

California Architects Board
Board Meeting
May 21, 2026





Board Members

Ron Jones, President
Robert C. Pearman, Jr.,
Vice President
Victoria Brash, Secretary
Irvine Carrillo
Tian Feng
Leonard Manoukian
Kasheica McKinney
Amanda Steidlmayer
Fuad Sweiss
Charles "Sonny" Ward, III

NOTICE OF PUBLIC MEETING

**The California Architects Board (Board) will meet at
10:00 a.m., on Thursday, May 21, 2026**

**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: 2496 814 4392

Webinar password: CAB521

If joining by phone

+1-415-655-0001 US Toll

Access code: 2496 814 4392

Passcode: 222521

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. Review, Discussion, and Possible Action on February 26, 2026, Board Meeting Minutes
- E. Update from the Department of Consumer Affairs (DCA) and Discussion of Same
- F. Budget Update from the DCA Budget Office and Discussion of Same
- G. Presentation of Certificate of Recognition to Board Member Tian Feng
- H. Update and Discuss National Council of Architectural Registration Boards (NCARB)
 - 1. Update and Discuss Education, Experience and Examination Committee Meetings
 - 2. Review and Discuss the 2026 NCARB Annual Business Meeting Agenda
 - 3. Review and Discuss the 2026 Resolutions:
 - a) 2026-A Mutual Recognition Agreement with the Architects Registration Board (ARB)
 - b) 2026-B Amendment and Restatement of Policies Passed by membership
 - c) 2026-C Certification Guidelines Amendments – Expanding Access to the NCARB Certificate
- I. Update and Discussion on Board Committees
 - 1. May 8, 2026, Landscape Architects Technical Committee (LATC) Meeting
- J. Executive Officer's Report and Discussion: Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- K. Legislative Update, Discussion, and Possible Action to Take a Position on Legislation
 - 1. AB 1775 (Ward) Veterans
 - 2. AB 1796 (Jackson) Licensed Commercial Interior Designers Practice Act

L. Regulations Update

1. Discussion and Possible Action to Approve Proposed Regulatory Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 2, section 109 (Requirements for Licensure and Filing of Applications)
2. Discussion and Possible Action to Approve Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 3, sections 118.5 (Examination Transfer Credit), 119.7 (Examination Transition Plan – ARE 3.1 to ARE 4.0), and 119.8 (Examination Transition Plan – ARE 4.0 to ARE 5.0)

M. Discussion and Possible Action Regarding Future Board Meeting Dates

N. 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 November 6, 2025 and February 26, 2026, Closed Session Minutes

O. 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 would like more information about the meeting or needs a disability-related accommodation or modification to participate in the meeting may ask questions about the meeting or make a disability-related accommodation request by contacting:

Person: Nailea Cortez
Telephone: (916) 575-7236

Email:
Nailea.Cortez@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.

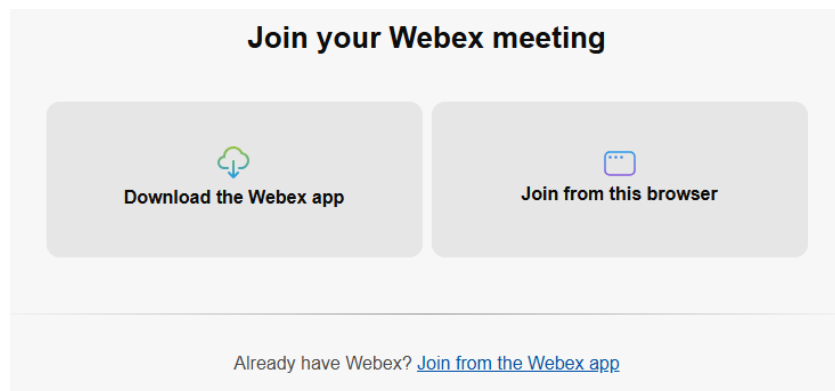
Meeting notices and related materials are available online at:
<https://cab.ca.gov/about/meetings> (Government Code section 11125(a)).

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

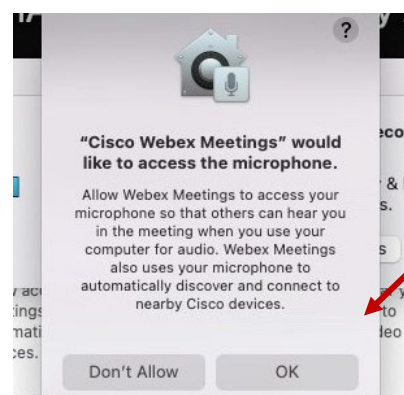
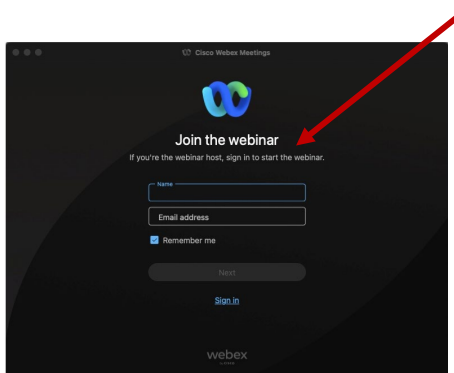
Recommended: Join using the meeting link.

- 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.



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



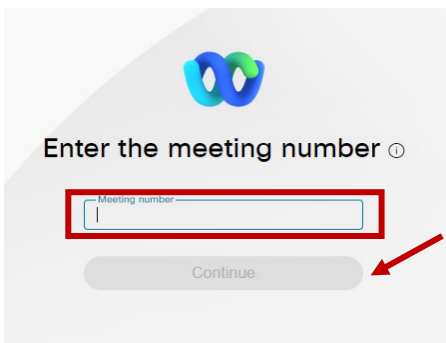
*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

Alternative 1. Join from Webex.com

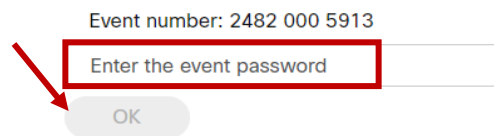
1 Click on “Join a Meeting” at the top of the Webex window.



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

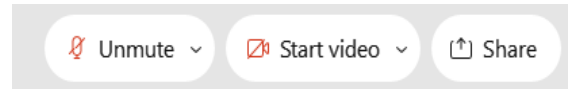
OR

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. Only panelists will be offered starting their video camera.

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.



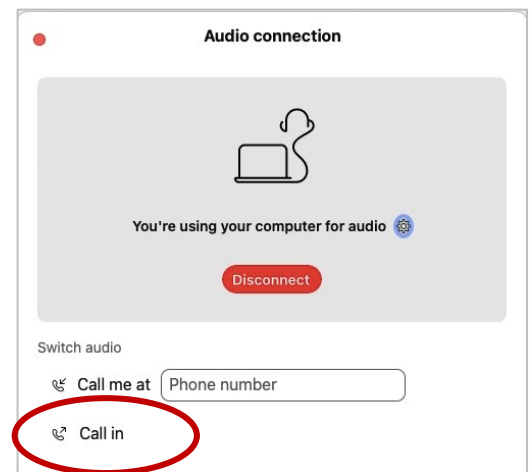
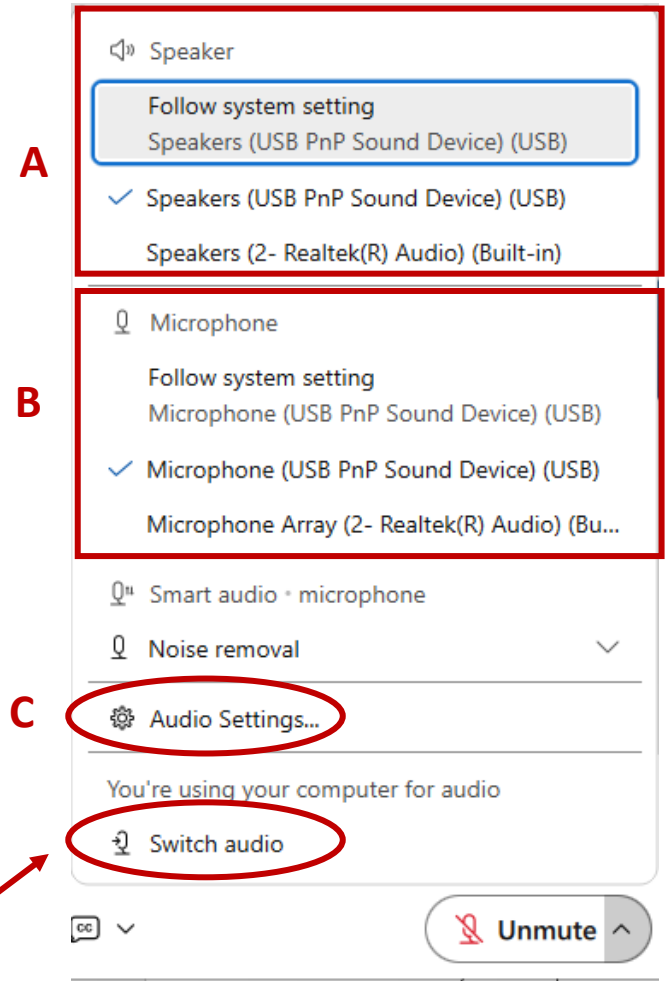
Joined via Telephone (Call-in User)



- When you are asked to unmute yourself, press *6.
- 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:
 - A. Speaker options if **you can't hear** participants.
 - B. Microphone options if **participants can't hear you**.
 - C. Audio settings will offer testing of your devices, and let you choose a different device.
- 3 To link your phone to your Webex session, enabling your phone to become your microphone and speaker source:
 - Click on "Switch audio".
 - Select "Call in", which will show the phone number to call and the meeting login information.



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.



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.

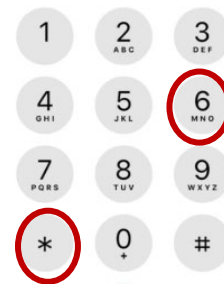
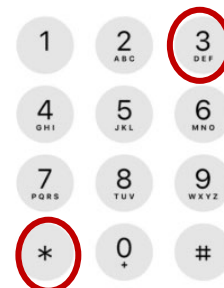


Joined via Telephone (Call-in User)

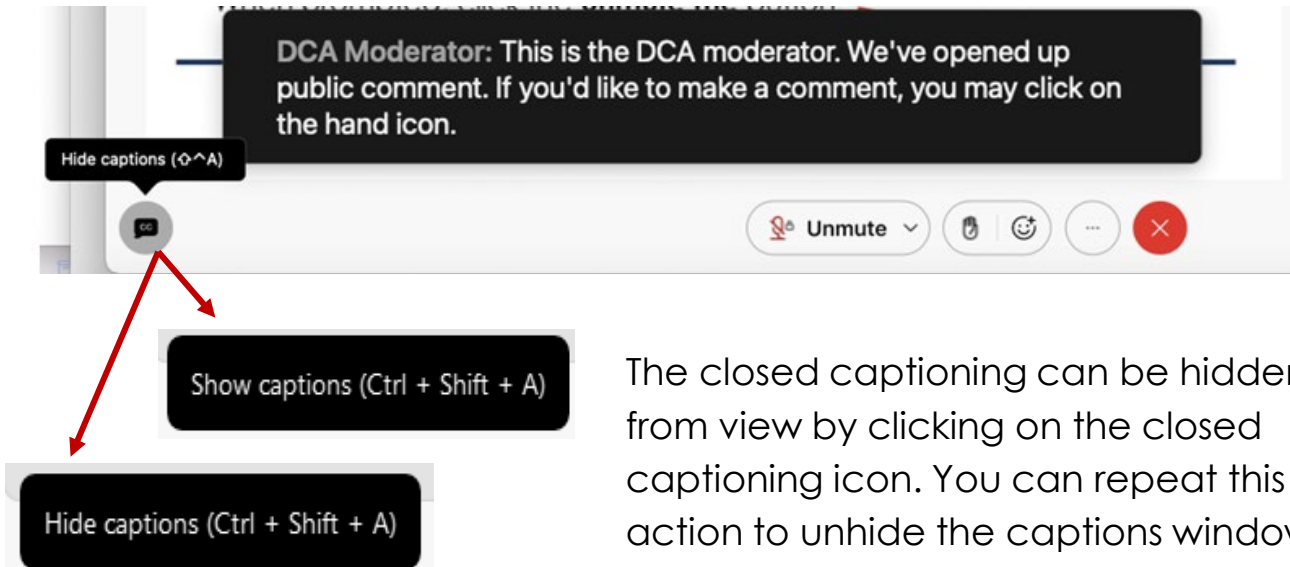


Press *3 to raise or lower your hand.

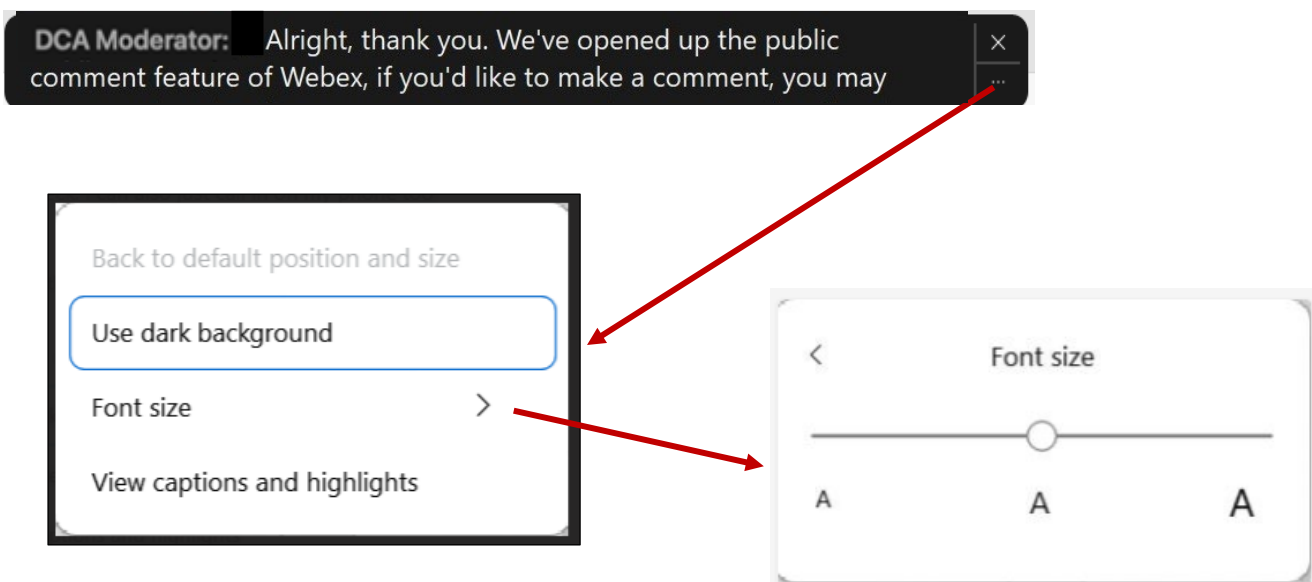
- When you are asked to unmute yourself, press *6.
- When you are finished speaking, press *6 to mute yourself again.



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.





DRAFT MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

February 26, 2026
Palm Desert, CA

ITEMS ARE PRESENTED IN THE ORDER THEY WERE DISCUSSED, AS SOME
ITEMS WERE TAKEN OUT OF ORDER

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

On February 26, 2026, Board President Ron Jones called the meeting to order at 10:06 a.m. and Vice President Robert Pearman called the roll.

Board Members Present

Ron Jones, President
Robert Pearman, Vice President
Victoria Brash, Secretary
Tian Feng
Leonard Manoukian
Kasheica McKinney
Amanda Steidlmayer
Fuad Sweiss
Charles "Sonny" Ward (arrived at 10:10 a.m.)

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

Landscape Architects Technical Committee (LATC) Members Present

Pamela Brief, Committee Chair

Board Staff Present

Laura Zuniga, Executive Officer
Timothy Rodda, Regulations Manager
Nailea Cortez, Human Resources Liaison

DCA Staff Present

Alex Cristescu, Television Specialist
Ann Salisbury, Assistant Chief Counsel

Guests Present

Kathryn Hampton, California Legislative Coalition for Interior Designers (CLCID)
Caryn Menches, Executive Director, Design Freedom Alliance (DFA)
Roze Weibe, California Council for Interior Design Certification (CCIDC)

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

President Jones opened the meeting and stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

No public comments were made on this agenda item.

C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No public comments were made on this agenda item.

D. REVIEW, DISCUSSION, AND POSSIBLE ACTION ON NOVEMBER 6, 2025, BOARD MEETING MINUTES

Robert Pearman moved to approve the November 6, 2025, minutes.

Victoria Brash seconded the motion.

No public comments were made on this agenda item.

Members Jones, Brash, Feng, Pearman, Manoukian, McKinney, Steidlmayer, and Sweiss voted in favor of the motion. Motion passed 8-0.

E. UPDATE FROM THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) AND DISCUSSION OF SAME

Laura Zuniga presented the DCA update which addressed the collection of license renewal fees postponed by Executive Order N-15-25 to assist licensees affected by the Los Angeles fires, and reminders for Board Members related to travel, annual Form 700 filing, and mandatory training.

No public comments were made on this agenda item.

F. PRESENTATION ON THE ARCHITECTURE PROGRAM AT COLLEGE OF THE DESERT – MARINA ACOSTA AND BERT BITANGA

Marina Acosta and Bert Bitanga shared an overview of the Architecture Program at College of the Desert and answered questions posed by members of the Board.

No public comments were made on this agenda item.

J. LEGISLATIVE UPDATE

- 1. Discussion Regarding Pending Legislation That Impacts the Board or its Licensees, Which May Include AB 1796 (Jackson) Licensed Commercial Interior Designers Practice Act**

Ms. Zuniga summarized AB 1796 and answered questions posed by members of the Board.

Public comments on this agenda item were made by: Scott Terrell, Roze Weibe and Kathryn Hampton.

Board members discussed the proposed legislation and possible issues related to clarity and justification related to consumer protection.

Robert Pearman moved to encourage individual board members with a concern of AB 1796 to direct that to staff within the next two weeks and to allow the Board President and staff to send a response letter prior to the next Board meeting outlining the Board's concerns and inviting collaborative engagement with the bill sponsor and the parties on all sides concerned.

Charles Ward seconded the motion.

No additional public comments were made on this agenda item.

Members Jones, Brash, Feng, Pearman, Manoukian, McKinney, Steidlmayer, Sweiss and Ward voted in favor of the motion. Motion passed 9-0.

G. UPDATE AND DISCUSS NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

- 1. Update and Discuss Education, Experience and Examination Committee Meetings**
- 2. Update on NCARB Operations – Mike Armstrong, CEO, NCARB**
 - a. 2026 Draft Resolutions – 2026-A Mutual Recognition Agreement with the Architects Registration Board; 2026-B Amendment and Restatement of Policies Passed by Membership; 2026-C Certification Guidelines Amendment – Expanding Access to the NCARB Certification**
 - b. Competency Standard for Architects**
 - c. Artificial intelligence and the Practice of Architecture**

Mr. Armstrong provided an update on NCARB operations and answered questions posed by members of the Board.

No public comments were made on this agenda item.

H. UPDATE AND DISCUSSION ON BOARD COMMITTEES

- 1. January 15, 2026, Regulatory and Enforcement Committee Meeting**

Vice President Pearman provided an update on the January 15, 2026 Regulatory and Enforcement Committee Meeting.

No public comments were made on this agenda item.

2. January 30, 2026, Landscape Architects Technical Committee (LATC) Meeting

a. Consideration of, Discussion and Possible Action on Proposed Amendments to California Code of Regulations (CCR), Title 16, Division 26, Article 1, section 2611 (Abandonment of Application)

Ms. Zuniga provided an update on the January 30, 2026 LATC meeting. Timothy Rodda explained the proposed amendments to 16 CCR 2611 (Abandonment of Application).

Tian Feng moved to approve the proposed regulatory text for Section 2611, 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 nonsubstantive changes to the package, and adopt the proposed regulations at Section 2611 as noticed.

Charles Ward seconded the motion.

No public comments were made on this agenda item.

Members Jones, Brash, Feng, Pearman, Manoukian, McKinney, Steidlmayer, Sweiss and Ward voted in favor of the motion. Motion passed 9-0.

3. February 19, 2026, Communications Committee Meeting

Fuad Sweiss presented an update on the February 19, 2026 Communications Committee meeting and answered questions posed by members of the Board.

No public comments were made on this agenda item.

I. EXECUTIVE OFFICER'S REPORT AND DISCUSSION: BOARD'S ADMINISTRATION / MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS

Ms. Zuniga reported on the Board's upcoming outreach events, regulation changes, examination statistics, and enforcement activity. Ms. Zuniga answered questions posed by members of the Board.

No public comments were made on this agenda item.

K. REGULATIONS UPDATE

1. Consideration of, Discussion, and Possible Action on Proposed Addition of CCR, Title 16, Division 2, Article 2, section 109.05 (Architect-in-Training) and Amendments to Article 7, section 144 (Fees)

Timothy Rodda explained the proposed addition of 16 CCR 109.05 (Architect-in-Training) and amendments to 16 CCR 144 (Fees). Mr. Rodda answered questions posed by members of the Board regarding the proposed application fee. Vice President Pearman suggested to modify the proposed fee for the Architect-in-Training application to one hundred twenty-five dollars (\$125).

Robert Pearman moved to approve the proposed regulatory text as modified for Sections 109.05 and 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 hearings were requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or nonsubstantive changes to the package, and adopt the proposed regulations at Section 109.05 and 144 as noticed.

Charles Ward seconded the motion.

Public comments on this agenda item were made by: Scott Terrell.

Amanda Steidlmayer moved to amend the motion by striking out one hundred twenty-five dollars (\$125) and inserting one hundred thirty-one dollars (\$131).

Victoria Brash seconded the amendment to the motion.

Members Jones, Brash, Feng, McKinney, Steidlmayer and Sweiss voted in favor of the amendment to the motion. Members Pearman, Manoukian and Ward voted no. Motion passed 6-3.

No additional public comments were made on this agenda item.

Members Jones, Brash, Feng, Pearman, McKinney, Steidlmayer, Sweiss and Ward voted in favor of the amended motion. Member Manoukian voted no. Motion passed 8-1.

L. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE BOARD MEETING DATES

The Board discussed future Board and Committee meeting dates.

No public comments were made on this agenda item.

M. 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 February 20, 2025, closed session minutes**
- 3. Perform the Annual Evaluation of its Executive Officer**

O. ADJOURNMENT

The meeting adjourned after closed session.

Department of Consumer Affairs

Expenditure Projection Report

California Architects Board

Reporting Structure(s): 11110310 Support

Fiscal Month: 9

Fiscal Year: 2025 - 2026

Run Date: 04/21/2026

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$1,771,000	\$1,637,723	\$1,808,000	\$141,761	\$1,250,203	\$0	\$1,250,203	\$1,692,589	\$115,411
5100	TEMPORARY POSITIONS	\$0	\$344	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$10,000	\$3,164	\$10,000	\$800	\$5,841	\$0	\$5,841	\$6,641	\$3,359
5150	STAFF BENEFITS	\$1,006,000	\$982,290	\$1,075,000	\$87,787	\$797,413	\$0	\$797,413	\$1,079,579	-\$4,579
	PERSONAL SERVICES	\$2,787,000	\$2,623,521	\$2,893,000	\$230,349	\$2,053,457	\$0	\$2,053,457	\$2,778,808	\$114,192

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$59,000	\$16,606	\$59,000	\$332	\$8,832	\$0	\$8,832	\$19,013	\$39,987
5302	PRINTING	\$20,000	\$9,933	\$20,000	\$0	\$34,780	\$33,049	\$67,830	\$67,830	-\$47,830
5304	COMMUNICATIONS	\$9,000	\$2,242	\$9,000	\$79	\$3,226	\$108	\$3,334	\$5,054	\$3,946
5306	POSTAGE	\$9,000	\$10,176	\$9,000	\$0	\$4,693	\$0	\$4,693	\$10,816	-\$1,816
53202-204	IN STATE TRAVEL	\$37,000	\$21,223	\$37,000	\$6,359	\$19,860	\$0	\$19,860	\$30,000	\$7,000
53206-208	OUT OF STATE TRAVEL	\$0	\$708	\$0	\$0	\$811	\$0	\$811	\$811	-\$811
5322	TRAINING	\$6,000	\$1,000	\$6,000	\$175	\$450	\$0	\$450	\$1,000	\$5,000
5324	FACILITIES	\$195,000	\$209,217	\$195,000	\$17,783	\$159,377	\$52,617	\$211,994	\$215,827	-\$20,827
53402-53403	C/P SERVICES (INTERNAL)	\$110,000	\$110,389	\$92,000	\$3,975	\$62,416	\$0	\$62,416	\$96,974	-\$4,974
53404-53405	C/P SERVICES (EXTERNAL)	\$503,000	\$171,478	\$378,000	\$30,365	\$107,169	\$40,242	\$147,411	\$178,492	\$199,508
5342	DEPARTMENT PRORATA	\$1,050,000	\$940,861	\$1,075,000	\$0	\$813,750	\$0	\$813,750	\$1,075,000	\$0
5342	DEPARTMENTAL SERVICES	\$0	\$55,167	\$0	\$15	\$70,531	\$0	\$70,531	\$146,052	-\$146,052
5344	CONSOLIDATED DATA CENTERS	\$14,000	\$14,134	\$14,000	\$0	\$0	\$0	\$0	\$14,500	-\$500
5346	INFORMATION TECHNOLOGY	\$83,000	\$108,845	\$75,000	\$1,046	\$1,654	\$18,465	\$20,119	\$21,286	\$53,714
5362-5368	EQUIPMENT	\$18,000	\$29,762	\$27,000	\$152	\$73,095	\$3,211	\$76,306	\$76,306	-\$49,306
54	SPECIAL ITEMS OF EXPENSE	\$0	\$2,934	\$0	\$0	\$239	\$0	\$239	\$1,000	-\$1,000
57	INTERNAL COST RECOVERY	\$0	-\$26,000	\$0	\$0	\$0	\$0	\$0	-\$26,000	\$26,000
	OPERATING EXPENSES & EQUIPMENT	\$2,113,000	\$1,678,675	\$1,996,000	\$60,281	\$1,360,883	\$147,692	\$1,508,575	\$1,933,961	\$36,039

OVERALL TOTALS	\$4,900,000	\$4,302,197	\$4,889,000	\$290,630	\$3,414,339	\$147,692	\$3,562,032	\$4,712,769	\$150,231
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REIMBURSEMENTS	-\$5,000	-\$10,000	-\$5,000					-\$5,000	
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OVERALL NET TOTALS	\$4,895,000	\$4,292,197	\$4,884,000	\$290,630	\$3,414,339	\$147,692	\$3,562,032	\$4,707,769	\$176,231
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3.61%

Department of Consumer Affairs

Revenue Projection Report

Reporting Structure(s): 11110310 Support

Fiscal Month:

Fiscal Year: 2025 - 2026

Run Date: 04/21/2026

Revenue													
Fiscal Code	Line Item	Budget	July	August	September	October	November	December	January	February	March	Year to Date	Projection To Year End
	Delinquent Fees	\$69,000	\$6,600	\$5,400	\$5,300	\$5,500	\$5,500	\$9,100	\$9,500	\$9,300	\$6,600	\$62,800	\$71,567
	Other Regulatory Fees	\$25,000	\$10,200	\$8,825	\$10,250	\$9,650	\$5,220	\$8,315	\$4,920	\$3,415	\$9,600	\$70,395	\$83,670
	Other Regulatory License and Permits	\$625,000	\$53,250	\$54,927	\$61,150	\$60,450	\$51,550	\$54,709	\$58,750	\$51,750	\$66,150	\$512,686	\$615,654
	Other Revenue	\$114,000	\$0	\$300	\$0	\$46,273	\$2,989	\$50	\$59,217	\$377	\$859	\$110,063	\$151,679
	Renewal Fees	\$4,849,000	\$687,800	\$639,900	\$945,300	\$1,254,300	\$507,500	\$466,800	\$170,600	\$48,000	\$34,700	\$4,754,900	\$4,783,378
	Revenue	\$5,682,000	\$757,850	\$709,352	\$1,022,000	\$1,376,173	\$572,759	\$538,974	\$302,987	\$112,842	\$117,909	\$5,510,844	\$5,705,948

0706 - California Architects Board Fund Analysis of Fund Condition
(Dollars in Thousands)

Prepared 4.21.2026

2026-27 Governor's Budget With FM 9 Projections

	Actuals 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28	BY +2 2028-29
BEGINNING BALANCE	\$ 3,874	\$ 3,269	\$ 3,917	\$ 2,825	\$ 3,091
Prior Year Adjustment	\$ -6	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 3,868	\$ 3,269	\$ 3,917	\$ 2,825	\$ 3,091
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 27	\$ 72	\$ 27	\$ 69	\$ 27
4127400 - Renewal fees	\$ 3,249	\$ 4,783	\$ 3,314	\$ 4,849	\$ 3,314
4129200 - Other regulatory fees	\$ 65	\$ 84	\$ 25	\$ 25	\$ 25
4129400 - Other regulatory licenses and permits	\$ 589	\$ 616	\$ 631	\$ 625	\$ 631
4163000 - Income from surplus money investments	\$ 137	\$ 149	\$ 114	\$ 46	\$ 24
4171400 - Escheat of unclaimed checks and warrants	\$ 6	\$ 2	\$ -	\$ -	\$ -
Totals, Revenues	\$ 4,073	\$ 5,706	\$ 4,111	\$ 5,614	\$ 4,021
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 4,073	\$ 5,706	\$ 4,111	\$ 5,614	\$ 4,021
TOTAL RESOURCES	\$ 7,941	\$ 8,975	\$ 8,028	\$ 8,439	\$ 7,112
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 4,292	\$ 4,708	\$ 4,823	\$ 4,968	\$ 5,117
9892 Supplemental Pension Payments (State Operations)	\$ 25	\$ -	\$ -	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 355	\$ 350	\$ 380	\$ 380	\$ 380
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 4,672	\$ 5,058	\$ 5,203	\$ 5,348	\$ 5,497
FUND BALANCE					
Reserve for economic uncertainties	\$ 3,269	\$ 3,917	\$ 2,825	\$ 3,091	\$ 1,616
Months in Reserve	7.8	9.0	6.3	6.7	3.5

NOTES:

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



National Council
of Architectural
Registration Boards

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Tucson, Arizona

John Patrick Rademacher, NCARB, AIA, NOMA
Vice President
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An Equal Opportunity Employer

March 27, 2026

Dear Member Board Members,

It is my pleasure to invite you to attend NCARB's 2026 Annual Business Meeting, held June 25 – 27, 2026, in Minneapolis, Minnesota!

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 transition to developing new competency assessments. 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 FY27 Board of Directors, vote on resolutions, and discuss current trends. You'll have the chance to attend workshops designed to gather your feedback on key Pathways-related topics, including reviewing prototype assessment methods and competency criteria. You'll also explore topics designed to advance your board's essential mission to protect the public.

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!

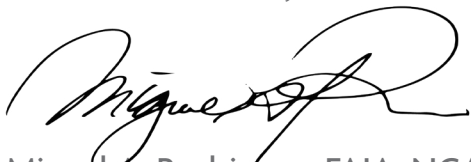
Edward T. Marley, FAIA, NCARB, LEED AP
2025-2026 NCARB President

2026 Annual Business Meeting

Official Meeting Notice

- Draft Annual Business Meeting Agenda
- Your Guide to ABM

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



Miguel A. Rodriguez, FAIA, NCARB, NOMA
NCARB Secretary/Treasurer

National Council of Architectural Registration Boards
1401 H Street NW, Suite 500, Washington, DC 20005
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Table of Contents

<i>Draft 2026 Annual Business Meeting Agenda</i>	4
<i>2026 Annual Business Meeting Workshops</i>	7
<i>Your Guide to the 2026 NCARB Annual Business Meeting</i>	9
What is the Annual Business Meeting?	9
Why attend the Annual Business Meeting?	9
Your Role	9
Funding Classifications and Eligibility	11
Submission of Resolutions	12
NCARB Elections	12
FY27 Board of Directors Elections	13

Draft 2026 Annual Business Meeting Agenda

All times are Central Time. Agenda subject to change.

Thursday, June 25, 2026

- 11 a.m. **Registration Opens**
Attendees can begin picking up their attendee badges. The registration and information desk will remain open until 6:30 p.m.
- 1 – 2:30 p.m. **First-Time Attendee Luncheon**
First-time attendees are invited to network with each other, engage with staff and leadership, and learn more about NCARB.
- 4:30 – 6 p.m. **First Business Session**
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 Minnesota Board, introduction of special guests, and remarks from FY26 President Marley. Two presentations regarding Pathways to Practice support will also occur: the roll-out of first draft “assessment tool prototypes” supporting Pathways to Practice, and an overview of NCARB’s advocacy strategy.
- 6:30 – 9 p.m. **Welcome Reception/Icebreaker**
Lumber Exchange
The Lumber Exchange Building was the first skyscraper built in Minneapolis dating back to 1885. It is the oldest high-rise building standing in Minneapolis and the oldest building outside of New York City with 12 or more floors.

Friday, June 26, 2026

All times are Central Time. Agenda subject to change.

- | | |
|----------------------|--|
| 8 – 9 a.m. | Workshop Session #1
<i>Choose from a selection of workshop options (see page 7 for more information).</i> |
| 9:30 – 10:30 a.m. | Workshop Session #2
<i>Choose from a selection of workshop options (see page 7 for more information).</i> |
| 11 a.m. – 12:15 p.m. | Second Business Session
<i>Candidates running for positions on the FY27 Board of Directors will deliver their speeches.</i> |
| 12:30 – 1:30 p.m. | All Attendees Lunch

Incoming Committee Chairs Lunch
See page 5 for more information. |
| 1:30 – 2:30 p.m. | Third Business Session
<i>Receive an update on NCARB’s financials from FY26 Secretary/Treasurer Rodriguez and an update on organizational operations from NCARB CEO Armstrong. Also, members will engage in a town hall discussion on important membership issues.</i> |
| 3 – 5:30 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 27, 2026

All times are Central Time. Agenda subject to change.

8 – 8:20 a.m.

Voting Delegate Meeting

If you are a voting delegate, attendance is required for the official roll call and for training to ensure the voting process goes smoothly.

8:30-9:20 a.m.

NAAB Session

The National Architectural Accrediting Board (NAAB) will be holding a special, optional breakfast session for NCARB delegates. See page 7 for more information.

Empowering Public Members

See page 8 for more information.

9:30 – 10:30 a.m.

Workshop Session #3

Choose from a selection of workshop options (see page 7 for more information).

11 a.m. – Until Done

Fourth Business Session

Hear from incoming FY27 President Rademacher on his vision for the year ahead. Then, voting delegates will cast their jurisdiction’s vote in elections for the FY27 Board of Directors and on FY26 resolutions.

12:30 p.m.

Attendee Lunch

A grab-and-go lunch will be available at 12:30 p.m.

Incoming Regional Officers Luncheon (invitation only)

Post-adjournment, incoming FY27 Regional Officers are invited to a special luncheon, joining incoming President Rademacher and other NCARB leaders to meet and convene as a collaborative team.

6 – 10 p.m.

President’s Reception & NCARB Annual Banquet

Join FY26 President Marley and FY27 President Rademacher as we welcome the FY27 Board of Directors and honor the recipients of the President’s Medal for Distinguished Service at this year’s Annual Banquet. A cocktail hour and reception will occur before dinner begins at 7 p.m.

2026 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

Design & Documentation: The Crux of the Architect

Delve into the assessment criteria and anticipated tools that will be used to ensure future licensure candidates are competent in these critical areas. This session will explore and highlight how education and experience will likely drive demonstration of these competencies while reinforcing rigor and reliability.

Construction Administration: The Small but Mighty Competencies

Engage in a deeper dive into this competency domain's assessment criteria and likely tools of the future. This session will explore and highlight how experience and examination continue to play an important role in ensuring readiness for licensure in the future with defensible and fair options.

Practice and Project Management: Business Aspects That Matter to HSW

Explore how the business side of architectural practice is necessary to protect the health, safety, and welfare of the public and clients through the assessment criteria and tools expected to ensure future licensure candidates are capable of independent practice. This session will introduce participants to educational and examination approaches that ensure equivalency across assessment methods.

NCARB's Future Strategy

Help shape NCARB's next chapter. It is time for NCARB to review and evaluate its strategic plan, and determine what's working, what's missing, and what needs to evolve. Led by NCARB's strategy consultants, this session will allow you to share your feedback and inform the future of the organization.

Exploring NAAB Accreditation Conditions

NAAB has begun a multi-year standards revision effort to update the conditions and procedures for NAAB accreditation. Join NAAB leadership to hear the current themes being captured by early research and share your insights as to how the conditions could best evolve to serve regulation, future architects, and the public.

Special Interest

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.

FY27 Committee Chairs

- **The Year Ahead**

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

Your Guide to the 2026 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 by 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, 2025), 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 22, 2026.**

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 2026 Annual Business Meeting must be presented to the Regional Leadership Committee for review by **April 13, 2026**. Resolutions may include a brief statement of support. You can access the [current NCARB Bylaws on our website](#).

Draft resolutions were distributed in January 2026. While subject to change, current items under consideration are:

- A new Mutual Recognition Agreement to replace the existing agreement with our counterpart in the United Kingdom
- Updates to policies previously passed by the membership
- An additional pathway to NCARB certification

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 Credentials 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 25, 2026**. 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 **May 1, 2026**.

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.

FY27 Board of Directors Elections

The FY27 NCARB Board of Directors will be elected at the 2026 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
- Public Director
- At-Large Directors (2)

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 role of second vice president is eliminated, and the role of secretary/treasurer was elected at the 2025 Annual Business Meeting based on the transition plan in the *NCARB Bylaws*, Article XV. Elections for secretary/treasurer will resume on a yearly basis at the 2027 Annual Business Meeting.

**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.

MEMORANDUM

TO: Member Board Members, Member Board Executives, and Regional Officers

FROM: Miguel A. Rodriguez, FAIA, NCARB, NOMA
NCARB Secretary/Treasurer

DATE: January 29, 2026

SUBJECT: 2026 Draft Resolutions for Consideration

At the NCARB Board of Directors January 2026 Meeting, the Board voted to move three resolutions to the membership for discussion and feedback. These three resolutions will remain as drafts until the Board of Directors' final review in April, when the Board will decide the final content of the resolutions they wish to move forward to the membership for consideration at the June 2026 Annual Business Meeting.

All three draft resolutions are enclosed in this packet.

Resolution 2026-A would replace the existing Mutual Recognition Agreement (MRA) between NCARB and Architects Registration Board (ARB) in the United Kingdom. The amended MRA would eliminate post-licensure experience requirements as a qualification and allow acceptance of pathways outside of the standard path to NCARB certification.

Resolution 2026-B would update six policies previously passed by the membership to reflect current terminology and practice. This resolution also creates a single membership document with all the policies for clarity, consistency, membership accessibility, and ease of future review. In addition, it would sunset two additional policies that have been incorporated into other official documents and are duplicative, or are no longer necessary.

Resolution 2026-C would update the *NCARB Certification Guidelines* to add an alternative to the Examination Requirement for the NCARB Certificate for architects licensed through historic exams. This will allow architects who were licensed through a jurisdiction-specific process of satisfying the NCARB paper-

and-pencil exam to seek NCARB certification if they have been in good standing, building on previous guidelines amendments.

Next Steps

We hope that you will take the time to review and discuss these draft resolutions with your fellow board members. We look forward to receiving your feedback and answering questions during the upcoming Regional Summit. Again, these drafts will undergo further discussion by the Board in April. At that time the Board will review Member Board feedback in determining the final composition of resolutions they determine should be forwarded for a membership vote at the June Annual Business Meeting.

In the interim, please feel free to contact me at secretary@ncarb.org if you have any questions or would like to discuss further.

Enc:

- Draft Resolutions to be Acted Upon at the 2026 Annual Business Meeting



Draft Resolutions
to be Acted Upon at the
2026 Annual Business Meeting

JANUARY 2026

National Council of Architectural Registration Boards
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Table of Contents

***FY26 Draft Resolutions Overview* 3**

***RESOLUTION 2026-A: Mutual Recognition Agreement With the Architects Registration Board (ARB)*..... 4**

***RESOLUTION 2026-B: Amendment and Restatement of Policies Passed by Membership*..... 8**

***RESOLUTION 2026-C: Certification Guidelines Amendment – Expanding Access to the NCARB Certificate* 11**

***Appendices*..... 14**

Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board15

Appendix B: NCARB Policies Passed by the Membership.....29

Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original.....33

DRAFT

FY26 Draft Resolutions Overview

At the January Board of Directors Meeting, the Board reviews proposed resolutions and determines which resolutions they would like to move forward to the membership for consideration. These resolutions are still considered drafts and are shared with Member Boards and regions so they can provide feedback at the Regional Summit each spring. The Board will make final decisions on which resolutions to put forward at the Annual Business Meeting at the April Board Meeting.

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

Resolution 2026-A: Mutual Recognition Agreement With the Architects Registration Board (ARB)

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB and the U.K.'s Architects Registration Board (ARB). The amended MRA will allow acceptance of pathways outside the standard path to NCARB certification, and will align this MRA with the current MRAs with Canada and Australia/New Zealand. Appendix A includes the amended MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2026-B: Amendment and Restatement of Policies Passed by Membership

This resolution updates six of the remaining policies passed via the resolution process and recommends that an additional two resolutions be sunset. The six remaining policies will be incorporated into a new official document for ease of future review and tracking. Appendix B includes the restated policies.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2026-C: Certification Guidelines Amendment – Expanding Access to the NCARB Certificate

This resolution proposes an update to the requirements for certification in the *NCARB Certification Guidelines* to include an alternative to the Examination Requirement for the NCARB Certificate for architects licensed through historic exams. This will allow architects who were licensed through a jurisdiction-specific process of satisfying the NCARB paper-and-pencil exam to seek NCARB certification if they have been in good standing, building on previous guidelines amendments.

Strategic Plan Objective:  Program and Service Excellence

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2026-A

TITLE: Mutual Recognition Agreement With the Architects Registration Board (ARB)

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 the United Kingdom 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, composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for licensure set by the Architects Registration Board (ARB) and determined significant correlation exists between the competency requirements in United Kingdom and the United States; and

WHEREAS, staff representatives from NCARB and ARB 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 12, 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 between the National Council of Architectural Registration Boards, representing the 55 architectural licensing boards of the United States, and the Architects Registration Board in the United Kingdom 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 change will become effective no earlier than 60 calendar days after the execution of the Agreement.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed *revised* Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Architects Registration Board (ARB) expands opportunities for U.S. and U.K. architects, enabling them 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 ARB following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect by 2027 and supersede all prior agreements between the two organizations.

The new terms negotiated for the NCARB/ARB 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 U.K. license through various routes, including alternative qualifications and international architect pathways (except for another MRA).
2. 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, participating Member Boards may grant licensure to U.K. architects issued an NCARB Certificate through this Agreement and meeting 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 Agreement. NCARB shall maintain an electronic list of participants available publicly that is updated each time a new Participant is added or removed.

Comparative Analysis of Competency Requirements

The terms of NCARB-ARB MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's International Qualification Evaluation Work Group (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 United Kingdom's rigorous and standardized licensure process ensures a competency level for U.K. architects comparable to that of architects holding an NCARB Certificate in the U.S.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the U.S.
 - *NCARB Competency Standard for Architects*
- B. Requirements for licensure as an Architect in U.K.
 - ARB UK General Criteria

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 meet the certification requirements outlined in the *Certification Guidelines*. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in the United Kingdom, including non-traditional ones, was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and ARB 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 the United Kingdom.

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 International Architect Path to Certification. Respectively, this Agreement accepts the additional pathways for licensing of architects established by the ARB.

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 current MRAs.

The credible standards and consistent expectations for initial licensure, developed over many years and supported by robust regulatory procedures, enabled NCARB and ARB 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: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
 - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
 - Julie Hildebrand
 - Keith Robinson
 - Catherine M. Monte Carlo, North Carolina Member Board Executive
 - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member
- International Qualifications Evaluation Work Group
 - Mohammad Ashjaei, OAA, AIA, NCARB
 - Yin Ching (Jaime) Chan
 - Nikhilesh Korde
 - 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 Architects Registration Board

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2026-B

TITLE: Amendment and Restatement of Policies Passed by Membership

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors has charged various committees to review all policies and official documents that may need to be updated in preparation for recommendations related to updates to the licensure process; and

WHEREAS, the Policy Advisory Committee recommends that six previously passed policies by NCARB's membership be updated to reflect current terminology and restated for clarity and future tracking and two additional resolutions be sunset; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority of vote of the Council Member Boards (28 votes) with such changes becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration amends and restates the following resolutions into *NCARB Policies Passed by Membership*, the full text of which is attached hereto as Appendix B:

- Resolution 1995-17: Annual Administrators' Workshop
- Resolution 1996-02: Centralized Disciplinary Action Data Base
- Resolution 2002-05: NCARB Goal of Universal Acceptance of Certificate
- Resolution 2003-07: Allowance for President and First Vice President
- Resolution 2003-15: Publishing of Comprehensive and Unabridged NCARB Accrual Basis Financial Statements on NCARB "Members' Only" Web Page Quarterly
- Resolution 2007-12: Continuing Education Credit for NCARB Activities

FURTHER RESOLVED, that the National Council of Architectural Registration Boards sunsets the following resolutions:

- Resolution 1999-06: Satisfying Training Requirements
- Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities

FURTHER RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective immediately

FINANCIAL IMPACTS:

- This resolution has no financial impact, as all policies are active policies that the Council has been following since the membership passed them.

SPONSORS' STATEMENT OF SUPPORT:

Between 2021-2024, the Policy Advisory Committee completed a multi-year review of policy resolutions passed by the membership to identify policies or positions that no longer aligned with current Council practices or philosophy. While the majority of these policies were sunset by the membership during this timeframe, the Policy Advisory Committee at the time recommended that eight policies not be sunset.

This year, the committee reviewed the remaining active policies passed by resolution as part of a larger charge to review all official policy documents ahead of potential changes to the licensure process through the Council's Pathways to Practice initiative. In addition, since all remaining active policy resolutions were last reviewed in 2021, they also reviewed the resolutions for housekeeping updates and alignment with current policies and practices.

The committee has recommended that six policy resolutions remain within the membership purview and two policies be sunset. In addition, it has recommended that the remaining policies be updated to reflect current terminology and practice and condensed into one membership document for clarity, consistency, membership accessibility, and ease of future review.

Two policy resolutions are recommended for sunset. These policies have either been incorporated into other official documents and are duplicative or are no longer necessary. The full copy of these resolutions are in Appendix C for reference.

Advocates:

- Policy Advisory Committee
 - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
 - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
 - Julie Hildebrand
 - Keith Robinson
 - Catherine M. Monte Carlo, North Carolina Member Board Executive
 - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member

RESOURCES:

- Appendix B: *NCARB Policies Passed by the Membership*
 - This is the amended and restated policy document with all policies via the resolution process for membership reference.

- Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original
 - This document includes the original resolutions passed for all eight remaining policies, including the two recommended for sunset.

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Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2026-C

TITLE: *Certification Guidelines* Amendment – Expanding Access to NCARB Certification

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Policy Advisory Committee with evaluating impediments to obtaining an NCARB Certificate caused by historic jurisdictional variations in ARE requirements and develop a path that increases access to the NCARB Certificate while maintaining the validity of the credentialing decision through a combination of years of practice and absence of disciplinary action; and

WHEREAS, the Policy Advisory Committee has recommended that the Requirements for NCARB Certification in the *NCARB Certification Guidelines* be amended to include an alternative to the Examination Requirement for the NCARB Certificate for architects initially licensed prior to 1997; 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 2.5 in the *Certification Guidelines* be amended by the addition of paragraph C. as indicated below:

“2.5 Alternatives to the Examination Requirement

If you fail to meet the examination requirement for certification identified in Section 1.5, you may still be certified in the following circumstances:

- A. If your license was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See the *ARE Exam Equivalency Guide* for a table of these qualifying equivalents.
- B. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB’s judgment, compensated for by your demonstration of competency in the deficient area.
- C. If you were originally licensed prior to 1997 through a pre-computer-based jurisdiction examination method and:
 - Are an architect in good standing in a U.S. jurisdiction,

- Have no disciplinary action for a period greater than 5 years,
- Have no disciplinary action within the previous 5 years, and
- Have maintained a license for at least 10 consecutive years.”

FURTHER RESOLVED, the ARE Exam Equivalency Guide will be updated by the NCARB Board of Directors to reflect this change.

FURTHER RESOLVED, that upon the approval of the changes by absolute majority vote of the Council Member Boards, such changes will become effective September 1, 2026.

FINANCIAL IMPACT: Neutral budget impact

ADVOCATES:

- **Policy Advisory Committee**
 - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
 - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
 - Julie Hildebrand
 - Keith Robinson
 - Catherine M. Monte Carlo, North Carolina Member Board Executive
 - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member

SPONSORS’ STATEMENT OF SUPPORT:

This resolution addresses longstanding inequities resulting from historical examination variances, scoring practices, and jurisdictional licensing practices. It ensures that architects who have been licensed and practicing responsibly for decades are not unduly burdened by outdated or inconsistent examination and scoring structures, while preserving the integrity and rigorous standards required for NCARB certification.

Background

Over the course of NCARB’s history, jurisdictions have utilized a variety of examination formats and processes to determine a passing score on a division of the registration exam. Prior to 1997, when the Architect Registration Examination was delivered via paper-and-pencil, jurisdictional boards independently administered and determined the passing threshold for candidates within their jurisdiction.

Prior to 1997, the NCARB Board of Directors in collaboration with psychometric consultants, recommended to each jurisdiction a passing score threshold for each exam division. At the time, the recommendation was reported that a numerical scaled score of 75 or higher should be considered passing and scores of 74 or below as failing.

Each jurisdiction retained discretion over what constituted a passing score and some jurisdictions adopted localized standards. Some candidates received score consideration for various reasons (e.g., military veterans, native born, or educated individuals within a jurisdiction, etc.) and were informed they passed

the division for purposes of licensure within their jurisdiction even though their initial scaled score was below 75. As a result, these individuals that received score consideration met the standards required for licensure in their jurisdiction but remain “exam deficient” under NCARB’s current certification standards.

It is important to recognize that these architects were licensed in good faith by their jurisdictions, have practiced competently, and remain in good standing as architects today.

Individual score consideration at the jurisdictional level was eliminated when NCARB implemented computer-based testing in 1997 and began reporting all scores as pass/fail based on a nationally established cut score.

Since the era of the nine paper-and-pencil divisions, a series of exam evolutions over the past several decades have significantly altered exam structure and content. These alterations make it extremely burdensome for long-licensed architects to retest on a previous single division’s content for which their initial jurisdiction applied a standard outside of NCARB’s guidance. As an example, a licensed architect who is currently considered exam-deficient based on their 1995 scaled score on only one of nine divisions of the then-current exam would now be required to take four of the six divisions of ARE 5.0 to earn the NCARB Certificate.

FY25 Draft Resolution Appendices

- Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board
- Appendix B: NCARB Policies Passed by the Membership
- Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original



MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS REGISTRATION BOARD
as executed

November XX,
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 Architects Registration Board (ARB)
the statutory regulator of architects in the United Kingdom.

*This **Mutual Recognition Agreement** has been designed to recognize the professional credentials and qualifications of architects licensed or registered in the United States of America and its territories (referred to herein collectively as the US. or United States), and the United Kingdom (UK.) 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 US. jurisdiction as a United Kingdom architect; and the licensing of a United Kingdom architect as an architect in a US. jurisdiction that participates 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 Architects Registration Board is the authoritative body established by section 1 of the Architects Act 1997 (UK) that has the statutory responsibility in the UK for prescribing the qualifications and experience required for the purposes of entering the UK Register, and for registering, monitoring and disciplining all architects in the UK;

WHEREAS, the NCARB Member Boards are empowered by state/territorial 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 ARB is empowered by statutes to regulate the profession of architecture in the United Kingdom, including establishing education, experience, and examination/assessment requirements for registration and registration renewal to ensure the standards of competency and professional conduct are met;

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

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

WHEREAS, while acknowledging the differences between the systems in place in the United States and the United Kingdom, there is nonetheless 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 the United Kingdom;

WHEREAS, NCARB and ARB 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 both seek to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and ARB;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or the United Kingdom must be licensed or registered with an applicable governmental or regulatory 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;

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NOW THEREFORE, NCARB and ARB (collectively, the "Parties" and each a "Party") agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROACITY

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 "**U.S. Participant**"). Following the ratification of this Agreement by the NCARB Member Boards, NCARB shall provide ARB with an initial list of Participants, and NCARB shall maintain an electronic list of Participants available publicly that is updated 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 obtain and continue to have at all times lawful authorization to work in the Locality in which the architect is licensed/registered (i.e., the United States or the United Kingdom—each, a "Locality").
2. Architects shall not be required to establish citizenship or permanent residency status in the Locality in which they seek licensure/registration under this Agreement.
3. Architects must provide proof of current and valid licensure/registration in good standing from the ARB or a Participant.
4. Architects who have been licensed/registered by means of a program recognizing architect credentials from a foreign country of either the United States or the United Kingdom, or other foreign reciprocal licensing/registration agreement, are not eligible to benefit from the provisions of this Agreement.
5. Each Party to this Agreement and each Participant reserves the right to apply compensation measures or licensing/registration criteria as may be necessary before licensing/registration is granted within their respective jurisdictions.

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, licensing, or registration is granted within their respective jurisdictions. Additional requirements shall be consistent with those applied to domestic architects and limited to the unique aspects of practice and/or regulation.

Applicants must satisfy the certification and licensure/registration requirements established by NCARB and ARB and in place as of the Effective Date to be licensed/registered through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification, licensure programs, or registration requirements by NCARB or ARB. 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 ARB

Upon application, the ARB agrees to register as an architect in the United Kingdom any

U.S. architect who:

1. meets the eligibility requirements listed in Section 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 ARB; and
5. pays all applicable fees as imposed by ARB

[[[B. United Kingdom Architect to U.S. Participant

Upon application, NCARB shall issue an *NCARB Certificate* to any United Kingdom architect registered by the ARB meeting the eligibility requirements listed above in Section 2 of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any United Kingdom Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement; and
2. has secured ARB-prescribed qualifications issued by schools of architecture in the United Kingdom at Part 1, Part 2 and Part 3 level;
3. holds a current *NCARB Certificate* issued pursuant to this Agreement;
4. is currently licensed/registered in good standing by the ARB, as confirmed by the ARB following checks on an architect's disciplinary record; and
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by the Participant.

4. DATA PRIVACY

1. For the purposes of this Section 5:

"Data Protection Laws" means as applicable, (i) the UK Data Protection Act 2018, (ii) the General Data Protection Regulation EU 2016/679 as implemented into UK law (**UK GDPR**) and all other applicable laws and regulations relating to the processing of personal data and privacy, including statutory instruments (each as amended, updated and superseded from time to time).

"Data Security Breach" means a breach or breaches of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, the Protected Data.

"Data Subject Request" means an actual or purported request, notice or complaint made by, or on behalf of, a data subject in accordance with the exercise of rights granted pursuant to the Data Protection Laws in relation to the data subject's Protected Data.

"Disclosing Party" means the Party which is disclosing Protected Data to the other Party.

"Particulars" means the description of the Protected Data, data subjects and details of the transfer and sharing of the Protected Data amongst the Parties, as set out in Appendix III.

"Purpose" means the fulfilment and facilitation of this Arrangement, including the recognition and movement of architects in accordance with Section 3 of this Agreement.

"Protected Data" means the personal data to be processed by the Parties in relation to this Agreement.

"Receiving Party" means the Party that is receiving Protected Data from the other Party.

"UK IDTA" means the UK International Data Transfer Agreement for the transfer of personal data to third countries as approved by the United Kingdom and set out in Appendix IV in its current form, but which may be amended and updated in accordance with this Section 5.

The terms **"process"**, **"processing"**, **"controller"**, **"personal data"**, **"data subject"** and **"supervisory authority"** shall have the meanings given to them in the Data Protection Laws.

2. The Parties agree and acknowledge that each Party will act as an independent controller with respect to the Protected Data.
3. Each Party will comply with its respective obligations under the Data Protection Laws to the extent applicable, and will use reasonable endeavours to ensure that it does not act in a way to cause another Party to breach any of its obligations under the Data Protection Laws.
4. Each Party will implement appropriate technical and organisational measures to safeguard Protected Data against any Data Security Breach. Such measures shall be proportionate to the harm which might result from any such Data Security Breach (and having regard to the nature of the Protected Data in question).
5. The Parties will process the Protected Data in accordance with the Particulars set out in Appendix III.
6. The Receiving Party will only access Protected Data necessary and in accordance with the Purpose and shall process Protected Data for the Purpose (and in accordance with this Arrangement, except with the prior written agreement of the Disclosing Party or where applicable law strictly requires).
7. Each Party will promptly notify any other Party (within at least five (5) working days) if it receives a complaint or request relating to the other Party's obligations under the Data Protection Laws (other than a Data Subject Request, which is addressed below). On receipt of a notice under this Section 5.7, each Party will provide the other Party with reasonable co-operation and assistance in relation to any such complaint or request.
8. The Parties acknowledge that the processing of Protected Data may be subject to restrictions and requirements in addition to those set out in this Agreement (including but not limited to contractual restrictions, transfer risk assessments and supplementary measures) (**"Specific Requirements"**). Each Party will notify any other Party with access to the relevant Protected Data of any such Specific Requirements. The Parties will use all reasonable endeavours to make sure the relevant Protected Data is processed in accordance with the Specific Requirements, and will provide each other with reasonable co-operation and assistance in the undertaking of the Specific Requirements.

9. In relation to Data Subject Requests:

- a) Each Party will ensure that it protects the rights of data subjects under the Data Protection Laws and agrees to promptly notify the other relevant Party in writing (within at least five (5) working days) if it receives a Data Subject Request for personal data of a data subject that the other relevant Party is a controller of.
- b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request, and that the other Party will provide all reasonable co-operation and assistance in relation to any Data Subject Request to enable the Party in receipt of the Data Subject Request to comply with it within the relevant timescale set out in the Data Protection Laws.

10. Each Party will notify the other Party without undue delay after becoming aware of any Data Security Breach affecting Protected Data and in any event no later than 72 (seventy-two) hours after becoming aware of the Data Security Breach.

11. Each Party shall provide reasonable assistance to the Party affected by the Data Security Breach in the event that such Party is required to notify a relevant supervisory authority, other regulator and/ or affected data subjects.

12. International data transfers:

- a) It is acknowledged and understood that the operation of this Arrangement necessitates the transfer of personal data (or personal information) from the UK to the United States (the "**Restricted Transfer**")
- b) The Parties will work together in good faith to ensure that any Restricted Transfers are only made in accordance with the requirements of the Data Protection Laws.
- c) The UK IDTA will apply to the Restricted Transfer, with NCARB acting as the **Data Importer** and ARB acting as a **Data Exporter**.
- d) If the UK IDTA is updated by the UK Government (as relevant), the Parties shall promptly enter into any updated and amended form of the UK IDTA as required, unless the Parties agree that another mechanism under Data Protection Laws can be relied upon to provide adequate protection to the Protected Data or if the United States is considered adequate by the UK Government.
- e) If the UK IDTA ceases to be valid, whether by a decision of a court of competent jurisdiction or the UK Government (as relevant), the Parties will co-operate in good faith to ensure that any continued UK Restricted Transfers are compliant with the Data Protection Laws.

13. Each Party agrees to only process the Protected Data for as long as reasonably necessary for the Purposes. Nothing in this Section 5 will prevent a Party from retaining and processing Protected Data in accordance with any statutory retention periods applicable to that Party.

14. Where one Party interacts with any relevant supervisory authority (whether proactively, for example to review a data protection impact assessment or reactively, for example, in response to an inquiry from the supervisory authority) related to the processing of Protected Data, the other Party will provide such information and assistance as is reasonably required to assist in such interactions.

15. In the event that any enforcement action is brought by a relevant supervisory authority or in the event of a claim brought by a data subject against any Party, in both instances relating to the processing of Protected Data, the relevant Party will promptly inform the other Party about any such action or claim and will co-operate in good faith with the other Party with a view to resolving it in a timely fashion.
16. If during the term of this Agreement, the Data Protection Laws change in a way that this Section 5 is no longer adequate or appropriate for compliance with the Data Protection Laws, the Parties agree that they shall negotiate in good faith to review this Section 5 in light of the current Data Protection Laws and amend this Section 5 as appropriate.
- 17. Data Use Restrictions: Artificial Intelligence and Machine Learning**
- 18. 1. Definitions**
19. For the purposes of this Section, the following definitions shall apply:
20. a. **"Shared Data"** means all data, information, results, materials, and associated documentation, in any format, provided or made accessible by the Disclosing Party to the Receiving Party under this Agreement, regardless of whether such data is marked as "Confidential" or "Proprietary."
21. b. **"AI System"** means any machine learning model, large language model (LLM), neural network, generative artificial intelligence system, or other computational system designed to derive, generate, predict, or create new content, data, or models.
22. c. **"Training"** means the process of using the Shared Data to develop, train, fine-tune, pre-train, validate, test, modify, or otherwise enhance any AI System or its underlying algorithms.
- 23. 2. Absolute Prohibition on AI/LLM Training**
24. a. **Prohibition of Use.** Notwithstanding any other provision in this Agreement, the Receiving Party is expressly and unequivocally prohibited from using, incorporating, or permitting any third party to use or incorporate the Shared Data, in whole or in part, directly or indirectly, for **Training** any **AI System**.
25. b. **Scope of Prohibition.** This prohibition applies to all forms of AI System, including:
26. i. Generative AI Systems (e.g., Large Language Models, Generative Adversarial Networks);
27. ii. Proprietary, commercial, or third-party hosted AI Systems; and
28. iii. AI Systems developed solely for internal, non-commercial, or research purposes.
29. c. **No Derivative Works for Training.** The Receiving Party shall not create, or permit the creation of, any derivative work, aggregated dataset, or anonymized version of the Shared Data for the purpose of circumventing this prohibition on Training.
- 30. 3. Purpose Limitation and Remedial Action**
31. a. **Limited Use.** The Shared Data shall be used **strictly and solely** for the specific research purpose(s) set forth in the Research Plan or Scope of Work attached hereto as Schedule [Insert Schedule Letter/Number] and for no other purpose whatsoever.
32. b. **Input Prohibition.** The Receiving Party shall not input, upload, or otherwise transmit any Shared Data into any commercially available or publicly accessible AI System (e.g., third-party LLM tools, cloud-based AI services) where such input could reasonably result in the Shared Data being retained, stored, or used by the provider of the AI System for its own purposes, including, but not limited to, Training or product improvement.
33. c. **Remedies for Breach.** Any breach of this Section shall constitute a material breach of this Agreement. In addition to all other remedies available at law or in equity, the Disclosing Party shall have the right to immediately terminate this Agreement, demand the return and certified destruction of all Shared Data, and seek injunctive relief. The Receiving Party shall indemnify and hold harmless the Disclosing Party against any and all losses, claims, and liabilities arising from or related to the unauthorized use of the Shared Data for Training an AI System.

5. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant or the ARB to refuse to license/register an architect or impose terms, conditions, or restrictions on their 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 ARB, as applicable, necessary or desirable to protect the

public interest, 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 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.

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6. 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.

7. MONITORING COMMITTEE

A Monitoring Committee is hereby established to monitor the performance of each Party to this Agreement to ensure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of two staff members and no more than three additional individuals appointed by NCARB, and two staff members and no more than three additional individuals appointed by ARB. The Committee shall convene at least one meeting (by phone, video conference, or in person) in each calendar year, and more frequently if circumstances so require.

The Committee shall adhere to the terms of the *Mechanism for Monitoring Committee* guidelines, which is attached hereto as Appendix II and incorporated herein by reference.

8. AMENDMENT

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

9. 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.

10. NO ASSIGNMENT

No Party to this Agreement can assign its rights under this Agreement without the prior written consent of NCARB and ARB.

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.

11. WITHDRAWAL;DISPUTE RESOLUTION

Should any dispute between ARB 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

Appendix A: MRA between NCARB and ARB

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.

Any Participant may withdraw its participation. NCARB shall promptly notify ARB 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 or unless registration is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

12. TERMINATION

NCARB or ARB may invoke termination of this Agreement with 90-days of written notice to the other Party to this Agreement and all Participants.

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

13. PERIODIC REVIEW This agreement shall be subject to periodic review. The first periodic review will commence no later than three years after the Agreement has come into force, or more frequently as necessary or desirable. These reviews will include consideration as to what additional qualifications could be included within the scope of the Agreement.

14. ENTRY INTO FORCE

This Agreement shall come into force (the “Effective Date”) no fewer than 60 days after such time as (i) all the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and (ii) both NCARB and ARB sign this Agreement, so long as such conditions are met on or before XXXXX, 2026, or as mutually extended by the NCARB Board of Directors and ARB.

SIGNATURES

NCARB

ARB

President
Edward Marley, FAIA,
NCARB, LEED AP

November XX, 2025

Chief Executive and
Registrar
Hugh Simpson

November XX, 2025

Chief Executive Officer
Michael J. Armstrong

November XX, 2025

Witness, Chair
Alan Kershaw

November XX, 2025

Appendix A: MRA between NCARB and ARB

Witness, Vice President, Council Relations
Joshua Batkin November XX, 2025

Witness, Director of Governance & International
Emma Matthews November XX, 2025

Witness, Assistant Vice President, Council Relations
Maurice Brown November XX, 2025

DRAFT

APPENDIX I

**MECHANISMS FOR THE IMPLEMENTATION
Of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)**

November XX, 2025

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XXX, 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 ARB 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 this 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 this Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ARB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party to this Agreement and a mechanism for rescission of participation rights of a noncompliant Party to this Agreement if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.
- 1.5 Additional tasks as determined by the Monitoring Committee or as mutually requested by NCARB and ARB.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for United Kingdom is ARB.
- 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.

2.4 Documentation forms to be used by local jurisdictions to certify an applicant's registration/licensure status shall be in uniform format and in English.

3. Application Process

3.1 Eligibility

To be eligible to benefit from this 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 authority (i.e., NCARB or ARB) which will confirm that the applicant's qualifications are within the scope of this 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 ARB:

NCARB will transmit to ARB a copy of the architect's application for mutual recognition, *Evaluation of Record and Council Certification issued by NCARB. These documents will confirm that the architect certified by NCARB is licensed by a Participant and meets the requirements for NCARB Certification and is in good standing.*

U.K Architects to NCARB

ARB will transmit to NCARB a copy of the architect's application for mutual recognition in a U.S. Participant to the Agreement, *and a Compliance Certificate*, issued by ARB. The Compliance Certificate will confirm that the UK architect is registered with ARB, holds ARB-prescribed qualifications issued in the UK, and is in good standing.

3.3. Conditions

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

4. Disciplinary Sanctions

4.1 NCARB and ARB, respectively, will use reasonable efforts to timely inform the other Party if any architect granted licensure or registration pursuant to this Agreement is subject to any disciplinary action that results in revocation or suspension of the architect's license or registration.

4.2 ARB and each Participant will have the authority to determine whether and to what extent the action will have further effect within their respective jurisdiction.

Appendix B: NCARB Policies Passed by the Membership

This document, effective June 2026, includes additional polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-B.

The resolutions and policies outlined in this document were established by the membership through the resolution process and would require a vote of the membership to be changed or sunset.

Table of Contents

Advocacy	3
NCARB Goal of Universal Acceptance of the NCARB Certificate.....	3
Financial	3
Allowance for the President and Vice President	3
Comprehensive and Unabridged NCARB Accrual Basis Financial Statements.....	3
Membership Resources	3
Member Board Executive Workshop.....	3
Centralized Disciplinary Database	3
Volunteers	4
Continuing Education Credit for NCARB Activities	4

Advocacy

This set of policies provides direction to Council from the membership on the acceptance of NCARB programs and services:

NCARB Goal of Universal Acceptance of the NCARB Certificate

The Council will seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member's jurisdiction without further evaluation of the Certificate holder's underlying credentials. (Adopted June 29, 2002; Amended June 27, 2026)

Financial

This set of policies provides additional direction from the membership as it relates to financial matters of the Council:

Allowance for the President and Vice President

The Council will provide a suitable allowance for the President and Vice President. Such allowances may be adjusted by the Board of Directors from time to time and shall be included as a line item in the budget, as well as in the quarterly financial statements. (Adopted June 28, 2003; Amended June 27, 2026)

Comprehensive and Unabridged NCARB Accrual Basis Financial Statements

The Council shall post quarterly comprehensive and unabridged NCARB Accrual Basis Financial Statements, with all footnotes, to its membership portal so that Member Boards may stay informed about the activities and financial conditions of NCARB. (Adopted June 28, 2003; Amended June 27, 2026)

Membership Resources

This set of policies provides additional direction from the membership on resources and activities to the Council to support Member Boards:

Member Board Executive Workshop

The Council will hold an annual workshop for Member Board Executives. (Adopted June 24, 1995; Amended June 26, 2026)

Centralized Disciplinary Database

The Council will develop and maintain a disciplinary database, allowing Member Boards to access disciplinary actions taken by other Member Boards. The database should include the name of the person disciplined and the reporting Member Board. (Adopted June 29, 1996; Amended June 26, 2026)

Volunteers

This set of policies provides additional direction from the membership on Council volunteers:

Continuing Education Credit for NCARB Activities

NCARB Member Boards accept service on NCARB Advisory Committees, task forces, and other volunteer opportunities when designated as HSW qualifying, and the Council will report those hours to the American Institute of Architects (AIA) or other Member Board-accepted entities for record-keeping purposes.

(Adopted June 23, 2007; Amended June 26, 2026)

Appendix C: NCARB Policies Passed by the Membership (Updated Compared to Original)

This document, effective June 2026, includes additional polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-B.

The resolutions and policies outlined in this document were established by the membership through the resolution process and would require a vote of the membership to be changed or sunset.

Table of Contents

Advocacy	3
NCARB Goal of Universal Acceptance of the NCARB Certificate.....	3
Financial	3
Allowance for the President and Vice President	3
Comprehensive and Unabridged NCARB Accrual Basis Financial Statements.....	3
Membership Resources	4
Member Board Executive Workshop.....	4
Centralized Disciplinary Database	4
Volunteers	4
Continuing Education Credit for NCARB Activities	4
Recommended for Sunset:	5
Resolution 1999-06: Satisfying Training Requirements.....	5
Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities	5

Advocacy

This set of policies provides direction to Council from the membership on the acceptance of NCARB programs and services:

NCARB Goal of Universal Acceptance of the NCARB Certificate

Updated (June 27, 2026)	Original (June 29, 2002)
The Council will seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member's jurisdiction without further evaluation of the Certificate holder's underlying credentials.	RESOLVED, that this Council seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member Board's jurisdiction without further evaluation of the Certificate holder's underlying credentials.

Financial

This set of policies provides additional direction from the membership as it relates to financial matters of the Council:

Allowance for the President and Vice President

Updated (June 27, 2026)	Original (June 28, 2003)
The Council will provide a suitable allowance for the President and Vice President. Such allowances may be adjusted by the Board of Directors from time to time and shall be included as a line item in the budget, as well as in the quarterly financial statements.	RESOLVED, That NCARB continue the practice of providing a suitable allowance for the President and First Vice President. Such allowances, as determined by the Board from time to time, shall continue to be included as a line item in the budget as well as in the quarterly budget reports of NCARB which are furnished to the Member Boards.

Comprehensive and Unabridged NCARB Accrual Basis Financial Statements

Updated (June 27, 2026)	Original (June 28, 2003)
The Council shall post quarterly comprehensive and unabridged NCARB Accrual Basis Financial Statements, with all footnotes, to its membership portal so that Member Boards may stay informed about the activities and financial conditions of NCARB.	RESOLVED, NCARB shall post quarterly on the "Members-only" section of the NCARB web page the comprehensive and unabridged <u>NCARB Accrual Basis Financial Statements</u> , as they exist at the time with all of the footnotes, so that Member Boards may stay completely informed about the activities and financial condition of NCARB.

Membership Resources

This set of policies provides additional direction from the membership on resources and activities to the Council to support Member Boards:

Member Board Executive Workshop

Updated (June 27, 2026)	Original (June 24, 1995)
The Council will hold an annual workshop for Member Board Executives.	RESOLVED, that the Council Board be directed to schedule annually a workshop for member board administrators

Centralized Disciplinary Database

Updated (June 27, 2026)	Original (June 29, 1996)
The Council will develop and maintain a disciplinary database, allowing Member Boards to access disciplinary actions taken by other Member Boards. The database should include the name of the person disciplined and the reporting Member Board.	RESOLVED, that NCARB develop and maintain and periodically distribute, electronically or by other means, to its member boards a list of all disciplinary actions taken by member boards. This list shall identify the person disciplined and the member board which took the action. A member board seeking detailed information respecting the disciplinary action should contact the disciplining board.

Volunteers

This set of policies provides additional direction from the membership on Council volunteers:

Continuing Education Credit for NCARB Activities

Updated (June 27, 2026)	Original (June 23, 2007)
NCARB Member Boards accept service on NCARB Advisory Committees, task forces, and other volunteer opportunities when designated as HSW qualifying, and the Council will report those hours to the American Institute of Architects (AIA) or other Member Board-accepted entities for record-keeping purposes.	RESOLVED, That NCARB Member Boards accept service on NCARB committees and task forces (when designated by NCARB as HSW eligible) as fulfilling the continuing education requirements for Member Boards, and that NCARB report those contact hours to AIA for record keeping purposes.

Recommended for Sunset:

Resolution 1999-06: Satisfying Training Requirements

“RESOLVED, that a candidate for certification who successfully completes the Council training requirements for certification shall be treated as having satisfied those training requirements notwithstanding subsequent changes in Council training requirements.”

Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities

“RESOLVED, that the Member Boards of NCARB support the Council Board of Directors' efforts to obtain financial support from the federal government and other sources to defray the costs of considering, entering into and carrying out agreements with other nations and international organizations to facilitate the international practice of qualified architects.”



DEPARTMENT OF CONSUMER AFFAIRS • BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

CALIFORNIA ARCHITECTS BOARD

Landscape Architects Technical Committee

Public Protection through Examination, Licensure, and Regulation



Governor
Gavin Newsom

NOTICE AND AGENDA OF TELECONFERENCE MEETING Landscape Architects Technical Committee

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

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

**The Landscape Architects Technical Committee
(LATC or Committee) will hold a meeting
at the meeting location below and via Webex Events
at 10 a.m., on May 8, 2026, at the following primary
physical location:**

Department of Consumer Affairs
The Pearl Room, Room #100
1747 North Market Blvd.
Sacramento, CA 95834

This teleconference meeting is being held pursuant to Government Code section 11123.5(b). The primary physical location is where members of the public may physically attend, observe, hear, and participate in the meeting. At least one staff member of the Committee will be present at the primary physical meeting location during the meeting.

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 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.

Join Webex Meeting: <https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m21a8e90681a2c55de033e9ee6419cb06>

If joining using the link above

Webinar number: 2486 042 1634

Webinar password: LATC58

If joining by phone

+1-415-655-0001 US Toll

Access code: 2486 042 1634

Passcode: 528258

Additional instructions for participating in the meeting by WebEx are located after the end of the agenda.

AGENDA

10 a.m. to 5 p.m.

(or until completion of business)

DISCUSSION AND 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 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 and Discussion on Activities of Collateral Organizations, Committee Chair
- E. Department of Consumer Affairs (DCA) Update and Discussion
- F. Presentation by DCA Budget Office Regarding LATC Budget and Discussion
- G. Review, Discussion, and Possible Action to Approve January 30, 2026, LATC Meeting Minutes

H. Program Manager's Report

1. Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs Update and Discussion
 2. Review, Discuss, and Possible Action on Strategic Plan Item 4.1: Continue Communication with California Architects Board and LATC as a Way to Continue Increasing Efficiencies
 3. Review, Discuss, and Possible Action on Strategic Plan Item 1.3: Research Ways to Better Prepare Candidates for Professional Licensure
- I. Update and Discussion on California Board of Forestry and Fire Protection, Zone 0 Committee
- J. Update and Discussion on Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees
- K. Review, Discussion, and Possible Action Regarding Future Committee Meeting Dates
- L. Adjournment

Discussion and 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 with 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)).

A person who would like more information about the meeting or needs disability-related accommodations or modifications to participate in the meeting may ask questions about the meeting or make a disability-related accommodation request by contacting:

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.

Due to potential technical difficulties, please consider submitting written comments by April 29, 2026, to latc@dca.ca.gov for consideration.

For further information prior to the meeting, please contact:

Person: Heather Davis

Telephone: (916) 575-7235

Email: Heather.Davis@dca.ca.gov

Mailing Address:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Meeting notices and related materials are available online at:

https://www.latc.ca.gov/about_us/meetings/ (Government Code section 11125(a)).

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).

Recommended: Join using the meeting link.

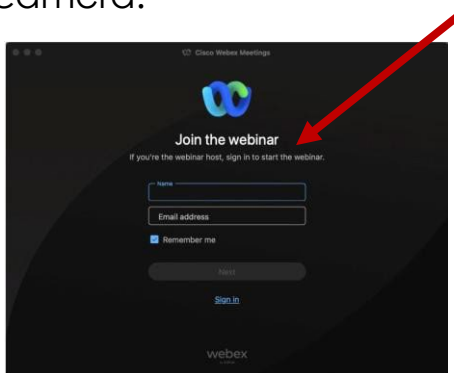
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

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.



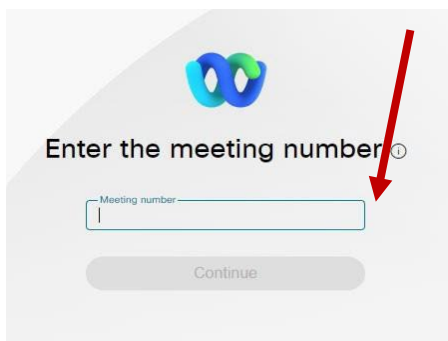
*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

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



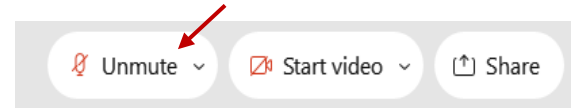
OR

Alternative 2. Connect via Telephone

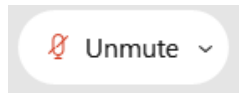


You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.

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.

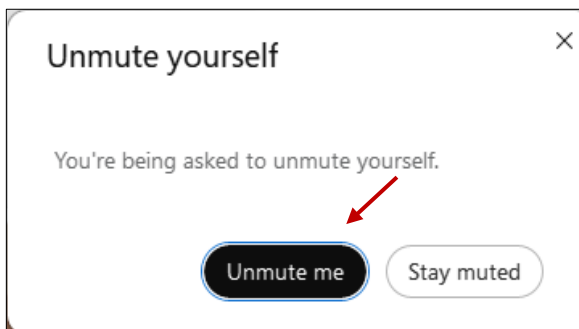
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

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.

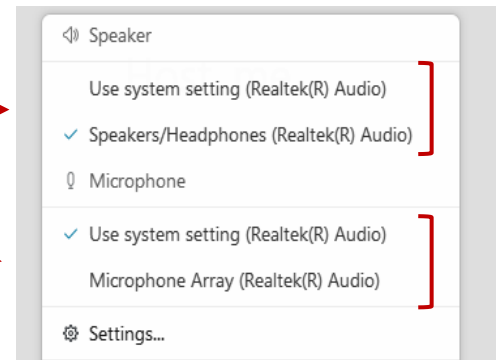
If you cannot hear or be heard

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:

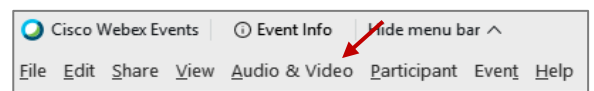
- Speaker options if you can't hear participants.
- Microphone options if participants can't hear you.



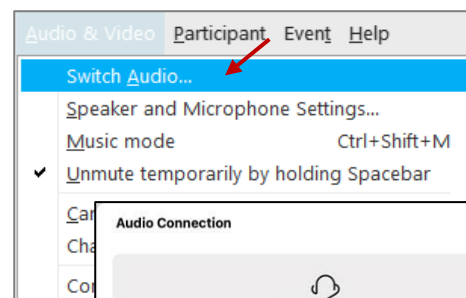
Continue to Experience Issues?

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.

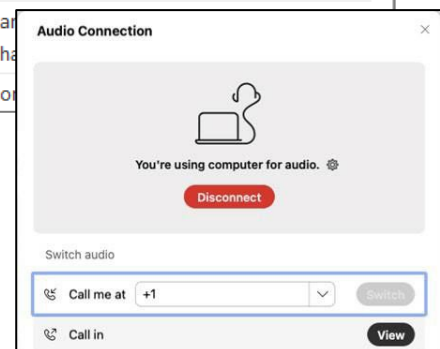
1 Click on "Audio & Video" from the menu bar.



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)



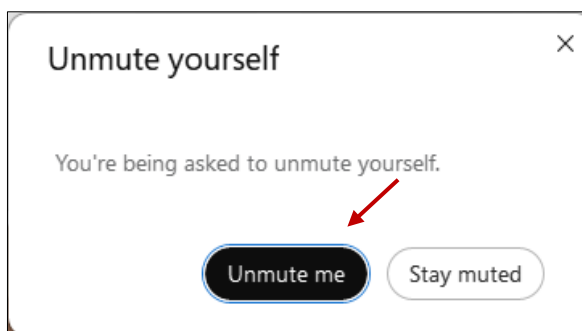
Press *3 to raise or lower your hand.

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.

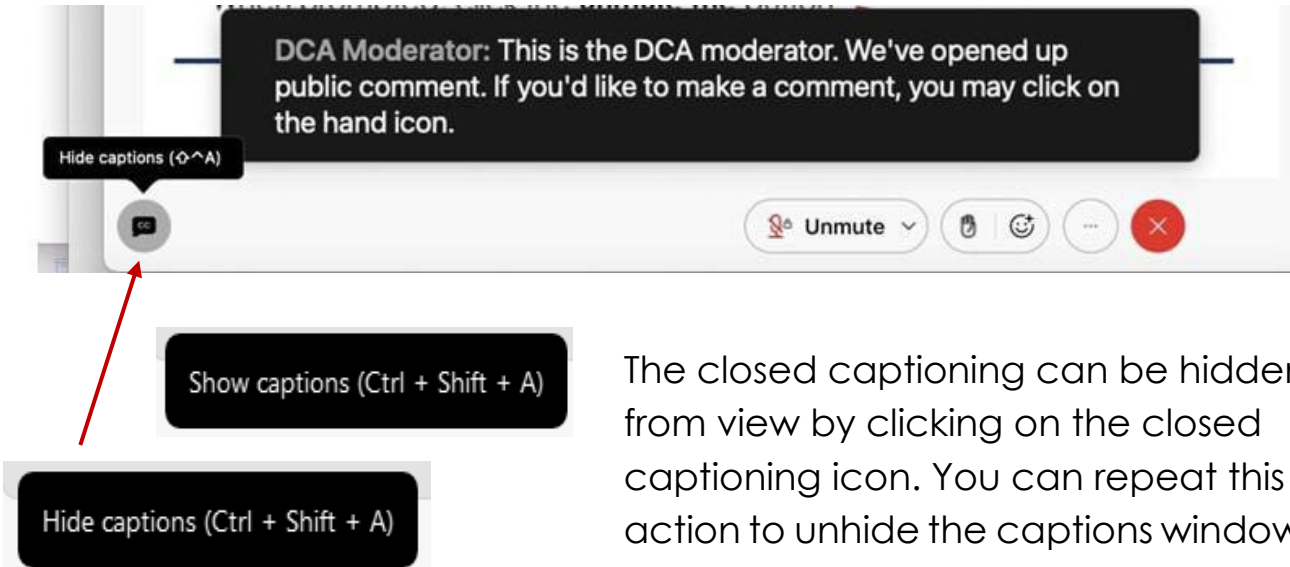


Joined via Telephone (Call-in User/Audio Only)

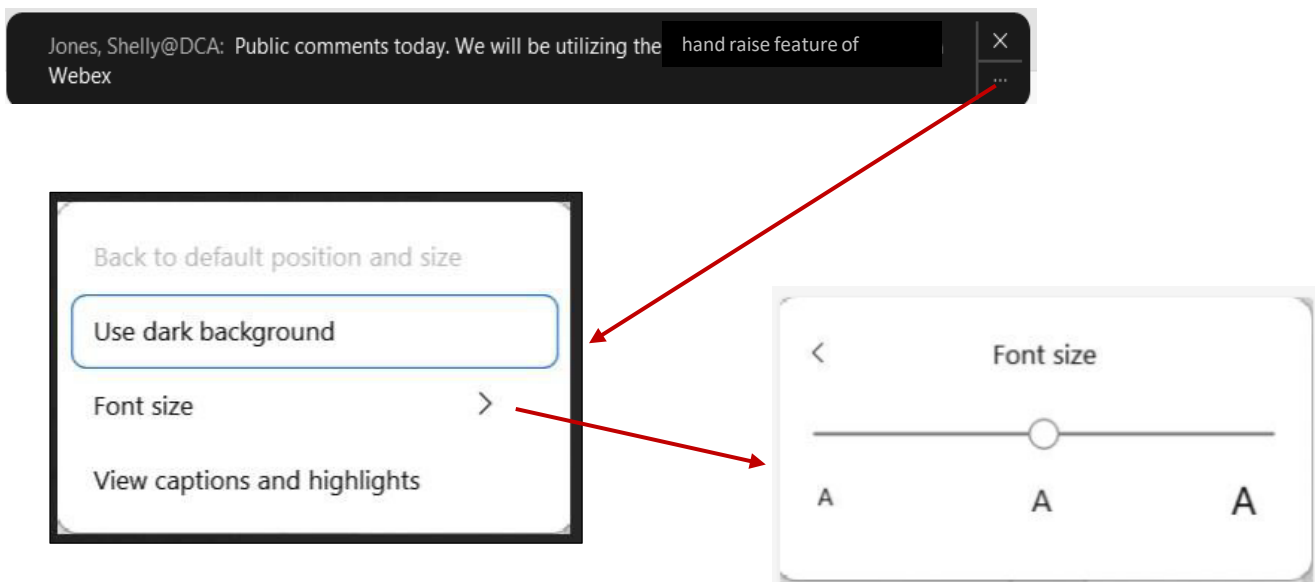


1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

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.



Quarterly Report of the Executive Officer

Administrative/Management

The Board met in Palm Desert on February 26 and will meet in Sacramento on May 21.

The Regulatory and Enforcement Committee met by teleconference on January 15, 2026.

The Landscape Architects Technical Committee (LATC) met by teleconference on January 30 and will meet in Sacramento on May 8.

The Communications Committee met by teleconference on February 19, 2026.

Newsletter

The Spring 2026 issue of the California Architects newsletter will be distributed in May.

Budget

The Board's fund condition will be discussed at the May 2026 Board meeting.

Business Modernization

The Business Modernization Project has entered into Maintenance and Operations, and the Board and LATC will continue to work with DCA staff on further functionality.

Outreach

In October, posters were distributed to California architecture schools explaining recent changes to California Code of Regulations (CCR), Title 16, sections 116 and 117, relating to paths to licensure.

Board staff continue to reach out to California Community Colleges to explain the importance of having a license, the Board's licensure process and updates, and reinforce the knowledge that there is a pathway that will work for them.

Social Media

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

CAB	Posts Jan. – Mar.	Followers 3/31/26	LATC	Posts Jan. – Mar.	Followers 3/31/26
Bluesky	9	36	Bluesky	0	16
Instagram	9	1,657	Instagram	10	559
LinkedIn	9	797	LinkedIn	4	2,080
X	9	1,350	X	0	281
Facebook	9	492			

Regulatory Proposals

Architects

CCR Section 109.1 (Retired License). The proposed change will state that a retired license cannot be reinstated until at least one year has passed since the license has been retired, and to reinstate the license, proof of continuing education must be submitted.

At its June 5, 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 July 2, 2025. Staff worked with the Department’s Regulation Unit to finalize the documents and they were submitted to the Director on September 9, 2025. The package was submitted to OAL for initial noticing. The 45-day comment period began on October 31, 2025 and ended on December 18, 2025. No comments were received. The completed package was submitted to the Director on January 8, 2026. The package was approved by the Director on February 12, 2026 and submitted to OAL the same day. OAL approved the file on March 30, 2026.

Status: Complete. Effective July 1, 2026.

CCR Section 103 (Delegation of Certain Functions). The proposed change will clarify the Board’s delegated enforcement authority to include the assistant executive officer, an interim or an acting executive officer should the office of the Board be without an executive officer.

At its August 21, 2025 meeting, the Board discussed the proposed language and requested additional clarification before it would approve the language. At its November 6, 2025 meeting, the Board reviewed and approved the updated 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 December 23, 2025. Staff worked with the Department’s Regulation Unit to finalize the documents, and they were submitted to the Director the same day. The Director approved the package, and it was sent to Agency for approval on December 29, 2025. Agency approved the package on February 2, 2026, and the package was

submitted to OAL for initial noticing. The 45-day comment period began on February 13, 2026 and ends on April 21, 2026.

Status: Awaiting end of comment period.

CCR Section 111 (Review of Applications). The proposed change will update the Board’s communication regarding timelines for applications and examination results. This also consolidates similar application processes into relevant sections.

At its August 21, 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 September 26, 2025. Staff worked with the Department’s Regulation Unit to finalize the documents, and they were submitted to the Director on December 17, 2025. The Director approved the package, and it was sent to Agency for approval on December 22, 2025. Agency approved the package on January 16, 2026 and was submitted to OAL for initial noticing. The 45-day comment period began on January 30, 2026 and ended on March 17, 2026. No comments were received. The completed package was submitted to the reg unit for final review on March 18, 2026. The completed package was submitted to the Director on April 3, 2026.

Status: Awaiting Director final review, then Agency before going to OAL for final 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 2025/26 are presented in Tables A, B and C.

Table A
Architect CSE Examinee Performance: January 1 – March 31, 2026

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	125	75%	41	25%	166
Instate Repeat	37	84%	7	16%	44
Reciprocity First-time	36	77%	11	23%	47
Reciprocity Repeat	16	70%	7	30%	23
Total	214	76%	66	24%	280

Table B
California ARE 5.0 Examinee Performance by Division: January 1 – March 31, 2026

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	123	51%	116	49%	239
Practice Management	205	53%	181	47%	386
Programming and Analysis	120	52%	110	48%	230
Project Development and Documentation	116	52%	108	48%	224
Project Management	156	63%	90	37%	246
Project Planning and Design	114	44%	144	56%	258

Table C
California and NCARB ARE 5.0 Performance Comparison: January 1 – March 31, 2026

ARE Division	CA Pass	Natl. Pass	▲%
Construction and Evaluation	52%	60%	-8%
Practice Management	53%	53%	0%
Programming and Analysis	52%	56%	-4%
Project Development and Documentation	52%	56%	-4%
Project Management	64%	65%	-1%
Project Planning and Design	44%	50%	-6%

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

Landscape Architects

Performance data for the Landscape Architect California Supplemental Examination (CSE) and Landscape Architect Registration Examination (LARE) for California candidates during the third quarter of FY 2025/26 are presented in Tables D, E, and F.

**Table D
Landscape Architect CSE Examinee Performance: January 1 – March 31, 2026**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	19	65%	3	11%	22
Repeat	6	21%	1	3%	7
Total	25	86%	4	14%	29

**Table E
California LARE Examinee Performance by Section: December 2025**

LARE Section	Pass	Rate	Fail	Rate	Total Examinees
Inventory, Analysis, and Project Management	38	50%	38	50%	76
Planning and Design	37	61%	24	39%	61
Construction Documentation and Administration	43	70%	18	30%	61
Grading, Drainage, and Stormwater Management	31	53%	27	47%	58

**Table F
California and CLARB Performance Comparison: December 2025**

LARE Section	CA Pass	Natl. Pass	▲ %
Inventory, Analysis, and Project Management	50%	65%	-15%
Planning and Design	61%	66%	-5%
Construction Documentation and Administration	70%	82%	-12%
Grading, Drainage, and Stormwater Management	53%	54%	-1%

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

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 G
Architects Complaints and Enforcement Actions**

Category	Current Quarter Jan. Mar. 2026		Prior Quarter Oct. Dec. 2025		FY 25 26
	Complaints				
Received	100		79		179
Opened	100		79		179
Closed	97		76		183
Average Days to Close	134		101		90
Pending	212		217		219
Citations					
Issued	32		22		61
Final	6		28		63
Continuing Education Citations					
Issued	27		18		83
Final	22		17		67
Discipline					
Pending Attorney General	4		4		4
Final	1		1		1

Landscape Architects

**Table H
Landscape Architects Complaints and Enforcement Actions**

Category	Current Quarter		Prior Quarter		FY 25 26
	Jan.	Mar. 2026	Oct.	Dec. 2026	
Complaints					
Received	9		2		28
Opened (Reopened)	9		2		28
Closed	10		1		22
Average Days to Close	47		77		49
Pending	5		6		5
Citations					
Issued	2		0		2
Final	2		0		2
Discipline					
Pending Attorney General	0		1		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

Citations

Ball, Stephen Lee (Laguna Beach) — The Board issued a one-count citation that included a \$500 administrative fine to Stephen Lee Ball, architect license number C-19781, 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 Ball certified false or misleading information on their 2025 License Renewal Application. Ball paid the fine, satisfying the citation. The citation became final on February 18, 2026.

Bayne, Steven Eric (Los Angeles) — The Board issued a one-count citation that included a \$1000 administrative fine to Steven Eric Bayne, architect license number C-32396, 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 Bayne certified false or misleading information on their 2025 License Renewal Application. Bayne paid the fine, satisfying the citation. The citation became final on February 18, 2026.

Bleet, Shawn Randy (Los Angeles) — The Board issued a one-count citation that included a \$500 administrative fine to Shawn Randy Bleet, architect license number C-30269, 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 Bleet certified false or misleading information on their 2025 License Renewal Application. The citation became final on March 6, 2026.

Brown, James R. (Laie, HI) — The Board issued a one-count citation that included a \$500 administrative fine to James R. Brown, architect license number C-26000, 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 Brown certified false or misleading information on their 2025 License Renewal Application. Brown paid the fine, satisfying the citation. The citation became final on March 26, 2026.

Fair, Jean Carol (Tiburon) — The Board issued a one-count citation that included a \$1000 administrative fine to Jean Carol Fair, architect license number C-25195, 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 Fair certified false or misleading information on their 2025 License Renewal Application. Fair paid the fine, satisfying the citation. The citation became final on March 18, 2026.

Kittner, Natalie Jo (EL Cerrito) — The Board issued a one-count citation that included a \$500 administrative fine to Natalie Jo Kittner, architect license number C-32934, 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 Kittner certified false or misleading information on their 2025 License Renewal Application. Kittner paid the fine, satisfying the citation. The citation became final on February 11, 2026.

Levine, Mark Edward (Los Angeles) — The Board issued a one-count citation that included a \$500 administrative fine to Mark Edward Levine, architect license number C-30669, 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 Levine certified false or misleading information on their 2025 License Renewal Application. Levine paid the fine, satisfying the citation. The citation became final on January 18, 2026.

Liang, Whitney Renee (New York, NY) — The Board issued a one-count citation that included a \$500 administrative fine to Whitney Renee Liang, architect license number C-39658, 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 Liang certified false or misleading information on their 2025 License Renewal Application. Liang paid the fine, satisfying the citation. The citation became final on March 3, 2026.

Liu, Yihong (Henderson, NV) — The Board issued a one-count citation that included a \$1000 administrative fine to Yihong Liu, architect license number C-35354, 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 Liu certified false or misleading information on their 2025 License Renewal Application. Liu paid the fine, satisfying the citation. The citation became final on March 9, 2026.

Mahoney, Eric Foster (Studio City) — The Board issued a one-count citation that included a \$500 administrative fine to Eric Foster Mahoney, architect license number C-31657, 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 Mahoney certified false or misleading information on their 2025 License Renewal Application. Mahoney paid the fine, satisfying the citation. The citation became final on March 21, 2026.

Martin, James Hunter (South Pasadena) — The Board issued a one-count citation that included a \$500 administrative fine to James Hunter Martin, architect license number C-39759, 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 2025 License Renewal Application. Martin paid the fine, satisfying the citation. The citation became final on January 15, 2026.

Park, Ji Hyuk (Yorba Linda) — The Board issued a one-count citation that included a \$500 administrative fine to Ji Hyuk Park, architect license number C-33127, 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 Park certified false or misleading information on their 2025 License Renewal Application. Park paid the fine, satisfying the citation. The citation became final on March 5, 2026.

Pavunev, Oana (Miami, FL) — The Board issued a one-count citation that included a \$1000 administrative fine to Oana Pavunev, architect license number C-39630, 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 Pavunev certified false or misleading information on their 2025 License Renewal Application. Pavunev paid the fine, satisfying the citation. The citation became final on March 23, 2026.

Pollard, Trevor S. (Sherman Oaks) — The Board issued a one-count citation that included a \$1000 administrative fine to Trevor S. Pollard, architect license number C-26608, 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 Pollard certified false or misleading information on their 2025 License Renewal Application. Pollard paid the fine, satisfying the citation. The citation became final on March 2, 2026.

Shahan, Kerry M. (Las Vegas, NV) — The Board issued a one-count citation that included a \$500 administrative fine to Kerry M. Shahan, architect license number C-30885, 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 Shahan certified false or misleading information on their 2025 License Renewal Application. Shahan paid the fine, satisfying the citation. The citation became final on January 9, 2026.

Valerio, Anthony Medlar (San Francisco) — The Board issued a one-count citation that included a \$500 administrative fine to Anthony Medlar Valerio, architect license number C-33838, 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 Valerio certified false or misleading information on their 2025 License Renewal Application. The citation became final on March 6, 2026.

Varela, Ray (San Diego) — The Board issued a one-count citation that included a \$1000 administrative fine to Ray Varela, architect license number C-26947, 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 Varela certified false or misleading information on their 2025 License Renewal Application. Varela paid the fine, satisfying the citation. The citation became final on March 16, 2026.

Warren, Mark Benjamin (Naples, FL) — The Board issued a one-count citation that included a \$1000 administrative fine to Mark Benjamin Warren, architect license number C-33120, 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 Warren certified false or misleading information on their 2025 License Renewal Application. Warren paid the fine, satisfying the citation. The citation became final on March 17, 2026.

Whitten, Charles Alexander (Los Angeles) — The Board issued a one-count citation that included a \$1000 administrative fine to Charles Alexander Whitten, architect license number C-30241, 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 Whitten certified false or misleading information on their 2025 License Renewal Application. The citation became final on January 18, 2026.

Williams, Michael Scott (Seattle, WA) — The Board issued a one-count citation that included a \$1000 administrative fine to Michael Scott Williams, architect license number C-29784, 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 Williams certified false or misleading information on their 2025 License Renewal Application. Williams paid the fine, satisfying the citation. The citation became final on January 29, 2026.

Landscape Architects

Citations

Cristin Franklin (Lafayette) – The Board issued a one-count citation against Respondent for violating Business and Professions Code section 5640 (Unlicensed Person Engaging in the Practice of Landscape Architecture). Respondent provided landscape architecture services for a project for four years before hiring a licensed landscape architect for her firm. The Board found this to be a Class A violation, fined Respondent \$1,000, and issued an order of abatement requiring Respondent to cease and desist from engaging in unlicensed practice. Respondent paid the fine, satisfying the citation. The citation became final on March 19, 2026.

Corey Brooks (LA 6115) (Lafayette) – The Board issued a one-count citation against Respondent (Landscape Architect license number 6115), for violating Business and Professions Code section 5642 (Partnership, Corporation-Unlicensed Person) and California Code of Regulations, Title 16, section 2671 (Public Presentments and Advertising Requirements). Respondent stamped construction documents for a project without his name, license number, or stamp appearing on the

contract related to the construction documents. The Board found this to be a Class C violation, imposed a \$1,000 fine, and issued an order of abatement for Respondent to cease and desist from violating Business and Professions Code section 5642 and California Code of Regulations, Title 16, section 2671. Respondent paid the fine, satisfying the citation. The citation became final on March 19, 2026.

AGENDA ITEM K.1: AB 1775 (WARD) VETERANS

SUMMARY

[AB 1775](#) requires the Department of Consumer Affairs (DCA) to expedite licensure for an applicant who has served as an active-duty member of the United States (U.S.) Armed Forces and received a discharge solely as a result of federal action to restrict military service by transgender individuals.

This bill also requires the California Department of Veterans Affairs (CalVet) to prioritize, for services provided under the Veteran's Military Discharge Upgrade Grant Program, veterans who demonstrate their less-than-honorable characterization of service was connected to a mental health condition, traumatic brain injury, sexual assault or harassment, or sexual orientation, or who demonstrate their characterization of service was connected to gender identity.

Finally, this bill requires CalVet to establish the Veteran's Housing and Supportive Services Grant Program, subject to an appropriation by the Legislature

Action Requested

None.

AGENDA ITEM K.2: Discuss and Possible Action on AB 1796 (Jackson): Licensed Commercial Interior Designer Practice Act

Summary

Existing law:

1. Establishes the California Architects Board (Board).
2. Establishes, until January 1, 2027, a structure for the certification of interior designers by the California Council for Interior Design Certification (CCIDC), a nonprofit organization, by obtaining a stamp from the council that identifies them as a certified interior designer, and makes it an unfair business practice for any person to represent or hold themselves out as a certified interior designer without a valid certification.
3. Authorizes the CCIDC to issue a commercial designation to a person who meets specified requirements.

This bill:

1. Establishes the Licensed Professional Interior Designer Practice Act (Act) and requires the Board to implement the provisions of the Act no later than July 1, 2028.
2. Defines “professional interior design” as offering or furnishing, or being responsible for, or in control of, the planning, design, and oversight of interior spaces, in part or in whole, in buildings and structures in California in a manner complying with generally applicable codes and regulations and provides detail on what is and what is not included in this definition.
3. Expands the membership of the Board to include one professional interior designer.
4. Exempts architects, land surveyors, licensed contractors and professional engineers from the bill’s requirements.
5. Specifies that the bill does not prohibit the use of the title “interior designer” on the part of a person not licensed under this chapter, provided that person does not represent themselves as, or used the title of “licensed professional interior designer.”
6. Requires the use of a written contract and requires the use of a stamp to seal instruments of services.
7. Establishes disciplinary provisions for violations of the bill’s requirements.
8. Authorizes unspecified fees to carry out the provisions of this bill.

Comments:

This issue has previously been discussed by the Board during its last sunset review. A proposal to license commercial interior designers was discussed at that time but was not included in legislation. The Board did not previously take a position. In its Sunset Review responses, to the issue raised about the potential impacts of regulating an additional design profession the Board stated, “If the Board is given authority to regulate only one portion of the interior design field over others, the Board believes that could create confusion for consumers and building and safety departments... If the state chooses to expand regulation of additional design professionals, the Board suggests a review or study of the possible licensee population, to determine the staffing needs and necessary fee structure.”

AB 1796 is sponsored by the International Interior Design Association.

Implementation/ Technical Concerns – This bill requires implementation by the Board no later than July 1, 2028, if passed by the Legislature and signed by the Governor. The Board would need to conduct a fee study and adopt regulations in order to be able to implement the requirements.

Action Requested

No specific action is requested.

Attachments

AB 1796 bill text

AMENDED IN ASSEMBLY APRIL 16, 2026

AMENDED IN ASSEMBLY APRIL 13, 2026

AMENDED IN ASSEMBLY MARCH 27, 2026

CALIFORNIA LEGISLATURE—2025–26 REGULAR SESSION

ASSEMBLY BILL

No. 1796

Introduced by Assembly Member Jackson
(~~Coauthors: Assembly Members Bains, Macedo, and Zbur~~)
(*Coauthor: Assembly Member Macedo*)

February 10, 2026

An act to amend Sections 5510, 5510.1, 5514, 5515, 5515.5, 5526, 5528, 5601, 5602, 5801, 5801.1, and 5811.1 of, to add Section 5811.2 to, and to add Chapter 3.8 (commencing with Section 5700) to Division 3 of, the Business and Professions Code, and to amend Section 8014 of the Civil Code, relating to professions and vocations.

LEGISLATIVE COUNSEL'S DIGEST

AB 1796, as amended, Jackson. Licensed Professional Interior Designer Practice Act.

Existing law, until January 1, 2027, establishes a scheme for the certification of interior designers by the California Council for Interior Design Certification, a nonprofit organization, by obtaining a stamp from the council that identifies them as a certified interior designer, and makes it an unfair business practice for any person to represent or hold themselves out as a certified interior designer without a valid certification. Existing law also authorizes the council to issue a commercial designation to a person who satisfies specified requirements. Under the existing scheme, a certification under those provisions expires in 2 years unless renewed in a specified manner.

Existing law, the Architects Practice Act, establishes the California Architects Board, consisting of 10 members, in the Department of Consumer Affairs to license and regulate the practice of architecture.

This bill would authorize the council to issue a professional designation to a certified interior designer or qualified applicant only until _____, 2027, and would instead provide for the licensure and regulation of the practice of professional interior design, as defined, by the board. The bill would add a member to the board who is a professional interior designer, and would specify that the professional interior designer member's term begins and expires on unspecified dates. The bill would require the board to determine eligibility requirements, including examination and education requirements necessary for licensure. The bill would authorize the board to determine whether additional education or training is required for professional interior designers to identify when architectural or engineering services are required and, if so, would require the board to develop and prescribe sufficient education or training. The bill would make it a misdemeanor, punishable by an unspecified fee or by imprisonment in a county jail, or both, to engage in certain acts, including engaging in the practice of professional interior design without a license. By creating new crimes, the bill would impose a state-mandated local program. The bill would exempt professional engineers, architects, land surveyors, and licensed contractors from the bill's provisions governing professional interior design. The bill would require any stamp used by a licensed professional interior designer to be of a design authorized by the board and would prescribe the information contained in the stamp. The bill would establish requirements for professional interior instruments of service, as defined, and would prohibit a public entity from accepting professional interior instruments of service submissions from an individual who is not a licensed professional interior designer. By imposing requirements on local agencies, the bill would impose a state-mandated local program. The bill would prescribe acts that are subject to discipline by the board and the manner of discipline, and would specify conditions of renewal and expiration of a license. The bill would require the board to fix certain fees relating to licensure at specified and unspecified amounts, to be deposited into the California Professional Interior Designer Fund, established by the bill, to be made available to the board upon appropriation by the Legislature to be used to defray the expenses of the board in carrying out and enforcing the provisions of the bill. The bill would require the board to implement

its provisions by July 1, 2028. The bill would make other related and conforming changes to the Architects Practice Act and the provisions governing interior designers.

Existing law allows a design professional, as defined, to claim a lien on certain works of improvement, as specified.

This bill would include licensed interior designers in the definition of “design professional” for purposes of the above-referenced lien provisions.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

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

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

- 1 SECTION 1. (a) The Legislature finds and declares ~~as follows:~~
- 2 *all of the following:*
- 3 (1) In California there are roughly 7.5 billion square feet of
- 4 existing professional buildings.
- 5 (2) More than 100,000,000 square feet of professional buildings
- 6 are newly constructed across California and this does not account
- 7 for the remodeling of existing space, which sometimes only needs
- 8 a designer.
- 9 (3) The number of individuals who utilize professional buildings
- 10 is significant, but difficult to approximate. In 2023, California had
- 11 18,400,000 employed people, the highest in the United States.
- 12 About 88 percent of employed Californians, or roughly 16,200,000
- 13 people, work onsite, occupying professional space on a daily basis.
- 14 This number does not capture those Californians who visit or pass
- 15 through professional buildings to conduct tasks or business.
- 16 (4) Professional space includes, but is not limited to, hospitals,
- 17 schools, college campuses, museums, retail stores, and airport
- 18 terminals.

1 (5) Thirty-one jurisdictions across the nation regulate the
2 profession of interior design, including 29 states, the District of
3 Columbia, and Puerto Rico.

4 (6) The Legislature recognizes that acceptable overlap between
5 licensed design professions occurs through coordinated practice
6 within defined scope boundaries, consistent with nationally
7 recognized professional standards governing architecture,
8 engineering, and interior design professions.

9 (b) Given the quantity and scope of professional interior design
10 space in California, the regulation of professional interior designers
11 would ensure a reliable standard of practice, directly benefiting
12 and protecting many Californians who work, study, visit, and
13 convalesce in these spaces.

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

16 5510. There is in the Department of Consumer Affairs a
17 California Architects Board, which consists of 11 members.

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

20 This section shall remain in effect only until January 1, 2029,
21 and as of that date is repealed. Notwithstanding any other law, the
22 repeal of this section renders the board subject to review by the
23 appropriate policy committees of the Legislature.

24 SEC. 3. Section 5510.1 of the Business and Professions Code
25 is amended to read:

26 5510.1. The Legislature finds and declares that it is the mandate
27 of the board to regulate the practice of architects and professional
28 interior designers in the interest and for the protection of the public
29 health, safety, and welfare. For this purpose, the board shall
30 delineate the minimum professional qualifications and performance
31 standards for admission to and practice of the profession of
32 architecture pursuant to this chapter and professional interior
33 designers pursuant to the Licensed Professional Interior Designer
34 Practice Act (Chapter 3.8 (commencing with Section 5700)). The
35 board shall establish a fair and uniform enforcement policy to deter
36 and prosecute violations of this chapter or any rules and regulations
37 promulgated pursuant to this chapter to provide for the protection
38 of the consumer.

39 SEC. 4. Section 5514 of the Business and Professions Code is
40 amended to read:

1 5514. (a) The membership of the board shall be composed of
2 11 members, five of whom shall be architects, one of whom shall
3 be a professional interior designer, and five of whom shall be
4 public members.

5 (b) The five architect members of the board shall be selected
6 from architects in good standing who have been licensed and in
7 practice in this state for at least five years at the time of
8 appointment, all of whom shall be residents and in practice in
9 California.

10 (c) The public members of the board shall not be licensees of
11 the board.

12 (d) The first appointed professional interior designer member
13 of the board shall have had an active National Council for Interior
14 Design Qualification Certification for at least five years at the time
15 of appointment, and shall be a resident and in practice in California.
16 After licensure for professional interior designers is established,
17 the one professional interior designer member of the board shall
18 have been in good standing, licensed, a resident, and in practice
19 in California for at least five years at the time of appointment.

20 SEC. 5. Section 5515 of the Business and Professions Code is
21 amended to read:

22 5515. (a) Every person appointed shall serve for four years
23 and until the appointment and qualification of their successor or
24 until one year has elapsed since the expiration of the term for which
25 they were appointed, whichever occurs first.

26 (b) No person shall serve as a member of the board for more
27 than two consecutive terms.

28 (c) Vacancies occurring before the expiration of the term shall
29 be filled by appointment for the unexpired term.

30 (d) Each appointment shall expire on June 30 of the fourth year
31 following the year in which the previous term expired.

32 (e) The Governor shall appoint three of the public members and
33 the six licensed members qualified as provided in Section 5514.
34 The Senate Rules Committee and the Speaker of the Assembly
35 shall each appoint a public member.

36 SEC. 6. Section 5515.5 of the Business and Professions Code
37 is amended to read:

38 5515.5. (a) Notwithstanding Section 130 or 5515, the following
39 provisions shall apply:

1 (1) Of the three licensed architects appointed by the Governor
2 whose terms commence on July 1, 2013, the term of two members
3 shall expire on June 30, 2017, and the term of one member shall
4 expire on June 30, 2019.

5 (2) Of the two licensed architects appointed by the Governor
6 whose terms commence on July 1, 2014, the term of one member
7 shall expire on June 30, 2018, and the term of the other member
8 shall expire on June 30, 2020.

9 (3) The term of the public member appointed by the Governor
10 that commences on July 1, 2014, shall expire on June 30, 2019.

11 (4) Of the two public members appointed by the Governor whose
12 terms commence on July 1, 2016, the term of one member shall
13 expire on June 30, 2020, and the term of the other member shall
14 expire on June 30, 2021.

15 (5) The term of the licensed professional interior designer
16 appointed by the Governor that commences on July 1, _____, shall
17 expire on June 30, _____.

18 (b) Except as provided in subdivision (a), this section shall not
19 be construed to affect the application of Section 130 or 5515 to
20 the terms of a current or future member of the board.

21 SEC. 7. Section 5526 of the Business and Professions Code is
22 amended to read:

23 5526. (a) The board shall adopt rules and regulations governing
24 the examination of applicants for licenses to practice architecture
25 and professional interior design in this state.

26 (b) The board may, by rule or regulation, adopt rules of
27 professional conduct that are not inconsistent with state or federal
28 law. Every person who holds a license issued by the board shall
29 be governed and controlled by these rules.

30 (c) The board may adopt other rules and regulations as may be
31 necessary and proper.

32 (d) The board may, from time to time, repeal, amend, or modify
33 rules and regulations adopted under this section. No rule or
34 regulation shall be inconsistent with this chapter.

35 (e) The board shall adopt, by regulation, a system as described
36 in Section 125.9 for the issuance to a licensee of a citation and a
37 system as described in Section 148 for the issuance of an
38 administrative citation to an unlicensed person who is acting in
39 the capacity of a licensee or registrant under the jurisdiction of the
40 board.

1 (f) The adoption, repeal, amendment, or modification of these
2 rules and regulations shall be made in accordance with Chapter
3 3.5 (commencing with Section 11340) of Part 1 of Division 3 of
4 Title 2 of the Government Code.

5 SEC. 8. Section 5528 of the Business and Professions Code is
6 amended to read:

7 5528. (a) The board may select and contract with necessary
8 architect and professional interior design consultants who are
9 licensed to assist it in its enforcement program on an intermittent
10 basis. The architect and professional interior design consultants
11 shall perform only those services that are necessary to carry out
12 and enforce this chapter.

13 (b) For the purposes of Division 3.6 (commencing with Section
14 810) of Title 1 of the Government Code, any consultant under
15 contract with the board shall be considered a public employee.

16 SEC. 9. Section 5601 of the Business and Professions Code is
17 amended to read:

18 5601. (a) Within 10 days after the beginning of every month,
19 all fees collected by the department for the month preceding, under
20 the provisions of this chapter, shall be paid into the State Treasury
21 to the credit of the California Architects Board Fund.

22 (b) The board may create subaccounts within the California
23 Architects Board Fund, as needed, for the purpose of ensuring that
24 moneys within the fund are equitably apportioned among the
25 architect and professional interior design professions and do not
26 exceed the reasonable regulatory costs of the board pursuant to
27 this chapter and Chapter 3.8 (commencing with Section 5700).

28 SEC. 10. Section 5602 of the Business and Professions Code
29 is amended to read:

30 5602. The money collected pursuant to this chapter and paid
31 into the California Architects Board Fund, which is hereby
32 continued in existence, shall be used in the manner prescribed by
33 law to defray the expenses of the board in carrying out and
34 enforcing the provisions of this chapter.

35 SEC. 11. Chapter 3.8 (commencing with Section 5700) is added
36 to Division 3 of the Business and Professions Code, to read:

1 CHAPTER 3.8. LICENSED PROFESSIONAL INTERIOR DESIGNER
2 PRACTICE ACT

3
4 Article 1. Definitions
5

6 5700. This chapter may be cited as the Licensed Professional
7 Interior Designer Practice Act.

8 5701. For the purposes of this chapter, the following definitions
9 apply:

10 (a) “Board” means the California Architects Board.

11 (b) “Construction observation services” means periodic
12 observation of, or visits by a licensed professional interior designer
13 or their agent to, the site of a work of improvement to determine
14 general compliance with the professional interior instruments of
15 service submissions. However, “construction observation services”
16 does not mean the superintendence of construction processes, site
17 conditions, operations, equipment, or personnel, or the maintenance
18 of a safe place to work or any safety in, on, or about the site.

19 (c) “Immediate and responsible direction” means the
20 professional interior designer does both of the following:

21 (1) Instructs any person in the preparation of a professional
22 interior instrument of service, unless the person is any of the
23 following:

- 24 (A) A licensed professional interior designer.
- 25 (B) An architect licensed pursuant to Chapter 3 (commencing
26 with Section 5500).

27 (C) A civil or structural engineer registered pursuant to Chapter
28 7 (commencing with Section 6700).

29 (2) Exercises the same judgment and responsibility in reviewing
30 all stages of the design documents and other phases of the work
31 as required by law, and which would normally be exercised if the
32 professional interior designer personally performed the required
33 tasks.

34 (d) “Licensed professional interior designer” means a person
35 who is licensed under this chapter.

36 (e) “Licensed contractor” means a person licensed under Chapter
37 9 (commencing with Section 7000).

38 (f) “Professional engineer” means a person who practices or
39 offers to practice professional engineering as described in Section
40 6701.

1 (g) (1) “Professional interior design” includes offering or
2 furnishing, or being responsible for, or in control of, the planning,
3 design, and oversight of interior spaces, in part or in whole, in
4 buildings and structures in California in a manner complying with
5 generally applicable codes and regulations. This may include any
6 of the following related to interior spaces or environments as part
7 of a construction project:

- 8 (A) Investigation, evaluation, consultation, and advice.
- 9 (B) The preparation of plans, specifications, documentation,
10 and assistance in the governmental review process related to the
11 functional and aesthetic arrangement of interior spaces, including
12 the preparation of professional interior instruments of service.
- 13 (C) The selection and specification of materials, finishes,
14 fixtures, and furniture.
- 15 (D) The coordination of the work with technical and special
16 consultants.
- 17 (E) The administration of contracts and observation of
18 construction.

19 (2) “Professional interior design” does not include any of the
20 following:

- 21 (A) The practice of a professional engineer, as defined in Section
22 6701, or the practice of a professional land surveyor, as defined
23 in Section 8701.
- 24 (B) Services that constitute the practice of architecture, as
25 defined in Section 5500.1, except as otherwise provided in this
26 chapter.
- 27 (C) Services that constitute the practice of a structural engineer,
28 as described in Section 6763.
- 29 (D) Changes to the construction classification of the building
30 or structure according to the California Building Standards Code.

31 (3) Notwithstanding paragraph (1), “professional interior design”
32 does not include any work that would require structural engineering
33 analysis or would require the licensed professional interior designer
34 to assume responsible control for a building’s structural systems,
35 including the lateral force resisting system and the seismic bracing
36 of components and equipment regulated by the authority having
37 jurisdiction through adoption of a building code or other
38 regulations.

39 (h) “Professional interior instruments of service” means the
40 designs, drawings, and specifications that establish the scope of

1 professional interior design to be constructed, the standard of
2 quality for materials, workmanship, equipment, and construction
3 systems, and the studies and other technical reports and calculations
4 prepared in the course of the practice of professional interior
5 design.

6 (i) “Professional land surveyor” means a person who practices
7 or offers to practice land surveying, as described in Section 8701.

8 (j) (1) “Responsible control” means the amount of control over
9 the content of all professional interior instruments of service during
10 their preparation that is ordinarily exercised by licensed
11 professional interior designers applying the required professional
12 standard of care. Professional responsibility and liability shall
13 attach only to those aspects of the work performed within the
14 licensed professional interior designer’s scope of practice and
15 under their responsible control.

16 (2) “Responsible control” does not require the licensed
17 professional interior designer to personally prepare all professional
18 interior design instruments of service, but requires the exercise of
19 professional judgment and supervisory authority consistent with
20 the professional standard of care applicable to licensed professional
21 interior designers.

22 (k) “Structural engineer” means a person authorized to use the
23 title “structural engineer” as described in Section 6736.

24

25

Article 2. Administration

26

27 5705. (a) The board is vested with all of the functions, duties,
28 powers, purposes, responsibilities, and jurisdiction concerning the
29 practice of professional interior design under this chapter.

30 (b) Pursuant to this chapter, the board shall exercise the
31 following functions, powers, and duties:

32 (1) Conduct or authorize examinations to ascertain the fitness
33 and qualifications of applicants for licensure and issue a license
34 to those who are found to be fit and qualified.

35 (2) Prescribe rules and regulations for a method of examination
36 of candidates. The board shall designate as its examination for
37 licensure as a professional interior designer the National Council
38 for Interior Design Qualification Examination.

39 (3) Conduct hearings on proceedings to revoke, suspend, or
40 refuse to issue licensure.

1 (4) Promulgate rules and regulations required for the
2 administration of this chapter.

3 (c) The board shall implement the provisions of this chapter no
4 later than July 1, 2028.

5
6 Article 3. Application of Chapter
7

8 5710. (a) The board shall determine eligibility requirements,
9 including, but not limited to, examination and education
10 requirements necessary for licensure pursuant to this chapter. The
11 board shall give special consideration to national examinations,
12 but is not precluded from prescribing the examination and
13 educational requirements specified in former Section 5811.1, as
14 that section read on December 31, 2026.

15 (b) The board may also prescribe relevant continuing educational
16 requirements, taking into account the cost to individual licensed
17 professional interior designers.

18 (c) The board may determine whether education or training is
19 required for professional interior designers to identify when
20 architectural or engineering services are required and appropriately
21 coordinate with, or refer those services to, licensed professionals
22 authorized to perform them. If the board determines that education
23 or training is required, the board shall develop and prescribe
24 sufficient education or training.

25 5711. (a) It is a misdemeanor, punishable by a fine of not less
26 than ____ dollars (\$____) nor more than ____ dollars (\$____) or
27 by imprisonment in a county jail not exceeding six months, or by
28 both that fine and imprisonment, for a person to do any of the
29 following without possessing a valid, unrevoked license as
30 provided in this chapter:

31 (1) Engage in the practice of professional interior design.

32 (2) Use the titles or terms “licensed professional interior
33 designer” or “licensed professional interior design,” or any other
34 titles, words, or abbreviations that would imply or indicate that
35 they are licensed under this chapter.

36 (3) Use the stamp of a licensed professional interior designer,
37 as provided in Section 5720.

38 (4) Advertise or put out a sign, card, or other device that might
39 indicate to the public that they are a licensed professional interior

1 designer or qualified to engage in the practice of professional
2 interior design.

3 (b) A licensed professional interior designer with a valid license
4 may stamp, seal, and submit professional interior instruments of
5 service to the authorities having jurisdiction.

6 (c) A licensed professional interior designer shall not advertise
7 any services that they are not legally permitted to perform,
8 including architecture or engineering services or using the title
9 “architect” in any form.

10 (d) This chapter does not prevent or restrict any of the following
11 activities:

12 (1) The employment by a professional interior designer
13 association, partnership, or corporation furnishing interior design
14 services for remuneration of any person who is not a licensed
15 professional interior designer to perform services in various
16 capacities as needed, provided that the person does not represent
17 themselves as, or use the title of, “licensed professional interior
18 designer.”

19 (2) Use of the title “interior designer” on the part of a person
20 not licensed under this chapter, provided that person does not
21 represent themselves as, or use the title of, “licensed professional
22 interior designer.”

23 (3) The practice, services, or activities of any person licensed
24 in this state under any other law who is engaging in the profession
25 or occupation for which they are licensed or otherwise legally
26 permitted to engage in.

27 (4) Professional services limited to the design of kitchen and
28 bath spaces or the specification of products for kitchen and bath
29 areas in residential settings.

30 (5) The ability of a licensed professional interior designer to
31 supervise their own projects.

32 5712. (a) A licensed professional interior designer shall use a
33 written contract when contracting to provide professional services
34 to a client pursuant to this chapter. That written contract shall be
35 executed by the licensed professional interior designer and the
36 client, or the client’s representative, prior to the licensed
37 professional interior designer commencing work, unless the client
38 knowingly states in writing that work may be commenced before
39 the contract is executed. The written contract shall include, but
40 not be limited to, all of the following items:

1 (1) A description of the project for which the client is seeking
2 services.

3 (2) A description of the services to be provided by the licensed
4 professional interior designer to the client.

5 (3) A description of any basis of compensation applicable to
6 the contract and the method of payment agreed upon by both
7 parties.

8 (4) The name, address, and license number of the licensed
9 professional interior designer, the name and address of the client,
10 and the project address.

11 (5) A description of the procedure that the licensed professional
12 interior designer and the client will use to accommodate additional
13 services and contract changes, including, but not limited to, changes
14 in the description of the project, in the description of the services,
15 or in the description of the compensation and method of payment.

16 (6) A description of the procedure to be used by either party to
17 terminate the contract.

18 (7) A statement identifying the ownership and use of
19 professional interior instruments of service prepared by the licensed
20 professional interior designer.

21 (8) A statement in at least 12-point type that reads, “Licensed
22 professional interior designers are licensed and regulated by the
23 California Architects Board located at 2420 Del Paso Road, Suite
24 105, Sacramento, CA 95834.”

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

26 (1) Professional services rendered by a licensed professional
27 interior designer for which the client will not pay compensation.

28 (2) An arrangement as to the basis for compensation and manner
29 of providing professional services implied by the fact that the
30 licensed professional interior designer’s services are of the same
31 general kind that the licensed professional interior designer has
32 previously rendered to and received payment from the same client.

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

36 (4) Professional services rendered by a licensed professional
37 interior designer to a professional engineer registered to practice
38 engineering under Chapter 7 (commencing with Section 6700), a
39 land surveyor licensed under Chapter 15 (commencing with Section
40 8700), an architect licensed under Chapter 3 (commencing with

1 Section 5500), or a contractor licensed under Chapter 9
2 (commencing with Section 7000).

3 5713. (a) As used in this section, the word “person” includes
4 any individual, firm, partnership, general corporation, professional
5 corporation, or limited liability partnership, as authorized by the
6 Corporations Code.

7 (b) As used in this section, the terms “business entity” and
8 “collaboration” include employer and employee relationships, joint
9 ventures, partnerships, general corporations, and consulting
10 relationships formed by written agreement in which the licensed
11 professional interior designer provides immediate and responsible
12 direction of professional interior design services.

13 (c) This chapter does not prevent a licensed professional interior
14 designer from forming a business entity or collaborating with
15 persons who are not licensed professional interior designers,
16 provided that any licensed professional interior designers’
17 professional services that are provided through that entity or
18 collaboration are offered and provided under the responsible control
19 of a licensed professional interior designer, or licensed professional
20 interior designers, and in accordance with the provisions of this
21 chapter.

22 (d) (1) A business entity organized as a general corporation
23 may include in its name any or all of the following:

24 (A) A fictitious name.

25 (B) The name of one or more licensed professional interior
26 designers.

27 (C) The term “licensed professional interior designer,” the term
28 “licensed professional interior design,” or a variation of the terms
29 “licensed professional interior designer” and “licensed professional
30 interior design.”

31 (2) Nothing in paragraph (1) shall limit a business entity
32 organized as a general corporation from including in its name any
33 other word or name that is not otherwise prohibited by law.

34 (3) Notwithstanding paragraphs (1) and (2), a business entity
35 organized as a general corporation shall not include in its name
36 the term “professional corporation.”

37 (e) This chapter does not prevent a corporation from furnishing
38 or supplying by contract licensed professional interior design
39 services, as long as any licensed professional interior designers’
40 professional services are offered and provided under the responsible

1 control of a licensed professional interior designer, licensed
2 professional interior designers, or those design professionals
3 exempt from this chapter pursuant to Section 5715.

4 5714. Nothing in this chapter shall preclude any activities listed
5 in the definition of a “certified interior designer” in former Section
6 5800, as it read on December 31, 2026, if that person does not
7 represent themselves or their services in any manner prohibited
8 by this chapter.

9 5715. Professional engineers registered to practice engineering
10 under Chapter 7 (commencing with Section 6700), land surveyors
11 licensed under Chapter 15 (commencing with Section 8700),
12 architects licensed under Chapter 3 (commencing with Section
13 5500), and contractors licensed under Chapter 9 (commencing
14 with Section 7000) are exempt from this chapter. However, they
15 may not use the title “licensed professional interior designer” unless
16 they hold a license as required in this chapter.

17
18 Article 4. Seal and Certification

19
20 5720. (a) (1) Any stamp used by a licensed professional
21 interior designer under this chapter shall be of a design authorized
22 by the board and shall, at a minimum, bear the licensee’s name,
23 their license number, the legend “Licensed Professional Interior
24 Designer,” and the legend “State of California,” and shall provide
25 a means of indicating the renewal date of the license.

26 (2) The licensed professional interior designer shall affix the
27 signature, current date, date of license expiration, and seal to the
28 first sheet of any bound set or loose sheets of professional interior
29 instruments of service used as contract documents between parties
30 to the contract or documents prepared for the review and approval
31 of any governmental or public authority having jurisdiction by that
32 licensed professional interior designer or under that licensed
33 professional interior designer’s responsible control.

34 (3) The sheet of professional interior instruments of service in
35 which the seal is affixed shall indicate those documents or parts
36 thereof for which the seal shall apply.

37 (4) A licensed professional interior designer shall not be deemed
38 professionally responsible for the design, performance, or adequacy
39 of any structural, mechanical, electrical, plumbing, or fire and life

1 safety systems not prepared by or under the responsible control of
2 the licensed professional interior designer.

3 (5) A licensed professional interior designer who signs or seals
4 professional interior design instruments of service represents that
5 the work was prepared by the licensed professional interior designer
6 or under the licensed professional interior designer’s responsible
7 control.

8 (b) A licensed professional interior designer shall not sign and
9 seal professional interior instruments of service that were not
10 prepared by or under the responsible control of the licensed
11 professional interior designer, except in the following
12 circumstances:

13 (1) A licensed professional interior designer may sign and seal
14 those portions of the professional interior instruments of service
15 submission that were prepared by or under the responsible control
16 of a person who holds a license under this chapter, and who has
17 signed and sealed the documents, if the licensed professional
18 interior designer has reviewed in whole or in part those portions
19 and has either coordinated their preparation or integrated them
20 into the work.

21 (2) A partner or corporate officer of a professional design firm
22 registered in this state who has professional knowledge of the
23 content of the professional interior instrument of services
24 submissions and intends to be responsible for the adequacy of the
25 professional interior instruments of services submissions may sign
26 and seal professional interior instruments of service submissions
27 that are prepared by or under the responsible control of a licensed
28 professional interior designer who is in the regular employment
29 of the professional design firm.

30 (c) The licensed professional interior designer exercising
31 responsible control under which the professional interior
32 instruments of service submissions or portions of the professional
33 interior instruments of service submissions were prepared shall be
34 identified by name and California license number.

35 (d) If engineering, structural engineering, or licensed land
36 surveying services are required in association with a project being
37 performed by a licensed professional interior designer, the
38 documents that have already been properly sealed by a licensed
39 professional engineer, licensed structural engineer, or licensed
40 land surveyor may be compiled by a licensed professional interior

1 designer. Each design professional shall seal the respective
2 documents and shall not seal a document that was not prepared
3 under the design professional’s responsible charge. For all other
4 projects, engineering, structural engineering, or land surveying
5 services shall be procured separately from the licensed professional
6 interior designer.

7
8 Article 5. Professional Interior Instrument of Service
9 Submissions

10
11 5725. (a) (1) All professional interior instruments of service
12 submissions intended for use in this state shall be prepared and
13 administered in accordance with standards of reasonable
14 professional skill and diligence. Care shall be taken to reflect the
15 requirements of state law and, if applicable, county and municipal
16 ordinances in the submissions. In recognition that professional
17 interior designers are required to be licensed for the protection of
18 the public health, safety, and welfare, submissions shall be of such
19 quality and scope, and be so administered, as to conform to
20 professional standards.

21 (2) An officer, board, commission, or other public entity that
22 receives professional interior instruments of service submissions
23 shall not accept for filing or approval any professional interior
24 instruments of service submissions from an individual who is not
25 licensed under this chapter and is not otherwise licensed in this
26 state to prepare the plans and specifications.

27 (3) (A) A licensed professional interior designer who seals and
28 signs professional interior instruments of service submissions is
29 not responsible for damage caused by subsequent changes to, or
30 uses of, those professional interior instruments of service
31 submissions if the subsequent changes or uses, including changes
32 to uses made by state or local agencies, are not authorized or
33 approved in writing by the licensed professional interior designer
34 who originally sealed and signed the professional interior
35 instruments of service submissions.

36 (B) The stamp and seal of professional interior instruments of
37 service that relate to the design of a project does not impose a legal
38 duty or responsibility upon the person signing the professional
39 interior instruments of service to observe the construction
40 undertaken to create the professional interior design. However,

1 this subparagraph does not prohibit a licensed professional interior
2 designer and a client from entering into a contractual agreement
3 that includes a mutually acceptable arrangement for the provision
4 of construction observation services. This subparagraph does not
5 modify the liability of a licensed professional interior designer
6 who undertakes, contractually or otherwise, the provision of
7 construction observation services for rendering those services.

8 (C) A licensed professional interior designer shall be
9 professionally responsible only for those aspects of a project that
10 are within the licensed professional interior designer's scope of
11 practice and under their responsible control, and shall not be
12 deemed responsible for the design, performance, or adequacy of
13 any structural, mechanical, electrical, plumbing, or fire and life
14 safety systems not prepared, directed, or approved by the licensed
15 professional interior designer.

16 (D) In the event of damage to commercial real property caused
17 by a natural disaster declared by the Governor, a licensed
18 professional interior designer shall not be liable for damages arising
19 from the reuse, replication, or reconstruction of professional interior
20 instruments of service without the licensed professional interior
21 designer's prior written consent if the instruments of service were
22 not originally prepared for that reuse.

23 (b) No person may use a licensed professional interior designer's
24 professional interior instruments of service without the consent of
25 the licensed professional interior designer in a written contract,
26 written agreement, or written license specifically authorizing that
27 use.

28 (c) A licensed professional interior designer shall not
29 unreasonably withhold consent to use their professional interior
30 instruments of service from a person for whom the licensed
31 professional interior designer provided the services. A licensed
32 professional interior designer may reasonably withhold consent
33 to use the professional interior instruments of service for cause,
34 including, but not limited to, lack of full payment for services
35 provided or failure to fulfill the conditions of a written contract.

36 (d) Coordination with, consultation with, or incorporation of
37 work prepared by a licensed architect, professional engineer, or
38 other design professional shall not be construed as assuming
39 professional responsibility or liability for such work, unless the

1 licensed professional interior designer expressly assumes such
2 responsibility in writing and is legally authorized to do so.

3

4

Article 6. Discipline

5

6 5730. (a) The board may, upon its own motion, and shall, upon
7 the verified complaint in writing of any person, investigate the
8 actions of any licensed professional interior designer, and may
9 suspend for a period not exceeding one year, or revoke, the license
10 of any licensed professional interior designer who is guilty of any
11 one or more of the acts or omissions constituting grounds for
12 disciplinary action under this chapter.

13 (b) (1) An accusation against a licensed professional interior
14 designer shall be filed within three years after the board discovers,
15 or through the use of reasonable diligence should have discovered,
16 the act or omission alleged as the ground for disciplinary action
17 or within six years after the act or omission alleged as the ground
18 for disciplinary action, whichever occurs first. However, with
19 respect to an accusation alleging a violation of subdivision (f), the
20 accusation may be filed within three years after the discovery by
21 the board of the alleged facts constituting the fraud or
22 misrepresentation prohibited by subdivision (f).

23 (2) If any accusation is not filed within the time provided in this
24 subdivision, no action against a licensed professional interior
25 designer shall be commenced under this article.

26 (c) Any proceeding for the suspension or revocation of licensure
27 under this chapter shall be conducted in accordance with the
28 provisions of Chapter 5 (commencing with Section 11500) of Part
29 1 of Division 3 of Title 2 of the Government Code. The board shall
30 have all of the powers granted in that chapter.

31 (d) (1) A suspended license is subject to expiration and shall
32 be renewed as provided in this chapter, but that renewal does not
33 entitle the licensed professional interior designer, while it remains
34 suspended and until it is reinstated, to engage in the activity to
35 which the license relates, or in any other activity or conduct in
36 violation of the order or judgment by which it was suspended.

37 (2) A revoked license is subject to expiration as provided in this
38 chapter, but it may not be renewed. If it is reinstated after its
39 expiration, the licensed professional interior designer, as a
40 condition precedent to its reinstatement, shall pay a reinstatement

1 fee in an amount equal to the renewal fee in effect on the last
2 regular renewal date before the date on which it is reinstated, plus
3 the delinquency fee, if any, accrued at the time of its revocation.

4 (e) The fact that the licensed professional interior designer is
5 practicing in violation of this chapter constitutes a ground for
6 disciplinary action.

7 (f) The fact that the licensed professional interior designer has
8 obtained the license by fraud or misrepresentation, or that the
9 person named in the license has obtained it by fraud or
10 misrepresentation, constitutes a ground for disciplinary action.

11 (g) The fact that the professional interior designer is
12 impersonating a licensed professional interior designer or former
13 licensed professional interior designer of the same or similar name,
14 or is practicing under an assumed, fictitious or corporate name,
15 constitutes a ground for disciplinary action.

16 (h) The fact that the licensed professional interior designer has
17 aided or abetted in the practice of professional interior design for
18 any person not authorized to practice professional interior design
19 under this chapter constitutes a ground for disciplinary action.

20 (i) The fact that the licensed professional interior designer has
21 been guilty of fraud or deceit constitutes a ground for disciplinary
22 action.

23 (j) The fact that the licensed professional interior designer has
24 been guilty of negligence or willful misconduct constitutes a
25 ground for disciplinary action.

26 (k) The fact that the licensed professional interior designer has
27 been guilty of gross incompetence constitutes a ground for
28 disciplinary action.

29 (l) The fact that the licensed professional interior designer has
30 affixed their signature or their stamp to, or has permitted the use
31 of their name on, plans, drawings, specifications, or other
32 instruments of service that have not been prepared by that designer
33 or under their immediate and responsible direction, or has permitted
34 their name or signature or stamp to be used for the purpose of
35 assisting a person who is not a licensed professional interior
36 designer to evade the provisions of this chapter, constitutes a
37 ground for disciplinary action.

38 (m) The conviction of a felony in connection with the practice
39 of licensed professional interior design is a ground for disciplinary

1 action. The record of a conviction shall be conclusive evidence
2 thereof.

3 (n) The fact that the licensed professional interior designer has
4 had disciplinary action taken by any public agency for any act
5 substantially related to the qualifications, functions, or duties as a
6 professional interior designer constitutes a ground for disciplinary
7 action.

8 (o) A plea or verdict of guilty or a conviction following a plea
9 of nolo contendere made to a charge of a felony is deemed to be
10 a conviction within the meaning of this article. The board may
11 order the license suspended or revoked, or may decline to issue a
12 license, when the time for appeal has elapsed, or the judgment of
13 conviction has been affirmed on appeal or when an order granting
14 probation is made suspending the imposition of sentence,
15 irrespective of a subsequent order under the provisions of Section
16 1203.4 of the Penal Code allowing the person to withdraw their
17 plea of guilty and to enter a plea of not guilty, or setting aside the
18 verdict of guilty, or dismissing the accusation, information, or
19 indictment.

20 5731. (a) (1) A licensed professional interior designer shall
21 report to the board in writing within 30 days of the date the licensed
22 professional interior designer has knowledge of any civil action
23 judgment, settlement, arbitration award, or administrative action
24 resulting in a judgment, settlement, or arbitration award against
25 the licensed professional interior designer in any action alleging
26 fraud, deceit, negligence, incompetence, or recklessness by the
27 licensed professional interior designer in the practice of
28 professional interior design if the amount or value of the judgment,
29 settlement, or arbitration award is five thousand dollars (\$5,000)
30 or greater.

31 (2) The report required by paragraph (1) shall be signed by the
32 licensed professional interior designer and shall set forth the facts
33 that constitute the reportable event. If the reportable event involves
34 the action of an administrative agency or court, the report shall set
35 forth all of the following:

- 36 (A) The title of the matter.
- 37 (B) The court or agency name.
- 38 (C) The docket number.
- 39 (D) The claim or file number.
- 40 (E) The date on which the reportable event occurred.

1 (3) The licensed professional interior designer shall promptly
2 respond to oral or written inquiries from the board concerning the
3 reportable event, including inquiries made by the board in
4 conjunction with licensure renewal.

5 (4) Failure of a licensed professional interior designer to comply
6 with this subdivision shall be grounds for disciplinary action.

7 (5) A licensed professional interior designer who fails to comply
8 with this subdivision may be subject to a civil penalty of not less
9 than one hundred dollars (\$100) and not more than one thousand
10 dollars (\$1,000) as an intermediate sanction imposed by the board
11 in lieu of revoking the license. A licensed professional interior
12 designer who knowingly and intentionally fails to comply with
13 this subdivision may be subject to a civil penalty of up to twenty
14 thousand dollars (\$20,000) as an additional intermediate sanction
15 imposed by the board in lieu of revoking the license.

16 (b) (1) Within 30 days of payment of all or any portion of a
17 civil action judgment, settlement, or arbitration award described
18 in subdivision (a) against a licensed professional interior designer
19 in which the amount or value of the judgment, settlement, or
20 arbitration award is five thousand dollars (\$5,000) or greater, any
21 insurer providing professional liability insurance to that licensed
22 professional interior designer or licensed professional interior
23 design entity shall report to the board all of the following:

24 (A) The name of the licensed professional interior designer.

25 (B) The claim or file number.

26 (C) The amount or value of the judgment, settlement, or
27 arbitration award.

28 (D) The amount paid by the insurer.

29 (E) The identity of the payee.

30 (2) Within 30 days of payment of all or any portion of any civil
31 action judgment, settlement, or arbitration award described in
32 subdivision (a) against a licensed professional interior designer in
33 which the amount or value of the judgment, settlement, or
34 arbitration award is five thousand dollars (\$5,000) or greater, any
35 state or local governmental agency that self-insures the licensed
36 professional interior designer shall report to the board all of the
37 following:

38 (A) The name of the licensed professional interior designer.

39 (B) The claim or file number.

1 (C) The amount or value of the judgment, settlement, or
2 arbitration award.

3 (D) The amount paid by the insurer.

4 (E) The identity of the payee.

5 (c) The reporting requirements in subdivisions (a) and (b) shall
6 apply if both of the following apply:

7 (1) A party to the civil action, settlement, arbitration award, or
8 administrative action is or was a sole proprietorship, partnership,
9 firm, corporation, or state or local governmental agency in which
10 a licensed professional interior designer is or was an owner, partner,
11 member, officer, or employee.

12 (2) A licensed professional interior designer in responsible
13 control of the portion of the project that was the subject of the civil
14 judgment, settlement, arbitration award, or administrative action.

15 (d) Notwithstanding any other provision of law, a licensed
16 professional interior designer shall not be considered to have
17 violated a confidential settlement agreement or other confidential
18 agreement by providing a report to the board as required by this
19 section.

20 (e) The board may adopt regulations to further define the
21 reporting requirements in subdivisions (a) and (b).

22

23 Article 7. Issuance of Licenses and Revenues

24

25 5735. (a) (1) A license issued under this chapter shall expire
26 no more than two years after the issuance date. The expiration date
27 of the original license shall be set by the board in a manner to best
28 distribute renewal procedures throughout each year.

29 (2) To renew an unexpired license, the licensed professional
30 interior designer shall, on or before the expiration date of the
31 license, apply for renewal in a form and manner prescribed by the
32 board, and pay the renewal fee prescribed by this article.

33 (3) The renewal form shall include a statement specifying
34 whether the licensed professional interior designer was convicted
35 of a crime or disciplined by another public agency during the
36 preceding renewal period and that the designer's representations
37 on the renewal form are true, correct, and contain no material
38 omissions of fact, to their best knowledge and belief.

39 (b) Within 10 days after a judgment by a court of this state that
40 a licensed professional interior designer has committed a crime or

1 is liable for any death or personal or property injury or loss caused
2 by the license holder's fraud, deceit, negligence, incompetency,
3 or recklessness in practice, the clerk of the court that rendered the
4 judgment shall report this to the board.

5 (c) Except as otherwise provided in this chapter, a license that
6 has expired may be renewed at any time within five years after its
7 expiration on filing of an application for renewal on a form
8 prescribed by the board, and payment of all accrued and unpaid
9 renewal fees. If the license is renewed more than 30 days after its
10 expiration, the licensed professional interior designer, as a
11 condition precedent to renewal, shall also pay the delinquency fee
12 prescribed by this article. Renewal under this section shall be
13 effective on the date on which the application is filed, on the date
14 on which all renewal fees are paid, or on the date on which the
15 delinquency fee, if any, is paid, whichever occurs last. If so
16 renewed, the license shall continue in effect until the date provided
17 pursuant to paragraph (1) of subdivision (a) of this section that
18 next occurs after the effective date of the renewal, unless the license
19 is renewed again.

20 (d) A license that has been expired for five years or more is
21 nonrenewable and shall not be renewed, restored, reissued, or
22 reinstated. An individual with a nonrenewable license shall not
23 engage in the practice of professional interior design until the
24 individual applies for, and the board issues the individual, a new
25 license.

26 (e) The board shall provide the authorities having jurisdiction
27 with information about the practice and profession of licensed
28 professional interior design.

29 5736. (a) The fees prescribed by this article for licensed
30 professional interior designer applicants and licensed professional
31 interior designers shall be fixed by the board as follows:

32 (1) The fee for an original license may not exceed ____ dollars
33 (\$____), except that, if the license is issued less than one year
34 before the date on which it will expire, then the fee shall equal 50
35 percent of the fee fixed by the board for an original license. The
36 board may, by appropriate regulation, provide for the waiver or
37 refund of the initial licensure fee where the license is issued fewer
38 than 45 days before the date on which it will expire.

39 (2) The fee for a duplicate license shall not exceed ____ dollars
40 (\$____).

1 (3) The renewal fee for a license shall not exceed ____ dollars
2 (\$ ____).

3 (4) The penalty for failure to notify the board of a change of
4 address within 30 days from an actual change in address shall not
5 exceed fifty dollars (\$50).

6 (5) The delinquency fee shall be 50 percent of the renewal fee
7 for the license in effect on the date of the renewal of the license,
8 but not less than ____ dollars (\$ ____) nor more than ____ dollars
9 (\$ ____).

10 (b) The fees specified in subdivision (a) shall not exceed the
11 reasonable regulatory costs of the board related to administering,
12 implementing, and enforcing this chapter.

13 (c) (1) There is hereby established in the State Treasury, the
14 California Professional Interior Designer Fund. Moneys deposited
15 in the fund shall, upon appropriation by the Legislature, be made
16 available to the board to be used in the manner prescribed by law
17 to defray the expenses of the board in carrying out and enforcing
18 the provisions of this chapter.

19 (2) Within 10 days after the beginning of every month, all fees
20 collected by the board for the preceding month under this article
21 shall be paid into the State Treasury to the credit of the California
22 Professional Interior Designer Fund.

23 SEC. 12. Section 5801 of the Business and Professions Code
24 is amended to read:

25 5801. A Certified Interior Designer may obtain a stamp from
26 the council that shall include a number that uniquely identifies and
27 bears the name of that Certified Interior Designer and identifies
28 the individual as one of the following:

29 (a) A Certified Interior Designer, if the applicant has provided
30 the council with evidence of meeting the education, experience,
31 and examination requirements pursuant to Section 5811.1.

32 (b) Until ____, 2027, a Certified Interior Designer with
33 professional designation, if the Certified Interior Designer or
34 applicant has met the requirements pursuant to Section 5811.2.

35 SEC. 13. Section 5801.1 of the Business and Professions Code
36 is amended to read:

37 5801.1. The procedure for the issuance of a stamp by the
38 council under subdivision (a) of Section 5801, including the
39 examinations recognized and required by the council, shall be

1 subject to the occupational analyses and examination validation
2 required by Section 139 every five to seven years.

3 SEC. 14. Section 5811.1 of the Business and Professions Code
4 is amended to read:

5 5811.1. (a) (1) The council may issue a Certified Interior
6 Designer certification pursuant to subdivision (a) of Section 5801
7 to any applicant who provides satisfactory evidence that they meet
8 all of the requirements of this chapter and who complies with the
9 bylaws, rules, and procedures established by the council.

10 (2) In order to obtain a certification, an applicant shall submit
11 an application as provided by the council and provide the council
12 with satisfactory evidence that they meet all of the following
13 requirements:

14 (A) Passage of an interior design examination approved by the
15 council.

16 (B) Any of the following education and experience pathways:

17 (i) The person is a graduate of a four- or five-year accredited
18 interior design degree program, and has two years of diversified
19 interior design experience.

20 (ii) The person has completed a three-year accredited interior
21 design certificate program, and has completed three years of
22 diversified interior design experience.

23 (iii) The person has completed a two-year accredited interior
24 design program and has completed four years of diversified interior
25 design experience.

26 (iv) The person has at least eight years of interior design
27 education, or at least eight years of diversified interior design
28 experience, or a combination of interior design education and
29 diversified interior design experience that together total at least
30 eight years.

31 (C) All fees required by the council, as described in subdivision
32 (e) of Section 5811, have been paid.

33 (b) (1) The certificate for a Certified Interior Designer under
34 subdivision (a) of Section 5801 shall be subject to renewal every
35 two years in a manner prescribed by the council, and shall expire
36 unless renewed in that manner. The council may provide for the
37 late renewal of a registration.

38 (2) The council may require Certified Interior Designers to
39 complete continuing education specific to the practice of interior
40 design each two-year certification cycle.

1 SEC. 15. Section 5811.2 is added to the Business and
2 Professions Code, to read:

3 5811.2. (a) (1) The council may issue a professional
4 designation to a Certified Interior Designer or qualified applicant
5 who provides satisfactory evidence that they meet all of the
6 requirements of this chapter and who complies with the bylaws,
7 rules, and procedures established by the council.

8 (2) In order to obtain a professional designation, a Certified
9 Interior Designer or qualified applicant shall submit an application
10 as provided by the council and provide the council with satisfactory
11 evidence that they meet all of the following requirements:

12 (A) Passage of an interior design examination approved by the
13 council.

14 (B) Any of the following education and experience pathways:

15 (i) The person is a graduate of a four- or five-year accredited
16 interior design degree program, and has two years of diversified
17 interior design experience.

18 (ii) The person has completed a three-year accredited interior
19 design certificate program, and has three years of diversified
20 interior design experience.

21 (iii) The person has completed a two-year accredited interior
22 design program and has four years of diversified interior design
23 experience.

24 (iv) The person has at least eight years of interior design
25 education, or at least eight years of diversified interior design
26 experience, or a combination of interior design education and
27 diversified interior design experience that together total at least
28 eight years.

29 (C) All fees required by the council, as described in subdivision
30 (e) of Section 5811, have been paid.

31 (b) In addition to the requirements in subdivision (a), the
32 Certified Interior Designer or qualified applicant shall pass
33 additional interior design courses and examinations, as determined
34 to be required by the council.

35 (c) The council may issue a professional designation to a
36 Certified Interior Designer or qualified applicant only until ____,
37 2027. On and after ____, 2027, a Certified Interior Designer with
38 an active professional designation shall not have that stamp
39 renewed.

40 SEC. 16. Section 8014 of the Civil Code is amended to read:

1 8014. “Design professional” means a person licensed as an
2 architect pursuant to Chapter 3 (commencing with Section 5500)
3 of Division 3 of the Business and Professions Code, licensed as a
4 landscape architect pursuant to Chapter 3.5 (commencing with
5 Section 5615) of Division 3 of the Business and Professions Code,
6 licensed as a professional interior designer pursuant to Chapter
7 3.8 (commencing with Section 5700) of Division 3 of the Business
8 and Professions Code, registered as a professional engineer
9 pursuant to Chapter 7 (commencing with Section 6700) of Division
10 3 of the Business and Professions Code, or licensed as a land
11 surveyor pursuant to Chapter 15 (commencing with Section 8700)
12 of Division 3 of the Business and Professions Code.

13 SEC. 17. No reimbursement is required by this act pursuant to
14 Section 6 of Article XIII B of the California Constitution for certain
15 costs that may be incurred by a local agency or school district
16 because, in that regard, this act creates a new crime or infraction,
17 eliminates a crime or infraction, or changes the penalty for a crime
18 or infraction, within the meaning of Section 17556 of the
19 Government Code, or changes the definition of a crime within the
20 meaning of Section 6 of Article XIII B of the California
21 Constitution.

22 However, if the Commission on State Mandates determines that
23 this act contains other costs mandated by the state, reimbursement
24 to local agencies and school districts for those costs shall be made
25 pursuant to Part 7 (commencing with Section 17500) of Division
26 4 of Title 2 of the Government Code.

AGENDA ITEM L.1: Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 2, section 109 (Requirements for Licensure and Filing of Applications)

Summary

California Code of Regulations (CCR) 109 (Requirements for Licensure and Filing of Applications) details the process by which candidates become eligible for and apply for a license. The Board recently updated regulations related to examination eligibility and experience credit, which affect the licensure process and required documentation that is detailed in CCR 109. Specifically, the Board now allows unrestricted experience while candidates are in school, removed the experience requirement to sit for an examination and changed the linear process to obtain an architectural license. Therefore, the Employment Verification Form and language related to eligibility for the license application needed to be updated.

Action Requested

Approve the proposed updated 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 to Section 109 as noticed.

Attachments

1. 16 CCR section 109 (Requirements for Licensure and Filing of Applications)
Proposed Language
2. Proposed Employment Verification Form, 19C-12 (REV 5/2026)

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Licensure and Form Revisions

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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Create 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:
 - (i) the candidate last took an examination as a candidate of the Board, or
 - (ii) 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~~ REV 5/2026), 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 the following 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:
 - a. 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.
 - b. A statement that the candidate's physical address is associated with an area where and when a state of emergency has been declared.
 - c. 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,
 - d. 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.
- (g) Candidates must complete the California Supplemental Examination (CSE) prior to licensure and follow the requirements as set forth in Section 124.

(h) Upon passing the ARE, CSE, and completing the requirements in subdivision (b)(2) if applicable, completion of the CSE, each person-candidates 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, 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, 5552.5 and 5552.6, Business and Professions Code; and Sections 8550 and 8558, Government Code.

EMPLOYMENT VERIFICATION FORM (EVF)

INSTRUCTIONS

Reciprocity Candidates	Initial Licensure Candidates
<ul style="list-style-type: none"> A reciprocity candidate is defined as an individual licensed as an architect in another U.S. or foreign jurisdiction and seeking an architect license in California. Do not complete this form if you have requested transmittal of your NCARB* Certificate to California. U.S. architects with less than three years of licensure must have their NCARB Certificate transmitted to the Board as proof of Architect Experience Program (AXP) completion. Eight (8) full-time (at 40 hours per week) years of training (work) and educational experience is required for California Supplemental Examination (CSE) license eligibility. <u>Acceptable Signature:</u> All EVFs must contain the original or <u>electronic or digital</u> signature of the employer. Copieds, rubber stampeds, <u>typed</u>, or other reproductions of the signature will not be accepted. In addition, forms <u>Forms</u> containing strikeouts or corrections will not be accepted. 	<ul style="list-style-type: none"> An initial licensure candidate is defined as an individual who is seeking their first license as an architect. Do not fill out this form if any of the following apply: <ul style="list-style-type: none"> You earned a degree from an NAAB* program Earned a degree from a CACB* program Have an approved NAAB-EESA* All others must submit this form to document training (work) experience under the direct supervision of a licensed architect. Work experience not performed under the direct supervision of a licensed architect will not be considered for Architect Registration Examination (ARE) eligibility. Complete this form to document required training (work) experience not submitted to NCARB for AXP credit. <u>Eight (8) full-time (40 hours per week) years of training (work) and educational experience is required for license eligibility.</u> Work experience submitted to NCARB for AXP credit cannot also be submitted to the Board for ARE license eligibility. <u>Acceptable Signature:</u> All EVFs must contain the original or <u>electronic or digital</u> signature of the employer. Copied, <u>stamped</u>, <u>typed</u>, or other reproductions of the signature will not be accepted. Forms containing strikeouts or corrections will not be accepted.

~~If you are submitting work experience for yourself as a licensed individual, you must include a project list. The project list must be presented in a table that includes all of the following:~~

- ~~• Name(s) and Address(es) of the Client(s)~~
- ~~• Type of Project(s)~~
- ~~• Construction Cost(s)~~
- ~~• Start Date of Project(s)~~
- ~~• Completion Date of Project(s)~~
- ~~• All Services Provided~~

LIMITS ON TRAINING EXPERIENCE

Experience credit for training (work experience) and education in architectural work is granted in accordance with California Code of Regulations (CCR) [section 117](#). Experience may be limited to less than eight years (see next paragraph for some examples). Please visit our website for the most current [Architect Practice Act](#) to see how much experience credit may be granted.

Verifiable experience from licensed foreign architects in a qualifying foreign country (as defined in Section 117(c)) may be granted training experience at 50% credit. A maximum of one year may be granted for work experience under a California general building contractor or certified California building official. A candidate will not receive more than two years total at 50% credit in any combination under a licensed/registered civil or structural engineer, licensed/registered landscape architect, California general building contractor, or certified California building official. (See 16 CCR Section 117).

REASONS FOR REJECTION OR ZERO CREDIT

If any of the following situations apply, the form will be rejected or granted zero credit:

1. Providing false information
2. Strikeouts or corrections
3. ~~No original~~ acceptable signature (as identified in the Instructions)
4. Work performed under or as an:
 - ~~independent contractor~~
 - architect in a nonqualifying foreign country
 - unlicensed individual or nonqualifying licensed individual

COMPLETION AND SUBMISSION OF FORM

Note to Candidate: A candidate must complete Section 1 of this form prior to submission of it to their supervisor for completion. The original, completed form must be sent by mail or electronically to the California Architects Board's address, which is located at the top of page 1, please indicate Attn: Licensing Unit.

Note to Supervisors completing Section 2: This candidate is ~~applying for authorization to take the ARE~~ documenting work experience for licensure in California. In order to qualify, the applicant is required to provide proof of completion of required work experience in performing architectural duties (see Business and Professions Code (BPC) section 5500.1). Please provide below any work-related experience performing architectural duties that the applicant performed at your firm or business as specified below and sign as indicated below.

*ACRONYMS USED IN EVF INSTRUCTIONS AND FORM:

NCARB stands for the National Council of Architectural Registration Boards

NAAB stands for National Architectural Accrediting Board

CACB stands for Canadian Architectural Certification Board

NAAB-EESA stands for National Architectural Accrediting Board – Education Evaluation Services for Architects

CAB stands for the California Architects Board

EMPLOYMENT VERIFICATION FORM

SECTION 1—TO BE COMPLETED BY THE LICENSURE CANDIDATE

NCARB Record:	CAB (Candidate) ID:	Birthdate (MonthMM/DayDD/YearYYYY): / /
Last Name (Include suffix):	First Name:	M.I.:
Telephone Number:	Email Address:	

Check this box if the information below is a change of address

Address:		
City/Town:	State/Province:	Postal (Zip) Code:
Country (Leave Blank if U.S.A.):		

SECTION 2—TO BE COMPLETED BY THE SUPERVISOR

Please verify the employment for the individual named in Section 1. Use additional Employment Verification Forms if more than three entries are needed to cover employment experience; ~~use additional Employment Verification Forms.~~

Employment Information

The above-named individual in Section 1 performed architectural duties (see BPC section [5500.1](#)) for the following period(s) ~~and worked as indicated:~~

~~an employee under my direct supervision~~

~~an independent contractor~~

Start Date (MonthMM/DayDD/YearYYYY):	End Date (MonthMM/DayDD/YearYYYY):	Average Hours Per Week:
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~~an employee under my direct supervision~~

~~an independent contractor~~

Start Date (MonthMM/DayDD/YearYYYY):	End Date (MonthMM/DayDD/YearYYYY):	Average Hours Per Week:
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~~an employee under my direct supervision~~

~~an independent contractor~~

Start Date (MonthMM/DayDD/YearYYYY):	End Date (MonthMM/DayDD/YearYYYY):	Average Hours Per Week:
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Licensee Supervisor's Information

I am licensed/registered as (include the jurisdiction where you are licensed):

- | | |
|--|---|
| <input type="checkbox"/> Architect in a U.S. Jurisdiction | <input type="checkbox"/> Landscape Architect in a U.S. Jurisdiction |
| <input type="checkbox"/> Architect in a Qualifying Foreign Country | <input type="checkbox"/> Structural Engineer in a U.S. Jurisdiction |
| <input type="checkbox"/> California General Building Contractor | |
| <input type="checkbox"/> Civil Engineer in a U.S. Jurisdiction | |

Jurisdiction (e.g., state) Where Licensed:

Issued Date (MonthMM/DayDD/YearYYYY):	Expiration Date (MonthMM/DayDD/YearYYYY):	License Number:
Last Name (Include suffix):	First Name:	M.I.:
Name of Firm/Business:		
Address:		
City/Town:	State/Province:	Postal (Zip) Code:
Country (Leave Blank if U.S.A.):		

NOTE TO SUPERVISOR COMPLETING THIS FORM: PRIOR TO SIGNING THIS FORM, REVIEW ALL INFORMATION IN THE INSTRUCTIONS AND ON THIS FORM.

I declare under penalty of perjury under the laws of the State of California that all my representations on Section 2 of this ~~form~~ Employment Verification Form (including attachments) are true, ~~and~~ correct, and contain no material omissions of fact to the best of my knowledge and belief.

Signature _____

_____ Date

AGENDA ITEM L.2: Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 3, sections 118.5 (Examination Transfer Credit), 119.7 (Examination Transition Plan – ARE 3.1 to ARE 4.0), and 119.8 (Examination Transition Plan – ARE 4.0 to ARE 5.0)

Summary

The National Council of Architectural Registration Boards (NCARB) is comprised of the licensing jurisdictions within the United States and develops the Architect Registration Examination (ARE) that each of those jurisdictions requires for licensure. The ARE is updated by NCARB approximately every seven to ten years. These updates have resulted in new versions of the ARE that is provided to candidates. As the ARE has changed versions, NCARB developed transition plans detailing how credit for each ARE division would transfer credit to the new ARE version. The Board codified these transition plans within its regulations after receiving the details of the transitions from NCARB for ARE versions 3.1 to ARE 4.0 and ARE 4.0 to ARE 5.0.

As part of the objectives to clean up the Board's regulations and make them easier to understand, staff have identified the regulations attached as ones that need amendments or are no longer necessary, due to being potentially confusing to candidates. As a consequence of the length of time it takes to complete the rulemaking process for regulatory amendments, candidates were often confused about the Board's ability to accept scores from newer versions of the ARE if they were taken prior to the regulatory updates being completed. These amendments will remove confusion for candidates as ARE versions transition and allow the candidates to rely on the information provided by NCARB as it relates to transitional credit for the ARE. As a result, the regulations have been amended and repealed to identify NCARB as the entity on which candidates shall rely, for ARE transitional credit explanation.

Action Requested

Approve the proposed updated regulatory text for Sections 118.5, 119.7 and 119.8, 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 to Sections 118.5, 119.7 and 119.8 as noticed.

Attachments

1. 16 CCR sections 118.5 (Examination Transfer Credit), 119.7 (Examination Transition Plan – ARE 3.1 to ARE 4.0), and 119.8 (Examination Transition Plan – ARE 4.0 to ARE 5.0) Proposed Language

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Examination Transition Credit

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 118.5 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 118.5. Examination Transfer Credit.

A candidate who is not a licensed architect and who has passed an examination prepared by the National Council of Architectural Registration Boards (NCARB) or divisions thereof ~~in another United States or Canadian jurisdiction~~ shall be entitled to receive Board credit, in accordance with sections 119, 119.5, and 119.6, ~~119.7, and 119.8~~ for those examination sections or divisions as they correspond to the ARE divisions. A candidate who has passed an examination prepared by NCARB or divisions thereof shall receive transitional credit between examination versions as dictated by NCARB.

Note: Authority cited: Sections 5526, ~~and 5550~~, and 5550.3 Business and Professions Code. Reference: Sections 5500 and 5550.3, Business and Professions Code.

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
 Licensure and Form Cleanup

Legend: Added text is indicated with an underline.
 Omitted text is indicated by (* * * *)
 Deleted text is indicated by ~~strikeout~~.

Repeal Section 119.7 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

~~§ 119.7. Examination Transition Plan – ARE 3.1 to ARE 4.0.~~

~~(a) Effective July 1, 2008, all candidates for licensure as an architect who have not passed at least one division of the Architect Registration Examination Version 3.1 (ARE 3.1) will be required to take and pass all divisions of Architect Registration Examination Version 4.0 (ARE 4.0) and versions thereafter.~~

~~(b) Effective July 1, 2008, all candidates for licensure as an architect who have passed at least one division of ARE 3.1 will have until June 30, 2009 to pass all remaining divisions of ARE 3.1.~~

~~(c) Effective July 1, 2009, candidates for licensure as an architect who have not passed all divisions of ARE 3.1 by June 30, 2009 will be required to transition to ARE 4.0 and versions thereafter.~~

Candidates who are required to transition from ARE 3.1 to ARE 4.0 will be required to take and pass divisions of ARE 4.0 in accordance with the following transition chart:

<i>Divisions Not Passed in Version 3.1</i>	<i>Divisions Required for Version 4.0</i>
Pre-Design Programming	Planning & Practice
General Structures	Structural Systems
Lateral Forces	Structural Systems
Mechanical & Electrical Systems	Building Systems
Building Design/Materials & Methods	Building Design & Construction Systems
Construction Documents & Services	Construction Documents & Services
Site Planning Programming	Planning & Practice
	Site Planning & Design
Building Planning	Schematic Design
Building Technology	Building Design & Construction Systems

	Building Systems
	Construction Documents & Services
	Structural Systems

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

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
 Licensure and Form Cleanup

Legend: Added text is indicated with an underline.
 Omitted text is indicated by (* * * *)
 Deleted text is indicated by ~~strikeout~~.

Repeal Section 119.8 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

~~§ 119.8. Examination Transition Plan – ARE 4.0 to ARE 5.0.~~

~~(a) All candidates for licensure as an architect who are deemed eligible to take the ARE by the Board on or after October 1, 2016 will be required to take and pass all divisions of ARE 5.0.~~

~~(b) All candidates for licensure as an architect who were deemed eligible to take the ARE prior to October 1, 2016 may elect to transition from ARE Version 4.0 (ARE 4.0) to ARE 5.0. Candidates may not transition from ARE 5.0 to ARE 4.0.~~

~~(c) Effective July 1, 2018, candidates for licensure as an architect who have not passed all divisions of ARE 4.0 by June 30, 2018 will be required to transition to ARE 5.0.~~

~~Candidates who transition from ARE 4.0 to ARE 5.0 will be required to take and pass divisions of ARE 5.0 in accordance with the following transition chart:~~

<i>Divisions Not Passed in Version 4.0</i>	<i>Divisions Required for Version 5.0</i>
Programming Planning & Practice	Practice Management
	Programming & Analysis
	Project Management
Site Planning & Design	Programming & Analysis
	Project Planning & Design
Schematic Design	Project Planning & Design
Structural Systems	Project Development & Documentation
	Project Planning & Design
Building Systems	Project Development & Documentation
	Project Planning & Design

Building Design & Construction Systems	Project Development & Documentation
	Project Planning & Design
Construction Documents & Services	Construction & Evaluation
	Practice Management
	Project Development & Documentation
	Project Management

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

AGENDA ITEM M: DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE BOARD MEETING DATES

Summary

A schedule of planned meetings and events for 2026 are provided to the Board.

<u>Date</u>	<u>Event</u>	<u>Location</u>
August 20	Board Meeting	TBD
November 12	Board Meeting	Sacramento

AGENDA ITEM M: 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 November 6, 2025 and February 26, 2026, Closed Session Minutes