensing boards is a major undertaking. Mr. Baker explained that several years of complex work will be required by ABA to demonstrate to the Board that its accreditation is valid and ensures that students, upon completion of licensure requirements, can provide services to consumers in a manner that protects the public health, safety, and welfare. He expressed support for the idea of creating a new school of architecture, but echoed Ms. Kwan's suggestion of first establishing credibility within the existing system before attempting to reform it. Ms. Kazmi opined it is

possible to create a new accreditation system in her timeframe of two to five years. Mr. Baker believed it unrealistic to expect a licensing board to issue someone a license to practice architecture and provide services to consumers without ABA first having a track record or a convincing demonstration that it is a successful accrediting program.

Ms. Kazmi advised that her purpose is to introduce the program and to gauge the Board's view of ABA as an improved path to licensure. She stated that the Board's options are to either continue graduating people under the current system who do not have sufficient knowledge, or to consider a new accreditation option that exists in ABA.

Ms. Kwan stated there is no problem with wanting to reform the current system, but she encouraged Ms. Kazmi to work to improve the current system from within. Ms. Kazmi stated that she has been doing this work for 10 years and, therefore, does understand the current system.

Mr. Gutierrez thanked Ms. Kazmi for sharing her vision and ideas with the Board.

- **Pasqual Gutierrez moved to take a watch position on the Adroit School of Architecture.**
- **Tian Feng moved to ratify the position communicated by the EO to the Adroit School of Architecture in the letter dated February 2, 2015.**

Rebecca Bon advised the Board to first address Mr. Gutierrez's motion. She also advised that there typically is no need to ratify a letter.

**Matthew McGuinness seconded Pasqual Gutierrez's motion.**

Ms. Campos expressed discomfort with Adroit's use of the term "License Upon Graduation" (LUG) in its marketing materials, and stated that it misleads the consumer. Ms. Kazmi disagreed. Mr. Baker noted that Adroit's use of LUG is misleading because APAL programs are not yet approved and only state boards license architects. He explained that, in fact, no school may offer "licensure upon graduation" because state boards have not yet authorized APAL programs to do so; it is simply a concept being explored at this stage. Mr. Gutierrez reiterated that Adroit students will not be precluded from earning a license to practice architecture in California because the State does not require a degree from a NAAB-accredited program.

Mr. Baker advised Ms. Kazmi to avoid making promises to prospective students about Adroit's ability to issue a so-called LUG until the school can deliver them. He also expressed discomfort with the conflict of interest that appears to exist between ABA and Adroit. Ms. Kazmi clarified that LUG is Adroit's marketing tagline.

**Members Gutierrez, Campos, Kwan, and McGuinness voted in favor of the motion. President Baker was opposed. Members Feng, Lewis, and Williams abstained from voting. Member Serrano was absent. The motion failed 4-1-3.**

Mr. McCauley reminded the Board that its Supporting Position Statement for an additional pathway to licensure was adopted in September 2014. He recommended amendments to the document title and subsequent amendments within the Statement text concerning references to APAL. Mr. Gutierrez read the Statement with proposed amendments.

- **Matthew McGuinness moved to approve the amendments to the Supporting Position Statement.**  
**Denise Campos seconded the motion.**

The Board continued discussions with the public about participating APAL school proposals that will be submitted to NCARB, and the logistics of changing the early entry point for eligibility to begin taking the ARE.

**Members Gutierrez, Campos, Kwan, Lewis, McGuinness, Williams, and President Baker voted in favor of the motion. Member Feng was opposed. Member Serrano was absent. The motion passed 7-1.**

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

Marccus Reinhardt advised the Board that its regulations currently reference an outdated edition of the Canadian Architectural Licensing Authority (CALA) *Internship in Architecture Program (IAP) Manual*. Mr. Reinhardt informed the Board that approval is required to initiate the regulatory process to amend CCR section 109(b)(2), which would update the regulation's CALA *IAP Manual* reference to the most recent January 2012 edition.

- **Sylvia Kwan moved to approve the proposed regulations to amend CCR section 109 provided no adverse comments are received during the public comment period, and delegate authority to the EO to adopt the regulations and make minor technical changes to the language, if needed.**

**Tian Feng seconded the motion.**

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

**J. REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CCR, TITLE 16, SECTION 109 (FILING OF APPLICATIONS) AND SECTION 111 (REVIEW OF APPLICATIONS) AS IT RELATES TO THE REFERENCE OF THE REVISED APPLICATION FOR ELIGIBILITY EVALUATION**

Mr. Reinhardt advised the Board that section 115.4 of the Business and Professions Code now requires the Board, on or after July 1, 2016, to expedite or, when applicable, assist the initial licensure process for a candidate who supplies satisfactory evidence to the Board they have served as an active duty member of the Armed Forces of the United States and were honorably discharged. He directed the Board's attention to changes in the Application for Eligibility Evaluation, which include (but are not limited to) updating the name of the application in regulation, and standardizing language and layout to meet current web accessibility standards. Mr. Reinhardt informed the Board that approval is required to incorporate these changes into CCR sections 109(b)(3) and 111.

Mr. Baker clarified that the proposed regulatory changes do not exempt veterans from taking the CSE, but they do allow veterans' applications to be expedited.

- **Matthew McGuinness moved to approve the proposed regulations to amend CCR sections 109 and 111 provided no adverse comments are received during the public comment period, and delegate authority to the EO to adopt the regulations and make minor technical changes to the language, if needed.**

**Denise Campos seconded the motion.**

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

K. UPDATE ON FEBRUARY 10-11, 2015 LATC MEETING

Trish Rodriguez briefed the Board on the activities of most recent LATC meeting held at Cal Poly Pomona. Ms. Rodriguez reported that the draft LATC Sunset Review Report was approved at the prior LATC meeting in September, and that an update concerning the Report was provided to the LATC at its February meeting.

Ms. Rodriguez also reported that the LATC was presented with draft *Disciplinary Guidelines*, and staff will collaborate with Board staff to prepare a regulatory package designed to update those guidelines. She noted the regulatory package and draft *Disciplinary Guidelines* are anticipated to be presented to the Board at its June meeting.

Ms. Rodriguez reported that the LATC received an update on 2015 Council of Landscape Architectural Registration Boards election nominations. She informed the Board that the Office of Professional Examination Services presented the LATC's linkage study results Ms. Rodriguez also reported that the LATC was directed to appoint a work group to review its UC Extension Certificate programs.

Ms. Rodriguez reported that the LATC discussed Strategic Plan objectives, including those of expanding eligibility requirements to allow credit for teaching under a licensed landscape architect, and reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. She informed the Board that the LATC met for a second day to conduct its Strategic Planning Session.

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

The Board went into closed session to consider possible action on the:

- Closed Session Minutes of the December 10, 2014 Board meeting; and
- Proposed enforcement decisions and stipulations.

M. REVIEW OF SCHEDULE

Mr. McCauley announced that the next Board meetings will be held on June 10, 2015 in San Diego, September 10, 2015 in San Francisco, and December 10-11, 2015 in Sacramento.

N. ADJOURNMENT

Mr. Baker asked for a motion to adjourn.

- **Sylvia Kwan moved to adjourn the meeting.**

**Barry Williams seconded the motion.**

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

The meeting adjourned at 6:00 p.m.



**EXECUTIVE OFFICER'S REPORT**

1. Update on May 2015 Monthly Report
2. Budget Update
3. Update on 2014 Sunset Review for California Architects Board and Landscape Architects Technical Committee and Ratification of Responses to Background Papers
4. Update and Possible Action on Legislation Regarding:
  - a. Assembly Bill (AB) 177 (Bonilla) [Authority: Extension]
  - b. AB 507 (Olsen) [BreEZe]
  - c. Senate Bill 704 (Gaines) [Conflict of Interest]
5. Board Member Liaison Reports on Assigned Organizations and Schools and Possible Action



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## MEMORANDUM

DATE: June 1, 2015  
TO: Board Members  
FROM: Doug McCauley, Executive Officer  
SUBJECT: Monthly Report – May 2015

The following information is provided as an overview of Board activities and projects as of May 31, 2015.

### ADMINISTRATIVE/MANAGEMENT

Board The Board met on March 12, 2015 in Long Beach. Board meetings for the remainder of 2015 are scheduled as follows: June 10 (San Diego); September 10 (San Francisco); and December 10 (Sacramento).

BreEZe The Department of Consumer Affairs (DCA) has been working with Accenture, LLP to design, configure, and implement an integrated, enterprise-wide enforcement case management and licensing system called BreEZe. This system supports DCA's highest priority initiatives of job creation and consumer protection by replacing aging legacy business systems with an industry-proven software solution that utilizes current technologies to facilitate increased efficiencies for DCA board and bureau licensing and enforcement programs. More specifically, BreEZe supports applicant tracking, licensing, license renewal, enforcement, monitoring, cashiering, and data management capabilities. Additionally, the system is web-based which allows the public to file complaints and search licensee information and complaint status via the Internet. It also allows applicants and licensees to submit applications, license renewals, and make payments online. BreEZe is being deployed department-wide via three separate releases. Release 1 was implemented on October 9, 2013; the Board is currently part of Release 3. In January 2015, DCA had requested a contract amendment for the BreEZe project, which was considered by the Department of Finance (DOF) and the Joint Legislative Budget Committee. Subsequent to that, legislative hearings were held in March which provided the Legislature with additional information regarding the project and the opportunity to more fully evaluate

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the options for moving forward with the project. On March 24, 2015, DCA was notified by the Legislature that it may proceed with the BreEZe contract amendments. Implementation of Release 2 boards and bureaus was moved to the end of 2015 and DCA still intends to bring Release 3 boards and bureaus into BreEZe. However, as recommended by the State Auditor, DCA will conduct a cost-benefit analysis for Release 3 boards and bureaus after Release 2 is completed. Absent any contrary finding in that analysis, DCA plans to bring the remaining boards and bureaus into BreEZe, but likely will do so in smaller groups.

Budget At the September 12, 2013 Board meeting, the Board voted to grant the Executive Officer (EO) authority to proceed with a negative Budget Change Proposal (BCP) to reduce its spending authority by \$400,000 for fiscal year (FY) 2015/16 and ongoing. Staff prepared a Concept Paper, which was the first step in the process and an internal document which formulated the Board's intent to pursue the negative BCP. The Concept Paper was submitted to the DCA Budget Office on April 21, 2014. Staff prepared a draft of the negative BCP and provided it to the Board's Budget Office analyst on June 23, 2014. A meeting between Board staff and Budget Office personnel was held on July 1, 2014 where details of the negative BCP were reviewed and guidance was provided on the next steps needed to complete the proposal. Based on the Board's fund condition and revenue and expenditure projections, the Budget Office recommended that the negative BCP request a spending authority reduction of \$300,000. Per the request of DCA, the Board's BCP was combined with the Landscape Architects Technical Committee's (LATC) proposal and was submitted to the Budget Office on August 6, 2014, then to the Business, Consumer Services and Housing Agency (Agency) on August 11, 2014. The negative BCP was next submitted to DOF on September 2, 2014. It was subsequently approved by DOF and the Board's reduced spending authority was incorporated into the Governor's Proposed Budget in January. The Legislature has until June 30, 2015 to adopt the budget.

Communications Committee Communications Committee members will be surveyed for tentative meeting dates to commence its work on the 2015-2016 Strategic Plan objectives.

Legislation Assembly Bill (AB) 177 (Bonilla) [Authority: Extension] was introduced on January 26, 2015 and amended in the Assembly on March 3, 2015 to extend the Sunset date for the Board and the LATC until January 1, 2020. AB 177 passed the Assembly Committee on Business and Professions on April 29, 2015, passed the Assembly Committee on Appropriations on May 28, 2015, and is now in the Senate.

AB 507 (Olsen) [BreEZe] was introduced on February 23, 2015, and would add Business and Professions Code section (BPC) 210.5 to require DCA to submit an annual report to the Legislature and DOF regarding the BreEZe system. The bill passed the Assembly Committee on Appropriations on May 28, 2015, and was amended on June 1, 2015 to take effect as an urgency statute. If enacted, the bill would require annual submissions of these reports to begin on October 1, 2015.

AB 1060 (Bonilla) [Licensure] was introduced on February 26, 2015, and would amend BPC 491. Existing law requires a board upon suspension or revocation of a license, to provide the ex-licensuree with certain information (Government Code section 11522 and BPC section 482) pertaining to rehabilitation, reinstatement, or reduction of penalty. This bill, as introduced,

authorizes the board to provide that information through first-class mail and by electronic means. The bill was amended on March 26, 2015, to require the Board to mail and email the ex-licensee the required provisions if the board has an email address on file. AB 1060 is in the Senate Committee on Business, Professions, and Economic Development.

Senate Bill (SB) 704 (Gaines) [Conflict of Interest] establishes an additional provision of Government Code section 1091 wherein members of advisory boards or commissions, as public officials, would be permitted to recuse themselves from decisions on contracts in which they have a financial interest. The bill passed the Senate Government and Finance Committee on April 29, 2015. On April 30, 2015, the bill was amended to add the interest of an owner or partner of a firm who serves on an advisory board or commission to a contracting agency to the list of “remote interest” exceptions to section 1091. The bill passed the Senate Appropriations Committee on May 22, 2015, and is now in the Assembly.

Liaison Program Liaisons were reminded to make contact with their assigned organizations and/or schools on May 22, 2015, and to provide an update on their assigned organizations’ activities and objectives at the June 10, 2015 Board meeting.

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

Personnel Recruitment efforts are currently underway to fill a vacant Office Technician (OT) position within the Administration Unit.

Sunset Review The Executive Committee reviewed the first draft of the Sunset Review Report at its meeting on May 20, 2014. The Board also reviewed and approved the draft Report with minor edits at its meeting on June 12, 2014, then again at its September 10, 2014 meeting. Staff finalized the Report and submitted it to the Legislature on October 31, 2014. On February 4, 2015, EO Doug McCauley met with the staff consultant for the Assembly Committee on Business and Professions to discuss any questions that may be raised during the Sunset Review process. The Board’s Sunset Review hearing was on March 18, 2015, and the Board’s written responses to issues raised by the Legislature were due within 30 days of the hearing.

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

On April 16, 2015, the Board submitted its written responses to the issues identified in the Sunset Review Background Paper to the Assembly Committee on Business and Professions and the Senate Committee on Business, Professions and Economic Development. The Board will consider those written responses for ratification at the meeting on June 10, 2015.

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

6/10/15	Investigational Subpoena (Sonja, Kristin and Peter)
6/11/15	What Customers Want – Ultimate Telephone Techniques (Katy)
6/16/2015	CalPERS – Planning Your Retirement (Coleen and Sonja)
6/30/15	Completed Staff Work (Douglas Truong and Katy)
7/15/15	Welcome to DCA (Lily Low)
7/29/15	PowerPoint 2010 Level 2 (Douglas Truong)
8/4–5/15	Human Resources Liaison (Vickie and Justin)
8/12–13/15	Presentation Skills for Analysts (Douglas Truong)

Twitter The Board has 649 followers, which is up from approximately 270 followers this time one year ago.

Website In May, staff posted the agenda and meeting packet for the June 10, 2015 Board meeting.

## **EXAMINATION AND LICENSING PROGRAMS**

Accelerated Path to Architectural Licensure (APAL) In September 2013, NCARB reported that it convened a Licensure Task Force to explore potential new pathways to architectural licensure. Led by Past NCARB President Ronald B. Blitch, the Task Force is charged with analyzing each component of the licensure process as a basis for exploring potential additional pathways that lead to licensure, including determining whether or where there may be overlap and opportunities for efficiencies to be realized. The Task Force, one of several NCARB strategic initiatives, met several times, most recently on November 14–15, 2014.

At its February 26, 2014 meeting, the Board discussed an additional path to licensure model that would integrate experience (IDP) and examination components into a degree program, culminating with eligibility for licensure at graduation. The Board invited representatives from each of the National Architectural Accrediting Board (NAAB)-accredited programs in California to discuss the model. More specifically, the Board was provided with an overview of such a model and reports from school representatives on their respective efforts to promote licensure. Additionally, presentations were provided by NewSchool professor Mitra Kanaani (who introduced a new vision for architectural education) and Steve Altman (who outlined a proposal to establish the Sacramento College of Architecture). Discussion also took place with regard to other current NCARB efforts and the development of a potential framework for an accelerated path to architectural licensure model.

The Professional Qualifications Committee (PQC) discussed this issue further at its April 9, 2014 meeting, as did the Board at its June 12, 2014 meeting. Board Vice President and PQC Vice Chair Pasqual Gutierrez developed a position statement in support of an additional pathway to licensure that was approved by the Board and presented to the NCARB Licensure Task Force in August 2014.

NCARB released a Request for Interest & Information (RFI&I) on September 9, 2014 to NAAB-accredited programs requesting information in order to assess the interest level and readiness to design and develop an integrated path leading to APAL. The deadline for submission of a

response to NCARB was October 31, 2014. The RFI&I was the first step in a two-part process that was followed by a formal Request for Proposal (RFP) that was released on January 23, 2015 with a deadline of June 1, 2015. In September 2015, NCARB will advise Member Boards which submittals are aligned with the goal of positioning students for success with an integrated path to licensure (education, experience, and examination).

The Board invited to its March 12, 2015 meeting representatives from each of the NAAB-accredited programs to provide a report on their respective efforts to develop an integrative academic program. This was the second such meeting within two years; the first of which was conducted February 26, 2014. Dean Norman Millar and Undergraduate Chair Marc Neveu provided the Board with a detailed presentation that outlined two curricula Woodbury University is considering implementing. Presented were an integrative six-year Bachelor of Architecture program and a corresponding four-year Master of Architecture program. Graduate Architecture Program Chair, Kurt Hunker, presented NewSchool of Architecture and Design's vision for an integrative academic program; four-year and six-year Architecture programs were outlined. Also invited was a representative of the Adroit School of Architecture/American Board of Architecture who was questioned extensively.

Staff is continuing to monitor California accredited and non-accredited schools, and NCARB for the ongoing status of current initiatives and any new ones introduced.

Architect Registration Examination (ARE) The results for ARE divisions taken by California candidates between April 1, 2015 and April 30, 2015 are available below.

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Programming, Planning & Practice	123	68	55%	55	45%
Site Planning & Design	129	83	64%	46	36%
Building Design & Construction Systems	67	42	63%	25	37%
Structural Systems	65	45	69%	20	31%
Building Systems	74	48	65%	26	35%
Construction Documents & Services	115	64	56%	51	44%
Schematic Design	68	50	74%	18	26%

Effective October 1, 2014, NCARB's mandatory wait time for retaking ARE divisions decreased from 6 months to 60 days. This policy change allows candidates who have failed a division to retake the division as soon as 60 days after the previous attempt, and up to 3 times in a running year for any particular division. A running year commences with the first attempt at a specific ARE division. NCARB stated that the policy change was possible because of the implementation of *My Examination* that provided it with a sophisticated technology platform to better implement candidate management services. The policy change is an improvement which allows NCARB to decrease the wait time between retakes of a division, while still ensuring the protection of examination content from over-exposure. Staff identified a need to amend California Code of Regulations (CCR) section 120 (Re-Examination) and the Board approved proposed regulatory language to implement NCARB's change to the ARE waiting period. The Board also delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language. During preparation of the final regulatory package, staff was advised that an updated edition (October 2014) of the *ARE Guidelines* was released by NCARB. As a result, staff consulted with legal counsel and it was suggested the proposed amendment be modified to reflect the new edition. Legal counsel also recommended additional changes to further clarify subsections (c) and (d) of 120. A 15-day Notice of Modified Language was prepared and made publicly available. The comment period for the Notice began on May 6, 2015 and ended on May 21, 2015. No comments were received regarding the modified language. See "Regulation Changes" section below for more information regarding proposed amendments to CCR section 120.

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

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

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

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

California Supplemental Examination (CSE) Development: CSE development is an ongoing process and is currently being conducted under an Intra-Agency Contract Agreement (IAC) with the Office of Professional Examination Services (OPES) that expires on June 30, 2015. Staff is worked with OPES on the development of a new IAC for FY 2015/16, which will be presented to the Board for approval at the June 10, 2015 meeting.

Occupational Analysis (OA), ARE Review, and Linkage Study: The Board typically conducts an OA every five to seven years by surveying practitioners to determine the necessary knowledge, skills, and abilities to perform architectural services with minimum competency. The last OA was conducted in 2007. The Board authorized the EO to execute an IAC with OPES to conduct an OA, the required review of the national examination [per BPC 139], and a linkage study between the content of the ARE and the results of the Board's OA. The approval of the IAC was ratified by the Board at its February 26, 2014 meeting.

In March 2014, OPES conducted four focus group meetings as one of the initial steps in the OA process. Three of the meetings were half-day meetings and involved the following stakeholders: 1) general building contractors; 2) engineers, land surveyors, and landscape architects; and 3) building officials. The fourth meeting was a two-day session, which involved architects. OPES analyzed the focus group meeting results in late March, which provided additional information with regard to the job tasks and knowledge required of architects. The next stage of the OA included interviews with architect subject matter experts (SMEs) and was conducted in April; the purpose of these interviews was to enable OPES to develop a preliminary list of job tasks and knowledge statements. The following step was to conduct workshops in furtherance of developing the pilot OA questionnaire, which was distributed in June 2014. The final OA questionnaire was distributed to a representative sample of California licensees in early July 2014; selected licensees had until July 18 to complete the questionnaire. Results were reviewed by OPES and analyzed by SMEs at two workshop held in September 2014; the findings were presented to the Board at its December 10, 2014 meeting.

OPES completed the ARE review and has begun the linkage study that will ultimately compare content of the CSE Test Plan with the subject matter covered in the various divisions of the ARE. This process will help ensure there is minimal overlap in the content of the CSE. The remaining contracted services performed under the IAC are projected to be completed by June 30, 2015.

CSE Results: In May, the computer-delivered CSE was administered to 81 candidates, of which 49 (60%) passed and 32 (40%) failed. The CSE has been administered to 701 candidates in FY 2014/2015 (as of May 31, 2015), of which 421 (60%) passed and 280 (40%) failed. During FY 2013/2014, the computer-delivered CSE was administered to 867 candidates, of which 488 (56%) passed, and 379 (44%) failed.



NCARB Broadly Experienced Architect (BEA) Program On June 23, 2014, NCARB released a notice to Member Boards requesting input on proposed changes to the BEA program. It provided a 90-day comment period that ended on September 5, 2014. Then-President Sheran Voigt responded on behalf of the Board in support of the proposed changes on August 12, 2014, which was later ratified by the Board at its December 10, 2014 meeting.

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

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

At its December 4-6, 2014 meeting, the BOD voted to revise the proposed changes to the BEA program. The proposed revisions would: 1) require two years of post-licensure practice, combined with compliance with twice the IDP requirements for those holding a pre-professional degree or three times the IDP requirements for those holding an unrelated degree; 2) eliminate NCARB Certificate eligibility for those holding only a high school diploma; and 3) eliminate the Education Evaluation Services for Architects and dossier requirements, eliminate the fees associated with those two steps, and automate the entire process, using IDP as the metric for dictating additional experience in lieu of education. The BOD directed NCARB staff to develop a draft resolution for the BEA program that was submitted for comment to Member Boards and discussion at the NCARB Regional Summit on March 12-15, 2015.

The draft BEA resolution was reviewed by Board staff; it was determined as revised the resolution excludes architects who do not have a post-secondary degree from obtaining an NCARB Certificate. Accordingly, this would create significant reciprocity issues. Staff recommended the Board take an "oppose unless amended" position on the resolution.

At the 2015 Regional Summit, membership extensive debated the proposed BEA resolution. Included in those voicing concern about the resolution was Board President Jon Baker who strongly advocated a revision be considered by NCARB leadership, so architects without a post-secondary degree would not be discriminated. Based upon the feedback received from membership, the BOD unanimously voted at its April 23-25, 2015 meeting to revise the draft resolution.

As now written, the draft resolution requires five years of post-licensure practice for all licensees without an accredited education and completion of twice the IDP requirements for those with a pre-professional degree in architecture or quince the requirements for those with anything less.

NCARB has stated that the latest revisions preserve the ability of all licensees, regardless of education, to remain eligible for the NCARB Certificate. Board staff has revised its recommendation and advises the Board support the resolution during the NCARB membership vote to be held in June at the NCARB 2015 Annual Meeting.

NCARB Broadly Experienced Foreign Architect (BEFA) Program On June 23, 2014, NCARB released a notice to Member Boards requesting input on proposed changes to the BEFA program. It provided a 90-day comment period that ended on September 5, 2014. Then-President Sheran Voigt responded on behalf of the Board in support of the proposed changes on August 12, 2014, which was later ratified by the Board at its December 10, 2014 meeting.

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

At its September 11-13, 2014 meeting, the BOD revised the BEFA proposal to limit the proposed two years of experience to working under the supervision of a U.S. licensed architect, with all other proposed revisions including ARE passage remaining intact. The BOD directed NCARB staff to facilitate further discussion during the October 31-November 1, 2014 MBC/MBE meeting.

At its December 4-6, 2014 meeting, the BOD voted to revise the proposed changes to BEFA by requiring applicants to complete IDP in lieu of documenting seven years credentialed practice in a foreign country. The BOD directed NCARB staff to develop a draft resolution that was submitted for comment to Member Boards and for discussion at the NCARB Regional Summit on March 12-15, 2015.

The Board voted to support the BEFA resolution, Resolution 2015-B, at its March 12, 2015 meeting. The resolution will be voted upon by Member Boards at the NCARB 2015 Annual Meeting in June.

NCARB Intern Development Program (IDP) On June 23, 2014, NCARB released a notice to Member Boards requesting input on two proposed IDP changes that will be implemented in two phases, and provided a 90-day comment period that ended on September 5, 2014. The first proposed change would require interns only document the core hour requirement to complete IDP. This proposed change would reduce the number of hours required to complete IDP from 5,600 to 3,740.

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

The Board President responded on behalf of the Board in support of the proposed changes on August 12, 2014. The Board ratified the President's action at its December 10, 2014 meeting.

At its September 11-13, 2014 meeting, the NCARB BOD voted to move forward with both phases of IDP modifications. On April 15, 2015, NCARB confirmed the first phase will be implemented on July 1, 2015. The second phase is tentatively scheduled to be introduced in July 1, 2016, preceding the rollout of ARE 5.0.

Professional Qualifications Committee (PQC) The next PQC meeting is scheduled for July 14, 2015 in Sacramento. At this meeting the PQC will commence its work on the 2015-2016 Strategic Plan objectives.

Regulation Changes CCR section 109 (Filing of Applications) – NCARB released a new edition of the *IDP Guidelines* in July 2014 which allows experience to be gained beyond the initial six month reporting period. Candidates may now report experience up to five years prior at a reduced value of 50 percent toward IDP requirements. Staff developed proposed regulatory language to reflect the new edition of the Guidelines. The Board approved the proposed regulatory language to amend CCR section 109 at its September 10, 2014 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes.

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

September 10, 2014	Proposed regulatory language approved by the Board
January 23, 2015	Notice of Proposed Changes in the Regulations published by Office of Administrative Law (OAL)
January 23, 2015	Regulation package submitted to DCA Division of Legislative and Policy Review
March 9, 2015	Public hearing, no comments received
April 24, 2015	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review

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

comments are received during the public comment period, and, if needed, to make minor technical changes.

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

September 10, 2014	Proposed regulatory language approved by the Board
February 27, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
March 13, 2015	Notice of Proposed Changes in the Regulations published by OAL
April 27, 2015	Public hearing, no comments received
May 6, 2015	Notice of Modified Text mailed to interested parties
May 21, 2015	No comments received during 15-day Notice period

*CCR section 109 (Filing of Applications)* – The Canadian Architectural Licensing Authority released a new edition of the *Internship in Architecture Program (IAP) Manual* which: 1) reduces the total length of the required experience from 5,600 hours to 3,720; 2) eliminates Discretionary Experience and credit gained while enrolled in a school of architecture; and 3) allows documentation of credit only while enrolled in IAP or IDP. Staff developed proposed regulatory language to reflect the new edition of the Manual. The Board approved the proposed regulatory language to amend CCR section 109 at its March 12, 2015 meeting and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and, if needed, to make minor technical changes.

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

March 12, 2015	Proposed regulatory language approved by the Board
May 15, 2015	Notice of Proposed Changes in the Regulations submitted to OAL
May 29, 2015	Notice of Proposed Changes in the Regulations published by OAL
July 13, 2015	Public hearing scheduled

## **ENFORCEMENT PROGRAM**

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

Education/Information Program: Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In May, there were 28 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 12 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.

Disciplinary Guidelines The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The Regulatory and Enforcement Committee (REC) reviewed recommended updates to the Board's *Disciplinary Guidelines* in 2013 and 2014. Additionally, at the request of the REC, staff consulted with a representative of The American Institute of Architects, California Council to address a proposed modification to the "Obey All Laws" condition of probation. The representative concurred with the revision and indicated that there was no issue with the proposal. Staff then consulted with the REC Chair who agreed to provide the *Disciplinary Guidelines* with recommended revisions to the Board for consideration at its December 2014 meeting due to the target date established for the Strategic Plan objective. At its December 2014 meeting, the Board approved the proposed revisions to the *Disciplinary Guidelines* and authorized staff to proceed with a regulatory proposal to amend CCR 154 in order to incorporate the revised *Disciplinary Guidelines* by reference. Staff prepared the required regulatory documents for the Board's review and approval at its June 10, 2015 meeting.

Enforcement Actions Gilbert Mark Alcala (Corona) The Board issued a one-count citation that included a \$500 administrative fine to Gilbert Mark Alcala, architect license number C-29983, for alleged violations of BPC 5600.05(a)(1) and (b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Alcala certified false or misleading information on his 2013 Licensure Renewal Application and failed to make records of completion of the required coursework available to the Board for auditing upon request. The citation became final on April 28, 2015.

Charles Belak-Berger (Gardena) The Board issued a one-count citation that included a \$1,000 administrative fine to Charles Belak-Berger, architect license number C-13657, for an alleged violation of BPC 5536.22(a) (Written Contract). The action alleged that Belak-Berger failed to execute written contracts prior to commencing professional services for projects located in Hermosa Beach and Manhattan Beach, California. Belak-Berger paid the fine, satisfying the citation. The citation became final on April 24, 2015.

David Mark Brown (Cambria) The Board issued a one-count citation that included a \$500 administrative fine to David Mark Brown, architect license number C-13122, for alleged violations of BPC 5600.05(a)(1) and (b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Brown certified false or misleading information on his 2013 Licensure Renewal Application, failed to maintain records of completion of the required coursework for two years from the date of license renewal, and failed to make those records available to the Board for auditing upon request. Brown paid the fine, satisfying the citation. The citation became final on April 28, 2015.

Joseph Patrick Carrick (San Marcos) The Board issued a one-count citation that included a \$500 administrative fine to Joseph Patrick Carrick, architect license number C-7166, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Carrick certified false or misleading information on his 2013 Licensure Renewal Application. Carrick paid the fine, satisfying the citation. The citation became final on April 28, 2015.

Jerry Deal (Burlingame) The Board issued a two-count citation that included a \$2,000 administrative fine to Jerry Deal, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) (Unauthorized Practice). The action alleged that Deal contracted to provide design services for a second story addition to an existing commercial building project located in Burlingame, California. Deal subsequently prepared plans for the project. The project does not satisfy the criteria for an exempt project type as defined in BPC 5537(a) or 5538 and required a licensed design professional for preparation of plans, drawings, or specifications. Deal paid the fine, satisfying the citation. The citation became final on April 22, 2015.

Kristi W. Hanson (Palm Desert) The Board issued a one-count citation that included a \$500 administrative fine to Kristi W. Hanson, architect license number C-24847, for an alleged violation of BPC 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Hanson certified false or misleading information on her 2013 Licensure Renewal Application. Hanson paid the fine, satisfying the citation. The citation became final on April 7, 2015.

Mui Ho (Berkeley) The Board issued a one-count citation that included a \$500 administrative fine to Mui Ho, architect license number C-10096, for alleged violations of BPC 5600.05(a)(1) and (b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Ho certified false or misleading information on her 2013 Licensure Renewal Application, failed to make records of completion of the required coursework available to the Board for auditing upon request. Ho paid the fine, satisfying the citation. The citation became final on April 9, 2015.

Marc Farias Jones (Mariposa) The Board issued a two-count modified citation that included a \$2,000 administrative fine to Marc Farias Jones, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) (Unauthorized Practice). The action alleged that Jones and his company, Western Drafting & Design Co., contracted to provide Preliminary Construction Documentation-Bid Set Plans for a new hardware store project located in Mariposa, California. Jones subsequently prepared drawings for the project. The project does not satisfy the criteria for an exempt project type as defined in BPC 5537(a) and required a licensed design professional for preparation of plans, drawings, or specifications. The citation became final on April 7, 2015.

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

Brooks Mitchell McDonald (Sausalito) The Board issued a one-count citation that included a \$500 administrative fine to Brooks Mitchell McDonald, architect license number C-33087, for alleged violations of BPC 5600.05(a)(1) and (b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged

that McDonald certified false or misleading information on his 2013 Licensure Renewal Application, failed to maintain records of completion of the required coursework for two years from the date of license renewal, and failed to make those records available to the Board for auditing upon request. McDonald paid the fine, satisfying the citation. The citation became final on April 8, 2015.

Louis Fabian Romero (Newhall) The Board issued a one-count modified citation that included a \$1,500 administrative fine to Louis Fabian Romero, an unlicensed individual, for an alleged violation of BPC 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Romero executed a Home Improvement Contract to provide “Architectural” drawings for the remodel of a single-family residence project located in Arleta, California. Romero paid the fine, satisfying the citation. The citation became final on April 7, 2015.

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

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
<u>Enforcement Statistics</u>	May 2015	April 2015	May 2014
Total Cases Received/Opened**:	28	34	16
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	1	0	1
Complaints Pending DOI:	0	0	5
Complaints Pending AG:	13	12	3
Complaints Pending DA:	1	1	3
Total Cases Closed**:	22	23	21
Total Cases Pending*:	132	129	151
Settlement Cases (§5588) Opened:	5	4	0
Settlement Cases (§5588) Pending:	9	7	3
Settlement Cases (§5588) Closed:	3	2	4
Citations Final:	5	12	2

\* Includes complaints, settlement cases, citations, disciplinary actions and 23 cases referred to Enforcement Unit as a result of the continuing education (CE) coursework audits conducted after license renewal (a total of 111 CE cases have been referred to the Enforcement Unit).

\*\* Includes complaint and settlement cases.

At the end of each FY, staff reviews the average number of complaints received, pending, and closed for the past three FYs. From FY 2011/12 through 2013/14, the average number of complaints received per month was 23. The average pending caseload was 103 complaints and the average number of complaints closed per month was 22.

Regulatory and Enforcement Committee (REC) The REC met on April 29, 2015 in Sacramento. At the meeting, the REC approved the April 24, 2014 Summary Report and discussed 2015-16 Strategic Plan Objectives to: 1) review the Board’s Occupational Analysis of the architect profession to identify marketplace trends that impact consumer protection; 2) modify and expand

reports to Board members regarding enforcement activities to identify the most common violations and disciplinary actions; 3) pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties; and 4) monitor NCARB action on title for interns to ensure appropriate consumer protection. The next REC meeting is planned for the fall.

## **LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)**

### **LATC ADMINISTRATIVE/MANAGEMENT**

Budget At the May 22, 2013 LATC meeting, the Committee voted to authorize staff to proceed with a regulatory proposal to temporarily reduce the license renewal fee from \$400 to \$220 for one renewal cycle (FYs 2015/16 and 2016/17) and to prepare a negative BCP to reduce its spending authority by \$200,000 beginning in FY 2015/16. Both actions were recommended by DCA's Budget Office to address LATC's fund condition per BPC 128.5 (Reduction of License Fees in Event of Surplus Funds). Staff prepared a Concept Paper, which was the first step in the process and an internal document which formulated the LATC's intent to pursue the negative BCP. On April 21, 2014, staff submitted the Concept Paper to the Budget Office. A meeting between Board staff and Budget Office personnel was held on July 1, 2014 where details of the negative BCP were reviewed and per the request of DCA, LATC's BCP was combined with the Board's. The proposal was submitted to Agency on August 11, 2014 and DOF on September 2, 2014. It was subsequently approved by DOF and the LATC's reduced spending authority was incorporated into the Governor's Proposed Budget in January. The Legislature has until June 30, 2015 to adopt the budget.

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

Personnel Richie Barnard was appointed to the Special Project Analyst position on April 13, 2015.

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

6/11-12/2015 Acrobat Fundamentals (Richie)

6/23-24/2015 HR Liaison (Rodney)

6/30/2015 Completed Staff Work (Richie)

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

### **LATC EXAMINATION PROGRAM**

California Supplemental Examination (CSE) BPC 139 requires that an OA be conducted every five to seven years. The last OA used to develop the CSE was conducted in 2006. BPC 139 also requires boards and bureaus that use a national examination in conjunction with one developed by the state to have a psychometric process review conducted along with a linkage study, which compares the knowledge tested for on the national examination with those identified by the California OA. This is done to ensure that the national examination tests for knowledge relevant to license practice in California and to identify the California relevant knowledge not covered by



the national examination. This latter knowledge typically forms the basis for the content of the CSE.

On January 24, 2013, the LATC approved the IAC with OPES for the OA and began recruiting SMEs to participate in OA workshops in May 2013. The final OA workshop was held on February 27-28, 2014, and at the June 25, 2014 LATC meeting, OPES presented the results of the OA and the Committee voted to approve the results, including the examination plan for the next development phase.

Staff worked with OPES to develop another IAC authorizing OPES to conduct the review of the national examination and a linkage study. The LATC discussed and approved the IAC at its meeting on March 20, 2014. As part of the linkage study, OPES reviewed the Landscape Architect Registration Examination (LARE) background information and psychometric quality of the LARE in June. A linkage study between LARE specifications and California OA results was conducted September 8-9, 2014, and data analysis of the linkage study and final report concluded in November 2014. The LARE was found to meet psychometric standards for examination development and to measure knowledge relevant to California landscape architect practice. The examination plan for the CSE, developed as part of the OA, was further refined to minimize overlap between the LARE and the CSE while focusing strongly on California-specific landscape architect practice. The findings of the linkage study were reviewed and approved by the Committee at their February 10, 2015 meeting.

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

June 11-12, 2015

June 25-26, 2015

Landscape Architect Registration Examination (LARE) The most recent LARE administration was held April 6-18, 2015. The next LARE administration will be held August 3-15, 2015. The candidates' application deadline for the August examination is June 19, 2015. Additional upcoming LARE administration dates are as follows:

August 3-15, 2015

November 30-December 13, 2015

In an effort to allow candidates more time to file for one of three annual administrations of the LARE, staff commenced work on a regulatory proposal to amend CCR section 2610 to reduce the filing deadline from 70 days prior to the administration of the LARE to 45 days. The regulatory proposal was approved by OAL and took effect on April 1, 2015 (*see more information on CCR section 2610 below*).

Regulation Changes *CCR section 2610 (Application for Examination)* – This section required candidates who wish to register for the LARE to file their application with the LATC 70 days prior to their requested examination date. This requirement was established in 1998 when the licensing examination was partially administered by the LATC and it allowed the LATC

preparation time for the administration. In December 2009, the Council of Landscape Architectural Registration Boards began administering all five sections of the LARE, and in 2012, eliminated the graphic portion of the examination, which reduced the lead time for applications to be reviewed by LATC prior to the examination date. At the August 20, 2013 LATC meeting, the Committee approved staff's recommendation to amend the 70-day filing requirement in the regulations to 45 days to allow candidates more time to register for the LARE.

Following is a chronology, to date, of the processing of the regulatory proposal to amend CCR section 2610:

August 20, 2013	Proposed regulatory language approved by LATC
September 12, 2013	Proposed regulatory language approved by Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by OAL
May 12, 2014	Public hearing, no comments received
June 12, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
August 26, 2014	Final rulemaking file submitted to Agency for approval
September 26, 2014	Final rulemaking file approved by Agency
October 17, 2014	Final rulemaking file submitted to OAL for approval
November 26, 2014	Request from OAL for corrected meeting Minutes and updated Table of Contents
December 1, 2014	Corrected Minutes and updated Table of Contents reopening and closing the file sent to OAL
December 3, 2014	Final rulemaking file approved by OAL
April 1, 2015	Effective date of regulatory change

*CCR section 2620.5 (Requirements for an Approved Extension Certificate Program)* – The LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and recommended that the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory change and adopted the regulations at the December 15-16, 2010 Board meeting. The regulatory proposal to amend CCR section 2620.5 was published by the OAL on June 22, 2012. The University of California Extension Certificate Program Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012 LATC meeting, the LATC approved the Task Force's recommended modifications to CCR section 2620.5, with additional edits. At the January 24-25, 2013 LATC meeting, the LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove some proposed modifications to the language to accommodate comments received from the public. The Board approved adoption of the modified language for CCR section 2620.5 at its March 7, 2013 meeting.

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

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

*\*Staff is analyzing proposed modifications to develop a new regulatory proposal with sufficient justification that will meet OAL standards, and submit to OAL.*

*CCR section 2649 (Fees)* – At the January 24-25, 2013 LATC meeting, DCA Budget Office staff provided a budget presentation to the LATC. In this presentation, the LATC fund balance of 19.5 months in reserve was discussed in context with BPC section 128.5 (Reduction of License Fees in Event of Surplus Funds), which requires funds to be reduced if an agency has 24 months of funds. As a result of this discussion, LATC asked staff to consult with the BO to determine if license fees could be reduced for one renewal cycle and to explore additional ways of addressing the fund balance to comply with BPC 128.5. Staff met with DCA BO staff and legal counsel to explore options and a license renewal fee reduction from \$400 to \$220 was recommended in addition to a negative BCP to reduce LATC's spending authority by \$200,000. At the May 22, 2013 LATC meeting, the members approved a proposed temporary fee reduction, reducing license renewal fees for one renewal cycle beginning in FY 2015/2016 from \$400 to \$220. A regulatory change to CCR 2649 would be necessary to execute the temporary fee reduction.

Following is a chronology, to date, of the processing of the regulatory proposal for section 2649:

August 20, 2013	Proposed regulatory language approved by LATC
September 12, 2013	Proposed regulatory language approved by Board
February 7, 2014	Notice of Proposed Changes in the Regulations published by OAL
March 24, 2014	Public hearing, one written comment received
June 12, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
October 1, 2014	Final rulemaking file submitted to Agency for approval
October 3, 2014	Final rulemaking file approved by Agency
November 12, 2014	Final rulemaking file to DOF for approval

January 16, 2015	Final rulemaking file approved by DOF
March 18, 2015	Final rulemaking file approved by OAL
July 1, 2015	Effective date of regulatory change

Strategic Plan Objectives The LATC's Strategic Plan for FYs 2013/14 through 2014/15 contains numerous objectives. Below is a summary of a few:

*Reciprocity Requirements* - to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. This objective was discussed at the November 7, 2013 LATC meeting. As a result of this discussion, staff was directed to 1) summarize state reciprocity data by identifying the specific number of years required by each state for education, 2) determine whether a degree is mandatory, and 3) identify the number of years of experience required for initial licensure. The Committee also asked for state specific requirements for reciprocity. This topic was discussed again at the Strategic Planning session in February 2015.

*Training Credit for Teaching Under a Licensed Landscape Architect* - to review the Table of Equivalents for training and experience credit and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. This objective was discussed at the November 7, 2013 LATC meeting and staff was directed to 1) determine if a future LATC meeting could be held in southern California, in order to invite schools to attend to provide input, 2) add the objective to a future LATC meeting agenda, and 3) review the Education Subcommittee summary reports to see if allowing training credit for teaching experience under a licensed landscape architect was previously considered by the Education Subcommittee, and include the findings when this agenda item is addressed again by the LATC. Staff researched whether teaching experience was addressed by the Education Subcommittee and found that it was not previously discussed. This topic was addressed again at the February 10-11, 2015 LATC meeting. The Committee reviewed information from other states that allow teaching to count for a portion of the experience/training requirements. Following discussion, the Committee directed staff to prepare proposed regulatory language to grant up to one year credit for teaching under the supervision of a licensed landscape architect in degree programs specified in CCR section 2620. The proposed language was presented at the May 13, 2015 LATC meeting and approved by the LATC. Staff will begin preparing the regulation package for Board approval.

Sunset Review The LATC reviewed the first draft of the Sunset Review Report at its meeting on August 28, 2014 and delegated authority to the LATC Chair and EO to make any necessary changes prior to submittal to the Legislature. The Board approved the draft Report with minor edits at its meeting on September 10, 2014. Staff finalized the Report and submitted it to the Legislature on October 31, 2014. On February 4, 2015, EO Doug McCauley met with the staff consultant for the Assembly Committee on Business and Professions to discuss any questions that may be raised during the Sunset Review process. The LATC's Sunset Review hearing was held on March 18, 2015. The LATC's written responses to the issues identified in the Sunset Review Background Paper were submitted on April 16, 2015 to the Assembly Committee on Business and Professions and the Senate Committee on Business, Professions and Economic Development.

## LATC ENFORCEMENT PROGRAM

Consumer Satisfaction Survey On October 8, 2014, staff from the Board and LATC enforcement units met with other DCA enforcement staff and SOLID Training and Planning Solutions team, to develop a revised department-wide Consumer Satisfaction Survey, in the form of a postcard that could be sent to consumers who have filed complaints against licensees and unlicensed individuals. After review of DCA's proposed survey, LATC staff determined that the survey did not contain an essential question related to jurisdiction. Although this feedback was provided during the workgroup discussion to develop the survey, it was not included for the department's survey. Staff worked with DCA's Office of Publications Design and Editing to create its own postcard which incorporates important data for both DCA and LATC to send consumers along with the complaint closing letters. The postcard includes return postage and a Quick Response (QR) scan, which directs the complainants to an option to complete the survey online via Survey Monkey. Postcards were first mailed in April and survey data will be collected quarterly. The information will be utilized to ensure that quality customer service is provided and may also serve other useful purposes for departmental and legislative reports.

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

	<u>Current Month</u> May 2015	<u>Prior Month</u> April 2015	<u>Prior Year</u> May 2014
<u>Enforcement Statistics</u>			
Complaints Opened:	3	0	4
Complaints to Expert:	2	0	0
Complaints to DOI:	1	1	0
Complaints Pending DOI:	0	0	0
Complaints Pending AG:	2	1	0
Complaints Pending DA:	0	0	0
Total Cases Closed:	4	3	9
Total Cases Pending*:	19	20	20
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	1	1	0
Settlement Cases (§5678.5) Closed:	0	0	1
Citations Final:	0	0	1

\*Includes both complaint and settlement cases

**BUDGET UPDATE**

At this meeting, the Board will be updated on the Board's budget. Attached is a copy of the Budget Report and an Analysis of Fund Condition. The Budget Report shows the prior year expenditures for fiscal year (FY) 2013/14 and expenditures (with encumbrances) and projections for current FY 2014/15. The Report also shows percentage of budget spent and expected unencumbered balance at the end of the FY. The Analysis of the Fund Condition contains the Board's fund condition based on projected revenue and anticipated budget expenditure authority for FYs 2013/14 through 2019/20.

Attachments:

1. Budget Report
2. Analysis of Fund Condition

**CALIFORNIA ARCHITECTS BOARD  
BUDGET REPORT  
FY 2014-15 EXPENDITURE PROJECTION  
FISCAL MONTH 10**

OBJECT DESCRIPTION	FY 2013-14		FY 2014-15				
	ACTUAL	PRIOR YEAR	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES (MONTH 13)	EXPENDITURES 4/30/2014	STONE 2014-15	EXPENDITURES 4/30/2015	SPENT	TO YEAR END	BALANCE
<b>PERSONNEL SERVICES</b>							
Salary & Wages (Staff)	885,773	723,767	1,138,590	865,875	76%	1,056,570	82,020
Statutory Exempt (EO)	97,977	80,870	97,044	82,494	85%	98,992	(1,948)
Temp Help Reg (Seasonals)	10,262	10,262					
Board Member Per Diem	5,400	4,200	10,036	5,000	50%	6,500	3,536
Overtime	1,785	629					
Staff Benefits	463,916	381,393	653,749	469,221	72%	563,065	90,684
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,465,113</b>	<b>1,201,121</b>	<b>1,899,419</b>	<b>1,422,590</b>	<b>75%</b>	<b>1,725,127</b>	<b>174,292</b>
<b>OPERATING EXPENSE AND EQUIPMENT:</b>							
General Expense	26,365	20,089	33,876	25,905	76%	34,065	(189)
Minor Equipment	5,912	1,816	6,350	6,746	106%	7,200	(850)
Printing	11,657	10,411	29,902	11,439	38%	17,532	12,370
Communication	9,493	7,064	8,496	7,496	88%	10,000	(1,504)
Postage	31,265	36,454	78,270	15,212	19%	30,000	48,270
Travel In State	54,587	41,516	96,103	39,253	41%	60,000	36,103
Travel, Out-of-State							
Training	1,545		20,856	2,490	12%	2,500	18,356
Facilities Operations	188,824	234,383	194,789	205,654	106%	208,292	(13,503)
C & P Services - Interdepartmental			13,743				13,743
C & P Services - External	198,856	53	173,478	131	0%	131	173,347
<b>DEPARTMENTAL SERVICES:</b>							
Departmental Pro Rata	259,145	196,408	266,869	242,824	91%	266,869	
Administration/Executive	252,824	190,755	283,888	284,055	100%	284,055	(167)
DOI-ProRata Internal (Special Operations)	8,127	6,126	8,890	8,306	93%	8,890	
Public Affairs Office	9,392	8,609	8,681	9,316	107%	9,316	(635)
Consumer Services	9,250	7,363	9,429	9,285	98%	9,429	
<b>INTERAGENCY SERVICES:</b>							
Consolidated Data Center	308	217	13,581	305	2%	500	13,081
DP Maintenance & Supply	14,648	14,366	29,518	18,268	62%	28,395	1,123
Central Administrative Services-ProRata	147,198	110,399	179,316	134,487	75%	179,316	
<b>EXAM EXPENSES:</b>							
Exam Freight			9,137				9,137
Exam Site Rental			104,515				104,515
Exam Contracts*	158,948	158,448		170,874		170,874	
C/P Svcs-External Expert Administrative			346,722				346,722
C/P Svcs-External Expert Examiners	53,925	40,000	40,177	51,940	129%	55,000	(14,823)
C/P Svcs-External Subject Matter	39,214	28,967		37,134		42,000	(42,000)
<b>ENFORCEMENT:</b>							
Attorney General	27,838	21,452	47,018	38,785	82%	51,713	(4,695)
Office Administrative Hearings	581	581	19,486	2,182	11%	3,200	16,286
Architect Consultant Contracts**		194,744		190,656		190,656	
Court Reporters							
Evidence/Witness Fees			5,723			500	5,223
DOI - Investigations	63,906	47,993	95,028	95,374	100%	95,374	(346)
<b>TOTAL OE&amp;E</b>	<b>1,573,808</b>	<b>1,378,214</b>	<b>2,123,841</b>	<b>1,608,117</b>	<b>76%</b>	<b>1,765,807</b>	<b>719,564</b>
<b>Special Item of Expense - Bd of Control Claims</b>				720			
<b>TOTAL EXPENSE</b>	<b>3,038,921</b>	<b>2,579,335</b>	<b>4,023,260</b>	<b>3,031,427</b>	<b>75%</b>	<b>3,490,935</b>	<b>893,855</b>
Sched. Reimb. - External/Private	(1,175)	(1,175)	(5,000)	(705)		(5,000)	0
Sched. Reimb. - Other							0
Sched Interdepartmental	(26,000)		(26,000)			(26,000)	0
Unsched. Reimb. - Other	(29,739)	(25,567)		(43,629)			0
<b>NET APPROPRIATION</b>	<b>2,982,007</b>	<b>2,552,593</b>	<b>3,992,260</b>	<b>2,987,093</b>	<b>75%</b>	<b>3,459,935</b>	<b>893,855</b>

NOTES/ASSUMPTIONS

**SURPLUS/(DEFICIT): 22.4%**

\*Intra-Agency Agreement with OPES included in Exam Contracts (FY13/14 \$113,592 & FY14/15 \$126,018).

\*\*C&P External Contracts for Robert Carter and Barry Williams included in Architect Consultant Contracts (FY13/14 \$194,744 & FY 14/15 \$190,656).

\*\*\*Governor's 2015/16 Budget contains a negative Budget Change Proposal for \$300,000.

California Architects Board  
Analysis of Fund Condition

Prepared 6-2-2015

2015-16 Governor's Budget w / BreZE SPR 3.1

2015-16 Governor's Budget w / BreZe SPR 3.1		Governor's Budget						
		ACTUALS 2013-14	CY 2014-15	BY 2015-16	BY + 1 2016-17	BY + 2 2017-18	BY + 3 2018-19	BY + 4 2019-20
<b>BEGINNING BALANCE</b>		\$ 4,061	\$ 5,253	\$ 4,055	\$ 4,400	\$ 3,423	\$ 3,727	\$ 2,686
Prior Year Adjustment		\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance		\$ 4,099	\$ 5,253	\$ 4,055	\$ 4,400	\$ 3,423	\$ 3,727	\$ 2,686
<b>REVENUES AND TRANSFERS</b>								
Revenues:								
125600	Other regulatory fees	\$ 9	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
125700	Other regulatory licenses and permits	\$ 358	\$ 289	\$ 338	\$ 289	\$ 338	\$ 289	\$ 338
125800	Renewal fees	\$ 3,699	\$ 2,430	\$ 3,615	\$ 2,430	\$ 3,615	\$ 2,430	\$ 3,615
125900	Delinquent fees	\$ 73	\$ 40	\$ 73	\$ 40	\$ 73	\$ 40	\$ 73
141200	Sales of documents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
142500	Miscellaneous services to the public	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150300	Income from surplus money investments	\$ 13	\$ 12	\$ 13	\$ 10	\$ 11	\$ 8	\$ 8
150500	Interest Income From Interfund Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
160400	Sale of fixed assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
161000	Escheat of unclaimed checks and warrants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
161400	Miscellaneous revenues	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Totals, Revenues		\$ 4,153	\$ 2,773	\$ 4,041	\$ 2,771	\$ 4,039	\$ 2,769	\$ 4,036
Transfers from Other Funds								
		\$ -	\$ -	\$ -	\$ -			
Transfers to Other Funds								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals, Revenues and Transfers		\$ 4,153	\$ 2,773	\$ 4,041	\$ 2,771	\$ 4,039	\$ 2,769	\$ 4,036
Totals, Resources		\$ 8,252	\$ 8,026	\$ 8,096	\$ 7,171	\$ 7,462	\$ 6,496	\$ 6,722
<b>EXPENDITURES</b>								
Disbursements:								
0840	State Controller (State Operations)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8880	Financial Information System for California (State Operations)	\$ 17	\$ 3	\$ 7				
1110	Program Expenditures (State Operations)	\$ 2,982	\$ 3,992	\$ 3,590	\$ 3,662	\$ 3,735	\$ 3,810	\$ 3,886
2015-16 BreZe SFL		\$ -	\$ -24	\$ 99	\$ 86	\$ -		
Total Disbursements		\$ 2,999	\$ 3,971	\$ 3,696	\$ 3,748	\$ 3,735	\$ 3,810	\$ 3,886
<b>FUND BALANCE</b>								
Reserve for economic uncertainties		\$ 5,253	\$ 4,055	\$ 4,400	\$ 3,423	\$ 3,727	\$ 2,686	\$ 2,836
<b>Months in Reserve</b>		15.9	13.2	14.1	11.0	11.7	8.3	8.6



**UPDATE ON 2014 SUNSET REVIEW FOR CALIFORNIA ARCHITECTS BOARD AND LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE AND RATIFICATION OF RESPONSES TO BACKGROUND PAPERS**

The Board approved the draft 2014 Sunset Review Report at the September 10, 2014 meeting. The Report was submitted to the Legislature on October 31, 2014. At the December 10, 2014 meeting, the Board delegated authority to the President and Executive Officer to make any policy decisions with regard to preparing for its Sunset Review hearing and to convene the Executive Committee, if needed.

The Board/LATC's Sunset Review hearing was held on March 18, 2015, and the Board's written responses to the issues raised by the Legislature were due within 30 days of the hearing. The presentation at the hearing received positive feedback from the committees (the Senate and Assembly policy committees met jointly to conduct the hearing). Only two questions were asked regarding the: 1) process for determining content for the California Supplemental Examination; and 2) possible causes for the non-compliance rate on continuing education audits. The Board's responses at the hearing were satisfactory to the committees and also received positive feedback.

At this meeting, the Executive Officer will provide an update on the Sunset Review process, and ask the Board to ratify staff's written responses to the issues identified in the Sunset Review Background Paper that was submitted to the Legislature on April 16, 2015.

Attachment:

California Architects Board & Landscape Architects Technical Committee Sunset Background Paper Responses Submitted April 16, 2015



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

April 16, 2015

The Honorable Susan Bonilla, Chairwoman  
Assembly Committee on Business and Professions  
1020 N Street, Room 383  
Sacramento, CA 95814

The Honorable Jerry Hill, Chairman  
Senate Committee on Business, Professions, and Economic Development  
State Capitol, Room 2053  
Sacramento, CA 94814

Dear Chairwoman Bonilla and Chairman Hill:

The California Architects Board (Board) and Landscape Architects Technical Committee (LATC) are pleased to present the attached written responses to the issues identified in the Sunset Review Background Paper.

Please note that we responded to each issue jointly for the Board and LATC (as we presented our responses at the hearing), and added the additional unique issue for LATC at the end of the document. In addition, we were asked two questions at the hearing regarding: 1) causes of the high non-compliance rate on continuing education audits; and 2) the process for examination development that identifies the content for the California Supplemental Examination.

The response to Issue 5 regarding continuing education contains the response to the first question. We have attached additional information on examination development from the Department of Consumer Affairs' Office of Professional Examination Services.

Sunset Review represents an opportunity for boards to conduct a healthy self-examination, identify best practices, and obtain valuable feedback from stakeholders. The Board/LATC would like to express its gratitude for the

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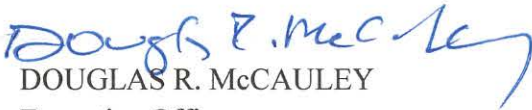
[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)

The Honorable Susan Bonilla, Chairwoman  
The Honorable Jerry Hill, Chairman  
April 16, 2015  
Page 2

extraordinary effort that was invested in reviewing our reports, preparing for and conducting the hearings, and determining outcomes. The result of this process enables us to continually enhance our strong record of consumer protection.

Should you have any questions or comments, please contact me at (916) 575-7232 or [doug.mccauley@dca.ca.gov](mailto:doug.mccauley@dca.ca.gov).

Sincerely,

  
DOUGLAS R. McCAULEY  
Executive Officer

Attachments

**CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE  
SUNSET BACKGROUND PAPER RESPONSES**

**ISSUE #1: TRAVEL RESTRICTIONS.** Should the Committees encourage travel to professional conferences or meetings that directly affect licensure of California licensees?

Legislative Staff's Recommendation: The Committees should encourage the Board to pursue opportunities at which its Members and Officers can interact directly with their national peers, and provide a strong voice for California's unique perspective and needs. The Board should inform the Committees of whether it continues to face travel restrictions that prohibit it from attending meetings where its representation could significantly impact California's ability to ensure that national examinations or standards reflect California's needs and protect California licensees, candidates for licensure, and consumers.

**The Board/LATC concurs with the Committees' recommendation.** Participation in national affairs is critical for the Board and LATC. The national examinations save the Board and LATC literally millions of dollars by not having to replicate the national examinations. In addition, the Board relies on the Intern Development Program to ensure that candidates receive experience in crucial areas of practice.

The Board and LATC have had recent success on travel, with approvals to attend three key out-of-state national sessions. In addition, three recent sessions have been in California, where the Board was also able to participate. These approved trips for the Board were funded by our national nonprofit - the National Council of Architectural Registration Boards (NCARB), so no State funds were spent. The Board has not received approval to travel with State funds since 2010. LATC was approved to travel to the Annual Business Meeting of the Council of Landscape Architectural Registration Boards (CLARB) in 2009 and 2014 with State funds, but CLARB does not offer "funded trips." LATC was denied the opportunity to attend a CLARB session that was held in California. Sending a Board member to the Annual Meeting costs a fraction of the Board's budget - approximately .0005.

The Board just participated in the NCARB Regional Summit on March 13-14 in Long Beach. At that meeting, the main proposal discussed would restrict existing reciprocity standards and prevent nearly 2,000 California architects from practicing in other states. California was the only state advocating to preserve the existing pathway. Through our efforts, we built a coalition to oppose the measure when it is up for a vote in June at the Annual Business Meeting. There is much more to be done to defeat the measure, but much of the effort takes place on-site at the meeting. In order to succeed, the Board must be in attendance with a strong delegation. This is because there are approximately 250 people in attendance from the 54 member jurisdictions, as well as NCARB executive staff and leadership from the American Institute of Architects, National Architectural Accrediting Board, Association of Collegiate Schools of Architecture and American Institute of Architects - Students. Persuading a group of that size requires a delegation of at least four,

**but a larger group has greater odds for success and also helps with succession planning so that new Board/LATC members can learn first-hand about the national associations and develop the relationships needed to protect California's interests.**

**The Board is in the process of submitting an out-of-state trip request to DCA to add two members in addition to the two that were previously approved. This will provide the Board a strong delegation to work to defeat the resolution.**

**The professions, via the American Institute of Architects - California Council and California Council of the American Society of Landscape Architects, understand the importance of participation and regularly and consistently support the Board's engagement in NCARB and CLARB. The Board appreciates that DCA and Administration have been approving some of the trips, and the Board encourages ongoing and increased support for the criticality of national issues.**

**(Note: This was Issue #1 for LATC in the Sunset Background Paper.)**

**ISSUE #2: PRO RATA.** What services does the Board receive for its share of pro rata?

Legislative Staff's Recommendation: The Board should advise the Committees about the basis upon which pro rata is calculated, and the methodology for determining what services to utilize from DCA. In addition, the Board should discuss whether it could achieve cost savings by providing some of these services in-house.

**The Board/LATC's share of the department's pro rata is calculated based on authorized position counts, licensing and enforcement record counts, prior year workload, and interagency agreements. The Board/LATC currently utilizes most of the pro rata services for efficiencies and cost savings. Centralized services are more practical and efficient particularly for smaller boards such as ours. Board/LATC staff would need special high-level expertise in certain administrative services to be effective. It would be difficult to achieve an "economy of scale" if the Board/LATC were to assume pro rata-related services. The Board/LATC has limited staff with diverse responsibilities, whereas DCA has teams of trained specialists with program-specific management.**

**Senate Bill 1243 (Chapter 395, Statutes of 2014) requires DCA to conduct a study and submit a report to the Legislature on its pro rata calculation of administrative expenses by July 1, 2015. The study will assess whether the pro rata system is the most productive, efficient, and cost-effective methodology and whether some of the services should be outsourced or charged on an as-needed basis. The study will also include consideration of whether the boards should be permitted to elect not to receive (and be charged for) certain administrative services. As part of the study, the Board/LATC has participated in a survey of its use of DCA's services. Based on the outcome of the study and the DCA's report to the Legislature, the Board/LATC will reassess its continued use of the DCA's pro rata services.**

(Note: This was Issue #4 for LATC in the Sunset Background Paper.)

**ISSUE #3: BREEZE IMPLEMENTATION.** The Board was supposed to be part of BreEZe's Release Three, which has now been delayed until at least 2016.

Legislative Staff's Recommendation: The Board should inform the Committees of any difficulties it foresees as a result of having to remain on its legacy system, and whether any additional stop-gap technological measures are needed until BreEZe is implemented. The Board should inform the Committees of how costs related to BreEZe will impact its fund condition.

**Substantial difficulties are foreseeable, as a result of having to remain on the legacy systems, due to numerous significant changes to the national Architect Registration Examination (ARE) and potential changes to other national programs. Board/LATC staff is conducting an assessment of the impact due to delayed implementation of BreEZe for Release 3 boards and bureaus and coordinating efforts with DCA to develop stop-gap measures that could involve significant modifications to the legacy systems.**

**The Board believes, however, that due to the changes to the ARE, the corresponding changes to the “business model analysis” that was prepared in preparation for BreEZe approximately five years ago, are so significant that the current delay and repositioning of BreEZe may actually be a strategic advantage. Had BreEZe actually rolled out with the ARE consisting of seven divisions, as it does now, it would be completely dysfunctional, as the ARE previously had nine divisions. To add further complexities, there are intricate new rules that place restrictions on candidates' eligibility, which would have further exacerbated the problems.**

**The Board/LATC routinely monitors its fund condition and works very closely with DCA's Budget Office. The Budget Office has provided the Board/LATC's fund condition projected to fiscal year (FY) 2016/17, which includes anticipated BreEZe costs. The Board/LATC and the Budget Office do not foresee an issue with the Board/LATC's fund condition based on the current projections for BreEZe costs. The Board's fund condition will have an 11-month reserve in FY 2016/17, the year the BreEZe program is planned to be implemented for the Board.**

(Note: This was Issue #3 for LATC in the Sunset Background Paper.)

**ISSUE #4: LICENSURE AND LICENSEE POPULATION.** Should the Board continue to explore ways to streamline the licensure process? Should the Board examine whether there is a shortage of licensed architects and capacity for architecture programs to train students?

Legislative Staff's Recommendation: The Board should continue to explore streamlined paths to licensure as a way to simplify the licensure process. The Board should continue monitoring the efforts of, and working closely with, NCARB, to ensure that any proposed changes to the licensure process do not affect competency or create reciprocity issues, and that California's needs are represented at the national level. The Board should monitor workforce capacity to determine if the demand for licensed architects is, and will continue to be, met.

**The Board concurs with the Committees' recommendations.** There is an ongoing objective from the Board's 2014 Strategic Plan to collaborate with California's National Architectural Accrediting Board (NAAB) accredited programs to establish and promote an Additional Path to Architectural Licensure (APAL). NCARB has taken a leadership role at the national level with the APAL; the Board is working with California schools and has hosted two summits (February 26, 2014 and March 12, 2015) to further those efforts.

NCARB has released its Request for Proposal (RFP), responses to which are due June 1, 2015. After a review of the RFPs, NCARB will provide an endorsement of those programs that conform to the programmatic requirements. The Board will continue its monitoring of NCARB and the national trends with respect to efforts for developing a streamlined licensure process.

Board staff will also coordinate with the Employment Development Department on conducting an analysis of the demand for architects and whether it will continue to be met in the long-term.



**ISSUE #5: CONTINUING EDUCATION (CE).** The Board notes that it has examined its CE requirement due to recent legislation and changes to the NCARB Model Law, and continues to monitor its CE requirement to ensure reciprocity issues do not exist.

Legislative Staff's Recommendation: The Board should inform the Committees of why its failure rate for CEs is so high, and how it can reduce that rate. The Board should continue to monitor the trend regarding CEs at the national level.

**The Board concurs with the Committees' recommendation.** Continuing education (CE) on disability access requirements is a relatively new (since July 1, 2009) requirement; audits were only required as of January 1, 2013. The statistics provided in the Board's Sunset Review Report represent the first year audits were conducted, and the first time licensees certified on their renewal application the CE requirement was fulfilled.

Prior to the commencement of audits, licensees submitted all relevant coursework provider documentation to the Board for review and acceptance before a license could be renewed (more than 20,000 records). The Board's audit failure rate is in fact comparable to other DCA entities that audit, which have averaged 13%.

The Board believes that two factors may help reduce the noncompliance rate. First, the deterrent effect of citations should improve audit results. The first group of citations was served in early 2015. Once those citations are adjudicated, practitioners will know that the Board takes strong actions against violations. In addition, the Board is coordinating with professional organizations for increased communication to licensees. Common noncompliance violations include: coursework taken after license renewal/audit notification; coursework taken more than two years prior to license renewal; deficient coursework (number of hours); failure to respond to audit in a timely manner; and, incorrect coursework taken and/or submitted. The Board will use this data in its communications efforts to assist architects in complying with this requirement.

The Board will continue monitoring, through NCARB, the national trends relative to CE initiatives and changes to the NCARB Model Laws.

**ISSUE #6: INFORMATION SHARING.** The Board reports that it is unable to share relevant disciplinary information of its licensees with a national database due to information-sharing restrictions.

Legislative Staff's Recommendation: The Board should inform the Committees of the specific types of information it would like to disclose to NCARB, and provide the Committees with the specific code sections that prevent the Board from disclosing that information. The Board should also weigh the benefits of sharing disciplinary information to assist other regulatory entities against the individual privacy rights, and potential threats to those rights.

**The Board concurs with the Committees' recommendation.**

The Board currently utilizes the NCARB Disciplinary Database by disclosing actions, such as Accusations and Statements of Issues, taken against licensees. Other NCARB Member Boards can view this information by securely accessing the database; additionally, prior to the Board issuing a license, the database is utilized to confirm whether disciplinary action has been taken against an individual in another state. A 2.0 version of the NCARB Disciplinary Database was recently launched and the Board continues to find that this is a useful tool.

Identifying information that is captured in the database includes: 1) an individual's full name; 2) State license number; and 3) the NCARB Record Number and/or Certificate Number (if an individual possesses either of these). Other identifying information that can be captured in the database is date of birth (DOB) and last four digits of Social Security Number (SSN). However, the Board cannot share DOB and SSN due to the Information Practices Act of 1977 (Civil Code section 1798 et seq.).

The Board will continue to weigh the benefits of sharing disciplinary information against the privacy rights of individuals.

**ISSUE #7: COLLECTION OF FINES.** The Board notes that it is seeking ways to increase collection of fines, particularly in cases of unlicensed practice when it does not have the leverage of a license to incentivize payment.

Legislative Staff's Recommendation: The Board should continue to explore ways to improve its enforcement efforts and collect fines. The Board should examine other agencies that are authorized to release SSNs to collection agencies, and whether there are any privacy or security issues that may arise if such information was transmitted. The Board should work with other licensing boards, such as the Contractors State Licensing Board, the Bureau of Real Estate, and the Board of Professional Engineers, Land Surveyors, and Geologists, to determine the feasibility of sharing disciplinary information for purposes of leveraging other professional licenses as a way to achieve compliance; how such a system would operate; and what changes would be necessary.

**The Board/LATC concurs with the Committees' recommendations.**

**The Board currently has an ongoing objective from its 2014 Strategic Plan to “pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties” and is committed to continuous improvements with regard to all enforcement efforts.**

**The Board's fine collection success has averaged about 62% over the last three fiscal years, while other construction/design boards have averaged 37%.**

**Should the Board pursue authority to release SSNs to collection agencies, it would fully investigate whether there are any privacy or security issues that may arise. The Board has noted that the Respiratory Care Board is authorized to release SSNs to collection agencies via Business and Professions Code section 3778 (Chapter 586, Statutes of 2003); the Board is currently not aware of other agencies with similar authority.**

**As part of its Strategic Plan objective, the Board/LATC will research the feasibility of working with other licensing boards in sharing disciplinary information for purposes of leveraging other professional licenses. Other strategies the Board/LATC has utilized with regard to fine collection: Franchise Tax Board Intercept Program; payment plans; revised enforcement letters; etc. In addition, the Board is working with DCA to explore the possibility of establishing a collections unit in DCA to assist boards in collecting citation penalties.**

(Note: This was Issue #5 for LATC in the Sunset Background Paper.)

**ISSUE #8: CONTINUED REGULATION BY THE BOARD.** Should the licensing and regulation of architects be continued and be regulated by the current Board membership?

Legislative Staff's Recommendation: Recommend that the licensing and regulation of architects continue to be regulated by the current Board members of the California Architects Board in order to protect the interests of the public and be reviewed once again in four years.

**The Board/LATC concurs with the Committees' recommendation.**

(Note: This was Issue #6 for LATC in the Sunset Background Paper and the Board/LATC concur with that recommendation.)

**Note: as indicated on the cover memo, the following issue was unique to LATC.**

**LATC ISSUE #2: PATHWAYS TO LICENSURE.** Should the LATC consider ways to streamline its licensure process or make its licensure process more flexible to accommodate out-of-state applicants?

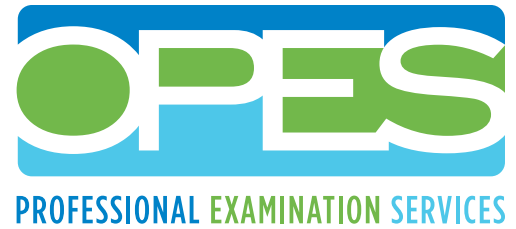
Legislative Staff's Recommendation: The LATC should continue to work closely with the Board to identify opportunities to initiate efficiencies in its licensure system, and consult with stakeholders to ensure that the path to licensure is efficient and effective. The LATC should also continue to discuss the possibility of expanding the definition of "education credit" to encompass a certain amount of licensed experience, and to consider granting education credit for degrees related to landscape architecture, while ensuring that licensees retain their competence and that consumers are protected by any changes in eligibility.

**The LATC concurs with the Committees' recommendation.** During this last reporting period, LATC has expanded its pathways to licensure to allow partial degrees, and architecture degrees to meet education requirements. The LATC is researching other related degrees that can meet the education requirement for licensure.

Efficiencies in the licensure processes were improved by permitting candidates to take certain sections of the national exam upon graduation. On the horizon are changes to allow credit for teaching under a landscape architect. LATC will also work closely with the Board on its efforts on the Accelerated Path to Architectural Licensure.

In addition, the LATC has received license applications from candidates who are licensed in other states but do not meet specific California requirements, namely a degree in landscape architecture. The LATC is reviewing reciprocity requirements of other states to determine possible changes to improve efficiencies. Initial research revealed varying minimum standards across states including education only, experience only, varying degree types, and acceptance of reciprocity from other states. The LATC will work closely with CLARB to establish the minimum years of licensed experience to qualify to take the California Supplemental Exam in order to become licensed in California. The LATC will also work closely with other stakeholders to ensure that the path to licensure is efficient and effective.

# EXAMINATION DEVELOPMENT



## Purpose

The purpose of licensing examinations is to protect consumers by verifying that new licensees possess the minimally acceptable knowledge and experience necessary to perform tasks on the job safely and competently.

## Process

A valid occupational analysis (OA) and content outline is required to begin the examination development process. The content outline provides the specifications for the examination.

Examination development is a group process, conducted in structured workshops comprised of subject matter experts (SMEs). Each SME provides a different perspective of the profession that would not otherwise be objectively considered by individuals working alone. To ensure that the description of the profession represents the job tasks of practitioners entering the profession, each workshop always includes a number of newly licensed practitioners. While there may be several workshops to develop an examination, it is recommended that each be scheduled for a minimum of two days to obtain optimum results.

The types of workshops required may include such tasks as re-linking old items (questions) to a new OA content outline; writing new items linked to the outline; reviewing and revising new or poorly functioning items; constructing a new examination version; and determining a passing score.

During each workshop SMEs are trained in the technical, professional, and legal standards that serve as specific guidelines for the development of examinations. For multiple-choice examinations, incorrect options (distracters) in multiple-choice items should be plausible so that an unprepared candidate will seriously consider them with the correct answer (key). For performance examinations, the activities should be sufficiently complex that an examiner can thoroughly assess a candidate's competence to perform actual job-related tasks.

## Validation

In order for an examination to be valid, it must be empirically linked to the content outline of a recent occupational analysis. See Informational Series No. 1, "Occupational Analysis" for more information.

## Contact

To learn more about these and other examination-related services, please contact the Office of Professional Examination Services at (916) 575-7240.

**UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:**

- a. ASSEMBLY BILL (AB) 177 (BONILLA) [AUTHORITY: EXTENSION]**
- b. AB 507 (OLSEN) [BREEZE]**
- c. SENATE BILL 704 (GAINES) [CONFLICT OF INTEREST]**

**Assembly Bill (AB) 177 (Bonilla) [Authority: Extension]**

Under current law, the statutory authority of the California Architects Board and Landscape Architects Technical Committee (LATC) will expire on January 1, 2016. AB 178 (Committee on Business and Professions) extended the Sunset date for the Board and the LATC until January 1, 2020. On March 3, 2015, the bill was amended to transfer the provisions regarding the Board and LATC to AB 177 (Bonilla). AB 177 passed the Assembly Committee on Business and Professions on April 29, 2015, passed the Assembly Committee on Appropriations on May 28, 2015, and is now in the Senate. It is staff's recommendation that the Board not take a position on this bill.

**AB 507 (Olsen) [BreEZe]**

AB 507 (Olsen) would add section 210.5 to the Business and Professions Code (BPC) to require the Department of Consumer Affairs (DCA) to submit an annual report to the Legislature and the Department of Finance regarding 1) DCA's plan for implementing the BreEZe system at the regulatory entities in the department's third phase of the implementation project, including, but not limited to, a timeline for implementation; 2) the total estimated costs of implementation of the BreEZe system at the regulatory entities in the department's third phase of the implementation project and the results of any cost-benefit analysis the department conducted for the third phase of the implementation project; and 3) a description of whether and to what extent the BreEZe system will achieve any operational efficiencies resulting from implementation by the boards and regulatory entities within the department's jurisdiction. The bill passed the Assembly Committee on Appropriations on May 28, 2015, and was amended on June 1, 2015 to take effect as an urgency statute. If enacted, AB 507 would require annual submissions of these reports to begin on October 1, 2015. It is staff's recommendation that the Board not take a position on this bill.

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

SB 704 (Gaines) establishes an additional provision of the Government Code section 1091 wherein members of advisory boards or commissions, as public officials, would be permitted to recuse themselves from decisions on contracts in which they have a financial interest. The bill passed the Senate Government and Finance Committee on April 29, 2015. On April 30, 2015, the bill was amended to add the interest of an owner or partner of a firm who serves on an advisory board or commission to a contracting agency to the list of "remote interest" exceptions to section 1091. The bill passed the Senate Appropriations Committee on May 22, 2015, and is now in the Assembly. It is staff's recommendation that the Board not take a position on this bill.

**Attachments:**

- 1. AB 177 (Bonilla) [Authority: Extension]
- 2. AB 507 (Olsen) [BreEZe]
- 3. SB 704 (Gaines) [Conflict of Interest]

AMENDED IN ASSEMBLY APRIL 23, 2015

AMENDED IN ASSEMBLY MARCH 3, 2015

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

## ASSEMBLY BILL

**No. 177**

**Introduced by Assembly Member Bonilla**  
(Coauthor: Senator Hill)

January 26, 2015

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An act to amend Sections 205, 207, 5510, 5517, 5620, 5621, 5622, 6710, ~~and 6714 of 6714~~, 6749, 6797, 7839.2, 7841, 7841.1, 7841.2, 8710, 8759, and 8800 of, to add Sections 6775.2, 7860.2, and 8780.2 to, to repeal Section 7885 of, and to repeal and add Section 7886 of, the Business and Professions Code, relating to professions and ~~vocations~~: vocations, and making an appropriation therefor.

### LEGISLATIVE COUNSEL'S DIGEST

AB 177, as amended, Bonilla. Professions and vocations: licensing boards: authority: extension.

~~The~~

(1) *The Professional Engineers Act provides for the licensure and regulation of engineers by the Board for Professional Engineers, Land Surveyors, and Geologists, which consists of 15 members, in the Department of Consumer Affairs. The act requires the board to appoint an executive officer, as specified. Existing Under existing law, these provisions are reported on January 1, 2016.*

*This bill would extend the operation of these provisions until January 1, 2020. The bill would add as a cause for disciplinary action by the board, as specified, if a licensee or certificate holder under the act fails or refuses to respond to a written request from a representative of the*



*board to cooperate in the investigation of a complaint against that licensee or certificate holder. The bill would also make technical amendments to the act.*

*(2) Existing law provides for the licensure and regulation of architects and landscape architects by the California Architects Board, which consists of 10 members, in the ~~department~~. Department of Consumer of Affairs. Existing law establishes, within the jurisdiction of the board, the Landscape Architects Technical Committee for the purpose of, among other things, assisting the board in the examination of candidates for a landscape architect's license. Under existing law, these provisions are repealed on January 1, 2016.*

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

*(3) The Professional Land Surveyors' Act provides for the licensure and regulation of land surveyors by the Board for Professional Engineers, Land Surveyors, and Geologists, which is vested with the power to administer the act. Under existing law, these provisions are repealed on January 1, 2016.*

*This bill would extend the operation of these provisions until January 1, 2020. The bill would also add as a cause for disciplinary action by the board, as specified, if a licensee or certificate holder under the act fails or refuses to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder.*

*(4) The Geologist and Geophysicist Act provides for the registration and regulation of professional geologists and professional geophysicists and the certification of applicants in specialties in geology and geologists-in-training by the Board for Professional Engineers, Land Surveyors, and Geologists. The act requires an applicant for registration as a geologist to meet certain requirements, including, among others, that he or she has graduated with a major in geological sciences from college or university, and requires an applicant for registration as a geophysicist to meet certain requirements, including, among others, that he or she has completed a combination of at least 30 semester hours in courses, as specified. The act requires an applicant for certification as a geologist-in-training to comply with certain requirements, including, among others that the applicant successfully pass the Fundamentals of Geology examination.*

*This bill would provide for licensure instead of registration under the act. The bill would also allow an applicant for licensure as a*

geologist to have graduated from a college or university with a major in a discipline other than geological sciences that, in the opinion of the board, is relevant to geology. The bill would also allow an applicant for licensure as a geophysicist to have completed at least the equivalent of 30 semester hours in courses, as specified. The bill would require an applicant for certification as a geologist-in-training to have graduated from a college or university with a major in geological sciences or any other discipline, as specified. The bill would add as a cause for disciplinary action by the board, as specified, if a licensee or certificate holder under the act fails or refuses to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder.

(5) Under existing law, there is the Professions and Vocations Fund in the State Treasury, which consists of certain special funds and accounts, including the Professional Engineer's and Land Surveyor's Fund and the Geology and Geophysics Account of the Professional Engineer's and Land Surveyor's Fund. Under existing law the moneys in the Geology and Geophysics Account are appropriated to carry out the purposes of the Geologist and Geophysicist Act, the moneys in the Professional Engineers's and Land Surveyor's Fund are appropriated for the purposes of the Professional Engineers and the Professional Land Surveyor's Act, and the moneys in those funds are attributable to administrative fines, civil penalties, and criminal penalties, as specified, are not continuously appropriated and are only available for expenditure upon appropriation by the Legislature.

This bill would merge the Geology and Geophysics Account of the Professional Engineer's and Land Surveyor's Fund into the fund, which would be renamed the Professional Engineer's, Land Surveyor's, and Geologist's Fund, and would require that the fees and civil penalties received under the Professional Engineers Act, the Professional Land Surveyors' Act, and the Geologist and Geophysicist Act be deposited into that fund. The bill would specify that the fees in the fund are continuously appropriated, as specified.

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 205 of the Business and Professions Code  
2     is amended to read:

- 1     205. (a) There is in the State Treasury the Professions and  
2     Vocations Fund. The fund shall consist of the following special  
3     funds:
- 4     (1) Accountancy Fund.
  - 5     (2) California Architects Board Fund.
  - 6     (3) Athletic Commission Fund.
  - 7     (4) Barbering and Cosmetology Contingent Fund.
  - 8     (5) Cemetery Fund.
  - 9     (6) Contractors' License Fund.
  - 10    (7) State Dentistry Fund.
  - 11    (8) State Funeral Directors and Embalmers Fund.
  - 12    (9) Guide Dogs for the Blind Fund.
  - 13    (10) Home Furnishings and Thermal Insulation Fund.
  - 14    (11) California Architects Board-Landscape Architects Fund.
  - 15    (12) Contingent Fund of the Medical Board of California.
  - 16    (13) Optometry Fund.
  - 17    (14) Pharmacy Board Contingent Fund.
  - 18    (15) Physical Therapy Fund.
  - 19    (16) Private Investigator Fund.
  - 20    (17) Professional Engineer's and Engineer's, Land Surveyor's  
21    Surveyor's, and Geologist's Fund.
  - 22    (18) Consumer Affairs Fund.
  - 23    (19) Behavioral Sciences Fund.
  - 24    (20) Licensed Midwifery Fund.
  - 25    (21) Court Reporters' Fund.
  - 26    (22) Veterinary Medical Board Contingent Fund.
  - 27    (23) Vocational Nurses Account of the Vocational Nursing and  
28    Psychiatric Technicians Fund.
  - 29    (24) Electronic and Appliance Repair Fund.
  - 30    ~~(25) Geology and Geophysics Account of the Professional~~  
31    ~~Engineer's and Land Surveyor's Fund.~~
  - 32    ~~(26)~~
  - 33    (25) Dispensing Opticians Fund.
  - 34    ~~(27)~~
  - 35    (26) Acupuncture Fund.
  - 36    ~~(28)~~
  - 37    (27) Physician Assistant Fund.
  - 38    ~~(29)~~
  - 39    (28) Board of Podiatric Medicine Fund.
  - 40    ~~(30)~~

1 (29) Psychology Fund.  
2 ~~(31)~~  
3 (30) Respiratory Care Fund.  
4 ~~(32)~~  
5 (31) Speech-Language Pathology and Audiology and Hearing  
6 Aid Dispensers Fund.  
7 ~~(33)~~  
8 (32) Board of Registered Nursing Fund.  
9 ~~(34)~~  
10 (33) Psychiatric Technician Examiners Account of the  
11 Vocational Nursing and Psychiatric Technicians Fund.  
12 ~~(35)~~  
13 (34) Animal Health Technician Examining Committee Fund.  
14 ~~(36)~~  
15 (35) State Dental Hygiene Fund.  
16 ~~(37)~~  
17 (36) State Dental Assistant Fund.  
18 ~~(38)~~  
19 (37) Structural Pest Control Fund.  
20 ~~(39)~~  
21 (38) Structural Pest Control Eradication and Enforcement Fund.  
22 ~~(40)~~  
23 (39) Structural Pest Control Research Fund.  
24 (b) For accounting and recordkeeping purposes, the Professions  
25 and Vocations Fund shall be deemed to be a single special fund,  
26 and each of the several special funds therein shall constitute and  
27 be deemed to be a separate account in the Professions and  
28 Vocations Fund. Each account or fund shall be available for  
29 expenditure only for the purposes as are now or may hereafter be  
30 provided by law.  
31 *SEC. 2. Section 207 of the Business and Professions Code is*  
32 *amended to read:*  
33 207. (a) Notwithstanding any other provision of law, the money  
34 in any fund described in Section 205 that is attributable to  
35 administrative fines, civil penalties, and criminal penalties imposed  
36 by a regulating entity, or cost recovery by a regulating entity from  
37 enforcement actions and case settlements, shall not be continuously  
38 appropriated. The money in each fund that is not continuously  
39 appropriated shall be available for expenditure as provided in this  
40 code only upon appropriation by the Legislature.

(b) Notwithstanding any other provision of law, the annual Budget Act may appropriate, in a single budget item for each individual fund described in paragraphs (1) to ~~(40)~~, (39), inclusive, of subdivision (a) of Section 205, the entire amount available for expenditure in the budget year for that fund. That appropriation may include funds that are continuously appropriated and funds that are not continuously appropriated.

~~SECTION 1.~~

*SEC. 3.* 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, 2020, and as of that date is repealed. Notwithstanding any other law, the repeal of this section renders the board subject to review by the appropriate policy committees of the Legislature.

~~SEC. 2.~~

*SEC. 4.* 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, 2020, and as of that date is repealed.

~~SEC. 3.~~

*SEC. 5.* 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

1 vocation that was not previously regulated by a board, as defined  
2 in Section 477.

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

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

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

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

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

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

21 ~~SEC. 4.~~

22 *SEC. 6.* Section 5621 of the Business and Professions Code is  
23 amended to read:

24 5621. (a) There is hereby created within the jurisdiction of the  
25 board, a Landscape Architects Technical Committee, hereinafter  
26 referred to in this chapter as the landscape architects committee.

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

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

1 have elapsed, whichever first occurs. Vacancies shall be filled for  
2 the unexpired term.

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

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

7 ~~SEC. 5.~~

8 *SEC. 7.* Section 5622 of the Business and Professions Code is  
9 amended to read:

10 5622. (a) The landscape architects committee may assist the  
11 board in the examination of candidates for a landscape architect's  
12 license and, after investigation, evaluate and make  
13 recommendations regarding potential violations of this chapter.

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

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

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

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

25 ~~SEC. 6.~~

26 *SEC. 8.* Section 6710 of the Business and Professions Code is  
27 amended to read:

28 6710. (a) There is in the Department of Consumer Affairs a  
29 Board for Professional Engineers, Land Surveyors, and Geologists,  
30 which consists of 15 members.

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

36 (c) This section shall remain in effect only until January 1, 2020,  
37 and as of that date is repealed. Notwithstanding any other law, the  
38 repeal of this section renders the board subject to review by the  
39 appropriate policy committees of the Legislature.

1     ~~SEC. 7.~~

2     SEC. 9. Section 6714 of the Business and Professions Code is  
3 amended to read:

4     6714. The board shall appoint an executive officer at a salary  
5 to be fixed and determined by the board with the approval of the  
6 Director of Finance.

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

9     SEC. 10. *Section 6749 of the Business and Professions Code*  
10 *is amended to read:*

11     6749. (a) A professional engineer shall use a written contract  
12 when contracting to provide professional engineering services to  
13 a client pursuant to this chapter. The written contract shall be  
14 executed by the professional engineer and the ~~client, client or his~~  
15 ~~or her representative, the client's representative~~ prior to the  
16 professional engineer commencing work, unless the client  
17 knowingly states in writing that work may be commenced before  
18 the contract is executed. The written contract shall include, but  
19 not be limited to, all of the following:

20     (1) A description of the services to be provided to the client by  
21 the professional engineer.

22     (2) A description of any basis of compensation applicable to  
23 the contract, and the method of payment agreed upon by the parties.

24     (3) The name, address, and license or certificate number of the  
25 professional engineer, and the name and address of the client.

26     (4) A description of the procedure that the professional engineer  
27 and the client will use to accommodate additional services.

28     (5) A description of the procedure to be used by ~~any party~~ *both*  
29 *parties* to terminate the contract.

30     (b) This section shall not apply to any of the following:

31     (1) Professional engineering services rendered by a professional  
32 engineer for which the client will not pay compensation.

33     (2) A professional engineer who has a current or prior  
34 contractual relationship with the client to provide engineering  
35 services, and that client has paid the professional engineer all of  
36 the fees that are due under the contract.

37     (3) If the client knowingly states in writing after full disclosure  
38 of this section that a contract which complies with the requirements  
39 of this section is not required.



(4) Professional engineering services rendered by a professional engineer to any of the following:

(A) A professional engineer licensed or registered under this chapter.

(B) A land surveyor licensed under Chapter 15 (commencing with Section 8700).

(C) An architect licensed under Chapter 3 (commencing with Section 5500).

(D) A contractor licensed under Chapter 9 (commencing with Section 7000).

(E) A geologist or a geophysicist licensed under Chapter 12.5 (commencing with Section 7800).

(F) A manufacturing, mining, public utility, research and development, or other industrial corporation, if the services are provided in connection with or incidental to the products, systems, or services of that corporation or its affiliates.

(G) A public agency.

(c) "Written contract" as used in this section includes a contract that is in electronic form.

*SEC. 11. Section 6775.2 is added to the Business and Professions Code, to read:*

*6775.2. The failure of, or refusal by, a licensee or a certificate holder to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder constitutes a cause for disciplinary action under Section 6775 or 6775.1.*

*SEC. 12. Section 6797 of the Business and Professions Code is amended to read:*

6797. (a) The department shall receive and account for all money derived from the operation of this chapter and, at the end of each month, shall report such money to the State Controller and shall pay it to the State Treasurer, who shall keep the money in a separate fund known as the Professional Engineer's and Engineer's, Land Surveyor's Surveyor's, and Geologist's Fund.

~~For~~  
(b) For accounting and recordkeeping purposes, the Professional Engineer's and Engineer's, Land Surveyor's Surveyor's, and Geologist's Fund shall be deemed to be a single special fund, and shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

~~The~~

(c) ~~The~~ fees and civil penalties received under this chapter shall be deposited in the Professional-Engineer's and Engineer's, Land Surveyor's Surveyor's, and Geologist's Fund. All moneys in the fund are hereby appropriated for the purposes of this chapter.

SEC. 13. Section 7839.2 of the Business and Professions Code is amended to read:

7839.2. (a) A *professional* geologist or *professional* geophysicist shall use a written contract when contracting to provide geological or geophysical services to a client pursuant to this chapter. The written contract shall be executed by the *professional* geologist or *professional* geophysicist and the client or the client's representative prior to the *professional* geologist or *professional* geophysicist commencing work, unless the client states in writing that work may be commenced before the contract is executed. The written contract shall include, but is not limited to, all of the following:

(1) A description of the services to be provided to the client by the *professional* geologist or *professional* geophysicist.

(2) A description of any basis of compensation applicable to the contract, and the method of payment agreed upon by the parties.

(3) The name, address, and license or certificate number of the *professional* geologist or *professional* geophysicist, and the name and address of the client.

(4) A description of the procedure that the *professional* geologist or *professional* geophysicist and the client will use to accommodate additional services.

(5) A description of the procedure to be used by ~~any party~~ *both parties* to terminate the contract.

(b) Subdivision (a) shall not apply to any of the following:

(1) Geologic or geophysical services rendered by a *professional* geologist or *professional* geophysicist for which the client will not pay compensation.

(2) A geologist or geophysicist who has a current or prior contractual relationship with the client to provide geologic or geophysical services, and who has already been paid the fees that are due under the contract by the client.

(3) If the client executes a waiver in writing after full disclosure of this section that a contract that complies with the requirements of this section is not required.

(4) Geological or geophysical services rendered by a geologist or geophysicist to any of the following:

(A) A geologist or geophysicist licensed under this chapter.

(B) An engineer licensed under Chapter 7 (commencing with Section 6700).

(C) A land surveyor licensed under Chapter 15 (commencing with Section 8700).

(D) An architect licensed under Chapter 3 (commencing with Section 5500).

(E) A contractor licensed under Chapter 9 (commencing with Section 7000).

(F) A public agency.

(c) As used in this section, “written contract” includes a contract in electronic form.

*SEC. 14. Section 7841 of the Business and Professions Code is amended to read:*

7841. An applicant for ~~registration~~ licensure as a geologist shall have all the following qualifications:

(a) Not have committed any acts or crimes constituting grounds for denial of licensure under Section 480.

(b) Graduation *from a college or university* with a major in geological sciences ~~from college or university; or any other discipline that, in the opinion of the board, is relevant to geology.~~

(c) Have a documented record of a minimum of five years of professional geological experience of a character satisfactory to the board, demonstrating that the applicant is qualified to assume responsible charge of this work upon licensure as a geologist. This experience shall be gained under the supervision of a geologist or geophysicist licensed in this or any other state, or under the supervision of others who, in the opinion of the board, have the training and experience to have responsible charge of geological work. Professional geological work does not include routine sampling, laboratory work, or geological drafting.

Each year of undergraduate study in the geological sciences shall count as one-half year of training up to a maximum of two years, and each year of graduate study or research counts as a year of training.

Teaching in the geological sciences at college level shall be credited year for year toward meeting the requirement in this category, provided that the total teaching experience includes six

semester units per semester, or equivalent if on the quarter system, of upper division or graduate courses.

Credit for undergraduate study, graduate study, and teaching, individually, or in any combination thereof, shall in no case exceed a total of three years towards meeting the requirement for at least five years of professional geological work as set forth above.

The ability of the applicant shall have been demonstrated by the applicant having performed the work in a responsible position, as the term “responsible position” is defined in regulations adopted by the board. The adequacy of the required supervision and experience shall be determined by the board in accordance with standards set forth in regulations adopted by it.

(d) Successfully pass a written examination that incorporates a national examination for geologists created by a nationally recognized entity approved by the board, and a supplemental California specific examination. The California specific examination shall test the applicant’s knowledge of state laws, rules and regulations, and of seismicity and geology unique to practice within this state.

*SEC. 15. Section 7841.1 of the Business and Professions Code is amended to read:*

7841.1. An applicant for ~~registration~~ licensure as a geophysicist shall have all of the following qualifications. This section shall not apply to applicants for ~~registration~~ licensure as geologists.

(a) Not have committed any acts or crimes constituting grounds for denial of licensure under Section 480.

(b) Meet one of the following educational requirements fulfilled at a school or university whose curricula meet criteria established by rules of the board.

(1) Graduation with a major in a geophysical science or any other discipline ~~which that~~, in the opinion of the ~~board~~ board, is relevant to geophysics.

(2) Completion of a combination of at least 30 semester hours, ~~or the equivalent~~, in courses ~~which that~~, in the opinion of the ~~board~~ board, are relevant to geophysics. At least 24 semester hours, or the equivalent, shall be in the third or fourth year, or graduate courses.

(c) Have at least seven years of professional geophysical work ~~which that~~ shall include either a minimum of three years of professional geophysical work under the supervision of a

1 professional geophysicist, except that prior to July 1, 1973,  
2 professional geophysical work shall qualify under this subdivision  
3 if it is under the supervision of a qualified geophysicist, or a  
4 minimum of five years' experience in responsible charge of  
5 professional geophysical work. Professional geophysical work  
6 does not include the routine maintenance or operation of  
7 geophysical instruments, or, even if carried out under the  
8 responsible supervision of a professional geophysicist, the routine  
9 reduction or plotting of geophysical observations.

10 Each year of undergraduate study in the geophysical sciences  
11 referred to in this section shall count as one-half year of training  
12 up to a maximum of two years, and each year of graduate study  
13 or research counts as a year of training.

14 Teaching in the geophysical sciences referred to in this section  
15 at a college level shall be credited year for year toward meeting  
16 the requirement in this category, provided that the total teaching  
17 experience includes six semester units per semester, or equivalent  
18 if on the quarter system, of third or fourth year or graduate courses.

19 Credit for undergraduate study, graduate study, and teaching,  
20 individually, or in any combination thereof, shall in no case exceed  
21 a total of four years towards meeting the requirements for at least  
22 seven years of professional geophysical work as set forth above.

23 The ability of the applicant shall have been demonstrated by his  
24 or her having performed the work in a responsible position, as the  
25 term "responsible position" is defined in regulations adopted by  
26 the board. The adequacy of the required supervision and experience  
27 shall be determined by the board in accordance with standards set  
28 forth in regulations adopted by it.

29 (d) Successfully pass a written examination.

30 *SEC. 16. Section 7841.2 of the Business and Professions Code*  
31 *is amended to read:*

32 7841.2. An applicant for certification as a geologist-in-training  
33 shall comply with all of the following:

34 (a) Not have committed acts or crimes constituting grounds for  
35 denial of certification under Section 480.

36 (b) Successfully pass the Fundamentals of Geology examination.  
37 ~~The applicant shall be eligible to sit for the Fundamentals of~~  
38 ~~Geology examination after graduation with a degree in a geological~~  
39 ~~science from a college or university, the curriculum of which has~~  
40 ~~been approved by the board.~~

1 (c) Graduation from a college or university with a major in  
2 geological sciences or any other discipline that, in the opinion of  
3 the board, is relevant to geology.

4 SEC. 17. Section 7860.2 is added to the Business and  
5 Professions Code, to read:

6 7860.2. The failure of, or refusal by, a licensee or a certificate  
7 holder to respond to a written request from a representative of the  
8 board to cooperate in the investigation of a complaint against that  
9 licensee or certificate holder constitutes a cause for disciplinary  
10 action under Section 7860 or 7860.1.

11 SEC. 18. Section 7885 of the Business and Professions Code  
12 is repealed.

13 ~~7885. (a) The board shall report each month to the State~~  
14 ~~Controller the amount and source of all revenue received by it~~  
15 ~~pursuant to this chapter and at the same time pay the entire amount~~  
16 ~~thereof into the State Treasury for credit to the Geology and~~  
17 ~~Geophysics Account, which is hereby created within the~~  
18 ~~Professional Engineer's and Land Surveyor's Fund established in~~  
19 ~~Section 6797.~~

20 ~~(b) All moneys in the Geology and Geophysics Fund on January~~  
21 ~~1, 2012, shall be transferred on that date to the Geology and~~  
22 ~~Geophysics Account of the Professional Engineer's and Land~~  
23 ~~Surveyor's Fund.~~

24 SEC. 19. Section 7886 of the Business and Professions Code  
25 is repealed.

26 ~~7886. The moneys paid into the Geology and Geophysics~~  
27 ~~Account of the Professional Engineer's and Land Surveyor's Fund~~  
28 ~~pursuant to this chapter are hereby appropriated to be used by the~~  
29 ~~board to carry out the provisions of this chapter.~~

30 SEC. 20. Section 7886 is added to the Business and Professions  
31 Code, to read:

32 7886. (a) The department shall receive and account for all  
33 money derived under the operation of this chapter and, at the end  
34 of each month, shall report such money to the Controller and shall  
35 pay it to the Treasurer, who shall keep the money in a separate  
36 fund known as the Professional Engineer's, Land Surveyor's, and  
37 Geologist's Fund.

38 (b) For accounting and recordkeeping purposes, the  
39 Professional Engineer's, Land Surveyor's, and Geologist's Fund  
40 shall be deemed to be a single special fund and shall be available

1 *for expenditure only for the purposes as are now or may hereafter*  
2 *be provided by law.*

3 *(c) The fees and civil penalties received under this chapter shall*  
4 *be deposited in the Professional Engineer's, Land Surveyor's, and*  
5 *Geologist's Fund. All moneys in the fund are hereby appropriated*  
6 *for the purposes of this chapter.*

7 *SEC. 21. Section 8710 of the Business and Professions Code*  
8 *is amended to read:*

9 8710. (a) The Board for Professional Engineers, Land  
10 Surveyors, and Geologists is vested with power to administer the  
11 provisions and requirements of this chapter, and may make and  
12 enforce rules and regulations that are reasonably necessary to carry  
13 out its provisions.

14 (b) The board may adopt rules and regulations of professional  
15 conduct that are not inconsistent with state and federal law. The  
16 rules and regulations may include definitions of incompetence and  
17 negligence. Every person who holds a license or certificate issued  
18 by the board pursuant to this chapter, or a license or certificate  
19 issued to a civil engineer pursuant to Chapter 7 (commencing with  
20 Section 6700), shall be governed by these rules and regulations.

21 (c) This section shall remain in effect only until January 1, 2016,  
22 2020, and as of that date is repealed, unless a later enacted statute,  
23 that is enacted before January 1, 2016, deletes or extends that date.  
24 ~~repealed.~~ Notwithstanding any other ~~provision of law~~, the repeal  
25 of this section renders the board subject to review by the  
26 appropriate policy committees of the Legislature.

27 *SEC. 22. Section 8759 of the Business and Professions Code*  
28 *is amended to read:*

29 8759. (a) A licensed land surveyor or ~~registered~~ *licensed* civil  
30 engineer authorized to practice land surveying shall use a written  
31 contract when contracting to provide professional services to a  
32 client pursuant to this chapter. The written contract shall be  
33 executed by the licensed land surveyor or ~~registered~~ *licensed* civil  
34 engineer and the ~~client, client or his or her representative, the~~  
35 *client's representative* prior to the licensed land surveyor or  
36 ~~registered~~ *licensed* civil engineer commencing work, unless the  
37 client knowingly states in writing that work may be commenced  
38 before the contract is executed. The written contract shall include,  
39 but not be limited to, all of the following:

1 (1) A description of the services to be provided to the client by  
2 the licensed land surveyor or ~~registered~~ *licensed* civil engineer.

3 (2) A description of any basis of compensation applicable to  
4 the contract, and the method of payment agreed upon by the parties.

5 (3) The name, address, and license or certificate number of the  
6 licensed land surveyor or ~~registered~~ *licensed* civil engineer, and  
7 the name and address of the client.

8 (4) A description of the procedure that the licensed land surveyor  
9 or ~~registered~~ *licensed* civil engineer and the client will use to  
10 accommodate additional services.

11 (5) A description of the procedure to be used by ~~any party~~ *both*  
12 *parties* to terminate the contract.

13 (b) This section shall not apply to any of the following:

14 (1) Professional land surveying services rendered by a licensed  
15 land surveyor or ~~registered~~ *licensed* civil engineer for which the  
16 client will not pay compensation.

17 (2) A licensed land surveyor or ~~registered~~ *licensed* civil engineer  
18 who has a current or prior contractual relationship with the client  
19 to provide professional services pursuant to this chapter, and that  
20 client has paid the *licensed land surveyor* or *licensed civil engineer*  
21 all of the fees that are due under the contract.

22 (3) If the client knowingly states in writing after full disclosure  
23 of this section that a contract which complies with the requirements  
24 of this section is not required.

25 (4) Professional services rendered by a licensed land surveyor  
26 or a ~~registered~~ *licensed* civil engineer to any of the following:

27 (A) A professional engineer licensed or ~~registered~~ under Chapter  
28 7 (commencing with Section 6700).

29 (B) A land surveyor licensed under this chapter.

30 (C) An architect licensed under Chapter 3 (commencing with  
31 Section 5500).

32 (D) A contractor licensed under Chapter 9 (commencing with  
33 Section 7000).

34 (E) A geologist or a geophysicist licensed under Chapter 12.5  
35 (commencing with Section 7800).

36 (F) A manufacturing, mining, public utility, research and  
37 development, or other industrial corporation, if the services are  
38 provided in connection with or incidental to the products, systems,  
39 or services of that corporation or its affiliates.

40 (G) A public agency.



(c) “Written contract” as used in this section includes a contract that is in electronic form.

SEC. 23. Section 8780.2 is added to the Business and Professions Code, to read:

8780.2. The failure of, or refusal by, a licensee or a certificate holder to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder constitutes a cause for disciplinary action under Section 8780 or 8780.1.

SEC. 24. Section 8800 of the Business and Professions Code is amended to read:

8800. (a) The department shall receive and account for all money derived under the operation of this chapter and, at the end of each month, shall report such money to the State Controller and shall pay it to the State Treasurer, who shall keep the money in a separate fund known as the Professional Engineer’s and Engineer’s, Land Surveyor’s Surveyor’s, and Geologist’s Fund.

~~For~~  
(b) For accounting and recordkeeping purposes, the Professional Engineer’s and Engineer’s, Land Surveyor’s Surveyor’s, and Geologist’s Fund shall be deemed to be a single special fund, and shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

~~The~~  
(c) The fees and civil penalties received under this chapter shall be deposited in the Professional Engineer’s and Engineer’s, Land Surveyor’s Surveyor’s, and Geologist’s Fund. All moneys in the fund are hereby appropriated for the purposes of this chapter.

AMENDED IN ASSEMBLY JUNE 1, 2015

AMENDED IN ASSEMBLY MARCH 26, 2015

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

## ASSEMBLY BILL

**No. 507**

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

February 23, 2015

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

### LEGISLATIVE COUNSEL'S DIGEST

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

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

This bill would, on and after ~~January 31, 2016~~, *October 1, 2015*, require the department to submit an annual report to the Legislature and the Department of Finance that includes, among other things, the

department's plans for implementing the BreEZe system at specified regulatory entities included in the department's 3rd phase of the BreEZe implementation project, including, but not limited to, a timeline for the implementation.

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

Vote: ~~majority~~<sup>2/3</sup>. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: no.

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

- 1 SECTION 1. Section 210.5 is added to the Business and  
2 Professions Code, immediately following Section 210, to read:  
3 210.5. (a) On and after ~~January 31, 2016~~, *October 1, 2015*,  
4 the department shall submit an annual report to the Legislature  
5 and the Department of Finance that includes all of the following:  
6 (1) The department's plan for implementing the BreEZe system  
7 at the regulatory entities in the department's third phase of the  
8 implementation project, including, but not limited to, a timeline  
9 for implementation.  
10 (2) The total estimated costs of implementation of the BreEZe  
11 system at the regulatory entities in the department's third phase  
12 of the implementation project and the results of any cost-benefit  
13 analysis the department conducted for the third phase of the  
14 implementation project.  
15 (3) A description of whether and to what extent the BreEZe  
16 system will achieve any operational efficiencies resulting from  
17 implementation by the boards and regulatory entities within the  
18 department's jurisdiction.  
19 (b) The report described in subdivision (a) shall be submitted  
20 in compliance with Section 9795 of the Government Code.  
21 (c) For purposes of this section, "the regulatory entities in the  
22 department's third phase of the implementation project" includes  
23 all of the following:  
24 (1) Acupuncture Board.  
25 (2) Board for Professional Engineers, Land Surveyors, and  
26 Geologists.  
27 (3) Bureau of Automotive Repair.  
28 (4) Bureau of Electronic and Appliance Repair, Home  
29 Furnishings, and Thermal Insulation.

- 1 (5) Bureau for Private Postsecondary Education.
- 2 (6) California Architects Board.
- 3 (7) California Board of Accountancy.
- 4 (8) California State Board of Pharmacy.
- 5 (9) Cemetery and Funeral Bureau.
- 6 (10) Contractors' State License Board.
- 7 (11) Court Reporters Board of California.
- 8 (12) Landscape Architects Technical Committee.
- 9 (13) Professional Fiduciaries Bureau.
- 10 (14) Speech-Language Pathology and Audiology and Hearing
- 11 Aid Dispensers Board.
- 12 (15) State Athletic Commission.
- 13 (16) State Board of Chiropractic Examiners.
- 14 (17) State Board of Guide Dogs for the Blind.
- 15 (18) Structural Pest Control Board.
- 16 (19) Telephone Medical Advice Services Bureau.

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

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

AMENDED IN SENATE APRIL 30, 2015

AMENDED IN SENATE APRIL 22, 2015

AMENDED IN SENATE APRIL 6, 2015

## SENATE BILL

**No. 704**

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**Introduced by Senator Gaines**

February 27, 2015

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An act to amend Section ~~1091.5~~ *1091* of the Government Code, relating to public officers.

### LEGISLATIVE COUNSEL'S DIGEST

SB 704, as amended, Gaines. Public officers and employees: conflict of interest.

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

This bill would ~~establish an additional situation in which an official is not financially interested in a contract as applied to~~ *include in the definition of "remote interest" the interest of a person who is an owner or partner of a firm serving on an advisory board or commission to the contracting agency, if the duties of the advisory board or commission do not include providing advice with respect to seeking or awarding contracts, and if the owner or partner recuses himself or herself from*

all participation in reviewing a project that results from a contract between the firm and the contracting agency.

Vote: majority. Appropriation: no. Fiscal committee: yes.

State-mandated local program: no.

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

1     *SECTION 1. Section 1091 of the Government Code is amended*  
2     *to read:*

3     1091. (a) An officer shall not be deemed to be interested in a  
4     contract entered into by a body or board of which the officer is a  
5     member within the meaning of this article if the officer has only  
6     a remote interest in the contract and if the fact of that interest is  
7     disclosed to the body or board of which the officer is a member  
8     and noted in its official records, and thereafter the body or board  
9     authorizes, approves, or ratifies the contract in good faith by a vote  
10    of its membership sufficient for the purpose without counting the  
11    vote or votes of the officer or member with the remote interest.

12    (b) As used in this article, “remote interest” means any of the  
13    following:

14    (1) That of an officer or employee of a nonprofit entity exempt  
15    from taxation pursuant to Section 501(c)(3) of the Internal Revenue  
16    Code (26 U.S.C. Sec. 501(c)(3)), pursuant to Section 501(c)(5) of  
17    the Internal Revenue Code (26 U.S.C. Sec. 501(c)(5)), or a  
18    nonprofit corporation, except as provided in paragraph (8) of  
19    subdivision (a) of Section 1091.5.

20    (2) That of an employee or agent of the contracting party, if the  
21    contracting party has 10 or more other employees and if the officer  
22    was an employee or agent of that contracting party for at least three  
23    years prior to the officer initially accepting his or her office and  
24    the officer owns less than 3 percent of the shares of stock of the  
25    contracting party; and the employee or agent is not an officer or  
26    director of the contracting party and did not directly participate in  
27    formulating the bid of the contracting party.

28    For purposes of this paragraph, time of employment with the  
29    contracting party by the officer shall be counted in computing the  
30    three-year period specified in this paragraph even though the  
31    contracting party has been converted from one form of business  
32    organization to a different form of business organization within  
33    three years of the initial taking of office by the officer. Time of

1 employment in that case shall be counted only if, after the transfer  
2 or change in organization, the real or ultimate ownership of the  
3 contracting party is the same or substantially similar to that which  
4 existed before the transfer or change in organization. For purposes  
5 of this paragraph, stockholders, bondholders, partners, or other  
6 persons holding an interest in the contracting party are regarded  
7 as having the “real or ultimate ownership” of the contracting party.

8 (3) That of an employee or agent of the contracting party, if all  
9 of the following conditions are met:

10 (A) The agency of which the person is an officer is a local public  
11 agency located in a county with a population of less than 4,000,000.

12 (B) The contract is competitively bid and is not for personal  
13 services.

14 (C) The employee or agent is not in a primary management  
15 capacity with the contracting party, is not an officer or director of  
16 the contracting party, and holds no ownership interest in the  
17 contracting party.

18 (D) The contracting party has 10 or more other employees.

19 (E) The employee or agent did not directly participate in  
20 formulating the bid of the contracting party.

21 (F) The contracting party is the lowest responsible bidder.

22 (4) That of a parent in the earnings of his or her minor child for  
23 personal services.

24 (5) That of a landlord or tenant of the contracting party.

25 (6) That of an attorney of the contracting party or that of an  
26 owner, officer, employee, or agent of a firm that renders, or has  
27 rendered, service to the contracting party in the capacity of  
28 stockbroker, insurance agent, insurance broker, real estate agent,  
29 or real estate broker, if these individuals have not received and  
30 will not receive remuneration, consideration, or a commission as  
31 a result of the contract and if these individuals have an ownership  
32 interest of 10 percent or more in the law practice or firm, stock  
33 brokerage firm, insurance firm, or real estate firm.

34 (7) That of a member of a nonprofit corporation formed under  
35 the Food and Agricultural Code or a nonprofit corporation formed  
36 under the Corporations Code for the sole purpose of engaging in  
37 the merchandising of agricultural products or the supplying of  
38 water.

39 (8) That of a supplier of goods or services when those goods or  
40 services have been supplied to the contracting party by the officer

1 for at least five years prior to his or her election or appointment  
2 to office.

3 (9) That of a person subject to the provisions of Section 1090  
4 in any contract or agreement entered into pursuant to the provisions  
5 of the California Land Conservation Act of 1965.

6 (10) Except as provided in subdivision (b) of Section 1091.5,  
7 that of a director of, or a person having an ownership interest of,  
8 10 percent or more in a bank, bank holding company, or savings  
9 and loan association with which a party to the contract has a  
10 relationship of borrower or depositor, debtor or creditor.

11 (11) That of an engineer, geologist, or architect employed by a  
12 consulting engineering or architectural firm. This paragraph applies  
13 only to an employee of a consulting firm who does not serve in a  
14 primary management capacity, and does not apply to an officer or  
15 director of a consulting firm.

16 (12) That of an elected officer otherwise subject to Section 1090,  
17 in any housing assistance payment contract entered into pursuant  
18 to Section 8 of the United States Housing Act of 1937 (42 U.S.C.  
19 Sec. 1437f) as amended, provided that the housing assistance  
20 payment contract was in existence before Section 1090 became  
21 applicable to the officer and will be renewed or extended only as  
22 to the existing tenant, or, in a jurisdiction in which the rental  
23 vacancy rate is less than 5 percent, as to new tenants in a unit  
24 previously under a Section 8 contract. This section applies to any  
25 person who became a public official on or after November 1, 1986.

26 (13) That of a person receiving salary, per diem, or  
27 reimbursement for expenses from a government entity.

28 (14) That of a person owning less than 3 percent of the shares  
29 of a contracting party that is a for-profit corporation, provided that  
30 the ownership of the shares derived from the person's employment  
31 with that corporation.

32 (15) That of a party to litigation involving the body or board of  
33 which the officer is a member in connection with an agreement in  
34 which all of the following apply:

35 (A) The agreement is entered into as part of a settlement of  
36 litigation in which the body or board is represented by legal  
37 counsel.

38 (B) After a review of the merits of the agreement and other  
39 relevant facts and circumstances, a court of competent jurisdiction  
40 finds that the agreement serves the public interest.



1 (C) The interested member has recused himself or herself from  
2 all participation, direct or indirect, in the making of the agreement  
3 on behalf of the body or board.

4 (16) That of a person who is an officer or employee of an  
5 investor-owned utility that is regulated by the Public Utilities  
6 Commission with respect to a contract between the investor-owned  
7 utility and a state, county, district, judicial district, or city body or  
8 board of which the person is a member, if the contract requires the  
9 investor-owned utility to provide energy efficiency rebates or other  
10 type of program to encourage energy efficiency that benefits the  
11 public when all of the following apply:

12 (A) The contract is funded by utility consumers pursuant to  
13 regulations of the Public Utilities Commission.

14 (B) The contract provides no individual benefit to the person  
15 that is not also provided to the public, and the investor-owned  
16 utility receives no direct financial profit from the contract.

17 (C) The person has recused himself or herself from all  
18 participation in making the contract on behalf of the state, county,  
19 district, judicial district, or city body or board of which he or she  
20 is a member.

21 (D) The contract implements a program authorized by the Public  
22 Utilities Commission.

23 *(17) That of an owner or partner of a firm serving on an*  
24 *advisory board or commission to the contracting agency if the*  
25 *duties of the advisory board or commission do not include*  
26 *providing advice with respect to seeking or awarding contracts*  
27 *and if the owner or partner recuses himself or herself from all*  
28 *participation in reviewing a project that results from a contract*  
29 *between the firm and the contracting agency.*

30 (c) This section is not applicable to any officer interested in a  
31 contract who influences or attempts to influence another member  
32 of the body or board of which he or she is a member to enter into  
33 the contract.

34 (d) The willful failure of an officer to disclose the fact of his or  
35 her interest in a contract pursuant to this section is punishable as  
36 provided in Section 1097. That violation does not void the contract  
37 unless the contracting party had knowledge of the fact of the remote  
38 interest of the officer at the time the contract was executed.

39 ~~SECTION 1. Section 1091.5 of the Government Code is~~  
40 ~~amended to read:~~

1     ~~1091.5.—(a) An officer or employee shall not be deemed to be~~  
2 ~~interested in a contract if his or her interest is any of the following:~~

3     ~~(1) The ownership of less than 3 percent of the shares of a~~  
4 ~~corporation for profit, provided that the total annual income to him~~  
5 ~~or her from dividends, including the value of stock dividends, from~~  
6 ~~the corporation does not exceed 5 percent of his or her total annual~~  
7 ~~income, and any other payments made to him or her by the~~  
8 ~~corporation do not exceed 5 percent of his or her total annual~~  
9 ~~income.~~

10    ~~(2) That of an officer in being reimbursed for his or her actual~~  
11 ~~and necessary expenses incurred in the performance of official~~  
12 ~~duties.~~

13    ~~(3) That of a recipient of public services generally provided by~~  
14 ~~the public body or board of which he or she is a member, on the~~  
15 ~~same terms and conditions as if he or she were not a member of~~  
16 ~~the body or board.~~

17    ~~(4) That of a landlord or tenant of the contracting party if the~~  
18 ~~contracting party is the federal government or any federal~~  
19 ~~department or agency, this state or an adjoining state, any~~  
20 ~~department or agency of this state or an adjoining state, any county~~  
21 ~~or city of this state or an adjoining state, or any public corporation~~  
22 ~~or special, judicial, or other public district of this state or an~~  
23 ~~adjoining state unless the subject matter of the contract is the~~  
24 ~~property in which the officer or employee has the interest as~~  
25 ~~landlord or tenant in which event his or her interest shall be deemed~~  
26 ~~a remote interest within the meaning of, and subject to, the~~  
27 ~~provisions of Section 1091.~~

28    ~~(5) That of a tenant in a public housing authority created~~  
29 ~~pursuant to Part 2 (commencing with Section 34200) of Division~~  
30 ~~24 of the Health and Safety Code in which he or she serves as a~~  
31 ~~member of the board of commissioners of the authority or of a~~  
32 ~~community development commission created pursuant to Part 1.7~~  
33 ~~(commencing with Section 34100) of Division 24 of the Health~~  
34 ~~and Safety Code.~~

35    ~~(6) That of a spouse of an officer or employee of a public agency~~  
36 ~~in his or her spouse's employment or officeholding if his or her~~  
37 ~~spouse's employment or officeholding has existed for at least one~~  
38 ~~year prior to his or her election or appointment.~~

39    ~~(7) That of a nonsalaried member of a nonprofit corporation,~~  
40 ~~provided that this interest is disclosed to the body or board at the~~

1 time of the first consideration of the contract, and provided further  
2 that this interest is noted in its official records.

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

8 For purposes of this paragraph, an officer is “noncompensated”  
9 even though he or she receives reimbursement from the nonprofit,  
10 tax-exempt corporation for necessary travel and other actual  
11 expenses incurred in performing the duties of his or her office.

12 ~~(9) That of a person receiving salary, per diem, or reimbursement~~  
13 ~~for expenses from a government entity, unless the contract directly~~  
14 ~~involves the department of the government entity that employs the~~  
15 ~~officer or employee, provided that the interest is disclosed to the~~  
16 ~~body or board at the time of consideration of the contract, and~~  
17 ~~provided further that the interest is noted in its official record.~~

18 ~~(10) That of an attorney of the contracting party or that of an~~  
19 ~~owner, officer, employee, or agent of a firm which renders, or has~~  
20 ~~rendered, service to the contracting party in the capacity of~~  
21 ~~stockbroker, insurance agent, insurance broker, real estate agent,~~  
22 ~~or real estate broker, if these individuals have not received and~~  
23 ~~will not receive remuneration, consideration, or a commission as~~  
24 ~~a result of the contract and if these individuals have an ownership~~  
25 ~~interest of less than 10 percent in the law practice or firm, stock~~  
26 ~~brokerage firm, insurance firm, or real estate firm.~~

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

32 ~~(12) That of (A) a bona fide nonprofit, tax-exempt corporation~~  
33 ~~having among its primary purposes the conservation, preservation,~~  
34 ~~or restoration of park and natural lands or historical resources for~~  
35 ~~public benefit, which corporation enters into an agreement with a~~  
36 ~~public agency to provide services related to park and natural lands~~  
37 ~~or historical resources and which services are found by the public~~  
38 ~~agency, prior to entering into the agreement or as part of the~~  
39 ~~agreement, to be necessary to the public interest to plan for,~~  
40 ~~acquire, protect, conserve, improve, or restore park and natural~~

1 lands or historical resources for public purposes and (B) any officer,  
2 director, or employee acting pursuant to the agreement on behalf  
3 of the nonprofit corporation. For purposes of this paragraph,  
4 “agreement” includes contracts and grants, and “park,” “natural  
5 lands,” and “historical resources” shall have the meanings set forth  
6 in subdivisions (d), (g), and (i) of Section 5902 of the Public  
7 Resources Code. Services to be provided to the public agency may  
8 include those studies and related services, acquisitions of property  
9 and property interests, and any activities related to those studies  
10 and acquisitions necessary for the conservation, preservation,  
11 improvement, or restoration of park and natural lands or historical  
12 resources.

13 (13) That of an officer, employee, or member of the Board of  
14 Directors of the California Housing Finance Agency with respect  
15 to a loan product or programs if the officer, employee, or member  
16 participated in the planning, discussions, development, or approval  
17 of the loan product or program and both of the following two  
18 conditions exist:

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

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

24 (14) That of a party to a contract for public services entered into  
25 by a special district that requires a person to be a landowner or a  
26 representative of a landowner to serve on the board of which the  
27 officer or employee is a member, on the same terms and conditions  
28 as if he or she were not a member of the body or board. For  
29 purposes of this paragraph, “public services” includes the powers  
30 and purposes generally provided pursuant to provisions of the  
31 Water Code relating to irrigation districts, California water districts,  
32 water storage districts, or reclamation districts.

33 (15) That of an owner or partner of a firm serving on an advisory  
34 board or commission to the contracting agency if the owner or  
35 partner recuses himself or herself from all participation in  
36 reviewing a project that results from a contract between the firm  
37 and the contracting agency.

38 (b) An officer or employee shall not be deemed to be interested  
39 in a contract made pursuant to competitive bidding under a  
40 procedure established by law if his or her sole interest is that of

- 1 ~~an officer, director, or employee of a bank or savings and loan~~
- 2 ~~association with which a party to the contract has the relationship~~
- 3 ~~of borrower or depositor, debtor or creditor.~~

O

**BOARD MEMBER LIAISON REPORTS ON ASSIGNED ORGANIZATIONS AND SCHOOLS AND POSSIBLE ACTION**

The Board's Liaison Program is designed to ensure that the Board exchanges information with key constituency groups. Liaisons are assigned to key organizations and schools, and are responsible for establishing and maintaining contact with these organizations and schools, and reporting to the Board twice annually on their activities and objectives.

At this meeting, Liaisons are asked to provide the Board with an update on the activities and objectives of their assigned organizations and schools. Liaisons are expected to deliver their second report of the calendar year at the December Board meeting.

Attachment:

Board Liaison Assignments

**CALIFORNIA ARCHITECTS BOARD**  
**2015 Liaison Program**  
**Organization & School Assignments**

<b>ORGANIZATION ASSIGNMENTS</b>	
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<b>Associated General Contractors of California, Inc.</b> Thomas Holsman, Chief Executive Officer <a href="mailto:holsmant@agc-ca.org">holsmant@agc-ca.org</a> (916) 371-2422 / (916) 371-2352	<b>Matt McGuiness</b>
<b>Association of Collegiate Schools of Architecture</b> Michael Monti, Ph.D, Executive Director <a href="mailto:mmonti@acsa-arch.org">mmonti@acsa-arch.org</a> (202) 785-2324 x7	<b>Pasqual Gutierrez</b>
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**CALIFORNIA ARCHITECTS BOARD**  
**2015 Liaison Program**  
**Organization & School Assignments**

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<b>University of California, Los Angeles</b> Christopher Waterman, Dean <a href="mailto:cwater@arts.ucla.edu">cwater@arts.ucla.edu</a> (310) 206-6469	<b>Denise Campos</b>
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**CALIFORNIA ARCHITECTS BOARD**  
**2015 Liaison Program**  
**Organization & School Assignments**

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<b>Citrus College, Glendora</b> Jim Lancaster, Dean, Architectural Drafting Dept. <a href="mailto:jlancaster@citruscollege.edu">jlancaster@citruscollege.edu</a> (626) 852-6403	<b>Jon Baker</b>
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**CALIFORNIA ARCHITECTS BOARD**  
**2015 Liaison Program**  
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<p style="text-align: center;"><b>Rio Hondo College, Whittier</b></p> <p>Mike Slavich, Dean, Career &amp; Tech Ed. Div.  <a href="mailto:mslavich@rioondo.edu">mslavich@rioondo.edu</a>  (562) 463-7368</p>	<b>Denise Campos</b>

**CALIFORNIA ARCHITECTS BOARD**  
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**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)**

1. Review of 2015 NCARB Annual Meeting Agenda, Policies, and Procedures
2. Review and Approve Recommended Positions on 2015 Resolutions and Candidates for Office
3. Update and Possible Action on NCARB's Actions Related to Accelerated Path to Architectural Licensure

**REVIEW OF 2015 NCARB ANNUAL MEETING AGENDA, POLICIES, AND PROCEDURES**

The 2015 NCARB Annual Business Meeting will be held on June 17-20, 2015 in New Orleans, Louisiana.

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

Attachment:

2015 NCARB Annual Business Meeting Agenda

## 2015 NCARB Annual Business Meeting

### Agenda

**June 17 – 20, 2015**

**New Orleans, Louisiana**

#### Wednesday, June 17, 2015

8:00 a.m. – 7:00 p.m.	Registration Open
8:00 a.m. – 12:00 p.m.	New Member Board Member Orientation Breakfast & Meeting
12:00 p.m. – 1:30 p.m.	New Member Board Member/Public Member/Past Presidents Luncheon
2:00 p.m. – 3:30 p.m.	Public Member Forum
2:00 p.m. – 3:30 p.m.	Past Presidents Council Meeting
6:30 p.m. – 9:30 p.m.	Icebreaker Reception – World War II Museum

#### Thursday, June 18, 2015

7:00 a.m. – 5:00 p.m.	Registration
7:00 a.m. – 8:15 a.m.	Breakfast
7:45 a.m. – 8:20 a.m.	Resource Tables Open
8:30 a.m. – 9:55 a.m.	First Business Session <ul style="list-style-type: none"> <li>• <i>Call to Order and Opening Remarks</i></li> <li>• <i>Introduction of FY15 Board</i></li> <li>• <i>Kickoff Countdown to 100 Years</i></li> <li>• <i>Introduction of Collaterals &amp; Special Guests</i></li> <li>• <i>Acknowledgement of New Member Board Members</i></li> <li>• <i>Laudatories - Acknowledgement of Retiring MBEs</i></li> <li>• <i>Introduction of Past Presidents</i></li> <li>• <i>Acknowledgement of Outgoing Member Board Members</i></li> <li>• <i>President's Medalists</i></li> <li>• <i>Election Procedures</i></li> <li>• <i>Candidate Speeches</i></li> </ul>
9:55 a.m. – 10:20 a.m.	Break / Resource Center Open
10:20 a.m. – 11:15 a.m.	First Business Session Resumes <ul style="list-style-type: none"> <li>• <i>Keynote Speech: Post-Katrina Rejuvenation of New Orleans</i> <i>Kurt Weigle, President &amp; CEO, Downtown Development District of New Orleans</i></li> </ul>

## **Thursday, June 18, 2015 (cont.)**

- 11:30 a.m. – 12:20 p.m. Workshop Session #1
- *Managing Sunset: A Justification for Regulation*
  - *Best Practices for Minimizing Unlicensed Practice*
  - *Shaping the Path to Licensure: How Programs are Developed*
  - *An Evolving NCARB: Changes That May Impact Your Board*
  - *Broadly Experienced Intern: A Proposed Alternative Approach to IDP*
- 12:30 p.m. – 1:35 p.m. Lunch & Resource Center Open
- 12:30 p.m. – 1:35 p.m. MBE Luncheon
- 1:45 p.m. – 2:35 p.m. Workshop Session #2
- *Managing Sunset: A Justification for Regulation*
  - *Best Practices for Minimizing Unlicensed Practice*
  - *Shaping the Path to Licensure: How Programs are Developed*
  - *An Evolving NCARB: Changes That May Impact Your Board*
  - *Broadly Experienced Intern: A Proposed Alternative Approach to IDP*
- 2:35 p.m. – 3:00 p.m. BREAK & Resource Center Open
- 3:00 p.m. – 3:50 p.m. Workshop Session #3
- *Managing Sunset: A Justification for Regulation*
  - *Best Practices for Minimizing Unlicensed Practice*
  - *Shaping the Path to Licensure: How Programs are Developed*
  - *An Evolving NCARB: Changes That May Impact Your Board*
  - *Broadly Experienced Intern: A Proposed Alternative Approach to IDP*
- 4:00 p.m. – 4:50 p.m. Workshop Session #4
- *Managing Sunset: A Justification for Regulation*
  - *Best Practices for Minimizing Unlicensed Practice*
  - *Shaping the Path to Licensure: How Programs are Developed*
  - *An Evolving NCARB: Changes That May Impact Your Board*
  - *Broadly Experienced Intern: A Proposed Alternative Approach to IDP*

## **Friday, June 19, 2015**

- 7:00 a.m. – 5:00 p.m. Registration
- 7:00 a.m. – 8:00 a.m. Regional Leadership Committee Breakfast Meeting
- 7:00 a.m. – 8:15 a.m. Breakfast
- 7:45 a.m. – 8:20 a.m. Resource Tables Open
- 8:30 a.m. – 10:30 a.m. Second Business Session
- *Introduction of Guests*
  - *Report of the Chief Executive Officer*
  - *NCARB Award Presentation: Integrating Practice & Higher Education*
  - *Intern Think Tank Presentation: Commentary from Emerging Professionals on the Path to Licensure Presentation*
  - *Report of the Treasurer*
  - *Report of the President*
- 10:30 a.m. – 11:00 a.m. Break / Resource Center Open

## **Friday, June 19, 2015 (cont'd)**

- 11:15 a.m. - 12:05 p.m. Workshop Session #5
- *Managing Sunset: A Justification for Regulation*
  - *Best Practices for Minimizing Unlicensed Practice*
  - *Shaping the Path to Licensure: How Programs are Developed*
  - *An Evolving NCARB: Changes That May Impact Your Board*
  - *Broadly Experienced Intern: A Proposed Alternative Approach to IDP*
- 12:05 p.m. – 1:00 p.m. Resource Tables Open
- 12:30 p.m. – 4:00 p.m. Regional Meetings
- 6:00 p.m. – 7:00 p.m. Regional Receptions
- *Regions 4 & 5*
  - *Regions 2 & 3*
  - *Regions 1 & 6*

## **Saturday, June 20, 2015**

- 7:30 a.m. – 2:00 p.m. Registration
- 7:30 a.m. – 8:45 a.m. Breakfast
- 8:00 a.m. – 8:50 a.m. Resource Tables Open
- 9:00 a.m. – 10:30 a.m. Third Business Session
- *Call to Order*
  - *Introduction of Guests*
  - *Remarks of President-Elect*
  - *NCARB by the Numbers: Using Data to Identify Trends in Licensure*
  - *Town Meeting*
  - *Credentials Committee Report*
  - *Open FY16 Board of Director Elections*
- 10:30 a.m. – 11:00 a.m. Break / Resource Center Open
- 11:00 a.m. – 12:30 p.m. Third Business Session Resumes
- *FY16 Board of Director Elections*
  - *Actions on Resolutions*
  - *Laudatories*
  - *Closing Remarks*
  - *Adjournment*
  - *Invitation from the Washington Board*
- 2:00 p.m. – 5:00 p.m. NAAB Visiting Team Training
- 6:00 p.m. – 7:00 p.m. President's Reception
- 7:00 p.m. – midnight Annual Banquet



## KEYNOTE

*Keynote Presenter: Kurt Weigle, President & CEO, Downtown Development District of New Orleans.*

Kurt Weigle has been President and CEO of the Downtown Development District (DDD) of New Orleans since 2003. During his tenure, the DDD has aggressively implemented its Canal Street Development Strategy resulting in millions of dollars of new residential and retail investment. The DDD's focus on place-based economic development strategies to retain and attract Industries of the Mind has led to international recognition of New Orleans as a creative hub, now home to dozens of digital media and tech firms in the Intellectual Property building and The Exchange, among others. Under Weigle's leadership, the DDD has been instrumental in securing commitment for the new University Medical Center & VA Medical Center. Since 2006, Downtown New Orleans has welcomed over \$3.7 billion of new investment.

Weigle serves on the boards of the International Downtown Association, National New Markets Fund, New Orleans Police & Justice Foundation, Committee for a Better New Orleans, Health Education Authority of Louisiana and New Orleans Medical Complex. He received the Excellence in Government Award in 2007 from the Bureau of Governmental Research and is a graduate of the New Orleans Regional Leadership Institute. He earned his Master of Urban Planning and Bachelor of Arts degrees from the University of Michigan in Ann Arbor.

## WORKSHOPS

### **Managing Sunset: A Justification for Regulation**

Sunset Review: Two simple words that have provoked anxiety among regulatory boards since 1976.

For many jurisdictions, a sunset provision requires boards to answer a basic question for state legislatures: Is the function of an agency or statute necessary? Sunset works by setting a date on which an agency or statute is abolished, unless the Legislature passes a bill to continue it. Sunset staff evaluates the agency and issues recommendations for positive change. The Commission considers the recommendations, hears public testimony, and decides on a package of changes to bring to the full Legislature.

Is the sunset process stressful for you and your board? Does justifying statutes in your Architecture Practice Act feel like a daunting task? Do you feel like you are re-inventing the wheel when legislators seek information? Are you interested in hearing how other boards have successfully navigated the waters? If so, then join your colleagues for an interactive presentation on how to effectively manage the sunset process. Key takeaways will include best practices for efficiently justifying the necessity of regulating the practice of architecture, as well as how to strategically utilize the process to align your statutes with the mission of your board! (*Presenter(s): TBD*)

### **Best Practices for Minimizing Unlicensed Practice**

One of the biggest threats to our mission of protecting the health, safety, and welfare of the public is the illegal practice of architecture. Critical to the success of preventing illegal, unlicensed practice is forming key partnerships and having the authority to prosecute those in violation of your jurisdiction's Practice Act. Participants in this workshop will join an interactive presentation and discussion on best practices for minimizing unauthorized practice. Panelists will provide details on how to set up a successful enforcement model, as well as share best practices for communicating the importance of licensure to key stakeholders. Discussion will cover establishing the authority to investigate, and an overview of how to strategically cultivate relationships with key stakeholders to maintain a successful enforcement model in your jurisdiction. (Presenter(s): TBD by Regional Leadership) (*Presenter(s): TBD*)

### **Shaping the Path to Licensure: How Programs are Developed**

Every jurisdiction requires some combination of education and experience with an examination as part of their criteria for architectural licensure. NCARB has developed, maintains and is constantly working to advance the Education Standard, the Intern Development Program, and the Architect Registration Examination, programs that support each board's licensure decision. These efforts are led and completed by hundreds of volunteers each year.

Join the chairs of the Education, Internship, and Examination Committees for a behind-the-scenes tour of the work completed by our committees, how they do it, and what it takes to develop each program. Learn how engaging at a national level helps shape the programs relied upon by your jurisdiction. Share ideas around how each program can help to ensure a comprehensive path for aspiring architects. *(Presenters: FY15 Committee Chairs – Cheryl Walker, Jeanne Jackson, and Terance White. Facilitator: Jared Zurn)*

### **Broadly Experienced Intern: A Proposed Alternative Approach to IDP**

As the Council continues to refresh its programs and services, the Board of Directors is considering developing a program that would provide an additional method to meet the experience requirement for individuals who have relevant experience that falls outside of the current reporting requirement. The general premise of this proposal is to develop a program that would provide a means for individuals who are not licensed, but have substantial experience that they cannot use to satisfy the IDP experience requirement.

Your active participation in this workshop is vital to the potential development of a program that might be adopted by Member Boards. *(Presenter: Harry Falconer)*

### **An Evolving NCARB: Changes That May Impact Your Board**

In this fun and interactive session, we will answer frequently asked questions and common misperceptions about pending changes to NCARB programs. Join us for a fast-paced briefing on changes to IDP; what's left for ARE 4.0 and what's happening with ARE 5.0; the Member Board partnership with NCARB Outreach; monographs, a new benefit for the Certificate; and alternatives to certification, which covers two resolutions before the Council at this Annual Meeting. Follow up this session with a visit to the Resource Center for more conversation with subject-matter experts. (Presenters: Michelle Dixson, Derek Haese, Ryan Misner, Demetrius Norman, Martin Smith, Kimberly Tuttle) *(Presenters: Michelle Dixson, Derek Haese, Ryan Misner, Demetrius Norman, Martin Smith, Kimberly Tuttle)*

**REVIEW AND APPROVE RECOMMENDED POSITIONS ON 2015 RESOLUTIONS AND CANDIDATES FOR OFFICE**

The Board will discuss resolutions that will be acted upon at the 2015 National Council of Architectural Registration Boards (NCARB) Annual Business Meeting. Attached is a memorandum containing the final resolutions boards will be asked to vote on. Also attached are candidate election materials for 2015 NCARB and Western Council of Architectural Registration Boards elections.

Attachments:

1. 2015 Resolutions
2. 2015 Candidate Election Material

## MEMORANDUM

To: Member Board Members  
Member Board Executives

From: Dale McKinney, FAIA, NCARB  
President



Date: April 28, 2015

Subject: Resolutions

Attached please find a copy of the final resolutions you will be asked to vote on at the upcoming Annual Business Meeting. It is important that you note one of the resolutions relating to the program currently known as the Broadly Experienced Architect (BEA), now contains **NEW LANGUAGE** as adopted by a UNANIMOUS VOTE of the Board of Directors. These changes reflect recent feedback from the March Regional Summit. We ask that you make every effort to engage your Member Board peers in reviewing this language, preparing your voting delegate for their votes at the Annual Business Meeting. As you are aware, draft resolutions were issued for review and comment in March so that the Board could finalize the drafts for the June Annual Business Meeting. These final revisions demonstrate our ongoing commitment to listen to your feedback and respond accordingly.

The two other proposed resolutions introduced for comment at the Regional Summit remain largely the same from their earlier versions: Resolution 2015-2 amending the *Certification Guidelines* to revise the Broadly Experienced Foreign Architect (BEFA) program and Resolution 2015-3 amending the Bylaws to revise the qualifications to serve on the NCARB Board as a Public Director.

*Feedback from March Regional Meeting Incorporated Into Final BEA Resolution Draft*

The resolution known as 2015-1 addresses the ability of licensed architects not having a degree from a program accredited by the National Architectural Accrediting Board (NAAB) to obtain an NCARB certificate. The path for these licensees to obtain the certificate, by acquiring additional experience beyond licensure and IDP requirements in their home jurisdiction, is an alternative contained within the *Certification Guidelines* currently known as the Broadly Experienced Architect (BEA) program. All amendments to the *Certification Guidelines* require a vote of the full membership.

A first draft of the proposed resolution was introduced at last year's Annual Meeting and distributed for Member Board comment over the summer months. Based on Member Board feedback and further discussion at the Fall Member Board Chairs/Executives meeting in Indianapolis, a second proposed resolution draft was delivered to the Member Boards in December. This second draft was discussed at the January Committee Summit and March Regional Summit.

**Memorandum to MBMs, MBEs**  
**Urgent Message Regarding 2015 Resolutions**  
**April 28, 2015**  
**Page 2**

At the Regional Summit, concerns voiced by the membership relating to this resolution involved:

- Further reinforcement of the NAAB-accredited degree as the preferred option to satisfy the certificate's education requirements
- Acknowledgement that 17 jurisdictions will grant a license without a NAAB-accredited degree, allowing additional experience as a substitute for educational deficiency
- Acknowledgement that 12 of the above 17 jurisdictions allow licensure with a high school diploma
- The significant difference between the education obtained with a four-year pre-professional degree (degrees leading directly to a degree from a NAAB-accredited Master of Architecture program) and other degrees
- The desire to avoid excluding anyone who can obtain a license in an NCARB Member jurisdiction

With these guiding principles in mind, and acting as a Board proposing national policy which is useable by *all* jurisdictions, the Board voted UNANIMOUSLY to offer a third draft as its formal BEA overhaul resolution. This resolution will be voted on by the Member Boards this June with the following key features addressing steps beyond initial licensure and compliance with the initial licensing jurisdiction's education requirements:

- require five years of licensed practice for those without a degree in a program accredited by the NAAB (revised from two years of licensed experience contained in previous drafts); and
  - require documentation of 2x (two times) the IDP experience requirements for those licensees with a pre-professional degree (no change from previous draft); or
  - require documentation of 5x (five times) the IDP experience requirements for all other licensees (this change from previous drafts addresses the range of applicants eligible for licensure from high school diploma only through an unrelated four-year degree).
- For those pursuing the above options, elimination of the Education Evaluation Services for Architects (EESA) report (*no change from previous drafts*);
- In all cases, elimination of the review of the BEA committee including dossier submittal, and fees attached thereto. EESA report fees would also be eliminated where a certificate candidate chooses to apply experience rather than additional education to address education deficiencies.

**Memorandum to MBMs, MBEs**  
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*BEA Program Evolution*

Currently those licensees without a NAAB-accredited degree must comply with additional experience requirements imposed by their home jurisdiction as an alternative to meet that jurisdiction's education requirements. Then, to obtain an NCARB certificate through the BEA program, the licensed architect must:

- Undergo an evaluation of their transcript, if applicable; and
- Participate in a committee review of work performed under their responsible control; and
- Expend roughly \$8,000 in fees with a review process that averages one year for dossier preparation and committee review.

Draft resolutions to overhaul the BEA have focused on removing fee and time barriers, automating a reporting system, and making the process more objective. At the same time, ongoing discussion has focused on assuring that the pursuit of a NAAB-accredited degree is incentivized and valued as a preferred path to satisfying education requirements for licensure.

*IDP to Measure Prescribed Experience*

Our resolution drafts have consistently asserted that the core hours contained in the streamlined Intern Development Program (IDP) constitute a viable means of framing requirements for additional experience, in lieu of education, in the case of licensed architects without a NAAB-accredited degree.

The Board in its deliberations this past weekend reaffirmed that the IDP is the best measuring stick for additional experience in lieu of accredited education. Currently, 17 jurisdictions impose additional experience requirements, beyond IDP compliance, to compensate for education deficiencies.

*Preparing Voting Delegates for June Annual Business Meeting*

Our Board urges you to make every effort to review these changes and to have a voting delegate from your jurisdiction be prepared to participate in the resolution votes on the Saturday morning of the Annual Business Meeting. NCARB leadership will be available to discuss all resolutions along with other concerns at the regional meetings preceding the vote. In addition, we have asked the six Regional Directors sitting on the Board to conduct individual outreach to the Member Board Chairs in their regions during the coming weeks. We will also host Q&A calls with NCARB staff, with times/dates to be issued in a separate email.

**Memorandum to MBMs, MBEs**  
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In addition, we voted to move forward to the membership two other resolutions which are largely unchanged from earlier drafts presented to you last December, and again at the March Regional Summit in Long Beach. Those two unchanged resolutions address the following:

- A Bylaws amendment to adjust the qualifications for the NCARB Board's Public Director, drawing nominations from the pool of sitting public members on our Member Boards;
- A Certification Guidelines amendment to modify the Broadly Experienced Foreign Architect (BEFA) program, which provides a path for foreign licensed architects to receive an NCARB certificate, to require completion of the IDP and all divisions of the ARE.

I would like to thank you for your active participation in this process. Your thoughtful feedback has helped us shape a more streamlined approach to certification for these candidates.

We look forward to seeing everyone in New Orleans.

## **Resolution 2015-1**

### **Supported by the Council Board of Directors (14-0)**

#### **Title: Revision of the Alternatives to the Education and Experience Requirements for Certification**

**Submitted By:** Council Board of Directors

**WHEREAS**, the Board of Directors of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction education and experience requirements set forth in the *Certification Guidelines*; and

WHEREAS, requirements for NCARB Certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, or such later date identified in the change, with such changes applicable to applicants for certification in process and new applicants;

WHEREAS, prior to implementing the changes to the Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

**RESOLVED**, that the Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction as included in Section 2 of the *Certification Guidelines* be revised as indicated below:

#### **2.2 Alternatives to the Education Requirement**

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

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

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



Five (5) years of continuous licensure in any U.S. jurisdiction with no disciplinary action from any jurisdiction;

and

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

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

- Applicants with a pre-professional degree in architecture awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2X) the experience requirement of the NCARB Intern Development Program.
- All other applicants must document five times (5X) the experience requirement of the NCARB Intern Development Program.

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

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

## **2.3 Alternatives to the Experience Requirement**

This alternative shall be available only to those applicants who meet the alternative to the education requirement in accordance with the requirements of Section 2.2 B.

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

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2016 and will apply 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 changes referenced herein, they will be eligible for certification.

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

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

Through this program, licensed architects who are certificate candidates without a degree from a NAAB-accredited program are provided with the opportunity to overcome deficiencies identified in their education. A pre-professional degree is defined as architecturally-focused four-year degrees that are not NAAB accredited degrees, but are considered preliminary to a NAAB-accredited degree. These degrees have such titles as B.S. in Architecture, B.S. in Architectural Studies, B.A. in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc.; the amount of work in architecture in the program may vary from institution to institution and will determine the length of time required to complete the professional program.

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

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

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

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

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

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

This proposal:

- recognizes the value of practical experience
- ensures that each applicant documents the pertinent experience necessary to overcome deficiencies associated with their education by requiring additional hours in each of the categories and areas of the Intern Development Program
- encourages intern architects to obtain an architecture degree in an accredited program to avoid having to complete multiple additional years of experience through the IDP
- separately recognizes the value of a four-year pre-professional baccalaureate degree
- streamlines the requirements for certification through the Broadly Experienced Architect (BEA) Program by utilizing the prescriptive requirements of the IDP in lieu of the requirements and fees to complete an Education Evaluation Services for Architects (EESA) evaluation of their education and the subjective nature of submitting an experience dossier for review by committee.

How it will Work:

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

For example, if an architect without a NAAB-degree documented completion of IDP through the Online Reporting System to obtain their initial license, they can use that approved experience toward satisfying the 2x or 5x IDP requirement for NCARB certification.

Based on their education background, applicants will be required to meet two or five times the core requirements of the IDP experience requirement. They will not simply be required to document completion of 2x or 5x the overall core requirement of 3,740 hours, but rather, must complete 2x or 5x the hours in each experience area. For further clarification, below is an example of the experience requirements that architects applying for certification through this path would need to meet to satisfy the experience requirements.

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

**Financial Impact:**

FY16 – No Financial Impact

FY17 – Loss of revenue offset by reduction in Committee expenses and staff time for a small financial surplus.

FY18 – Loss of revenue offset by reduction in Committee expenses and staff time for a small financial surplus.

FY19 – Loss of revenue offset by reduction in Committee expenses and staff time for a small financial surplus.

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

Experience Requirement for Certification	IDP	Two Times (2X) IDP	FiveTimes (5X) IDP
Category 1: Pre-Design	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Programming (tasks)	80	160	400
Site and Building Analysis (tasks)	80	160	400
Project Cost and Feasibility (tasks)	40	80	200
Planning and Zoning Regulations (tasks)	60	120	300
<b>Total</b>	<b>260</b>	<b>520</b>	<b>1,300</b>
Category 2: Design	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Schematic Design (tasks)	320	640	1,600
Engineering Systems (tasks)	360	720	1,800
Construction Cost (tasks)	120	240	600
Codes and Regulations (tasks)	120	240	600
Design Development (tasks)	320	640	1,600
Construction Documents (tasks)	1,200	2400	6,000
Material Selection and Specification (tasks)	160	320	800
<b>Total</b>	<b>2600</b>	<b>5200</b>	<b>13,000</b>
Category 3: Project Management	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Bidding and Contract Negotiation (tasks)	120	240	600
Construction Administration (tasks)	240	480	1,200
Construction Phase: Observation (tasks)	120	240	600
General Project Management (tasks)	240	480	1,200
<b>Total</b>	<b>720</b>	<b>1440</b>	<b>3,600</b>
Category 4: Practice Management	Core Minimum Hours	Core Minimum Hours	Core Minimum Hours
Business Operations (tasks)	80	160	400
Leadership and Service (tasks)	80	160	400
<b>Total</b>	<b>160</b>	<b>320</b>	<b>800</b>
<b>Total Core Minimum Hours</b>	<b>3,740</b>	<b>7480</b>	<b>18,700</b>

## **Resolution 2015-2**

**Supported by the Council Board of Directors (14-0)**

**Title: Revision of the Requirements for Certification of Foreign Architects**

**Submitted By:** Council Board of Directors

**WHEREAS**, the Board of Directors of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority as set forth in the *Certification Guidelines*, as well as corresponding provisions in other sections of the *Certification Guidelines*; and

WHEREAS, requirements for Council Certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, or such later date identified in the change, with such changes applicable to applicants for certification in process and new applicants;

WHEREAS, prior to implementing the changes to the Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority and corresponding sections, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

**RESOLVED**, that the Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority, included in Section 4 of the *Certification Guidelines* be revised as indicated below,

### *4.2 Education Requirement*

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

### *4.3 Registration Requirement*

You must be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You are required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that your credential has been granted and

is currently in good standing. You are also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority.

#### *4.4 Experience Requirement*

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

- ~~• “Comprehensive practice” means the application of the knowledge and skills of those aspects of the profession assessed by the Architect Registration Examination.~~
- ~~• “Responsible control” means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by U.S. registered architects applying the required professional standard of care.~~

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

#### *4.5 Examination Requirement*

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

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

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

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

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

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

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

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority, and the corresponding sections referenced herein, remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2016 and will apply 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 changes referenced herein, they will be eligible for certification.

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

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

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

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

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

This proposal:

- ensures that each applicant *documents the pertinent experience necessary for competence to practice in the U.S.* in each of the categories and areas of the *Intern Development Program*;
- ensures that the foreign architect clearly *demonstrates his/her understanding and ability to practice independently in the U.S.*;
- recognizes the importance of *applying similar standards for licensure for all who wish to practice in the U.S.*;
- meets the Council's effort to streamline the requirements for certification for foreign architect through the *elimination of the Broadly Experienced Foreign Architect (BEFA)*



*Program requirements* to complete seven years of practice in the country where credentialed as an architect, evaluation of their experience through submittal of an experience dossier for review by committee, and formal interview.

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

**Financial Impact:**

FY16 – No Financial Impact

FY17 – Loss of revenue offset by reduction in Committee expenses and staff time for a small financial surplus.

FY18 – Loss of revenue offset by reduction in Committee expenses and staff time for a small financial surplus.

FY19 – Loss of revenue offset by reduction in Committee expenses and staff time for a small financial surplus.

## **RESOLUTION 2015-3**

**Supported by the Council Board of Directors (12-1-1)**

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

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

**WHEREAS**, the Board of Directors of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to amend the Council Bylaws to modify the qualifications for a Public Director; and

WHEREAS, the Bylaws may be amended at any special meeting or Annual Meeting of the Council by resolution submitted to the Member Boards not less than thirty 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;

WHEREAS, prior to implementing the amendments to the Bylaws, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed resolution to the Council Member Boards for approval at least thirty days in advance of a meeting of the Council.

NOW, THEREFORE, IT IS HEREBY:

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

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

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the Bylaws remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these resolutions shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the resolutions by an affirmative vote of not less than two-thirds of the Council Member Boards, such changes to the Bylaws will become effective July 1, 2016.

## **Sponsors' Statement of Support**

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

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

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

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

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

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

### **No Financial Impact**

# **First Vice President Candidates**

**Kristine A. Harding**

**Margo P. Jones**

January 8, 2015

Member Board Executives  
Region 2

Dear Region 2 Member Board Executives:

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

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

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

**Value of the Certificate**

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

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

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



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

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

Respectfully,

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

Kristine A. Harding, NCARB, AIA

## Kristine A. Harding, AIA, NCARB



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

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

**Registration**      Alabama, Tennessee  
                          NCARB Certification

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

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

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

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



04 January 2015

Dear Member Board Members and Member Board Executives,

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

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

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

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

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

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

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



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

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

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

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

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

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Margo', followed by a long horizontal flourish.

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

Enc.: resume



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

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

Professional Service	Board of Trustees, The Bement School	<i>Trustee</i>	2004 - 2012
	Pocumtuck Valley Memorial Association	<i>Secretary/Councilor</i>	2003 – 2014
	Western Massachusetts AIA	<i>President</i>	1994 – 1996
	Western Massachusetts AIA	<i>Member</i>	1984 – 2012
	Board of Directors, Greenfield Community YMCA	<i>President</i>	1992 – 2000
	Massachusetts Historical Commission,	<i>Trustee</i>	1995 – 2010
	Trustee Commissioner	<i>Commissioner</i>	1992 – 1996
	Board of Directors, Arts Council of Franklin	<i>President</i>	1986 – 1989
	County	<i>Past Member</i>	1982 – 1986
	Board of Directors, Greenfield Community College Foundation		
Awards	USGBC West Branch, Massachusetts Chapter	2013	
	Green Giant Award		
	<i>Bement School new dormitories</i>		
	Western Massachusetts AIA	2012	
	Honor Award		
	<i>Hoosac Valley Regional Middle and High School</i>		
	Massachusetts Historical Commission	2012	
	Preservation Award		
	<i>Five Downtown Greenfield Projects</i>		
	Massachusetts School Building Authority	1998	
	School Design Awards		
	<i>Williamsburg Elementary</i>		
	<i>Crocker Farm School</i>		
	<i>New Hingham</i>		
	Western Massachusetts AIA	1998	
	Honor Award		
	<i>Sanderson Academy</i>		
	Architectural Access Board and BSA	1994	
	Best Accessible Design		
	<i>Montague Book Mill</i>		
	Massachusetts Historical Commission	1993	
	Preservation Award		
	<i>Newton Street School Addition &amp; Renovation</i>		
	American Association of University Women	1976 – 1979	
	Fellow		
	Alpha Rho Chi	1976	
	Award for Service		
	M.I.T. Class of 1976		
	Rotch Travelling Scholarship	1980	
	Finalist		

## HMFH Architects, Inc.

130 Bishop Allen Drive  
Cambridge, MA 02139  
t 617 492 2200  
f 617 876 9775  
www.hmfh.com

January 26, 2015

### Member Board Chairs

### Member Board Executives

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

Very Truly Yours,

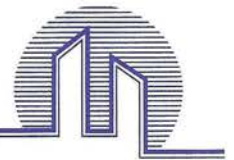


John F. Miller, FAIA, NCARB  
Chair, Massachusetts Board of Architects

# **Second Vice President Candidate**

**Gregory L. Erny**





February 17, 2015

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

Re: Candidacy for NCARB Second Vice-President

Dear Fellow NCARB Family Members,

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

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

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

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

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



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

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

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

Respectfully,

A handwritten signature in dark ink, appearing to read 'Gregory Erny', with a stylized flourish at the end.

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

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## **Gregory L. Erny**

**NCARB, AIA**

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

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

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

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

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

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

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

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



# Gregory L. Erny NCARB, AIA

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

### Professional Practice

Architects + LLC - President 1983 - Present

### Registration

Nevada 1981 - Present

California 1990 - Present

### Education

Ball State University 1977

Bachelor of Architecture 1977

Bachelor of Science - Environmental Design 1976

### National Council of Architectural Registration Boards

NCARB Board of Directors – Secretary 2014 - 2015

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

NCARB Board of Directors - WCARB Region 6 2012 - 2014

2008 – 2010

ARE Committee on Examination 2013 - 2014

Audit Committee 2013 - 2015

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

Procedures and Documents Committee 2011 - 2012

Professional Conduct Committee (Board Liaison) 2009 - 2010

ARE Graphics Grading Committee (Board Liaison) 2008 - 2009

NAAB Accreditation Team - Montana State University 2008

ARE Graphics Grading Committee 2005 - 2008

Regional Chairs Committee 2005 - 2008

ARE Alternative Item Writing Task Force 2004

Chairman of Annual Meeting Credentials Committee 2003

Professional Development Program Committee 2001 - 2003

Test Specifications Task Force 2000 - 2001

ARE Pre-Design Committee 1998 - 2000

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

Regional Chairman 2004 - 2006

Executive Committee Member 2000 - 2006

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

Chairman 2011 - 2014

2000 - 2003

Secretary Treasurer 2000 – 2003

Residential Design Examination Committee 2014 - Present

Continuing Education Committee - Chairman 2008 - 2009

Broadly Experienced Interior Designer Committee 2007 - Present

Board Member 1996 - Present

Enforcement Advisory Committee 1995 - 1996

# Gregory L. Erny NCARB, AIA

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

## **American Institute of Architects**

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

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

1978 - 1991  
1980 - 1981

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

Chairman	2011 - 2012
Commissioner	2007 - Present

## **Bailey Charter School**

Treasurer	2013 - Present
Board of Directors	2012 - Present

## **Boy Scouts of America**

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

## **Reno National Little League**

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

## **Reno West Babe Ruth**

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

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

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

2006 - 2009

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

1999 - Present

# **Treasurer Candidate**

**David L. Hoffman**



February 10, 2015

To: NCARB Member Board Members and Executives

Re: Candidacy for Treasurer  
National Council of Architectural Registration Boards

All,

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

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

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

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

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

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

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

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

Thank you for your time and hopefully, your support.

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

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



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

Candidate for Treasurer,  
National Council of Architectural Registration Boards



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

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

### CERTIFICATES/REGISTRATIONS:

National Council of Architectural Registration Boards: Certificate  
Holder since 1980

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

### NCARB SERVICE:

Region 5 Director: 2012 – 2014

Board Liaison:

Practice Analysis Task Force: 2012

Intern Development Program: 2013

BEA/BEFA Committee: 2014

Board Audit Committee: 2014

ARE Item Writing: Site Planning & Design

Chair: 2012

Committee Member 2007 - 2012

NAAB ARC Regulatory Conference

Task Force: 2007

Region 5 Chair: 2011

Regional Leadership Committee: 2011

Region 5 Vice-Chair: 2008-2011

Member Board Member:

Kansas: 2006 – Present

NCARB representative on NAAB Accreditation

Teams:

Texas Tech: 2010

Norwich University: 2011

Southern California Institute of

Architecture (SCI-Arc): 2012

Rhode Island School of Design: 2013

Istanbul Technical University: 2014

Architect Licensing Advisor: 2013 – Present

IDP Mentor: On-going

### KANSAS STATE BOARD OF TECHNICAL PROFESSIONS:

Appointed Architect Member: 2006 – Present

Board Chair: 2010 - 2011

Chair: Architects, Landscape Architects,

Geologists Committee: 2007

Chair & Member of Complaint Committee

Chair & Member: Statute Revision Committee:  
2010 – Present

Chair: Legislative Committee: 2009

Chair: Code Officials Guide: 2014 - 2015

### AMERICAN INSTITUTE OF ARCHITECTS:

Richard UpJohn Fellow, 1993

Elevated to Institute Fellowship: 1993

Central States Regional Director: 1990 - 1993

(Iowa, Nebraska, Missouri, Kansas, Oklahoma)

Computer Aided Practice Task Force: 1994

Practice Management Professional Interest Area

Committee: 1995 - 1996

Chair: 1998

Vice-Chair: 1997

Lifelong Learning Committee: 1992 – 1994

AIA/Continuing Education System Steering  
Committee

Architect's Handbook of Professional Practice,

Editorial Review Committees:

12th Edition: 1992 – 1994

13<sup>th</sup> Edition: 1997 – 2000

14<sup>th</sup> Edition: 2005 – 2007

Article Reviewer: 2000 – 2010

National Convention Program Selection

Committee: 1994 – 1995



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

#### **AMERICAN INSTITUTE OF ARCHITECTS, KANSAS:**

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

#### **UNIVERSITY ADVISORY ACTIVITIES:**

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

#### **OTHER PROFESSIONAL AND CIVIC SERVICE:**

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

#### **AWARDS:**

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

# **Secretary Candidates**

**Terry L. Allers**

**Anne K. Smith**



## ALLERS ASSOCIATES ARCHITECTS, PC

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



**Terry L. Allers**  
NCARB, AIA

Candidacy for  
Secretary of the National Council of Architectural Registration Boards

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

Re: Officers  
Member Board Members  
Member Board Executives

Dear Friends:

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

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

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

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

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

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

With kindest personal regards,

A handwritten signature in blue ink that reads "Terry L. Allers".

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



**Terry L. Allers**  
NCARB, AIA

Candidate for  
Secretary  
National Council of  
Architectural  
Registration Boards

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

#### **NCARB Service**

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

#### **Iowa Architectural Examining Board**

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

#### **AIA Iowa Chapter**

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

#### **Iowa Architectural Foundation**

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

#### **Community**

##### **Fort Dodge Municipal Housing Agency**

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

##### **Good Shepherd Lutheran Church**

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

#### **Education**

Bachelor of Architecture, 1970  
Iowa State University

#### **Practice**

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

#### **Registration**

Iowa  
Minnesota  
NCARB Certification since 1974

#### **Trinity Regional Health Foundation Board of Directors**

Member 1998 - 2004  
President 2003 & 2004

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

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

#### **Citizens Community Credit Union Board of Directors**

2007 to present  
Chair 2010, 2014

#### **Historic Vincent House Advisory Committee**

Board Member 1999 to present

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

#### **North Central Iowa Chapter**

Charter Board Member and Secretary 1993 to 2008

#### **Fort Dodge YMCA**

Board of Directors 1983 to1989  
President 1986 to1987

#### **Fort Dodge YMCA Foundation**

Current Board Member 2000 to present

#### **Main Street Fort Dodge**

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

#### **Sertoma Service Club**

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

#### **Habitat for Humanity**

Donated Design for Four Homes for Fort Dodge

#### **Fort Dodge Development Corporation**

Board Member 2012 to present

#### **Awards**

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





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**Terry L. Allers**  
NCARB, AIA

Candidacy for  
Secretary of the National Council of Architectural Registration Boards

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

Re: Officers  
Member Board Members  
Member Board Executives

Dear Friends:

Over the past several months I've had the privilege of speaking with many of you in person and over the phone about your interests in NCARB and sharing with you some of my ideas of what the future holds for this great organization. I'm gratified and humbled by the support that I have received during this time. I want to thank you all once again for your efforts as volunteers for this organization. Your support for NCARB is amazing.

I believe that my experience on the Iowa Board and several NCARB committees over the past 10 years and my background as the head of my firm since 1979 has prepared me for this position on the Board of Directors. As I stated previously, my interests lie in the education of the architecture student and the intern and if I am elected I want to explore the creation of a program to train IDP supervisors. And as many of you know it is my desire and passion that a program needs to be created for this purpose. From my conversations with many of you, I have found unanimous support for this initiative.

I would also like to share with you that the ARE committees and the NCARB staff (along with Alpine) are continuing to develop the new ARE 5.0 with amazing efficiency. We are confident of meeting our goal of releasing the new exam in the fall of 2016.

During our April Meeting, our Board of Directors passed unanimously a resolution that you have had the opportunity to review. As I've stated previously, my committee background in NCARB includes 5 years on the BEA committee and I think that this resolution solves the concerns I had with the original proposals. The proposed modifications to the BEA also places more emphasis on the IDP experience which makes training IDP supervisors even more important.

Training IDP Supervisors can be accomplished with the incentive of receiving CE's in:

1. NCARB Monographs
2. Webinars
3. NCARB workshops

Let's continue the discussion now or later one on one during the Annual Meeting if you have any comments or questions.

I'm excited about this opportunity and am asking for your vote in this election so that I can continue to offer my leadership skills and my experience to this great organization.

Thank you

With kindest personal regards,

A handwritten signature in blue ink that reads "Terry L. Allers".

NCARB Region 4 Director

January 27, 2015

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

Dear NCARB colleagues and friends,

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

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

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

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

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

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

Sincerely,



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



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

## Education

Bachelor of Science, Architecture, 1985  
Georgia Institute of Technology

## Practice

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



## Registration:

Georgia, Registered Architect 7574

## Member Board Service:

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

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

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

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

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

## Professional Service:

### National AIA

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

### AIA Georgia

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

### AIA Savannah

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

**Professional Service (cont.):**

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

**Certifications:****United States Green Building Council (USGBC)**

LEED Accredited Professional, Building Design + Construction, 2013-present

LEED 2.0 Accredited Professional, 2000-2012

**Disaster Response**

State of Georgia Voluntary Technical Assistance Group (VOLTAG), Member, 2000-2002

Safety Assessment Program Evaluator Training, State of California, 2014

**Awards Presented to Architect:**

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

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

**Project Awards:****Pin Point Heritage Museum**, Savannah, GA – (*Principal Architect*)

*AIA Georgia*, 2012

*Georgia Trust for Historic Preservation*, 2013

*Historic Savannah Foundation*, 2012

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

*AIA Georgia*, 2007

*AIA South Atlantic Region*, 2006

*AIA Savannah*, 2007

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

*AIA Georgia*, 2004

*AIA Savannah*, 2005

*Georgia Trust for Historic Preservation*, 2005

*Georgia Department of Community Affairs*, 2004

*Historic Savannah Foundation*, 2004

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

*AIA Savannah*, 2007

*Historic Savannah Foundation*, 2008

**Kehoe House**, Savannah, GA – (*Principal Architect*)

*Georgia Trust for Historic Preservation*, 1993

*Historic Savannah Foundation*, 1993

**Safe Shelter**, Savannah, GA – (*Principal Architect*)

*Georgia Department of Community Affairs*, 2002

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

*Historic Savannah Foundation*, 2005

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

*Historic Savannah Foundation*, 2004

**Savannah Station**, Savannah, GA – (*Principal Architect*)

*Historic Savannah Foundation*, 1998

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

*Historic Savannah Foundation*, 1994

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

*Historic Savannah Foundation*, 1993

**Community Service:**

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

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

**Savannah Speech and Hearing Center**

President, 2006, 2007

Treasurer, 2009-present

Board Member, 2002-present

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

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

Critic for Student Projects, Architecture, 2002-present

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

Block Kids Lead Judge, 2012 - 2014

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

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



# **Board of Directors/Region 6 Candidate**

**Robert M. Calvani**

Robert M. Calvani

February 12, 2015

John C. Layman

Thomas C. Wilber

To: NCARB – Region 6

Re: Candidacy for NCARB Board of Directors/Region 6

Dear Friends,

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

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

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

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

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

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

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

Best regards,

A handwritten signature in black ink, appearing to read "Bob", with a stylized flourish at the end.

Bob Calvani, NCARB, AIA  
Chair Region 6

## NCARB SERVICE

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

**UPDATE AND POSSIBLE ACTION ON NCARB'S ACTIONS RELATED TO ACCELERATED PATH TO ARCHITECTURAL LICENSURE**

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

The National Council of Architectural Registration Boards (NCARB) has been pursuing what it now terms the "Accelerated Path to Architectural Licensure" since it commissioned its Licensure Task Force (LTF) in September 2013. The purpose of the LTF is to explore all potential avenues to licensure by analyzing the essential components (education, experience, and examination) and determine where efficiencies can be realized in order to streamline the licensure process. The accelerated path integrates the internship and examination requirements into the years spent earning a professional degree in architecture. On May 30, 2014, NCARB formally announced its endorsement of the concept.

On September 9, 2014, NCARB released its Request for Interest and Information (RFI&I) to NAAB-accredited programs for assessment of the interest level and readiness to design and develop an accelerated integrative path leading to licensure. The LTF received 38 responses from schools with an accredited program by the October 31, 2014 deadline. Of the schools that responded, 32 (representing 26 percent of institutions with NAAB-accredited degree programs) declared an interest in submitting a formal proposal. The RFI&I was the first in a two-part process that was followed by a formal Request for Proposal that was released on January 23, 2015 with a submission deadline of June 1, 2015. The responses are planned to be reviewed by the LTF in July/August. Results of approved programs are expected to be announced in August/September 2015.

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

**DISCUSS AND POSSIBLE ACTION ON AMENDING BOARD'S ADDITIONAL PATH TO  
LICENSURE SUPPORTING POSITION STATEMENT**

The Board, on September 10, 2014, adopted a Supporting Position Statement that was drafted by Board Vice President, Pasqual Gutierrez, who is also a member of the National Council of Architectural Registration Boards' (NCARB) Licensure Task Force. The purpose of the Position Statement is to inform schools of the Board's support of the concept. The Position Statement was later amended by the Board at its December 10, 2014 and March 12, 2015 meetings.

Today, the Board is asked to review and approve an additional amendment to the attached Position Statement suggested by Mr. Gutierrez that refines the language and establishes how the Board intends to address the concept. The recommended amendment is shown with underline.

Attachment:

Recommended Amendment to Additional Path to Licensure Supporting Position Statement



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## **Additional Path to Licensure Supporting Position Statement**

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

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

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

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[www.cab.ca.gov](http://www.cab.ca.gov)

**REVIEW AND APPROVE MODIFIED TEXT REGARDING PROPOSED AMENDMENTS TO CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, SECTION 120 (RE-EXAMINATION) AS IT RELATES TO THE REFERENCED EDITION OF THE ARCHITECT REGISTRATION EXAMINATION GUIDELINES**

At its September 10, 2014 meeting, the Board approved proceeding with a regulatory amendment to CCR section 120 (Re-Examination) as it relates to the Architect Registration Examination (ARE). The proposed amendment would update the Board's regulations to: 1) incorporate by reference the National Council of Architectural Registration Boards (NCARB) *ARE Guidelines*; 2) set the standards by which candidates receive a Rolling Clock extension; 3) clarify procedures to reschedule a division where a candidate has failed to appear; and 4) modify the wait period to retake a failed division.

No comments were received during the initial 45-day comment period which ended on April 27, 2015. During preparation of the final regulatory package for submission to the regulatory agencies for review and approval, staff was advised that an updated edition (October 2014) of the *ARE Guidelines* was released by NCARB. As a result, staff consulted with legal counsel and it was suggested the proposed amendment be modified to reflect the new edition. Legal counsel also recommended additional changes to further clarify subsections (c) and (d) of 120, which are shown in double underline and double strikethrough in the attachment. A 15-day Notice of Modified Language was prepared and made publicly available. The comment period for the Notice began on May 6, 2015 and ended on May 21, 2015. No comments were received regarding the modified language.

The Board is asked to review and adopt the proposed regulatory changes as modified and delegate authority to the Executive Officer to make minor technical or non-substantive changes, if needed in completing the rulemaking file.

Attachments:

1. Modified Text
2. *ARE Guidelines*, October 2014 Edition



# CALIFORNIA ARCHITECTS BOARD

## Modified Text

Changes to the originally proposed language are shown by double underline for new text and double strikethrough for deleted text.

### Article 3. Examinations

Amend Section 120 as follows:

#### Section 120. Re-Examination.

- (a) Credit for divisions of the Architect Registration Examination (ARE) passed prior to January 1, 2006 shall expire on July 1, 2014 unless all divisions of the ARE have been passed and credited.
- (b) Effective January 1, 2006, candidates for the ARE shall receive conditional credit for each division passed and shall be required to retake only those divisions of the ARE previously failed or those divisions passed on or after January 1, 2006 for which the conditional credit has expired. Conditional credit shall remain valid for five years after the date the division was passed ~~for which conditional credit was granted, or until the date set by an extension granted by the~~ National Council of Architectural Registration Boards (NCARB). Conditional credit shall become full credit only if the ~~conditional credit is~~ candidate has passed all remaining divisions of the ARE within ~~its the~~ five-year period of validity ~~and the candidate has passed all remaining divisions of the ARE~~. Candidates who have received full credit for all divisions ~~of the ARE~~ shall be deemed to have passed the ARE.
- (c) A candidate who has ~~failed a division of the ARE or who has~~ failed to appear for a scheduled division of the ARE shall ~~not be permitted to take any subsequent divisions of the ARE unless he or she has reapplied properly to NCARB or its authorized representative for the division(s) follow the procedures set forth in the October 2014 edition of NCARB's Architect Registration Examination Guidelines (currently the July 2014 edition)~~ ARE Guidelines hereby incorporated by reference, ~~to reschedule that division. The document referred to in the preceding sentence is hereby incorporated by reference.~~
- (d) A candidate who has failed a division of the ARE shall ~~not be permitted to reapply to NCARB or its authorized representative for adhere to~~ follow the procedures set forth in accordance with the ARE Guidelines, as referenced in section 120(e), to retake that ~~previously failed~~ division ~~within six (6) months after the date that the candidate last failed the division.~~

**Note: Authority cited: Section 5526, Business and Professions Code. Reference: Section 5550, Business and Professions Code.**

# ARE

## ARCHITECT REGISTRATION EXAMINATION GUIDELINES

OCTOBER 2014

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## INTRODUCTION: ABOUT NCARB

The National Council of Architectural Registration Boards, a nonprofit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

*The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is part of the registration process, this document will primarily use the terms "registration" and "registered" in lieu of "licensure" and "licensed."*

### NCARB Mission

The National Council of Architectural Registration Boards (NCARB) 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.

### Core Values

The National Council of Architectural Registration Boards believes in:

- Leadership – Proactive, creative thinking, and decisive actions.
- Accountability – Consistent, equitable, and responsible performance.
- Transparency – Clear and accessible rules, policies, procedures, governance, and communication.
- Integrity – Honest, impartial, and well-reasoned action.
- Collaboration – Working together toward common goals.
- Excellence – Professional, expert, courteous, respectful, and responsive service.

# INTRODUCTION: NCARB SERVICES

NCARB serves a variety of roles in the licensure process, including the development and administration of the Intern Development Program (IDP), the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal registration. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB Services include:

## For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in its mission to promote excellence in architectural education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools and AIAS chapters across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the IDP Coordinator Program.

## For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the IDP Coordinator Program.

## For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the importance of licensure and the benefits of NCARB certification.

## For Registration Boards

- Stores secure, confidential, and comprehensive records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal registration and help registration boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the importance of licensure and the benefits of NCARB certification.


# INTRODUCTION: **REGISTRATION (LICENSURE)**

Architects are responsible for protecting the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

## Education


Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, visit NAAB [here](#) .

Some jurisdictions may accept education alternatives. For a guide to alternatives to the education requirement, refer to the NCARB *Education Standard* included in the [Education Guidelines](#)  at [www.ncarb.org](http://www.ncarb.org).

## Experience


All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

For more information concerning the IDP, refer to the [IDP Guidelines](#) , available at [www.ncarb.org](http://www.ncarb.org).

## Examination


Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.


The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

Steps for completing the ARE, including eligibility and requirements, are outlined in these guidelines. For more information, please see the [ARE section](#)  of the website.

## Registration Requirements are set by Jurisdictions


The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.


Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in its jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's [Legislative Guidelines and Model Law/Model Regulations](#) .

For an overview of each jurisdiction's registration requirements click [here](#) . Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

# INTRODUCTION: NCARB CERTIFICATION

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the requirements for certification outlined in the [Certification Guidelines](#) . Requirements include; good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

*While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. Refer to the [Registration Board Licensing Requirements](#) page on [www.ncarb.org](http://www.ncarb.org) .*

## Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that he/she has met the established standards for certification. An architect who has an active NCARB Certificate may use the letters “NCARB” after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work wherever it is. Even if your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.

## INTRODUCTION: WHAT IS THE ARE®?

The Architect Registration Examination® (ARE®) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE is used by U.S. state and territorial registration boards as the registration examination for candidates for architectural registration. It is also accepted by select Canadian provincial and territorial architectural associations for registration.

The ARE assesses a candidate's knowledge, skills, and abilities to provide various services required in the practice of architecture. No single examination can test for competency in all aspects of architectural practice; the ARE is not intended for that purpose. The ARE concentrates on the professional services that affect the public health, safety, and welfare. The intent of the examination is to evaluate a candidate's competence to protect the public by providing the architectural services of pre-design, site design, building design, building systems, and construction documents and services as they relate to social, cultural, natural and physical forces, and to other related external constraints.


In addition to testing for competence in specific subject areas, NCARB is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. The ARE attempts to determine a candidate's qualifications not only in performing measurable tasks, but also in exercising the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

The ARE is administered exclusively on computers at a network of test centers across the United States and its territories; Canada; London, England; Hong Kong, People's Republic of China; and Abu Dhabi, United Arab Emirates. Scores for each division will be made available to the board of architecture that qualified the candidate for the examination. That board of architecture has the ultimate authority to determine a candidate's qualifications to practice architecture within its jurisdiction.

Prior to taking the ARE, you must be made eligible by one of NCARB's member registration boards or one of the Canadian provincial architectural associations (or via NCARB for boards participating in NCARB's Direct Registration Program). It is not possible to "sign-up" for the exam with NCARB's testing consultant. Only individuals who have been made eligible for the ARE will be permitted to take the exam. For more on eligibility, please see [page 8](#).

ARE 4.0 consists of the following seven divisions:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

To help candidates prepare for the examination, the content areas and references for each division are available to be downloaded from NCARB's website [here](#) .

### Languages

ARE 4.0 is only available in English.

### Units of Measurement

Effective July 2013, the ARE includes measurements in inch-pound units only.


### ARE 5.0

ARE 5.0 will launch in late 2016.

[Learn more.](#)

# INTRODUCTION: **KEY ORGANIZATIONS**

## NCARB

NCARB administers the ARE with the assistance of two examination consultants. For more general examination information, visit the ARE section of the NCARB website. Specific information about your progress through the examination process can be found in the My Examination section of your NCARB Record. Log in at <https://my.ncarb.org> .

NCARB will be your main point of contact for questions related to the ARE. Questions should be directed to NCARB Customer Relations at 202/879-0520.

## Prometric®

Prometric® provides technology-based assessment services for academic assessment, professional licensing and certification, and information technology. Prometric operates and maintains test centers that administer various computer based examination programs.

Prometric serves as NCARB's test center administration consultant and maintains test centers in which eligible candidates can sit for divisions of the ARE. There are approximately 300 Prometric test centers with 4,000 ARE workstations.

## Alpine Testing Solutions, Inc.


Alpine serves as NCARB's test content and candidate management consultant for the ARE.

Alpine offers test development and psychometric services, which enable test sponsors to build, maintain, and continuously improve testing programs. Alpine provides test content and candidate management consultation to NCARB for the ARE. Candidate management is powered by CertMetrics™, a psychometric tool that delivers reports based upon appropriate psychometric analyses, provides proactive security monitoring, and enables responsible score reporting.

## CALA

The Canadian Architectural Licensing Authorities (CALA) acts as the forum of the provincial architectural associations to facilitate communication, cooperation, and coordination among its members, and other organizations, regarding issues relating to national standards for admission to the profession and for the performance of architectural services in Canada. Members of the CALA are autonomous associations. The CALA comprises a representative from each of the provincial and territorial associations of architecture.

## NCARB

1801 K Street NW  
Suite 700K  
Washington, DC 20006  
202/879-0520  
202/783-0920 FAX  
[www.ncarb.org](http://www.ncarb.org) 

## CALA

c/o Ontario Association of  
Architects  
111 Moatfield Drive  
Toronto, ON M3B 3L6



# STEPS TO COMPLETING THE ARE

## Step 1: Establishing Your Eligibility to Test

In order to take the ARE, you must establish an NCARB Record and meet the ARE eligibility requirements of the board of architecture in the jurisdiction where you want to be licensed to practice architecture. To establish your NCARB Record, fill out the online application at [www.ncarb.org](http://www.ncarb.org). Then, make your request to begin taking the ARE via the ARE tab in your NCARB Record. Your board of architecture will deem you eligible (or via NCARB for boards participating in NCARB's Direct Registration Program), and your board will set your eligibility information via My Examination.

You will receive an automated e-mail notification when you are made eligible to take the ARE.

- The My Examination section of your NCARB Record includes your name, address, NCARB Record number, and all divisions you are eligible to take. Each ARE division is listed with beginning and ending eligibility dates.
- Verify that the name indicated in your NCARB Record is accurate and matches the name printed on your primary form of identification. If your name is incorrect, immediately notify NCARB Customer Relations at 202/879-0520. **Do not schedule an appointment to test until you have verified that the name in your NCARB Record matches the name on your primary form of identification. If the name in your NCARB Record does not match your primary form of identification, you will not be admitted to the examination, and there will be no refund of your test fee.**
- If you need to change the name shown in your NCARB Record, you must send a written request and official documentation to NCARB Customer Relations at [customerservice@ncarb.org](mailto:customerservice@ncarb.org). Name discrepancies must be resolved at least one week prior to a scheduled exam appointment.
- Updates to your address can be made in your NCARB Record.

## MAINTAINING ELIGIBILITY

### NCARB's Rolling Clock

Under the terms of the Rolling Clock, which was officially implemented 1 January 2006, candidates for the ARE must pass all divisions within five years.

### Rules

Effective 1 January 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for five years, after which time the division must be retaken unless all divisions have been passed.

The transitional rules are as follows:

- For applicants who passed all divisions of the ARE by 1 January 2006, regardless of the time taken, such applicants will have passed the ARE.
- For applicants who have passed one or more but not all divisions of the ARE by 1 January 2006, such applicants will have five years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period shall commence after 1 January 2006, on the date when the first remaining division is passed. **Any division passed prior to 1 January 2006 shall no longer remain valid if all remaining divisions have not been passed by 1 July 2014.**
- For applicants who have passed no divisions of the ARE by 1 January 2006, such applicants shall be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.
- Effective 1 January 2011 and thereafter, the authorization to test of any applicant shall terminate unless the applicant has passed or failed a division of the ARE within a period of five years. This includes the five-year period prior to 1 January 2011. Any applicant whose authorization is so terminated must establish a new eligibility under the then current procedures of a Member Board.

### Direct Registration

The Direct Registration program is a service provided to Member Boards. For those boards participating in the program, NCARB serves as an intermediary and manages candidate eligibility for candidates that meet NCARB's current education and experience requirements.

If you are made eligible to test through the Direct Registration program, your NCARB Record and candidate information will not be transmitted to your board until you complete both the ARE and IDP. If you require approval for testing accommodations or have questions about your eligibility, score reporting, or any other exam-related issue, please contact NCARB directly.

Please note: If your jurisdiction participates in Direct Registration, but you do not meet NCARB's education and experience requirements, you must contact your jurisdiction directly to determine if you may still be made eligible through any alternative methods it may permit. If so, your board will be responsible for managing your eligibility status.

For the most up-to-date list of jurisdictions participating in Direct Registration, click [here](#) ↗.

# STEPS TO COMPLETING THE ARE

## Step 1: Establishing Your Eligibility to Test *(continued)*

### Rolling Clock Extension Process

In order to be considered for a Rolling Clock extension, as prescribed by NCARB in the Rolling Clock Extension Request Form, applicants must submit requests for a Rolling Clock extension directly to NCARB. Any request, including appropriate back-up documentation and a completed Rolling Clock Extension Request Form, must be received by NCARB by the end of your NCARB Rolling Clock end date.

Adherence to these rules is required for NCARB certification.

### Maintaining Exam Eligibility with Your Jurisdiction

You are responsible for maintaining your exam eligibility with your registration board. Because the rules vary from board to board and are subject to frequent change, it is important for you to stay informed of your individual registration board's policies and procedures. This includes notifying them of any address changes so they can contact you about eligibility renewals or any other important licensure information.

NOTE: In addition to NCARB's Rolling Clock Policy, your jurisdiction may have its own retake limit/exam validity timeframe. Please contact your jurisdiction directly to determine your exam status under its rules and policies.

If your state-based eligibility period expires before you successfully complete all divisions of the ARE or if an ARE division credit/passing score expires due to NCARB's Rolling Clock, you **MUST** contact your board of architecture (or NCARB if you were made eligible to take the ARE through a jurisdiction participating in the Direct Registration program).

### Important Reminder

Rules that may impact you:

A candidate's Authorization to Test will be terminated if the applicant does not test during a five-year period, including the five-year period prior to 1 January 2011.

- Authorization will not be terminated if the applicant tests and fails; it will only be terminated if the applicant does not take at least one division every five years.
- If authorization is terminated for inactivity, candidate may reestablish new eligibilities through a Member Board under their then current procedures.

The full policy is on **page 8**.

# STEPS TO COMPLETING THE ARE

## Step 2: Scheduling an Exam Appointment

### SCHEDULING

When you have been made eligible to test, you can schedule to sit for individual divisions of the ARE. You may take any division of the ARE at any time, and in any sequence you choose. You are not required to take the ARE in the same jurisdiction where you are seeking initial registration.

Testing reservations are accepted on a first come, first-served basis and are restricted by seat availability at each test center. You must schedule your appointment a minimum of three business days in advance of the test date. Saturday and Sunday are NOT considered business days. Walk-in appointments are not allowed.

The divisions you are eligible to take are indicated in the My Examination section of your NCARB Record. **You must schedule a separate appointment for each division of the ARE.**

- Any divisions eligible to be scheduled will be displayed with a scheduling link in My Examination.
- **All appointments must be scheduled through My Examination in your NCARB Record.**

Credit cards will be charged when the appointment is scheduled. **Once you schedule an appointment, your test fee CANNOT be refunded.**

You will receive a confirmation e-mail for each appointment scheduled.

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


### RESCHEDULING

You can reschedule an existing appointment if the originally scheduled appointment date is four or more business days away. Saturday and Sunday are NOT considered business days. Leaving a message on the local test center answering machine is NOT an acceptable method of rescheduling your appointment.

**Rescheduling an appointment can ONLY be done via My Examination.**

Any changes to scheduled appointments will be subject to the rescheduling fees noted on [page 13](#) of this document.

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

Scheduling an appointment to take the ARE is governed by contractual agreements between NCARB and Prometric. If you encounter difficulty scheduling a testing appointment, use the [ARE Scheduling Verification Form](#)  to learn more about your options.

# STEPS TO COMPLETING THE ARE

## Step 2: Scheduling an Exam Appointment *(continued)*

### TESTING ACCOMMODATIONS

All test centers in the Prometric network are designed to accommodate people with disabilities. Testing accommodations will only be made with the authorization of your board of architecture.


To receive testing accommodations you must make a request directly to your board of architecture (or to NCARB for boards participating in NCARB's [Direct Registration Program](#)). Your request must comply with requirements established by your board and NCARB for people requesting testing accommodations. Typically, these requirements include documentation of past accommodations, if any, and a specific diagnosis by an appropriately licensed professional that includes a description of the accommodations that are appropriate for your condition. The diagnosis should indicate how the condition substantially limits major life activity and its anticipated duration. The Americans with Disabilities Act (ADA) will be used by NCARB as a guide when evaluating testing accommodation requests. This ensures fairness and consistency for all ARE candidates.

Once you have been approved for testing accommodations by both your board and NCARB, you will receive notification from NCARB and instructions on how to make an appointment.

**DO NOT attempt to schedule any exam appointments until you receive written notification that accommodations have been approved by NCARB.** Accommodations will NOT be added retroactively to previously scheduled exam appointments and exam fees will NOT be transferred or refunded.

**You must follow the instructions outlined in My Examination to schedule an appointment if you require and have been approved for testing accommodations.**

If you arrive at the test site and do not have an approved testing accommodation on file, you will not be admitted as an accommodations candidate, but will be instructed to call your board of architecture to initiate the testing accommodations process.

As noted, if your jurisdiction participates in NCARB's Direct Registration Program, your request for testing accommodations must be submitted directly to NCARB. For the most up-to-date list of jurisdictions participating in Direct Registration, [click here](#) . Contact Customer Relations at [customerservice@ncarb.org](mailto:customerservice@ncarb.org) to receive the testing accommodations request form.

# STEPS TO COMPLETING THE ARE

## Step 2: Scheduling an Exam Appointment *(continued)*

### APPOINTMENT TIMES

#### PROGRAMMING, PLANNING & PRACTICE

Intro Time	:15	
MC Testing Time	2:00	85 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Site Zoning
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:00	

#### SITE PLANNING & DESIGN

Intro Time	:15	
MC Testing Time	1:30	65 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	2:00	Site Grading, Site Design
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:30	

#### BUILDING DESIGN & CONSTRUCTION SYSTEMS

Intro Time	:15	
MC Testing Time	1:45	85 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	2:45	Accessibility/Ramp, Stair Design, Roof Plan
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	5:30	

#### SCHEMATIC DESIGN

Intro Time	:15	
Graphic Testing Time	1:00	Interior Layout
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	4:00	Building Layout
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	6:00	

#### STRUCTURAL SYSTEMS

Intro Time	:15	
MC Testing Time	3:30	125 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Structural Layout
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	5:30	

#### BUILDING SYSTEMS

Intro Time	:15	
MC Testing Time	2:00	95 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Mechanical & Electrical Plan
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:00	

#### CONSTRUCTION DOCUMENTS & SERVICES

Intro Time	:15	
MC Testing Time	2:00	100 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Building Section
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:00	

# STEPS TO COMPLETING THE ARE


## Step 2: Scheduling an Exam Appointment *(continued)*

### FEES AND PAYMENT OPTIONS

#### Payment by Credit Card

Payment must be made using VISA, MasterCard, or American Express when you schedule your test appointment(s) via My Examination in your NCARB Record. Credit cards will be charged when the appointment is scheduled.

#### Veterans Affairs Benefit

The ARE has been approved by the Department of Veterans Affairs and qualifies as an education benefit. U.S. military veterans may be eligible for payment assistance to take divisions of the ARE. Please contact your regional Veterans Affairs Office for further details regarding the program or the Veteran's Affairs website at [here](#) .

#### Exam Fees

\$210 U.S. per division (test centers in the United States, its territories, or Canada)  
\$310 U.S. per division (international test centers outside North America and U.S. territories)

**Fees are in U.S. dollars.**

#### Rescheduling Fees:

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

Rescheduling fees must be paid via credit card at the time of rescheduling.

*\* All fees are subject to change.*

#### Refund Policy

Once you schedule an appointment for a particular division, your test fee CANNOT be refunded or used as payment for another division. If you reschedule an appointment within the procedure explained on [page 10](#), the test fee will remain valid for a period of one year from the date the payment is processed. If you reschedule an exam appointment, you must reschedule within one year of the original test date. The exam fee is valid for one year only.

#### PAYMENT DISCREPANCIES/BAD DEBT

NCARB reserves the right to withhold test scores and suspend test-taking privileges until any outstanding debt or payment discrepancies are resolved.

# STEPS TO COMPLETING THE ARE

## Step 3: Taking the ARE

### PERSONAL IDENTIFICATION

When you arrive at the test center, you are required to present a proper form of identification as outlined below. You will not be admitted to the examination without proper identification, and there will be no refund of your test fee. The primary form of identification must bear your signature and a recent photograph. The name on the identification must be the same as the name that appears in your NCARB Record. You must keep your identification with you at all times. If you need to change the name shown in your NCARB Record, you must send a request and official documentation to NCARB Customer Relations. **Name discrepancies must be resolved at least one week prior to your scheduled exam appointment.**

#### Primary Identification Requirements

Primary identification must be from the following list of forms of identification and must include your signature and a recent recognizable photograph. This ID must be current (not expired).

- valid driver's license with photo
- military identification card with photo
- national identification card with photo
- valid passport with photo

#### Alternate Identification Requirements

If you cannot present one of the primary IDs listed containing both a photo and signature, you must present alternate forms of identification (not expired), ONE of which must contain a recent recognizable photo and ONE of which must contain your signature.

- valid driver's license
- military identification card
- national identification card
- valid passport
- student identification card
- state/province identification card
- U.S. passport card

#### Unacceptable Forms of Identification

- ID with no photo (unless accompanied by another form of ID with photo)
- expired driver's license or passport
- draft classification card
- letter of identity from a notary
- Social Security card
- credit card or bank card of any kind
- employee identification

If the test center administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not sufficiently proven your identity. You will not be admitted to the examination without proper identification and there will be no refund of your test fee. Admittance to the test center and completion of your examination does not imply that your identification is valid or that your score will be reported.

#### Tips

- Verify that the name in your NCARB Record is accurate and matches the name printed on your identification. If your name is incorrect, immediately contact NCARB Customer Relations.
- When you arrive at the test center, you are required to present an approved form of identification.
- The name on the ID must match the name in your NCARB Record.
- You will not be admitted to the examination without the proper form of ID, and there will be no refund of your test fee.



# STEPS TO COMPLETING THE ARE

## Step 3: Taking the ARE *(continued)*

### AT THE TEST CENTER

The staff at each test center is required to guide you through designated procedures to ensure that the operation of the test center meets NCARB criteria.

1. You should arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive later than 15 minutes after your scheduled appointment time, you may be required to forfeit your appointment and your test fee will not be refunded.
2. Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise that delay your test session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.
3. You are required to present proper identification. You must keep your identification with you at all times.
4. Prometric requires all candidates to be scanned by a handheld metal detector prior to each entry into the testing room, including returns from breaks. All candidates will be required to submit to the scans, with few exceptions. Candidates refusing to be scanned may not be permitted to test.

In addition, Prometric uses mandatory biometric-enabled check-in procedures that include:

- a scan of a candidate's photo ID
  - the providing of six digital fingertip swipes (three from each hand for first appointment, one swipe for subsequent appointments). **Candidates will NOT be permitted to test if they refuse to provide fingertip swipes.**
  - a test-day photo
5. You will be escorted to a workstation by the test center administrator. You must remain in your seat during the examination, except when authorized to leave by test center staff.

6. Each division includes one mandatory 15-minute break. You must leave the testing room during the break.  
**PLEASE NOTE:** Communication devices, such as personal calculators, personal digital assistants, pagers, and cellular telephones or any study materials are NOT allowed to be accessed or used during mandatory or unscheduled breaks. When you return to your test, you must comply with all re-admittance procedures as noted in #10 below.
7. Scratch paper and pencils are provided and may be replaced as needed during testing. Used scratch paper will be collected before additional scratch paper is distributed. You are not allowed to bring your own scratch paper or pencils into the testing room. You may not remove any scratch paper from the testing room at any time under any circumstances.
8. Raise your hand to notify the test center administrator if:
  - you experience a problem with your computer
  - an error message appears on the computer screen (**do not clear the message**)
  - you need additional scratch paper or pencils
  - you need to take an unscheduled break (testing time will not be suspended)
  - you need the test center personnel for any other reason
9. In the event that a software or hardware problem occurs before or during your test, please see [page 16](#) for additional information.
10. If you leave the testing room for any reason, you will be required to show the test center administrator your identification, sign a logbook, be scanned by a handheld metal detector and provide a fingertip swipe to be readmitted to the testing room.
11. When you finish the examination, quietly leave the testing room, return all scratch paper, and sign the test center registration log. The test center administrator will dismiss you after completing all necessary procedures.

### Guessing

You should answer every question presented. If you are not sure of the correct answer, make your best guess and/or mark the question for later review during completion of the multiple-choice section. All unanswered questions will be counted as incorrect responses.

### Reviewing Answers

You will be able to review and change your answers or solutions within a section of the exam (multiple-choice or graphic). However, once you have exited the section OR the time limit has expired for the section, you will NOT be able to return to any items in that section.

### Personal Calculators

ARE candidates are not permitted to bring a personal calculator into the test center. All divisions of the ARE include an on-screen scientific calculator for your use.

### What to Expect

To learn more about what to expect at a Prometric test center, click [here](#).



# STEPS TO COMPLETING THE ARE

## Step 3: Taking the ARE *(continued)*

### REPORTING TEST CONCERNS

**DO NOT wait to receive your test results before expressing your concerns.** NCARB policy does not allow for response to complaints received more than 15 days following your test date. You must send your complaint to: [customerservice@ncarb.org](mailto:customerservice@ncarb.org)

**PLEASE NOTE:** The filing of a report by the test center administrator does NOT satisfy the requirements of notifying [customerservice@ncarb.org](mailto:customerservice@ncarb.org) directly.

### COMMENTS AND QUESTIONS ABOUT YOUR EXAM ADMINISTRATION

If you have any comments or questions concerning your exam administration, direct your comments in writing to [customerservice@ncarb.org](mailto:customerservice@ncarb.org) within 15 days following your test administration. A copy of this letter should be forwarded to your board of architecture. You will receive a reply from NCARB or your board of architecture as appropriate.

### INQUIRIES ABOUT SPECIFIC ARE QUESTIONS OR VIGNETTES

NCARB employs extensive quality control procedures throughout the development of the ARE. In spite of these procedures, typographical errors or flawed questions or vignettes may be encountered on rare occasion. If you suspect an error in a specific question or vignette, write to [customerservice@ncarb.org](mailto:customerservice@ncarb.org) immediately after taking the test.

In your correspondence, include:

- the name of the division
- the test date
- the specific concern(s) about the question or vignette

You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. NCARB will review the question, and you will be notified of the findings. The correct answer will not be revealed.

### TECHNICAL DIFFICULTIES

In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again.

If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

If rescheduling your examination is necessary, you may be eligible for limited compensation for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy.

Details can be found [here](#).

### RESCHEDULING WHEN TEST CENTER IS CLOSED

In the event your test center is closed, you will be contacted by Prometric to assist you with rescheduling your exam as follows:

1. You will receive a phone call from Prometric within 24 hours of your test center closing to reschedule your exam.

2. If you miss this phone call, you will automatically be rescheduled at no charge for the next available slot at a test center near you. You will receive an e-mail and automated phone call from Prometric notifying you of the new appointment time.

3. If you are unable to make the automatically rescheduled appointment time, you must call Prometric's Customer Care line at 1-800-853-6769 to reschedule your exam at no cost. When speaking with the Prometric representative, **you must mention that you need to reschedule your automatically rescheduled appointment because of a test center closure.** You may not reschedule your appointment through My Examination in this circumstance.

### Test Center Closings

If you are unsure whether a test center is closed due to inclement weather or any other reason, you should contact the test center directly. **If the center is open, it is your responsibility to keep the appointment.** If the center is closed, you will be given the opportunity to [reschedule](#).

If you are unable to contact the local test center, please visit [prometric](#) for a list of test centers that are currently or will be non-operational and cannot deliver exams.

# STEPS TO COMPLETING THE ARE

## Step 3: Taking the ARE *(continued)*

### TEST CENTER REGULATIONS

To ensure that all ARE divisions are administered under comparable conditions to that of other candidates and that the results represent a fair and accurate measurement, it is necessary to maintain a standardized testing environment. You must adhere to the following regulations:

- **Communication devices, such as personal calculators, personal digital assistants, pagers, and cellular telephones, are not allowed in the testing room and are not allowed to be accessed or used during mandatory or unscheduled breaks.**
- Eating, drinking, or use of tobacco is not allowed in the test center.
- Papers, books, food, purses, or wallets are not allowed in the testing room.
- You may not leave the testing room without the test center administrator's permission.
- You must present your identification, sign a logbook, be scanned by a handheld metal detector and provide a fingertip swipe to be readmitted to the testing room.
- No reference material may be brought into the testing room or accessed from your locker during the administration of your exam. On-screen reference material is accessible during the Structural Systems division and the Building Systems division.
- Leaving the testing center anytime during your exam administration **(including mandatory and unscheduled breaks)** is strictly prohibited.

You are required to leave all personal belongings outside the testing room. Candidates will not be allowed to take anything into the testing room other than those items given to them by the test center administrator (such as pencils, scratch paper, earplugs), and their identification documents (e.g., driver's license, passport).

Small lockers are provided for candidate use to secure purses, wallets, keys, cellular telephones, pagers, etc. Lockers will NOT accommodate briefcases, laptop computers, or large purses and bags. Do not bring large items (bags, textbooks, notebooks, etc.) to the testing center. Test center staff will not take responsibility for these items; you will be asked to remove large items from the testing center.

### GROUNDINGS FOR DISMISSAL

An examinee who engages in misconduct and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center and/or have examination results cancelled, and/or have examination eligibilities suspended.

Examples of misconduct include:

- Failing to follow the instructions of the test center administrator.
- Violating the test center regulations.
- Creating a disturbance of any kind.
- Removing or attempting to remove examination questions and/or responses (in any format) or notes about the examination from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the examination for someone else.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.
- Leaving the testing room without permission.
- Using any unauthorized references or devices.
- **Using electronic communications equipment such as personal digital assistants, cellular telephones, pagers, etc. during any mandatory or unscheduled breaks.**
- **Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center.**
- **Reviewing any materials during mandatory or unscheduled breaks.**

# STEPS TO COMPLETING THE ARE

## Step 3: Taking the ARE *(continued)*

### EXAMINATION SECURITY

To ensure the integrity of the ARE program, specific security measures are enforced during the administration of your examination.

You will be observed at all times while taking the examination. This may include direct observation by test center staff, as well as audio and video recording of your examination session.

Waiting areas at the test center are for candidates only. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

### CONFIDENTIALITY AGREEMENT

All NCARB tests are held in strict security and confidence. **Before beginning your test, you will be required to accept a Confidentiality Agreement, which prohibits any disclosure of exam content.**

By taking divisions of the ARE, you are personally responsible for maintaining the confidentiality of all information relating to the exam. You may not discuss exam content in any manner with anyone, including but not limited to family, friends, other examinees, and test preparation providers. This agreement also covers Internet chat rooms, mailing list servers, websites, etc. Following completion of your exam, you will also be reminded of your acceptance of the confidentiality statement that you accepted prior to commencing the exam.

Any disclosure of ARE content is strictly prohibited and may result in severe disciplinary action, including the suspension of testing privileges, and/or the cancellation of scores.

Structural Systems

CONFIDENTIALITY AGREEMENT

- **UNDERSTAND** that all content of the Architect Registration Examination® (ARE®) is confidential and subject to U.S. copyright laws, and that this Agreement is intended to be a binding agreement between me and the National Council of Architectural Registration Boards (NCARB). By clicking "I Accept" and entering into this Confidentiality Agreement with NCARB, I **AGREE** that any action to enforce this Confidentiality Agreement and/or for infringement of NCARB's copyright of the ARE may be commenced in or transferred to the United States District Court (or other court of competent jurisdiction) where NCARB's principal office is located, which currently is the District of Columbia, and I hereby consent to the personal jurisdiction of such court.
- I **AGREE** that I will not disclose to anyone by the internet or through any other means—electronic, written or verbal—the substance or details of any test questions, vignettes or other graphics and/or alleged answers. Disclosure includes, but is not limited to, any attempt to use devices such as cameras, audio or scanners to record or transmit test content at or from the testing room. Disclosure also includes any attempt, including internet website and chat room postings, to reproduce, paraphrase, summarize or describe any test content from memory after leaving the testing room. Improper disclosure includes both the initial disclosure by me and the further dissemination by me of ARE test content disclosed by others, and I **AGREE** that I will not disclose ARE content that others may have disclosed, nor will I obtain or seek to obtain ARE test content from others.
- **UNDERSTAND** that a violation of this Confidentiality Agreement may result both in civil liability to NCARB for its costs and monetary damages, which may be substantial, and in disciplinary actions taken against me by NCARB and by my local Board of Architecture. **UNDERSTAND** that such disciplinary action may include, without limitation, suspension of my ARE test taking privileges, cancellation of my ARE scores and my inability to obtain future NCARB Certification or to become registered as an architect.

☐ I have read and understand the above Confidentiality Agreement in its entirety.

I ACCEPT

I DECLINE

### NCARB Board of Directors Policy Regarding Cheating

For further details and to review the Policy and Procedure for testing irregularities visit the [NCARB website](#) ↗.

# STEPS TO COMPLETING THE ARE

## Step 4: Receiving Your Score

All divisions of the ARE are administered and graded by computer. **Results for all divisions are typically processed within four weeks of your test date. When your score is processed and available to you, an automated notification will be sent to you via e-mail. At that time, you will be able to access your score report online via My Examination.** Test results are not released at the test center.

Although every effort is made to process examination scores in a timely manner, NCARB's first priority is to ensure that all examinations are scored fairly and accurately and that no errors are made in the score-reporting process.

All test scores are reported as pass or fail. You will receive limited descriptive feedback for each failed division. This feedback information indicates areas of relative strength and weakness based on the division's content areas and vignettes. If you fail a division, you can develop your general study plan according to these diagnostics prior to retaking the ARE.

NCARB recognizes your rights to control personal information maintained by NCARB, Alpine, and Prometric. NCARB policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, reports are released only to the board of architecture for which you are being tested. A board of architecture may reserve the right to cancel one or more of your test scores, if, in its sole opinion, there is any reason to question its validity.

NCARB does not release test scores except for use in research studies that preserve your anonymity or under compulsion of legal process. However, NCARB reserves the right to anonymously publish selected sample solutions of vignettes for the benefit of future candidates.

### THE PASSING STANDARD

Passing or failing the ARE depends solely on your level of performance in relation to the established point representing entry-level competence.

Careful judgment has been exercised in setting the passing standards for all NCARB examinations. The passing scores are the same for every board of architecture and are not affected by the number of people who pass or fail each division of the examination. **There is no fixed percentage of candidates who pass or fail the ARE.**

### MULTIPLE-CHOICE SECTIONS

Approximately every five years, NCARB assembles a group of architects to establish the passing standard for the multiple-choice sections of the ARE. This group of architects is selected from the United States and Canada and represents a general cross section of practicing architects.

### GRAPHIC VIGNETTE SECTIONS

Members of select NCARB committees establish the grading standards for each vignette. These members are practicing architects from the United States. Throughout the year, randomly selected solutions are reviewed by these committees of architects to ensure that the software accurately reflects the professional judgment of this group of practitioners.

The computer scoring programs for the graphic vignettes objectively assess your solution based on its conformance to the specific programmatic requirements of each vignette. The compensatory scoring model evaluates an extensive list of features before determining the final score and compensates for weaknesses in some areas when strengths in others are demonstrated.

# STEPS TO COMPLETING THE ARE

## Step 4: Receiving Your Score *(continued)*

### REVIEW AND CHALLENGE

A review procedure is available to you **ONLY** if your board of architecture permits reviews of failed examinations. It is at the sole discretion of each board of architecture whether or not to administer the review process. If you wish to pursue the review process, immediately contact your board of architecture to better understand the procedures and fees involved. The application for review and review fee must be received by NCARB within four months of the administration of your test and the review process must be completed within six months following the administration of your test.

Only those questions you answered incorrectly or those vignettes listed at Performance Level 3 on your score report can be reviewed. The correct answer or proper solution will not be revealed.

During the review process, you may only challenge a question answered incorrectly for a multiple-choice section if your board of architecture allows challenges and appeals. Your challenge to a multiple-choice question will be forwarded to NCARB for review and response. Any challenge to a graphic vignette will not be reviewed by NCARB.

Depending on the laws of the jurisdiction where you are seeking registration, you may be able to challenge the score received on any ARE division. If your board of architecture (or a court with jurisdiction) changes your score from fail to pass, outside of the NCARB facilitated review/challenge process, **ONLY** that jurisdiction is required to accept the new score. NCARB will not recognize the new score for purposes of NCARB certification. Alternatively, if there is a successful challenge to any multiple-choice question/s on a candidate's examination that has been determined by NCARB to positively impact an ARE division score from fail to pass, via the NCARB facilitated review/challenge process, the new score will be recognized for the purpose of NCARB certification.

## Step 5: Retaking the ARE

Effective October 1, 2014, candidates can retake a failed division of the ARE as soon as 60 days after the previous attempt of that division. A candidate may only take the same division of the ARE three (3) times within a running year.

Upon receiving a failing score report in My Examination, you will be permitted to schedule a test appointment for that same division for a date on or after the start date of your new eligibility period. For scheduling details, please refer to Step 2 of this document.

If you fail a division, it is important to spend the time between test administrations gaining additional knowledge, skills, and abilities in the appropriate areas of practice.

# ARE REFERENCE MATERIALS


## ARE® 4.0 Exam Guides

The exam guide for each division is available in a downloadable PDF format. Each guide contains sample multiple-choice questions (except Schematic Design), one passing and one failing solution for each sample vignette, and a non-exhaustive list of references.

### Direct download links:

- [Programming, Planning & Practice](#) 
- [Site Planning & Design](#) 
- [Building Design & Construction Systems](#) 
- [Schematic Design](#) 
- [Structural Systems](#) 
- [Building Systems](#) 
- [Construction Documents & Services](#) 

## Reference Material

Structural Systems and Building Systems divisions include reference material that is accessed through a resources button on the computer screen. These screens include formulae and other reference material that may be helpful when answering questions in these multiple-choice sections of each division. PDF copies of the reference materials that will be available to you in the test center are available to download and review in advance of your examination [here](#) .

## Codes and Standards

For each ARE division, candidates should be familiar with the latest edition of the following codes and standards:

### International Code Council, Inc.

- International Building Code, 2009
- International Mechanical Code, 2009
- International Plumbing Code, 2009
- International Residential Code, 2009

### US Department of Justice

- 2010 ADA Standards for Accessible Design

### American National Standards Institute

- A117.1 - 2003: Accessible and Usable Buildings and Facilities

### National Fire Protection Association

- NFPA 101: Life Safety Code, 2009
- NFPA 70: National Electrical Code, 2008

### American Concrete Institute

- ACI 318-08: Building Code Requirements for Structural Concrete

### American Institute of Steel Construction

- AISC 360-05: Specification for Structural Steel Buildings
- AISC 340-05: Seismic Provisions for Structural Steel Buildings


### American Society of Civil Engineers

- ASCE 7-05: Minimum Design Loads for Buildings and Other Structures

### American Institute of Architects

- AIA Documents, current edition

### Preparing for the ARE

The [Preparing for the ARE page](#)  includes links to:

- Exam Guides
- Practice Programs
- Reference sheets for Structural Systems and Building Systems divisions



# ARE DIVISIONS & REFERENCE MATERIALS: **MULTIPLE-CHOICE SECTIONS**

## Sample Unanswered Question

The screenshot displays the ARE exam interface for a multiple-choice question. The interface includes a top header with 'Time Remaining: 00:59:18', 'Construction Documents and Services', and buttons for 'Calculator' and 'Reference'. The question text is on the left, and the multiple-choice options are on the right. At the bottom, there are navigation buttons: 'Previous', 'NEXT', 'Mark', and 'Review'. The status bar at the very bottom shows 'Question 60 of 100'.

**TIME DISPLAY**  
Shows the time remaining in your multiple-choice section.

**REFERENCE**  
Click here to access formulae and other reference material.

**REVIEW**  
Click to see the status of each question.

**QUESTION NUMBER**  
Shows the number of the question you are on and the total number in the division.

**PREVIOUS**  
Click here to return to the last question.

**NEXT**  
Click here to move to the next question.

**MARK**  
Click here to mark the question on the screen for later review.

### Sample Unanswered Question

The question shown to the left represents a typical unanswered question from one of the multiple-choice sections as it appears on the computer screen.

Unlike sample questions in the exam guides, only one question appears at a time on the screen. The tools along the bottom portion of the screen allow you to navigate through the questions.

Before you begin the timed portion of your examination, a brief instructional tutorial is administered. This will allow you the opportunity to become familiar with the navigation icons and to practice using the mouse to select your answer.

## ARE DIVISIONS & REFERENCE MATERIALS: **MULTIPLE-CHOICE SECTIONS**

### Sample Answered Question

Time Remaining: 00:59:18

Construction Documents and Services

Calculator Reference

After considering all bids, the owner favors a bid with irregularities. According to AIA Document A701, Instructions to Bidders

- ☒ has the right to waive irregularities and accept the bid
- ☐ has the right to extend the bidding period for corrections
- ☐ must informally request corrections from the bidder
- ☐ must only consider bids without irregularities

Question 60 of 100

Previous NEXT Mark Review

Click on the circle to select your answer.

### Sample Answered Question

The question shown to the left represents a typical answered question from one of the multiple-choice section as it appears on the computer screen. To select an answer from the list of available choices, position the mouse pointer over the circle that corresponds to your selection and press to click. The circle will become solid.

After selecting an answer, you can change your selection by clicking on a different selection, or you can unanswer the question by clicking again on the choice previously selected. The circle will appear empty.



# ARE DIVISIONS & REFERENCE MATERIALS: **MULTIPLE-CHOICE SECTIONS**

## Review Screen

### MARKED FOR REVIEW

If you click the “Mark” icon on any question, a red “▶” will appear in this column.

### INCOMPLETE

If you do not answer or choose to skip a question, a green “i” will appear in this column.

Time Remaining: 01:57:53

**Review Screen**

Name	Marked	Completed	Incomplete
Question 1		Yes	
Question 2			Yes
Question 3	Yes		Yes
Question 4			Yes
Question 5			Yes
Question 6			Yes
Question 7			Yes
Question 8			Yes
Question 9			Yes
Question 10			Yes
Question 11			Yes
Question 12			Yes
Question 13			Yes
Question 14			Yes
Question 15			Yes
Question 16			Yes
Question 17			Yes
Question 18			Yes
Question 19			Yes
Question 20			Yes
Question 21			Yes
Question 22			Yes
Question 23			Yes
Question 24			Yes

**Symbols Key**

▶ = Marked question    i = Incomplete question    [icon] = Completed question

**Review All**    **Review Incomplete**    **Review Marked**    **Exit Section**

### REVIEW ALL

Selecting this icon will sequentially deliver all questions.

### REVIEW INCOMPLETE

Selecting this icon will sequentially deliver all “Incomplete” questions.

### REVIEW MARKED

Selecting this icon will sequentially deliver only the questions you “marked.”

### EXIT SECTION

Selecting this icon will terminate your multiple-choice section.

### Review Screen

Clicking on the “Review” icon on the question screen will take you to a screen similar to the one shown. This review screen indicates the status of each question and enables you to move to any specific question within the section. You may have to use the scroll bar on the right to see those questions that do not appear in the display. To move to a specific question, double-click the question number.

While answering the test questions, you can mark questions that you’d like to go back to and review by clicking on the “Mark” button. If you’ve clicked “Mark” on any question, a red “▶” appears to the left of the question number on the review screen. Therefore, it is possible to answer all the questions, mark a few for review, and then use the review screen after you have seen all of the questions in the division to return to those you want to see again. It is not necessary to undo the “Mark” icon before you end your section.

If you do not answer a question, or choose to skip to the next question without selecting an answer, a green “i” appears to the left of the incomplete question number. It is possible to skip a question and “Mark” it for later review. In this instance, both the green “i” and the red “▶” appear on the review screen.

If you click on the “End Exam” icon, a warning screen will appear asking you to confirm that you intend to quit your multiple-choice section. **If you click on the “Yes” button on the warning screen, your section will end and you will not be able to return to answer or review any questions.**

# ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

## Introduction

All divisions of the ARE include problems called vignettes that are used to assess your knowledge, skills, and abilities in the different facets of architectural practice.

You are required to create a solution for each of the 11 vignettes listed below based on the program and code requirements presented with each vignette.

### **Programming, Planning & Practice**

Site Zoning

### **Site Planning & Design**

Site Grading

Site Design

### **Building Design & Construction Systems**

Accessibility/Ramp

Stair Design

Roof Plan

### **Schematic Design**

Interior Layout

Building Layout

### **Structural Systems**

Structural Layout

### **Building Systems**

Mechanical & Electrical Plan

### **Construction Documents & Services**


Building Section

The format of NCARB's exam guides assumes that users are prepared to take the ARE and that they want more information on the format of the examination. The guides will familiarize you with the software used to take the test. The guides are not to be used as the only source for preparing for the exam as they are not intended to "teach" the architectural content of the exam's separate test divisions. The samples included in each exam guide are presented to illustrate the types of graphic vignettes delivered within each division.

Each exam guide includes a sample passing and failing solution for the vignette(s) that comprises that division of the ARE. These sample solutions are formatted similarly to the way the vignettes appear on the actual examination. The graphics have been reduced to fit into the exam guides; they appear in a larger format within the exam.

The comments included on the sample solutions are intended to help users identify some of the positive and negative aspects of the solutions. These comments do not represent the entire evaluation process. Many deficiencies may not be noted at all; however, the overall passing or failing scores are realistic, relevant, and accurate.

## HELPFUL URLS

[Exam Guide Download Page](#) 


### Direct download links:

- [Programming, Planning & Practice](#) 
- [Site Planning & Design](#) 
- [Building Design & Construction Systems](#) 
- [Schematic Design](#) 
- [Structural Systems](#) 
- [Building Systems](#) 
- [Construction Documents & Services](#) 

# ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

## Practice Program



### PRACTICE SOFTWARE FOR GRAPHIC VIGNETTES

The practice program for the graphic vignettes allows you the opportunity to become familiar with the software interface before you schedule a testing appointment. The exam guides do not contain the practice software for the graphic sections; however, you can download the practice program (for personal use only) from NCARB's website [here](#) , free of charge. Candidates are encouraged to frequently check NCARB's website in order to download the latest version of the practice program. Warning: The practice programs downloadable at the above link will not run in a 64-bit operating system. See below for additional information.


The practice program for the graphic vignettes consists of tutorials, directions, and one practice vignette for each of the 11 vignettes. The tutorials have been developed to help you learn how to use the features of the computer software to create solutions for the graphic vignettes. **You should spend as much time as necessary practicing with the software before taking your examination, even if you feel comfortable using other computer and/or graphic drawing programs.**

Prior knowledge of CAD or other graphic drawing programs is not necessary, as there will be differences between the drawing tools you use in the examination and the software you are familiar with.

### CLOUD-BASED PRACTICE PROGRAM SERVICE

For candidates using a 64-bit Windows or Mac operating systems, NCARB has launched a cloud-based service through [My NCARB](#) to run the practice programs. The service has a \$10 annual fee. [Learn more](#)  [FAQs](#) 

### Download the Practice Program

The practice programs can be found [here](#) .

They include the following graphic vignettes:

- Site Zoning
- Site Design
- Site Grading
- Accessibility/Ramp
- Stair Design
- Roof Plan
- Interior Layout
- Building Layout
- Structural Layout
- Mechanical & Electrical Plan
- Building Section

# ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

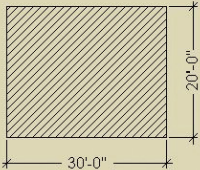
## Basic Controls

**Schematic Design**

Imperial Units (Ft./In.):

The A.R.E. is now offered in only a **Feet and Inches** unit of measurement. Click the button below to continue.

Feet and Inches



Click here to continue.

Feet and Inches

Click Feet and Inches to continue.

### Units of Measure

Before beginning each graphic section, you will be required to confirm that all vignette work will be completed in feet and inch units.

### Saving Your Work

The test software automatically saves your solution on an ongoing basis while you are working, whenever you close one vignette to move to another vignette, and whenever you say that you are finished with your examination. There is no “Save” button or keyboard command that you have to implement.

# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Menus and Windows

A section is the group of vignettes you are able to see and work on at a given time. Within each section, you will respond to a specific series of vignettes. You may work on the vignettes within a section in any order you choose, and you may take as much time as you need on each vignette up to the maximum time allotted for that section. Vignettes within a section may be reviewed; however, **when the section time limit is up, or if you have exited the section, you will not be able to return to any vignette in that section. Do not exit a section unless you are finished with the current set of vignettes.**



If you click "Exit Section," you will go to this screen.



If you wish to continue working, select "Vignette Selection."

DO NOT click on the "Exit Section" button until you have completed all of the vignettes contained within the section.

If you click the name of a vignette, you will go to this screen.



Click on the "Vignette Selection" button to navigate back to the Vignette Selection screen.

### Moving Between Vignettes

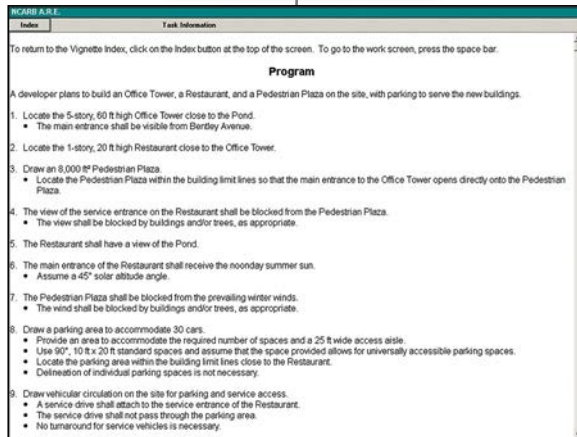
You can move between vignettes that are administered within a single section by clicking on the "Review Vignettes" icon in the lower left corner of the work screen. (A review of all the icons in the graphic divisions begins on page 33.) The vignette selection screen lists all of the vignettes available to you during that section of the test. You can click on any vignette to move to that vignette. You should also click on the "Review Vignettes" icon when you have completed all of the vignettes within a section. The vignette review screen contains an icon that allows you to exit the test section. If you choose to exit the test section, a warning screen will appear to confirm that you intend to exit.

ONLY click on the "Exit Section" button, when you have completed all of your work for all of the vignette(s) contained within the section. If you click on the "Exit Section" button, you will receive the warning screen to the left, to help prevent you from prematurely exiting your examination. **If you exit a section prematurely, you WILL NOT be able to return to any vignette in that section.**

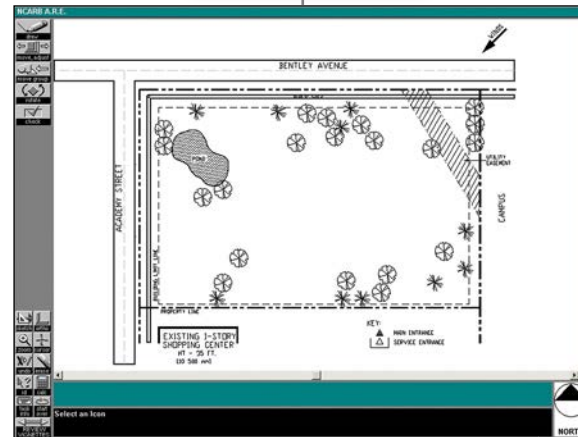
# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Basic Controls

REFERENCE SCREEN



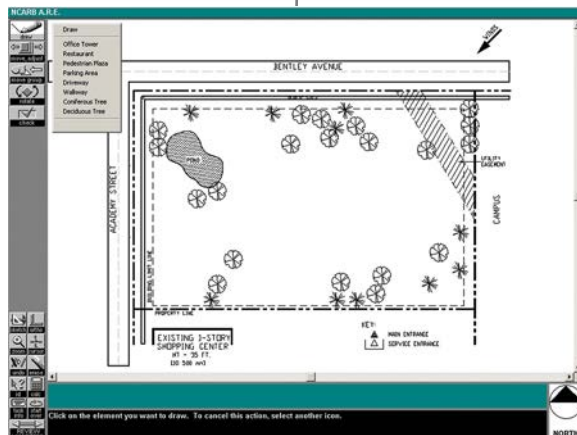
WORK SCREEN



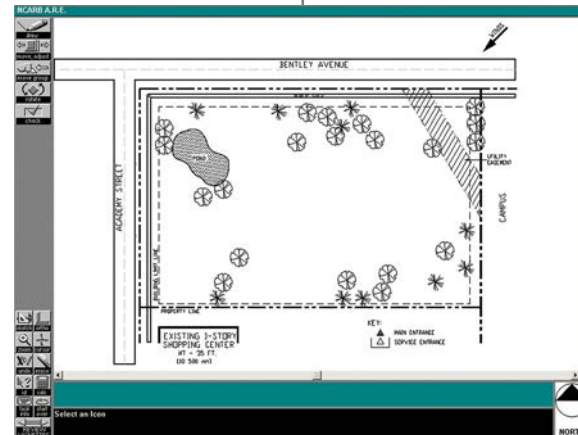
Click on the space bar to toggle between the reference screen and work screen.  
If nothing happens when you press the space bar, you may have left a menu open. See below for an example.



SAMPLE SCREEN WITH MENU OPEN



SAMPLE SCREEN WITH MENU CLOSED



### Toggle Between Screens

You can switch between the reference information and the work screen by pressing the space bar on the computer keyboard. This allows you to leave any one of the reference screens, view the work screen, and return to the same reference information.

### Drop-Down Menu

When you attempt to leave the work screen and move to the reference screen by pressing the space bar, you may find that the space bar doesn't do anything. This can be caused by having a menu open. For example, in the Site Design vignette, when you click on the "Draw" icon, a drop-down menu opens. You cannot move to the reference screen while the menu is open. You need to click anywhere on the screen outside the open menu to close the menu and then you will be able to switch back to the reference screen.



# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Basic Controls

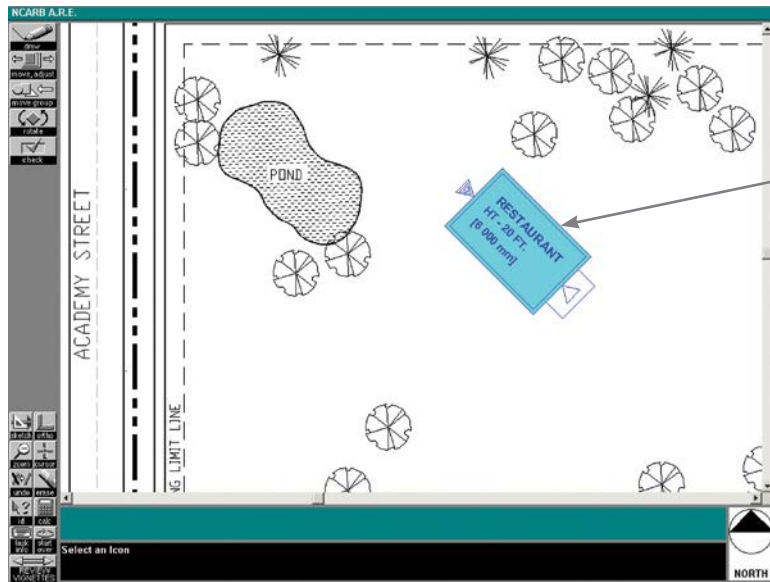
### Snaps and Grids

All vignettes contain a pre-set, hidden grid that allows the objects you draw or place to align automatically. The grid dimensions have been set with each particular vignette in mind. On vignettes such as the **Site Design** vignette, you may not notice that there is a grid because the objects you draw and place can be laid out anywhere on the site. On the other hand, the **Mechanical & Electrical Plan** vignette has a very obvious grid to help guide you when placing objects. In this vignette, the hidden grid makes it obvious that elements are either right on the ceiling grid or clearly not on the grid. This prevents you from placing an object close but not quite in alignment.

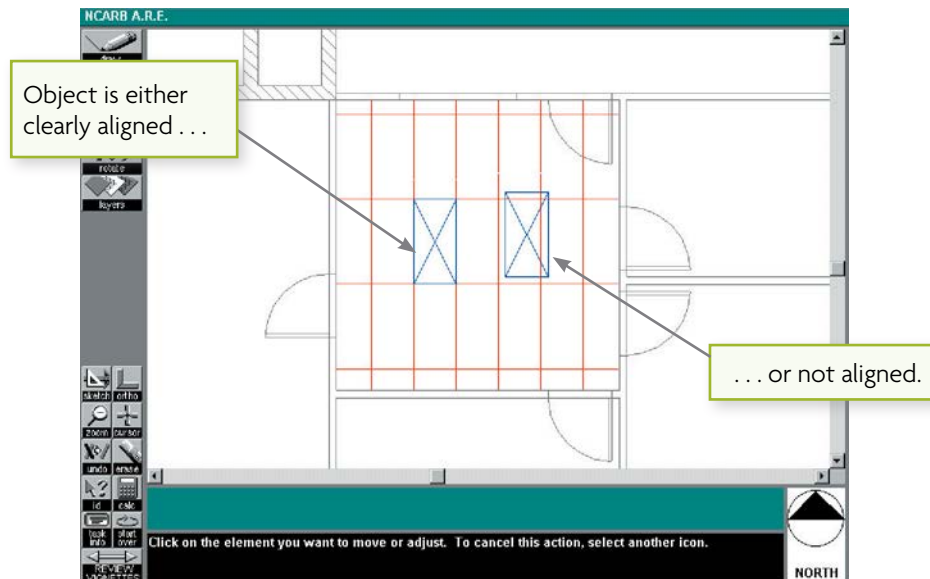
You are responsible for being as accurate as possible when drawing your solutions. More accurate information will result in more accurate scoring. Using the “Zoom” tool and the “Full Screen Cursor” may make it easier to produce more accurate solutions. A “Check” tool is provided in several vignettes to help you identify problem areas, such as overlapping elements.

**Tolerances are built into each scoring program to allow for slight graphic inaccuracies.** These tolerances vary from vignette to vignette based on the importance of the feature being evaluated.

SITE DESIGN VIGNETTE

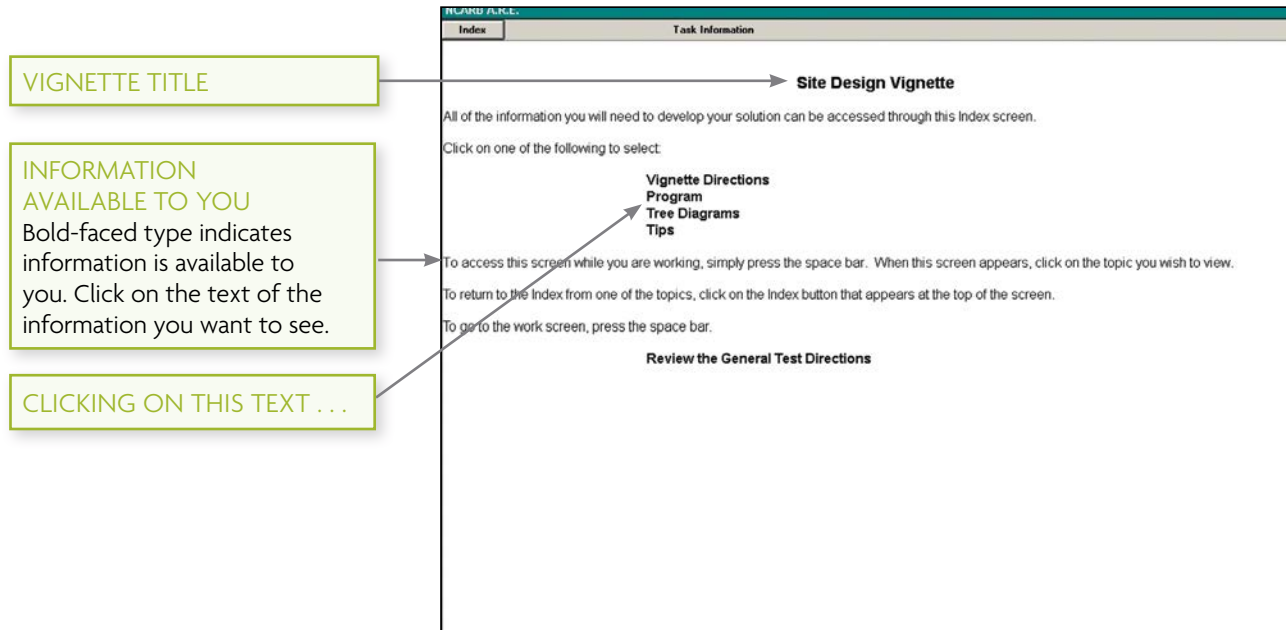


MECHANICAL & ELECTRICAL PLAN VIGNETTE

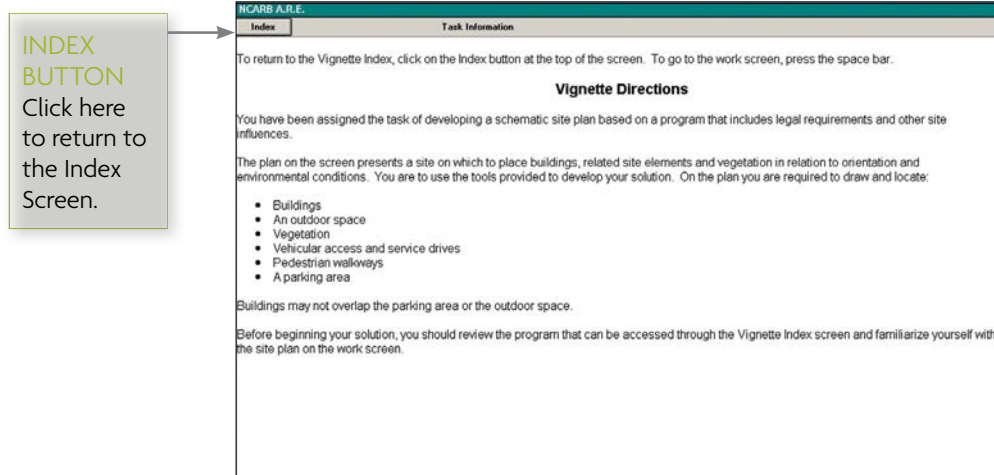


# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Index Screen



. . . BRINGS UP THIS SCREEN WITH THE VIGNETTE DIRECTIONS ON IT



All 11 vignettes that make up the ARE follow the same format outlined on this page. The first screen you will see when you begin a vignette shows the title of the vignette and lists in boldface reference information that is available for you to use in completing your solution.

To go to any of the items in bold-faced type, click on the text for that item, and the screen will change to show you that information.

After reviewing the information on the screen, you can return to the Index Screen by clicking on the "Index" button found in the upper left corner of the screen.

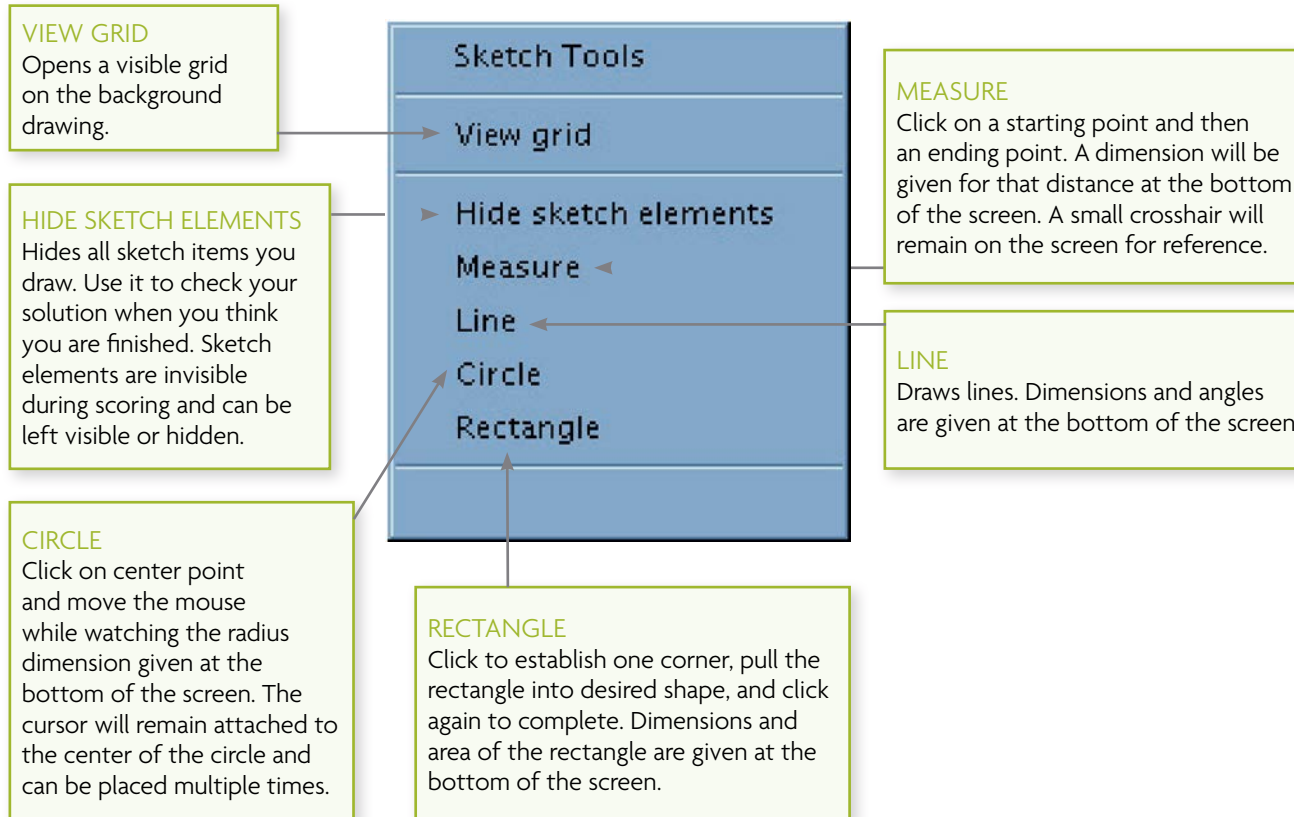


# ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

## Common Tools

The following pages contain an overview of most of the tools used in the graphic vignettes. Many of them are common to all divisions; others, such as the “Set Roof” tool, are only used in the Roof Plan vignette.

**Objects drawn with sketch tools will not be scored.**



# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Common Tools

### DRAW

Brings up a menu of items to be drawn or placed.

### MOVE, ADJUST

Changes the shape and/or moves previously drawn objects.

### SKETCH

Brings up a menu of sketch tools. Objects drawn with sketch tools will not be scored.

### ZOOM

Zooms in on a window you have drawn. The image in the window will re-size to fill the screen as much as possible. Click on "Zoom" again to return to the original size.

### UNDO

Undoes the last operation completed.

### ID

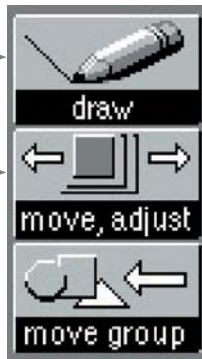
Brings up identifying information for a selected object at the bottom of the screen.

### TASK INFO

Returns the screen to the reference screens. This is the same as pressing the space bar (described on page 29).

### REVIEW VIGNETTES

Click on this icon when you are finished with vignette or you wish to go to other vignettes. You will be able to access all vignettes in the section you are working in until time runs out or you indicate you are finished with the section. Clicking on this icon may bring up warning windows if you have not completed all the tasks necessary to have your solution scored. If you get a warning message, follow the instructions.



### MOVE GROUP

Moves objects as a group. Click on this icon then click on all the other objects you want to move. Click on this icon again and the highlighted objects will move as a group.

### ORTHO

Limits movement of most drawing tools to only vertical and horizontal directions. Use when you want to create orthogonal lines.

### CURSOR

Changes the cursor from a small cross to one with horizontal and vertical crosshairs that extend the entire width and height of the screen (full-screen cursor). This tool is extremely useful when aligning objects.

### ERASE

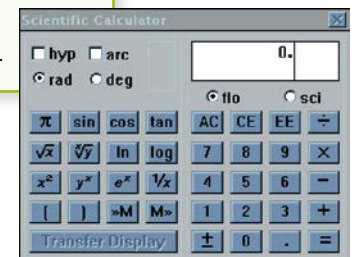
Removes objects from the work screen. Click on "Erase," then select the item(s) you want to remove, and then click on "Erase" again. Cancel by not clicking on "Erase" a second time or by starting a new operation.

### CALCULATOR

Brings up an on-screen calculator as shown here.

### START OVER

Erases the entire solution in case you want to begin again. If you click here, a warning message will ask you to confirm the action to prevent accidental erasures.



# ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

## Specialized Tools

### ROTATE

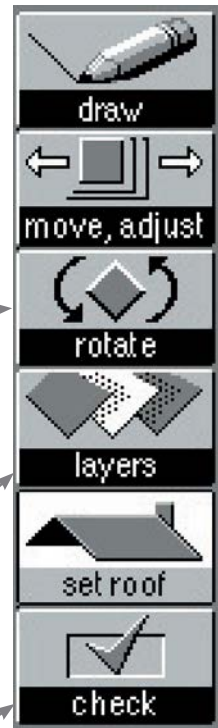
Dynamically rotates objects. Click on the icon and then on the object(s) to be rotated. When all the objects are highlighted (selected), click on the “Rotate” icon again to rotate them. Angular measurements are given at the bottom of the screen.

### LAYERS

Some vignettes require solutions to be drawn on more than one layer. This tool allows you to move between layers.

### CHECK

Depending on the vignette, the “Check” tool lets you check for overlapping spaces, objects, or trees that will be removed by the solution.



### SET ROOF

Clicking on this icon opens up the tool to the right.

### ROOF ELEVATION MARKER

Click on the “?” mark to set an elevation. The elevation marker can be moved to any corner by clicking anywhere inside the roof plane.

This roof plane is complete and no “?” marks remain.

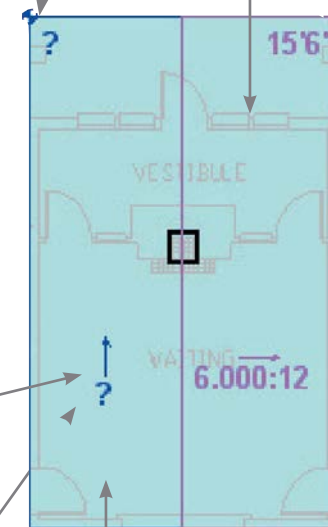
### ROOF SLOPE DIRECTION MARKER

Click on this arrow repeatedly until it points in the direction of downward slope.

### ROOF SLOPE VALUE

Click on the “?” to bring up the Roof Slope Ratio Window. Remember to set both sides of the ratio (e.g., 6:12).

This roof plane is considered incomplete as no values have been set for elevation or slope.



Some vignettes have tools that are shown and used in that vignette only. Here is a sample tool palette from the Roof Plan vignette.

# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

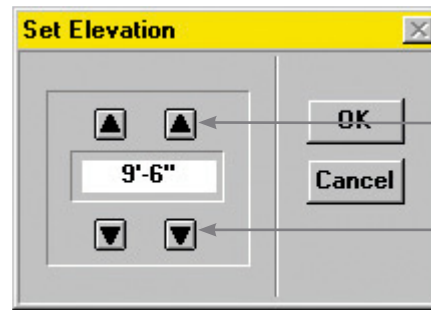
## Specialized Tools



### SET ELEVATION

Clicking on this tool opens up the tool to the right.

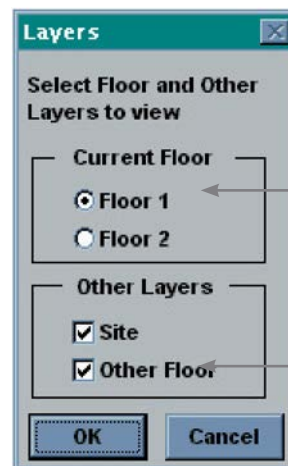
Sets the landing elevation and end-of-stair elevations for the Stair vignette. A similar tool appears in the Accessibility/Ramp vignette.



Click on the up and down arrows to set the desired elevation.

### LAYERS

Clicking on this icon opens up the tool below.



### CURRENT FLOOR

Click to select the floor level you want to display.

### OTHER LAYERS

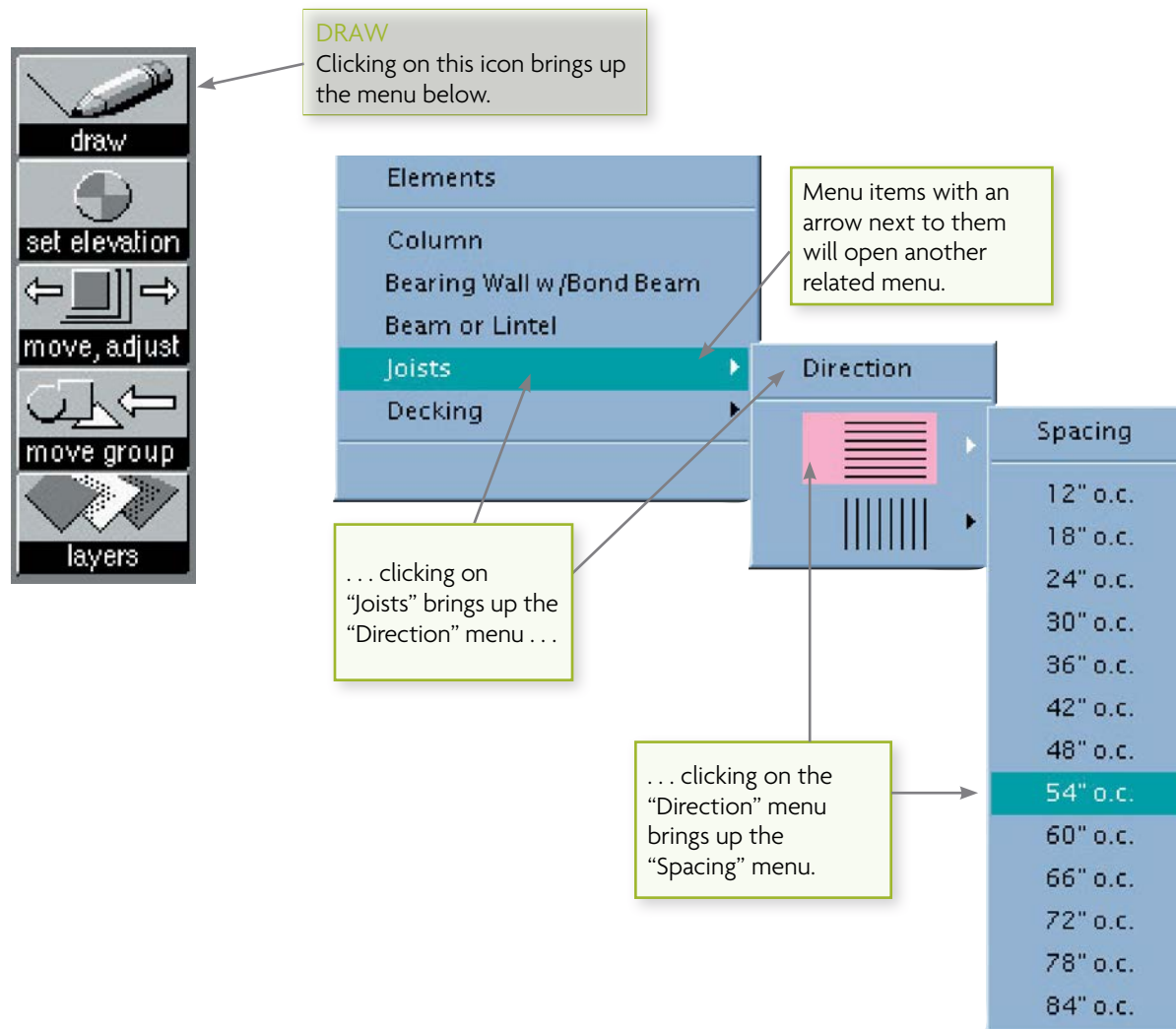
Depending on the vignette, select to view or hide additional background drawing information.

This is a sample tool palette from the Stair Design vignette. The tools used to create your solution differ from those used in the Roof Plan vignette described on the previous page.

Becoming familiar with all the tools and their functions in the various vignettes will help you manage your time more efficiently during your test.

# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Menus and Windows



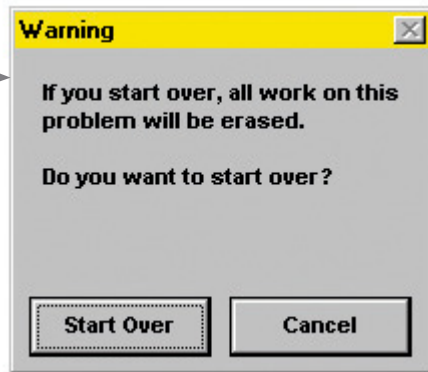
### Layered Menu

Some items have additional drop-down menus embedded in them. To the right are examples of a sample menu for the "Draw" icon in the Structural Layout vignette. An arrow to the right of menu items means there is a related menu for that item. The "Draw" icon's options will change as necessary for items in each vignette. Again, it is a good idea to become thoroughly familiar with the tools found in the practice software prior to scheduling your examination.

# ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

## Menus and Windows

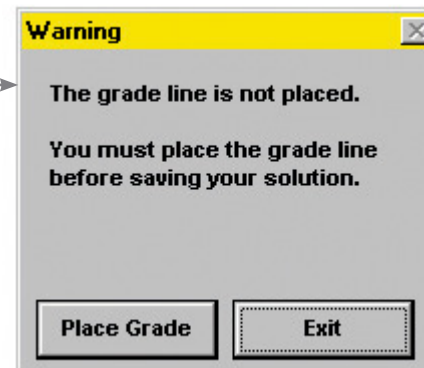
If you decide to start over during any vignette and want to return to the original work screen, simply click on the “Start Over” icon in the lower left corner of the computer screen. To prevent accidental erasures, you must confirm your action.



In the Stair vignette, this warning means that you have not designated all of the landing elevations or end-of-stair elevations.



In the Building Section vignette, you must draw the grade line for your section or your solution cannot be scored.



### Warning Windows

When you exit a vignette, some vignettes will warn you that you have not completed a crucial element or that spaces overlap. A few examples of possible warning screens are illustrated on this page. If you get a warning screen, simply follow the instructions.

You will also see a warning screen or confirmation screen at other times, such as when you click on the “Start Over” icon or when you prematurely exit a section of vignettes.

### 5 Minute Warning Reminder

When you have five minutes remaining during a section of vignette(s), a warning reminder box will appear over the vignette you are currently working on. You must click “OK” to clear the message. This will temporarily take you to the vignette selection screen. To return to the work screen for the vignette you were working on, please select the vignette from the vignette selection screen.

**REVIEW AND APPROVE 2015/16 INTRA-AGENCY CONTRACT AGREEMENT WITH  
OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CALIFORNIA  
SUPPLEMENTAL EXAMINATION DEVELOPMENT**

The Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) is charged with providing professional psychometric services to DCA boards and bureaus, which include all aspects of the examination validation process (i.e., occupational analyses, examination development, test scoring and statistical analyses, and national examination reviews).

The Board's current Intra-Agency Contract (IAC) agreement with OPES for development of the California Supplemental Examination will expire on June 30, 2015. A new IAC agreement (attached) is needed for fiscal year (FY) 2015/16 for continued exam development.

The Board is asked to review and approve the new IAC agreement with OPES for examination development for FY 2015/16.

Attachment:

OPES Intra-Agency Contract Agreement for FY 2015/16



## INTRA-DEPARTMENTAL CONTRACT

CONTRACT NUMBER

AMENDMENT NUMBER

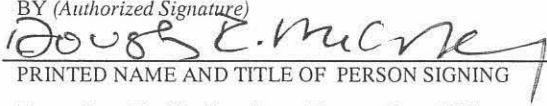
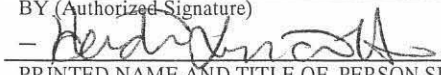
IAC #70606

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: **July 1, 2015 through June 30, 2016**
3. The maximum amount of this Contract is: **\$69,648**
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	2 Pages
• Attachment II - Roles and Responsibilities	3 Pages
Exhibit B – Budget Detail and Payment Provisions	1 Page
• Attachment I - Cost Sheets	4 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 <b>California Architects Board</b>		
BY (Authorized Signature) 	DATE SIGNED <b>4-29-15</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Douglas R. McCauley, Executive Officer</b>		
ADDRESS <b>2420 Del Paso Road, Suite 105, Sacramento, CA 95834</b>		
BUDGET OFFICER'S SIGNATURE —		
DEPARTMENT OF CONSUMER AFFAIRS		
PROVIDING BOARD/BUREAU/DIVISION'S NAME <b>Office of Professional Examination Services</b>		
BY (Authorized Signature) 	DATE SIGNED <b>4/17/15</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Heidi Lincer-Hill, Chief</b>		
ADDRESS <b>2420 Del Paso Road, Suite 265 Sacramento, CA 95834</b>		
BUDGET OFFICER'S SIGNATURE —		



## EXHIBIT A

### SCOPE OF WORK

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

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

2. Board 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: Heidi Lincer-Hill  
Phone: (916) 575-7240  
Fax: (916) 419-1697

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) #70606**

**PROJECT PLAN  
for  
CALIFORNIA ARCHITECTS BOARD  
CALIFORNIA SUPPLEMENTAL EXAM  
WRITTEN EXAMINATION DEVELOPMENT  
FISCAL YEAR 2015-16**

**Project Objectives:** *Develop new items/graphics for the California Architects Board (Board) California Supplemental Examination (CSE), review existing items/graphics, construct two forms of the CSE, and establish passing scores for each new form.*

**Proposed Completion Date:** June 30, 2016

**Board Contact:** Marccus Reinhardt  
(916) 575-7212

**OPES Contact:** Raul Villanueva  
(916) 575-7240

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
<b>1. Item Reclassification Workshop</b> > Recruit for a 2-day workshop > Conduct workshop > Update item bank	July 16-17, 2015	Board OPES OPES
<b>2. Item Writing Workshop - General</b> > Recruit for a 2-day workshop > Conduct workshop > Develop item bank	July 27-28, 2015	Board OPES OPES
<b>3. Item Writing Workshop - Project/General</b> > Recruit for a 3-day workshop > Conduct workshop > Update item bank	Aug. 20-22, 2015	Board OPES OPES
<b>4. Item Review Workshop - Project</b> > Recruit for a 2-day workshop > Conduct workshop > Develop item bank > Update item bank	Sept. 17-18, 2015	Board OPES OPES OPES
<b>5. Item Review Workshop - General</b> > Recruit for a 2-day workshop > Conduct workshop > Update item bank	Oct. 1-2, 2015	Board OPES OPES
<b>6. Item Review Workshop - General/Project</b> > Recruit for a 3-day workshop > Conduct workshop > Develop examination	Oct. 22-24, 2015	Board OPES OPES
<b>7. Exam Construction Workshop</b> > Recruit for a 2-day workshop > Conduct workshop > Analyze SME Feedback > Revise exam as necessary	Nov. 5-6, 2015	Board OPES OPES OPES
<b>8. Passing Score Workshop</b> > Recruit for a 2-day workshop > Conduct workshop > Develop passing score	Nov 19-20, 2015	Board OPES OPES

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
<b>9. Exam Production: Convert Exam to PSI</b> <ul style="list-style-type: none"> <li>&gt; Edit review of final CSE items</li> <li>&gt; Finalize Candidate Information Bulletin (CIB) document</li> <li>&gt; Finalize graphics for exam</li> <li>&gt; Submit exam to PSI for launch</li> <li>&gt; PSI launch of exam</li> </ul>	Dec 2015 February 2016	OPES OPES Board OPES OPES
<b>Fall 2016 Exam Development</b>		
<b>10. Item Writing Workshop - General</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 3-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Develop item bank</li> </ul>	Jan. 21-23, 2016	Board OPES OPES
<b>11. Item Writing Workshop - Project</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 2-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Update item bank</li> </ul>	Feb 4-5, 2016	Board OPES OPES
<b>12. Item Writing Workshop - General</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 2-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Update item bank</li> </ul>	Feb 19-20, 2016	Board OPES OPES
<b>13. Item Review Workshop - Project</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 2-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Update item bank</li> </ul>	Mar 3-4, 2016	Board OPES OPES
<b>14. Item Review Workshop - General</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 2-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Update item bank</li> </ul>	Mar 21-22, 2016	Board OPES OPES
<b>15. Item Review - General/Project</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 3-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Develop examination</li> </ul>	Apr 7-9, 2016	Board OPES OPES
<b>16. Exam Construction Workshop</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 2-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Analyze SME Feedback</li> <li>&gt; Revise exam as necessary</li> </ul>	Apr 21-22, 2016	Board OPES OPES OPES
<b>17. Passing Score Workshop</b> <ul style="list-style-type: none"> <li>&gt; Recruit for a 2-day workshop</li> <li>&gt; Conduct workshop</li> <li>&gt; Develop passing score</li> </ul>	May 5-6, 2016	Board OPES OPES
<b>18. Exam Production: Convert Exam to PSI</b> <ul style="list-style-type: none"> <li>&gt; Edit review of final CSE items</li> <li>&gt; Finalize Candidate Information Bulletin (CIB) document</li> <li>&gt; Finalize graphics for exam</li> <li>&gt; Submit exam to PSI for launch</li> <li>&gt; PSI launch of exam</li> </ul>	July 2016 Sept. 2016	OPES OPES Board OPES OPES

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70606**  
**ROLES AND RESPONSIBILITIES**  
**for**  
**CALIFORNIA ARCHITECTS BOARD**  
**CALIFORNIA SUPPLEMENTAL EXAM**  
**WRITTEN EXAMINATION DEVELOPMENT**  
**FISCAL YEAR 2015-16**

**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 approximately 160 Architects to serve as expert consultants. In licensure examination development work, expert consultants are known as subject matter experts (SMEs). Eight 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.

Graphics selection and modification, item writing, item review, examination construction, 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 (Board) is to recruit a representative sample of SMEs for development of the examination. The Board is also responsible for preparation and duplication of plan materials for the project items.

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

Half of the eight to ten SMEs in the item writing, item review, and exam construction workshops should be licensed five years or less to ensure an entry-level perspective is represented. All (100%) of the SMEs in the exam pre-test and passing score workshops should be licensed five years or less.

In addition, the Board has the ultimate responsibility for acquiring any reference materials to be used by the SMEs to develop examination items.

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.

Following each workshop, OPES and Board staff will review the performance of each SME to determine those who should be invited back. Board agrees to recruit SMEs in such a manner as to build a competent pool of representative, productive participants

### ***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 (Board) and the SMEs to select graphics, develop items, review items, construct examinations, and establish 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 will notify the Board if any subject matter expert during a workshop violates policy or whose presence is disruptive. OPES reserves the right to immediately dismiss any subject matter expert whose presence poses a security risk. OPES will take steps to manage disruptive behavior; however if said behavior persists and/or prevents other SMEs from completing their tasks, OPES may dismiss the person from the workshop.

## ***SUMMARY OF EVENTS***

- Board recruits panels of SMEs to serve as item writers.
- OPES works with SMEs to develop items.
- Board recruits panels 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 Board.
- Board recruits panels 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 forms.
- Board recruits panels of SMEs for a pre-test evaluation of each exam form. All of the SMEs should be entry-level (licensed five years or less) and shall be different SMEs than the SMEs who developed the items.
- OPES works with the SMEs to conduct a pre-test evaluation of each exam to ensure item content accuracy and representation of Architects entering mainstream practice.
- Board recruits panels of SMEs all of whom are licensed five years or less, to serve as judges in the passing score workshops. The passing score SMEs must 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 (Board) 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 cost of services completed as identified in Exhibit B, Attachment I; any related travel expenses will be billed as actuals. Signed/approved invoices from the Board 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
- C. The Board will reimburse OPES for the partial performance (e.g. workshop preparation, rescheduling) of any services provided by OPES if the board/bureau does not demonstrate in good faith their roles/responsibilities as defined by Attachment II – Roles and Responsibilities.

#### **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.



**ENCY CONTRACT AGREEMENT (IAC) #70606  
CALIFORNIA ARCHITECTS BOARD  
CALIFORNIA SUPPLEMENTAL EXAM  
EXAMINATION DEVELOPMENT COSTS  
FISCAL YEAR 2015-16**

[illegible]



**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70606**  
**CALIFORNIA ARCHITECTS BOARD**  
**CALIFORNIA SUPPLEMENTAL EXAM**  
**EXAMINATION DEVELOPMENT COSTS**  
**FISCAL YEAR 2015-16**

		Test Validation Staff				Editor		Support Staff		Totals	GRAND TOTAL
				Overtime							
		\$60		\$85		\$56		\$43			
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Fall 2016 Development											
10. Item Writing Workshop (General)											
	Prepare for 3-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	14	\$ 1,190			2	\$ 86	\$ 2,236	
	Develop item bank	16	\$ 960							\$ 960	
											\$ 4,156
11. Item Writing Workshop (Project)											
	Prepare for 2-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	4	\$ 340			2	\$ 86	\$ 1,386	
	Develop item bank	16	\$ 960							\$ 960	
											\$ 3,306
12. Item Writing Workshop (General)											
	Prepare for 2-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	8	\$ 480	12	\$ 1,020	6	\$ 336	2	\$ 86	\$ 1,922	
	Update item bank	16	\$ 960							\$ 960	
											\$ 3,842
13. Item Review Workshop (Project)											
	Prepare for 2-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
	Update item bank	16	\$ 960							\$ 960	
											\$ 3,642
14. Item Review Workshop (General)											
	Prepare for 2-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
	Update item bank	16	\$ 960							\$ 960	
											\$ 3,642
15. Item Review Workshop (General/Project)											
	Prepare for 3-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	14	\$ 1,190	6	\$ 336	2	\$ 86	\$ 2,572	
	Update item bank	16	\$ 960							\$ 960	
											\$ 4,492
16. Exam Construction Workshop											
	Prepare for 2-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	4	\$ 340	6	\$ 336	2	\$ 86	\$ 1,722	
	Revise exam as necessary	16	\$ 960							\$ 960	
											\$ 3,642
17. Passing Score Workshop											
	Prepare for 2-day workshop	16	\$ 960							\$ 960	
	Conduct workshop	16	\$ 960	4	\$ 340			2	\$ 86	\$ 1,386	
	Develop passing score	16	\$ 960							\$ 960	
											\$ 3,306
18. Exam Production: Convert Exams to PSI											
	Edit/Review of final CSE Form	30	\$ 1,800			6	\$ 336			\$ 2,136	
	Submit exam to PSI for launch	8	\$ 480							\$ 480	
											\$ 2,616
Administrative Support											
	Technical oversight (40 hours @ \$63/hour)									\$ 2,520	
	Cost oversight (40 hours @ \$51/hour)									\$ 2,040	
											\$ 4,560
	Fall 2016 Subtotal										\$ 32,644
	TOTAL	836	\$ 50,160	112	\$ 9,520	72	\$ 4,032	32	\$ 1,376	\$ 69,648	\$ 69,648

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70606**

**CALIFORNIA ARCHITECTS BOARD**

**CALIFORNIA SUPPLEMENTAL EXAMINATION  
WRITTEN EXAMINATION DEVELOPMENT COSTS**

**FISCAL YEAR 2015-16**

**Spring 2016 Development**

1.	Item Reclassification Workshop	\$ 3,306
2.	Item Writing Workshop (General)	\$ 3,306
3.	Item Writing Workshop (General/Project)	\$ 4,492
4.	Item Review Workshop (Project)	\$ 3,642
5.	Item Review Workshop (General)	\$ 3,642
6.	Item Review Workshop (General/Project)	\$ 4,492
7.	Exam Construction Workshop	\$ 3,642
8.	Passing Score Workshop	\$ 3,306
9.	Exam Production: Convert Exam to PSI	\$ 2,616

**Spring 2016 Development Subtotal** **\$32,444**

Index/PCA/Object Code 0600/06000/427.10

**INTRA-AGENCY CONTRACT AGREEMENT (IAC) #70606**

**CALIFORNIA ARCHITECTS BOARD**

**CALIFORNIA SUPPLEMENTAL EXAMINATION  
WRITTEN EXAMINATION DEVELOPMENT COSTS**

**FISCAL YEAR 2015-16**

**Fall 2016 Development**

10.	Item Writing Workshop (General)	\$ 4,156
11.	Item Writing Workshop (Project)	\$ 3,306
12.	Item Writing Workshop (General)	\$ 3,842
13.	Item Review Workshop (Project)	\$ 3,642
14.	Item Review Workshop (General)	\$ 3,642
15.	Item Review Workshop (General/Project)	\$ 4,492
16.	Exam Construction Workshop	\$ 3,642
17.	Passing Score Workshop	\$ 3,306
18.	Exam Production: Convert Exam to PSI	\$ 2,616

**Spring 2016 Development Subtotal** *(from prior page)* \$32,444

**Fall 2016 Development Subtotal** \$32,644

**Administrative Support** \$ 4,560

**IAC GRAND TOTAL** \$69,648

Index/PCA/Object Code 0600/06000/427.10

## 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 (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.

**REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT**

1. Update on REC April 29, 2015 Meeting
2. Discuss and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Monitor NCARB Action on Title for Interns to Ensure Appropriate Consumer Protection

**UPDATE ON REC APRIL 29, 2015 MEETING**

The REC met on April 29, 2015 in Sacramento and via teleconference. Attached is the notice of the meeting. Committee Chair, Matt McGuinness, will provide an update on the meeting.

Attachment:

April 29, 2015 Notice of Meeting



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF MEETING

### REGULATORY AND ENFORCEMENT COMMITTEE

**April 29, 2015**

10:00 a.m. to 2:00 p.m.

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

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

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

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

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

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

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

[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)

## AGENDA

- A. Welcome and Introductions
- B. Roll Call
- C. Public Comments

*Continued*



- D. Review and Approve April 24, 2014 REC Summary Report
- E. Enforcement Program Update
- F. Discuss and Possible Action on Strategic Plan Objective to Review the Board's Occupational Analysis of the Architect Profession to Identify Marketplace Trends That Impact Consumer Protection
- G. Discuss and Possible Action on Strategic Plan Objective to Modify and Expand Reports to Board Members Regarding Enforcement Activities to Identify the Most Common Violations and Disciplinary Actions
- H. Discuss and Possible Action on Strategic Plan Objective to Pursue Methods to Obtain Multiple Collection Mechanisms to Secure Unpaid Citation Penalties
- I. Update and Possible Action on Strategic Plan Objective to Monitor National Council of Architectural Registration Boards Action on Title for Interns to Ensure Appropriate Consumer Protection
- J. Adjournment

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

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

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

### **DISCUSS AND POSSIBLE ACTION ON RECOMMENDATION REGARDING 2015-2016 STRATEGIC PLAN OBJECTIVE TO MONITOR NCARB ACTION ON TITLE FOR INTERNS TO ENSURE APPROPRIATE CONSUMER PROTECTION**

The California Architects Board's 2015-2016 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to monitor National Council of Architectural Registration Boards (NCARB) action on titling for interns to ensure appropriate consumer protection.

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

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

Additionally, the American Institute of Architects, California Council (AIACC) had expressed interest in the topic of intern titling. This topic provided for a robust discussion at AIACC's January 23, 2015 Academy for Emerging Professionals meeting, in which Board representatives participated. On March 4, 2015, AIACC sent a letter (Attachment 3) to Board President, Jon Baker, requesting that the Board consider supporting amendments to the Architects Practice Act (Act) to expand the current terminology of "candidate" for those eligible to take the Architect Registration Examination (ARE), to include the title "architectural intern."

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

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

- NCARB recommends in its *Legislative Guidelines and Model Law* (2014-2015 Edition) that a person with an NCARB record in good standing and currently employed under the responsible control of an architect, be allowed to use the title "intern architect" or "architectural intern" in conjunction with his or her current employment (Attachment 4).
- According to NCARB, 28 jurisdictions have titles specifically for those actively pursuing licensure, and currently allow the use of the terms "intern architect," "architectural intern," "architect-in-training," or a combination of the terms (Attachment 5).

- Many jurisdictions require interns to register with both NCARB and the state board prior to using the designated title. This can potentially streamline the licensure process by establishing a relationship with the state board early on, and allowing interns to educate themselves about the state licensure requirements from the beginning of their path to licensure.
- Allowing the use of the term “architectural intern” may promote licensure, as this term sets apart those who are actively pursuing licensure from those who choose not to become licensed.
- The Act regulates the use of the terms “architect,” “architecture,” and “architectural” in order to protect consumers from being misled by unlicensed professionals. The terms “intern architect” and “architectural intern” are not misleading and clearly indicate – by the definition of the word “intern” – that such individuals are trainees in the field of architecture.

At its April 29, 2015 meeting, the REC reviewed this Strategic Plan objective and discussed AIACC’s request to expand the current terminology for candidates in the Act to include the title “architectural intern.” The REC considered the consumer protection, enforcement, and regulatory issues involved with the title “architectural intern,” and ultimately voted to recommend to the Board that it should not further consider the title “architectural intern.”

Subsequently, on May 14, 2015, NCARB announced the FTTF’s recommendation to restrict the role of regulation to the title “architect,” which should only apply to licensed individuals. The FTTF recommended that any title held by those pursuing licensure does not need to be regulated, and suggested NCARB discontinue its use of the word intern, intern-architect, or any other regulatory title describing those pursuing licensure (Attachments 1 and 2).

As a result of the FTTF’s recommendations, NCARB is planning a series of initiatives, which will include proposing changes to its existing *Legislative Guidelines and Model Law*. NCARB will also begin making plans to remove “intern” from its communications and correspondence, and may consider future action, subject to review by the NCARB Board, to rename its Intern Development Program.

The Board is asked to review and approve the REC’s recommendation to not further consider the title “architectural intern” for candidates pursuing licensure.

Attachments:

1. NCARB Article Regarding the FTTF’s Recommendations, May 14, 2015
2. NCARB Statement Regarding Future Use of Intern and Architect Titles, May 14, 2015
3. AIACC Letter to Board Regarding Intern Titling, March 4, 2015
4. Excerpts from NCARB’s *Legislative Guidelines and Model Law*, 2014-15 Edition
5. NCARB Infographic: Intern Titles by State, August 22, 2014



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## NCARB Tackles the Great “Intern” Title Debate

315

44

6

449

May 14, 2015

**The National Council of Architectural Registration Boards (NCARB) will work with U.S. licensing boards and the architect community to implement the recommendations of its Future Title Task Force: restrict regulatory language to post-licensure status only and remove use of “intern” terminology.**

Washington, D.C. — The National Council of Architectural Registration Boards (NCARB) will embark on a new initiative to sunset the usage of the term “intern” as a way to describe those who are working to become architects versus those who are already licensed architects.

The new term? There isn’t one. Just don’t use “intern.”

“Architects are those who have met all the requirements to become licensed in states and jurisdictions throughout the United States,” said NCARB President Dale McKinney, FAIA, NCARB. “Everyone else is not an architect. But their status also doesn’t need a regulatory title such as ‘intern’ or any similar reference. This has become a term that has been perceived as negative by many in the architecture community and a term that really does not fully value the work that aspiring architects bring to the profession.”

McKinney formed a Future Title Task Force in 2014 to come up with a solution to the profession’s titling debate—an issue he calls “fraught with controversy.” He chose the Council’s Past President Blake Dunn, AIA, NCARB, to lead the group, comprised of architects and architect candidates including leaders in various architectural collateral organizations.

The task force carefully debated the issue for many months, finally coming to the conclusion that there is no agreed-upon terminology for professionals on the path to licensure. At the same time, the task force recommended that all variations of “intern” are no longer reflective of the pre-licensure population.

"We felt this was the right moment in time to tackle this issue," McKinney said. "If we don't tackle it now, then when?"

NCARB is planning a series of initiatives, which will include proposing changes to NCARB *Model Law* and guidelines. These changes could, in turn, lead to consideration by the 54 U.S. licensing boards to remove "intern" from existing rules and regulations. Any *Model Law* proposal would be addressed in a resolution requiring a majority vote by representatives of the licensing boards at a future NCARB Annual Business Meeting. Implementation would not occur unless a jurisdiction adopts the *Model Law* change or makes some other change through amending its own laws, rules, or regulations to remove the word.

In the meantime, NCARB Chief Executive Officer Michael Armstrong indicates NCARB will begin making plans to remove "intern" from its own communications and correspondence. A future action, subject to review by the NCARB Board, is likely to involve the renaming of its Intern Development Program (IDP).

**Read the [full statement](#) by NCARB President Dale McKinney, President-Elect Dennis Ward, and CEO Michael Armstrong.**

#####

#### **About NCARB**

The National Council of Architectural Registration Boards' membership is made up of the architectural registration boards of all 50 states as well as those of the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. NCARB assists its member registration boards in carrying out their duties and provides a certification program for individual architects.

NCARB 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. In order to achieve these goals, the Council develops and recommends standards to be required of an applicant for architectural registration; develops and recommends standards regulating the practice of architecture; provides to Member Boards a process for certifying the qualifications of an architect for registration; and represents the interests of Member Boards before public and private agencies. NCARB has established reciprocal registration for architects in the United States and Canada.

## STATEMENT REGARDING FUTURE USE OF INTERN AND ARCHITECT TITLES

*This transcript of formal remarks from NCARB leaders is being provided on-site at the AIA Convention NCARB booth (#2145), has been distributed to NCARB Member Boards, and has been repurposed in press release format. It is available on the NCARB website at [www.ncarb.org](http://www.ncarb.org).*

### REMARKS OF PRESIDENT DALE MCKINNEY, FAIA

Good Afternoon. I'm Dale McKinney, NCARB President.

Last year, it was my privilege to announce NCARB would form a new Future Title Task Force to address the use of the terms "intern" and "architect." We took on this issue because these terms are regulated by licensing boards and used by NCARB in administering its programs. While we can only advise licensing boards through resolutions, model laws and regulations, and NCARB policy, I felt this issue was ripe for our engagement.

This issue has been fraught with controversy. We know that in the last several years, concerns have been raised regarding the credibility of the term "intern," even as others say they don't understand the fuss. This issue became the prevailing topic of discussion at AIA's Emerging Professionals Summit early last year. Listening to the different points of view at that Summit, we determined that NCARB must assert its leadership role to facilitate a discussion among representatives of all interested and impacted parties.

I am happy to report that the Task Force did reach consensus on a future title approach. Their report was unanimously accepted by the NCARB Board of Directors at its April meeting.

This topic can inspire passion. It can also be divisive if not addressed in a thoughtful and inclusive manner. We were honored to have a diverse and representative group of interns—and licensed architects with a wide range of experience—spend the last year in a series of intense meetings. Each meeting was focused on reaching consensus toward a path forward.

I want to thank the Task Force members for their valuable contribution.

- The Task Force was chaired by my immediate predecessor, Past President Blake Dunn. During Blake's presidency, NCARB initiated discussions that culminated in decisions to streamline and overhaul the Intern Development Program. The Task Force also included interns and seasoned architects, many of whom have led national organizations.

- Two of the interns on the Task Force actually became licensed architects during their time on the Task Force:
  - Tyler Ashworth, a former president of the American Institute of Architecture Students (AIAS) based in Washington, D.C.; and,
  - Shannon French, based in New Orleans.
- Interns also serving on the Task Force were:
  - Westin Conahan, the immediate past AIAS President now based in New York City;
  - Haley Gipe, former AIA National Associates Committee Chair and AIA National Board Member based in Fresno, California, and
  - Suni Dillard of Cambridge, Massachusetts.
- Architects serving on the Task Force were:
  - Scott Veazey of Evansville, Indiana, a former NCARB President and President-elect of the National Architectural Accrediting Board;
  - Rick Engebretson, a member of the North Dakota licensing board and former NCARB Board member;
  - Anne Smith, chair of the Georgia licensing board and current NCARB Board member;
  - Bayliss Ward, president of the Montana licensing board and incoming NCARB Board member;
  - Jennifer Workman, from Dallas, Texas; Former Regional Associate Director for the AIA National Associates Committee and former chair of the National Young Architects Forum Advisory Committee.
  - Tamarah Begay of Albuquerque, New Mexico and a leader in the Navajo nation architect community; and
  - Jeff Pastva, a recently licensed architect from Philadelphia, Pennsylvania, former Regional Director for the AIA Young Architects Forum and currently serving as their Communications Director.

- Representing the licensing board executive community was Kingsley Glasgow, licensing board executive from Arkansas and a current NCARB Board member.
- Representing AIA was Damon Leverett, Managing Director, Diversity & Emerging Professionals Engagement.
- Staffing the Task Force was Harry Falconer, NCARB Director of Experience + Education.

Specifically, we asked the Task Force to address current and possible future titles. In turn, the Task Force elected to focus their deliberations on three areas:

- The pre-licensure title currently known as “intern,”
- The post-licensure, practitioner title known as “architect,”
- And, the post-retirement status, which some jurisdictions and organizations refer to as “emeritus.”

The Task Force considered several factors in their deliberations:

- Data regarding the duration spent in internship,
- Data regarding titles used by other regulated professions in the building industry,
- Survey information regarding preferred titles,
- Anecdotal information regarding the connotations of the use of the word intern,
- The regulatory impacts of extending the title architect beyond the licensed community,
- And, the distinction between the role of the marketplace and membership organizations versus the legal role of licensing boards in protecting the public.

The final report of the Task Force recommends a simple solution: restrict the role of regulation to the title “architect,” which should only apply to licensed individuals. The Task Force recommended that any title held by those pursuing licensure does not need to be regulated. In other words, it is recommended that NCARB discontinue the use of the word intern, intern-architect, or any other regulatory “title” describing those pursuing licensure. Further, architect emeritus is an acceptable term because it identifies those who have obtained a license but are no longer practicing, thus providing appropriate notice to the public.



The rationale behind these simple but far-reaching recommendations is based on the role of the licensing board community. Their responsibility is to assure that the public is not misled by titles, and that a title assures the person is qualified to protect the public's health, safety, and welfare. Further, the Task Force asserted that as long as a person is not wrongly using a title to pursue or support clients, the licensure process does not need to address anything beyond the use of the title "architect."

As I mentioned earlier, our Board of Directors voted to unanimously to accept the Task Force report. However, this is merely the "beginning of the beginning" of a process with many moving parts.

At this time, I would like our President-elect, Dennis Ward of South Carolina, to describe next steps which will occur under his watch as President effective June 21 of this year.

## REMARKS OF PRESIDENT-ELECT DENNIS WARD

Thank you Dale. As Dale mentioned, I'm Dennis Ward, currently First Vice President and President-elect of NCARB. I'm a practicing architect based in South Carolina and formerly a member of the South Carolina licensing board.

I would like to describe the different moving parts Dale referenced, as a way of helping you all better understand NCARB's role going forward.

I suggest you think of this in three parts or phases:

- There are things NCARB can do administratively almost immediately;
- There are things that require a vote of the NCARB Board which implies consultation with its Membership; and
- There are things that only the Membership, namely delegates from each of our 54 licensing board Members, can do.

The Board has requested our CEO Mike Armstrong lead the development of a "sunset plan" which comprehensively details options and next steps regarding the recommendations of the Task Force. As incoming President, I intend to provide charges to appropriate NCARB committees to advise us on the path forward. Some of our committees may recommend revisions to *Model Law* and regulations; others may recommend new ways to describe those who are on the path to licensure.

At an appropriate time, after consulting with our Membership, our Board is empowered to make formal changes to what is currently called the *IDP Guidelines*. These Guidelines describe the requirements of the Intern Development Program. Currently, we have just completed our approach to streamlining and overhauling the IDP. Now we will focus on the challenge of renaming the program. We intend to engage our Member Boards in this process.

Changes to model law and regulation come about through resolutions at our Annual Business Meeting. NCARB *Model Law* currently proposes the use of the title "intern architect." Thirty (30) jurisdictions currently reference one or more of the following titles in law or regulation: "intern architect;" "architectural intern;" "architect in training;" or, "intern."

Should any proposals to change *Model Law* surface during my presidency, they would be presented for comment next spring and for a vote of the Membership at the June 2016 Annual Business Meeting in Seattle. Now, I would now like to introduce our Chief Executive Officer, Michael Armstrong, for remarks specific to the sunset plan activity.

## REMARKS OF CEO MICHAEL ARMSTRONG

Thanks Dennis. As you have heard, our Board of Directors has asked me to lead a staff effort to develop a “sunset plan” regarding the implementation of the Future Title Task Force recommendations.

I want to underscore the reminder that future action is not totally within the scope of NCARB’s authority. Decisions regarding legal language can only be made by individual licensing boards. Thus, our sunset plan will address what actions are within NCARB’s authority, what actions are outside our authority, and how we will remain focused on our mission to protect the public through advising the regulatory process.

However, there are some immediate steps we are taking at a staff level to signal our response to the Task Force report and its acceptance by our Board.

- Last year, the Board agreed to the renaming of the IDP Coordinators Conference, and the renaming of the community of IDP Coordinators. Those references have been changed to the “Licensing Advisors Summit” and the “Architect Licensing Advisors Community;”
- We are renaming our Internship + Education Directorate, with a new title of the Experience + Education Department (E<sup>2</sup>);
- We are directing our Marketing and Communications team to use new nomenclature in describing our programs and customers that avoids the use of the term “intern” going forward. As an example, someone registered for the exam is an ARE candidate. A person recording experience hours is a Record holder. The team has already been experimenting with alternative descriptors via our social media tools.

As we speak, our Member Boards have received notice of this announcement. This follows an introductory discussion on the concept of future titles held last fall at our Member Board Chairs and Executives Workshop in Indianapolis. We anticipate further discussion at our Annual Business Meeting next month in New Orleans.

Our staff liaisons to our volunteer committees will monitor the outcome of the additional charges issued by President-elect Ward. We will be prepared to support programmatic name changes and provide information regarding any future votes on NCARB guidelines and *Model Law*.

This concludes our formal remarks, and we are happy to take questions.



March 4, 2015



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

RE: Intern Titling

Dear Mr. Baker:

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

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

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

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

Please consider the following:

- The NCARB recommends in their “Legislative Guidelines and Model Law” (2014-2015 Edition) that a person currently employed under the responsible control of an architect, and who maintains in good standing an NCARB record, shall be allowed to use the title “intern architect” or “architectural intern” in conjunction with his/her current employment. Refer to the document for details at:  
[http://www.ncarb.org/~media/files/pdf/special-paper/legislative\\_guidelines.pdf](http://www.ncarb.org/~media/files/pdf/special-paper/legislative_guidelines.pdf).
- According to NCARB, 28 jurisdictions have titles specifically for those actively pursuing licensure. These jurisdictions allow the use of the terms “intern architect,” “architectural intern,” “architect-in-training,” or a combination of terms. Refer to NCARB’s infographic at: <http://blog.ncarb.org/2014/August/Intern-Titles.aspx>
- Many jurisdictions require interns to register with NCARB as well as their State Board prior to using the designated title. This can potentially streamline the licensure process because it establishes the Board-Intern relationship early on, and interns can educate themselves about the state licensure requirements from the beginning of their path to licensure.
- Allowing the use of the term “architectural intern” may promote licensure, as this term sets apart those who are actively pursuing licensure from those who choose not to get licensed.
- The Architects Practice Act regulates the use of the terms “architect,” “architecture,” and “architectural” in order to protect consumers from being misled by unlicensed professionals. The terms “intern architect” and “architectural intern” are not misleading and clearly indicate—by the definition of the word “intern”—that such individuals are trainees in the field of architecture.

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

Respectfully,



Jana Itzen, AIA  
AEP Vice President



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



Aaron Baumbach, Assoc. AIA  
Associate Director – North



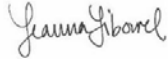
Schuyler Bartholomay, Assoc. AIA  
Regional Associate Director

March 4, 2015

Page 3



Amanda Green, Assoc. AIA  
Architect Licensing Advisor – North



Leanna Libourel, AIA  
Architect Licensing Advisor - South



Stephanie Silkwood, AIA  
Young Architects Regional Director – North



Benjamin Kasdan, AIA  
Young Architects Regional Director – South



Daniel Christman, AIAS  
Student Director – North



Julia C. Flauaus, AIAS  
Student Director - South

In the development of these guidelines, NCARB has been concerned with the respective roles of statutory enactment on the one hand and board rules or regulations on the other. Through a statute granting the power to adopt rules and regulations, the legislature permits a regulatory agency to elucidate and define further its statutory authority by establishing regulations. Regulations cannot contradict the statute. Practically, statutory change requires time, the mobilization of professional bodies to seek legislative support, and often considerable frustration when for one reason or another, the legislature postpones enacting the proposed reform. Regulations, on the other hand, may typically be adopted by the state board after notice and appropriate hearings. Thus, insofar as the regulation of the profession involves likely future changes in professional practice, the rules should be found in the regulations rather than the statute. The decision entails a reasonable calculation as to what matters a state legislature will permit a regulatory board to decide and what matters, as a question of public policy, should be decided by the legislature.

The nature of sanctions which may be imposed (fines, probation, suspension, revocation, and the like) is a matter customarily left to the legislature itself, while the question of educational and experience qualifications, a matter subject to changing concepts, might well be left to the registration board.

A connected question is the degree to which boards may rely on national standards as the standards to be used in their states. These guidelines refer specifically to the National Council of Architectural Registration Boards at various points and suggest that these references to NCARB be found in the statute. This decision is based on a legal judgment made from a survey of a variety of cases in various states that a board's reliance on NCARB procedures may be put in doubt in a court challenge if there is no legislative expression on the board's right so to rely. On the other hand, the reliance on these standards is permissive but not mandatory and is, in all cases, to be decided by the board in the board's regulations. Here it was the view of NCARB that legislators would be reluctant to fix in a statute the mandatory requirement that a national organization set the standards for the state, subject only to legislative amendment.

In sum, the *Legislative Guidelines* leaves to the boards flexibility and discretion to bring their states in line with the developing national standards for architectural registration and regulation. Such flexibility is ensured by leaving much of the detail to regulations to be promulgated by the board, while the enabling statute contains the general policy of the legislature.

## LEGISLATIVE GUIDELINES

### I DEFINITION

**A** The practice of architecture, for purposes of the registration statute, should be defined as consisting of providing or offering to provide certain services hereafter described, in connection with the design and construction, enlargement or alteration of a building or group of buildings and the space within and the site surrounding such buildings, which have as their principal purpose human occupancy or habitation. The services referred to include pre-design; programming; planning; providing designs, drawings, specifications and other technical submissions; the administration of construction contracts; and the coordination of any elements of technical submissions prepared by others including, as appropriate and without limitation, consulting engineers and landscape architects. The practice of architecture shall not include the practice of engineering, but an architect may perform such engineering work as is incidental to the practice of architecture. No person not registered nor otherwise permitted to practice under the registration statute should be permitted to engage in the practice of architecture.

Except as provided in IV B and C, no person not registered should be permitted to acknowledge himself/herself as authorized to practice architecture or to use the title "architect" when offering to perform any of the services which the practice of architecture comprises or in circumstances which could lead a reasonable person to believe that such services were being offered; except that a person registered in another jurisdiction may use the title "architect" when identifying his/her profession in circumstances which would not lead a reasonable person to believe that the person using the title "architect" is offering to perform any of the services which the practice of architecture comprises.

A person currently employed under the responsible control of an architect and who maintains in good standing a National Council of Architectural Registration Boards Record may use the title "intern architect" or "architectural intern" in conjunction with his/her current employment, but may not engage in the practice of architecture except to the extent that such practice is excepted from the requirement of registration.

9. A person, who holds a current and valid certification issued by the National Council of Architectural Registration Boards but who is not currently registered in the jurisdiction, from offering to provide the professional services involved in the practice of architecture; provided that he/she shall not perform any of the professional services involved in the practice of architecture until registered as hereinbefore provided; and further provided that he/she notifies the Board in writing that (i) he/she holds an NCARB Certificate and is not currently registered in the jurisdiction, but will be present in **[the State]** for the purpose of offering to provide architectural services; (ii) he/she will deliver a copy of the notice referred to in (i) to every potential client to whom the person offers to provide architectural services; and (iii) he/she will provide the Board with a statement of intent that he/she will apply immediately to the Board for registration, if selected as the architect for a project in **[the State]**.
10. A person, who holds a current and valid certification issued by the National Council of Architectural Registration Boards but who is not currently registered in the jurisdiction, from seeking an architectural commission by participating in an architectural design competition for a project in **[the State]**; provided that he/she notifies the Board in writing that (i) he/she holds an NCARB Certificate and is not currently registered in the jurisdiction, but will be present in **[the State]** for the purpose of participating in an architectural design competition; (ii) he/she will deliver a copy of the notice referred to in (i) to every person conducting an architectural design competition in which the person participates; and (iii) he/she will provide the Board with a statement of intent that he/she will apply immediately to the Board for registration, if selected as the architect for the project.
11. A person who is not currently registered in this state, but who is currently registered in another United States or Canadian jurisdiction, from providing uncompensated (other than reimbursement of expenses) professional services at the scene of an emergency at the request of a public officer, public safety officer, or municipal or county building inspector acting in an official capacity. "Emergency" shall mean earthquake, eruption, flood, storm, hurricane, or other catastrophe that has been designated as a major disaster or emergency by the President of the United States or **[the governor or other duly authorized official of the state]**.
12. An individual, registered and practicing in a nation other than the United States or Canada (a "foreign architect") from practicing in this jurisdiction, so long as such practice is in strict accordance with the provisions of this subsection:
  - (a) The foreign architect must show that he/she holds a current registration in good standing which allows him/her to use the title "architect" and to engage in the "unlimited practice of architecture" (defined as the ability to provide services on any type building in any state, province, territory, or other political subdivision of his/her national jurisdiction).
  - (b) The foreign architect must show that a bilateral agreement exists between NCARB and the national registration authority of his/her national jurisdiction.
  - (c) An architect registered in this jurisdiction shall take responsible control over all aspects of the architectural services for said project.
  - (d) The foreign architect may not seek, solicit, or offer to render architectural services in this jurisdiction, except with the material participation of the architect referred to in (c) above.
  - (e) Promptly after the foreign architect has been selected to provide architectural services for a project within this jurisdiction, the architect referred to in (c) above must file a statement with the Board, (1) identifying the foreign architect, (2) describing the project, and (3) describing the foreign architect's role.
  - (f) In all aspects of offering or providing architectural services within this jurisdiction, the foreign architect must use the title "[X], a foreign architect in consultation with [Y], an architect registered in **[this jurisdiction]**."
13. A person currently employed under the responsible control of an architect, and who maintains in good standing a National Council of Architectural Registration Boards Record, from using the title "intern architect" or "architectural intern" **[some states allow both; some only one]** in conjunction with his/her current employment. Such person may not engage in the practice of architecture except to the extent permitted by other provisions of this Section 11.





## Infographic: Intern Titles by State

By [Samantha Miller](#) | 08/22/2014 | COMMENTS: 7 |



236



75



29



374



[INTERNSHIP](#)

[LICENSURE](#)

The intern title debate—it's a topic capable of eliciting a passionate response from emerging professionals, seasoned architects, and everyone in between. Recognizing this, NCARB President Dale McKinney, FAIA, announced the formation of a [Future Title Task Force](#). Today, the group will meet for the first time, kicking off a year-long exploration of possible titles for everyone along the path to licensure and beyond.

Currently, 28 jurisdictions have laws and/or rules that specifically address intern titles. So even if the task force comes to a consensus (and individual state boards buy in), any change could take years to work its way through the many state legislatures.

In the meantime, we sifted through the rules and regulations of each jurisdiction to uncover what interns can call *legally* themselves. A word of caution: even if your state doesn't address intern titles in its laws and/or rules, you can only call yourself an "architect" once you're licensed.

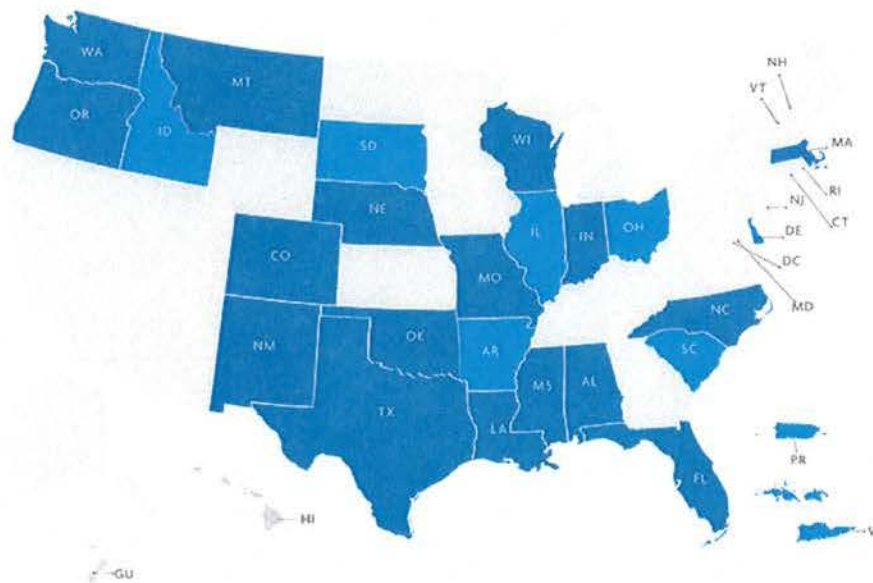
# INTERN TITLES BY STATE



28

JURISDICTIONS  
HAVE LAWS AND/  
OR RULES THAT  
ADDRESS INTERN  
TITLES

To **change these titles**,  
your jurisdiction would  
need to pass a new:





\* Even if your state doesn't address intern titles in its laws and/or rules,

YOU CAN ONLY CALL YOURSELF AN  
"ARCHITECT" ONCE YOU'RE LICENSED.



PROFESSIONAL  
DEGREE IN  
ARCHITECTURE



MAINTAIN  
PARTICIPATION  
IN THE IDP

General requirements  
to use a title include:

*Note: Always check with your  
state board for the latest  
rules and regulations.*



EMPLOYED UNDER  
RESPONSIBLE  
CONTROL



WORKING  
TOWARD  
LICENSURE



IN CONJUNCTION  
WITH CURRENT  
EMPLOYMENT



REGISTERED  
WITH STATE  
BOARD

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**Remember:** Always check with [your state board](#) for the latest  
rules and regulations.



### **REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CCR, TITLE 16, SECTION 154 (DISCIPLINARY GUIDELINES) AS IT RELATES TO REFERENCE OF PROPOSED REVISED *DISCIPLINARY GUIDELINES***

At its December 2014 meeting, the Board approved recommended revisions to the *Disciplinary Guidelines* based on input provided by staff, the Board's legal counsel, Deputy Attorney General liaisons, and the Regulatory and Enforcement Committee. Additionally, the Board authorized staff to proceed with the required regulatory change to California Code of Regulations (CCR) section 154 in order to incorporate the revised *Guidelines* by reference. The revisions approved in the *Guidelines* include:

- Adding recommended penalties for violations of Business and Professions Code (BPC) section 5586 (Disciplinary Action by a Public Agency) and CCR section 160(f) (Informed Consent).
- Amending and renumbering the "Factors to be Considered" to be consistent with CCR section 110.1 (Criteria for Rehabilitation).
- Amending the description of BPC section 480(a) (Denial of Licenses) to clarify that an application for licensure may be denied for conviction of a crime substantially related to the qualifications, functions, or duties of the practice of architecture.
- Amending the standard conditions of probation relating to Obey All Laws, Tolling, and Violations of Probation. These amendments would: require probationers to obey all federal, state, and local laws and regulations and comply with all conditions of probation; clarify the tolling requirement; and, further define the Board's jurisdiction over licensees who have violated the terms and conditions of probation.
- Amending the optional conditions of probation to require probationers to complete the California Supplemental Examination, Written Examination, Continuing Education Courses, and/or Restitution no later than one year prior to the termination of probation.
- Replacing the "CAB" acronym with "Board" where it appears in the Introduction.

CCR section 154 currently references the 2000 edition of the *Disciplinary Guidelines* and therefore needs to be amended in order to incorporate by reference the revised edition.

Based on the Board's action taken at its December meeting, staff prepared the attached Notice of Proposed Changes in the Regulations, Initial Statement of Reasons, and Proposed Regulatory Language for CCR section 154.

The Board is asked to review and approve the proposed regulations to amend CCR section 154 and delegate authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.

Attachments:

1. Notice of Proposed Changes in the Regulations
2. Initial Statement of Reasons
3. Proposed Regulatory Language CCR Section 154
4. Revised *Disciplinary Guidelines*, as approved by the Board December 2014

## TITLE 16. CALIFORNIA ARCHITECTS BOARD

### NOTICE OF PROPOSED CHANGES IN THE REGULATIONS

NOTICE IS HEREBY GIVEN that the California Architects Board (Board) is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments relevant to the action proposed at a hearing to be held at the office of the California Architects Board, 2420 Del Paso Road, Sequoia Room, Sacramento, California, at 2:00 p.m. on **TBD**. Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office not later than 5:00 p.m. on **TBD** or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by sections 5510.1 and 5526 of the Business and Professions Code, and section 11425.50(e) of the Government Code, and to implement, interpret or make specific sections 125.3, 125.6, 480(a), 496, 5553, 5560, 5561.5, 5565, 5577, 5578, 5579, 5580, 5582, 5582.1, 5583, 5584, 5585, and 5586 of the Business and Professions Code (BPC), and section 11425.50(e) of the Government Code (GC), the Board is considering changes to Division 2 of Title 16 of the California Code of Regulations (CCR) as follows:

#### INFORMATIVE DIGEST

##### A. Informative Digest

#### **Amend Title 16 CCR Section 154 – Disciplinary Guidelines**

Existing law, California GC section 11425.50(e), provides that a penalty may not be based on a guideline, criterion, bulletin, manual, instruction, order, standard of general application, or other rule unless it has been adopted as a regulation in accordance with the Administrative Procedure Act.

Section 5526 of the BPC authorizes the Board to adopt, amend, modify, or repeal rules and regulations as are reasonably necessary to carry into effect the provisions of the Architects Practice Act.

BPC section 5510.1 declares that the Board's mandate is to regulate the practice of architecture in the interest for and the protection of the public health, safety, and welfare, and directs the Board to establish a fair and uniform enforcement policy to deter and prosecute violations of the Architects Practice Act and the Board's regulations. BPC section 5560 authorizes the Board to discipline a license.



The Board's Disciplinary Guidelines were developed to establish consistency and transparency in disciplinary penalties for similar offenses on a statewide basis, and include general factors to be considered, probationary terms, and guidelines for specific violations of the laws and regulations within its jurisdiction. The Board's Disciplinary Guidelines are used as a guide to impose the most appropriate penalty for violations of the laws and regulations governing the architectural practice in administrative disciplinary actions, and are intended to assist Administrative Law Judges, attorneys, licensees, and others involved in the Board's disciplinary process.

The existing regulation incorporates by reference the previous edition of the Disciplinary Guidelines, as amended by the Board in March 2000.

The specific purpose of this proposal is to comply with GC section 11425.50(e) by amending CCR section 154 to incorporate by reference the updated version of the Board's Disciplinary Guidelines, as proposed by the Board in December 2014.

Specifically, the Board is proposing the following updates to its Disciplinary Guidelines:

1. The following "Factors to be Considered" are being amended and renumbered to read as follows:
  4. Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which could also be considered as grounds for denial under Section 480 of the Business and Professions Code.
  6. Evidence, if any, of rehabilitation submitted by the applicant.
  7. The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
2. Guidelines for violating the following are being added:
  - BPC section 5586 – Disciplinary Action by a Public Agency
  - CCR section 160(f) – Informed Consent
3. The following Standard Conditions of Probation are being amended:
  1. Obey All Laws
  2. Submit Quarterly Reports
  5. Tolling for Out-of-State Practice, Residence or In-State Non-Practice
  6. Violation of Probation
4. The following Optional Conditions of Probation are being amended:
  9. California Supplemental Examination
  10. Written Examination
  11. Continuing Education Courses
  13. Restitution
  14. Criminal Probation Reports

5. The following technical changes are being made:

- Removing the “CAB” acronym and replacing it with “Board” where it appears in the Introduction.
- Revising the description of BPC section 480(a) to clarify the grounds for denial of an application for licensure based upon the conviction of a crime.

B. Policy Statement Overview/Anticipated Benefits of Proposal

This proposal is anticipated to protect consumers by providing standards for the consistent application and enforcement of the laws and regulations under the Board’s jurisdiction. This proposal will also benefit Administrative Law Judges, Deputy Attorneys General, and others involved in the disciplinary process by providing updated guidelines to reference when imposing disciplinary action against licensees and applicants.

C. Consistency and Compatibility with Existing State Regulations

During the process of developing these regulations and amendments, the Board has conducted a search of any similar regulations on this topic and has concluded that these regulations are neither inconsistent nor incompatible with existing state regulations.

DOCUMENT INCORPORATED BY REFERENCE

Disciplinary Guidelines [2015]

FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Sections 17500 - 17630 Require Reimbursement: None

Business Impact:

The Board has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

The following studies/relevant data were relied upon in making the above determination:



The Board currently regulates approximately 21,000 architects. The proposed regulatory action only affects a negligible number of licensees and applicants who are disciplined by the Board for violations of the laws and/or regulations governing the practice of architecture. Any "adverse economic impact" would only occur as the result of a disciplinary order following a formal administrative proceeding and a finding of fact affirming a violation of the laws and/or regulations within the Board's jurisdiction. Any potential "adverse economic impact" may be avoided simply by complying with the existing laws and regulations within the Board's jurisdiction.

#### Cost Impact on Representative Private Person or Business:

The Board is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs: None

#### EFFECT ON SMALL BUSINESS

The Board has determined that the proposed regulation would not have a significant adverse impact on small businesses as it only affects licensees and applicants who are disciplined for violations of the Architects Practice Act and/or Board regulations. Businesses operated by licensees and applicants who are in compliance with the law will not incur any fiscal impact.

#### RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:

##### Impact on Jobs/Businesses:

The Board has determined that this regulatory proposal will not have any impact on the creation of jobs or new businesses or the elimination of jobs or existing businesses or the expansion of businesses in the State of California.

##### Benefits of Regulation:

The Board has determined that this regulatory proposal will have the following benefits to health and welfare of California residents, worker safety, and state's environment:

The Board has determined that updating its Disciplinary Guidelines through this regulatory proposal will benefit the health and welfare of California residents by enhancing the Board's ability to take appropriate action against licensees and applicants who, through their conduct, expose themselves to disciplinary action by violating the Architects Practice Act and/or the Board's regulations.

Additionally, this proposal will benefit Administrative Law Judges, Deputy Attorneys General, and others involved in the disciplinary process by ensuring consistency in the interpretation and application of penalties in administrative disciplinary actions.

## CONSIDERATION OF ALTERNATIVES

The Board must determine that no reasonable alternative it considered to the regulation or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposal described in this Notice, or would be more cost effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above-mentioned hearing.

## INITIAL STATEMENT OF REASONS AND INFORMATION

The Board has prepared an initial statement of the reasons for the proposed action and has available all the information upon which the proposal is based.

## TEXT OF PROPOSAL

Copies of the exact language of the proposed regulations, and any document incorporated by reference, and of the initial statement of reasons, and all of the information upon which the proposal is based, may be obtained at the hearing or prior to the hearing upon request from the California Architects Board at 2420 Del Paso Road, Suite 105, Sacramento, California 95834 or by telephoning the contact person listed below.

## AVAILABILITY AND LOCATION OF THE FINAL STATEMENT OF REASONS AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below.

You may obtain a copy of the final statement of reasons once it has been prepared, by making a written request to the contact person named below (or by accessing the website listed below).

## CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Name: Kristin Walker  
Address: 2420 Del Paso Road, Suite 105  
Sacramento, CA 95834  
Telephone No.: (916) 575-7203  
Fax No.: (916) 575-7283  
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# CALIFORNIA ARCHITECTS BOARD

## INITIAL STATEMENT OF REASONS

Hearing Date: **TBD**

Subject Matter of Proposed Regulations: Disciplinary Guidelines

Section Affected: California Code of Regulations, Title 16, Division 2, Section 154

### Specific Purpose of each adoption, amendment, or repeal:

1. Problem being addressed: Government Code section 11425.50(e) provides that a penalty in an administrative disciplinary action may not be based on a guideline, criterion, bulletin, manual, instruction, order, standard of general application, or other rule unless it has been adopted as a regulation in accordance with the Administrative Procedure Act.

The Board adopted its Disciplinary Guidelines in regulation under Title 16, Division 2, California Code of Regulations (CCR) section 154 on February 4, 1997 using the “incorporation by reference” method. Subsequently, the guidelines were revised in 1999 and the reference in CCR section 154 was amended in March 2000.

The Board revised its Disciplinary Guidelines in December 2014 by adding recommended penalties for violations of an additional statute and an adopted subsection of a regulation within its jurisdiction, amending the probationary terms and general factors to be considered, and making technical changes to clarify existing language. Consequently, the reference date in CCR section 154 needs to be amended to reflect the appropriate edition of the Board’s Disciplinary Guidelines.

Specific Purpose: The specific purpose of this regulatory proposal is to comply with Government Code section 11425.50(e) by amending CCR section 154 to incorporate by reference the updated edition of the Disciplinary Guidelines, as revised by the Board in December 2014.

Specifically, the Board is proposing the following updates to its Disciplinary Guidelines:

1. The “CAB” acronym for California Architects Board would be removed from the Introduction and replaced with “Board.”
2. Under “General Considerations,” the Factors to be Considered would be

amended to replace Factor 4, “Number and/or variety of current violations,” with “Evidence of any act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code,” and Factor 6, “Rehabilitation evidence,” with “Evidence, if any, of rehabilitation submitted by the applicant.”

Factors 7, 8, and 9, “In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation,” “Overall criminal record,” and “Time passed since the act(s) or offense(s) occurred,” respectively, would be consolidated into a new Factor 7, “The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.”

Factors 10, “Whether or not the respondent has cooperated with the Board’s investigation,” and 11, “Recognition by respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence” would be renumbered to Factors 8 and 9, respectively.

3. Recommended penalty guidelines for violation of Business and Professions Code (BPC) section 5586 (Disciplinary Action by a Public Agency) would be added to the Disciplinary Guidelines. A violation of this section would have a maximum penalty of “Revocation” and a recommended minimum penalty of “Stayed revocation, 90 days actual suspension and 5 years probation” with the following conditions of probation: “All standard conditions of probation [#1-7],” “California Supplemental Examination [#9],” “Continuing education courses [#11],” “Cost reimbursement [#12],” and “Restitution [#13].”
4. The description of BPC section 480(a) (Denial of Licenses) would be amended to clarify the denial of an application for licensure based upon the conviction of a crime is restricted to a crime “substantially related to the qualifications, functions, or duties of the practice of architecture.”
5. Recommended penalty guidelines for violation of subsection 160(f) (Informed Consent) of CCR section 160 (Rules of Professional Conduct) would be added to the Disciplinary Guidelines. A violation of this subsection would have a maximum penalty of “Revocation” and a recommended minimum penalty of “Stayed revocation, 90 days actual suspension and 5 years probation” with the following conditions of probation: “All standard conditions of probation [#1-7],” “Continuing education courses [#11],” “Cost reimbursement [#12],” and “Restitution [#13].”
6. Under “Conditions of Probation,” Standard Condition 1 (Obey All Laws) would be amended to require a probationer to obey all federal, state and

local laws and regulations and to comply with all conditions of probation.

7. Standard Condition 2 (Submit Quarterly Reports) would be amended to reference the current version (1/11) of the Board's Quarterly Report of Compliance form. Additionally, the Quarterly Report of Compliance form would no longer be included as an attachment in the Disciplinary Guidelines.
8. Standard Condition 5 (Tolling for Out-of-State Practice, Residence or In-State Non-Practice) would be amended to require a probationer to provide information to the Board regarding the existence and status of each license and registration held in all states, United States territories, and elsewhere in the world within 30 calendar days of the effective date of the decision, and to inform the Board, within 10 calendar days, if he or she applies for or obtains an architectural license or registration outside of California during the probationary period. The condition would also be amended to expand and clarify the definitions of tolling and non-practice as they relate to the terms and conditions of probation.
9. Standard Condition 6 (Violation of Probation) would be amended to clarify if an accusation or petition to revoke probation is filed against a probationer, or the matter is referred to the Attorney General's office, prior to the conclusion of the probationary period, the Board shall have continuing jurisdiction and the probationary period shall be extended until the matter is final.
10. Optional Condition 9 (California Supplemental Examination) would be amended to state that failure to pass the required examination no later than one year prior to the termination of probation shall constitute a violation of probation.
11. Optional Condition 10 (Written Examination) would be amended to state that failure to pass the required examination no later than one year prior to the termination of probation shall constitute a violation of probation.
12. Optional Condition 11 (Continuing Education Courses) would be amended to require a licensee to successfully complete and pass professional education courses approved in advance by the Board or its designee, and failure to complete the required coursework no later than one year prior to the termination of probation shall constitute a violation of probation.
13. Optional Condition 13 (Restitution) would be amended to require the payment of restitution no later than one year prior to the termination of probation.
14. Optional Condition 14 (Criminal Probation Reports) would be amended to

clarify a probationer is required to provide the Board with information regarding his or her criminal probation in the event of conviction of any crime.

2. Anticipated benefits from this regulatory action: This proposal is anticipated to protect consumers by providing standards for the consistent application and enforcement of the laws and regulations under the Board's jurisdiction. This proposal is also anticipated to benefit Administrative Law Judges, Deputy Attorneys General, and others involved in the disciplinary process by providing updated guidelines to reference when imposing disciplinary action against licensees and applicants.

### Factual Basis/Rationale

The Board's mandate is to regulate the practice of architecture in the interest and for the protection of the public health, safety, and welfare. The Board has established a fair and uniform enforcement policy to deter and prosecute violations of the laws and regulations within its jurisdiction to provide for the protection of the consumer. The Board has an active enforcement program designed to ensure that the laws and regulations governing the practice of architecture are enforced in a fair and judicious manner. Staff follows the priorities established by the Board with the highest priority to protect consumers by employing its authority to investigate and take disciplinary action against licensees and applicants for licensure who endanger the health, safety, and welfare of the consumer.

BPC section 5526 authorizes the Board to adopt, amend, modify, or repeal rules and regulations as are reasonably necessary to carry into effect the provisions of the Architects Practice Act. Section 5560 authorizes the Board to discipline a license.

Government Code section 11425.50(e) provides that a penalty in an administrative disciplinary action may not be based on a guideline, criterion, bulletin, manual, instruction, order, standard of general application, or other rule unless it has been adopted as a regulation in accordance with the Administrative Procedure Act.

The Board's Disciplinary Guidelines were developed to establish consistency and transparency in disciplinary penalties for similar offenses on a statewide basis, and include general factors to be considered, probationary terms, and recommended penalty guidelines for specific violations of the laws and regulations within its jurisdiction. The Disciplinary Guidelines are used as a guide to impose the most appropriate penalty for violations of the laws and regulations governing the architectural practice in administrative disciplinary actions, and are intended to assist Administrative Law Judges, attorneys, licensees, and others involved in the Board's disciplinary process.

The Board last revised its Disciplinary Guidelines in 1999, and CCR section 154 was

subsequently amended in March 2000 to incorporate by reference the 2000 edition of the guidelines.

The Board recently revised its Disciplinary Guidelines in December 2014 by adding recommended penalties for violations of an additional statute and a recently adopted regulation within its jurisdiction, amending certain probationary terms and general factors to be considered, and making technical changes to clarify existing language.

Consequently, the reference date in CCR section 154 needs to be amended to reflect the appropriate edition of the Board's Disciplinary Guidelines, as it currently references a previous edition of the Guidelines.

The following describes the basis for the revisions made to the 2000 edition of the Board's Disciplinary Guidelines:

1. The "CAB" acronym for the California Architects Board was removed and replaced with "Board" where it appears in the Introduction because its inclusion is unnecessary as the term "Board" is used consistently throughout the Disciplinary Guidelines to represent the California Architects Board.
2. Under "General Conditions," the Factors to be Considered were amended to establish consistency with CCR section 110.1 (Criteria for Rehabilitation) regarding the criteria to be considered in the denial of an architect's license under BPC section 480. In addition, Factors 10 and 11 have been renumbered to 8 and 9, respectively, as the consolidation of Factors 7, 8, and 9 into a single factor necessitates the renumbering of the two subsequent factors.
3. Guidelines for violations of BPC section 5586 (Disciplinary Action by a Public Agency) are being added to the Disciplinary Guidelines because the previous edition inadvertently did not include guidelines for violating this section. The proposed penalties for violating this section are consistent with existing penalties for violating other sections of the Architects Practice Act, including negligence, incompetency, or recklessness.
4. The description of BPC section 480(a) (Denial of Licenses) was amended for consistency with existing law, subsection (3)(B), which states that a license may only be denied pursuant to this subdivision if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made.
5. On August 11, 2007, Title 16, CCR section 160 (Rules of Professional Conduct) was amended to include an additional rule [subsection (f)] prohibiting a licensee from materially altering the scope or objective of a project without first fully informing the client and obtaining the client's written consent. In response to this regulatory amendment to the Rules of Professional Conduct, guidelines for violations of subsection (f) (Informed Consent) were added to the Disciplinary Guidelines. The



proposed penalties for violating this new subsection are consistent with existing penalties for violations of other subsections of the Rules of Professional Conduct.

6. Under Conditions of Probation, Standard Condition 1 (Obey All Laws) was amended to require a probationer to obey all federal, state, and local laws and regulations and to comply with all conditions of probation.

In the previous edition of the guidelines, probationers were only required to obey all federal, state, and local laws and regulations governing the practice of architecture. All licensees currently have a duty to obey the laws and regulations governing the practice of architecture, and keeping the existing language would place probationers on the same level as undisciplined licensees.

Probationers have already violated provisions of the laws and regulations governing the practice of architecture warranting disciplinary action against their licenses; therefore, probationers should be held to a higher standard of conduct to effectively protect the health, safety, and welfare of the public. Probation is a period of time for a probationer to prove to the Board that he or she is rehabilitated from a previous violation of law, and a violation of any law while on probation, whether related to the practice of architecture or not, may not demonstrate rehabilitation.

7. Standard Condition 2 (Submit Quarterly Reports) was amended to reference the current version (1/11) of the Board's Quarterly Report of Compliance. Minor, non-substantive revisions were made to the form to update the Board's letterhead, and it is necessary to update this condition of probation to reference the appropriate version of the form. Additionally, the form has been removed as an attachment to the Disciplinary Guidelines because it is provided to a probationer at the initiation of probation and is also available from the Board upon request.
8. Standard Condition 5 (Tolling for Out-of-State Practice, Residence or In-State Non-Practice) was amended to require a probationer to provide the information to the Board regarding the existence and status of each license and registration held in all states, United States territories, and elsewhere in the world within 30 calendar days of the effective date of the decision, and to inform the Board, within 10 calendar days, if he or she applies for or obtains an architectural license or registration outside of California during the probationary period. This information will assist the Board in accurately tolling probation for periods of non-practice within the State of California.

This condition was also amended to clarify probation is tolled if, and when, the probationer ceases practicing in California. Non-practice is defined as any period of time exceeding 30 days in which the probationer is not engaging in any of the activities defined in BPC section 5500.1 (Practice of Architecture Defined).

This condition was further amended to require a probationer to maintain an active and current license with the Board, and to state that it is a violation of probation to

allow probation to remain tolled for a period exceeding a total of five years. This allows the Board to effectively monitor the probationer by limiting the amount of time probation may be tolled to no longer than a total of five years.

9. Standard Condition 6 (Violation of Probation) was amended to state that if an accusation or petition to revoke probation is filed against a probationer, or the matter is referred to the Attorney General's office, prior to the conclusion of the probationary period, the Board shall have continuing jurisdiction and the probationary period shall be extended until the matter is final. This will allow the Board to effectively pursue appropriate action against a probationer who does not comply with the terms or conditions of probation by extending the probationary period until the petition to revoke probation or accusation has been heard and decided.
10. Optional Condition 9 (California Supplemental Examination) was amended to require a probationer to pass the required examination no later than 1 year prior to the termination of probation. The deadline to pass the required examination was updated from 100 days to 1 year prior to the termination of probation to ensure the Board has sufficient time to refer the matter to the Attorney General's office and file a petition to revoke probation prior to the conclusion of the probationary period in the event the probationer fails to comply with this condition of probation.
11. Optional Condition 10 (Written Examination) was amended to require a probationer to pass the required examination no later than 1 year prior to the termination of probation. The deadline to pass the required examination was updated from 100 days to 1 year prior to the termination of probation to ensure the Board has sufficient time to refer the matter to the Attorney General's office and file a petition to revoke probation prior to the conclusion of the probationary period in the event the probationer fails to comply with this condition of probation.
12. Optional Condition 11 (Continuing Education Courses) was amended to clarify a probationer must successfully complete and pass professional education courses approved in advance by the Board or its designee, and the probationer is responsible for paying all costs associated with the fulfillment of this condition. The language of this condition has been expanded to provide clarity and consistency with the Board's current practices associated with continuing education coursework as a condition of probation.

In addition, the deadline to successfully complete the continuing education coursework has been updated from 100 days to 1 year prior to the termination of probation to ensure the Board has sufficient time to refer the matter to the Attorney General's office and file a petition to revoke probation prior to the conclusion of the probationary period in the event the probationer fails to comply with this condition of probation.

13. Optional Condition 13 (Restitution) was amended to require the payment of restitution no later than one year prior to the termination of probation. The previous

edition of the Board's guidelines required the completion of restitution prior to the termination of probation. This condition has been updated to ensure the Board has sufficient time to refer the matter to the Attorney General's office and file a petition to revoke probation prior to the conclusion of the probationary period in the event the probationer fails to comply with this condition of probation.

14. Optional Condition 14 (Criminal Probation Reports) was amended to clarify a probationer is required to provide the Board with information regarding his or her standard conditions of criminal probation, copies of all criminal probation reports, and the name of his or her probation officer in the event of conviction of any crime. The existing language did not specify the initial action necessary to prompt the submittal of the required information regarding criminal probation.

It would be impractical and inefficient to publish the text of the Disciplinary Guidelines in the CCR. The Disciplinary Guidelines are available on the Board's website and from the Board upon request.

#### Underlying Data

Minutes of the April 25, 2013 Regulatory and Enforcement Committee (REC) meeting  
Minutes of the April 24, 2014 REC meeting  
Minutes of the December 10-11, 2014 Board meeting  
Disciplinary Guidelines [2000]  
Architects Practice Act

#### Business Impact

This regulation will not have a significant adverse economic impact on businesses. This initial determination is based on the following facts or evidence/documents/testimony:

The Board has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states. The proposed regulatory action only impacts licensees and applicants who are disciplined by the Board for violations of the laws and regulations within its jurisdiction. The Board does not have the authority to take administrative action against a business.

The following studies/relevant data were relied upon in making the above determination:

The Board currently regulates approximately 21,000 architects. The proposed regulatory action only adversely affects a negligible number of licensees and applicants who, through their conduct, subject themselves to disciplinary action for violations of the laws and regulations within the Board's jurisdiction. Any "adverse economic impact" would only occur as the result of a disciplinary order following a formal administrative

proceeding and a finding of fact affirming a violation of the laws and/or regulations within the Board's jurisdiction. Any potential "adverse economic impact" may be avoided simply by complying with the laws and regulations governing the practice of architecture in California.

### Economic Impact Assessment

This regulatory proposal will have the following effects:

- It will not create or eliminate jobs within the State of California because the proposal imposes specific requirements on a negligible number of licensees and applicants who, through to their conduct, are subject to disciplinary action due to violations of the laws and regulations governing the practice of architecture. The Board does not have the authority to take administrative action against a business, and does not maintain data regarding the number or percentage of licensees and applicants who own businesses. Therefore, the number or percentage of businesses that may be impacted cannot be predicted. Businesses operated by or employing licensees and applicants who are in compliance with the laws and regulations within the Board's jurisdiction will not incur any fiscal impact. Therefore, the overall economic impact on jobs is insignificant.
- It will not create new business or eliminate existing businesses within the State of California because the proposal only affects a negligible number of licensees and applicants who are disciplined by the Board for violations of the laws and/or regulations governing the practice of architecture. The Board does not have the authority to take administrative action against a business, and does not maintain data regarding the number or percentage of licensees and applicants who own a business. Businesses operated by or employing licensees and applicants who are in compliance with the laws and regulations within the Board's jurisdiction will not be affected by this proposal. Therefore, the overall economic impact on businesses is insignificant.
- It will not affect the expansion of businesses currently doing business within the State of California because the proposal only affects a negligible number of licensees and applicants who are disciplined for violations of the laws or regulations within the Board's jurisdiction. Businesses operated by or employing licensees and applicants who are in compliance with the laws and regulations within the Board's jurisdiction will not incur any fiscal impact, including the ability to expand business in California. Therefore, the overall economic effect on the expansion of business in California is insignificant.
- This regulatory proposal benefits the health, safety, and welfare of California residents because it would provide protection to California residents by

enhancing the Board's ability to take appropriate action against licensees and applicants who, through their conduct, expose themselves to administrative disciplinary action for violations of the laws and regulations within the Board's jurisdiction.

- This regulatory proposal does not affect worker safety because it does not relate to worker safety.
- This regulatory proposal does not affect the state's environment because it is not related to the environment in any manner.

#### Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

#### Consideration of Alternatives

No reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific.

Set forth below are the alternatives which were considered and the reasons each alternative was rejected: the Board considered keeping the status quo; however, this alternative was rejected because the revisions made to the Board's Disciplinary Guidelines will provide assistance and clarity to those involved in the disciplinary process to impose appropriate disciplinary action in the interest and for the protection of the health, safety, and welfare of California consumers.

**CALIFORNIA ARCHITECTS BOARD**  
**PROPOSED REGULATORY LANGUAGE**

**Article 8. Disciplinary Proceedings**

Amend Section 154 as follows:

**Section 154. Disciplinary Guidelines.**

In reaching a decision on a disciplinary action under the Administrative Procedure Act (Government Code Section 11400 et seq.), the Board shall consider the disciplinary guidelines entitled “Disciplinary Guidelines” [2000~~15~~<sup>15</sup>] which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Board in its sole discretion determines that the facts of the particular case warrant such a deviation - for example: the presence of mitigating factors; the age of the case; evidentiary problems.

**Note: Authority cited: Sections 5510.1 and 5526, Business and Professions Code; and Section 11425.50(e), Government Code. Reference: Sections 125.3, 125.6, 480(a), 496, 5553, 5560, 5561.5, 5565, 5577, 5578, 5579, 5580, 5582, 5582.1, 5583, 5584, ~~and 5585~~ and 5586, Business and Professions Code; and Section 11425.50(e), Government Code.**

# REVISIONS PENDING APPROVAL OF PROPOSED REGULATORY CHANGE

California Architects Board  
*Public Protection Through  
Examination, Licensure, and Regulation*



DISCIPLINARY GUIDELINES

# CALIFORNIA ARCHITECTS BOARD

*Public Protection Through Examination,  
Licensure, and Regulation*

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## Introduction

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

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

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

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

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

## General Conditions

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

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

### Factors to be Considered:

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

1. Nature and severity of the act(s), offense(s), or crime(s) under consideration.
2. Actual or potential harm to any consumer, client or the general public.
3. Prior disciplinary record.
4. ~~Number and/or variety of current violations.~~ Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.
5. Mitigation evidence.
6. ~~Rehabilitation evidence.~~ Evidence, if any, of rehabilitation submitted by the applicant.
7. ~~In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.~~
8. ~~Overall criminal record.~~
9. ~~Time passed since the act(s) or offense(s) occurred.~~ The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
- ~~10~~8. Whether or not the respondent cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.
- ~~11~~9. Recognition by respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence.

## Disciplinary Guidelines

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

### Business and Professions Code Sections

#### Section 5577

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

**MAXIMUM:** Revocation or denial of license application

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

- a. All standard conditions of probation [#1-7]
- b. Cost reimbursement [#12]
- c. Criminal probation reports [#14]

**Section 5578**  
**Acts in Violation of the Architects Practice Act**

The appropriate penalty depends on the nature of the offense.

**Section 5579**  
**Fraud or Misrepresentation in Obtaining License**

**MAXIMUM/MINIMUM:** Revocation

**Section 5580**  
**Impersonation or Use of Assumed or Corporate Name**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

**Section 5582**  
**Aiding and Abetting the Unlicensed Practice of Architecture**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

## **Section 5582.1**

### **Signing Others Instruments of Service or Permitting Misuse of Name**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

## **Section 5583**

### **Fraud or Deceit**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

## **Section 5584**

### **Negligence**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. California Supplemental Examination [#9]
- c. Continuing education courses [#11]
- d. Cost reimbursement [#12]
- e. Restitution [#13]

**Section 5584**  
**Willful Misconduct**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

**Section 5585**  
**Incompetency or Recklessness**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. California Supplemental Examination [#9]
- c. Continuing education courses [#11]
- d. Cost reimbursement [#12]
- e. Restitution [#13]

**Section 5586**  
**Disciplinary Action by a Public Agency**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. California Supplemental Examination [#9]
- c. Continuing education courses [#11]
- d. Cost reimbursement [#12]
- e. Restitution [#13]

## **General Provisions of Business and Professions Code**

### **Section 125.6**

#### **Discrimination by Licensee**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Cost reimbursement [#12]

### **Section 480 (a)**

#### **Denial of Licenses**

An applicant's application may be denied for (1) conviction of a crime [substantially related to the qualifications, functions, or duties of the practice of architecture](#); (2) any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; (3) any act which if done by a licensee would be grounds for suspension or revocation of license; or (4) knowingly making a false statement of fact required to be revealed in the application for such license.

**RECOMMENDED DISCIPLINE:** Denial of license

### **Section 496**

#### **Subversion of Licensing Examinations or Administration of Examinations**

**RECOMMENDED DISCIPLINE:** Denial or revocation of license

**California Code of Regulations**  
**Article 9. Professional Conduct**

**Section 160**  
**Rules of Professional Conduct**

**a. Competence**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. California Supplemental Examination [#9]
- c. Continuing education courses [#11]
- d. Cost reimbursement [#12]
- e. Restitution [#13]

**b. Willful Misconduct**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. California Supplemental Examination [#9]
- c. Continuing education courses [#11]
- d. Cost reimbursement [#12]
- e. Restitution [#13]

**c. Conflict of Interest**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]



**d. Full Disclosure**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

**e. Copyright Infringement**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

**f. Informed Consent**

**MAXIMUM:** Revocation

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

- a. All standard conditions of probation [#1-7]
- b. Continuing education courses [#11]
- c. Cost reimbursement [#12]
- d. Restitution [#13]

## **Violation of Probation**

### **Maximum Penalty**

Actual suspension; vacate stay order and reimpose penalty that was previously stayed; and/or revoke, separately and severally, for violation of probation and/or for any additional offenses.

### **Minimum Penalty**

Actual suspension and/or extension of probation.

The maximum penalty is appropriate for repeated similar offenses, or for probation violations indicating a cavalier or recalcitrant attitude. If the probation violation is due in part to the commission of additional offense(s), additional penalties shall be imposed according to the nature of the offense; and the probation violation shall be considered as an aggravating factor in imposing a penalty for those offenses.

## **Conditions of Probation**

### **Standard Conditions**

**(To be included in all Cases of Probation)**

#### **1. Obey All Laws**

Respondent shall obey all federal, state and local laws and regulations ~~governing the practice of architecture in California~~ and comply with all conditions of probation.

#### **2. Submit Quarterly Reports**

Respondent, within 10 days of completion of the quarter, shall submit quarterly written reports to the Board on the Board's a Quarterly Report of Compliance form (~~1/00~~1/11) obtained from the Board. ~~(Attachment A).~~

#### **3. Personal Appearances**

Upon reasonable notice by the Board, the respondent shall report to and make personal appearances at times and locations as the Board may direct.

#### **4. Cooperate During Probation**

Respondent shall cooperate fully with the Board, and with any of its agents or employees in their supervision and investigation of his/her compliance with the terms and conditions of this probation. Upon reasonable notice, the respondent shall provide the Board, its agents or employees with the opportunity to review all plans, specifications, and instruments of service prepared during the period of probation.

#### **5. Tolling for Out-of-State Practice, Residence or In-State Non-Practice**

Respondent shall provide a list of all states, United States territories, and elsewhere in the world where he or she has ever been licensed as an architect or held any architecture related professional license or registration within 30 calendar days of the effective date of this decision. Respondent shall further provide information regarding the status of each license and registration and any changes in the license or registration status within ten calendar days, during the term of probation. Respondent shall inform the Board if he or she applies for or obtains an architectural license or registration outside of California within ten calendar days, during the term of probation.

In the event respondent should leave California to reside or to practice outside the State or for any reason stop practicing architecture in California, respondent shall notify the Board or its designee in writing within ten days of the dates of departure and return, or the dates of non-practice or the resumption of practice within California. Respondent's probation is tolled, if and when he or she ceases practicing in California. Non-practice is defined as any period of time exceeding thirty days in which respondent is not engaging in any activities defined in Section 5500.1 of the Business and Professions Code. Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. It shall be a violation of probation for Respondent's probation to remain tolled pursuant to the provisions of this condition for a period exceeding a total of five years.

All provisions of probation other than the quarterly report requirements, examination requirements, costs reimbursement, restitution, and education requirements, shall be held in abeyance until respondent resumes practice in California. All other provisions of probation shall recommence on the effective date of resumption of practice in California. ~~Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period.~~

## **6. Violation of Probation**

If respondent violates probation in any respect, the Board, after giving respondent notice and opportunity to be heard, may revoke probation and carry out the disciplinary order which was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation or the matter is referred to the Attorney General's office, the Board shall have continuing jurisdiction until the matter is final, and the period of probation shall be extended until the matter is final.

If a respondent has not complied with any term or condition of probation, the Board shall have continuing jurisdiction over respondent, and probation shall automatically be extended, until all terms and conditions have been satisfied or the Board has taken other action as deemed appropriate to treat the failure to comply as a violation of probation, to terminate probation, and to impose the penalty that was stayed.

If respondent violates probation in any respect, the Board, after giving respondent notice and an opportunity to be heard, may revoke probation and carry out the disciplinary order that was stayed. Notice and opportunity to be heard are not required for those provisions stating that a violation thereof may lead to automatic termination of the stay and/or revocation of the license. If a petition to revoke probation or an accusation is filed against respondent during probation, the Board shall have continuing jurisdiction and the period of probation shall be automatically extended until the petition to revoke probation or accusation is heard and decided.

## **7. Completion of Probation**

Upon successful completion of probation, respondent's license will be fully restored.

## **Optional Conditions**

### **8. Suspension**

Respondent is suspended from the practice of architecture for \_\_\_\_\_ days beginning on the effective date of the Decision.

## 9. California Supplemental Examination

Within \_\_\_\_\_ days of the effective date of this Decision, respondent shall take and pass the California Supplemental Examination designated by the Board.

If respondent fails to pass said examination within 6 months, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he/she may resume practice. Failure to pass the required examination no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for all costs of such examination.

## 10. Written Examination

Respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE).

If respondent fails to pass said examination within one year or within two attempts, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he/she may resume practice. Failure to pass the required examination no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for all costs of such examination.

## 11. Continuing Education Courses

Respondent shall successfully complete and pass professional education courses approved in advance by the Board or its designee, directly relevant to the violation as specified by the Board. The professional education courses shall be completed within a period of time designated by the Board, which timeframe shall be incorporated as a condition of this probation.

Failure to satisfactorily complete the required courses as scheduled or failure to complete same no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board for its approval the specifics of each course required by this condition, and for paying all costs of such courses.

## 12. Cost Reimbursement

Respondent shall reimburse the Board \$ \_\_\_\_\_ for its investigative and prosecution costs. The payment shall be made within \_\_\_\_\_ days/months of the date the Board's decision is final.

Option: The payment shall be made as follows: \_\_\_\_\_ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).

## 13. Restitution

Within \_\_\_\_\_ days of the effective date of this Decision, respondent shall make restitution to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ and shall provide the Board with proof from \_\_\_\_\_ attesting the full restitution has been paid. In all cases, restitution shall be completed no later than one year before the termination of probation.

**14. Criminal Probation Reports**

In the event of conviction of any crime, Respondent shall provide the Board with a copy of the standard conditions of the criminal probation, copies of all criminal probation reports and the name of his/her probation officer.

**15. Relinquish License and Wall Certificate**

Respondent shall relinquish and shall forward or deliver the license to practice and the wall certificate to the Board within 10 days of the effective date of this decision and order.

**16. Notification to Clients/Cessation of Practice**

In orders which provide for a cessation or suspension of practice, respondent shall comply with procedures provided by the Board regarding notification to, and management of, clients.

## **Rehabilitation Criteria**

**California Code of Regulations**, Title 16, Division 2, Section 110.1, Criteria for Rehabilitation states:

- (a) When considering the denial of an architect's license under Section 480 of the Business and Professions Code, the Board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:
  - (1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
  - (2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.
  - (3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
  - (4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
  - (5) Evidence, if any, of rehabilitation submitted by the applicant.
- (b) When considering the suspension or revocation of the license of an architect on the grounds that the person licensed has been convicted of a crime, the Board, in evaluating the rehabilitation of such person and his/her present eligibility for licensure will consider the following criteria:
  - (1) Nature and severity of the act(s) or offense(s).
  - (2) Total criminal record.
  - (3) The time that has elapsed since commission of the act(s) or offense(s).
  - (4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.
  - (5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.
  - (6) Evidence, if any, of rehabilitation submitted by the licensee.
- (c) When considering the petition for reinstatement of the license of an architect, the Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).



~~Web: cab.ca.gov~~

—Date: \_\_\_\_\_

DATE: \_\_\_\_\_ QUARTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ TELEPHONE #: (—) \_\_\_\_\_  
\_\_\_\_\_  
(Last/First/Middle)

—ADDRESS: \_\_\_\_\_

—CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: \_\_\_\_\_ TELEPHONE #: (—) \_\_\_\_\_  
\_\_\_\_\_  
(Last/First/Middle)

—ADDRESS: \_\_\_\_\_

—CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: \_\_\_\_\_ TELEPHONE #: (—) \_\_\_\_\_  
\_\_\_\_\_  
(Last/First/Middle)

—ADDRESS: \_\_\_\_\_

—CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START COMPLETE	YOUR INVOLVEMENT

**LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT**

1. Update on LATC May 13, 2015 Meeting
2. Review and Approve Draft 2015-2016 Strategic Plan



**UPDATE ON LATC MAY 13, 2015 MEETING**

The Landscape Architects Technical Committee (LATC) met on May 13, 2015 in Sacramento and various teleconference locations in California. Attached is the notice of the meeting. LATC Program Manager, Trish Rodriguez, will provide an update on the meeting.

Attachment:

May 13, 2015 Notice of Meeting

**NOTICE OF TELECONFERENCE**  
**LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE MEETING**

**May 13, 2015**  
**10:00 a.m. – 3:00 p.m.**  
**Landscape Architects Technical Committee**  
**2420 Del Paso Road, Sequoia Room**  
**Sacramento, CA 95834**

The Landscape Architects Technical Committee (LATC) will hold a teleconference meeting at the address above and the following locations:

*Andrew Bowden*  
*Land Concern – Landscape Architecture*  
*1750 E. Deere Avenue*  
*Santa Ana, CA 92705*

*David Taylor*  
*City of Chula Vista Civic Center*  
*Development Services Department*  
*276 Fourth Avenue, Building B*  
*Chula Vista, CA 91910*

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

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 Trish Rodriguez at (916) 575-7230, emailing [latc@dca.ca.gov](mailto:latc@dca.ca.gov), or sending a written request to LATC 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. Chair's Remarks and LATC Member Comments
- C. Review and Approve February 10-11, 2015, LATC Meeting "Summary Report" Minutes
- D. Public Comment for Items Not on Agenda
- E. Program Manager's Report

*(continued on reverse)*

- F. Update on 2014 Sunset Review and Ratification of Responses to Sunset Review Background Paper
- G. Review, Consideration, and Possible Approval of Draft July 1, 2015 Through June 30, 2017 Strategic Plan
- H. Discuss and Possible Action on Strategic Plan Objective to Review Table of Equivalents for Training and Experience and Consider Amending California Code of Regulations Title 16, Section 2620(a) to Expand Eligibility Requirements to Allow Credit for Teaching Under a Licensed Landscape Architect
- I. Council of Landscape Architectural Registration Boards (CLARB)
  - 1. Report on CLARB
  - 2. Review and Possible Approval (Nominations) of CLARB Board and Regional Director Candidates as Submitted by CLARB for its September Annual Meeting
- J. Review Tentative Schedule and Confirm Future LATC Meeting Dates
- K. Adjourn

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

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

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

On February 11, 2015, the Landscape Architects Technical Committee (LATC) participated in a strategic planning session to update its Strategic Plan for 2015-2016. The session was facilitated by the Department of Consumer Affairs', Strategic Organization, Leadership, and Individual Development (SOLID) team. The LATC reviewed and updated the five goal areas (Regulation and Enforcement, Professional Qualifications, Public and Professional Awareness, Organizational Relationships, and Organizational Effectiveness). Objectives were identified to meet each of the goals.

SOLID updated the Plan based on LATC's session. At their May 13, 2015 meeting, the LATC approved the draft 2015-2016 LATC Strategic Plan.

At this meeting the Board is asked to review and approve the draft 2015-2016 LATC Strategic Plan.

Attachment:

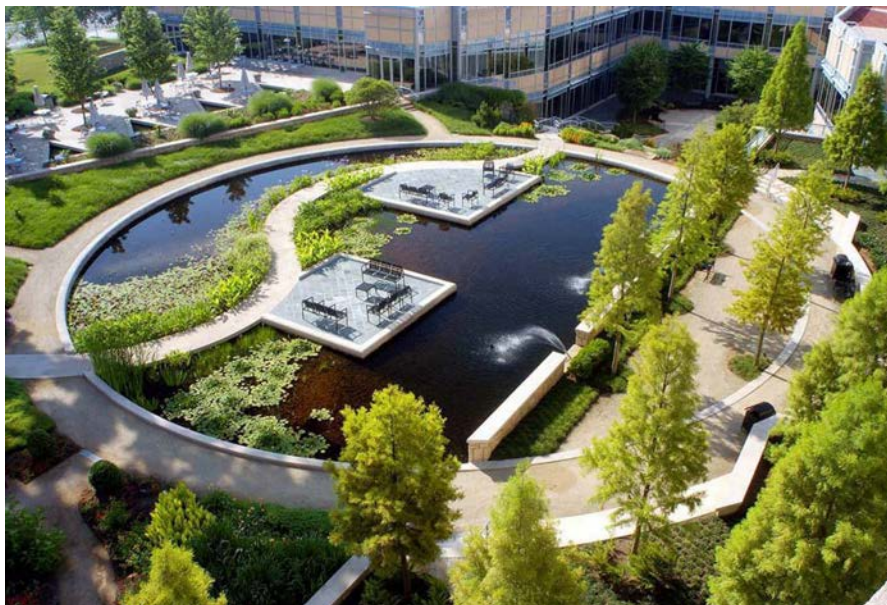
Draft 2015-2016 LATC Strategic Plan

Department of Consumer Affairs

# Landscape Architects Technical Committee

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

2015-2016



## Strategic Plan

Approved:

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## **Committee Members**

**David A. Taylor, Jr., Chair | Landscape Architect Member**

**Katherine Spitz | Landscape Architect Member**

**Andrew Bowden | Landscape Architect Member**

**Nicki Johnson | Landscape Architect Member**

**Trish Rodriguez | Program Manager**

**Douglas R. McCauley, Executive Officer**

## Message from the Committee Chair

The Landscape Architects Technical Committee (LATC) is pleased to present its 2015-2016 Strategic Plan. The strategic planning process has been a collaborative effort between LATC members, staff, and the public.

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

The Sunset Review process was a major undertaking in 2014. This endeavor takes place every four years. It commences with the preparation of a major report, which was submitted in October 2014, describing the LATC's programs, metrics, and recommendations for improvement. The process fosters a healthy self-examination, and an opportunity to showcase innovations and learn from best-practices. LATC's Sunset hearing was March 18, 2015, and the LATC did not receive additional questions during the hearing. Written responses were submitted to the Legislature on April 16, 2015.

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



## About the Landscape Architects Technical Committee

The Landscape Architects Technical Committee (LATC) was created via Assembly Bill 1546, which became effective January 1, 1998. The Committee was statutorily established under the jurisdiction of the California Architects Board. The Committee's purpose is to act in an advisory capacity to the Board on examination and other matters pertaining to the regulation of the practice of landscape architecture in California.

The activities of the LATC benefit consumers in two important ways. First, regulation protects the public at large. Second, regulation protects the consumer of services rendered by landscape architects. It is imperative to ensure those who hire landscape architects are protected from incompetent or dishonest landscape architects.

The LATC is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA) and is part of the Business, Consumer Services and Housing Agency. DCA is responsible for consumer protection through the regulation of licensees. While DCA provides administrative oversight and support services, the LATC further sets its own policies, procedures, and regulations.

The LATC is composed of five members who are licensed to practice landscape architecture in this state.

# How the LATC Achieves its Mission

## Regulation

The LATC establishes regulations for examination and licensing of the profession of landscape architecture in California, which today numbers approximately 3,500 licensed landscape architects, as well as approximately 1,200 candidates who are in the process of meeting examination and licensure requirements.

## Licensing

A candidate must have six years of qualifying education and training experience\* to be eligible for the Landscape Architect Registration Examination (LARE).

Candidates must complete the LARE prior to receiving eligibility for the California Supplement Examination (CSE). Successful completion of the CSE is required to fulfill the LATC's requirements of licensure.

\* Credit for education and training is outlined in the Table of Equivalentents contained in California Code of Regulations, Title 16, Division 26, section 2620.

## Enforcement

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

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

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

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

## 2014 Landscape Architects Technical Committee Accomplishments

1. Completed 2014 Sunset Review Report.
2. Completed 2014 Occupational Analysis (OA), including a focus group.
3. Completed 2014 Linkage Study between the Landscape Architectural Registration Examination, and the California Supplemental Examination.
4. Concluded the Exceptions and Exemptions Task Force.
5. Completed University of California Extension Certificate Program Reviews.
6. Continued success on enforcement performance measures.
7. Effectively managed fiscal resources and requested a reduction in spending authority (Negative Budget Change Proposal).
8. Improved communication through the effective use of social media (Twitter).
9. Extended candidate application filing period.
10. Created additional pathways to licensure, including early entrance to the LARE.

## Mission

*The LATC regulates the practice of landscape architecture through the enforcement of the Landscape Architects Practice Act to protect consumers, and the public health, safety, and welfare while safeguarding the environment.*

## Vision

*The LATC will champion a better, healthier, and safer built environment for California.*

## Values

*The LATC will strive for the highest possible quality throughout all of its programs, making it an effective and efficient landscape architectural regulatory body. To that end, the LATC will:*

- Protect consumers, by making effective and informed decisions in the best interest, and for the safety of Californians
- Be prevention oriented, by providing information and education to consumers, candidates, clients, licensees, and others
- Be proactive, by continuously scanning the field of landscape architecture for changes in practice and legislation that may affect consumers, candidates, clients, and licensees
- Be effective, by making informed decisions that make a difference and have a positive, measurable impact
- Strive for excellence and quality, by continuously improving our programs, services, and processes through employee empowerment and professional development

# Strategic Goals

## **1 REGULATION AND ENFORCEMENT**

Protect consumers through effective regulation and enforcement of laws, codes, and standards affecting the practice of landscape architecture.

---

## **2 PROFESSIONAL QUALIFICATIONS**

Ensure that landscape architects are qualified to practice by setting and maintaining equitable requirements for education, experience and examinations.

---

## **3 PUBLIC AND PROFESSIONAL AWARENESS**

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

---

## **4 ORGANIZATIONAL RELATIONSHIPS**

Strengthen effectiveness of relationships with related organizations in order to further LATC mission, goals and services.

---

## **5 ORGANIZATIONAL EFFECTIVENESS**

Provide accessible and responsive quality services to consumers and licensees.

---


## GOAL 1: REGULATION AND ENFORCEMENT

*Protect consumers through effective regulation and enforcement of laws, codes and standards affecting the practice of landscape architecture.*

- 1.1 Create and disseminate printed document(s) to educate the public on the differences between landscape architects, landscape contractors, and landscape designers.
- 1.2 Partner with Council of Landscape Architectural Registration Boards (CLARB) to enhance CLARB's national enforcement database with California data to strengthen consumer protection during the licensing process.
- 1.3 Finalize and implement regulations and procedures pertaining to the extension certificate programs and the approval process to maintain consistency, as well as concurrency with accreditation standards.
- 1.4 Disseminate information regarding extension programs per the California Code of Regulations, section 2620.5 to other states to encourage reciprocity.
- 1.5 Amend regulations to incorporate the updated Disciplinary Guidelines to maintain consistent decisions in disciplinary cases.

## GOAL 2: PROFESSIONAL QUALIFICATIONS

*Ensure that landscape architects are qualified to practice by setting and maintaining equitable requirements for education, experience and examinations.*

- 
- 2.1 Inform/communicate with schools regarding areas of the LARE with low pass rates in order to recommend areas of improvement in education.
  - 2.2 Establish equitable reciprocity guidelines, without altering the entry standards of the profession, to widen path to licensure.
  - 2.3 Review California Code of Regulations, section 2620 to clarify credit and experience combinations and provide justification for consistent staff interpretation of exam eligibility for potential licensees.
  - 2.4 Review California Code of Regulations, section 2620 to expand credit for education experience to include degrees in related areas of study, i.e., urban planning, environmental science or horticulture, etc., and credit for teaching.
  - 2.5 Review California Code of Regulations, sections 2624 and 2624.1 and assess whether any revisions are needed to the regulations, procedures, and instructions for expired license requirements
  - 2.6 Reclassify the CSE item bank upon the results of the 2014 Occupational Analysis (OA) in order to ensure the item content reflects the critical tasks and knowledge related to newly-licensed landscape architects as identified by the OA and to maintain relevance with contemporary practice.

## GOAL 3: PUBLIC AND PROFESSIONAL AWARENESS


*Increase public and professional awareness of LATC's mission, program, and services.*

- 3.1 Develop a plan to communicate with licensees and stakeholders about new or revised regulations and upcoming laws to be proactive in reducing violations.
- 3.2 Establish LATC's presence at the Landscape Architects Expo and other industry shows to increase exposure and communicate LATC's mission with stakeholders.
- 3.3 Review and update the LATC website to ensure information is current, accurate, and accessible.
- 3.4 Adopt new methods and identify new resources to effectively educate consumers regarding health, safety and welfare issues.



## GOAL 4: ORGANIZATIONAL RELATIONSHIPS

*Strengthen effectiveness of relationships with related organizations in order to further LATC mission, goals and services.*

- 
- 4.1 Develop relationships with other regulatory boards and provide input where needed so that future legislation and regulations are compatible with LATC's mission and mandate.
  - 4.2 Explore methods for developing a teleconferenced Educator's Roundtable comprised of school representatives to increase collaboration and communication for future LATC strategic plans.
  - 4.3 Develop/research methods to share information with school faculty regarding issues such as newly revised language for California Code of Regulations, section 2620 and future testing.
  - 4.4 Increase the LATC's participation in CLARB.

## GOAL 5: ORGANIZATIONAL EFFECTIVENESS

*Provide accessible and responsive quality service to consumers and licensees.*

- 5.1 Identify ways, means and methods to increase office efficiencies by assessing existing workload allocation, processes and procedures.
- 5.2 Review LATC's organizational chart to identify upward mobility opportunities through promotion and education in order to increase staff retention.
- 5.3 Contract with a part-time licensed Landscape Architect Subject Matter Expert in order to encourage consistency for enforcement, regulatory and statute interpretation.
- 5.4 Partner with DCA to successfully implement BreEZe<sup>1</sup> to improve consumer, candidate, and licensing services.
- 5.5 Complete the Sunset Review process and implement recommendations to comply with the legislature's directives.

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<sup>1</sup> BreEZE is DCA's new enterprise-wide licensing and enforcement system that replaces legacy systems.

## Strategic Planning Process

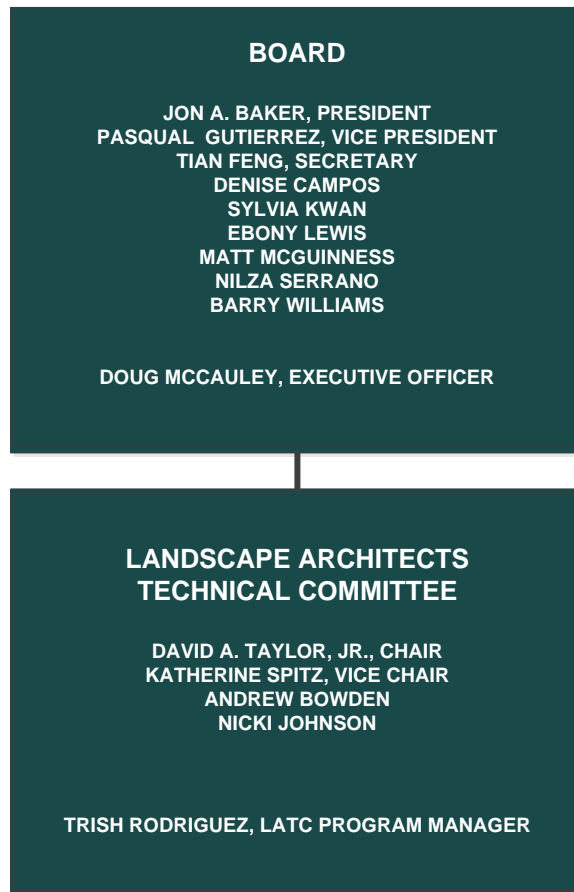
To understand the environment in which the Committee operates and identify factors that could impact the Committee's success, the Department of Consumer Affairs' SOLID unit conducted an environmental scan of the internal and external environments by collecting information through the following methods:

- Telephone interviews with Committee identified representatives of stakeholders in December 2014 and January, 2015.
- Telephone interviews with Committee members in December 2014 and January 2015.
- Telephone interviews with the Program Manager in January 2015.

The most significant themes and trends identified from the environmental scan were discussed by the Committee during a strategic planning session facilitated by SOLID on February 11, 2015. This information guided the Committee in the development of its mission, vision and values, while directing the strategic goals and objectives outlined in this 2015 – 2016 Strategic Plan.

## Appendix A: Organizational Structure

The Committee's organizational structure is provided below:



Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

(916) 575-7230

fax: (916) 575-7285

email: [latc@dca.ca.gov](mailto:latc@dca.ca.gov)

Prepared by:



Department of Consumer Affairs  
1747 N. Market Blvd., Suite 270  
Sacramento, CA 95834

*This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the Landscape Architects Technical Committee in December 2014 and January 2015. Subsequent amendments may have been made after Committee adoption of this plan.*



**CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS 11126(a)(1), (c)(1) AND (3)**

During closed session the Board will be asked to:

1. Review and Approve March 12, 2015 Closed Session Minutes
2. Consider Proposed Enforcement Decisions and Stipulations
3. Conduct Annual Evaluation of Executive Officer

## Agenda Item N

### REVIEW OF SCHEDULE

#### June

10  
17-20

Board Meeting  
National Council of Architectural Registration Boards  
Annual Meeting

San Diego  
New Orleans, LA

#### July

14

Professional Qualifications Committee Meeting

Sacramento

#### August

TBD

Landscape Architects Technical Committee (LATC) Meeting

TBD

#### September

7  
10  
17-19

*Labor Day*  
Board Meeting  
Council of Landscape Architectural Registration Boards  
Annual Meeting

*Office Closed*  
San Francisco  
New Orleans, LA

#### October

TBD

Regulatory and Enforcement Committee

TBD

#### November

TBD  
11  
26-27

LATC Meeting  
*Veterans Day*  
*Thanksgiving Holiday*

TBD  
*Office Closed*  
*Office Closed*

#### December

10  
25

Board Meeting  
*Christmas*

Sacramento  
*Office Closed*

**ADJOURNMENT**

Time: \_\_\_\_\_