

Professional Qualifications  
Committee Meeting  
October 18, 2017  
Sacramento





Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF MEETING

### PROFESSIONAL QUALIFICATIONS COMMITTEE October 18, 2017

#### Professional Qualifications Committee Members

Tian Feng, Chair  
Pasqual Gutierrez, Vice-Chair  
Raymond Cheng  
Betsey Olenick Dougherty  
Glenn Gall  
Sylvia Kwan  
Ebony Lewis  
Kirk Miller  
Stephanie Silkwood  
Barry L. Williams  
Michael Zucker

*Action may be taken on any  
item listed on the agenda.*

**Sequoia Room  
2420 Del Paso Road, Suite 109A  
Sacramento, CA 95834**

**Agenda  
10:30 a.m. - 2:00 p.m.  
(or completion of business)**

- A. Call to Order/Roll Call/Establishment of a Quorum
- B. Chair's Remarks and Committee Member Comments
- C. Public Comment on Items Not on the Agenda

*The Committee may not discuss or take any 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 or place the matter on the agenda of a future Committee meeting (Government Code sections 11125 and 11125.7(a)).*

- D. Review and Possible Action on July 12, 2016, Committee Meeting Minutes
- E. Discuss and Possible Action on the Following 2017-2018 Strategic Plan Objectives to:
  - 1. Conduct an Analysis to Determine the Effectiveness of the Continuing Education Requirement (Identify Alternatives as Appropriate) and Prepare a Report for the Legislature as Required by Business and Professions Code Section 5600.05
  - 2. Collaborate With and Support Existing and Emerging Integrated Path to Architectural Licensure (IPAL) Programs to Promote Their Success
  - 3. Revise the *Candidate Handbook* to Reduce Candidate Confusion

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*Continued*

## F. 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 Committee 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 Committee are open to the public. This meeting will not be webcast. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee 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:

**Person:** Timothy Rodda

**Telephone:** (916) 575-7217

**Telecommunications Relay Service:** Dial 711

**Email:** timothy.rodde@dca.ca.gov

**Mailing Address:**

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) 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).***

## **Agenda Item A**

### **CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF A QUORUM**

Roll is called by the Professional Qualifications Committee Vice Chair or, in their absence, by another member designated by the Chair.

#### **Roster**

Tian Feng, Chair

Pasqual Gutierrez, Vice-Chair

Raymond Cheng

Betsey Dougherty

Glenn Gall

Sylvia Kwan

Ebony Lewis

Kirk Miller

Stephanie Silkwood

Barry Williams

Michael Zucker

## **Agenda Item B**

### **CHAIR'S REMARKS AND COMMITTEE MEMBER COMMENTS**

Professional Qualifications Committee Chair Tian Feng, or in his absence, the Vice Chair will deliver procedural remarks and members will provide introductions.

## **Agenda Item C**

### **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Members of the public may now address the Professional Qualifications Committee (PQC) regarding items that are not contained in the meeting agenda. However, the PQC may not discuss or act on any item raised during this public comment session, 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 PQC meeting [Government Code sections 11125 and 11125.7(a)].

Public comments will also be taken on agenda items at the time the item is heard and prior to the PQC taking any action on said items. Total time allocated for public comment may be limited at the discretion of the PQC Chair.

## **Agenda Item D**

### **REVIEW AND POSSIBLE ACTION ON JULY 12, 2016, COMMITTEE MEETING MINUTES**

The Professional Qualifications Committee (PQC) is asked to review and take possible action on the minutes of the July 12, 2016, meeting.

Attachment:

July 12, 2016, PQC Meeting Minutes (DRAFT)



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## MINUTES

### PROFESSIONAL QUALIFICATIONS COMMITTEE MEETING

July 12, 2016

Sacramento, CA and Teleconference at Various Locations

#### Committee Members Present

Tian Feng, Chair  
Pasqual Gutierrez, Vice Chair  
Raymond Cheng  
Betsey Dougherty  
Glenn Gall  
Sylvia Kwan (arrived 10:29 a.m.)  
Ebony Lewis  
Kirk Miller  
Paul Neel  
Barry Williams

#### Committee Members Absent

Stephanie Silkwood

#### Guests

Shelly Jones, Special Assistant to the Director,  
Department of Consumer Affairs (DCA) - Board and Bureau Relations  
Tracy Montez, Ph.D., Chief of Programs and Policy Review,  
DCA - Executive Office

#### Board Staff

Doug McCauley, Executive Officer  
Marcus Reinhardt, Program Manager Examination/Licensing Unit  
Jeffrey Olguin, Examination/Licensing Analyst  
Timothy Rodda, Examination/Licensing Analyst  
Lily Dong, California Supplemental Examination Analyst  
Gregory Marker, Continuing Education Program Analyst

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Committee Chair Tian Feng called the Professional Qualifications Committee (PQC) meeting to order at 10:06 a.m. Doug McCauley called the roll.

**A. REVIEW AND APPROVE THE JULY 14, 2015 PQC SUMMARY REPORT**

Mr. Feng asked whether there were any comments on the July 14, 2015, PQC Summary Report.

*Betsy Dougherty made a motion to approve the July 14, 2015, PQ meeting Summary Report.*

*Barry Williams seconded the motion.*

*Committee Chair Feng, members Cheng, Dougherty, Gall, Gutierrez, Lewis, Miller, Neel, Williams voted in favor of the motion. Members Kwan and Silkwood were absent. The motion passed 9-0.*

**B. UPDATE AND POSSIBLE ACTION ON 2015-2016 STRATEGIC PLAN OBJECTIVE TO COLLABORATE WITH CALIFORNIA'S NATIONAL ARCHITECTURAL ACCREDITING BOARD ACCREDITED PROGRAMS AT SCHOOLS AND THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) TO ESTABLISH AND PROMOTE AN "ACCELERATED PATH TO ARCHITECTURAL LICENSURE"**

Marcus Reinhardt presented this item and reminded the Committee that NCARB has been working the previous few years on integrating the experience and examination components into degree programs via its Integrated Path to Architectural Licensure (IPAL). Mr. Reinhardt then advised the members that Board-sponsored language was enacted by the Legislature to clarify Business and Professions Code 5550.2, which grants the Board authority to allow early ARE eligibility for IPAL students. He also explained that additional programs were accepted into the initiative, including an additional program at Woodbury University.

Mr. McCauley informed the Committee that Vice-Chair Pasqual Gutierrez was a member of the NCARB committee responsible for the development of the IPAL pathway. Mr. Gutierrez commented that IPAL is a dynamic program and he recommended continued support from the Board. He also recommended staff continue monitoring NCARB activities for discussion at future meetings.

Raymond Cheng asked why the accredited programs at public universities had not chosen to participate in IPAL. Mr. Cheng also asked whether a possible reason may be related to the ability to initiate change within their respective systems of governance. Mr. Gutierrez indicated the public universities appear to be monitoring progress on the initiative before before committing resources to IPAL.

**C. UPDATE AND POSSIBLE ACTION ON 2015-2016 STRATEGIC PLAN OBJECTIVE TO CONDUCT REVIEW OF ARE TESTING ENVIRONMENT IN ORDER TO ENSURE SECURITY AND EFFICIENCY**

Mr. Reinhardt presented this item and informed the Committee that because of the late launch for ARE 5.0 staff was proposing an ARE site visit in mid to late-2017. He also informed the

Committee that staff would research logistics and collaborate with NCARB to identify the best time for the site visit.

#### **D. UPDATE ON NCARB RESOLUTION 2015-02 REGARDING ALTERNATIVE FOR CERTIFICATION OF FOREIGN ARCHITECTS**

Mr. Reinhardt informed the Committee that during its 2015 Annual Business Meeting held on June 18-20, 2015, NCARB announced it will commence work with Member Boards on developing a path to licensure for professionals who have qualified experience from more than five years ago (which exceeds the current Architectural Experience Program [AXP] reporting requirement). He added that the purpose of this proposal is to create a path to licensure that permits documentation of valid work experience and fulfills the spirit of AXP, but falls outside the limit of current AXP reporting requirements. Mr. Reinhardt noted this program is fundamentally similar to the Broadly Experienced Design Professional Pathway previously proposed to NCARB by Mr. Gutierrez. He added Board staff will be monitoring NCARB communiques for updates as they are released.

Mr. Reinhardt advised the Committee that during the NCARB 2015 Annual Business Meeting, Member Boards approved Resolution 2015-02, which discontinues the Broadly Experienced Foreign Architect (BEFA) program in favor of a simplified alternative for receiving an NCARB Certificate. He added the effective date is July 1, 2016. Mr. Reinhardt informed the Committee the Board accepts the NCARB Certificate issued through BEFA from foreign candidates pursuing reciprocity. He added the Board also provides them the option of the initial licensure pathway for those who do not wish to use BEFA. Mr. Reinhardt explained that in the past the Board did not accept the NCARB Certificate issued through BEFA nor have reciprocity with foreign countries, except Canada. He noted that there are only 12 individuals who have successfully completed the program.

Mr. Reinhardt advised the Committee that the new alternative for foreign licensees will replace the current BEFA Program's requirements, eliminating the committee dossier review and the need to document seven years of credentialed practice in a foreign country. Instead, he explained that foreign architects will be required to document completion of IDP experience requirements and successfully complete the ARE to obtain NCARB Certification.

Ms. Dougherty expressed her concern to the Committee regarding NCARB requiring completion of the ARE and IDP for foreign architects prior to being permitted to practice architecture in the United States. She opined this requirement will require talented international architects to joint venture with international companies in order to have their IDP experience endorsed by a US architect, and that would be an impediment for foreign architects.

Mr. Miller inquired whether there is any service that evaluates a foreign degree in architecture. Mr. Reinhardt explained that NAAB administers the Education Evaluation Services for Architects, which evaluates the credentials of foreign educated and broadly experienced architects in comparison to the NCARB Education Standard. He added that if deficiencies are determined during the evaluation, the candidates must make up those deficiencies in an accredited program.

Mr. Reinhardt advised the Committee that the Board, at its March 12, 2015, meeting, took an "oppose unless amended" position on Resolution 2015-01, which would have eliminated NCARB Certificate eligibility for architects without postsecondary education. He noted that at the March 12-14, 2015, Regional Summit, the proposed resolution was extensively debated and Board President Jon Baker strongly advocated an amendment to preserve the existing pathway for architects without postsecondary education. Mr. Reinhardt informed the Committee that based upon the feedback received from membership, the NCARB Board of Directors unanimously voted at its April 23-25, 2015, meeting to present a revised draft of the resolution for consideration at the 2015 NCARB Annual Meeting. Mr. Reinhardt indicated the resolution was again amended at the Annual Meeting and subsequently failed to pass by a narrow margin. As such, NCARB stated it would return in a year with a new proposal that would capture the blend of rigor, inclusion, and ease of use that is acceptable to a majority of its members.

Mr. McCauley and Mr. Gutierrez recommended that the Committee review any new proposal from NCARB to assess impact on existing pathways to attaining the Certificate.

**E. DISCUSS AND POSSIBLE ACTION ON 2015-2016 STRATEGIC PLAN OBJECTIVE TO EVALUATE THE PROFESSION IN ORDER TO IDENTIFY ENTRY BARRIERS FOR DIVERSE GROUPS**

Mr. Reinhardt informed the PQC that the 2015-2016 Strategic Plan includes an objective for the Board to identify entry barriers for diverse groups. He noted that NCARB released its *2016 NCARB by the Numbers*, which includes data demonstrating that diversity within the profession has doubled to 44 percent since 2007.

Mr. Reinhardt advised the PQC of the survey [*Diversity in the Profession of Architecture*] conducted by The American Institute of Architects (AIA), NCARB, and National Organization of Minority Architects, National Architectural Accrediting Board, Association of Collegiate Schools of Architecture (ACSA), American Institute of Architecture Students, and the Coalition of Community College Architecture Programs about the perception of racial and gender diversity within the profession. He informed the PQC of the key findings (e.g., need for more involvement from practitioners in the community, providing greater tools for people of color, greater investment from the community to make education affordable and inviting, and greater investment from firms to promote diversity) and various sources noted in the agenda item.

Mr. Reinhardt provided the PQC with information relating to how the Board compares to the national average on newly licensed individuals broken down by sex as compared with the national average.

Mr. Reinhardt informed the PQC of staff recommendations to consider. He asked the Committee for direction and recommendations to the Board. Mr. Reinhardt explained the staff recommendations to consider: 1) collaboration with NOMA, 2) further student access to NAAB-accredited programs, and 3) inspire student interest in the profession through licensed professionals.

Mr. McCauley informed the PQC of the Little Hoover Commission (LHC) study on occupational licensure. Mr. McCauley discussed the issues of collecting racial and ethnicity data on

candidates and licensees. He informed the PQC that the Department of Consumer Affairs (DCA) does not currently have authorization to collect such information. Mr. McCauley also explained that legislation may be introduced to allow entities within DCA to collect such information. DCA would likely be charged with managing such data.

Mr. Feng inquired as to the main observations and findings with respect to diversity in the profession in California compared to the national data. Mr. Gutierrez explained that in the past, the Board has reached out to community colleges to explain the pipeline into the profession. Mr. Gutierrez and Mr. McCauley indicated to the PQC that a poster is in the process of development, and there are plans on dispersing the information to community colleges, California Department of Veteran Affairs, US Department of Veteran Affairs, and high school career centers.

Mr. Cheng indicated that the percentage of minority architects is improving, but that there needs to be more encouragement in the area of education. He also stated that California is moving in the right direction, and doing as well or better than the national statistics.

Mr. Neel and Mr. Williams noted that 51% of California Polytechnic State University, San Louis Obispo (Cal Poly) architecture students are female.

Ms. Dougherty indicated that internships for high schools students are becoming popular in Orange County. She indicated that drafting programs were dropped from local schools and asked PQC members if anyone knew of a mandate for internship programs in their communities. Mr. Neel indicated that the State of California has dropped these programs in favor of Regional Occupational Programs (ROP). Mr. Neel indicated ROPs are effective because they do not require college level education in order to gain skills to enter the workforce.

Mr. McCauley inquired whether AIA, California Council's Build Environment Education Program (BEEP) was still functioning. Ms. Dougherty indicated that two school districts in Orange County had the program. Mr. Williams indicated that Kathy Steward of San Luis Obispo County continues to keep the program with the schools. Mr. Gutierrez indicated that during his time as President of AIA, Inland California, BEEP was used extensively for demonstrations in malls during Architecture Week.

Mr. Williams indicated that Cal Poly offers a four-week summer career workshop for high school students who were considering architecture as a career. He stated that the workshop has become more popular every year with over 60 students attending in 2016. Mr. Williams noted the workshop had a good representation of minorities.

Mr. Williams discussed the challenges for students of community colleges to get acceptance into NAAB-accredited programs. Mr. Williams also indicated that Cal Poly has been accepting more out-of-state students than in-state students.

Mr. Feng inquired whether the summer career workshop was profession-specific. Mr. Williams indicated that the workshop did incorporate other similar professions (engineering), but it primarily focused on architecture. Mr. Feng stated that he was impressed with the Cal Poly program and that it was great for students to be exposed to the concepts of architecture.

*Pasqual Gutierrez made a motion to make a recommendation to the Board to evaluate staff recommendations for the foundation to initiate the Strategic Plan Objective to encourage and promote California diversity in architecture.*

*Betsey Dougherty seconded the motion.*

*Committee Chair Feng, members Cheng, Gall, Kwan, Lewis, Miller, Neel, and Williams voted in favor of the motion. Member Silkwood was absent. The motion passed 10-0.*

The meeting adjourned at 11:32 p.m.

DRAFT

## **Agenda Item E**

### **DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:**

1. Conduct an Analysis to Determine the Effectiveness of the Continuing Education Requirement (Identify Alternatives as Appropriate) and Prepare a Report for the Legislature as Required by Business and Professions Code Section 5600.05
2. Collaborate With and Support Existing and Emerging Integrated Path to Architectural Licensure (IPAL) Programs to Promote Their Success
3. Revise the *Candidate Handbook* to Reduce Candidate Confusion

## Agenda Item E.1

### **CONDUCT AN ANALYSIS TO DETERMINE THE EFFECTIVENESS OF THE CONTINUING EDUCATION REQUIREMENT (IDENTIFY ALTERNATIVES AS APPROPRIATE) AND PREPARE A REPORT FOR THE LEGISLATURE AS REQUIRED BY BUSINESS AND PROFESSIONS CODE SECTION 5600.05**

The Board's 2017-2018 Strategic Plan contains an objective assigned to the Professional Qualifications Committee to conduct an analysis and determine the effectiveness of the continuing education requirement (and identify alternatives as appropriate) and prepare a report for the Legislature.

Business and Professions Code Section 5600.05 states that as a condition of renewal, architects must complete continuing education on disability access requirements. Additionally, on or before January 1, 2019, the Board is required to submit a report to the Legislature detailing:

- Level of licensee compliance with the requirements
- Actions taken by the Board for noncompliance with the requirements
- Findings of Board audits
- Recommendations of the Board for improving the process

The Committee is asked to discuss this objective, review the data, and provide any additional suggestions for the response to the Board.

Attachment:

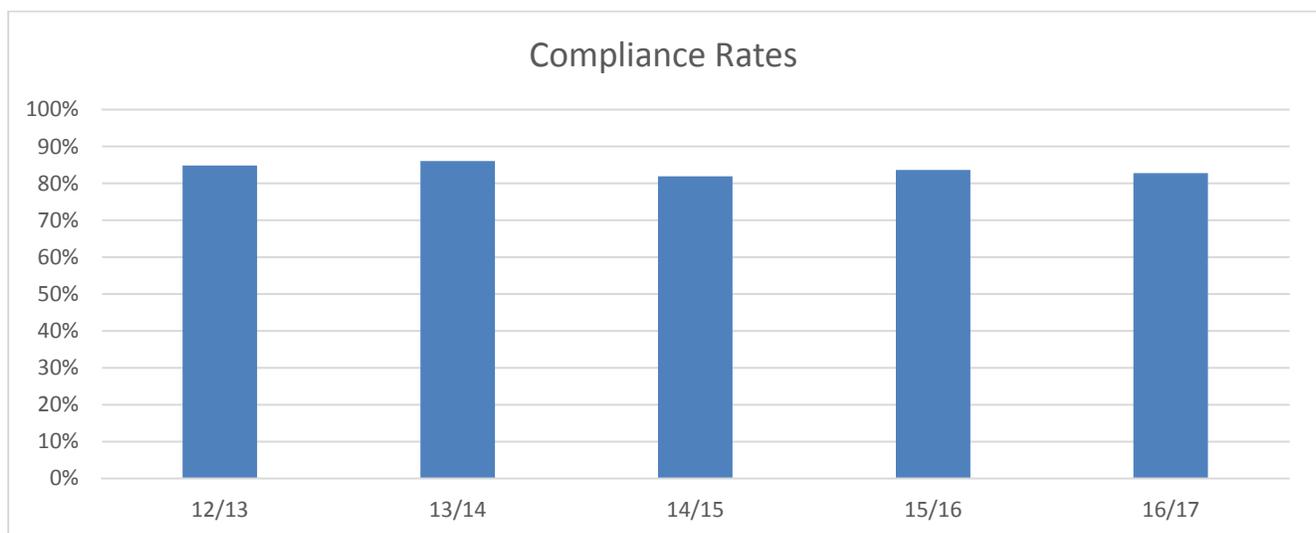
AB 1746 Continuing Education Audit Data (Draft)

## AB 1746 Continuing Education Audit Data

The Board audits licensees' compliance with the requirement to complete five hours of continuing education (CE) on disability access content each renewal cycle pursuant to AB 1746 (Emmerson) [Chapter 240, Statutes of 2010]. As part of that mandate, the Board is also required to report to the Legislature on the results of the CE audits. Specifically, the Board must address the level of licensee compliance with the requirements, any actions taken by the Board for noncompliance with the requirements, the findings of Board audits, and any recommendations for improving the process. Below is a summary of the initial data that will form a basis of the Board's response to the Legislature.

### Level of Licensee Compliance

85% of audits verified timely and compliant coursework completion by the Board's licensees. As evidenced by the chart below, compliance has remained relatively consistent across the two complete renewal cycles (2013 and 2015) since the auditing process began on January 1, 2013.

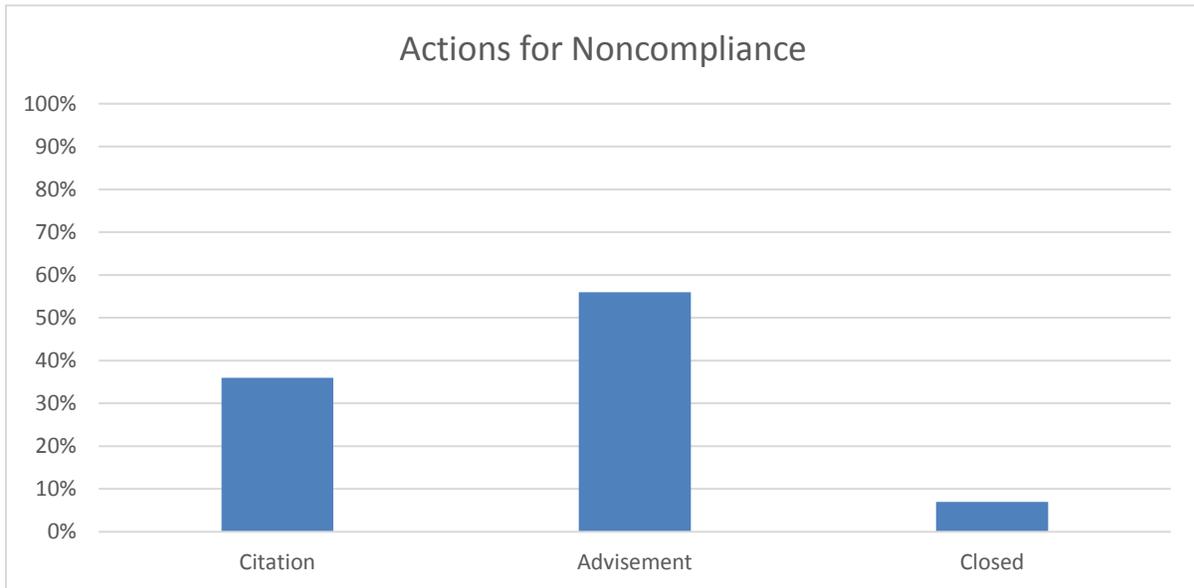


### Actions Taken by the Board for Noncompliance

Noncompliance with the CE requirement is when a licensee has not completed the hours within the two years prior to submission of their renewal application. There are three possible dispositions of cases for noncompliance: 1) issuance of an administrative citation (which includes a monetary penalty up to \$1,000 per violation); 2) issuance of a Letter of Advisement (LOA) admonishing the licensee for failing to fully comply; and 3) closure of the case because an administrative citation or LOA was not warranted based upon the facts and evidence.

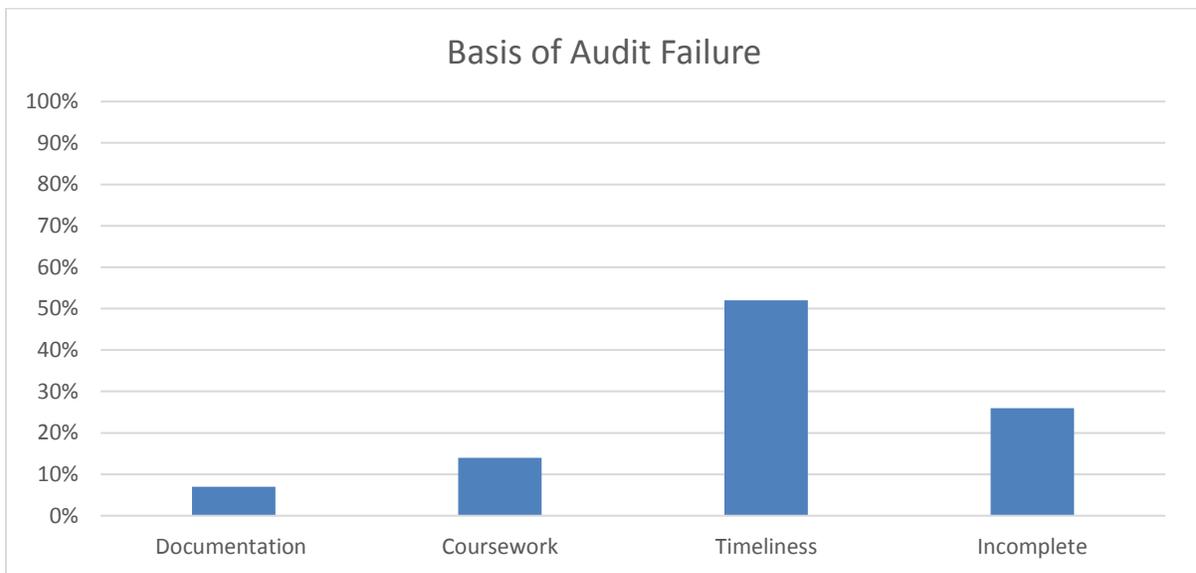
## DRAFT

The Board has conducted 1,644 audits to date of which 222 were found to be noncompliant. Noncompliant licensees who received an administrative citation comprised 37% (81) of case dispositions. Licensees who were issued an LOA comprised 56% (125), while the remaining 7% (16) of case dispositions were closed without additional action.



## Findings of Board Audits

Based upon the results of the audits, the Board determined that the basis for audit failures can be classified into four categories: Documentation, Coursework, Timeliness, and Incomplete Compliance, which are explained below.



## DRAFT

“Documentation” is related to a failure of the licensee to provide evidence of compliance.

“Coursework” relates to documentation submitted to the Board that was not in compliance with the CE requirement as to content. “Timeliness” relates to when the coursework was completed by the licensee.

“Incomplete Compliance” generally relates to the inadequacy of evidence of compliance submitted to the Board.

### **Recommendations of the Board for Improving the Process**

The Board’s existing mechanisms for promoting compliance are generally effective, as 85% of licensees fulfill their CE mandate. To promote compliance, the Board relies upon several tools. The Board’s website contains robust information about the requirement, which includes sections on coursework requirements and audits. In addition, candidates receive a notification of the CE requirement with their licensure application upon passing the California Supplemental Examination. The license renewal application also includes information about the requirements and it is featured prominently as the first item on the form. There have been numerous articles in the Board’s newsletter as well.

Based on the audit findings and preliminary data, there are several possible options for improving compliance:

- Enhance information provided to new licensees (in conjunction with a Strategic Plan objective assigned to the Regulatory and Enforcement Committee)
- Increase penalties for subsequent violations
- Automatic auditing of licensees who previously failed an audit
- Reassessing the penalties for non-compliance

### **COLLABORATE WITH AND SUPPORT EXISTING AND EMERGING INTEGRATED PATH TO ARCHITECTURAL LICENSURE (IPAL) PROGRAMS TO PROMOTE THEIR SUCCESS**

The Board's 2017-2018 Strategic Plan contains an objective assigned to the Professional Qualifications Committee (PQC) to collaborate with and support existing and emerging IPAL programs and promote their success.

Launched in 2015, IPAL, a National Council of Architectural Registration Boards (NCARB) initiative, is designed to provide aspiring architects the opportunity to complete licensure requirements in a more integrated and streamlined manner while earning their National Architectural Accrediting Boards accredited degree. Programs from three California schools were accepted by NCARB for participation: NewSchool of Architecture and Design, University of Southern California, and Woodbury University; there are currently 26 programs at 21 participating schools.

The Board has demonstrated its support for IPAL programs by:

- Sponsoring legislation (which became operative on January 1, 2017) that authorizes it to grant students enrolled in an IPAL program early eligibility for the Architect Registration Examination (ARE).
- Inviting California IPAL programs to its meetings for progress reports.
- Mailing letters to firms requesting participation and coordination with IPAL schools to offer internships.
- Publishing regular articles in its newsletter.

The Committee is asked to discuss this objective and provide input to the Board.

#### Attachments:

1. AB 177 (Hill) [Chapter 428, Statutes of 2015]
2. SB 1479 (Hill) [Chapter 634, Statutes of 2016]
3. Matthew McGuinness Letter to Firms (Dated June 23, 2017)
4. NewSchool of Architecture and Design Newsletter Article
5. University of Southern California Newsletter Article
6. Woodbury University Newsletter Article



**AB-177 Professions and vocations: licensing boards.** (2015-2016)

SHARE THIS:



## Assembly Bill No. 177

### CHAPTER 428

An act to amend Sections 207, 5510, 5517, 5620, 5621, 5622, 6710, 6714, 6749, 7839.2, 7841, 7841.1, 7841.2, 8710, and 8759 of, to amend and repeal Section 7885 of, to amend, repeal, and add Sections 205, 6797, 7886, and 8800 of, to add Section 5550.2 to, and to add and repeal Sections 6775.2, 7860.2, and 8780.2 of, the Business and Professions Code, relating to professions and vocations, and making an appropriation therefor.

[ Approved by Governor October 02, 2015. Filed with Secretary of State  
October 02, 2015. ]

### LEGISLATIVE COUNSEL'S DIGEST

AB 177, Bonilla. Professions and vocations: licensing boards.

(1) The Professional Engineers Act provides for the licensure and regulation of engineers by the Board for Professional Engineers, Land Surveyors, and Geologists. The act requires the board to appoint an executive officer. Existing law repeals the board and the executive officer position on January 1, 2016.

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

(2) Existing law, the Architects Practice Act, provides for the licensure and regulation of architects and landscape architects by the California Architects Board and authorizes the board to appoint an executive officer. Existing law establishes, within the jurisdiction of the board, the Landscape Architects Technical Committee for the purpose of, among other things, assisting the board in the examination of candidates for a landscape architect's license. Existing law repeals the board, the executive officer position, and the committee on January 1, 2016. Existing law requires a person to pass an examination as a condition of licensure as an architect and authorizes a person to take the examination if he or she meets certain examination eligibility requirements.

This bill would extend the operation of those provisions to January 1, 2020. The bill would also authorize the board to grant eligibility to a candidate to take the licensure examination if he or she is enrolled in an Additional Path to Architecture Licensing program, as specified.

(3) The Professional Land Surveyors' Act provides for the licensure and regulation of land surveyors by the Board for Professional Engineers, Land Surveyors, and Geologists, which is vested with the power to administer the act until January 1, 2016.

This bill would extend that power to January 1, 2020. The bill, until January 1, 2020, would also add as a cause for disciplinary action by the board, as specified, the failure or refusal of a licensee or certificate holder under the

act to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder.

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

This bill would provide for licensure instead of registration under the act. The bill would also allow an applicant for licensure as a geologist to have graduated from a college or university with a major in a discipline other than geological sciences that, in the opinion of the board, is relevant to geology. The bill would also allow an applicant for licensure as a geophysicist to have completed at least the equivalent of 30 semester hours in courses, as specified. The bill would require an applicant for certification as a geologist-in-training to have graduated from a college or university with a major in geological sciences or any other discipline relevant to geology, as specified. The bill, until January 1, 2020, would add as a cause for disciplinary action by the board, as specified, the failure or refusal of a licensee or certificate holder under the act to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder.

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

This bill, beginning July 1, 2016, would abolish the Geology and Geophysics Account of the Professional Engineer's and Land Surveyor's Fund and would rename the Professional Engineer's and Land Surveyor's Fund as the Professional Engineer's, Land Surveyor's, and Geologist's Fund. The bill would direct those moneys collected under the Professional Engineers Act, the Professional Land Surveyors' Act, and the Geologist and Geophysicist Act to be deposited into the Professional Engineer's, Land Surveyor's, and Geologist's Fund, a continuously appropriated fund. Because additional moneys, except for fine and penalty money, would be deposited into a continuously appropriated fund, the bill would make an appropriation.

(6) This bill would incorporate additional changes in Section 205 of the Business and Professions Code, proposed by AB 179 and AB 180, that would become operative only if this bill and either or both of those bills are chaptered and become effective January 1, 2016, and this bill is chaptered last.

Vote: majority Appropriation: yes Fiscal Committee: yes Local Program: no

## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Section 205 of the Business and Professions Code is amended to read:

**205.** (a) There is in the State Treasury the Professions and Vocations Fund. The fund shall consist of the following special funds:

- (1) Accountancy Fund.
- (2) California Architects Board Fund.
- (3) Athletic Commission Fund.
- (4) Barbering and Cosmetology Contingent Fund.
- (5) Cemetery Fund.

- (6) Contractors' License Fund.
- (7) State Dentistry Fund.
- (8) State Funeral Directors and Embalmers Fund.
- (9) Guide Dogs for the Blind Fund.
- (10) Home Furnishings and Thermal Insulation Fund.
- (11) California Architects Board-Landscape Architects Fund.
- (12) Contingent Fund of the Medical Board of California.
- (13) Optometry Fund.
- (14) Pharmacy Board Contingent Fund.
- (15) Physical Therapy Fund.
- (16) Private Investigator Fund.
- (17) Professional Engineer's and Land Surveyor's Fund.
- (18) Consumer Affairs Fund.
- (19) Behavioral Sciences Fund.
- (20) Licensed Midwifery Fund.
- (21) Court Reporters' Fund.
- (22) Veterinary Medical Board Contingent Fund.
- (23) Vocational Nurses Account of the Vocational Nursing and Psychiatric Technicians Fund.
- (24) Electronic and Appliance Repair Fund.
- (25) Geology and Geophysics Account of the Professional Engineer's and Land Surveyor's Fund.
- (26) Dispensing Opticians Fund.
- (27) Acupuncture Fund.
- (28) Physician Assistant Fund.
- (29) Board of Podiatric Medicine Fund.
- (30) Psychology Fund.
- (31) Respiratory Care Fund.
- (32) Speech-Language Pathology and Audiology and Hearing Aid Dispensers Fund.
- (33) Board of Registered Nursing Fund.
- (34) Psychiatric Technician Examiners Account of the Vocational Nursing and Psychiatric Technicians Fund.
- (35) Animal Health Technician Examining Committee Fund.
- (36) State Dental Hygiene Fund.
- (37) State Dental Assistant Fund.
- (38) Structural Pest Control Fund.
- (39) Structural Pest Control Eradication and Enforcement Fund.
- (40) Structural Pest Control Research Fund.

(b) For accounting and recordkeeping purposes, the Professions and Vocations Fund shall be deemed to be a single special fund, and each of the several special funds therein shall constitute and be deemed to be a separate account in the Professions and Vocations Fund. Each account or fund shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

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

**SEC. 2.** Section 205 is added to the Business and Professions Code, to read:

**205.** (a) There is in the State Treasury the Professions and Vocations Fund. The fund shall consist of the following special funds:

- (1) Accountancy Fund.
- (2) California Architects Board Fund.
- (3) Athletic Commission Fund.
- (4) Barbering and Cosmetology Contingent Fund.
- (5) Cemetery Fund.
- (6) Contractors' License Fund.
- (7) State Dentistry Fund.
- (8) State Funeral Directors and Embalmers Fund.
- (9) Guide Dogs for the Blind Fund.
- (10) Home Furnishings and Thermal Insulation Fund.
- (11) California Architects Board-Landscape Architects Fund.
- (12) Contingent Fund of the Medical Board of California.
- (13) Optometry Fund.
- (14) Pharmacy Board Contingent Fund.
- (15) Physical Therapy Fund.
- (16) Private Investigator Fund.
- (17) Professional Engineer's, Land Surveyor's, and Geologist's Fund.
- (18) Consumer Affairs Fund.
- (19) Behavioral Sciences Fund.
- (20) Licensed Midwifery Fund.
- (21) Court Reporters' Fund.
- (22) Veterinary Medical Board Contingent Fund.
- (23) Vocational Nurses Account of the Vocational Nursing and Psychiatric Technicians Fund.
- (24) Electronic and Appliance Repair Fund.
- (25) Dispensing Opticians Fund.
- (26) Acupuncture Fund.
- (27) Physician Assistant Fund.
- (28) Board of Podiatric Medicine Fund.

- (29) Psychology Fund.
- (30) Respiratory Care Fund.
- (31) Speech-Language Pathology and Audiology and Hearing Aid Dispensers Fund.
- (32) Board of Registered Nursing Fund.
- (33) Psychiatric Technician Examiners Account of the Vocational Nursing and Psychiatric Technicians Fund.
- (34) Animal Health Technician Examining Committee Fund.
- (35) State Dental Hygiene Fund.
- (36) State Dental Assistant Fund.
- (37) Structural Pest Control Fund.
- (38) Structural Pest Control Eradication and Enforcement Fund.
- (39) Structural Pest Control Research Fund.

(b) For accounting and recordkeeping purposes, the Professions and Vocations Fund shall be deemed to be a single special fund, and each of the several special funds therein shall constitute and be deemed to be a separate account in the Professions and Vocations Fund. Each account or fund shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

(c) This section shall become operative on July 1, 2016.

**SEC. 2.1.** Section 205 is added to the Business and Professions Code, to read:

**205.** (a) There is in the State Treasury the Professions and Vocations Fund. The fund shall consist of the following special funds:

- (1) Accountancy Fund.
- (2) California Architects Board Fund.
- (3) Athletic Commission Fund.
- (4) Barbering and Cosmetology Contingent Fund.
- (5) Cemetery Fund.
- (6) Contractors' License Fund.
- (7) State Dentistry Fund.
- (8) State Funeral Directors and Embalmers Fund.
- (9) Guide Dogs for the Blind Fund.
- (10) Home Furnishings and Thermal Insulation Fund.
- (11) California Architects Board-Landscape Architects Fund.
- (12) Contingent Fund of the Medical Board of California.
- (13) Optometry Fund.
- (14) Pharmacy Board Contingent Fund.
- (15) Physical Therapy Fund.
- (16) Private Investigator Fund.
- (17) Professional Engineer's, Land Surveyor's, and Geologist's Fund.
- (18) Consumer Affairs Fund.

- (19) Behavioral Sciences Fund.
- (20) Licensed Midwifery Fund.
- (21) Court Reporters' Fund.
- (22) Veterinary Medical Board Contingent Fund.
- (23) Vocational Nursing and Psychiatric Technicians Fund.
- (24) Electronic and Appliance Repair Fund.
- (25) Dispensing Opticians Fund.
- (26) Acupuncture Fund.
- (27) Physician Assistant Fund.
- (28) Board of Podiatric Medicine Fund.
- (29) Psychology Fund.
- (30) Respiratory Care Fund.
- (31) Speech-Language Pathology and Audiology and Hearing Aid Dispensers Fund.
- (32) Board of Registered Nursing Fund.
- (33) Animal Health Technician Examining Committee Fund.
- (34) State Dental Hygiene Fund.
- (35) State Dental Assistant Fund.
- (36) Structural Pest Control Fund.
- (37) Structural Pest Control Eradication and Enforcement Fund.
- (38) Structural Pest Control Research Fund.

(b) For accounting and recordkeeping purposes, the Professions and Vocations Fund shall be deemed to be a single special fund, and each of the several special funds therein shall constitute and be deemed to be a separate account in the Professions and Vocations Fund. Each account or fund shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

(c) This section shall become operative on July 1, 2016.

**SEC. 2.2.** Section 205 is added to the Business and Professions Code, to read:

**205.** (a) There is in the State Treasury the Professions and Vocations Fund. The fund shall consist of the following special funds:

- (1) Accountancy Fund.
- (2) California Architects Board Fund.
- (3) Athletic Commission Fund.
- (4) Barbering and Cosmetology Contingent Fund.
- (5) Cemetery and Funeral Fund.
- (6) Contractors' License Fund.
- (7) State Dentistry Fund.
- (8) Guide Dogs for the Blind Fund.
- (9) Home Furnishings and Thermal Insulation Fund.

- (10) California Architects Board-Landscape Architects Fund.
- (11) Contingent Fund of the Medical Board of California.
- (12) Optometry Fund.
- (13) Pharmacy Board Contingent Fund.
- (14) Physical Therapy Fund.
- (15) Private Investigator Fund.
- (16) Professional Engineer's, Land Surveyor's, and Geologist's Fund.
- (17) Consumer Affairs Fund.
- (18) Behavioral Sciences Fund.
- (19) Licensed Midwifery Fund.
- (20) Court Reporters' Fund.
- (21) Veterinary Medical Board Contingent Fund.
- (22) Vocational Nurses Account of the Vocational Nursing and Psychiatric Technicians Fund.
- (23) Electronic and Appliance Repair Fund.
- (24) Dispensing Opticians Fund.
- (25) Acupuncture Fund.
- (26) Physician Assistant Fund.
- (27) Board of Podiatric Medicine Fund.
- (28) Psychology Fund.
- (29) Respiratory Care Fund.
- (30) Speech-Language Pathology and Audiology and Hearing Aid Dispensers Fund.
- (31) Board of Registered Nursing Fund.
- (32) Psychiatric Technician Examiners Account of the Vocational Nursing and Psychiatric Technicians Fund.
- (33) Animal Health Technician Examining Committee Fund.
- (34) State Dental Hygiene Fund.
- (35) State Dental Assistant Fund.
- (36) Structural Pest Control Fund.
- (37) Structural Pest Control Eradication and Enforcement Fund.
- (38) Structural Pest Control Research Fund.

(b) For accounting and recordkeeping purposes, the Professions and Vocations Fund shall be deemed to be a single special fund, and each of the several special funds therein shall constitute and be deemed to be a separate account in the Professions and Vocations Fund. Each account or fund shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

(c) This section shall become operative on July 1, 2016.

**SEC. 2.3.** Section 205 is added to the Business and Professions Code, to read:

**205.** (a) There is in the State Treasury the Professions and Vocations Fund. The fund shall consist of the following special funds:

- (1) Accountancy Fund.
- (2) California Architects Board Fund.
- (3) Athletic Commission Fund.
- (4) Barbering and Cosmetology Contingent Fund.
- (5) Cemetery and Funeral Fund.
- (6) Contractors' License Fund.
- (7) State Dentistry Fund.
- (8) Guide Dogs for the Blind Fund.
- (9) Home Furnishings and Thermal Insulation Fund.
- (10) California Architects Board-Landscape Architects Fund.
- (11) Contingent Fund of the Medical Board of California.
- (12) Optometry Fund.
- (13) Pharmacy Board Contingent Fund.
- (14) Physical Therapy Fund.
- (15) Private Investigator Fund.
- (16) Professional Engineer's, Land Surveyor's, and Geologist's Fund.
- (17) Consumer Affairs Fund.
- (18) Behavioral Sciences Fund.
- (19) Licensed Midwifery Fund.
- (20) Court Reporters' Fund.
- (21) Veterinary Medical Board Contingent Fund.
- (22) Vocational Nursing and Psychiatric Technicians Fund.
- (23) Electronic and Appliance Repair Fund.
- (24) Dispensing Opticians Fund.
- (25) Acupuncture Fund.
- (26) Physician Assistant Fund.
- (27) Board of Podiatric Medicine Fund.
- (28) Psychology Fund.
- (29) Respiratory Care Fund.
- (30) Speech-Language Pathology and Audiology and Hearing Aid Dispensers Fund.
- (31) Board of Registered Nursing Fund.
- (32) Animal Health Technician Examining Committee Fund.
- (33) State Dental Hygiene Fund.
- (34) State Dental Assistant Fund.
- (35) Structural Pest Control Fund.
- (36) Structural Pest Control Eradication and Enforcement Fund.

(37) Structural Pest Control Research Fund.

(b) For accounting and recordkeeping purposes, the Professions and Vocations Fund shall be deemed to be a single special fund, and each of the several special funds therein shall constitute and be deemed to be a separate account in the Professions and Vocations Fund. Each account or fund shall be available for expenditure only for the purposes as are now or may hereafter be provided by law.

(c) This section shall become operative on July 1, 2016.

**SEC. 3.** Section 207 of the Business and Professions Code is amended to read:

**207.** (a) Notwithstanding any other provision of law, the money in any fund described in Section 205 that is attributable to administrative fines, civil penalties, and criminal penalties imposed by a regulating entity, or cost recovery by a regulating entity from enforcement actions and case settlements, shall not be continuously appropriated. The money in each fund that is not continuously appropriated shall be available for expenditure as provided in this code only upon appropriation by the Legislature.

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

**SEC. 4.** Section 5510 of the Business and Professions Code is amended to read:

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

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

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

**SEC. 5.** Section 5517 of the Business and Professions Code is amended to read:

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

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

**SEC. 6.** Section 5550.2 is added to the Business and Professions Code, to read:

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

**SEC. 7.** Section 5620 of the Business and Professions Code is amended to read:

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

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

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

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

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

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

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

**SEC. 8.** Section 5621 of the Business and Professions Code is amended to read:

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

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

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

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

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

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

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

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

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

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

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

**SEC. 10.** Section 6710 of the Business and Professions Code is amended to read:

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

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

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

**SEC. 11.** Section 6714 of the Business and Professions Code is amended to read:

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

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

**SEC. 12.** Section 6749 of the Business and Professions Code is amended to read:

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

- (1) A description of the services to be provided to the client by the professional engineer.
- (2) A description of any basis of compensation applicable to the contract, and the method of payment agreed upon by the parties.
- (3) The name, address, and license or certificate number of the professional engineer, and the name and address of the client.
- (4) A description of the procedure that the professional engineer and the client will use to accommodate additional services.
- (5) A description of the procedure to be used by both parties to terminate the contract.

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

- (1) Professional engineering services rendered by a professional engineer for which the client will not pay compensation.
- (2) A professional engineer who has a current or prior contractual relationship with the client to provide engineering services, and that client has paid the professional engineer all of the fees that are due under the contract.
- (3) If the client knowingly states in writing after full disclosure of this section that a contract which complies with the requirements of this section is not required.
- (4) Professional engineering services rendered by a professional engineer to any of the following:
  - (A) A professional engineer licensed or registered under this chapter.
  - (B) A land surveyor licensed under Chapter 15 (commencing with Section 8700).
  - (C) An architect licensed under Chapter 3 (commencing with Section 5500).
  - (D) A contractor licensed under Chapter 9 (commencing with Section 7000).
  - (E) A geologist or a geophysicist licensed under Chapter 12.5 (commencing with Section 7800).
  - (F) A manufacturing, mining, public utility, research and development, or other industrial corporation, if the services are provided in connection with or incidental to the products, systems, or services of that corporation or its affiliates.
  - (G) A public agency.
- (c) "Written contract" as used in this section includes a contract that is in electronic form.

**SEC. 13.** Section 6775.2 is added to the Business and Professions Code, to read:

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

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

**SEC. 14.** Section 6797 of the Business and Professions Code is amended to read:

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

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

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

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

**SEC. 15.** Section 6797 is added to the Business and Professions Code, to read:

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

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

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

(d) This section shall become operative on July 1, 2016.

**SEC. 16.** Section 7839.2 of the Business and Professions Code is amended to read:

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

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

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

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

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

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

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

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

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

client.

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

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

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

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

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

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

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

(F) A public agency.

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

**SEC. 17.** Section 7841 of the Business and Professions Code is amended to read:

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

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

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

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

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

Teaching in the geological sciences at college level shall be credited year for year toward meeting the requirement in this category, provided that the total teaching experience includes six semester units per semester, or equivalent if on the quarter system, of upper division or graduate courses.

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

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

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

**SEC. 18.** Section 7841.1 of the Business and Professions Code is amended to read:

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

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

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

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

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

(c) Have at least seven years of professional geophysical work that shall include either a minimum of three years of professional geophysical work under the supervision of a professional geophysicist, except that prior to July 1, 1973, professional geophysical work shall qualify under this subdivision if it is under the supervision of a qualified geophysicist, or a minimum of five years' experience in responsible charge of professional geophysical work. Professional geophysical work does not include the routine maintenance or operation of geophysical instruments, or, even if carried out under the responsible supervision of a professional geophysicist, the routine reduction or plotting of geophysical observations.

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

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

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

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

(d) Successfully pass a written examination.

**SEC. 19.** Section 7841.2 of the Business and Professions Code is amended to read:

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

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

(b) Successfully pass the Fundamentals of Geology examination.

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

**SEC. 20.** Section 7860.2 is added to the Business and Professions Code, to read:

**7860.2.** (a) The failure of, or refusal by, a licensee or a certificate holder to respond to a written request from a representative of the board to cooperate in the investigation of a complaint against that licensee or certificate holder constitutes a cause for disciplinary action under Section 7860.

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

**SEC. 21.** Section 7885 of the Business and Professions Code is amended to read:

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

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

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

**SEC. 22.** Section 7886 of the Business and Professions Code is amended to read:

**7886.** (a) The moneys paid into the Geology and Geophysics Account of the Professional Engineer's and Land Surveyor's Fund pursuant to this chapter are hereby appropriated to be used by the board to carry out the provisions of this chapter.

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

**SEC. 23.** Section 7886 is added to the Business and Professions Code, to read:

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

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

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

(d) This section shall become operative on July 1, 2016.

**SEC. 24.** Section 8710 of the Business and Professions Code is amended to read:

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

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

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

**SEC. 25.** Section 8759 of the Business and Professions Code is amended to read:

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

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

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

(3) The name, address, and license or certificate number of the licensed land surveyor or licensed civil engineer, and the name and address of the client.

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

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

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

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

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

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

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

(A) A professional engineer licensed under Chapter 7 (commencing with Section 6700).

(B) A land surveyor licensed under this chapter.

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

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

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

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

(G) A public agency.

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

**SEC. 26.** Section 8780.2 is added to the Business and Professions Code, to read:

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

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

**SEC. 27.** Section 8800 of the Business and Professions Code is amended to read:

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

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

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

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

**SEC. 28.** Section 8800 is added to the Business and Professions Code, to read:

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

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

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

(d) This section shall become operative on July 1, 2016.

**SEC. 29.** (a) Section 2.1 of this bill incorporates changes to Section 205 of the Business and Professions Code proposed by both this bill and Assembly Bill 179. It shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2016, (2) each bill amends Section 205 of the Business and Professions Code, and (3) Assembly Bill 180 is not enacted or as enacted does not amend that section, and (4) this bill is enacted after Assembly Bill 179, in which case Sections 2, 2.2, and 2.3 of this bill shall not become operative.

(b) Section 2.2 of this bill incorporates changes to Section 205 of the Business and Professions Code proposed by both this bill and Assembly Bill 180. It shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2016, (2) each bill amends Section 205 of the Business and Professions Code, (3) Assembly Bill 179 is not enacted or as enacted does not amend that section, and (4) this bill is enacted after Assembly Bill 180 in which case Sections 2, 2.1, and 2.3 of this bill shall not become operative.

(c) Section 2.3 of this bill incorporates changes to Section 205 of the Business and Professions Code proposed by this bill, Assembly Bill 179, and Assembly Bill 180. It shall only become operative if (1) all three bills are enacted and become effective on or before January 1, 2016, (2) all three bills amend Section 205 of the Business and Professions Code, and (3) this bill is enacted after Assembly Bill 179 and Assembly Bill 180, in which case Sections 2, 2.1, and 2.2 of this bill shall not become operative.



**SB-1479 Business and professions.** (2015-2016)

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## Senate Bill No. 1479

### CHAPTER 634

An act to amend Sections 5092, 5094.3, 5550.2, 7074, 7159.5, 7612.6, 7844, and 7887 of the Business and Professions Code, and to amend Section 13995.1 of the Government Code, relating to business and professions.

[ Approved by Governor September 25, 2016. Filed with Secretary of State September 25, 2016. ]

### LEGISLATIVE COUNSEL'S DIGEST

SB 1479, Committee on Business, Professions and Economic Development. Business and professions.

(1) Existing law provides for the licensure and regulation of accountants by the California Board of Accountancy, which is within the Department of Consumer Affairs. Existing law requires an applicant for licensure as a certified public accountant to provide documentation to the board of the completion of a certain number of units of ethics study, as specified. Existing law requires a portion of those units to come from courses containing specified terms in the course title, including, but not limited to, corporate governance.

This bill would instead require those units to come from courses in specified subjects relating to ethics.

(2) The Architects Practice Act provides for the licensure and regulation of architects and landscape architects by the California Architects Board, which is within the Department of Consumer Affairs, and requires a person to pass an examination as a condition of licensure as an architect. Existing law authorizes the board to grant eligibility to a candidate to take the licensure examination if he or she is enrolled in an Additional Path to Architecture Licensing program that integrates the experience and examination components offered by a National Architectural Accrediting Board-accredited degree program.

This bill would instead authorize the board to grant eligibility to a candidate to take the licensure examination if he or she is enrolled in a degree program accepted by the National Council of Architectural Registration Boards that integrates the licensure degree experience and examination components required under that act.

(3) The Contractors' State License Law provides for the licensure and regulation of contractors by the Contractors' State License Board, which is within the Department of Consumer Affairs. That law requires, except as specified, an application for an original license, an additional classification, or for a change of qualifier to become void when certain conditions are met, including if the applicant or examinee for the applicant has failed to appear for the scheduled qualifying examination and fails to request and pay the fee for rescheduling within 90 days of notification of failure to appear or if the applicant or the examinee for the applicant has failed to achieve a passing grade in the scheduled qualifying examination and fails to request and pay the fee for rescheduling within 90 days of notification of failure to pass the examination.

This bill would delete those above-mentioned conditions as reasons for an application for an original license, an additional classification, or for a change of qualifier to become void.

With respect to home improvement contracts between an owner or tenant and a contractor, whether a general contractor or a specialty contractor, that is licensed or subject to be licensed with regard to the transaction, existing statutory law makes the failure to comply with specified provisions governing the furnishing of a performance and payment bond a cause for discipline. Existing regulatory law requires a licensee seeking approval of a blanket bond to meet certain conditions and to submit to the board an Application for Approval of Blanket Performance and Payment Bond. Existing regulatory law requires a licensee to be licensed in this state in an active status for not less than 5 years prior to submitting that application.

This bill would instead require such a licensee to be licensed for not less than 2 years prior to submitting that application.

(4) Existing law, the Cemetery and Funeral Act, requires each cemetery authority to annually file with the Cemetery and Funeral Bureau a specified written report that includes information relating to the general and special endowment care funds. Existing law requires the report to be accompanied by an annual audit report of those funds and specifies the scope of the audit.

This bill would require the audit to be prepared in accordance with generally accepted accounting principles.

(5) The Geologist and Geophysicist Act provides for the registration and regulation of professional geologists and professional geophysicists by the Board for Professional Engineers, Land Surveyors, and Geologists, which is within the Department of Consumer Affairs. That act requires an applicant for registration to take an examination and requires the examination to be held at the times and places within the state that the board determines.

This bill would authorize the board to make arrangements with a public or private organization to conduct the examination. The bill would authorize the board to contract with such an organization for materials or services related to the examination and would authorize the board to allow an organization specified by the board to receive, directly from applicants, payments of the examination fees charged by that organization for materials and services.

(6) The California Tourism Marketing Act requires the Governor to appoint a Tourism Selection Committee, as specified, and provides that the Director of the Governor's Office of Business and Economic Development has the power to veto actions of the commission. That act states various findings and declarations by the Legislature regarding the tourism industry in California, including that the mechanism created by that act to fund generic promotions be pursuant to the supervision and oversight of the secretary.

This bill would instead find and declare that the mechanism to fund generic promotions be pursuant to the supervision and oversight of the Director of the Governor's Office of Business and Economic Development.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Section 5092 of the Business and Professions Code is amended to read:

**5092.** (a) To qualify for the certified public accountant license, an applicant who is applying under this section shall meet the education, examination, and experience requirements specified in subdivisions (b), (c), and (d), or otherwise prescribed pursuant to this article. The board may adopt regulations as necessary to implement this section.

(b) An applicant for the certified public accountant license shall present satisfactory evidence that the applicant has completed a baccalaureate or higher degree conferred by a college or university, meeting, at a minimum, the standards described in Section 5094, the total educational program to include a minimum of 24 semester units in accounting subjects and 24 semester units in business related subjects. This evidence shall be provided prior to admission to the examination for the certified public accountant license, except that an applicant who applied, qualified, and sat for at least two subjects of the examination for the certified public accountant license before May 15, 2002, may provide this evidence at the time of application for licensure.

(c) An applicant for the certified public accountant license shall pass an examination prescribed by the board pursuant to this article.

(d) The applicant shall show, to the satisfaction of the board, that the applicant has had two years of qualifying experience. This experience may include providing any type of service or advice involving the use of accounting, attest, compilation, management advisory, financial advisory, tax, or consulting skills. To be qualifying under this

section, experience shall have been performed in accordance with applicable professional standards. Experience in public accounting shall be completed under the supervision or in the employ of a person licensed or otherwise having comparable authority under the laws of any state or country to engage in the practice of public accountancy. Experience in private or governmental accounting or auditing shall be completed under the supervision of an individual licensed by a state to engage in the practice of public accountancy.

(e) This section shall become inoperative on January 1, 2014, but shall become or remain operative if the educational requirements in ethics study and accounting study established by subdivision (b) of Section 5093, Section 5094.3, and Section 5094.6 are reduced or eliminated.

(f) The amendment to subdivision (d) of Section 5094.3 made by the measure adding this subdivision shall not be deemed to reduce or eliminate the educational requirements of Section 5094.3 for purposes of subdivision (e) of this section.

**SEC. 2.** Section 5094.3 of the Business and Professions Code is amended to read:

**5094.3.** (a) An applicant for licensure as a certified public accountant shall, to the satisfaction of the board, provide documentation of the completion of 10 semester units or 15 quarter units of ethics study, as set forth in paragraph (2) of subdivision (b) of Section 5093, in the manner prescribed in this section.

(b) (1) Between January 1, 2014, and December 31, 2016, inclusive, an applicant shall complete 10 semester units or 15 quarter units in courses described in subdivisions (d), (e), and (f).

(2) Beginning January 1, 2017, an applicant shall complete 10 semester units or 15 quarter units in courses described in subdivisions (c), (d), (e), and (f).

(c) A minimum of three semester units or four quarter units in courses at an upper division level or higher devoted to accounting ethics or accountants' professional responsibilities, unless the course was completed at a community college, in which case it need not be completed at the upper division level or higher.

(d) Between January 1, 2014, and December 31, 2016, inclusive, a maximum of 10 semester units or 15 quarter units, and on and after January 1, 2017, a maximum of 7 semester units or 11 quarter units, in the following subjects relating to ethics:

(1) Business, government, and society.

(2) Business law.

(3) Corporate governance.

(4) Corporate social responsibility.

(5) Ethics.

(6) Fraud.

(7) Human resources management.

(8) Business leadership.

(9) Legal environment of business.

(10) Management of organizations.

(11) Morals.

(12) Organizational behavior.

(13) Professional responsibilities.

(14) Auditing.

(e) (1) A maximum of three semester units or four quarter units in courses taken in the following disciplines:

(A) Philosophy.

(B) Religion.

(C) Theology.

(2) To qualify under this subdivision, the course title shall contain one or more of the terms "introduction," "introductory," "general," "fundamentals of," "principles," "foundation of," or "survey of," or have the name of the discipline as the sole name of the course title.

(f) A maximum of one semester unit of ethics study for completion of a course specific to financial statement audits.

(g) An applicant who has successfully passed the examination requirement specified under Section 5082 on or before December 31, 2013, is exempt from this section unless the applicant fails to obtain the qualifying experience as specified in Section 5092 or 5093 on or before December 31, 2015.

**SEC. 3.** Section 5550.2 of the Business and Professions Code is amended to read:

**5550.2.** Notwithstanding subdivision (b) of Section 5552, the board may grant eligibility to take the licensure examination to a candidate enrolled in a degree program accepted by the National Council of Architectural Registration Boards that integrates the licensure degree experience and examination components required under this chapter. The eligibility point shall be determined by that degree program.

**SEC. 4.** Section 7074 of the Business and Professions Code is amended to read:

**7074.** (a) Except as otherwise provided by this section, an application for an original license, for an additional classification, or for a change of qualifier shall become void when:

(1) The applicant or the examinee for the applicant has failed to achieve a passing grade in the qualifying examination within 18 months after the application has been deemed acceptable by the board.

(2) The applicant for an original license, after having been notified to do so, fails to pay the initial license fee within 90 days from the date of the notice.

(3) The applicant, after having been notified to do so, fails to file within 90 days from the date of the notice any bond or cash deposit or other documents that may be required for issuance or granting pursuant to this chapter.

(4) After filing, the applicant withdraws the application.

(5) The applicant fails to return the application rejected by the board for insufficiency or incompleteness within 90 days from the date of original notice or rejection.

(6) The application is denied after disciplinary proceedings conducted in accordance with the provisions of this code.

(b) The void date on an application may be extended up to 90 days or one examination may be rescheduled without a fee upon documented evidence by the applicant that the failure to complete the application process or to appear for an examination was due to a medical emergency or other circumstance beyond the control of the applicant.

(c) An application voided pursuant to this section shall remain in the possession of the registrar for the period as he or she deems necessary and shall not be returned to the applicant. Any reapplication for a license shall be accompanied by the fee fixed by this chapter.

**SEC. 5.** Section 7159.5 of the Business and Professions Code is amended to read:

**7159.5.** This section applies to all home improvement contracts, as defined in Section 7151.2, between an owner or tenant and a contractor, whether a general contractor or a specialty contractor, that is licensed or subject to be licensed pursuant to this chapter with regard to the transaction.

(a) Failure by the licensee or a person subject to be licensed under this chapter, or by his or her agent or salesperson, to comply with the following provisions is cause for discipline:

(1) The contract shall be in writing and shall include the agreed contract amount in dollars and cents. The contract amount shall include the entire cost of the contract, including profit, labor, and materials, but excluding finance charges.

(2) If there is a separate finance charge between the contractor and the person contracting for home improvement, the finance charge shall be set out separately from the contract amount.

(3) If a downpayment will be charged, the downpayment may not exceed one thousand dollars (\$1,000) or 10 percent of the contract amount, whichever is less.

(4) If, in addition to a downpayment, the contract provides for payments to be made prior to completion of the work, the contract shall include a schedule of payments in dollars and cents specifically referencing the amount of work or services to be performed and any materials and equipment to be supplied.

(5) Except for a downpayment, the contractor may neither request nor accept payment that exceeds the value of the work performed or material delivered.

(6) Upon any payment by the person contracting for home improvement, and prior to any further payment being made, the contractor shall, if requested, obtain and furnish to the person a full and unconditional release from any potential lien claimant claim or mechanics lien authorized pursuant to Sections 8400 and 8404 of the Civil Code for any portion of the work for which payment has been made. The person contracting for home improvement may withhold all further payments until these releases are furnished.

(7) If the contract provides for a payment of a salesperson's commission out of the contract price, that payment shall be made on a pro rata basis in proportion to the schedule of payments made to the contractor by the disbursing party in accordance with paragraph (4).

(8) A contractor furnishing a performance and payment bond, lien and completion bond, or a bond equivalent or joint control approved by the registrar covering full performance and payment is exempt from paragraphs (3), (4), and (5), and need not include, as part of the contract, the statement regarding the downpayment specified in subparagraph (C) of paragraph (8) of subdivision (d) of Section 7159, the details and statement regarding progress payments specified in paragraph (9) of subdivision (d) of Section 7159, or the Mechanics Lien Warning specified in paragraph (4) of subdivision (e) of Section 7159. A contractor furnishing these bonds, bond equivalents, or a joint control approved by the registrar may accept payment prior to completion. If the contract provides for a contractor to furnish joint control, the contractor shall not have any financial or other interest in the joint control. Notwithstanding any other law, a licensee shall be licensed in this state in an active status for not less than two years prior to submitting an Application for Approval of Blanket Performance and Payment Bond as provided in Section 858.2 of Title 16 of the California Code of Regulations as it read on January 1, 2016.

(b) A violation of paragraph (1), (3), or (5) of subdivision (a) by a licensee or a person subject to be licensed under this chapter, or by his or her agent or salesperson, is a misdemeanor punishable by a fine of not less than one hundred dollars (\$100) nor more than five thousand dollars (\$5,000), or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment.

(1) An indictment or information against a person who is not licensed but who is required to be licensed under this chapter shall be brought, or a criminal complaint filed, for a violation of this section, in accordance with paragraph (4) of subdivision (d) of Section 802 of the Penal Code, within four years from the date of the contract or, if the contract is not reduced to writing, from the date the buyer makes the first payment to the contractor.

(2) An indictment or information against a person who is licensed under this chapter shall be brought, or a criminal complaint filed, for a violation of this section, in accordance with paragraph (2) of subdivision (d) of Section 802 of the Penal Code, within two years from the date of the contract or, if the contract is not reduced to writing, from the date the buyer makes the first payment to the contractor.

(3) The limitations on actions in this subdivision shall not apply to any administrative action filed against a licensed contractor.

(c) Any person who violates this section as part of a plan or scheme to defraud an owner or tenant of a residential or nonresidential structure, including a mobilehome or manufactured home, in connection with the offer or performance of repairs to the structure for damage caused by a natural disaster, shall be ordered by the court to make full restitution to the victim based on the person's ability to pay, as defined in subdivision (e) of Section 1203.1b of the Penal Code. In addition to full restitution, and imprisonment authorized by this section, the court may impose a fine of not less than five hundred dollars (\$500) nor more than twenty-five thousand dollars (\$25,000), based upon the defendant's ability to pay. This subdivision applies to natural disasters for which a state of emergency is proclaimed by the Governor pursuant to Section 8625 of the Government Code, or for which an emergency or major disaster is declared by the President of the United States.

**SEC. 6.** Section 7612.6 of the Business and Professions Code is amended to read:

**7612.6.** (a) Each cemetery authority shall file with the bureau annually, on or before June 1, or within five months after close of their fiscal year provided approval has been granted by the bureau as provided for in Section 7612.7, a written report in a form prescribed by the bureau setting forth the following:

(1) The number of square feet of grave space and the number of crypts and niches sold or disposed of under endowment care by specific periods as set forth in the form prescribed.

(2) The amount collected and deposited in both the general and special endowment care funds segregated as to the amounts for crypts, niches, and grave space by specific periods as set forth either on the accrual or cash basis at the option of the cemetery authority.

(3) A statement showing separately the total amount of the general and special endowment care funds invested in each of the investments authorized by law and the amount of cash on hand not invested, which statement shall actually show the financial condition of the funds.

(4) A statement showing separately the location, description, and character of the investments in which the special endowment care funds are invested. The statement shall show the valuations of any securities held in the endowment care fund as valued pursuant to Section 7614.7.

(5) A statement showing the transactions entered into between the corporation or any officer, employee, or stockholder thereof and the trustees of the endowment care funds with respect to those endowment care funds. The statement shall show the dates, amounts of the transactions, and shall contain a statement of the reasons for those transactions.

(b) The report shall be verified by the president or vice president and one other officer of the cemetery corporation. The information submitted pursuant to paragraphs (2), (3), (4), and (5) of subdivision (a) shall be accompanied by an annual audit report, prepared in accordance with generally accepted accounting principles, of the endowment care fund and special care fund signed by a certified public accountant or public accountant. The scope of the audit shall include the inspection, review, and audit of the general purpose financial statements of the endowment care fund and special care fund, which shall include the balance sheet, the statement of revenues, expenditures, and changes in fund balance.

(c) If a cemetery authority files a written request prior to the date the report is due, the bureau may, in its discretion, grant an additional 30 days within which to file the report.

**SEC. 7.** Section 7844 of the Business and Professions Code is amended to read:

**7844.** (a) Examination for licensure shall be held at the times and places within the state as the board shall determine. The scope of examinations and the methods of procedure may be prescribed by rule of the board.

(b) The board may make arrangements with a public or private organization to conduct the examination. The board may contract with a public or private organization for materials or services related to the examination.

(c) The board may authorize an organization specified by the board to receive directly from applicants payment of the examination fees charged by that organization as payment for examination materials and services.

**SEC. 8.** Section 7887 of the Business and Professions Code is amended to read:

**7887.** The amount of the fees prescribed by this chapter shall be fixed by the board in accordance with the following schedule:

(a) The fee for filing each application for licensure as a geologist or a geophysicist or certification as a specialty geologist or a specialty geophysicist and for administration of the examination shall be fixed at not more than two hundred fifty dollars (\$250).

(b) The license fee for a geologist or for a geophysicist and the fee for the certification in a specialty shall be fixed at an amount equal to the renewal fee in effect on the last regular renewal date before the date on which the certificate is issued, except that, with respect to certificates that will expire less than one year after issuance, the fee shall be fixed at an amount equal to 50 percent of the renewal fee in effect on the last regular renewal date before the date on which the certificate is issued. The board may, by appropriate regulation, provide for the

waiver or refund of the initial certificate fee where the certificate is issued less than 45 days before the date on which it will expire.

(c) The duplicate certificate fee shall be fixed at not more than six dollars (\$6).

(d) The renewal fee for a geologist or for a geophysicist shall be fixed at not more than four hundred dollars (\$400).

(e) The renewal fee for a specialty geologist or for a specialty geophysicist shall be fixed at not more than one hundred dollars (\$100).

(f) Notwithstanding Section 163.5, the delinquency fee for a certificate is an amount equal to 50 percent of the renewal fee in effect on the last regular renewal date.

(g) Each applicant for licensure as a geologist shall pay an examination fee fixed at an amount equal to the actual cost to the board to administer the examination described in subdivision (d) of Section 7841, unless an applicant pays the examination fee directly to an organization pursuant to Section 7844.

(h) Each applicant for licensure as a geophysicist or certification as an engineering geologist or certification as a hydrogeologist shall pay an examination fee fixed by the board at an amount equal to the actual cost to the board for the development and maintenance of the written examination, and shall not exceed one hundred dollars (\$100).

(i) The fee for a retired license shall be fixed at not more than 50 percent of the fee for filing an application for licensure as a geologist or a geophysicist in effect on the date of application for a retired license.

**SEC. 9.** Section 13995.1 of the Government Code is amended to read:

**13995.1.** The Legislature hereby finds and declares all of the following:

(a) Tourism is among California's biggest industries, contributing over fifty-two billion dollars (\$52,000,000,000) to the state economy and employing nearly 700,000 Californians in 1995.

(b) In order to retain and expand the tourism industry in California, it is necessary to market travel to and within California.

(c) State funding, while an important component of marketing, has been unable to generate sufficient funds to meet the threshold levels of funding necessary to reverse recent losses of California's tourism market share.

(d) In regard to the need for a cooperative partnership between business and industry:

(1) It is in the state's public interest and vital to the welfare of the state's economy to expand the market for, and develop, California tourism through a cooperative partnership funded in part by the state that will allow generic promotion and communication programs.

(2) The mechanism established by this chapter is intended to play a unique role in advancing the opportunity to expand tourism in California, and it is intended to increase the opportunity for tourism to the benefit of the tourism industry and the consumers of the State of California.

(3) Programs implemented pursuant to this chapter are intended to complement the marketing activities of individual competitors within the tourism industry.

(4) While it is recognized that smaller businesses participating in the tourism market often lack the resources or market power to conduct these activities on their own, the programs are intended to be of benefit to businesses of all sizes.

(5) These programs are not intended to, and they do not, impede the right or ability of individual businesses to conduct activities designed to increase the tourism market generally or their own respective shares of the California tourism market, and nothing in the mechanism established by this chapter shall prevent an individual business or participant in the industry from seeking to expand its market through alternative or complementary means, or both.

(6) (A) An individual business's own advertising initiatives are typically designed to increase its share of the California tourism market rather than to increase or expand the overall size of that market.

(B) In contrast, generic promotion of California as a tourism destination is intended and designed to maintain or increase the overall demand for California tourism and to maintain or increase the size of that market, often by utilizing promotional methods and techniques that individual businesses typically are unable, or have no incentive, to employ.

(7) This chapter creates a mechanism to fund generic promotions that, pursuant to the required supervision and oversight of the director as specified in this chapter, further specific state governmental goals, as established by the Legislature, and result in a promotion program that produces nonideological and commercial communication that bears the characteristics of, and is entitled to all the privileges and protections of, government speech.

(8) The programs implemented pursuant to this chapter shall be carried out in an effective and coordinated manner that is designed to strengthen the tourism industry and the state's economy as a whole.

(9) Independent evaluation of the effectiveness of the programs will assist the Legislature in ensuring that the objectives of the programs as set out in this section are met.

(e) An industry-approved assessment provides a private-sector financing mechanism that, in partnership with state funding, will provide the amount of marketing necessary to increase tourism marketing expenditures by California.

(f) The goal of the assessments is to assess the least amount per business, in the least intrusive manner, spread across the greatest practical number of tourism industry segments.

(g) The California Travel and Tourism Commission shall target an amount determined to be sufficient to market effectively travel and tourism to and within the state.

(h) In the course of developing its written marketing plan pursuant to Section 13995.45, the California Travel and Tourism Commission shall, to the maximum extent feasible, do both of the following:

(1) Seek advice and recommendations from all segments of California's travel and tourism industry and from all geographic regions of the state.

(2) Harmonize, as appropriate, its marketing plan with the travel and tourism marketing activities and objectives of the various industry segments and geographic regions.

(i) The California Travel and Tourism Commission's marketing budget shall be spent principally to bring travelers and tourists into the state. No more than 15 percent of the commission's assessed funds in any year shall be spent to promote travel within California, unless approved by at least two-thirds of the commissioners.



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

June 23, 2017

Ms. Jane Smith  
ACME Sample Architect Firm  
12345 Any Street  
Anywhere, CA 90011

Dear Ms. Smith:

On behalf of the California Architects Board, I am writing to encourage you to consider offering internship opportunities to students who are enrolled in the new innovative Integrated Path to Architectural Licensure (IPAL) program.

NewSchool of Architecture and Design, the University of Southern California, and Woodbury University (contact information on the reverse side) are 3 of 17 institutions accepted into the National Council of Architectural Registration Boards (NCARB) IPAL initiative. IPAL orchestrates the integration of education and experience into the curriculum, as well as provides students an accelerated opportunity to take each of the six divisions of the Architect Registration Examination. Board member Pasqual Gutierrez was instrumental in the development of this program and served on NCARB's IPAL Task Force.

The success of this endeavor requires action and support from the profession. NCARB has developed the framework for the program and coached the institutions on how to best meet their goals. The schools have invested significantly in developing their programs and launching with an initial cohort of students this year. The Board amended the Architects Practice Act to accommodate IPAL students for early testing. A crucial component of the effort is commitment from practicing architects to provide quality professional experience for the students.

We are creating a powerful model for the future that will help usher graduates into the profession more effectively. Current NCARB data shows that it takes many candidates 12 years to complete the licensure process. By integrating the components of licensure into the degree program, graduates will be better positioned to enter the profession as productive practitioners.

We are very enthusiastic about the positive impact of this effort. In fact, past president Jon Baker's firm has already placed an IPAL intern. I urge you to consider placing an IPAL intern as well.

Sincerely,

MATTHEW McGUINNESS  
President

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Visit the NCARB website ([www.ncarb.org/become-architect/ipal](http://www.ncarb.org/become-architect/ipal)) for more information on Integrated Path to Architectural Licensure.

## 2016 EDITION, ISSUE 2

### Integrated Path to Architecture Licensure (IPAL) at NewSchool of Architecture & Design

By **Mitra Kanaani, D. Arch., MCP, AIA, ICC, Professor of Graduate Architecture and IPAL Coordinator at NewSchool of Architecture & Design**

NewSchool of Architecture & Design is proud to be one of only 18 schools selected by the National Council of Architectural Registration Boards (NCARB) to participate in the Integrated Path to Architectural Licensure (IPAL). In California, NewSchool is one of only two institutions to offer IPAL at the graduate level.

IPAL is a new pedagogical model in architectural education that offers qualified students the opportunity to simultaneously work toward their architectural licensing requirements while earning their degree. By combining *education*, *experience*, and *examination*, there will be a unique opportunity for the participating students to enter the profession as licensed architects in an expeditious way, with the same rigor for the requisite knowledge, skills, and experience, for a fulfilling career in architecture.

By enhancing current educational knowledge and skills with experiential learning and licensing exam preparation, IPAL will transform architectural education not only for students, but also for the schools that are going to be involved in such integrated pedagogy. Participating institutions must offer a curriculum that holistically integrates architectural discipline and practice, and that ensures every graduate is prepared to excel professionally and make a positive impact on their industry and community.

Through the IPAL program at NewSchool, students can concurrently complete their National Architectural Accrediting Board (NAAB)-accredited degree, professional experience, and licensing exams in an accelerated timeline that will save them time and professional expenditures. NewSchool will be offering two tracks — IPAL 4+2 and IPAL 4+3 — leading to the first professional Master of Architecture degree, both launching in the fall of 2016. IPAL 4+2 is a three-year program for students who have completed a four-year Bachelor of Architecture. The IPAL 4+3 is a four-year program for candidates who have a bachelor's degree unrelated to architecture.

During the first year of NewSchool's IPAL program, students will take a full course-load of architectural graduate foundation courses, including design, precedents and critical thinking, as well as constructability, and tectonics. There are specific IPAL courses that allow the students exposure to the professional practice of architecture. During the first summer, students will have opportunity for study abroad options, as well as the opportunity to gain experience in architectural firms or on job sites.

In their second year, students will have part-time internships during the fall and spring and full-time internships during summer. These paid internships will follow NCARB requirements for the Architectural Experience Program (AXP). NewSchool, as part of its IPAL requirements, has collaborated with leading industry partners to form a consortium of prominent firms which will provide invaluable practical opportunities for students to fully understand the variety of professional roles available in architecture.

The six divisions of the Architect Registration Examination (ARE) are synchronized with the course sequence so that students can take two divisions each year during their second, third, and fourth years. The final year of the program will consist of a full-time practicum and the remaining ARE divisions.

Since its founding, NewSchool has promoted a culture of professional practice through faculty who are active in the industry and curricula that are forward-thinking and career-oriented. As we implement IPAL, we will continue to innovate so that we anticipate and serve the needs of our profession.

For more information, visit NewSchool's website [↗](#).



Dr. Mitra Kanaani (left)

## California Architects Board

2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

## 2017 EDITION, ISSUE 1

### Integrated Path to Architectural Licensure (IPAL) at the University of Southern California

This article is the second in a series of three for the California IPAL initiative schools. The next IPAL program to be featured in the *California Architects* newsletter is the School of Architecture at Woodbury University [↗](#).

**By Michael Hricak, FAIA, BS Arch., M. Arch., Lecturer, University of Southern California (USC) School of Architecture and Charles Lagreco, AIA, BA Arch., MFA Arch., Dipl. Arch., Associate Professor, USC School of Architecture with highlights of the USC School of Architecture's IPAL Initiative Program**

In the fall of 2016, an experimental program initiated by the National Council of Architectural Registration Boards (NCARB) with the support of the California Architects Board (CAB) was introduced to the USC School of Architecture community with an entry in the USC catalog.

#### Integrated Path to Architectural Licensure (IPAL) Initiative Program

*The USC School of Architecture was selected as one of the initial 14 accredited architectural schools in the United States to participate in the NCARB IPAL initiative. The IPAL program is designed to monitor and provide support for obtaining architectural licensure within designated professionally accredited programs that combine an integrated approach to the Architectural Experience Program (formerly IDP, now AXP) and the taking of the Architect Registration Examination (ARE) both of which are required for licensure.*

*USC is one of three schools in California that has been accepted into IPAL and supported by the California Architects Board to allow students to take the ARE while enrolled in school rather than having to wait until after graduation, as is currently the case in California.*

*USC provides both support for the AXP requirements through the Architectural Guild network of firms and the NotLy ARE support program to help students prepare and successfully address the examination requirements for licensure.*

*USC's selection and participation in the IPAL program does not change any of the requirements to our existing architectural degree programs. However, it will provide guidance and additional assistance to all our architecture students in becoming eligible for licensure by encouraging them to take advantage of our increased access to the state and national licensure examinations concurrent with enrollment in our accredited professional degree programs. It will also provide support and encourage architectural experience in the professional community and provide the opportunity to significantly reduce the amount of time necessary to become a licensed architect while increasing the awareness and interaction between professional and academic experience.*



Michael Hricak (center) and Charles Lagreco (right)



USC students

The advantages of this initiative are much more than positioning students for licensure at graduation. What is being launched is a fully integrated experience providing both perspective and relevance to the training requirement, thus enriching the academic experience. By exposing the students/candidates to the usefulness of applying practical skills to guide design decisions, these educational and professional experiences bridge the hypothetical and the practical.

Finally, the effectiveness of the program will be determined by: the success rates of student/candidates completing the ARE divisions and the projected increase in pass rates of enrolled students due to the proximity in time of the exams to the academic study of the subjects. A key factor and advantage of IPAL programs will be the ability for students to prepare for the exams with their peers in a collaborative environment rather than having to study for exams independently while working full time after graduation.

The USC School of Architecture is committed to the IPAL initiative and considers it to be an enrichment of our current efforts in making licensure available earlier and more efficiently, while strengthening the quality of the workforce and providing increased access to the profession. The USC School of Architecture is very pleased to be involved in the testing of this initiative and will be monitoring the impact on our programs over the next few years as increasing numbers of students participate.

For more information, visit the IPAL [↗](#) page on the NCARB website.

## California Architects Board

2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

## 2017 EDITION, ISSUE 2

### Integrated Path to Architecture Licensure (IPAL) at Woodbury University

Final article in a three-part series for the California IPAL initiative schools.

**Highlights of Woodbury University School of Architecture's IPAL programs provided by Catherine Roussel, AIA.**

#### Woodbury University Embraces Integrated Path to Licensure to Empower Change

Woodbury University School of Architecture has a long-standing engagement with practice. Recognizing that perspectives are shaped by experience, the School of Architecture is rethinking student learning to redefine professional engagement. Expanding the scope of architectural education, the university is strengthening its commitment to practice by preparing students to lead positive change in the built environment. As our first cohort of Integrated Path to Architectural Licensure (IPAL) students begin their second summer of work and newly accepted students are starting to work in offices, we see more clearly how the program can benefit firms and proactively support the profession. Looking forward, we encourage firms to partner with us in shaping new connections between education and practice.

When we first reached out to firms for their support of our IPAL proposal in 2014, we were met with universal support, recounts Dean Ingallil Wahroos-Ritter, AIA. Fourteen firms wrote letters of support and pledged to work with students to fulfill their Architectural Experience Program (AXP) hours through the IPAL program. Though Woodbury University has long had a work experience requirement for undergraduate students in all disciplines, the IPAL program is more intense. In order to ensure student success, we established a competitive process where students must demonstrate commitment and readiness. In turn, partner firms recognize that they have a critical role in guiding interns through the AXP experience.



Woodbury Studio Culture  
Image Courtesy of Woodbury School of Architecture

IPAL provides structure, through a partnership between firms and the academy, to help students complete both AXP and degree requirements, which together help prepare students for the Architect Registration Examination (ARE). While not everyone chooses this integrated path, it can be an invaluable process for those who do.

Bachelor of Architecture students have the opportunity to complete the five-year program in six years, incorporating two years of internship, and passing the ARE prior to receiving their BArch. Following their second year, participating students work each summer in an internship, and complete a one-year internship between their fourth and fifth years. Consequently, successful students have the opportunity to be licensed upon graduation (candidates must compete all licensure requirements, including [but not limited to] passage of all division of the ARE and passage of the CSE). Woodbury's Master of Architecture program is among the first of four graduate programs accepted by the National Council of Architectural Registration Boards (NCARB) nationally. This path is set up to take students four years to complete with a summer internship between the first and second year and a one-year internship between their second and third years, finishing the AXP hours with one final summer of work.

This initiative would not be possible without our state board. Woodbury acknowledges the support of the California Architects Board and the decision to allow examination before graduation for IPAL students. These efforts are further supported by the Board's decision to adopt NCARB's recommended reduction in the hours required for AXP from 5,600 to 3,740 core hours for all candidates. Together, these changes have enabled IPAL programs to support students through all of the licensure requirements, encouraging students to engage with practice sooner and helping make licensure more attainable.

The IPAL option is generating interest among students to integrate their education with experience. As one student observed, "I really wanted to integrate work into my architectural education. I knew that combining the experience of both would make me stronger and it has." Catherine Herbst, architecture chair for Woodbury University's San Diego campus, agrees that learning is more effective when education and practice are integrated. "It is a better way to learn." Another student said she chose the IPAL path in order to complete her studies and licensure as soon as possible because you never know what will happen in the future.

"The sooner the students begin working in an office, the better. IPAL students, on the licensure track, are inspiring others and having a positive influence. However, one of the challenges has been giving work assignments to students so early in their professional degree program. We are having to rethink our internship program, and are making it stronger as a result."

— Jonathan Ward of NBBJ, Los Angeles

Late dean of Woodbury's School of Architecture, Norman Millar who was a champion of the IPAL initiative nationally, touched on the importance of IPAL at Woodbury by saying that, "From the perspective of a school with a preponderance of first-generation college students who reflect the multicultural diversity of our region, we see NCARB's [Integrated] Path to Architectural Licensure initiative as an important stepping stone to improving the diversity—including gender diversity—of licensed architects. We embrace the opportunity to work closely with a consortium of architecture firms and our state board in the process."

The first cohort of IPAL students reflected that diversity and included seven women out of eight students at the Burbank campus. That has since leveled out to a more even ratio of men to women, with some international students joining the program. We now have 25 students and expect this number to grow each year until our first class graduates in 2020. Students interested in IPAL generally apply during their second year of the BArch program. We have also accepted some first-year students and will consider transfer students. In a summer internship, students can expect to fulfill 500–600 of their AXP hours.

We have not changed the curriculum; however, we are increasingly emphasizing skills in the first two years of the BArch program—to serve students through their academic studies as well as to prepare them for practice. Students also complete the first in a series of practice courses in their second year, in which they produce construction documents and learn Revit. Graduate students bring with them varied experience that also enriches their contribution to firms as they gain experience in practice.



Designers Collaborating  
*Image Courtesy of April Shu and RBB Architects*

With a growing consortium of firms in Los Angeles and San Diego who have hired qualified students, from global offices like NBBJ to Carrier Johnson in San Diego and Bestor Architecture in Los Angeles, Woodbury's program is quickly gaining recognition. We invite any firms who are interested in preparing the next generation of architects for an increasingly complex world and expanding range of practice to contact us. Our team includes Dean Ingall Wahlroos-Ritter, AIA, Architecture Chair, Catherine Herbst, AIA, (San Diego) as well as graduate and undergraduate Chairs, Ewan Branda and Heather Flood (Los Angeles), and Architect Licensing Advisor, Catherine M. Roussel, AIA. Information about the IPAL [↗](#), BArch [↗](#), and MArch [↗](#) programs are available on the Woodbury University website.

At Woodbury, we believe in the power of practice to empower change. By embracing IPAL, we've made concrete steps to building professional experiences that better serve both firms and students. We see the IPAL program as a vital opportunity to help students understand the built environment, expand their critical thinking skills, and engage with new design problems. We remain committed to professional development, partnering with firms and practices to give students well-rounded experiences and challenges that they are prepared to tackle. We appreciate the support of the California Architects Board, and we will continue to explore new education models like IPAL that allow students to address the complex demands inherent to contemporary practice.

## California Architects Board

2420 Del Paso Road, Suite 105  
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## Agenda Item E.3

### REVISE THE CANDIDATE HANDBOOK TO REDUCE CANDIDATE CONFUSION

The Board's 2017-2018 Strategic Plan contains an objective assigned to the Professional Qualifications Committee to revise the *Candidate Handbook* and reduce candidate confusion regarding the licensure process.

The *Handbook*, last updated in 2007, was developed by the Board to provide an overview of the architectural licensing process in California. It contains general information regarding the Board, the requirements for licensure, available pathways to licensure, and other relevant information. The *Handbook* was originally compiled from sources such as the Board's regulations and the National Council of Architectural Registration Boards' (NCARB) *Architect Registration Examination (ARE) Guidelines* and *Architectural Experience Program (AXP) Guidelines*. It is now obsolete because of the many changes made by NCARB to its programs over the past several years and also those made by the Board.

Staff proposes the following for the *Handbook*:

- Update *Handbook* content to reflect contemporary programmatic requirements
- Transition to a digital only format with an HTML companion on our website
- Incorporate hyperlinks to relevant information on collateral websites
- Modify size and page layout

The Committee is asked to discuss this objective and provide any input to the Board.

#### Attachments:

1. *Candidate Handbook*
2. NCARB *ARE Guidelines* November 2016
3. NCARB *AXP Guidelines* May 2017



A GUIDE TO  
**ARCHITECTURAL**  
LICENSING IN  
CALIFORNIA

# Candidate's **HANDBOOK**

**CALIFORNIA ARCHITECTS BOARD**  
Public Protection Through Examination,  
Licensure, and Regulation

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# CALIFORNIA ARCHITECTS BOARD

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The California Architects Board (CAB) was created in 1901 to protect the public health, safety, and welfare by regulating the practice of architecture in California. It is one of numerous boards, bureaus, commissions, committees, and programs within the Department of Consumer Affairs responsible for consumer protection and regulation of a licensed profession.

CAB is composed of 10 members; five are architects and five are public members. The Governor appoints the five architect members and three of the public members. The Speaker of the Assembly and the Senate Rules Committee each appoint a public member to the Board.

CAB establishes regulations for the licensing of individuals who want to practice architecture in California and has required a licensing examination since 1936. Today, California has more than 22,000 active licensed architects and more than 11,000 candidates in the process of meeting examination and licensure requirements.

Licensees are expected to be familiar with and understand the provisions of the California Architects Practice Act, with special attention directed to its Rules of Professional Conduct. The Architects Practice Act is available online on the CAB Web site at [www.cab.ca.gov](http://www.cab.ca.gov).



## LICENSING REQUIREMENTS: OVERVIEW

Candidates and other unlicensed individuals should be aware that in California it is a misdemeanor punishable by fine and/or imprisonment to practice architecture, to offer architectural services, to represent oneself as an architect, or to use any term confusingly similar to the word “architect” unless one holds a current, valid license issued by CAB to practice architecture.

***CAB's automated telephone system, (916) 574-7220, operates on a 24-hour basis so that the public can access recorded information about CAB functions or request application materials anytime. Normal office hours are 8 a.m. to 5 p.m., Monday through Friday, except state holidays.***

***Information, downloadable forms, and other documents are also available on CAB's Web site at [www.cab.ca.gov](http://www.cab.ca.gov) or by email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov).***

California's examination and licensure requirements are more flexible than most other jurisdictions. In reviewing the requirements for licensure, it is important to realize that the process cannot be described by a single set of sequential steps. Instead, obtaining a license in California involves requirements that a candidate can meet in multiple ways. Additionally, each requirement may have several possible entry points at which a candidate may start fulfilling it. Although each candidate's path to licensure may differ, all candidates will complete the process with the necessary knowledge, skills, and ability to be a licensed architect who practices in a way that protects the health, safety, and welfare of Californians.

As outlined in this *Handbook*, once a candidate has fulfilled all the necessary requirements, he or she is eligible to receive a license to practice architecture in California. To summarize, those requirements are as follows:

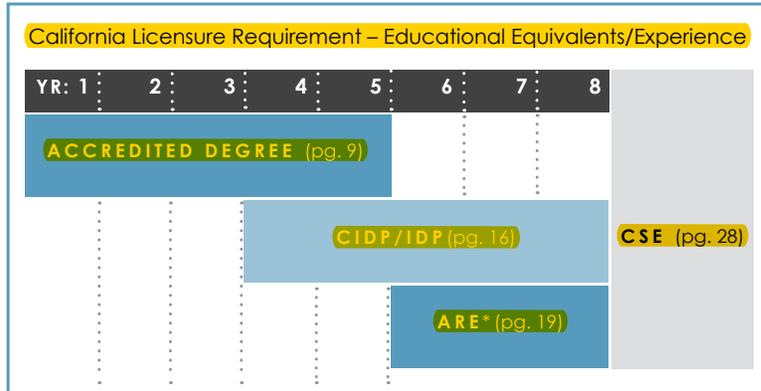
- Eight years of post-secondary education and/or work experience as evaluated by CAB; including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of work experience under the direct supervision of an architect registered in a Canadian province;
- Completion of the **Comprehensive Intern Development Program/Intern Development Program (CIDP/IDP)**;
- Successful completion of the Architect Registration Examination (ARE); and,
- Successful completion of the California Supplemental Examination (CSE).

All possible backgrounds that candidates might have are not described in this *Handbook*. Individuals whose experience and/or education are not discussed here should contact CAB to learn how licensure requirements apply to their situation.

## Common Paths to Licensure

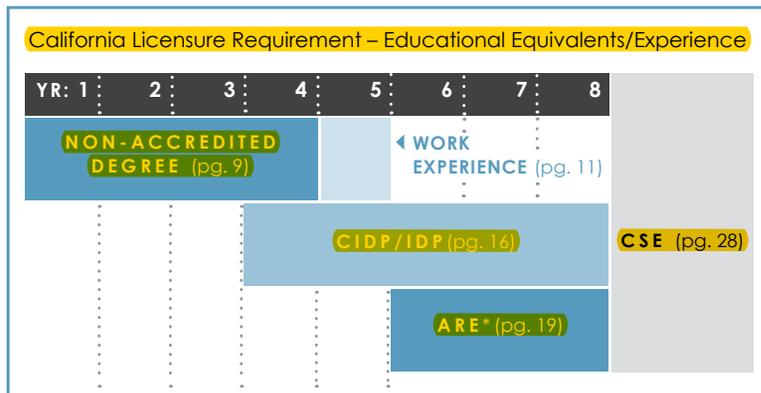
The following diagrams illustrate the time frame in which candidates can begin completing the various licensure requirements. Diagrams are provided for the three more common paths to licensure.

### NATIONAL ARCHITECTURAL ACCREDITING BOARD DEGREE

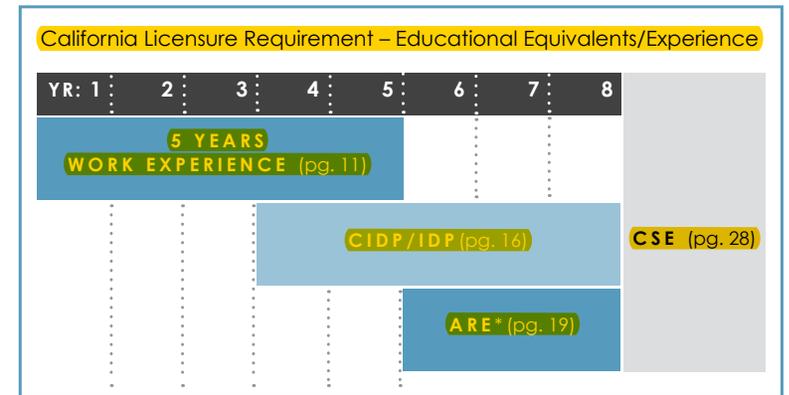


\* California candidates can concurrently take the ARE and complete CIDP/IDP

### PROFESSIONAL NON-ACCREDITED DEGREE



### EXPERIENCE ONLY



To assess a candidate's knowledge, skills, and ability to perform the services required of a competent architect in California, CAB looks at three separate aspects of an individual's architectural development: education, experience, and examination. No single aspect can accurately measure whether an individual is qualified to be licensed to practice architecture in California.

Following is an overview of the requirements in each category. More detailed descriptions about the requirements are described throughout this *Handbook*.

**EDUCATION:** A total of five years of educational and/or work experience credit are required. The requirement can be met in any of the following ways: 1) By obtaining a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB); 2) By a combination of a non-accredited degree in architecture or another discipline plus work experience under the direct supervision of a licensed architect; or 3) Solely by work experience under the direct supervision of a licensed architect. (See page 7 for further details on the licensure process.)



## HOW TO BEGIN THE LICENSURE PROCESS

**EXPERIENCE:** For most candidates, this requirement must be met by completing the National Council of Architectural Registration Boards' (NCARB) **Intern Development Program (IDP) and CAB's Comprehensive Intern Development Program (CIDP)**. (See page 16 for further details.) This requirement is not applicable to individuals who were architectural candidates through CAB prior to December 31, 2004 and who remain active in the examination process. (See page 17 for further details.)

Candidates must complete a total of eight years of education and/or work experience for licensure. They must verify at least one year of credit under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of experience under the direct supervision of an architect registered in a Canadian province. Credit is granted for education and experience pursuant to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived. The Table of Equivalents is available on CAB's Web site at **www.cab.ca.gov**, **and candidates receive a copy of the Table when they request an Application for Eligibility Evaluation for the Architect Registration Examination (ARE)**.

**EXAMINATION:** Candidates must successfully complete the **nine-division** computerized ARE developed by NCARB as well as the California Supplemental Examination (CSE), an **oral** examination developed by CAB. (See page 19 for information about the ARE and page 28 for information about the CSE.)

To become a candidate for licensure, individuals must first submit to CAB an *Application for Eligibility Evaluation* to establish eligibility to take the ARE. Candidates are eligible to begin taking the ARE following completion of five years of educational and/or work experience equivalents. (See page 8 for further details.) Candidates can request an application by calling CAB at (916) 574-7220, by email at **cab@dca.ca.gov** or from CAB's Web site at **www.cab.ca.gov**.

Candidates apply to CAB for ARE eligibility by submitting the following:

- Completed *Application for Eligibility Evaluation*
- \$100 eligibility review fee
- *Employment Verification Form(s)* and/or school transcripts submitted directly from the school.

The *Employment Verification Form* and school transcripts may be received by CAB either prior to or after the *Application for Eligibility Evaluation*.

**Please Note:** To receive credit for post-secondary education, an original transcript must be submitted to CAB directly from the school. Transcripts submitted by candidates or marked "Issued to Student" will not be accepted. CAB grants credit only for degrees posted on the transcript at the time of evaluation and cannot grant credit based on an anticipated date of graduation. Work experience obtained as a required part of a degree program for which educational credit is earned is not granted separate work experience credit.

Following receipt of the items indicated above, CAB performs an eligibility evaluation. CAB reviews transcripts and each *Employment Verification Form* to determine the appropriate amount of credit to be granted pursuant to the Table of Equivalents.



## EDUCATION

To be eligible to begin the examination and licensure process, a candidate must provide verification of at least five years of education and/or architectural work experience. Candidates can satisfy the five-year requirement in a variety of ways:

- 1) Provide verification of a three-year, five-year, or six-year professional degree in architecture through a program that is accredited by NAAB or CACB; or
- 2) Provide verification of at least five years of educational equivalents. Candidates are granted educational equivalents in various amounts pursuant to CAB's Table of Equivalents:
  - A maximum of four years for a non-accredited professional degree in architecture;
  - Various amounts for other degrees and for units earned toward degrees, including: an undergraduate degree in architecture; a degree in a field related to architecture or in another field of study; and, (to a limited extent) units earned toward some degrees; and/or,
  - Work experience under the direct supervision of a licensed architect.

Under some circumstances, a candidate may apply for eligibility to take the ARE prior to completing his or her degree, using work experience credit to meet the educational requirement. In such a situation, when a candidate is working toward a degree in architecture or in a field related to architecture, the maximum credit CAB grants for the units earned toward that degree is six months less than the maximum credit that would be granted if the degree had been obtained. CAB conducts a unit evaluation to grant credit in this instance. For the unit evaluation, 30 semester or 45 quarter units are considered one academic year. Fractions greater than one-half of an academic year are counted as one-half of a year, and smaller fractions are not counted.

Generally, candidates may not receive credit for more than one degree. However, a candidate who possesses a professional degree in architecture and a post-professional degree (i.e., Master of Science, Ph.D.) in architecture may receive one additional year of credit for the post-professional degree.

**Important Note:** As described above, California does not require an accredited degree in architecture for examination and licensure. California candidates may also receive credit for qualifying work experience to fulfill the education portion of the examination and licensure eligibility requirements. However, many other states require an accredited degree for licensure.

### Accredited and Non-accredited Degree Programs

The National Architectural Accrediting Board (NAAB) is the only accrediting body for professional architectural degree programs in the U.S. NAAB accredits the professional degree programs within the schools, not the schools themselves.

Many architectural schools offer both NAAB-accredited and non-accredited degree programs. A degree from a NAAB-accredited program provides a candidate immediate eligibility for the ARE. Additionally, such a degree will facilitate future reciprocal licensure with another state and/or NCARB certification, if desired. (See page 35 for information about NCARB certification and page 37 for a list of California programs that were accredited at the time this *Handbook* was published.) Visit NAAB's Web site at [www.naab.org](http://www.naab.org) for a list of the most current accredited degree programs.

Architectural degrees from programs accredited by the Canadian Architectural Certification Board (CACB) are considered equivalent to NAAB-accredited degrees and granted five years of credit.



## EXPERIENCE

### Community Colleges and Technical Schools

CAB grants credit for a community college education only if a degree is obtained. Credit is granted for units earned at a community college without a degree only if those units are transferred to and accepted by a higher institution. A candidate who has a degree from both a community college and a university is only granted credit for the degree that gives the most credit.

CAB may allow credit for a technical school degree if it is in a field related to architecture. Credit is granted for a technical school education only if a candidate obtains a certificate of completion.

### Foreign Education

Candidates may receive credit for education at foreign colleges and universities. An educational evaluation service approved by NAAB or the National Association of Credential Evaluation Services, Inc. must evaluate certified original transcripts and diplomas from the foreign school(s) to equate the degree to a comparable U.S. degree. The service must submit the original recommendation along with transcripts directly to CAB. The candidate is responsible for any cost of evaluation. Candidates should request that an original "short" or "general" report be submitted directly to the CAB office along with a copy of the original transcripts. A list of approved education evaluation services and instructions are available on the CAB Web site at [www.cab.ca.gov](http://www.cab.ca.gov) under **Candidate Information** or by telephone at (916) 574-7220.

Architectural degrees from programs accredited by the Canadian Architectural Certification Board (CACB) are considered equivalent to NAAB-accredited degrees and granted five years of credit.

"Work Experience" may refer to experience that candidates use to meet the educational requirement or the additional three years of experience required prior to a candidate being eligible to take the CSE. For most candidates, the additional three years of experience is obtained while fulfilling the **CIDP/IDP** requirement, which is described on page 16.

### Guidelines for Work Experience Used to Obtain Educational Credit

The following guidelines apply to work experience used to meet the educational requirement:

- Candidates may satisfy the entire five-year educational requirement through work experience under the direct supervision of a licensed architect with a valid, current license to practice in the jurisdiction where the work experience was obtained or where the project was located.
- Candidates may *not* receive *educational credit* for work experience obtained under the direct supervision of a U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, or California certified building official. (If such experience is obtained prior to meeting the educational requirement, the candidate may receive credit for it after he or she has met the five-year educational requirement. See page 14 for more details.)
- Work experience obtained as a required part of a degree program for which educational credit is earned is not granted separate work experience credit.
- Independent, non-licensed practice or experience regardless of claimed coordination or liaison with licensed professionals is not considered.

See page 12 for an explanation of how to use CAB's *Employment Verification Form* to document work experience.

## Additional Experience for CSE Eligibility

Following fulfillment of the five-year educational requirement, candidates must complete an additional three years of education and/or work experience equivalents and successfully complete the ARE in order to be eligible to take the California Supplemental Examination (CSE). This requirement will apply to most candidates in one of two ways:

- *Candidates who are required to complete CIDP/IDP:* Candidates will be granted a maximum of five years of experience upon completion of CIDP/IDP. Verification of completion of IDP must be provided by NCARB directly to CAB. For more information about documentation requirements for CIDP see CAB's CIDP Handbook, which is available on CAB's Web site or can be requested by email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov) or by telephone at (916) 574-7220. For more information about the documentation requirements for IDP see NCARB's IDP Guidelines on NCARB's Web site at [www.ncarb.org](http://www.ncarb.org).
- *Candidates who are not required to complete CIDP/IDP:* These candidates must still obtain three additional years of education and/or work experience credit (following fulfillment of the educational requirement) prior to being eligible to take the CSE, including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of work experience under the direct supervision of an architect registered in a Canadian province. Such candidates should use the *Employment Verification Form* to provide evidence of work experience.

## Using Employment Verification Form to Document Work Experience

The following guidelines apply to this form:

- Each submitted form must contain: the dates of employment; hours worked per week; name and address of the company; and the supervising professional's name, license number, license issue date/expiration date, original signature, and date.

- Each form must not contain any alterations or corrections. CAB will not accept or evaluate a form that contains corrections.
- Candidates may photocopy blank forms; however, the signature must be original. CAB will not accept or evaluate forms without original signatures.

Candidates should keep current on their submissions of the *Employment Verification Form*. CAB recommends that candidates keep a supply of forms on hand and submit one at least every six months.

Pursuant to CAB's Rules of Professional Conduct (section 160 of the California Code of Regulations), California licensed architects must represent a candidate's training and experience accurately when completing an *Employment Verification Form* or providing other information in connection with the candidate's application for licensure.

When CAB receives a new *Employment Verification Form*, an evaluation update is completed and a notice is mailed to the candidate advising of his or her current file status. Candidates may request an update of their status at any time throughout the year. The *Employment Verification Form* can be obtained on CAB's Web site at [www.cab.ca.gov](http://www.cab.ca.gov), by email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov), or by telephone at (916) 574-7220.

## Work Experience Credit

CAB evaluates work experience based on a calendar month of 40-hour work weeks. CAB grants credit for both part-time and full-time work experience. Overtime may be considered. Work experience credit is granted toward meeting the educational requirement and/or the additional three years of experience requirement as follows:

- 100% credit for work experience under the direct supervision of U.S. licensed architects.

- 50% credit for work experience under the direct supervision of architects licensed in qualifying foreign countries up to a maximum of seven years of credit. (Candidates should contact CAB for information about which countries qualify.)

Credit may also be granted for work experience obtained under the authority of or on the property of the U.S. federal government when the experience is under the direct supervision of a U.S. licensed architect or engineer.

Candidates may receive credit for work experience obtained under the direct supervision of professionals other than licensed architects only *after they meet the educational requirement*. If such experience is obtained prior to meeting the educational requirement, the credit is deferred until fulfillment of the educational requirement. Credit for work experience obtained under other licensed professionals applies as follows:

- 50% credit for work experience under the direct supervision of U.S. registered civil or structural engineers and/or U.S. licensed landscape architects up to a maximum of two years of credit.
- 50% credit for work experience under the direct supervision of California licensed general building contractors or California certified building officials up to a maximum of one year of credit.

Candidates who are required to complete **IDP** should review NCARB's **IDP Guidelines** to determine whether such experience is accepted for **IDP**.

**Important Note:** Prior to being eligible to take the CSE and be licensed, all candidates must earn and verify at least one year of credit under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of experience under the direct supervision of an architect registered in a Canadian province.

## Reciprocity for Architects Licensed in Other U.S. Jurisdictions

A licensed architect seeking reciprocity in California should request the *California Reciprocity Application* by calling CAB at (916) 574-7220, by email at **cab@dca.ca.gov**, or from CAB's Web site at **www.cab.ca.gov**.

To be eligible for reciprocal licensure in California, an architect must hold a current, valid license in a qualifying jurisdiction, provide verification of eight years of education and/or work experience, meet the licensing requirements in effect at the time of application, and successfully complete the CSE. Candidates verifying their experience by submitting an *Employment Verification Form* must provide a project list, the names and addresses of the clients, construction costs, date(s) each project was started and completed, and all services provided along with proof of licensure, registration, or certification.

CAB requires that prior to eligibility for the CSE and licensure, new candidates complete **CIDP in conjunction with IDP**. In order to be eligible for reciprocity and not be subject to the **CIDP requirement**, reciprocity applicants must have either completed **IDP** or had three years of architectural practice as a licensed architect in another U.S. jurisdiction. Reciprocity applicants must submit either an **IDP** Council Record documenting completion of **IDP** or an *Employment Verification Form* documenting the three years of architectural practice, in addition to any applicable documentation listed above. Reciprocity applicants with NCARB Certification are exempt from the **CIDP/IDP** requirement upon CAB's receipt of the NCARB Certificate Council Record (**blue cover**) transmitted by NCARB.

## INTERN PROGRAMS (CIDP/IDP)

Many aspects of architectural practice are best learned through hands-on experience. For this reason, NCARB developed the **Intern Development Program (IDP)**, which is designed to provide candidates exposure to the broad range of practices involved in architecture. **CAB designed the Comprehensive Intern Development Program (CIDP), an evidence-based overlay to IDP, and began requiring completion of CIDP/IDP as a condition for licensure on January 1, 2005.**

### IDP: Overview

**IDP** is the nationally recognized training program for architectural interns that requires the compilation and maintenance of a record of internship activity reflecting structured exposure to **16** key areas of architectural practice. **IDP** is administered and maintained by NCARB.

NCARB's **IDP** requirement has the following objectives:

- To define areas of architectural practice in which interns should acquire basic knowledge and skills;
- To encourage additional training in the broad aspects of architectural practice;
- To provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
- To provide a uniform system for documentation and periodic assessment of internship activity; and,
- To provide greater access to educational opportunities designed to enrich training.

CAB grants a maximum of five years of education or work experience credit to individuals who have completed **CIDP/IDP**. To obtain credit for completion of **IDP**, a candidate must have his or her **IDP Council Record** transmitted by NCARB directly to CAB for evaluation.

Most jurisdictions require completion of **IDP** for initial state licensure, and NCARB requires **IDP** for NCARB certification. Completion of the Canadian Intern Architect Program is considered equivalent to completion of **IDP**.

### CIDP: Overview

**CAB requires candidates to complete the evidence-based overlay, CIDP, in conjunction with IDP. CIDP is a California-specific requirement comprised of evidence-supported documentation of training and enhanced intern and supervisor interaction. Interns seeking licensure in California must complete CIDP while completing IDP and prior to eligibility for the CSE and licensure. However, candidates may be eligible to take the national ARE after they have met the educational requirement described previously.**

**The primary goals of CIDP are: 1) to provide greater assurance of the value of intern experience in key activities of NCARB's IDP training areas; and, 2) to improve intern and supervisor interaction through discussions about the evidence documentation. Since CIDP is aligned with the training areas of IDP, candidates maintain their CIDP records simultaneously with their NCARB Council Record of training units for IDP. To obtain credit for CIDP, a candidate must submit the *Comprehensive Intern Development Program Evidence Verification Form* reflecting completion of all training areas.**

### Are All CAB Candidates Required to Complete CIDP/IDP?

The **CIDP/IDP** requirement affects new candidates applying for exam eligibility on or after January 1, 2005, as well as candidates who were previously eligible but who have not taken an exam as a CAB candidate for five or more years and who are re-applying for eligibility on or after January 1, 2005. Candidates who were eligible for the ARE on or before December 31, 2004 and who continue to remain active in the exam process are exempt from the **CIDP/IDP** requirement.



## ARCHITECT REGISTRATION EXAMINATION (ARE)

### When Can Candidates Begin CIDP/IDP?

NCARB specifies that interns may begin earning IDP training units after satisfactory completion of any of the following:

- Three years in a NAAB- or CACB-accredited professional degree program;
- The third year of a four-year pre-professional degree program in architecture accepted for direct entry to a NAAB- or CACB-accredited professional degree program;
- One year in a NAAB- or CACB-accredited Master of Architecture degree program for interns with undergraduate degrees in another discipline; or
- 96 semester credit hours as evaluated by NAAB in accordance with NCARB's Education Requirement, of which no more than 60 hours can be in the general education subject area. (For the purpose of calculating years of education, 32 semester or 48 quarter hours shall equal one year in an academic program.)

California interns who do not have an accredited degree can begin earning credit toward NCARB's IDP after completion of three years of education equivalents based on CAB's Table of Equivalents, as evaluated by CAB.

Details about CIDP are contained in the *CIDP Handbook*, and information about IDP is available in the *IDP Guidelines*. Candidates can download both booklets from CAB's Web site or request them by email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov) or by telephone at (916) 574-7220. The *IDP Guidelines* are also available on NCARB's Web site at [www.ncarb.org](http://www.ncarb.org).

The ARE, developed by NCARB, is the national computerized architectural licensing examination that consists of nine separate divisions. The ARE examines candidates' knowledge, skills, and ability to provide the various services required in the design and construction of buildings.

Candidates for the ARE may apply for eligibility evaluation at any time they believe they have met the requirements. As described previously, to be eligible to take the ARE, a candidate must obtain five years of post-secondary education and/or work experience under the direct supervision of a licensed architect. Eligibility is determined by CAB's evaluation of school transcripts and/or each *Employment Verification Form* based on the Table of Equivalents.

Once CAB determines that a candidate is eligible to begin taking the ARE, CAB transmits the candidate's information and eligibility status to NCARB or its authorized representative. Approximately two weeks after NCARB has been notified of a candidate's eligibility, NCARB mails the candidate an Authorization to Test, a list of computer testing center locations, and the *ARE Guidelines*. The *ARE Guidelines* contain information regarding test procedures, examination fees, and other exam-related information. The Authorization to Test includes a Candidate Identification Number, which is different from the identification number assigned by CAB. Each candidate should use the identification number on the Authorization to Test to schedule ARE divisions.

A candidate's examination eligibility remains valid as long as the candidate is active in the examination process (see page 33 for information regarding inactive candidates). Eligibility may only be maintained in one state, jurisdiction, or province at a time. NCARB does not allow multiple eligibilities.

**Important Note:** For admittance into an exam, the name on the candidate's official photo identification must match the name on the Authorization to Test, which comes directly from the candidate's *Application for Eligibility Evaluation*.

## Scheduling Procedures

The nine divisions of the ARE are administered year-round, Monday through Saturday, at approximately 20 computer testing centers throughout California. Additionally, the ARE is administered across the U.S., the District of Columbia, Guam, Puerto Rico, the Virgin Islands, and Canada. NCARB sends candidates a current list of centers along with their Authorization to Test. Eligible candidates may take the ARE at a testing center in any participating jurisdiction. Exam scores for California candidates are reported to CAB regardless of where a candidate takes a division.

Scheduling information is included in the *ARE Guidelines*. There is no set schedule for the administration of the divisions. Candidates may schedule appointments for the desired division(s) at any time once eligibility has been established by calling the centralized toll-free telephone number for all computer testing centers or by visiting the Web site: [www.2test.com](http://www.2test.com).

## ARE Fees

Candidates must pay all fees for the ARE directly to NCARB or its authorized representative. Payment may be made by credit card, check, or money order to purchase a voucher as described in the *ARE Guidelines*. Once a candidate has scheduled an appointment, the test fee cannot be refunded. In accordance with provisions explained in the *ARE Guidelines*, if a candidate cancels an appointment, the fee remains valid for one year from the date the payment is processed. If the candidate does not reschedule and take the division within one year, he or she forfeits the entire fee. Candidates may reschedule a test appointment with appropriate notice and by paying a rescheduling fee.

Candidates who have been notified of a dishonored payment of fees must make reimbursement prior to release of exam scores or further scheduling of exam divisions. Pursuant to NCARB's policy, all scores (including passing) obtained with a dishonored payment will be forfeited if reimbursement for that payment is not received within six months after the test date.

## References and Study Materials

NCARB's *ARE Guidelines* include a list of specifications and references for each division. NCARB developed a practice computer program for the graphic divisions of the ARE, which can be downloaded from NCARB's Web site at [www.ncarb.org](http://www.ncarb.org). The program is only available in a PC-compatible format.

NCARB also has two study guides for the ARE available for purchase; one for the multiple-choice divisions and one for the graphic divisions. Candidates can purchase the guides either by contacting NCARB at (202) 783-6500 or by paying for and downloading them from NCARB's Web site at <http://www.ncarb.org/publications/arestudyguides.html>.

In addition, some chapter offices of The American Institute of Architects (AIA), some schools, and other organizations offer seminars or study groups. Please be aware that CAB does not contribute to or endorse any examination seminar or study group.

## Computer Information

Candidates do not need any prior computer experience to take the ARE. Candidates use a mouse to record their answers for the multiple-choice divisions and to create solutions for the graphic divisions. Prior to the start of each division, a tutorial provides candidates the opportunity to become familiar with the computer and how to record answers. It also teaches candidates about the keyboard, screens, icons, and other administration features.

In coordination with its test consultant, NCARB developed its own computer program for the graphic divisions of the ARE. Therefore, the program is not identical to any commercially available program, such as AutoCAD®.

### Calculators

Candidates must bring their own scientific calculators to the test center. Only non-programmable, non-communicating, non-printing calculators will be allowed. The test center administrator reserves the right to refuse the use of any other calculator and will not provide a replacement if a calculator is deemed inappropriate and not allowed or if a candidate forgets to bring one.

### Prohibited Material

Candidates are prohibited from bringing any items into the testing area at the test center. This includes personal belongings, as well as study materials and dictionaries. Lockers may be available at the test center for storing small personal items. Scratch paper will be provided by the test center and collected at the end of the testing time.

### Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to candidates with qualifying disabilities as outlined under the Americans with Disabilities Act. Candidates who may need extra testing time or other accommodations during the examination may be granted additional testing time, additional rest periods, separate testing facilities, and to a limited extent, special testing equipment.

Candidates must submit requests in writing with documentation of the disability from a qualified, licensed professional. In order for passing scores obtained under reasonable testing accommodations to be recognized by other states for possible future licensure or by NCARB for possible future NCARB certification, the

request for reasonable accommodations must be reviewed and approved by both CAB and NCARB. Requests that are denied by NCARB may be approved by CAB. In that instance, any passing scores obtained under the reasonable testing accommodation may be recognized only in California.

Candidates with disabilities who plan to seek reasonable testing accommodations should inquire with CAB at the time they initially apply for eligibility evaluation to obtain current information about reasonable accommodations and qualifying disabilities. The **ARE Special Testing Accommodations Request Form** is available on CAB's Web site at **www.cab.ca.gov** under **Forms and Publications** or can be requested by telephone at (916) 574-7220.

### ARE's Nine Divisions

All divisions of the ARE, including the graphic Site Planning, Building Planning, and Building Technology divisions, are administered exclusively on computer with computer grading. A general description of each division's content is provided below. The testing times indicated in parentheses are current as of April 2006 from the *ARE Guidelines Version 3.1* and do not include time for the tutorial at the beginning of the division, any mandatory breaks for the graphic divisions, or the brief evaluation questionnaire at the end of the division.

#### Building Planning (5 hours)

The resolution of programmatic and contextual requirements into a responsive and cohesive solution through the process of schematic design. The Building Planning division consists of the following vignettes:

- Interior Layout
- Schematic Design

### **Building Technology (5.25 hours)**

The integration of building systems into a cohesive solution that responds to technical and life-safety considerations. The Building Technology division consists of the following vignettes:

- Building Section
- Structural Layout
- Accessibility/Ramp
- Mechanical and Electrical Plan
- Stair Design
- Roof Plan

### **Construction Documents and Services (3 hours)**

The application of project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration.

### **General Structures (2.5 hours)**

The identification and incorporation of general structural principles in the design and construction of buildings.

### **Lateral Forces (2 hours)**

The identification and incorporation of lateral force principles in the design and construction of buildings.

### **Building Design/Materials and Methods (2 hours)**

The application of knowledge and skills relating to evaluation and selection of building systems and related environmental issues; application of codes and regulations; use of materials and related technologies; and project and practice management during the schematic design and design development phases.

### **Mechanical and Electrical Systems (2 hours)**

The evaluation, selection, and integration of mechanical, electrical, plumbing, conveying, and specialty systems in building design and construction.

### **Pre-Design (2.5 hours)**

The application of project development knowledge and skills relating to architectural programming; environmental, social, and economic issues; codes and regulations; project and practice management; and site planning and design.

### **Site Planning (3 hours)**

The integration of programmatic and site requirements into a responsive and cohesive solution taking into consideration factors such as topography, vegetation, climate, geography, and regulatory aspects of site development. The Site Planning division consists of the following vignettes:

- Site Design
- Site Zoning
- Site Grading

In July 2008, ARE Version 3.1 will be reformatted from nine to seven divisions and will be introduced as Version 4.0. Version 4.0 will be more integrative and will contain six divisions containing both graphic vignettes and multiple-choice questions and one division with only graphic vignettes. Candidates who have taken and passed at least one division of ARE 3.1 by May 2008 will be allowed to continue to take ARE 3.1 through June 2009. Candidates are encouraged to visit NCARB's Web site at [www.ncarb.org](http://www.ncarb.org) for further information and the latest updates on ARE Version 4.0 and the transition plan proposed for candidates currently taking ARE Version 3.1.

## Results

Both multiple-choice and graphic divisions are graded by computer. Scores from the individual divisions cannot be averaged. Candidates must pass each division independently. They receive credit for the divisions they pass and must retake only those divisions not passed in compliance with the rolling clock provision. (See below for information regarding the rolling clock provision.)

Examination results for the ARE divisions are mailed approximately two to four weeks after a candidate has taken a multiple-choice division and approximately four to six weeks after a candidate has taken a graphic division. Results are reported as PASS or FAIL only — no numerical scores are given. Exam results cannot be released at the test center, given over the telephone, faxed, or emailed. Diagnostic information regarding a candidate's weaknesses is included with the examination result letter for failed divisions. The only diagnostic information available to candidates is provided on the score report. This feedback is designed to identify general areas of weakness to assist the candidate in obtaining additional experience or knowledge during the six-month waiting period. CAB does not have any provision for a candidate to review or appeal ARE scores.

To maintain examination security and limit overexposure to the examination questions, candidates are not allowed to retake a failed division within six months after the date on which the candidate last took the failed division.

## Rolling Clock

Effective January 1, 2006, NCARB implemented a "rolling clock" provision regarding the validity of ARE scores. Under the provisions of the rolling clock, candidates must pass all nine divisions of the ARE within a five-year period. NCARB has established an exemption provision for candidates who were in the exam process prior to 2006 and have passed one or more ARE division(s).

Following are explanations of how this requirement applies to individuals at various stages of ARE completion:

- Candidates who have passed all divisions of the ARE as of January 1, 2006, regardless of the time taken, will have passed the ARE and will not be subject to the new rolling clock provision.
- Candidates who have passed one or more, but not all divisions of the ARE by January 1, 2006 will have five years to pass all remaining divisions. A passing score for any remaining division will be valid for five years, after which time the division must be retaken if the remaining ARE divisions have not yet been passed. The five-year period will commence after January 1, 2006 on the date when the first passed division is administered. Divisions passed before January 1, 2006 will not have to be retaken.
- Candidates who have not passed any divisions of the ARE by January 1, 2006 will be subject to the five-year rolling clock provision. The five-year period will commence on the date when the first passed division is administered and will apply to all divisions.

## Transferring Exam Scores

A candidate who has completed some or all of the ARE in another jurisdiction or Canada and wants to complete the examination process and/or become licensed in California should contact that jurisdiction to have a certified record of exam scores sent to CAB. Copies of exam scores will not be accepted from the candidate.

CAB will send a certified record of exam scores to another jurisdiction or Canada upon written request from the candidate.

## CALIFORNIA SUPPLEMENTAL EXAMINATION

California administers **an oral** supplemental examination to ensure that candidates have the necessary architectural knowledge and skills to respond to the unique conditions present in California.

Prior to taking the California Supplemental Examination (CSE), candidates must provide verification of the following:

- Eight years of post-secondary education and/or work experience as evaluated by CAB; including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction, or at least two years of experience under the direct supervision of an architect registered in a Canadian province;
- Completion of **CIDP/IDP**, if applicable; and,
- Successful completion of the ARE (CAB permits candidates to take ARE divisions while concurrently completing **CIDP/IDP**).

The CSE is based on a test plan **that is divided into two primary areas of architectural practice — Organization of Architectural Practice and Delivery of Architectural Services. The tasks are organized into four categories as follows:**

- *Professional Organization*
- *Professional Responsibilities and Conduct*
- *Research, Programming, and Analysis*
- *Project Scope and Implementation*

**Organization of Architectural Practice reflects the application of knowledge necessary to manage and provide professional services in a competent, ethical, legal, cost-effective, and timely manner. Delivery of Architectural Services reflects the application and integration of architectural principles and knowledge to create or modify built environments consistent with the protection of the public's health, safety, and welfare.**

**The CSE is a structured oral examination that lasts approximately 1.5 hours. Candidates are given the opportunity to demonstrate through oral responses their overall understanding of architectural practice.** Candidates are required to demonstrate at least entry-level competence in the areas outlined in the supplemental examination test plan. A competent entry-level architect is able to discharge the responsibilities incumbent upon him or her in providing professional architectural services to the public. Additionally, a competent entry-level architect must understand the integration of architectural practice and the architect's responsibilities as they relate to architectural practice in California.

**The CSE is based on a hypothetical project and includes graphic and written documents that candidates have the opportunity to review prior to — and have access to during — the supplemental examination. The project description and graphics provide a focus for the examination questions and establish a context for candidate responses.**

### References and Study Materials

**Upon determination of their eligibility for the CSE, candidates receive a list of CSE reference materials. They also receive the test plan for the examination, which is included in the *California Supplemental Examination Candidate Brochure*. Study materials are available on CAB's Web site at [www.cab.ca.gov](http://www.cab.ca.gov) under "Candidate Information" or by telephone at (916) 574-7220.**

**In addition, some chapters of the AIA hold "mock" administrations for candidates. Please be aware that CAB does not contribute to or endorse any supplemental examination study guide or training seminar. Providers of such study material are not given any information beyond what is available in the *Candidate Brochure* or otherwise provided to candidates.**

## Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to CSE candidates with qualifying disabilities. Candidates with disabilities who plan to seek reasonable testing accommodations should inquire with CAB at the time they initially apply for the CSE to obtain current information about reasonable accommodations and qualifying disabilities. Candidates must submit requests in writing with documentation of the disability from a qualified licensed professional.

## FINAL STEPS IN SECURING A LICENSE

As outlined in this *Handbook*, once a candidate has fulfilled all the necessary requirements, he or she is eligible for licensure to practice architecture in California. To summarize, those requirements are as follows:

- Eight years of post-secondary education and/or work experience as evaluated by CAB; including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction or two years of work experience under the direct supervision of an architect registered in a Canadian province;
- Completion of **CIDP/IDP**, if applicable;
- Successful completion of the ARE; and,
- Successful completion of the CSE.

When CAB informs a candidate that he or she passed the CSE, **CAB also sends the candidate an *Application for Licensure*.** Candidates should return the completed application to CAB along with the appropriate licensing fee. Approved licenses are typically issued approximately three weeks after CAB receives an application.

## MISCELLANEOUS INFORMATION

### Social Security Number

Collection of a candidate's Social Security Number is mandatory and is authorized by Business and Professions Code section 30 and Public Law 94-455 [42 U.S.C.A. 405(c)(2)(C)]. The Social Security Number is used exclusively for tax enforcement purposes; to comply with any judgment or order for family support in accordance with Family Code section 17520; or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state.

While a Social Security Number may not be required in order to legally work in California, it is required to obtain and maintain a professional license. Section 30 prohibits CAB from processing any application for an original license unless the applicant provides his or her Social Security Number where required on the application.

### Notice on Collection of Personal Information

CAB collects the personal information requested on the application form as authorized by Business and Professions Code sections 30, 5526, 5550, 5551, and 5552 and California Code of Regulations section 104. CAB uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CAB cannot consider an application for examination, licensure, or renewal unless all requested information is provided.

### Possible Disclosure of Personal Information

CAB makes every effort to protect the personal information candidates provide. The information provided may be disclosed in the following circumstances:

- In response to a Public Records Act Request (Government Code section 6250 and following), as allowed by the Information Practices Act (Civil Code section 1798 and following);
- To another government agency as required by state or federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

### Inactive Candidates and Retention of Application Files

CAB retains the application files of candidates who are active in the examination process for an indefinite period of time. A candidate who has not taken an examination for five or more years is considered an inactive candidate. Files of inactive candidates are purged. However, the history of scores for exams taken on or before December 31, 2005 remains intact based on NCARB's rolling clock provision (see page 26).

Transcripts, foreign evaluations, and each *Employment Verification Form* submitted by individuals who have not also submitted an *Application for Eligibility Evaluation* are retained for two years, and then purged.

An inactive candidate whose file has been purged and who later wishes to resume the examination process must reapply to CAB by submitting the appropriate application, the current eligibility review fee, and the supporting documentation. The candidate will be evaluated according to the Table of Equivalents that is current at the time of reapplication.

## Student Loan Deferments

Candidates for the ARE who are applying for a deferment of their student loan through a program administered by the federal government must complete the appropriate application and submit the necessary documentation [transcripts and *Employment Verification Form(s)*] for an evaluation. Loan deferment applicants must pay the \$100 eligibility review fee. CAB does not complete the loan deferment application forms provided by the lending institution; instead, CAB provides a substitute loan certification letter that lending institutions may accept.

## Name and Address Changes

Once a candidate has established a file with CAB, all name and address changes must be submitted in writing. Name changes must be accompanied by appropriate legal documentation. Candidates and licensees are responsible for keeping CAB informed at all times of their current address. The *Name Change Affidavit* and *Change of Address* forms and instructions are available on CAB's Web site at [www.cab.ca.gov](http://www.cab.ca.gov).

## Public Notices and Information

Public notices regarding various changes to the regulations and upcoming meetings are provided to individuals on CAB's mailing list and are referenced on CAB's Web site at [www.cab.ca.gov](http://www.cab.ca.gov). To be included on the mailing list, an individual should submit a request to CAB via either the Web site or U.S. mail.

CAB maintains a current list of licensed architects on its Web site, which is updated every 24 to 48 hours.

## National Council of Architectural Registration Boards

NCARB was created in 1919 to facilitate uniformity in licensing and practice laws among all states and territories that regulate the practice of architecture. NCARB is composed of 54 member boards, including the architectural registration boards of all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.

The objective of NCARB is for member boards to work together to safeguard the public health, safety, and welfare and to assist member boards in carrying out their duties. NCARB does this by developing and recommending standards for registration, as well as guidelines and model laws for regulating the practice of architecture. NCARB also provides a process for certifying an applicant's qualifications for registration to member boards.

NCARB works to facilitate reciprocity among member boards by issuing its certificate to qualifying architects. The NCARB certificate demonstrates that an individual has met the NCARB standards for education, training, examination, registration, and character. Briefly, those standards include a NAAB-accredited professional degree in architecture and completion of **IDP**.

An NCARB certificate will facilitate a candidate's application for reciprocal registration. While some member boards require an NCARB certificate for registration by reciprocity, California does not. Some states, including California, require an additional examination to further demonstrate competency in state-specific areas such as lateral forces (seismic, wind, etc.), regional construction, local state laws, and the integration of architectural practice.

For more detailed information about NCARB certification and other NCARB programs and services, contact NCARB at the Web site, address, or telephone number listed on page 39.

## Licensure in Another State

Candidates seeking licensure outside of California may request that CAB send a certification of examination scores and/or a copy of their file to another state board. Requests for either of these must be submitted in writing. Approximately 34 states currently require candidates to earn a NAAB-accredited degree in architecture to become licensed. Most states require candidates to complete IDP for initial licensure. Since every state has its own requirements, CAB recommends candidates contact the specific state board directly and/or NCARB prior to applying.

## APPENDIX A

### DEGREE PROGRAMS

At the time of publication, the following California schools offered NAAB-accredited degree programs in architecture:

Academy of Art University  
[www.academyart.edu](http://www.academyart.edu)

California College of the Arts  
[www.cca.edu](http://www.cca.edu)

California Polytechnic State University, San Luis Obispo  
[www.calpoly.edu](http://www.calpoly.edu)

California State Polytechnic University, Pomona  
[www.csupomona.edu](http://www.csupomona.edu)

NewSchool of Architecture & Design  
[www.newschoolarch.edu](http://www.newschoolarch.edu)

Southern California Institute of Architecture  
[www.sciarc.edu](http://www.sciarc.edu)

University of California, Berkeley  
[www.berkeley.edu](http://www.berkeley.edu)

University of California, Los Angeles  
[www.aud.ucla.edu](http://www.aud.ucla.edu)

University of Southern California  
[arch.usc.edu](http://arch.usc.edu)

Woodbury University  
[www.woodbury.edu](http://www.woodbury.edu)

In addition, these and other schools may also offer non-accredited degree programs. Please refer to the school catalogs for specific information.

Degrees in the following programs are recognized by CAB as related to architecture:

- Architectural Design
- Architectural Engineering
- Architectural Studies
- Architectural Technology
- Building Science
- City and Regional Planning
- Civil Engineering
- Construction Engineering
- Construction Management
- Electrical Engineering
- Environmental Design
- Interior Architecture
- Landscape Architecture
- Mechanical Engineering
- Structural Engineering
- Urban and Regional Design

## APPENDIX B

### ARCHITECTURE-RELATED ORGANIZATIONS

#### **American Institute of Architects**

1735 New York Avenue, NW  
First Floor  
Washington, DC 20006  
(202) 626-7300  
[www.aia.org](http://www.aia.org)

#### **American Institute of Architects, California Council**

1303 J Street  
Suite 200  
Sacramento, CA 95814  
(916) 448-9082  
[www.aiacc.org](http://www.aiacc.org)

#### **American Institute of Architecture Students**

1735 New York Avenue, NW  
Washington, DC 20006  
(202) 626-7472  
[www.aiasnatl.org](http://www.aiasnatl.org)

#### **Association of Collegiate Schools of Architecture**

1735 New York Avenue, NW  
Washington, DC 20006  
(202) 785-2324  
[www.acsa-arch.org](http://www.acsa-arch.org)

#### **Canadian Architectural Certification Board**

1508-1 Nicholas Street  
Ottawa Ontario  
K1N 7B7  
Canada  
(613) 241-8399  
<http://cacb.ca>

#### **National Architectural Accrediting Board**

1735 New York Avenue, NW  
Washington, DC 20006  
(202) 783-2007  
[www.naab.org](http://www.naab.org)

#### **National Association of Credentials Evaluation Services**

P. O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
[www.naces.org](http://www.naces.org)

#### **National Council of Architectural Registration Boards**

1801 K Street, NW  
Suite 1100-K  
Washington, DC 20006  
(202) 783-6500  
[www.ncarb.org](http://www.ncarb.org)

## GLOSSARY

**Application for Eligibility Evaluation:** Candidates must complete this CAB application to establish their eligibility to take the ARE.

**Architect Registration Examination (ARE):** This national computerized architectural licensing examination was developed by NCARB to examine candidates' knowledge, skills, and ability to provide the various services required in the design and construction of buildings. The ARE is required for licensure in all 50 states as well as in the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Canadian provincial architectural associations also require the ARE.

**Architects Practice Act:** This Act is part of the state's Business and Professions Code and provides the legal parameters for the practice of architecture. The Act is revised as needed by the Legislature.

**California Supplemental Examination (CSE):** California administers an oral supplemental examination to ensure that candidates have the necessary architectural knowledge and skills to respond to the unique conditions present in California (i.e., large size, diverse population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy).

**Canadian Architectural Certification Board (CACB):** The Canadian equivalent of the United States NAAB, CACB assesses and certifies the academic qualifications of individuals holding a professional degree/diploma in architecture who intended to apply for registration. CAB accepts candidates with degrees from CACB-accredited degree programs.

**Comprehensive Intern Development Program (CIDP):** The Comprehensive Intern Development Program is an evidence-based overlay that interns complete while they are acquiring the necessary training units for NCARB's IDP.

**Employment Verification Form:** This CAB form should be used by candidates to document work experience being used to meet the educational requirement and non-CIDP/IDP work experience being used to meet the requirement for three additional years of experience prior to taking the CSE.

**Intern Development Program (IDP):** IDP is the nationally recognized training program for architectural interns that requires the compilation and maintenance of a record of internship activity reflecting structured exposure to 16 key areas of architectural practice. IDP is administered and maintained by NCARB.

**National Architectural Accrediting Board (NAAB):** The only accrediting body for professional architectural degree programs in the U.S.

**National Council of Architectural Registration Boards (NCARB):** A national organization composed of the architectural registration boards of the 50 states as well as the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. NCARB develops and recommends standards for the licensing and practice of architecture and provides member boards a process for certifying an applicant's qualifications for registration.

**Reciprocity:** Reciprocity enables an architect who is registered/licensed in one jurisdiction to apply for registration/licensure in another jurisdiction by providing documentation demonstrating that he or she meets that jurisdiction's requirements.



Published by:

**CALIFORNIA ARCHITECTS BOARD**  
*Public Protection Through Examination,  
Licensure, and Regulation*

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**CALIFORNIA ARCHITECTS BOARD**

*Public Protection Through Examination, Licensure, and Regulation*

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# Architect Registration Examination 5.0 Guidelines

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## What is the ARE?

The Architect Registration Examination® (ARE®) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE is used by U.S. jurisdictions as the registration examination for candidates seeking architectural registration. It is also accepted by select Canadian provincial and territorial architectural associations for registration.

The ARE assesses a candidate's knowledge and skills to provide various services required in the practice of architecture. No single examination can test for competency in all aspects of architectural practice; the ARE is not intended for that purpose. The ARE concentrates on the professional services that affect the public's health, safety, and welfare.

In addition to testing for competence in specific subject areas, NCARB is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. The ARE assesses a candidate's qualifications in exercising the skills and judgment of a generalist working with numerous specialists.

ARE 5.0 consists of the following six divisions:

**Practice Management**

**Project Management**

**Programming & Analysis**

**Project Planning & Design**

**Project Development  
& Documentation**

**Construction & Evaluation**

### **Languages**

ARE 5.0 is only available in English.

### **Units of Measurement**

The ARE includes measurements in inch-pound units only.

## About NCARB

The National Council of Architectural Registration Boards (NCARB) is a global leader in architectural regulation, dedicated to helping professionals reach their career goals, providing key data about the path to licensure, and protecting the public's health, safety, and welfare.

We are a nonprofit organization made up of the architectural licensing boards of 54 states and territories. While each jurisdiction is responsible for regulating the practice of architecture within its borders, NCARB develops and administers national programs for licensure candidates and architects to ensure they have the mobility to go wherever their career takes them.

To accomplish this, NCARB recommends and encourages national requirements for architectural licensure. We develop and recommend standards for the 54 licensing boards, who then issue licenses to applicants who meet their specific registration requirements.

### NCARB Services

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NCARB exists to help you advance from student to practicing architect, so our services span the many phases of your career—think of us as your professional guide. Whether you're navigating the Architectural Experience Program™ (AXP™), completing the Architect Registration Examination® (ARE®), or earning your NCARB Certificate, NCARB is here to help.

And with our secure digital filing system, we can store all your major milestones, including official transcripts, employment history, examination successes, and more—a safe record of all of your achievements and accomplishments, ready to be transmitted to the jurisdiction of your choice.

### NCARB Mission

NCARB protects the public's health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

## Registration (Licensure)

Before you can officially call yourself an architect, you have to earn your license. Once you do, you'll prove to your firm and your community that you're able to protect the health, safety, and welfare of those who live and work in the built environment. Each licensing board has its own set of requirements, but navigating them doesn't have to be complicated. NCARB has developed a number of tools and resources to help you succeed in meeting your jurisdiction's specific standards in the following three areas:

### Education



The recommended first step to becoming an architect is finding a school that offers a professional degree in architecture from a program accredited by the [National Architectural Accrediting Board](#) (NAAB) or the [Canadian Architectural Certification Board](#) (CACB).

With over 120 schools to choose from, the NAAB can help you find a school that fits your vision—or you can take advantage of the education alternatives that some jurisdictions offer. More information about starting your education in architecture can be found in the [Education Guidelines](#).

### Experience



Licensure candidates also have to gain experience under the supervision of a practicing architect. The AXP provides the framework to guide you through earning and recording your professional experience—covering everything from site design to project management. And you can start reporting experience after graduating high school.

We know you'll be busy learning the ins and outs of architecture. That's why we offer a number of tools—including a free mobile app—that can help you log experience hours and understand the program requirements. And since completing the AXP is a core component for certification, you'll be on your way to earning your NCARB Certificate, too.

More information about earning experience can be found in the [AXP Guidelines](#).

### Examination



Another key part of becoming an architect is demonstrating your knowledge and skills through the Architect Registration Examination (ARE). With exam divisions that are designed to reflect the current profession, the ARE assesses your competency to practice architecture independently. Passing the exam is another big step toward finally getting that license.

Whenever you need a helping hand, our tips, guides, and inspiring success stories are there to make sure you have what you need to get it done. To learn more about the exam, each division, and tips to start planning, read this document and the [ARE 5.0 Handbook](#).

## NCARB Certification

Following initial licensure, obtaining an NCARB Certificate ensures you can get the most out of your career in architecture. It provides mobility and signifies that you have met the national standards that guide the 54 licensing boards. With an NCARB Certificate in hand, it's simpler to get licensed across jurisdictions—allowing you the freedom and flexibility to pursue your career and connect with clients regardless of location.

### Benefits of the Certificate

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Once you've earned your NCARB Certificate, you can take advantage of all the following benefits:

#### NCARB CREDENTIAL

Obtaining and maintaining an NCARB Certificate demonstrates that you've met national standards. You can now use the letters "NCARB" after your name.

#### RECIPROCITY

The Certificate streamlines the process for obtaining a license in a new jurisdiction.

#### MOBILITY

Gaining reciprocity in multiple jurisdictions allows you the freedom to go wherever the work takes you.

#### COMPETITIVE EDGE

Setting yourself apart from other architects can be key for your career; the greater flexibility you'll enjoy as a Certificate holder is often an important factor for firms when hiring and promoting.

#### SECURITY

As an NCARB Certificate holder, you don't have to worry about record keeping—all your information is stored on our secure server, ready whenever you need it.

#### FREE CONTINUING EDUCATION

Earning continuing education hours in Health, Safety, and Welfare (HSW) has never been easier, thanks to NCARB's online [Mini-Monograph Series](#)—free for Certificate holders!



For more information about how to access all the opportunities the NCARB Certificate has to offer, read the [Certification Guidelines](#).

## Step 1: Establishing Your Eligibility to Test

In order to take the ARE, you must establish an NCARB Record and meet the ARE eligibility requirements of the board of architecture in the jurisdiction where you want to be licensed to practice architecture. To establish your NCARB Record, fill out the online application at [www.ncarb.org](http://www.ncarb.org).

To begin taking the ARE, request eligibility via the ARE tab in your NCARB Record. Your board of architecture will deem you eligible (or via NCARB for boards participating in NCARB's [Direct Registration Program](#)), and your board will set your eligibility information in [My Examination](#).

You will receive an automated email notification when you are made eligible to take the ARE.

- Verify that the name indicated in your NCARB Record is accurate and matches the name printed on your primary form of identification. If your name is incorrect, immediately notify NCARB Customer Relations at 202-879-0520. **Do not schedule an appointment to test until you have verified that the name in your NCARB Record matches the name on your primary form of identification. If the name in your NCARB Record does not match your primary form of identification, you will not be admitted to the examination, and there will be no refund of your test fee.**
- If you need to change the name shown in your NCARB Record, you must send a written request and official documentation to NCARB Customer Relations at [customerservice@ncarb.org](mailto:customerservice@ncarb.org). Name discrepancies must be resolved at least one week prior to a scheduled exam appointment.
- Updates to your address can be made in your NCARB Record.

### WHAT'S DIRECT REGISTRATION?

Direct Registration means NCARB manages eligibilities for candidates in [participating jurisdictions](#) who meet NCARB's current education and experience requirements. If your jurisdiction participates in Direct Registration, but you don't meet the education and experience requirements, contact NCARB Customer Relations at [customerservice@ncarb.org](mailto:customerservice@ncarb.org) or 202-879-0520 to learn about possible alternative methods to receive exam eligibilities.

## Step 1: Establishing Your Eligibility to Test

### Maintaining Eligibility

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#### TEST ACTIVITY STATUS

Most jurisdictions have implemented a test activity requirement to maintain exam eligibilities. Your eligibilities to test may expire if no attempt to test (pass or fail) has been completed within a five-year period. If your state-based eligibility period expires before you successfully complete all divisions of the ARE, you must contact your board of architecture (or NCARB if you were made eligible to take the ARE through a jurisdiction participating in the [Direct Registration Program](#)) to establish a new eligibility under the then current procedures of the registration board.

#### NCARB'S ROLLING CLOCK

A passing grade for any division of the ARE shall be valid for an initial period of five years plus any extensions granted under the rolling clock extension policy, after which time the division will expire unless the candidate has completed the ARE.

## Step 1: Establishing Your Eligibility to Test

### Maintaining Eligibility (continued)

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#### ROLLING CLOCK EXTENSION PROCESS

Candidates can receive an extension to their rolling clock for the birth or adoption of a child, or if their ability to test on the ARE was not possible due to a serious medical condition, active military service, or other like causes.

In order to be considered for a rolling clock extension, as prescribed by NCARB in the [Rolling Clock Extension Request Form](#), applicants must submit requests for a rolling clock extension directly to NCARB. Any request, including appropriate back-up documentation and a completed Rolling Clock Extension Request Form, must be received by NCARB by your NCARB Rolling Clock end date.

#### MAINTAINING EXAM ELIGIBILITY WITH YOUR JURISDICTION

You are responsible for maintaining your exam eligibility with your registration board. Because the rules vary from board to board and are subject to change, it is important for you to stay informed of your individual registration board's policies and procedures. This includes notifying them of any address changes so they can contact you about eligibility renewals or any other important licensure information.

#### PLEASE NOTE

In addition to NCARB's Rolling Clock Policy, your jurisdiction may have its own retake limit/exam validity timeframe. Please contact your jurisdiction directly to determine your exam status under its rules and policies.

## Step 2: Scheduling an Exam Appointment

### Scheduling

---

When you have been made eligible to test, you can schedule to sit for individual divisions of the ARE. You may take any division of the ARE at any time, and in any sequence you choose. You are not required to take the ARE in the same jurisdiction where you are seeking initial registration.

Testing reservations are accepted on a first-come, first-served basis and are restricted by seat availability at each Prometric test center. You must schedule your appointment a minimum of three business days in advance of the test date. Saturday and Sunday are NOT considered business days. Walk-in appointments are not allowed.

The divisions you are eligible to take are indicated in your NCARB Record. **You must pay for and schedule a separate appointment for each division of the ARE.**

- Any divisions eligible to be scheduled will be displayed with a pay and schedule link in your NCARB Record.
- All appointments must be scheduled through your NCARB Record.

**Once you purchase seat time, your fee CANNOT be refunded.**

You will receive a confirmation email for each appointment scheduled.

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

### Rescheduling

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You can reschedule an existing appointment if the originally scheduled appointment date is four or more business days away. Saturday and Sunday are NOT considered business days. Leaving a message on the local test center answering machine is NOT an acceptable method of rescheduling your appointment.

**Rescheduling an appointment can ONLY be done via your NCARB Record.**

Any changes to scheduled appointments will be subject to the [rescheduling fees](#).

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

### TEST CENTERS

NCARB makes the ARE available at Prometric test centers to provide candidates a consistent testing environment while maintaining examination security.

## Step 2: Scheduling an Exam Appointment

### Exam Divisions and Duration

DIVISION	NUMBER OF QUESTIONS	TEST DURATION	APPOINTMENT TIME
Practice Management	80	2 hr 45 min	3 hr 30 min
Project Management	95	3 hr 15 min	4 hr
Programming & Analysis	95	3 hr 15 min	4 hr
Project Planning & Design	120	4 hr 15 min	5 hr
Project Development & Documentation	120	4 hr 15 min	5 hr
Construction & Evaluation	95	3 hr 15 min	4 hr
<b>TOTAL TIME:</b>		<b>21 hr</b>	<b>25 hr 30 min</b>

### Testing Accommodations

All test centers in the Prometric network are designed to accommodate people with disabilities.

NCARB and Prometric work to ensure the availability of reasonable testing accommodations.

To receive testing accommodations, you must make a request directly to your board of architecture (or to NCARB for boards participating in NCARB's Direct Registration Program).

All testing accommodations must be approved prior to the scheduling of an exam appointment for the accommodation to be available for that exam appointment.

## Step 2: Scheduling an Exam Appointment

### Testing Accommodations: Pre-Approved Personal Items

Please note that candidates do NOT need to request testing accommodations for the **specific items** indicated below. However, if any other accommodations are needed that are NOT listed below, the formal testing accommodation request process indicated previously must be followed. For example, if you wear an insulin pump (which by itself does not require approval) and require a separate room and/or the ability to take extra breaks, etc.; the formal testing accommodation request process indicated previously must be followed.

#### MEDICINE AND MEDICAL DEVICES

- Arm/shoulder sling
- Bandages
- Braces – neck, back, wrist, leg, or ankle
- Casts/cervical collar
- Cough drops (must be unwrapped and not in a bottle/container)
- Earplugs (foam with no strings)
- EpiPen
- Eye drops
- Eye patches
- Eyeglasses (without a case)
- Glucose monitor
- Glucose tablets
- Handheld magnifying glass (non-electric, no case)
- Ice packs/heating pads
- Inhaler
- Medical alert bracelet
- Nitroglycerin tablets
- Pillow/lumbar support
- Pills (must be unwrapped and not in a bottle/container.) Candidates may bring pills that are still in the packaging if the packaging states they **MUST** remain in the packaging, such as nitroglycerin pills that cannot be exposed to air. (Packaging will be inspected by test center administrators and a Center Problem Report will be submitted.)
- Stool for elevating a limb
- Surgical facemask
- Walking boot casts

#### MEDICAL DEVICES (Attached to a person's body)

- Catheter
- Colostomy bag
- Heart rate monitor
- Insulin pump
- Oxygen tank
- Spinal cord stimulator
- TENS units (Transcutaneous Electrical Nerve Stimulation) for nerve pain
- Urine drainage bag

#### COMMUNICATION AIDS

- Hearing aid/cochlear implant
- Vocal cord magnifiers

#### MOBILITY DEVICES

- Cane
- Crutches
- Walker
- Wheelchair

#### OTHER

- Service animal

## Step 2: Scheduling an Exam Appointment

### Fees and Payment Options

#### PAYMENT BY CREDIT CARD

Payment must be made in your NCARB Record using VISA, MasterCard, or American Express.

#### VETERANS AFFAIRS BENEFIT

The ARE has been approved by the Department of Veterans Affairs and qualifies as an education benefit. U.S. military veterans may be eligible for payment assistance to take divisions of the ARE. Please contact your regional Veterans Affairs Office for further details regarding the program or the Veteran's Affairs website [here](#).

#### EXAM FEES

United States, Canada (includes U.S. territories), and international locations (Hong Kong, Abu Dhabi, London):

- Cost of the ARE (six divisions): \$1,260
- Individual divisions: \$210
- Retakes: \$210

When you pay an exam fee in your NCARB Record, you will have one year from the date of payment to schedule an exam.

#### REFUND POLICY

Refunds of exam fees are not available.

#### PAYMENT DISCREPANCIES/BAD DEBT

NCARB reserves the right to withhold test scores and suspend test-taking privileges until any outstanding debt or payment discrepancies are resolved.

RESCHEDULE EVENT (business days before scheduled appointment*)	RESCHEDULE FEE (to be collected by Prometric from candidates)
0-3 days	Rescheduling not permitted
4-15 days (Noon ET)	\$80
16-30 days (Noon ET)	\$60
30+ days (Noon ET)	No charge

\*Saturday and Sunday are not considered business days.

## Step 3: Taking the ARE

### At the Test Center

---

When you arrive at the test center, you are required to present a proper form of identification as outlined below. You will not be admitted to the examination without proper identification, and there will be no refund of your test fee. The primary form of identification must bear your signature and a recent photograph. The name on the identification must be the same as the name that appears in your NCARB Record. If you need to change the name shown in your NCARB Record, you must send a request and official documentation to NCARB Customer Relations. **Name discrepancies must be resolved at least one week prior to your scheduled exam appointment.**

#### PRIMARY IDENTIFICATION REQUIREMENTS

Primary identification must be from the following list and must include your signature and a recent recognizable photograph.

This ID must be current (not expired).

- Valid driver's license with photo
- Military identification card with photo
- National identification card with photo
- Valid passport with photo

#### ALTERNATE IDENTIFICATION REQUIREMENTS

If you cannot present one of the primary IDs listed or your primary ID does not contain both a photo and your signature, you must present two forms of identification from the following list (not expired), ONE of which must contain a recent recognizable photo and ONE of which must contain your signature.

- Valid driver's license
- Military identification card
- National identification card
- Valid passport
- Student identification card
- State/province identification card
- U.S. passport card

## Step 3: Taking the ARE

### At the Test Center (continued)

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#### UNACCEPTABLE FORMS OF IDENTIFICATION

- ID with no photo (unless accompanied by another form of ID with photo)
- Expired driver's license or passport
- Draft classification card
- Letter of identity from a notary
- Social Security card
- Credit card or bank card of any kind
- Employee identification

If the test center administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not sufficiently proven your identity. You will not be admitted to the examination without proper identification and there will be no refund of your test fee. Admittance to the test center and completion of your examination does not imply that your identification is valid or that your score will be reported.

#### TIPS

- Verify that the name in your NCARB Record is accurate and matches the name printed on your identification. If your name is incorrect, immediately contact NCARB Customer Relations.
- When you arrive at the test center, you are required to present an approved form of identification.
- The name on the ID must match the name in your NCARB Record.
- You will not be admitted to the examination without the proper form of ID, and there will be no refund of your test fee.

## Step 3: Taking the ARE

### At the Test Center (continued)

The staff at each test center will guide you through designated procedures to ensure that the operation of the test center meets NCARB criteria.

1. You should arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive later than 15 minutes after your scheduled appointment time, you may be required to forfeit your appointment and your test fee will not be refunded.
2. Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise that delay your test session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.
3. You are required to present proper identification. You must keep your identification with you at all times.
4. Prometric requires all candidates to be scanned by a metal detector prior to each entry into the testing room, including returns from breaks. All candidates will be required to submit to the scans, with few exceptions. **Candidates refusing to be scanned may not be permitted to test.**

#### PLEASE NOTE

Prometric has implemented new security procedures that will help prevent the use of small recording devices. Be advised:

- **All candidates will be required to remove their eyeglasses for visual inspection.**
- **Most types of jewelry are prohibited, with the exception of wedding or engagement rings.**
- **Other accessories are subject to inspection.**

In addition, NCARB requires mandatory biometric-enabled check-in procedures that include:

- A scan of a candidate's photo ID
  - The providing of six digital fingertip swipes (three from each hand for the first appointment, one swipe for subsequent appointments). Candidates will NOT be permitted to test if they refuse to provide fingertip swipes.
  - A test-day photo
5. You will be escorted to a workstation by the test center administrator. You must remain in your seat during the examination, except when authorized to leave by test center staff.
  6. Each division includes one flexible 15-minute break. You must leave the testing room during the break. **PLEASE NOTE: You are NOT allowed to access or use cell phones or study materials during breaks.** When you return to your test, you must comply with all re-admittance procedures.

## Step 3: Taking the ARE

### At the Test Center (continued)

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7. Scratch paper and pencils will be provided and may be replaced as needed during testing. Used scratch paper will be collected before additional scratch paper is distributed. You are not allowed to bring your own scratch paper or pencils into the testing room. You may not remove any scratch paper from the testing room at any time under any circumstances. You are NOT permitted to separate, detach, or tear portions of the scratch paper provided to you.
8. Raise your hand to notify the test center administrator if:
  - You experience a problem with your computer
  - An error message appears on the computer screen  
**(do not clear the message)**
  - You need additional scratch paper or pencils
  - You need the test center personnel for any other reason
9. In the event that a software or hardware problem occurs before or during your test, please see page 17 for additional information.
10. If you leave the testing room for any reason, you are required to follow all Prometric security procedures to check out and later check back in to the test session.
11. When you finish the examination, quietly leave the testing room, return all scratch paper, and sign the test center registration log. The test center administrator will dismiss you after completing all necessary procedures.

## Step 3: Taking the ARE

### Reporting Test Concerns

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**DO NOT wait to receive your test results before expressing your concerns.**

NCARB policy does not allow for response to complaints received more than 15 days following your test date. You must send your complaint to [customerservice@ncarb.org](mailto:customerservice@ncarb.org).

**PLEASE NOTE: The filing of a report by the test center administrator does NOT satisfy the requirements of notifying [customerservice@ncarb.org](mailto:customerservice@ncarb.org) directly.**

### COMMENTS AND QUESTIONS ABOUT YOUR EXAM ADMINISTRATION

If you have any comments or questions concerning your exam administration, direct your comments in writing to [customerservice@ncarb.org](mailto:customerservice@ncarb.org) within 15 days following your test administration.

### INQUIRIES ABOUT SPECIFIC EXAM QUESTIONS

NCARB employs extensive quality control procedures throughout the development of the ARE. In spite of these procedures, typographical errors or flawed questions may be encountered on rare occasion. If you suspect an error in a specific question, write to [customerservice@ncarb.org](mailto:customerservice@ncarb.org) **immediately after taking the test.**

In your correspondence, include:

- The name of the division
- The test date
- The specific concern(s) about the question

You are not permitted to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. NCARB will review the question, and you will be notified of the findings. The correct answer will not be revealed.

### GUESSING

You should answer every question presented. If you are not sure of the correct answer, make your best guess and/or mark the question for later review during completion of the multiple-choice section. All unanswered questions will be counted as incorrect responses.

### REVIEWING ANSWERS

You will be able to review and change your answers or solutions until the exam has ended.

### PERSONAL CALCULATORS

ARE candidates are not permitted to bring a personal calculator into the test center. All divisions of the ARE include an on-screen scientific calculator for your use.

### WHAT TO EXPECT

To learn more about what to expect at a Prometric test center, click [here](#).

## Step 3: Taking the ARE

### Reporting Test Concerns (continued)

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#### TECHNICAL DIFFICULTIES

In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again.

If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

If rescheduling your examination is necessary, you may be eligible for limited compensation from Prometric for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy.

Details can be found [here](#).

#### RESCHEDULING WHEN TEST CENTER IS CLOSED

In the event your test center is closed during your scheduled appointment time, you will be contacted by Prometric to assist you with rescheduling your exam as follows:

1. You will receive a phone call from Prometric within 24 hours of your test center closing to reschedule your exam.
2. If you miss this phone call, you will automatically be rescheduled at no charge for the next available slot at a test center near you. You will receive an email and automated phone call from Prometric notifying you of the new appointment time.
3. If you are unable to make the automatically rescheduled appointment time, you must call Prometric's Customer Care line at 1-800-853-6769 to reschedule your exam at no cost. When speaking with the Prometric representative, you must mention that you need to reschedule your automatically rescheduled appointment because of a test center closure. You may not reschedule your appointment through your NCARB Record in this circumstance.

#### TEST CENTER CLOSINGS

If you are unsure whether a test center is closed due to inclement weather or any other reason, you should contact the test center directly. If the center is open, it is your responsibility to keep the appointment. If the center is closed, you will be given the opportunity to reschedule.

## Step 3: Taking the ARE

### Test Center Regulations

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To ensure that all ARE divisions are administered under comparable conditions to that of other candidates, and that the results represent a fair and accurate measurement, it is necessary to maintain a standardized testing environment.

You must adhere to the following regulations:

- **Cell phones and calculators are not allowed in the testing room and are not allowed to be accessed or used during breaks.**
- Eating, drinking, or use of tobacco is not allowed in the test center.
- Papers, books, food, purses, or wallets are not allowed in the testing room.
- You may not leave the testing room without the test center administrator's permission.
- You must present your identification, sign a logbook, be scanned by a metal detector, and provide a fingertip swipe to be readmitted to the testing room.
- No reference materials may be brought into the testing room or accessed from your locker during the administration of your exam.
- Leaving the testing center anytime during your exam administration **(including breaks)** is strictly prohibited.

#### PLEASE NOTE

Accessing inappropriate materials during the test duration may result in the invalidation of your exam score and no refund for the administration will be given.

You are required to leave all personal belongings outside the testing room. Candidates will not be allowed to take anything into the testing room other than those items given to them by the test center administrator (such as pencils, scratch paper, earplugs), and their identification documents (e.g., driver's license, passport).

Small lockers are provided for candidate use to secure purses, wallets, keys, cell phones, pagers, etc. Lockers will NOT accommodate briefcases, laptop computers, or large purses and bags. Do not bring large items (bags, textbooks, notebooks, etc.) to the testing center. Test center staff will not take responsibility for these items; you will be asked to remove large items from the testing center.

## Step 3: Taking the ARE

### Test Center Regulations (continued)

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#### GROUNDS FOR DISMISSAL

An examinee who engages in misconduct, unprofessional behavior, and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center and/or have examination results cancelled, and/or have examination eligibilities suspended.

Examples of misconduct include:

- Failing to follow the instructions of the test center administrator.
- Violating the test center regulations.
- Creating a disturbance of any kind.
- Removing or attempting to remove examination questions and/or responses (in any format) or notes about the examination from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the examination for someone else.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.
- Leaving the testing room without permission.
- Using any unauthorized references or devices.
- **Using a cell phone during a break.**
- **Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center.**
- **Reviewing any materials during breaks.**

## Step 3: Taking the ARE

### Examination Security

To ensure the integrity of the ARE program, specific security measures are enforced during the administration of your examination.

You will be observed at all times while taking the examination. This may include direct observation by test center staff, as well as audio and video recording of your examination session.

Waiting areas at the test center are for candidates only. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

### CONFIDENTIALITY AGREEMENT

All NCARB tests are held in strict security and confidence. Before beginning your test, you will be required to accept a Confidentiality Agreement, which prohibits any disclosure of exam content.

By taking divisions of the ARE, you are personally responsible for maintaining the confidentiality of all information relating to the exam. You may not discuss exam content in any manner with anyone, including but not limited to family, friends, other examinees, and test preparation providers. This agreement also covers Internet chat rooms, mailing list servers, websites, etc. Following completion of your exam, you will also be reminded of your acceptance of the Confidentiality Agreement that you accepted prior to commencing the exam.

**Any disclosure of ARE content is strictly prohibited and may result in severe disciplinary action, including the suspension of testing privileges and/or the cancellation of scores.**

**ARE Candidate Agreement**  
Updated July 2015

**You must accept the ARE Candidate Agreement within the allotted time in order to test today.**

I affirm that the information given in my NCARB Record is true, correct, and complete to the best of my knowledge. By clicking "I Accept", I agree to abide by the following terms and am entering into a binding agreement ("Agreement") between me and the National Council of Architectural Registration Boards (NCARB).

- I have READ, UNDERSTAND, and AGREE to ABIDE by the Architect Registration Examination® (ARE®) policies and regulations as set forth in the ARE Guidelines ("ARE Policies and Regulations"). Further, I ACKNOWLEDGE and AGREE that NCARB reserves the right to modify or alter at any time any rules, policies or procedures set forth in the ARE Policies and Regulations, which revisions or modifications shall be binding upon me.
- I UNDERSTAND that disciplinary action for violation of this Agreement and/or the ARE Policies and Regulations may include, without limitation, suspension of my ARE test taking privileges, cancellation of my ARE scores, and/or my potential inability to obtain future NCARB Certification or to become registered as an architect.
- I AGREE that I will conduct myself professionally and civilly at all times while at the testing center, and I will follow appropriate instruction given by the test center staff.
- I UNDERSTAND that all content of the ARE is confidential, the property of NCARB, and protected by US copyright laws.
- I AGREE that I will not disclose to anyone by any means – electronic, written or verbal – the substance or details of any ARE questions, vignettes or other graphics and/or alleged answers.
- I AGREE that I have not obtained, nor will I seek to obtain, ARE content disclosed by others.
- I AGREE that I will not disclose or disseminate ARE content that others may have disclosed to me.
- I AGREE that any action to enforce this Agreement, the ARE Policies and Regulations, and/or any action for infringement of NCARB's copyright of the ARE may be commenced in or transferred to the United States District Court (or other court of competent jurisdiction) where NCARB's principal office is located, which currently is the District of Columbia, and I hereby consent to the personal jurisdiction of such court. Further, I AGREE that the validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the District of Columbia.
- I UNDERSTAND that a violation of this Agreement or the ARE Policies and Regulations may result in my civil liability to NCARB for its costs and monetary damages, which may be substantial, as well as disciplinary actions taken against me by NCARB.
- I UNDERSTAND that a violation of this Agreement or the ARE Policies and Regulations may result in notification to the registration Board responsible for my examination eligibility, which may lead to further disciplinary action by such Board.
- I HEREBY RELEASE, DISCHARGE AND HOLD HARMLESS INDIVIDUALLY AND COLLECTIVELY NCARB AND ITS OFFICERS, DIRECTORS, EMPLOYEES, MEMBERS, VOLUNTEERS, SUBSIDIARIES, AGENTS, SUCCESSORS, AND ASSIGNS, INCLUDING MEMBERS, EMPLOYEES, AND AGENTS OF NCARB, FROM ANY AND ALL CLAIMS OR LIABILITY THAT MAY ARISE, DIRECTLY OR INDIRECTLY, NOW OR IN THE FUTURE, BY REASON OF OR IN CONNECTION WITH ANY DECISION, ACTION, OR OMISSION RELATING TO NCARB'S ADMINISTRATION OF THE ARE.

I ACCEPT

## Step 4: Receiving Your Score

### Score Reporting

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All divisions of the ARE are administered and graded by computer on a pass/fail basis. Keep in mind that:

- **Test Results are not released at the test center.** Results for all divisions are typically processed within one week of your test date.
- NCARB's first priority is to ensure that all examinations are scored fairly and accurately. While every effort is made to process examination scores in a timely manner, it is more important that no errors are made in the score-reporting process.
- **You will be notified via email when your score has been processed and is available to you.** Once available, you will be able to access your score report online via your NCARB Record.

### SHARING YOUR SCORE

NCARB recognizes your rights to control any personal information that we (or our third-party service providers) maintain. Our policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, NCARB will only release your score reports under two circumstances:

1. **NCARB will release your score reports to the board of architecture for which you are being tested.** A board of architecture may reserve the right to cancel one or more of your test scores, if, in its sole opinion, there is any reason to question its validity.
2. **NCARB may release test scores for use in research studies or under compulsion of legal processes.** In the case of research studies, NCARB will ensure that your anonymity is preserved.

### THE PASSING STANDARD

Passing or failing the ARE depends solely on your level of performance in relation to the established point representing entry-level competence.

Careful judgment has been exercised in setting the passing standards for all NCARB examinations. The passing scores are the same for every board of architecture and are not affected by the number of people who pass or fail each division of the examination. **There is no fixed percentage of candidates who pass or fail the ARE.**

## Step 5: Retaking the ARE

### After an Unsuccessful Attempt

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In the event you do not pass a division of the ARE, a new eligibility to test on that division will be created based on the rules of your jurisdiction. Failing score reports will contain descriptive feedback on page two of the score report to help candidates prepare for their retest. Options are available to candidates wanting to receive additional verification of their performance.

Candidates can retake a failed division of the ARE as soon as 60 days after the previous attempt of that division. A candidate may only take the same division of the ARE three (3) times within any 12-month time frame.

### SCORE VERIFICATION

Any candidate can request a score verification. A score verification will involve the review of your performance on all questions by an NCARB staff architect. The process will verify that the score and descriptive feedback reported accurately represented your performance on the division.

A score verification can be requested through My NCARB. The fee for a score verification is \$100. In the event that it is found that the score or descriptive feedback reported to the candidate was not accurate, the score verification fee will be refunded.

## Step 5: Retaking the ARE

### Review and Challenge

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You may only initiate a review process if your board of architecture permits reviews of failed examinations. It is at the sole discretion of each board of architecture whether or not to administer the review process.

If you wish to pursue the review process, keep in mind the following information:

- **Immediately contact your board of architecture to better understand the procedures and fees involved.** The application for review and the review fee must be received by NCARB within four months of the administration of your test, and the review process must be completed within six months of your test date.
- **Only those questions you answered incorrectly can be reviewed.** The correct answer or proper response will not be revealed.
- **You may only challenge a question answered incorrectly if your board of architecture allows challenges and appeals.** Your challenge will be forwarded to NCARB for review and response.
- **NCARB Review:** If there is a successful challenge to a question/s on your exam that has been determined by NCARB **through** the NCARB-facilitated review/challenge process to change your score from fail to pass, NCARB **will** recognize the new score for the purpose of NCARB certification.
- **State Review:** If your board of architecture (or a court with jurisdiction) changes your score from fail to pass outside of the NCARB-facilitated review/challenge process, **ONLY** that jurisdiction is required to accept the new score, and NCARB will not recognize the new score for purposes of NCARB certification.



# Architectural Experience Program Guidelines

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## What is the Architectural Experience Program?

The Architectural Experience Program™ (AXP™) is an essential step in the path to becoming an architect. Through the AXP, you will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. The AXP is developed and administered by the National Council of Architectural Registration Boards (NCARB). In most jurisdictions, completion of the AXP is a requirement for initial registration (licensure). The AXP identifies the tasks that are essential for competent practice. The program is structured to prepare you to practice architecture independently upon initial registration.

### Demonstrating Competent Performance

There are two methods of demonstrating competent performance of the AXP tasks. Most licensure candidates will complete the AXP by reporting hours. You will need to document a minimum of **3,740 required hours** under the six experience areas to complete the program. Some tasks may be easier to complete earlier in your career, while others may take more time and experience to complete. You and your supervisor should work together to create a plan that best fits your goals and abilities.

At least half of your experience must be completed under the supervision of a qualified architect; however, there are many ways to complete the remainder of your AXP hours outside the employment of an architect. These opportunities will be covered in the experience settings section.

The second method of demonstrating competent performance of the AXP tasks is through an AXP Portfolio. This new method is intended for experienced design professionals who put their licensure on hold and allows you to demonstrate your experience through the preparation of an online portfolio.



#### SIX EXPERIENCE AREAS

Practice Management

Project Management

Programming & Analysis

Project Planning & Design

Project Development  
& Documentation

Construction & Evaluation

## About NCARB

The National Council of Architectural Registration Boards (NCARB) is a global leader in architectural regulation, dedicated to helping professionals reach their career goals, providing key data about the path to licensure, and protecting the public's health, safety, and welfare.

We are a nonprofit organization made up of the architectural licensing boards of 54 states and territories. While each jurisdiction is responsible for regulating the practice of architecture within its borders, NCARB develops and administers national programs for licensure candidates and architects to ensure they have the mobility to go wherever their career takes them.

To accomplish this, NCARB recommends and encourages national requirements for architectural licensure. We develop and recommend standards for the 54 licensing boards, who then issue licenses to applicants who meet their specific registration requirements.

### NCARB Services

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NCARB exists to help you advance from student to practicing architect, so our services span the many phases of your career—think of us as your professional guide. Whether you're navigating the Architectural Experience Program™ (AXP™), completing the Architect Registration Examination® (ARE®), or earning your NCARB Certificate, NCARB is here to help.

And with our secure digital filing system, we can store all your major milestones, including official transcripts, employment history, examination successes, and more—a safe record of all of your achievements and accomplishments, ready to be transmitted to the jurisdiction of your choice.

### NCARB Mission

NCARB protects the public's health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

## Registration (Licensure)

Before you can officially call yourself an architect, you have to earn your license. Once you do, you'll prove to your firm and your community that you're able to protect the health, safety, and welfare of those who live and work in the built environment. Each licensing board has its own set of requirements, but navigating them doesn't have to be complicated. NCARB has developed a number of tools and resources to help you succeed in meeting your jurisdiction's specific standards in the following three areas:

### Education



The recommended first step to becoming an architect is finding a school that offers a professional degree in architecture from a program accredited by the [National Architectural Accrediting Board](#) (NAAB) or the [Canadian Architectural Certification Board](#) (CACB).

With over 120 schools to choose from, the NAAB can help you find a school that fits your vision—or you can take advantage of the education alternatives that some jurisdictions offer. More information about starting your education in architecture can be found in the [Education Guidelines](#).

### Experience



Licensure candidates also have to gain experience under the supervision of a practicing architect. The AXP provides the framework to guide you through earning and recording your professional experience—covering everything from site design to project management. And you can start reporting experience after graduating high school.

We know you'll be busy learning the ins and outs of architecture. That's why we offer a number of tools—including a free mobile app—that can help you log experience hours and understand the program requirements. And since completing the AXP is a core component for certification, you'll be on your way to earning your NCARB Certificate, too.

Ready to start earning experience? All the information you need can be found in this document.

### Examination



Another key part of becoming an architect is demonstrating your knowledge and skills through the Architect Registration Examination (ARE). With exam divisions that are designed to reflect the current profession, the ARE assesses your competency to practice architecture independently. Passing the exam is another big step toward finally getting that license.

Whenever you need a helping hand, our tips, guides, and inspiring success stories are there to make sure you have what you need to get it done. To learn more about the exam and start planning, read the [ARE Guidelines](#) and the [ARE 5.0 Handbook](#).

## NCARB Certification

Following initial licensure, obtaining an NCARB Certificate ensures you can get the most out of your career in architecture. It provides mobility and signifies that you have met the national standards that guide the 54 licensing boards. With an NCARB Certificate in hand, it's simpler to get licensed across jurisdictions—allowing you the freedom and flexibility to pursue your career and connect with clients regardless of location.

### Benefits of the Certificate

Once you've earned your NCARB Certificate, you can take advantage of all the following benefits:

#### NCARB CREDENTIAL

Obtaining and maintaining an NCARB Certificate demonstrates that you've met national standards. You can now use the letters "NCARB" after your name.

#### RECIPROCITY

The Certificate streamlines the process for obtaining a license in a new jurisdiction.

#### MOBILITY

Gaining reciprocity in multiple jurisdictions allows you the freedom to go wherever the work takes you.

#### COMPETITIVE EDGE

Setting yourself apart from other architects can be key for your career; the greater flexibility you'll enjoy as a Certificate holder is often an important factor for firms when hiring and promoting.

#### SECURITY

As an NCARB Certificate holder, you don't have to worry about record keeping—all your information is stored on our secure server, ready whenever you need it.

#### FREE CONTINUING EDUCATION

Earning continuing education hours in Health, Safety, and Welfare (HSW) has never been easier, thanks to NCARB's online [Mini-Monograph Series](#)—free for Certificate holders!



For more information about how to access all the opportunities the NCARB Certificate has to offer, read the [Certification Guidelines](#).



## GETTING STARTED

# Establishing Your NCARB Record

In order to report experience for the AXP, you'll need an NCARB Record—a detailed, verified record of your education and experience, used to establish your qualifications for examination, registration, and certification. You'll also need an NCARB Record to start and complete the Architect Registration Examination (ARE) or apply for the NCARB Certificate.

## Create Your NCARB Record

To create your NCARB Record, click **Login in to My NCARB** (step 1) on the NCARB homepage. Then, click **Establish Record** (step 2). Once you have established your account, add the NCARB Record service. If you need additional time or information to complete the application, you can save it and return later.

In order to establish an NCARB Record and receive your NCARB Record number, you must complete the application and submit payment. Once you click **Submit**, you will receive two emails. The first will confirm receipt of your payment. The second will assign your NCARB Record number and provide further instructions.

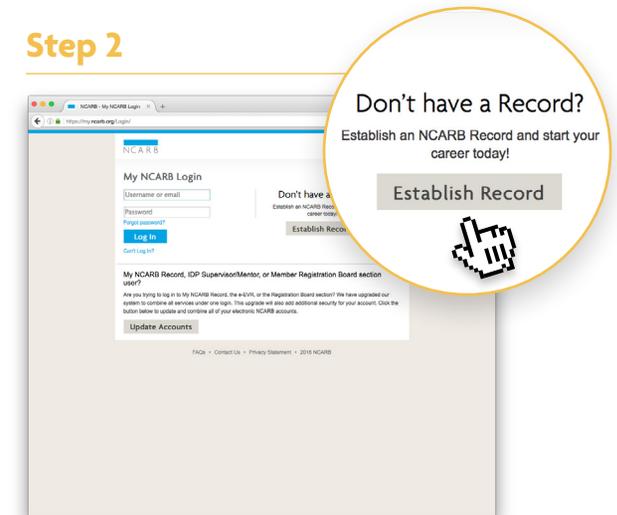
More information on the cost of establishing and maintaining your NCARB Record can be found on our [fees page](#). All fees are subject to change, and are non-refundable unless otherwise noted. If you have applied for an NCARB Record in the past, please do not reapply. Instead, reactivate your existing Record by logging in to your NCARB Record online and selecting the Annual Renewal option. All renewals and reactivations are submitted online.

### Step 1



[ncarb.org](http://ncarb.org)

### Step 2



[my.ncarb.org](http://my.ncarb.org)

## Experience Areas

The AXP includes **96 tasks** that are typically performed in **six experience areas**. These tasks were established by the *2012 Practice Analysis of Architecture* as the key items a licensure candidate should be capable of performing in order to practice architecture independently. You should use the AXP as a tool to help you gain the necessary experience to prepare you for the profession and beyond.

### Six Experience Areas

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## Practice Management

Practice Management is where you'll gain experience running an architecture firm—including the ins and outs of managing a business, marketing your firm, securing projects, working with clients, and sustaining a positive and professional work environment.

### Practice Management Tasks

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Upon completing the AXP, you should be able to competently perform the following tasks:

- Adhere to ethical standards and codes of professional conduct
- Develop professional and leadership skills within firm
- Comply with laws and regulations governing the practice of architecture
- Prepare proposals for services in response to client requirements
- Prepare final procurement and contract documents
- Participate in community activities that may provide opportunities or design of facilities that reflect community needs
- Understand implications of project delivery technologies
- Develop procedures for responding to contractor requests (Requests for Information)
- Participate in professional development activities that offer exchanges with other design professionals
- Prepare marketing documents that accurately communicate firm's experience and capabilities
- Understand implications of policies and procedures to ensure supervision of design work by architect in responsible charge/control
- Establish procedures for documenting project decisions
- Maintain positive work environment within firm that facilitates cooperation, teamwork, and staff morale
- Develop procedures for responding to changes in project scope
- Develop and maintain effective and productive relationships with clients
- Establish procedures to process documentation during contract administration

## Project Management

In Project Management, you'll learn how to deliver projects that meet your contractual requirements, so you'll be prepared to budget, coordinate, oversee, and execute a project.

### Project Management Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

- Participate in pre-construction, pre-installation, and regular progress meetings with design team
- Determine design fee budget
- Coordinate design work of consultants
- Collaborate with stakeholders during design process to maintain design intent and comply with owner specifications
- Determine project schedule
- Coordinate design work of in-house team members
- Understand implications of project delivery methods
- Prepare Architect-Consultant Agreement
- Prepare written communications related to design ideas, project documentation, and contracts
- Assist client in determining delivery method for construction of project
- Maintain compliance with established milestones
- Prepare Owner-Architect Agreement
- Assist Owner in obtaining necessary permits and approvals
- Perform constructability review to determine buildability, bid ability, and construction sequencing of proposed project
- Conduct periodic progress meetings with design and project team
- Establish methods for Architect-Client communication based on project scope of work
- Identify changes in project scope that require additional services
- Manage modifications to the construction contract
- Manage information exchange during construction
- Perform constructability reviews throughout the design process
- Perform quality control reviews throughout the documentation process
- Define roles and responsibilities of team members
- Determine scope of services
- Manage project-specific bidding process
- Monitor performance of design team consultants
- Evaluate appropriateness of building information modeling (BIM) for proposed project
- Present design concept to stakeholders
- Submit schedule of Architect's services to Owner for each phase
- Resolve conflicts that may arise during design and construction process
- Prepare staffing plan to meet project goals
- Manage implementation of sustainability criteria
- Assist client in selecting contractors

## Programming & Analysis

Programming & Analysis is the first phase of a project, often referred to as pre-design.

You'll experience tasks related to researching and evaluating client requirements, building code and zoning regulations, and site data to develop recommendations on the feasibility of a project.

### Programming & Analysis Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

- Determine impact of applicable zoning and development ordinances to determine project constraints
- Gather information about community concerns and issues that may impact proposed project
- Analyze existing site conditions to determine impact on facility layout
- Evaluate results of feasibility studies to determine project's financial viability
- Determine impact of environmental, zoning, and other regulations on site
- Establish sustainability goals affecting building performance
- Prepare diagrams illustrating spatial relationships and functional adjacencies
- Establish project design goals
- Prepare site analysis diagrams to document existing conditions, features, infrastructure, and regulatory requirements
- Consider recommendations from geotechnical studies when establishing design parameters
- Assist owner in preparing building program including list of spaces and their characteristics
- Develop conceptual budget
- Gather information about client's vision, goals, budget, and schedule to validate project scope and program
- Evaluate opportunities and constraints of alternative sites
- Assess environmental impact to formulate design decisions
- Determine impact of existing transportation infrastructure on site
- Consider results of environmental studies when developing site alternatives
- Review legal documents related to site to determine project constraints

## Project Planning & Design

Project Planning & Design covers the schematic design phase of a project. You'll learn to layout the building design, review building codes and regulations, coordinate schematics with consultants, and communicate design concepts with your client.

### Project Planning & Design Tasks

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Upon finishing the AXP, you should be able to competently perform the following tasks:

- Perform building code analysis
- Develop sustainability goals based on existing environmental conditions
- Prepare code analysis documentation
- Define requirements for site survey based on established project scope
- Select materials, finishes, and systems based on technical properties and aesthetic requirements
- Determine design parameters for building engineering systems
- Prepare design alternatives for client review
- Present design ideas to client orally
- Oversee design integration of building components and systems
- Evaluate results of feasibility studies to determine project's technical viability
- Review local, state, and federal codes for changes that may impact design and construction
- Prepare Cost of Work estimates
- Determine impact of existing utilities infrastructure on site
- Apply principles of historic preservation for projects involving building restoration or renovation
- Understand implications of evolving sustainable design strategies and technologies
- Design landscape elements for site
- Develop mitigation options to address adverse site conditions

## Project Development & Documentation

In Project Development & Documentation, you'll gain experience with projects after the schematic design has been approved—focusing on construction documents and coordinating with regulatory authorities to gain the necessary approvals for construction.

### Project Development & Documentation Tasks

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Upon finishing the AXP, you should be able to competently perform the following tasks:

- Communicate design ideas to the client graphically
- Prepare submittals for regulatory approval
- Communicate design ideas to client with two-dimensional (2-D) computer aided design software
- Select furniture, fixtures, and equipment that meet client's design requirements and needs
- Communicate design ideas to the client using hand drawings
- Communicate design ideas to client with three-dimensional (3-D) computer aided design software
- Update Cost of Work estimates

## Construction & Evaluation

In Construction & Evaluation, you'll get involved with the construction administration and post-construction phases of a project—this includes being out on the job site; meeting with contractors, clients, and building officials; and punching lists, leading to the completion of your project.

### Construction & Evaluation Tasks

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Upon finishing the AXP, you should be able to competently perform the following tasks:

- Review shop drawings and submittals during construction for conformance with design intent
- Respond to Contractor Requests for Information
- Complete field reports to document field observations from construction site visit
- Review results from field reports, third-party inspections, and other test results for conformance with contract documents
- Review Application and Certificate for Payment
- Manage project close-out procedures and documentation

## Documenting Your Experience Through Hours

In order to document your experience, you'll need to submit reports of your hours under each experience area. These reports must be submitted within an eight-month period in order to gain full credit.

### ELIGIBILITY REQUIREMENT

In order to be eligible to participate in the AXP, you must have successfully earned a high school diploma or an established equivalent.

### Required Hours

To complete the AXP, you must meet the required number of hours for each of the six experience areas. For each experience report, you'll need to competently perform tasks defined in one or more of the experience areas.

EXPERIENCE AREA	REQUIRED HOURS
Practice Management	160
Project Management	360
Programming & Analysis	260
Project Planning & Design	1,080
Project Development & Documentation	1,520
Construction & Evaluation	360
<b>TOTAL</b>	<b>3,740</b>



### PLEASE NOTE

Some jurisdictions may require additional experience and/or have a minimum employment duration requirement, so NCARB recommends that you continue to report all of your hours. Doing so will help facilitate licensure and reciprocity in jurisdictions that have additional experience requirements.

## Documenting Your Experience Through Hours

### Experience Settings

Your experience reports will fall under one of two experience settings: setting A or setting O.

These settings separate your experience into two categories:

- A: Work performed for an architecture firm.
- O: Experiences that can be performed outside an architecture firm.

They serve to define the type of organization, the work performed, and who verifies the experience.

### Experience Setting A: Practice of Architecture

#### 1,860 hours minimum

You must earn a minimum of 1,860 hours in experience setting A. There is no maximum number of hours you may earn in this experience setting.

In order to qualify, these hours require direct supervision by an AXP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

#### LAWFUL PRACTICE

The definition of the “lawful practice” of architecture is determined by individual jurisdictions. For more information, contact your registration board.

# Documenting Your Experience Through Hours

## Experience Setting O: Other Experience Opportunities

If you are not currently working for an architecture firm, there are many other opportunities for earning the required hours to complete the AXP. Some of these experiences require employment, but others do not. There is no minimum number of hours required for this experience setting, although many of the opportunities have a maximum limit.

OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS
<a href="#"><u>Other Work Experience Under Licensed Professionals</u></a>	See employment requirements	AXP Supervisor	Any AXP experience area	<b>Up to 1,860 hours</b>
<a href="#"><u>Design or Construction Related Employment</u></a>	See employment requirements	AXP Supervisor	Any AXP experience area	<b>Up to 320 hours</b>
<a href="#"><u>Community-Based Design Center/Collaborative</u></a>	Yes	"Designated" AXP Supervisor	Any AXP experience area	<b>Up to 320 hours</b>
<a href="#"><u>CSI Certification: CCCA</u></a>	Yes	NCARB	Construction & Evaluation	<b>40 hours</b>
<a href="#"><u>CSI Certification: CCS</u></a>	Yes	NCARB	Project Planning & Design	<b>40 hours</b>
<a href="#"><u>Design Competitions</u></a>	Yes	Mentor	Any AXP experience area	<b>Up to 320 hours</b>
<a href="#"><u>NCARB's Professional Conduct Monograph</u></a>	Yes	NCARB	Practice Management	<b>Up to 10 hours</b>
<a href="#"><u>Site Visit With Mentor</u></a>	Yes	Mentor	Construction & Evaluation	<b>Up to 40 hours</b>
<a href="#"><u>Construction Work</u></a>	Yes	AXP Supervisor	Construction & Evaluation	<b>Up to 320 hours</b>
<a href="#"><u>AIA Continuing Education for HSW</u></a>	Yes	NCARB	Any AXP experience area	<b>Up to 20 hours per area</b>

# Documenting Your Experience Through Hours

## Employment Requirements

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To earn experience in setting A or work-related setting O opportunities including: “Other Work Experience Under Licensed Professionals,” “Design or Construction Related Employment,” and some scenarios in “Construction Work,” you must be employed.

- Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting O.
- No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture or an approved Community-Based Design Center/Collaborative as defined in experience setting O.
- If the employment situation earns academic credit or is a requirement for a class, it can still qualify for AXP hours. Only employment situations qualify for AXP in this condition. The experience needs to be in compliance with the employment requirement and submitted as per the AXP rules.

## Documenting Your Experience Through Hours

### AXP Supervisor

Your AXP supervisor is the individual who supervises you on a daily basis and has professional knowledge of and responsibility for your work. Your AXP supervisor is required to certify that the information you submit on your experience report is true and correct and that you performed the tasks competently.

AXP supervisors are usually registered architects; however, in certain experience opportunities, your AXP supervisor may be a professional from another discipline.

In experience setting A and the opportunities within O that require your AXP supervisor to be licensed, your AXP supervisor must have an active license at the time the experience occurred. However, your supervisor does not have to be registered in the jurisdiction where they or you are located. You may have multiple supervisors over the course of your experience.

### Direct Supervision

To earn experience hours in workplace settings described in this document, you must work under the direct supervision of an AXP supervisor. Your supervisor must verify your experience and foster a professional relationship that is grounded in a direct professional association.

“Direct supervision” of an AXP participant must occur either through personal contact and/or remote communication (e.g. email, online markups, webinars, Internet), provided that your supervisor maintains control over your work and has sufficient professional knowledge to determine the competency of your performance.

### Mentor

You may have many mentors throughout your career—these can be loyal advisors, teachers, or coaches. In the AXP, there are opportunities for your mentor to certify certain experience opportunities and provide guidance in your professional development.

In order to qualify for these opportunities, your mentor must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where they or you are located.

### Earning Experience in New York

If you are earning experience in New York, you must contact the New York Board to verify its supervisor requirements.

### AXP Supervisors

If you are an AXP supervisor, we have resources on our website that can help you understand your role and expectations. You only need a free My NCARB account to be a supervisor; you do not need an NCARB Record.

# Documenting Your Experience Through Hours

## Reporting Requirement

All AXP experience must be reported within the required amount of time.

Experience must be submitted through the online reporting system or My AXP mobile app (free for iPhone and Android). To earn full credit for experience, you must submit all experience in reporting periods of no longer than six months and within two months of completion of each reporting period.

Experience reported beyond this eight-month period will be accepted at a reduced value of 50 percent toward the AXP requirements for up to five years after the date of the experience. After that time, the experience will no longer count toward your AXP hours.

Provisions have been made for reasonable extensions to the two-month filing period. For more information on the reporting requirements and extensions, please refer to the [NCARB website](#).



## PLEASE NOTE

Architects registered in a U.S. or Canadian jurisdiction, as well as architects registered outside of the United States or Canada whom NCARB has confirmed eligible for its foreign architect path to certification, documenting AXP for the purpose of obtaining the NCARB Certificate:

- Are not subject to these reporting requirements when retroactively documenting their experience
- Must document their experience via the online reporting system or My AXP mobile app

For more details on NCARB certification requirements and options, refer to the [Certification Guidelines](#).

# Documenting Your Experience Through Hours

## Experience Setting O

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### OTHER WORK EXPERIENCE UNDER LICENSED PROFESSIONALS

You may earn up to 1,860 hours for working in any combination of the following employment settings:

For experience gained in the United States or Canada:

- Direct supervision by an individual licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.
- Direct supervision by an individual licensed in a U.S. or Canadian jurisdiction as a landscape architect or engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction)

For experience gained outside of the United States or Canada:

- Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture.

### DESIGN OR CONSTRUCTION RELATED EMPLOYMENT

You may earn up to 320 hours for working in design or construction related employment. Only experience that aligns with the AXP tasks can qualify for AXP hours.

Design or construction related activities qualify under the direct supervision of a person experienced in the activity of:

- Analysis of existing buildings
- Planning
- Programming
- Design of interior space
- Review of technical submissions
- Management of building construction activities

No license is required for the AXP supervisor for experience gained in this opportunity.

## Documenting Your Experience Through Hours

### ... EXPERIENCE SETTING O CONTINUED

#### Community-Based Design Center/Collaborative

You may earn up to 320 hours for volunteer service in support of a pre-approved charitable organization outside of a recognized experience setting or academic requirement.

Community-Based Design Center/Collaborative organizations must apply to NCARB and be pre-approved by NCARB before the experience occurs.

**To be considered as a recognized organization, the Community-Based Design Center/Collaborative must meet the following criteria:**

- The organization must have 501(c)(3) status as a charitable organization.
- The work must be in support of “building” or “planning” projects.
- The organization must have an established ongoing relationship with an architect who can be responsible for your direct supervision. This architect will be considered the “designated AXP supervisor” for the organization.
- The work performed by the organization must be documented as related to the AXP experience areas and certified by the “designated AXP supervisor” as directly related to the practice of architecture.

#### CSI Certifications: CCS & CCCA

Whether or not you are employed, you may earn hours for completing the following CSI certifications:

**CSI Certified Construction Specifier (CCS):** 40 hours in Project Planning & Design for passing the CCS certification.

**CSI Certified Construction Contract Administrator (CCCA):** 40 hours in Construction & Evaluation for passing the CCCA certification.

Information regarding the Construction Specifications Institute is available at [www.csinet.org](http://www.csinet.org).

For the list of qualifying Community-Based Design Center/Collaborative organizations currently recognized by NCARB, please check [our website](#).

#### SUBMITTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once submitted, the CSI Certification is reviewed and approved by NCARB

# Documenting Your Experience Through Hours

## ... EXPERIENCE SETTING O CONTINUED

### Design Competitions

You may earn up to 320 hours for completion and submission of a design competition entry outside of a recognized experience setting or academic requirement.

Competitions completed for a firm while employed count for AXP credit under the related experience setting.

The design competition must be completed under the supervision of a mentor and meet the following criteria:

- Align to at least one of the AXP tasks
- Be for a “building” or “planning” project
- Be a formally structured competition with specified submission requirements
- Sponsored by a recognized business entity, governmental agency, or professional association
- You must be appropriately credited on the competition entry

### WORK PRODUCT

You must retain copies of all documentation related to design competitions completed for AXP credit for a period of at least three years beyond the date the experience is approved by your mentor.

### REQUIRED DOCUMENTATION

- You must upload a complete Design Competition Verification Form to the online reporting system.
- The competition entry must be completed and submitted in compliance with the published design competition requirements.

### EXPECTATIONS

#### AXP participant

- Select appropriate competition with mentor approval
- Develop competition entry
- Review work with mentor on a regular basis
- Submit competition entry
- Complete the verification form
- Document experience through the online reporting system and upload the verification form

#### Mentor

- Approve competition selection
- Review competition work with AXP participant on a regular basis
- Review final competition entry prior to submission

# Documenting Your Experience Through Hours

## ... EXPERIENCE SETTING O CONTINUED

### NCARB's Professional Conduct Monograph

#### Up to 10 hours in Practice Management

You may earn 10 hours in Practice Management by reading the full [NCARB Professional Conduct Monograph](#) and passing the related quiz. Or, you may earn 1-2.5 hours in Practice Management by reading each of the NCARB Professional Conduct mini-monographs and passing the related quizzes.

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. They may be completed by architects to satisfy their continuing education requirements or by licensure candidates for AXP credit. If you complete an NCARB monograph for AXP hours, you will not be eligible to repeat the monograph for continuing education credit for license renewal.

#### Site Visit With Mentor

You may earn up to **40 hours in Construction & Evaluation** for visiting construction sites with your AXP mentor.

The site visit must be outside of a recognized experience setting.

#### EXPECTATIONS OF MENTOR

- Opportunities to see the progress of a job over time are ideal; however, single visits to a site are acceptable
- The experience should be interactive with opportunities to discuss how issues related to the specific project were resolved
- The discussion should include why particular design decisions were made

#### EXPECTATIONS OF THE AXP PARTICIPANT

- You should be able to review and discuss the project relative to the drawings
- You should interact with members of the design and construction industry involved in the project

### Documenting NCARB's Professional Conduct Monograph

- Take and pass the quiz. The quiz will be available to you in your NCARB Record.
- Individuals who do not pass the quiz may repeat the quiz as necessary.
- You will automatically earn AXP hours upon passing the quiz.

AXP participants can access the NCARB [Professional Conduct Monograph](#) at no charge through their NCARB Record.



## Documenting Your Experience Through Hours

### ... EXPERIENCE SETTING O CONTINUED

#### AIA Continuing Education for Health Safety Welfare (HSW)

You may earn up to 20 hours per experience area by completing AIA-approved continuing education resources and programs that qualify for HSW. Self-reported continuing education is not eligible for AXP credit. One AIA HSW learning unit earns one AXP hour.

#### DOCUMENTING AIA CONTINUING EDUCATION

- If you are not an American Institute of Architecture Students (AIAS) or AIA Associate member, you may obtain a temporary AIA customer number by completing the webform at [www.aia.org](http://www.aia.org). Contact the AIA at [emergingprofessionals@aia.org](mailto:emergingprofessionals@aia.org) with any additional questions.
- If you are an AIAS or AIA Associate member, you may use your member number to report continuing education.
- You must upload your AIA transcript documenting completion of AIA continuing education when reporting your continuing education. Certificates of completion cannot be accepted. Your AIA transcript is available at [www.aia.org/education](http://www.aia.org/education).
- Once reported, AIA continuing education is reviewed and approved by NCARB.



Information regarding the American Institute of Architects (AIA) continuing education programs is available at:

[www.aia.org/education](http://www.aia.org/education)

# Documenting Your Experience Through Hours

## ... EXPERIENCE SETTING O CONTINUED

### Construction Work

You may earn up to **320 hours in Construction & Evaluation** for construction work performed in either of two scenarios:

- Paid position meeting the AXP employment requirement
- Volunteer service at a nonprofit organization

#### GENERAL EMPLOYMENT SCENARIOS

Qualifying construction activities include “hands-on” experience working for a variety of organizations including, but not limited to:

- General contractor
- Subcontractor
- Fabrication shop
- Materials supplier
- Manufacturers (doors, windows, etc.)
- Developer/development corporation
- School district or higher education physical plan or facilities department
- Facilities department for a private corporation
- Military construction battalion (e.g. Navy Seabees)
- Disaster relief efforts
- Nonprofits (e.g. Habitat for Humanity, Community Development Corporation, Youth Corps, religious/multi-denominational development corporations, neighborhood housing services)

#### TYPES OF CONSTRUCTION WORK

Qualifying construction activities include “hands-on” experience working in a variety of scenarios including, but not limited to:

- Building layout
- Framing
- Roofing
- Concrete and masonry
- Painting and finishing
- Drywall and plastering
- Flooring
- Tile setting
- Wiring and equipment installation
- Ductwork mechanical equipment installation
- Plumbing and fixture installation
- Site clearing and preparation
- Backhoe operation, grading, etc.

#### APPROVAL OF CONSTRUCTION WORK

An AXP supervisor who meets the requirements of direct supervision and is experienced in the activity being performed (e.g. foreman, project manager, etc.) must certify your Construction Work experience. Your AXP supervisor does not have to be licensed to certify your work in this opportunity.

## Documenting Your Experience Through Hours

### Best Practices for Completing the AXP Through Documenting Hours

When searching for an architecture firm, make sure the firm has opportunities for you to gain experience in all of the tasks and areas necessary to complete the AXP.

While working, have regular meetings with your supervisor to go over your progress in completing the AXP and develop a plan to finish the program in a timely manner.

#### THINGS TO DISCUSS:

- How often should you be reporting hours to your AXP supervisor
- Upcoming projects and experience opportunities that would help you finish the AXP
- Experience opportunities in the office

Record your hours daily using the timesheet method in the online reporting system or mobile app and submit your hours to your AXP supervisor in blocks of two months or less. These shorter blocks allow you to keep better records of your progress and allow you to make adjustments with your supervisor as needed.

Never leave employment at an office prior to making sure your AXP supervisor approves all your experience gained under their supervision. When you are no longer working for an office, it can become more difficult to get your former supervisor to approve hours you have submitted.

Do not take your timesheet hours and copy them into the AXP experience requirements. The AXP is not a measurement of the hours you spend at work. In order to successfully complete the program, you must competently perform the tasks listed in each of the six experience areas. If your office work falls outside of the AXP requirements, then those hours should not be documented for AXP (i.e. traveling to a job site).

## Documenting Your Experience Through the AXP Portfolio

This method of documenting AXP experience is meant for experienced professionals who have worked for firms in the past and are currently unable to complete the AXP due to the reporting requirement. Through the portfolio, you will submit to your supervisor/mentor exhibits of completed work to demonstrate competency in each of the 96 tasks required by the AXP.

To complete the AXP through this process, you will need to meet all the AXP requirements through the portfolio. In other words, you cannot complete the experience requirement through a combination of reporting hours and the AXP portfolio. You can still participate in the portfolio option if you have submitted hours, but they will not count toward the portfolio requirements.

### Eligibility

To be eligible to complete the AXP through the portfolio, you must meet each of the following requirements:

- Do not hold a license to practice architecture in any of the 54 NCARB jurisdictions or Canada
- Have a minimum of two years of experience that meets the requirements of the AXP that is older than five years, as defined in [employment history](#).
- Have a current [architect supervisor](#) who meets the requirements to approve your portfolio
- Be unable to finish documenting the AXP through the [hour documentation method](#)
- All experience must have occurred post high school graduation or an established equivalent

### Overview of Steps Toward Completing AXP Portfolio

1. **Complete the AXP Portfolio eligibility review application**
  - a. In order for NCARB to determine if you are eligible for this program you will need to:
    - i. Identify your [architect supervisor](#).
    - ii. List all past work experiences from high school graduation to present. You do not need an active NCARB record for the application.
2. **If NCARB determines that you are eligible to participate in the AXP Portfolio, you will need to:**
  - a. Log in to your My NCARB Record.
    - i. If you do not have an NCARB Record, you will need to establish one and notify your NCARB AXP Portfolio eligibility reviewer before proceeding to the next step.
  - b. From your Record, go to the experience tab and report past employment history from high school graduation to present.
    - i. Report only work experiences as defined in the [employment requirement](#).
    - ii. For experiences that are within the past five (5) years, you will need to submit via the [hour method](#). These reports will need to be submitted to the person who was your supervisor at the time of the experience. For experiences that are older than five (5) years, you will report using the duration option (for Reporting Format select "None"). You may submit these reports to your portfolio architect supervisor.
    - iii. Submit experience reports.
  - c. Once all applicable employment history has been approved, notify your NCARB AXP Portfolio eligibility reviewer.
3. **NCARB will complete a final AXP Portfolio eligibility review. If we have questions, we will contact you. Otherwise, your eligibility reviewer will grant you access to the AXP Portfolio documentation system.**
4. **Complete the AXP Portfolio requirements**
  - a. Every AXP task will require at least one exhibit that demonstrates your experience and competency in that task. From the AXP Portfolio documentation system, you will be able to upload exhibits and assign your exhibits to the AXP tasks.
  - b. Your portfolio architect supervisor will review your exhibits and determine if you have demonstrated competent performance for each of the AXP tasks. Your portfolio architect supervisor may request that you provide additional exhibits.
  - c. Once your portfolio reviewer is satisfied that you have demonstrated competent performance for each of the AXP tasks, you will have completed the AXP Portfolio and satisfied NCARB's experience requirement.

# Documenting Your Experience Through the AXP Portfolio

## Supervision Requirements

### CURRENT ARCHITECT SUPERVISOR

If you are currently working for an architect, this person must serve as your AXP supervisor.

Your supervisor needs to meet the following requirements:

- Have an active license to practice architecture in one of the 54 NCARB jurisdictions for a minimum of six (6) months
- Have had a working relationship with you for a minimum of six (6) months

### ARCHITECT MENTOR

If you are not currently working for an architect, your architect mentor may act as your architect supervisor to review and approve your portfolio.

Your mentor needs to meet the following requirements:

- Have an active license to practice architecture in one of the 54 NCARB jurisdictions for a minimum of one (1) year
- Have known you for a minimum of one (1) year

## Exhibits

You will demonstrate competency in each of the 96 AXP tasks through exhibits. Exhibits will typically be PDFs and/or images of drawings, certificates, word documents, etc.

You will need to have at least one exhibit associated with each AXP task. However, one exhibit can be associated with multiple tasks.

You can view a list of potential exhibits for each task on the NCARB [website](#). This list is just a resource and not meant to be a requirement.

# Documenting Your Experience Through the AXP Portfolio

## Employment History

You will create a history of work experience in your NCARB Record based upon the [reporting requirement](#). Use the [hour method](#) to report all experience gained within the past five years. Then submit any experience older than five years through duration only. If you have already submitted experience reports, you will need to fill in the gaps to show eligibility for the portfolio.

The online reporting system will require a work setting and a supervisor name. You can use your current architect supervisor to approve past experience. Only include work experiences that meet the requirements of experience setting A or experience setting O.

As part of your eligibility for the portfolio, you will need at least two years of full-time experience that meets the requirements of the AXP gained outside of a five-year window from the date you request eligibility for the AXP Portfolio:

- Minimum of one year of Experience Setting A.
- Up to one year of any combination of the opportunities from Experience Setting 'O' below:
  - ◊ Up to one year - Other Work Experience Under Licensed Professionals
  - ◊ Up to two months - Design or Construction Related Employment
  - ◊ Up to two months - Construction Work.

Part-time experience will accrue at 50 percent toward the two-year requirement. You may need to provide a reference for each of the work experiences listed in your Record.

## Best Practices for Completing the AXP through the Portfolio

This process is only for people who have a body of experience that fulfills the AXP but falls outside the reporting requirement.

It is best to collect exhibits for each of the tasks and make a plan to finish this process prior to starting. Talk with your supervisor/mentor about expectations for your portfolio before submitting your body of experience.

Some portfolio supervisors prefer the exhibits have descriptive text in the documents you upload that states how this document demonstrates competency for the associated tasks.

## Next Steps

The AXP is only one component that leads to licensure in the 54 NCARB jurisdictions. Make sure you are able to meet the education and examination requirements as well. For details on how to gain licensure, view the NCARB [registration board requirements](#) page.

Once you have received your license and it's time to renew your NCARB Record, be sure to answer "yes" to the question: "Have you received a license to practice architecture since last renewal?" This will put you in the queue to get your Record evaluated for NCARB certification. For some jurisdictions, NCARB will need to send verification of your license. After we have all the necessary documents, your Record will be evaluated to determine if it meets the requirements for NCARB certification per the [Certification Guidelines](#).

If you want to start this process prior to your next NCARB renewal, contact NCARB customer service after receiving your license.

**ADJOURNMENT**

Time: \_\_\_\_\_