

California Architects Board
Board Meeting
June 5, 2025





Board Members

Ron Jones, President
Robert C. Pearman, Jr.,
Vice President
Victoria Brash, Secretary
Tian Feng
Malcolm "Brett" Gladstone
Mitra Kanaani
Leonard Manoukian
Nilza Serrano
Fuad Sweiss
Charles "Sonny" Ward, III

NOTICE OF PUBLIC MEETING

**The California Architects Board (Board) will meet at
10:00 a.m., on Thursday, June 5, 2025**

**In accordance with Government Code section 11123.2,
the Board will conduct this meeting in person and via Webex.**

Physical Location:

Department of Consumer Affairs
HQ 2 Hearing Room, Room N186
1747 North Market Boulevard
Sacramento, CA 95834

To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:

[Click here to join the meeting](#)

If joining using the link above

Webinar number: 2484 037 4214

Webinar password: CAB65

If joining by phone

+1-415-655-0001 US Toll

Access code: 2484 037 4214

Passcode: 22265

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

(Continued)

AGENDA

10:00 a.m. to 2:00 p.m.
(or until completion of business)

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.

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

The Board may not discuss or act on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

- D. Update from the Department of Consumer Affairs (DCA)
- E. Budget Update from the DCA Budget Office
- F. Presentation of Certificates of Recognition
- G. Bagley-Keene Open Meeting Act Training
- H. Enforcement Overview Training
- I. Review and Possible Action on February 20, 2025, Board Meeting Minutes
- J. Update and Discuss National Council of Architectural Registration Boards (NCARB)
 - 1. Update and Discuss Committee Meetings
 - 2. Discuss and Take Action on Candidates for 2025 Board of Directors
 - 3. Review and Discuss the 2025 NCARB Annual Business Meeting Agenda
 - 4. Review and Discuss the 2025 Resolutions:
 - a) Resolution 2025-01: A new Mutual Recognition Agreement (MRA) to replace the existing MRA between NCARB and our counterparts in Canada
 - b) Resolution 2025-02: A new MRA between NCARB and our counterparts in Costa Rica
 - c) Resolution 2025-03: A new MRA between NCARB and our counterparts in South Africa
 - d) Resolution 2025-05: An adjustment to the eligibility requirements for the Education Alternative in the NCARB Certification Guidelines
- K. Update on Committees
 - 1. May 8, 2025, Regulatory and Enforcement Committee Meeting
 - 2. May 16, 2025, Landscape Architects Technical Committee (LATC) Meeting
 - 3. July 24, 2025, Professional Qualifications Committee Meeting

L. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs

M. Legislative Update

1. AB 667 (Solache) License Examinations: Interpreters
2. AB 671 (Wicks) Accelerated Restaurant Building Plan Approval
3. AB 742 (Elhawary) Licensing: Applicants Who Are Descendants of Slaves
4. AB 759 (Valencia) Architects in Training
5. AB 1341 (Hoover) Building Law Violations
6. SB 641 (Ashby) States of Emergency: Waivers and Exemptions

N. Regulations Update

1. Consideration and Ratification of the Addendum to the Initial Statement of Reasons and Any Comments Received on the 15-Day Notice for California Code of Regulations (CCR), Title 16, Division 2, Article 3, section 116 (Eligibility for Examination)
2. Consideration of and Possible Action on, Any Comments Received During the 45-Day Comment Period and Proposed Text Edits Regarding Regulations to Amend CCR Title 16, Division 2, Article 3, section 124 (Reasonable Accommodations)
3. Consideration of and Possible Action on Edits Made to CCR, Title 16, Division 2, Article 2, section 109 (Application Extension)
4. Consideration of and Possible Action on Proposed Amendments to CCR Title 16, Division 2, Article 2, section 109.1(Retired License Reinstatement)

O. Review of Future Board Meeting Dates

P. Closed Session - Pursuant to Government Code sections 11126(c)(3), the Board Will Meet in Closed Session to:

1. Deliberate and Vote on Disciplinary Matters
2. Approve February 20, 2025, closed session minutes

Q. Adjournment

All times are approximate and subject to change. The meeting may be cancelled or shortened without notice. Any item may be taken out of order to accommodate speaker(s) and/or to maintain quorum. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast the meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled

if webcast is not available. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

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

A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Drew Liston

Telephone: (916) 471-0769

Email: drew.liston@dca.ca.gov

Telecommunications Relay Service: Dial 711

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.

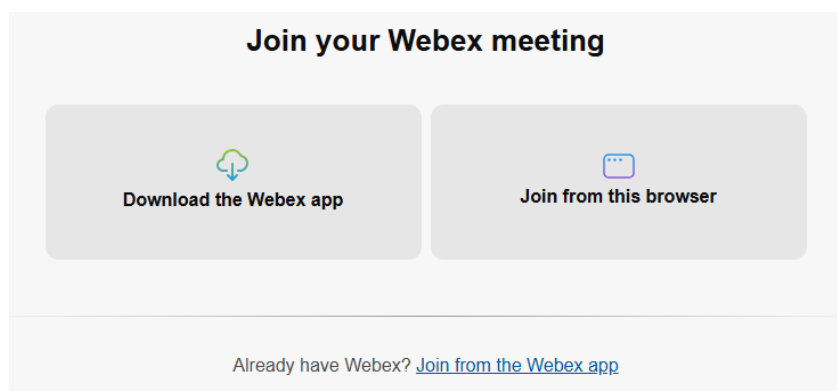
Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions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

Recommended: Join using the meeting link.

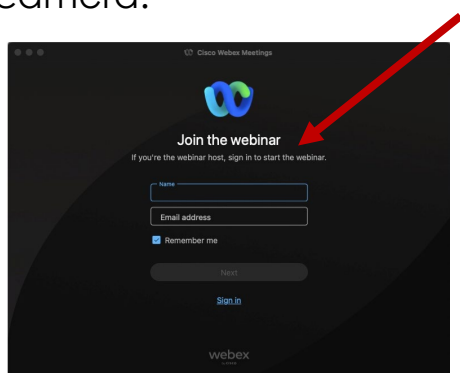
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.

DO NOT click "Join from this browser," as you will not be able to fully participate during the meeting.



- 3 Enter your name and email address*. Click "Next."
Accept any request for permission to use your microphone and/or camera.



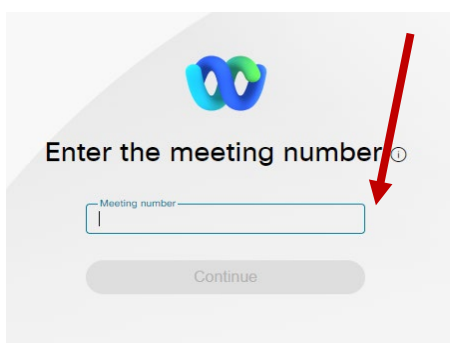
*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

Alternative 1. Join from Webex.com

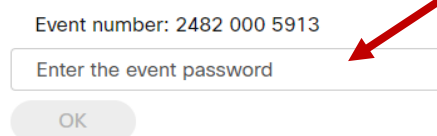
- 1 Click on “Join a Meeting” at the top of the Webex window.



- 2 Enter the meeting/event number and click “Continue.” Enter the event password and click “OK.” This can be found in the meeting notice you received or on the meeting agenda.



To view more information about the event, enter the event password.



- 3 The meeting information will be displayed. Click “Join Event.”

< Back to List

Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021 |
(UTC-07:00) Pacific Time (US & Canada)



Join Event



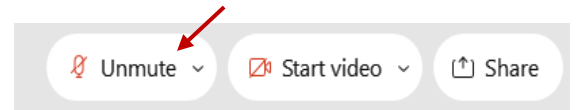
OR

Alternative 2. Connect via Telephone



You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.

Microphone control (mute/unmute button) is located at the bottom of your Webex window.



Green microphone = Unmuted: People in the meeting can hear you.



Red microphone = Muted: No one in the meeting can hear you.

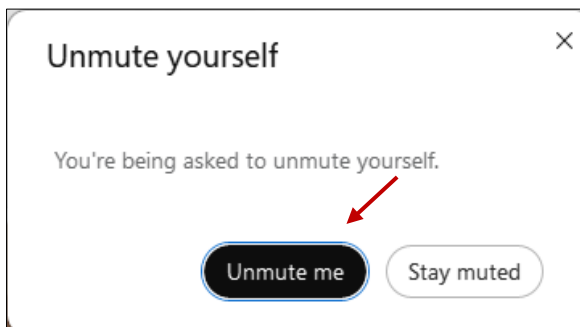
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

Attendees/Members of the Public

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



Joined via Telephone (Call-in User)



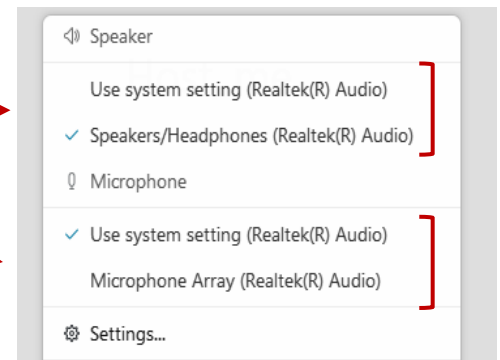
1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



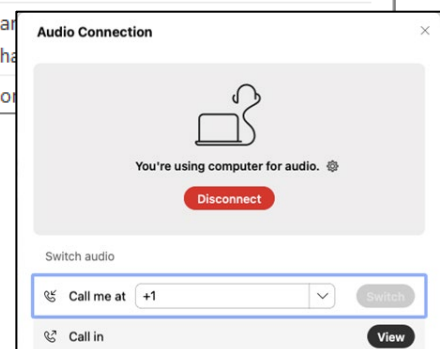
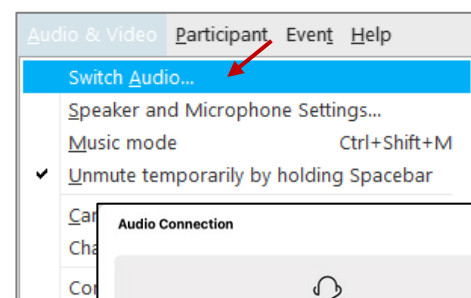
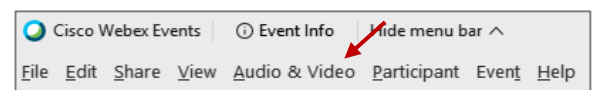
- 2 From the drop-down menu, select different:
 - Speaker options if you can't hear participants.
 - Microphone options if participants can't hear you.



Continue to Experience Issues?

If you are connected by computer or tablet and you have audio issues, you can link your phone to your Webex session. Your phone will then become your microphone and speaker source.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Hover your mouse over the "Call In" option and click "View" to show the phone number to call and the meeting login information. You can still un-mute from your computer window.



Hand Raise Feature

Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



Joined via Telephone (Call-in User)



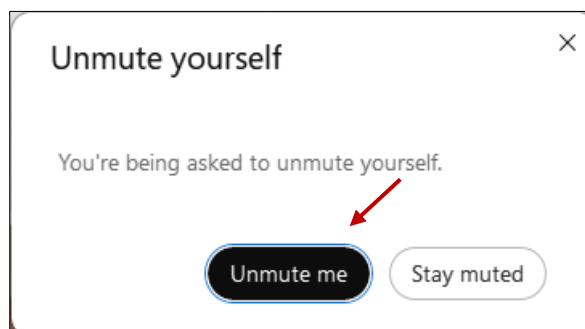
Press *3 to raise or lower your hand.

Unmuting

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.

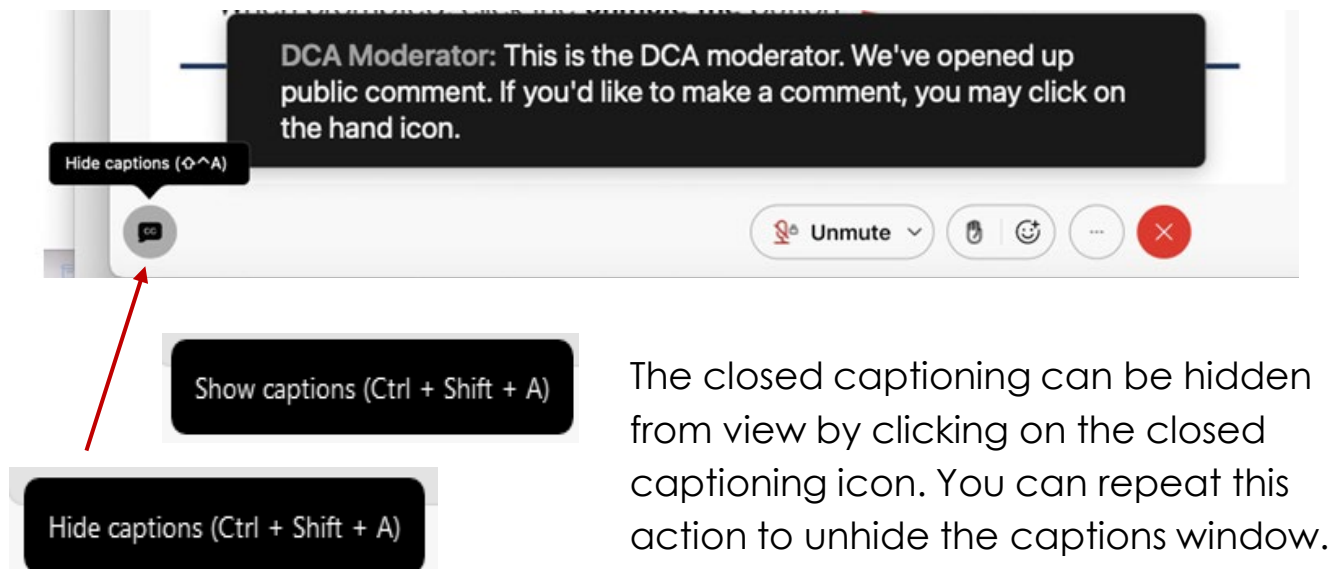


Joined via Telephone (Call-in User/Audio Only)

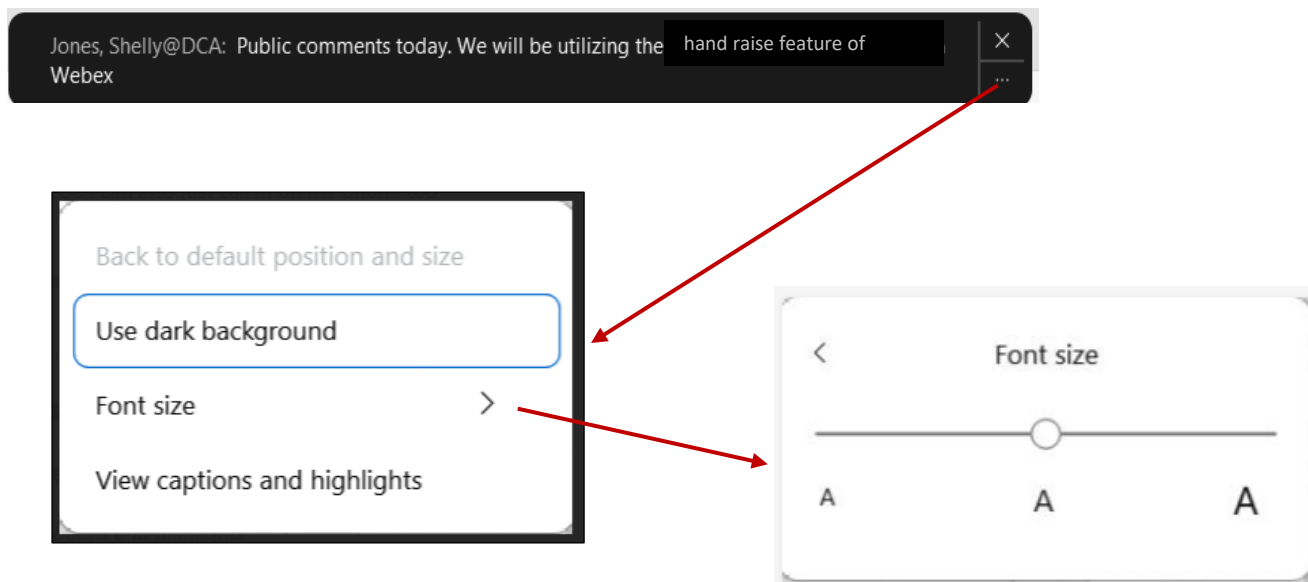


1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

Webex provides real-time closed captioning displayed in a dialog box in your Webex window. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



Department of Consumer Affairs
Expenditure Projection Report
California Architects Board
Reporting Structure(s): 11110310 Support
Fiscal Month: 9
Fiscal Year: 2024 - 2025

PERSONAL SERVICES

Fiscal Code	PY Budget	PY YTD	PY Encumbrance	PY YTD + Encumbrance	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100 PERMANENT POSITIONS	\$1,730,000	\$1,229,559	\$0	\$1,229,559	\$1,623,675	\$1,822,000	\$142,828	\$1,218,988	\$0	\$1,218,988	\$1,649,342	\$172,658
5100 TEMPORARY POSITIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5105-5108 PER DIEM, OVERTIME, & LUMP SUM	\$10,000	\$36,673	\$0	\$36,673	\$36,673	\$10,000	\$5,586	\$7,950	\$0	\$7,950	\$24,500	-\$14,500
5150 STAFF BENEFITS	\$1,059,000	\$783,702	\$0	\$783,702	\$1,026,062	\$1,051,000	\$88,385	\$735,956	\$0	\$735,956	\$995,779	\$55,221
PERSONAL SERVICES	\$2,799,000	\$2,049,935	\$0	\$2,049,935	\$2,686,410	\$2,883,000	\$236,799	\$1,962,893	\$0	\$1,962,893	\$2,669,621	\$213,379

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	PY Budget	PY YTD	PY Encumbrance	PY YTD + Encumbrance	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301 GENERAL EXPENSE	\$22,000	\$13,438	\$604	\$14,042	\$14,330	\$59,000	\$98	\$8,276	\$1,229	\$9,505	\$14,776	\$44,224
5302 PRINTING	\$20,000	\$22,960	\$26,093	\$49,053	\$49,087	\$20,000	\$0	\$1,622	\$11,885	\$13,507	\$13,507	\$6,493
5304 COMMUNICATIONS	\$9,000	\$4,046	\$99	\$4,145	\$5,725	\$9,000	\$309	\$1,856	\$0	\$1,856	\$4,452	\$4,548
5306 POSTAGE	\$70,000	\$4,499	\$0	\$4,499	\$8,432	\$40,000	\$926	\$8,332	\$0	\$8,332	\$11,580	\$28,420
5308 INSURANCE	\$0	\$47	\$0	\$47	\$47	\$0	\$0	\$0	\$0	\$0	\$47	-\$47
53202-204 IN STATE TRAVEL	\$96,000	\$6,944	\$0	\$6,944	\$7,688	\$37,000	\$6,013	\$16,079	\$0	\$16,079	\$21,500	\$15,500
53206-208 OUT OF STATE TRAVEL	\$0	\$886	\$0	\$886	\$886	\$0	\$0	\$708	\$0	\$708	\$708	-\$708
5322 TRAINING	\$21,000	\$1,525	\$0	\$1,525	\$1,525	\$6,000	\$0	\$1,000	\$0	\$1,000	\$1,000	\$5,000
5324 FACILITIES	\$300,000	\$168,035	\$55,556	\$223,592	\$193,239	\$195,000	\$17,325	\$154,597	\$51,293	\$205,890	\$215,016	-\$20,016
53402-53403 C/P SERVICES (INTERNAL)	\$110,000	\$74,032	\$0	\$74,032	\$118,224	\$110,000	\$7,564	\$87,695	\$0	\$87,695	\$129,905	-\$19,905
Legal - Attorney General	\$61,000	\$61,809	\$0	\$61,809	\$100,571	\$61,000	\$7,564	\$39,679	\$0	\$39,679	\$62,395	-\$1,395
Office of Adminis Hearings	\$27,000	\$12,208	\$0	\$12,208	\$17,630	\$27,000	\$0	\$47,650	\$0	\$47,650	\$67,144	-\$40,144
53404-53405 C/P SERVICES (EXTERNAL)	\$421,000	\$102,650	\$94,491	\$197,141	\$224,559	\$503,000	\$7,661	\$101,680	\$56,377	\$158,057	\$224,714	\$278,286
5342 DEPARTMENT PRORATA	\$1,148,000	\$835,500	\$0	\$835,500	\$972,937	\$1,079,000	\$91,000	\$910,000	\$0	\$910,000	\$1,051,000	\$28,000
5342 DEPARTMENTAL SERVICES	\$0	\$30,469	\$0	\$30,469	\$52,105	\$0	\$17	\$28,190	\$0	\$28,190	\$55,205	-\$55,205
5344 CONSOLIDATED DATA CENTERS	\$14,000	\$279	\$0	\$279	\$30,745	\$14,000	\$0	\$0	\$0	\$0	\$13,517	\$483
5346 INFORMATION TECHNOLOGY	\$123,000	\$6,348	\$57,097	\$63,445	\$64,445	\$83,000	\$1,176	\$3,470	\$85,517	\$88,988	\$102,003	-\$19,003
5362-5368 EQUIPMENT	\$15,000	\$3,050	\$2,174	\$5,223	\$5,223	\$18,000	\$859	\$27,140	\$2,622	\$29,762	\$29,863	-\$11,863
5390 OTHER ITEMS OF EXPENSE	\$0	\$250	\$0	\$250	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54 SPECIAL ITEMS OF EXPENSE	\$0	\$558	\$0	\$558	\$1,258	\$0	\$0	\$2,728	\$0	\$2,728	\$3,600	-\$3,600
57 INTERNAL COST RECOVERY	\$0	\$0	\$0	\$0	-\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES & EQUIPMENT	\$2,369,000	\$1,275,517	\$236,113	\$1,511,631	\$1,724,705	\$2,173,000	\$132,949	\$1,353,374	\$208,923	\$1,562,297	\$1,892,395	\$280,605

OVERALL TOTALS	\$5,168,000	\$3,325,452	\$236,113	\$3,561,565	\$4,411,115	\$5,056,000	\$369,748	\$3,316,268	\$208,923	\$3,525,191	\$4,562,016	\$493,984
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57 INTERNAL COST RECOVERY	-\$26,000				-\$26,000	-\$26,000					-\$26,000	
REIMBURSEMENTS	-\$5,000				-\$2,000	-\$5,000					-\$5,000	
OVERALL NET TOTALS	\$5,137,000	\$3,325,452	\$236,113	\$3,561,565	\$4,383,115	\$5,025,000	\$369,748	\$3,316,268	\$208,923	\$3,525,191	\$4,531,016	\$493,984

ESTIMATED TOTAL NET ADJUSTMENTS						-\$156,000						
OVERALL NET TOTALS	\$5,137,000	\$3,325,452	\$236,113	\$3,561,565	\$4,383,115	\$4,869,000	\$369,748	\$3,316,268	\$208,923	\$3,525,191	\$4,531,016	\$337,984

6.94%

Department of Consumer Affairs**Revenue Projection Report**

Reporting Structure(s): 11110310 Support

Fiscal Month:

Fiscal Year: 2024 - 2025

Revenue

Fiscal Code	Budget	July	August	September	October	November	December	January	February	March	Year to Date	Projection To Year End
Delinquent Fees	\$28,000	\$900	\$1,700	\$1,300	\$900	\$900	\$1,000	\$1,200	\$600	\$4,200	\$12,700	\$25,300
Other Regulatory Fees	\$24,000	\$0	\$7,840	\$2,515	\$2,030	\$5,745	\$2,880	\$10,130	\$4,825	\$4,125	\$40,090	\$43,840
Ftb Cite Fine Collection	\$0	\$0	\$0	\$0	\$0	\$170	\$0	\$0	\$0	\$0	\$170	\$1,170
Other Regulatory License and Permits	\$499,000	\$43,565	\$37,045	\$35,565	\$36,050	\$31,570	\$30,280	\$80,310	\$57,485	\$52,965	\$404,835	\$534,735
Other Revenue	\$34,000	\$230	\$0	\$210	\$42,542	\$92	\$432	\$30,232	\$292	\$0	\$74,030	\$114,480
Renewal Fees	\$3,422,000	\$3,900	\$8,300	\$6,000	\$4,500	\$40,200	\$188,700	\$531,020	\$575,080	\$649,700	\$2,007,400	\$3,315,800
Revenue	\$4,007,000	\$48,595	\$54,885	\$45,590	\$86,022	\$78,507	\$223,292	\$652,892	\$638,282	\$710,990	\$2,539,055	\$4,034,155

Reimbursements

Fiscal Code	Budget	July	August	September	October	November	December	January	February	March	Year to Date	Projection To Year End
Unscheduled Reimbursements	\$0	\$0	\$2,334	\$0	\$1,993	\$653	\$0	\$653	\$0	\$1,643	\$7,275	\$18,408
Reimbursements	\$0	\$0	\$2,334	\$0	\$1,993	\$653	\$0	\$653	\$0	\$1,643	\$7,275	\$18,408

0706 - California Architects Board Fund Analysis of Fund Condition
(Dollars in Thousands)
2025-26 Governor's Budget with FM 9 Projections
with estimated CS 4.05 and CS 4.12 adjustments
Prepared 5.9.2025

	Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE	\$ 3,037	\$ 3,874	\$ 2,928	\$ 3,331	\$ 2,057
Prior Year Adjustment	\$ -34	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 3,003	\$ 3,874	\$ 2,928	\$ 3,331	\$ 2,057
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 69	\$ 25	\$ 66	\$ 28	\$ 66
4127400 - Renewal fees	\$ 4,825	\$ 3,316	\$ 4,852	\$ 3,422	\$ 4,852
4129200 - Other regulatory fees	\$ 39	\$ 44	\$ 24	\$ 24	\$ 24
4129400 - Other regulatory licenses and permits	\$ 550	\$ 535	\$ 626	\$ 499	\$ 626
4163000 - Income from surplus money investments	\$ 194	\$ 112	\$ 34	\$ 30	\$ 33
4171400 - Escheat of unclaimed checks and warrants	\$ 2	\$ 2	\$ -	\$ -	\$ -
Totals, Revenues	\$ 5,679	\$ 4,034	\$ 5,602	\$ 4,003	\$ 5,601
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 5,679	\$ 4,034	\$ 5,602	\$ 4,003	\$ 5,601
TOTAL RESOURCES	\$ 8,682	\$ 7,908	\$ 8,530	\$ 7,334	\$ 7,658
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 4,383	\$ 4,555	\$ 4,935	\$ 5,083	\$ 5,236
Estimated Adjustments per CS 4.05 and CS 4.12	\$ -	\$ -	\$ -156	\$ -156	\$ -156
9892 Supplemental Pension Payments (State Operations)	\$ 95	\$ 70	\$ 70	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 330	\$ 355	\$ 350	\$ 350	\$ 350
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 4,808	\$ 4,980	\$ 5,199	\$ 5,277	\$ 5,430
FUND BALANCE					
Reserve for economic uncertainties	\$ 3,874	\$ 2,928	\$ 3,331	\$ 2,057	\$ 2,228
Months in Reserve	9.3	6.8	7.6	4.5	4.9

NOTES:

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Expenditure growth projected at 3% beginning BY+1.

DRAFT MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

February 20, 2025
San Diego, CA

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

On February 20, 2025, Board President Ron Jones called the meeting to order at 10:10 a.m. and Secretary Victoria Brash called the roll.

Board Members Present

Ron Jones, President
Robert Pearman, Vice President
Victoria Brash, Secretary
Tian Feng
Malcolm "Brett" Gladstone (arrived 10:35 a.m.)
Mitra Kanaani
Leonard Manoukian
Nilza Serrano
Fuad Sweiss
Charles "Sonny" Ward

Six members of the Board present constitutes a quorum; a quorum was established.

Board Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Tim Rodda, Regulations Manager

DCA Staff Present

Helen Geoffroy, DCA Legal Affairs Attorney III
Cesar Victoria, DCA Webcaster

Landscape Architects Technical Committee (LATC) Members Present

Patricia Trauth, Committee Vice Chair

Guests Present

Scott Terrill, California AIA

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

President Jones opened the meeting by thanking Patricia Trauth, LATC Vice Chair, for attending. President Jones stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

Public Comments: There were no public comments.

C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public Comments: There were no public comments.

D. REVIEW AND POSSIBLE ACTION ON DECEMBER 5-6, 2024, BOARD MEETING MINUTES

Nilza Serrano moved to approve the December 5-6, 2024, minutes.

Robert Pearman seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

E. UPDATE AND DISCUSSION ON COMMITTEE MEETINGS OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Laura Zuniga, Tian Feng, Robert Pearman and Mitra Kanaani shared updates on the NCARB committees they serve on. Nilza Serrano encouraged the Board members to remind NCARB that California is still committed to DEI. Ms. Zuniga reminded members that NCARB is looking for new volunteers.

Public Comments: There were no public comments.

F. REVIEW AND APPROVE STRATEGIC PLAN 2025-2028

Ms. Zuniga directed Board members to the draft Strategic Plan included in the meeting materials and explained a suggestion from staff to combine two objectives under Goal 2 related to addressing new technology.

Sonny Ward moved to make the change as recommended by staff and adopt the 2025-2028 CAB Strategic Plan.

Tian Feng seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

G. UPDATE ON COMMITTEES

1. January 31, 2025, Landscape Architects Technical Committee Meeting

i. Review and Approve Strategic Plan 2025-2028

Jesse Laxton reported on LATC's January meeting which included discussion on the Committee's budget, business modernization project, and draft strategic plan.

Nilza Serrano moved to adopt the 2025-2028 LATC Strategic Plan.

Sonny Ward seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

H. EXECUTIVE OFFICER'S REPORT

Ms. Zuniga reported on the Board's budget, business modernization project, personnel updates, examination statistics, and enforcement activity. She shared that staff are following DCA guidance on messaging related to the recent Los Angeles fires and the Governor's Executive Order N-15-25, which defers license renewal fees for one year. Board members discussed possible action the Board can take to support Californians impacted by the recent fires.

Ms. Zuniga and Helen Geoffroy answered questions posed by members of the Board.

Public Comment: Scott Terrill commented that he will contact Ms. Zuniga regarding disaster response.

I. REGULATIONS UPDATE

1. Discuss Consideration of, and Possible Action on, Comment Received During the 45-Day Comment Period Regarding Proposed Regulations to Amend California Code of Regulations (CCR), title 16, division 2, article 3, section 120 (Re-Examination)

Tim Rodda directed Board members to the comment received regarding 16 CCR 120 (Re-Examination) and explained the proposed response to the comment.

Tian Feng moved to direct staff to provide the proposed response to the written comment take all steps necessary to complete the rulemaking process, delegate to the Executive Officer the authority to make any technical or non-

substantive changes to the regulations that may be required to complete the rulemaking file and adopt the proposed regulatory changes as noticed.

Sonny Ward seconded the motion.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

2. Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 7, section 144 (Fees)

Mr. Rodda explained the proposed amendments to 16 CCR 144 (Fees) and answered questions posed by members of the Board.

Nilza Serrano moved to Approve the proposed regulatory text for Section 144 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 144 as noticed.

Tian Feng seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

3. Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 2, section 109 (Filing of Applications)

Mr. Rodda explained the proposed amendments to 16 CCR 109 (Filing of Applications) and answered questions posed by members of the Board.

Public Comment: Scott Terrill thanked the Board for taking this action.

Robert Pearman moved to Approve the proposed regulatory text for Section 109 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 109 as noticed.

Tian Feng seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Gladstone, Kanaani, Manoukian, Pearman, Serrano, Sweiss and Ward voted in favor of the motion. Motion passed 10-0.

J. REVIEW OF FUTURE BOARD MEETING DATES

Board members suggested meeting at a junior college in the Bay Area in August.

Public Comments: There were no public comments.

K. CLOSED SESSION - Pursuant to Government Code sections 11126(a)(1) and (c)(3), the Board Will Meet in Closed Session to:

- 1. Deliberate and Vote on Disciplinary Matters**
- 2. Approve September 13, 2024, closed session minutes**
- 3. Perform the Annual Evaluation of its Executive Officer**

L. ADJOURNMENT

The meeting adjourned at 1:17 p.m.



Kenneth R. Van Tine, AIA, NCARB, LEED AP
President
Brighton, Michigan

Edward T. Marley, NCARB, FAIA, LEED AP
Vice President
Tucson, Arizona

John Patrick Rademacher, NCARB, AIA, NOMA
Second Vice President
Loveland, Ohio

Sylvia Kwan, FAIA, NCARB, NOMA, LEED AP
Secretary/Treasurer
Kentfield, California

Jon Alan Baker, FAIA, NCARB, LEED AP
Past President
San Diego, California

Jennifer R. Arbuckle, AIA, NCARB, LEED AP
Director, Region 1
North Ferrisburgh, Vermont

Edward W. Tucker, FAIA, NCARB
Director, Region 2
Huntington, West Virginia

Miguel A. Rodriguez, FAIA, NCARB, NOMA
Director, Region 3
Coral Gables, Florida

Linda Alfson Schemmel, AIA, NCARB,
Director, Region 4
West Des Moines, Iowa

James Devine, NCARB, AIA, LEED AP
Director, Region 5
Bismarck, North Dakota

Scott E. Harm, AIA, NCARB
Director, Region 6
Puyallup, Washington

Shannon R. Himes
Member Board Executive Director
Columbus, Ohio

Stephanie V. Hopkins
Public Director
Baltimore, Maryland

Coffee Polk, AIA, NCARB, LEED AP
At-Large Director
Las Vegas, Nevada

Kevin J. Singh, AIA, LEED AP BD+C, NCARB
At-Large Director
Ruston, Louisiana

Michael J. Armstrong
Chief Executive Officer

1401 H Street NW, Suite 500
Washington, DC 20005
202/783-6500
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An Equal Opportunity Employer

March 18, 2025

Invitation to the 2025 Annual Business Meeting

Dear Member Board Chairs and Executives,

It is my pleasure to invite you to attend NCARB's 2025 Annual Business Meeting, held June 19 – 21 in Scottsdale, Arizona!

With a packed agenda to explore, new leadership to elect, and critical resolutions to vote on, your engagement at this year's Annual Business Meeting is more important than ever. With a spirit of continuous improvement and innovation, NCARB continues to seek your feedback on the Pathways to Practice initiative as we begin developing the future licensure process. Please join us as we shape NCARB's ongoing evolution in the months and years ahead—[registration is now available](#).

At this year's Annual Business Meeting, members will have the opportunity to provide their jurisdiction's unique perspective as we elect the FY26 Board of Directors, vote on resolutions, and discuss current trends. You'll also have the chance to attend workshops designed to better equip you to carry out your board's essential mission to protect the public, with conversations about future licensure models, the competency standard, architectural education, making regulatory changes, and much more.

Your participation is crucial as we reflect on current accomplishments and set the agenda for the year ahead—make sure your jurisdiction's voice is heard.

I hope you can join us!

Kenneth R. Van Tine, AIA, NCARB, LEED AP
2024-2025 NCARB President

NCARB, in collaboration with licensing boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.

2025 Annual Business Meeting

Official Meeting Notice

- Draft Annual Business Meeting Agenda
- Your Guide to ABM
- Letter of Credentials

This notice is sent 90 days in advance of the Annual Business Meeting in accordance with [NCARB Bylaws](#), Article V, Section 1.



Sylvia Kwan, FAIA, NCARB, LEED AP
NCARB Secretary/Treasurer

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Draft 2025 Annual Business Meeting Agenda

All times are Mountain Time.

Thursday, June 19, 2025

- | | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-2:30 p.m. | First-Time Attendee Luncheon
<i>First-time attendees are invited to network with each other, engage with staff and leadership, and learn more about NCARB.</i> |
| 5-6:30 p.m. | First Business Session
<i>Join your fellow attendees and NCARB leadership as we kick off the meeting with our opening business session. This session includes a welcome from the Arizona Board, introduction of special guests, and remarks from FY25 President Van Tine.</i> |
| 7-9:30 p.m. | Welcome Reception/Icebreaker
<i>Toro Scottsdale</i> |

Friday, June 20, 2025

- | | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8-9 a.m. | Workshop Session #1
<i>Choose from a selection of workshop options (see page 6 for more information).</i> |
| 9:30-10:30 a.m. | Workshop Session #2
<i>Choose from a selection of workshop options (see page 6 for more information).</i> |
| 11 a.m.-12:15 p.m. | Second Business Session
<i>Receive an update on NCARB's financials from FY25 Secretary/Treasurer Kwan and an update on organizational operations from NCARB CEO Armstrong.</i> |
| 1:15-2:30 p.m. | Third Business Session
<i>Candidates running for positions on the FY26 Board of Directors will deliver their speeches, and members will engage in a town hall discussion on important membership issues.</i> |
| 3-5 p.m. | Regional Meetings
<i>Meet with your fellow region members to discuss topics of local importance, elections and resolutions, and any other regional business.</i> |

Saturday, June 21, 2025

8-8:30 a.m.

Voting Delegate Meeting

If you are a voting delegate, engage in training to ensure the voting process goes smoothly.

9-10 a.m.

Workshop Session #3

Choose from a selection of workshop options (see page 6 for more information).

10:30-Until Done

Fourth Business Session

Hear from incoming FY26 President Marley on his vision for the year ahead. Then, voting delegates will cast their jurisdiction's vote in elections for the FY26 Board of Directors and FY25 resolutions.

1-2:30 p.m.

Regional Leadership Luncheon

Regional leadership members are invited to join FY26 President Marley for a luncheon.

6-10 p.m.

President's Reception & NCARB Annual Banquet

Join FY25 President Van Tine and FY26 President Marley as we welcome the FY26 Board of Directors and honor the recipients of the President's Medal of Distinguished Service at this year's Annual Banquet. A cocktail reception will occur before dinner begins at 7 p.m.

2025 Annual Business Meeting Workshops

To provide you with options so you can choose workshops that best apply to your interests and role on your licensing board, we're offering a variety of workshops this year.

All Attendees

- **NCARB Programs and the Competency Standard**

NCARB released the *Competency Standard for Architects* in October, and now we're in the process of updating our programs to reflect the 16 competencies. During this workshop, you will learn about the status of today's programs, how they will be adapted to reflect the *Competency Standard*, and what to expect over the next year.

- **Pathways to Practice: Future Licensure Models**

NCARB's Licensure Process Research and Development Task Force has developed a proposal for the NCARB Board of Directors on a future model for licensure. During this workshop, you will explore their proposal, discuss the assessment models being proposed, and review the next step to development. This is an important opportunity to provide your feedback as we work together to shape the next iteration of the licensure process.

- **Regulatory Change and Advocacy**

Making changes to your jurisdictional statutes or regulations can feel daunting. NCARB is here to help! In this workshop, experts will share recommendations for making your statutes and regulations flexible for the future and highlight several resources that can help you navigate the process.

- **Understanding the Education Landscape**

In recent years, there have been a lot of questions about the state of architectural education. In this workshop, we will provide an overview of the different degree types and licensure pathways that currently exist, share current data around architectural education, and explore opportunities to make architectural education more accessible for the future.

Public Members

- **Empowering Public Members**

For public members, this session will offer tools and tips to elevate the voice of the consumer on your licensing board.

FY26 Committee Chairs

- **The Year Ahead**

As we get ready to kick off a new year, join President-elect Marley and CEO Armstrong as they preview the year ahead and share their goals and expectations for the volunteer committees.

Your Guide to the 2025 NCARB Annual Business Meeting

If you're new to NCARB or have never attended an Annual Business Meeting, here's everything you need to know about this gathering and its important role in the regulation of the architectural profession.

What is the Annual Business Meeting?

NCARB is made up of the architectural licensing boards of the 50 U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

Once a year, delegates from each board come together to review and comment on NCARB's programs and services, consider changes to national licensure standards, and elect new leadership. A key focus of the meeting is ensuring that Member Boards are equipped to fully understand the role of the Council and licensing boards; utilize NCARB's suite of resources; and demonstrate the value of architectural regulation. In doing so, attendees develop national consensus regarding best practices and strategic thinking.

The meeting enables NCARB to evolve in its work of facilitating architectural licensure across the United States, providing essential services to its members, licensure candidates, and licensed professionals, while supporting our Member Boards as they protect the public health, safety, and welfare.

Why attend the Annual Business Meeting?

Participation from each jurisdictional board is an essential part of the Annual Business Meeting. Changes to programs, adjustments to model laws and regulations, and the election of national officers to guide the implementation of NCARB services all require national consensus from the diverse voices of NCARB's 55 jurisdictional Member Boards. Your attendance ensures that your board's unique perspective, priorities, and concerns are a part of the national conversation.

As an attendee of the Annual Business Meeting, you will help shape NCARB's agenda for the coming years as you vote on resolutions and elect new members of the NCARB Board of Directors. In addition, you will receive important resources and training to better position yourself as an effective member of your licensing board.

Your Role

All delegates attend each day's plenary session, where organizational business is carried out, as well as several workshops. Your role is to represent your board as we work to create the best possible national licensing standards and further our shared mission of protecting the public by facilitating licensure.

Voting Delegates

If you have been identified as your board's voting delegate, you are responsible for casting an official ballot in any votes for resolutions or elections for NCARB's Board of Directors. You will receive follow-up information, including a voting guide, if you are designated as the voting delegate.

Funding Classifications and Eligibility

Member Board Chairs are responsible for identifying their board's funded attendees and appointing their voting delegate. Please do so as soon as possible so that attendees can register and make travel arrangements.

While identification of members to receive funding is at the discretion of the Member Board, it must abide by the funding categories as outlined below. Please note, the Member Board Member from the professional category may not take the place of a public member or board executive attendee. Every Member Board is eligible to receive funding to send representatives to each meeting, as follows:

- Two (2) Professional Member Board Members – This funding is for any design professional on the board
- One (1) Public/Consumer Member Board Member
- One (1) Member Board Executive

There is also potential funding for the following roles:

- One (1) Legal Counsel – There is limited funding available on a first come, first served basis. These attendees must be submitted to NCARB in advance for approval
- One (1) New Member Board Member – If you have a new Member Board Member appointed during the current fiscal year (after July 1, 2024), limited funding on a first come, first served basis is available to support their participation in NCARB events. These attendees must be submitted to NCARB in advance for approval

NCARB will cover travel, food, registration, and lodging expenses for funded attendees—see a detailed description of what is and is not covered through NCARB funding on the event website.

Funded attendees should select the correct funded attendee type when registering for the meeting. **In-person attendees must register by May 19, 2025.**

Submission of Resolutions

The items placed on the agenda for discussion and vote by NCARB membership at the Annual Business Meeting are known as resolutions.

As per the *NCARB Bylaws*, all resolutions submitted by Member Boards or regions for consideration at the 2025 Annual Business Meeting must be presented to the Regional Leadership Committee for review by **April 7, 2025**. Resolutions may include a brief statement of support. You can access the [current NCARB Bylaws on our website](#).

Draft resolutions were distributed in January 2025. While subject to change, current items under consideration are:

- A new Mutual Recognition Agreement to replace the existing agreement with our counterpart in Canada
- A new Mutual Recognition Agreement with our counterpart in Costa Rica
- A new Mutual Recognition Agreement with our counterpart in South Africa
- A housekeeping update to change the terminology from “foreign architect” to “international architect” in the *NCARB Certification Guidelines*
- An update to the eligibility requirements for architects pursuing NCARB certification through one of the two education alternative methods

The Council will distribute all resolutions that are not laudatory in nature to its Member Boards by early May. All Member Boards, regions, and the NCARB Board of Directors may offer amendments to the resolutions at the Annual Business Meeting. More information will be available when the final resolutions are released in May.

NCARB Elections

The NCARB Board of Directors is elected annually by voting delegates from Member Boards. Voting rules are established by the *NCARB Bylaws*, the Credential Committee’s “Procedure for Election to the NCARB Board of Directors,” and/or Iowa law as the Council’s incorporation venue.

The *NCARB Bylaws* establishes the qualifications and limitations, nomination, election, terms of service, and vacancies of all members of the NCARB Board of Directors. (See *NCARB Bylaws*, Articles VII and VIII). The Credentials Committee oversees the nomination and election process of the Board of Directors, including validation of candidate and voting delegate credentials.

The deadline to be on the ballot is the first day of the Annual Business Meeting: **Thursday, June 19, 2025**. It is encouraged to submit your candidacy information early so it can be shared with membership at upcoming events. To include your information for attendees in pre-materials for the Annual Meeting, please submit it by **April 11, 2025**.

If you have any questions or concerns regarding campaign activities or a potential candidacy, please reach out to the Credentials Committee at credentials-committee@ncarb.org.

FY26 Board of Director Elections

The FY26 NCARB Board of Directors will be elected at the 2025 Annual Business Meeting. The Credentials Committee will accept nominations at credentials-committee@ncarb.org until the president closes nominations at the Annual Business Meeting for the following positions

- Vice President
- Second Vice President
- Secretary/Treasurer
- Public Director
- At-Large Directors

Nominations for the following positions* are closed:

- Director, Region 1
- Director, Region 2
- Director, Region 3
- Director, Region 4
- Director, Region 5
- Director, Region 6
- Member Board Executive Director

*The nomination processes for these positions are determined by individual regions' bylaws and the Member Board Executives Committee in accordance with the *NCARB Bylaws*.

The President and Past President positions on the Board of Directors are automatically filled based on results from previous elections.

Delegate Credentials

The *NCARB Bylaws* requires each Member Board to submit the list of board members who will attend the 2025 NCARB Annual Business Meeting as the board's official delegates. This list, referred to as the "Letter of Credentials," must indicate your voting delegate (only one) and alternate and be signed on behalf of your board by any duly authorized person (a board officer or board executive).

The Letter of Credentials is enclosed in this packet. Please return the completed Letter of Credentials to credentials-committee@ncarb.org no later than **May 31, 2025**. Your jurisdiction will not be able to vote until the credentials letter is received. If you are unable to submit the Letter of Credentials by that date, please have one of your delegates bring such a letter to the Annual Business Meeting and turn it in to the NCARB personnel at the registration desk or send to credentials-committee@ncarb.org prior to the beginning of voting.

Your Letter of Credentials may be amended at any time prior to the Saturday of the Annual Business Meeting, provided that the amendment is signed by a person duly authorized by your board. The credentials will be validated by the Credentials Committee on Saturday morning prior to elections.

The 2025 Pre-Annual Business Meeting Briefing, which will be released in May, will include guidelines for voting delegates, the list of declared candidates for office, and any resolutions to be voted upon.

Voting delegates will be required to attend a meeting on Saturday morning prior to the business session so that the Credentials Committee can conduct a roll call and verify that all delegates can vote using the electronic voting system.

2025 NCARB Annual Business Meeting

Memorandum



To: Katherine M. Wilson, AIA, NCARB, LEED AP (BD+C), WELL AP
FY25 NCARB Credentials Committee Chair

From: _____
BOARD CHAIR/EXECUTIVE

BOARD NAME

Date: _____

RE: Letter of Credentials

Dear Chairperson Wilson,

The _____ [BOARD NAME] is pleased to submit the following names for official delegate and alternate official delegate for the 2025 NCARB Annual Business Meeting. Both individuals are duly appointed members of the board.

Official Delegate: _____ [BOARD MEMBER FULL NAME]

Position on Board: _____

Term Expiration Date: _____

Email: _____ Cell Phone Number: _____

Alternate: _____ [BOARD MEMBER FULL NAME]

Position on Board: _____

Term Expiration Date: _____

Email: _____ Cell Phone Number: _____

The board acknowledges that the official delegate is authorized to cast a vote on its behalf during the Annual Business Meeting. Furthermore, the board understands that in order to replace its official delegate and alternate, a new letter of credentials must be issued and returned to the Credentials Committee Chair prior to May 31, 2025.

The undersigned has been duly authorized by the vote of the board to execute and deliver this document to NCARB on its behalf.

Signature

Type or Print Name & Title

Please submit this form by **May 31, 2025**, to:
credentials-committee@ncarb.org

NCARB
Council Relations Directorate
1401 H Street NW, Suite 500
Washington, DC 20005 USA

MEMORANDUM

TO: NCARB Member Boards

FROM: Sylvia Kwan, FAIA, NCARB, LEED AP
NCARB Secretary/Treasurer

DATE: April 23, 2025

RE: Resolutions to Be Acted Upon at the 2025 Annual Business Meeting

During its April meeting, the NCARB Board of Directors voted to move forward five resolutions for Member Board consideration at the 2025 Annual Business Meeting. The five resolutions are:

- A new Mutual Recognition Agreement (MRA) to replace the existing MRA between NCARB and our counterparts in Canada (Resolution 2025-01)
- A new MRA between NCARB and our counterparts in Costa Rica (Resolution 2025-02)
- A new MRA between NCARB and our counterparts in South Africa (Resolution 2025-03)
- A housekeeping update to *the NCARB Certification Guidelines* to replace the word “foreign” with the word “international” (Resolution 2025-04)
- An adjustment to the eligibility requirements for the Education Alternative in the *NCARB Certification Guidelines* (Resolution 2025-05)

Overview of 2025 Annual Business Meeting Resolutions

Here are overviews of the five resolutions on the 2025 Annual Business Meeting agenda.

Resolution 2025-01: Mutual Recognition Agreement With the Regulatory Organizations of Architecture in Canada (ROAC)

This resolution would replace the existing MRA between NCARB and our counterparts in Canada. The new MRA would eliminate post-licensure experience requirements as a qualification, remove citizenship and “principal place of practice” requirements, and allow acceptance of pathways outside of the standard path to NCARB certification. There have been minor edits to this MRA based on the advice of legal counsel since the draft resolution was released, none of which changed the eligibility requirements or the main updates to the agreement outlined in the draft resolution.

The Board of Directors supported this resolution 15-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2025-02: Mutual Recognition Agreement With the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA)

This resolution would ratify a new MRA between NCARB and our counterparts in Costa Rica. The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and CACR/CFIA and allows acceptance of pathways outside of the standard path to NCARB certification.

The Board of Directors supported this resolution 15-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2025-03: Mutual Recognition Agreement With the South African Council for the Architectural Profession (SACAP)

This resolution would ratify a new MRA between NCARB and our counterparts in South Africa. The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and SACAP and allows acceptance of pathways outside of the standard path to NCARB certification.

The Board of Directors supported this resolution 15-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2025-04: NCARB Certification Guidelines Amendment – International Terminology

This resolution is a housekeeping update to the *NCARB Certification Guidelines* that would replace all instances of the word “foreign” with “international” as it relates to NCARB’s programs for architects licensed outside of the United States. This resolution would not change any requirements for certification. Minor updates have been made to this resolution for clarity.

The Board of Directors supported this resolution 15-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Resolution 2025-05: NCARB Certification Guidelines Amendment – Education Alternative Eligibility

This resolution would adjust the eligibility requirements for the Education Alternative to Certification outlined in the *NCARB Certification Guidelines* by eliminating the required three-year delay between initial licensure and eligibility to apply for certification through this pathway. This aligns with ongoing efforts to remove unnecessary time-bound restrictions in NCARB programs that are not tied to demonstrating competency. Minor updates have been made to this resolution for clarity.

The Board of Directors supported this resolution 15-0. This resolution requires an absolute majority of Member Boards at the Annual Business Meeting to pass, which is 28 votes.

Next Steps

NCARB will be hosting two calls before the Annual Business Meeting to discuss the resolutions and answer any questions. The dates for these calls are:

- Thursday, May 22, 2025, 3 p.m. ET | [Register](#)
- Thursday, May 29, 2025, 3 p.m. ET | [Register](#)

Additional reference documents are included in this packet to provide guidance for boards and voting delegates:

- 2025 NCARB Resolution Feedback
- Guide to Proposing Amendments to Resolutions

If you have questions about any of the resolutions, please contact secretary@ncarb.org.

Enc: Resolutions to Be Acted Upon at the 2025 Annual Business Meeting
2025 NCARB Resolution Feedback
Guide to Proposing Amendments to Resolutions

Resolutions to be Acted Upon

2025 NCARB Annual Business Meeting

This packet includes an overview of this year's resolutions, the resolution language with statements of support, and additional supporting documents in appendices as needed.



National Council of Architectural Registration Boards

1401 H Street NW, Suite 500, Washington, DC 20005

Tel: 202/783-6500 | Fax: 202/783-0290

www.ncarb.org

Resolutions to be Acted Upon

2025 NCARB Annual Business Meeting

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FY25 RESOLUTIONS OVERVIEW

During its April meeting, the Board of Directors decided to move the following resolutions forward for membership vote at the June Annual Business Meeting. There will be two webinars prior to ABM to ask questions to the resolution advocates:

- - **May 22, 3 p.m. ET:** Resolution Forum #1 | [Register](#)
- - **May 29, 3 p.m. ET:** Resolution Forum #2 | [Register](#)

This packet includes five resolutions (plus related supporting documentation as appropriate).

Resolution 2025-01: Mutual Recognition Agreement With the Regulatory Organizations of Architecture in Canada (ROAC)

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB and the Canadian Architectural Licensing Authorities (CALA), now ROAC. The amended MRA would eliminate post-licensure experience requirements as a qualification, remove citizenship requirements, and allow acceptance of pathways outside of the standard path to NCARB certification. Appendix A includes the proposed amended MRA, and Appendix B includes a markup of changes to the existing MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-02: Mutual Recognition Agreement With the Colegio de Arquitectos de Costa Rica/ Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA)

This resolution would have the membership ratify an MRA developed between NCARB and Costa Rica's Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and CACR/CFIA and allows acceptance of pathways outside of the standard path to NCARB certification. Appendix C includes the proposed MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-03: Mutual Recognition Agreement With the South African Council for the Architectural Profession (SACAP)

This resolution would have the membership ratify an MRA developed between NCARB and the South African Council for the Architectural Profession (SACAP). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and SACAP and allows acceptance of pathways outside of the standard path to NCARB certification. Appendix D includes the proposed MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-04: NCARB Certification Guidelines Amendment – International Terminology

This resolution proposes a housekeeping update to the *NCARB Certification Guidelines* that would replace all instances of the word “foreign” with “international” as it relates to NCARB’s programs for architects licensed outside of the United States. This change reflects current best practices regarding terminology for international engagement. This resolution would not change any requirements for certification.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-05: NCARB Certification Guidelines Amendment – Education Alternative Eligibility

This resolution would adjust the eligibility requirements for the Education Alternative to Certification outlined in the *NCARB Certification Guidelines* by eliminating the required three-year delay between initial licensure and eligibility to apply for certification through this pathway. This aligns with ongoing efforts to remove unnecessary time-bound restrictions in NCARB programs that are not tied to demonstrating competency. Education Alternative applicants would still be required to demonstrate learning through experience by completing either the Two Times AXP or Certificate Portfolio pathways.

Strategic Plan Objective:  Program and Service Excellence



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-01

This resolution is supported by the NCARB Board of Directors 15-0.

TITLE: Mutual Recognition Agreement With the Regulatory Organizations of Architecture in Canada (ROAC)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a license in Canada is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure; and

WHEREAS, the International Qualifications Evaluation Work Group (IQEW), composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for licensure set by the ROAC and determined significant correlation exists between the competency requirements in Canada and the United States; and

WHEREAS, staff representatives from NCARB and ROAC have successfully negotiated an agreement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement (MRA) between NCARB, representing the 55 architectural licensing boards of the United States, and the ROAC be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such MRA will become effective no earlier than 60 calendar days after the execution of the MRA.

FINANCIAL IMPACT:

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed *revised* Mutual Recognition Agreement (MRA) between NCARB and the ROAC expands opportunities for U.S. and Canadian architects, enabling a broader pool of qualified architects to establish professional connections, seek work, and perform services as a licensed architect in the other country. This *revised* MRA is in its final form and will be signed by NCARB and ROAC following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect in late 2025 and supersede all prior agreements between the two organizations, and as well as any prior agreements with any predecessor organizations such as CALA.

The new terms negotiated for the NCARB/ROAC MRA represent a strategic evolution in NCARB's approach to certification and licensure, prioritizing competency-based standards and removing barriers unrelated to professional qualifications. This evolution supports architects with diverse licensure paths and reflects NCARB's commitment to fostering a globally connected profession while maintaining rigorous standards for licensure.

Key changes in the new agreement include:

1. Accepting architects who obtained their NCARB Certificate or Canadian license through various routes, including alternative qualifications and international architect pathways (except for another MRA).
2. Eliminating the 2,000 hours of post-licensure experience requirement in the home country.
3. Removing requirements that do not impact professional competency development, such as those related to citizenship/permanent residency status or the location of the applicant's principal place of practice.

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation of this proposed revised MRA, participating Member Boards may grant licensure to Canadian architects who have been issued an NCARB Certificate through this MRA and who meet the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the MRA. The list of participating Member Boards will be updated periodically as needed.

Background

Since 1994, NCARB has maintained a longstanding MRA with the ROAC (formerly CALA), which was last updated in 2013 to its current version. In 2016, NCARB broadened opportunities for Certificate holders through an MRA with the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board, which was updated in 2024. In 2023, NCARB introduced a new MRA with the Architects Registration Board in the United Kingdom, further enhancing cross-border mobility for architects.



Comparative Analysis of Competency Requirements

The terms of the NCARB-ROAC MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's IQEW conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that Canada's rigorous and standardized licensure process ensures a competency level for Canadian architects comparable to that of architects holding an NCARB Certificate in the United States.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the United States
 - *NCARB Competency Standard for Architects*
- B. Requirements for licensure as an architect in Canada
 - Canadian Standard of Competency for Architects

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve NCARB certification, architects must earn a degree from a NAAB-accredited program, complete the AXP, and pass the ARE. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in Canada, including non-traditional ones, was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and ROAC adopts an "all-inclusive" approach, enabling architects meeting eligibility requirements to seek licensure and certification in the other country, regardless of how they obtained their NCARB Certificate or their license in a Canadian jurisdiction.

The *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* and the *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the Foreign Architect Path to Certification. Respectively, this MRA accepts the additional pathways for licensing of architects established by the ROAC.



Architects whose license in their home country was obtained by means of another MRA will not be eligible for reciprocity under this agreement, which is consistent with NCARB's existing MRAs.

The credible standards and consistent expectations for initial licensure, developed over many years and supported by robust regulatory procedures, enabled NCARB and ROAC to negotiate this agreement. Rather than dissecting individual components, the new MRA recognizes and respects each country's well-established and rigorous path to licensure.

ADVOCATES:

- **Policy Advisory Committee**

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Nathan Baker, AIA, Oklahoma Member Board Member
- Mike Kolejka, AIA, LEED AP, Arizona Member Board Member
- Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
- Cathy Morrison, FAIA, LEED AP BD+C, NOMA, NCARB, North Carolina Member Board Member
- Keith Robinson, Vermont Member Board Member
- Jill Smith, AIA, NCARB, Kentucky Member Board Member

- **International Qualifications Evaluation Work Group**

- Mohammad Ashjaei, NCARB
- Gary Demele, FAIA Member Emeritus, NCARB
- Helen Combs Dreiling, FAIA, Virginia Member Board Member
- Mark R. McKechnie, AIA NCARB
- Leopoldo Robledo Jr., AIA, NCARB, LEED AP
- Terance B. White, AIA, NCARB

RESOURCES:

- [Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada](#)
- [Appendix B: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada \(Strikethrough Version\)](#)



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-02

This resolution is supported by the NCARB Board of Directors 15-0.

TITLE: Mutual Recognition Agreement With the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a registration in Costa Rica is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

WHEREAS, the International Qualifications Evaluation Work Group (IQEW) composed of volunteer subject-matter experts has thoroughly assessed the competencies required for registration set by CACR/CFIA and determined significant correlation exists between the competency requirements in Costa Rica and the United States; and

WHEREAS, staff representatives from NCARB and CACR/CFIA have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement (MRA) between NCARB, representing the 55 architectural registration boards of the United States, and CACR/CFIA, be and hereby is ratified and approved as published in Appendix C in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such MRA will become effective no earlier than 60 calendar days after the execution of the MRA.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed MRA between NCARB and CACR/CFIA expands opportunities for U.S. and Costa Rican architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in the other country. This MRA is in its final form and will be signed by NCARB and CACR/CFIA following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect in late 2025.



Key terms of this agreement include:

- Requirement of an active license in good standing in the home country.
- Acceptance of architects who have obtained their NCARB Certificate or Costa Rican license through various routes, including alternative qualifications and international architect pathways (except for other MRAs).
- Exclusion of requirements unrelated to the development of professional competency.

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation of this proposed MRA, all participating Member Boards may grant licensure to Costa Rican architects who have been issued an NCARB Certificate through this MRA and who meet the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the MRA. The list of participating Member Boards will be updated periodically as needed.

Background

Since 1994, NCARB has maintained a longstanding MRA with the Regulatory Organizations of Architecture in Canada (formerly the Canadian Architectural Licensing Authorities), which was last updated in 2013 to its current version. In 2016, NCARB broadened opportunities for Certificate holders through an MRA with the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board, which was updated in 2024. In 2023, NCARB introduced a new MRA with the Architects Registration Board in the United Kingdom, further enhancing cross-border mobility for architects.

Comparative Analysis of Competency Requirements

The terms of NCARB-CACR/CFIA MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's IQEW conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that CACR/CFIA's rigorous and standardized licensure process ensures a competency level for Costa Rican architects comparable to that of architects holding an NCARB Certificate in the United States.

The comparative evaluation assessed alignment between:

- Requirements for licensure as an architect in the United States
 - National Architectural Accrediting Boards (NAAB) 2020 Conditions for Accreditation
 - Architectural Experience Program® (AXP®) tasks
 - Architect Registration Examination® (ARE®) 5.0 assessment objectives



B. Requirements for registration as an architect in Costa Rica

- Costa Rica's New Areas of Professional Development
- Competencies According to the Charter of the International Union of Architects – UNESCO (2005)
- British Council Competencies (2010)
- Graduation Competency Profiles (2022)

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of the NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve NCARB certification, architects must earn a degree from a NAAB-accredited program, complete the AXP, and pass the ARE. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in Costa Rica was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and CACR/CFIA adopts an “all-inclusive” approach, enabling architects meeting the eligibility requirements to seek licensure and certification in the other country, regardless of how they obtained their NCARB Certificate or Costa Rican license.

The *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* and the *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the Foreign Architect Path to Certification. Architects whose license/registration in their home country was obtained by means of another MRA will not be eligible for reciprocity under this agreement, which is consistent with NCARB's existing MRAs.

The credible standards and consistent expectations for initial licensure/registration, developed over many years and supported by robust regulatory procedures, enabled NCARB and CACR/CFIA to negotiate this MRA. Rather than dissecting individual components, the MRA recognizes and respects each country's well-established and rigorous path to licensure/registration as an architect.

**ADVOCATES:**

- **Policy Advisory Committee**

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Nathan Baker, AIA, NCARB, Oklahoma Member Board Member
- Mike Kolejka, AIA, NCARB, LEED AP, Arizona Member Board Member
- Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
- Cathy Morrison, FAIA, NCARB, LEED AP BD+C, NOMA, North Carolina Member Board Member
- Keith Robinson, Vermont Member Board Member
- Jill Smith, AIA, NCARB, Kentucky Member Board Member

- **International Qualifications Evaluation Workgroup**

- David Castello, AIA, NCARB
- Robert McKinney, Ed.D., NCARB
- Li Ren, AIA, NCARB, LEED AP BD+C
- Leopoldo Robledo Jr., AIA, NCARB, LEED AP
- Monika Smith, AIA, LEED AP BD+C
- Terance B. White, AIA, NCARB

RESOURCES:

- [Appendix C: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Colegio de Arquitectos de Costa Rica \(CACR\)](#)



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-03

This resolution is supported by the NCARB Board of Directors 15-0.

TITLE: Mutual Recognition Agreement With the South African Council for the Architectural Profession (SACAP)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a registration in South Africa is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

WHEREAS, the International Qualifications Evaluation Work Group (IQEW), composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for registration set by SACAP and determined significant correlation exists between the competency requirements in South Africa and the United States; and

WHEREAS, staff representatives from NCARB and SACAP have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the NCARB Bylaws, Article V, Section 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement (MRA) between NCARB, representing the 55 architectural registration boards of the United States, and SACAP, be and hereby is ratified and approved as published in Appendix D in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such MRA will become effective no earlier than 60 calendar days after the execution of the MRA.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed MRA between NCARB and SACAP expands opportunities for U.S. and South African architects, enabling them to establish professional connections, seek work, and perform services as a licensed architect in the other country. This MRA is in its final form and will be signed by NCARB and SACAP following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect in late 2025.



Key terms of this agreement include:

- Requirement of an active license in good standing in the home country.
- Acceptance of architects who have obtained their NCARB Certificate or South African license through various routes, including alternative qualifications and international architect pathways (except for other MRAs).
- Exclusion of requirements unrelated to the development of professional competency.
- Limitation of MRA eligibility to SACAP's Professional Architect category as defined by Architectural Profession Act No. 44 of 2000

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation of the proposed MRA, participating Member Boards may grant licensure to South African professional architects who have been issued an NCARB Certificate through this MRA and who meet the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the MRA. The list of participating Member Boards will be updated periodically as needed.

Background

Since 1994, NCARB has maintained a longstanding MRA with the Regulatory Organizations of Architecture in Canada (formerly the Canadian Architectural Licensing Authorities), updated in 2013 to its current version. In 2016, NCARB broadened opportunities for Certificate holders through an MRA with the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board, which was updated in 2024. In 2023, NCARB introduced a new MRA with the Architects Registration Board in the United Kingdom, further enhancing cross-border mobility for architects.

Comparative Analysis of Competency Requirements

The terms of NCARB-SACAP MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's IQEW conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that SACAP's rigorous and standardized licensure process ensures a competency level for South African professional architects comparable to that of architects holding an NCARB Certificate in the United States.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the United States
 - National Architectural Accrediting Boards (NAAB) 2020 Conditions for Accreditation
 - Architectural Experience Program® (AXP®) tasks
 - Architect Registration Examination® (ARE®) 5.0 assessment objectives



- B. Requirements for registration as a professional architect in South Africa
- Architectural Profession Act (No. 44 of 2000), defined by the Stands Generating Body
 - Appendix A 2021 SACAP Competencies.
 - SACAP's Professional Practice Examination Syllabus.

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of the NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve certification, an architect must earn a degree from a NAAB-accredited program, complete the AXP, and pass the ARE. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways. Currently, SACAP's registration process for professional architects in South Africa does not include variations.

Each alternative pathway to NCARB certification was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and SACAP adopts an "all-inclusive" approach, enabling NCARB-certified architects to seek registration in South Africa regardless of how they obtained their NCARB Certificate.

The *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* and the *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the Foreign Architect Path to Certification. Architects whose license/registration in their home country was obtained by means of another MRA will not be eligible for reciprocity under this MRA, which is consistent with NCARB's existing MRAs.

The credible standards and consistent expectations for initial licensure/registration, developed over many years and supported by robust regulatory procedures, enabled NCARB and SACAP to negotiate this agreement. Rather than dissecting individual components, the MRA recognizes and respects each country's well-established and rigorous path to licensure/registration as an architect.

**ADVOCATES:**

- **Policy Advisory Committee**

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Nathan Baker, AIA, NCARB, Oklahoma Member Board Member
- Mike Kolejka, AIA, NCARB, LEED AP, Arizona Member Board Member
- Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
- Cathy Morrison, FAIA, NCARB, LEED AP BD+C, NOMA, North Carolina Member Board Member
- Keith Robinson, Vermont Member Board Member
- Jill Smith, AIA, NCARB, Kentucky Member Board Member

- **International Qualifications Evaluation Work Group**

- Patricia Joseph, AIA, NCARB, NOMA
- Mark R. McKechnie, AIA, NCARB
- Thomas Schaperkotter, AIA, NCARB
- Noah Torstenson, AIA, NCARB, WELL AP
- Jitendra Vaidya, RA, New York Member Board Member
- Terance B. White, AIA, NCARB

RESOURCES:

- [Appendix D: Mutual Recognition Agreement Between the National Council of Architectural Registration Board](#)



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-04

This resolution is supported by the NCARB Board of Directors 15-0.

TITLE: *NCARB Certification Guidelines* Amendment – International Terminology

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Diversity, Equity, and Inclusion (DEI) Committee with identifying unnecessary impediments to obtaining an NCARB Certificate within the *NCARB Certification Guidelines* and recommending updates to increase access to this credential; and

WHEREAS, the DEI Committee has recommended housekeeping edits to the *NCARB Certification Guidelines* to better align with current terminology regarding international relations; and

WHEREAS, the Requirements for Certification in the *NCARB Certification Guidelines* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that “Section 3: Requirements for Certification of an Architect Licensed in a Foreign Jurisdiction Through Established Mutual Recognition Arrangement/Agreement With NCARB” be retitled as indicated below:

“Section 3: Requirements for Certification of an Architect Licensed in an ~~Foreign~~International Jurisdiction Through Established Mutual Recognition Arrangement/Agreement With NCARB”

FURTHER RESOLVED, that “Section 4: Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority” be revised as indicated below:

“Section 4: Requirements for Certification of an Architect Credentialed by an ~~Foreign~~International Registration Authority

An ~~“Foreign~~“International Architect” is an individual who holds a current license or registration in good standing in a country other than the United States or Canada at the point of application, which allows the individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A “current registration” may include a license that is eligible for reinstatement upon re-establishment of residency and/or payment of fees. ...”

FURTHER RESOLVED, that all instances of the word “foreign” within the Certification Requirements in the *NCARB Certification Guidelines* be revised to “international” or a derivative thereof, as appropriate, and that any corresponding grammatical edits necessary as a result of such change be made; and



FURTHER RESOLVED, that upon the approval of these proposed changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2025.

FINANCIAL IMPACT: None

ADVOCATES:

- **Diversity, Equity, and Inclusion Committee**
 - Chair: Deveron Sanders, PE, Michigan Member Board Member
 - Hope Bailey, AIA
 - Kerry Bartini, AIA, NCARB
 - Jorge Calderón-López, AIA, Esq., Puerto Rico Member Board Member
 - Lee Carter, RA, NCARB
 - Beth Chenette, Vermont Member Board Member
 - Cathy Gogue, Guam Member Board Member
 - Cordelia Harbut, Kentucky Member Board Executive
 - Leigh Jaunsen, NCARB, AIA, LEED AP BD+C, Mississippi Member Board Member
 - Julia Oderda, AIA
 - Marcus Thomas, NCARB, AIA
 - Ray Vigil, AIA, LEED AP, New Mexico Member Board Member

SPONSORS' STATEMENT OF SUPPORT:

As part of the committee's review of the *NCARB Certification Guidelines*, the Diversity, Equity, and Inclusion (DEI) Committee considered whether any language within the document contributes to unintended bias within NCARB's programs. Based on this review, the DEI Committee is recommending a housekeeping change to replace the word "foreign" with "international" as it relates to NCARB's programs for architects licensed outside of the United States.

The committee believes this change reflects current best practices regarding terminology for international engagement. Use of the word "foreign" often carries negative dissuading connotations and can be deterring for applicants who would otherwise be interested in pursuing NCARB certification. By adjusting this terminology, NCARB can better align with best practices used by other organizations that interact with international representatives. This housekeeping change would not impact any requirements for NCARB certification.



Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-05

This resolution is supported by the NCARB Board of Directors 15-0.

TITLE: *NCARB Certification Guidelines* Amendment – Education Alternative Eligibility

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Diversity, Equity, and Inclusion (DEI) Committee with identifying unnecessary impediments to obtaining an NCARB Certificate within the *NCARB Certification Guidelines* and recommending updates to increase access to this credential; and

WHEREAS, the DEI Committee has recommended that the *NCARB Certification Guidelines* be amended to address a common time-based impediment to certification for individuals pursuing the Education Alternative Path to Certification; and

WHEREAS, the Requirements for Certification in the *NCARB Certification Guidelines* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Section 2.3: Alternatives to the Education Requirement in the *NCARB Certification Guidelines* be revised as indicated below:

“2.3 ALTERNATIVES TO THE EDUCATION REQUIREMENT

If you do not hold a degree in architecture as defined in Section 1.3, NCARB will accept completion of either the requirements under Section 2.3A or the requirements under Section 2.3B of the following to satisfy the education requirement for certification:

2.3A Education Alternative to NCARB Certification

- You must have held continuous licensure as an architect for the last three (3) consecutive years in any U.S. jurisdiction with no disciplinary action from any jurisdiction.
- You must document additional experience via the Two Times AXP or submit a Certificate Portfolio, depending on your education background as determined by NCARB. ...”

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective January 15, 2026.

FINANCIAL IMPACT: Neutral budget impact

**ADVOCATES:**

- **Diversity, Equity, and Inclusion Committee**

- Chair: Deveron Sanders, PE, Michigan Member Board Member
- Hope Bailey, AIA
- Kerry Bartini, AIA, NCARB
- Jorge Calderón-López, AIA, Esq., Puerto Rico Member Board Member
- Lee Carter, RA, NCARB
- Beth Chenette, Vermont Member Board Member
- Cathy Gogue, Guam Member Board Member
- Cordelia Harbut, Kentucky Member Board Executive
- Leigh Jaunsen, NCARB, AIA, LEED AP BD+C, Mississippi Member Board Member
- Julia Oderda, AIA
- Marcus Thomas, NCARB, AIA
- Ray Vigil, AIA, LEED AP, New Mexico Member Board Member

SPONSORS' STATEMENT OF SUPPORT:

Over the past several years, NCARB has led efforts to ensure that its programs and services—both internal and external—are accessible to individuals of all backgrounds. Two of these recent changes have set a precedent for removing time-bound restrictions within NCARB's programs and policies: retiring the exam's five-year rolling clock policy and eliminating the *NCARB Bylaws* requirement that individuals interested in serving on the NCARB Board of Directors have served on a licensing board within one year of their nomination.

The proposed edit to the *NCARB Certification Guidelines* aligns with these efforts by eliminating a three-year delay between initial licensure and eligibility to apply for certification through NCARB's Education Alternative. The Education Alternative provides a pathway to certification for U.S. architects who do not hold a degree from a program accredited by the National Architectural Accrediting Board (NAAB).

Under the program's current requirements, potential applicants must have been licensed for at least the last three consecutive years before applying. This delay primarily impacts recently licensed architects, who may lose out on valuable career growth opportunities during this three-year waiting period. Architects who apply for NCARB certification who attended a NAAB accredited program are not required to wait three years post-licensure.

When introduced, the three-year delay was intended to catch any disciplinary actions, as processing and reporting cases may take several years in some jurisdictions. However, there is no data that suggests that architects who do not hold a degree from a NAAB-accredited program are more likely to be subject to disciplinary action, and thus no demonstrated need for a delay for these applicants compared to applicants not required to wait the three years to apply. Additionally, any disciplinary actions would continue to be reported through proper channels, ensuring that licensing boards would continue to be able to protect the public's health, safety, and welfare by disciplining bad actors licensed within their jurisdiction.

In order to earn their initial license, individuals who seek certification through the Education Alternative have already documented additional experience in lieu of a degree from a NAAB-accredited program—typically ranging anywhere from 4-13 additional years, depending on the jurisdiction and their educational background. This initial licensure requirement ensures that applicants have already demonstrated significant professional experience prior to pursuing certification.



If this change is approved, applicants pursuing the Education Alternative would still be required to be actively licensed and in good standing in a U.S. jurisdiction, as described in Section 2.2 of the *NCARB Certification Guidelines*.

Removing this requirement would ensure that all U.S. architects become eligible to demonstrate their qualifications for NCARB certification upon initial licensure, maintaining the Certificate as a valuable path to reciprocity and ensuring greater accessibility within NCARB's programs.



APPENDICES

Appendix A:

Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA

Month Day, 2025

The National Council of Architectural Registration Boards (“NCARB”)
representing the architectural licensing boards of the 50 United States,
the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and
the U.S. Virgin Islands.

AND

The Regulatory Organizations of Architecture in Canada (“ROAC”)
representing the 11 provincial and territorial regulators of the practice of architecture in
Canada (collectively ROAC and individually, a “**ROAC Jurisdiction**”): Architectural Institute
of British Columbia; Alberta Association of Architects; Saskatchewan Association of
Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre
des Architectes du Québec; Nova Scotia Association of Architects; Architects’ Association
of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects
Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward
Island; Northwest Territories Association of Architects.

*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the
professional credentials of architects licensed in the United States of America and its territories
(referred to herein collectively as the “**U.S.**” or “**United States**”) and in the provinces and
territories of Canada (referred to herein collectively as “**Canada**”), and to support their mobility by
creating the opportunity to practice beyond their borders.*

*More specifically, the purpose of this Agreement is to facilitate the registration of an architect
licensed in a participating U.S. jurisdiction as an architect in a participating Canadian jurisdiction
and the licensing of an architect in a participating Canadian jurisdiction as an architect in a U.S.
jurisdiction that has agreed to participate in the Agreement.*

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the ROAC is the authoritative body that represents the 11 Canadian architectural regulators in their collective work to develop and adopt nationally recognized standards and programs, which meet their regulatory responsibilities and the needs of the architectural profession, and ensure the appropriate recognition of qualifications is maintained throughout Canada;

WHEREAS, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, the ROAC Jurisdictions are empowered by law to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, NCARB and the Committee of Canadian Architectural Councils (CCAC) previously entered into the Inter-Recognition Agreement, which took effect on July 1, 1994; CCAC ceased to exist as an organization, and the former Inter-Recognition Agreement was declared null and void. Subsequently, NCARB and the Canadian Architectural Licensing Authorities (CALA) entered into a Mutual Recognition Agreement, which took effect on January 1, 2014, now set to be replaced by this current document. CALA no longer exists and has been statutorily replaced by ROAC. NCARB and ROAC hereby declare that this Agreement shall supersede all previous agreements entered into by NCARB and ROAC, CCAC, CALA, or any other of ROAC's predecessors.

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and Canada have benefitted from many years of effort by NCARB and ROAC and ROAC's predecessors;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and ROAC is the national organization supporting individual provincial and territorial regulators in Canada. Both NCARB and ROAC have the necessary

statutory authority to negotiate mutual recognition agreements for architects with foreign organizations holding similar authority;

WHEREAS, while acknowledging the differences between the systems in place in the United States and Canada, there is nonetheless significant and substantial equivalence between the regulatory systems for licensure and the recognition of the rights and obligations of architects licensed to practice in the United States and Canada;

WHEREAS, NCARB and ROAC are recognized by the profession as mature and sophisticated organizations to which the utmost full faith and credit should be accorded, and both seek to support reciprocal licensure in their respective member jurisdictions;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or Canada must be licensed with an applicable authority, must comply with all practice requirements of the applicable licensing authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed;

NOW THEREFORE, NCARB and ROAC (collectively, the “**Parties**” and each a “**Party**”) agree as follows:

1. PARTICIPANTS IN LICENSURE RECIPROCITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “**U.S. Participant**”), and ROAC will be responsible for maintaining a current list of ROAC Jurisdictions that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “**Canadian Participant**,” and together with the U.S. Participants, the “**Participants**”). Following the ratification of this Agreement by NCARB and ROAC, each Party shall provide the other Party with an initial list of Participants, and an updated list each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects must be currently licensed and in good standing in a participating jurisdiction of their home country.
2. Architects who have been licensed in their home country by means of another foreign reciprocal licensing agreement are not eligible to benefit from the provisions of this Agreement.

3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing as may be necessary before certification or licensing is granted within their respective jurisdictions. Additional requirements shall be consistent with those applied to domestic architects.

Applicants must satisfy the certification and licensure requirements established by NCARB and each of the ROAC Jurisdictions and in place as of the Effective Date to be licensed through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification or licensure programs by NCARB or each of the ROAC Jurisdictions. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further approval by NCARB or its Member Boards.

A U.S. Architect to Canadian Participant

Upon application, Canadian Participants agree to license as an architect in their respective province or territory any U.S. architect who:

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement; and
2. is currently licensed in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records; and
3. holds a current *NCARB Certificate*; and
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by the applicable Canadian Participant; and
5. pays all applicable fees as imposed by the applicable Canadian Participant.

B Canadian Architect to U.S. Participant

Upon application, NCARB shall issue an *NCARB Certificate* to any Canadian architect registered by a Canadian Participant meeting the eligibility requirements listed in Section 2 of this Agreement. The architect will be required to obtain a license in a U.S. Participant jurisdiction within 12 months of issuance of the *NCARB Certificate*.

Upon application, a U.S. Participant will license as an architect in its respective jurisdiction any Canadian architect who:

1. meets the eligibility requirements listed in Section 3B of this Agreement; and
2. is currently registered in good standing by one or more Canadian Participants, as confirmed by the applicable Canadian Participant based on checks of relevant records; and
3. holds a current *NCARB Certificate* issued pursuant to this Agreement; and
4. successfully completes any additional jurisdiction-specific requirements for licensure as specified by the U.S. Participant; and
5. pays all applicable fees as imposed by NCARB and the U.S. Participant.

4. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant to refuse to license an architect or impose terms, conditions, or restrictions on the architect's license as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the Participant's applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.
3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification from an applicant or an applicable Participant of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement. The Parties acknowledge and understand that disclosure of such information sought by a Party or Participant may be subject to applicable law or confidentiality obligations, or both, which may restrict or prevent the disclosure of certain information related to complaints, investigations, and/or disciplinary matters.
4. This Agreement relates only to the licensing of architects and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus of the Parties' authorized representatives. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Party in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

This Agreement may be amended only with the written consent of NCARB and ROAC. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

7. ENTIRE AGREEMENT

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses between the Localities that are the subject matter hereof.

8. NO ASSIGNMENT

No Party can assign its rights under this Agreement without the prior written consent of the other Party.

The Parties agree that a reference to an individual State, Provincial, or Territory Board includes a reference to any entity, board, or regulator that assumes the role and responsibility to regulate an architect registered by that individual State, Provincial, or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

9. DISPUTE RESOLUTION

Should any dispute between ROAC and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within 60 days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

10. PERIODIC REVIEW

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

Upon notification by NCARB or ROAC of the introduction of modifications to their respective certification or licensure requirements as referenced in Section 3 of this Agreement, the Parties agree to conduct a joint review of the new requirements to determine whether they will be incorporated into the terms of this Agreement or if the terms need to be revised for relevance.

At any time, either Party may request that the terms of the Agreement be revisited.

11. WITHDRAWAL

Any Participant may withdraw from this Agreement with 90-days written notice. NCARB or ROAC shall promptly notify the other Party in writing of all withdrawals.

In the event of withdrawal, all licenses and any *NCARB Certificates* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations

are maintained and all other generally applicable licensure requirements are met by the licensee, or unless licensure is revoked pursuant to the rules of NCARB, ROAC, or the relevant Participant jurisdiction as applicable.

12. TERMINATION

NCARB or ROAC may invoke termination of this Agreement with 90-days of written notice to the other Party.

In the event of termination, all licenses and any *NCARB Certificates* granted to architects pursuant to this Agreement shall remain valid as long as all licensure and renewal obligations are maintained and all other generally applicable licensure requirements are met by the licensee, or unless licensure is revoked pursuant to the rules of NCARB, ROAC, or the relevant Participant, as applicable.

13. ENTRY INTO FORCE

This Agreement shall come into force (the “Effective Date”) no fewer than 60 days after such time as (i) the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present; (ii) ROAC satisfies any applicable organizational or ROAC Jurisdiction approval requirements or procedures; and (iii) both NCARB and ROAC sign this Agreement, so long as such conditions are met on or before XXXXX, 2025, or as mutually extended by the NCARB Board of Directors and ROAC Board of Directors.

SIGNATURES

NCARB

ROAC

President

Chair

CEO

Executive Director

Witness

Witness

Witness

Witness

APPENDIX I

MECHANISMS FOR THE IMPLEMENTATION of the MUTUAL RECOGNITION AGREEMENT between the NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS ("NCARB") and the REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA ("ROAC")

Month xx, 2025

WHEREAS, NCARB and ROAC have agreed to and signed a Mutual Recognition Agreement dated **XX XX, 2025** (the "**Agreement**"), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. MECHANISMS FOR DIALOGUE AND ADMINISTRATIVE CO-OPERATION

NCARB and ROAC will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of the Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ROAC for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of U.S. Participants, and ROAC will be responsible for the official list of Canadian Participants.

2. MECHANISMS FOR APPLICATION

- 2.1 The point of contact for information for the United States is NCARB and for Canada is ROAC.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

3. APPLICATION PROCESS

3.1 Eligibility

To be eligible to benefit from the Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure the appropriate forms from the relevant Party or Participant to confirm that the applicant's qualifications satisfy the requirements of the Agreement.

3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "**Required Documentation**" means the specific official documentation necessary for a Party or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to Canadian Participant:

NCARB will transmit to the relevant Canadian Participant the Required Documentation, which must confirm that the architect is licensed by a U.S. Participant (but not through a foreign reciprocal licensing agreement), is in good standing, and holds an *NCARB Certificate*.

Canada Architects to a U.S. Participant:

The relevant Canadian Participant will transmit to NCARB the Required Documentation, which must confirm that the architect is licensed by a Canadian Participant (but not through a foreign reciprocal licensing agreement) and is in good standing.

3.4 Conditions

Upon application, applicants must meet the applicable conditions of Section 3 of the Agreement.

SIGNATURES

NCARB

ROAC

President

Chair

CEO

Executive Director

NCARB

ROAC

Witness

Witness

Witness

Witness

Witness

Witness

Appendix B:

Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada (Strikethrough Version)

MUTUAL RECOGNITION AGREEMENT
~~Between The~~
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
~~And The~~
~~CANADIAN ARCHITECTURAL LICENSING AUTHORITIES~~
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA

Month Day, 2025

The National Council of Architectural Registration Boards (“NCARB”) representing the architectural licensing boards of the 50 United States, the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

AND

The ~~Canadian Architectural Licensing Authorities~~ Regulatory Organizations of Architecture in Canada (“ROAC”), a committee representing the 11 ~~provincial and territorial jurisdictions in Canada~~ (collectively CALA and individually, the CALA jurisdictions) regulators of the practice of architecture in Canada (collectively ROAC and individually, a “ROAC Jurisdiction”): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects’ Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

This Mutual Recognition Agreement (“Agreement”) has been designed to recognize the professional credentials of architects licensed in the United States of America and its territories (referred to herein collectively as the “U.S.” or “United States”) and in the provinces and territories of Canada (referred herein collectively as “Canada”), and to support their mobility by creating the opportunity to practice beyond their borders.

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as an architect in a participating Canadian jurisdiction and the licensing of an architect in a participating Canadian jurisdiction as an architect in a U.S. jurisdiction that has agreed to participate in the Agreement.

WHEREAS, NCARB establishes drafts model laws and regulations for the profession of U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; and promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; as well as and

~~establishing~~ the education, experience, and examination requirements for the NCARB Certificate in support of reciprocal licensure within the United States;

WHEREAS, the ROAC is the authoritative body that represents the 11 Canadian architectural regulators in their collective work to develop and adopt nationally recognized standards and programs, which meet their regulatory responsibilities and the needs of the architectural profession, and ensure the appropriate recognition of qualifications is maintained throughout Canada;

WHEREAS, the NCARB Member Boards and the CALA jurisdictions are empowered by statutes to regulate the ~~profession~~ practice of architecture and/or the use of the title architect in their respective jurisdictions, including ~~setting education, experience, and examination requirements for licensure/registration and license/registration renewal~~ establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, the ROAC Jurisdictions are empowered by law to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, NCARB and the Committee of Canadian Architectural Councils (CCAC) previously entered into the Inter-Recognition Agreement, which took effect on July 1, 1994; CCAC ceased to exist as an organization, and the former Inter-Recognition Agreement was declared null and void. Subsequently, NCARB and the Canadian Architectural Licensing Authorities (CALA) entered into a Mutual Recognition Agreement, which took effect on January 1, 2014, now set to be replaced by this current document. CALA no longer exists and has been statutorily replaced by ROAC. NCARB and ROAC hereby declare that this Agreement shall supersede all previous agreements entered into by NCARB and ROAC, CCAC, CALA, or any other of ROAC's predecessors.

WHEREAS, the standards, protocols, and procedures required for ~~entry to~~ the practice of architecture within the United States and Canada have benefitted from many years of ~~collaboration between~~ effort by NCARB and ~~the CALA jurisdictions~~ ROAC and ROAC's predecessors;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and ROAC is the national organization supporting individual provincial and territorial regulators in Canada. Both NCARB and ROAC have the necessary statutory authority to negotiate mutual recognition agreements for architects with foreign organizations holding similar authority;

WHEREAS, ~~accepting there are some~~ while acknowledging the differences between the systems in place in ~~the~~ United States and Canada, there is nonetheless significant and substantial equivalence between the regulatory systems for licensure/~~registration~~ and recognition of the ~~rights~~ privilege and obligations of architects licensed to practice in the United States and Canada;

~~**WHEREAS, NCARB and the Committee of Canadian Architectural Councils previously entered into the Inter-Recognition Agreement which took effect on July 1, 1994. The Committee of Canadian Architectural Councils no longer exists as an organization, such former Inter-Recognition Agreement is hereby declared no longer to exist and the parties desire to enter into this new Mutual Recognition Agreement.**~~

WHEREAS, NCARB and the CALA jurisdictions ROAC are recognized by the NCARB Member Boards and the CALA jurisdictions by the profession as mature and sophisticated regulators organizations to which the utmost full faith and credit should be accorded, ~~and desire to facilitate~~ both seek to support reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country respective member jurisdictions;

WHEREAS, any architect actively engaging or seeking to engage ~~or actively engaging~~ in the practice of architecture in any NCARB Member Board or CALA jurisdiction the United States or Canada must ~~obtain the authorization to practice from the jurisdiction~~ be licensed with an applicable authority, must comply with all practice requirements of the jurisdiction applicable licensing authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed;

NOW THEREFORE, NCARB and the CALA jurisdictions ROAC (collectively, the “Parties” and each a “Party”) agree as follows:

1. PARTICIPANTS IN LICENSURE RECIPROCITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “U.S. Participant”), and ROAC will be responsible for maintaining a current list of ROAC Jurisdictions that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “Canadian Participant,” and together with the U.S. Participants, the “Participants”). Following the ratification of this Agreement by NCARB and ROAC, each Party shall provide the other Party with an initial list of Participants, and an updated list each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

- ~~1. Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.~~
- ~~2. Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post licensure/registration experience practicing as an architect in their home country.~~
 1. Architects must be currently licensed and in good standing in a participating jurisdiction of their home country.
- ~~3. Notwithstanding items 1 and 2 above, 2. Architects who have been licensed by means of a Broadly Experienced in their home country by means of another Foreign Architect programs of either of the two countries or other foreign reciprocal licensing agreement are not not eligible to benefit from the provisions of under this a Agreement.~~

3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing as may be necessary before certification or licensing is granted within their respective

jurisdictions. Additional requirements shall be consistent with those applied to domestic architects.

Applicants must satisfy the certification and licensure requirements established by NCARB and each of the ROAC Jurisdictions and in place as of the Effective Date to be licensed through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification or licensure programs by NCARB or each of the ROAC Jurisdictions. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further approval by NCARB or its Member Boards.

A. U.S. Architect to Canadian Jurisdiction Participant

~~Upon application, those CALA jurisdictions who become signatories to this Agreement and so long as they remain signatories~~ Canadian Participants ~~agree to license/register as an architect in their respective province or territory any U.S. architect who:~~

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement; and
2. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement U.S. Participants, as confirmed by NCARB based on checks of relevant records; and
3. holds a current NCARB Certificate NCARB Certificate; and
4. meets the eligibility requirements listed above successfully completes any additional jurisdiction-specific requirements for registration as specified by the applicable Canadian Participant; and and
5. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement pays all applicable fees as imposed by the applicable Canadian Participant.

B. Canadian Architect to U.S. Jurisdiction Participant

~~Upon application, NCARB shall issue an NCARB Certificate~~ NCARB Certificate ~~to any Canadian architect licensed/registered in one or more CALA jurisdiction(s) by a Canadian Participant meeting the eligibility requirements listed in Section 2 of this Agreement above. The architect will be required to obtain a license in a U.S. Participant jurisdiction within 12 months of issuance of the NCARB Certificate.~~

~~Upon application, those NCARB Member Boards who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their~~ a U.S. Participant will license as an architect in its ~~respective jurisdictions any Canadian architect who:~~

1. meets the eligibility requirements listed in Section 3B of this Agreement; and
2. is currently licensed/registered in good standing by one or more of the CALA jurisdiction(s) that is a current signatory to this Agreement Canadian Participants, as confirmed by the applicable Canadian Participant based on checks of relevant records; and
3. holds a current NCARB Certificate NCARB Certificate issued pursuant to this Agreement; and
4. meets the eligibility requirements listed above successfully completes any additional jurisdiction-specific requirements for licensure as specified by the U.S. Participant; and and
5. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement pays all applicable fees as imposed by NCARB and the U.S. Participant.

DEFINITIONS

Demonstration of Required Experience

2,000 cumulative hours of post licensure experience shall be demonstrated by individual applicants through

~~the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.~~

~~Principal Place of Practice~~

~~The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.~~

4. LIMITATIONS

1. Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction a Participant to refuse to license/register an architect or impose terms, conditions, or restrictions on his/her license/registration the architect's license as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant, as applicable, necessary or desirable to protect the public interest, health, safety or welfare, or otherwise in accordance with the Participant's applicable laws and regulations. Nothing in this Agreement limits the ability of NCARB, an NCARB Member Board or a CALA jurisdiction to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an NCARB Certificate, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.

3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification from an applicant or an applicable Participant of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement. The Parties acknowledge and understand that disclosure of such information sought by a Party or Participant may be subject to applicable law or confidentiality obligations, or both, which may restrict or prevent the disclosure of certain information related to complaints, investigations, and/or disciplinary matters.

4. This Agreement relates only to the licensing of architects and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "Methods of Implementation"). Decisions about the Methods of Implementation shall be reached through consensus of the Parties' authorized representatives. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

~~MONITORING COMMITTEE~~

~~A Monitoring Committee is hereby established to monitor the performance of all signatories who have agreed to be bound by the terms and conditions of this Agreement to assure the effective and efficient implementation of this Agreement.~~

~~The Monitoring Committee shall be comprised of no more than five individuals appointed by CALA and no more than five individuals appointed by NCARB. The Monitoring Committee shall convene at least one meeting in each calendar year, and more frequently if circumstances so require.~~

6. AMENDMENT

This agreement may ~~only~~ be amended only with the written consent of NCARB and ROAC, ~~all of the CALA jurisdictions who are initial signatories. Any such amendment will be submitted to all of the NCARB jurisdictions who may re-affirm their respective assent to this Agreement as so amended or may withdraw as a signatory.~~ Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

7. ENTIRE AGREEMENT

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses between the Localities that are the subject matter hereof.

8. NO ASSIGNMENT

No Party can assign its rights under this Agreement without the prior written consent of the other Party.

The Parties agree that a reference to an individual State, Provincial, or Territory Board includes a reference to any entity, board, or regulator that assumes the role and responsibility to regulate an architect registered by that individual State, Provincial, or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

9. DISPUTE RESOLUTION

Should any dispute between ROAC and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within 60 days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

10. PERIODIC REVIEW

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

Upon notification by NCARB or ROAC of the introduction of modifications to their respective certification or licensure requirements as referenced in Section 3 of this Agreement, the Parties agree to conduct a joint review of the new requirements to determine whether they will be incorporated into the terms of this Agreement or if the terms need to be revised for relevance.

At any time, either Party may request that the terms of the Agreement be revisited.

11. SIGNING AND WITHDRAWAL

Any NCARB Member Board or CALA jurisdiction may become a party to the applicable provisions of this Agreement upon submitting a written affirmation of its intent to become a signatory in the case of NCARB Member Boards to NCARB and in the case of CALA jurisdictions either by signing this Participant may withdrawal from this Agreement or submitting a written affirmation of its intent to become a signatory to NCARB and the other CALA jurisdictions. Any NCARB Member Board or CALA jurisdiction may likewise withdraw from this Agreement with 90-days written notice, given respectively to the same parties in the same manner. NCARB and the CALA jurisdictions NCARB OR ROAC shall each promptly notify the other in writing of all signatories and Party in writing of all withdrawals.

In the event of withdrawal, all licenses/~~registrations~~ and ~~NCARB certification~~ NCARB Certificates granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure requirements are met by the licensee, or unless licensure is revoked pursuant for cause to the rules of NCARB, ROAC, or the relevant Participant jurisdiction as applicable.

12. TERMINATION

NCARB or CALA ROAC may ~~invoke termination of this Agreement~~ with 90-days of written notice to the other Party.

This Agreement shall also terminate if more than one-half of the respective NCARB Member Boards and CALA jurisdictions cease to be signatories to this Agreement. In the event of termination, all licenses/~~registrations~~ and any NCARB Certificates granted to architects of either country prior to the effective termination date pursuant to this Agreement shall remain valid as long as all licensure registration and renewal obligations are maintained and all other generally applicable licensure requirements are met by the licensee, or unless ~~registration~~ licensure is revoked for cause pursuant to the rules of NCARB, ROAC, or the relevant Participant, as applicable.

13. ENTRY INTO FORCE

This Agreement shall come into force at ~~(the “Effective Date”)~~ no fewer than 60 days after such time as (i) as more than one-half of all the NCARB Member Boards have become parties to this Agreement and more than one-half of all CALA jurisdictions have become parties to this Agreement all as described above ratify this Agreement at a duly called meeting at which a quorum is present; (ii) ROAC satisfies any applicable organizational or ROAC Jurisdiction approval requirements or procedures; and (iii) both NCARB and ROAC sign this Agreement, so long as such condition is are met on or before January 1, 2014, XXXXX, 2025, or as mutually extended by the NCARB Board of Directors and the CALA International Relations Committee ROAC Board of Directors.

[signature block omitted for legibility]

06.17.2013

APPENDIX I

MECHANISMS FOR THE IMPLEMENTATION

of the

MUTUAL RECOGNITION AGREEMENT

between the

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (“NCARB”)

and the

REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (“ROAC”)

Month xx, 2025

Whereas NCARB and ROAC have agreed to and signed a Mutual Recognition Agreement dated **XX, 2025** (the “**Agreement**”), the following terms of reference will govern the implementation of the **Agreement**. Capitalized terms used and not otherwise defined have the meanings given in the **Agreement**.

1. MECHANISMS FOR DIALOGUE AND ADMINISTRATIVE CO-OPERATION

NCARB and ROAC will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of the Agreement.**
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license to practice their profession in a foreign country.**
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ROAC for resolution.**
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of U.S. Participants, and ROAC will be responsible for the official list of Canadian Participant**

2. MECHANISMS FOR APPLICATION

- 2.1 The point of contact for information for the United States is NCARB and for Canada is ROAC.**
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.**
- 2.3 The Parties mutually agree and are authorized by the Agreement to utilize a secure document**

management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

-

3. APPLICATION PROCESS

3.1 Eligibility

To be eligible to benefit from the Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

3.2.1 File an application and pay the required fees.

3.2.2 Secure the appropriate forms from the relevant Party or Participant to confirm that the applicant's qualifications satisfy the requirements of the Agreement.

3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "Required Documentation" means the specific official documentation necessary for a Party or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

- U.S. Architects to Canadian Participant:

NCARB will transmit to the relevant Canadian Participant the Required Documentation, which must confirm that the architect is licensed by a U.S. Participant (but not through a foreign reciprocal licensing agreement), is in good standing, and holds an NCARB Certificate.

- Canada Architects to a U.S. Participant:

The relevant Canadian Participant will transmit to NCARB the Required Documentation, which must confirm that the architect is licensed by a Canadian Participant (but not through a foreign reciprocal licensing agreement) and is in good standing.

3.4 Conditions

Upon application, applicants must meet the applicable conditions of Section 3 of the Agreement.

SIGNATURES

[signature block omitted for legibility]

Appendix C:

Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Colegio de Arquitectos de Costa Rica

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
COLEGIO DE ARQUITECTOS DE COSTA RICA

Month Day, 2025

The National Council of Architectural Registration Boards (“NCARB”)
representing the architectural licensing boards of the 50 United States,
the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and
the U.S. Virgin Islands.

AND

**The Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de
Costa Rica (“CACR/CFIA”)**
representing the registered architects of the Republic of Costa Rica.

This Mutual Recognition Agreement (“Agreement”) has been designed to recognize the professional credentials of architects licensed/registered in the United States of America and its territories (referred to herein collectively as the “U.S.” or “United States”) and the Republic of Costa Rica (“Costa Rica”), and to support their mobility by creating the opportunity to practice beyond their borders.

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed/registered in a participating U.S. jurisdiction as a Costa Rica architect; and the licensing of a Costa Rica architect as an architect in a U.S. jurisdiction that has agreed to participate in the Agreement.

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure/registration and continuing education standards for license/registration renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the CACR/CFIA is a professional association member of the Colegio Federado de Ingenieros y de Arquitectos de Costa Rica (CFIA) and is the authoritative body that has the lawful responsibility of defining the standards and regulations governing the practice of architecture, and regulating, monitoring, and disciplining all architects in Costa Rica;

WHEREAS, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

WHEREAS, CACR/CFIA is empowered by law to regulate the profession of architecture in Costa Rica, including establishing the requirements for registration;

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and Costa Rica have benefitted from many years of effort by NCARB and CACR/CFIA;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities, and CACR/CFIA has the necessary lawful authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

WHEREAS, accepting there are differences between the systems in place in the United States and Costa Rica, nonetheless, there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects licensed/registered to practice in the United States and Costa Rica;

WHEREAS, NCARB and CACR/CFIA are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and CACR/CFIA;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or Costa Rica must be licensed or registered with an applicable governmental authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

NOW THEREFORE, NCARB and CACR/CFIA (collectively, the “**Parties**” and each a “**Party**”) agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROCITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a

“Participant”). Following the ratification of this Agreement by NCARB and CACR/CFIA, NCARB shall provide CACR/CFIA with an initial list of Participants, and NCARB shall provide CACR/CFIA with an updated list of Participants each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects must be currently licensed/registered and in good standing in a jurisdiction of their home country.
2. Architects shall not be required to establish citizenship or permanent residency status in the United States or Costa Rica (each, a “**Locality**”) in order to seek licensure/registration under this Agreement.
3. Architects who have been licensed/registered in their home country by means of another foreign reciprocal licensing/registration agreement are not eligible to benefit from the provisions of this Agreement.

3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing/registration as may be necessary before certification or licensing/registration is granted within their respective jurisdictions.

A U.S. Architect to CACR/CFIA

Upon application, CACR/CFIA agrees to register as an architect in Costa Rica any U.S. architect who:

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement; and
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records; and
3. holds a current *NCARB Certificate*; and
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by CACR/CFIA; and
5. pays all applicable fees as imposed by CACR/CFIA.

B Costa Rica Architect to NCARB Member Board

Upon application, NCARB shall issue an *NCARB Certificate* to any Costa Rica architect registered by CACR/CFIA meeting the eligibility requirements listed in Sections 2 and 3B of this Agreement. The architect will be required to obtain a license/registration in a Participant jurisdiction within 12 months of issuance of the *NCARB Certificate*.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any Costa Rica registered architect who:

1. meets the eligibility requirements listed in Sections 2 and 3B of this Agreement; and

2. is currently registered in good standing by CACR/CFIA, as confirmed by CACR/CFIA based on checks of relevant records; and
3. holds a current *NCARB Certificate* issued pursuant to this Agreement; and
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant; and
5. pays all applicable fees as imposed by NCARB and the Participant.

4. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant or CACR/CFIA to refuse to license/register an architect or impose terms, conditions or restrictions on the architect's license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or CACR/CFIA, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the jurisdiction's applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.
3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.
4. This Agreement relates only to the licensing/registration of architects and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties to the Agreement may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly

notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

This Agreement may be amended only with the written consent of NCARB and CACR/CFIA. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

7. ENTIRE AGREEMENT

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

8. NO ASSIGNMENT

No Party can assign its rights under this Agreement without the prior written consent of the other Party.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

9. DISPUTE RESOLUTION

Should any dispute between CACR/CFIA and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within sixty days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

10. PERIODIC REVIEW

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

11. WITHDRAWAL

Any Participant may withdraw from this Agreement with 90-days written notice. NCARB shall promptly notify CACR/CFIA in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, CACR/CFIA, or the relevant Participant, as applicable.

12. TERMINATION

NCARB or CACR/CFIA may terminate this Agreement with 90-days written notice to the other Party and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all licensure/registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, CACR/CFIA, or the relevant Participant, as applicable.

13. LANGUAGE

This Agreement has been prepared in both English and Spanish. In the event of any inconsistency or discrepancy between the two versions, the English version shall take precedence with respect to the inconsistent provision.

14. ENTRY INTO FORCE

This Agreement shall come into force (the “**Effective Date**”) no earlier than 60 days after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and both NCARB and CACR/CFIA sign this Agreement, so long as such conditions are met on or before **XXXXXX, 2025**, or as mutually extended by the NCARB Board of Directors and CACR/CFIA.

SIGNATURES

NCARB

CACR/CFIA

President

Chair

CEO

CEO

Witness

Witness

Witness

Witness

Witness

Witness

APPENDIX I
MECHANISMS FOR THE IMPLEMENTATION
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(“NCARB”)
and the
COLEGIO DE ARQUITECTOS DE COSTA RICA / Colegio Federado de Ingenieros y
Arquitectos de Costa Rica (“CACR/CFIA”)
Month xx, 2025

Whereas NCARB and CACR/CFIA have agreed to and signed a Mutual Recognition Agreement dated **XX XX, 2025** (the “**Agreement**”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Mechanisms for Dialogue and Administrative Co-Operation

NCARB and CACR/CFIA will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of the Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and CACR/CFIA for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for Costa Rica is CACR/CFIA.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 Documentation forms to be used by local jurisdictions to certify an applicant’s licensure/registration status shall be in uniform format and in English and Spanish.
- 2.4 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

3. Application Process

3.1 Eligibility
To be eligible to benefit from the Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application
The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure the appropriate forms from the relevant Party to confirm that the applicant’s qualifications satisfy the requirements of the Agreement.

3.3 Transmittal of Required Documentation
For purposes of this Section 3.3, “**Required Documentation**” means the specific official documentation necessary for a Party to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to CACR/CFIA:
NCARB will transmit to CACR/CFIA the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an *NCARB Certificate*.

Costa Rica Architects to NCARB:
CACR/CFIA will transmit to NCARB the Required Documentation, which must confirm that the Costa Rica architect is registered with CACR/CFIA (but not through a foreign reciprocal licensing/registration agreement) and is in good standing.

3.4 Conditions
Upon application, applicants must meet the conditions of Section 3 of the Agreement.

SIGNATURES	
NCARB	CACR/CFIA
_____ President	_____ Chair
_____ CEO	_____ CEO
_____ Witness	_____ Witness
_____ Witness	_____ Witness

Appendix D:

Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the South African Council for the Architectural Profession

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION

Month Day, 2025

The National Council of Architectural Registration Boards (“NCARB”)
representing the architectural licensing boards of the 50 United States,
the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and
the U.S. Virgin Islands.

AND

The South African Council for the Architectural Profession (“SACAP”)
representing the registered architects of the Republic of South Africa.

*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the professional credentials of architects licensed/registered in the United States of America and its territories (referred to herein collectively as the “U.S.” or “United States”) and the Republic of South Africa (“South Africa”), and to support their mobility by creating the opportunity to practice beyond their borders.*

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed/registered in a participating U.S. jurisdiction as a South African architect; and the licensing of a South African architect as an architect in a U.S. jurisdiction that has agreed to participate in the Agreement.

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure/registration and continuing education standards for license/registration renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the SACAP is the authoritative body that has the statutory responsibility of defining the standards and regulations governing the practices of professionals in architecture, and regulating, monitoring, and disciplining all architecture professionals in South Africa;

WHEREAS, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

WHEREAS, SACAP is empowered by the South African Council for the Architectural Profession in the Architectural Profession Act No. 44 of 2000 to regulate the profession of architecture in South Africa, including establishing the requirements for licensure/registration;

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and South Africa have benefitted from many years of effort by NCARB and SACAP;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities, and SACAP has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

WHEREAS, accepting there are differences between the systems in place in the United States and South Africa, nonetheless there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects licensed/registered to practice in the United States and South Africa;

WHEREAS, NCARB and SACAP are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and SACAP;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or South Africa must be licensed or registered with an applicable governmental authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

NOW THEREFORE, NCARB and SACAP (collectively, the “**Parties**” and each a “**Party**”) agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROCITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a

“Participant”). Following the ratification of this Agreement by NCARB and SACAP, NCARB shall provide SACAP with an initial list of Participants, and NCARB shall provide SACAP with an updated list of Participants each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects must be currently licensed/registered and in good standing in a jurisdiction of their home country.
2. Architects shall not be required to establish citizenship or permanent residency status in the United States or South Africa (each, a “**Locality**”) in order to seek licensure/registration under this Agreement.
3. Architects who have been licensed/registered in their home country by means of another foreign reciprocal licensing/registration agreement are not eligible to benefit from the provisions of this Agreement.

3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing/registration as may be necessary before certification or licensing/registration is granted within their respective jurisdictions.

A U.S. Architect to SACAP

Upon application, SACAP agrees to license/register as a professional architect in South Africa any U.S. architect who:

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement; and
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records; and
3. holds a current *NCARB Certificate*; and
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by SACAP; and
5. pays all applicable fees as imposed by SACAP.

B South African Architect to NCARB Member Board

Upon application, NCARB shall issue an *NCARB Certificate* to any South African professional architect registered by SACAP meeting the eligibility requirements listed in Sections 2 of this Agreement. The architect will be required to obtain a license/registration in a Participant jurisdiction within 12 months of issuance of the NCARB Certificate.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any South African professional architect who:

1. meets the eligibility requirements listed in Section 3B of this Agreement; and

2. is currently registered in good standing by SACAP, as confirmed by SACAP based on checks of relevant records; and
3. holds a current *NCARB Certificate* issued pursuant to this Agreement; and
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant; and
5. pays all applicable fees as imposed by NCARB and the Participant.

4. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant or SACAP to refuse to license/register an architect or impose terms, conditions or restrictions on the architect's license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or SACAP, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the jurisdiction's applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.
3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.
4. This Agreement relates only to the licensing/registration of architects and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties to the Agreement may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly

notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

This Agreement may be amended only with the written consent of NCARB and SACAP. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

7. ENTIRE AGREEMENT

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

8. NO ASSIGNMENT

No Party can assign its rights under this Agreement without the prior written consent of the other Party.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

9. DISPUTE RESOLUTION

Should any dispute between SACAP and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within sixty days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

10. PERIODIC REVIEW

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

11. WITHDRAWAL

Any Participant may withdraw from this Agreement with 90-days written notice. NCARB shall promptly notify SACAP in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, SACAP, or the relevant Participant, as applicable.

12. TERMINATION

NCARB or SACAP may terminate this Agreement with 90-days written notice to the other Party and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all licensure/registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, SACAP, or the relevant Participant, as applicable.

13. ENTRY INTO FORCE

This Agreement shall come into force (the “**Effective Date**”) no earlier than 60 days after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and both NCARB and SACAP sign this Agreement, so long as such conditions are met on or before **XXXXXX, 2025**, or as mutually extended by the NCARB Board of Directors and SACAP.

SIGNATURES

NCARB

SACAP

President

President

CEO

CEO

Witness

Witness

Witness

Witness

Witness

Witness

APPENDIX I
MECHANISMS FOR THE IMPLEMENTATION
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(“NCARB”)
and the
SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION
(“SACAP”)

Month xx, 2025

Whereas NCARB and SACAP have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2025 (the “Agreement”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Mechanisms for Dialogue and Administrative Co-Operation

NCARB and SACAP will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of the Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and SACAP for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for South Africa is SACAP.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 Documentation forms to be used by local jurisdictions to certify an applicant’s licensure/registration status shall be in uniform format and in English.
- 2.4 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

3. Application Process

3.1 Eligibility

To be eligible to benefit from the Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure the appropriate forms from the relevant Party to confirm that the applicant’s qualifications satisfy the requirements of the Agreement.

3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, “**Required Documentation**” means the specific official documentation necessary for a Party to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to SACAP:

NCARB will transmit to SACAP the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an NCARB Certificate.

South African Architects to NCARB:

SACAP will transmit to NCARB the Required Documentation, which must confirm that the South Africa architect is registered with SACAP (but not through a foreign reciprocal licensing/registration agreement) and is in good standing.

3.4 Conditions

Upon application, applicants must meet the conditions of Section 3 of the Agreement.

SIGNATURES	
NCARB	SACAP
_____ President	_____ President
_____ CEO	_____ CEO
_____ Witness	_____ Witness
_____ Witness	_____ Witness



Committee Members

Robert C. Pearman Jr., Chair
Leonard Manoukian, Vice Chair
Robert Chase
Nilza Serrano
Steven Winkel

NOTICE OF PUBLIC MEETING

The Regulatory and Enforcement Committee (Committee) of the

California Architects Board will meet at

10:00 a.m., on Thursday, May 8, 2025

Department of Consumer Affairs
2420 Del Paso Road, Suite 105
Front Conference Room
Sacramento, CA 95834

AGENDA

10 a.m. to 2:00 p.m.
(or until completion of business)

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.

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

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

- D. Review and Possible Action on October 26, 2023, Committee Meeting Minutes
- E. Enforcement Program Update
- F. Update on 2025-2028 Strategic Plan Objectives:
 - 1. Evaluate the Board's fine structure and update regulations as necessary to increase fines to discourage practice violations.

(Continued)

2. Determine whether statutory changes are necessary to clarify licensed architects are required to submit plans for local approval and what architects can do to eliminate confusion and protect consumers.
3. Research and amend regulations as necessary to ensure relevancy with current technologies and practices.
4. Pursue legislation to update the Business Entity Report Form (BERF) to include more information about the management control of businesses.
5. Provide additional training to subject matter experts (SMEs), board members, and staff to strengthen enforcement decisions and recommendations.

G. Discussion of complaints received, complaint processing, and related enforcement matters

H. Discussion of unlicensed practice issues and related enforcement authority

I. Fire Victim Support (Southern California)

J. Adjournment

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.

The Committee plans to webcast the meeting on its website at www.cab.ca.gov. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled if webcast is not available. Meeting adjournment may not be webcast if it is the only item that occurs after a closed session.

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 it 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 their 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)).

This meeting is being held via WebEx Events. The meeting is accessible to the disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Katie Wiley
Telephone: (916) 471-0762
Email: katie.wiley@dca.ca.gov
Telecommunications Relay Service: Dial 711

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

The California Architects Board, (CAB) will hold a meeting in person at the location above and via WebEx Events. Information to Register/Join Meeting for Members of the Public via WebEx: To access the WebEx event, attendees will need to click the following link. Instructions to connect to the meeting can be found at the end of this agenda.

To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=md3cbd9b035b1d81498b6ff776cd6ab5d>

If joining using the link above
Webinar number: 2502 249 3394
Webinar password: CAB58

If joining by phone
+1-415-655-0001 US Toll
Access code: 2502 249 3394
Passcode: 22258

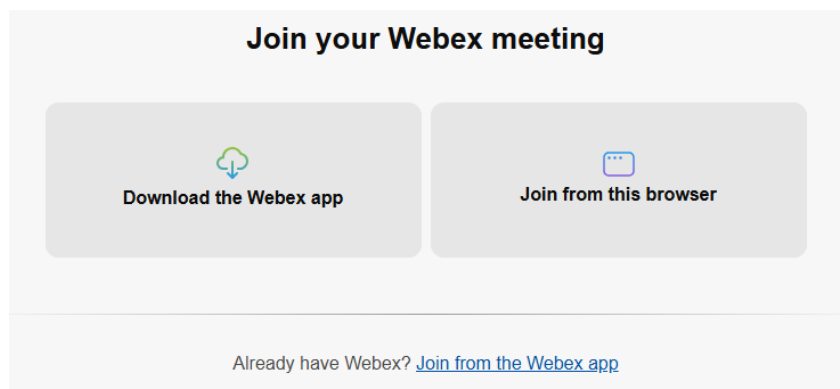
Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

Recommended: Join using the meeting link.

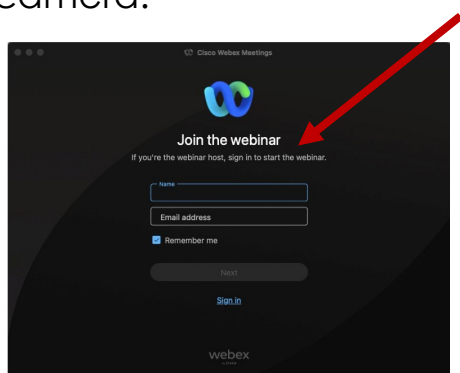
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.

DO NOT click "Join from this browser," as you will not be able to fully participate during the meeting.



- 3 Enter your name and email address*. Click "Next."
Accept any request for permission to use your microphone and/or camera.



*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

Alternative 1. Join from Webex.com

- 1 Click on “Join a Meeting” at the top of the Webex window.



- 2 Enter the meeting/event number and click “Continue.” Enter the event password and click “OK.” This can be found in the meeting notice you received or on the meeting agenda.

A screenshot of the 'Enter the meeting number' form. It features the Webex logo at the top, followed by the text 'Enter the meeting number' with a help icon. Below is a text input field labeled 'Meeting number' and a 'Continue' button. A red arrow points to the input field.

To view more information about the event, enter the event password.

A screenshot of the 'Enter the event password' form. It shows 'Event number: 2482 000 5913' and a text input field labeled 'Enter the event password'. Below the field is an 'OK' button. A red arrow points to the input field.

- 3 The meeting information will be displayed. Click “Join Event.”

< Back to List

Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021 |
(UTC-07:00) Pacific Time (US & Canada)



Join Event



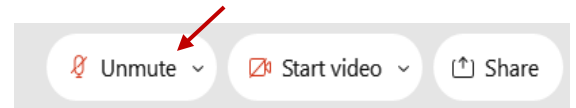
OR

Alternative 2. Connect via Telephone

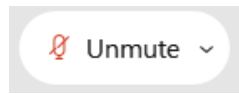


You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.

Microphone control (mute/unmute button) is located at the bottom of your Webex window.



Green microphone = Unmuted: People in the meeting can hear you.



Red microphone = Muted: No one in the meeting can hear you.

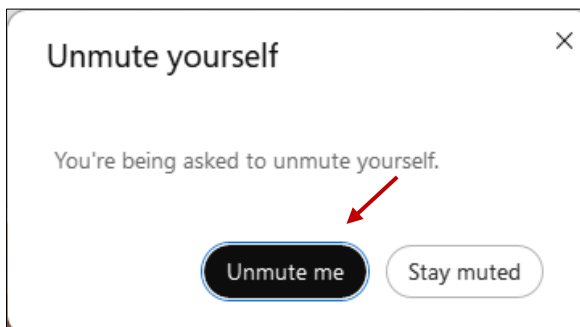
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

Attendees/Members of the Public

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



Joined via Telephone (Call-in User)



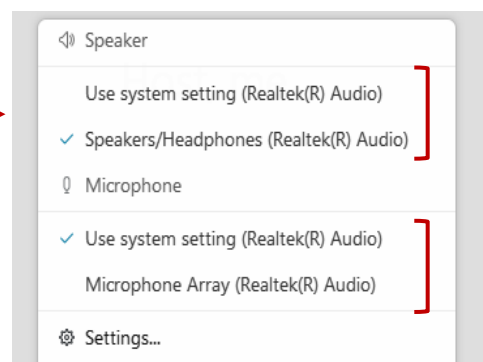
1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



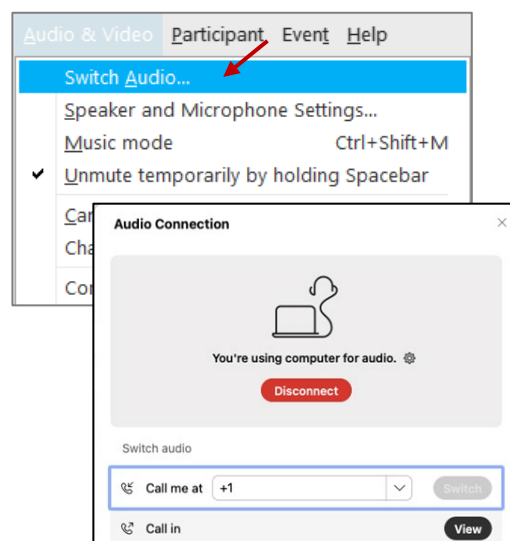
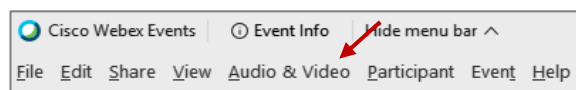
- 2 From the drop-down menu, select different:
 - Speaker options if you can't hear participants.
 - Microphone options if participants can't hear you.



Continue to Experience Issues?

If you are connected by computer or tablet and you have audio issues, you can link your phone to your Webex session. Your phone will then become your microphone and speaker source.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Hover your mouse over the "Call In" option and click "View" to show the phone number to call and the meeting login information. You can still un-mute from your computer window.



Hand Raise Feature

Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



Joined via Telephone (Call-in User)



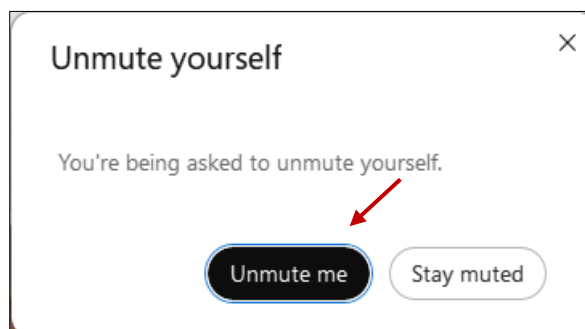
Press *3 to raise or lower your hand.

Unmuting

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.

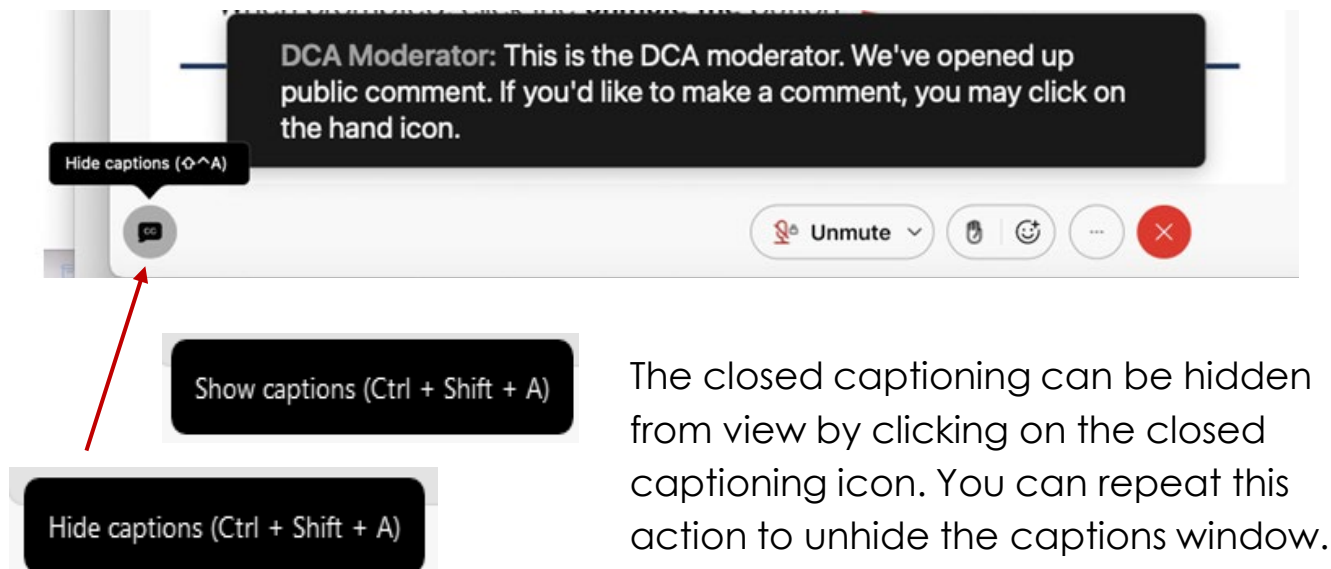


Joined via Telephone (Call-in User/Audio Only)

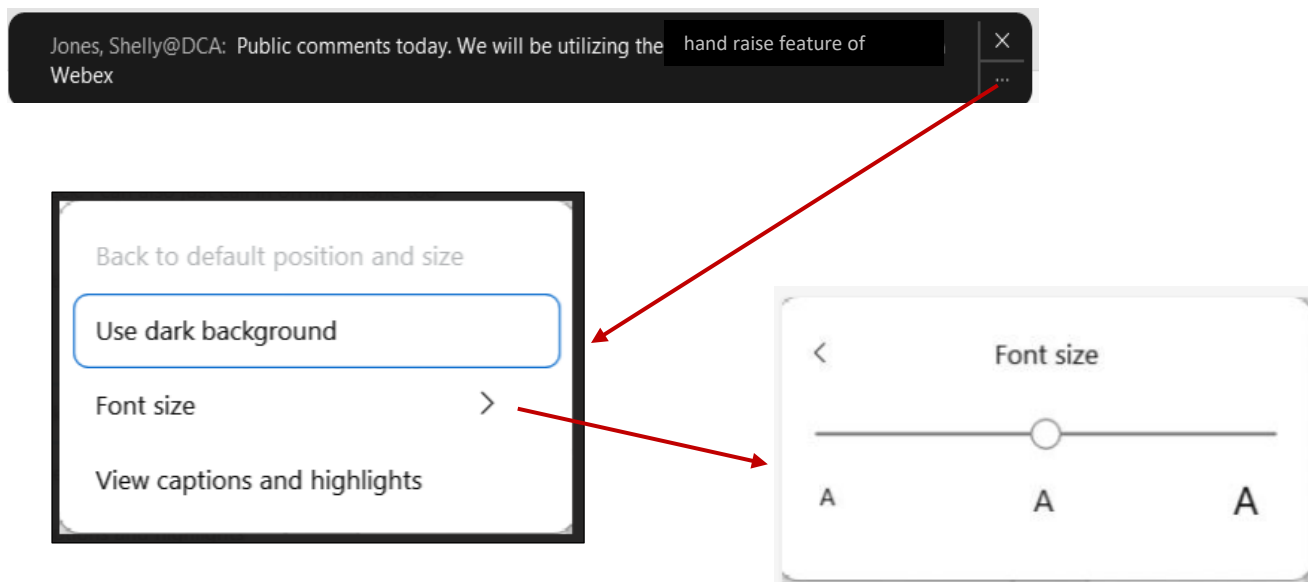


1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

Webex provides real-time closed captioning displayed in a dialog box in your Webex window. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.





NOTICE OF MEETING Landscape Architects Technical Committee

LATC MEMBERS

Pamela S. Brief, Chair
Patricia M. Trauth, Vice Chair
Martin Armstrong
Susan M. Landry
Jon S. Wreschinsky

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

The Landscape Architects Technical Committee

(LATC or Committee) will meet at

Department of Consumer Affairs

HQ 2 Hearing Room (Room #186)

1747 North Market Blvd.

Sacramento, CA 95834

at 10 a.m., on May 16, 2025

Information to Register/Join Meeting for Members of the Public via Webex: To access the Webex event, attendees will need to click the following link. Instructions to connect to the meeting can be found at the end of this agenda.

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m18d4b32d65cc4a671a7b8571bf1d4e98>

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

Due to potential technical difficulties, please consider submitting written comments by May 12, 2025, to latc@dca.ca.gov for consideration.

AGENDA

10 a.m. to 5 p.m.
(or until completion of business)

Action may be taken on any item listed below.

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

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

- D. Update from the Department of Consumer Affairs (DCA) – Board and Bureau Relations, DCA, Leslie Barmby, Associate Government Program Analyst
- E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst
- F. Office of Professional Examination Services (OPES) California Supplemental Exam (CSE) Presentation, Brian Knox, Research Data Analyst II, and Karen Okicich, Research Data Supervisor II
- G. Review and Possible Action on January 31, 2025, LATC Meeting Minutes
- H. Legislation Update
 - 1. [AB 667 \(Solache\)](#) Professions and Vocations: License Examinations: Interpreters
 - 2. [AB 742 \(Elhawary \)](#) Department of Consumer Affairs: Licensing: Applicants Who are Descendants of Slaves
 - 3. [SB 470 \(Laird \)](#) Bagley-Keene Open Meeting Act: Teleconferencing
 - 4. [SB 641 \(Ashby\)](#) Department of Consumer Affairs and Department of Real Estate: States of Emergency: Waivers and Exemptions

I. Program Manager's Report

1. Update on LATC's Administrative/Management, Examination, Licensing, and Enforcement Programs
 - i. Update on Social Media
 - ii. Strategic Plan Updates

J. Discuss Upcoming University of California, Los Angeles (UCLA) Extension Certificate Program Review

K. Discuss and take action on the Possibility of Establishing a "Retired License" Option for Landscape Architects

L. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):

1. Update and Discuss Committee Meetings

M. Review of Future Committee Meeting Dates

N. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the 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.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

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 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 their 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 disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

2420 Del Paso Road, Suite 105 • Sacramento, CA 95834 • P (916) 575-7230 • F (916) 575-7283
latc@dca.ca.gov • www.latc.ca.gov

Person: Heather Davis

Telephone: (916) 575-7235

Email: Heather.Davis@dca.ca.gov

Telecommunication Relay Service: Dial 711

Mailing Address:

Landscape Architects Technical Committee

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

Quarterly Report of the Executive Officer

Administrative/Management

Board. The Board met in San Diego on February 20 and will meet in Sacramento on June 5.

Meetings. The Landscape Architects Technical Committee (LATC) met by teleconference on January 31 and will meet in Sacramento on May 16.

The Regulatory and Enforcement Committee will meet by teleconference on May 8 and the Professional Qualifications Committee will meet by teleconference on July 24.

Newsletter

The Spring issue of the California Architects newsletter was distributed in May.

Budget

The Board's fund condition will be discussed at the June 2025 Board meeting. CAB increased its initial license and renewal fees in July 2023 from \$300 to \$400. LATC increased its initial license and renewal fees in January 2024 from \$400 to \$700.

Business Modernization

The Business Modernization Cohort 2 Project's third release launched in November 2024 and included implementation of Consumer Complaint forms and online license renewals. The project has entered into Maintenance and Operations, and the Board and LATC will continue to work with DCA staff on further functionality.

Personnel

Summie Lor was hired as Cashier for CAB and LATC.

Bethany Butori, Public Information Technician, accepted a promotion as LATC Licensing and Examination Coordinator.

Outreach

On March 29, CAB participated in a Wildfire Recovery and Rebuild Conference in Pasadena, in collaboration with the Contractors State License Board and Board for Professional Engineers, Land Surveyors, and Geologists. Consumers were provided Consumer Tip Cards and directed to the CAB website to view the Video Tutorial on "[10 Tips for Hiring an Architect](#)" in both English and Spanish.

Social Media

CAB and LATC's social media account information is noted in the chart below.

CAB	Posts Jan. – Mar.	Followers 3/31/25	LATC	Posts Jan. – Mar.	Followers 3/31/25
Bluesky	10	20	Bluesky	2	14
Facebook	11	463			
Instagram	11	1,452	Instagram	27	236
LinkedIn	1	667	LinkedIn	1	36
X	11	1,382	X	8	289

Regulatory Proposals

Architects

CCR Sections 121 (Form of Examinations; Reciprocity) and 124 (California Supplemental Examination). This proposal is complete and was filed with the Secretary of State on December 4, 2024, and had an effective date of April 1, 2025.

Status: Complete.

CCR Section 116 (Eligibility for Examination). The proposed change will remove the five (5) year experience requirement to take the ARE, and remove the eight (8) year, Architectural Experience Program completion, and ARE completion requirement before candidates can take the CSE. Candidates who submit a complete application to the Board will be made eligible for testing upon approval of the application(s).

At its September 13, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on October 4, 2024, and forwarded to Agency on December 19, 2024. Agency approved the regulation to proceed and it was sent to OAL on January 6, 2025. The 45-day comment period began on January 17, 2025 and ended on March 3, 2025 with no comments received. During final review, staff noticed that the incorrect date of the Board approval was listed on the underlying data in the Initial Statement of Reasons and drafted an addendum to correct it. A 15-day comment period on the addendum to the ISR was published on March 25, 2025 and ends on April 10, 2025. The Board will need to approve the addendum at its next meeting in June 2025.

Status: Awaiting end of 15-day comment period.

CCR Section 120 (Re-Examination). The proposed change will repeal this section which currently conflicts with NCARB's examination scheduling and rescheduling, release of results, and passed division validity.

At its September 13, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to OAL on October 30, 2024 and the public comment went from November 15, 2024 through December 30, 2024. The Board received one comment during this period which it discussed at the February Board meeting. The regulatory package was submitted to DCA for final review on April 2, 2025.

Status: Submitted to DCA for final review, after which it will go to Agency and then OAL.

CCR Section 124 (Reasonable Accommodations). The proposed change will specify the method by which candidates request reasonable accommodations for the California Supplemental Examination.

At its December 5-6, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to OAL on March 20, 2025 and the public comment is April 4, 2025 through May 19, 2025. If the Board receives any comments, they will be presented at the next meeting in June 2025.

Status: Awaiting end of 45-day public comment period.

CCR Section 144 (Fees). This proposed change will authorize the Board to specify a fee for completing license verification forms for licensees. The fee is to cover the staff time it takes to complete the document and send it to the jurisdiction. The regulatory package was submitted to the Department on March 12, 2025, approved on March 20 and sent to Agency for review that same day. After Agency review, it will proceed to OAL for noticing and public comment.

Status: Awaiting Agency review.

CCR Section 109 (Application Extension). The proposed change will specify the method by which candidates request an extension to their eligibility period should they be impacted by a state of emergency.

At its February 20, 2025 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed.

The regulatory package was submitted to the Department on April 2, 2025. After Department review, it will proceed to Agency and then OAL for noticing and public comment.

Status: Awaiting Department review.

Landscape Architects - None

Licensing and Examination Program**Architects**

Performance data for the Architect California Supplemental Examination (CSE) and Architect Registration Examination (ARE) 5.0 for California candidates during the third quarter of FY 2024/25 are presented in Tables A and B.

Table A**Architect CSE Examinee Performance: January 1 – March 31, 2025**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	77	66%	40	34%	117
Instate Repeat	26	68%	12	32%	38
Reciprocity First-time	51	69%	23	31%	74
Reciprocity Repeat	13	81%	3	19%	16
Total	167	68%	78	32%	245

Table B**California ARE 5.0 Examinee Performance by Division: January 1 – March 31, 2025**

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	151	59%	107	41%	258
Practice Management	148	44%	189	56%	337
Programming and Analysis	136	57%	102	43%	238
Project Development and Documentation	132	52%	123	48%	255
Project Management	139	56%	108	44%	247
Project Planning and Design	125	44%	156	56%	281

Table C
California and NCARB ARE 5.0 Performance Comparison
(Q3 FY 2024/25)

ARE Division	Q3 FY 24/25		
	CA Pass	Natl. Pass	▲ %
Construction and Evaluation	59%	62%	-3%
Practice Management	44%	47%	-3%
Programming & Analysis	57%	60%	-3%
Project Development & Documentation	52%	54%	-2%
Project Management	56%	61%	-5%
Project Planning & Design	44%	46%	-2%

▲ % is the difference in the California and national (NCARB) performance.

Landscape Architects

Performance data for the Landscape Architect California Supplemental Examination (CSE) during the third quarter of FY 2024/25 are presented in Table D. The Landscape Architect Registration Examination (LARE) was not administered during this quarter. CLARB will administer the LARE March 31-April 16, July 28-August 13, and December 1-17.

Table D
Landscape Architect CSE Examinee Performance: January 1 – March 31, 2024

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	13	72%	5	28%	18
Repeat	4	80%	1	20%	5
Total	17	74%	6	26%	23

Enforcement**Architects**

The most common violations have stayed consistent over the past four years, and are as follows:

- Misuse of the term “Architect”
- Practice without a license/device
- Continuing Education Audit Incompliance
- Written contract violations
- Signature/Stamp on plans and unauthorized practice
- Negligence or Willful Misconduct

Table E
Architects Complaints and Enforcement Actions

Category	Current Quarter Jan. – Mar. 2025	Prior Quarter Oct. – Dec. 2024	FY 24–25
Complaints			
Received	130	67	219
Opened	130	67	219
Closed	88	79	241
Average Days to Close	108	263	180
Pending	202	171	202
Citations			
Issued	32	45	118
Final	24	39	68
Continuing Education Citations			
Issued	29	32	61
Final	33	29	62
Discipline			
Pending Attorney General	4	2	4
Final	0	0	1

Landscape Architects

Table F
Landscape Architects Complaints and Enforcement Actions

Category	Current Quarter Jan. – Mar. 2025	Prior Quarter Oct. – Dec. 2024	FY 24–25
Complaints			
Received	4	8	19
Opened (Reopened)	4	3	13
Closed	5	2	8
Average Days to Close	113	157	92
Pending	4	7	16
Citations			
Issued	2	1	5
Final	2	2	4
Discipline			
Pending Attorney General	1	0	1
Final	0	0	0

LATC's most common violations mirror the Board's with the exception of continuing education, signature/stamp on plans, unauthorized practice, and negligence or willful misconduct. LATC does not typically see egregious violations and more commonly receives complaints regarding the Rules of Professional Conduct and the standards of practice within the profession.

The most common violations within the practice of landscape architecture have stayed consistent over the past four years, and are as follows:

- Misuse of the term "landscape architect"
- Practice without a license
- Written contract violations
- Rules of Professional Conduct violations

Enforcement Actions

Architects

CE Citations

Acton, Matthew Charles

La Verne — The Board issued a one-count citation that included a \$750 administrative fine to Matthew Charles Acton, architect license number C-37028, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Acton certified false or misleading information on their 2023 License Renewal Application. Acton paid the fine, satisfying the citation. The citation became final on March 3, 2025.

Adolph, R. Brian

Oak View — The Board issued a one-count citation that included a \$1000 administrative fine to R. Brian Adolph, architect license number C-33552, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Adolph certified false or misleading information on their 2023 License Renewal Application. Adolph paid the fine, satisfying the citation. The citation became final on January 15, 2025.

Alonzo, Rodney C.

Modesto — The Board issued a one-count citation that included a \$750 administrative fine to Rodney C. Alonzo, architect license number C-26714, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Alonzo certified false or misleading information on their 2023 License Renewal Application. Alonzo paid the fine, satisfying the citation. The citation became final on January 2, 2025.

Alvarez, Sergio Enrique

Torrance — The Board issued a one-count citation that included a \$1000 administrative fine to Sergio Enrique Alvarez, architect license number C-22696, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Alvarez certified false or misleading information on their 2023 License Renewal Application. Alvarez paid the fine, satisfying the citation. The citation became final on January 14, 2025.

Andalsi, Zahra

Irvine — The Board issued a one-count citation that included a \$500 administrative fine to Zahra Andalsi, architect license number C-39921, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements; Submission of Letter to Legislature). The action alleged that Andalsi certified false or misleading information on their 2023 License Renewal Application. The citation became final on March 28, 2025.

Arends, David Scott

Cincinnati, OH — The Board issued a one-count citation that included a \$500 administrative fine to David Scott Arends, architect license number C-29852, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements; Submission of Letter to Legislature). The action alleged that Arends certified false or misleading information on their 2023 License Renewal Application. Arends paid the fine, satisfying the citation. The citation became final on March 11, 2025.

Atwood, William Andrew

Los Angeles — The Board issued a one-count citation that included a \$1000 administrative fine to William Andrew Atwood, architect license number C-38436, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Atwood certified false or misleading information on their 2023 License Renewal Application. The citation became final on March 30, 2025.

Currey, Lindsey Dale

Los Angeles — The Board issued a one-count citation that included a \$500 administrative fine to Lindsey Dale Currey, architect license number C-38338, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Currey certified false or misleading information on their 2023 License Renewal Application. The citation became final on March 24, 2025.

Davis, Paul S.

Los Angeles — The Board issued a one-count citation that included a \$250 administrative fine to Paul S. Davis, architect license number C-27920, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Davis certified false or misleading information on their 2023 License Renewal Application. Davis paid the fine, satisfying the citation. The citation became final on February 20, 2025.

Ettinger, Brett Alan

Santa Barbara — The Board issued a one-count citation that included a \$1000 administrative fine Brett Alan Ettinger, architect license number C-24433, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Ettinger certified false or misleading information on their 2023 License Renewal Application. Ettinger paid the fine, satisfying the citation. The citation became final on March 24, 2025.

Finnicum, Justin Leas

Sudbury, MA — The Board issued a one-count citation that included a \$500 administrative fine to Justin Leas Finnicum, architect license number C-29773, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements; Submission of Letter to Legislature). The action alleged that Finnicum certified false or misleading information on their 2023 License Renewal Application. The citation became final on February 21, 2025.

Forrest, Aaron

Berkeley — The Board issued a one-count citation that included a \$250 administrative fine to Aaron Forrest, architect license number C-40282, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Forrest certified false or misleading information on their 2023 License Renewal Application. Forrest paid the fine, satisfying the citation. The citation became final on January 27, 2025.

Goldman, Jacob

Brooklyn, NY — The Board issued a one-count citation that included a \$500 administrative fine to Jacob Goldman, architect license number C-37955, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Goldman certified false or misleading information on their 2023 License Renewal Application. The citation became final on January 10, 2025.

Greenbaum, Dennis F.

Sacramento — The Board issued a one-count citation that included a \$1000 administrative fine to Dennis F. Greenbaum, architect license number C-9608, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Greenbaum certified false or misleading information on their 2023 License Renewal Application. Greenbaum paid the fine, satisfying the citation. The citation became final on January 29, 2025.

Jung, Michael Wei

Palo Alto — The Board issued a one-count citation that included a \$1000 administrative fine to Michael Wei Jung, architect license number C-27088, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Jung certified false or misleading information on their 2023 License Renewal Application. The citation became final on January 3, 2025.

Kiss, Michael D.

San Diego — The Board issued a one-count citation that included a \$500 administrative fine to Michael D. Kiss, architect license number C-27927, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Kiss certified false or misleading information on their 2023 License Renewal Application. Kiss Paid the fine, satisfying the citation. The citation became final on February 11, 2025.

Koster, Kristoffer

San Juan, PR — The Board issued a one-count citation that included a \$500 administrative fine to Kristoffer Koster, architect license number C-34340, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Koster certified false or misleading information on their 2023 License Renewal Application. Koster paid the fine, satisfying the citation. The citation became final on February 20, 2025.

Labrum, Jeffrey Ryan

Solana Beach — The Board issued a one-count citation that included a \$1000 administrative fine to Jeffrey Ryan Labrum, architect license number C-40042, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements; Submission of Letter to Legislature). The action alleged that Labrum certified false or misleading information on their 2023 License Renewal Application. The citation became final on February 28, 2025.

Lovgreen, Mona

San Francisco — The Board issued a one-count citation that included a \$500 administrative fine to Mona Lovgreen, architect license number C-37976, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements; Submission of Letter to Legislature). The action alleged that Lovgreen certified false or misleading information on their 2023 License Renewal Application. Lovgreen paid the fine, satisfying the citation. The citation became final on January 3, 2025.

Martin, Scott A.

Atascadero — The Board issued a one-count citation that included a \$500 administrative fine to Scott A. Martin, architect license number C-32348, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Martin certified false or misleading information on their 2023 License Renewal Application. Martin paid the fine, satisfying the citation. The citation became final on March 22, 2025.

Mastro, Jamie

Seattle, WA — The Board issued a one-count citation that included a \$1000 administrative fine to Jamie Mastro, architect license number C-35515, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Mastro certified false or misleading information on their 2023 License Renewal Application. The citation became final on February 28, 2025.

McMains, Mary Margaret

Vancouver, BC — The Board issued a one-count citation that included a \$250 administrative fine to Mary Margaret McMains, architect license number C-32177, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that McMains certified false or misleading information on their 2023 License Renewal Application. The citation became final on March 14, 2025.

Okamoto, Masao

South Pasadena — The Board issued a one-count citation that included a \$1000 administrative fine to Masao Okamoto, architect license number C-15569, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Okamoto certified false or misleading information on their 2023 License Renewal Application. Okamoto paid the fine, satisfying the citation. The citation became final on February 3, 2025.

Pham, Le Duy

Albany — The Board issued a one-count citation that included a \$500 administrative fine to Le Duy Pham, architect license number C-29894, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements; Submission of Letter to Legislature). The action alleged that Pham certified false or misleading information on their 2023 License Renewal Application. The citation became final on March 14, 2025.

Ramirez, Martin

Mesa, AZ — The Board issued a one-count citation that included a \$750 administrative fine to Martin Ramirez Jr., architect license number C-35573, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Ramirez certified false or misleading information on their 2023 License Renewal Application. The citation became final on January 3, 2025.

Roberts, Charles Roy

San Diego — The Board issued a one-count citation that included a \$750 administrative fine to Charles Roy Roberts, architect license number C-29330, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Roberts certified false or misleading information on their 2023 License Renewal Application. Roberts paid the fine, satisfying the citation. The citation became final on February 11, 2025.

Stevenson, James Colton

Beverly Hills — The Board issued a one-count citation that included a \$500 administrative fine to James Colton Stevenson, architect license number C-39303, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Stevenson certified false or misleading information on their 2023 License Renewal Application. Stevenson paid the fine, satisfying the citation. The citation became final on March 24, 2025. 10

Sue, Wendi Ellen

Piedmont — The Board issued a one-count citation that included a \$1000 administrative fine to Wendi Ellen Sue, architect license number C-29373, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Sue certified false or misleading information on their 2023 License Renewal Application. Sue paid the fine, satisfying the citation. The citation became final on March 11, 2025.

Von Oeyen, David George

Malibu — The Board issued a one-count citation that included a \$1000 administrative fine to David George Von Oeyen, architect license number C-15274, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Von Oeyen certified false or misleading information on their 2023 License Renewal Application. The citation became final on January 4, 2025.

Walker, Aaron Douglas

Oregon City, OR — The Board issued a one-count citation that included a \$250 administrative fine to Aaron Douglas Walker, architect license number C-30368, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Walker certified false or misleading information on their 2023 License Renewal Application. Walker paid the fine, satisfying the citation. The citation became final on February 4, 2025.

Wright, James Christopher

Anaheim — The Board issued a one-count citation that included a \$1000 administrative fine to James Christopher Wright, architect license number C-29967, for an alleged violation of Business and Professions Code section 5600.05(a)(1) (License Renewal Process; Conditions; Certifications; Audit; False or Misleading Information; Disciplinary Action; Coursework Regarding Disability Access Requirements and Zero Net Carbon Design; Submission of Letter to Legislature). The action alleged that Wright certified false or misleading information on their 2023 License Renewal Application. The citation became final on March 14, 2025.

Additional summaries are pending approval and will be provided separately.

Landscape Architects

Summaries are pending approval and will be provided separately.

AGENDA ITEM M.1: AB 667 (SOLACHE) LICENSE EXAMINATIONS: INTERPRETERS

SUMMARY

[AB 667](#) would require boards and bureaus within the Department to permit an applicant who cannot read, speak, or write in English to use an interpreter, at no cost to the applicant, when taking a state-administered or contracted license exam. The boards administering the exam would be required to pay for the interpreter. It would also require all board and bureaus to include a section in their license application asking about applicants' preferred languages and conduct an annual review, along with a corresponding legislative report, regarding language preferences.

Action Requested

None.

AGENDA ITEM M.2: AB 671 (WICKS) ACCELERATED RESTAURANT BUILDING PLAN APPROVAL

SUMMARY

[AB 671](#) requires a local building or permitting department to allow a qualified professional certifier, defined as a licensed architect or engineer, to certify compliance with applicable building, health, and safety codes for a tenant improvement plan relating to a restaurant.

Action Requested

None.

AGENDA ITEM M.3: AB 742 (ELHAWARY) LICENSING: APPLICANTS WHO ARE DESCENDANTS OF SLAVES

SUMMARY

[AB 742](#) would direct the Department of Consumer Affairs to prioritize the license applications of potential licensees who are descendants of slaves. Special priority would go to descendants of people who were enslaved in the United States.

Action Requested

None.

AGENDA ITEM M.4: AB 759 (VALENCIA) ARCHITECTS IN TRAINING

SUMMARY

[AB 759](#) would allow applicants for licensure who have passed at least one part of the Architect Registration Examination created by the National Council of Architectural Registration Boards, to use the title "architect-in-training" or "AIT" for up to four years once approved by the Board. The architect in training would not be allowed to perform architect services on their own to the public and the Board may disclose the architect-in-training upon public request. The Board may charge a fee for determining and authorizing an individual to use the term architect-in-training. This bill has a sunset date of January 1, 2035, and applicants will not be allowed to apply after January 1, 2031.

Action Requested

None.

AGENDA ITEM M.5: AB 1341 (HOOVER) BUILDING LAW VIOLATIONS

SUMMARY

[AB 1341](#) specifies that the unlicensed practice of architecture, landscape architecture, engineering, land surveying, geology or geophysics by a licensed contractor constitutes cause for disciplinary action by the Contractors State License Board (CSLB or board).

Major Provisions

Identifies provisions of the Architects Practice Act, Landscape Architects Practice Act, Professional Engineers Act, Professional Land Surveyors' Act, and the Geologist and Geophysicist Act as building laws of the state, which willful and deliberate disregard of constitutes a cause for disciplinary action against a licensee of the CSLB.

Action Requested

None.

AGENDA ITEM M.6: SB 641 (ASHBY) STATES OF EMERGENCY: WAIVERS AND EXEMPTIONS

SUMMARY

[SB 641](#) Among other things, this bill would authorize Department boards to waive the application of certain provisions of the licensure requirements that the board is charged with enforcing for licensees and applicants impacted by a declared federal, state, or local emergency or whose home or business is located in a declared disaster area. This waiver would apply to certain examination, license renewal, fee, and continuing education requirements. It would also require every applicant and licensee of Department programs to provide an email address.

Action Requested

None.

AGENDA ITEM N.1: Consideration and Ratification of the Addendum to the Initial Statement of Reasons and Any Comments Received on the 15-day Notice for California Code of Regulations (CCR), Title 16, Division 2, Article 3, section 116 (Eligibility for Examination)

Summary

At its September 13, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on October 4, 2024, and forwarded to Agency on December 19, 2024. Agency approved the regulation to proceed and it was sent to OAL on January 6, 2025.

The 45-day comment period began on January 17, 2025, and ended on March 3, 2025 with no comments received. During final review, staff noticed that the incorrect date of the Board approval was listed on the underlying data in the Initial Statement of Reasons. Board staff then drafted an addendum to correct the error. A 15-day comment period on the addendum to the ISOR was published on March 25, 2025, and concluded on April 10, 2025. No comments were received.

Action Requested

Move to ratify the Addendum to the Initial Statement of Reasons for Section 116 published during the 15-day comment period and authorize the Executive Officer to take all steps necessary to complete the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed amendments to Section 116.

Attachments

1. 16 CCR section 116 (Eligibility for Examination) – Addendum to Initial Statement of Reasons and Updated Initial Statement of Reasons.

**TITLE 16 California Architects Board
DEPARTMENT OF CONSUMER AFFAIRS**

**ADDENDUM TO THE INITIAL STATEMENT OF REASONS
IN OAL FILE Z-2025-0106-01**

EXAMINATION ELIGIBILITY

On page 3 of the Initial Statement of Reasons in OAL File Z-2025-0106-01 Examination Eligibility, Underlying Data item 1 incorrectly identifies and includes the Board meeting agenda, materials, and minutes related to discussion of this proposal as September 8, 2023. However, the agenda, materials, and minutes should be from September 13, 2024.

This change increases clarity by correctly identifying and including the materials from the meeting where the Board noticed the public that the regulation would be discussed, received relevant information related to the proposal, and provide the minutes of the Board's discussion to approve and proceed with the regulatory proposal. The public will be able to accurately reference the correct meeting or request such materials from the Board. The incorrect meeting listed will be removed to ensure further clarity for the public.

**TITLE 16 California Architects Board
DEPARTMENT OF CONSUMER AFFAIRS**

INITIAL STATEMENT OF REASONS

Hearing Date: The California Architects Board has not scheduled a hearing on the proposed changes.

Subject Matter of Proposed Regulations: Examination Eligibility

Section(s) Affected: Section 116 Article 3 of Division 2 of Title 16 of the California Code of Regulations (CCR)

Background and Statement of the Problem:

The California Architects Board (The Board) was created in 1901 by the California State Legislature. The Board licenses, regulates, and investigates complaints against architects in California, totaling approximately 22,000 licensees. It is the Board's duty to enforce and administer the Architects Practice Act, (Business & Professions Code (BPC) Chapter 3 (commencing with section 5500) of Division 3 (Act)). The Board is authorized to establish necessary rules and regulations for the enforcement of the Act and the laws subject to its jurisdiction (BPC section 5526). The Board is responsible for the discipline of architects and enforcement of the Architects Practice Act (Act) (Business and Professions Code (BPC) section 5500 et seq.). BPC section 5510.15 mandates that the protection of the public shall be the highest priority of the Board in its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with the other interests sought to be promoted, the protection of the public shall be paramount.

BPC section 5526 authorizes the Board, in accordance with the Administrative Procedure Act (APA) (Government Code (Gov. Code) section 11400 et seq.), to adopt, amend, or repeal rules and regulations that are reasonably necessary to carry out the provisions under the Act. Gov. Code section 11425.50, subdivision (e), provides that a penalty in an administrative disciplinary action may not be based on a guideline, criterion, bulletin, manual, instruction, order, standard of general application, or other rule unless it has been adopted as a regulation in accordance with the APA.

The Board's eligibility for examination regulation, 16 CCR section 116, was created to describe the method by which candidates may obtain the required experience to become eligible for examination. At the time it was created, it aligned with the national standard. The existing regulation requires five years of educational experience before candidates are eligible to take the National Council of Architectural Registration Board's (NCARB) Architect Registration Examination (ARE), the national architecture licensing examination. Additionally, candidates must have completed the ARE and documented eight years of experience before they are eligible to take the California Supplemental

Examination. 16 CCR section 116 was last amended in 2014 when the requirement that candidates possess an active NCARB Record was added.

The current regulation requires specific steps to be completed prior to becoming eligible to take an examination. The effect of these requirements is a linear, step-by-step process that leads to licensure, but also unnecessarily causes delays. Recently, NCARB updated its standard for eligibility to take the ARE to be graduation from high school or its equivalent. Amending this regulation to allow candidates to take the examination once they have submitted an application with the Board while removing the experience requirement to take examinations will allow candidates to test when they are ready which will reduce unnecessary delays in the licensure process. This does not remove the experience requirements for licensure; only the experience requirements to take an examination. The Board's licensure requirements are not changing, only a delay in testing eligibility is being removed.

Anticipated benefits from this regulatory action:

This proposal would provide increased consistency with national standards for candidates and facilitate licensure for all candidates. The Board would remove restrictive language, which would potentially reduce delays in the licensure process.

Specific purpose of, and rationale for, each adoption, amendment, or repeal:

1. Amend 16 CCR section 116, subsection (a)

Purpose: Amendments to subsection (a) strikes "meet one of the following requirements below and," adds "and submit an application with a fee to the Board pursuant to Section 109.," and strikes the ":" at the end of the paragraph.

Anticipated Benefit/Rationale: These changes are made to remove the reference to multiple possible requirements to become eligible for the ARE, and clarifies that an application needs to be submitted to become eligible for the examination. Allowing candidates to be eligible for an examination by submitting an application and not meet additional requirements may reduce delays in licensure.

2. Remove 16 CCR section 116, subsection (a) paragraphs (1-3)

Purpose: Amendments remove the listed possible requirements to meet the experience requirement to take an examination.

Anticipated Benefit/Rationale: The removal of these requirements follows the language being removed in subsection (a). Since the Board will not require an experience component to become eligible for examination, these paragraphs are obsolete. The Board still requires eight years of experience for licensure; this is only removing the experience requirement to take an examination.

3. Amend 16 CCR section 116, subsection (b) paragraph (1)

Purpose: Amendments to subsection (b), paragraph (1) include removing the paragraph number “(1)” and “administered prior to January 1, 2005”, adding “submitted an application as set forth in subsection (a) and submit the application with a fee pursuant to Section 124.” Followed by removal of “been granted Board credit for all required divisions of the ARE and have at least seven and one-half (7- ½) net years of educational and/or experience credits as evaluated by the Board, of which at least one year of experience shall have been under the direct supervision of an architect(s) licensed in a United States jurisdiction.”

Anticipated Benefit/Rationale: These changes remove the experience and examination requirements to take the California Supplemental Examination (CSE) and clarify that candidates must submit an application with the Board as required in 16 CCR 109 and submit an application for the CSE in accordance with 16 CCR 124. There will be no additional paragraphs, so the numeric structuring is being removed.

4. Remove 16 CCR section 116, subsection (b) paragraph (2)

Purpose: Amendment to remove requirements that candidates document seven and a half years of experience and pass all ARE divisions prior to being eligible to taking the CSE.

Anticipated Benefit/Rationale: This is now obsolete language stating a requirement that needs to be met before being eligible to take the CSE, which is now being addressed in subsection (b). Therefore, this paragraph is obsolete and is being removed.

Underlying Data

1. September 13, 2024 Board Meeting Agenda, relevant Materials, and Minutes
2. NCARB Press: Summary Report of Vote on Resolutions at NCARB’s 2024 Annual Business Meeting

Business Impact:

The Board has made the initial determination that the proposed regulations will not have statewide adverse economic impact directly affecting businesses including the inability of California businesses to compete with businesses in other states. The proposed regulations clarify existing requirements.

Economic Impact Assessment:

This regulatory proposal will have the following effects:

It will not create or eliminate jobs within the State of California because it only clarifies examination requirements.

It will not create new business or eliminate existing businesses within the State of California because it only applies to individuals who are seeking to take an

examination in the state.

It will not affect the expansion of businesses currently doing business within the State of California because it only applies to individuals who are not yet licensed to practice.

This regulatory proposal will make the examination eligibility requirements in California consistent with the national standards and facilitate the licensure process, which will benefit the health and welfare of Californians.

This regulatory proposal does not affect worker safety because it does not involve worker safety.

This regulatory proposal does not affect the state's environment because it does not involve the environment.

Specific Technologies or Equipment:

This regulation does not mandate the use of specific technologies or equipment.

Fiscal Impact Assessment

The regulations do not result in a fiscal impact to the state. This regulatory proposal provides consistency with national standards for candidates to take examinations required for licensure and does not impose any new requirements. As a result, the Board does not anticipate additional workload or costs resulting from the proposed regulations.

The regulations do not result in costs or savings in federal funding to the state.

Consideration of Alternatives:

The Board has made an initial determination that no reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific.

Description of reasonable alternatives to the regulation that would lessen any adverse impact on small business:

No such alternatives have been proposed, however, the Board welcomes comments from the public.

AGENDA ITEM N.2: Consideration of and Possible Action on, Any Comments Received During the 45-Day Comment Period and Proposed Text Edits Regarding Regulations to Amend California Code of Regulations (CCR), Title 16, Division 2, Article 3, section 124 (Reasonable Accommodations)

Summary

At its December 5-6, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. During Agency review language was clarified, specifying “mental disability” instead of the prior worded “medical disability” since the cited Government Code section specifies mental disabilities.

The regulatory package was submitted to OAL on March 20, 2025 and the public comment is April 4, 2025 through May 19, 2025. If the Board receives any comments, they will be presented.

Action Requested

Approve the modification to the proposed regulatory text for Section 124, which was already corrected in text provided in the 45-Day Notice Period and authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 124 as noticed.

Attachments

1. 16 CCR section 124 (California Supplemental Examination) – Modified Language

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Reasonable Accommodations

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 124 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 124. California Supplemental Examination.

(a) The California Supplemental Examination (CSE) shall consist of an examination covering the practice of architecture.

(b) A candidate who has been deemed eligible for the CSE, pursuant to Section 116(b)(2), shall submit the applicable fee as prescribed in Section 144 and application, as provided by the Board which shall contain:

- (1) the applicant's legal name,
- (2) the applicant's address and email address,
- (3) the applicant's home and work telephone numbers, and
- (4) the applicant's Board identification number.

(5) a disclosure regarding whether the applicant is requesting a reasonable accommodation pursuant to subdivision (b) of Government Code section 12944. The applicant shall provide medical documentation consisting of a written document from a licensed healthcare professional confirming the existence of the applicant's disability or mental disability (as defined in Government Code section 12926(j)) and the need for the reasonable accommodation.

(c) A candidate who fails the CSE shall be allowed to retake the examination only after reapplying with the Board, as prescribed above in paragraph(b).

(d) A candidate who fails the CSE shall retake it in entirety, and may not retake the examination for at least 90 days from the date that the candidate took the examination that they failed.

Note: Authority cited: Sections 5526 and 5550, Business and Professions Code.

Reference: Section 5550, Business and Professions Code; Sections 12944 and 12926 Government Code.

AGENDA ITEM N.3: Consideration of and Possible Action on Edits Made to CCR, Title 16, Division 2, Article 2, section 109 (Application Extension)

Summary

At its February 20, 2025 meeting, the Board approved the language and delegated authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to the Department for review on April 2, 2025. During this review, substantive clarity concerns were raised about the language, which were then sent back to staff to review. Staff have updated the language for Board review and approval.

Action Requested

Approve the proposed regulatory text for Section 109 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 109 as noticed.

Attachments

1. 16 CCR section 109 (Requirements for Licensure and Filing of Applications)
Proposed Language (Clean)
2. 16 CCR section 109 (Requirements for Licensure and Filing of Applications)
Proposed Language (With Markup)

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Application Extension

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 109 of Article 2 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 109. Requirements for Licensure and Filing of Applications.

(a) Definitions:

- (1) A “new candidate” shall mean a candidate who is submitting their first application to the Board for eligibility evaluation for the Architect Registration Examination (ARE) or one who had previously submitted an application but had been determined by the Board to be ineligible.
- (2) An “inactive candidate” shall mean a candidate who:
 - (A) has not taken an examination as a candidate of the Board for five or more years, or
 - (B) has been determined by the Board to be eligible but who has not taken any examination since the Board's determination and five or more years have passed, or,
 - (C) does not have a current eligibility extension by the Board in accordance with subsection (f).
- (3) “Active in the examination process” shall mean any of the following:
 - (A) that there has not been a period of five or more years since:
 - (Ai) the candidate last took an examination as a candidate of the Board, or
 - (Bii) the candidate has been determined by the Board to be eligible- or,
 - (B) the candidate has a current eligibility extension issued by the Board in accordance with subsection (f).
- (4) “State of Emergency” means an emergency as defined in Section 8558 of the Government Code.

(b) Examination Application Process:

- (1) A new or inactive candidate applying to the Board for eligibility for the ARE shall, prior to eligibility, establish a National Council of Architectural Registration Boards (NCARB) Record with the National Council of Architectural Registration Boards (NCARB). Candidates shall pay all required fees and comply with all NCARB procedures required to establish a NCARB Record.
- (2) A new or inactive candidate applying to the Board shall, prior to licensure, complete the NCARB-administered Architectural Experience Program (AXP), or the Internship in Architecture Program (IAP) of Canada.
- (3) A new or inactive candidate shall submit:
 - (A) the non-refundable fee specified in subsection (a) or (b) of Section 144, as applicable unless waived per paragraph (6),
 - (B) an application for eligibility evaluation as provided by the Board and certified under penalty of perjury, which shall be accepted on a continuous basis and contain:
 - (i) the candidate's NCARB record number,
 - (ii) the legal name of the candidate and any other known names,
 - (iii) the candidate's address and email address,
 - (iv) the candidate's home and work telephone numbers, and
 - (v) the candidate's date of birth and social security number or individual taxpayer identification number.
 - (C) supporting documents which shall include, if applicable:
 - (i) proof of completion of the AXP, which shall include the candidate's NCARB Record transmitted from NCARB, or verification of completion of the requirements of Canada's IAP,
 - (ii) certified original transcripts sent directly to the Board by the college or university, or included as part of an NCARB Record,
 - (iii) Employment Verification Form(s), 19C-12 (NEW 6/2024), which is hereby incorporated by reference, and,
 - (iv) proper foreign education evaluations and self-employment documentation.
- (4) A candidate who has served as an active-duty member of the Armed Forces of the United States, was honorably discharged, and who provides a copy of their

DD-214 (Certificate of Release or Discharge from Active Duty), shall have the review of their application expedited pursuant to Section 115.4 of the Code.

- (5) A candidate shall receive expedited review of their application for a candidate qualifying pursuant to Section 115.4, subdivision (b) of the Code, if the candidate is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense's SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code, and who provides the following documentation with the application: written authorization documenting the candidate's current enrollment in the SkillBridge program including an official approval document or letter from their respective United States Armed Forces Service branch (Army, Navy, Air Force, Marine Corps, Space Force or Coast Guard) signed by the candidate's first field grade commanding officer that specifies the candidate's name, the approved SkillBridge opportunity, and the specified duration of participation (i.e., start and end dates).
- (6) Candidates who meet the requirements of Section 115.5 of the Code shall have the review of their application expedited and applicable fee waived if they submit the following satisfactory evidence with their application:
 - (A) Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces,
 - (B) A copy of the military orders establishing their spouse's or partner's duty station in California and,
 - (C) Written verification from the candidate's issuing agency/licensing jurisdiction that the candidate's license in another state, district or territory of the United States is current in that jurisdiction. The verification shall include all of the following: (1) the full legal name of the candidate and any other name(s) the candidate has used or has been known by, (2) the license type and number issued to the candidate by the original licensing agency/entity, (3) the name and location of the licensing agency/entity, and, (4) the issuance and expiration dates of the license.
- (7) A candidate who was admitted to the United States as a refugee pursuant to Section 1157 of Title 8 of the United States Code, or was granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to Section 1158 of Title 8 of the United States Code, or has a special immigrant visa and was granted a status pursuant to Section 1244 of Public Law 110-181, Public Law 109-163, or Section 602(b) of Title VI of Division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government, and provides evidence of that status shall have the review of their application expedited pursuant to Section 135.4 of

the Code. For the purposes of this paragraph, "evidence" shall include the following:

- (A) Form I-94, arrival/departure record, with an admission class code such as "re" (refugee) or "ay" (asylee) or other information designating the person as a refugee or asylee.
 - (B) Special Immigrant Visa that includes the "si" or "sq".
 - (C) Permanent resident card (Form I-551), commonly known as a "green card", with a category designation indicating that the person was admitted as a refugee or asylee.
 - (D) An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the candidate qualifies for expedited licensure per Business and Professions Code section 135.4.
- (8) A new or inactive candidate receiving notification that they are ineligible for examination for failure to meet the requirements in Section 116 shall submit supporting documentation as identified in subsection (b)(3) to meet eligibility requirements.
- (9) Upon the Board's determination of a candidate's eligibility for the ARE based upon the requirements set forth in Section 116, the Board shall authorize the candidate to test through NCARB's database. Eligibility shall be retained while the candidate is active in the examination process.
- (10) As a candidate acquires additional work experience, it is the candidate's responsibility to ensure that the employer(s) complete Employment Verification Forms covering the work experience gained with that employer and that the forms are submitted to the Board.
- (11) A new or inactive candidate who is a licensed architect in a qualifying foreign country, as defined in Section 117(c)(2), shall prior to licensure:
- (A) complete the requirements as referenced in subdivision (b)(2) or follow the requirements set forth in Section 121; or
 - (B) submit to the Board:
 - (i) proof of licensure in the qualifying foreign country,
 - (ii) an Employment Verification Form on their own behalf documenting five years of practice of architecture as a licensed architect in the qualifying foreign country,
 - (iii) an Employment Verification Form documenting at least one year of experience under the direct supervision of an architect(s) licensed in a

United States jurisdiction or at least two years of experience under the direct supervision of an architect(s) registered in a Canadian province, and

(iv) documentation of five years of education equivalents as defined in Section 117.

(12) A new or inactive candidate who is a licensed architect in a non-qualifying foreign country and one who is a licensed architect in a qualifying foreign country but who does not submit all of the items prescribed in subdivision (b)(11) shall apply as a new candidate and meet the requirements prescribed in subdivisions (b)(1) and (b)(2) of this section, or follow the requirements set forth in Section 121.

(c) The Board shall retain the file of a candidate who is active in the examination process as a candidate of the Board. The Board may purge the candidate file of an inactive candidate. An inactive candidate who wishes to reapply to the Board shall be required to follow the requirements set forth in subsection (b)(3).

(d) The Board shall retain for a seven-year period, transcripts, Employment Verification Forms, and other supporting documents received from individuals who have not submitted an application for eligibility evaluation. Thereafter, the Board may purge these documents.

(e) Candidates who are licensed as an architect in another United States jurisdiction shall submit an application for eligibility evaluation as set forth in subsection (b)(3) and follow the requirements set forth in Section 121.

(f) (1) Candidates shall be issued an extension of their eligibility and deemed “active in the examination process” for the purposes of this section if all of the following criteria are met:

(A) The candidate has been displaced or suffered hardship affecting their ability to take an examination due to a state of emergency proclaimed by the Governor pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code.

(B) The candidate requests an extension by submitting a written request for extension of examination eligibility to the Board no more than 30 days prior to the expiration date of their eligibility period by mail, email or fax to the addresses or fax numbers listed on the Board’s website. For the purposes of this paragraph, “eligibility period” shall mean either within five years from (i) the date the candidate last took an examination as a candidate of the Board, or, (ii) from the date the candidate received written notice from the Board that they were eligible for examination. For the purposes of this paragraph, a completed request for extension of examination eligibility shall contain all of the following:

(i) Full Legal Name (First, middle, last name and suffix (if applicable));

(ii) Current address of record, including number, street, city, state, zip or postal code (ZIP code);

(iii) Date of birth;

(iv) Telephone number;

(v) Email address;

(vi) Candidate Number;

(vii) A written statement containing all of the following:

(aa) A request for extension of their examination eligibility and specifying the time period requested to be covered by the extension that the candidate deems sufficient to supplement the time lost due to the state of emergency.

(bb) A statement that the candidate's physical address is associated with an area where and when a state of emergency has been declared.

(cc) An explanation of how the state of emergency has caused the candidate to be displaced or has caused a hardship for the candidate, including the date the displacement or hardship began; and,

(dd) An explanation of how the circumstances involving the hardship or displacement have adversely affected the candidate's ability to timely take an examination.

(viii) A statement signed under penalty of perjury by the candidate that all statements made in the application are true and correct.

(2) Upon completion of the review of the written request for extension and the supporting information and documents (if any), if the requirements of this subsection are satisfied, the Board or its designee shall issue a written notice to the candidate approving the candidate's extension request for the time period requested, within thirty (30) days of receipt of the written application. If the requirements of this subsection are not satisfied, the Board or its designee shall issue a written notice denying the applicant's request within thirty (30) days of receipt of the written application.

(3) Any relief granted pursuant to this subsection may not exceed a total of 1 year per emergency per candidate.

(fg) Candidates must complete the California Supplemental Examination (CSE) prior to licensure and follow the requirements as set forth in Section 124.

(gh) Upon completion of the CSE, each person desiring licensure as an architect shall furnish a full set of fingerprints as prescribed by Section 5552.1 of the Code and file a completed application for licensure with the Board which shall contain the following:

- (1) Fee specified in Section 144 for an original license unless waived per subsection (b), paragraph (6);
- (2) Candidates who had applications expedited pursuant to subsection (b) paragraph (4), (5), (6) or (7) shall have the application for licensure expedited;
- (3) Social Security Number or Individual Tax Identification Number;
- (4) First, middle, last name and suffix (if applicable) as they want it printed on their license. Only the candidate's legal name or initials are permitted and nicknames are not permitted;
- (5) Contact information including candidate's address of record, daytime and evening telephone numbers, and email address (if any);
- (6) A disclosure regarding whether the candidate has, within the preceding seven years from the date of the application, had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California;
 - (A) For the purposes of paragraph (6), "disciplined" shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the candidate held or currently holds. A candidate shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.
 - (B) If the candidate answers in the affirmative to the disclosure question in paragraph (6), the candidate shall provide all of the following as part of the application:
 - (i) the type of disciplinary action taken (e.g., revocation, suspension, probation),
 - (ii) the effective date of the disciplinary action,
 - (iii) the license type,
 - (iv) the license number,
 - (v) the name and location of the licensing board,
 - (vi) an explanation of the violations found by the licensing board; and,

(vii) any statement or documents showing the candidate's rehabilitation efforts or any mitigating information that the candidate would like the Board to consider; and,

(7) A statement signed under penalty of perjury of the laws of the State of California that the information provided on the application or any accompanying attachments provided with the application is true and correct.

Note: Authority cited: Sections 115.4, 5526, ~~and 5552.5 and 5552.6~~, Business and Professions Code. Reference: Sections 30, 115.4, 115.5, 115.6, 135.4, 144, 144.5, 480, 5550, 5550.5, 5551, 5552, 5552.1, ~~and 5552.5 and 5552.6~~, Business and Professions Code and Sections 8550 and 8558, Government Code.

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Application Extension

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 109 of Article 2 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 109. Requirements for Licensure and Filing of Applications.

(a) Definitions:

- (1) A “new candidate” shall mean a candidate who is submitting their first application to the Board for eligibility evaluation for the Architect Registration Examination (ARE) or one who had previously submitted an application but had been determined by the Board to be ineligible.
- (2) An “inactive candidate” shall mean a candidate who:
 - (A) has not taken an examination as a candidate of the Board for five or more years, or
 - (B) has been determined by the Board to be eligible but who has not taken any examination since the Board's determination and five or more years have passed, or,
 - (C) does not have a current eligibility extension by the Board in accordance with subsection (f).
- (3) “Active in the examination process” shall mean any of the following:
 - (A) that there has not been a period of five or more years since:
 - (Ai) the candidate last took an examination as a candidate of the Board, or
 - ~~(Bii)~~ the candidate has been determined by the Board to be eligible, or,
 - (B) the candidate has a current eligibility extension issued by the Board in accordance with subsection (f).
- (4) “State of Emergency” means an emergency as defined in Section 8558 of the Government Code.

(b) Examination Application Process:

- (1) A new or inactive candidate applying to the Board for eligibility for the ARE shall, prior to eligibility, establish a National Council of Architectural Registration Boards (NCARB) Record with the National Council of Architectural Registration Boards (NCARB). Candidates shall pay all required fees and comply with all NCARB procedures required to establish a NCARB Record.
- (2) A new or inactive candidate applying to the Board shall, prior to licensure, complete the NCARB-administered Architectural Experience Program (AXP), or the Internship in Architecture Program (IAP) of Canada.
- (3) A new or inactive candidate shall submit:
 - (A) the non-refundable fee specified in subsection (a) or (b) of Section 144, as applicable unless waived per paragraph (6),
 - (B) an application for eligibility evaluation as provided by the Board and certified under penalty of perjury, which shall be accepted on a continuous basis and contain:
 - (i) the candidate's NCARB record number,
 - (ii) the legal name of the candidate and any other known names,
 - (iii) the candidate's address and email address,
 - (iv) the candidate's home and work telephone numbers, and
 - (v) the candidate's date of birth and social security number or individual taxpayer identification number.
 - (C) supporting documents which shall include, if applicable:
 - (i) proof of completion of the AXP, which shall include the candidate's NCARB Record transmitted from NCARB, or verification of completion of the requirements of Canada's IAP,
 - (ii) certified original transcripts sent directly to the Board by the college or university, or included as part of an NCARB Record,
 - (iii) Employment Verification Form(s), 19C-12 (NEW 6/2024), which is hereby incorporated by reference, and,
 - (iv) proper foreign education evaluations and self-employment documentation.
- (4) A candidate who has served as an active-duty member of the Armed Forces of the United States, was honorably discharged, and who provides a copy of their

DD-214 (Certificate of Release or Discharge from Active Duty), shall have the review of their application expedited pursuant to Section 115.4 of the Code.

- (5) A candidate shall receive expedited review of their application for a candidate qualifying pursuant to Section 115.4, subdivision (b) of the Code, if the candidate is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense's SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code, and who provides the following documentation with the application: written authorization documenting the candidate's current enrollment in the SkillBridge program including an official approval document or letter from their respective United States Armed Forces Service branch (Army, Navy, Air Force, Marine Corps, Space Force or Coast Guard) signed by the candidate's first field grade commanding officer that specifies the candidate's name, the approved SkillBridge opportunity, and the specified duration of participation (i.e., start and end dates).
- (6) Candidates who meet the requirements of Section 115.5 of the Code shall have the review of their application expedited and applicable fee waived if they submit the following satisfactory evidence with their application:
 - (A) Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces,
 - (B) A copy of the military orders establishing their spouse's or partner's duty station in California and,
 - (C) Written verification from the candidate's issuing agency/licensing jurisdiction that the candidate's license in another state, district or territory of the United States is current in that jurisdiction. The verification shall include all of the following: (1) the full legal name of the candidate and any other name(s) the candidate has used or has been known by, (2) the license type and number issued to the candidate by the original licensing agency/entity, (3) the name and location of the licensing agency/entity, and, (4) the issuance and expiration dates of the license.
- (7) A candidate who was admitted to the United States as a refugee pursuant to Section 1157 of Title 8 of the United States Code, or was granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to Section 1158 of Title 8 of the United States Code, or has a special immigrant visa and was granted a status pursuant to Section 1244 of Public Law 110-181, Public Law 109-163, or Section 602(b) of Title VI of Division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government, and provides evidence of that status shall have the review of their application expedited pursuant to Section 135.4 of

the Code. For the purposes of this paragraph, "evidence" shall include the following:

- (A) Form I-94, arrival/departure record, with an admission class code such as "re" (refugee) or "ay" (asylee) or other information designating the person as a refugee or asylee.
 - (B) Special Immigrant Visa that includes the "si" or "sq".
 - (C) Permanent resident card (Form I-551), commonly known as a "green card", with a category designation indicating that the person was admitted as a refugee or asylee.
 - (D) An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the candidate qualifies for expedited licensure per Business and Professions Code section 135.4.
- (8) A new or inactive candidate receiving notification that they are ineligible for examination for failure to meet the requirements in Section 116 shall submit supporting documentation as identified in subsection (b)(3) to meet eligibility requirements.
- (9) Upon the Board's determination of a candidate's eligibility for the ARE based upon the requirements set forth in Section 116, the Board shall authorize the candidate to test through NCARB's database. Eligibility shall be retained while the candidate is active in the examination process.
- (10) As a candidate acquires additional work experience, it is the candidate's responsibility to ensure that the employer(s) complete Employment Verification Forms covering the work experience gained with that employer and that the forms are submitted to the Board.
- (11) A new or inactive candidate who is a licensed architect in a qualifying foreign country, as defined in Section 117(c)(2), shall prior to licensure:
- (A) complete the requirements as referenced in subdivision (b)(2) or follow the requirements set forth in Section 121; or
 - (B) submit to the Board:
 - (i) proof of licensure in the qualifying foreign country,
 - (ii) an Employment Verification Form on their own behalf documenting five years of practice of architecture as a licensed architect in the qualifying foreign country,
 - (iii) an Employment Verification Form documenting at least one year of experience under the direct supervision of an architect(s) licensed in a

United States jurisdiction or at least two years of experience under the direct supervision of an architect(s) registered in a Canadian province, and

(iv) documentation of five years of education equivalents as defined in Section 117.

(12) A new or inactive candidate who is a licensed architect in a non-qualifying foreign country and one who is a licensed architect in a qualifying foreign country but who does not submit all of the items prescribed in subdivision (b)(11) shall apply as a new candidate and meet the requirements prescribed in subdivisions (b)(1) and (b)(2) of this section, or follow the requirements set forth in Section 121.

(c) The Board shall retain the file of a candidate who is active in the examination process as a candidate of the Board. The Board may purge the candidate file of an inactive candidate. An inactive candidate who wishes to reapply to the Board shall be required to follow the requirements set forth in subsection (b)(3).

(d) The Board shall retain for a seven-year period, transcripts, Employment Verification Forms, and other supporting documents received from individuals who have not submitted an application for eligibility evaluation. Thereafter, the Board may purge these documents.

(e) Candidates who are licensed as an architect in another United States jurisdiction shall submit an application for eligibility evaluation as set forth in subsection (b)(3) and follow the requirements set forth in Section 121.

(f) (1) Candidates shall be issued an extension of their eligibility and deemed “active in the examination process” for the purposes of this section if all of the following criteria are met:

(A) The candidate has been displaced or suffered hardship affecting their ability to ~~prepare and submit an application with the necessary documentation required by subsection (b)(3)~~ take an examination due to a state of emergency proclaimed by the Governor pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code.

(B) The candidate ~~applies for requests~~ an extension by submitting a written request for extension of examination eligibility to the Board no more than 30 days prior to the expiration date of their eligibility period by mail, email or fax to the addresses or fax numbers listed on the Board’s website. For the purposes of this paragraph, “eligibility period” shall mean either within five years from (i) the date the candidate last took an examination as a candidate of the Board, or, (ii) from the date the candidate received written notice from the Board that they were eligible for examination. For the purposes of this paragraph, a completed request for extension of examination eligibility shall contain all of the following:

(i) Full Legal Name (First, middle, last name and suffix (if applicable));

(ii) Current address of record, including number, street, city, state, zip or postal code (ZIP code)

(iii) Date of birth;

(iv) Telephone number;

(v) Email address;

(vi) Candidate Number

(vii) A written statement containing all of the following:

(aa) A request for extension of their examination eligibility and specifying the time period requested to be covered by the extension that the candidate deems sufficient to supplement the time lost due to the state of emergency.

(bb) A statement that the candidate's physical address is associated with an area where and when a state of emergency has been declared.

(cc) An explanation of how the state of emergency has caused the candidate to be displaced or has caused a hardship for the candidate, including the date the displacement or hardship began; and,

(dd) An explanation of how the circumstances involving the hardship or displacement have adversely affected the candidate's ability to timely take an examination.

(viii) A statement signed under penalty of perjury by the candidate that all statements made in the application are true and correct.

(2) Upon completion of the review of the written application request for extension and the supporting information and documents (if any), if the requirements of this subsection are satisfied, the Board or its designee shall issue a written notice to the candidate approving the candidate's extension request for the time period requested, within thirty (30) days of receipt of the written application. If the requirements of this subsection are not satisfied, the Board or its designee shall issue a written notice denying the applicant's request within thirty (30) days of receipt of the written application.

(3) Any relief granted pursuant to this subsection may not exceed a total of 1 year per emergency per candidate.

(fg) Candidates must complete the California Supplemental Examination (CSE) prior to licensure and follow the requirements as set forth in Section 124.

(gh) Upon completion of the CSE, each person desiring licensure as an architect shall furnish a full set of fingerprints as prescribed by Section 5552.1 of the Code and file a completed application for licensure with the Board which shall contain the following:

- (1) Fee specified in Section 144 for an original license unless waived per subsection (b), paragraph (6);
- (2) Candidates who had applications expedited pursuant to subsection (b) paragraph (4), (5), (6) or (7) shall have the application for licensure expedited;
- (3) Social Security Number or Individual Tax Identification Number;
- (4) First, middle, last name and suffix (if applicable) as they want it printed on their license. Only the candidate's legal name or initials are permitted and nicknames are not permitted;
- (5) Contact information including candidate's address of record, daytime and evening telephone numbers, and email address (if any);
- (6) A disclosure regarding whether the candidate has, within the preceding seven years from the date of the application, had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California;
 - (A) For the purposes of paragraph (6), "disciplined" shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the candidate held or currently holds. A candidate shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.
 - (B) If the candidate answers in the affirmative to the disclosure question in paragraph (6), the candidate shall provide all of the following as part of the application:
 - (i) the type of disciplinary action taken (e.g., revocation, suspension, probation),
 - (ii) the effective date of the disciplinary action,
 - (iii) the license type,
 - (iv) the license number,
 - (v) the name and location of the licensing board,
 - (vi) an explanation of the violations found by the licensing board; and,

(vii) any statement or documents showing the candidate's rehabilitation efforts or any mitigating information that the candidate would like the Board to consider; and,

(7) A statement signed under penalty of perjury of the laws of the State of California that the information provided on the application or any accompanying attachments provided with the application is true and correct.

Note: Authority cited: Sections 115.4, 5526, ~~and 5552.5 and 5552.6~~, Business and Professions Code. Reference: Sections 30, 115.4, 115.5, 115.6, 135.4, 144, 144.5, 480, 5550, 5551, 5552, 5552.1, ~~and 5552.5 and 5552.6~~, Business and Professions Code and Section 8550 and 8558, Government Code.

AGENDA ITEM N.4: Consideration of and Possible Action on Proposed Amendments to CCR, Title 16, Division 2, Article 2, section 109.1 (Retired License Reinstatement)

Summary

California Code of Regulations (CCR) 109.1 (Retired License Application) became effective in February of 2023. CCR 109 describes how an architect applies for a retired license and, should they choose, reinstate a retired architect license. Currently, a retired license holder can reinstate their license to an unrestricted license at any time after issuance of the retired license up to five years from when their unrestricted license was last renewed. The process to do this involves submitting an application, paying a fee, ensuring fingerprints are on file, and including a statement that the licensee has completed continuing education per the Board's renewal requirements within the past two years.

Staff has convened with legal counsel about scenarios where licensees have returned to active status after short periods of time. In some circumstances it appears the licensees are using the retired license as more of an inactive license, which is not the intent. Therefore, staff has proposed that the retired license cannot be returned to an active license until a year has passed. This will better ensure the licensee does want to retire their license and not only temporarily inactivate it. Business and Professions Code section (BPC) 486 is being used as a reference to provide evidence of the Board's authority to set the earliest date by which someone can reapply for a license. Additionally, instead of requiring a statement that the licensee has completed the continuing education requirement to bring the license active, staff is recommending the licensee provide proof of completion, in accordance with CCRs 165 and 166. This will show proof to the Board that the retired licensee has definitively met the continuing education requirements.

Action Requested

Approve the proposed regulatory text for Section 109.1, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, during the 45-day comment

period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 109.1 as noticed.

Attachments

1. 16 CCR section 109.1 (Proposed Text)
2. BPC 486
3. BPC 23.8

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Retired License Reinstatement

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 109.1 of Article 2 of Division 2 of Title 16 of the California Code of Regulations to read as follows:

§ 109.1. Retired License Application

(a) To be eligible for a retired license, an architect ("applicant") shall meet the requirements in subdivision (a) of Section 5600.4 of the code and submit a completed application to the board as required by subsection (b).

(b)(1) For the purposes of this section, a completed application for a retired license includes the nonrefundable fee specified in Section 144 and all of the following information from the applicant:

- (A) Social security number or individual taxpayer identification number (ITIN),
- (B) California architect license number,
- (C) Full legal name (Last Name, First Name, Middle Name, and (if any) Suffix),
- (D) Month and year of birth,
- (E) Contact information including, the applicant's address of record, phone numbers, and an email address (if any),
- (F) Legal name as the applicant wants it to appear on their retired architect license wall certificate,
- (G) A statement regarding whether the applicant is engaged in any activity for which an architect's license is required; and,
- (H) A statement signed under penalty of perjury that the information provided on the application is true and correct.

(2) Upon meeting the requirements of this section, the board shall issue a retired license and a wall certificate as evidence of such license status to the applicant.

(c)(1) The holder of a retired license ("holder") may restore their architect license to active status ~~at any time~~ after one year of issuance and within five years from the expiration date of their original architect license by:

- (A) Paying all accrued and unpaid renewal fees and if appropriate, any delinquency fee specified in Section 144; and,
- (B) Completing and submitting the architect license renewal application to the board, which includes the following information from the holder:
 - (i) Full legal name (Last Name, First Name, Middle Name, and (if any) Suffix),
 - (ii) Contact information including address of record, phone numbers and email (if any),
 - (iii) Original architect license number,
 - (iv) The statements required by subdivision (c) of Section 5600 of the code; and,
 - ~~(v) A statement regarding whether the holder has completed continuing education (CE) coursework requirements provided in Section 5600.05 of the code within the previous two years; and,~~
 - (vi) A statement signed under penalty of perjury that the information provided on the application is true and correct.

(C) Submitting proof of completion of continuing education coursework requirements as required in Section 5600.05 of the code and further clarified in Sections 165 and 166 within the preceding two years by mail, email or fax to the addresses or fax numbers listed on the Board's website.

(2) The holder of a retired license ineligible to restore their license under subsection (c)(1) because more than five years have passed since the expiration date of their original architect license may seek to restore their original architect license to active status by:

- (A) Submitting all of the information and documentation to the board required by Section 109 and complying with Section 124.7. The holder of a retired license shall be considered a new candidate as defined in Section 109(a)(1) for the purposes of compliance with Section 109, except for the education requirements of that section,
- (B) Paying all the application fees for examination and for an original license specified in Section 144; and,
- (C) Furnishing to the Department of Justice a full set of fingerprints for the purposes of the board conducting criminal history record checks pursuant to Section 144 of the Code.

(d) For the purposes of determining when a holder of a retired license may restore a license, “expiration date” shall mean the date an active license lapses or is no longer effective, or the date the board issued a retired status license to an architect holding a current and active license.

Note: Authority cited: Sections 5526 and 5600.4, Business and Professions Code.
Reference: Sections 23.8, 30, 144, 486, 5600.2, 5600.3 and 5600.4, Business and Professions Code.



State of California

BUSINESS AND PROFESSIONS CODE

Section 486

486. Where the board has denied an application for a license under this chapter or Section 496, it shall, in its decision, or in its notice under subdivision (b) of Section 485, inform the applicant of the following:

(a) The earliest date on which the applicant may reapply for a license which shall be one year from the effective date of the decision, or service of the notice under subdivision (b) of Section 485, unless the board prescribes an earlier date or a later date is prescribed by another statute.

(b) That all competent evidence of rehabilitation presented will be considered upon a reapplication.

Along with the decision, or the notice under subdivision (b) of Section 485, the board shall serve a copy of the criteria relating to rehabilitation formulated under Section 482.

(Amended by Stats. 1997, Ch. 758, Sec. 2.4. Effective January 1, 1998.)



State of California

BUSINESS AND PROFESSIONS CODE

Section 23.8

23.8. "Licensee" means any person authorized by a license, certificate, registration, or other means to engage in a business or profession regulated by this code or referred to in Sections 1000 and 3600.

Any reference to licentiate in this code shall be deemed to refer to licensee.

(Amended by Stats. 2019, Ch. 351, Sec. 1. (AB 496) Effective January 1, 2020.)

AGENDA ITEM O: REVIEW OF FUTURE BOARD MEETING DATES

Summary

A schedule of planned meetings and events for 2025 are provided to the Board.

<u>Date</u>	<u>Event</u>	<u>Location</u>
July 24	Landscape Architects Technical Committee (LATC) Meeting	TBD
July 24	Professional Qualifications Committee Meeting	Teleconference
August 21	Board Meeting	Laney College, Oakland
October 17	LATC Meeting	TBD
November 6	Board Meeting	Sacramento