California Architects Board

Board Meeting

March 2, 2017

Los Angeles, California

Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MODIFIED
NOTICE OF BOARD MEETING

March 2, 2017
10:30 a.m. to 3:00 p.m.
(or until completion of business)
University of Southern California (USC)
850 Bloom Walk, Verle Annis Gallery (Harris Hall)
Los Angeles, CA 90089-0291
(213) 740-2723 (USC) or (916) 575-7221 (Board)

The California Architects Board will hold a Board meeting, as noted above. The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website: cab.ca.gov. For further information regarding this agenda, please see below or you may contact Mel Knox at (916) 575-7221.

The Board plans to webcast this meeting on its website at cab.ca.gov. Webcast availability cannot, however, be guaranteed due to limited resources or technical difficulties. The meeting will not be canceled 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.

Agenda

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

B. President's Procedural Remarks and Board Member Introductory Comments

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

D. Review and Possible Action on December 15–16, 2016 Board Meeting Minutes

E. Executive Officer's Report
1. Update on Board's Administrative/Management, Examination, Licensing, and Enforcement Programs
2. Board Member Liaison Reports on Organizations and Schools

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(Continued)

F. Discuss and Possible Action on Proposed Legislation:
   1. Senate Bill 247 (Moorlach) [Occupational Licensing Requirements]
   2. The American Institute of Architects, California Council Proposal on Construction Observation; Business and Professions Code (BPC) Section 5536.25 (Liability; Damages Caused by Subsequent, Unauthorized, or Unapproved Changes or Uses of Plans, Specifications, Reports or Documents; Construction Observation Services)
   3. California Council for Interior Design Certification Sunset Review Report and Proposed Amendments to BPC Section 5800 (Definition of "Certified Interior Designer")

G. Review and Possible Action on Draft 2017–2018 Strategic Plan

H. National Council of Architectural Registration Boards (NCARB)
   1. Review of 2017 NCARB Regional Summit Agenda
   2. Discuss and Possible Action on NCARB Resolution 2017-A (*NCARB Bylaws* Amendment – Membership Requirements)
   3. Consider and Take Action on Candidates for 2017 NCARB and Region VI Officers and Directors
   4. Presentation on University of Southern California's Integrated Path to Architectural Licensure by Michael Hricak, Lecturer and Charles Lagreco, Associate Professor

I. Review and Possible Action on Architect Consultant Contract for February 1, 2017 Through January 31, 2020

J. Update on Landscape Architects Technical Committee January 17–18, 2017 Meeting

K. Review of Future Board Meeting Dates

L. Closed Session
   1. Review and Possible Action on December 15, 2016 Closed Session Minutes
   2. Pursuant to Government Code Section 11126(c)(3), the Board will Deliberate on Disciplinary Matters

M. Reconvene Open Session

N. Adjournment

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

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

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

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

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF A QUORUM

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

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

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

Board Member Roster

Jon Alan Baker

Denise Campos

Tian Feng

Pasqual V. Gutierrez

Sylvia Kwan

Ebony Lewis

Matthew McGuinness

Robert C. Pearman, Jr.

Nilza Serrano

Barry Williams

PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

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

PUBLIC COMMENT ON ITEMS NOT ON THE 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.

(The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)

REVIEW AND POSSIBLE ACTION ON DECEMBER 15-16, 2016 BOARD MEETING MINUTES

The Board is asked to review and take possible action on the minutes of the December 15-16, 2016, Board meeting.

Attachment:
December 15-16, 2016 Board Meeting Minutes (Draft)

MINUTES

BOARD MEETING

CALIFORNIA ARCHITECTS BOARD

December 15-16, 2016

Sacramento

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

On December 15, 2016, Board President, Jon Alan Baker called the meeting to order at 10:40 a.m. and Board Secretary, Sylvia Kwan called roll.

Board Members Present
Jon Alan Baker, President
Matthew McGuinness, Vice President
Sylvia Kwan, Secretary
Denise Campos
Tian Feng
Pasqual Gutierrez
Ebony Lewis
Robert C. Pearman, Jr. (Arrived at 10:45 a.m.)
Barry Williams

Board Member Absent
Nilza Serrano

Guests Present
Kurt Cooknick, Director of Regulation and Practice, The American Institute of Architects, California Council (AIACC)
Marq Truscott, Member, Landscape Architects Technical Committee (LATC)

Staff Present
Doug McCauley, Executive Officer (EO)
Vickie Mayer, Assistant Executive Officer (AEO)
Marccus Reinhardt, Program Manager Examination/Licensing
Alicia Hegje, Program Manager Administration/Enforcement
Mel Knox, Administration Analyst
Kristin Walker, Enforcement Analyst
Gabrial Nessar, Administration Technician
Bob Carter, Architect Consultant
Rebecca Bon, Staff Counsel, Department of Consumer Affairs (DCA)
Caesar Victoria, Television Specialist, DCA

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

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B. PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

Mr. Baker announced that LATC member Marq Truscott, is in attendance and that votes on all motions would be taken by roll-call.

C. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There were no comments from the public.

D. REVIEW AND POSSIBLE ACTION ON SEPTEMBER 29, 2016 BOARD MEETING MINUTES

Mr. Baker asked for comments concerning the minutes of the September 29, 2016, Board meeting.

- **Matthew McGuinness moved to approve the September 29, 2016, Board meeting minutes.**

  Ebony Lewis seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, and President Baker voted in favor of the motion. Member Williams abstained. Members Pearman and Serrano were absent. The motion passed 7-0-1.

E. EXECUTIVE OFFICER'S REPORT - UPDATE ON NOVEMBER 2016 MONTHLY REPORT ON BOARD'S ADMINISTRATIVE/MANAGEMENT; AND EXAMINATION, LICENSING AND ENFORCEMENT PROGRAMS

Doug McCauley noted that, with the exception of the Professional Qualifications Committee, all Board committees met in the fourth quarter. Mr. McCauley indicated that a Board meeting date of March 2, 2017, in Los Angeles, has been identified; staff is identifying meeting dates for the remainder of 2017. He also reported that Board staff concluded the process to retain and contract with a new architect consultant per an objective in the Strategic Plan. Mr. McCauley also noted that enforcement metrics continue to meet standards under DCA's Consumer Protection Enforcement Initiative. He announced that Trish Rodriguez, former LATC Program Manager, is no longer with the Board, and recruiting efforts are underway to fill her position.

F. ELECTION OF 2017 BOARD OFFICERS

Mr. Baker advised that as Board President, he appointed members Gutierrez and Serrano to a Nominations Committee charged with making a recommendation for a slate of officers for 2017. Mr. Gutierrez explained the Board's nominating process and proposed the following state of officers based on the qualifications and interest expressed by the members: Matthew McGuinness, President; Sylvia Kwan, Vice President; and, Tian Feng, Secretary.

- **Denise Campos moved to elect Matthew McGuinness for President, Sylvia Kwan for Vice President, and Tian Feng for Secretary for 2017.**

  Barry Williams seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

G. REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT

Mr. McGuinness, REC Chair, reported that the REC met on November 8, 2016, to continue its work on assigned 2015-2016 Strategic Plan objectives.

Kristin Walker reminded the Board of its objective to identify and pursue needed statutory and regulatory changes so laws and regulations are consistent with current architectural practice to promote public health, safety, and welfare, such as amending the Architects Practice Act (Act) written contract requirement (Business and Professions Code section [BPC] 5536.22). Ms. Walker also reminded the Board that, at its June 12, 2014, meeting, it approved REC's recommendations and proposed language to add a description of the: 1) project and address; and 2) procedure to accommodate contract changes, to the written contract requirements. She reported that, to improve protections afforded to consumers and architects through the written contract requirement, in addition to the amendments to BPC 5536.22 that were previously approved by the Board, the REC also considered requiring a: 1) statement identifying the ownership and/or reuse of documents prepared by the architect; and 2) notification to the client that the architect is licensed and the Board is the licensing entity, in an architect's written contract. Subsequently, at its April 28, 2016, meeting, Ms. Walker advised, the REC recommended that staff develop proposed language to amend BPC 5536.22 with two additional provisions for the REC's consideration at its next meeting. She stated that, at its November 8, 2016, meeting, the REC reviewed and discussed the proposed language to amend BPC 5536.22. Ms. Walker reported that the REC supported adding the two additional provisions to the written contract requirement, but ultimately voted to recommend to the Board that it approve the proposed language to amend BPC 5536.22 with an edit to utilize the words "concerns about" instead of "complaints concerning" in the proposed subsection (a)(9).

- **Robert C. Pearman, Jr. moved to approve proposed language to amend BPC 5536.22, with an edit to utilize the words "concerns about" instead of "complaints concerning" in the proposed subsection (a)(9).**

  Pasqual Gutierrez seconded the motion.

Mr. McGuinness reiterated that the REC did not support the phrase "complaints concerning," and determined that "concerns about" is a better alternative. Mr. Baker enquired about the disclosure statement in subsection (a)(9), to which Mr. McCauley explained that other licensing boards have similar provisions, but that REC believes "concerns about" is a better choice of words. He also explained subsection (a)(9) promotes consumer education by making consumers aware that architecture is a regulated licensed profession.

The Board further discussed the proposed (a)(9) provision as it concerns contract requirements. Mr. Baker asked whether contract language per the proposed subsection (a)(9) provision must be present in American Institute of Architects (AIA) documents and other contracts developed by public entities. Mr. McCauley opined it would be incumbent upon the parties of the contract to

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ensure that appropriate (required) language is reflected in the contract. Mr. Baker asked whether the architect will be held accountable and disciplined for not having a compliant contract if the proposed (a)(9) language is excluded from the contract even if the architect did not author the contract. Mr. McCauley stated that although action could be taken against an architect for that reason, the Board historically does not issue citations for a single missing element of a contract, citing prosecutorial discretion. He informed that, in the past, the Board granted time for new provisions to become familiar within the profession, giving the Board opportunities to engage in professional and public education before taking enforcement action. Bob Carter explained that contracts are living documents that can be amended, but that an enforcement case would not be opened against an architect for not having the proposed (a)(9) provision in the contract unless there were other compelling issues in the complaint. Mr. Baker noted that some public entities will not allow their contracts to be amended in a "take it or leave it" approach to dealing with potential vendors. Mr. Carter opined that, in an instance when an entity will not allow an architect to amend the contract, the Board would not hold the architect responsible for the absence of the proposed (a)(9) provision (would not be a citable offense). Mr. Baker expressed unease about creating a requirement without an enforcement mechanism. Rebecca Bon clarified that if the proposed (a)(9) provision is in statute, it is law; therefore, subsection (a)(9) must be in every contract. The Board also discussed how the proposed (a)(9) provision makes consumers aware of the Board's existence, that the Board regulates the profession, and that consumers may contact the Board if they have concerns. Mr. Baker opined that using a contract as a vehicle for public disclosure is not appropriate, and expressed his desire for the REC to consider alternative methods of disclosure.

- **Jon Baker offered an amended motion to approve proposed language to amend BPC 5536.22 (a)(8) as recommended by the REC and return proposed subsection (a)(9) to the REC for further study.**

  Matthew McGuinness seconded the amended motion.

Ms. Campos expressed her view that subsection (a)(9) as proposed would enhance the Board's ability to educate consumers about the Board, and there would be no problem implementing it into code. Mr. McGuinness expressed concern about creating laws that are only designed to address issues in small portions of the population, yet impact all consumers. Mr. Williams agreed that the Board should take additional time to consider alternative ways to implement subsection (a)(9). Board members and members of the public further conveyed their opinions about the appropriateness of the proposed (a)(8) and (a)(9) provisions. Mr. Gutierrez opined it is a regulations issue and needs to be moved to another committee. Ms. Kwan agreed with Mr. Gutierrez and opined that subsection (a)(9) is out of place. Kurt Cooknick expressed concern about proposed subsections (a)(8) and (a)(9), noting that public agencies may be unwilling to add these provisions in a contract. Mr. Cooknick explained that an architect may not have the power to include this language when dealing with an unwavering client.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Williams and President Baker voted in favor of the motion. Member Pearman opposed the motion. Member Serrano was absent. The motion passed 8-1-0.

Ms. Walker explained that Title 16, California Code of Regulations section (CCR) 152 (Citations) authorizes the Board's EO to issue citations containing orders of abatement and/or administrative fines pursuant to BPC 125.9 or 148 against an architect or an unlicensed person for violations of

the Act or Board regulations. She conveyed that staff requests that the Board consider amendments to CCR 152.5 which would enable the EO to delegate authority to a designee such as the AEO or the Enforcement Program Manager to conduct informal conferences. Ms. Walker also advised that staff worked with legal counsel to prepare proposed regulatory language to amend CCR 152.5 to include the following revisions:

1. Changing the deadline for requesting an informal conference from 10 days after service of the citation to 30 days of the date of issuance of the citation, for consistency with the deadline for requesting a formal administrative hearing as provided for in BPC 125.9(b)(4);

2. Authorizing the EO or a designee to extend the 60-day period for holding the informal conference for good cause; and

3. Clarifying that the decision to affirm, modify, or dismiss a citation is made following (rather than at the conclusion of) an informal conference, and a copy of the decision will be transmitted to the cited person within 30 days after the conference.

Ms. Walker reported that the REC reviewed and discussed staff's draft proposed regulations to amend CCR 152.5, and voted to recommend to the Board that it approve the regulations to amend CCR 152.5 and authorize staff to proceed with the regulatory change.

- **Denise Campos moved to approve the proposed regulations to amend CCR 152.5, and delegate authority to the EO to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.**

  Ebony Lewis seconded the motion.

Mr. Gutierrez asked about the clause that specifies the EO delegation would only be utilized in the event the EO knows one of the parties in the investigation or for simple unlicensed cases; he enquired about whether it applied only in cases of potential conflicts of interest. Mr. McCauley explained that it is intended to apply only in cases of potential conflicts of interest. He advised that, should the motion be approved, the Initial Statement of Reasons required in the rulemaking file can be written to include a broader allowance for the delegation.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Ms. Walker reminded the Board that, at its December 10, 2015, meeting, the Board reviewed and approved additional recommended revisions to the Board's *Disciplinary Guidelines* and the proposed regulation to amend CCR 154 (Disciplinary Guidelines). She reported that staff prepared the proposed regulatory package for legal counsel's approval, and that several substantive changes were determined necessary prior to submission to the Office of Administrative Law. Ms. Walker explained that, based on legal counsel's recommendations, staff proposed additional revisions to the Board's *Disciplinary Guidelines*, including:

1. Expanding the content of the "General Considerations" section;

2. Adding recommended maximum and minimum penalties for several violations of BPC;

3. Amending the recommended minimum penalties for violations of the Act, general provisions of the BPC, and Board regulations based upon changes made to the standard and optional conditions of probation;

4. Lowering the minimum recommended penalty for less egregious violations of the Act (i.e., written contract requirement, mailing address and business entity reporting requirements, etc.) to stayed revocation with three years' probation;

5. Adding model language for disciplinary orders;

6. Adding a severability clause, a license surrender option, and requirements for a probationer to maintain an active and current license and notify the Board of any changes to his or her address, telephone number, and employment, to the standard conditions of probation;

7. Adding an ethics course and the procedures for the notification to clients to the optional conditions of probation;

8. Amending the language of Optional Conditions 9 (California Supplemental Examination) and 10 (Written Examination) to revise the timelines within the "condition subsequent" option as well as within the "condition precedent" option; and

9. Making minor, technical or non-substantive changes throughout the document.

Ms. Walker explained that the Board's *Disciplinary Guidelines* with additional recommended revisions and the proposed regulatory language to amend CCR 154 were approved by DCA legal counsel on November 1, 2016, as well as by the REC at its November 8, 2016, meeting. She asked the Board to consider the REC's recommendation and take action on the revisions to the *Disciplinary Guidelines* and proposed regulatory language to amend CCR 154.

- **Ebony Lewis moved to approve the additional revisions to the Board's *Disciplinary Guidelines* and the proposed regulatory language to amend CCR 154 in order to incorporate the revised *Disciplinary Guidelines* by reference, and delegate authority to the EO to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.**

  Denise Campos seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

H. COMMUNICATIONS COMMITTEE REPORT

Ms. Kwan Chair of the Communications Committee reported that the Committee met on November 10, 2016, to continue work on its assigned Strategic Plan objectives.

Mel Knox reminded the Board of its objective assigned to the Communications Committee to collaborate with professional organizations and universities to raise awareness at community colleges and high schools about the profession and the paths to licensure. Mr. Knox stated that, at its December 10, 2015, meeting, the Board approved the Committee's recommendation for continued collaboration with organizations and universities to raise awareness at community colleges and high schools, and to connect to entities with local AIA components in these efforts, and continue production of a career poster targeted toward community college students. He reported that Board staff designed a mock-up poster, and presented it to the Communications Committee at its November 10, 2016, meeting. Mr. Knox informed that the Committee approved the poster's written content, but requested that staff further enhance its design elements. He indicated that Communications Committee Vice Chair, Nilza Serrano, volunteered to work with staff to enhance the poster's design elements.

The Board and staff discussed the career poster's messages, the appropriate volume of text for the poster's target audience, and suggested technical edits and modifications. The Board agreed to implement the following edits to the poster without sending it back to the Communications Committee:

1. Strike the "Your associate degree counts toward the requirements to become an architect" sentence in the text box;

2. Replace the word "Join" with the phrase "Learn about" with reference to the American Institute of Architecture Students;

3. Correct a typographical error; and

4. Add a Quick Response Code (QRC).

- **Jon Baker moved to approve the draft career poster for community colleges with recommended edits and modifications.**

  Robert C. Pearman, Jr. seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Mr. Knox reminded the Board of its 2015-2016 Strategic Plan objective to survey recipients of the Board's educational materials to determine the effectiveness of outreach efforts. He explained that, to support its strategic priorities, the Board has historically provided outreach and education to six main audiences: consumers (clients of architects); candidates and pre-candidates (interns and students); professionals (architects); building officials; allied professionals (other design and

construction sector associations and licensing boards); and the architectural education community. Mr. Knox also reminded the Board that, at its December 10, 2015, meeting, the Board approved the Communications Committee's recommendation to develop a printed survey that could be inserted in the *Consumer's Guide to Hiring an Architect* publication and an additional survey for distribution to California building officials as part of the Building Official Contact Program. He noted that staff created a draft of the two surveys and presented them to the Communications Committee at its November 10, 2016, meeting for consideration. Mr. Knox reported that the Committee approved the draft surveys for the Board's consideration, with a minor edit to the *Consumer's Guide to Hiring an Architect* Survey.

The Board discussed the two surveys and how they may be disseminated. Vickie Mayer explained that the *Consumer's Guide to Hiring an Architect* survey would be inserted into the printed publication as a postcard. Ms. Mayer conveyed that respondents would also have the option of completing the survey electronically via QRC. She noted that consumers receive the publication via mail, via building and planning departments, and have access to it on the Board's website. Ms. Lewis suggested following up with recipients who receive the *Consumer's Guide to Hiring an Architect* electronically, to which Ms. Mayer stated that staff is exploring the possibility of utilizing a pop-up survey when one accesses the publication online. Mr. Williams recommended moving *Consumer's Guide to Hiring an Architect* survey questions 9 and 10 to the beginning of the survey. Ms. Mayer explained that the Building Official Contact Program evaluation survey is designed for first-hand distribution following a Board presentation at a Building Official meeting.

- **Denise Campos moved to approve the draft Building Official Presentation Evaluation and draft Consumer's Guide to Hiring an Architect Survey with minor edits.**

  Robert C. Pearman, Jr. seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Mr. Knox reminded the Board of its 2015-2016 Strategic Plan objective assigned to the Communications Committee to partner with the Contractors State License Board (CSLB) to identify and implement best practices for educating consumers about the Board in order to improve consumer education efforts. In addition, he also reminded the Board of the Strategic Plan objective, initially assigned to the Executive Committee, to collaborate with the DCA Office of Public Affairs (OPA) to improve outreach and communication. Mr. Knox informed that this objective was reassigned to the Communications Committee due to the similar nature of the two objectives. Mr. Knox outlined the responsibilities of the OPA and CSLB's Public Affairs Office, and identified the following ways to potentially collaborate:

1. Develop a joint consumer-oriented website that explains the entire design and construction process, common issues, etc.; the Board of Registration for Professional Engineers, Land Surveyors, and Geologists; LATC; and the Bureau of Real Estate could also participate;

2. Create a joint "messaging calendar" to facilitate a coordinated information campaign centered around specific events (Building Safety Week, Great Shake Out, energy conservation tips, etc.); and

3. Seek "earned media" via opinion pieces on key topics [importance of a written contact, verifying licensure, value of permits (plan review and inspection services), etc.].

Mr. Knox reported that, at its November 10, 2016, meeting, the Communications Committee approved staff's three above-mentioned recommendations to potentially collaborate with DCA's OPA and CSLB for the Board's consideration.

The Board discussed its available resources for managing and implementing "earned media." Mr. McCauley explained that Board staff would leverage resources at larger organizations to collaborate on projects.

- **Robert C. Pearman, Jr. moved to approve the Communications Committee's three recommendations for potential collaboration with DCA's OPA and CSLB.**

  Barry Williams seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

K.* CLOSED SESSION

The Board went into closed session to:

1. Consider action on the September 29, 2016, Closed Session Minutes; and
2. Confer with legal counsel on litigation regarding *Marie Lundin vs. California Architects Board, et al*., Department of Fair Employment and Housing, Case No. 585824-164724.

There were no disciplinary matters discussed at this meeting.

L. RECONVENE OPEN SESSION

The Board reconvened open session.

I. EXECUTIVE COMMITTEE REPORT

Mr. Baker informed the Board that the Executive Committee met on December 1, 2016, to continue work on its assigned Strategic Plan objectives, and to identify candidates for the Octavius Morgan Distinguished Service Award for 2016.

Mr. McCauley explained the history of the Octavius Morgan Distinguished Service Award and reported that the Executive Committee voted to recommend two recipients for the Board's approval: Donald Hodges and Connie Christensen. He also conveyed the Committee's desire to

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expand the pool of individuals considered for the award each year to non-traditional candidates (e.g., LATC-affiliated, national participants).

- **Barry Williams moved to approve that Donald Hodges and Connie Christensen be awarded the Octavius Morgan Distinguished Service Award for 2016.**

  Denise Campos seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Mr. Knox reminded the Board of its 2015-2016 Strategic Plan objective to review, leverage, and evaluate the effectiveness of the Board's liaison program to build stronger relationships with organizations. He reviewed several program enhancements that were implemented since 2014, and reported that the Executive Committee determined the liaison program to be valuable and voted to recommend that the Board continue with current program implementation efforts.

- **Tian Feng moved to continue with the liaison program as currently implemented.**

  Ebony Lewis seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Mr. Knox reminded the Board of its 2015-2016 Strategic Plan objective to annually present consumer satisfaction survey data to measure performance and identify areas for improvement. He indicated that the Board currently utilizes two surveys: 1) general customer survey for candidates, licensees, and consumers who have filed complaints against architects/unlicensed individuals; and 2) DCA consumer complaint-specific survey, which is provided to complainants when an enforcement case is closed. Mr. Knox reported that the general customer survey results indicate an overall customer satisfaction rating of 82 percent. He also noted that staff is identifying potential improvements and modifications to the general survey so that it is better tailored to the Board's various constituents, and so that it allows the Board to collect more reliable data while enabling the Board to better assess its performance and identify potential areas for improvement. Mr. Knox shared that the Executive Committee reviewed the results from both surveys, and suggested that, in the future, staff provide a list of changes made to the Board's practices and operations based on survey results and commentary. He also advised that the Committee made a recommendation for the Board to continue with current efforts to develop enhanced surveys.

The Board discussed the DCA consumer complaint-specific survey low response rate. Ms. Walker reported that the Board closes between 30 and 40 enforcement cases per month, but had only received four survey responses since January 1, 2015.

- **Tian Feng moved to continue with current efforts to refine the consumer satisfaction surveys, and for staff to report back to the Board changes made to its practices and operations in response to survey results and commentary.**

  Barry Williams seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Ms. Mayer informed the Board of its objective to analyze fees to determine whether they are appropriate. She reminded the Board that the objective was last considered at its December 10, 2015, meeting, when it approved an Executive Committee recommendation not to modify its budget or fees. Ms. Mayer indicated that, per DCA Budget Office staff's guidance, the Board's fees were determined to be at appropriate levels. In addition, she explained, due to the 2011 increase of the Board's renewal fee from $200 to $300 and a recent $300,000 voluntary reduction in its spending authority, staff was directed to monitor the Board's fund condition for an additional year and reassess it after the conclusion of fiscal year 2015/16. Ms. Mayer noted that BPC 128.5 requires the Board to take action if the fund condition meets or exceeds 24 months in reserve. She reported that, as instructed, staff again met with Budget Office personnel to review the Board's fund condition (which shows a slight downward trend in Months in Reserve as shown in report entitled Analysis of Fund Condition). Ms. Mayer explained that the Budget Office's assessment remains the same; it recommends monitoring the fund condition for an additional year.

The Board and staff discussed the cyclical nature of its fund balance due to license renewal system.

- **Robert C. Pearman, Jr. moved to maintain fees at their current levels and continue to monitor the Board's fund condition with DCA Budget Office personnel until such time their determination changes.**

  Sylvia Kwan seconded the motion.

There were no comments from the public.

Members Campos, Feng, Gutierrez, Kwan, Lewis, McGuinness, Pearman, Williams and President Baker voted in favor of the motion. Member Serrano was absent. The motion passed 9-0.

Mr. McCauley reminded the Board of its 2015-2016 Strategic Plan objective to complete the Sunset Review process and implement recommendation(s) to comply with the Legislature's directives. He also explained that staff will begin to focus much of its time on Sunset Review in the months ahead. Mr. McCauley explained the upcoming Sunset Review process, timeline, and how the Board should view it as an opportunity to engage in a healthy self-examination.

DRAFT

Mr. McCauley identified seven issues raised by the Legislature from its 2014 Sunset Review Report related to 1) travel restrictions, 2) pro-rata, 3) BreEZe implementation, 4) streamlining licensure, 5) continuing education audit failure rate, 6) information sharing with national disciplinary database, and 7) collection of fines. He reported that there were no directives made by the Legislature during or after the March 18, 2015, hearing; however, within the seven issues addressed, there are several actionable items the Board should monitor or implement. Mr. McCauley then outlined Legislative committee staff recommendations, as well as recommended Board responses and actions for each of the seven issues. He advised that the Executive Committee considered the background and status on the Sunset Review issues, and approved the recommended actions at its December 1, 2016, meeting.

The Board agreed to use the Executive Committee-approved recommendations to guide action for the 2018 Sunset Review Report. No formal action was taken on this agenda item.

J. UPDATE ON LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE NOVEMBER 4, 2016 MEETING

Mr. McCauley updated the Board on the activities of the LATC at its November 4, 2016, meeting. He explained that LATC focused much of its time on proposed regulations designed to expand the reciprocity licensure requirements. Mr. McCauley conveyed that LATC, much like the Board, supports flexible pathways to licensure in California and seeks to expand in the area of reciprocity. He suspected that the proposed regulations will become more flexible and advised that they will be considered by the Board after LATC fully considers them in 2017.

Ms. Kwan expressed concern that LATC's travel restrictions may limit its ability to influence professional policy on the national stage. Mr. McCauley reported that, in fact, the Board (and LATC) has had recent success in obtaining approval for travel. He explained that the Brown Administration recognizes the importance of national participation.

M. RECESS

The meeting recessed at 1:45 p.m.

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

On December 16, 2016, Mr. Baker called the meeting to order at 9:13 a.m. and Ms. Kwan called roll.

Board Members Present
Jon Alan Baker, President
Matthew McGuinness, Vice President
Sylvia Kwan, Secretary
Denise Campos
Tian Feng
Pasqual Gutierrez
Ebony Lewis
Robert C. Pearman, Jr.
Nilza Serrano (Arrived at 9:15 a.m.)
Barry Williams

DRAFT

Guests Present
Kurt Cooknick, Director of Regulation & Practice, AIACC
Julie Kolaszewski, Strategic Planner & Facilitator, DCA Strategic Organization, Leadership, and Individual Development (SOLID)
Marq Truscott, Member, LATC
Dennis Zanchi, Organizational Development Manager, DCA SOLID

Staff Present
Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Marccus Reinhardt, Program Manager Examination/Licensing
Alicia Hegje, Program Manager Administration/Enforcement
Mel Knox, Administration Analyst
Kristin Walker, Enforcement Analyst
Gabrial Nessar, Administration Technician
Bob Carter, Architect Consultant

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

O. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There were no comments from the public.

P. STRATEGIC PLANNING SESSION

Julie Kolaszewski and Dennis Zanchi from SOLID facilitated the Board's strategic planning session and lead the Board through its review of accomplishments for 2015-2016, its mission, values, and strategic goals, which assisted members in developing objectives for 2017-2018.

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

Q. REVIEW OF FUTURE BOARD MEETING DATES

Mr. McCauley indicated that Board members will be surveyed for availability for meeting dates in 2017.

R. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

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

DRAFT

EXECUTIVE OFFICER'S REPORT

1. Update on Board's Administrative/Management, Examination, Licensing, and Enforcement Programs

2. Board Member Liaison Reports on Organizations and Schools

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

Edmund G. Brown Jr.
GOVERNOR

MEMORANDUM

DATE: February 22, 2017

TO: Board and Landscape Architects Technical Committee Members

FROM: Doug McCauley, Executive Officer

SUBJECT: Monthly Report

The following information is provided as an overview of Board activities and projects as of February 22, 2017.

ADMINISTRATIVE/MANAGEMENT

Board The next Board meeting is scheduled for March 2, 2017, in Los Angeles at the University of Southern California. See the Calendar of Events at the end of this report for other upcoming meetings.

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

The State Auditor recommended that DCA conduct a cost-benefit analysis for Release 3 boards and bureaus. Absent any contrary finding in that

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analysis, DCA plans to bring the remaining boards and bureaus into BreEZe, but likely will do so in smaller groups. DCA is developing a plan for the boards and bureaus that have not transitioned to the BreEZe system. The path forward will include business process planning, during which existing business processes will be mapped (and potentially re-engineered), use cases developed, and solution requirements will be defined. Next, the Department of Technology's four-stage Project Approval Lifecycle will facilitate business analysis justification, alternatives and cost benefit analysis, solution development framework, and project approval. The final step of the process will be implementation, possibly following an agile or agile-hybrid development methodology. Staff verified in February 2017 that there is no new action on Release 3.

Budget Governor Brown proposed the 2017-18 state budget on January 10, 2017. The Budget includes the Governor's goals and objectives for the forthcoming year and highlights significant issues, policies, and initiatives of the Administration. There is no fiscal impact on the Board's budget at this time.

Communications Committee Members that served in 2016 are being surveyed regarding their continued interest in serving on the Committee.

Legislation Senate Bill (SB) 247 (Moorlach) states the intent of the Legislature to enact legislation that would reduce occupational licensing requirements. The bill is currently with the Senate Rule Committee.

The American Institute of Architects, California Council (AIACC) is proposing two changes to the Architects Practice Act via Business and Professions Code section (BPC) 5536.25: 1) clarification that an architect is not responsible for damage caused by "construction deviating from a permitted set of plans, specifications, reports, or documents" not authorized or approved in writing by the architect; and 2) an update to the definition of "construction observation services" to clarify that those services do not include inspection, or determining or defining means and methods (the day-to-day activities a contractor employs to complete construction). AIACC's proposed legislation is currently under consideration by the Senate Business, Professions and Economic Development Committee

Liaison Program The next liaison reports are scheduled for the March 2, 2017, Board meeting; reminders will be sent to the liaisons in February.

Newsletter The latest issue of the *California Architects* newsletter was published November 4, 2016. The next issue is scheduled for publication in March 2017.

Social Media In expanding the Board's social media presence, a new Instagram account was launched on September 20, 2016, and the Board currently has 84 followers. The Board currently has 1,030 Twitter followers (up from 854 this time one year ago).

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

2/23/17	Effective Business Writing (Coleen and Reanna)
4/6/17	Managing Time and Workload (Greg)

4/19/17 Basics of Enforcement (Alicia, Annamarie, Cecilia, and Reanna)

Website In February, staff updated the Board's website to reflect the changes to the California Supplemental Examination (CSE), including updating the CSE Handbook for administrations after March 1, 2017, and reorganized information for current and honorably discharged former members of the U.S. military to increase visibility on the website.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) The pass rates for ARE 4.0 divisions taken by California candidates between January 1, 2017, and January 31, 2017, are shown below. National pass rates for 2016 have not been released by the National Council of Architectural Registration Boards (NCARB).

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Building Design & Construction Systems	55	29	53%	26	47%
Building Systems	54	26	48%	28	52%
Construction Documents & Services	135	61	45%	74	55%
Programming, Planning, & Practice	109	61	56%	48	44%
Schematic Design	34	28	82%	6	18%
Site Planning & Design	81	50	62%	31	38%
Structural Systems	38	16	42%	22	58%

ARE 5.0 ARE 5.0 launched on November 1, 2016, and consists of six standalone divisions that align with current architectural practice and technology.

Each ARE 5.0 division continues using multiple-choice, check-all-that-apply, and quantitative fill-in-the-blank item types, but also adds "hot spot" and "drag-and-place" item types and case studies to replace the graphic vignettes. NCARB stated the new item types allow for testing at higher levels of cognition through analytical, synthetic, and evaluative exercises, which is more like what an architect does as part of regular practice. Available candidate resources include: a series of short videos on YouTube, *ARE 5.0 Guidelines*, *ARE 5.0 Handbook*, and the ARE 5.0 Community – an online forum moderated by NCARB.

Board staff is continuing to monitor NCARB communications for the latest information regarding ARE 5.0.

California Supplemental Examination (CSE) CSE development is an ongoing process. The Intra-Agency Contract Agreement (IAC) with the Office of Professional Examination Services (OPES) for examination development expires on June 30, 2017. Development of the CSE based upon the 2014 CSE Test Plan has commenced, with launch of the first corresponding examination scheduled for March 2017.

CSE Results: For the period February 1-22, 2017, the computer-delivered CSE was administered to 215 candidates, of which 124 (58%) passed and 91 (42%) failed. The CSE has been administered to 809 candidates during fiscal year (FY) 2016/17 (as of February 22, 2017), of which 523 (65%) passed and 286 (35%) failed. During FY 2015/16, the computer-delivered CSE was administered to 976 candidates, of which 661 (68%) passed and 315 (32%) failed.

NCARB Integrated Path to Architectural Licensure (IPAL) Launched in fall 2015, IPAL is an initiative spearheaded by NCARB and designed to provide aspiring architects the opportunity to complete requirements for licensure in a more integrated manner while earning their accredited degree. Programs from three California schools were accepted by NCARB for participation in the inaugural year: NewSchool, University of Southern California, and Woodbury University; to-date there are 21 programs at 17 schools.

The Board sponsored legislation (which became operative on January 1, 2017) that authorizes it to grant students enrolled in an IPAL program early eligibility for the ARE.

During the Board's March, June, and September 2016 meetings each of the three California IPAL schools provided a presentation on its respective program that included program details, status updates, and future plans. The Board will periodically invite accepted schools to its future meetings for updates.

Outreach On February 21-22, Timothy Rodda, Examination/Licensing Analyst, in collaboration with Matthew Friesz, NCARB Outreach Manager, provided presentations that explained licensure requirements, the role of NCARB, the Architectural Experience Program, and the ARE. The presentations were conducted at AIACC, San Francisco; University of California, Berkeley; and Academy of Art University. There were approximately 100 attendees at the presentations.

Professional Qualifications Committee (PQC) Members who served in 2016 are being surveyed regarding their continued interest in serving on the Committee.

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: Architect consultants were available on-call to Building Officials in February (as of February 22, 2017) 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 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 February, there were 26 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for eight of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

One of the architect consultant contracts expired on January 31, 2017. Staff prepared a Request for Proposal (RFP) for consultant services for three years (February 1, 2017, through January 31, 2020) and submitted it to DCA's Contracts Unit for review on August 23, 2016. The RFP was released on October 5, 2016, and advertised on the Internet under the Cal eProcure system. The RFP was also posted on the Board's website and Twitter account, distributed to the Board's e-subscribers, and shared with AIA, Central Valley Chapter, the Asian American Architects and Engineers Association, the National Organization of Minority Architects, and the Board's subject matter experts. The final date for submission of proposals was November 28, 2016. The proposals received in response to the RFP were evaluated (First Phase Evaluation) on November 30, 2016, and one proposer received an overall technical score of 30 or more and proceeded to the Second Phase Evaluation, an oral interview. On December 6, 2016, the Evaluation Committee interviewed the candidate and awarded technical points based on selection criteria contained in the RFP. Robert Lee Chase was selected as the awardee of the contract. The Notice of Intent to Award announcing the consultant selected was posted, as required by law, in the Board's office on December 12, 2016, and the agreement became effective February 1, 2017.

Collection Agency Contract The Board's 2015–2016 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties. At its November 5, 2015, meeting, the REC reviewed and discussed this objective, and voted to recommend to the Board that it should encourage staff to continue pursuing all avenues for collecting unpaid administrative fines, and specifically, start utilizing a collection agency for unpaid accounts aged beyond 90 days, or at the discretion of the EO. The Board approved the REC's recommendation at its December 10, 2015, meeting. Following the meeting, staff identified outstanding accounts that could be referred to a collection agency and obtained quotes for full-service debt collection services, including "skip-tracing," credit reporting, and filing legal actions as appropriate. Staff is currently in the process of securing a contract with a collection agency through the informal solicitation method [Government Code section (GC) 14838.5] to allow the Board to refer unpaid accounts aged beyond 90 days to a collection agency. The collection agency contract is planned to be presented to the Board for review and possible action at its June 2017 meeting.

Enforcement Action(s) Rodolfo Garces (Palmdale) The Board issued a two-count citation that included a $4,000 administrative fine to Garces, aka Rudy Garces and dba AAA Architectural Designs, ADS Architecture Group, and Affordable Drafting Services, an unlicensed individual, for alleged violations of BPC 5536(a) (Practice Without License or Holding Self Out as Architect) and California Code of Regulations section (CCR) 134(a) (Use of the Term Architect). The action alleged that on or about December 9, 2014, Garces provided a client with an "Architectural Proposal" offering to "Create and complete architectural plans for a residential 2nd floor room addition" to an existing single-family residence located in Fullerton, California.

The proposal was on "ADS Architecture Group" letterhead, included "all architectural designs/plans and structural engineering (drawings and calculations) necessary for city submittal," and referenced his business' "architectural" and "architectural design" departments. In addition, on or about March 3, 2015, Garces provided a client with an "Architectural Proposal" offering to "Create/complete architectural tentant (sic) improvement plans for an existing 1500 sq. ft. commercial building" located in Lancaster, California. The proposal was on ADS Architecture Group" letterhead, identified Garces as an "Architect," included "architectural plans" in the services he would provide, and referenced his "Architectural Hourly Fees" and his business' "architectural" and "architectural design" departments. Garces subsequently invoiced the client through his PayPal account under the business name "ADS Architecture Group" for an "Architectural Services Retainer," an "Architectural Services 50% Set," and "Completed Architectural Plans." Furthermore, on or about August 25, 2016, Garces: identified himself as a "project architect"; described his business as an "Affordable Architect," "architecture firm," and "architecture practice"; used the email address "affordablearchitect1@gmail.com" and the username "@LA.Architecture"; described his services as "Architectural," "Architects," and "Architecture"; used the terms "licensed" and "California Architect License" and the fictitious license number "CA856467"; and listed his businesses under the headings "Architect," "Architectural Designers," "Architectural Services," "Architects," "Architects & Builders Services," and "Architecture," in his Facebook profile and advertisements on the Internet at ads-architecturegroup.com, angieslist.com, buzzfile.com, groupon.com, houzz.com, losangeles.craigslist.org, manta.com, merchantcircle.com, promatcher.com, yellowpages.com, and yelp.com. Garces also used the business names "AAA Architectural Designs" and "ADS Architecture Group" without a California licensed architect who is in management control of the professional services that are offered and provided by the business entities and either the owner, a part-owner, an officer, or an employee of the business entities. The citation became final on December 7, 2016.

Enforcement Statistics	Current Month	Prior Month	FYTD	5-FY Avg
(as of February 22, 2017)	February 2017	January 2017	2016/17	2011/12-2015/16
Complaints				
Received/Opened (Reopened):	7 (0)	35 (0)	169 (1)	295 (3)
Closed:	9	26	178	303
Average Days to Close:	112 days	151 days	128 days	130 days
Pending:	73	75	71*	106
Average Age of Pending:	105 days	94 days	126 days*	164 days
Citations				
Issued:	0	7	19	40
Pending:	12	13	11*	11
Pending AG: †	6	6	6*	3
Final:	1	0	23	36
Disciplinary Actions				
Pending AG:	4	4	5*	3
Pending DA:	0	0	0*	2
Final:	0	0	4	2
Continuing Education (§5600.05)**				

Received/Opened:	0	2	14	68
Closed:	0	4	13	68
Pending:	2	2	3*	26
Settlement Reports (§5588)**				
Received/Opened:	1	3	17	29
Closed:	2	4	22	35
Pending:	5	6	8*	11

* *Calculated as a monthly average of pending cases.*
** *Also included within "Complaints" information.*
† *Also included within "Pending Citations."*

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

During FY 2016-17 (as of February 22, 2017) 23 citations with administrative fines became final with 37 violations of the provisions of the Act and/or Board regulations. Below are the most common violations that have resulted in enforcement action during the current FY:

- BPC 5536(a) and/or (b) - Practice Without License or Holding Self Out as Architect [37.8%]
- BPC 5536.22(a) - Written Contract [13.5%]
- BPC 5579 - Fraud in Obtaining License [5.4%]
- BPC 5584 - Negligence or Willful Misconduct [2.7%]
- BPC 5586 - Disciplinary Action by a Public Agency [2.7%]
- BPC 5600.05(a)(1) and/or (b) - License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements [18.9%]
- CCR 160(b)(2) - Rules of Professional Conduct (Willful Misconduct) [5.4%]
- CCR 160(f)(1) - Rules of Professional Conduct (Informed Consent) [5.4%]
- Other Violations [8.2%]

Regulation Amendments *CCR 152.5 (Contest of Citations, Informal Conference)* - Staff developed proposed regulatory language to amend CCR 152.5 to allow the Executive Officer (EO) to delegate to a designee, such as the Assistant Executive Officer or the Enforcement Program Manager, the authority to hold an informal conference with a cited person and make a decision to affirm, modify, or dismiss a citation. The proposed regulatory language also contains additional revisions to CCR 152.5, including: changing the deadline for requesting an informal conference for consistency with the deadline for requesting a formal administrative hearing; authorizing the EO or a designee to extend the 60-day period for holding the informal conference for good cause; and clarifying that the decision to affirm, modify, or dismiss a citation is made following (rather than at the conclusion of) an informal conference, and a copy of the decision will be transmitted to the cited person within 30 days after the conference. The REC reviewed and discussed staff's draft proposed regulation to amend CCR 152.5 at its November 8, 2016, meeting, and voted to recommend to the Board that it approve the regulation and authorize staff to proceed with the regulatory change. At its December 15, 2016, meeting, the Board approved the proposed regulation to amend CCR 152.5, authorized staff to proceed with the required regulatory change to amend CCR 152.5, and delegated authority to the EO to adopt the

regulation, provided no adverse comments are received during the public comment period, and make minor technical or non-substantive changes to the language, if needed. Staff is preparing the proposed regulatory package for submission to DCA for review, prior to publicly noticing with the Office of Administrative Law (OAL).

CCR 154 (Disciplinary Guidelines) - The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The REC reviewed recommended updates to the Board's *Disciplinary Guidelines* in 2013 and 2014. Additionally, at the request of the REC, staff consulted with a representative of AIACC 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. The Board approved the proposed regulatory language to amend CCR 154 at its June 10, 2015, meeting and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes, if needed.

At its August 6, 2015, meeting, the Landscape Architects Technical Committee (LATC) reviewed recommended updates to LATC's *Disciplinary Guidelines* based on the revisions made to the Board's *Guidelines*. Following the meeting, Legal Counsel advised LATC staff that additional research may be necessary regarding Optional Conditions 9 (CSE) and 10 (Written Examination) in LATC's *Guidelines*. LATC staff subsequently discussed the matter with Legal Counsel on September 30, 2015. Board staff reviewed Legal Counsel's comments as they relate to the Board's *Disciplinary Guidelines*, and determined the Board's *Guidelines* would also need to be amended. On October 21, 2015, Board and LATC staff sent proposed edits to these conditions to Legal Counsel for review. Legal Counsel notified Board and LATC staff on November 12, 2015, that the proposed edits were acceptable, but substantive, and would require re-approval by the Board.

On November 25, 2015, Legal Counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the Board's *Disciplinary Guidelines*, as this method was previously approved by OAL for the 2000 edition of the *Guidelines*. At its December 10, 2015, meeting, the Board reviewed and approved the additional recommended revisions to the Board's *Disciplinary Guidelines* and the proposed regulation to amend CCR 154, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff prepared the proposed regulatory package for Legal Counsel's review and approval on March 15, 2016. On April 8, 2016, Legal Counsel advised staff that further substantive changes were necessary prior to submission to OAL. Staff developed recommended revisions to the *Guidelines* in response to Legal Counsel's concerns, and presented those revisions to the REC for review and consideration at its November 8, 2016, meeting. At the meeting, the REC voted to recommend to the Board

that it approve the additional revisions to the *Disciplinary Guidelines* and authorize staff to proceed with the regulatory change to amend CCR 154. The additional revisions to the *Guidelines* and the proposed regulatory language to amend CCR 154 were presented to the Board for consideration at its December 15, 2016, meeting. At the meeting, the Board approved the additional revisions to the *Disciplinary Guidelines* and the proposed regulation to amend CCR 154, authorized staff to proceed with the required regulatory change to amend CCR 154 in order to incorporate the revised *Guidelines* by reference, and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and make minor technical or non-substantive changes to the language, if needed. Staff is preparing the proposed regulatory package for submission to DCA for review, prior to publicly noticing with OAL.

Regulatory and Enforcement Committee (REC) REC members that served in 2016 are being surveyed regarding their continued interest in serving on the Committee.

Written Contract (BPC 5536.22) A proposal was previously submitted by the Board to the Senate Business, Professions and Economic Development Committee (BP&ED) for possible inclusion in an omnibus bill. The amendment to BPC 5536.22 sought to clarify that the following elements are needed in architects' written contracts with clients for professional services: 1) a description of the project; 2) the project address; and 3) a description of the procedure to accommodate contract changes. BP&ED staff determined that the proposal was substantive and, as such, would need to be included in another bill. At its April 28, 2016, meeting, the REC accepted staff's recommendation to also include a: 1) statement identifying the ownership and/or reuse of instruments of service prepared by the architect; and 2) notification to the client that the architect is licensed by the Board, in the amendment to BPC 5536.22. Staff developed proposed language for BPC 5536.22 to include these two additional elements, and presented it to the REC for consideration at its November 8, 2016, meeting. At the meeting, the REC supported adding the two additional provisions to the written contract requirement, but expressed concerns that the use of the word "complaints" in the proposed language for subsection (a)(9) could result in frivolous complaints to the Board against architects. The REC ultimately voted to recommend to the Board that it approve the proposed language to amend BPC 5536.22 with the words "concerns about" instead of "complaints concerning" in the proposed subsection (a)(9). The Board considered the REC's recommendation at its December 15, 2016, meeting, and approved the proposed language to amend BPC 5536.22 with the exception of proposed subsection (a)(9); the Board returned subsection (a)(9) to the REC for further study and consideration of alternative methods of disclosure.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Committee The LATC held a meeting on January 17-18, 2017 which included Strategic Planning for 2017-2018. The next LATC meeting is scheduled for April 5, 2017, in Los Angeles.

Personnel Recruitment efforts are underway to fill both the LATC's Enforcement Analyst and Program Manager vacancies. In the interim, Gretchen Kjose and Hattie Johnson, retired annuitants, will be handling many of the duties of the positions.

Training Stacy Townsend completed Rulemaking training on February 14-16, 2017.

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

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) BPC 139 requires that an Occupational Analysis (OA) be conducted every five to seven years. An OA was completed by OPES for the LATC in 2014. The Test Plan developed from the 2014 OA is being used during content development of the CSE. The CSE development is based on an ongoing analysis of current CSE performance and evaluation of examination development needs. The current IAC with OPES for examination development expires on June 30, 2017. Staff recruits subject matter experts to participate in examination development workshops to focus on item writing and examination construction. Monthly examination development workshops began on August 25, 2016, and concluded on December 2, 2016. The questions developed have been added to the examination item bank and will be incorporated into the CSE beginning in September 2017.

CSE Results For the period February 1-22, 2017, the computer-delivered CSE was administered to 8 candidates. The CSE has been administered to 91 candidates during FY 2016/17 (as of February 22, 2017), of which 52 (57%) passed and 39 (43%) failed. During FY 2015/16, the computer-delivered CSE was administered to 132 candidates, of which 94 (71%) passed and 38 (29%) failed.

Landscape Architect Registration Examination (LARE) The next LARE administration will be held from March 27—April 8, 2017. The candidate application deadline was February 10, 2017. Examination results are released five-six weeks following the last day of administration.

Regulation Amendments *CCR 2615 (Form of Examinations) – Reciprocity Requirements* - At its meeting on February 10, 2015, LATC directed staff to draft proposed regulatory language to specifically state that California allows reciprocity to individuals who are licensed in another jurisdiction, have 10 years of practice experience, and have passed the CSE. At the LATC meeting on November 17, 2015, the Committee approved proposed amendments to CCR 2615(c)(1), and recommended that the Board authorize LATC to proceed with a regulatory change. At its December 10, 2015, meeting, the Board approved the regulatory changes and delegated authority to the EO to adopt the corresponding regulations to amend CCR 2615 provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.

The LATC received extensive input during the public comment period expressing concern about the proposed length of post-licensure experience (at least 10 years, within the past 15 years) to be required of reciprocity candidates who do not meet California's educational requirements (specifically, a degree in landscape architecture). At its November 4, 2016, meeting, LATC reviewed and discussed the public comments, heard from several members of the audience, and

directed staff to provide additional research and possible options for its next meeting in January 2017. At its January 17, 2017, meeting, the Committee directed staff to draft proposed regulatory language allowing reciprocity licensure to applicants licensed to practice landscape architecture by any US jurisdiction, Canadian province, or Puerto Rico, upon passing the CSE. This proposed regulatory language will be provided to the LATC for discussion at their next meeting on April 5, 2017.

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

November 17, 2015	Proposed regulatory language approved by the LATC
December 10, 2015	Proposed regulatory language approved by the Board
August 2, 2016	Notice of Proposed Changes in the Regulations submitted to OAL
August 12, 2016	Notice of Proposed Changes in the Regulations published by OAL
September 27, 2016	Public hearing, public comments received during 45-day period

CCR 2620.5 (Requirements for an Approved Extension Certificate Program) – LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR 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. At the December 15-16, 2010, Board meeting, the Board approved the regulatory change and delegated authority to the EO to adopt the regulations to amend CCR 2620.5 provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed. The regulatory proposal to amend CCR 2620.5 was published by the OAL on June 22, 2012.

In 2012, the LATC appointed the University of California Extension Certificate Program Task Force, which was charged with developing procedures for the review of the extension certificate programs, and conducting reviews of the programs utilizing the new procedures. The Task Force held meetings on June 27, 2012, October 8, 2012, and November 2, 2012. As a result of these meetings, the Task Force recommended additional modifications to CCR 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012, LATC meeting, LATC approved the Task Force's recommended modifications to CCR 2620.5, with an additional edit. At the January 24-25, 2013, LATC meeting, LATC reviewed public comments regarding the proposed changes to CCR 2620.5 and agreed to remove a few proposed modifications to the language to address the public comments. The Board approved adoption of the modified language for CCR 2620.5 at their March 7, 2013, meeting.

On July 17, 2013, a Decision of Disapproval of Regulatory Action was issued by OAL. The disapproval was based on OAL's determination that the regulatory package did not meet the necessity standard of the GC section 11349.1, subdivision (a)(1). GC 11349(a) defines "necessity" as demonstrating the need for the regulatory change through evidence not limited to facts, studies, and expert opinion. Based on OAL's disapproval, staff worked with DCA Legal

Counsel and the Task Force Chair to refine the proposed language and identify appropriate justification that would meet OAL's requirements.

In May 2014, the LATC Special Projects Analyst prepared draft language for CCR 2620.5 incorporating Legal Counsel's recommendation that regulatory language be added to address the application, approval, denial, and annual review processes. On December 8, 2014, staff was advised by LAAB that the accreditation standards are scheduled to be reviewed and updated beginning with draft proposals in the spring of 2015. LAAB anticipated adopting new standards in early 2016. On December 30, 2014, staff met with the Task Force Chair to discuss proposed changes to CCR 2620.5 and the probability that new LAAB accreditation standards will be implemented in 2016. Staff also met with Legal Counsel on January 14, 2015, to discuss justifications to proposed changes and again on January 28, 2015, to further review edits and justifications.

Proposed regulatory language was presented to the LATC at its February 10-11, 2015, meeting. At this meeting, the Committee approved the appointment of a new working group to assist staff in substantiating recommended standards and procedures in order to obtain OAL approval. Linda Gates and Christine Anderson, former LATC members and University of California extension program reviewers, were appointed to the working group.

On June 5, 2015, LAAB confirmed that they are in the process of updating their Standards and Procedures for the Accreditation of Landscape Architecture Programs. The process included a public call for input and commentary that took place in the fall of 2014. LAAB met in the summer of 2015 to draft revisions to the Standards. In the fall of 2015, additional public input and comments were received.

On October 8, 2015, LATC received a copy of LAAB's proposed revisions which included several suggested changes to curriculum requirements. LAAB implemented its new Accreditation Standards and Procedures in March 2016, making significant changes to the curriculum requirements beginning in 2017. Staff recommended that LATC review the LAAB Accreditation Standards and Procedures at its January 2017 meeting, and determine how to proceed. Prior to the meeting, Stephanie Landregan, Director of the University of California Los Angeles (UCLA) Extension Certificate program, requested that discussion be postponed until the April 2017 LATC meeting. Her request was granted and this topic was tabled until the April 5, 2017 LATC meeting.

Following is a chronology, to date, of the processing of LATC's regulatory proposal for CCR 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 Task Force Chair to draft justifications for proposed changes
December 8, 2014	LAAB reported that accreditation standards are scheduled to be reviewed and updated in 2015
February 10, 2015	LATC approved the appointment of a new working group to assist staff
October 8, 2015	LATC received LAAB's suggested revisions to curriculum requirements
March 2016	LAAB implemented its new Accreditation Standards and Procedures

CCR 2649 (Fees) – BPC 128.5 requires agencies within DCA to reduce license or other fees if the fund balance meets or exceeds 24 months in reserve at the end of any FY. The LATC had 24.7 months of funds in reserve at the end of FY 2012-13. To address the fund condition, the LATC initiated fiscal management measures consisting of a negative budget change proposal to reduce LATC's spending authority by $200,000, and implemented a temporary license renewal fee reduction from $400 to $220 for one license renewal cycle, July 1, 2015 through June 30, 2017, with the intention of extending the license renewal fee reduction for an additional renewal cycle if the fund condition did not drop below the 24-month reserve level.

At the end of FY 2015-16, the LATC had 27.4 months of funds in reserve. Based on projections including the current temporary license renewal fee reduction of $220, at the end of FY 2016-17, there will be approximately 20.6 months of funds in reserve. At the LATC meeting on May 24, 2016, the Committee approved the extension of the license renewal fee reduction through June 30, 2019. To extend the reduction of the license renewal fee, a regulatory change to amend CCR 2649 is necessary. Once the reduction completes its term, the LATC is projected to have 7.1 months of funds in reserve.

This regulatory proposal would amend CCR 2649 subsection (f), to reduce the fee for the biennial renewal of a license from $400 to $220 for licenses expiring on or after July 1, 2017 through June 30, 2019.

Following is a chronology, to date, of the processing of LATC's regulatory proposal for CCR 2649:

May 24, 2016	Proposed regulatory language approved by LATC
June 9, 2016	Proposed regulatory language approved by Board
October 14, 2016	Notice of Proposed Changes in the Regulations published by OAL
November 30, 2016	Public hearing, no public comments received
December 14, 2016	Final rulemaking file submitted to DCA's Legal Office and Division of Legislative and Policy Review

Strategic Plan Objectives LATC's Strategic Plan for 2015-2016 contained numerous objectives. Below is a summary of objectives still in process:

Create and Disseminate Consumer's Guide - to educate the public on the differences between landscape architects, landscape contractors, and landscape designers. At its November 17, 2015, LATC meeting, staff presented to the Committee a draft of the *Consumer's Guide to Hiring a Landscape Architect,* which is based on the Board's *Consumer's Guide to Hiring an Architect.* The Committee reviewed the *Guide* and directed staff to continue revisions by adding information conveyed through the Department of Water Resources' Independent Technical Panel regarding water conservation measures and techniques; and a table illustrating the differences and requirements between landscape architects, designers, and contractors. Following discussion, the Committee agreed to create a subcommittee to complete revisions to the *Guide*. At its February 10, 2016, meeting, the Committee reviewed the *Guide* and recommended additional information regarding drought conditions and the Model Water Efficient Landscape Ordinance to be included in the guide. LATC agreed to review the revised draft at its next meeting in May to allow time for the subcommittee and staff to incorporate the recommended edits.

Staff presented the revised *Guide* to the Committee at its May 24, 2016, meeting. The Committee voted to approve the draft of the *Guide* for publication with minor edits to be made to the professional qualifications chart. Staff completed the edits and worked with DCA's Office of Publications, Design & Editing on the design of the *Guide*. Two LATC members reviewed the proposed graphics and design layout and provided images for replacement in the *Guide*. The LATC reviewed the revised design and layout at its November 4, 2016, meeting. At the meeting, a public comment was made expressing concern that the photographs and plant materials depicted in the *Guide* showed water features, high water use plant pallets and lawn dominated designs that do not support water conservation. The Committee agreed and asked staff to obtain and include graphics of compelling low water landscapes with California plant material for the LATC's consideration. At its January 17, 2017, meeting, staff updated the Committee on images stating they were still being reviewed for consideration and that a draft *Guide* would be available at the next meeting, on April 5, 2017. Completion of this task will address the Strategic Plan objective to "create and disseminate printed document(s) to educate the public on the differences between landscape architects, landscape contractors, and landscape designers."

Expand Credit for Education Experience - to include degrees in related areas of study, i.e., urban planning, environmental science or horticulture, etc., to ensure that equitable requirements for education are maintained. At the November 17, 2015, LATC meeting, the Committee directed staff to agendize this objective at its next meeting. At its meeting on February 10, 2016, the Committee agreed to table the objective until its upcoming Strategic Planning session in January 2017. At its January 17, 2017, meeting, the Committee considered options of granting education credit for related, as well as unrelated, degrees in landscape architecture or architecture. After discussion and receiving public comments, the Committee directed staff to conduct a public forum to receive additional input from the public by the next scheduled meeting, on April 5, 2017. The public forum is scheduled for March 17, 2017 in Sacramento.

Review Expired License Requirements (CCR 2624 and 2624.1) - to assess whether any revisions are needed to the regulations, procedures, and instructions for expired license requirements. At the August 6, 2015 LATC meeting, the Committee reviewed the procedures and expired license requirements contained in BPC 5680.2 (License Renewal – Three Years After Expiration) and CCR 2624 and 2624.1, and directed staff to assess whether the Board's procedures and

requirements should be considered for use by LATC. At the November 17, 2015, LATC meeting, the Committee reviewed re-licensure requirements of various state landscape architect licensing boards and three DCA licensing boards, and directed staff to research re-licensure procedures for additional state boards and agendize this objective at its next meeting. At its meeting on February 10, 2016, the Committee directed staff to draft proposed language to amend the LATC's relicensure procedures to require an individual whose license has been expired for less than five years to pay any accrued fees, and to require the holder of a license that has expired for more than five years to reapply for licensure and retake the CSE. At its meeting on May 24, 2016, the Committee voted to amend BPC 5680.2 and repeal CCR 2624 and 2624.1. Prior to the meeting, staff discovered BPC 5680.1 included language that would also need to be amended. It was noted to the Committee that BPC 5680.1 would be included when presented to the Board for its consideration. At its June 9, 2016, meeting, the Board voted to amend BPC 5680.1 and 5680.2 and repeal CCR 2624 and 2624.1. Staff worked with DCA Legal Counsel to draft the amendment of BPC 5680.1 and 5680.2. Once the amendments to BPC 5680.1 and 5680.2 are passed by the Legislature and signed by the Governor, staff will prepare the rulemaking file to repeal CCR 2624 and 2624.1.

LATC ENFORCEMENT PROGRAM

Disciplinary Guidelines As part of the Strategic Plan established by LATC at the January 2013, meeting, LATC set an objective of collaborating with the Board in order to review and update LATC's *Disciplinary Guidelines*. At its December 2014 meeting, the Board approved the proposed updates to their *Disciplinary Guidelines* and authorized staff to proceed with the required regulatory change in order to incorporate the revised *Disciplinary Guidelines* by reference. At its February 10, 2015, meeting, LATC approved proposed revisions to its *Disciplinary Guidelines* based on the recent Board approval for their *Guidelines*. Staff provided the revised *Disciplinary Guidelines* to the new Deputy Attorney General Liaison for review. He suggested several amendments, which staff added to the *Guidelines*. The amended *Disciplinary Guidelines* and proposed regulatory package were approved by LATC at its August 6, 2015, meeting and by the Board at their September 10, 2015, meeting.

On October 21, 2015, staff sent DCA Legal Counsel suggested edits to the Optional Conditions section in the *Disciplinary Guidelines* for review. Legal Counsel notified staff on November 12, 2015, that the edited portions were sufficient and substantive, and would require re-approval by the Board. On November 25, 2015, Legal Counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the *Disciplinary Guidelines*. At its December 10, 2015, meeting, the Board approved the revised *Disciplinary Guidelines* and the proposed regulation to amend CCR 2680, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff prepared the proposed regulatory package for Legal Counsel's review and approval on March 15, 2016. On April 8, 2016, Legal Counsel advised staff that further substantive changes were necessary prior to submission to OAL. Board staff developed recommended revisions to the *Guidelines* in response to Legal Counsel's concerns, and presented those revisions to the REC for review and consideration at its November 8, 2016, meeting. At the meeting, the REC voted to recommend to the Board that it approve the additional revisions to the *Disciplinary Guidelines* and authorize staff to proceed with the

regulatory change to amend CCR 154 in order to incorporate the revised *Guidelines* by reference. The additional revisions to the *Guidelines* and the proposed regulatory language to amend CCR 154 were approved by the Board at its December 15, 2016 meeting. Staff is updating its *Guidelines* to include the approved revisions that are appropriate to the LATC for consideration by the Committee at a future meeting.

Enforcement Statistics	Current Month January 2017	Prior Month December 2016	FYTD 2016/17	5-FY Avg 2011/12 – 2015/16
Complaints				
Received/Opened (Reopened):	2 (0)	3 (0)	10 (0)	26 (0)
Closed:	2	0	11	36
Average Days to Close:	395	N/A	167 days	360 days
Pending:	7	8	6*	21
Average Age (Pending):	47 days	110 days	133 days*	301 days
Citations				
Issued:	0	0	6	3
Pending:	0	0	2*	2
Pending AG: †	0	0	1*	2
Final:	1	1	3	2
Disciplinary Actions				
Pending AG:	0	0	0*	1
Pending DA:	0	0	0*	0
Final:	0	0	0	1
Settlement Reports (§5678)**				
Received/Opened:	0	0	1	1
Closed:	0	0	1	1
Pending:	0	0	1*	1

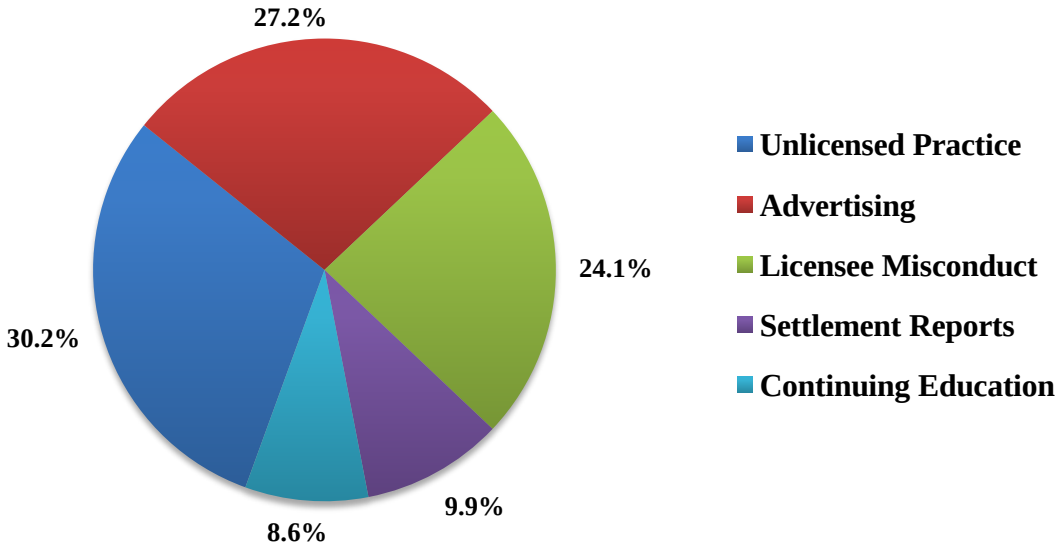
* *Calculated as a monthly average of pending cases.*
** *Also included within "Complaints" information.*
† *Also included within "Pending Citations."*

CALENDAR OF EVENTS

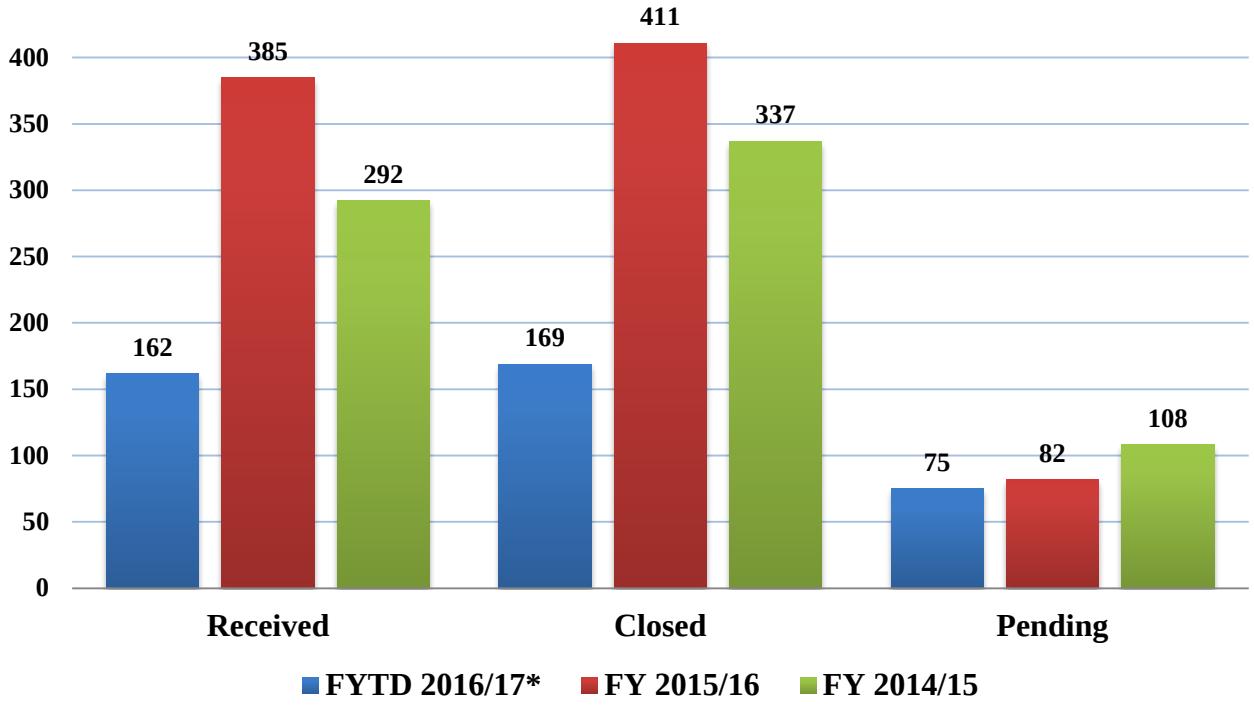
February		
20	*President's Day*	*Office Closed*
March		
2	Board Meeting	Los Angeles
10-11	National Council of Architectural Registration Boards (NCARB) Regional Summit	Jersey City, NJ
17	Landscape Architects Technical Committee (LATC) Public Forum on California Code of Regulations Section 2620	Sacramento
31	*Cesar Chavez Day*	*Office Closed*
April		
5	LATC Meeting	Los Angeles
May		
29	*Memorial Day*	*Office Closed*
June		
15	Board Meeting	San Francisco
21-24	NCARB Annual Meeting	Boston, MA
July		
4	*Independence Day*	*Office Closed*
13	LATC Meeting	Sacramento
September		
7	Board Meeting	Burbank
4	*Labor Day*	*Office Closed*
November		
1	LATC Meeting	San Diego
10	*Veterans Day Observed*	*Office Closed*
23–24	*Thanksgiving Holiday*	*Office Closed*
December		
7	Board Meeting	Sacramento
25	*Christmas Day*	*Office Closed*

ENFORCEMENT PROGRAM REPORT

Types of Complaints Received FYTD 2016/17*

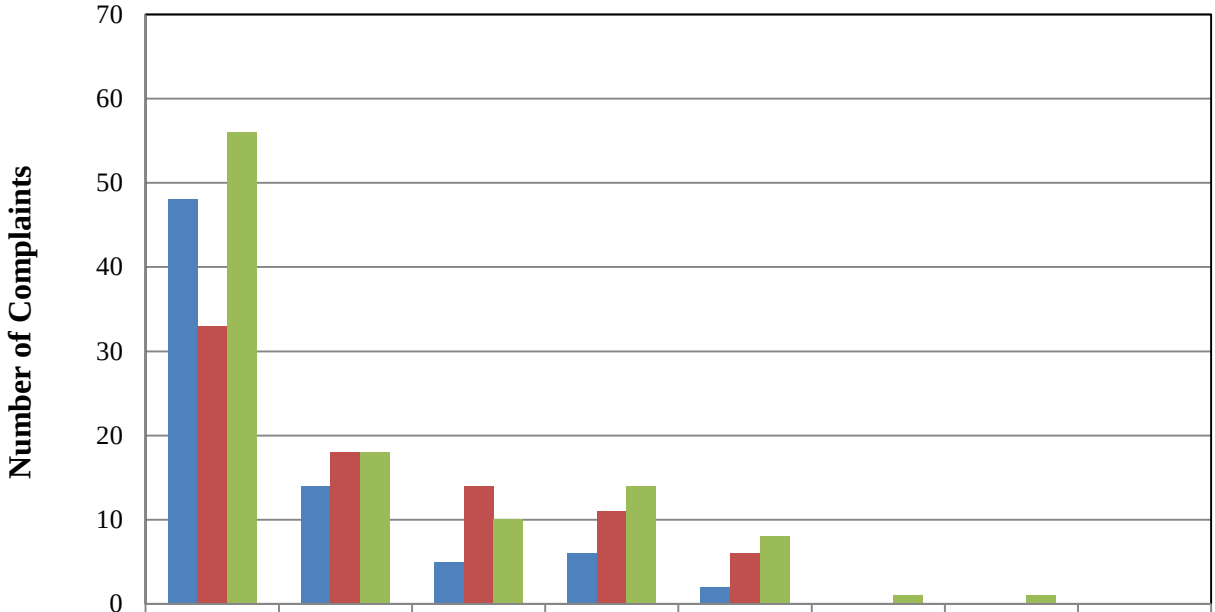


Complaints Received, Closed, and Pending by FY



* FYTD reflects data as of January 31, 2017.

Comparison of Age of Pending Complaints by FY



	0 - 90 Days	91 - 180 Days	181 - 270 Days	271 - 364 Days	1 - 2 Years	2 - 3 Years	3 - 4 Years	4+ Years
FYTD 2016/17*	48	14	5	6	2	0	0	0
FY 2015/16	33	18	14	11	6	0	0	0
FY 2014/15	56	18	10	14	8	1	1	0

* FYTD reflects data as of January 31, 2017.

Closure of Complaints by FY

Type of Closure	FYTD 2016/17*	FY 2015/16	FY 2014/15
Cease/Desist Compliance	39	56	9
Citation Issued	23	77	62
Complaint Withdrawn	6	6	2
Insufficient Evidence	4	20	13
Letter of Advisement	57	158	185
No Jurisdiction	9	14	11
No Violation	21	62	40
Referred for Disciplinary Action	3	4	6
Other (i.e., Duplicate, Mediated, etc.)	7	14	9

* FYTD reflects data as of January 31, 2017.

Disciplinary and Enforcement Actions by FY

Action	FYTD 2016/17*	FY 2015/16	FY 2014/15
Disciplinary Cases Initiated	3	4	5
Pending Disciplinary Cases	4	6	6
Final Disciplinary Orders	4	4	1
Final Citations	22	65	47
Administrative Fines Assessed	$29,250	$79,750	$78,000

* FYTD reflects data as of January 31, 2017.

Most Common Violations by FY

During FY 2016/17 (as of January 31, 2017), 22 citations with administrative fines became final with 35 violations of the provisions of the Architects Practice Act and/or Board regulations. The most common violations that resulted in enforcement action during the current and previous two fiscal years are listed below.

Business and Professions Code Section (BPC) or California Code of Regulations Section (CCR)	FYTD 2016/17*	FY 2015/16	FY 2014/15
BPC 5536(a) and/or (b) – Practice Without License or Holding Self Out as Architect	34.3%	24.5%	41.8%
BPC 5536.1(c) – Unauthorized Practice	0%	4.1%	5.1%
BPC 5536.22 (a) – Written Contract	14.3%	3.1%	5.1%
BPC 5584 – Negligence or Willful Misconduct	2.9%	5.1%	2.5%
BPC 5600.05(a)(1) and/or (b) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements**	20.0%	52.0%	31.6%
CCR 160(b)(2) – Rules of Professional Conduct	5.7%	7.1%	5.1%

* FYTD reflects data as of January 31, 2017.

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

BOARD MEMBER LIASION REPORTS ON ORGANIZATIONS AND SCHOOLS

The Board's Liaison Program is designed to ensure that the Board exchanges information with key entities. Liaisons are assigned to organizations and schools, and are responsible for: 1) establishing and maintaining contact with these entities, and 2) twice annually reporting back to the Board on these entities' activities and objectives (during the fall and spring months to coincide with the academic calendar). Attached is a listing of the liaison assignments. At its December 15-16, 2016, meeting, the Board determined its liaison program to be valuable and voted to continue with the liaison program as currently implemented.

At this meeting, liaisons are asked to provide the Board with an update on the activities and objectives of their assigned organizations and schools.

Attachment:
2017 Liaison Program Organization & School Assignments

CALIFORNIA ARCHITECTS BOARD
2017 Liaison Program
Organization & School Assignments

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

CALIFORNIA ARCHITECTS BOARD
2017 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS (NAAB – ACCREDITED)	
Academy of Art University Mimi Sullivan, Executive Director msullivan@accademyart.edu (415) 274-2222	**Sylvia Kwan**
California College of the Arts Jonathan Massey, Director jmassey@cca.edu (415) 703-9516	**Sylvia Kwan**
California Polytechnic State University, San Luis Obispo Christine Theodoropoulos, AIA, PE, Dean theo@calpoly.edu (805) 756-5916	**Barry Williams**
California State Polytechnic University, Pomona Michael Woo, Dean mwoo@csupomona.edu (909) 869-2667	**Pasqual Gutierrez**
NewSchool of Architecture and Design Gregory Marick, President gmarik@newschoolarch.edu (619) 684-8777	**Jon Baker**
Southern California Institute of Architecture (SCIARC) Eric Owen Moss, Director directors_office@sciarc.edu (310) 839-1199	**Barry Williams**
University of California, Berkeley Tom Buresh, Chair buresh@berkeley.edu (510) 642-4942	**Tian Feng**
University of California, Los Angeles David Rouffeve, Interim Dean rouffeve@arts.ucla.edu (310) 206-6465	**Denise Campos**
University of Southern California Qingyun Ma, Dean archdean@usc.edu (213)740-2083	**Ebony Lewis**
Woodbury University Norman Millar, AIA, Dean norman.millar@woodbury.edu (818) 252-5121	**Pasqual Gutierrez**

CALIFORNIA ARCHITECTS BOARD
2017 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS (COMMUNITY COLLEGES)	
Bakersfield College Jason Dixon, Chair, Industrial Drawing and Architecture jadixon@bakersfieldcollege.edu (661) 395-4080	**Pasqual Gutierrez**
Cerritos College, Norwalk Nick Real, Instructional Dean yreal@cerritos.edu (562) 860-2451 x2903	**Nilza Serrano**
Chabot College, Hayward Adrian Huang, Chair, Architecture School of the Arts ahuang@chabotcollege.edu (510) 723-7410	**Tian Feng**
Citrus College, Glendora Jim Lancaster, Dean, Architectural Drafting Department jlancaster@citruscollege.edu (626) 852-6403	**Ebony Lewis**
City College of San Francisco Nestor Regino, Chair, Architecture Department nregino@ccsf.edu (415) 239-3265	**Matt McGuinness**
College of Marin, Kentfield Bill Abright, Chair, Fine/Visual Arts Department bill.abright@marin.edu (415) 457-8811 x7483	**Sylvia Kwan**
College of San Mateo John Lucchesi, Adjunct Faculty, Architecture Department lucchesij@smccd.edu	**Matt McGuinness**
College of the Desert, Palm Desert Bert Bitanga, Architecture/Environ. Design Advisor dbitanga@collegeofthedesert.edu (760) 776-7236	**Barry Williams**
College of the Sequoias, Visalia Rolando Gonzalez, AIA, Professor of Architecture rolandog@cos.edu (559) 730-3758	**Barry Williams**
Cosumnes River College, Sacramento John Ellis, Professor, Architecture Department ellisjd@crc.losrios.edu (916) 691-7237	**Sylvia Kwan**

CALIFORNIA ARCHITECTS BOARD
2017 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS (COMMUNITY COLLEGES)	
Cuesta College, San Luis Obispo John Stokes, Engineering and Technology Division Chair jstokes@cuesta.edu (805) 546-3100 x2115	**Barry Williams**
Diablo Valley College, Pleasant Hill Daniel Abbott, Chair, Architecture/Engineering Department dabbott@dvc.edu (925) 969-2368	**Tian Feng**
East Los Angeles College, Monterey Park Michael Hamner, Chair, Architecture Department hamnerm@elac.edu (323) 265-8839	**Ebony Lewis**
Fresno City College Ronald Cerkueira, Chair, Digital Design & Manufacturing ron.cerkueira@fresnocitycollege.edu (559) 442-4600 x8738	**Barry Williams**
Glendale Community College Dave Martin, Chair, Architecture Department dmartin@glendale.edu (818) 240-5528	**Denise Campos**
Los Angeles City College Gayle Partlow, Chair, Art & Architecture Department partlogm@lacitycollege.edu (323) 953-4000 x2510	**Nilza Serrano**
Los Angeles Valley College, Van Nuys Michael Avila, Chair, Technology Department avilama@lavc.edu (818) 947-2561	**Ebony Lewis**
Mt. San Antonio College, Walnut Ignacio Sardinas, Chair, Architecture Program isardinas@mtsac.edu (909) 274-4805 Robert Perkins, Co-Chair, Architecture Program rperkins@mtsac.edu (909) 274-4388	**Pasqual Gutierrez**
Orange Coast College, Costa Mesa Rose Kings, Program Coordinator, Technology Division rkings@occ.cccd.edu (714) 432-5623	**Nilza Serrano**

CALIFORNIA ARCHITECTS BOARD
2017 Liaison Program
Organization & School Assignments

SCHOOL ASSIGNMENTS (COMMUNITY COLLEGES)	
Rio Hondo College, Whittier Mike Slavich, Dean, Career & Tech Ed. Division mslavich@riohondo.edu (562) 463-7368	**Denise Campos**
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DISCUSS AND POSSIBLE ACTION ON PROPOSED LEGISLATION:

1. Senate Bill 247 (Moorlach) [Occupational Licensing Requirements]

2. The American Institute of Architects, California Council Proposal on Construction Observation; Business and Professions Code (BPC) Section 5536.25 (Liability; Damages Caused by Subsequent, Unauthorized, or Unapproved Changes or Uses of Plans, Specifications, Reports or Documents; Construction Observation Services)

3. California Council for Interior Design Certification Sunset Review Report and Proposed Amendments to BPC Section 5800 (Definition of "Certified Interior Designer")

SENATE BILL 247 (MOORLACH) [OCCUPATIONAL LICENSING REQUIREMENTS]

Senate Bill (SB) 247 (Moorlach) states the intent of the Legislature to enact legislation that would reduce occupational licensing requirements.

Attachment:
SB 247 (Moorlach) [Occupational Licensing Requirements]

SENATE BILL No. 247

Introduced by Senator Moorlach

February 6, 2017

An act relating to professions and vocations.

LEGISLATIVE COUNSEL'S DIGEST

SB 247, as introduced, Moorlach. Licensing requirements.

Existing law establishes the Department of Consumer Affairs, which is comprised of various boards, bureaus, commissions, committees, and similarly constituted agencies that license and regulate the practice of various professions and vocations.

This bill would state the intent of the Legislature to enact legislation that would reduce occupational licensing requirements.

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

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

SECTION 1. It is the intent of the Legislature to enact legislation that would reduce occupational licensing requirements.

O

THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL PROPOSAL ON CONSTRUCTION OBSERVATION; BUSINESS AND PROFESSIONS CODE (BPC) SECTION 5536.25 (LIABILITY; DAMAGES CAUSED BY SUBSEQUENT, UNAUTHORIZED, OR UNAPPROVED CHANGES OR USES OF PLANS, SPECIFICATIONS, REPORTS OR DOCUMENTS; CONSTRUCTION OBSERVATION SERVICES)

The American Institute of Architects, California Council (AIACC) is proposing two changes to the Architects Practice Act via BPC 5536.25:

1. Clarification that an architect is not responsible for damage caused by "construction deviating from a permitted set of plans, specifications, reports, or documents" not authorized or approved in writing by the architect; and

2. An update to the definition of "construction observation services" to clarify that those services do not include inspection, or determining or defining means and methods (the day-to-day activities a contractor employs to complete construction).

AIACC's proposed legislation is currently under consideration by the Senate Business, Professions and Economic Development Committee, and is attached. The Board is asked to discuss and take action on this proposal.

Attachment:
AIACC's Proposed Legislation to Amend BPC 5536.25

Senate Business, Professions and Economic Development Committee
COMMITTEE BILL: PROPOSED LEGISLATION

Note: Submit the completed form to the Committee electronically by email **and** as a hardcopy by mail. Attach additional information or documentation as necessary.

REQUESTOR & CONTACT INFORMATION:

Mark Christian
American Institute of Architects, California Council
mark@aiacc.org
916-642-1708

DATE SUBMITTED:

January 23, 2017

SUMMARY:

Makes two minor changes to the Architects Practice Act.

1. Clarifies that an architect is not responsible for damage caused by "construction deviating from a permitted set of plans, specifications, reports, or documents" not authorized or approved in writing by the architect.
2. Updates the definition of "construction observation services" to clarify that those services do not include inspection, or determining or defining means and methods (the day-to-day activities a contractor employs to complete construction).

IDENTIFICATION OF PROBLEM:

Existing law, in the Architects Practice Act (B&P Section 5536.25), holds that an architect is not responsible for damage caused by changes to plans that are not authorized or approved in writing by the architect. However, it is not clear if that protects the architect from responsibility if construction "deviates" from the plans (as opposed to an actual change made in the plan without the architect's knowledge).

Existing law, in the Architects Practice Act (also B&P Section 5536.25) defines "construction observation services." These are services that may be, and sometimes are provided by an architect. This definition includes services that shall NOT be considered construction observation services. This definition of services that are not construction observation services is lacking in that it does not specify that inspection (very different from construction observation) and determining the contractor's means and methods are not construction observation services.

PROPOSED SOLUTION:

Update the Architects Practice Act (specifically, B&P Section 5536.25) to clarify that an architect is not responsible if construction deviates from the architect's plans if the architect did not approve of that deviation.

Update the Architects Practice Act (specifically, B&P Section 5536.25) to modernize the definition of "construction observation services."

PROGRAM BACKGROUND & LEGISLATIVE HISTORY:

B&P Section 5536.25 was added to the Architects Practice Act in 1985. The definition of "construction observation services" was added to this Section in 1987.

In 1999, AB 1678 (Assembly Committee on Consumer Protection, Governmental Efficiency and Economic Development) [Chapter 982, Statutes of 1999, Section 2] was enacted to, among other things, amend B&P Section 5536.25 to clarify that an architect was not responsible for changes in the plans unless the architect approved of those changes in writing (The Committee Bill AB 1678 added "in writing" to the existing language that an architect is not responsible for changes made to the plans, to better protect the consumer, contractor, and architect by establishing the need for a written record).

There has been no change to the definition of "construction observation services" since it was added to the Architects Practice Act 30 years ago.

JUSTIFICATION:

The changes proposed are non-controversial and have a record of being enacted with a Committee Bill.

This will make it easier for the California Architects Board to properly decide when an architect is responsible for damages and to allocate limited enforcement staff time to begin an investigation.

ARGUMENTS PRO & CON:

As stated immediately above, the proposed changes make it easier for the California Architects Board to properly decide when an architect is responsible for changes and to begin an investigation.

Additionally, it does offer practicing architects a reasonable and common sense protection when deviations are made from their plans without their knowledge or written authorization.

Finally, the proposed change to the definition of "construction observation services" are clarifying and do not change the understood meaning of "construction observation services."

PROBABLE SUPPORT & OPPOSITION:

The proposed changes are supported by the American Institute of Architects, California Council, and have been reviewed and edited by the staff at the

California Architects Board (CAB). The CAB, however, has not taken a position on these proposed changes.

FISCAL IMPACT:

None.

ECONOMIC IMPACT:

None.

FINDINGS FROM OTHER STATES:

None.

PROPOSED TEXT (use underline & strikeout):

California Business and Professions Code Section 5536.25

(a) A licensed architect who signs and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by **construction deviating from a permitted set of plans, specifications, reports, or documents, or by** subsequent changes to or uses of those plans, specifications, reports, or documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the architect and the architectural service rendered by the architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.

(b) The signing and stamping of plans, specifications, reports, or documents which relate to the design of fixed works shall not impose a legal duty or responsibility upon the person signing the plans, specifications, reports, or documents to observe the construction of the fixed works which are the subject of the plans, specifications, reports, or documents. However, this section shall not preclude an architect and a client from entering into a contractual agreement which includes a mutually acceptable arrangement for the provision of construction observation services. This subdivision shall not modify the liability of an architect who undertakes, contractually or otherwise, the provision of construction observation services for rendering those services.

(c) "Construction observation services" means periodic observation of completed work to determine general compliance with the plans, specifications, reports, or other contract documents. However, "construction observation services" does not mean **inspection, determining or defining means or methods, or** the superintendence of construction processes, site conditions, operations, equipment, or personnel, or the maintenance of a safe place to work or any safety in, on, or about the site.

For purposes of this subdivision, “periodic observation” means visits by an architect, or his or her agent, to the site of a work of improvement.

CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION SUNSET REVIEW REPORT AND PROPOSED AMENDMENTS TO BPC SECTION 5800 (DEFINITION OF "CERTIFIED INTERIOR DESIGNER")

The Board's 2017-2018 Strategic Plan contains an objective to "Monitor Sunset Review, including that of the California Council for Interior Design Certification (CCIDC), to understand the process and advocate common issues". CCIDC is currently participating in the Sunset Review process. It submitted its Sunset Review Report to the Legislature in December of 2016 and will be presenting its report at a joint hearing of the Senate Business and Professions Committee and Senate Business, Professions, and Economic Development Committee on March 6, 2017.

In preparation for the hearing, staff for the legislative committees noted above convened a stakeholder meeting on February 3, 2016. At that meeting, CCIDC explained its proposed amendments to expand the current definition of Certified Interior Designer (CID), which is contained in Business and Professions Code section 5800. An excerpt of the portion of CCIDC's Report that explains the amendments is included as Attachment 2. (A complete copy of CCIDC's Report is available at ccidc.org.) CCIDC has noted that the justification for the amendments is the fact that local building departments are not consistent on accepting plans from CIDs.

> *"The issue relates to a lack of uniform consistency of accepting plans stamped by CIDs for permitting purposes across all 450 plus building official and permitting jurisdictions in California. There is a disconnect amongst building officials when they interpret not only the certified interior designer law, but also the exemptions within the architect's practice act and the reference to those exemptions within the certified interior designers law. Section 5538 of the architect's practice act, along with the California Building Standards Code (CBC) is referenced in BPC § 5805 of the certified interior designers statute."*

Local building departments have the responsibility of ensuring the safety of buildings and conduct plan review and inspections to fulfill that mandate. Building departments are often viewed as the "last line of defense" for the built environment. The services they provide via plan review and inspections focus on compliance with code requirements, but do not necessarily assess all elements that can impact the public health, safety, and welfare. Licensure standards, however, exist for the purpose of consumer protection, both of "clients" and users of buildings. As such, licensure requirements are also a crucial part of the "last line of defense" that is critical to ensuring safe buildings.

It should be noted that the Board considered the same issue in 2013. At its May 2013 meeting, the Board voted to oppose the expansion of the definition of a CID as reflected in Senate Bill 308 (Price). The Board's concerns were that the proposed amendments expanded the definition of CID into areas that could impact the public health, safety, and welfare. In addition, the Board determined that the examination for CIDs (Interior Designers Examination, or "IDEX") may not sufficiently examine for the elements specified in the proposed amendments. The issues being raised in support of the proposed amendments appear to be similar to the points from 2013.

The language being proposed is similar to the 2013 version. It should be noted that inserting language from one section into another body of law is contrary to normal practices in drafting

statutory languages (Attachment 2). This is primarily because inserting can result in incongruent provisions. In addition, the proposed definition intentionally omits the word "safety" and in doing so greatly diminishes a key standard that is necessary to protect the public health, safety, and welfare.

Another key safety issue is the fact that inserting the additional elements into the definition as noted above may push the provisions beyond what is permissible in current law. For example, "horizontal exiting," "rated corridors," and "reflective ceiling plans," can have a significant life/safety impact. It is not clear whether CIDs possess the requisite knowledge, skill, and ability to provide services affecting those elements. The only means to verify such competence is via a valid occupational examination. As such, CCIDC was asked by Board staff to provide the "test plan" for the IDEX (Attachment 3 and 4). The test plan specifies the knowledge areas that are assessed on the examination. From reviewing the IDEX test plan, it is not clear that CIDs are sufficiently tested in the three areas identified above.

Another consideration is the certification requirements for CIDs. Architects are required to complete a robust internship requirement that is based upon the occupational analysis for the national examination. As such, the program (Architectural Experience Program) ensures that candidates for licensure gain experience in key areas of practice that have an impact on public health, safety, and welfare. Conversely, CIDs have only a broad experience requirement and as such candidates may or may not have experience in crucial areas.

Several points from the CCIDC Sunset Review Report warrant additional clarification. First, the assertion that architects are primarily only concerned with the "shell" of buildings is not accurate. Architects provide a broad range of professional services that shape the built environment, both inside and outside structures. Secondly, the contention that there is a shortage of architects is not supported by any data. The reference in the Board's 2014 Sunset Review Report as to the supply of architects was a notation based upon informal anecdotal information. National data (Attachment 5) actually demonstrates that the supply of architects is increasing. Nevertheless, in analyzing licensure issues, consumer protection must always remain paramount. Public health, safety, and welfare cannot and should not be compromised, even if there is a supply and/or demand trend.

Ultimately, the Board should consider whether CIDs are appropriately tested on content related to "horizontal exiting," "rated corridors," and "reflective ceiling plans." In addition, the Board should assess the extent to which the public health, safety, and welfare may be compromised by omitting the word "safety" from the proposed definition.

The Board is asked to consider the public health, safety, and welfare implications of the proposed definition and take a position on the proposal.

Attachments:

1. Excerpt from CCIDC Sunset Review Report (pages 41-49)
2. Business and Professions Code section 5538
3. CCIDC IDEX Classification System
4. IDEX California Study Guide
5. NCARB By the Numbers (2016)

CCIDC

California Council for Interior Design Certification

Sunset Review
December 2016

1605 Grand Avenue, Suite 4
San Marcos, CA 92078
760.761.4734 * www.ccidc.org

CCIDC board meetings are rotated up and down the state in order to allow maximum access to its constituency and certificate holders, and are always held on a Saturday morning in a public place so as not to interfere with regular work hours during the week.

Section 10
New Issues

This is the opportunity for the CCIDC to inform the Legislature of solutions to issues identified by the CCIDC and through the prior review of CCIDC. Provide a short discussion of each of the outstanding issues, and the CCIDC's recommendation for action that could be taken by the CCIDC or by the Legislature to resolve these issues (i.e., legislative changes, policy direction, etc) for each of the following:

1. ***Issues that were raised under prior Sunset Review that have not been addressed.***
2. ***New issues that are identified by the CCIDC in this report.***
3. ***New issues not previously discussed in this report.***
4. ***New issues raised by the Legislature.***

NEW ISSUES:

NEW ISSUE #1:

Although this is under the heading "New Issues" it is an ongoing issue for certified interior designers that was not addressed under the prior Sunset Review noted above under Section 9 – Issue #3: Acceptance of Stamp.

Under BPC § 5537 and 5538 of the Architect's Practice Act are exemptions for "laypersons" to do non-structural and non-seismic work where a licensed/registered architect or engineer is not required to stamp and or sign drawings that may be needed for a building permit issued by a local jurisdiction. "Laypersons" are literally anyone who is not a licensed/registered design professional, i.e. architect or engineer. Persons who fit into this definition are licensed contractors or sub-contractors, building designers, owner builders, developers, interior designers, interior decorators, and members of the general public that possess the skills necessary to prepare drawings that require the skills of a licensed contractor to implement them and the need to procure a building permit, and of course certified interior designers.

Certified interior designers are the only group within the above definition, who practice under the exemptions of BPC § 5537 and 5538, that have been specifically tested on California Codes and Title 24, along with California laws and statutes that are relevant to interior designers, and that must have a specified amount of education and/or experience. This is codified in BPC § 5800 – 5812. CCIDC contends that because of the requirements of BPC § 5800 – 5812 certified interior designers should not be considered "laypersons".

This sets certified interior designers apart from all others as they are recognized for their skills as they have met the state standard for interior designers, that of being certified. This is not to demean any other group or the general public as they may also possess these skills and knowledge; however these other groups and the general public have not met the state standard by submitting to the vetting and examination required in order to use this title.

Each certified interior designer is issued a unique number that identifies them as such and is issued a special stamp containing that number and their name, similar to architects and engineers, along with an I.D card. The purpose of the stamp is to identify to clients, contractors, and most importantly to building officials, that the person who prepared the plans and stamped them has met this higher standard for certified interior designers.

Also as previously discussed in this report certified interior designers as part of their consumer protection responsibilities are required to prepare and provide a contract as delineated under BPC § 5807, something no other interior designers or interior decorators are bound by.

What is the issue with respect to acceptance of the CID stamp?

The issue relates to a lack of uniform consistency of accepting plans stamped by CIDs for permitting purposes across all 450 plus building official and permitting jurisdictions in California. There is a disconnect amongst building officials when they interpret not only the certified interior designer law, but also the exemptions within the architect's practice act and the reference to those exemptions within the certified interior designers law. Section 5538 of the architect's practice act, along with the California Building Standards Code (CBC) is referenced in BPC § 5805 of the certified interior designers statute.

Where does this disconnect emanate from? A sense of history of these exemptions is important in order to understand how we got to where we are today. It emanates from the current vague language contained within BPC § 5538 of the architects practice act. It is clear that these exemptions were first introduced for the benefit of contractors and subcontractors as it constantly references "labor and materials" and the "work necessary to provide for their installation".

There is also a significant reference to "storefronts", being the first prominent item for exemption. It should be noted that in 1939 the interior design profession as we know it today did not exist. Storefronts for the most part back in those days were made of wood and subject to the elements and therefore needed replacing from time to time, unlike the materials we use today. The exemption specifically speaks to builders and contractors being able to replace and install storefronts without the need to employ the services of an architect or engineer. Also included were exemptions for interior alterations or additions, often necessary for minor renovations, again where the services of an architect, or engineer for that matter were not needed. Section 5538 was first added to Chapter 33 in 1939 specifically noted as an "Exemption" and reads as follows:

(Note: Highlights in yellow are by the author of this report)

> 5538. This chapter does not apply to any person in so far as such person furnishes plans, drawings, specifications, instruments of service or other data for labor and materials to be furnished by such person, either alone or with subcontractors, for store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment, or for any work necessary to provide for their installation, or for any alterations or additions to any building necessary to or attendant upon the installation of such store

fronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances or equipment, nor does this chapter prevent any such person from advertising or putting out any sign or card or other device which might indicate to the public that such person is qualified to furnish such plans, drawings, specifications, instruments of service or data.

Section 5538 was first amended in 1963 with an enumerated breakdown added and the first reference to the "structural system and safety of the building". It is clear this amendment was concerned with "unlicensed laypersons", those who were not architects or engineers, doing work that affected the structural safety of the building without possessing the requisite knowledge, education or expertise. Seismic was not mentioned. These amendments were still primarily aimed at building contractors as the word "subcontractors" was still included along with "storefronts" and "labor and materials" as prominent parts of the exemption. Again, the interior design profession as we know it today did not exist. The amended 1963 version of Section 5538 reads as follows:

5538. This chapter does not prohibit any person from furnishing, either alone or with subcontractors, labor and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

(a) For store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.

(b) For any work necessary to provide for their installation.

(c) For any alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided such alterations do not change or alter the structural system or safety of the building.

The next amendment to Section 5538 occurred in 1985. The words "nonstructural" and "seismic" are introduced for the first time. The word "unlicensed" is also introduced in order to broaden the reach of the exemptions beyond that of contractors and subcontractors as they are now "licensed" professions under California law, and interior designers are now a strong emerging profession to compliment that of architecture. As mentioned in the first part of this report giving a historical perspective of interior design and its emergence in the built environment, especially for office employees has changed dramatically by 1985.

The amendment language in item "c" from the word "However" until the end was (underlined by this author) clearly an attempt at deliberately curbing anyone from providing any design services outside that of a licensed architect. The words "structural system", heretofore referencing the actual "shell" of the building has been replaced with "any components". There is no definition of what structural or seismic components are, and that has been left to speculation and interpretation. This paragraph created a serious conflict between what a building official will accept as nonstructural, nonseismic interior design work versus what constitutes practicing architecture without a license as defined by the California Architects Board.

The amended 1985 version of Section 5538 is as follows:

5538. This chapter does not prohibit any person from furnishing either alone or with subcontractors, labor and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

(a) For nonstructural store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.

(b) For any nonstructural work necessary to provide for their installation.

(c) For any nonstructural alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment. However, an unlicensed person may not render or offer to render services to another person in connection with the planning, design, preparation of instruments of service, such as drawings and specifications, or administration of construction or alteration, of any component affecting the safety of any building or its occupants, including, but not limited to, structural or seismic components, except as exempted from this chapter by Section 5537.

Because of the amendments noted above and the confusion created not only within the interior design profession, but also with building officials and licensed contractors Section 5538 was amended again in 1990. It also caused the interior design profession in California to pursue practice act legislation (SB 153) that was eventually compromised into a title act resulting in BPC § 5800 for certified interior designers. SB 153 incorporated the amendments to 5538 at that time and no further amendments have been made since. Please note that specific changes were made to reference licensed contractors and their statute, and the word "subcontractors" was removed (see amended 5538 below). The word "nonseismic" was also added to complement the word "nonstructural". The word "those" was also substituted for "any" in item "c".

Even though these 1990 amendments cleaned up a lot of the ambiguity and deliberate restrictions imposed on interior designers and many others by the amendments from 1985, this section still remains subject to interpretation with regards to what constitutes "safety" of the building. Building officials do not know how to interpret this word with respect to accepting interior design plans for permit purposes and this has resulted in a complete lack of consistency across the state when it comes to interior designers being able to submit their interior design plans.

The amended 1990 version of Section 5538 is as follows:

5538. This chapter does not prohibit any person from furnishing, either alone or with contractors, if required by Chapter 9 (commencing with Section 7000) of Division 3, labor and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

(a) For nonstructural or nonseismic store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.

(b) For any nonstructural or nonseismic work necessary to provide for their installation.

(c) For any nonstructural or nonseismic alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or alter the structural system or safety of the building.

As noted above the word "safety" has become the bone of contention for building officials when trying to reconcile the certified interior designer statute with BPC § 5538 as contained within said statute BPC § 5800(a). Because BPC § 5538 is mentioned in BPC 5800(a) building officials refer back to that statute when making a determination on the acceptability of the interior design plans for building permit purposes.

There is no definition in either statute for the word "safety" in this regard so the building official makes this determination often before even reviewing the interior design plans and sometimes rejecting them out of hand because they do not contain a licensed architect or engineer's stamp.

Where does this happen? The most common jurisdictions where interior design plans are rejected out of hand are in Los Angeles, San Francisco, and more often than not in San Jose, even though the plans meet the requirements of the exemptions contained within the architect's practice act. Needless to say these are the 3 largest building department jurisdictions in the state of California. Typically the plans rejected are for commercial work, unless it is residential work beyond the scope of an interior designer or building designer that perhaps crosses over into structural and seismic territory, in which case they should be.

In other large jurisdictions, like San Diego nearly all commercial work that is nonstructural, nonseismic, is acceptable to the building department including horizontal exiting, one hour fire corridors and reflected ceiling plans delineating lighting types and locations, Title 24 energy calculations, and a host of other related drawings and calculations that form the entirety of a commercial interior design project in a hi-rise office building.

Because this work is nonstructural and nonseismic it does not legally cross the boundary of the architect's practice act, which would require the California Architects Board to intervene and issue a citation for practicing as an architect without a license. This is simply not the case and has been thoroughly discussed with the staff of CAB. By this simple fact commercial or residential interior design is not architecture according to state law as long as it meets the exemption standards of BPC § 5537 and 5538.

If the terms "nonstructural" and "nonseismic" as they relate to the structural system of the building, and as originally contained within the exemptions of 1939 until 1963 had been maintained, this would not be an issue. The issue goes back to the ambiguous word in this case, that of "safety", which can be interpreted to mean anything when it was introduced in 1963.

In the 2014 California Architects Board sunset review report on page 64 they cite the following:

> "An adequate supply of architects is crucial, because in robust economies, firms report that they are simply unable to find enough architects to hire. It is quite possible that a more integrated approach to licensing will produce more architects. The (CAB) Board is beginning to hear anecdotal evidence that firms are having difficulties finding architects to hire as the economy expands."

Notwithstanding a potential shortage of architects, there is work clearly exempted by the architect's practice act that allows consumers to seek the services of others with the potential of not only saving money but time as well. It is a well documented fact that a shortage in supply will create a much higher price for demand. This nonstructural, nonseismic work can be done by others, not least of all by qualified interior designers.

How does the public know who is qualified and who to hire? In California only certified interior designers are vetted and documented in accordance with state law to have the proper education, work experience and examination, which thoroughly tests them on California building codes and Title 24. This is not intended to diminish or demean any organizations or private associations that also require similar requirements for membership or any other attribute. The general public in California have a lot of options, and it is up to them to do their homework before embarking upon their respective projects. In some cases they may choose to hire a licensed architect even though one may not be required by statute or circumstances.

Relative to commercial work there are many factors as to why an owner would want to hire an interior designer over an architect. There are many subspecialties in interior design, even more so than architecture and the practitioner who often operates solely in a specific area of expertise becomes an authority as opposed to a generalist.

For example a designer who specializes in dental operatories tends to come from the profession of interior design more often than not, as opposed to architecture. This is not an area of expertise taught in architectural educational programs and not one that architects with their extensive training towards the exterior of buildings want to specialize in. There may be exceptions, but those will be rare.

Take this example and transfer it to the interiors of restaurants, grocery stores, department stores, medical offices, shoe stores, coffee shops, schools, hotels, hospitals, casinos, car dealerships, even police and fire facilities, not to mention ships, yachts, and aircraft. As you can see the specializations are limitless and many times an interior designer will work hand in glove with an architect when a building shell is involved or the work requires a licensed architect or engineer because it has structural or seismic elements.

Yet many times interior designers will have difficulty submitting their plans, even though they are nonstructural and nonseismic in scope to building departments for permitting purposes because those plans lack an architect or engineer's stamp. The perception amongst some building officials is that because it is a commercial project is must require an architect's signature and stamp, even though that may not be the case according to the law and the building code.

When it comes to commercial office space the architect who designs the building will also produce some of the interiors, especially the common areas, often utilizing their own interior design staff or department. If the building has some large tenants moving in at the time of completion then again the architect may utilize their interior design staff to do that work also. Being an architectural firm submitting their interior design plans for permitting is not a problem.

In instances when the leasing market is slow the architect for the building will move on to their next project leaving the building owner to seek other suitable services for space planning, which is vital to the conclusion of a successful lease agreement. This is a highly competitive and initially low paying service as the building owner may have to pay a space planner multiple times planning the same space before a suitable tenant signs a lease. Typically these are non-built out floors, completely empty and devoid of any construction including the one hour fire corridors connecting the two stairwells as required by building and fire codes. Why don't they build them out when the building is constructed? Because no one knows if the floor is going to be leased to multiple tenants or a single tenant, all of which determines the configuration of that corridor, or whether one is even needed at all.

When a prospective tenant or tenants look at a building the space planner (typically an interior designer) will determine along with the landlord and the leasing broker how the floor they are considering leasing will be broken up and that will also determine the configuration of the one hour corridor, which must conform to state building and fire codes. Only the space planner on this team has that knowledge at this point.

A typical scenario from experience is that the leasing broker will call the space planner (interior designer) at 4:00 p.m. to announce a prospective tenant representative is arriving that evening and would like to meet at 9:00 a.m. the next morning. By the way says the broker, they are looking at three other buildings so your space plan is competing. When you meet the next morning you are

informed that your plan needs to be ready and in the hands of the tenant by 4:00 p.m. that same day as the representative is heading back to their corporate office on the East coast. Architects do not do this kind of work. They are not trained to do this kind of work. There is no money in this kind of work for an architect. Space planning is often done for a low fee because there are no guarantees the tenant will rent the space being planned. The landlord or building owner wants to keep their costs for space planning low for this very reason that the same space can get planned over and over again for different prospective tenants. The pay off for the space planner is that when a space does eventually get leased they get paid a higher fee for the interior design and construction drawings leading to a building permit and eventual construction.

Once a lease has been consummated the space planner now puts on their interior designer hat and produces the final plans along with the necessary construction documents not only for the leased space, but also for the one hour corridor unless it already exists, in order to obtain a building permit. In the case of an existing corridor work will have to be included on the interior design plans for access and exit doors that will only be placed upon the successful completion of a space plan. This is determined by the layout of the new space or reconfiguration of existing space being designed by the space planner. An architect is not required for this work and it is nonstructural and nonseismic.

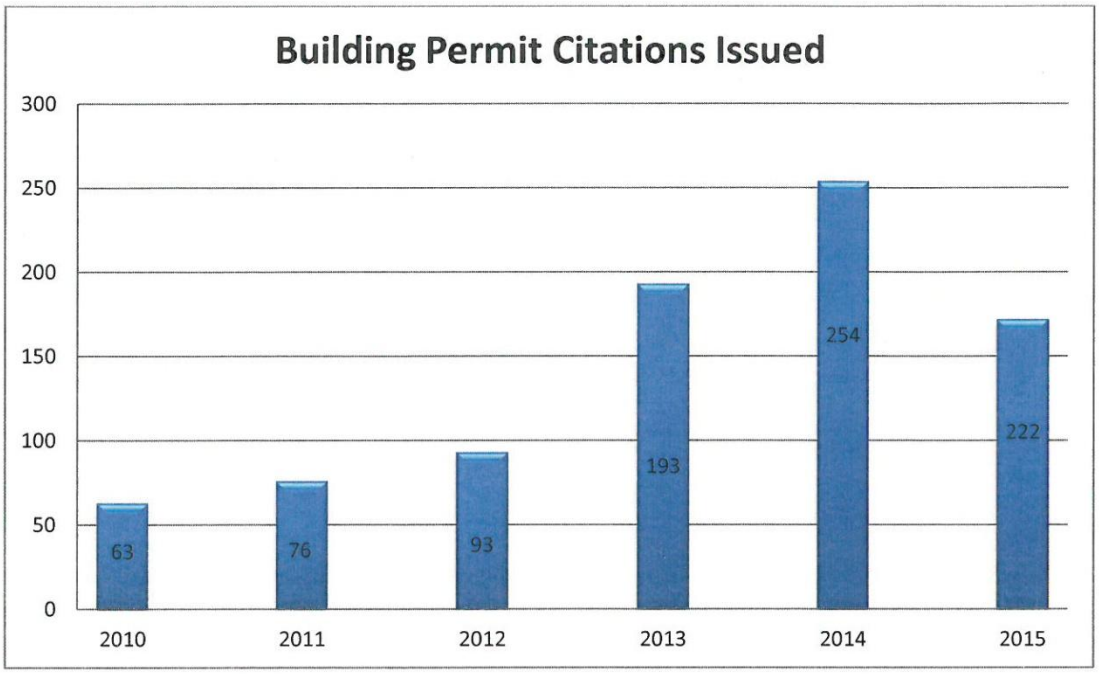
As noted earlier the building shell architect is typically long gone and now because of the ambiguity of the word “safety” in the exemptions, some building officials demand an architect’s stamp on the interior designer’s plans because they interpret this to apply to what are clearly nonstructural, nonseismic elements with the building. The building was empty and stood perfectly in that condition. Adding corridors or interior improvements does not add any structural or seismic integrity to the building shell, nor does it take any away. Trying to bring an architect into the equation at this point serves no purpose other than to delay and increase the costs of doing business for the building owner, the tenant and the interior designer.

Another relevant issue to bring up at this point is that of permit avoidance. In jurisdictions with restrictive plan check submission policies there is a higher level of “permit avoidance”. Permit avoidance is most common where existing spaces are being renovated or reconfigured to suit a new tenant. In the commercial leasing market once a lease has been signed there is a small window of “free rent” (2–3 months) before the lease begins. This is provided for the purposes of preparing the space for the new tenant. Because of this time pressure to get the space ready in jurisdictions that are overly restrictive and require architects stamps and signatures on relatively simple nonstructural, nonseismic drawings the permit process is just simply avoided altogether.

The upside for the landlord or building owner is the permit fees and time constraints are avoided and the tenant moves in before the rent begins to accrue. This of course takes a complicit licensed contractor willing to circumvent the permit process as well. The downside for the jurisdiction is the loss of the revenue stream generated by permit fees; and they do not get to inspect the construction thereby not ensuring public safety.

The following chart was obtained from the Los Angeles Basin Chapter of the International Code Council. These are statistics for Los Angeles County only. The purpose of including this chart is to demonstrate the rise in permit avoidance in one jurisdiction alone over the past 6 years.

There has been a 336 percent increase in building permit citations issued from calendar year 2010 to 2014. This chart only includes single-violation building permit citations.



PROPOSED SOLUTION

CCIDC realizes that changing the word "safety" or eliminating it altogether would be an impossible task given that it is in another professions statute. Changing the architect's statute should be the business of the architects and not CCIDC. However, part of that statute does reside within the certified interior designer's statute and this should be addressed.

CCIDC accepts that the word "safety" should be of concern to building officials and should remain in BPC § 5538. It should however be removed from BPC § 5800 and addressed in a different manner.

CCIDC proposes that amendments be made to BPC § 5800 that clarify exactly what certified interior designers can and cannot do. Certified interior designers are held to a higher standard than "laypersons" vis-à-vis a codified standard of education, work experience, and a California specific examination that thoroughly tests on California building codes, Title 24, California regulations and laws, ethics and conduct, and design standards. These are not laypersons that BPC § 5537 and 5538 was originally intended for and enacted to exempt although they do fall under those exemptions.

The following are our proposed amendments:

The words below in "black" are the existing statute language, and the words in "red", including strikeouts, are the proposed changes.

Business and Professions Code
Chapter 3.9 Interior Designers
Sections: 5800 and 5805.

5800. As used in this chapter:

"Certified interior designer" or the initials “CID” as used in this context shall mean~~s~~ an Occupations Title Standard for a person who meets all of the following requirements:

(1) ~~p~~Prepares and submits non-structural ~~or~~ and non-seismic plans and documents consistent with Section~~s~~ 5805 ~~and 5538~~ to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and that require a building permit.

(2) ~~and who e~~ Engages in programming, planning, designing, and documenting the construction and installation of non-structural ~~or~~ and non-seismic conventional and standard construction elements, finishes, veneers, ~~and~~ furnishings and the administration of construction observance and installation thereof.

(3) Provides plans and documents that illustrate non-structural and non-seismic conventional and standard partition layouts, horizontal exiting, rated corridors, reflected ceiling plans and lighting orientation, locate power and communications outlets, materials and finishes and furniture, including storefronts, interior alterations, fixtures, millwork, appliances and equipment for all buildings as described in 5537 and 5538, including but not limited to high-rise office and high-rise residential buildings.

(4) Engages in coordination and collaboration with other allied design professionals who may be retained to provide consulting services, including but not limited to architects, structural, mechanical, and electrical engineers, and various specialty consultants.

(5) ~~within the interior spaces of a building, and has~~ ~~d~~Demonstrated~~d~~s, by means of education, experience and examination, the competenc~~ye~~ to protect and enhance the health, safety, and welfare of the public.

(6) The certification of Interior Designers does not prohibit Interior Designer or Interior Decorator services by any person or retail activity.

(7) Nothing in this statute shall preclude local building officials who have jurisdiction over any project as required by the California Building Standards Code from determining the requirements or qualifications of who can submit such documents in order to procure a building permit.

5805. Nothing in this chapter shall preclude ~~c~~Certified ~~i~~Interior ~~d~~Designers ~~or any other person~~ from submitting non-structural, non-seismic conventional and standard construction interior design plans for commercial or residential buildings to local building officials, ~~except~~ as provided for in Sections 5537 and 5538. In exercising discretion with respect to the acceptance of interior design plans, the local building official shall reference the California Building Standards Code and the Occupational Title Standard set forth in Section 5800(a).

NEW ISSUE #2

During the 2012 sunset review a report was provided in accordance with BPC § 5811. After that review CCIDC believes that BPC § 5811 should either have been removed or amended in committee bill SB 308 implementing the extension of the current statute until January 1, 2018. Unfortunately this was overlooked. CCIDC also believes that at that time the concerns of the legislature expounded in BPC § 5811 had been significantly addressed as there were no follow up questions or discussions. There is also a deadline date of September 1, 2008 in BPC § 5811 that is no longer valid, nor was it in 2012. Also mentioned in BPC § 5811 is the “California Code and Regulation Examination” no longer exists. A new examination was introduced in 2008 named the “IDEX California” examination.

State of California

BUSINESS AND PROFESSIONS CODE

Section 5538

5538. This chapter does not prohibit any person from furnishing either alone or with contractors, if required by Chapter 9 (commencing with Section 7000) of Division 3, labor and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

(a) For nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.

(b) For any nonstructural or nonseismic work necessary to provide for their installation.

(c) For any nonstructural or nonseismic alterations or additions to any building necessary to or attendant upon the installation of those storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system or safety of the building.

(Amended by Stats. 1990, Ch. 396, Sec. 2.)

California Council for Interior Design Certification (CCIDC)
IDEX - California
Classification System

Domain I: California Code and Regulations	Classification 010000	Test Specifications 46
Task 1: Administration	*010100*	*5*
Knowledge of:		
1. Applicable Codes and code differences	010101	
2. Building and Fire Department Responsibilities	010102	
3. Other Agencies (e.g., Industrial Waste, Health, County, State)	010103	
4. Zoning Planning	010104	
Task 2: Occupancy	*010200*	*5*
Knowledge of:		
1. Means and Methods	010201	
2. Separation	010202	
3. Type	010203	
Task 3: Construction Types	*010300*	*5*
Knowledge of:		
1. Allowable Height and Area	010301	
2. Allowable Materials	010302	
3. Types of Construction	010303	
Task 4: Fire Resistive Requirements.	*010400*	*5*
Knowledge of:		
1. Penetrations and Opening Protection	010401	
2. Practical Code Application	010402	
3. Types of Assemblies	010403	
Task 5: Interior Finish	*010500*	*7*
Knowledge of:		
1. Decorative materials	010501	
2. Interior floor finish	010502	
3. Trim	010503	
4. Wall and ceiling finish	010504	
Task 6: Means of Egress	010600	5
Knowledge of:		
1. Components of Egress (e.g., Exit, Exit Access, Exit Discharge (Existing))	010601	
2. Implementation	010602	
3. Occupant Load	010603	
4. Travel Distance	010604	
Task 7: Accessibility	*010700*	*5*
Knowledge of:		
1. Commercial Accessibility	010701	
2. National and State Standards	010702	
3. Residential Accessibility	010703	
Task 8: Building Systems	*010800*	*4*
Knowledge of:		
1. Alarm (e.g., Fire Systems-Pull Stations, Smoke Detectors, Fire Life Safety)	010801	
2. Building Certification	010802	

3. Electrical-Accessibility, Title 24, (e.g., Minimum space requirements for electrical room, panels)	010803	
4. Energy Conservation CA Title 24- Part 8	010804	
5. Fire Sprinklers (e.g., Based on Occupancy)	010805	
6. Green Building Regulations	010806	
7. Mechanical (e.g., Separation, Penetrations, Consequences)	010807	
8. Plumbing (e.g., Fixture Count based on Occupancy)	010808	
Task 9: Miscellaneous	*010900*	*5*
Knowledge of:		
1. Emergency Egress Windows	010901	
2. Glazing	010902	
3. Interior Environment (e.g., ventilation, Acoustical-Sound Transmission)	010903	
4. Interior Space Dimensions (e.g., Coordination with Systems, Lights, Structural Elements)	010904	
5. Smoke Detectors	010905	
Domain 2: Business Practices and Ethics	**020000**	**Test Specifications 53**
Task 1: Professional Ethics	*020100*	*17*
Knowledge of:		
1. Behavior and Responsibility	020101	
2. Code of Ethics toward Client	020102	
3. Normal and Reasonable Charges for Service and Products	020103	
Task 2: Legal Issues in California	*020200*	*12*
Knowledge of:		
1. Civil Code, Business & Professions Code, Corporations Code	020201	
2. Contractors License	020202	
3. Sales Tax	020203	
4. Three-day	020204	
Task 3: Contractual Issues between Client and Design Professional	*020300*	*15*
Knowledge of:		
1. Arbitration	020301	
2. Breach of Contract	020302	
3. Drawing Reference Construction Documents	020303	
4. Litigation	020304	
5. Payments to Design Profession	020305	
6. Scope of Services Components of the Contract	020306	
7. Specifications Scope of Work	020307	
8. Time Line	020308	
Task 4: Business Procedures	*020400*	*9*
Knowledge of:		
1. Accounting	020401	
2. Attorneys	020402	
3. Engineering	020403	
4. Insurance Business Formations	020404	
5. Liability	020405	
6. Technical and Business Consultants	020406	
Domain 3: Design Standards	**030000**	**Test Specifications 51**
Task 1: Design Theory	*030100*	*7*

Knowledge of:		
1. Element and Principles	030101	
Task 2: Human Factors	*030200*	*7*
Knowledge of:		
1. Anthropometrics	030201	
2. Ergonomics	030202	
3. Lighting	030203	
4. Universal design (e.g., non-code based)	030204	
Task 3: Design Phase	*030300*	*8*
Knowledge of:		
1. Conceptual and Schematic	030301	
2. Cost Estimating	030302	
3. Programming	030303	
4. Space Planning	030304	
Task 4: Contract Documents	*030400*	*9*
Knowledge of:		
1. Bidding procedures	030401	
2. Construction drawings	030402	
3. Construction specifications and finishes	030403	
Task 5: Contract Administration Process	*030500*	*8*
Knowledge of:		
1. Change Order	030501	
2. Post Occupancy Evaluation (POE)	030502	
3. Project Observation	030503	
4. Punch List	030504	
5. Request For Information (RFI)	030505	
6. Shop Drawings	030506	
7. Submittal Review	030507	
Task 6: Finishes, Furnishings, Fixtures, and Equipment	*030600*	*8*
Knowledge of:		
1. Commercial Standards	030601	
2. Residential Standards	030602	
3. Selections of Furnishings, Fixtures, and Equipment (FF&E)	030603	
Task 7: Environmental	*030700*	*4*
Knowledge of:		
1. Acoustics	030701	
2. Indigenous Species	030702	
3. Indoor Air Quality	030703	
4. Sustainable materials	030704	

IDEX®
CALIFORNIA

IDEX California STUDY GUIDE

A background document developed to assist candidates to prepare for the IDEX California® examination.

CCIDC®

California Council for Interior Design Certification

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I. Background

Chapter 3.9 of the California Business and Professions Code, Section 5800, states that:

Certified Interior Designer: means a person who prepares and submits nonstructural or nonseismic plans consistent with Section 5805 and Section 5538 to local building departments which are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of nonstructural or nonseismic elements, finishes and furnishings within the interior space of a building, and has demonstrated by means of education, experience and examination, the competency to protect and enhance the health, safety and welfare of the public.

The California Council for Interior Design Certification (CCIDC) is required by law to have an applicant for certification demonstrate by means of education, experience and examination, the competency to protect and enhance the health, safety and welfare of the public. A key component of this certification is a demonstration of competency in the knowledge of codes and regulations governing the projects frequently produced by interior designers in the State of California. CCIDC has developed the IDEX California examination in conjunction with CASTLE Worldwide Inc., to test this competency.

For an application for certification in California and details on the eligibility requirements for certification, please contact:

California Council for Interior Design Certification
1605 Grand Avenue, Suite #4
San Marcos, CA 92078-2440
Tel: (760) 761-4734 Fax: (760) 761-4736
Web Site: www.ccidc.org
E-mail: ccidc@earthlink.net

This document is intended to provide candidates with the appropriate information and sources, which will enable them to prepare for the IDEX California examination.

To effectively use this document, review the contents (knowledge areas) of the examination and their respective performance criteria. In addition, details of each knowledge area are provided, along with the objectives used in developing test questions.

Not all areas of each performance criteria will be tested on the examination. However, candidates are responsible for the knowledge of such. The specific content of the examination will be drawn at random from this information.

II. Examination Schedule

The IDEX California examination is administered twice annually, in the Spring and in the Fall. The IDEX California is administered at this time only by CCIDC. If you haven't already done so, you should contact CCIDC for a certification application and registration form to sit for the IDEX, or download the appropriate forms from the CCIDC web site at www.ccidc.org.

III. Examination Rules

Once you have registered for the examination, CCIDC has approved your application and registration, and the document submission deadline has passed, your name will be submitted to the test administrator, CASTLE Worldwide. They in turn will contact you via E-mail, with a "Notice To Schedule" (NTS), sometimes referred to as the "CCIDC Eligibility Notice". Please note the NTS will come via E-mail from ibt@castleworldwide.com. The NTS will contain your exclusive username and password and will require you to submit your scheduling request **at least seven (7) days prior to the date you wish to take your examination**. You will be required to go to a specific web site contained on the NTS, enter your user name and password and log in.

The test window will run for approximately 30 days in the Spring, and 30 days in the Fall. You must complete all of the information required on the scheduling pages. You will receive confirmation of your examination date and site by E-mail.

Please note: It is recommended that you submit your scheduling request 30 days prior to the examination date on which you want to schedule. Because more dates are added between 45 to 21 days before the examination date, you will have more testing options from which to choose.

RESCHEDULING POLICY: Rescheduling within the same test window: You may reschedule a test appointment within the same test window up to **five (5) business days in advance of your original test appointment**. The reschedule request can be submitted through CASTLE's online scheduling system through the same link provided on the original NTS. A $50.00 fee will apply and the fee must be paid online at the time of the request.

Rescheduling to a different testing window: If you wish to reschedule (transfer) to another test window, you must cancel your current test appointment by accessing the link provided in the original NTS. The cancellation fee of $50.00 must be received by at least **five (5) business days in advance of your appointment**. You must contact CCIDC at (888) 278-6337 (toll free) to inform them you are transferring to the next test window after you have submitted payment.

NO SHOWS: All no-shows, those who fail to show up for a test appointment at a test site, will be required to pay an additional $75.00 test center fee before they can reschedule. Note:

A no-show will not be allowed to reschedule within the same test window they failed to show up for. They will be required to reschedule for another test window. The fee must be paid to CCIDC prior to obtaining a rescheduled test date.

If you have any questions regarding your registration "prior" to the document submission deadline, please contact CCIDC toll free at 1(888) 278-6337.

If you have any questions regarding your registration "after" the document submission deadline, please contact CASTLE at 1(919) 572-6880.

Once you have scheduled your examination date and site you will receive a scheduling confirmation notice, which is your admission ticket to the examination. This notice will confirm that your examination is the "IDEX California", your examination date, your assigned test site, your candidate password, and the time you need to report to the test site.

There will also be a map for informational purposes to the assigned test site and a link to Google Maps if you need directions.

You will also be given a link to view a free demonstration of the online delivery system using a sample examination. Please note: the content of the sample examination will not include content from the IDEX California examination.

TO BE ADMITTED TO THE EXAMINATION YOU MUST:

- Report on time.
- Submit the **CONFIRMATION NOTICE** to the Proctor.
- Bring a **current photo identification with signature** (Driver's license, immigration card, passport, State ID card, etc.). **You will NOT be admitted without proper identification.**

GENERAL INSTRUCTIONS:

- Smoking is NOT permitted in the test site.
- Food and beverages are NOT allowed in the test site.
- All personal items including books, notebooks, other papers, all electronic equipment (i.e. cell phones, cameras, etc.), book bags, coats, etc. will NOT be allowed in the examination room and must be left outside of the examination room **AT YOUR OWN RISK.**
- Friends and relatives, including children, will NOT be allowed in the test site.
- Computer-based testing facilities offer examination services to multiple agencies. There may be other individuals in the examination room with you who are sitting for examinations from different organizations. The rules for their examination may be slightly different than the rules for your examination in terms of time, and what is and is not allowed at their station.
- Computer-based tests are delivered via secure Internet connections. Internet

connections are subject to the local Internet providers in the area. While it is not the norm, Internet connections can, on occasion, be lost momentarily, requiring the Proctor to log you back into your examination.

- If this occurs, inform the Proctor that your connection has been lost and they will assist you in logging back in to your examination. Your examination time remaining will be exactly the same as it was when the Internet connection was lost.

- **Prohibited Items:** Candidates are expressly prohibited from bringing the following items to the test site:

  - Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials,
  - Notes, books, dictionaries or language dictionaries,
  - Book bags or luggage,
  - Purses or handbags,
  - iPods, mp3 players, headphones, or pagers,
  - Calculators (except as expressly permitted by the test sponsor), computers, PDAs, or other electronic devices with one or more memories,
  - Personal writing utensils (i.e., pencils, pens, and highlighters),
  - Watches,
  - Food and beverage,
  - Hats, hoods, or other headgear, and
  - Coats and jackets.
  - Please note: that sweaters and sweatshirts *without pockets or hoods* are **permitted**.

If the Proctor determines that you have brought any such items to the test site, they may be demanded and held by CASTLE testing staff. CASTLE reserves the right to review the memory of any electronic device to determine whether any test materials have been photographed or otherwise copied. If the review determines that any test materials are in the memory of any such device, CASTLE reserves the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, CASTLE will return your device to you, but will not be responsible for the deletion of any materials that may result from their review, whether or not such materials are test materials. By bringing any such device into the test site in contravention of the policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device and/or the deletion of any materials. CASTLE, the test site, and the test administration staff are not liable for lost or damaged items brought to the test site.

ACCESSIBILITY: Reasonable Accommodations for Candidates with Disabilities.

CASTLE Worldwide, Inc., in adherence to the Americans with Disabilities Act (ADA, 1990), provides reasonable and appropriate accommodations for disabled individuals who

supply appropriate documentation and are approved by CCIDC.

Reasonable Accommodations
Reasonable accommodations provide disabled candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability, documentation submitted, and the appropriateness of the request. The most frequent requests involve providing the candidate with extended time, a reader, a writer, and/or a separate room. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. ***In order to accommodate some requests, CASTLE may have to provide a paper and pencil examination.***

Qualified Individual with a Disability
A disabled candidate is one who has a physical or mental impairment that substantially limits that person in one or more major life activities (*e.g.,* walking, talking, hearing, performing manual tasks); has a record of such physical or mental impairment, or is regarded as having such a physical or mental impairment.

A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program, or activity of which he or she is being measured; and, with or without accommodations, can perform the essential functions of the service, program, or activity. An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program, or activity.

Proper Documentation
Candidates with disabilities must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be on the professional's letterhead. It must provide a diagnosis of the disability and the tests used to determine the disability. The candidate may also provide evidence of receiving reasonable accommodations during school on the school's letterhead. This may include an individualized education plan (IEP). The confidentiality of all documentation submitted by the disabled candidate is protected.

Requests for Reasonable Accommodations
Candidates must submit their request and appropriate documentation to CCIDC for review at the same time they submit their CID application. Candidates approved for reasonable accommodations will be contacted by CASTLE to schedule for the examination. If a candidate is not approved for reasonable accommodations, he or she will be notified by CCIDC.

ENVIRONMENTAL DISTRACTIONS: Examination room temperature can be unpredictable; therefore, we suggest that you bring appropriate clothing with you (e.g. sweatshirt) to help you adapt to a cooler or warmer climate in the examination room. Bring earplugs if you are sensitive to noise. With any computer or Internet-based program,

temporary connection failures or other temporary technical issues may occur. If they occur, summon the proctor and she or he will assist you. Please note that PASS will save your responses and stop the timer during any connection failure so that you do not lose any examination time.
Test sites are staffed by Proctors who may answer questions concerning the manner in which the examination is given only, and may not provide advice, input, or interpretation.

The time period for the examination is strictly observed.

The candidate **MAY NOT** leave the test site during the administration of the examination section.

WARNING: The IDEX California examination and its contents are protected by the Copyright Laws of the United States. Any unauthorized reproduction of the contents by manual transcription, photographic or electronic means or otherwise is a violation of these laws and will be prosecuted. This includes writing down questions and answers after you leave the examination room.

If any candidate violates the IDEX California Copyright or reveals, by any means whatsoever, the questions or answers contained in the examination, the candidate will be deemed to have forfeited his or her eligibility for the examination; the candidate will be disqualified; his or her examination results will be become null and void; and the IDEX California Certificate, if issued, will be rescinded.

IV. Release of Results

Results are mailed directly to the candidate within two (2) to four (4) weeks of the examination administration. A score report (indicating pass or fail) for the IDEX California is forwarded to the California Council for Interior Design Certification (CCIDC) by the testing agency; CASTLE Worldwide, Inc. CCIDC will in turn contact all candidates as soon as it receives the results.

V. Examination Format

The format and content areas of IDEX California examination have been developed by the California Council for Interior Design Certification (CCIDC) in cooperation with CASTLE Worldwide, Inc.

The IDEX California is a multiple-choice examination with 150 questions and is given online only, at approximately 39 testing centers across California. Candidates outside of California will have access to test sites closer to them and will be able to choose from those offered online by CASTLE Worldwide at the time they receive their NTS. Candidates will have three (3) hours in which to complete the entire examination. Those who finish early may leave after they have checked with the Proctor. For some questions, reference drawings

and tables will be provided on screen along with the corresponding question.

Reference Materials

The following reference materials were used in the development of the IDEX California examination.

- 2013 California Building Code, Title 24, Part 2, Volume 1 and 2.
- 2013 California Electrical Code, Title 24, Part 3.
- 2013 California Mechanical Code, Title 24, Part 4.
- 2013 California Plumbing Code, Title 24, Part 5.
- 2013 California Fire Code, Title 24, Part 9.
- 2013 California Energy Code, Title 24, Part 6.
- 2008 California Access Compliance Reference Manual (DSA).
- Technical Bulletins #'s 116, 117, 121, 129, and 133, Bureau of Home Furnishings.
- State of California, Business and Professions Code, Sec. 5800.
- California Civil Code, Section 1689.
- California Contractors License Law and Reference Book, CSLB, LexisNexis.
- CCIDC Code of Ethics and Conduct.
- State Board of Equalization Bulletin "Tax Tips for Interior Designers and Decorators".
- ASID Agreement between Designer and Client for Design Services, Documents 301, 302, 303, 2008 Edition, and Residential Interior Design Services Agreements ID120 through ID126, 1996 Edition.
- Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.
- Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, 2008 Fourth Edition.
- Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.
- Construction Drawings and Details for Interiors by Otie Kilmer and Rosemary Kilmer, John Wiley & Sons, 2003.
- CalDAG 2009 Interpretive Manual and Checklist California Disabled Accessibility Guidebook by Michael P. Gibbens, Builder's Book, Inc.
- Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons, 2007.
- Residential Lighting Design Guide developed by the California Lighting Technology Center at UC Davis, 2005.

Note: Unless you have access to these books in your regular business office, you may consider purchasing them, only to find the costs to be quite prohibitive. Please check with your local library, or with contractors, other designers or architects that you may know in order to borrow them. Some of the information is available free on the Internet, which you can link to from the CCIDC web site by connecting to third-party vendors offering IDEX California resources. Most reference books are available from online bookstores.

VI. Examination Content

The IDEX California examination measures the following knowledge areas:

- The Administrative Process, Permit Process & the Construction Document Process.
- General Building Regulation.
- Accessibility/Universal Design
  - California Access Compliance (DSA)
  - California Access Regulations (Title 24, Part 2)
- Exiting/Life Safety (Title 24, Part 2 and Part 9)
  - Means of egress, exit way, exit passageway and exit discharge.
- Fire Codes and Regulations (Title 24, Part 2 and Title 24, Part 9)
  - Interior finish and flammability.
- Plumbing Code (Title 24, Part 5)
- Energy/Environmental (Title 24, Part 4 and Part 6)
- Electrical (Title 24, Part 3)
- Ergonomics/Anthropometrics/Universal Design
- Professional Ethics
- Legal issues specific to Interior Designers in California
- Contractual issues
- Business Procedures
- Business and Professions Code specific to:
  - B & P Code 5800 Certified Interior Designers
  - Licensed Contractors
  - Architects
- Design Standards and Theory
- Human Factors
- Design Phases and Terminology
- Finishes, Furniture, Fixtures and Equipment
- Environmental

VII. Performance Objectives

The performance criteria used to develop the examination questions; with a complete description of the objective of each criteria and reference material utilized to document the questions is provided in the following sections for each of the twenty knowledge areas.

A. Administration

Objective

To test the candidates knowledge of how codes are adopted, requirements for permit process and necessary information to submit for a permit, building and fire department responsibilities, other agencies responsibilities, when inspections are required, power and duties of building officials, right of appeal process, steps to obtain field inspections, the use of special inspectors, zoning and planning department issues, and Certificates of Occupancy.

To determine the candidates ability to use the California Building Code (CBC), Title 24, Parts 1 through 6, and 9, and the necessary information for the practice of interior design.

1. Identify necessary steps to obtain a building permit, plan review and approval, requirements of the permit process, necessary drawings and information which must be included, expiration of plan review and permit and requirements for a certificate of occupancy.

2. Recognize the powers and duties of building officials, steps in the appeal process, steps to obtain field inspections and the use of special inspectors.

3. Recognize how uniform codes are adopted in California and enacted into law.

4. Recognize that special design requirements apply to essential service buildings in California.

5. Given an example of field changes after plan check and approval, identify necessary steps and processes before implementing changes.

6. Demonstrate ability to find the definitions of various terms in the CBC.

7. Demonstrate ability to find and interpret important information relating to classification of buildings and occupancy requirements.

8. Demonstrate knowledge of the organization of codes, terms and regulations

in California Building Codes, Title 24, Parts 2, Volume 1 and 2.

9. Recognize both on drawings and in the field when structural components are involved and who to consult before proceeding.
   a.) Residential
   b.) Commercial

10. Demonstrate knowledge of the fixture requirements, dimensional requirements and space needs within public restrooms.

11. Identify correct and incorrect designs to meet requirements for light and ventilation.

12. Identify the location, size, type and labeling requirements for glazing to meet code requirements.

Reference Material

2013 California Building Code, Title 24, Part 2, Volume 1 and 2.
2013 California Electrical Code, Title 24, Part 3.
2013 California Mechanical Code, Title 24, Part 4.
2013 California Plumbing Code, Title 24, Part 5.
2013 California Fire Code, Title 24, Part 9.
2013 California Energy Code, Title 24, Part 6.
2008 California Access Compliance Reference Manual (DSA).

B. Occupancy

Objective

To test the candidates knowledge on the different kinds of occupancy classifications and how they are used in the application of space planning and interior design.

1. Means and methods of determining types of occupancy.

2. Identify different types of area separation between occupancies.

3. Identify and understand different types of occupancies.

Reference Material

2013 California Building Code, Title 24, Part 2, Volume 1 and 2.

C. Construction Types

Objective

To determine the candidate's ability to know and understand the differences between types of construction and how they affect interior design and the use of space.

1. Using provided tables from the CBC calculate various allowable heights and usable areas for both residential and commercial applications.

2. Using allowable materials based upon construction type.

3. Determining different types of construction by use.

Reference Material

2013 California Building Code, Title 24, Part 2, Volume 1 and 2.

D. Fire Resistive Requirements

Objective

The candidate will be able to apply Fire Codes and Regulations to residential and commercial interior design, and process of submittal for approval, and when the California Building and Fire Codes apply.

1. Specify materials and construction that meet flammability requirements for various occupancies.

2. Recognize that there are requirements for storage of combustible and hazardous materials and be aware of the possible affect on construction, materials and occupancy classification.

3. Recognize violation of fire life safety during design, construction alteration and demolition.

4. Recognize that correctly designed reflected ceiling plans must be coordinated with a sprinkler consultant, fire protection engineer and in some cases a structural or civil engineer.

5. Identify requirements for the design of interior fireplaces and barbecues including mantels, hearths and surface finishes.

6. Identify correct and incorrect fire resistance standard design and

applications for walls, partitions, floors, ceilings, doors, windows and other penetrations for various construction types, fire resistivity, occupancies and locations utilizing standard designs such as sections prescribed within the 2007 CBC.

7. Identify various flammability tests for materials, textiles, wall coverings, upholstery and drapery.

    a. Identify the requirements for California Technical Bulletins 116, 117, 121, 129 and 133 as they apply to upholstered furniture and vertical surfaces and how to verify compliance.
    b. Identify requirements relating to draperies and wall hangings.
    c. Identify testing requirements, testing agencies and standards for various materials and textiles used in interior specifications.
    d. Identify the chapter dedicated to fire resistive material in the CBC and the applicable standards.

8. Demonstrate knowledge of when applications of flame resistant finishes are required for interior materials and textiles.

9. Identify correct procedures for the submittal and approval of materials, products and specifications to meet fire safety regulations and how to obtain a flame spread certificate.

Reference Material

2013 California Building Code, Title 24, Part 2, Volume 1 of 2.
2013 California Fire Code, Title 24, Part 9.
Technical Bulletins #'s 116, 117, 121, 129, and 133.

E. Interior Finish

Objective

To test the candidates knowledge of interior finishes for floors, walls and ceilings, as they relate to the various California codes and Title 24.

1. Demonstrate knowledge of the code as it governs the use of interior finishes, trim and decorative materials.

2. Demonstrate knowledge of interior wall and ceiling finish requirements by occupancy.

3. Understanding of provisions limiting allowable flame spread and smoke development.

Reference Material

2013 California Building Code, Title 24, Part 2, Volume 1 of 2.
Technical Bulletins #'s 116, 117, 121, 129, and 133.

F. Means of Egress

Objective

To test the candidates knowledge of exiting requirements.

1. Demonstrate ability to recognize correct and incorrect applications of code requirements in exiting for all occupancies including the new terminology of hallways, means of egress, exit access, exit path ways, exit discharge.

2. Demonstrate knowledge and ability to calculate occupant load.

3. Demonstrate the ability to calculate location of exits, door widths, length and width of corridors, stairs, ramps, landings and the number of exits according to occupant load.

4. Demonstrate knowledge of requirements for placement of exit signage, sign illumination, exit illumination and power source.

5. Demonstrate knowledge of exit requirements for sprinkled and non-sprinkled buildings.

6. Recognize what constitutes a legal fire exit on a drawing and what a dead end corridor is.

Reference Material

2013 California Building Code, Title 24, Part 2.
California Fire Code, Title 24, Part 9.
2008 California Access Compliance Manual (DSA).

G. Accessibility

Objective

To test the candidates knowledge and ability to apply accessibility requirements and regulations in California.

1. Demonstrate ability to recognize correct and incorrect applications for accessibility regulations in buildings used by the public:

a. Restrooms, fixtures, hardware and accessory items.
b. Doors, thresholds and hardware.
c. Path of travel.
d. Public facilities including phone, water fountains, mailboxes, elevator, controls, counters and ATM's.
e. Slip resistant requirements for walking surfaces.
f. Handrails.
g. Corridors, vestibules and ramps.
h. Signage.
i. Protruding objects in accessible routes.
j. Unreasonable hardships.
k. Site access requirements.
l. Clearances and dimensions dealing with all of the above.

2. Demonstrate knowledge of differences in accessibility requirements for new construction, renovation and demolition in commercial buildings.

3. Identify requirements for accessibility in multiple-family and residential care facilities.

4. Demonstrate knowledge of and under what conditions ADA requirements (ADA Title I & III) and California Access Regulations, Title 24, Part 2, must be met.

   a. Public accommodation.
   b. Commercial facilities.
   c. Work environment (ADA Title I, The work place).

5. Demonstrate understanding of definition of service establishments as defined by ADA and recognizes when requirements for accessibility will apply.

6. Demonstrate knowledge of the enforcement, liability and appeals process of ADA (Title III Sub Part E).

Reference Material

2013 California Building Code, Title 24, Part 2, other sub-codes.
2008 California Access Compliance Reference Manual (DSA).
CalDAG 2009 Interpretive Manual and Checklist California Disabled Accessibility Guidebook by Michael P. Gibbens, Builder's Book, Inc.

H. Building Systems

Objective

To test the candidates knowledge of plumbing code requirements which influence interior design space planning. To test the candidates knowledge of typical interior design requirements as related to electrical and telecommunications systems, location requirements, and situations when a consultant is necessary. To test the candidates knowledge of energy conservation as required by Title 24, Part 6, California Energy Code, 2013.

1. Demonstrate knowledge of requirements for number of fixtures according to occupancy load and type.

2. Demonstrate knowledge of minimum standards and clearances for plumbing fixtures in residential design.

3. Demonstrate awareness of venting location and plumbing requirements in residential and commercial design.

4. Demonstrate knowledge of water conservation requirements in the specification of plumbing fixtures.

    a. Shower heads.
    b. Low-flow toilets.

5. Demonstrate knowledge of various types of plumbing fixtures and associated hardware.

6. Demonstrate your knowledge of mechanical systems, vents and registers.

7. Identify the location of electrical outlets, ground fault interrupters, switching devices, and fixtures as required by code in residential and commercial buildings.

8. Understand restrictions on the use of high voltage (neon) lighting in residential and commercial applications.

9. Specify single-use or dedicated circuits and other special equipment required by code or client function.

10. Identify when to engage a consultant for electrical specifications, or when the electrical contractor of record may perform this function.

11. Demonstrate knowledge of location and spacing of outlet and switching devices.

12. Demonstrate knowledge of the need for an emergency power source in special applications.

13. Demonstrate the knowledge of the use of energy efficient lamps, switching and control devices by identifying correct and incorrect applications.

    a. Lighting requirements for appropriate lighting levels, switching and control devices for residential and commercial interiors.
    b. Specify fixtures and lamp requirements for residential and commercial interiors.

14. Demonstrate awareness of the specific forms required to meet the energy code, where to acquire them and who prepares them.

15. Demonstrate knowledge of mandatory measures and requirements of the energy code including insulation, building envelope requirements, weather-stripping, and the use of glazing.

16. Demonstrate knowledge of alternate methods of compliance and recognize the need to consult.

Reference Material

2013 California Energy Code, Title 24, Part 6.
2013 California Plumbing Code, Title 24, Part 5.
2013 California Electrical Code, Title 24, Part 3.
2013 California Mechanical Code, Title 24, Part 4.
Residential Lighting Design Guide developed by the California Lighting Technology Center at UC Davis, 2005.

I. Miscellaneous

Objective

To test the candidate's knowledge on miscellaneous parts of the code that affect interior designers and their work, not covered by complete sections, such as emergency egress windows, glazing, interior environmental requirements (ventilation, sound transmission), interior spatial dimensions (coordination with systems, lighting, structural elements), and smoke detectors.

1. Demonstrate knowledge of exiting requirements from residential facilities.

2. Demonstrate knowledge of different types of glazing and their applications.
3. Demonstrate knowledge of interior environmental requirements such as those required for special ventilation and sound transmission issues, as well as how to coordinate interiors with various ancillary systems and structural elements.
4. Demonstrate knowledge of smoke detector requirements relative to residential facilities.

Reference Material

2013 California Building Code, Title 24, Part 2, Volume 1 and 2.

J. Professional Ethics

Objective

To test the candidate's knowledge of the professional code of ethics required by CCIDC of all Certified Interior Designers in California, as well as those of various professional interior design associations throughout the United States.

1. Given a description of the CCIDC code of ethics, identify different responsibilities and behavior of the practitioner towards consumers, colleagues and others.

2. Identify the scope of Certified Interior Designers practice as it relates to the various codes of ethics.

3. Understand the Code of Ethics for a Certified Interior Designer.

Reference Material

CCIDC Code of Ethics

K. Legal Issues in California

Objective

To test the candidate's knowledge of the professional practice rules and regulations for various professions in the building industry in California.

1. Given a description of the legal responsibilities as defined by law, identify the scope of work responsibilities of the professions, including engineers, architects, Certified Interior Designers and contractors.

2. Identify the scope of Certified Interior Designers practice according to California law.

3. Identify the liability a designer assumes when changing design specifications on drawings with a building permit.

Reference Material

State of California, Business and Professions Code, Chapter 3.9, Sec. 5800.
State Board of Equalization Bulletin for Interior Designers and Decorators.
California Civil Code, Section 1689.
California Contractors License Law & Reference Book, CSLA, LexisNexis.

L. Contractual Issues between Client and Design Professional

Objective

To test the candidate's knowledge on the aspects of a design services agreement with their client and how to deal with issues such as breach of contract, arbitration, payments, scope of services, etc.

Reference Material

ASID Agreement between Designer and Client for Design Services, Documents 301, 302, 303, 2008 Edition, and Residential Interior Design Services Agreements ID120 through ID126, 1996 Edition.

M. Business Procedures

Objective

To test the candidate's knowledge of common laws and regulations in conducting business in California, especially with regard to those laws that specifically impact interior designers including sales and use taxes, contractors licensing law requirements, interior design scope of services contracts/agreements, and civil code rescission clauses.

1. Given a description of the legal responsibilities as defined by law, identify the scope of work responsibilities of the professions, including engineers, architects, Certified Interior Designers and contractors.

2. Identify the scope of Certified Interior Designers practice according to California law.

3. Understand the Code of Ethics for a Certified Interior Designer.

4. Identify the scope of liability when changing architectural specifications on drawings with a building permit.

5. Write a contract/letter of agreement to meet California codes and regulations.

6. Apply codes and regulations to standard business practice.

7. Understand California Civil Code for providing professional services to homeowners in their home.

8. Utilize commonly accepted business procedures and practices.

Reference Material

State of California, Business and Professions Code, Chapter 3.9, Sec. 5800
State of California, Civil Code, Section 1689.
State Board of Equalization Bulletin for Interior Designers and Decorators.
CCIDC Code of Ethics

N. Design Theory

Objective

To test a candidate's knowledge on the elements and principles of design and theory relative to the study of space, line, shape, mass, light, scale and proportion.

Reference Material

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.

O. Human Factors

Objective

To test the candidate's knowledge of ergonomic principles, anthropometrics, non-code based universal design, terminology and common attributes.

1. Demonstrate general knowledge and principles of ergonomics as it relates to the interior built and furnished environment.

Reference Material

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.
Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons, 2007.

P. Design Phase

Objective

To test a candidates knowledge on the different phases of a typical design project in the early design phase.

Reference Material

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.
Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons, 2007.

Q. Contract Documents

Objective

To test a candidate's knowledge on the development and technical aspects of preparing construction documents for a design project including their application to specifications and bidding.

Reference Material

Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, 2008 Fourth Edition.
Construction Drawings and Details for Interiors by Otie Kilmer and Rosemary Kilmer, John Wiley & Sons, 2003.
Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.

R. Contract Administration Process

Objective

To test a candidate's knowledge on the construction phase and process of a design project including change orders, post occupancy evaluation, project observation,

preparing punch lists, dealing with requests for information, reviewing and approving shop drawings and dealing with submittals for review.

Reference Material

Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, 2008 Fourth Edition.

S. Finishes, Furnishings, Fixtures, and Equipment

Objective

To test a candidate's knowledge on finishes relative to fire codes and flammability standards (ASTM, NFPA, UL) such as flooring, walls coverings, ceilings and fabrics. The standards will be relative to both residential and commercial standards and will cover furnishings, fixtures and equipment as well.

Reference Material

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.

T. Environmental

Objective

To test a candidate's knowledge on various interior environmental subjects such as acoustics, indigenous species, indoor air quality and sustainable materials.

Reference Material

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.

VIII. Sample Questions

1. What MINIMUM conservation features and devices are to be included for compliance with residential energy efficiency standards?

   A. Mandatory Measures Checklist.
   B. Shading Coefficient Worksheet.
   C. Energy Budget Point System.
   D. CEC system grid.

2. What of the following would be considered an H-occupancy?

   A. A factory with large quantities of flammable liquids.
   B. A theater with seating for more than 5,000.
   C. A maximum-security prison.
   D. A convalescent home.

3. What is the MAXIMUM finish sill height of any residential escape window?

   A. 36"
   B. 40"
   C. 42"
   D. 44"

4. If work does not commence, or if the project becomes abandoned, what period of time can elapse before the permit becomes null and void?

   A. 90 days.
   B. 180 days.
   C. One year.
   D. 120 days.

5. What must the exit doors for an accessible commercial establishment include?

   A. A 5-inch plate on the door.
   B. An automatic self-locking assembly.
   C. A bottom 10-inch smooth, uninterrupted surface.
   D. Alarm-activity mechanism.

6. For a nursery with full-time care of ten toddlers, what class (excluding exceptions) must wallcoverings be in corridors and exit ways?

   A. Class I.
   B. Class II.
   C. Class III.
   D. Class IV.

---

7. In a type I or II commercial office building, what construction is allowed for non-load bearing interior partitions that do not establish a fire-rated corridor?

   A. Untreated wood framing and 5/8" gypsum board.
   B. Steel framing and 5/8" gypsum board.
   C. Combustible framing with non-combustible materials applied to the framing.
   D. Steel framing with 1/2" gypsum board.

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8. Your client has seen the work of another professional designer in a trade magazine and has asked you to duplicate it as closely as possible. In addition, your client has a limited budget and will not be able to afford the chairs and sofa that would need to be purchased from a well-known furniture manufacturer. You should:

   A. Inform your client that you will need to find a local workroom that will duplicate the furniture pieces from photos supplied to you from the furniture manufacturer.
   B. Add an addendum to your contract stating you will not be held liable for any copyright infringements.
   C. Inform your client that it is against the professional designer's code of ethics to plagiarize another designer's work.
   D. Ask the vendors if they provide special discounts.

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9. Which of the following are associated with the principles of rhythm?

   A. Gradation, repetition, transition, and progression.
   B. Gradation, progression, repetition, and subordination.
   C. Domination, gradation, transition, and progression.
   D. Domination, subordination, repetition, and transition.

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10. In lighting design, where are light reflectance and glare issues **MOST** important?

    A. Offices.
    B. Restaurants.
    C. Bedrooms.
    D. Living rooms.

---

11. Which form of light has the **MOST** positive effect on people's health and well being?

    A. Natural.
    B. Discharge.
    C. Full spectrum.
    D. Warm deluxe.

---

12. Which of the following should a designer do during the concept/ schematic design phase.

    A. Create preliminary design decisions for client review.
    B. Prepare set of CD's and FF&E package.
    C. Locate contractors that can complete the work.
    D. Finalize all schedules and specifications.

---

13. Which of the following are the **FIRST** considerations when developing a space plan?

    A. Scale and proportion.
    B. Codes and adjacencies.
    C. Furnishings and arrangements.
    D. Relationships and design.

---

14. Which of the following would require construction documents to be prepared by a registered professional?

    A. Residential remodel.
    B. Non-sprinklered building.
    C. Artist-in-residence loft.
    D. High-rise building project.

---

15. Designers should allow a change order to be issued only upon the written approval by which of the following?

    A. Building Official.
    B. Client/Owner.
    C. Subcontractor.
    D. Contractor.

---

16. Which of the following is the purpose of the shop drawings in the administration of the compliance with the contract?

    A. Offer the designer the opportunity to reconsider the design intent.
    B. Allow the contractor to make substitutions.
    C. Illustrate specific situations or details of the project.
    D. Respond to plan check corrections.

---

17. Who prepares and submits shop drawings and samples for approval?

    A. City inspector.
    B. Designer.
    C. Contractor.
    D. Client.

---

18. Which of the following is a common property of vinyl coated wall coverings manufactured for hospitality design?

    A. Mildew resistance.
    B. Toxic binders.
    C. Transparent finishes.
    D. Textural surfaces.

---

19. Which of the following determines and rates the mildew resistance of wallpaper?

    A. IBC
    B. ASTM
    C. NTMA
    D. ANSI

---

20. Which test is used to measure flame spread in rated corridors?

    A. Flame rating system.
    B. Chamber test.
    C. Steiner tunnel test.
    D. Flooring radiant panel test.

---

21. Which of the following should designers **AVOID** when specifying paint, because of toxicity?

    A. Volatile organic compounds.
    B. Water-based resins.
    C. Water-based thinners.
    D. Water-based sealers.

---

22. Which of the following should a designer attempt to specify on every "LEED" design project?

    A. Sustainable materials.
    B. Materials for cost.
    C. Materials for style.
    D. Materials for safety.

Correct Answers:

1. A.
2. A.
3. D.
4. B.
5. C.
6. B.
7. B.
8. C.
9. A.
10. A.
11. A.
12. A.
13. B.
14. D.
15. B.
16. C.

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17. C.
18. A.
19. B.
20. D.
21. A.
22. A.

IX. Frequently Asked Questions

Question: I am already Certified by CCIDC. Do I need to take the IDEX California?

Answer: No, the examination is for new applicants.

Question: Do I need to take the IDEX California and a national examination?

Answer: Only if you are planning to become a "professional member" of an association such as ASID, IIDA, NKBA or IDS (or for regulatory reasons in another state) for example. If not, the only examination you need to become Certified in California is passage of the IDEX California.

Question: How many questions are there in the IDEX California?

Answer: There are 150 multiple-choice questions.

Question: How long does it take to complete the examination?

Answer: You are given 3 hours to complete the examination.

Question: Can I reschedule my testing appointment before the actual test date, but after the examination registration deadline?

Answer: Yes you can, you may reschedule a testing appointment up to five (5) business days in advance of your testing appointment. A $50.00 fee will apply which must be paid online at the time of the request. The reschedule request can be submitted through CASTLE's online scheduling system through the same link provided on the original Notice To Schedule (NTS). If you cancel or transfer before the examination deadline or the document submittal deadline there is no additional fee.

Question: How do I transfer to another testing window?

Answer: Call the CCIDC office toll free at (888) 278-6337 to make this arrangement so that CCIDC can change its records and also notify CASTLE. This should be done prior to the document submission deadline otherwise additional fees may be incurred.

Question: What if I do not show up on the date of my testing appointment?

Answer: You will be considered a "no-show" and in order to reschedule to another testing window you will be required to pay the $75.00 testing center fee to CCIDC again in order to cover the expenses of the testing center.

Question: Are there classes or study groups in order to prepare for the examination?

Answer: Yes, there are third-party organizations preparing books, manuals, classes and in the future Webinars, that will help candidates to prepare specifically for the IDEX California examination. There are also web sites that offer information and links to many of the study materials as well as helping candidates to form study groups. You can find all of this information on how to reach these providers on the CCIDC web site

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Question: How much study time is needed to prepare for the examination?

Answer: A lot has to do with what you do and don't know already. If you already use and know the California Building Code and Title 24 in your day-to-day practice then you will require less studying time, if you don't then you will require a lot more and we recommend some of the prep classes that will be given. If you look at the examination classification system it gives you a good idea of the topics that will be covered in the IDEX California examination. From this you should be able to determine your knowledge base and make a suitable decision. Also, if you have a good education in interior design it would be a great help, but if you are applying under experience only there may be a deficiency in your knowledge base so you'll have to study and prepare well for the examination.

Question: The reference books and materials seem very extensive and look like they could possibly cost a lot of money. How can I obtain all of this information at a reasonable cost?

Answer: If you work in an office that does commercial design work they should already have the various code books. If this is not the case then purchasing them will be very expensive, however all of the California Codes are

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available to view for "free" online. The CCIDC web site can point you to the sources. There are also books or manuals available that have condensed all of the code information that pertains to interior design and the IDEX California, which would be much less expensive than buying code books. Also, if you can form, or get into a study group, there may be others who have the books you need and so you can share.

Question: How will I know exactly where to go to take the examination?

Answer: When you receive your "Notice To Schedule" via E-mail from CASTLE, you will be given testing center choices in your particular area. You will actually be responsible for choosing a testing center and making a specific appointment. Included with your confirmation will be the address of the testing center and a link to Google Maps.

Question: How long after the test are the results made available?

Answer: It normally takes about 2 to 4 weeks to finalize the results.

Question: How is the examination scored?

Answer: Your score is the number of questions you answer correctly. Each question is worth one point. The passing score is determined using a modified Angoff study. The passing score is not an arbitrary number, say 70% as might be used in classrooms. Instead, the passing score is established after the statistical review of the data generated by a panel of expert designers who consider the difficulty of each question on the examination for the candidate who meets the minimum qualifications for competent practice.

Question: I have health issues that require me to eat and/or drink frequently. Will I be allowed to take food or drink into the testing center?

Answer: No food or drink is allowed in the testing centers, however if you require "special accommodations" due to a disability or health issues there is a process for requesting these at the front of this study guide.

NCARB

NCARB BY THE NUMBERS

2016

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Welcome to the 2016 NCARB by the Numbers

A lot has changed since we published the first edition of *NCARB by the Numbers* five years ago. With guidance from our 54 Member Boards and ongoing dialogue with customers, NCARB has been able to streamline its programs, providing licensure candidates and architects with improved benefits and greater flexibility.

Since its inception, *NCARB by the Numbers* has provided insight into how these program changes impact the path to licensure. And the data in this year's edition suggest the profession is healthy and growing.

The number of professionals working toward licensure reached an all-time high in 2015, with more than 41,500 candidates either taking the Architect Registration Examination® (ARE®) and/or reporting experience hours. We're also seeing increased diversity along the early stages of licensure. In 2015, 42 percent of new NCARB Record holders were women, and 44 percent identified as an ethnic minority.

Another major finding is that the time it takes to earn a license continues to drop—particularly as candidates overlap their education, experience, and examination. For the first time, we've included a "decision tree" that shows how various factors (such as starting the ARE before completing the IDP) can influence a candidate's time to licensure.

There's much to explore in this year's edition, and I hope you enjoy reading the *2016 NCARB by the Numbers* as much as we enjoyed creating it.

Michael J. Armstrong
Chief Executive Officer
National Council of Architectural Registration Boards

State of the Profession

Two key trends reveal the architecture profession is healthy and growing. In 2015, the number of architects continued to climb, with more than 110,000 practitioners across 54 jurisdictions. The pool of licensure candidates is also growing, with a record number of professionals reporting experience and/or taking the licensing exam.

While NCARB acknowledges there are a variety of factors that contribute to the state of the profession, these insights point to a bright future.

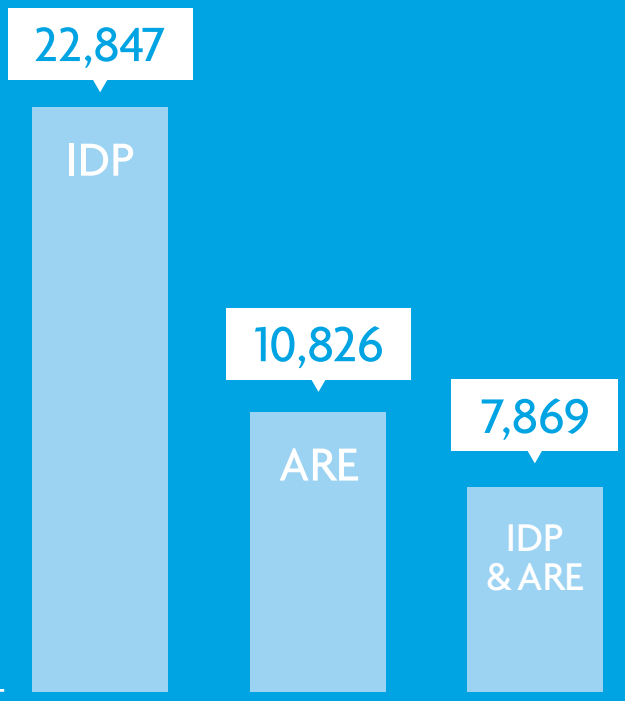
110,168
Architects in the United States

↑ **2%** since 2014

122,579 out-of-state licenses held by U.S. architects

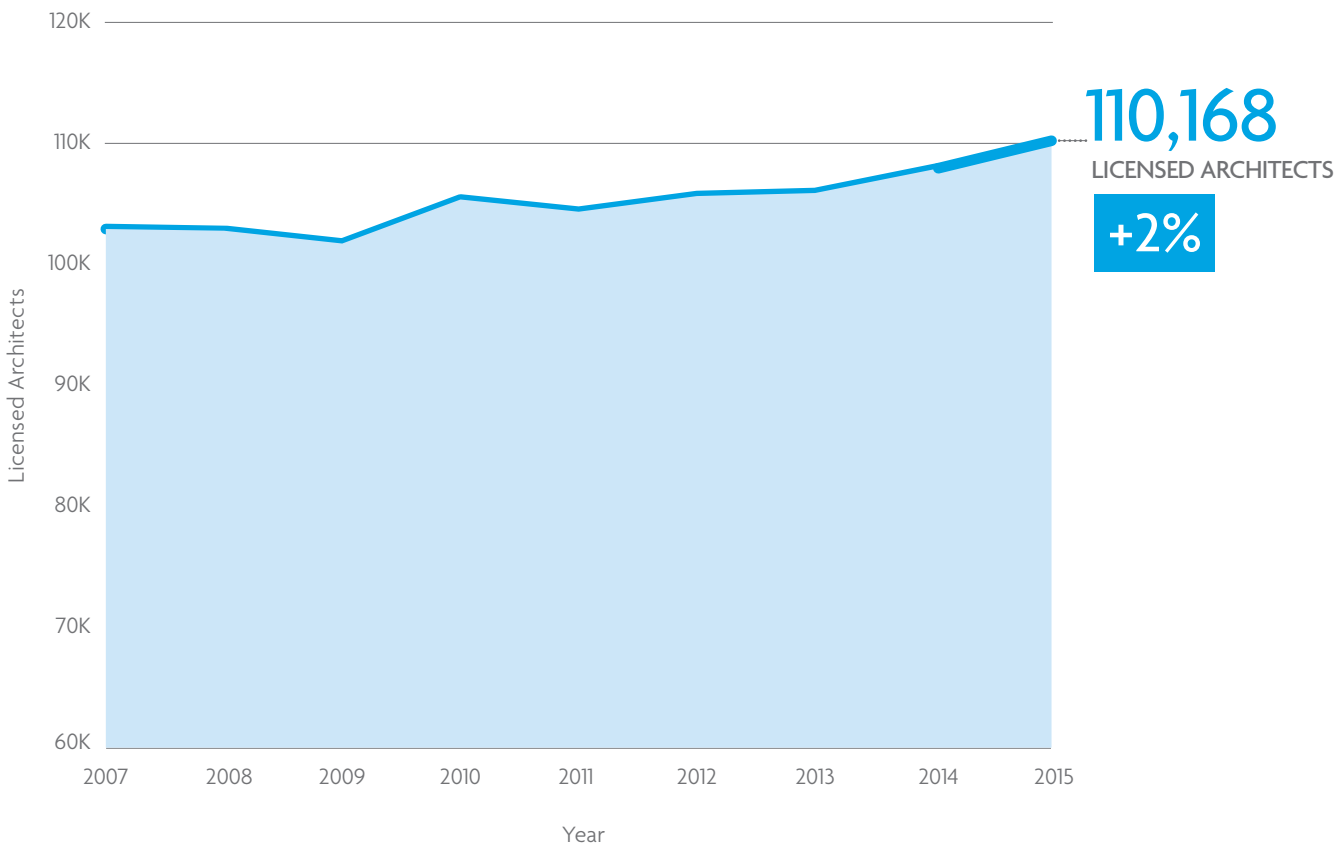
41,542
Licensure Candidates

↑ **5%** since 2014



Number of U.S. Architects Continues to Climb

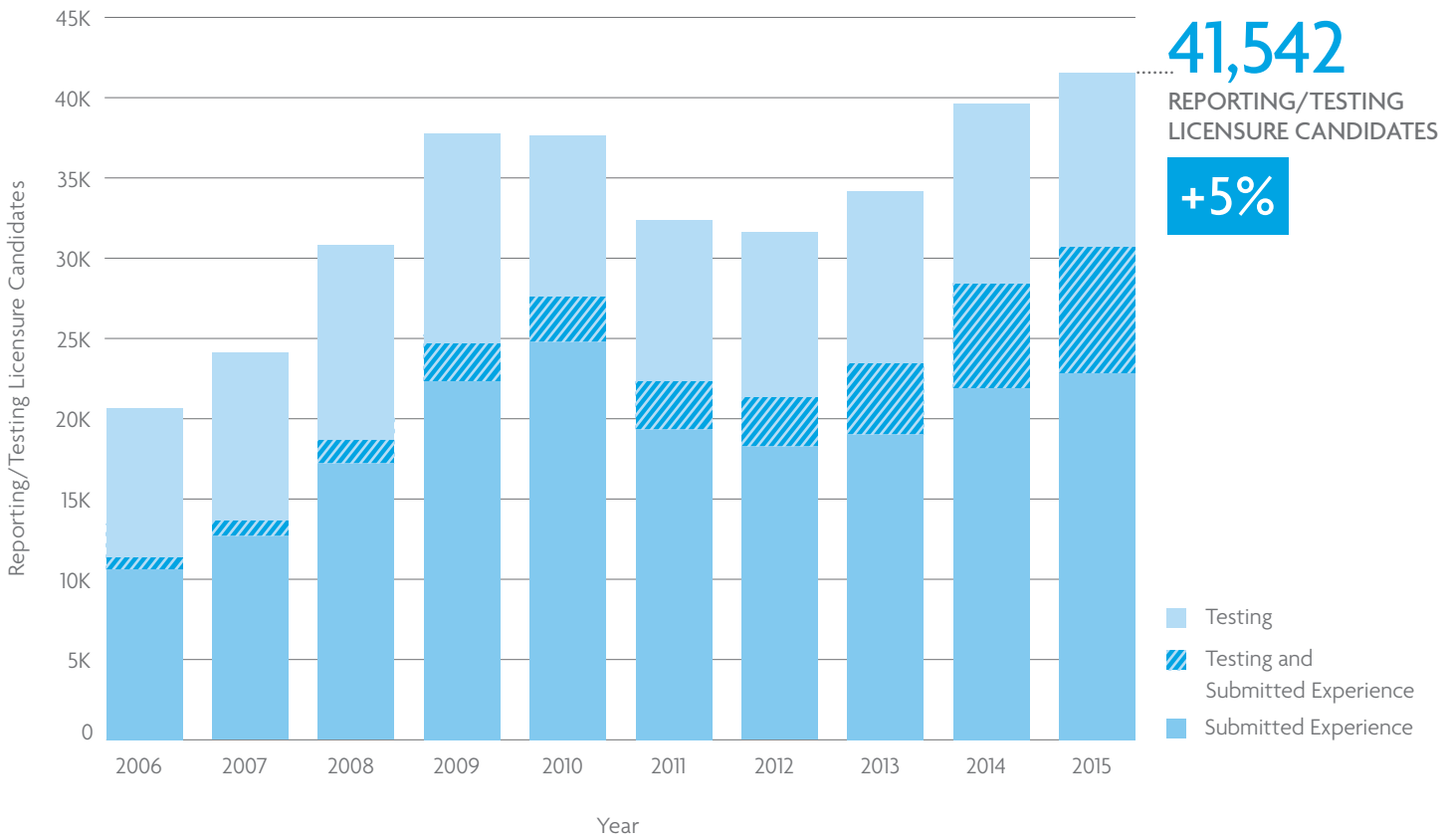
There are currently 110,168 architects in the United States—a 2 percent increase from 2014. This also marks the fourth consecutive year of growth, with more than 7,000 architects joining the profession since 2007. Each year, NCARB collects this data from its 54 Member Boards, which include the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.



Record Number of Candidates Pursue Licensure

In 2015, the number of professionals working toward licensure reached an all-time high, with more than 41,500 candidates either taking the ARE and/or reporting experience hours. This represents a 5 percent growth from the previous year.

Of this pool, nearly 7,900 licensure candidates took at least one exam while reporting experience hours—a 21 percent jump from 2014. Currently, 50 of the 54 licensing boards allow an overlap between gaining experience and examination.



Education

For the majority of licensure candidates, the first step to becoming an architect is enrolling in a program accredited by the National Architectural Accrediting Board (NAAB).

NAAB data reveals that during the 2014-2015 school year, both the number of new enrollments and degrees awarded by accredited programs climbed 7 percent. However, the total number of enrolled students has been gradually declining since 2011—a trend that has been cited as having a negative impact on the profession.

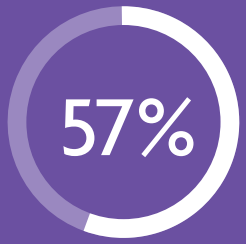
NCARB's data shows that after graduation, licensure candidates with a degree from an accredited program progress toward licensure more efficiently—and with greater success. In fact, these graduates complete the ARE six months sooner than their peers from non-accredited programs.

Awareness of the licensure process is also increasing among students. In 2015, a record number of newly licensed architects started the path to licensure while in school. As the components of licensure become more intertwined, this positive trend will likely continue—particularly once the Integrated Path to Architectural Licensure (IPAL) launches over the next several years. Spearheaded by NCARB, the initiative encourages accredited programs to incorporate professional experience, as well as the opportunity to take the ARE, into curricula.

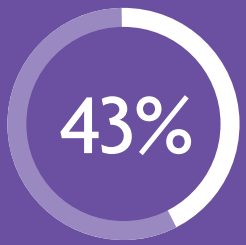
In 2015

24,208 Students

were enrolled in NAAB-accredited programs



BACHELOR OF ARCHITECTURE



MASTER OF ARCHITECTURE

DOCTOR OF ARCHITECTURE

7,052 New Students

6,348 Graduates

More than **4** OUT OF **10** graduates were women

On average, graduates from accredited programs:

Finished the **ARE**

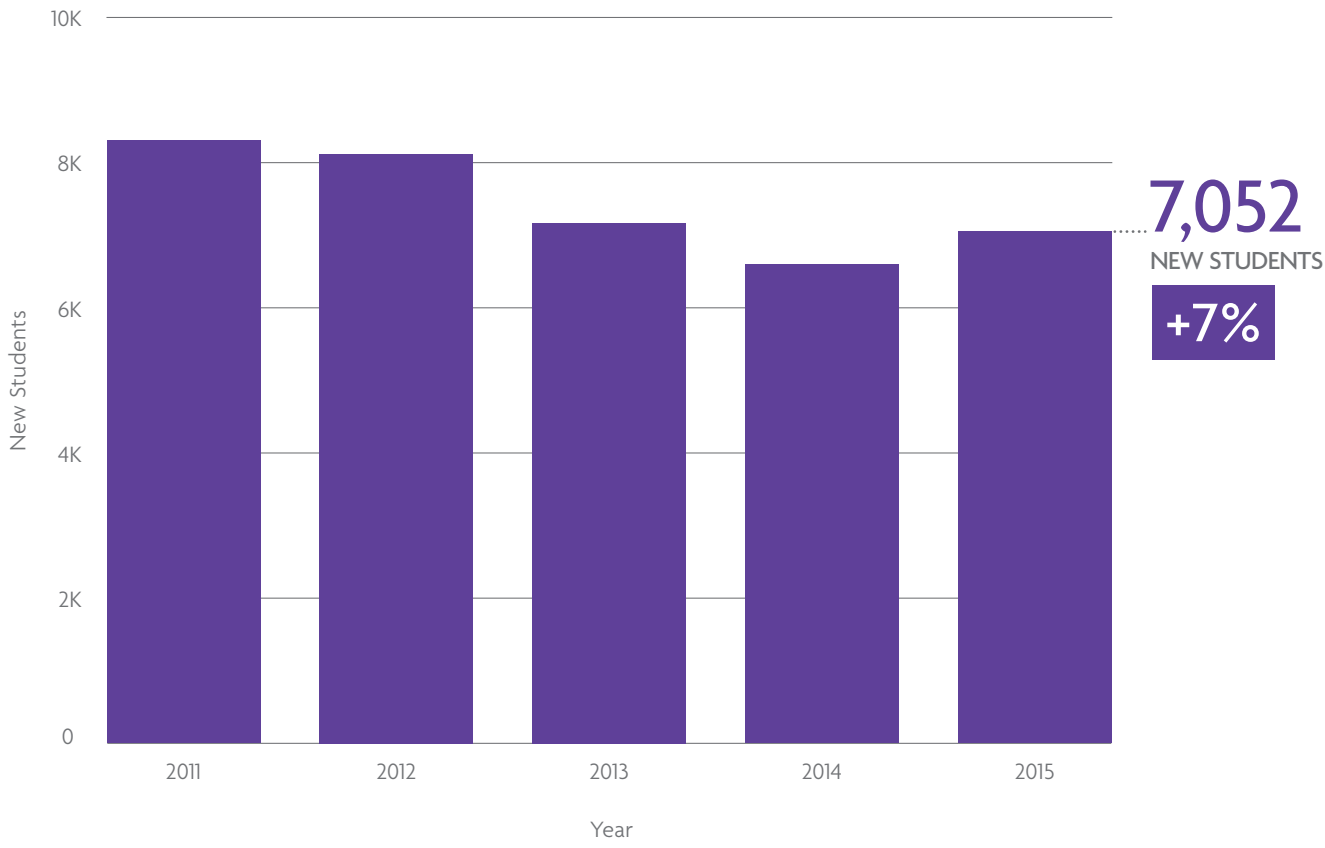
Achived higher **ARE**

New Architecture Students on the Rise

In 2015, more than 7,000 new students enrolled in a NAAB-accredited program, a 7 percent increase from the 2013-2014 school year. This represents a positive change in direction, following three years of decline.

Of those new students, 45 percent are enrolled in Bachelor of Architecture programs, 54 percent in Master of Architecture programs, and less than 1 percent in Doctor of Architecture degree programs.

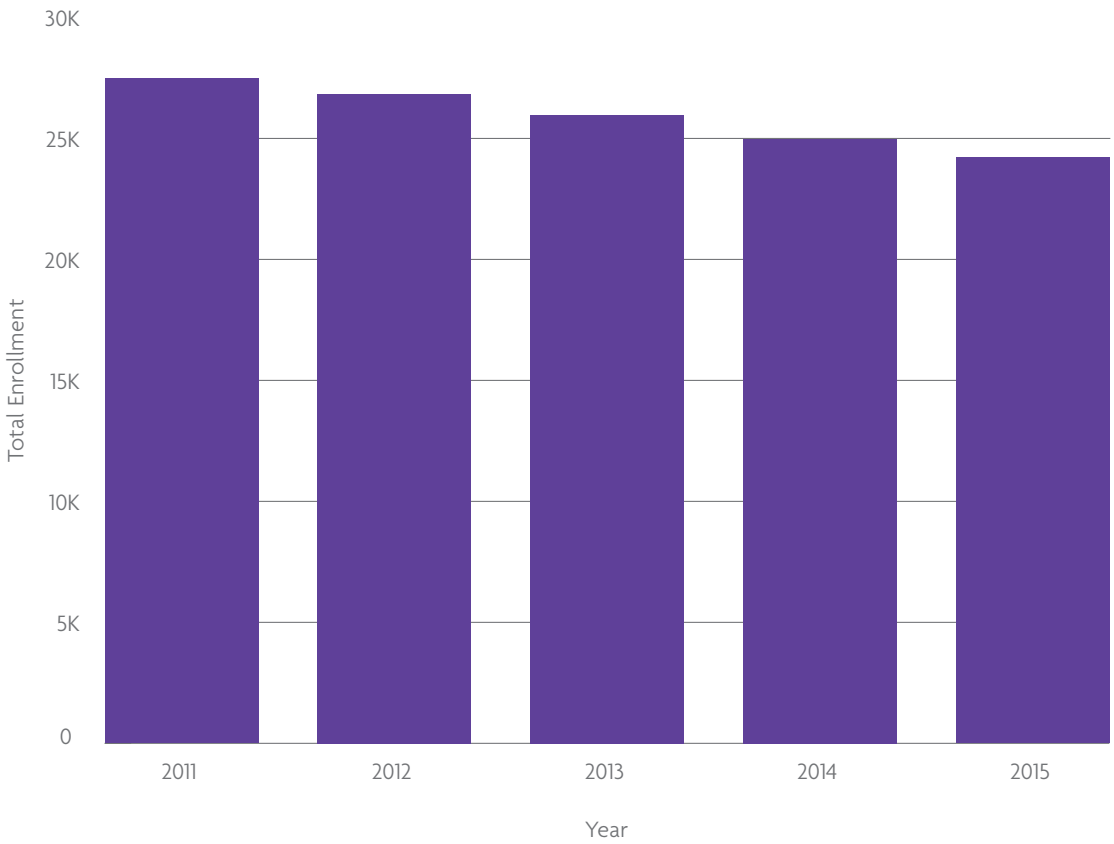
Note: This data is provided to NAAB by accredited programs and was published in the 2015 NAAB Report on Accreditation in Architecture, available at www.naab.org. Students enrolled in non-accredited architecture programs are not represented.



Overall Enrollment Continues to Decline

More than 24,200 students were enrolled in a NAAB-accredited program last year, a 3 percent drop from the 2013-2014 school year. Of those students, 57 percent are enrolled in Bachelor of Architecture programs, 43 percent in Master of Architecture programs, and less than 1 percent in Doctor of Architecture programs.

Note: This data is provided to NAAB by accredited programs and was published in the 2015 NAAB Report on Accreditation in Architecture, available at www.naab.org. Students enrolled in non-accredited architecture programs are not represented.



24,208
STUDENTS ENROLLED

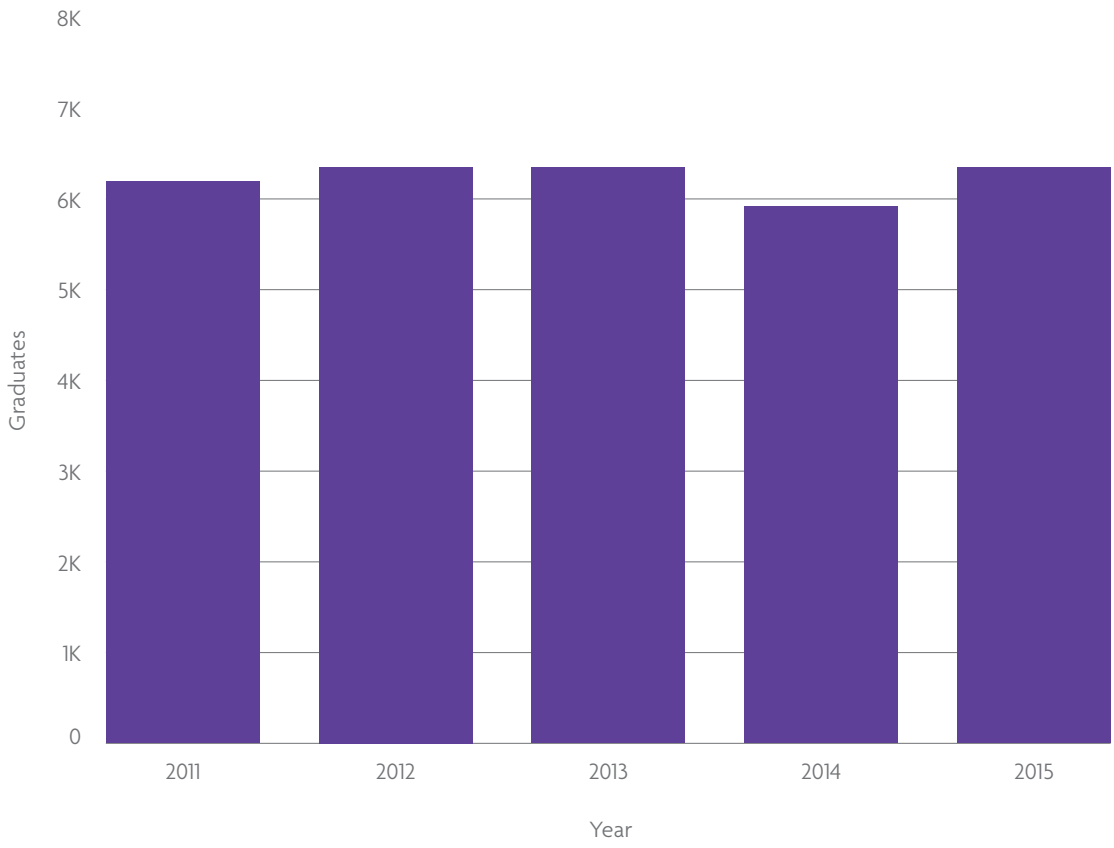
-3%

Number of Graduates Back on Track

In 2015, 6,348 degrees were awarded by NAAB-accredited programs, a 7 percent increase from the previous year. This marks a return to the five-year average of around 6,350 degrees awarded annually.

Of those graduates, 57 percent were male, and 43 percent were female. For comparison, 58 percent of graduates in 2014 were male, and 42 percent were female.

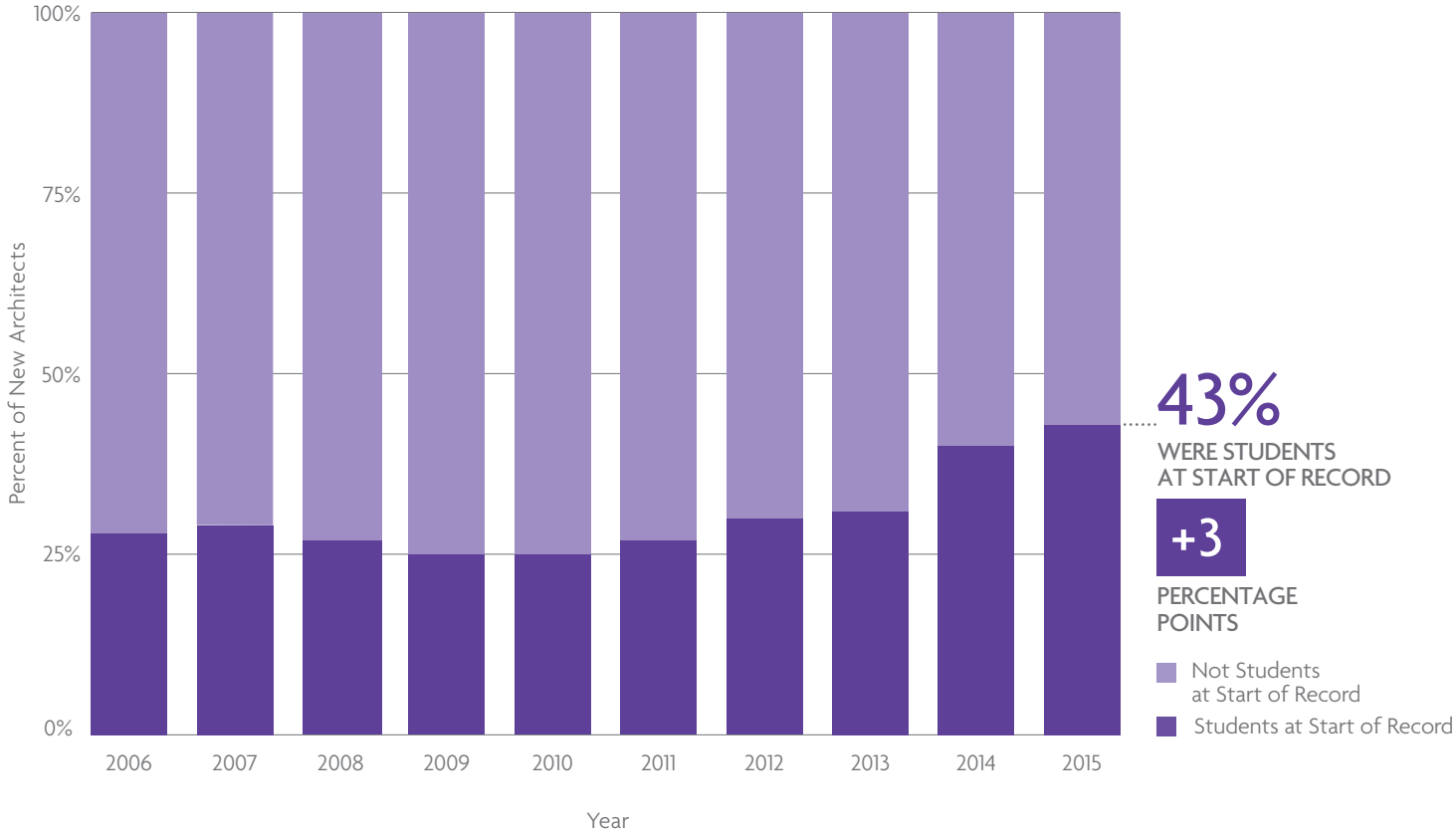
Note: This data is provided to NAAB by accredited programs and was published in the 2015 NAAB Report on Accreditation in Architecture, available at www.naab.org. Students enrolled in non-accredited architecture programs are not represented.



6,348
GRADUATES
+7%

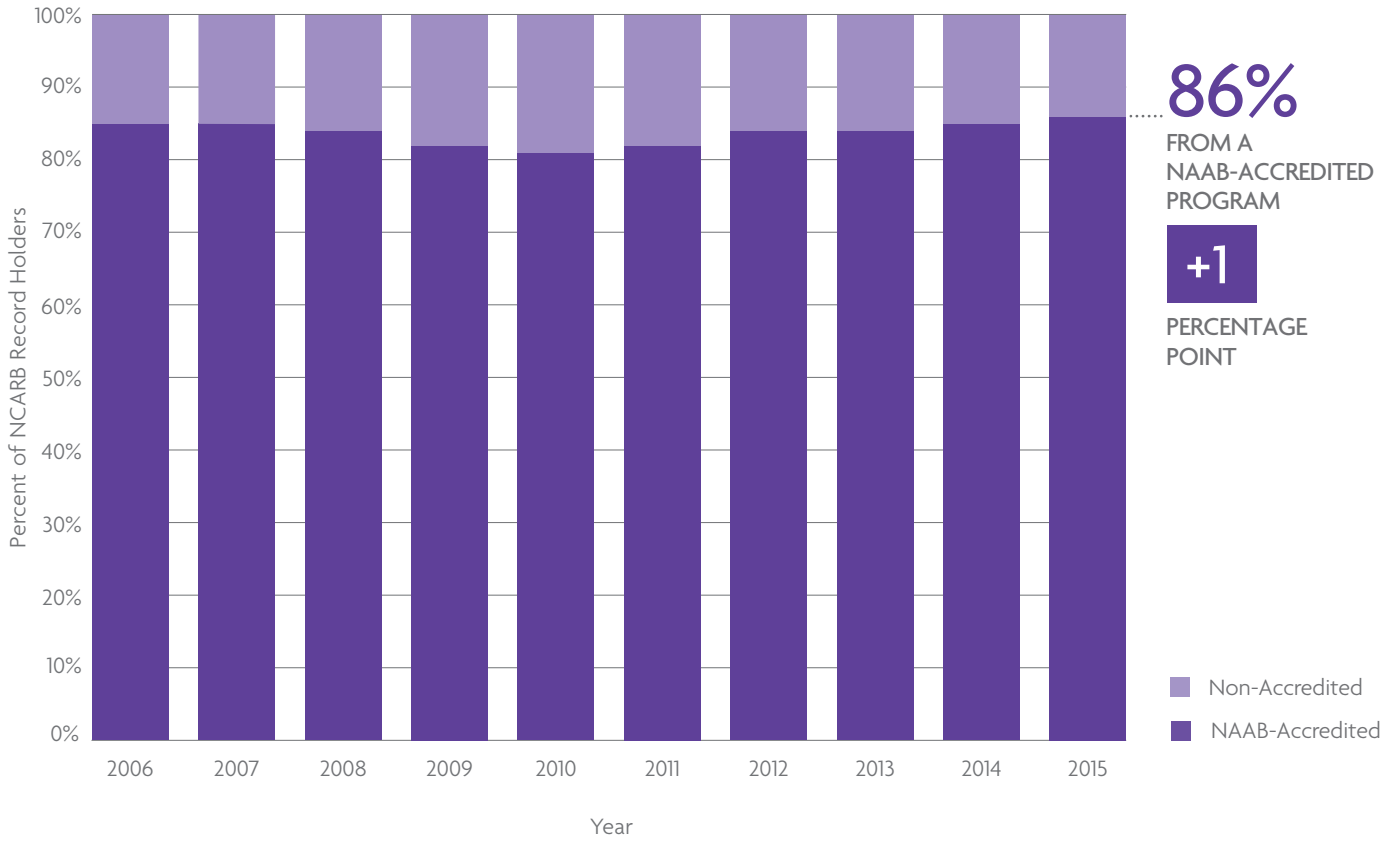
More Newly Licensed Architects Pursued Licensure in School

Creating an account with NCARB, known as an NCARB Record, is one of the first steps on the path to licensure. Of the newly licensed architects in 2015, 43 percent started their NCARB Record as students, the highest proportion to date.



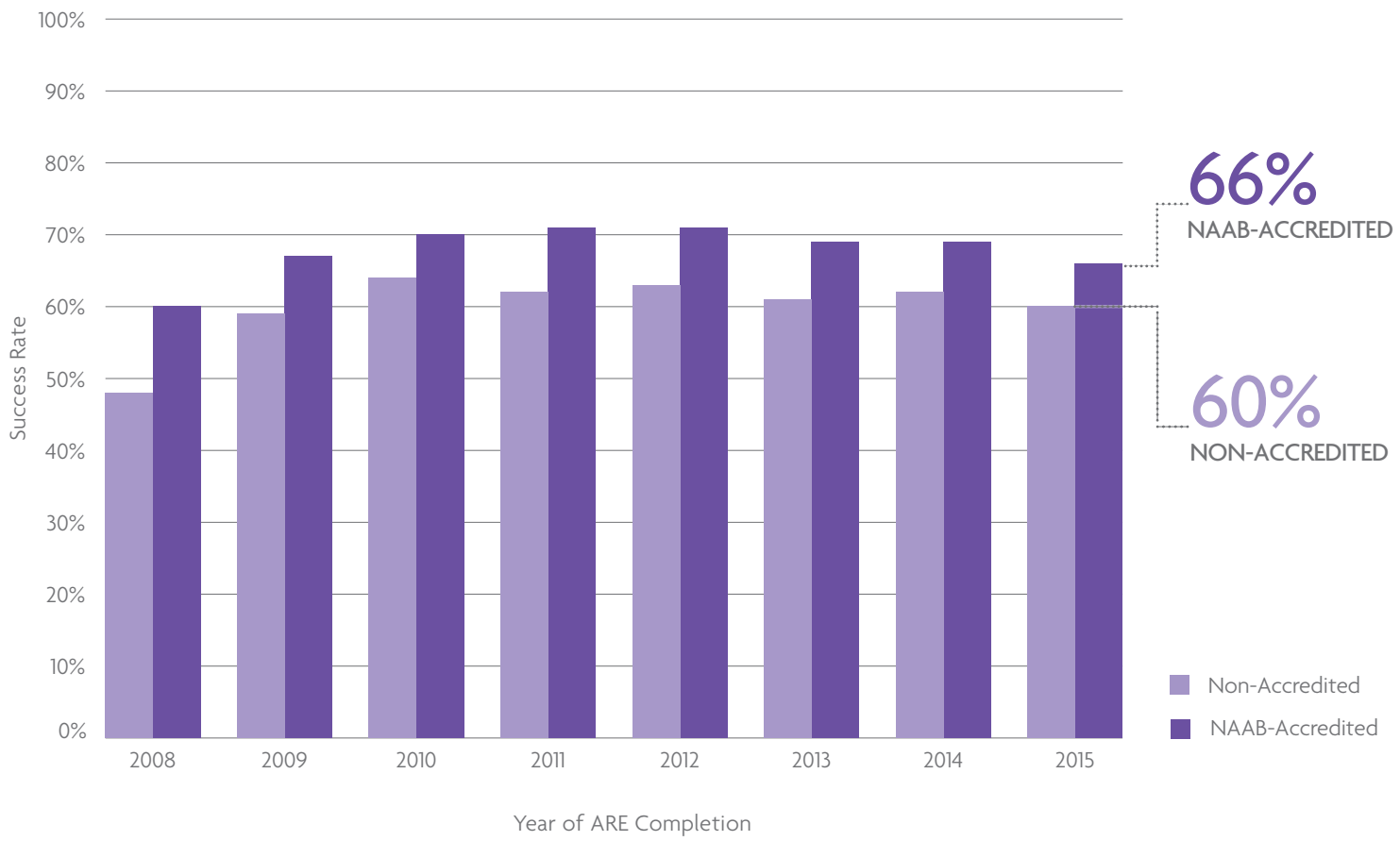
Most Licensure Candidates from NAAB-Accredited Programs

Of the licensure candidates who completed the IDP in 2015, 86 percent held a degree from a NAAB-accredited program. This proportion has hovered between 81 and 86 percent over the last decade, confirming that earning a degree from an accredited program remains the preferred path.



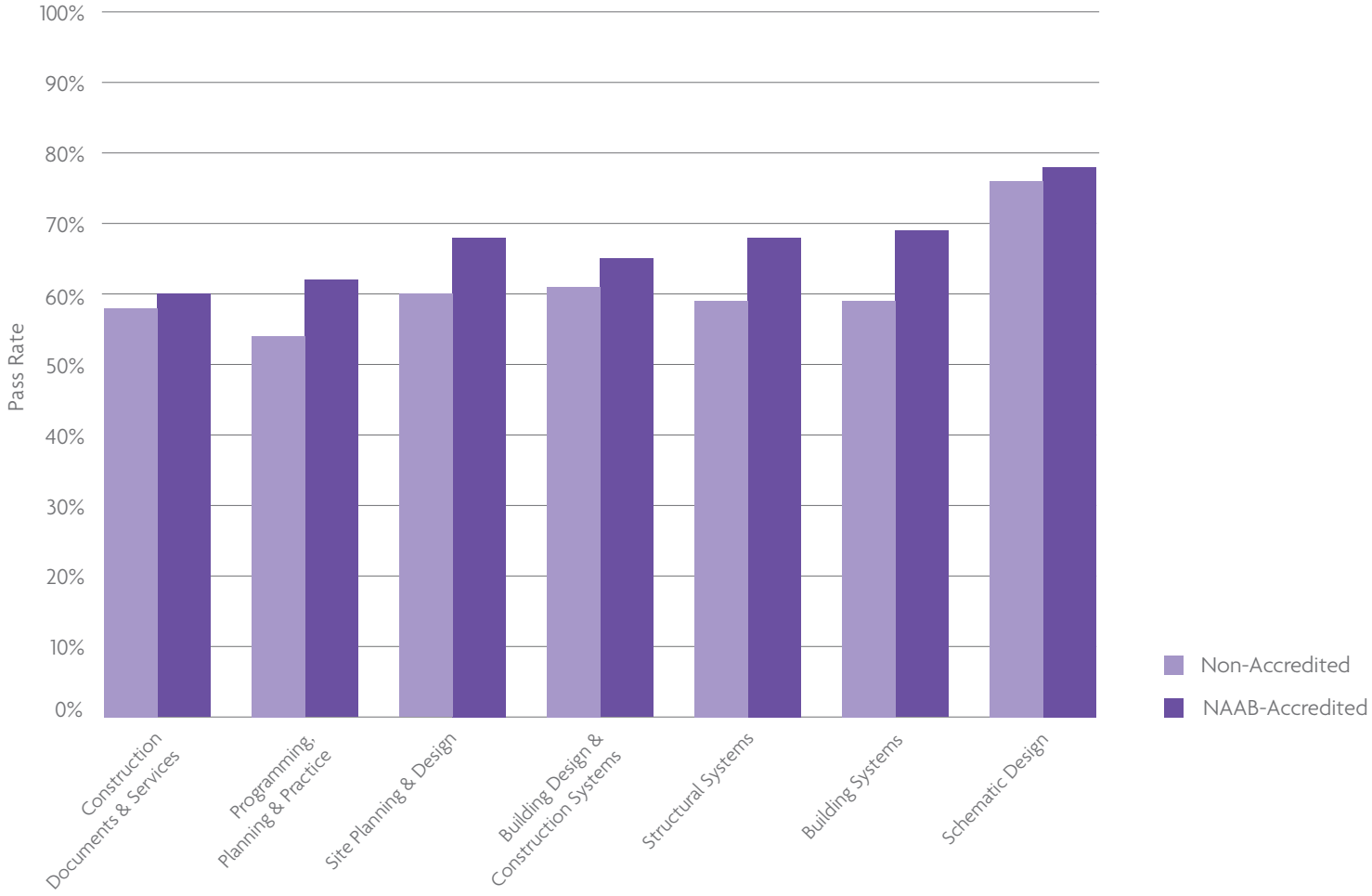
Graduates from Accredited Programs Have Higher ARE Success Rates

ARE candidates who graduated from a NAAB-accredited program achieved a higher exam success rate (the average pass rate across all divisions). In 2015, graduates from accredited programs had a 66 percent success rate, compared to 60 percent for graduates from non-accredited programs. However, this difference has been greater in years past—six percentage points in 2015 compared to 9 percentage points in 2011.



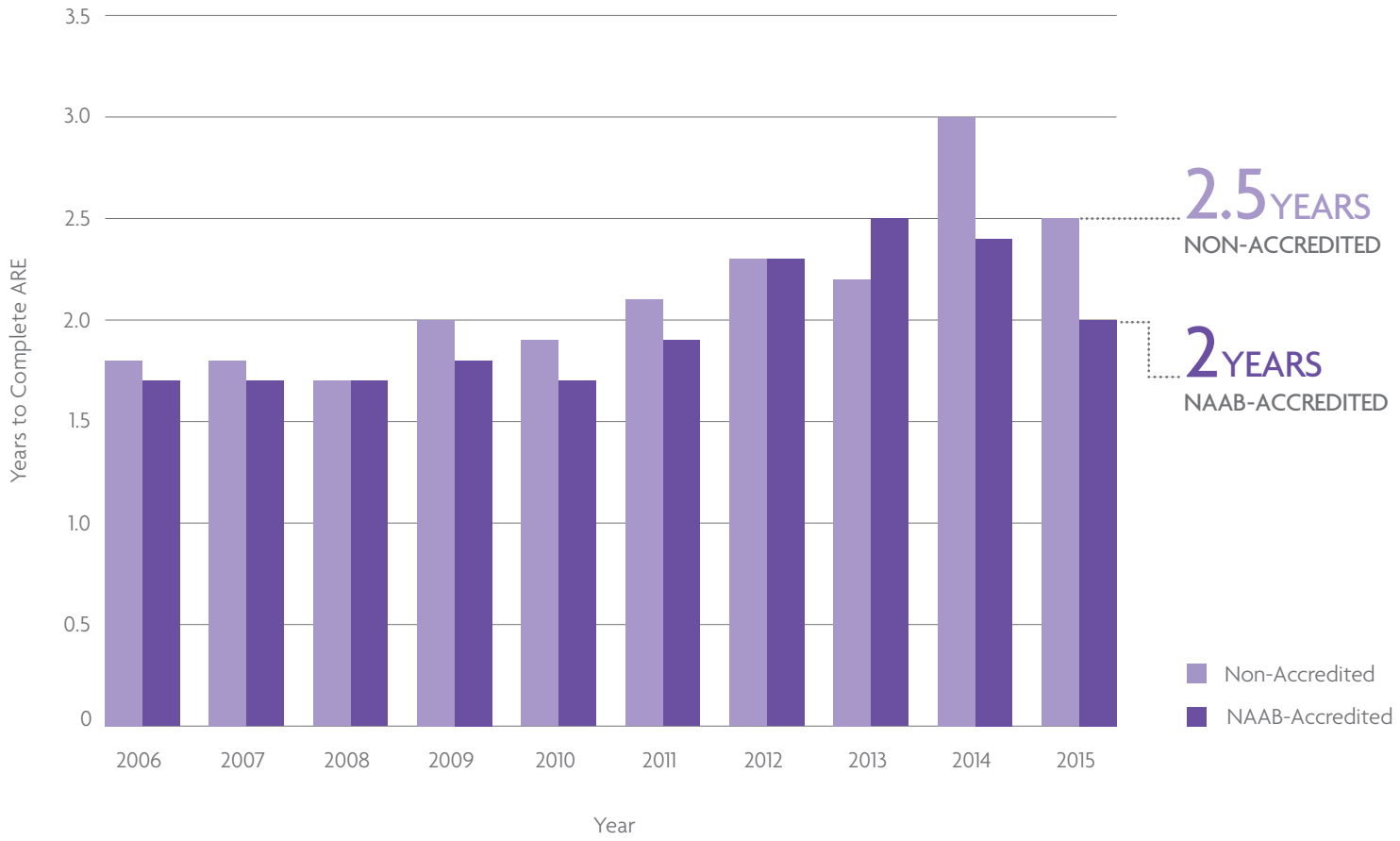
Graduates from Accredited Programs Have Higher ARE Division Pass Rates

In 2015, candidates with degrees from NAAB-accredited programs outperformed their peers across all ARE divisions. The difference in pass rates was greatest in Building Systems, with graduates from accredited programs outperforming graduates from non-accredited programs by 10 percentage points. Construction Documents & Services and Schematic Design had the smallest difference, with graduates from accredited programs typically performing 2 percentage points better than their peers.



Graduates from Accredited Programs Complete the ARE Sooner

In 2015, exam candidates who graduated from a NAAB-accredited program finished the ARE in two years—six months sooner than candidates from non-accredited programs. Historically, graduates from accredited programs have typically completed the exam two months sooner.



Experience

Licensure candidates are completing the IDP sooner than ever before. Several changes have contributed to this growth, namely the reduction of required hours and modifications to the reporting requirement. These updates have enabled licensure candidates and their supervisors to approach the program—and the path to licensure—with greater flexibility.

30,716

Licensure candidates reported experience

4,896

Licensure candidates completed the IDP

25

Average age a licensure candidate starts the IDP

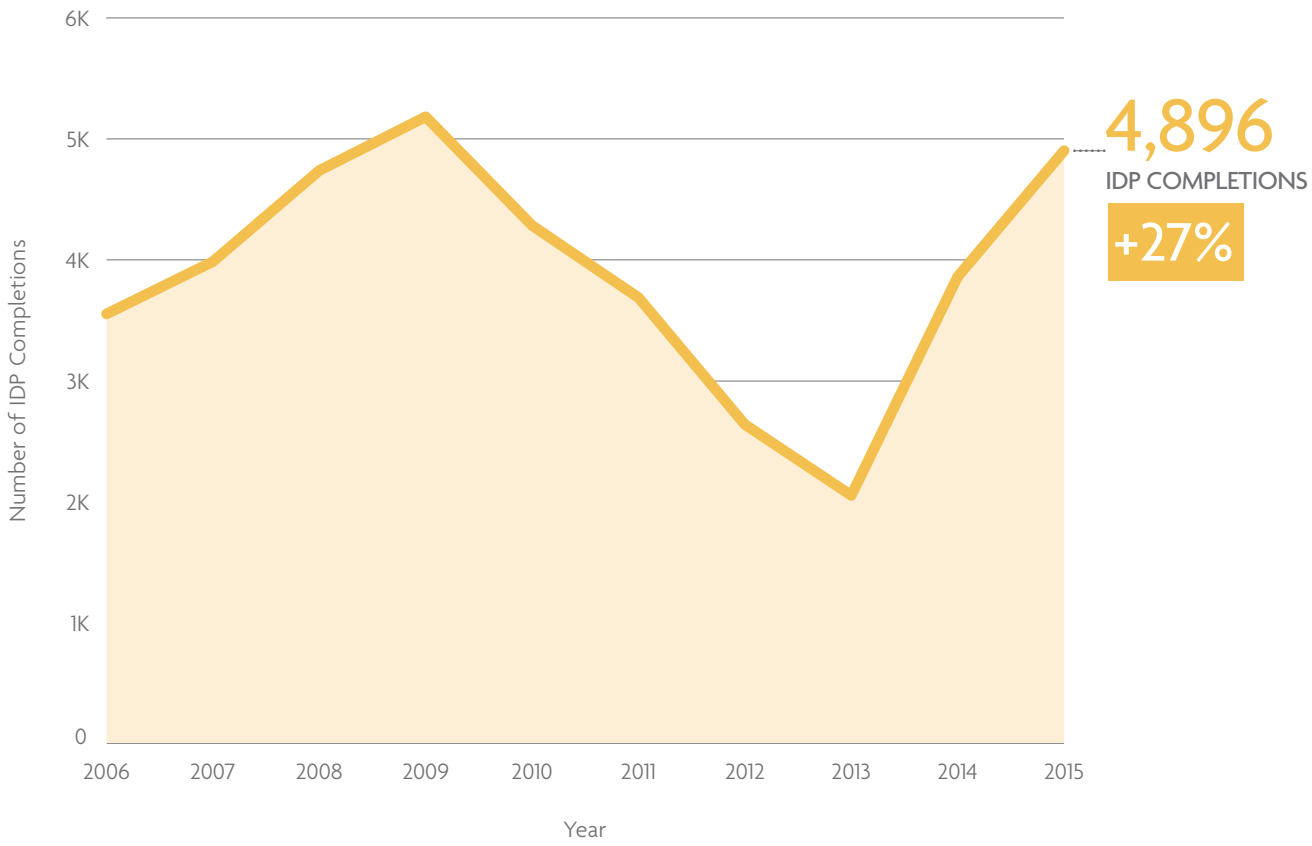
Average time it took to complete the IDP in 2015

7 months sooner than in 2014

Number of IDP Completions on the Rise

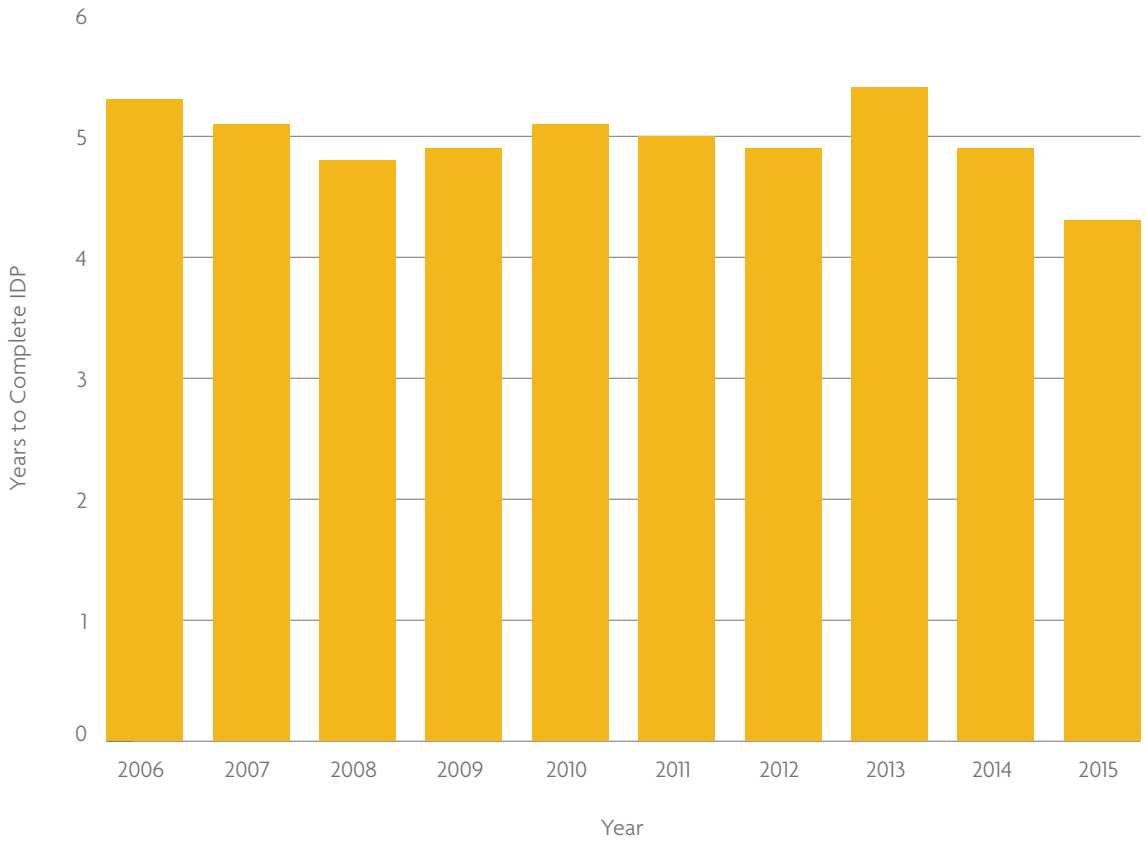
Nearly 4,900 licensure candidates completed the IDP in 2015, a 27 percent jump from the previous year. Two key program updates have likely contributed to this increase—a reduction in required hours (known as the streamlined IDP) and the ability to log experience gained beyond eight months. In fact, about 700 licensure candidates completed the program in July 2015 after the launch of the streamlined IDP.

Note: Historical data can shift because licensure candidates can backdate experience up to five years. For example, if someone today submitted a final experience report from 2013, his or her IDP completion date would be 2013.



Licensure Candidates Complete the IDP in Record Time

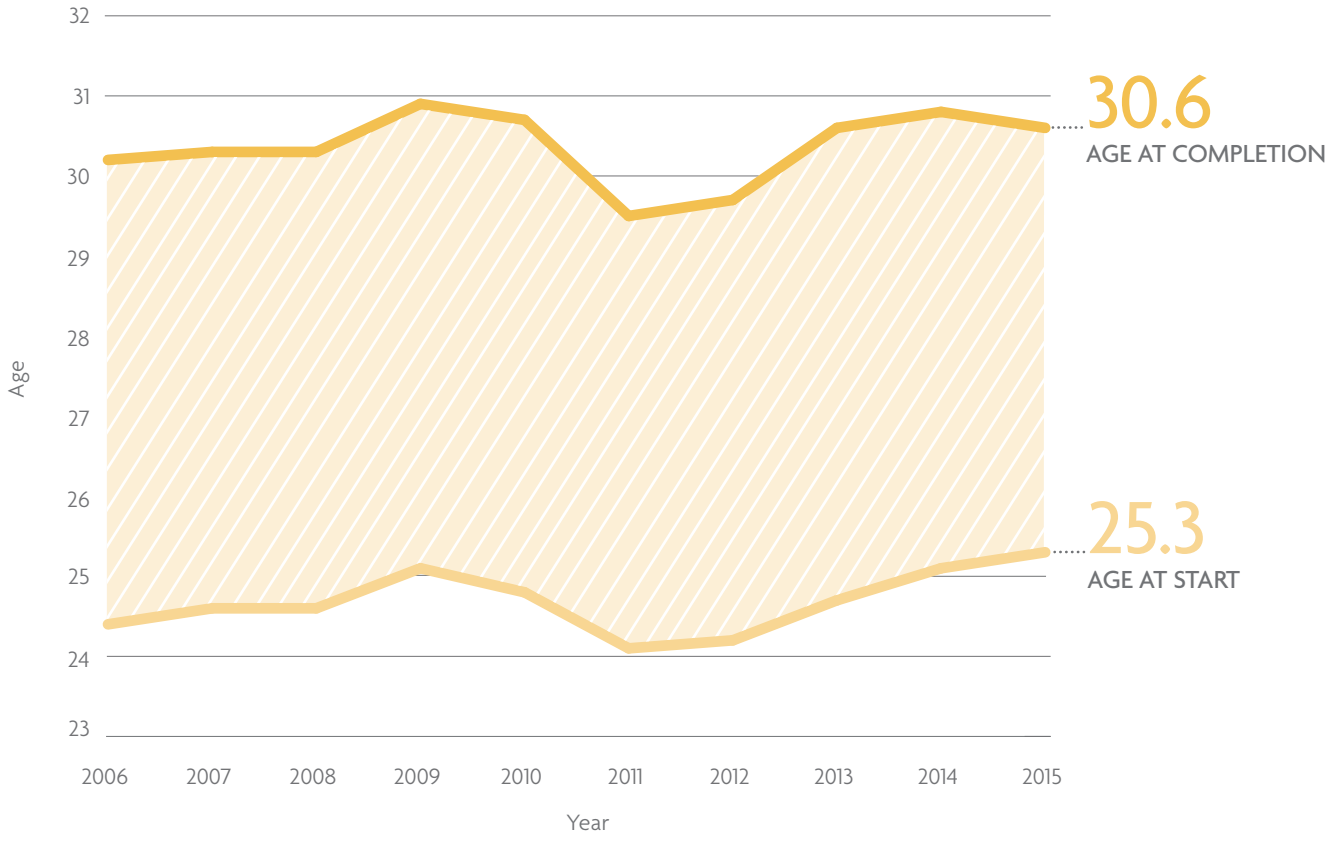
In 2015, the average licensure candidate completed the IDP in just over four years. This shift is likely tied to recent program updates, particularly a reduction in required hours (see Number of IDP Completions on the Rise).



4.3
YEARS
-12%

Age at IDP Completion Stays Consistent

On average, licensure candidates who completed the IDP in 2015 were 25 when they started the program and 30 when they finished. While this pattern has remained consistent over the past few years, the ages candidates start and complete the IDP are growing closer. For comparison, 2015 saw a 5.3-year difference, while 2013 was 5.9.



Path to AXP

January 2014

MY IDP App

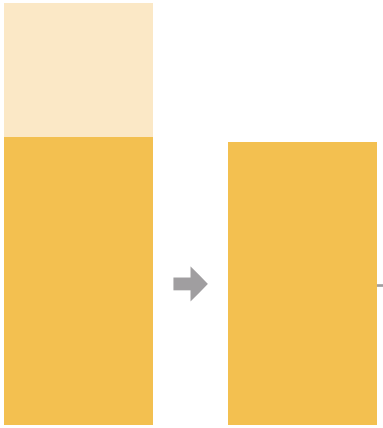
Reporting experience has never been easier thanks to the MY IDP mobile app.

July 2014

New Reporting Requirements

Licensure candidates can earn credit for experience gained up to five years back.

July 2015



Streamline of IDP

Required hours reduced from 5,600 to 3,740 hours.

June 2016

Launch of AXP

The program's 17 experience areas will be realigned into six broad practice-based areas.

Examination

In 2015, the number of ARE completions reached an all-time high, and the average candidate took less time to complete the exam. With the launch of ARE 5.0 around the corner, many candidates are looking to complete the exam in 4.0, while some are planning to take a combination of both versions.

Meanwhile, NCARB has developed a number of tools to help candidates navigate the ARE—including live webinars, video tutorials, and an online community. Recent program changes, such as the new 60-day retake policy, have also enabled candidates to maintain their momentum and make a plan to finish the exam.

18,695 Candidates **TESTED** in 2015

Average time it takes to complete the exam

4,447 CANDIDATES

COMPLETED the exam

6 OUT OF **10**

Candidates start the ARE before completing the IDP

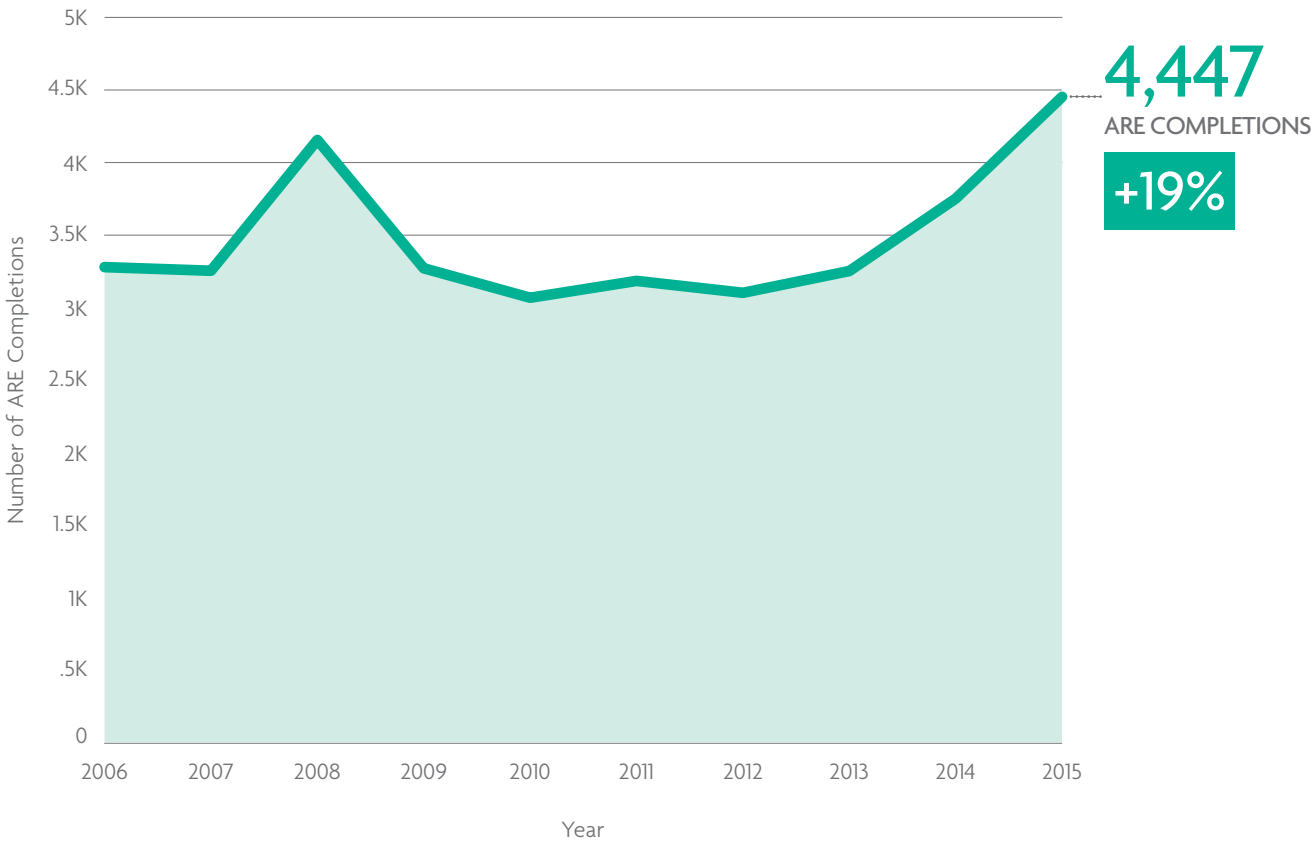
29

Average age a licensure candidate starts the ARE

The ARE is offered around the world

ARE Completions Reach All-Time High

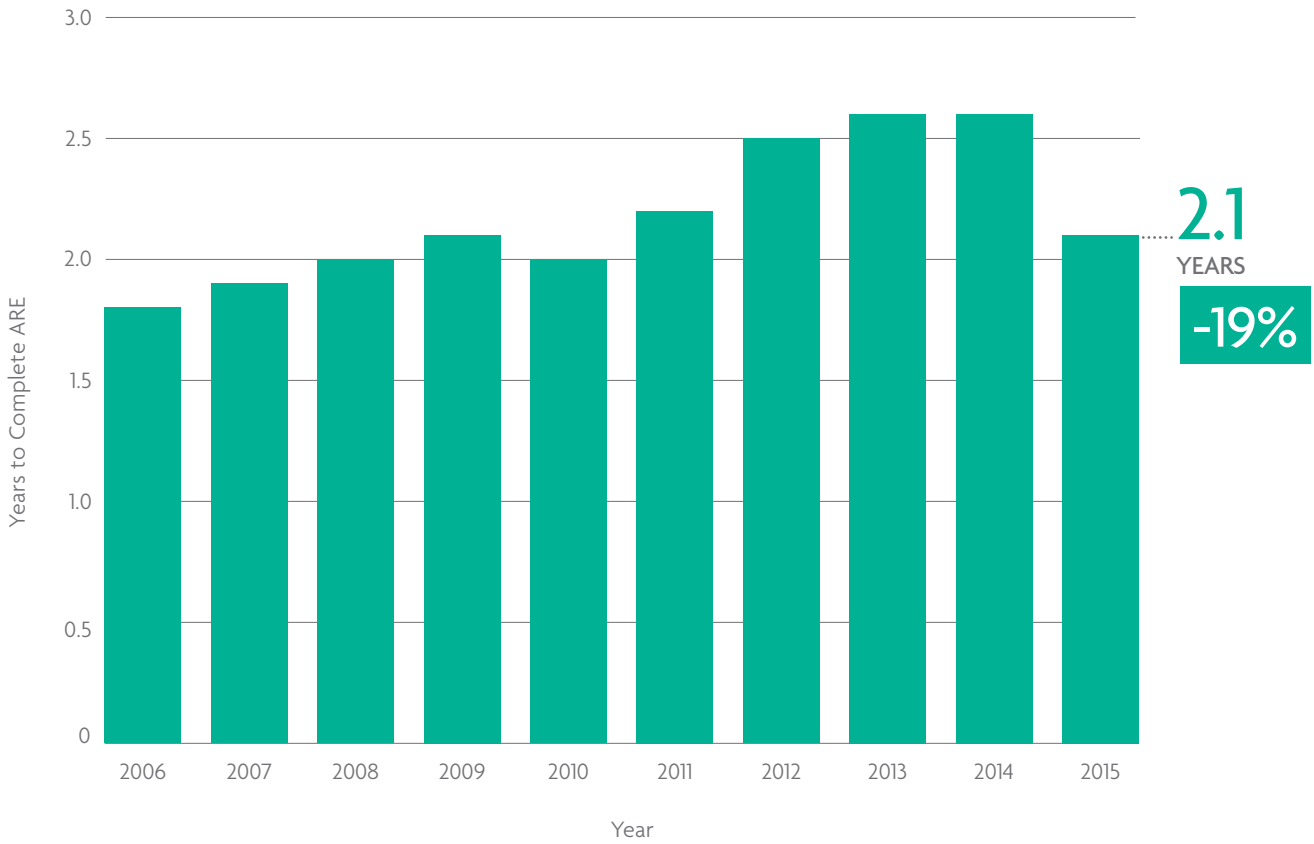
Almost 4,500 candidates completed the ARE in 2015, the highest number on record. This jump is likely caused by the upcoming launch of ARE 5.0, as candidates seek to complete the exam in ARE 4.0. A similar spike occurred in 2008 before the move from ARE 3.1 to ARE 4.0.



Time to Complete the ARE Improves

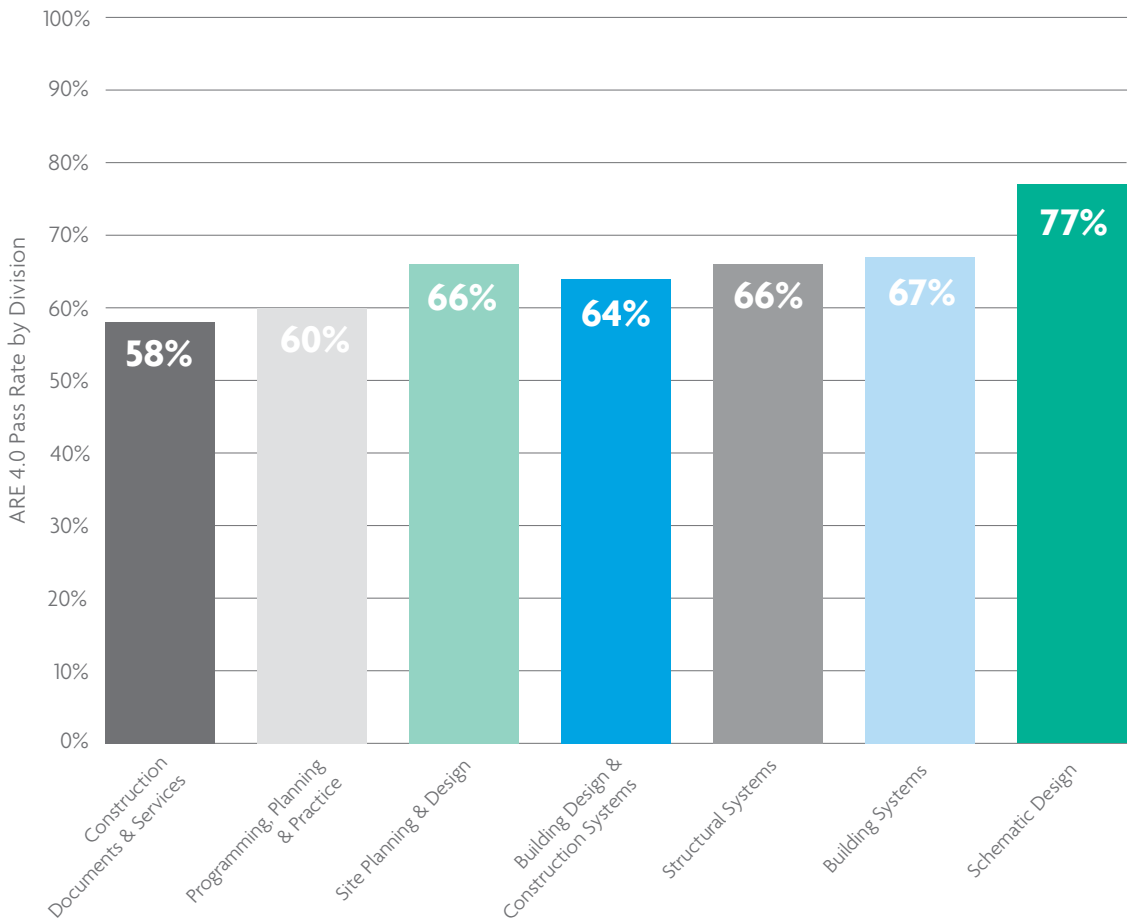
The average candidate completed the ARE in 2.1 years, six months sooner than in 2014, and the shortest time since 2010. This improvement is likely tied to NCARB's new retake policy, which went into effect October 2014. Before then, candidates had to wait six months to retake a failed division. Now they can retake an exam in as few as 60 days and up to three times a year.

NCARB also developed a number of tools in 2015 to help candidates prepare for the exam, including live webinars, video tutorials, and the ARE 4.0 Community—an online space where candidates can come together to ask questions, share best practices, and interact with exam experts.



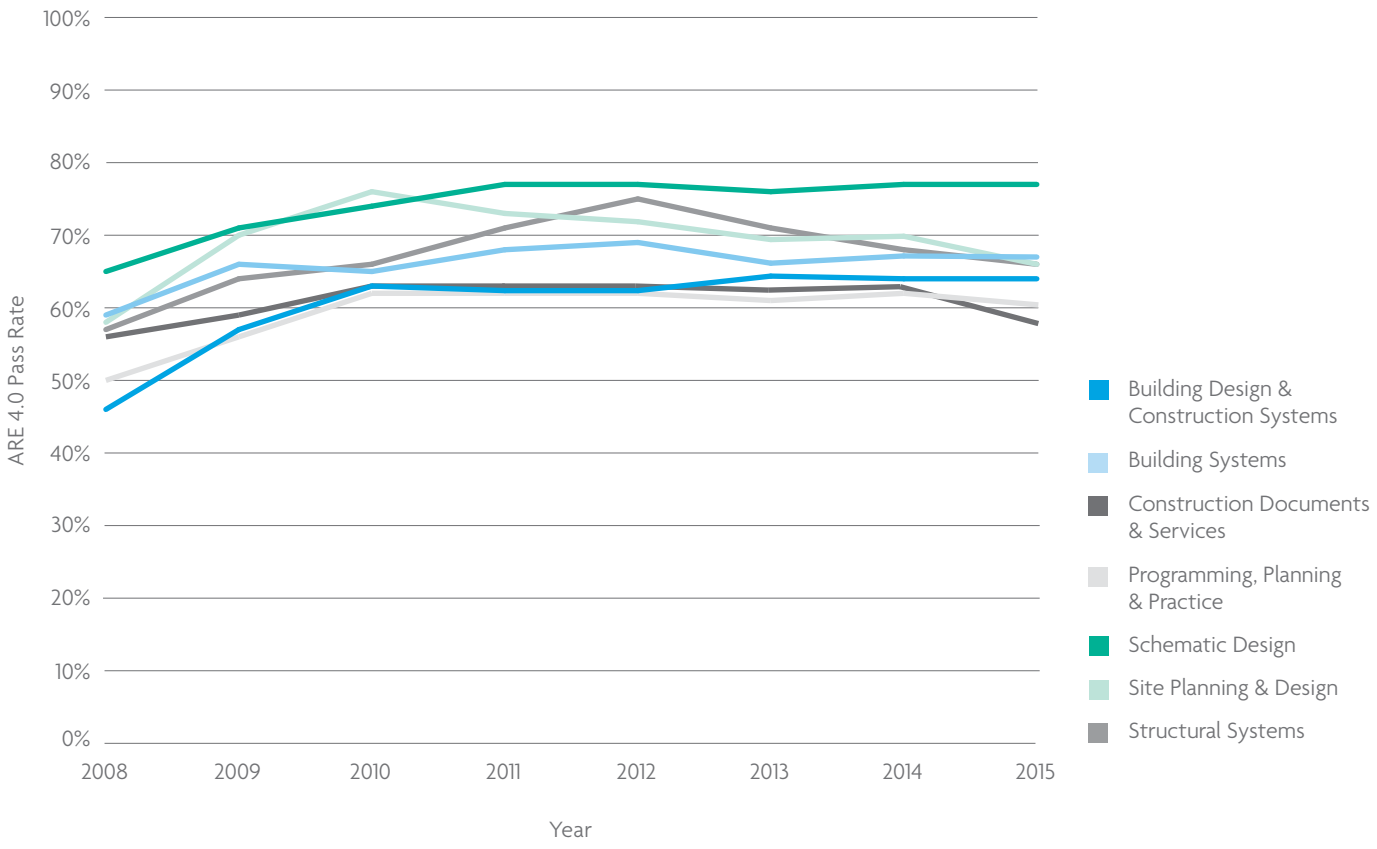
Schematic Design Division Has Highest Pass Rate

Among the ARE divisions, Schematic Design (SD) had the highest pass rate of 77 percent, and Construction Documents & Services (CDS) had the lowest pass rate of 58 percent. This marks the fourth year in a row that SD held the highest pass rate. In 2015, the average success rate across all seven divisions was 65 percent.



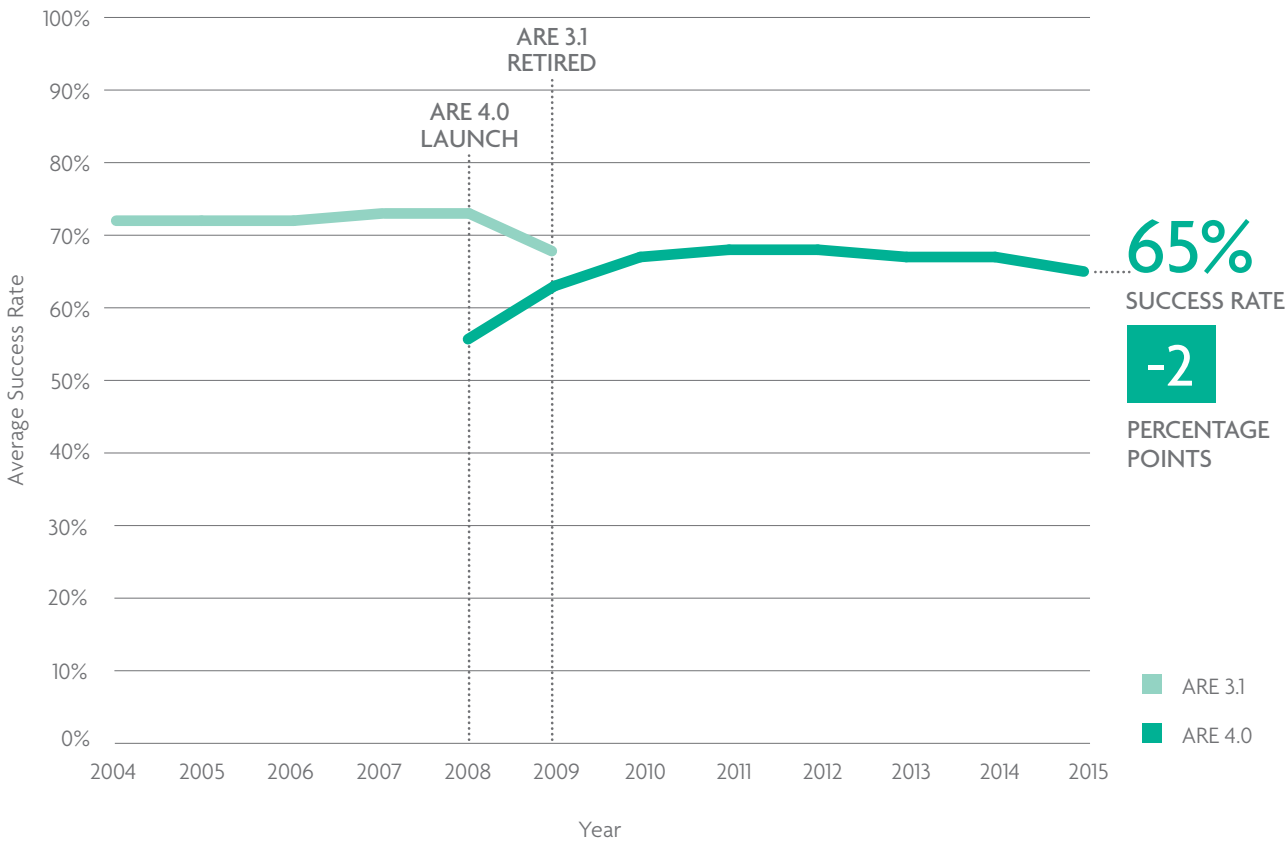
ARE Division Pass Rates Drop Slightly

The pass rates for each ARE 4.0 division have remained fairly consistent over the past five years, hovering between 58 and 77 percent. However, pass rates dipped slightly in 2015—particularly among three key divisions: Construction Documents & Services (CDS), Programming Planning & Practice (PPP), and Site Planning & Design (SPD). By combining these divisions with specific 5.0 divisions, candidates will be able to complete the exam in as few as five tests. So, the recent drop in pass rates for these division could be the result of candidates hurrying to complete CDS, PPP, and SPD before the transition.



ARE Success Rates Impacted by Exam Updates

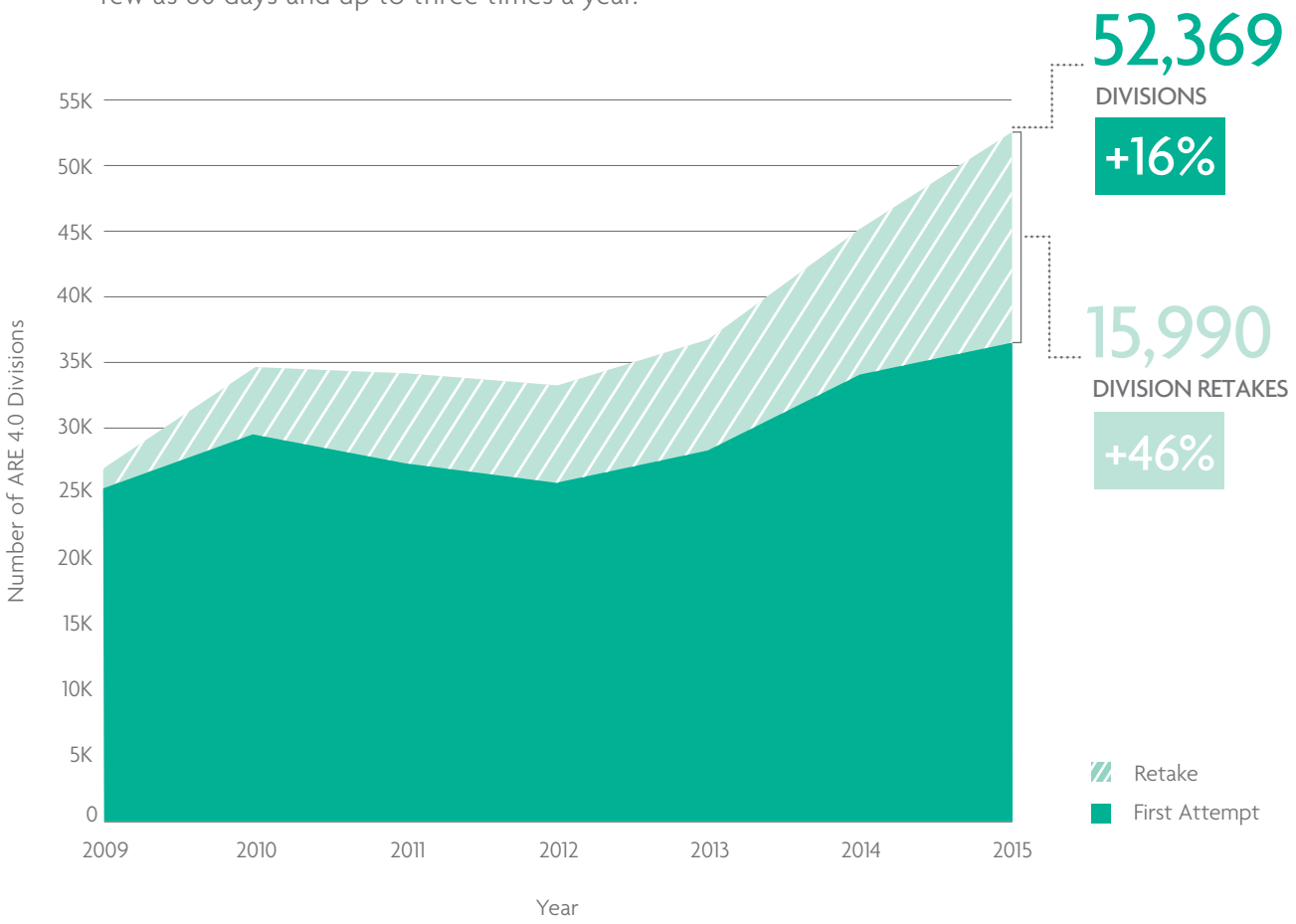
Historical trends show that ARE success rates typically drop around the launch of a new exam. When ARE 4.0 debuted in 2008, ARE 3.1 success rates dipped about 5 percentage points. That same year, ARE 4.0 success rates started around 55 percent, gradually climbing to the upper-sixties by 2010. Similarly, ARE 4.0 success rates dipped about 2 percentage points between 2014 to 2015, which is likely tied to the upcoming launch of ARE 5.0.



Candidates Test More Frequently

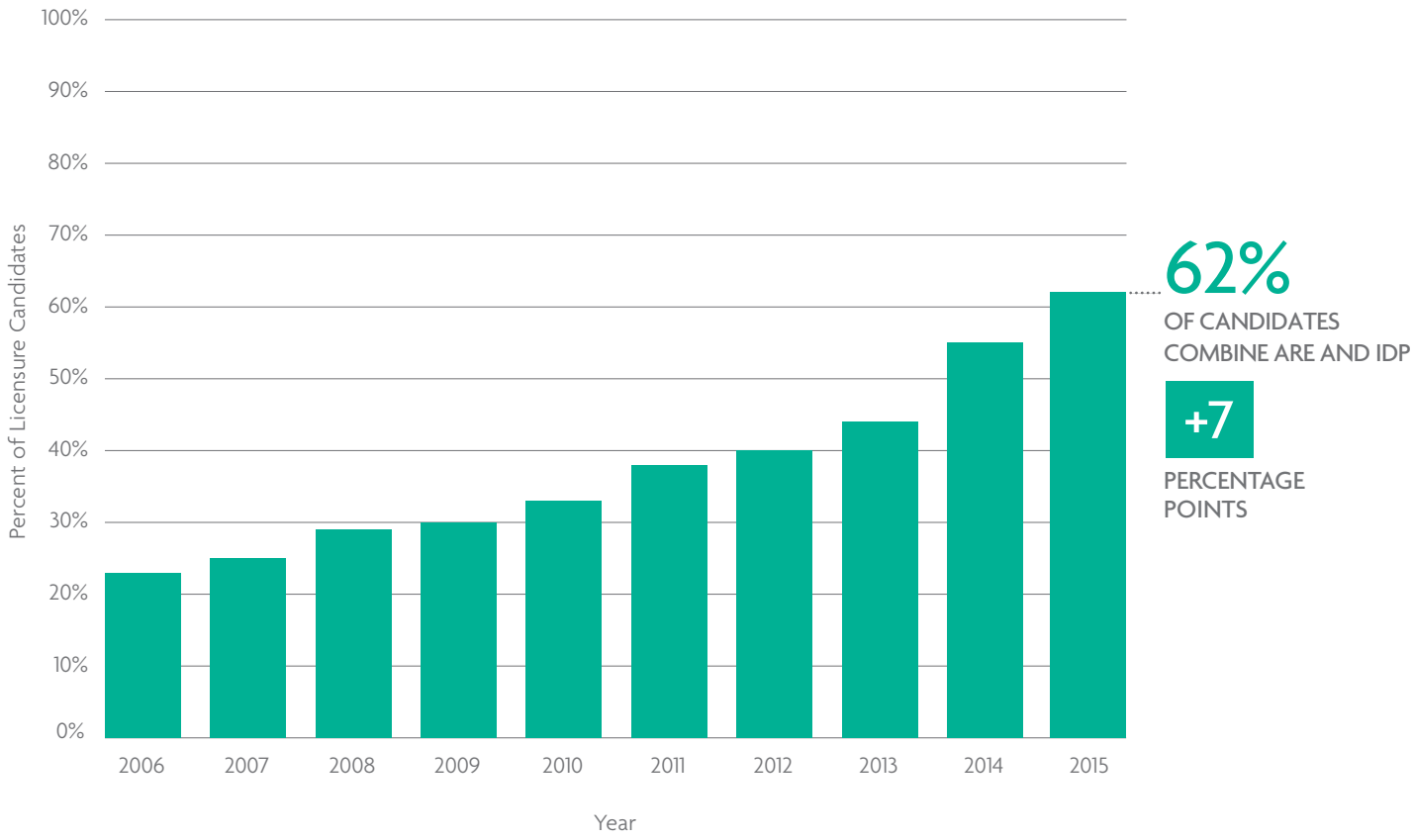
For the third consecutive year, the number of ARE divisions taken by candidates increased. In 2015, more than 52,300 divisions were administered, representing a 16 percent jump from 2014. This growth is likely tied to the upcoming launch of ARE 5.0, as candidates seek to complete the exam in ARE 4.0.

Retakes represent a significant portion of this growth, as nearly 16,000 retakes were administered in 2015—a 46 percent increase from the previous year. This spike is likely tied to NCARB's new retake policy, which enables candidates to retake a division in as few as 60 days and up to three times a year.



Most Candidates Overlap the ARE and IDP

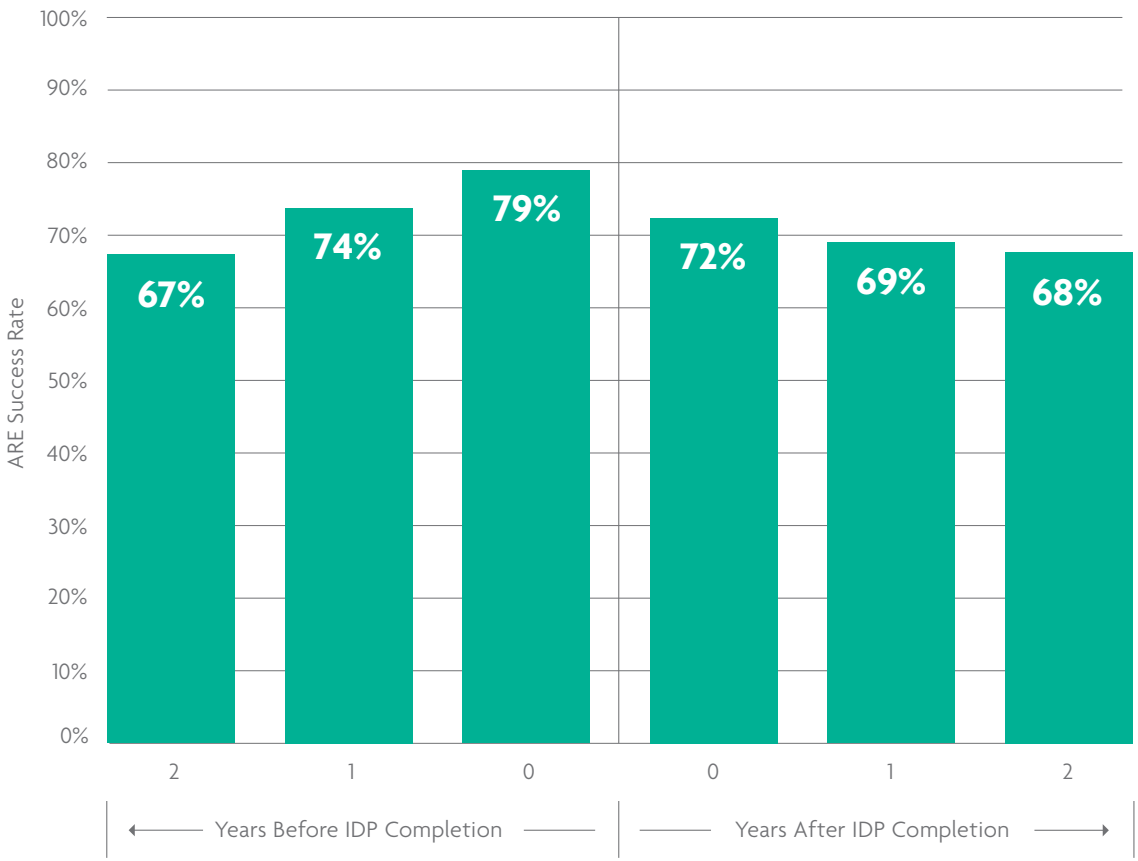
Of the licensure candidates who completed the ARE in 2015, 62 percent took at least one exam while completing their experience—the largest percentage to date. As the path to licensure becomes more flexible, this upward trend will likely continue. Currently, 50 of the 54 licensing boards allow an overlap between gaining experience and examination.



Success Rates Highest While Completing IDP

Candidates who take the ARE within a two-year window before completing the IDP tend to have the highest success rates. This could be tied to an overlap in subject matter, as both programs address the knowledge and skills required to practice independently. Plus, candidates invested in wrapping up the IDP may be more focused on completing the path to licensure.

Note: This data represents licensure candidates who completed the IDP between 2013 and 2015.



Timeline to Licensure

Over the past several years, NCARB has worked with licensing boards and architect volunteers to streamline its programs and provide greater flexibility—without compromising rigor or core purpose. As a result, the time it takes to earn a license has gradually decreased and the average age of licensure continues to drop. This trend will likely continue, especially as more licensure candidates take advantage of recent program changes.

Average time to licensure in 2015 for newly licensed architects

5.7 YEARS

EDUCATION

4.9 YEARS

IDP

2.3 YEARS

ARE

13.3 Years

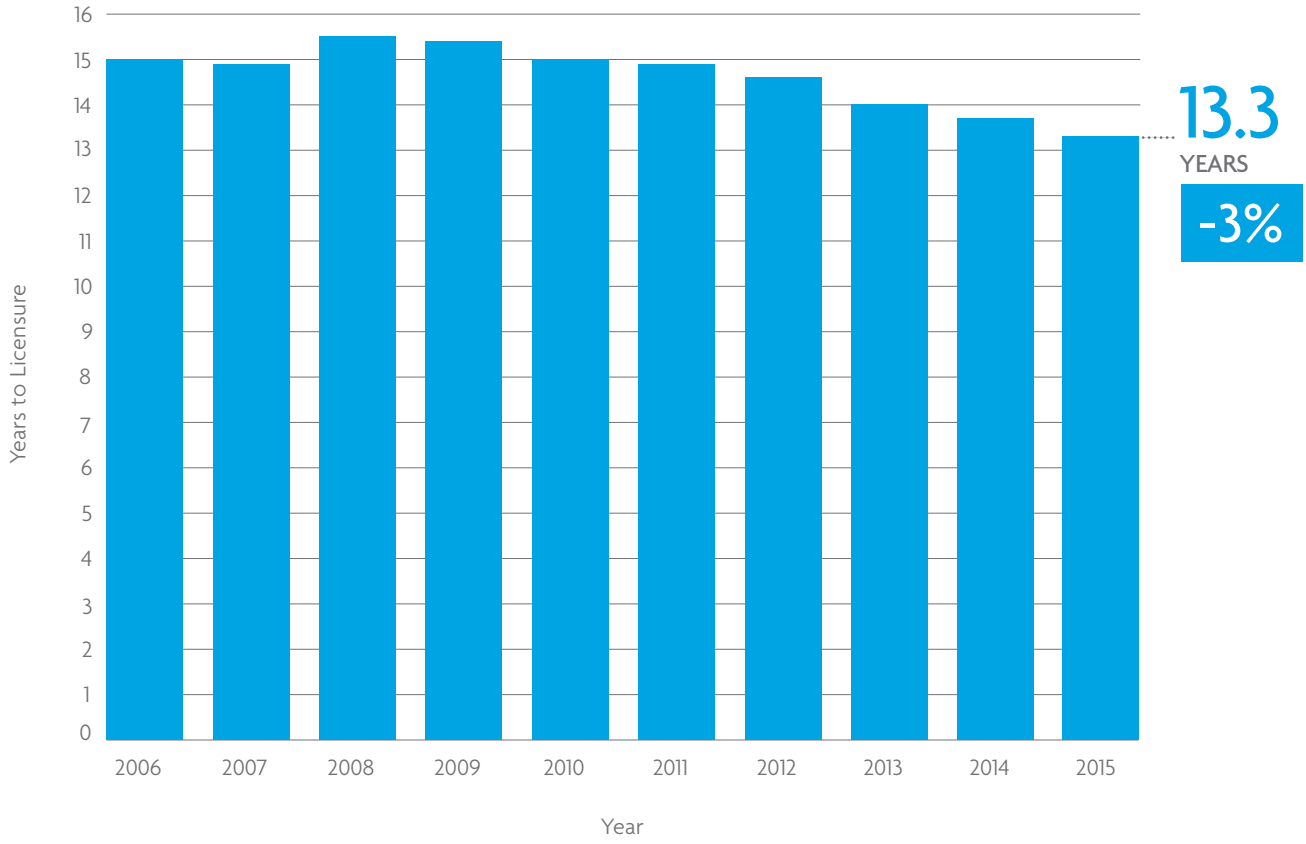
33

average age of newly licensed architects

Time to Licensure Improves

On average, becoming an architect takes just over 13 years—from the time a student enrolls in school to the moment they receive a license. This marks the seventh year in a row that the timeline to licensure has improved, with architects earning a license almost five months sooner than in 2014.

In July 2009, NCARB implemented a new rule that requires licensure candidates to report experience within eight months. Many candidates rushed to submit experience before this change, which led to the 4 percent increase in 2008. Since then, the time to licensure has gradually improved each year. This trend will likely continue, especially as more licensure candidates benefit from recent program changes, such as a reduction in required hours and the ability to complete the ARE and IDP simultaneously.

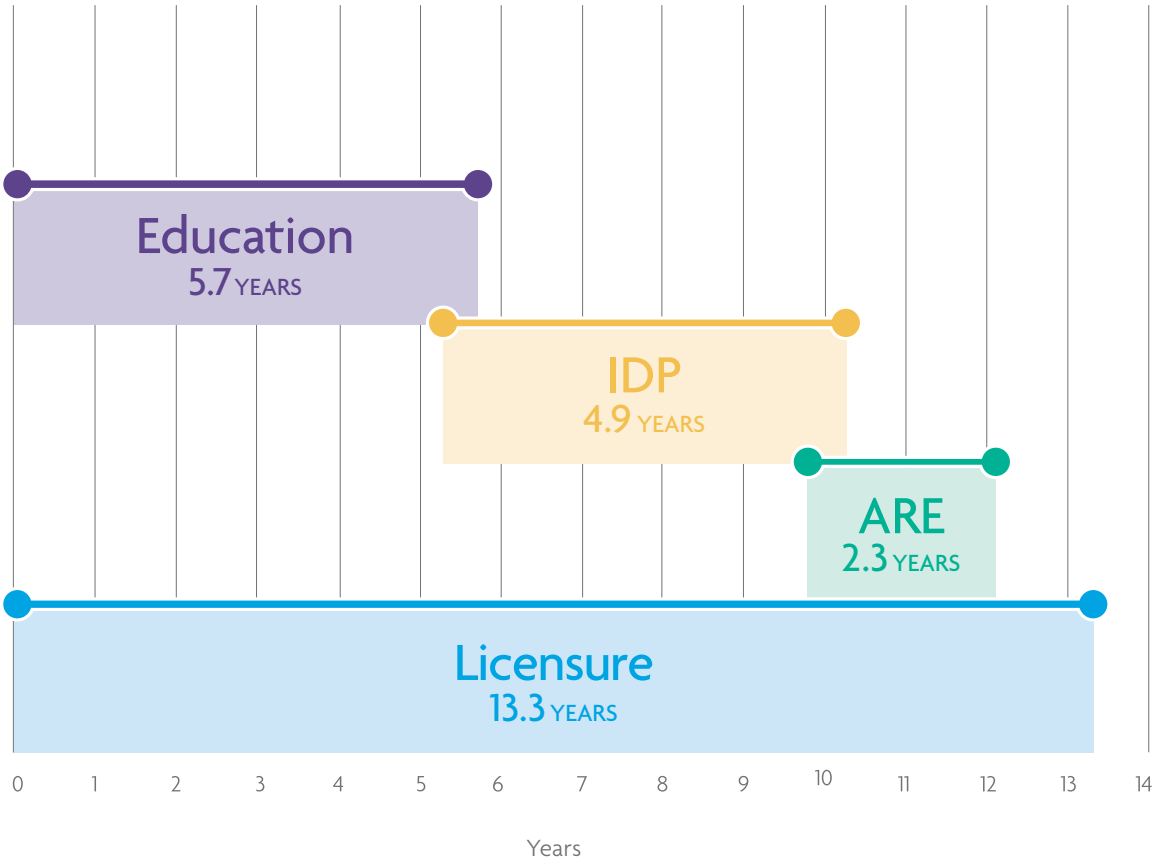


Newly Licensed Architects Overlapped Education, IDP, and ARE

A breakdown of the average path to licensure reveals overlaps among education, experience, and examination—leading to a decrease in the overall time it takes to earn a license. Earning a degree typically took just under six years, while completing the IDP and ARE took just under seven years.

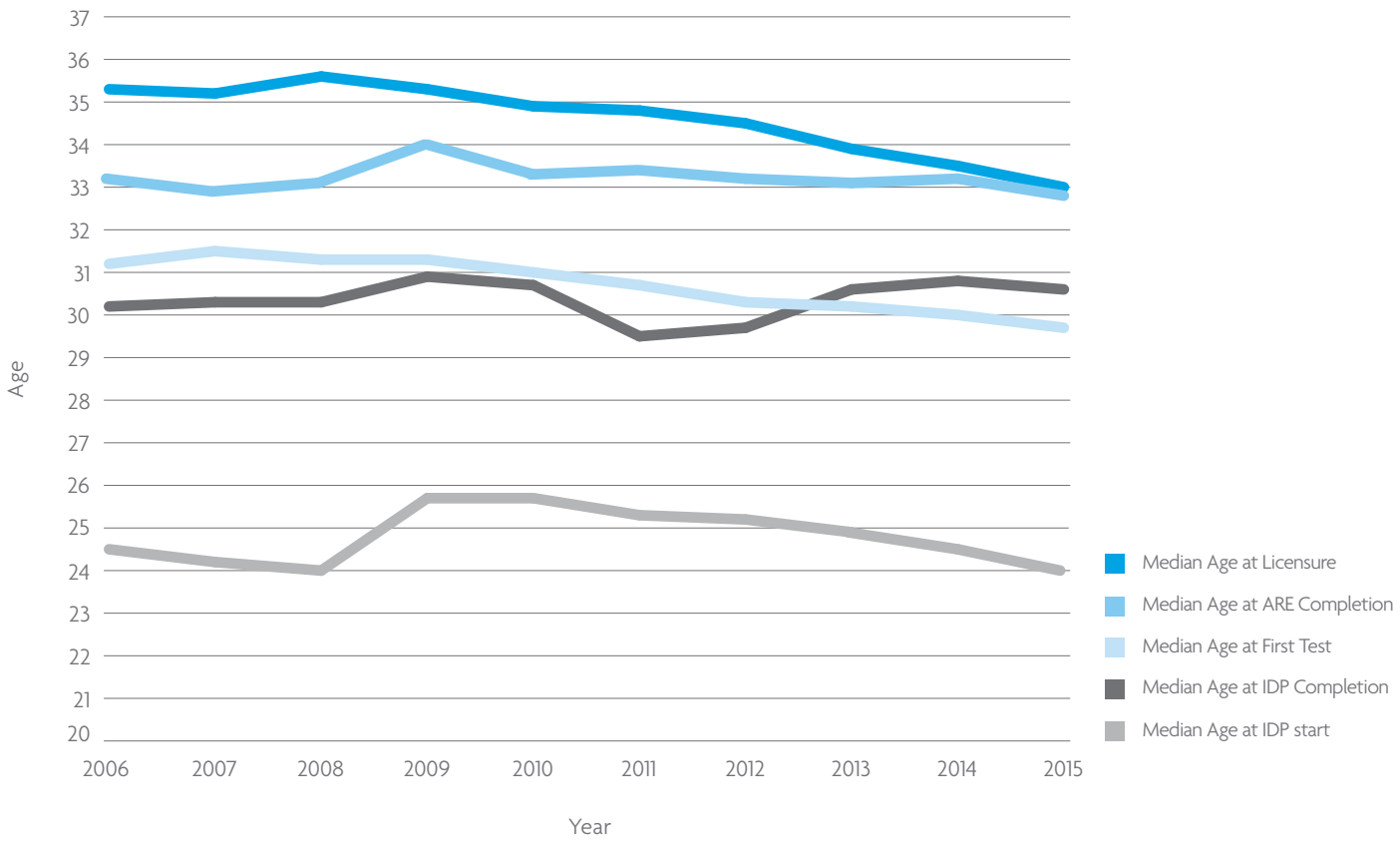
The delay between passing the ARE and earning a license is the result of several factors. Some jurisdictions have additional requirements—such as a supplemental exam, interview, or a minimum employment duration.

Note: This data represents architects who earned a license in 2015.



Age at Licensure Continues to Drop

In 2015, the average age of a newly licensed architect was 33, a six-month drop from the previous year. Plus, the typical licensure candidate starts the ARE about one year before completing the IDP, an overlap that emerged in 2013.

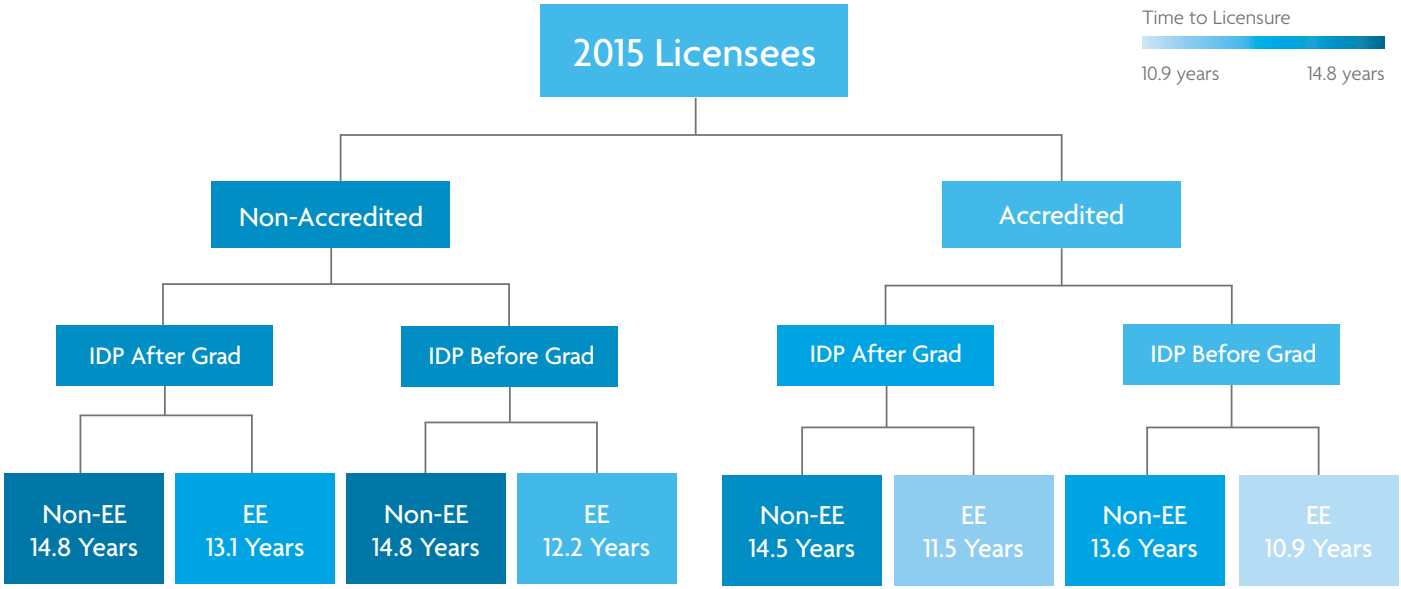


Three Key Factors Influence Time to Licensure

Several factors influence a candidate's timeline to licensure: (1) the type of architecture degree a candidate pursues; (2) how early the candidate starts reporting experience; and (3) whether a candidate takes the ARE before completing the IDP.

In 2015, newly licensed architects who earned a degree from a NAAB-accredited program, reported experience before graduation, and took at least one exam while completing their experience earned a license in just under 11 years—almost two years sooner than the average candidate.

Note: NCARB recognizes there are a variety of factors that influence the timeline to licensure, including the time it takes to complete the ARE, as well as economic and personal circumstances.

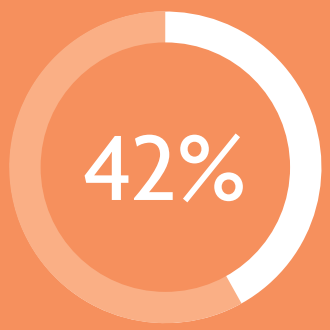


Early Eligibility (EE): The ability to take the ARE before completing the IDP. Currently, 50 of the 54 licensing boards allow this overlap.

Demographics

The current pool of licensure candidates is more diverse than ever before. In 2015, 42 percent of new Record holders were women, and 44 percent identified as a racial or ethnic minority. However, gender, racial, and ethnic diversity is significantly less among experienced professionals. Women represent 18 percent of existing NCARB Certificate holders, while racial or ethnic minorities account for only 9 percent.

Gender, racial, and ethnic diversity among practitioners should improve as an increasingly diverse group of candidates approach licensure.



of new Record holders are **women**

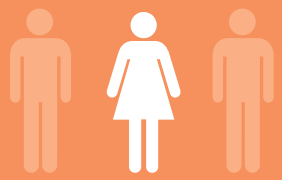
Women earned an initial license

1 YEAR

sooner than men

1 IN 3

newly licensed architects are women



24%

of candidates who completed the IDP...

18%

of candidates who completed the ARE...

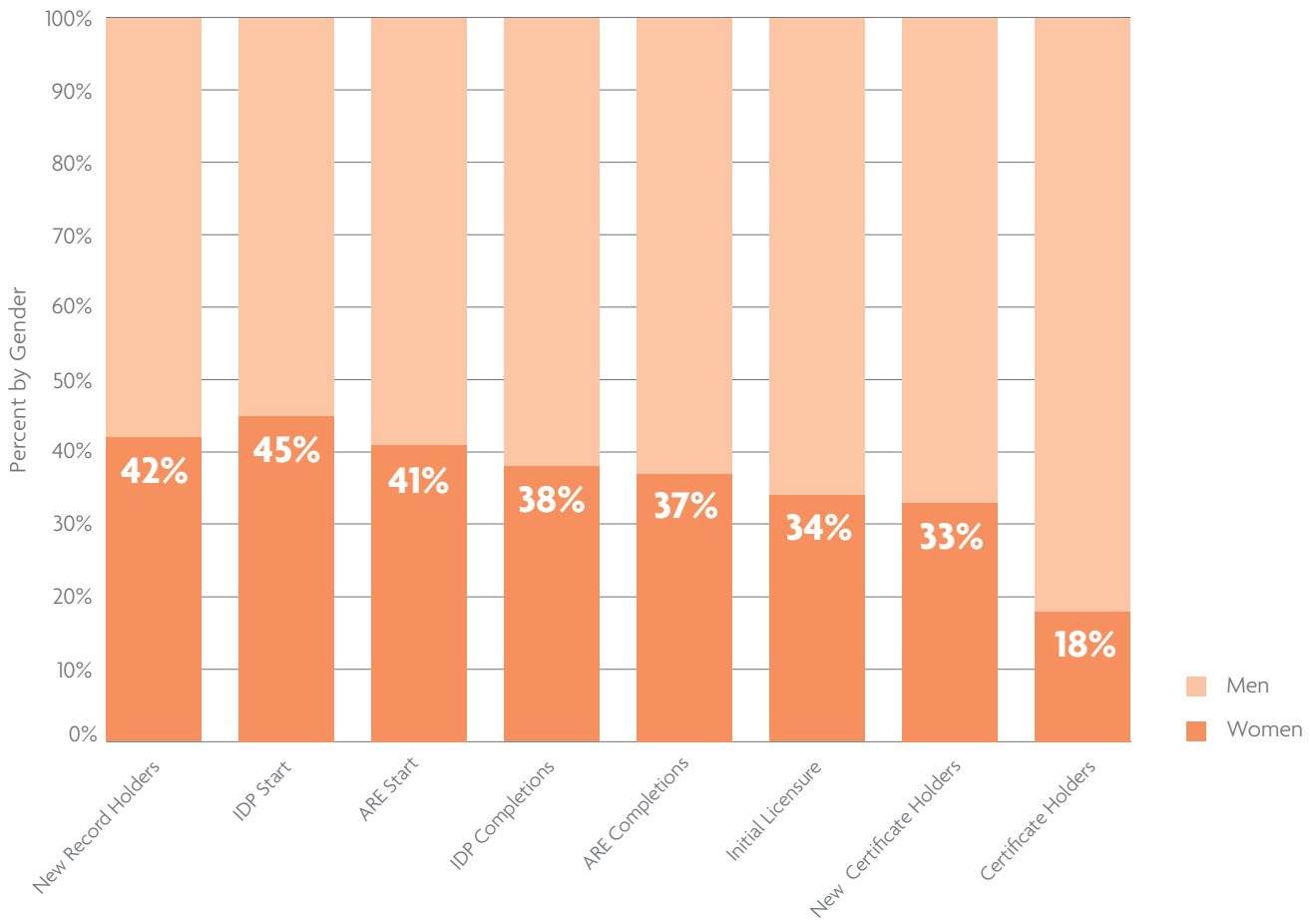
15%

of newly licensed architects...

identify as an ethnic or racial minority

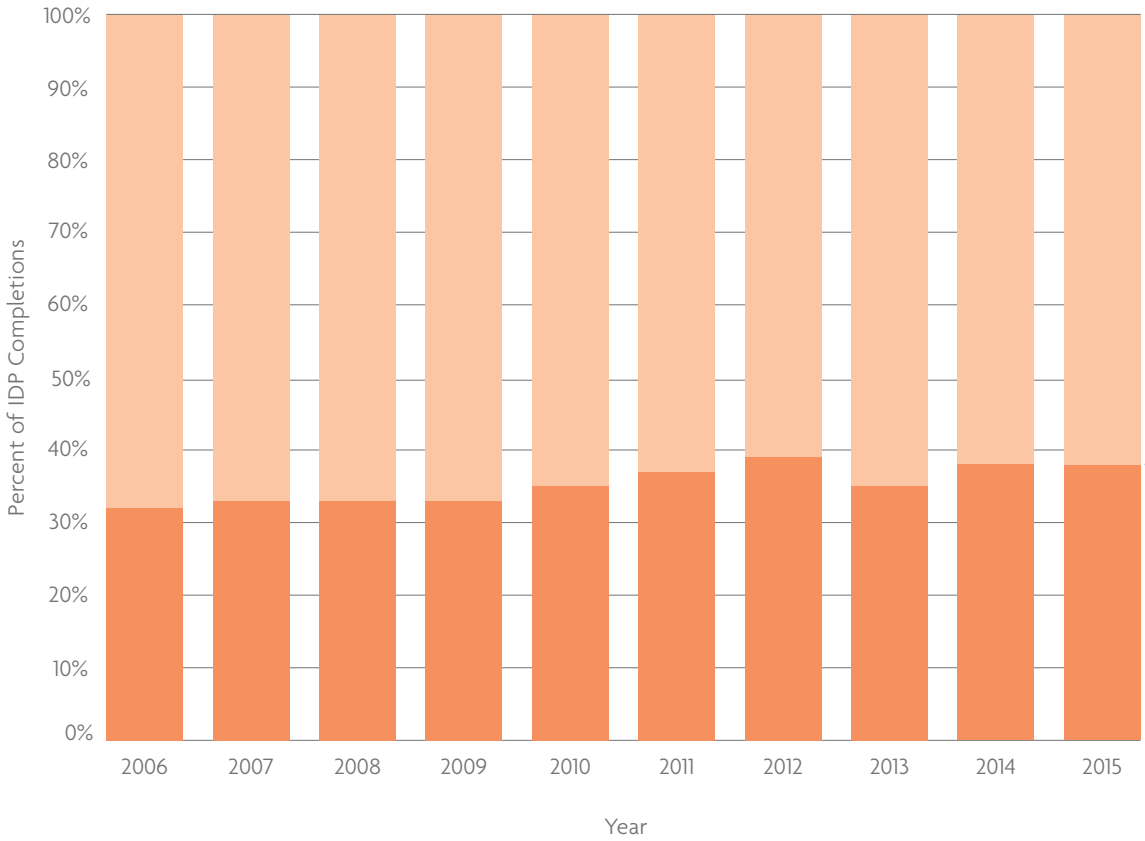
More Women on the Path to Licensure

In 2015, 42 percent of new NCARB Record holders were women, compared to 18 percent of NCARB Certificate holders. While women remain underrepresented among practitioners, they now represent at least a third of licensure candidates at each stage along the path to licensure. If this upward trend continues, gender equity among future generations of architects should also improve.



IDP Completions by Women Remain Steady

For the past two years, the proportion of IDP completions by women remained stable at 38 percent. The largest proportion on record was in 2012 when women accounted for 39 percent of completions.



38%

PROPORTION OF IDP COMPLETIONS BY WOMEN

0

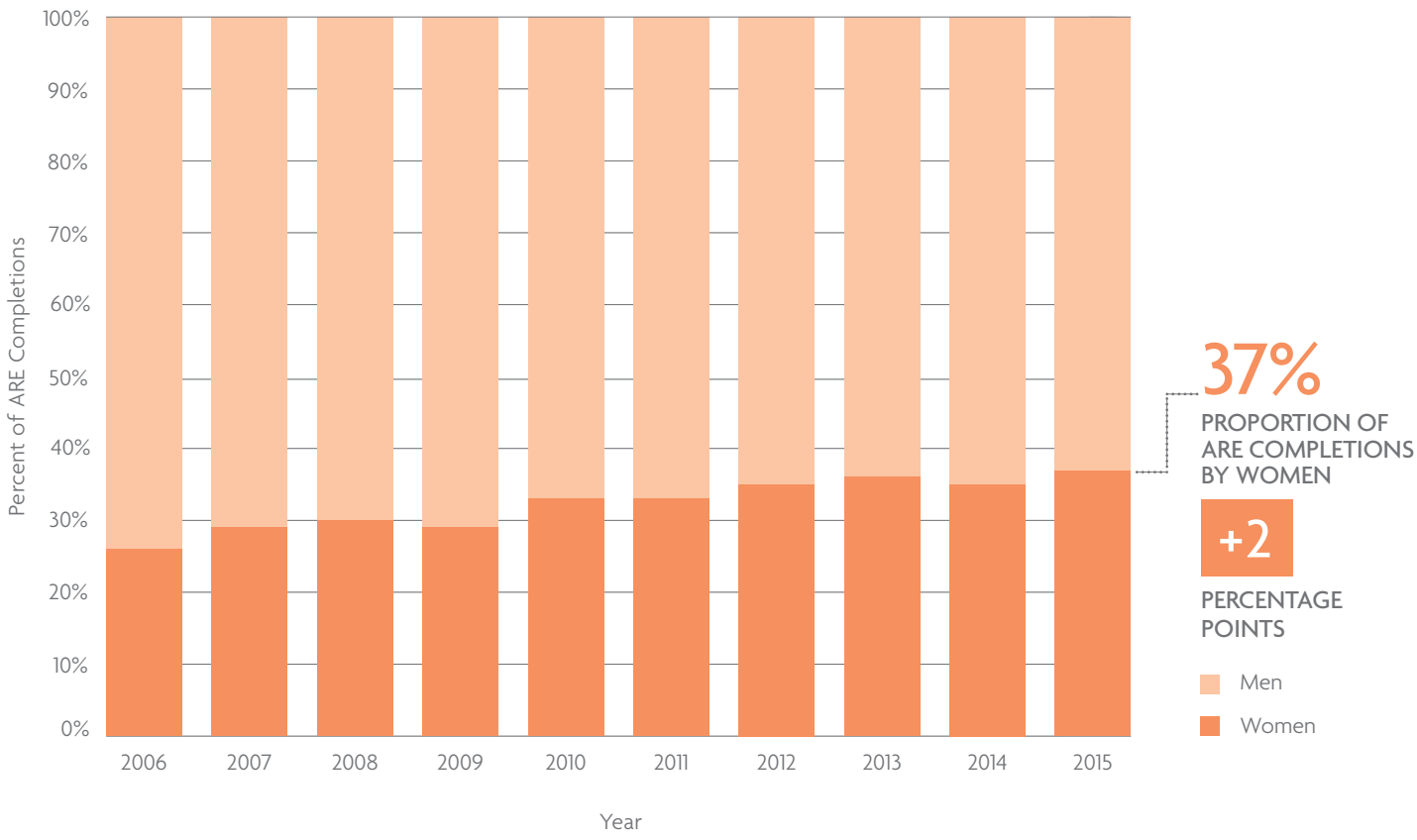
PERCENTAGE POINTS

Men

Women

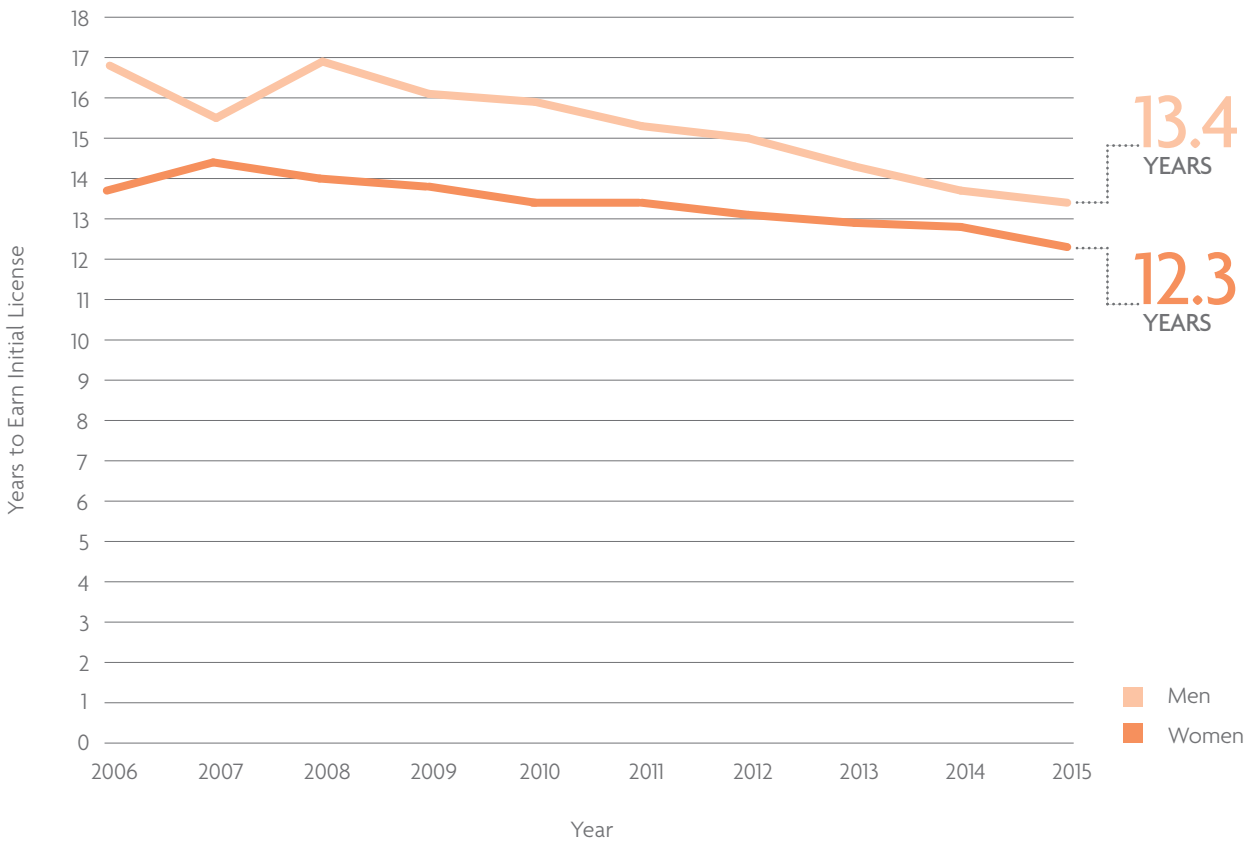
ARE Completions by Women Reach Record High

In 2015, women represented 37 percent of ARE completions, the highest proportion on record. Over the past 10 years, ARE completions by women increased 11 percentage points, almost double the rate of change for IDP completions. Since completing the ARE is often the final step to licensure, this trend suggests gender equity will improve among future generations of architects.



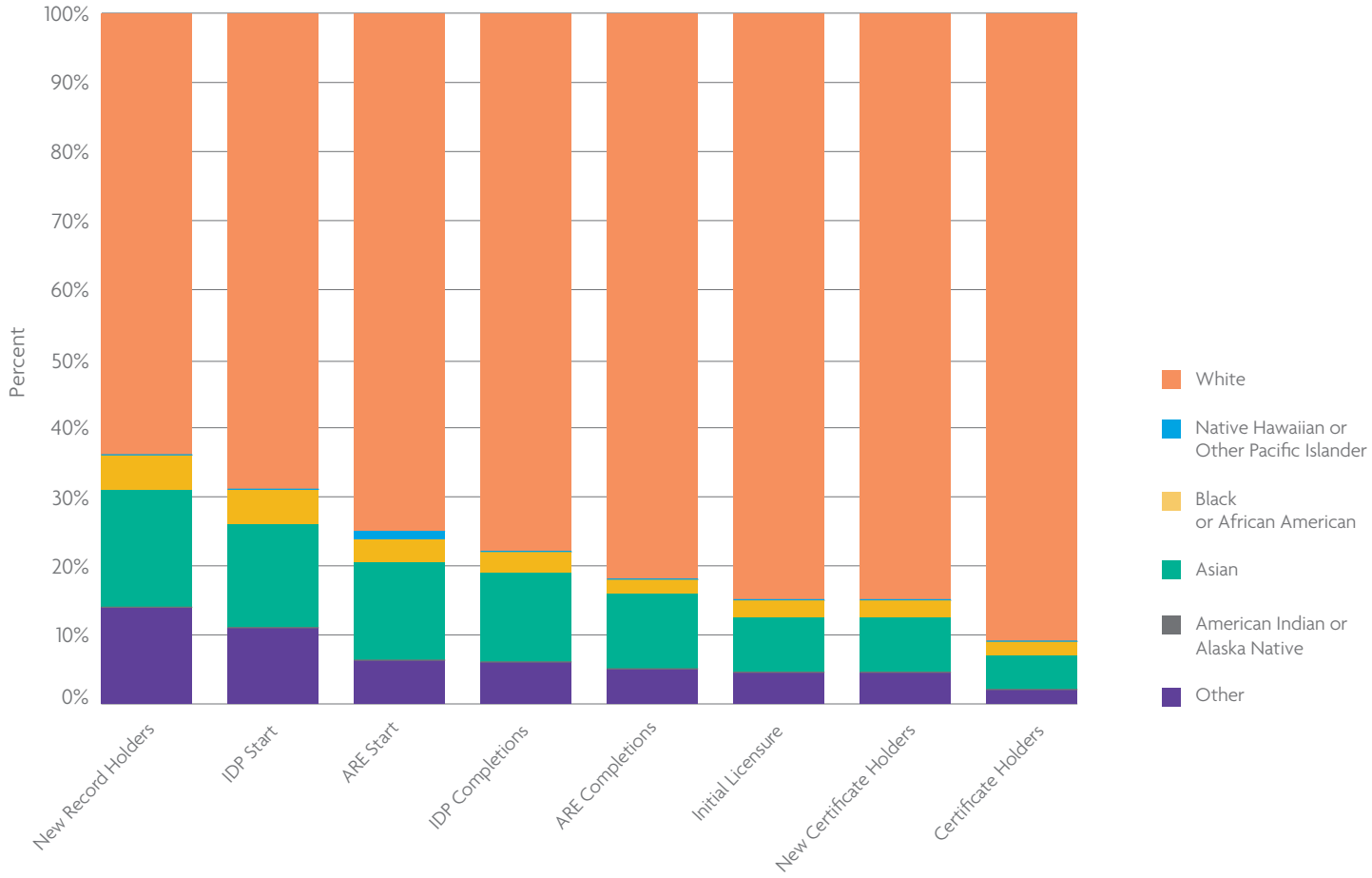
Women Earn Initial License Sooner

On average, women earn an initial license one year sooner than their male peers. While the time to licensure has been declining for both genders, women have consistently completed the path in less time. The largest disparity was in 2006 when women earned a license three years sooner than men.



Racial Diversity Greatest Among New Record Holders

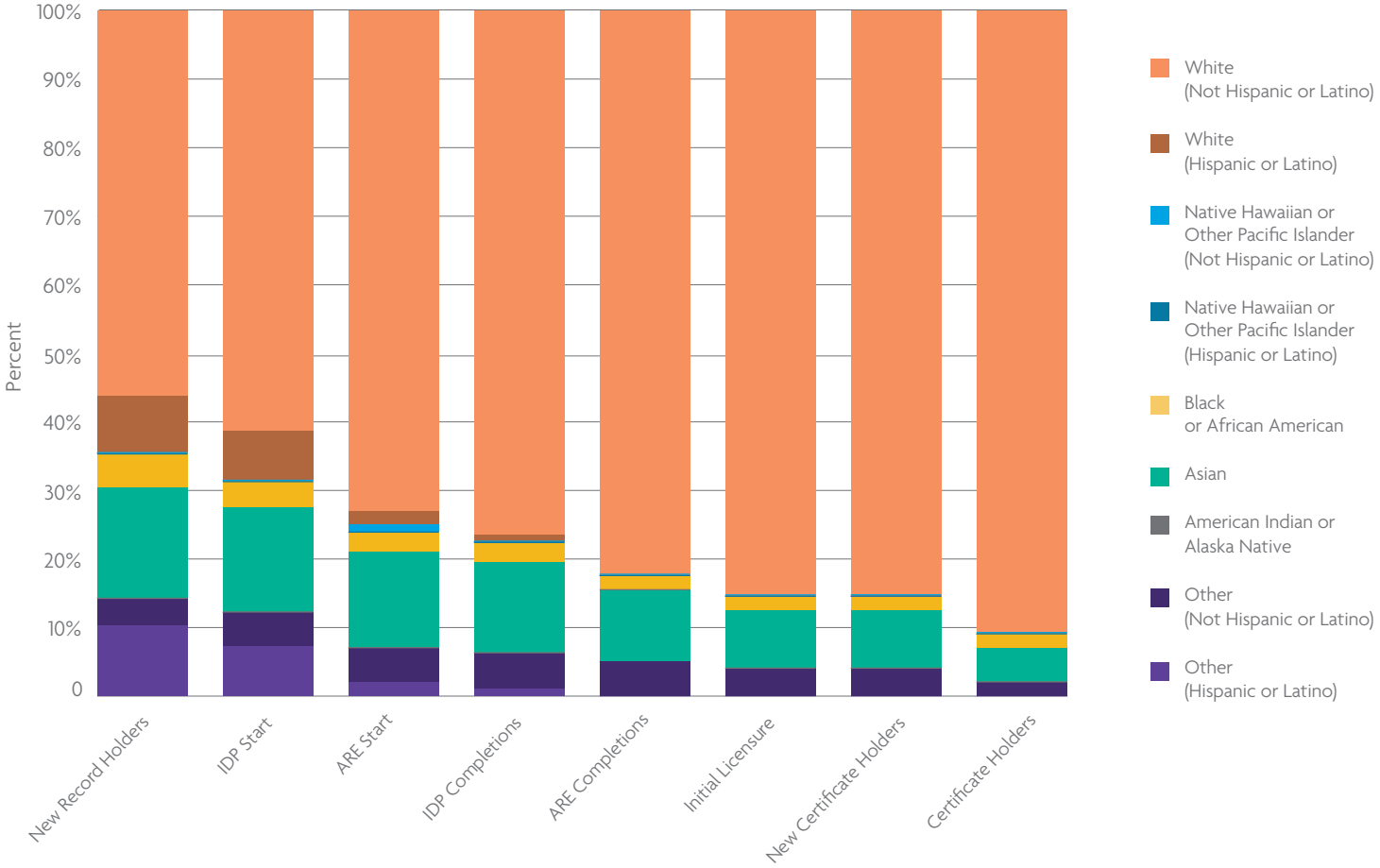
In 2015, 36 percent of new NCARB Record holders identified as non-white, whereas only 9 percent of existing NCARB Certificate holders identified as non-white. For comparison, 23 percent of the U.S. population is non-white, according to 2014 data from the U.S. Census Bureau.

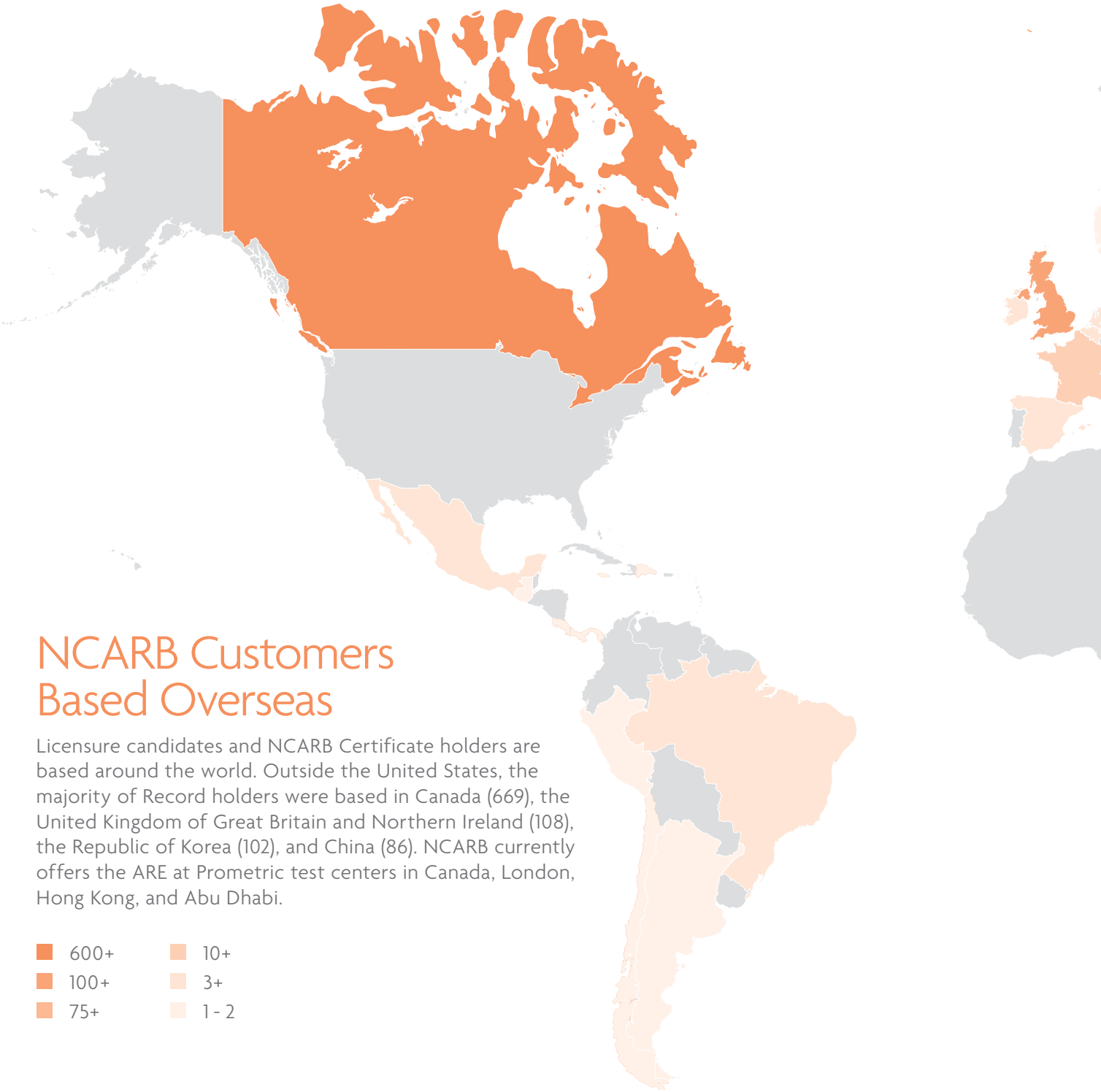


Racial and Ethnic Diversity Greatest Among New Record Holders

When Hispanic or Latino origin is considered, ethnic diversity is still greatest for new Record holders at 44 percent and lowest among existing NCARB Certificate holders at 9 percent. For comparison, 38 percent of the U.S. population identifies as either non-white or Hispanic, according to 2014 data from the U.S. Census Bureau.

Note: NCARB uses the same categories as the U.S. Census Bureau.

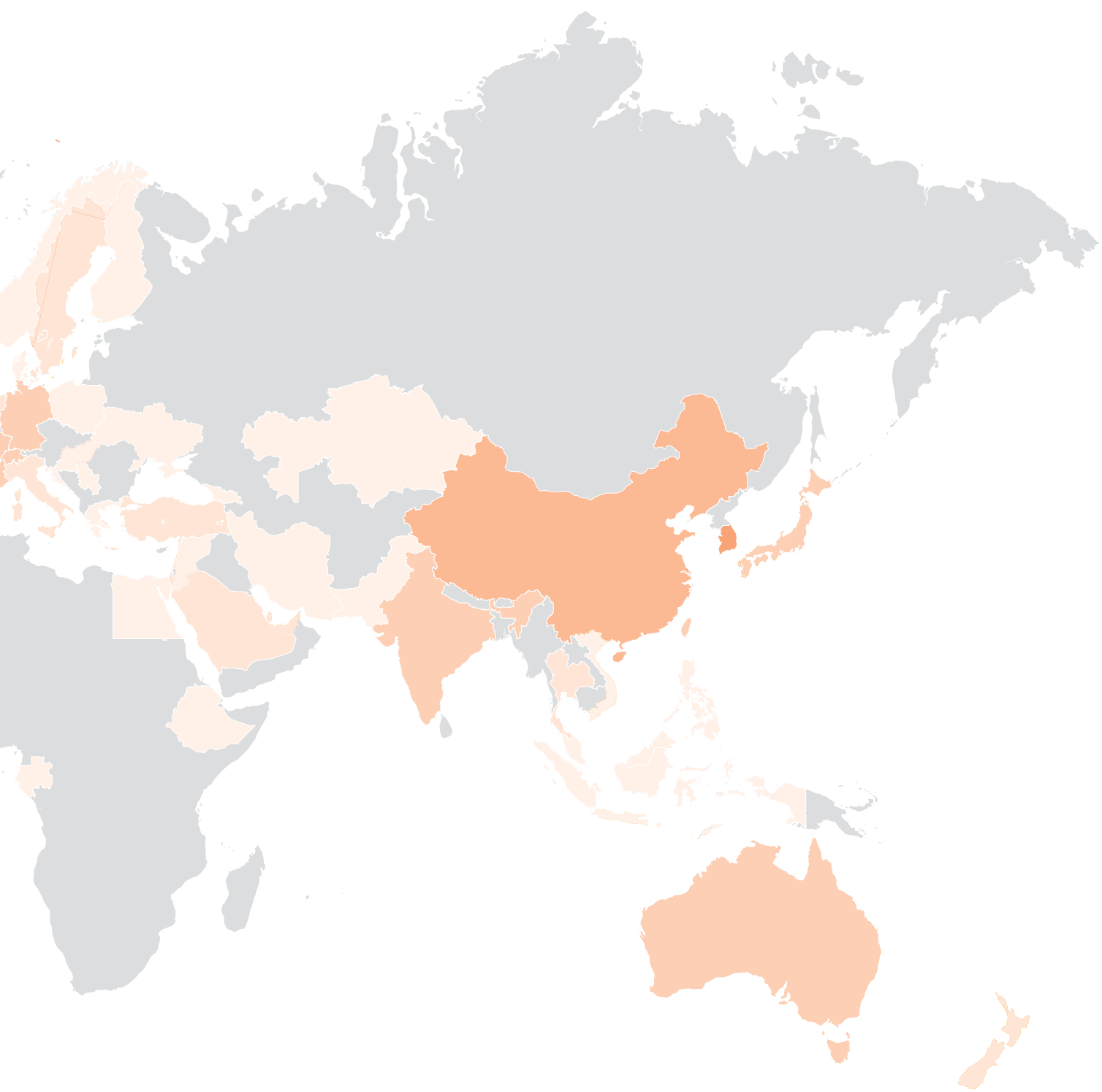




NCARB Customers Based Overseas

Licensure candidates and NCARB Certificate holders are based around the world. Outside the United States, the majority of Record holders were based in Canada (669), the United Kingdom of Great Britain and Northern Ireland (108), the Republic of Korea (102), and China (86). NCARB currently offers the ARE at Prometric test centers in Canada, London, Hong Kong, and Abu Dhabi.

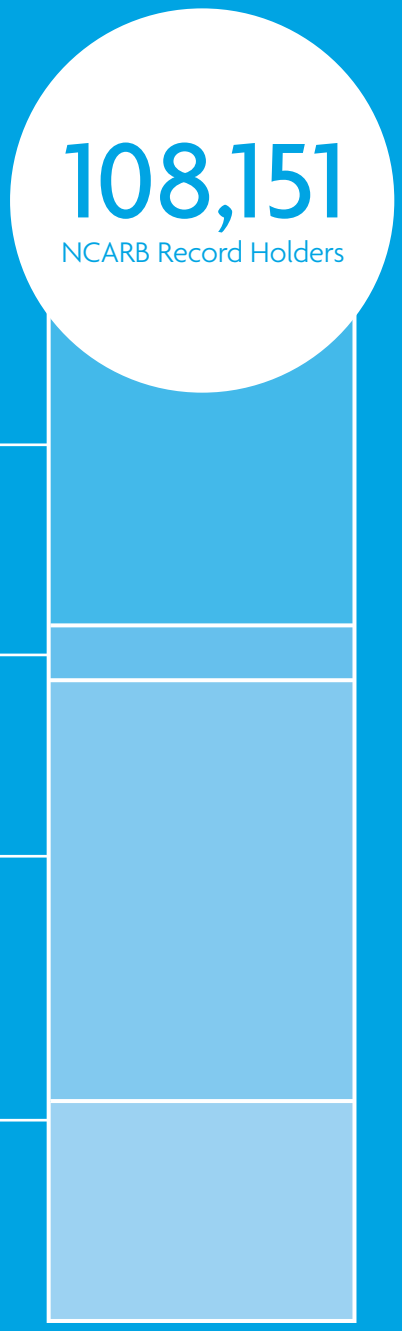
- 600+
- 100+
- 75+
- 10+
- 3+
- 1 - 2



Inside NCARB

NCARB's community continues to grow, with nearly 41,000 certified architects, more than 62,700 non-licensed Record holders, and hundreds of volunteers. These volunteers, which include licensure candidates, architects, and educators, dedicate thousands of hours to serve on various committees and task forces—from writing exam questions to evaluating experience requirements, and everything in between.

In 2015



40,917
Certificate holders

4,509
Non-certified architects

41,524
Licensure candidates

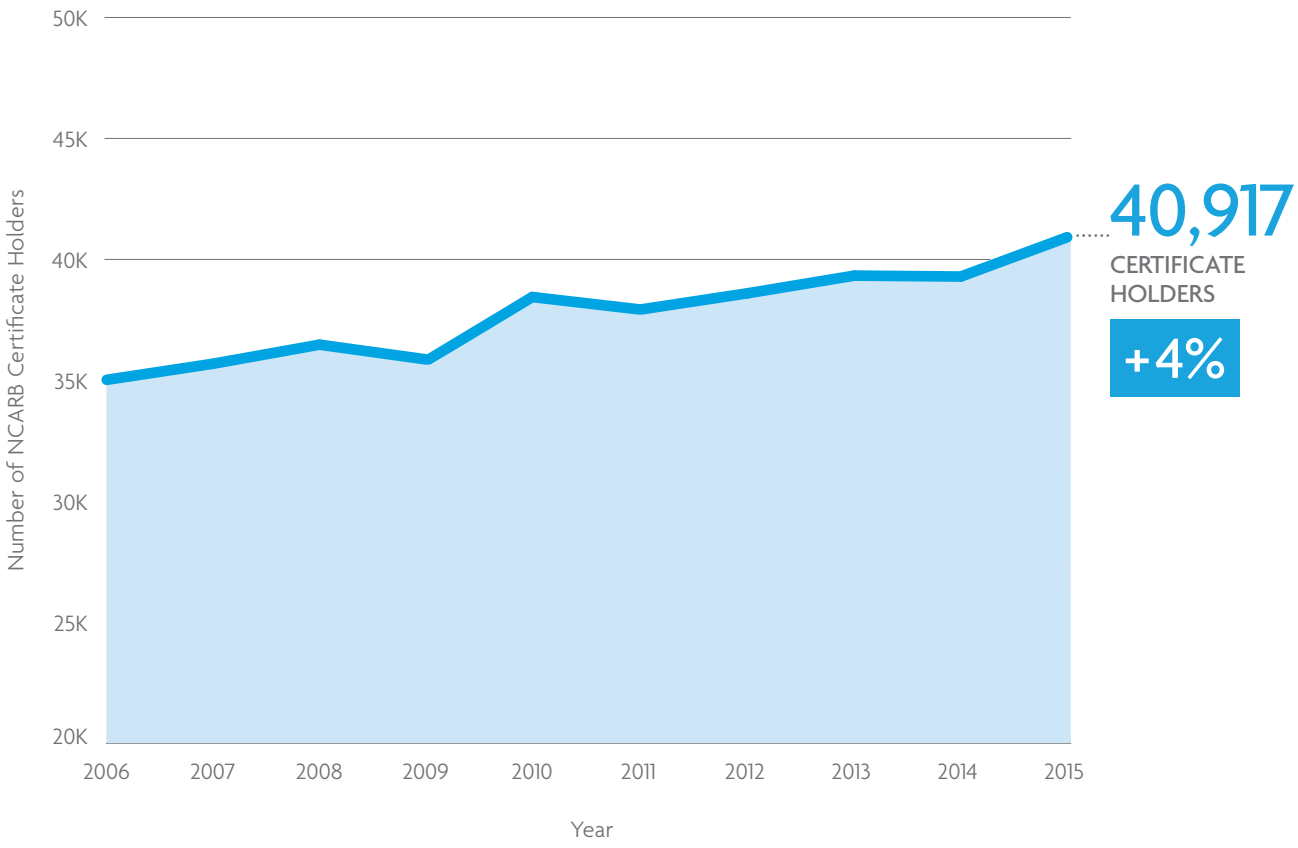
Actively testing/ reporting hours

21,201
Non-licensed Record holders

Not actively testing/ reporting hours

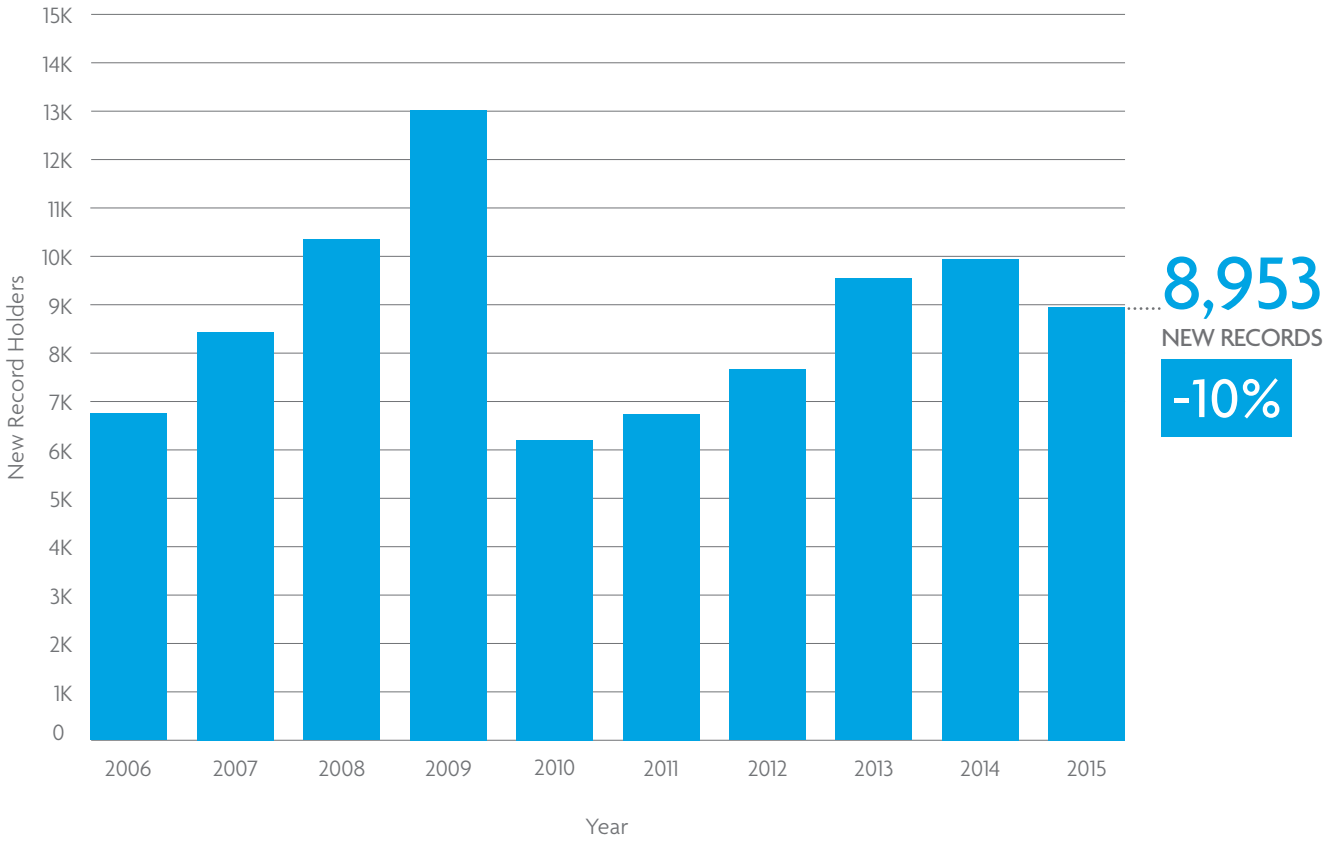
Number of NCARB Certified Architects Reaches All-Time High

In 2015, nearly 41,000 architects held an NCARB Certificate—the highest number on record and a 4 percent increase from the previous year. This credential facilitates reciprocal licensure across the United States, Canada, and Mexico. Plus, certified architects now have access to free continuing education opportunities through NCARB's Monograph Series.



Number of New NCARB Records Dips Slightly

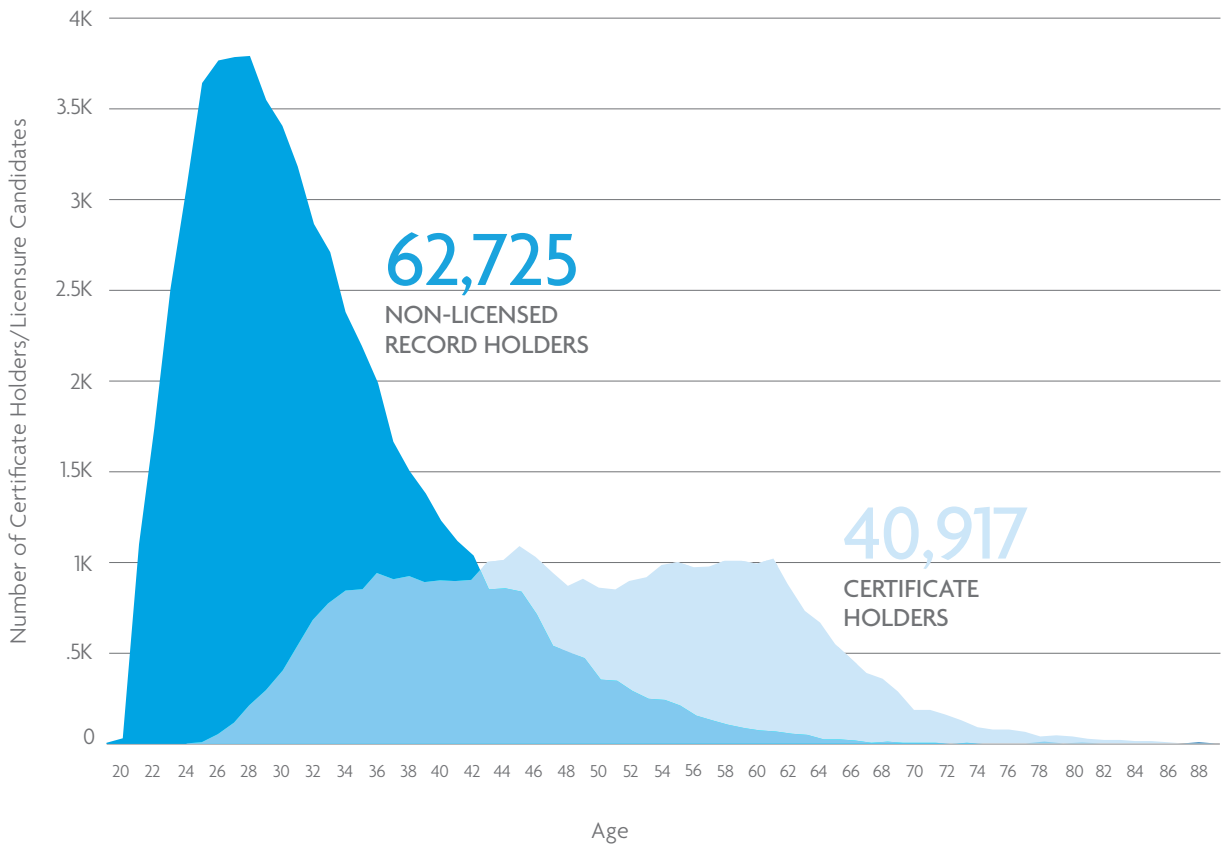
About 8,950 individuals started a Record in 2015, a 10 percent drop from the previous year. Despite this shift, the number of new Records in 2015 remains above the 10-year average of 8,694. The spike in 2009 is the result of a new policy that required licensure candidates to hold an NCARB Record.



Most Non-Licensed Record Holders in Late 20s

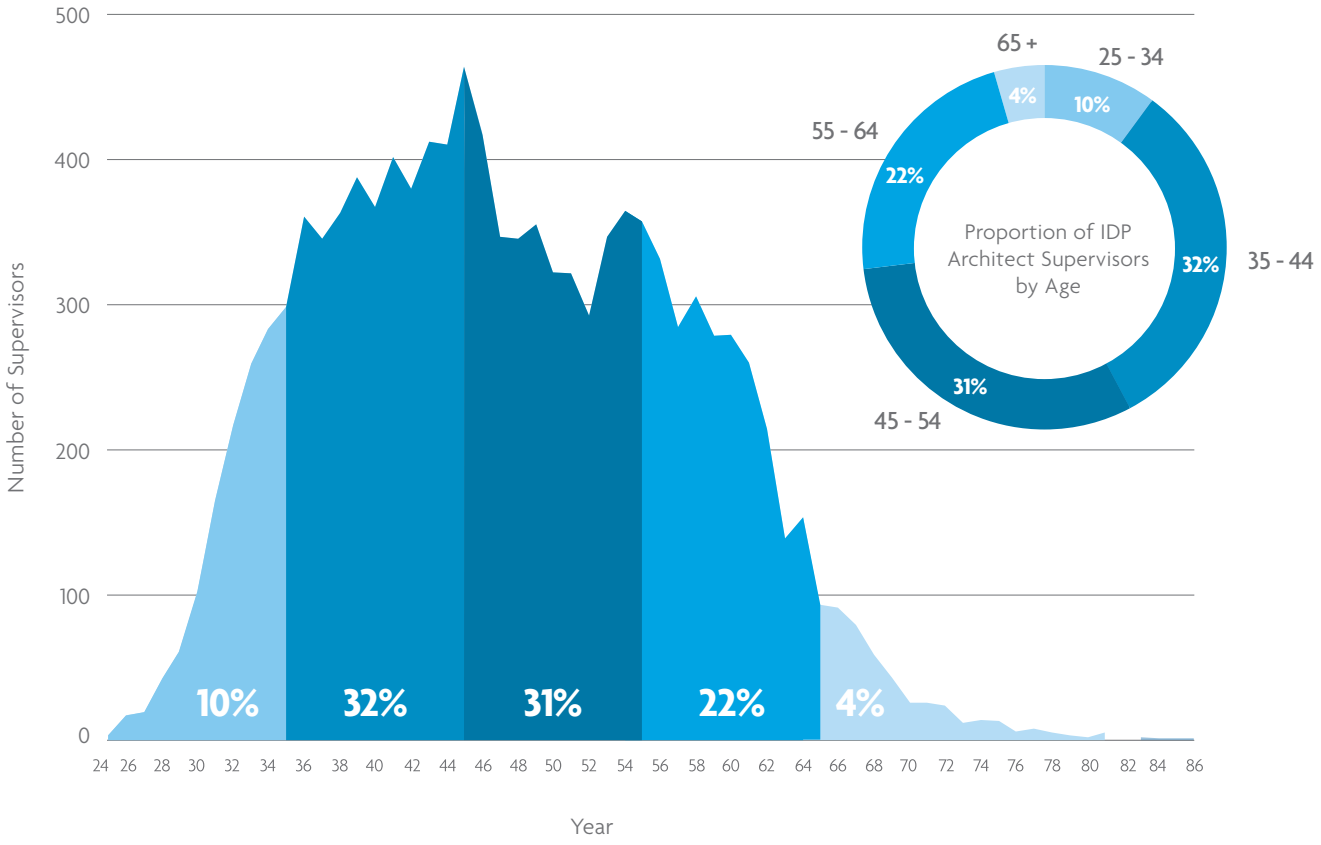
In 2015, more than 62,700 non-licensed professionals had an NCARB Record, the majority of whom were in their late 20s. For comparison, NCARB Certificate holders were evenly distributed across career stages.

Note: "Non-licensed professionals" are Record holders without a license.



Thousands of Architects Guide Licensure Candidates

In 2015, more than 22,700 architect supervisors helped guide the next generation of practitioners by reviewing experience reports. Of those supervisors, 9,438 have an NCARB Certificate.



NCARB Volunteers

268
Volunteers

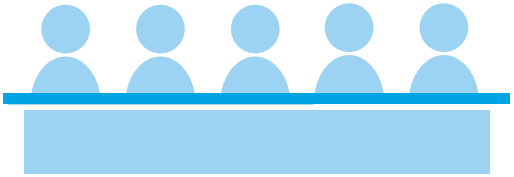
22
Committees

28,000
Volunteer Hours

90
Charges

Licensing Boards

54
Member Boards



421
Volunteers on the Boards

120 Women

301 Men

30
Multi-Professional Boards

356
Architects

24
Architect Only Boards

65
Public Members

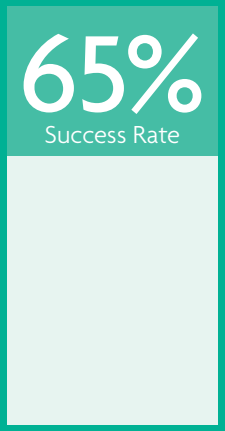
Jurisdictions by the Numbers

The following section includes baseline comparisons for NCARB's 54 Member Boards, which include the 50 U.S. states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. Each page includes a 2015 snapshot of the jurisdiction's IDP completion rate, ARE divisional success rate, number of licenses, and completion time for the ARE and IDP.

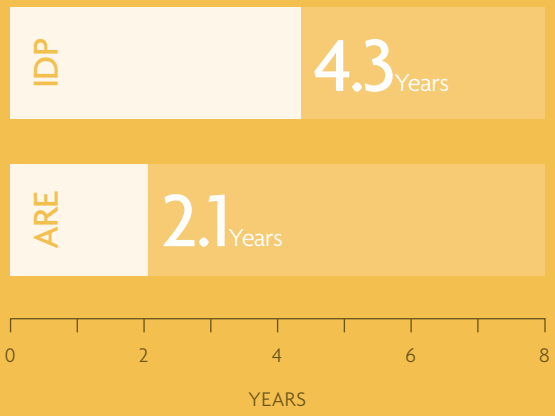
2015 National Averages

IDP Completion Rate

ARE Divisional Success Rate



Completion Timeline



Licensure

54 Jurisdictions

Alabama 62
Alaska 63
Arizona 64
Arkansas 65
California 66
Colorado 67
Connecticut 68
Delaware 69
District of Columbia 70
Florida 71
Georgia 72
Guam 73
Hawaii 74
Idaho 75
Illinois 76
Indiana 77
Iowa 78
Kansas 79
Kentucky 80
Louisiana 81
Maine 82
Maryland 83
Massachusetts 84
Michigan 85
Minnesota 86
Mississippi 87
Missouri 88
Montana 89

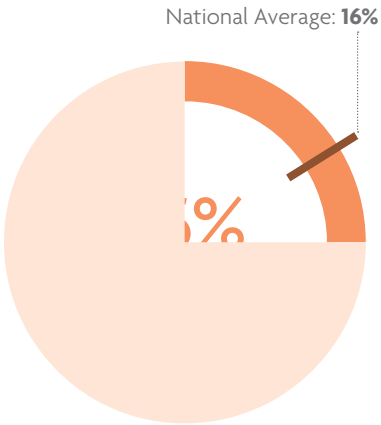
Nebraska 90
Nevada 91
New Hampshire 92
New Jersey 93
New Mexico 94
New York 95
North Carolina 96
North Dakota 97
Ohio 98
Oklahoma 99
Oregon 100
Pennsylvania 101
Puerto Rico 102
Rhode Island 103
South Carolina 104
South Dakota 105
Tennessee 106
Texas 107
U.S. Virgin Islands 108
Utah 109
Vermont 110
Virginia 111
Washington 112
West Virginia 113
Wisconsin 114
Wyoming 115

Alabama

IDP

148
Licensure Candidates Reporting Hours

37
Completions



ARE

179
Eligible Testers

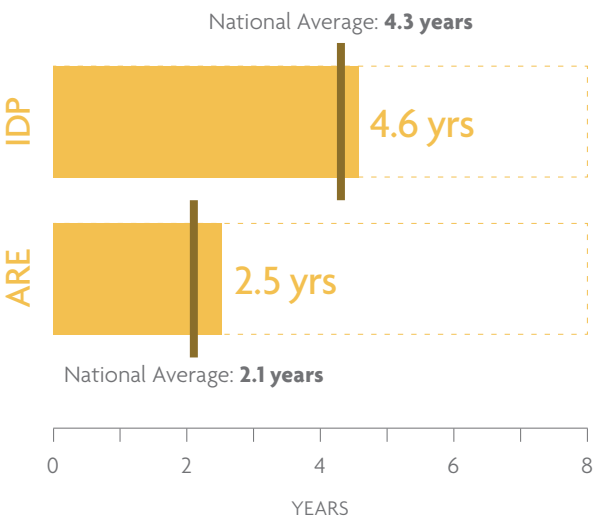
315
Divisions Taken

25
Completions

67%
Success Rate

National Average: **65%**

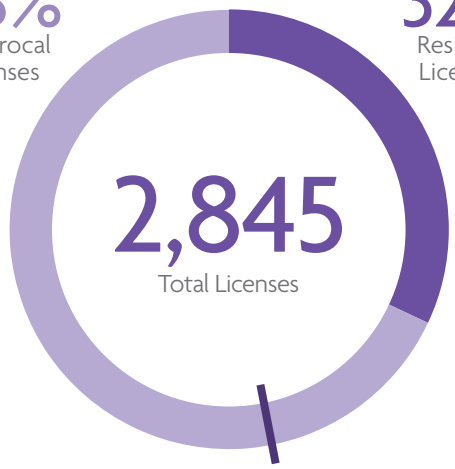
COMPLETION TIMELINE



LICENSURE

68%
Reciprocal Licenses

32%
Resident Licenses



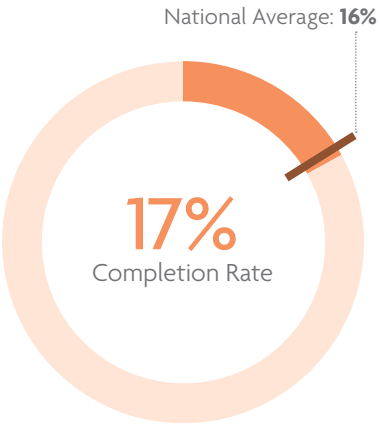
National Averages:
Reciprocal 53% | **Resident** 47%

Alaska

IDP

58
Licensure Candidates Reporting Hours

10
Completions



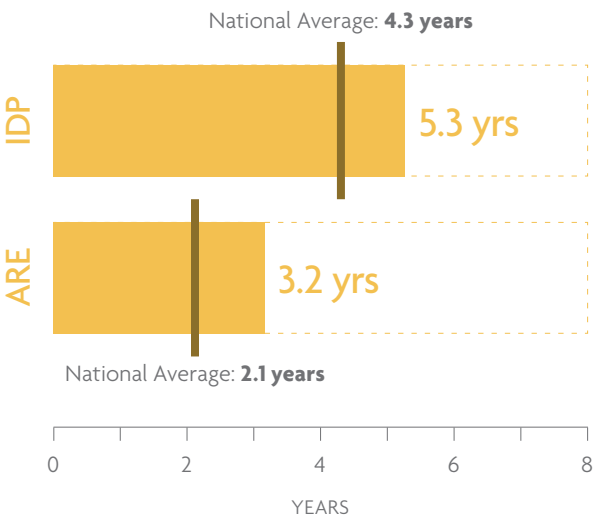
ARE

28
Eligible Testers

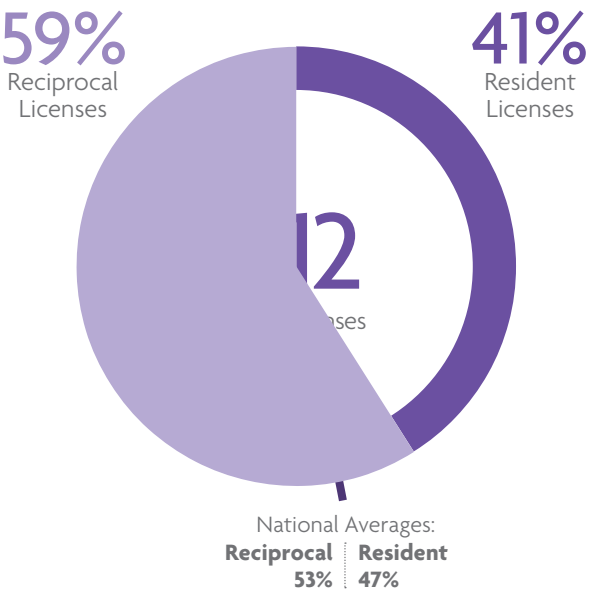
92
Divisions Taken

12
Completions

COMPLETION TIMELINE



LICENSURE

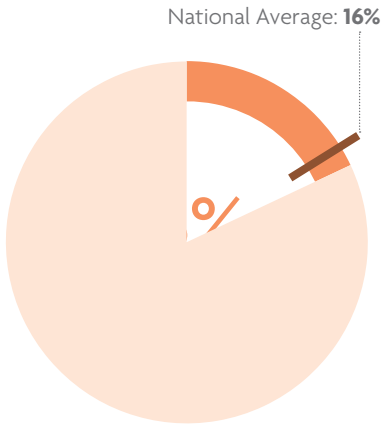


Arizona

IDP

373
Licensure Candidates Reporting Hours

68
Completions



ARE

512
Eligible Testers

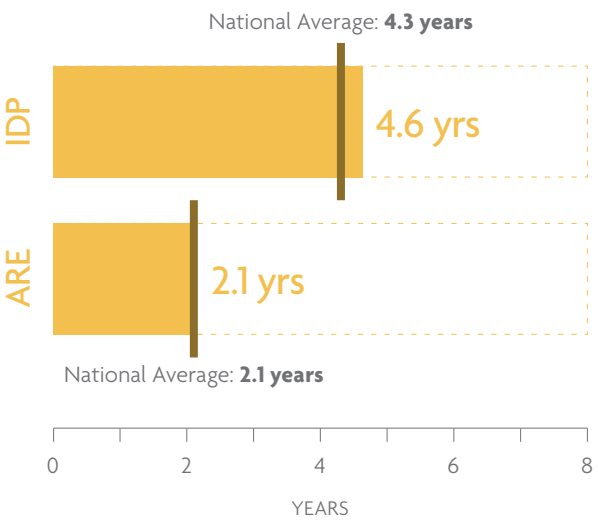
977
Divisions Taken

84
Completions

National Average: **65%**

61%
Success Rate

COMPLETION TIMELINE



LICENSURE

62%
Reciprocal Licenses

38%
Resident Licenses

5,833
Total Licenses

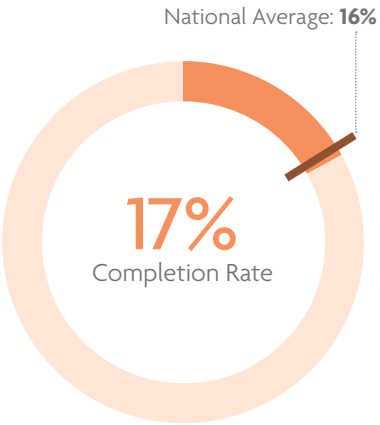
National Averages:
Reciprocal 53% | **Resident** 47%

Arkansas

IDP

115
Licensure Candidates Reporting Hours

19
Completions

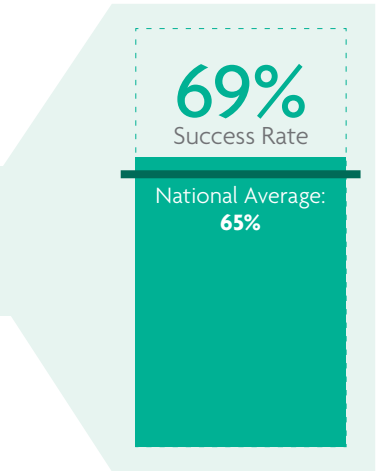


ARE

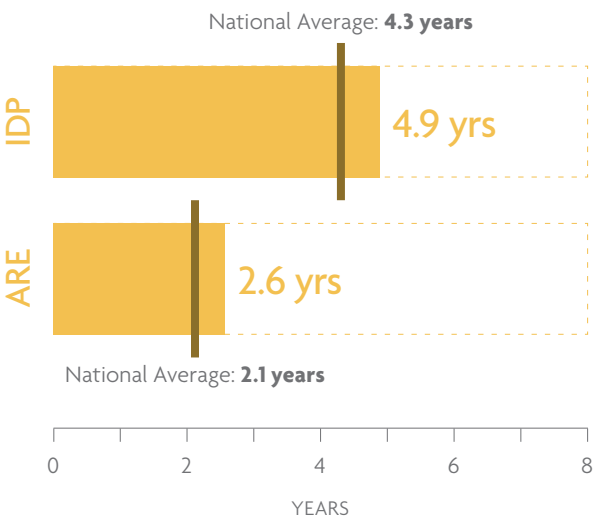
113
Eligible Testers

195
Divisions Taken

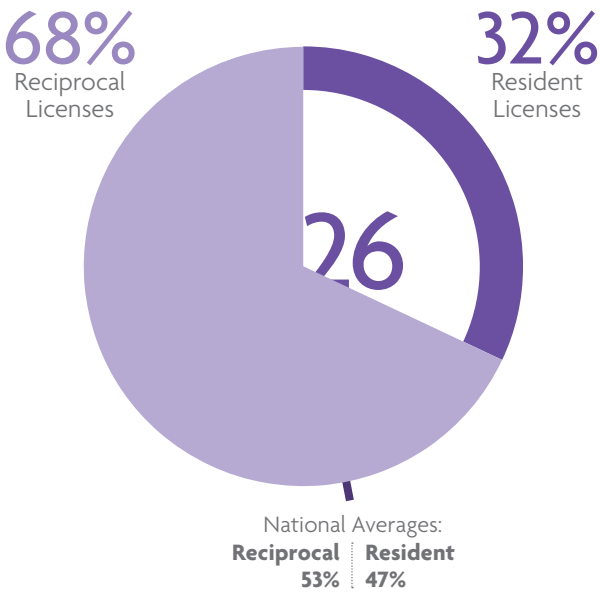
21
Completions



COMPLETION TIMELINE



LICENSURE

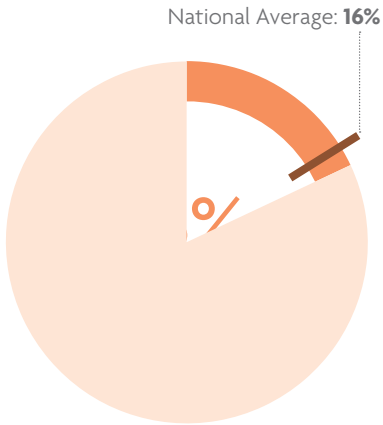


California

IDP

4,321
Licensure Candidates Reporting Hours

786
Completions



ARE

5,471
Eligible Testers

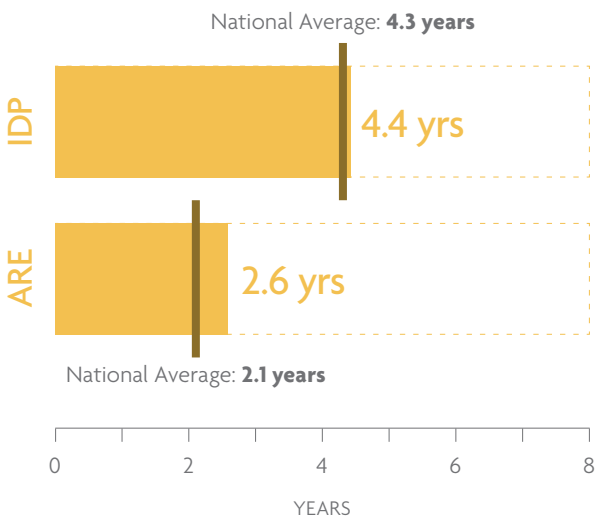
8,223
Divisions Taken

584
Completions

National Average: **65%**

60%
Success Rate

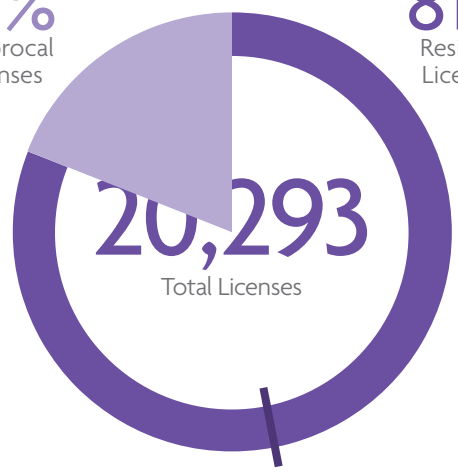
COMPLETION TIMELINE



LICENSURE

19%
Reciprocal Licenses

81%
Resident Licenses



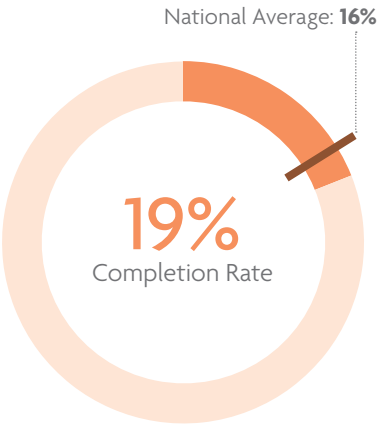
National Averages:
Reciprocal 53% | **Resident** 47%

Colorado

IDP

676
Licensure Candidates Reporting Hours

128
Completions



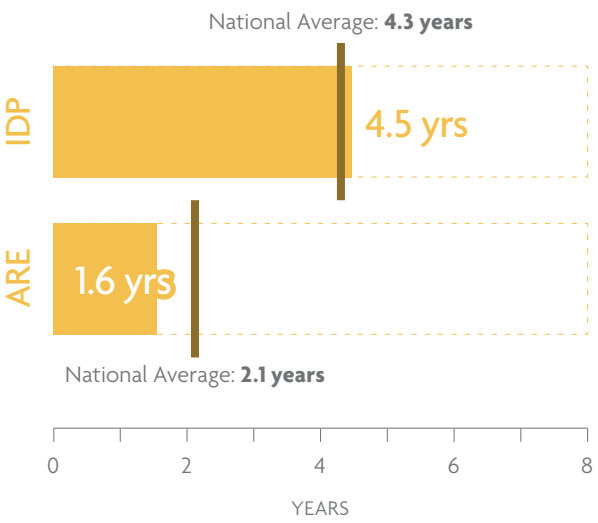
ARE

835
Eligible Testers

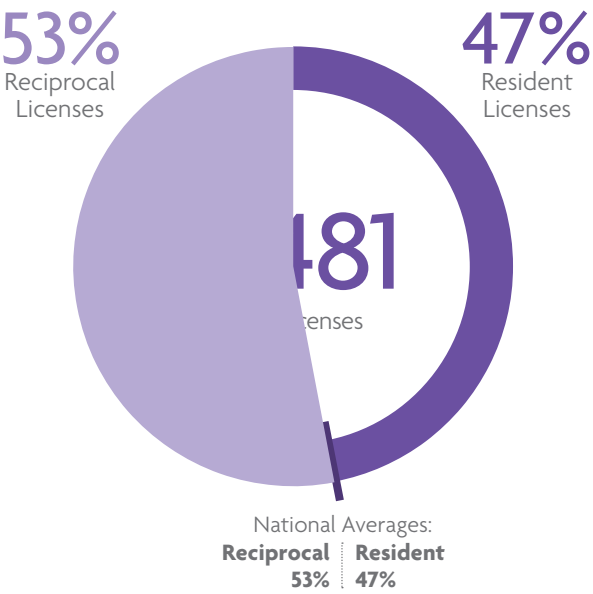
1,459
Divisions Taken

145
Completions

COMPLETION TIMELINE



LICENSURE

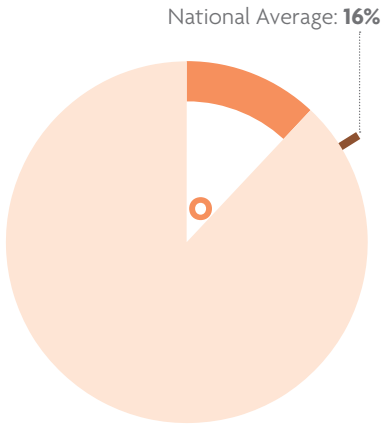


Connecticut

IDP

358
Licensure Candidates Reporting Hours

44
Completions



ARE

150
Eligible Testers

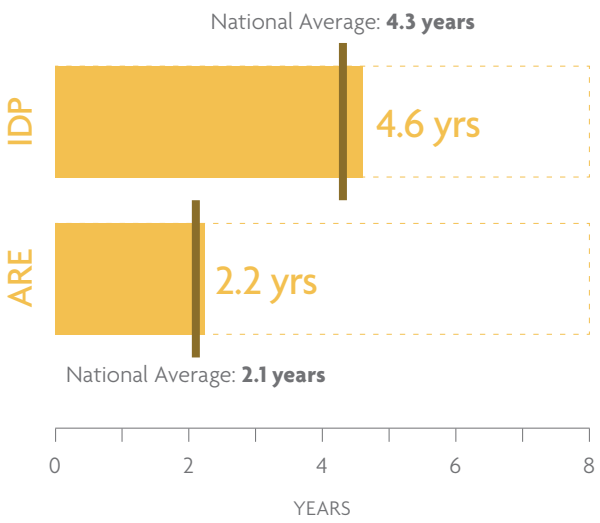
219
Divisions Taken

22
Completions

71%
Success Rate

National Average: **65%**

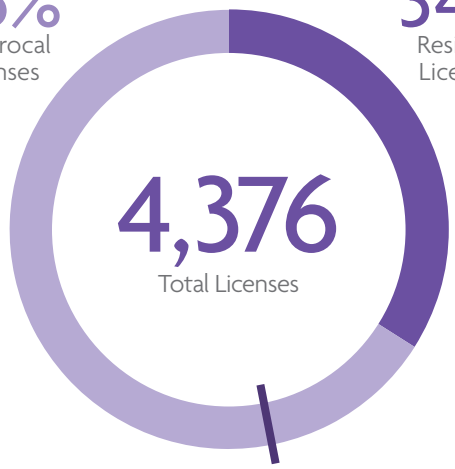
COMPLETION TIMELINE



LICENSURE

66%
Reciprocal Licenses

34%
Resident Licenses



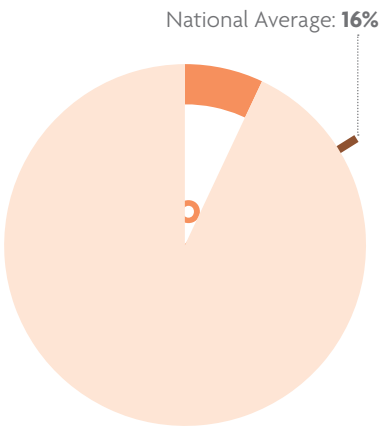
National Averages:
Reciprocal 53% | **Resident** 47%

Delaware

IDP

30
Licensure Candidates Reporting Hours

2
Completions

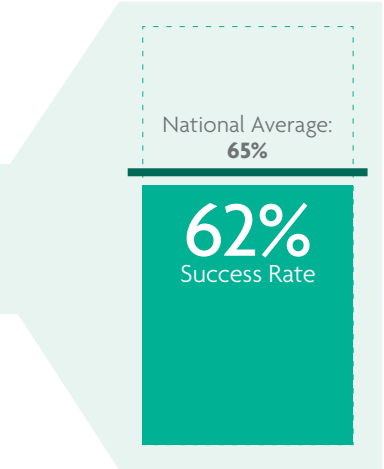


ARE

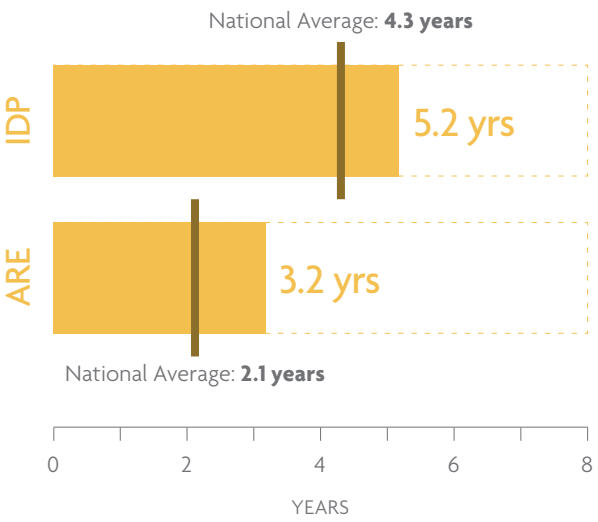
17
Eligible Testers

26
Divisions Taken

1
Completion



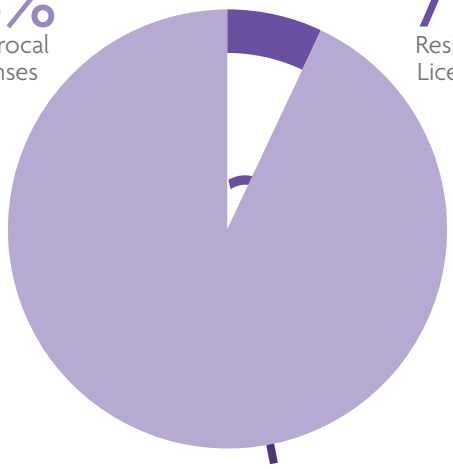
COMPLETION TIMELINE



LICENSURE

93%
Reciprocal Licenses

7%
Resident Licenses



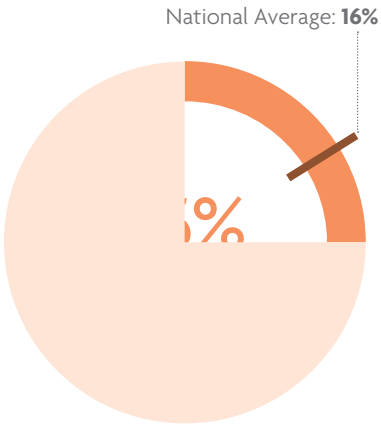
National Averages:
Reciprocal 53% | **Resident** 47%

District of Columbia

IDP

286
Licensure Candidates Reporting Hours

72
Completions



ARE

554
Eligible Testers

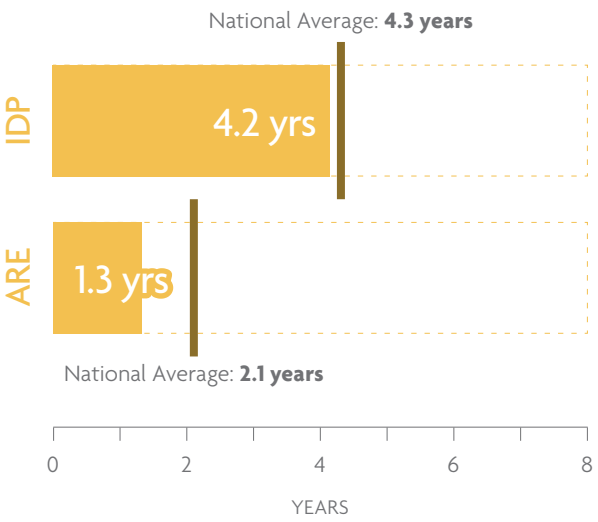
1,171
Divisions Taken

103
Completions

65%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

84%
Reciprocal Licenses

16%
Resident Licenses

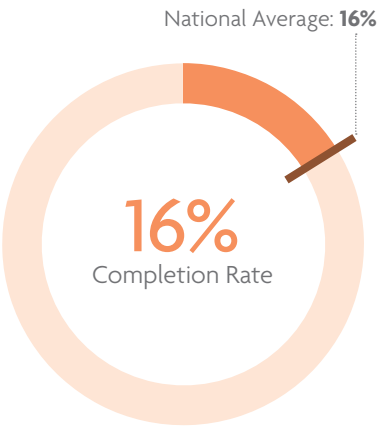
National Averages:
Reciprocal 53% | **Resident** 47%

Florida

IDP

1,259
Licensure Candidates Reporting Hours

199
Completions

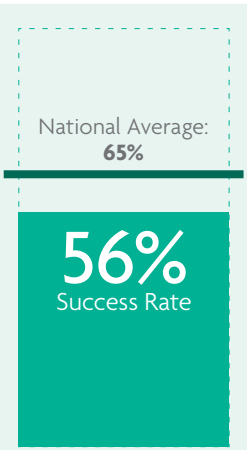


ARE

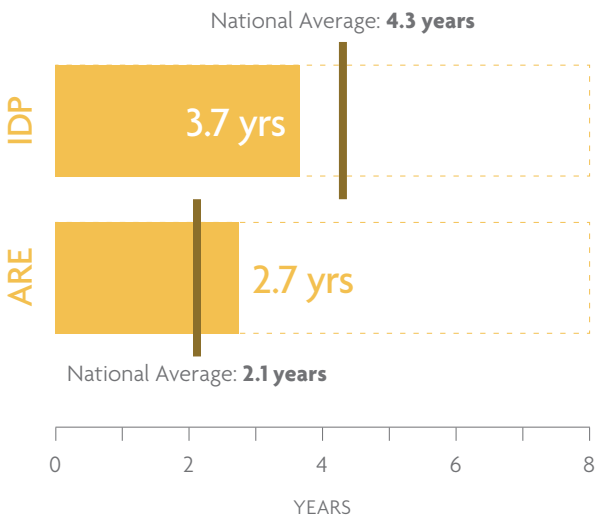
1,537
Eligible Testers

2,320
Divisions Taken

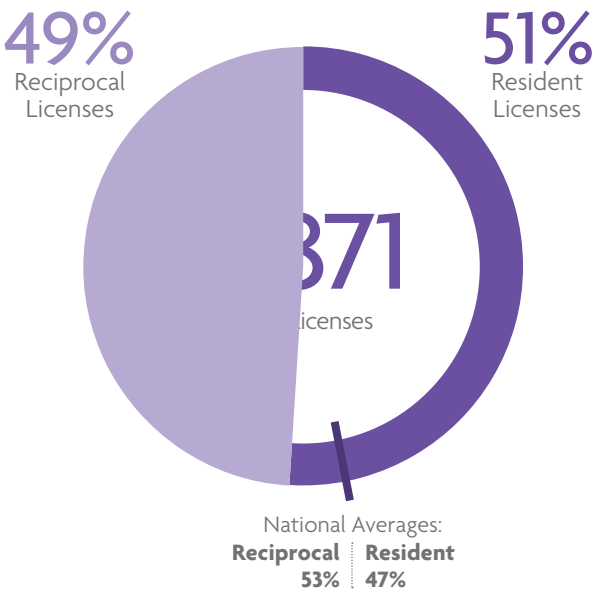
158
Completions



COMPLETION TIMELINE



LICENSURE

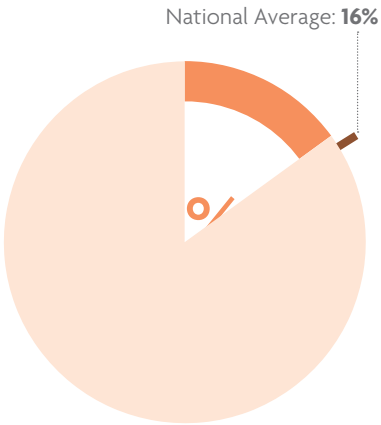


Georgia

IDP

597
Licensure Candidates Reporting Hours

88
Completions



ARE

518
Eligible Testers

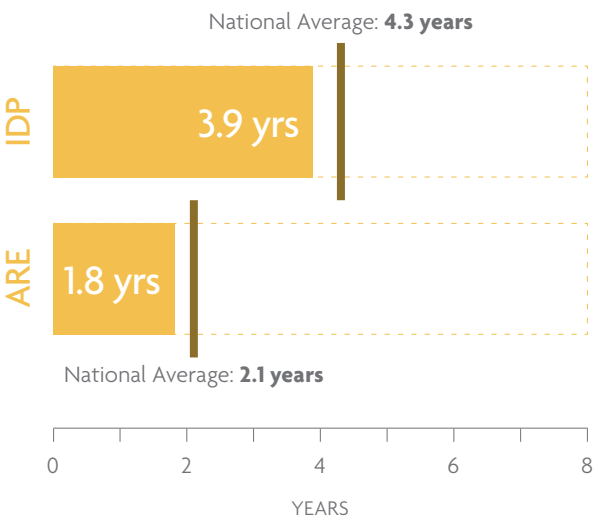
999
Divisions Taken

77
Completions

65%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

55%
Reciprocal Licenses

45%
Resident Licenses

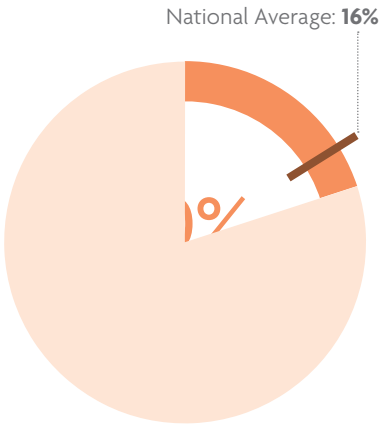
National Averages:
Reciprocal 53% | **Resident** 47%

Guam

IDP

5
Licensure Candidates Reporting Hours

1
Completion

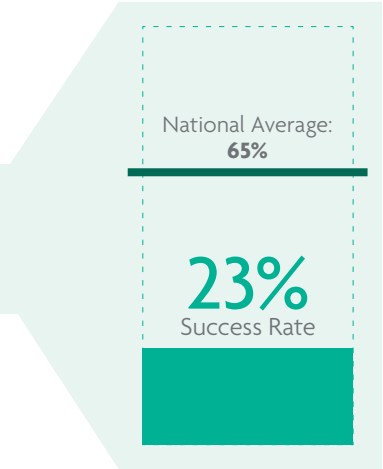


ARE

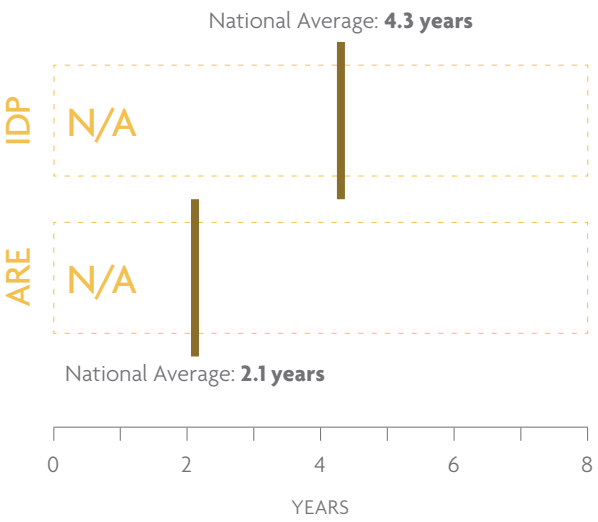
11
Eligible Testers

11
Divisions Taken

0
Completions



COMPLETION TIMELINE



LICENSURE

72%
Reciprocal Licenses

28%
Resident Licenses

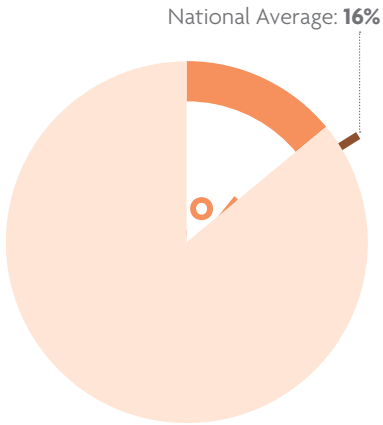
National Averages:
Reciprocal 53% | **Resident** 47%

Hawaii

IDP

175
Licensure Candidates Reporting Hours

25
Completions



ARE

147
Eligible Testers

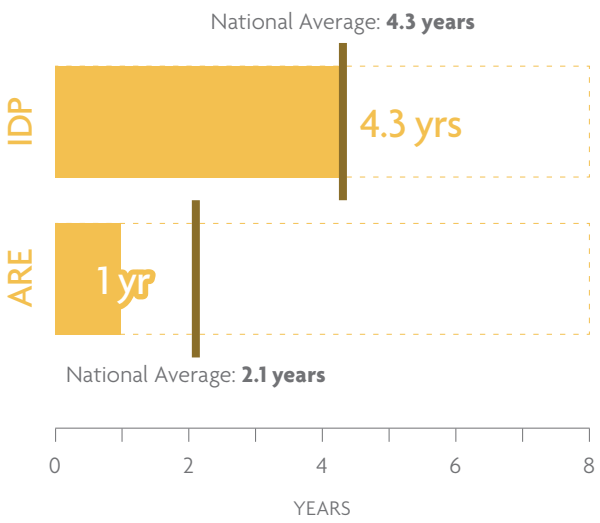
312
Divisions Taken

19
Completions

National Average: **65%**

61%
Success Rate

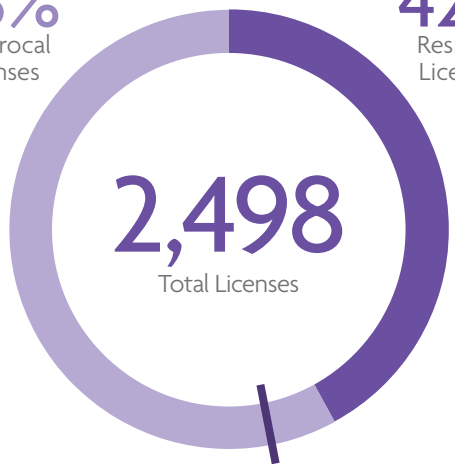
COMPLETION TIMELINE



LICENSURE

58%
Reciprocal Licenses

42%
Resident Licenses



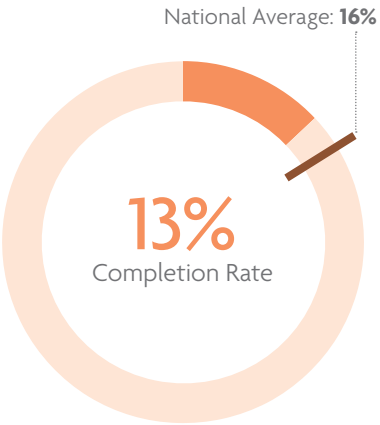
National Averages:
Reciprocal 53% | **Resident** 47%

Idaho

IDP

96
Licensure Candidates Reporting Hours

12
Completions

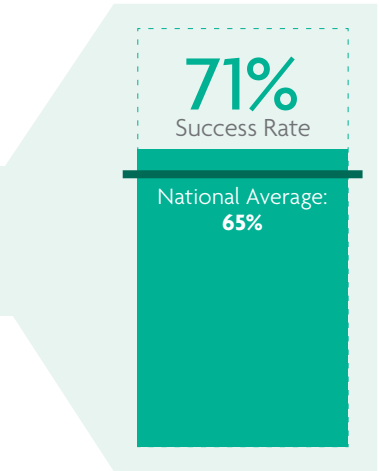


ARE

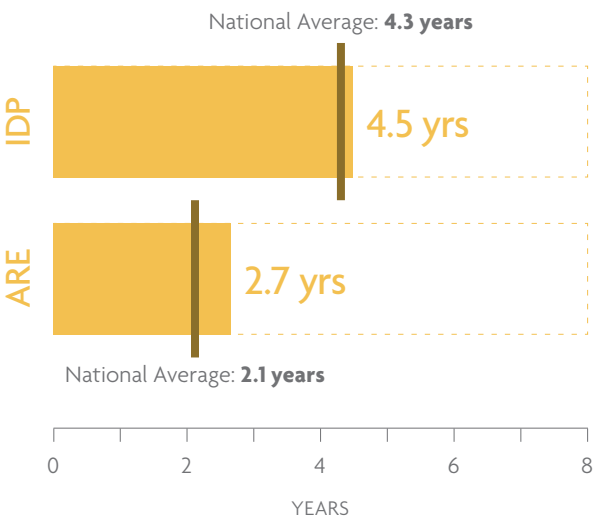
82
Eligible Testers

124
Divisions Taken

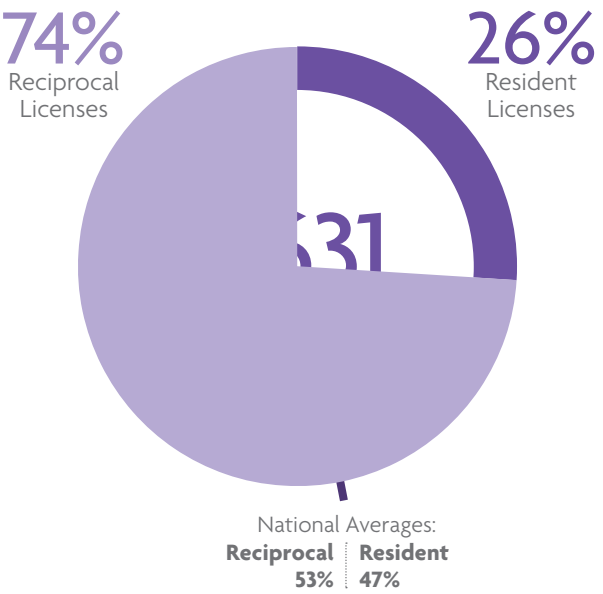
11
Completions



COMPLETION TIMELINE



LICENSURE

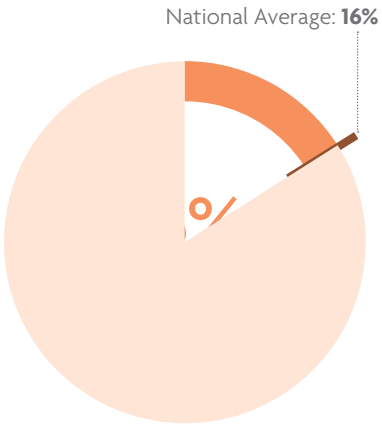


Illinois

IDP

1,425
Licensure Candidates Reporting Hours

221
Completions



ARE

1,035
Eligible Testers

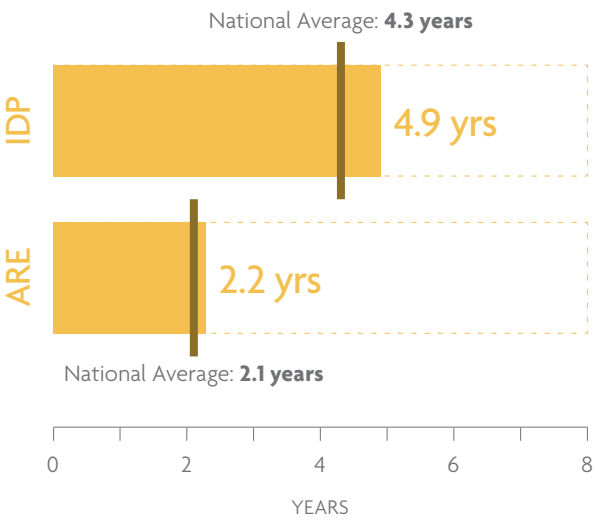
2,933
Divisions Taken

269
Completions

66%
Success Rate

National Average: **65%**

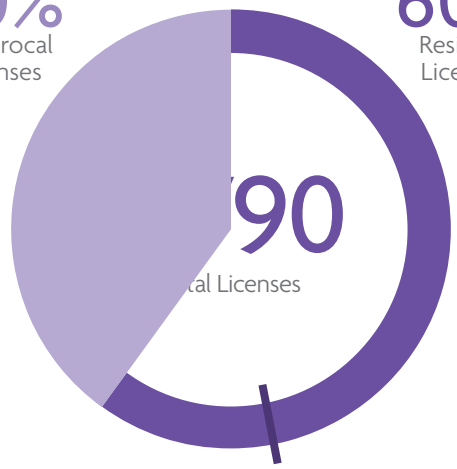
COMPLETION TIMELINE



LICENSURE

40%
Reciprocal Licenses

60%
Resident Licenses



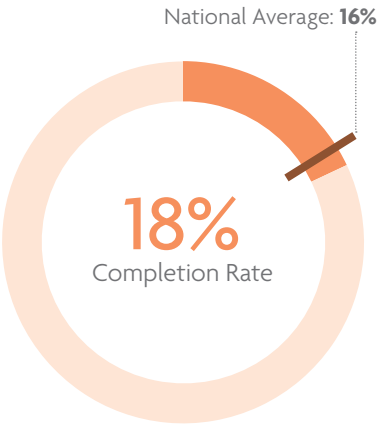
National Averages:
Reciprocal 53% | **Resident** 47%

Indiana

IDP

228
Licensure Candidates Reporting Hours

40
Completions

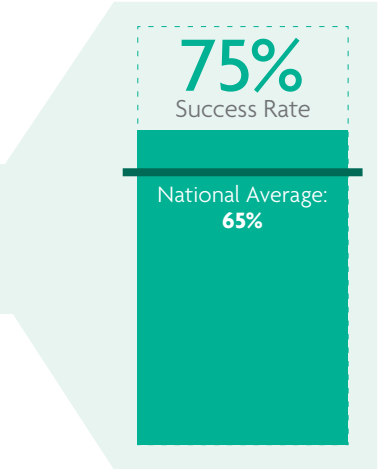


ARE

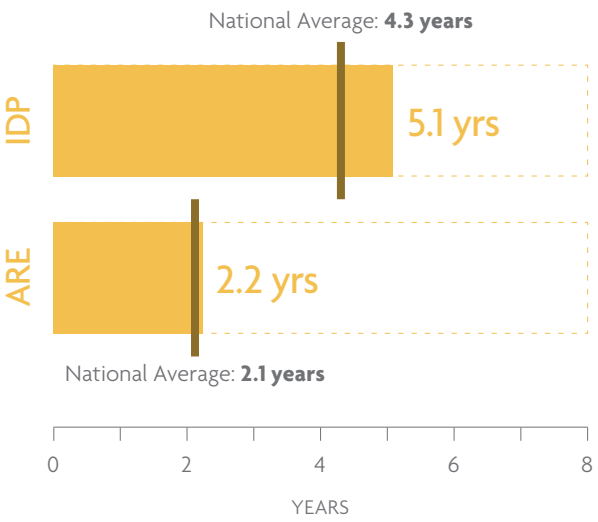
139
Eligible Testers

314
Divisions Taken

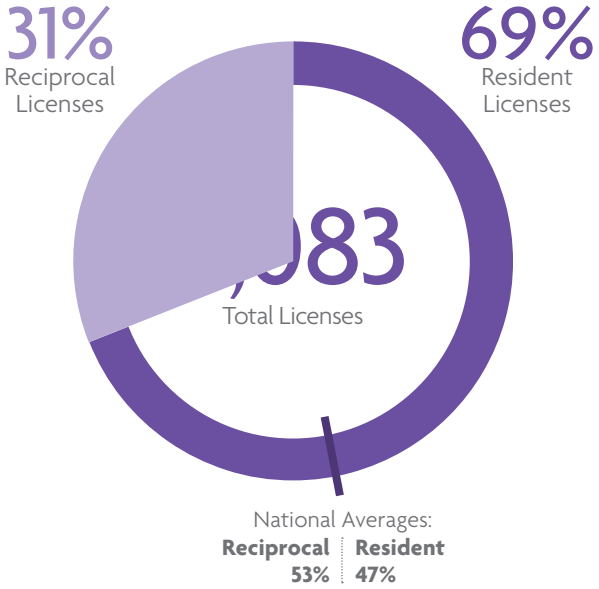
25
Completions



COMPLETION TIMELINE



LICENSURE

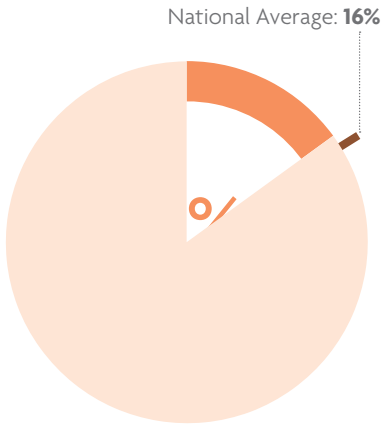


Iowa

IDP

186
Licensure Candidates Reporting Hours

28
Completions



ARE

179
Eligible Testers

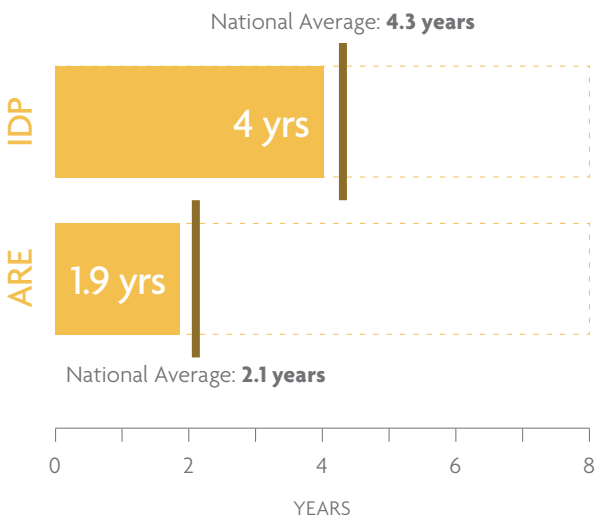
333
Divisions Taken

32
Completions

71%
Success Rate

National Average: **65%**

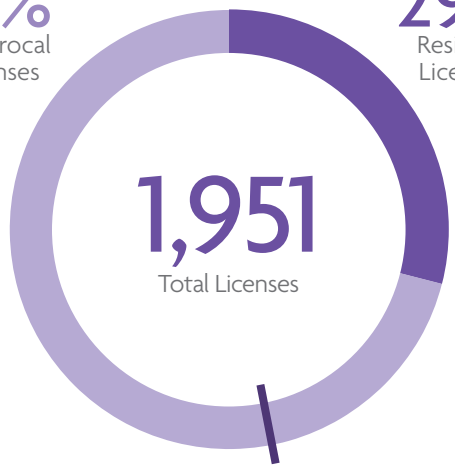
COMPLETION TIMELINE



LICENSURE

71%
Reciprocal Licenses

29%
Resident Licenses



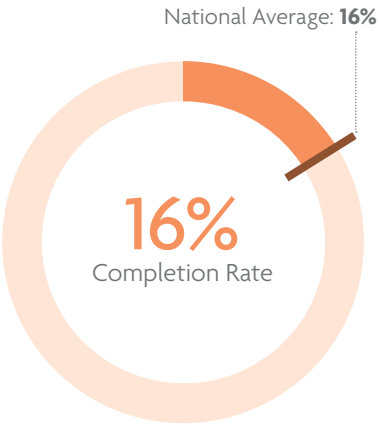
National Averages:
Reciprocal 53% | **Resident** 47%

Kansas

IDP

237
Licensure Candidates Reporting Hours

39
Completions

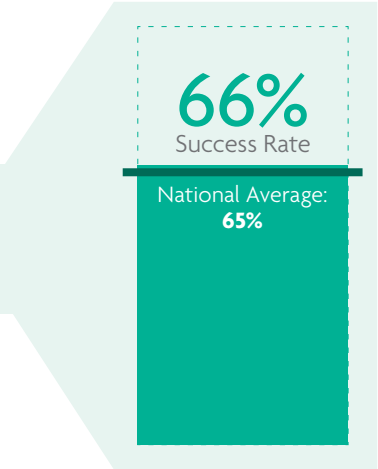


ARE

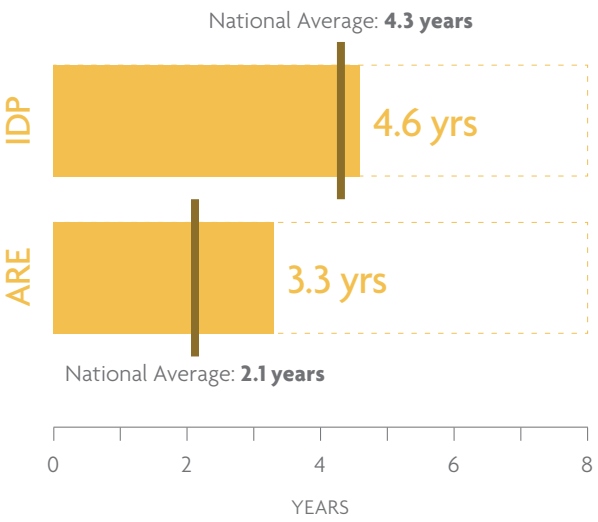
192
Eligible Testers

439
Divisions Taken

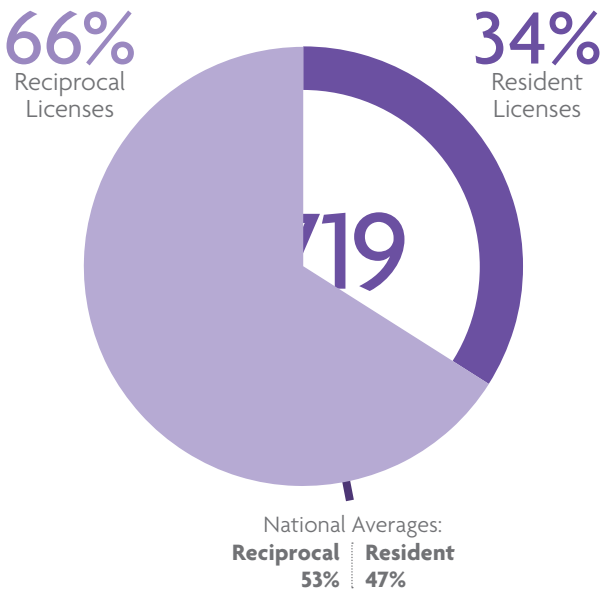
43
Completions



COMPLETION TIMELINE



LICENSURE

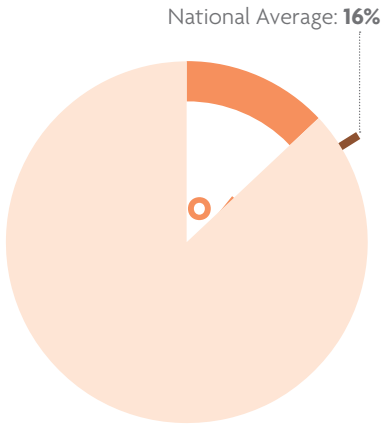


Kentucky

IDP

139
Licensure Candidates Reporting Hours

18
Completions



ARE

89
Eligible Testers

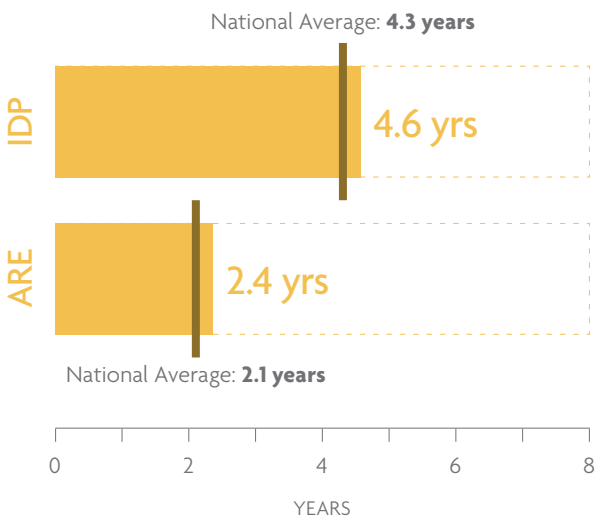
199
Divisions Taken

13
Completions

66%
Success Rate

National Average: **65%**

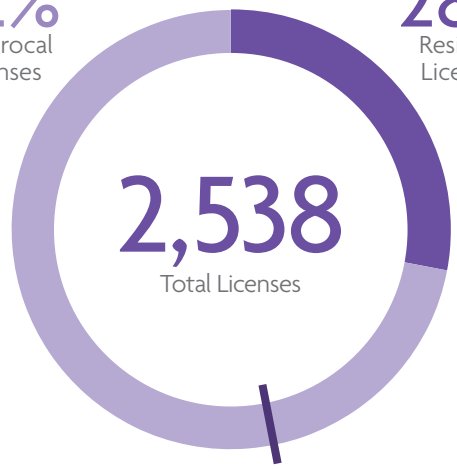
COMPLETION TIMELINE



LICENSURE

72%
Reciprocal Licenses

28%
Resident Licenses



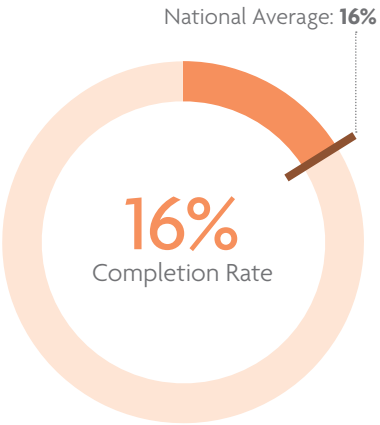
National Averages:
Reciprocal 53% | **Resident** 47%

Louisiana

IDP

307
Licensure Candidates Reporting Hours

49
Completions

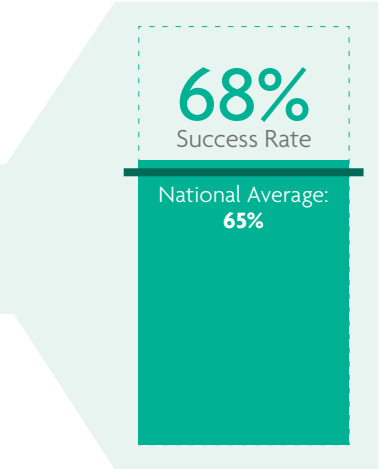


ARE

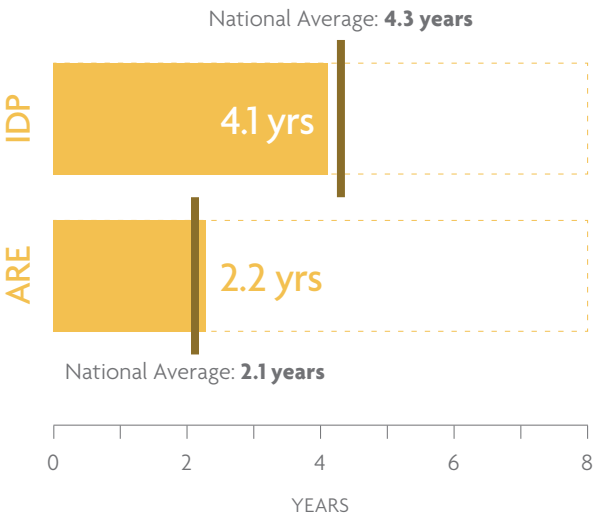
369
Eligible Testers

678
Divisions Taken

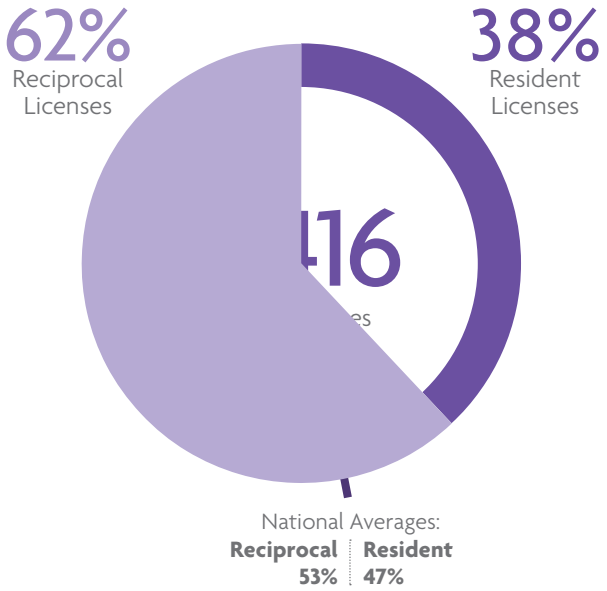
69
Completions



COMPLETION TIMELINE



LICENSURE

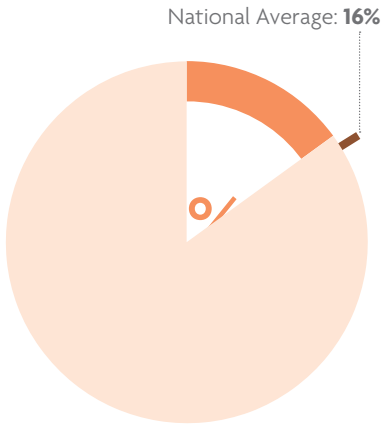


Maine

IDP

73
Licensure Candidates Reporting Hours

11
Completions



ARE

47
Eligible Testers

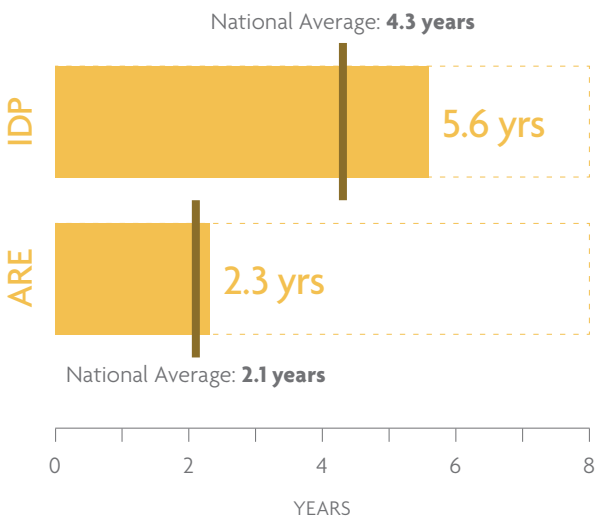
104
Divisions Taken

12
Completions

National Average: **65%**

62%
Success Rate

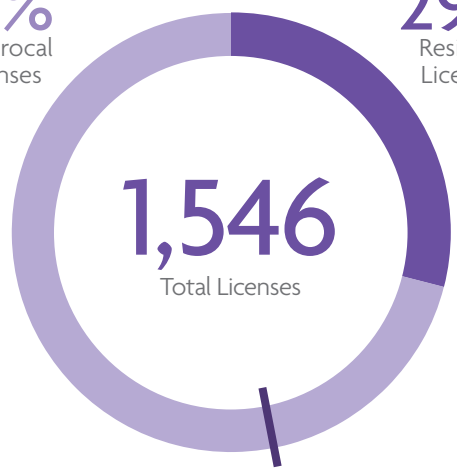
COMPLETION TIMELINE



LICENSURE

71%
Reciprocal Licenses

29%
Resident Licenses



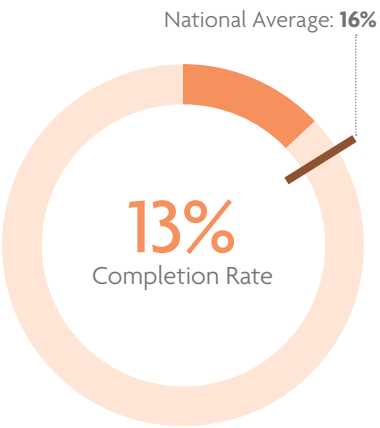
National Averages:
Reciprocal 53% | **Resident** 47%

Maryland

IDP

554
Licensure Candidates Reporting Hours

71
Completions

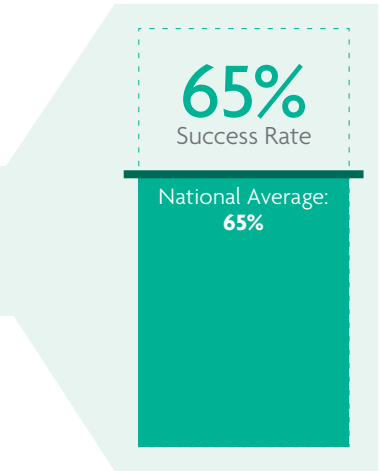


ARE

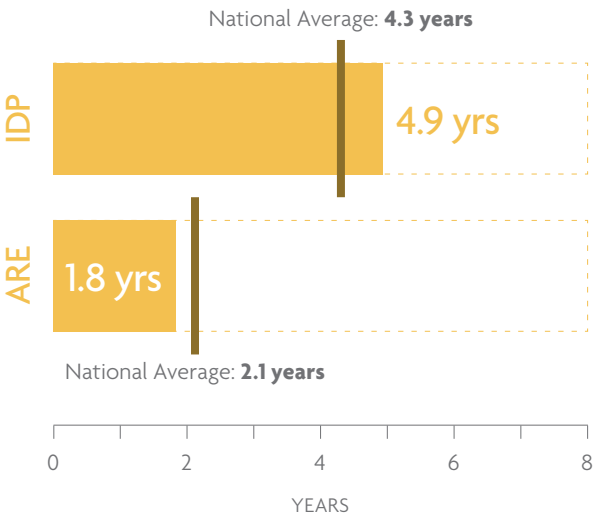
549
Eligible Testers

1,011
Divisions Taken

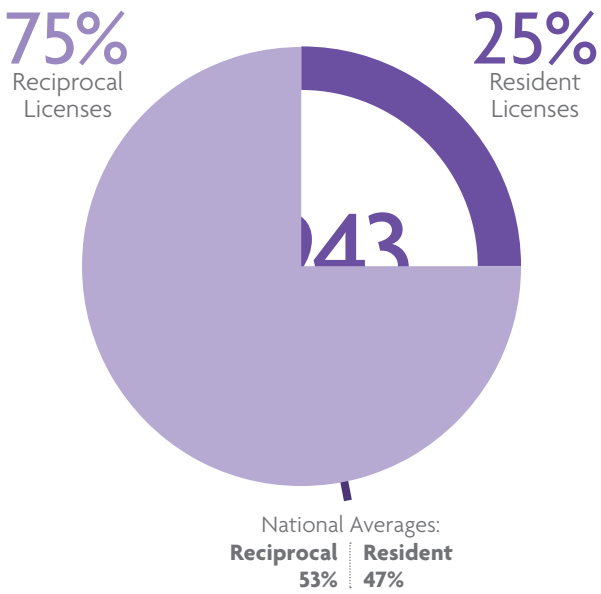
97
Completions



COMPLETION TIMELINE



LICENSURE

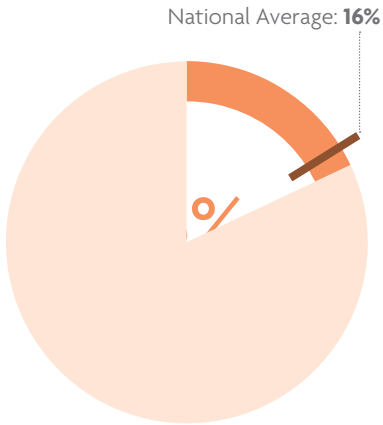


Massachusetts

IDP

1,257
Licensure Candidates Reporting Hours

226
Completions

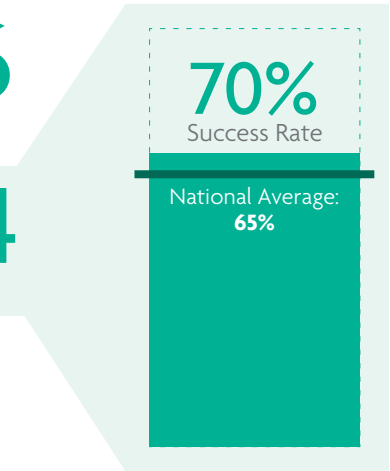


ARE

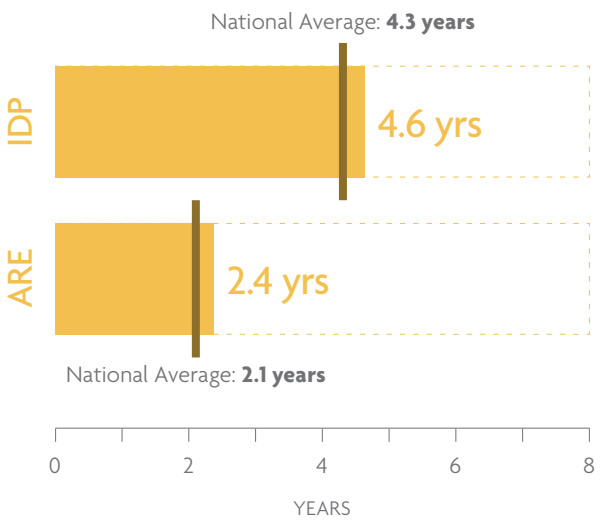
1,286
Eligible Testers

2,274
Divisions Taken

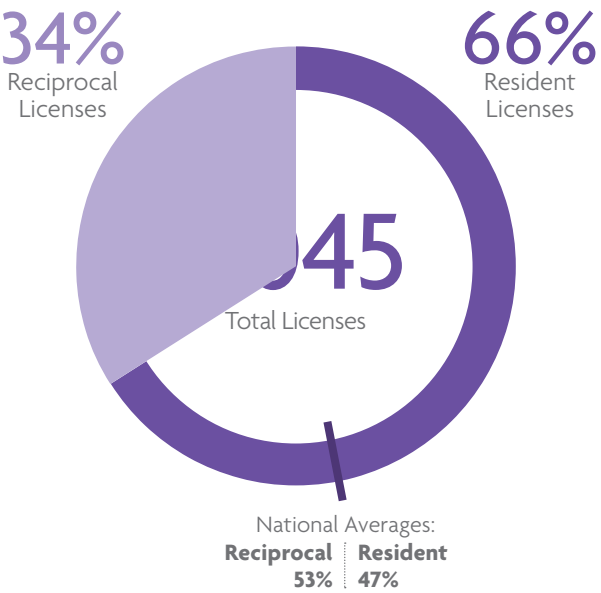
220
Completions



COMPLETION TIMELINE



LICENSURE

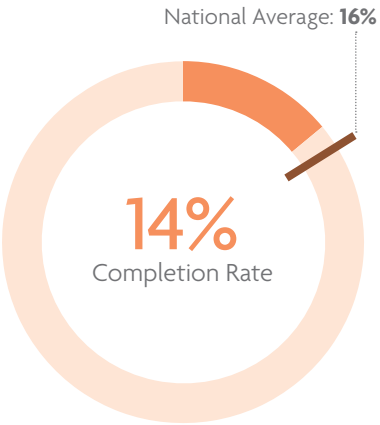


Michigan

IDP

484
Licensure Candidates Reporting Hours

67
Completions



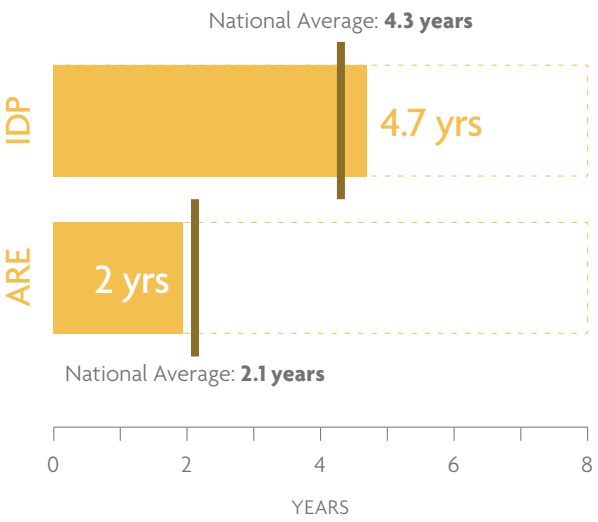
ARE

408
Eligible Testers

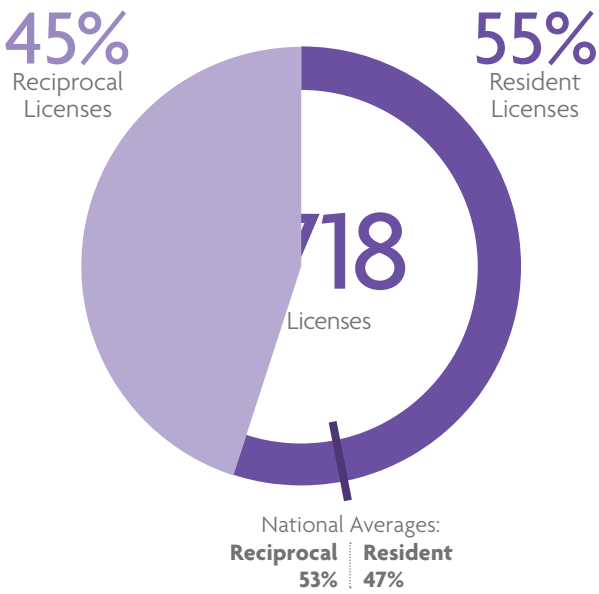
619
Divisions Taken

52
Completions

COMPLETION TIMELINE



LICENSURE

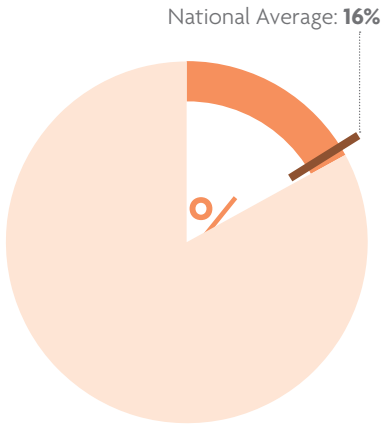


Minnesota

IDP

482
Licensure Candidates Reporting Hours

81
Completions



ARE

288
Eligible Testers

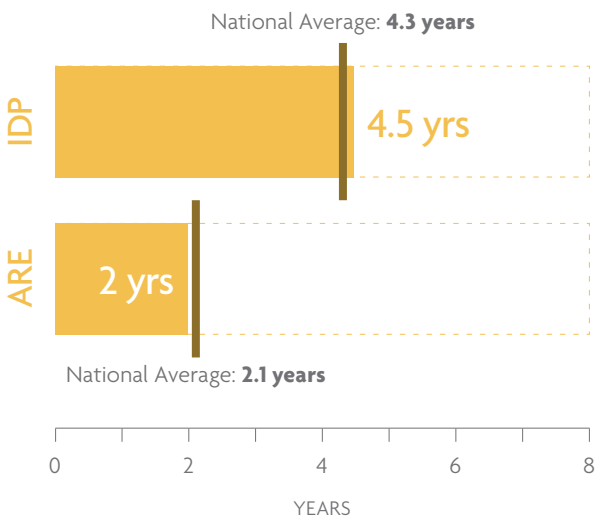
651
Divisions Taken

62
Completions

76%
Success Rate

National Average: **65%**

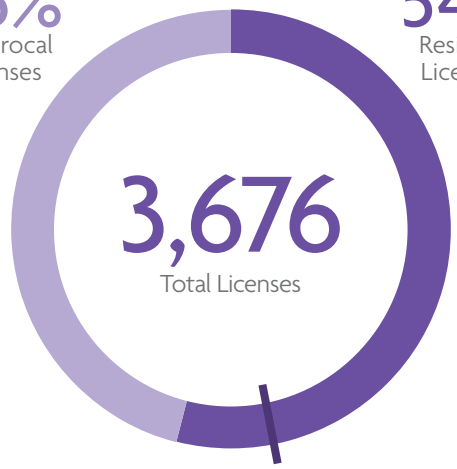
COMPLETION TIMELINE



LICENSURE

46%
Reciprocal Licenses

54%
Resident Licenses



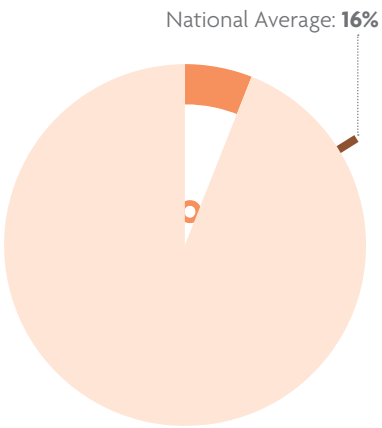
National Averages:
Reciprocal 53% | **Resident** 47%

Mississippi

IDP

80
Licensure Candidates Reporting Hours

5
Completions

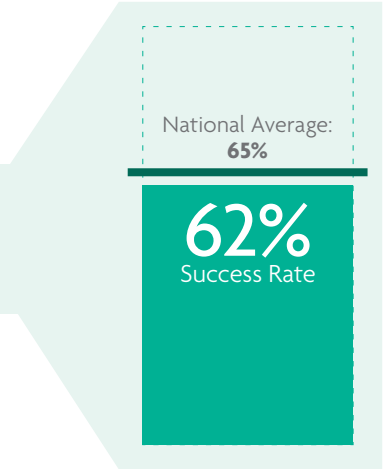


ARE

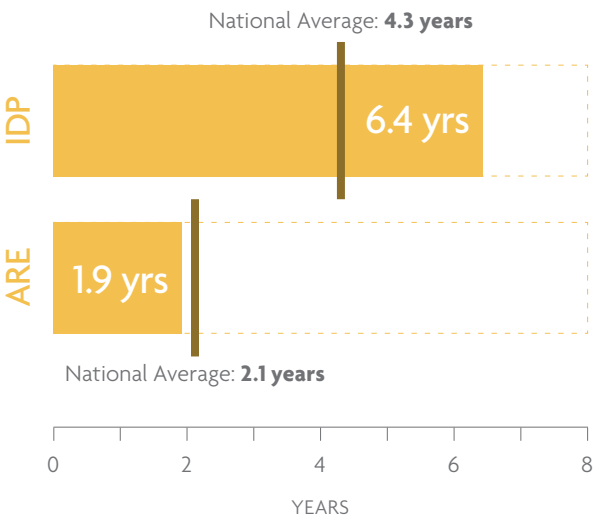
70
Eligible Testers

117
Divisions Taken

11
Completions



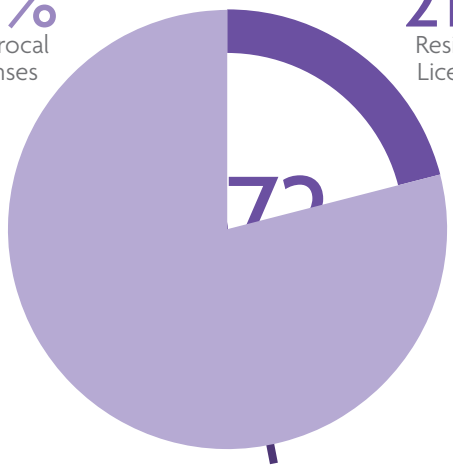
COMPLETION TIMELINE



LICENSURE

79%
Reciprocal Licenses

21%
Resident Licenses



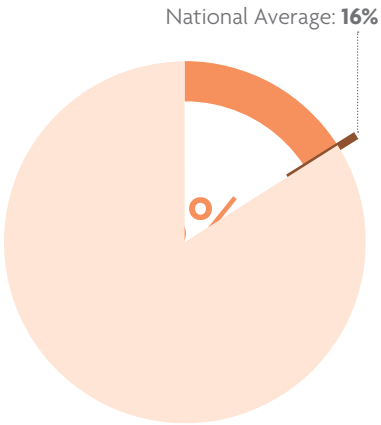
National Averages:
Reciprocal 53% | **Resident** 47%

Missouri

IDP

489
Licensure Candidates Reporting Hours

77
Completions



ARE

567
Eligible Testers

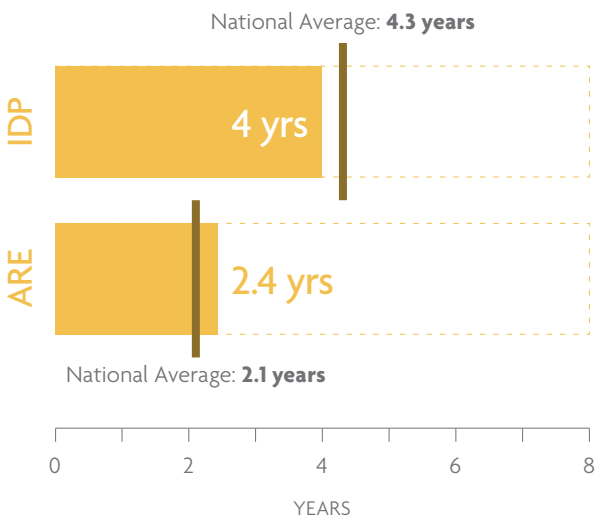
1,107
Divisions Taken

113
Completions

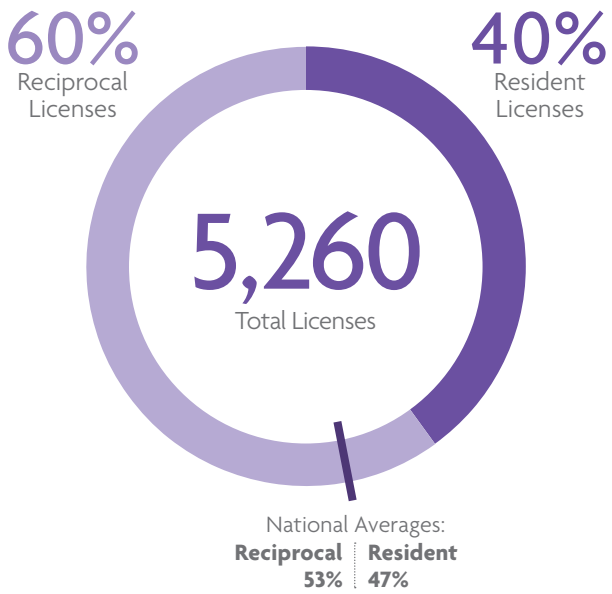
66%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

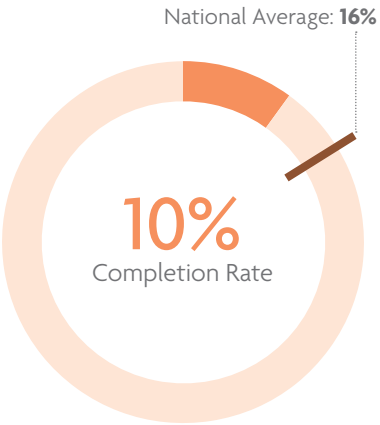


Montana

IDP

130
Licensure Candidates Reporting Hours

13
Completions



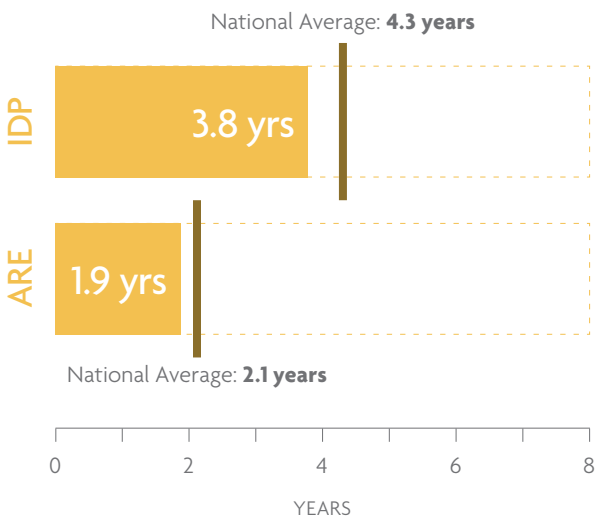
ARE

74
Eligible Testers

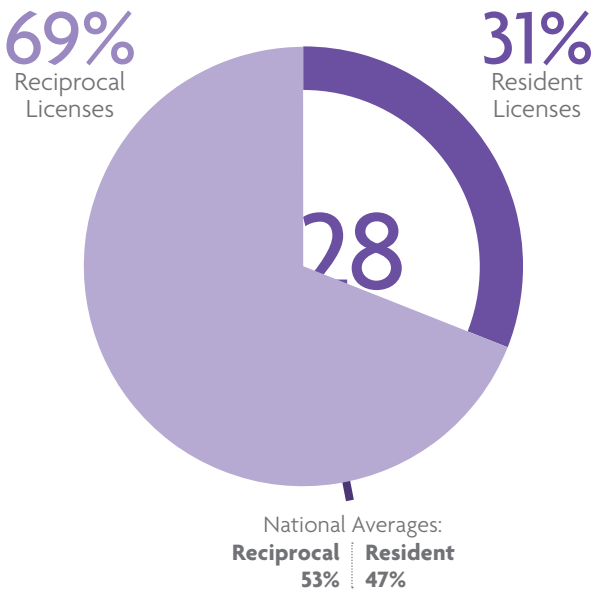
180
Divisions Taken

25
Completions

COMPLETION TIMELINE



LICENSURE

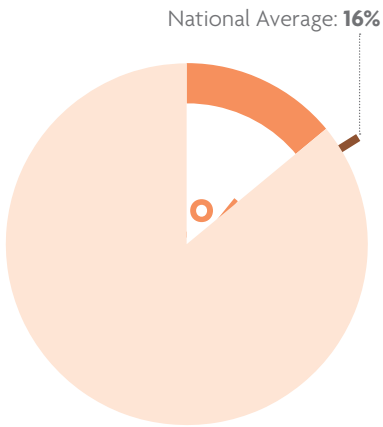


Nebraska

IDP

125
Licensure Candidates Reporting Hours

17
Completions



ARE

96
Eligible Testers

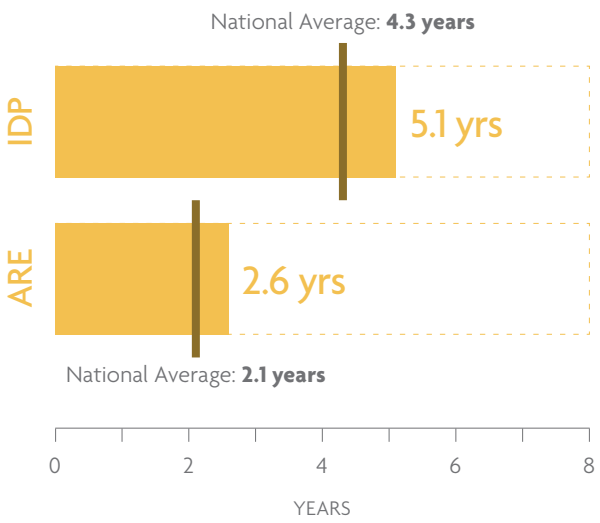
214
Divisions Taken

23
Completions

78%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

70%
Reciprocal Licenses

30%
Resident Licenses

1,867
Total Licenses

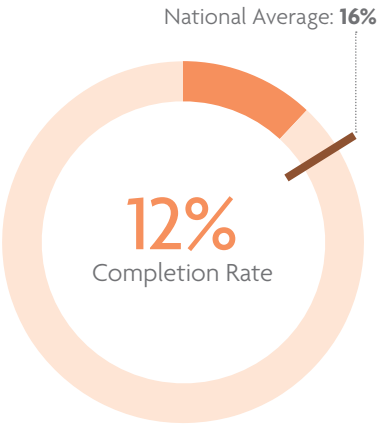
National Averages:
Reciprocal 53% | **Resident** 47%

Nevada

IDP

139
Licensure Candidates Reporting Hours

17
Completions

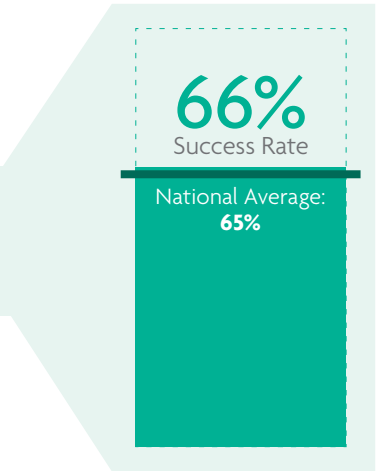


ARE

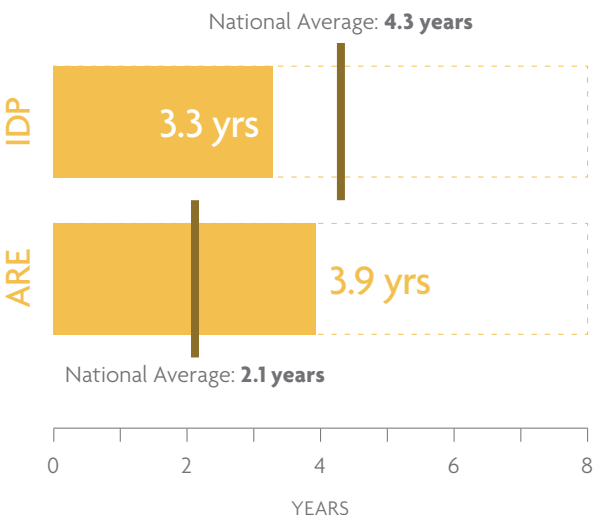
101
Eligible Testers

187
Divisions Taken

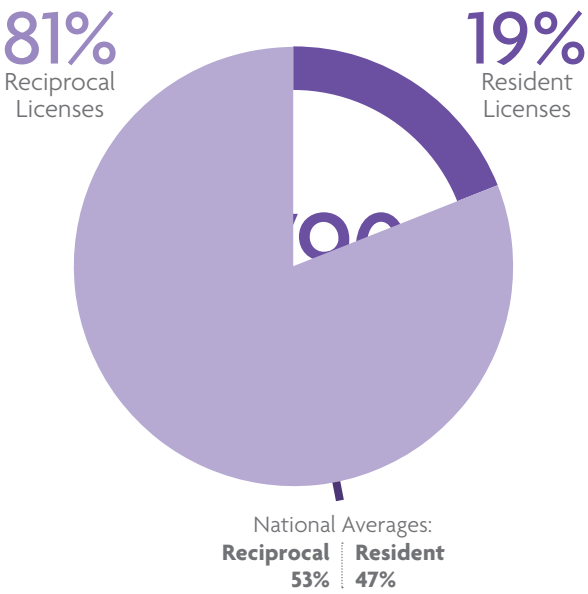
18
Completions



COMPLETION TIMELINE



LICENSURE

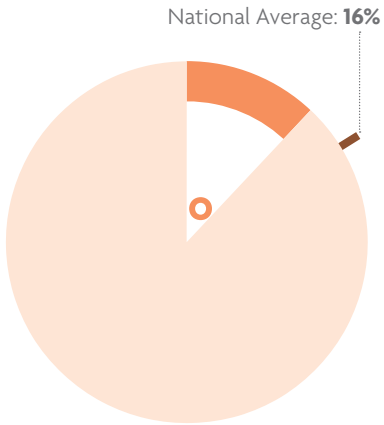


New Hampshire

IDP

97
Licensure Candidates Reporting Hours

12
Completions



ARE

48
Eligible Testers

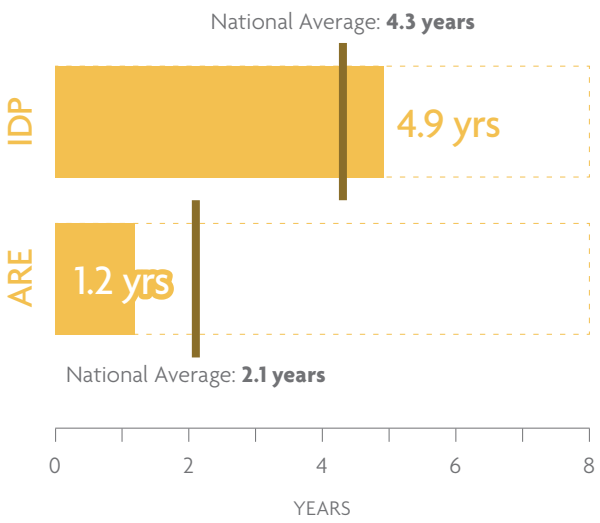
114
Divisions Taken

8
Completions

71%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

83%
Reciprocal Licenses

17%
Resident Licenses

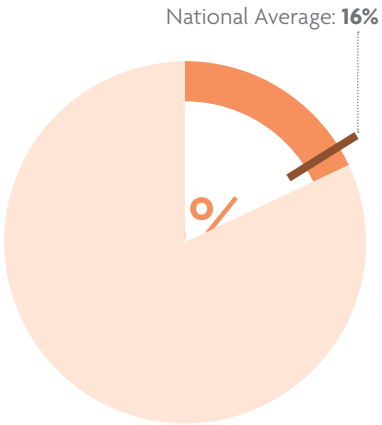
National Averages:
Reciprocal 53% | **Resident** 47%

New Jersey

IDP

1,017
Licensure Candidates Reporting Hours

182
Completions

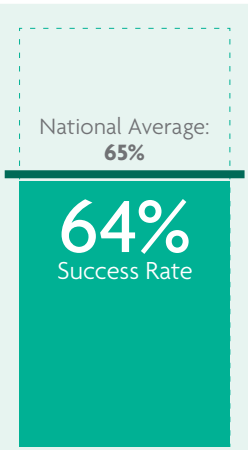


ARE

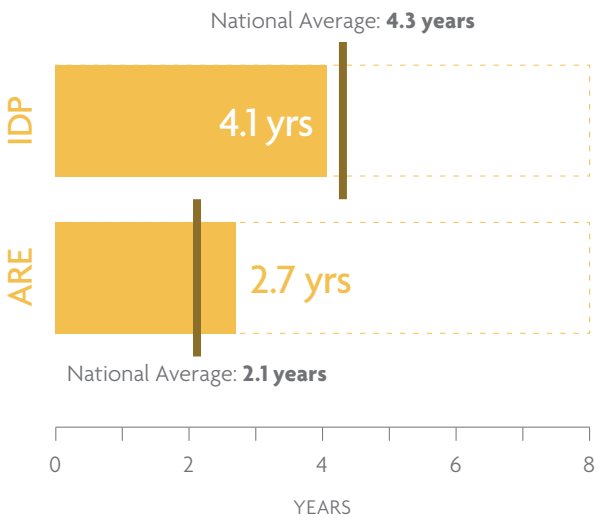
336
Eligible Testers

524
Divisions Taken

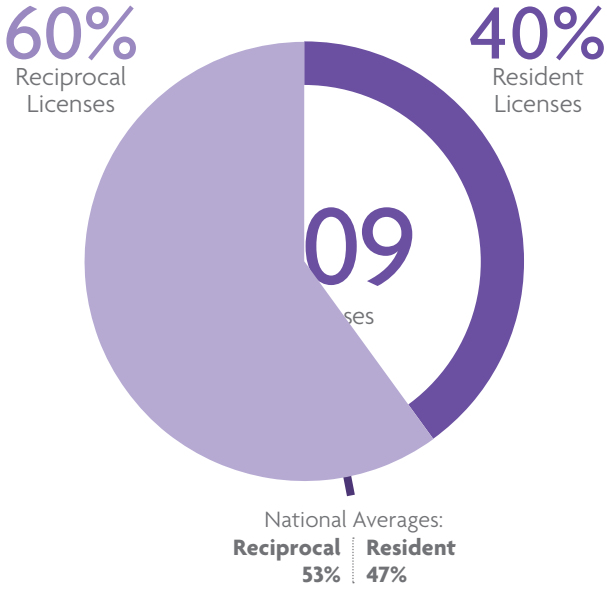
46
Completions



COMPLETION TIMELINE



LICENSURE

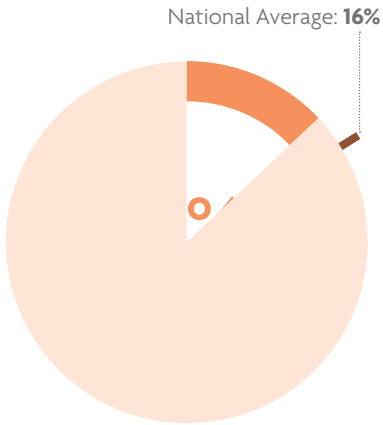


New Mexico

IDP

112
Licensure Candidates Reporting Hours

15
Completions



ARE

104
Eligible Testers

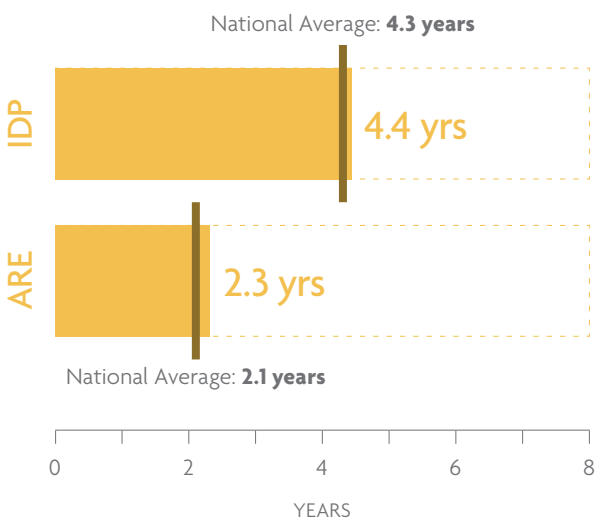
178
Divisions Taken

23
Completions

National Average: **65%**

60%
Success Rate

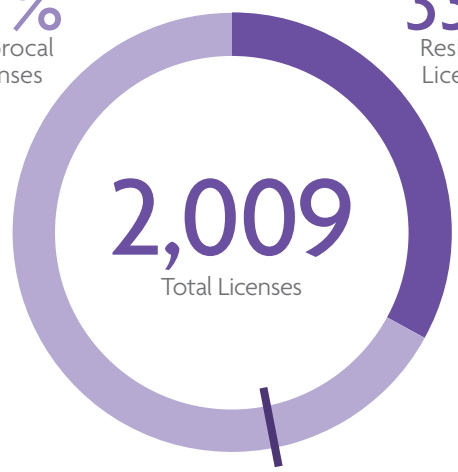
COMPLETION TIMELINE



LICENSURE

67%
Reciprocal Licenses

33%
Resident Licenses



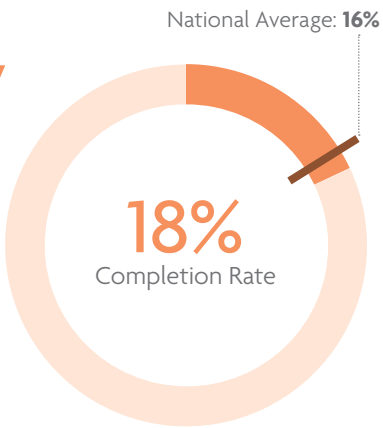
National Averages:
Reciprocal 53% | **Resident** 47%

New York

IDP

3,887
Licensure Candidates Reporting Hours

699
Completions



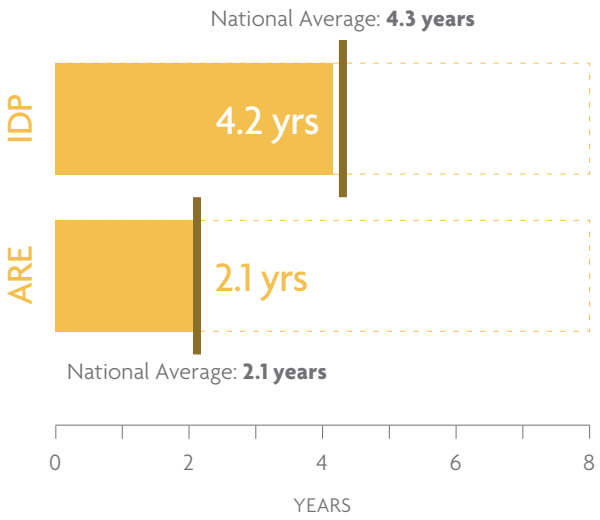
ARE

6,297
Eligible Testers

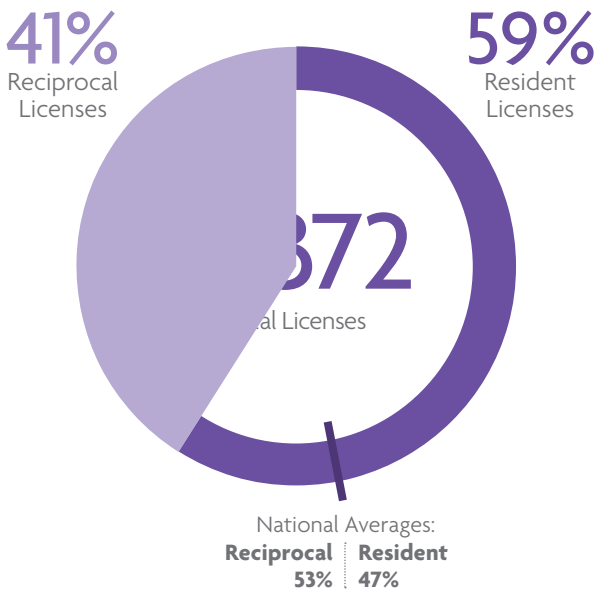
9,081
Divisions Taken

746
Completions

COMPLETION TIMELINE



LICENSURE

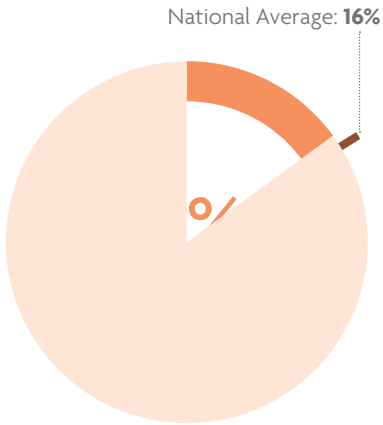


North Carolina

IDP

455
Licensure Candidates Reporting Hours

69
Completions



ARE

405
Eligible Testers

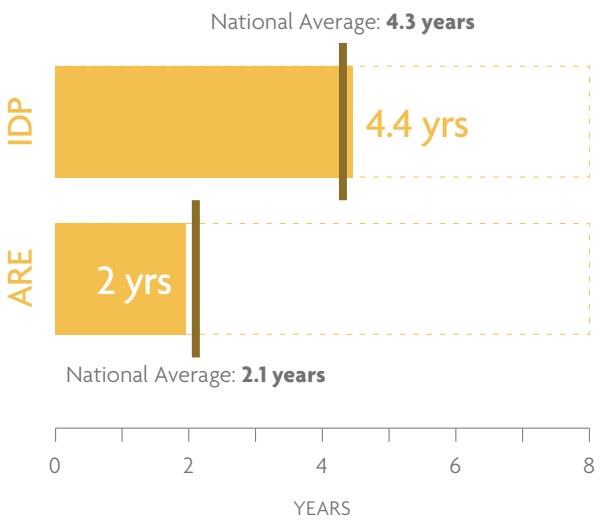
792
Divisions Taken

67
Completions

72%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

57%
Reciprocal Licenses

43%
Resident Licenses

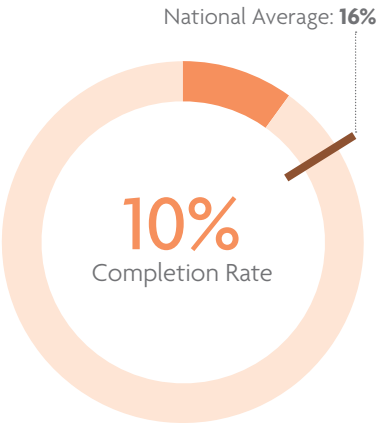
National Averages:
Reciprocal 53% | **Resident** 47%

North Dakota

IDP

93
Licensure Candidates Reporting Hours

9
Completions

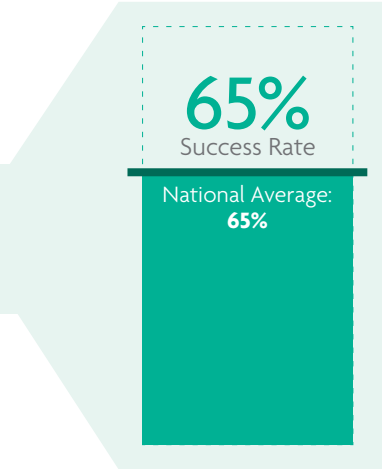


ARE

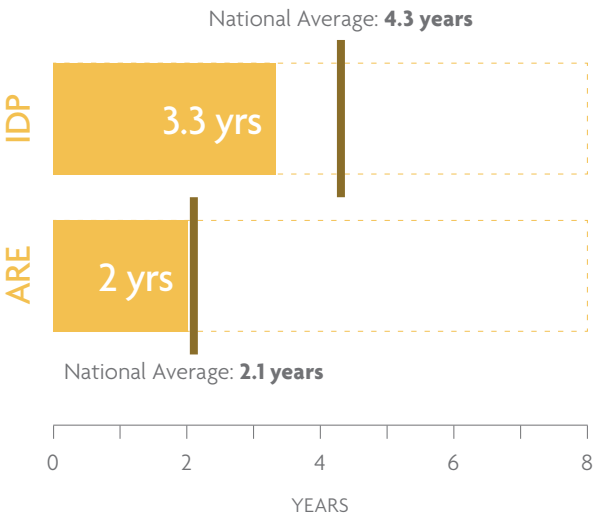
71
Eligible Testers

165
Divisions Taken

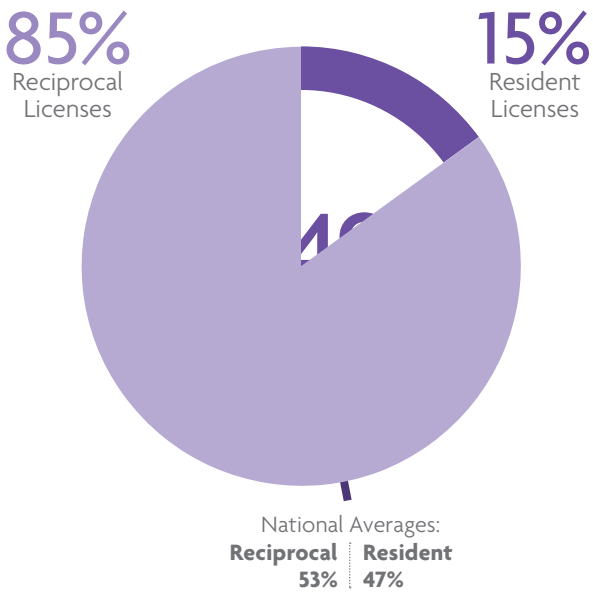
12
Completions



COMPLETION TIMELINE



LICENSURE

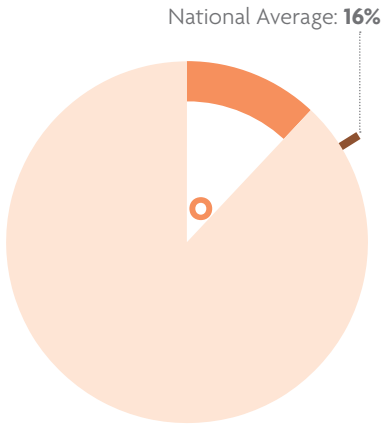


Ohio

IDP

787
Licensure Candidates Reporting Hours

91
Completions



ARE

527
Eligible Testers

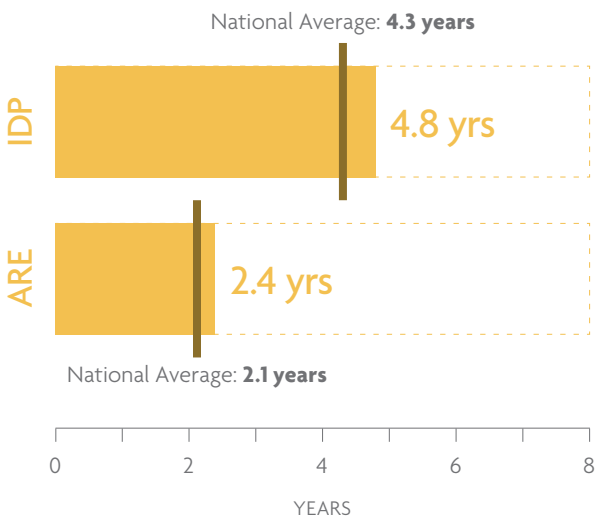
934
Divisions Taken

85
Completions

73%
Success Rate

National Average: **65%**

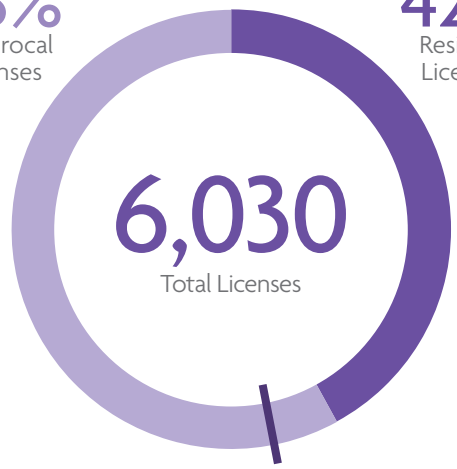
COMPLETION TIMELINE



LICENSURE

58%
Reciprocal Licenses

42%
Resident Licenses



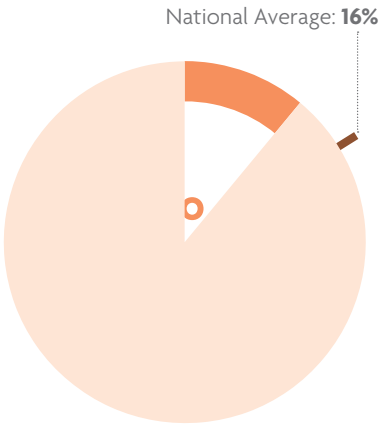
National Averages:
Reciprocal 53% | **Resident** 47%

Oklahoma

IDP

223
Licensure Candidates Reporting Hours

24
Completions



ARE

199
Eligible Testers

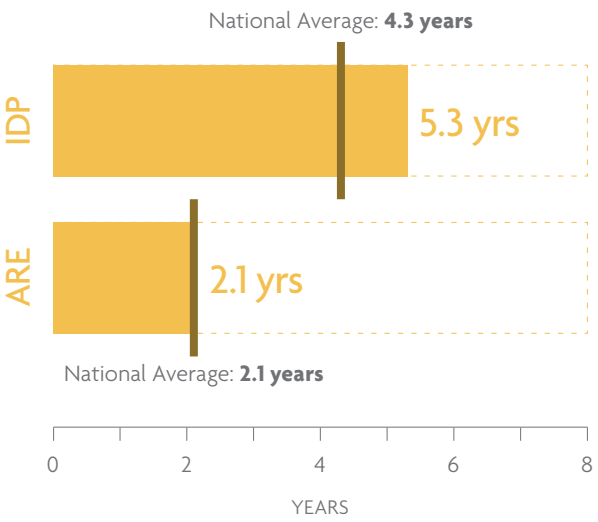
321
Divisions Taken

33
Completions

National Average: **65%**

61%
Success Rate

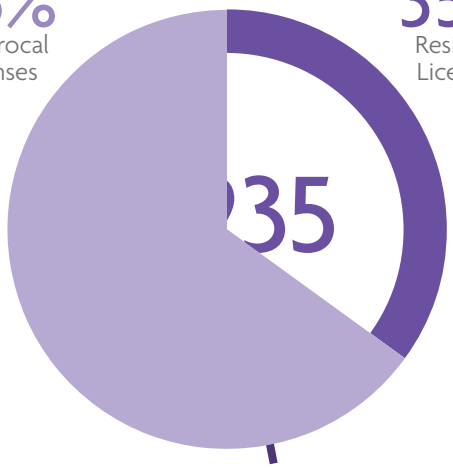
COMPLETION TIMELINE



LICENSURE

65%
Reciprocal Licenses

35%
Resident Licenses



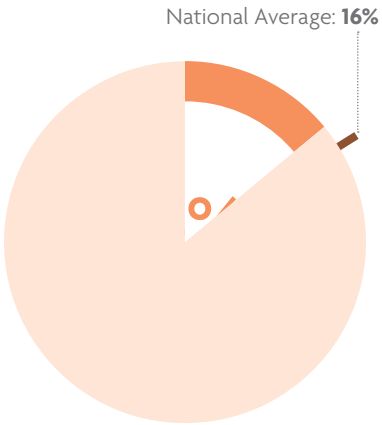
National Averages:
Reciprocal 53% | **Resident** 47%

Oregon

IDP

463
Licensure Candidates Reporting Hours

65
Completions

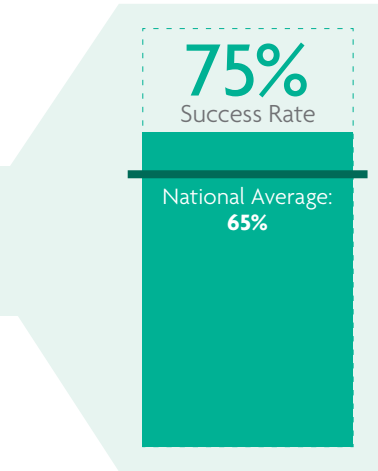


ARE

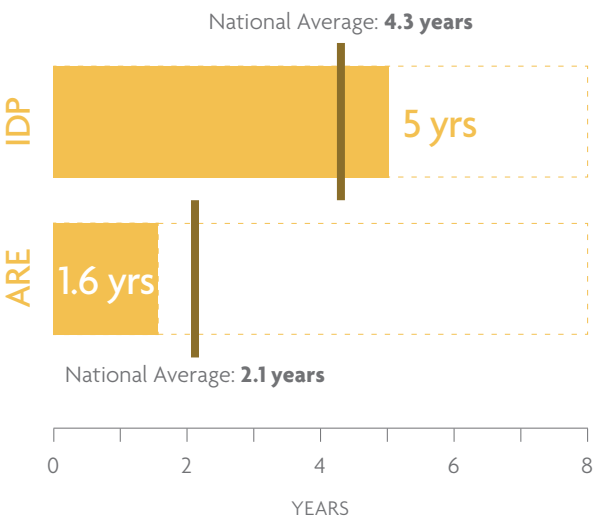
370
Eligible Testers

836
Divisions Taken

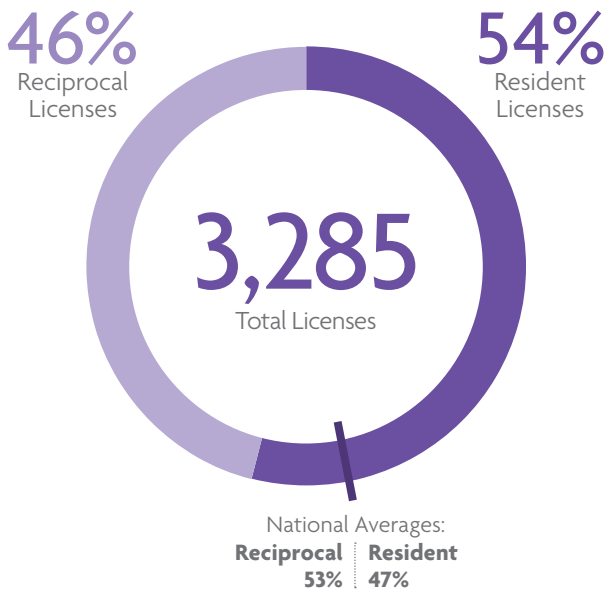
78
Completions



COMPLETION TIMELINE



LICENSURE

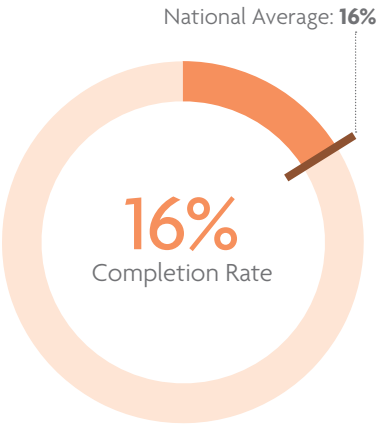


Pennsylvania

IDP

910
Licensure Candidates Reporting Hours

148
Completions

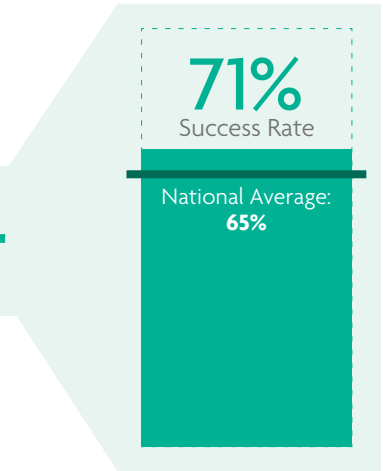


ARE

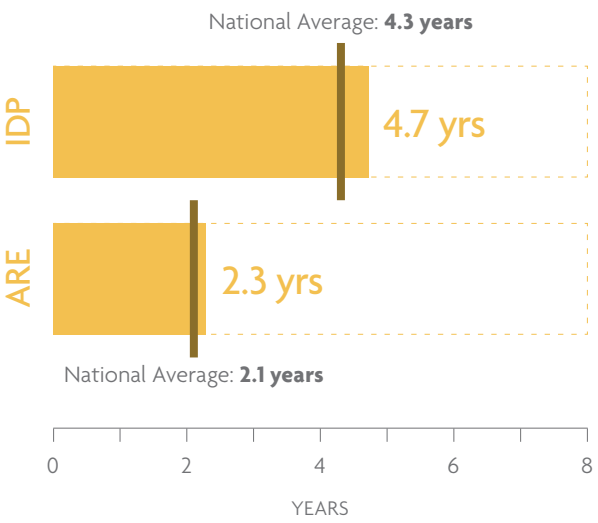
871
Eligible Testers

1,644
Divisions Taken

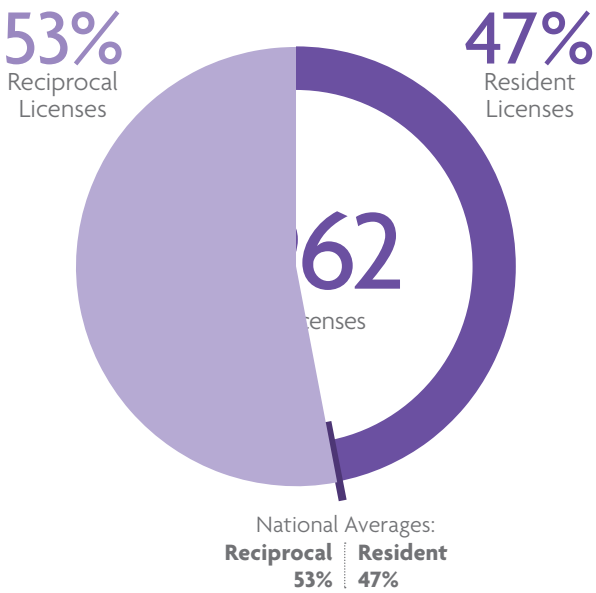
162
Completions



COMPLETION TIMELINE



LICENSURE

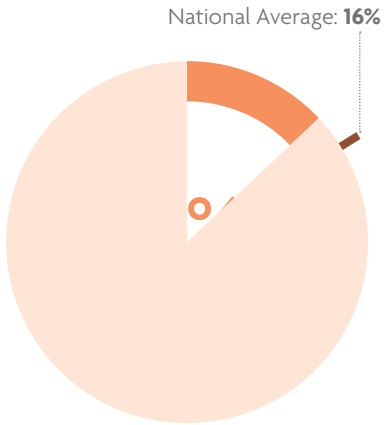


Puerto Rico

IDP

134
Licensure Candidates Reporting Hours

17
Completions

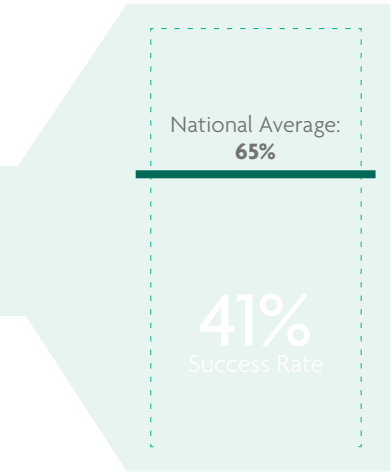


ARE

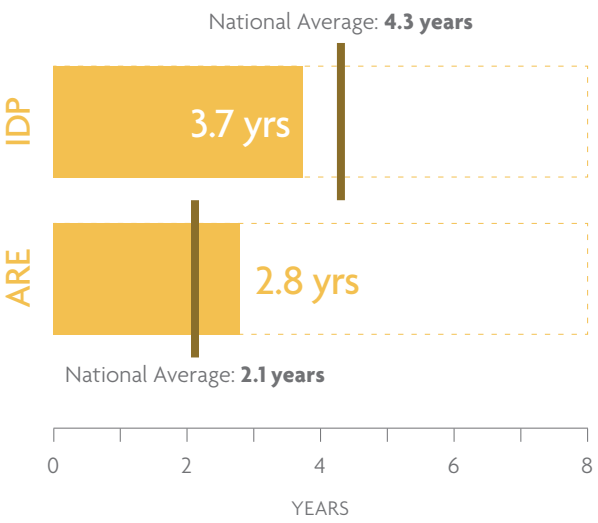
260
Eligible Testers

298
Divisions Taken

11
Completions



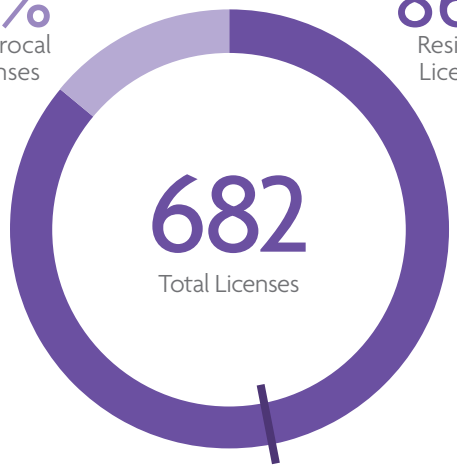
COMPLETION TIMELINE



LICENSURE

14%
Reciprocal Licenses

86%
Resident Licenses



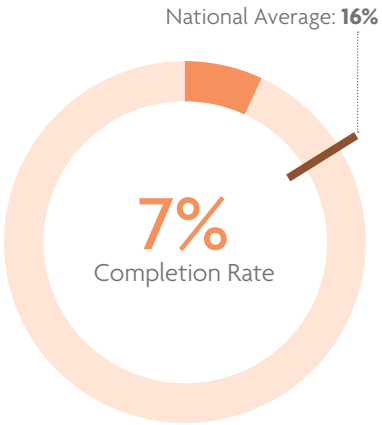
National Averages:
Reciprocal 53% | **Resident** 47%

Rhode Island

IDP

98
Licensure Candidates Reporting Hours

7
Completions

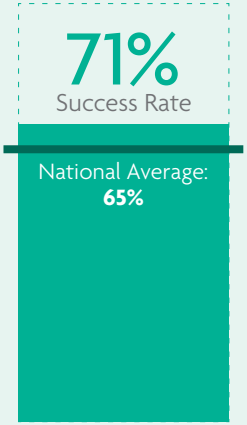


ARE

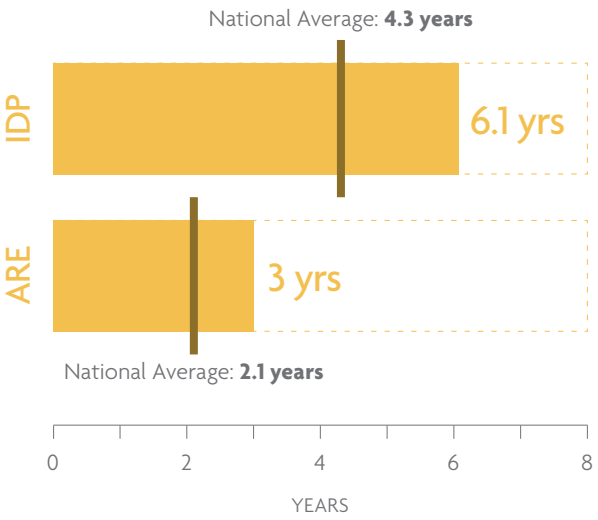
58
Eligible Testers

93
Divisions Taken

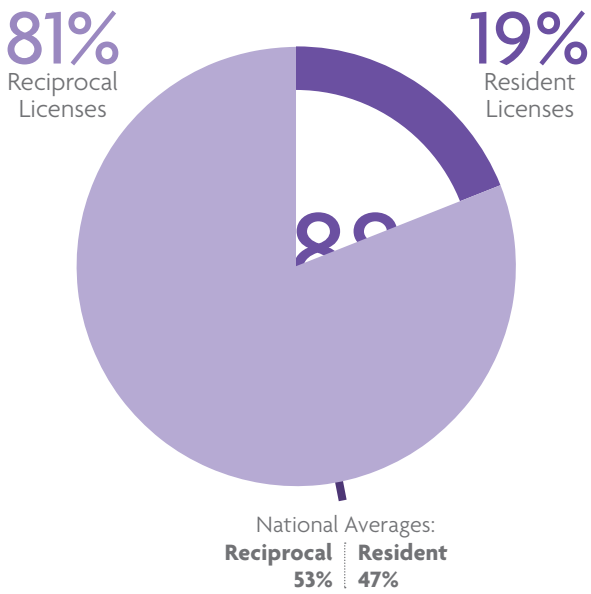
9
Completions



COMPLETION TIMELINE



LICENSURE

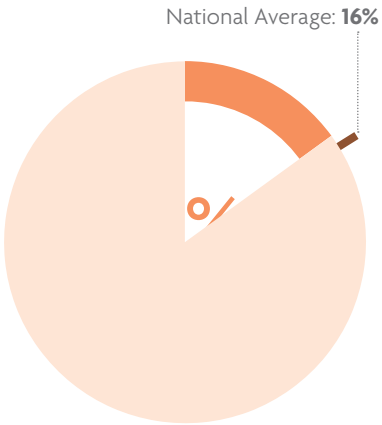


South Carolina

IDP

221
Licensure Candidates Reporting Hours

33
Completions



ARE

179
Eligible Testers

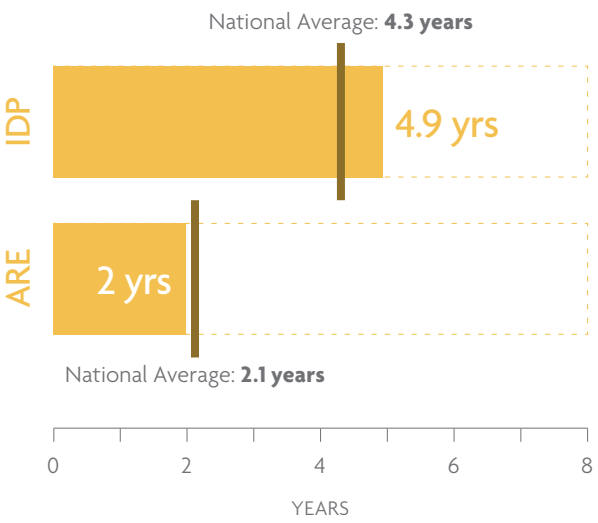
415
Divisions Taken

38
Completions

74%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

73%
Reciprocal Licenses

27%
Resident Licenses

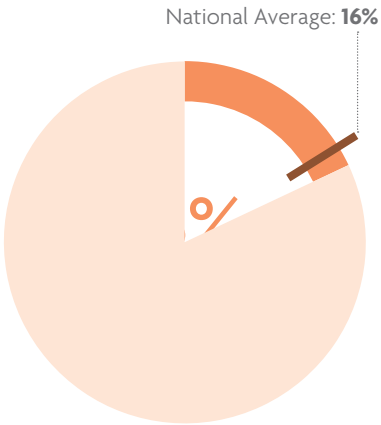
National Averages:
Reciprocal 53% | **Resident** 47%

South Dakota

IDP

39
Licensure Candidates Reporting Hours

7
Completions

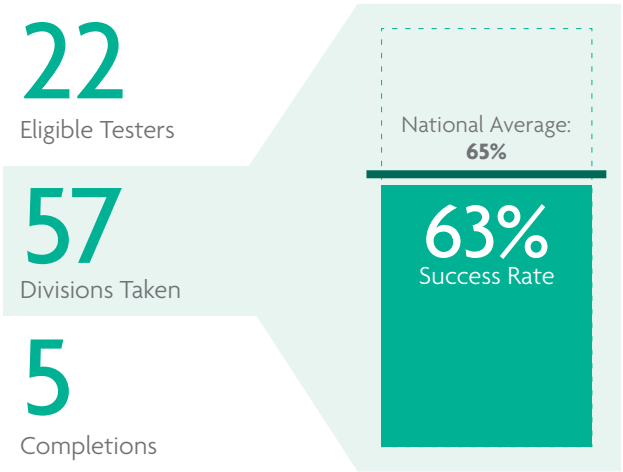


ARE

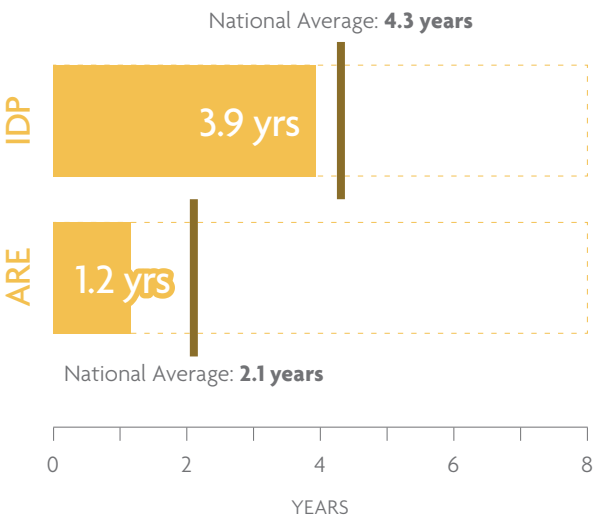
22
Eligible Testers

57
Divisions Taken

5
Completions



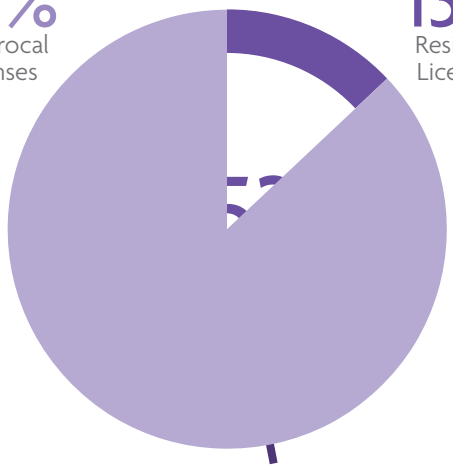
COMPLETION TIMELINE



LICENSURE

87%
Reciprocal Licenses

13%
Resident Licenses



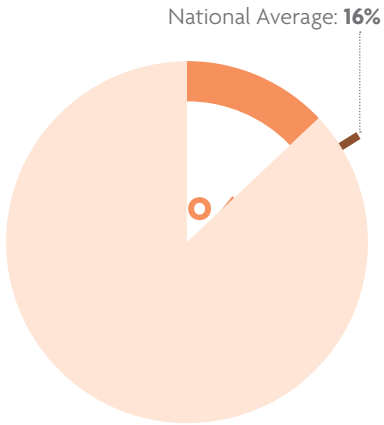
National Averages:
Reciprocal 53% | **Resident** 47%

Tennessee

IDP

319
Licensure Candidates Reporting Hours

40
Completions



ARE

211
Eligible Testers

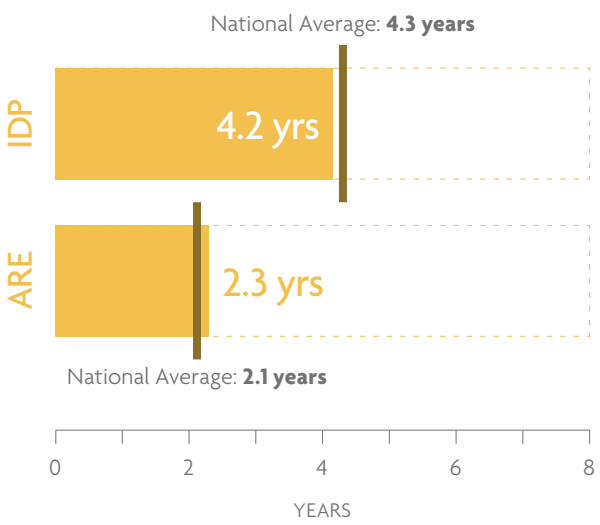
475
Divisions Taken

44
Completions

71%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

60%
Reciprocal Licenses

40%
Resident Licenses

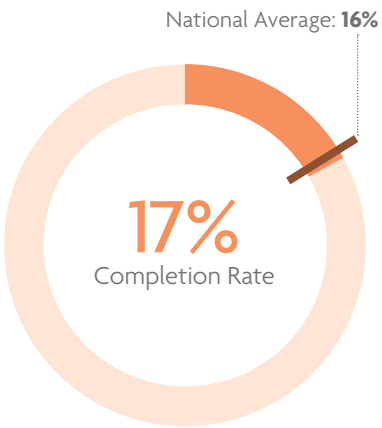
National Averages:
Reciprocal 53% | **Resident** 47%

Texas

IDP

2,281
Licensure Candidates Reporting Hours

378
Completions



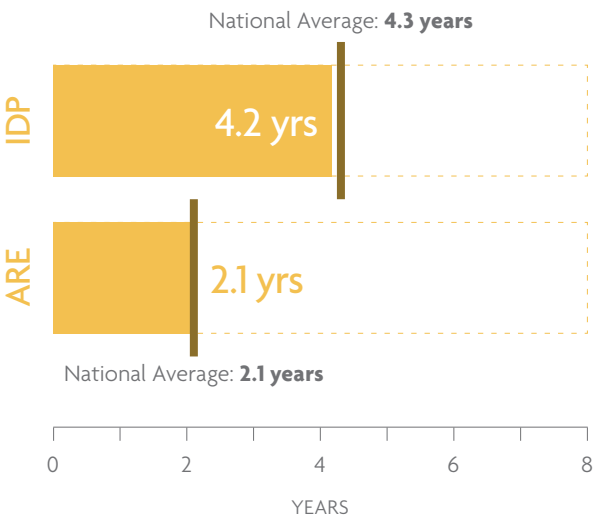
ARE

2,447
Eligible Testers

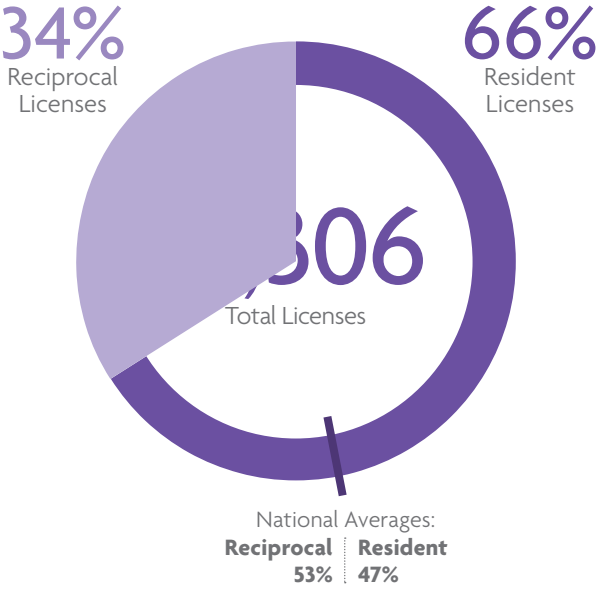
4,497
Divisions Taken

335
Completions

COMPLETION TIMELINE



LICENSURE

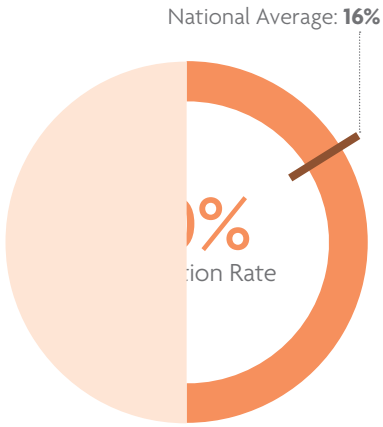


U.S. Virgin Islands

IDP

2
Licensure Candidates Reporting Hours

1
Completion



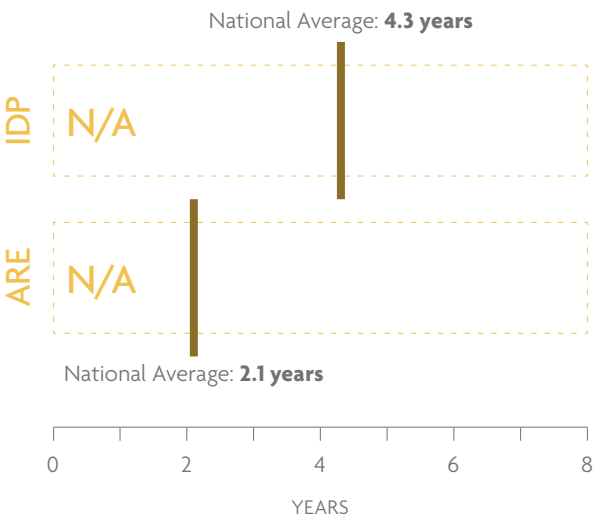
ARE

4
Eligible Testers

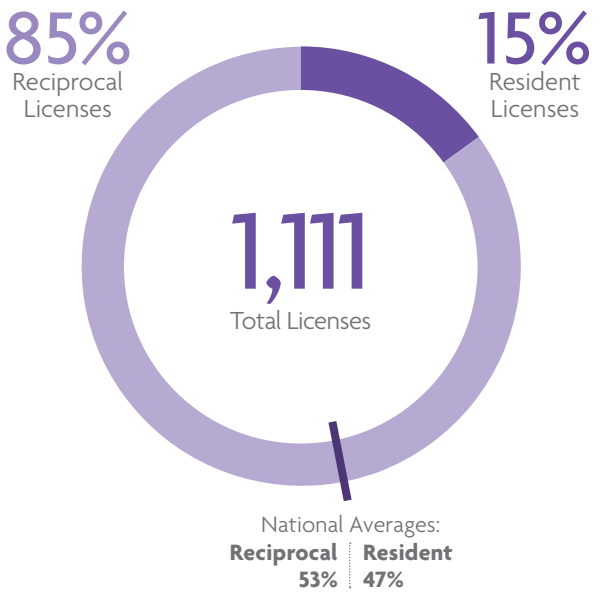
2
Divisions Taken

0
Completions

COMPLETION TIMELINE



LICENSURE

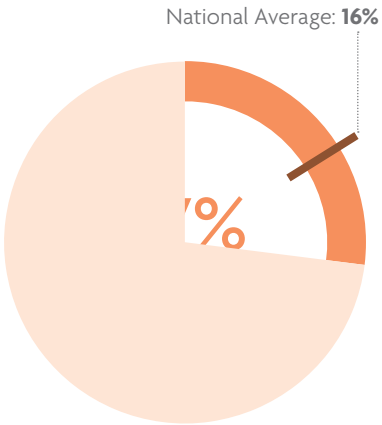


Utah

IDP

168
Licensure Candidates Reporting Hours

46
Completions



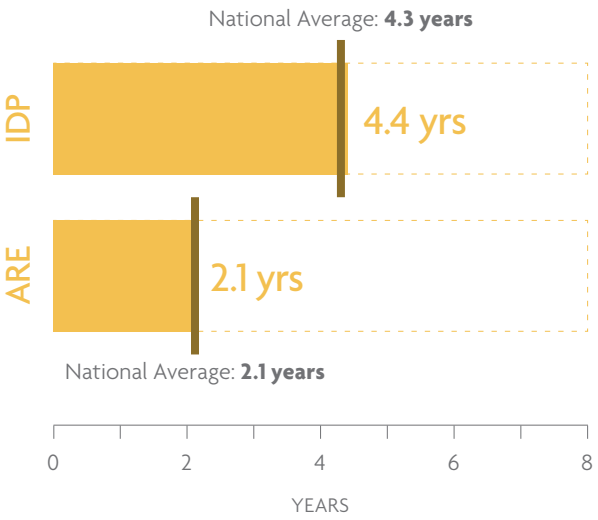
ARE

176
Eligible Testers

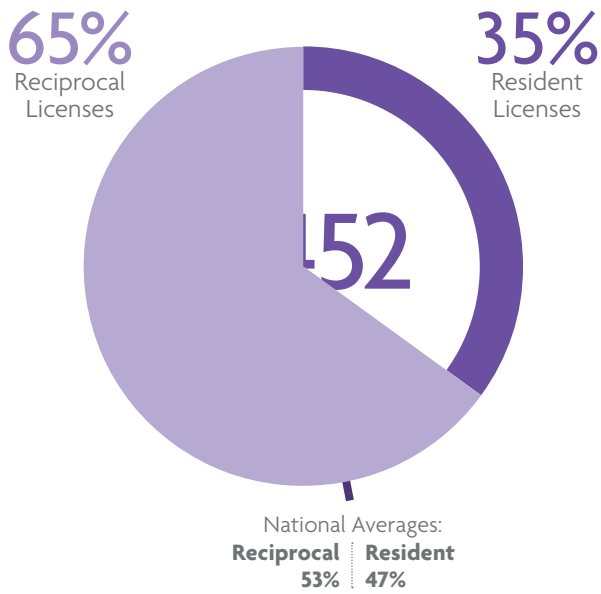
364
Divisions Taken

35
Completions

COMPLETION TIMELINE



LICENSURE

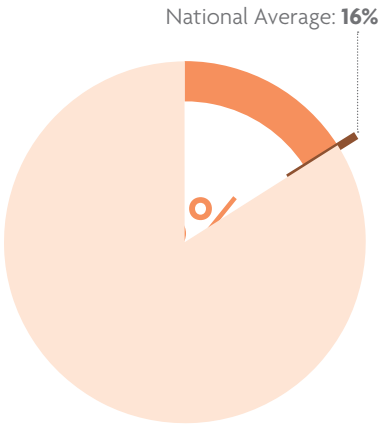


Vermont

IDP

63
Licensure Candidates Reporting Hours

10
Completions



ARE

71
Eligible Testers

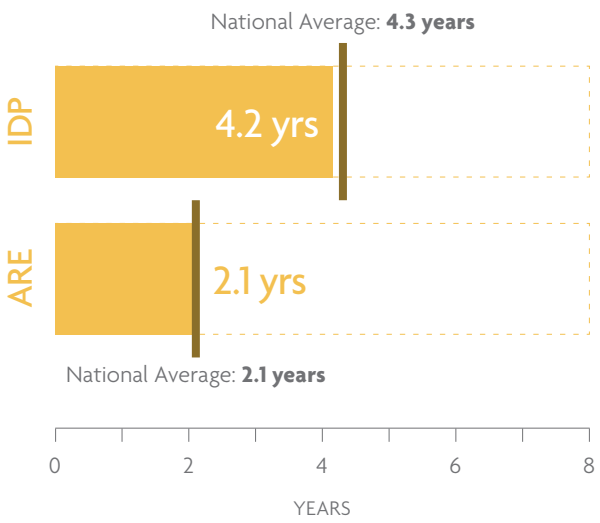
78
Divisions Taken

8
Completions

73%
Success Rate

National Average: **65%**

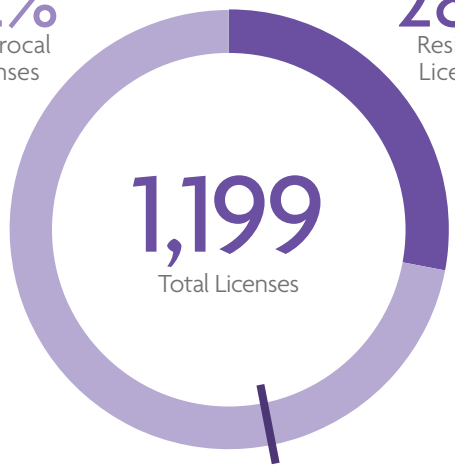
COMPLETION TIMELINE



LICENSURE

72%
Reciprocal Licenses

28%
Resident Licenses



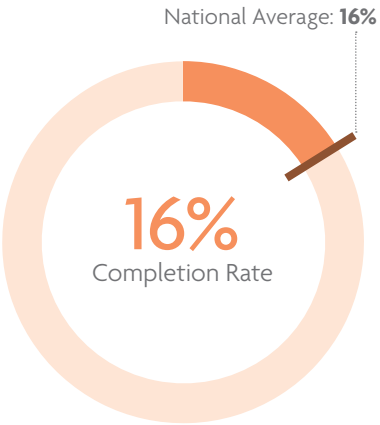
National Averages:
Reciprocal 53% | **Resident** 47%

Virginia

IDP

681
Licensure Candidates Reporting Hours

111
Completions

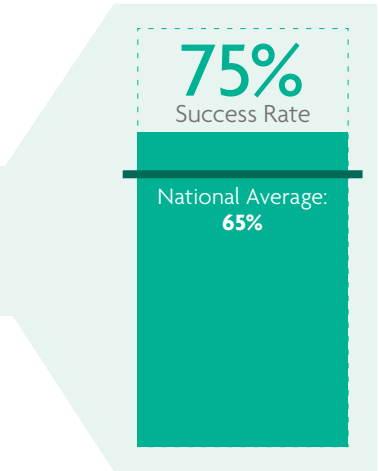


ARE

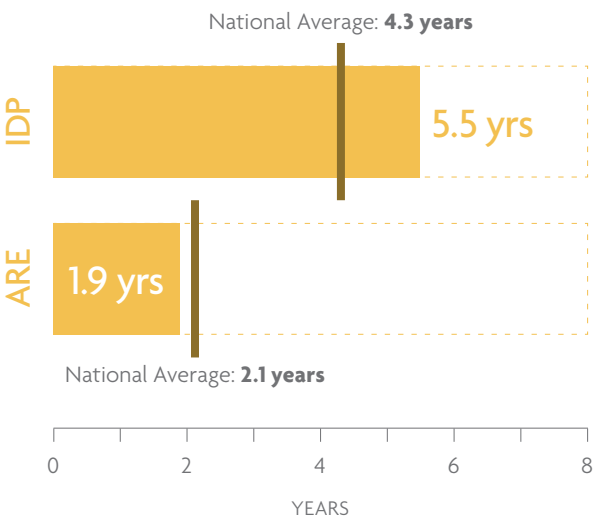
318
Eligible Testers

902
Divisions Taken

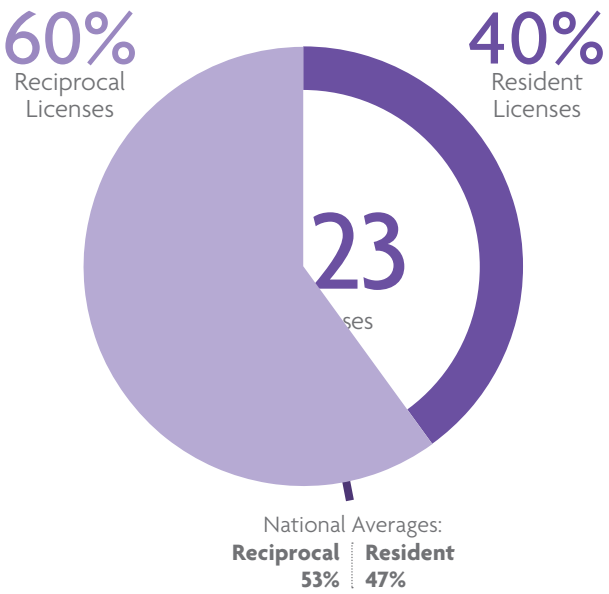
110
Completions



COMPLETION TIMELINE



LICENSURE

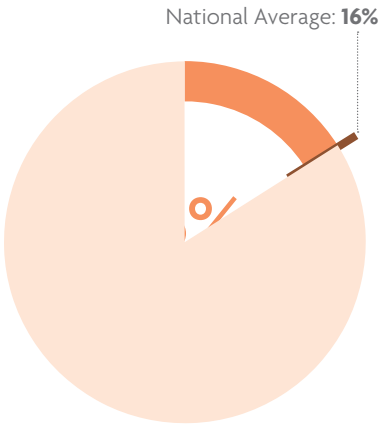


Washington

IDP

897
Licensure Candidates Reporting Hours

143
Completions

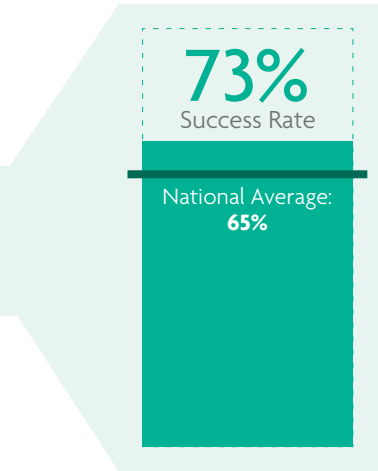


ARE

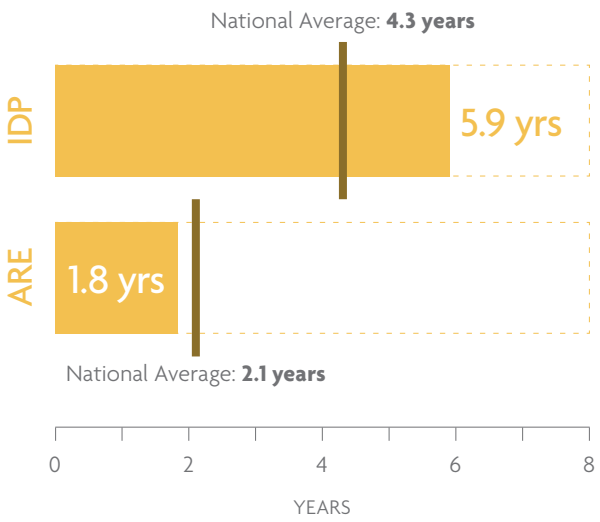
904
Eligible Testers

1,567
Divisions Taken

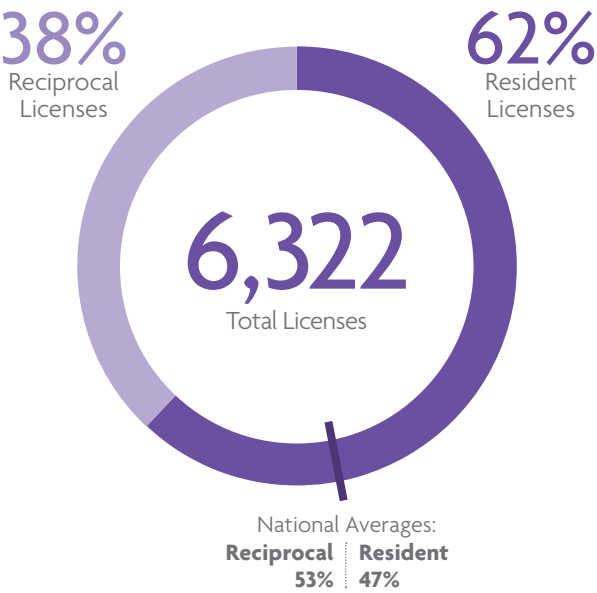
153
Completions



COMPLETION TIMELINE



LICENSURE

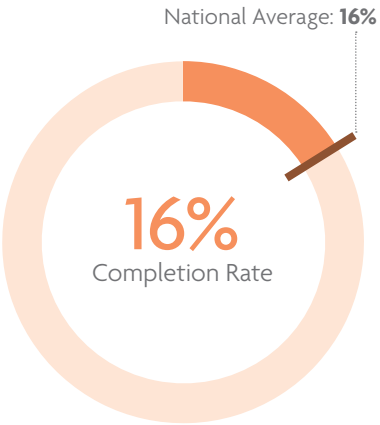


West Virginia

IDP

25
Licensure Candidates Reporting Hours

4
Completions

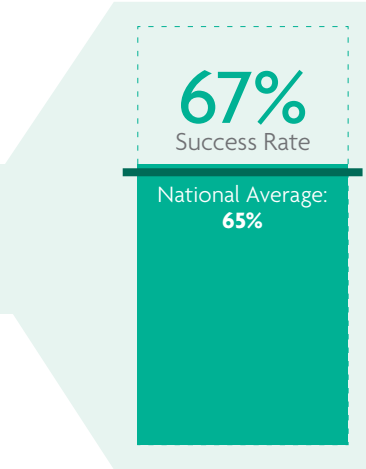


ARE

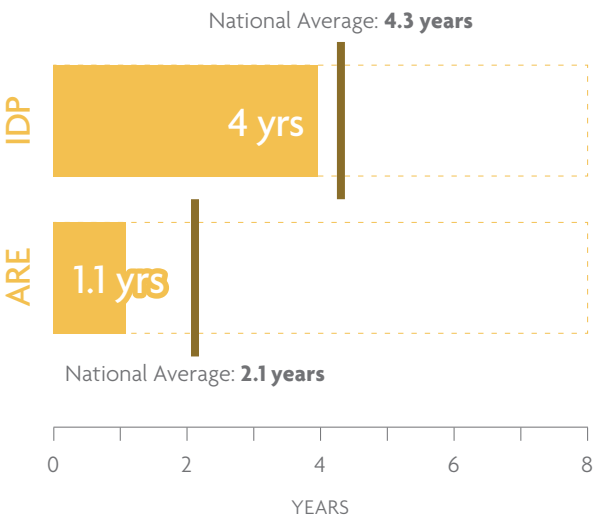
19
Eligible Testers

46
Divisions Taken

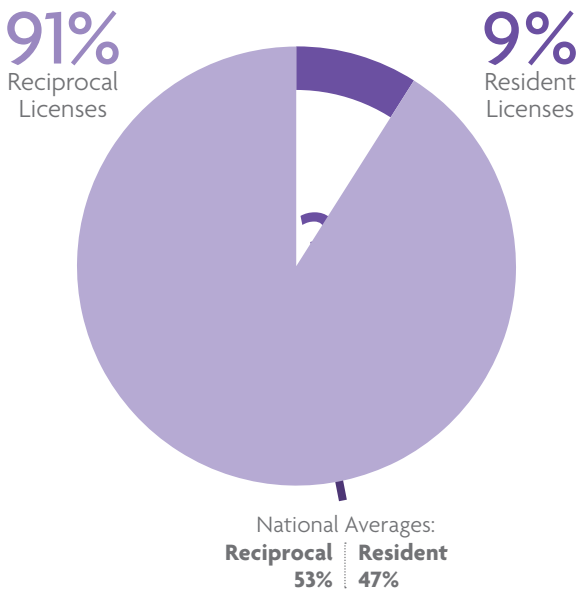
5
Completions



COMPLETION TIMELINE



LICENSURE

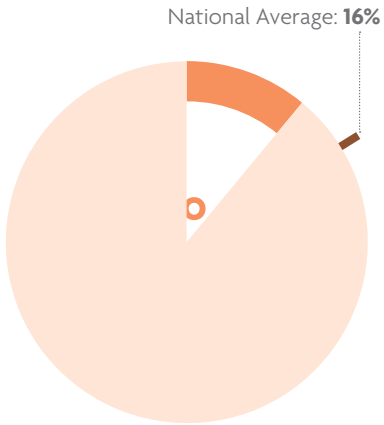


Wisconsin

IDP

341
Licensure Candidates Reporting Hours

38
Completions



ARE

539
Eligible Testers

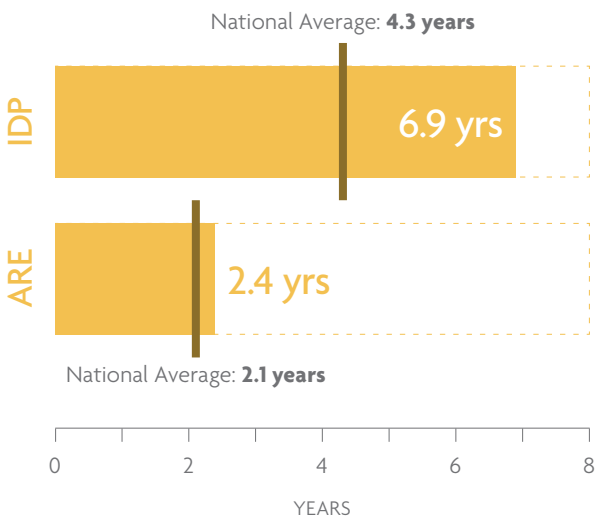
864
Divisions Taken

67
Completions

65%
Success Rate

National Average: **65%**

COMPLETION TIMELINE



LICENSURE

67%
Reciprocal Licenses

33%
Resident Licenses

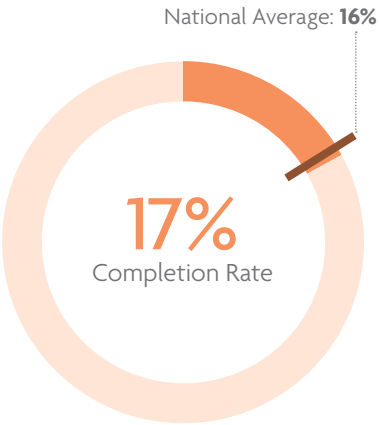
National Averages:
Reciprocal 53% | **Resident** 47%

Wyoming

IDP

29
Licensure Candidates Reporting Hours

5
Completions

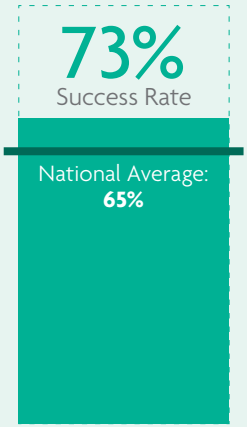


ARE

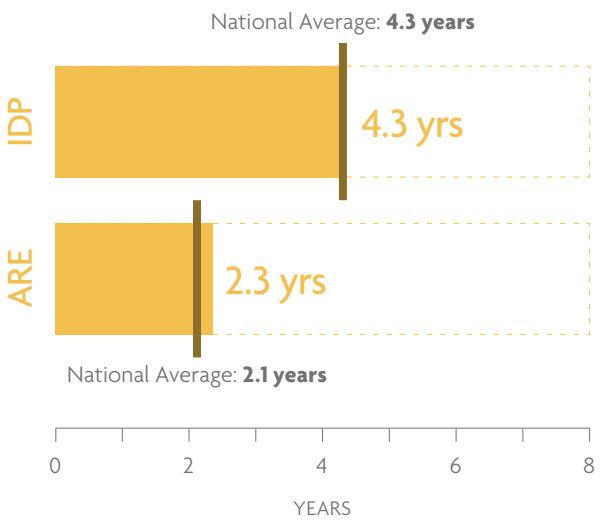
35
Eligible Testers

78
Divisions Taken

8
Completions



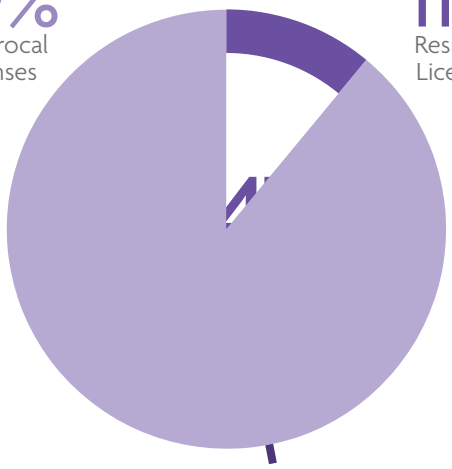
COMPLETION TIMELINE



LICENSURE

89%
Reciprocal Licenses

11%
Resident Licenses



National Averages:
Reciprocal 53% | **Resident** 47%

About This Report

This report is based on data collected by the National Council of Architectural Registration Boards (NCARB) during the 2015 calendar year, providing insight on the path to licensure.

NCARB maintains a database on licensure candidates and Certificate holders. This allows us to track the progression of candidates as they move through the Intern Development Program (IDP), the Architect Registration Examination® (ARE®), and receive an initial license.

Some of the data is self-reported, such as age, race, and geographic location. Other data is triggered by candidate actions such as starting the IDP or completing the ARE. NCARB also collects data from the U.S. jurisdictions to provide a total count of architects.

Note: Data from the National Architectural Accrediting Board (NAAB) was also used in this report to provide the number of students entering and graduating from NAAB-accredited programs.

About NCARB

The National Council of Architectural Registration Boards (NCARB) is a global leader in architectural regulation. NCARB is made up of the architectural licensing boards (our Member Boards) of the 50 U.S. states, District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

We are dedicated to helping professionals reach their career goals; assisting our Member Boards in carrying out their duties; and protecting the public's health, safety, and welfare.

NCARB accomplishes these goals by developing national standards and programs for the licensing and credentialing of architects—including the Intern Development Program (IDP), Architect Registration Examination® (ARE®), and NCARB Certificate. The Certificate facilitates reciprocal licensure across the United States, Canada, and Mexico.

Join the conversation on social media:

WWW.TWITTER.COM/NCARB

WWW.FACEBOOK.COM/NCARB

For more information visit **www.ncarb.org**

Glossary

Age: Median age based on self-reported dates of birth.

ARE: Developed by NCARB, the Architect Registration Examination® (ARE®) is used to assess a candidate's knowledge and skills, and is required for initial licensure in all U.S. jurisdictions.

ARE/Exam Candidate: An NCARB Record holder who is currently taking the ARE.

ARE Completion: When an exam candidate passes all ARE divisions.

Early Eligibility: The ability to take the ARE before completing the IDP. Fifty of the 54 jurisdictions currently allow this overlap.

IDP: The Intern Development Program (IDP) is a comprehensive training program that guides licensure candidates as they fulfill experience requirements for initial licensure.

IDP Completion: When a licensure candidate fulfills the IDP's experience requirements, and his/her Record has been evaluated by NCARB.

Licensure Candidate: An NCARB Record holder who is actively documenting experience and/or taking the ARE.

NAAB: The National Architectural Accrediting Board (NAAB) accredits U.S. professional programs in architecture. All U.S. jurisdictions accept degrees from NAAB-accredited programs for initial licensure.

New Record: A candidate's successful application for an NCARB Record, which is often the first step on the path to licensure.

NCARB Certification: A credential available to licensed architects that signifies they have met national standards for protecting the public's health, safety, and welfare. Certification also facilitates reciprocal licensure across U.S. jurisdictions, Canadian provinces, and Mexico, and can be used to support an application for licensure in other countries.

Non-Licensed Record Holder: An NCARB Record holder without a license.

Reporting Requirement: Effective July 1, 2009, licensure candidates must submit IDP experience within eight months to earn full credit.

Join the Conversation on Social Media #NBTN

NCARB

National Council of Architectural Registration Boards
1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
WWW.NCARB.ORG

REVIEW AND POSSIBLE ACTION ON DRAFT 2017–2018 STRATEGIC PLAN

On December 16, 2016, the Board participated in a session to update its Strategic Plan for two years (2017-2018). The session was facilitated by the Department of Consumer Affairs', Strategic Organization, Leadership, and Individual Development (SOLID) team. The Board reviewed and updated the six goal areas (Professional Qualifications, Practice Standards, Enforcement, Public and Professional Awareness, Organizational Relationships, and Organizational Effectiveness and Customer Service), which assisted members in developing objectives for 2017-2018.

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

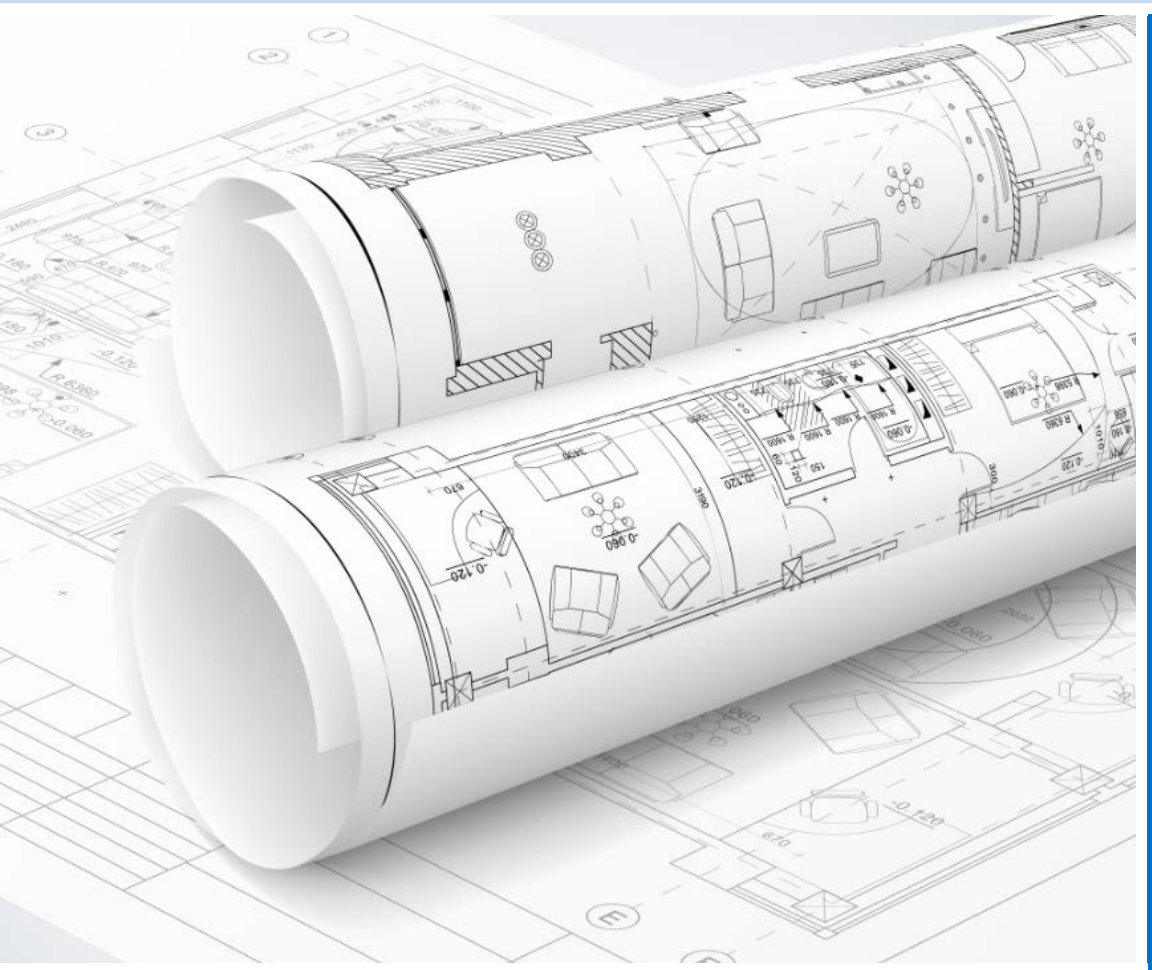
At this meeting, the Board is asked to review and approve the draft 2017-2018 Strategic Plan.

Attachment:
Strategic Plan 2017-2018 (Draft)

Department of Consumer Affairs

California Architects Board

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION



Strategic Plan

Approved: Draft

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Board Members

Matthew McGuinness, President | Public Member

Sylvia Kwan, Vice President | Architect Member

Tian Feng, Secretary | Architect Member

Jon Alan Baker | Architect Member

Denise Campos | Public Member

Pasqual V. Gutierrez | Architect Member

Ebony Lewis | Public Member

Robert C. Pearman, Jr. | Public Member

Nilza Serrano | Public Member

Barry Williams | Architect Member

Douglas R. McCauley, Executive Officer

Message from the Board President Matthew McGuinness

I am honored to serve as Board President for 2017. As a public member of the Board, I bring my unique perspective to further our mission. Over the years, there have been mayors, former prosecutors, health care executives, corporate attorneys, and many others who have served as public members. That diversity enhances our deliberations and leads to better solutions to further our consumer protection mission.

My father served on the Board from 1983 to 1987. This provided me with early exposure to the importance of the Board's work and how it protects the public health, safety, and welfare. The amount of change that has taken place is impressive. Improvements to the both the national and state examinations, the evolution of the experience requirement (Architectural Experience Program), and the innovation of Integrated Path to Architectural Licensure are all monumental and vastly improve the licensure process, which is crucial to protecting the public.

This year we embark upon a new Strategic Plan. For the second time, we have embraced a multi-year effort which is designed to facilitate deeper engagement in significant issues. The plan was facilitated by the Department of Consumer Affairs' organizational development division, called Strategic Organizational Leadership and Individual Development.

The current regulatory environment is influenced by a number of important factors: a White House report on occupational licensing; a recent United States Supreme Court decision; and a report from the Little Hoover Commission. Taken together, the imperative for boards is to put consumers first and maintain appropriate licensing standards. The Board's unwavering commitment to our consumer protection is continually exemplified through the strong results of our enforcement program. Our case load and case aging outcomes continue to exceed expectations. The Board will continue to leverage our resources and identify new ways to protect consumers. The Board is also committed to maintaining the flexibility of our licensure standards to facilitate licensure and respect the diversity that is so important to architecture.

Other important components of the Plan focus on communications with stakeholders, internal resources, and technology. The Board has an impressive history of innovation. To further those efforts, we need to continue to strive to bolster our organizational effectiveness and the Plan has a number of important objectives to help attain that goal.

You may have noticed that the motto for our national association is "let's go further." That message captures the criticality of continuous improvement. I am looking forward to the Board taking important strides to continue to find new and better ways to promote efficient licensing and strong consumer protection.

About the California Architects Board

Each day, millions of Californians work and live in environments designed by licensed architects. The decisions of architects about scale, massing, spatial organization, image, materials, and methods of construction impact not only the health, safety, and welfare of the present users, but of future generations as well. To safeguard the public, reduce the possibility of building failure, encourage sustainable and quality design, and provide access for persons with disabilities, those who are authorized to design complex structures must meet minimum standards of competency. It is equally necessary that those who cannot meet minimum standards by way of education, experience, and examination be prevented from misrepresenting themselves to the public.

The California Architects Board was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. The activities of the Board benefit consumers in two important ways.

First, regulation protects the public at large. The primary responsibility of an architect is to design buildings that meet the owner's requirements for function, safety and durability; satisfy reasonable environmental standards; and contribute esthetically to the surrounding communities. To accomplish this, the architect's design must satisfy the applicable requirements of law and also must be a correct application of the skills and knowledge of the profession. It should be emphasized that the results of faulty design may be injurious not only to the person who engages the architect but also to third parties who inhabit or use the building.

Second, regulation protects the consumer of services rendered by architects. The necessity of ensuring that those who hire architects are protected from incompetent or dishonest architects is self-evident.

The Board is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), which is part of the Business, Consumer Services and Housing Agency under the aegis of the Governor. DCA is responsible for consumer protection through the regulation of licensees. While DCA provides administrative oversight and support services, the Board sets its own policies, procedures, and regulations.

The Board is composed of ten members: five public and five architects. The five architect members are all appointed by the Governor. Three of the public members are also gubernatorial appointees, while one public member is appointed by the Assembly Speaker and the other is appointed by the Senate Rules Committee. Board members may serve up to two four-year terms. Board members fill non-salaried positions, but are paid $100 a day for each meeting day they attend and are reimbursed travel expenses.

Effective July 1, 1997, the Board of Landscape Architects' regulatory programs came under the direct authority of DCA. During the period of July 1, 1997 through December 31, 1997, the California Architects Board exercised all delegable powers under the provisions of an interagency agreement with DCA. Effective January 1, 1998, the Board assumed administrative

responsibility for regulating landscape architects. Under the enabling legislation, the Legislature created the Landscape Architects Technical Committee (LATC) which acts in an advisory capacity to the Board. The LATC, which consists of five licensed landscape architects, performs such duties and functions that have been delegated to it by the Board.

How the Board Achieves its Mission

Regulation

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

Licensing

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

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

Enforcement

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

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

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

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

2015-2016 Board Accomplishments

1. Integrated Path to Architectural Licensure (IPAL) program implemented
2. Enforcement metrics continue to exceed DCA performance standards
3. CSE Test Plan completed
4. Linkage study and review of ARE completed
5. Intern title issue
6. NCARB participation
7. Completed Sunset Review process
8. Recruited additional architect consultant
9. Outreach to veterans

California Architects Board Mission, Vision, and Values

Mission

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

Vision

The California Architects Board will be the national leader in the regulation of architectural practice.

Values

Collaborative

Professional

Innovative

Proactive

Strategic Goals

1 *PROFESSIONAL QUALIFICATIONS*

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

---

2 *PRACTICE STANDARDS*

Establish regulatory standards of practice for California architects.

---

3 *ENFORCEMENT*

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

---

4 *PUBLIC AND PROFESSIONAL AWARENESS*

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

---

5 *ORGANIZATIONAL RELATIONSHIPS*

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

---

6 *ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE*

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

GOAL 1: Professional Qualifications

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

1.1 Conduct an analysis and prepare a report for the Legislature with proposed alternatives to determine the effectiveness of the continuing education requirement.

1.2 Collaborate with and support existing and emerging IPAL programs to promote success.

1.3 Revise the *Candidate Handbook* to reduce candidate confusion.

GOAL 2: Practice Standards

Establish regulatory standards of practice for California architects.

2.1 Update the *Building Official Information Guide* to better educate local building officials on the Architects Practice Act.

2.2 Educate consumers on the standard of care so they understand what to expect from an architect when choosing to hire one.

GOAL 3: Enforcement

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

3.1 Measure the effectiveness of the Board's citation collection methods as a means of protecting future consumers.

3.2 Develop educational materials for newly licensed architects to provide more information about the requirements in order to avoid future violations.

3.3 Determine the necessity and implementation alternatives of a licensure fingerprint requirement as a means of protecting consumers.

GOAL 4: Public and Professional Awareness

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

4.1 Collect data from candidates related to the licensure process and assess the need of other means (focus groups) to better foster candidate clarity.

4.2 Work with DCA to collaborate with the Contractors State License Board and Board for Registration for Professional Engineers, Land Surveyors, and Geologists to assess the feasibility of developing a consumer website in order to educate consumers about the design and construction sector and strengthen protection.

4.3 Promote the revised *Consumer's Guide to Hiring an Architect*, *Candidate Handbook*, and *Building Official Information Guide* to keep stakeholders better informed.

4.4 Explore the possibility of the Board participating in consumer events as a means of communicating directly with the public.

GOAL 5: Organizational Relationships

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

5.1 Identify organizational relationships that should be maintained and/or established in order to enhance the Board's mission to regulate the profession and protect the public.

5.2 Monitor Sunset Review, including the California Council for Interior Design Certification, to understand the process and advocate on common issues.

5.3 Encourage collaboration with other related boards in an effort to share best practices.

GOAL 6: Organizational Effectiveness and Customer Service

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

6.1 Enhance an onboarding program for new Board members to increase Board member understanding of Board functions and purpose.

6.2 Expand cross-training program for Board staff and revise operational manuals to retain knowledge and increase organizational effectiveness.

6.3 Determine current business process needs for BreEZe to allow for a smoother transition to the program.

6.4 Prepare for the Sunset Review process in order to facilitate a positive outcome.

6.5 Assess and enhance existing committee charges, process, procedures, appointments, etc. to improve effectiveness.

6.6 Research and work with the Department of Consumer Affairs to update communications technology in order to efficiently notify stakeholders of important information.

Strategic Planning Process

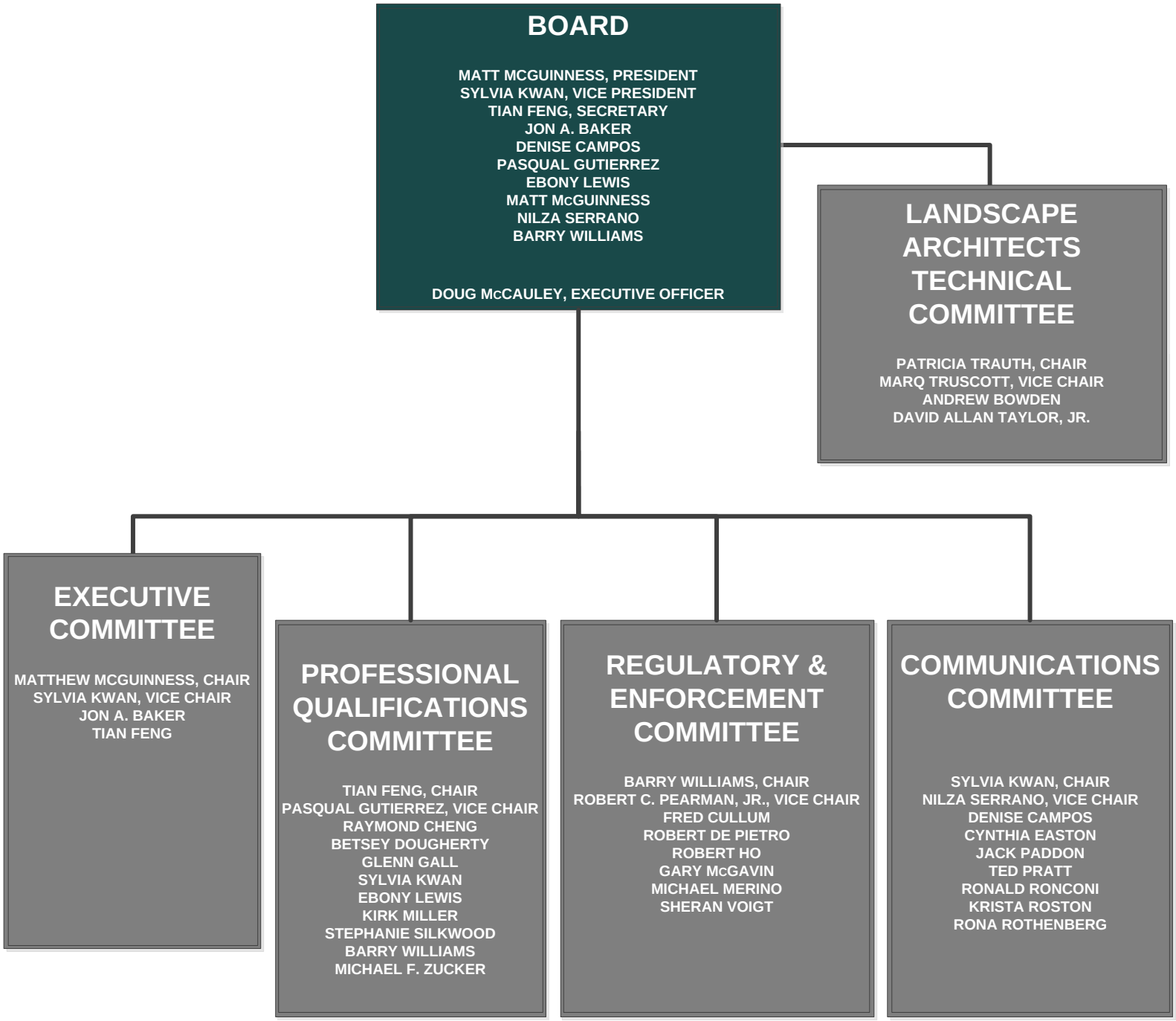
To understand the environment in which the Board operates and identify factors that could impact the Board's success, the California Department of Consumer Affairs' SOLID unit conducted an environmental scan by collecting information through the following methods:

- SOLID interviewed seven members of the Board to assess challenges and opportunities the Board is currently facing or will face in the future.
- SOLID held focus groups with the Board's management staff as well as 14 staff members to gain insight into challenges and opportunities within the organization.
- SOLID surveyed a selected stakeholder group to ensure the profession's concerns were included in the scan.

The environmental scan was discussed by Board members and the executive management team during a strategic planning session facilitated by SOLID on December 16, 2016. This information guided the Board in the development of the strategic goals and objectives outlined in this 2017–2018 Strategic Plan.

Appendix A: Organizational Structure

The Board has developed the organizational structure below to implement its Strategic Plan. Included in the organizational chart are the Board and committee members for 2017. The Board establishes subcommittees and task forces as needed.



Department of Consumer Affairs

California Architects Board

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Review of 2017 NCARB Regional Summit Agenda

2. Discuss and Possible Action on NCARB Resolution 2017-A (*NCARB Bylaws* Amendment – Membership Requirements)

3. Consider and Take Action on Candidates for 2017 NCARB and Region VI Officers and Directors

4. Presentation on University of Southern California's Integrated Path to Architectural Licensure by Michael Hricak, Lecturer and Charles Lagreco, Associate Professor

REVIEW OF 2017 NCARB REGIONAL SUMMIT AGENDA

The 2017 NCARB Regional Summit is a joint meeting with regions 1-6 on March 10-11, 2017. The Board is asked to review and discuss the relevant issues for the meeting.

Attachment:
2017 NCARB Regional Summit Agenda

NCARB
REGIONAL SUMMIT

2017 NCARB Regional Summit AGENDA
Hyatt Regency Jersey City
Jersey City, NJ
March 10-11, 2017

Thursday, March 9

6:30 p.m. – 9:30 p.m.

Icebreaker Reception and Summit Registration
Liberty Science Center
222 Jersey City Boulevard, Jersey City, NJ 07305

Buses will begin departing from the hotel at 6:00 p.m. and returning from the Liberty Science Center at 8:00 p.m.

8:30 p.m. – 9:30 p.m.

Guest Lecture
Title: The 9/11 Memorial Museum: Memory, Authenticity, Scale, and Emotion
Speaker: Carl Krebs, FAIA, *Partner, Davis Brody Bond*
AIA CES: 1.00 LU

Carl Krebs, FAIA, architect of the 9/11 Memoriam Museum, will explain the process that led to the design of the museum at Ground Zero and explore the issues surrounding the development of this historic site.

Topics will include:

- Preservation of public access to many of the surviving in-situ artifacts of the World Trade Center site, including the foundations of the Twin Towers, the slurry wall, and the "Survivors' Stairs."
- Means of integrating exhibit content and narrative into architectural form.
- Collaboration with family members, survivors, preservationists, community residents, scholars, and curators.

Friday, March 10

7:30 a.m.

Breakfast for Attendees and Guests
Manhattan Ballroom, Ninth Floor

8:30 a.m. – 10:00 a.m.

Plenary Session
Hudson Ballroom, Third Floor

- Welcome — Edmeades
- President Remarks — Harding
- Officer Candidate Speeches
- Introduction of Resolutions — Calvani

10:00 a.m. – 10:30 a.m.

Break

NCARB
REGIONAL SUMMIT

10:30 a.m. – 5:00 p.m. **Regional Meetings**
Lunch will be served in Regional Meetings
Region 1- *Harborside I, Third Floor*
Region 2- *Holland I, Third Floor*
Region 3- *Liberty II, Third Floor*
Region 4- *Riverside, First Floor*
Region 5- *Harborside II, Third Floor*
Region 6- *Palisades III, Third Floor*

6:00 p.m. **Regional Dinners**
All regional dinners will begin at 6:00 p.m.
Region 1- Porto Leggero
Region 2- Light Horse Tavern
Region 3- Hyatt Regency – Manhattan Ballroom
Region 4- Liberty Prime Steakhouse
Region 5- Liberty Prime Steakhouse
Region 6- Hyatt Regency – Manhattan Ballroom

Saturday, March 11

7:30 a.m. **Breakfast for Attendees and Guests**
Manhattan Ballroom, Ninth Floor

8:00 a.m. – 9:00 a.m. **Regional Meetings**
Region 1- *Harborside I, Third Floor*
Region 2- *Holland I, Third Floor*
Region 3- *Liberty II, Third Floor*
Region 4- *Riverside, First Floor*
Region 5- *Harborside II, Third Floor*
Region 6- *Palisades III, Third Floor*

9:15 a.m. – 10:30 a.m. **Plenary**
Hudson Ballroom, Third Floor
- Regional Report Outs
- Town Hall Meeting

10:30 a.m. – 10:45 a.m. **BREAK**

NCARB
REGIONAL SUMMIT

10:45 a.m. -11:45 a.m. **Rebuilding Jersey City Post-Hurricane Sandy**
Hudson Ballroom, Third Floor

Speaker: David P. Donnelly
Executive Director, Jersey City Redevelopment Agency (JCRA)

Created in 1949, the JCRA is the city's primary vehicle to eliminate blight, create opportunities and attract residential, commercial, and industrial real estate projects. Since its inception, the JCRA has been responsible for the direct reinvestment of billions of dollars in Jersey City and tens of thousands of jobs. The enormous increase in the thoughtful planning of downtown Jersey City has enhanced the quality of life for all residents of Jersey City, and the Agency's guidance has been key to responsible development and reinvestment in all neighborhoods and communities in Jersey City. Mr. Donnelly oversees project implementation for the city's 93 redevelopment areas. In 2012, Jersey City was one of the coastal communities severely impacted by Superstorm Sandy. During this presentation, Donnelly will address Jersey City's resiliency and the measures, both financial and physical, that are being taken to rebuild post-Superstorm Sandy.

12:00 p.m. – 1:00 p.m. **Service Recognition Luncheon for Attendees and Guests**
Manhattan Ballroom, Ninth Floor

1:30 p.m. – 5:00 p.m. **Educational Tours *(Space is limited and additional fees are required)***

I. 9/11 Memorial and World Trade Center: Architecture, Urban Planning and the History of the New and Original World Trade Center

This architectural walking tour, facilitated by AIA New York, offers participants an opportunity to experience the 9/11 Memorial and to see the current state of construction at the World Trade Center site. The tour will discuss the highly publicized competitions for the site's master plan and memorial. Delve into the design and development of each of the main structures, including the 9/11 Memorial and Museum, office toward, and transportation hub. Consider the influence and concerns of the different stakeholders by comparing the initial winning plans for rebuilding at Ground Zero to the final, much altered, designs that we see today. Participants should meet at the southwest corner of Broadway and Vesey Street (by St. Paul's Chapel). The tour will take place from 2:00-4:00 p.m.

$15.00/per person. 24 seats available
AIA CES: 2.0 LU | 2.0 HSW
Please click here to register and learn more

DISCUSS AND POSSIBLE ACTION ON NCARB RESOLUTION 2017-A (*NCARB BYLAWS* AMENDMENT – MEMBERSHIP REQUIREMENTS)

The Board will discuss resolutions that will be acted upon at the 2017 National Council of Architectural Registration Boards Annual Business Meeting in June 2017.

Attachment:
Draft Resolution to be Acted Upon at the 2017 Annual Business Meeting (January 2017)

NCARB

Draft Resolution

to be Acted Upon at the

2017 Annual Business Meeting

JANUARY 2017

National Council of Architectural Registration Boards
1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
www.ncarb.org

RESOLUTION 2017-A
Supported by the Council Board of Directors (_-_)

TITLE: *NCARB Bylaws* Amendment – Membership Requirements

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has requested a review of the *NCARB Bylaws* as they relate to the process to manage non-payment by a Member Board; and

WHEREAS, the Procedures and Documents Committee has determined that modification to the existing language is appropriate to clarify this process; and

WHEREAS, the *NCARB Bylaws* may only be changed by an affirmative vote of the two-thirds of Council Member Boards; and

WHEREAS, prior to implementing the changes to the *Bylaws*, 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 Article IV, Section 1of the *Bylaws* be amended to read as follows:

> "SECTION 1. Requirements of Membership. The membership of the Council shall be the legally constituted Jurisdiction Boards in good standing. Membership in the Council ~~shall~~ must be ~~attained through~~ approved by~~acceptance by the Council Board of Directors~~ an affirmative vote of not less than two-thirds of all Member Boards. Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards in good standing shall have equal rights."

FURTHER RESOLVED, that new Sections 2 and 3 be inserted to Article IV of the *NCARB Bylaws* as follows:

> "SECTION 2. Suspension. A Member Board will have its membership suspended if it fails to pay its dues or other financial obligations to the Council or to its Region in the first 180 days of the Council's Fiscal Year. The suspension becomes automatic on the 181st day. During any period of suspension, the Member Board shall (i) not be able to participate in or receive any NCARB-sponsored funding to the Regional Meetings, the Annual Business Meeting, and other special meetings of the Council and (ii) not be permitted to cast a vote of its Member Board. Members of such Member Board shall be eligible for nomination or election as officers or directors of NCARB. A Member Board's suspension ends when it has satisfied all outstanding financial obligations to the Council or its Region.

DRAFT

SECTION 3. Suspension of all Services. If a Member Board fails to satisfy any outstanding financial obligations for a period in excess of 20 months, the Council Board of Directors may terminate all Council services to the Member Board until the financial obligations are met. Services shall be reinstated when the Member Board has satisfied all outstanding obligations to the Council or its Region."

FURTHER RESOLVED, that previous Article IV, Sections 2 and 3 be renumbered and amended as follows:

"SECTION ~~2~~4. Removal. ~~If, after written notification from the Council Board of Directors, a Member Board shall (i) fail to pay its dues or other financial obligations to the Council or to its Region, or (ii) shall persistently refuse registration to architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or (iii) shall fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for registration, then~~ At the time the Council Board of Directors votes to terminate all Council services, or at any time thereafter if the Member Board has not met its financial obligations, the Council Board of Directors may also recommend to the membership of the Council via resolution that such Member Board be removed from ~~membership in~~ the Council. Upon such recommendation, ~~such~~ a Member Board may be removed from membership in the Council by the affirmative vote of not less than two-thirds of all Member Boards.

SECTION ~~3~~5. Reinstatement. A ~~jurisdiction shall be~~ Member Board that has been formally removed from membership, may only be reinstated ~~as a member in the Council by a vote of two-thirds of~~ after (i) satisfying all ~~Member Boards following payment of all~~ financial obligations ~~of membership had the jurisdiction not been removed unless, by such vote, such financial obligations shall be modified or waived, and being in compliance with all other requirements of Article IV, Sections 1 and 2~~ and (ii) receiving an affirmative vote to reinstate by a simple majority of Member Boards."

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *NCARB Bylaws* 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 affirmative vote of two-thirds of the Council Member Boards, such changes will become effective July 1, 2017.

ADVOCATES:
FY17 Procedures and Documents Committee
Ricky Engebretson, North Dakota Member Board Member, Region 5 Chair
John Baker, California Member Board Member, Region 6 Chair

DRAFT

Maria Brown, Oregon Member Board Executive
Robert Calvani, NCARB Secretary
John Cardone, NCARB Public Member, Louisiana Member Board Member, Region 3 Chair
Paul Edmeades, Maryland Member Board Member, Region 2 Chair
Darryl Hamm, Pennsylvania Member Board Member
Julie Hildebrand, Texas Member Board Executive
Charles Kirk, New Jersey Member Board Executive
Stephen Schreiber, Massachusetts Member Board Chair, Region 1 Chair
Kenneth VanTine, Michigan Member Board Chair, Region 4 Chair

SPONSORS' STATEMENT OF SUPPORT:
The *Bylaws* currently only provide removal from membership as the sole punitive option for Member Board non-payment of dues to the Council or a Region. The language proposed in this resolution identifies less severe initial steps that may be taken with respect to non-payment of dues. Additionally, the *Bylaws* grant authority to the Council Board of Directors to grant or reinstate membership. Revisions proposed in this resolution position the membership to make the decision with respect to adding, removing, and reinstating membership to a Member Board.

The resolution proposes three stages of progressive discipline for non-payment of dues to the Council or the Region. This applies to full or partial non-payment.

- **Suspension of Membership.** After 180 days (six months) of delinquency, Member Board is automatically suspended from membership.
    - Impact: Member Board members and staff receive no funding to Regional meetings, Annual Business Meeting, or other special Council meetings, i.e. Member Board Chairs/Member Board Executives Conference, MBE Workshop.
    - Suspension of Membership is automatic. No vote of the Board of Directors or membership is required.
    - Suspension automatically ends when all outstanding obligations have been met.

- **Suspension of Services.** After 20 months of continued delinquency, the Member Board <u>may</u> be ineligible for services.
    - Impact: Suspension of services includes, but is not limited to: administration of the ARE in the jurisdiction will cease, no NCARB Records will be transmitted for licensure, discontinued access to membership communications and the online membership portal)
    - The 20-month period runs concurrently with the 180-day period in Section 2.
    - The Committee recommends the 20-month period to provide state governments with additional time to resolve the non-payment situation.
    - Suspension of Services requires an action of the Council Board of Directors.
    - All services are reinstated at the time that all outstanding financial obligations have been met.

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- **Removal of Membership**. A resolution to remove the Member Board from Membership may be proposed at the time that services are suspended, or any time thereafter if dues have not been paid in full.
    - Removal from membership may be recommended by the Council Board of Directors via resolution.
    - Removal requires a two-thirds vote of the membership.

Reinstatement of Membership. A Member Board can be reinstated by satisfying all financial obligations. Reinstatement requires a simple majority vote of the membership. Reinstatement need not wait until the next Annual Business Meeting. Action can be taken at other special membership meetings (i.e. Regional Summit or Member Board Chairs/Member Board Executives Conference)

Impact to Candidacy for Positions on the NCARB Board of Directors

- If a Member Board is suspended, members from that jurisdiction will still be eligible to pursue or maintain positions on the Council Board of Directors.
- If a Member Board is removed from membership, the removed jurisdiction will no longer be eligible to pursue or maintain positions on the Council Board of Directors, except for when NCARB Board eligibility is allowed up to one year after the NCARB Board member/candidate has vacated a position on a Member Board, or when current or within one-year Member Board Member status is not required for NCARB Board service.

*Please note that removal can only be considered after 20 months of non-payment, then requires both a) a majority vote of the Board of Directors to move a resolution forward accompanied by a two-thirds majority vote of the membership to remove.

Financial Impact

No significant financial impact is anticipated.

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Member Board Dues & NCARB Services

The National Council of Architectural Registration Boards (NCARB) is a not-for-profit, 501(c) (6) composed of the 54 U.S. state and territorial architectural licensing authorities. NCARB provides to its Member Boards the tools for architectural regulation through its peer-driven and national consensus processes, developing credentialing verification and reciprocal licensure programs, and focused customer service to its Member Boards and program participants. For a modest amount of annual dues, NCARB helps sustain the participation of member jurisdictions in the organization's governance and programs and provides tremendous value to the work of the membership.

Member Board dues account for approximately 1.5 percent of the Council's revenue, which are used toward the development of education, experience, examination, and certification criteria. Membership in the Council serves to ensure that your board has a voice in the development of model legislation and rules as well as changes to our programs and services that you and your constituents use. NCARB maintains records for access by the various state and territorial members regarding all phases of the architect's career, from education through licensure and reciprocal certification. Revenues from these services are utilized to support the maintenance of records and other data essential to the licensing functions of the state and territorial boards.

More specifically, we partner with our Member Boards, other members of the architect community, and our expert staff in the following ongoing activities that support the Council's mission to safeguard the health, safety, and welfare of the public:

- Review legislative guidelines and develop model law and model regulations in an effort to establish national standards in the licensure process.
- Develop national standards for education, experience, and examination of architects.
- Develop and administer the Architectural Experience Program® (AXP®) and the Architect Registration Examination® (ARE®), which emerging professionals complete to satisfy registration requirements in the 54 U.S. jurisdictions.
- Verify that licensure candidates have met the initial licensure requirements defined by a Member Board.
- Certify that an architect seeking NCARB Certification for reciprocal licensure has complied with the Council standards of education, experience, examination, and registration.
- Provide insight from related regulatory organizations, national subject matter experts, leaders and staff of collateral organizations within the architecture field, and survey results from persons impacted by the regulatory process.

Member Boards of NCARB are able to take advantage of a number of high-quality services that are otherwise outside the reach of a single jurisdiction. By outsourcing these services, individual jurisdictions are able to focus limited resources on their own unique core issues surrounding licensure.

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I. Member Board Services

A. NCARB Record Services

Path to Initial Licensure

NCARB verifies the credentials of licensure candidates seeking initial licensure through a Member Board. Licensure candidates who have verified that they have met the education requirement, documented completion of the experience requirement, and passed the Architect Registration Examination® (ARE®), can authorize NCARB to transmit their verified credentials to a jurisdiction in which they would like to pursue initial licensure.

Utilizing NCARB's Record services, individual states save time and money by being relieved from the burden of having to collect and verify an applicant's credentials prior to evaluation for licensure.

NCARB Certification

NCARB certification facilitates reciprocal registration among all 54 Member Boards and 11 Canadian provinces, and can be used to support an application for registration in other countries. Although certification does not qualify a person to practice architecture in a jurisdiction, it does signify that an individual has met the highest professional standards established by the registration boards responsible for protecting the health, safety, and welfare of the public. To obtain an NCARB Certificate, an architect must be of good character and satisfy the NCARB education, experience, examination, and registration requirements.

Electronic Record Transmittals

NCARB verifies and maintains the credentials for certified architects and transmits them to a Member Board in support of an architect's application for reciprocal licensure. The electronic transmittal process saves Member Boards time and money, and provides them a record of the credentials of their applicants for reciprocity that have been thoroughly evaluated and verified by NCARB.

Customer/Member Service:

NCARB has a strong service team. We hire only highly qualified individuals who demonstrate a commitment to the customer/member, and encourage pursuit of additional customer service credentials.

The historical average cost for Records services is $3.4 million. Records services generates excess revenues that are used to fund the ARE, AXP, member services, and communications.

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B. Communications

NCARB Member Boards are able to keep their fingers on the pulse of the regulatory community as well as the practicing community by keeping current with NCARB communications. Member Board Members and Member Board Executives can familiarize themselves with NCARB services, be alerted to new trends, learn about new procedural and technical information dealing with licensure and examination, and be better equipped to communicate with their constituents. NCARB communications offers the following:

- *Press Releases* – Timely press releases about Council programs and services that can be used in Member Board newsletters.
- *NCARB Update* – An electronic newsletter published monthly for Member Boards containing updates from the Chief Executive Officer relating to NCARB programs and services.
- *Fast Facts* – An electronic newsletter published monthly for Member Board Members and Executives containing information related to programmatic issues and reminders of upcoming events.
- *Legislative Tracker* – An electronic communication to all Member Board Members and Member Board Executives alerting them of trends in legislation and updates on proposed bills introduced nationwide pertaining to the regulation of architecture and registration of architects.
- *NCARB by the Numbers* – An annual electronic publication containing data on trends in architecture that provides a clear and definitive source of information about the past, present, and future of architectural regulation.
- *AXP Updates* – An electronic notification sent to NCARB Record holders currently completing the Architectural Experience Program (AXP). Topics cover the latest news about the program, record-processing information, and important reminders.
- *ARE Updates* – An electronic notification sent to ARE candidates. Topics cover the latest news about the exam, commonly asked questions, and important reminders.
- *Destination Architect* – A bi-monthly electronic newsletter for licensure candidates that includes news, tools, and tips to support candidates along the path to licensure.
- *National Architect* – An electronic newsletter to NCARB Certificate holders highlighting the latest news and resources related to the practice of architecture and regulation of architects.

C. NCARB Registration Boards Site

All Member Board Executives (MBEs) and Member Board Members (MBMs) have access to the secure Registration Board section of the NCARB website. NCARB offers the following services through this "Registration Board" site:

- Electronic Record Transmittals for licensure candidates and architects pursuing licensure for MBEs and their staff.
- Disciplinary Database: The Disciplinary Database serves as a great resource for Member Board Executives and their staff in their search for the disciplinary history of an architect or candidate looking to obtain a license in their jurisdiction. There is also a comprehensive list of all NCARB Certificate revocations.

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- Group Email: Member Board Executives and Member Board Members can communicate directly with specific constituent groups including their peers, NCARB staff, or regional or national volunteer leadership.
- Legislative Tracking: The legislative tracking section contains a collection of past and proposed legislative bills introduced nationwide that affect the regulation of architecture and registration of architects.
- Additional Legislative/Regulatory Services:
  - NCARB maintains a library of laws and rules in each jurisdiction related to specific issues impacting the regulation of architecture. This includes pending legislation and national trends in legislation.
  - Line-by-line review of statutes/regulations to assist in implementation of board positions.
  - Review proposed regulations or legislation.

II. Education

A. Education Standard

NCARB plays a critical role in developing the highest standard of education in architecture. The *NCARB Education Standard* is an approximation of the requirements of a professional degree from a National Architectural Accrediting Board- (NAAB) accredited degree program. It includes general studies, professional studies, and electives, which together comprise a liberal education in architecture. As part of its service to Member Boards and architects, NCARB verifies and maintains a record of an applicant's education. In support of initial or reciprocal licensure, NCARB provides three paths for architects to follow in documenting their education.

1. NCARB validates that an applicant holds a professional degree in architecture from a NAAB- or Canadian Architectural Certification Board- (CACB-CCCA) accredited program.

2. NCARB provides applicants without a NAAB-accredited degree the ability to gain certification through the education alternative for certification, which includes two options:
   a. 2x AXP: Applicants who hold a four-year, architecture-related degree may satisfy the education requirement by documenting two times the hours required by the AXP.
   b. Education Portfolio: Applicants who hold less than a four-year, architecture-related degree may satisfy the education requirement by submitting a portfolio of work addressing the subject areas identified in the *NCARB Education Standard.*

3. <u>Alternative to Certification for Foreign Architects</u>: Formerly the Broadly Experienced Foreign Architect (BEFA) program, this alternative allows foreign architects to demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare.

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III. Architectural Experience Program (AXP)

A. Experience Requirement

NCARB has developed an advanced Architectural Experience Program (AXP) that is aligned with the *2012 NCARB Practice Analysis of Architecture* and assists licensure candidates in meeting the experience requirement of all of NCARB's 54 Member Boards. This program eliminates the need for each jurisdiction to develop and maintain an experience program and is accepted by all 54 Member Boards.

B. Experience Reporting

NCARB has developed an electronic experience reporting system and mobile application that is utilized by licensure candidates to document their experience. This system provides transparency into the AXP process and is a useful tool that helps guide both licensure candidates and AXP supervisors through the architectural experience process. By utilizing this system, Member Boards save time and money and can ensure that their experience requirement for licensure is met without having to monitor the progress of all candidates seeking initial licensure in their jurisdiction.

C. Outreach

NCARB partners with Member Board Executives with visits to architecture schools, and has formed partnerships with student organizations (American Institute of Architecture Students) and interest groups (Young Architects Forum) to ensure more effective and accurate information is delivered to students early as they plan and execute their individual paths to licensure. NCARB has also partnered with the American Institute of Architects (AIA) for the education and training of architect licensing advisors to further the resources available to students.

The historical average costs for NCARB to develop and maintain the Architectural Experience Program is approximately $5.8 million. Revenues collected for these services cover 87 percent of the cost.

IV. Architect Registration Examination (ARE)

A. Requirements and Initiatives

The Architect Registration Examination (ARE) assesses candidates for their knowledge, skills, and ability to provide the various services required in the practice of architecture. The ARE has been adopted by all Member Boards as the examination requirement for architectural registration and is available for use to Member Boards in good standing. Access to one national exam relieves individual jurisdictions from the burden of having to develop and administer an exam, and streamlines the process for architects applying for reciprocal licensure in their jurisdiction.

B. Management of Exam Candidates

My Examination is a dynamic service within My NCARB for ARE candidates and NCARB Member Boards where candidates and Member Boards can schedule and view appointments; access score reports; view exam history, rolling clock dates, and eligibility to test information; learn about the latest ARE news; and more—all in one place.

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My Examination offers several benefits to Member Boards. Through My NCARB, boards:

- Can access candidates' authorization to test/candidate ID numbers, testing history, and rolling clock information,
- Have the ability to view, print, and download score reports directly from My Examination, and
- Receive reminders about upcoming rolling clock expirations, test activity requirements, and important messages from NCARB.

In addition, NCARB offers a Direct Registration service to assist Member Boards in managing ARE candidates. NCARB serves as an intermediary and manages all candidate eligibility and score reporting processes. As soon as a candidate completes all sections of the exam, NCARB transmits a completed record indicating that the candidate has qualified for licensure.

This service relieves individual states from the burden of having to verify credentials and establish a candidate's eligibility to begin testing. In addition, the Direct Registration service alleviates the stress of housing and managing the score reporting process for candidates seeking initial licensure. Member Boards participating in the Direct Registration service have the benefit of simply requiring an application and a completed NCARB Record from their candidates to ensure that a candidate is eligible and qualified for initial licensure.

The historical average cost of maintaining the ARE program is $5.9 million. Revenue from exam fees covers 98 percent of the cost.

V. *NCARB Practice Analysis of Architecture*

The *NCARB Practice Analysis of Architecture* is designed to obtain descriptive information about the tasks performed in architecture and the knowledge/skills needed to adequately perform those tasks. The Practice Analysis includes information about a number of issues related to the profession of architecture including: architects' professional development needs; expected changes in the architect's job role; important changes in the profession; participation in the Architectural Experience Program (AXP); and architecture as a career. The Practice Analysis is a two-year process that is undertaken approximately every seven years.

Utilizing the results of the Practice Analysis, a validated list of tasks and knowledge/skills related to work performed by recently licensed architects is used by NCARB to serve its Member Boards by:

- Updating the test specification for the Architect Registration Examination (ARE).
- Developing recommendations for improvements to the Architectural Experience Program (AXP).

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- Guiding the Council's recommendations to the NAAB for *Student Performance Criteria* and *Conditions* and *Procedures for Accreditation* for schools of architecture.

VI. Technology

In addition to the ongoing delivery of services to Member Boards and our joint constituents, NCARB has been—and remains—committed to significant improvements in service delivery through its staff and technological enhancements. NCARB has invested significant resources in services to Member Boards and customers and is committed to continuing these improvements. Examples of technological enhancements that have taken place include:

- Development of the experience reporting system that is used by licensure candidates, supervisors, and MBEs to validate one's experience.
- Development of a mobile application that licensure candidate can use to report their experience.
- Electronic delivery of NCARB Records in pursuit of licensure.
- Ensuring delivery of a legally defensible and psychometrically justifiable ARE.

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CONSIDER AND TAKE ACTION ON CANDIDATES FOR 2017 NCARB AND REGION VI OFFICERS AND DIRECTORS

The Board will discuss 2017 elections of officers and directors of the National Council of Architectural Registration Boards and Region VI. Attached are the candidates' election materials.

Fiscal Year 18 NCARB Board of Directors

Candidates for Office

March 2017

First Vice President/President Elect Candidate

David L. Hoffman

LK Architecture

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

February 14, 2017

To: NCARB Member Board Members and Executives

Re: Candidacy for First Vice President/President Elect
National Council of Architectural Registration Boards

NCARB exists, first and foremost, to serve and assist you, the Member Boards in your efforts to assure our collective national constituents, the public, that our profession is competent and able to responsibly design safe and functional buildings. All NCARB activities and programs are subsidiary and supportive to this goal, touching each of us along our career paths. Beginning with the formulation of educational standards, then establishing and monitoring an individual's experience, then developing and administering the ARE and ultimately maintaining and facilitating our Certificate Holders records and CE needs, NCARB's role is central to all that we do. In my 12 NCARB years I've been privileged to have contributed in small measure to the evolution of these efforts; time that I feel has been well spent and worthwhile. NCARB is truly the regulatory hub, the glue, of our profession.

With the leadership of the Board of Directors, our Member Board's active participation and the great work of NCARB staff, significant progress has been realized on several fronts: Activation of the New Zealand, Australia, USA trilateral mutual recognition arrangement, streamlining and implementation of the education alternatives for the AXP, full roll out of the ARE 5.0, continued expansion of the IPAL program, expansion of the on-line continuing education monograph series, reduced fees for applications, ARE tests, AXP renewals and elimination of ARE international fee. This is not, by far, a comprehensive list of all that has been accomplished, just a few highlights.

Looking ahead, below are a few of the new and on-going challenges facing NCARB:

Expansion of the usefulness of the Certificate: Work must continue implementing the many quality, actionable ideas developed over the last two years to give the Certificate increased value beyond simplification of the reciprocity process.

Strategic Plan evaluation and re-assessment: Groundwork is being laid in preparation for the update to this 2010 document. The plan has served well and continues to keep us focused but it will be nearly a decade old when it is replaced. I anticipate significant redirections but also refinement of our existing operations.

Member Board interactive services and data base integration: A stated major category in the Strategic Plan, this is an on-going optimization effort that will continue to improve record and data base transmission and archiving.

Regulation and licensing questioned: With a new federal administration and the North Carolina Board of Dental Examiner's decision, there will be efforts to revisit professional licensing legislation in order to reduce perceived "over regulation". When requested, NCARB will continue to assist State Boards in this critical effort.

AXP continued improvement: With the recent implementation of major AXP program revisions, the Mentor validation and participation function needs to be studied, improved and perhaps specific Mentor credentialing should be examined.

Preparation for the next Practice Analysis: Expanding from the generally successful experience of the last Practice Analysis, planning will be starting for the next cycle: Evaluation and assessment of the previous Analysis will be needed and the new Analysis prepared.

Evaluation and re-assessment of the NAAB accreditation process: Requiring Architecture schools to be accredited is crucial to our Member Board's licensing processes. In the context of the operational and financial challenges Schools of Architecture are facing, the accreditation process needs to be examined to take advantage of the significant shifts to digital formats and communication methods now utilized in schools. This should also offer opportunities to improve NAAB's administrative functions.

Expansion and development of international cooperation and regulation: Parallel with emplacement of the Tri-lateral Agreement with Australia and New Zealand, opportunities exist for mutually recognized practice, founded on the Certificate, in Great Britain, the European Community and other international venues.

NCARB is probably the most germane of the Architecture related professional organizations. The Council's responsibilities and challenges are significant and form the foundation for the perpetuation of the Profession. I feel that it is critical we maintain momentum with our current efforts and while the Council is blessed with bright, motivated, intelligent staff and a great CEO, nothing can be accomplished without the thousands of hours of your volunteer time, your expertise and genuine professional interest. It's amazing to realize that 0.3% of practicing Architects are responsible for the entirety of this volunteer effort.

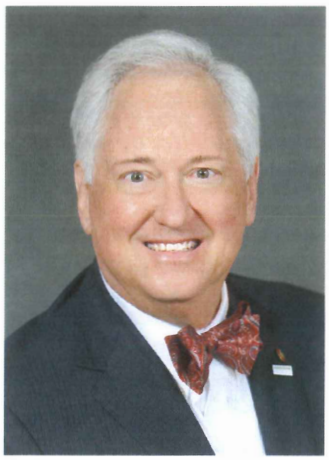
With these heartfelt concerns and motivations for the continued improvement of our profession, I announce my Candidacy for NCARB First Vice President/President Elect and hope that you will allow me to continue to serve. I welcome any questions or concerns and look forward to discussing these issues in more detail with all of you during the Regional Summit in March and the Annual Business Meeting in June.

Thank you for your time, interest and your support.

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

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

Candidate for First Vice President/President Elect
National Council of Architectural Registration Boards



PRACTICE: LK Architecture, Inc.
Senior Vice President and Principal (1978 – Present)
118 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:

Second Vice President: 2016 - 2017
Treasurer: 2015 - 2016
Region 5 Director: 2012 – 2014
Board Liaison:
- Practice Analysis Task Force: 2012
- Intern Development Program: 2013
- BEA/BEFA Committee: 2014
- Public Director Task Force: 2015
- Member Board Exec. Comm.: 2016

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

NAAB ARC Regulatory Conference
- Task Force: 2007

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

NCARB representative on NAAB Accreditation Teams:
- Texas Tech: 2010
- Norwich University: 2011
- Southern California Institute of Architecture (SCI-Arc): 2012
- Rhode Island School of Design: 2013
- Istanbul Technical University: 2014
- Princeton University: 2015
- CalPoly: 2017

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

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS:

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

AMERICAN INSTITUTE OF ARCHITECTS:

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

Lifelong Learning Committee: 1992 – 1994
AIA/Continuing Education System Steering Committee
Architectural Graphic Standards, Electronic Edition Review Group and Beta Test: 1995 and 1997

Architect's Handbook of Professional Practice,
Editorial Review Committees:
12th Edition: 1992 – 1994
13th Edition: 1997 – 2000
14th Edition: 2005 – 2007
Article Reviewer: 2000 – 2010
National Convention Program Selection Committee: 1994 – 1995
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 - 2015
Kansas Disaster Assessment Response Team – 2000 - Present
A.R.E. Preparation Lecturer: Contract Documents: 1990 - 1998
Chair: Professional Development/Continuing Education Committee: 1996 – 2000
Chair: Fellowship Committee: 2001 - 2011
AIA Wichita Section: President, Vice-President, Secretary, Treasurer

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

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

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

Second Vice President Candidate

Terry Allers

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

Terry L. Allers
NCARB, AIA

Candidacy for
Second Vice President of the National Council of Architectural Registration Boards

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

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

Dear Friends:

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

You may remember that one of the initiatives that I wanted NCARB to consider while campaigning for Secretary is a program to train IDP Supervisors. With your support, the support of the Board of Directors and NCARB staff, that initiative is about to become one of NCARB's new programs.

I am also excited about how the Council is moving forward with many initiatives resulting from your valuable efforts. Since NCARB has adopted the slogon "Let's Go Further" two of these initiatives are highlighted below:

- Since November 1st ARE 5.0 has been issued and candidates are beginning to take advantage of the incentives that NCARB has offered for them to take the exam early so that cut scores can be established. Thank you to the many volunteers on the various examination committees who worked tirelessly the past couple of years to see that we could have an ARE that closely resembles what we do in our offices every day.

- NCARB has accepted seventeen schools of architecture with accredited architecture programs to participate in the integrated path to architectural licensure. Thank you to the original task force and the current IPAL committee for all of their efforts on this program which makes it possible for a student in architecture to graduate with a license.

There are multiple programs that, due to the level of commitment and engagement of our volunteers, are now being implemented by your NCARB board. I am blessed to have been the Board Treasurer during this exciting time for our organization and I view my new role as Second Vice President as critical in continuing the important work that NCARB is doing. With your assistance there is more important work for us to do together. I would be extremely honored to represent each of you by continuing my service to NCARB as your Second Vice President.

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 Second Vice president 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 and I hope to see many of you at the Regional Sumitt in Jersey City in March.

With kindest personal regards,

Terry L. Allers, NCARB, AIA
NCARB Board Treasurer

allerst@allersarchitects.com
O. 515-573-2377
C. 515-570-2825

Terry L. Allers
NCARB, AIA

Candidate for
Second Vice President
National Council of
Architectural
Registration Boards

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

NCARB Service
NCARB Treasurer of NCARB Board 2016
NCARB Secretary of NCARB Board 2015
NCARB Experience Advisory Committee 2016
NCARB P & D Committee 2015
NCARB BEA Sub-Committee 2015
NCARB Region 4 Director 2013,2014
NCARB Committee on Examination 2014
NCARB Audit Committee 2014, 2015
NCARB/NAAB 2015 Procedures Task Force
NCARB Awards Jury 2013
NCARB Region 4 Vice Chair 2012
NCARB Region 4 Treasurer 2011
BEA Committee 2006, 2007, 2008, 2009, 2010
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
AXP Mentor

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

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

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

Community

Fort Dodge Municipal Housing Agency
Board of Directors for 26 years
Chairman 9 terms 1990 – 2012

Education Bachelor of Architecture, 1970
Iowa State University

Practice Allers Associates Architects, PC
President (1979 to present)
38 year-old, 5-person firm practicing in health care facilities, educational institutions, worship facilities, financial institutions, and commercial office projects

Registration Iowa
Minnesota
NCARB Certification since 1974

Good Shepherd Lutheran Church
Chairman 6 terms, Elder 4 terms, and SS Teacher 9 years

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

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

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

Historic Vincent House Advisory Committee
Board Member 1999 to present

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

Fort Dodge YMCA
Board of Directors 1983 to1989
President 1986 to1987

Fort Dodge YMCA Foundation
Current Board Member 2000 to present

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

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

Habitat for Humanity
Donated Design for Four Homes for Fort Dodge

Fort Dodge Development Corporation
Board Member 2012 to present

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

Treasurer Candidate

Robert Calvani

NCA

ARCHITECTS · PLANNERS · AIA

To: Officers
Member Board Members
Member Board Executives

Date: February 7, 2017

Re: Candidacy for NCARB Treasurer

Dear Friends,

As I complete my year as Secretary of NCARB, I want to thank the NCARB Board and the jurisdictions for your support. It has been an honor to serve NCARB and its members. As Secretary, I have had the pleasure of serving on the Executive Committee, which has enabled me to gain invaluable insight and experience. For the past two years I have also been on the Audit Committee which has given me the opportunity to become more familiar with the financial aspects of the Council, and has provided excellent preparation to become Treasurer of the NCARB Board.

NCARB has an annual budget of approximately 27 million with two significant reserve funds, long and short-term. I will perform the normal financial tasks of monitoring and reporting. I will strive to monitor the impacts, risks and funding sources for our goals. I will, with staff assistance, keep the Board thoroughly informed so corrections, if needed, can be timely.

Our long-range financial forecast shows planned deficits for the next two years due to the transition to ARE 5.0, which includes maintaining ARE 4.0 through mid-2018. I will make it my priority to limit these deficits.

We have continually looked at increasing our certificate holders by increasing the value of the certificate. We are also looking at creating new revenue streams. These efforts are not just to increase our coffers, but will enable us to maximize services to our members and certificate holders, and minimize our fees to emerging professionals. We must always keep our services to the jurisdictions foremost in our strategic planning. I assure you I will safeguard your interests regarding the finances of NCARB.

I have been involved with NCARB for over 12 years and have extensive experience on various committees. Within these committees I have had the pleasure of meeting and working with many of you. This year, I will be completing my third term on the NCARB Board of Directors. I am now asking for your support in my effort to continue to represent you on the NCARB Board as Treasurer.

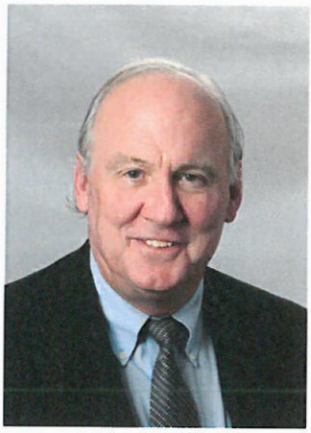
I will see you at our Regional Summit in Jersey City, N.J. I look forward to the opportunity to discuss with each of you, how together, we can continue the important work of NCARB and its members. Please do not hesitate to contact me at the numbers or email listed below.

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

Best regards,

Bob Calvani

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



Robert Calvani
NCARB, AIA

Candidate for Treasurer
National Council of
Architectural
Registration Boards

1306 Rio Grande Blvd. NW
Albuquerque, NM 87104
505.280.3901
rcalvani@nca-architects.com

PRACTICE NCA Architects & Planners
Albuquerque, NM
Principal Architect (Founded 1976)

EDUCATION Master of Architecture, UCLA
Bachelors of Architecture, UNM

REGISTRATION New Mexico
Texas
Colorado
Arizona
Nevada

NCARB Service

NCARB BOD Executive Committee	2016-2017
NCARB Secretary	2016-2017
Board Liaison to Procedures & Documents	2016-2017
Audit Committee	2015-2017
Board Liaison to Continuing Education Committee	2015-2016
Board Liaison to Intern Committee & Intern Advisory Committee	2014-2015
Regional Director	2014-2016
NAAB Visiting Team Nomination	2010-2017
WCARB Region 6-Chair	2012-2014
WCARB Executive Committee	2011-2014
Regional Leadership Committee	FY13-14
Test Specification Task Force	FY12-13
Test Specification Steering Committee	FY12
Practice Analysis Task Force-Steering Committee	2011-2013
Practice Analysis Task Force-Team Leader	FY12
Practice Analysis Task Force	2011-2012
ARE Specification Task Force	2007-2008
Examination Committee (COE)	FY10-14
ARE Multiple Choice Subcommittee-Chair	FY12-13
ARE Multiple Choice Subcommittee-Assistant Chair	FY11
ARE Subcommittee Building Systems Coordinator	2007-2010
ARE Subcommittee Building Systems	2004-2008
NCARB Certificate Holder	1981-Pres.

NM Board of Examiners for Architects (since 2003)
Chair
Vice Chair
Rules & Regulations Committee
Enforcement Sub Committee

Professional & Community Service
A.I.A.
NM Construction Industry Division Board
Albuquerque Economic Development Board
Council of Facility Planners International
Ronald McDonald House Advisory
Executing Association of Greater Albuquerque
UNM Alumni President- Southern Chapter
Casa Esperanza Advisory
Del Norte Rotary Club- Charter
El Caballero Norte Community Board
Eastdale Little League Board
Junipero Serra Club Board
San Juan Diego Friary Advisory
Sigma Chi Housing Corporation Board
St. Edwards Church Advisory

Awards
2013 American Concrete Institute, NM Chapter
Excellence in Concrete Award
2013 National Association of Industrial & Office Properties (NAIOP)
Award of Excellence: Merit Award
2011 National Association of Industrial & Office Properties (NAIOP)
Award of Excellence: Merit Award
2011 AIA Albuquerque
General Design Citation Award

Member Board Executive Director Candidate

Maria Brown

Oregon

Kate Brown, Governor

State Board of Architect Examiners
205 Liberty St. NE, Suite A
Salem, OR 97301
503-763-0662
FAX 503-364-0510
www.orbae.com

February 6, 2017

To: Mr. John Cothron, Chair, MBE Committee; MBE Committee Members; and Member Board Executives

Dear Fellow Member Board Executives:

I am pleased to announce my candidacy for Member Board Executive Director on the National Council of Architectural Registration Boards. My announcement comes with the full support of the Oregon State Board of Architects.

I would like to begin by thanking our current Member Board Executive Director, Kingsley Glasgow for his leadership and service to our community over the last three years. To say that Kingsley is leaving big shoes to fill would be an understatement. He has worked tirelessly to ensure that the MBE community continues to be given opportunities to engage with one another, and that our collective voices are heard.

I believe that one of my greatest strengths is my unique experience working with multiple professional licensing boards under an umbrella agency, followed by my employment with an autonomous Board. I see the benefits for each agency structure.

It has been an honor to serve on various NCARB Committees over the last seven years with many of you. I believe the accomplishments that have been achieved are due in large part to the body of volunteers who have brought distinctive perspectives to the table. Over the years we have seen positive changes in the NCARB culture.

I’ve listened to each of your stories regarding professional successes, challenges and opportunities. Those stories have left me inspired.

The MBE community is an essential part of the regulatory landscape. We are the historical knowledge that our boards’ look to for information and affirmation. The same can be said for the NCARB Board of Directors. For an organization to remain relevant and proactive it must understand the importance of input from those on the front line.

If selected Member Board Executive Director on the National Council of Architectural Registration Boards, I will continue to seek your input to ensure that each of us is represented through one voice, and to look for opportunities for the continued engagement and sharing of best practices.

In closing, I ask for your support and thank you for your consideration.

Sincerely,

Maria Brown

Maria Brown

MARIA BROWN
Member Board Executive

Candidate for Member Board Executive Director
National Council of Architectural Registration Boards

205 Liberty Street NE
Suite A
Salem, Oregon 97301
maria@orbae.com

SUMMARY OF QUALIFICATIONS

Maria Brown is the Executive Director of the Oregon State Board of Architect Examiners. She has over eighteen years of experience in all aspects of management, administration, and regulation. Maria has served as Administrator for six separate professional licensing boards. Her vast array of experience includes working under an umbrella agency, as well as an autonomous board.

Maria has volunteered her service to several national organizations and was one of eighteen individuals appointed to the Appraisal Subcommittee Advisory Committee for Development of Regulations. The Committee was created by Congress to address the 2010 Dodd-Frank Wall Street Reform and Consumer Protection Act.

EMPLOYMENT HISTORY

Oregon State Board of Architect Examiners
Salem, OR — **Jan 15 – Present**
Executive Director

Idaho Bureau of Occupational Licenses
Boise, ID — **Feb 06 – Dec 14**
Board Administrator

Idaho Department of Commerce and Labor
Boise, ID — **Oct 04 – Feb 06**
Technical Records Specialist II

VOLUNTEER SERVICE

Resiliency Work Group
National Council of Architectural Registration Boards 2016 – Present

Procedures and Documents Committee
National Council of Architectural Registration Boards 2016 – Present

Member Board Executive Committee- Chair
National Council of Architectural Registration Boards 2015 – 2016

Appraisal Subcommittee Advisory Committee Member
Federal Appraisal Subcommittee 2014 - 2015

President Elect
Association of Appraiser Regulatory Officials 2014 – 2014

Vice President
Association of Appraiser Regulatory Officials 2013 - 2014

Education Committee Chair
Association of Appraiser Regulatory Officials 2012 - 2014

Member Board Executive Committee Member
Council of Landscape Architectural Registration Boards 2012 – 2014

Secretary
Association of Appraiser Regulatory Officials 2012 - 2013

Director at Large
Association of Appraiser Regulatory Officials 2011 - 2012

Member Board Executive Committee Member
National Council of Architectural Registration Boards 2010 – 2012

Education Committee Co - Chair
Association of Appraiser Regulatory Officials 2010 - 2011

Alternate Director at Large
Association of Appraiser Regulatory Officials 2009 - 2011

Public Director Candidate

Darryl R. Hamm

DARRYL R. HAMM

7023 Kendale Drive
Harrisburg PA 17111
Cell 717 580-9454
darrylhamm@comcast.net

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To: Member Board Members
Member Board Executives

Date: February 9, 2017

Subject: Declaration of Candidacy for Public Director

It is with great excitement that I declare my candidacy for the Public Director position on the FY18 NCARB Board of Directors. I have served as a public member on the Pennsylvania Architect Licensure Board for the past five plus years and share the same objective of protecting the public health, safety and welfare with my esteemed registered architect board members.

When I was first appointed to the Pennsylvania Board, I was encouraged to get involved with NCARB. At that time, opportunities for involvement in Council activities by public or consumer members were limited. Needless to say, I accepted the opportunity to serve on the Public Member Task Force as Chairman. I am proud of the work the Task Force did in availing opportunities for consumer and public members of state boards to serve on the Council's Board. This year I served on the Procedures and Documents Committee as well as the Professional Conduct Committee.

In today's political climate, there are a lot of opportunities that lay ahead for the Council and each of its Member Boards. I believe my service on the Pennsylvania Architect Licensure Board and as Chairman of the Board of Keystone Service Systems, a $120M enterprise that administers a federal Head Start program in the greater Harrisburg area, providing services with mental health, intellectual disabilities and a service dog training program, position me to be a valuable addition as the public/consumer member of the NCARB board. I understand non-profit governance and oversight while upholding the three basic duties of care, loyalty and obedience as a board member. Further, I fully embrace the concepts of collaboration and consensus with the challenges and issues facing the NCARB board.

As reflected in my resume, most of my adult life has been about service to others in many similar ways of protecting the health, safety or welfare of the public. Regulating licensure of architect aspirants by the states, and being involved with NCARB in developing the standards, rigor and tools for the states to use in such licensure is a noble and worthwhile undertaking. What we all do is important and I want to continue my service to the greater good of the public in this regard.

I stand at the ready to serve all of you as the public director on your board and will not let you down. I respectfully and humbly solicit your support. Thank you for your consideration

DARRYL R. HAMM

DARRYL R. HAMM

7023 Kendale Drive darrylhamm@comcast.net
Harrisburg, Pennsylvania 17111
Cell: (717) 580-9454

Darryl Hamm has over 35 years in manpower analysis, general administration, training and logistics management, labor relations, and human resource management in military, federal civilian, state and corporate environments. He has served as a Hearing Examiner for certain federal civilian employment adverse action appeals. In addition, he has served as an Adjunct Professor at Pennsylvania State University - Harrisburg, Central Penn College and Eastern University teaching graduate and undergraduate level business management courses that range from labor management relations to Corporate Social Responsibility and Ethics to Strategic Leadership.

FORMAL EDUCATION

- MBA, Shippensburg University, **with honors**
- BA in Organizational Management, Eastern University, **with honors**. Most outstanding thesis and servant leader awards.
- Reserve Components National Security Course, National Defense University, Washington D.C.

HIGHLIGHTS OF EXPERIENCE

- Commonwealth of Pennsylvania, Dept of Corrections, Human Resource Analyst (Labor Relations)
- Leadership and Career Development Consultant for Highmark Blue Shield

MILITARY SERVICE – Retired August 31, 2006

- 36+ years of full-time military service in the Army National Guard with positions of increasing responsibility as an armor crewman, clerk, logistician, emergency preparedness liaison officer at Pennsylvania Emergency Management Agency and military personnel officer. **SECRET Security Clearance**.

- Most recent rank of **Chief Warrant Officer Five (CW5)** and assigned as the **first Command Chief Warrant Officer** for the Pennsylvania Army National Guard. Mentor and guide junior warrant officers. Served on the Warrant Officer Advisory Council as a regional chair for the National Guard Bureau, Washington DC.

PENNSYLVANIA STATE ARCHITECTS LICENSURE BOARD

Member (Public-at-large) and Secretary, nominated by Governor Tom Corbett
Oct 2011 – Present *(appointed in 2011 and reappointed in 2014)*

NCARB SERVICE:

- Procedures & Documents Committee – 2016-2017
- Professional Conduct Committee – 2016 – 2017
- Chairman Public Member Task Force – 2015-2016

PROFESSIONAL SERVICE:

- Member State Committee, U.S. Dept of Defense Employer Support of Guard and Reserve (ESGR), Trained and Certified as an OMBUDSMAN
- Chairman, Board of Directors, (and former Chair of Quality Committee and Member of Finance Committee) Keystone Service Systems, Inc (2011-present)
    - Member of Leadership Development Committee of Keystone Human Services. http://www.keystonehumanservices.org/keystone-service-systems/

Region 6 WCARB Executive Committee Candidates

Jim Oschwald - Regional Director, Region 6

Edward T. Marley - Vice Chair of Region 6 Executive Committee

REGION 6 WCARB EXECUTIVE COMMITTEE GOVERNANCE STRUCTURE & ELECTION PROCESS:

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

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

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

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

2016-2017 Current WCARB Region 6 Executive Committee:

- James Oschwald (NM) – Regional Director, Region 6
- Jon Baker (CA) – Chair of Region 6 Executive Committee
- Edward Marley (AZ) – Vice Chair of Region 6 Executive Committee
- Jay Cone (ID) – Secretary/Treasurer of Region 6 Executive Committee
- James Mickey (NV) – Member of Region 6 Executive Committee
- Scott Harm (WA) – Member of Region 6 Executive Committee

Jim Oschwald, NCARB, AIA, LEED AP, SAME

Education

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

Practice

Sandia National Labs, Albuquerque, NM: Architect, Strategic Planner

Registration

New Mexico, Colorado, Kansas, Arizona

Affiliations

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

NCARB Service

NCARB

Board of Directors	Director WCARB	2016-present
Resiliency Work Group	Board Liaison	2016-present
Committee on Procedures and Documents	Member	2013-2015
Regional Leadership	Member	2013-present
WCARB Region 6	Chair	2014-present
WCARB Region 6	Vice Chair	2012-2014
ARE 5.0 Mapping Task Force	Member	2014-2015
BEA/BEFA	Chair	2009-2011
BEA/BEFA	Member	2006-2011
Building Information Modeling Task Force	Member	2007-2008

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

Community Service

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

Volunteer Organizations

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

Awards

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

swaim
ASSOCIATES LTD
ARCHITECTS AIA

February 13, 2017

To: All NCARB Region 6 Member Board Members

From Edward T. Marley, NCARB, AIA, LEEDap

Greetings Fellow WCARB members:

I would like to take this opportunity to officially announce my candidacy for re-election to the WCARB Executive Committee. I have been serving on the Executive Committee for nearly 3 years and would appreciate your support in continuing to serve WCARB in this capacity. Over the past four and half years I have been involved at the Arizona Board, WCARB and NCARB in the following capacities:

- 20016-20017 WCARB Vice Chair. Worked with Excom members to analyze existing budget and dues for possible savings.
- 2015-2016 WCARB Secretary/Treasurer.
- 2015: WCARB Executive Committee: produced video/slide show featuring the Architecture of Region 6 which premiered at the 2015 Regional Summit.
- 2015: NCARB Annual meeting Credentials Committee Chair.
- 2014 to present: Serve on the NCARB Broadly Experienced Architect (BEA) Committee.
- 2017: NCARB Credential Alternative Review Team inaugural member. New NCARB committee to replace BEA.
- 2013-2015: Two terms as Chairman of the Arizona Board of Technical Registration.
- 2016: Vice Chair, Arizona Board of Technical Registration.
- 2013-Present: Arizona Board of Technical Registration Legislative and Rules Committee.

Other Professional Service:

- 2003: AIA Southern Arizona Chapter President
- 2003: Chair: Mount Lemmon Restoration Committee Chair. Lead the effort to facilitate rebuilding of mountaintop community devastated by 80,000 acre wildfire.
- 2000-2001: AIA Arizona President.
- 1995-1998: AIA Arizona Government Affairs Chair.
- 1985-1999: Arizona IDP State Coordinator.
- 1985-1987: AIA Southern Arizona Secretary
- 1983-1985: AIA Southern Arizona Associate Director
- 2006-Present: Board Member Metropolitan Pima Alliance.
- 2012-2013: President, Metropolitan Pima Alliance.
- 2014-Present: Member DM50, Civic Group supporting the mission of our local Air Force Base.

7350 E SPEEDWAY 210
TUCSON, ARIZONA 85710
(520) 326-3700 FAX 326-1148

Recognition:

- 2004: Arizona Architects Medal: The highest honor bestowed on Arizona Architects that have served the profession and society at an exemplary level.

Professional:

- 1983-Present: Swaim Associates, Ltd.
- 1995-Present: Principal: Swaim Associates, Ltd, Tucson, AZ, 18 person firm. If our firm used fancy titles I guess I would be called the CFO.
- Registered Architect: Arizona, 1986
  Also registered in OR, NM, KS, MN, VA and SC.
- NCARB Certificate Holder

Education:

- 1982: Bachelor of Architecture, University of Arizona.
- 1981: Ecoles d'Arte Americaines, Fontainbleau, France, Summer program.

Personal:

- Married to Janice for 31 years.
- Two grown children, including a son who produces fantastic WCARB videos and daughter who plays the ukulele.

I would like to continue my service to you so that we can work together to provide our member boards with the best services and value in our region. I believe I have the experience and enthusiasm to continue to represent our region's member boards, registrants, those aspiring to be registrants and the public as we all work with NCARB to further the profession of architecture.

On this basis, I seek your support to allow me to continue my service to WCARB, NCARB and the Profession of Architecture.

Respectfully,

Edward T. Marley, NCARB, AIA, LEEDap
Principal, Swaim Associates, Ltd.

PRESENTATION ON UNIVERSITY OF SOUTHERN CALIFORNIA'S INTEGRATED PATH TO ARCHITECTURAL LICENSURE BY MICHAEL HRICAK, LECTURER AND CHARLES LAGRECO, ASSOCIATE PROFESSOR

Lecturer, Michael Hricak, and Associate Professor, Charles Lagreco, will provide the Board with a presentation regarding the University of Southern California's Integrated Path to Architectural Licensure Program.

REVIEW AND POSSIBLE ACTION ON ARCHITECT CONSULTANT CONTRACT FOR FEBRUARY 1, 2017 THROUGH JANUARY 31, 2020

The Board employs two architect consultants; one architect consultant contract expired on January 31, 2017, and the other contract is due to expire on June 30, 2019. A Request for Proposal (RFP) for architect consultant services for three years [February 1, 2017 (or upon approval) through January 31, 2020] was released on October 5, 2016, and advertised on the Internet under the Cal eProcure system. The RFP was also posted on the Board's website, tweeted, distributed to the Board's e-subscribers, and shared with The American Institute of Architects, Central Valley Chapter, the Asian American Architects and Engineers Association, the National Organization of Minority Architects, and the Board's subject matter experts. The final date for submission of proposals was November 28, 2016.

The RFP Evaluation Committee evaluated the proposals on November 30, 2016, and awarded technical points based on selection criteria detailed in the RFP. One proposal received an overall technical score of 30 or more points from the first phase evaluation and qualified to proceed to the second phase of the evaluation, the oral interview. On December 6, 2016, the Evaluation Committee interviewed the successful candidate and awarded technical points based on selection criteria detailed in the RFP. Robert Lee Chase was selected as the awardee of the contract. The evaluations and interviews were managed by the Department of Consumer Affairs (DCA) Contracts Unit.

The Notice of Intent to Award announcing the consultant selected was posted, as required by law, in the Board's office on December 12, 2016. The contract prepared by the DCA Contracts Unit was approved by the Department of General Services on January 17, 2017.

At this meeting, the Board is asked to review and take action on the attached architect consultant contract.

Attachment:
Architect Consultant Contract

Agenda Item I
Attachment

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
0000000000000000000003575

REGISTRATION NUMBER

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

STATE AGENCY'S NAME
Department of Consumer Affairs, California Architects Board

CONTRACTOR'S NAME
Robert Lee Chase

2. The term of this Agreement is: February 1, 2017 through January 31, 2020

3. The maximum amount of this Agreement is: $216,000.00 (two hundred sixteen thousand dollars and zero cents)

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

Exhibit A – Scope of Work	2 pages	
Exhibit A-1 – Contractor's Proposed Methods & Procedures Summary of Qualifications and Experience	9 pages	
Exhibit B – Budget Detail and Payment Provisions	2 pages	
Exhibit B-1 – Cost Proposal	1 page	
Exhibit C* – General Terms and Conditions	GTC 610 (Number)	6/9/2010 (Dated)
Exhibit D – Special Terms and Conditions	1 page	
Exhibit E – Additional Terms and Conditions	1 page	

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

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

CONTRACTOR

CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)*
Robert Lee Chase

BY *(Authorized Signature)*
DATE SIGNED *(Do not type)* 1/3/2017

PRINTED NAME AND TITLE OF PERSON SIGNING
Robert Lee Chase, Architect

ADDRESS
1915 17th Street
Sacramento, CA 95811

STATE OF CALIFORNIA

AGENCY NAME
Department of Consumer Affairs, California Architects Board

BY *(Authorized Signature)*
DATE SIGNED *(Do not type)* 1/3/17

PRINTED NAME AND TITLE OF PERSON SIGNING
Steve Del Rio, Procurement and Contracting Officer

ADDRESS
1625 N. Market Blvd., Suite S-103
Sacramento, CA 95834

California Department of General Services Use Only

APPROVED
JAN 17 2017
OFFICE OF LEGAL SERVICES
DEPT. OF GENERAL SERVICES

EXHIBIT A – SCOPE OF WORK

SCOPE OF WORK

1. The Contractor shall provide the Department of Consumer Affairs (DCA), California Architects Board (CAB) with architect consultant services as described herein.

2. The services shall be performed at CAB, located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834 and any off-site location, determined by the CAB Executive Officer.

3. The Contractor shall provide services during the normal business hours of Monday through Friday from 8:00 a.m. to 5:00 p.m., except for state holidays. An agreed upon schedule is set by the CAB Executive Officer. At the request of the CAB Executive Officer, the architect consultant may be required to work outside of normal business hours. Hours worked outside of normal business hours will be paid at the same hourly rate as normal business hours, in accordance with Exhibit B-1, Cost Sheet.

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

Department of Consumer Affairs California Architects Board	Robert Lee Chase
Name: Sonja Ruffin	Name: Robert Lee Chase
Phone: (916) 575-7207	Phone: (916) 869-2486
Fax: (916) 575-7283	
Email: sonja.ruffin@dca.ca.gov	Email: rchase3667@sbcglobal.net

Direct all agreement inquiries to:

Department of Consumers Affairs	Robert Lee Chase
Attention: Austin Kircher	Name: Robert Lee Chase
Address: 1625 N. Market Blvd., Suite S-103 Sacramento, CA 95834	Address: 1915 17th Street Sacramento, CA 95811
Phone: (916) 574-7296	Phone: (916) 869-2486
Fax: (916) 574-8658	Email: rchase3667@sbcglobal.net
Email: austin.kircher@dca.ca.gov	

5. The Contractor shall provide to the CAB complaint evaluation and professional technical expertise to assist its Enforcement Program as described herein:

   A. Complaint Analysis: Respond to, analyze and resolve the more technical consumer complaints concerning deceptive, incompetent, or negligence acts of licensed or unlicensed persons. Meet with investigators and help plan investigations. Mediate complaints between architects and clients when technical issues are involved.

   B. Disciplinary Actions: Assist in the development of disciplinary cases, prepare reports of findings to CAB, and testify as an expert witness on behalf of CAB. Meet with Deputy Attorney Generals and help prepare disciplinary cases.

   C. Technical Inquiries: Respond to technical inquiries from the public, profession, and building officials throughout the State by telephone, in person, or in writing.

   D. Analysis and Research: Analyze and research issues and trends affecting consumer protection. Make recommendations to the CAB Executive Officer and CAB staff regarding conclusions.

E. Building and Planning Department Contact: Participate in the Building and Planning Department Contact Program. Directly contact each building and planning department in the State during the term of the contract. Keep building and planning officials updated concerning the regulation of the practice of architecture. Approximately thirty percent (30%) of the time specified in the contract is to be spent in the Building and Planning Department Contact Program. This includes email and telephone contacts. (Typically each year the architect consultant has met with more than 200 building and planning officials throughout the State.)

F. Education and Public Relations: Assist in CAB's and DCA's consumer education programs; provide update training on architectural licensing matters to other members of the profession; appear at conferences, seminars, etc. to provide information on CAB's rules; and draft newsletter articles, press releases, and bulletins on matters concerning technical and professional issues. Assist in training investigators from the DCA's Division of Investigation.

G. Board Consultation: Provide input to CAB on matters requiring technical expertise, provide technical review of complaints to enforcement staff and committee members, and assist the development of rules and regulations.

H. Training: Attend training courses, classes and seminars, as required and approved by the CAB Executive Officer. Time attending such courses, classes, and seminars will be billed at the same hourly rate as contracted.

I. Travel: In- state travel as required and approved by the CAB Executive Officer throughout the State to conduct seminars; meet with building and planning officials; testify at hearings; and attend committee meetings, Board meetings, training courses, classes, and seminars will be reimbursed. Travel time shall only include time en route and will be billed at the same hourly rate as contracted. Travel time/expenses spent traveling to/from the Sacramento CAB Office will not be reimbursed. Reimbursement for approved travel (i.e., transportation, meals, accommodations, related expenses, etc.) shall be paid in accordance with the State Department of Human Resources rules and regulations.

J. Working Conditions: The majority of the Contractor's time (approximately 90%) is spent performing work in CAB's office in Sacramento in the Enforcement Program as required by the CAB Executive Officer. The architect consultant will not be allowed to use subcontractors or assign work to others in lieu of his/her direct consultant services. All support staff, equipment, and supplies needed to perform these duties will be supplied by CAB

CHASE CONSULTING

Response to Requirements

A. Summary of Proposer's Understanding

My understanding of the purpose and scope of the RFP and DCA/CAB's needs is as follows:

- CAB licenses and regulates the practice of architecture in the State of California. As such, it is required by statute and regulation to provide oversight and enforcement of these laws, commonly known as the Architects Practice Act.
- Since CAB is required to investigate complaints and violations of the Architects Practice Act, there is a need for a licensed architect consultant to assist the CAB non-technical staff in its oversight role.
- There are issues that require the knowledge and experience of a licensed architect to properly determine the feasibility of complaints and inquiries; respond to technical inquiries; evaluate and mediate complaints; provide guidance to the Division of Investigation in technical matters; act as an expert witness and testify at disciplinary hearings and criminal cases; and train and educate California building officials, consumers and investigators regarding the Architects Practice Act.
- The architect consultant will need to have knowledge and understanding of CAB's laws, rules and regulations.

In the description section of this proposal, I will demonstrate my ability to meet the above needs of CAB, as a result of my private practice experience in combination with my roles as building official for several jurisdictions.

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Response to Requirements

B-1. Proposed Methods and Procedures

In order to objectively review and analyze a case as presented to me, my methods and procedures would be as follows:

- Thoroughly review the information provided
- Determine if more information is needed to fairly evaluate the situation
- If more information is needed, contact the complainant (consumer, building official, etc.) to document a better understanding of the issue
- Contact the licensed architect who is the target of the complaint, to document his or her version of the issue
- Research the complaint/alleged violation with the rules and regulations of the Architects Practice Act
- Prepare recommended action to CAB as a result of my analysis

B-2. Summary of Qualifications and Experience

My qualifications and experience to conduct the above procedures are based on my 40 years of private practice experience, and knowledge of what constitutes reasonable standard of care.

My qualifications further include having served as the building official for several jurisdictions, where I dealt with complaints from consumers regarding an architect. In addition, I addressed situations where the license of an architect was expired, as well as where an individual in question was fraudulently presenting oneself as an architect. This would on occasion require a call to CAB to clarify the correct actin to take.

Because of my building department experience, I would be able to communicate credibly with building officials throughout the state. I would also be able to provide CAB outreach to building officials through CASBO and SVABO, building official associations statewide and local.

CHASE CONSULTING **RFP No. CAB-17-1**

Knowledge, Skills and Experience

A. Architectural Experience

The scope of my architectural experience is vast, spanning more than 40+ years. Prior to my licensure in California in 1980, I worked in Boston for both large and small firms. My project experience there ranged from single family houses, through multi-family and senior housing to major hospital projects in Boston, throughout the northeast states and in Florida. Significant projects included a school for disabled children, a renovation addition to a state prison, and a radio station for Harvard University. While in Boston in a small firm, I designed a condominium project that won an AIA Design Award.

Upon moving to Los Angeles, where I became licensed in 1980, I designed and produced construction documents and performed construction observation for a wide range of projects, including single and multi-family housing; high-rise housing projects in Los Angeles and San Diego; office buildings; and retail and restaurant facilities. In addition to the architectural scope of work, I presented at many planning commission and city council meetings, and testified at hearings. Further, I provided master planning for many projects, particularly large retail developments.

I became involved in sustainability under Governor Brown's first term; this led me to receiving several national and state passive solar design awards, including one from HUD/DOE.

After 20 years in Los Angeles, I relocated to Sacramento, where I was Managing Principal for the local office of a large firm based in Los Angeles, Nadel Architects. The majority of projects there included retail and office uses. In addition to business development, design and master planning, I was also responsible for all contract management for the office. Following eight years with Nadel Architects, I became a Partner/Stakeholder with LPA Sacramento, a noted local architectural firm. Along with business development, contract management and project design, I spoke extensively at public hearings and served as expert witness for a project in Anderson, CA.

It was from LPA Sacramento that I joined the public sector to become the first architect to serve as Chief Building Official in 150 years; prior to my appointment, this position had always been held by a structural engineer. Having spent so many years on the other side of the building department counter, I was able to recognize needed changes and implement them; I developed a customer-friendly approach while maintaining full code compliance. I carried this experience to the County of Sacramento and the City of Stockton, as building official in both jurisdictions.

As a result of this unique combination of experience as private sector architect and building official, I was appointed by Governor Brown in 2012 as Deputy State Architect. Here I carried many of my building department improvements over to the Division of the State Architect (DSA), instituting an inspection card process among other changes.

In the role of Deputy State Architect, I testified many times at CA Building Standards Commission hearings, legislative committee hearings, disability access hearings and at numerous governor's office task force meetings.

B. Analytical Skills

1. Complaint review and analysis

Many times as building official and as Deputy State Architect, I was required to review complaints, provide an analysis of the issue and determine a resolution. In my building department roles, these complaints came from architects and consumers, as well as developer clients; often they came from City Council members or the mayor, on behalf of constituents. This of course required tact, yet a thorough and fair analysis of the situation. One party or another was often not happy with the outcome, yet by conducting a fair and objective fact-based analysis it allowed me to present findings in a thoughtful manner.

2. Consultative services

While most of my working experience has been with firms or public jurisdictions, I have done periodic consulting work through Chase Consulting; representative clients include Valley Vision in Sacramento, Elliott Homes in Folsom and Build It Green, a non-profit based in Oakland, as well as property owners needing building department processing assistance.

3. Review plans

One of the key areas of responsibility at both a building department and DSA was overseeing plan review; while we had dedicated plan review staff, I was often called upon to review and assist staff in determining code compliance or other issues relating to construction documents.

C. Communication Skills

1. Oral and written communication

My writing skills have always been superb; I have been a business development partner in an architectural firm, which requires the ability to write persuasively to win projects.
My oral communication skills were honed and developed over 30 years ago, when I began to constantly appear at public hearings, planning commission and city council meetings, first in Southern California and then continuing in the Sacramento region. I have also presented singularly and on panels at many conferences and conventions for public school design and construction, green building/sustainability, and building codes.

2. Act as representative of a public entity

I have spoken many times over the last ten years as representative a of public entity; these entities include the City and County of Sacramento, the City of Stockton, the CADA board and the CA Division of the State Architect (DSA).
Some public entity speaking examples include:

- CASBO and SVABO presentations to building officials on behalf of DSA
- Legislative committees and hearings for DSA
- National architectural conference on green building policy for the City of Sacramento
- CA Green Summit on behalf of City of Sacramento-multiple years
- CA Green Schools summit for DSA-multiple years

3. Public speaking engagements

In addition to the above events, I have spoken extensively either as sole presenter or as panelist---a partial listing of these events follows:

2/8/08	Build It Green-Public Agency Council SMUD HQ
3/4/08	Green Building Climate Action Team—State of CA CalEPA
3/808	9onF Grand Opening Spoke along with the Mayor and SMUD at opening of first LEED For Homes project in Sacramento—TV, radio interviews
3/27/08	League of California Cities Panel presentation on Green Building at statewide conference
3/28/08	Urban Land Institute (ULI) Green Building Panel Brought Ed Mazria, AIA, founder of Architecture 2030 from Santa Fe to speak, and moderated panel of speakers on Green Building
4/7/08	CA Green Summit
4/10/08	9onF Project Radio Interview with Steve Milne-KXJZ/Capital Public Radio
4/15/08	Urban Land Institute (ULI) Panel discussion-Young Leaders Group
4/16/08	ULI Careers in Real Estate Forum CSUS / Young Leaders Group
4/29/08	CA Climate Action Team Workshop Invited to participate by Roy McBrayer, to represent the City of Sacramento
5/9/08	STRUCTURES 2008-Business Journal Panel Discussion: 'Embracing Green'
5/14/08	Build It Green-Public Agency Council
5/27/08	County of Sacramento Board of Supervisors Workshop Invited to present the City of Sacramento's progress with their Green Building program
6/10/08	Sacramento Area Green Partnership
7/25/08	APA Speaker Series: 'Toward a Sustainable Future: a Public/Private Partnership'
8/15/08	North State BIA Universal Design Panel Discussion
10/10/08	The Green Hour Radio
9/3/08	Capital Public Radio interview with Ben Adler
10/12/08	ULI AB 32 Policy Program-Green Building Panelist
10/18/08	'A Convenient Truth'-Curitiba, Brazil USGBC-NCC Panel discussion of film with Producer and Director
10/19/08	California Preservation Foundation Sacramento, CA-Historic Building Code
10/25/08	West Coast Green Conference Moderated panel discussion on new CA Green Building Code
11/2/08	AIACV Annual Codes Conversation Moderated panel discussion on new codes, Green Bldg. code
11/18/08	DPRCG National Convention (Architects and Engineers) Scottsdale, AZ 'The Public Call to GO GREEN': Presentation on Sacramento's Green Building Program

CHASE CONSULTING **RFP No. CAB-17-1**

12/12/08	North State BIA Green Building Programs Regionally and in CA
9/24/10	American Planning Association 'People, Policy and Planning'-Moderator
10/29/10	American Planning Association 'The Next Design Frontier-The American Suburbs'-Moderator
10/28/11	American Planning Association 'Regional Sustainability-Are We Ready?'-Moderator

Public Speaking / Teaching

- Boston Architectural Center-faculty member
- Don Bosco Technical School-visiting lecturer
- Citrus Community College-visiting lecturer
- Cal Poly/San Luis Obispo-Design Village judge
- Cal Poly Pomona-Design Village judge

Publications

- Sacramento Magazine 9/08: 'Our Region's Power & Influence 100' for green building
- Comstock's 3/08: 'Carbon Regionprint'
- The First Passive Solar Home Awards Book
- Solar Age Magazine
- Sun Coast Magazine
- LA Architect

Awards

- AIA California Council Presidential Citation
- HUD/DOE Residential Passive Solar Design Award
- National Passive Solar Design Competition-2 awards
- AIA/SFV Design Award
- AIA Design Award-Condominium Development/West Virginia

4. Training others

Training of staff is critical to the ongoing success of an organization, and to the professional and personal growth of others. While at DSA, we realized that training had been neglected during the recession, but had not reinstated even when budget conditions had improved. I was responsible for developing new training policies; these areas included Fire/Life Safety, code knowledge, accessibility, Project Inspector certification training, and overall communications and customer service skills.

I have conducted many trainings, and have the necessary patience, preparation, communication and listening skills, to train others successfully.

5. Dealing with difficult situations

In my years as managing principal architect in private practice, I had to deal with a number of difficult situations; always one of the most difficult was laying off a staff member, no matter how valid the reason was.

A particularly memorable situation while Chief Building Official at the City of Sacramento was being informed by a number of staff that two members of our staff were seen using the lactation room, allegedly to have sex. After corroborating this with numerous staff members, I individually met with each of the two staff involved to get their version. Upon confirming that it was true, I communicated to them that while neither I nor the city cared what they did on their own time, they were not to ever again engage in such activity on city property or on city time. If they did, they would be written up and likely be at risk of losing their jobs. I documented the incident in my own files. The incident never occurred again.

While managing principal at Nadel Architects, I had to step between two employees to defuse a situation that was on the verge of becoming violent. I told one to go back to his desk, and the other to leave the office for a half-hour, knowing that they needed time and space away from each other. They were instructed to meet with me in at the end of that time to discuss what happened, since at the time of the confrontation, there was no ability for either to communicate rationally. We discussed the event in a civilized manner, letting the both know that if it ever happened again, they would be at risk of being fired. Years passed after this without any further incident.

D. Knowledge of Building Codes

1. Ability to interpret

As a building official, I spent a great deal of time interpreting code requirements, for architects/applicants and for plan review and inspection staff.

As Deputy State Architect, not only did I interpret codes, I assisted in writing and promulgating them. Promulgating building codes demonstrated that, no matter how carefully crafted the code section was, it is never perfect. Clarifications are often published as addenda during the next triennial cycle, but without the benefit of addenda, interpretations are often required. They must be approached by trying to determine what the ***intent*** of the code section was, as the basis for an interpretation.

2. Interrelationship between codes and practice

The issuance of a license to practice architecture in the State of California requires an architect to protect the health, safety and welfare of the clients and users of his or her buildings. This includes complying with all California building codes and other applicable legal code requirements, such as the Americans with Disabilities Act (ADA) Standards. There is no leniency or flexibility in code compliance by an architect except as may be approved by the local building official in the Authority Having Jurisdiction (AHJ) or as may be determined through the applicable Code Appeals Process (CAP).

3. Americans with Disabilities Act

There has long been confusion over ADA versus the California Building Code Accessibility Standards. The ADA is a civil rights act that was approved by the US Congress in 1990. There are multiple parts to the Act; physical accessibility standards are only one part, but other parts relate to housing, workplace accommodations, hiring practices and other areas that do not affect architects.

It is a common misnomer to refer to refer to meeting accessibility requirements in California as complying with the ADA; in fact, in California, architects are required to meet the requirements of Chapter 11B of the California Building Standards Code (commonly referred to as the California Building Code-the CBC), first and foremost as well as the federal ADA Standards, whichever are more restrictive.

Since the enactment of the ADA, states have been required to adopt the federal standards, which in California has been Chapter 11B for non-residential buildings, Chapter 11A for residential buildings. For over twenty years, however, this has led to confusion on the part of architects, building departments and attorneys; architects had to first comply with the CBC, but then double check to see if any federal ADA Standards were more restrictive. This certainly invited unintentional violations of one or both codes.

I was involved at DSA four years ago when we instituted a monumental revision to the CBC Chapter 11B non-residential code requirements. We conducted a massive comparison of the federal ADA standards and the CBC requirements, analyzing 2500 sections of both codes, to determine which was more restrictive, or 'more accessible'. We then rewrote the CBC to incorporate the more restrictive requirement in every case. By doing this, it now means that for the first time in over 20 years, an architect only needs to meet the California Building Code, since our state standards now meet or exceed the federal ADA standards in all cases.

E. Knowledge of Enforcement and CAB

1. Laws, regulations and legal process

Architects are regulated by business and Professions Code, Section 5500, known as the 'Architects Practice Act.' CAB has the power, duty and authority to investigate violations of the Act. CAB is also given the authority to receive and investigate complaints against its licensees and to discipline violators accordingly.

As Deputy State Architect, DSA had similar oversight for several professional certifications; that of Project Inspectors for all public school and community college projects throughout the state, and that of Certified Access Specialists. In both groups, DSA wrote and administered the examination procedures and issued the certifications. Similar to CAB's responsibility and authority over the architectural licensing process, DSA had oversight authority for these certifications. As a result of this authority, I was involved in many complaints and alleged violations by these certified personnel. I had to review, analyze and make a determination as to the resolution of a situation. This often involved communicating with and asking for more information from both parties. After careful analysis, sometimes the complaint was deemed not valid. However, often the complaint was deemed valid, and I had to issue the appropriate discipline. Since we did not have the authority in statute to rescind a certification, our strongest enforcement regulatory action was to not renew a certification upon its expiration date.

2. Ability to serve as an expert witness

While a partner at LPA Sacramento, I was retained as expert witness by the attorneys for the City of Anderson, California in a lawsuit filed against the city by a local landowner. The city had taken by eminent domain a portion of the owner's property, but in return granted them land on the other side of their property. The owner claimed that their land was now worth much less than its previous value. Based on my extensive experience in large retail projects, I developed site plan studies of the before and after property conditions, and concluded that there was no reduction in the usability of the reconfigure property, but in fact that it allowed a better use after.
Based on my testimony, the city prevailed in this case.

I also served a number of years back as expert witness in Ventura County, CA in a land use/rezoning case. Our side prevailed in this case.

While not specifically expert witness experience, I have testified many times at legislative hearings and at Seismic Safety Commission and CA Building Standards Commission hearings, in my role as Deputy State Architect for California.

EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.

Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

California Architects Board
Agreement Number 00000000000000000000003575
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

2. Budget Contingency Clause

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

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

4. Cost Breakdown

Contractor will charge at an hourly rate of $68.00. Contractor's Cost Proposal is hereby attached and marked Exhibit B-1.

Fiscal Year	$68.00 Hourly Rate x 1000 Hours Per Fiscal Year	Expense Compensation	Total Per Fiscal Year
2016/2017 (2/1/2017 – 6/30/2017)	$28,356.00	$1,644.00	$30,000.00
2017/2018 (7/1/2017 – 6/30/2018)	$68,000.00	$4,000.00	$72,000.00
2018/2019 (7/1/2018 – 6/30/2019)	$68,000.00	$4,000.00	$72,000.00
2019/2020 (7/1/2019 – 1/31/2020)	$39,644.00	$2,356.00	$42,000.00
		Total Contract Amount	**$216,000.00**

5. Payment Criteria

The architect consultant shall be reimbursed for his/her services monthly, based on the number of hours worked, and for any approved travel, training, registration, membership, and related expenses as determined by CAB. The invoice shall be submitted in triplicate and include the contract number, detail of the tasks performed, hours and time period of service and amount due. [The State shall retain ten percent (10%) out of each payment pending satisfactory completion of the contract or upon satisfactory completion of separate and distinct tasks as provided in section 10379 of the Public Contract Code.] The Contractor must invoice the DCA, CAB to obtain the 10% withheld payment after completing each task/project as outlined herein.

6. Expense Compensation

The architect consultant shall be paid in accordance with Business and Professions Code, Section 5528(a) and (b). $4,000.00 per fiscal year will be allocated to reimburse expenses incurred at the request of the CAB Executive Officer for applicable expenses such as the International Conference of Building Officials (ICBO); California Building Officials (CALBO); CALBO Annual Business Meeting Registration; ICBO Annual Business Session; American Institute of Architects; California Council (AIACC). Reimbursed expenses will also include the following:

- travel expenses
- training fees
- organizational dues
- membership dues
- registration fees
- related expenses

RFP No. CAB-17-1
Architect Consultant Services

EXHIBIT B-1 COST PROPOSAL
Attachment 8

Robert Lee Chase, AIA
Proposer's Name

RFP No. CAB-17-1

The compensation to perform the tasks of the architect consultant for the California Architects Board (CAB), including performance of duties at 2420 Del Paso Road in Sacramento, off-site, and in travel mode on behalf of the CAB, is proposed as follows:

Duration:	February 1, 2017 or upon approval through January 31, 2020
Hourly Rate:	$ 68.00 per hour (**not to exceed $80)**
Annual Proposal Amount:	$ 68,000. *(Hourly Rate x 1,000 estimated hours)*
Annual Expenses (Travel, Training, Etc.)	$ 4,000.00
Subtotal	$ 72,000.00
Total Proposal Amount:	$ 216,000. *(Subtotal x 3 Years)*

I shall be reimbursed for my services monthly, based on the number of hours worked. I understand I will be paid in arrears within 30-45 days of receipt of an approved invoice and the state shall retain ten percent (10%) out of each payment pending satisfactory completion of the contract or upon satisfactory completion of separate and distinct tasks as provided in section 10379 of the Public Contract Code. I shall also be reimbursed for any approved travel, training, registration, membership, and related expenses as determined by CAB. All approved travel will be reimbursed at the exempt travel rates in accordance with the California Code of Regulations Title 2, Chapter 3, Article 2, section 599.619. I shall not be reimbursed for my travel to and from CAB, 2420 Del Paso Road in Sacramento, from my home or business office.

SMALL BUSINESS Yes _____ No X

DVBE Yes _____ No X

Certification No. _____

Signature

11/28/2016
Date

EXHIBIT D – SPECIAL TERMS AND CONDITIONS

1. LIABILITY FOR NONCONFORMING WORK:

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

2. SETTLEMENT OF DISPUTES:

In the event of a dispute, Contractor shall file a "Notice of Dispute" with Department of Consumer Affairs, Director or his/her designee within ten (10) days of discovery of the problem. Within ten (10) days, the Director or his/her designee shall meet with the Contractor and Project Manager for purposes of resolving the dispute. The decision of the Director or his/her designee shall be final.

In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the proposal.

3. AGENCY LIABILITY:

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

4. IMPRACTICABILITY OF PERFORMANCE:

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

5. LICENSES AND PERMITS:

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Contract.

In the event any license(s) and/or permits(s) expire at any time during the term of this Contract, Contractor agrees to provide the State a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permits(s), the State may, in addition to any other remedies it may have, terminate this Contract upon occurrence of such event.

EXHIBIT E – ADDITIONAL TERMS AND CONDITIONS

1. RIGHT TO TERMINATE: The State reserves the right to terminate this Contract subject to 30 days written notice. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein.

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

2. LIABILITY FOR LOSS AND DAMAGES: Any damages by the Contractor to the State's facility including equipment, furniture, materials or other State property will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State. The State may, at its option, repair any such damage and deduct the cost thereof from any sum due Contractor under this Contract.

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

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

4. EXCISE TAX: The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. California may pay any applicable sales or use tax imposed by another state.

5. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE): The State has determined that the DVBE participation goals for this Contract are exempt.

6. EVALUATION OF CONTRACTOR: Performance of the Contractor under this agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet, Std. 4 and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over $5,000.00.

7. TRAVEL EXPENSES: All travel will be reimbursed at the exempt travel rates in accordance with the California Code of Regulations Title 2, Chapter 3, Article 2, section 599.619.

8. PROGRESS PAYMENT: Progress payments are permitted for tasks completed under this contract. Ten percent (10%) of the invoiced amount shall be withheld pending final completion of each task. Any funds withheld with regard to a particular task may be paid upon completion of that task. The Contractor is responsible for billing the DCA for the withheld amount.

UPDATE ON LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE JANUARY 17-18, 2017 MEETING

The Landscape Architects Technical Committee (LATC) met on January 17-18, 2017, in Sacramento. Attached is the notice of meeting. The Board will be provided with an update on the meeting.

Attachment:
January 17-18, 2017 Notice of Meeting

NOTICE OF MEETING

January 17-18, 2017
Department of Consumer Affairs (DCA) – HQ2
1747 North Market Boulevard, Emerald Room
Sacramento, CA 95834
(916) 575-7230 (LATC)

The Landscape Architects Technical Committee (LATC) will hold a meeting, as noted above. The notice and agenda for this meeting and other meetings of the LATC can be found on the LATC's website: latc.ca.gov. For further information regarding this agenda, please see reverse or you may contact Tremaine Palmer at (916) 575-7230.

The LATC plans to webcast this meeting on its website. Webcast availability cannot, however, be guaranteed due to limited resources or technical difficulties. The meeting will not be cancelled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location. For meeting verification, call (916) 575-7230 or access the LATC website at latc.ca.gov.

Agenda
January 17, 2017
10:30 a.m. – 3:30 p.m.
(or until completion of business)

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

B. Chair's Procedural Remarks and LATC Member Introductory Comments

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

D. Review and Possible Action on November 4, 2016 LATC Meeting Minutes

E. Program Manager's Report on Administration, Examination, Licensing, and Enforcement

F. Council of Landscape Architectural Registration Boards (CLARB)
1. Update on Landscape Architect Registration Examination (LARE) Administration
2. Update and Ratify LATC's Nomination for CLARB 2016-2017 Board of Directors and Committee on Nominations Elections

(Continued)

G. Discuss and Possible Action on Strategic Plan Objective to Review Title 16, California Code of Regulations (CCR) Section 2620 (Education and Training Credits) to Expand Credit for Education Experience to Include Degrees in Related Areas of Study

H. Discuss and Possible Action to Recommend to the Board to Adopt Originally Proposed Language or Approve Modified Text to Amend Reciprocity Requirements of Title 16, CCR Section 2615 (Form of Examinations)

I. Review and Possible Action to Amend Title 16, CCR Section 2620.5 (Requirements for an Approved Extension Certificate Program) and Add CCR Sections 2620.2 (Extension Certificate Programs – Application for Approval), 2620.3 (Suspension or Withdrawal of Approval), and 2620.4 (Annual Reports)

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

K. Review Tentative Schedule and Confirm Future LATC Meeting Dates

L. Recess

Agenda
January 18, 2017
8:30 a.m. – 5:00 p.m.
(or until completion of business)

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

N. Strategic Planning Session

O. Adjournment

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

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

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Tremaine Palmer at (916) 575-7230, emailing tremaine.palmer@dca.ca.gov, or sending a written request to the LATC. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the LATC in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5620.15)

REVIEW OF FUTURE BOARD MEETING DATES

March		
2	Board Meeting	Los Angeles
10-11	National Council of Architectural Registration Boards (NCARB) Regional Summit	Jersey City, NJ
17	Landscape Architects Technical Committee (LATC) Public Forum on California Code of Regulations Section 2620 (Education and Training Requirements)	Sacramento
31	*Cesar Chavez Day*	*Office Closed*
April		
5	LATC Meeting	Los Angeles
May		
29	*Memorial Day*	*Office Closed*
June		
15	Board Meeting	San Francisco
21-24	NCARB Annual Meeting	Boston, MA
July		
4	*Independence Day*	*Office Closed*
13	LATC Meeting	Sacramento
September		
4	*Labor Day*	*Office Closed*
7	Board Meeting	Burbank
13-16	Council of Landscape Architectural Registration Boards Annual Meeting	Boise, ID
November		
1	LATC Meeting	San Diego
10	*Veterans Day Observed*	*Office Closed*
23–24	*Thanksgiving Holiday*	*Office Closed*
December		
7	Board Meeting	Sacramento
25	*Christmas Day*	*Office Closed*

CLOSED SESSION

1. Review and Possible Action on December 15, 2016 Closed Session Minutes

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

RECONVENE OPEN SESSION

The Board will reconvene open session following closed session.

ADJOURNMENT

Time: _____