


CALIFORNIA ARCHITECTS BOARD

SUNSET REVIEW REPORT 2023

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM
AS OF JUNE 30, 2023



PDE_23-344 



CALIFORNIA DEPARTMENT OF
CONSUMER
AFFAIRS

CALIFORNIA ARCHITECTS BOARD

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of July 1, 2023

Section 1 –

Background and Description of the Board and Regulated Profession

Provide a short explanation of the history and function of the board.¹ Describe the occupations/profession that are licensed and/or regulated by the board (Practice Acts vs. Title Acts).

- ❖ The California Architects Board (Board) was created by the Legislature in 1901.
- ❖ The 10-member Board consists of 5 architects and 5 public members. Eight gubernatorial appointees, one Senate Rules Committee appointee, and one Speaker of the Assembly appointee are appointed for a term of four years.
- ❖ The Board is proactive and preventive, as evidenced by its work to improve the experience and components of its licensing system.
- ❖ The Board has a strong history of creative problem solving and collaboration with key constituencies, such as local building officials, educators and students, related professions, and collateral organizations.
- ❖ The Board is committed to a strong enforcement program as part of its mission to protect consumers and enforce the laws, codes and standards governing the practice of architecture.

On March 23, 1901, the Governor of California approved “An Act to Regulate the Practice of Architecture,” thus creating the State Board of Architecture. The Governor appointed 10 architect members to the Board. Initially, the Board was comprised of two districts: Northern and Southern. The district offices acted independently to some degree and made recommendations to the full Board on matters relating to applicants for certification. Each district office elected its own officers from the officers elected to the full Board.

Initially, individuals who could demonstrate to the satisfaction of the district board in which they would be practicing that they were practicing architecture in the State of California as of March 23, 1901, and who were in good standing, could apply for certification with the Board without examination. Over 250 of these initial “A” licenses were issued. Six months after the approval of the Act, it became unlawful to practice architecture or call oneself an architect in the State of California unless certified by the Board.

¹ The term “board” in this document refers to a board, bureau, commission, committee, council, department, division, program, or agency, as applicable. Please change the term “board” throughout this document to appropriately refer to the entity being reviewed.

However, the Act made a significant exemption to this rule by allowing individuals to prepare plans, drawings, specifications, instruments of service, or other data for buildings, provided they fully informed the client in writing that they were not an architect. This exemption made the Act a quasi-title act instead of a true practice act. At that time, the Board also began issuing “B” licenses to individuals who had passed either a written or oral examination. Almost 1,950 “B” licenses were issued between 1901 and 1929.

In 1929, the Board’s name was changed to the California State Board of Architectural Examiners. That same year, the Board began issuing licenses to individuals who passed both a written and an oral examination. The Board’s main office in Sacramento was established in 1956 and the district offices remained as branches. In 1963, the Act was revised making the actual practice of architecture by an unlicensed individual a misdemeanor. This revision made the Act a true practice act, restricting the practice of architecture to only licensed architects.

Through 1984, the Board also had the authority to issue a temporary certificate to practice architecture to an architect licensed in another state for a stipulated structure in California upon satisfactory evidence of architectural competence and payment of the applicable fee.

From 1964 through 1985, the Board also regulated registered building designers. The registration process began in 1964 and continued until 1968. The Board continued to regulate the practice of registered building designers through 1985, although no new registrations were granted after 1968. Effective January 1, 1986, it became a misdemeanor for individuals to represent themselves as “registered building designers.” Of the estimated 700 active building designers registered at the time, about 300 applied for and were granted licenses as architects. The Board now licenses only architects and has one office in Sacramento.

Since 1997, the Board has also overseen the duties, responsibilities, and jurisdiction of the Landscape Architects Technical Committee (LATC). The Board is charged with regulating landscape architects and managing all the affairs of the former Board of Landscape Architects. The LATC is structured as a committee of the Board. The Board views this structure as very positive and has found the relationship between the two related professions to be mutually beneficial. Opportunities for collaboration between the two regulatory programs and the efficiencies associated with combining efforts wherever possible are the main advantages. The Board and LATC maintain an ongoing practice of providing regular updates regarding key issues at each other’s respective meetings to sustain understanding of each entity’s priorities. Moreover, the Board appoints an LATC liaison, who attends LATC meetings on behalf of the Board. Likewise, an LATC member attends Board meetings to ensure ongoing Committee representation. The Board is not aware of any consumer-related issues with respect to the structure, and the respective professions and their organizations appear to be pleased with the current structure.

In 1999, Assembly Bill (AB) 1678 (Committee on Consumer Protection, Government Efficiency and Economic Development, Chapter 982, Statutes of 1999) changed the Board’s name to the California Architects Board. This change was designed to reflect the fact that, in addition to examining candidates, the Board maintains a wide range of programs to protect consumers and regulate the practice of architecture.

Mission

The mission of the Board is to protect the public health, safety, and welfare through the regulation of the practice of architecture and landscape architecture in California. The Board has established the following six goal areas which provide the framework for its efforts to further its mission:

1. Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations;
2. Establish regulatory standards of practice for California architects;
3. Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur;
4. Increase public and professional awareness of the Board's mission, activities, and services;
5. Improve effectiveness of relationships with related organizations in order to further the Board's mission and goals; and
6. Enhance organizational effectiveness and improve the quality of customer service in all programs.

In fulfilling its mission, the Board has found that acting preventively and proactively is the best use of its resources. Because of the nature of the design profession, there are numerous opportunities to prevent minor problems from becoming disasters. The worst-case scenario, a building failure, is simply not tolerable. As such, the Board works to aggressively address issues well before they exacerbate into catastrophes. In the Board's enforcement program, for example, this means cooperatively working with building departments through the Board's first-of-its-kind Building Official Contact Program. The Board also invests in communications (e.g., social media, newsletter, liaison activities), both to consumers and to architects. The Board works closely with professional groups to ensure that architects understand changes in laws, codes, and standards. The Board also reaches out to schools, related professions and organizations. To ensure the effectiveness of these endeavors, the Board works to upgrade and enhance its communications by constantly seeking feedback and analyzing the results of its communications efforts. All these initiatives underscore the Board's firm belief that it must be both strategic and aggressive in employing the preventive measures necessary to effectively protect the public's health, safety, and welfare.

1. Describe the make-up and functions of each of the board's committees (cf., Section 12, Attachment B).

The **Executive Committee** is charged with coordinating and leading the Board's organizational relationships and development. It takes the lead in: improving the effectiveness of the Board's relationships with related organizations to further its mission and goals; and enhancing the Board's organizational effectiveness and improving the quality of customer service in all of the Board's programs. The Executive Committee is composed of four members: President, Vice President, Secretary, and one additional Board member (typically the past President).

The **Professional Qualifications Committee** (PQC) is charged with: 1) ensuring the professional qualifications of architects by setting requirements for education, experience, and examination; 2) analyzing and making recommendations on educational and experience requirements relative to entry-level qualifications; 3) reviewing the practice of architecture to ensure the Architects Practice

Act accurately reflects areas of practice; (4) providing general California Supplemental Examination (CSE) oversight; 5) collaborating with the Board's testing experts, examination vendors, and subject matter experts to provide valid, defensible, and efficient examinations; and 6) addressing broad examination policy issues. The PQC was composed of 11 current and former Board members, and experts until January 2022, when the PQC and other committees changed composition to three Board members, one former Board member, and one public member.

The **Regulatory and Enforcement Committee** (REC) is charged with making recommendations on: 1) practice standards and enforcement issues; 2) regulatory standards of practice for architects; 3) policies and procedures designed to protect consumers and enforcing standards when violations occur; and 4) informing the public and licensees of the Board's standards and enforcement programs. The REC was composed of nine current and former Board members, and experts until January 2022, when the PQC and other committees changed composition to three Board members, one former Board member, and one public member.

The **Communications Committee** is charged with: 1) identifying strategies to effectively communicate to key audiences; and 2) providing strategic input on enhancing outreach to the Board's stakeholders. The Communications Committee was composed of eight current and former Board members, and experts until January 2022, when all committees changed composition to three Board members, one former Board member, and one public member.

Table 1a. Board Member Attendance (July 1, 2018 – June 30, 2023). Includes current and prior members. Length of time served varies depending on remainder of term at time of appointment.

Denise Campos			
Date Appointed:	06/30/2014 [Term Expired 06/30/2018]		
Date Reappointed:	09/28/2018 [Term Expired 06/30/2019]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes
Board Meeting	02/27/2019	San Diego	No
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	Yes
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes

Tian Feng			
Date Appointed:	02/06/2014 [Term Expired 06/30/2017]		
Date Reappointed:	02/27/2018 [Term Expired 06/30/2021]		
Date Reappointed	07/21/2021 [Term Expires 06/30/2025]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes

Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes
Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	Yes
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Malcolm "Brett" Gladstone			
Date Appointed:	11/07/2019 [Term Expired 06/30/2020]		
Date Reappointed:	02/14/2021 [Term Expires 06/30/2024]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Pasqual Gutierrez			
Date Appointed:	09/02/2006 [Term Expired 06/30/2010]		
Date Reappointed:	02/21/2010 [Term Expired 06/30/2014]		
Date Reappointed	07/11/2014 [Term Expired 06/30/2020]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes
Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	Yes
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes

Ronald Jones			
Date Appointed:	06/12/2020		
Date Reappointed:	07/01/2021 [Term Expires 06/60/2025]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Mitra Kanaani			
Date Appointed:	07/01/2021 [Term Expires 06/30/2024]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/10/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes

Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Sylvia Kwan			
Date Appointed:	08/16/2013 [Term Expired 06/30/2019]		
Date Reappointed:	10/07/2019 [Term Expires 06/30/2023]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes
Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	Yes
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	No
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Ebony Lewis			
Date Appointed:	12/23/2014 [Term Expired 06/30/2019]		
Date Reappointed:	12/11/2019 [Term Expires 06/30/2023]		
	Resigned 5/22/23		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes

Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	Yes
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	No
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Leonard Manoukian			
Date Appointed:	04/27/2023 [Term Expired 06/30/2023]		
Date Reappointed:	07/01/2023 [Term Expires 06/30/2027]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	05/19/2023	Teleconference	Yes

Matthew McGuiness			
Date Appointed:	09/15/2012 [Term Expired 06/30/2016]		
Date Reappointed:	07/19/2016 [Term Expired 06/30/2020] Resigned 1/2019		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes

Robert Pearman, Jr.			
Date Appointed:	02/25/2014 [Resigned 08/14/2018]		
Date Reappointed:	08/15/2018 [Term Expired 06/30/2020]		
Date Reappointed	06/29/2022 [Term Expires 06/30/2026]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes

Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	Yes
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/ Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	No
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Nilza Serrano			
Date Appointed:	09/24/2013 [Term Expired 06/30/2016]		
Date Reappointed:	09/19/2016 [Term Expired 06/30/2020]		
Date Reappointed	02/14/2021 [Term Expires 06/30/2024]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	Yes
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes
Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes
Board Meeting	09/11/2019	Pleasant Hill	No
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	No

Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Charles “Sonny” Ward III			
Date Appointed:	11/07/2019 [Term Expired 06/30/2022]		
Date Reappointed:	02/22/2023 [Term Expires 06/30/2025]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	12/11/2019	Monterey Park	Yes
Board Meeting	02/28/2020	Sacramento	Yes
Board Meeting	06/05/2020	Teleconference	Yes
Board Meeting	09/18/2020	Teleconference	Yes
Board Meeting	12/11/2020	Teleconference	Yes
Board Meeting	02/26/2021	Teleconference	Yes
Board Meeting	06/11/2021	Teleconference	Yes
Board Meeting	09/21/2021	Teleconference	Yes
Board Meeting/Strategic Planning	10/29/2021	Sacramento	Yes
Board Meeting	12/10/2021	Teleconference	Yes
Board Meeting	02/18/2022	Teleconference	Yes
Board Meeting	06/08/2022	Hybrid/Sac/ LA/Teleconference	Yes
Board Meeting	09/16/2022	Teleconference	Yes
Board Meeting	12/09/2022	Stanford	Yes
Board Meeting	02/24/2023	Teleconference	Yes
Board Meeting	05/19/2023	Teleconference	Yes

Barry Williams			
Date Appointed:	12/18/2014 [Term Expired 03/30/2018]		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	09/12/2018	Oakland	No
Board Meeting/Strategic Planning	12/13-14/2018	Sacramento	Yes
Board Meeting	02/27/2019	San Diego	Yes
Board Meeting	06/12/2019	San Luis Obispo	Yes

Table 1b. Board/Committee Member Roster Includes current and prior members through June 30, 2023)					
Member Name (Include Vacancies)	Date First Appointed	Date Re- appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Charles Ward, III., President	11/07/2019	02/22/2023	06/30/2026	Governor	Architect

Ronald Jones, Vice President	06/12/2020	07/01/2021	06/30/2025	Governor	Architect
Malcolm Gladstone, Secretary	11/07/2019	02/14/2021	06/30/2024	Governor	Public
Tian Feng	02/06/2014	02/27/2018	06/30/2021	Governor	Architect
Denise Campos	06/30/2014	N/A	08/15/2018	Senate Rules	Public
		09/28/2018	06/30/2019	Assembly	Public
Tian Feng	02/06/2014		06/30/2017	Governor	Architect
		02/27/2018	06/30/2021	Governor	Architect
		07/01/2021	06/30/2025	Governor	Architect
Pasqual Gutierrez	09/02/2006	12/21/2010	06/30/2010	Governor	Architect
		07/11/2014	06/30/2014	Governor	Architect
		07/11/2014	06/30/2020	Governor	Architect
Ronald Jones	06/12/2020	07/21/2021	06/30/2024	Governor	Architect
Mitra Kanaani	07/21/2021	N/A	06/30/2024	Governor	Architect
Sylvia Kwan	08/16/2013	N/A	06/30/2019	Governor	Architect
		12/11/2019	06/30/2023	Governor	Architect
Ebony Lewis	12/23/2014	N/A	06/30/2019	Governor	Public
		12/11/2019	04/30/2023	Governor	Public
Leonard Manoukian	4/24/2023	6/30/23	06/30/2027	Assembly	Public
Matthew McGuiness	09/15/2012	N/A	06/30/2016	Governor	Public
	Resigned 1/1/2019	07/19/2016	06/30/2020	Governor	Public
Robert Pearman Jr.	02/25/2016	N/A	06/30/2019	Assembly	Public
	Resigned 8/14/2018	08/15/2018	06/30/2022	Senate Rules	Public
		06/29/2022	06/30/2026	Senate Rules	Public
Nilza Serrano	09/24/2013	N/A	06/30/2016	Governor	Public
		07/19/2016	06/30/2020	Governor	Public
		02/14/2021	06/30/24	Governor	Public
Barry Williams	12/18/2014	N/A	06/30/2018	Governor	Architect

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?

Yes, the Board cancelled its in-person May 2022 Board meeting due to a lack of quorum. The Board rescheduled the meeting for the following month.

3. Describe any major changes to the board since the last Sunset Review, including, but not limited to:

Leadership

The Board appointed Laura Zuniga as its new Executive Officer (EO) in August 2018. The two prior EO's (Doug McCauley and Steve Sands) served 17 years and 14 years, respectively. The Board's Assistant EO (Vickie Mayer) retired in November 2020 after holding the position for 26 years. The Assistant EO position was kept open due to budget constraints; however, a new Assistant EO, Jesse Laxton, was hired in July 2023.

Strategic Planning

The Board adopted its three-year Strategic Plan in December 2018. The current Strategic Plan was adopted in December 2021 and encompasses a three-year period (2022-2024).

Expanded Social Media Presence

The Board has expanded its social media presence to include LinkedIn. Twitter, Instagram and Facebook were launched in 2016 and 2017. Twitter and Instagram followers have increased, while Facebook and LinkedIn followers have decreased. On average, one message is posted daily on Twitter, Instagram and Facebook, as well as retweets from DCA, architect associations and stakeholders. As of June 30, 2023, Twitter has 1,403 followers, Instagram has 1,291 followers, Facebook has 440 followers, and LinkedIn has 497.

California Supplemental Exam Waiting Period

The Board collaborated with DCA's Office of Professional Examination Services (OPES) to explore the feasibility of reducing the mandatory retake period from 180 days to 90 days. The new retake policy began in March 2019 and California Code of Regulations section 124 was amended.

- **All legislation sponsored by the board and affecting the board since the last sunset review.**

Assembly Bill (AB) 107 (Salas, Chapter 693, Statutes of 2021) [Licensure: Veterans and Military Spouses] requires boards to issue temporary licenses to a spouse of someone who is on active duty in the military and publish pertinent information on their websites. The bill also requires annual reporting to the Legislature. The Governor signed the bill in October 2021.

AB 342 (Valencia, 2023) [Architects and Real Estate Appraisers: Applicants and licensees; demographic information] would authorize the Board and the Bureau of Real Estate Appraisers to request that a licensee identify their race, ethnicity, gender, or gender identity when an initial license is issued or at the time of license renewal.

AB 476 (B. Rubio, 2019) [DCA Task Force: Foreign-Trained Professionals] requires the DCA to create a task force to study the licensing of foreign-training professionals and create a report for the Legislature. The Governor vetoed the bill.

AB 626 (Quirk-Silva, 2019) [Conflicts of Interest] provides an exemption to existing conflict of interest provisions for certain work performed by a variety of professions, including architects. This bill did not advance.

AB 646 (Low, 2021) [DCA: Boards: Expunged Convictions] requires boards to remove information from their websites about licensees that were revoked due to conviction of a crime, upon receiving an expungement order. If the individual does not reapply, the board must remove the initial posting of the revocation from its website. This bill was held in the Senate Appropriations Committee.

AB 830 (Flora, Chapter 376, Statutes of 2021) [DCA: Licensed Professions and Vocations] authorizes a business entity organized as a general corporation to include in its name any or all of the following, as specified: a fictitious name, the name of one or more licensed architects, or

the term “architect,” the term “architecture,” or other variations of the term “architect” or “architecture.” This bill also requires persons licensed to do business as a corporation to be registered and in good standing with the Secretary of State and the Franchise Tax Board, and disciplinary actions taken for non-compliance. The Governor signed the bill in September 2021.

AB 1010 (Berman, Chapter 176, Statutes of 2021) [Architects: Continuing Education] requires a new continuing education requirement on zero net carbon design by January 1, 2023. The Governor signed the bill in September 2021.

AB 1263 (Low, 2019) [Contracts: Consumer Services: Consumer Complaints] provides that a contract or proposed contract between a consumer and a licensee shall not include a provision limiting a consumer’s ability to file a complaint with a licensing board. This bill did not advance.

AB 1616 (Low, 2019) [DCA: Boards: Expunged Convictions] requires boards to remove information from their websites about licensees that were revoked due to conviction of a crime, upon receiving an expungement order. If the individual does not reapply, the board must remove the initial posting of the revocation from its website. This bill did not advance.

AB 2028 (Aguiar-Curry, 2020) [State Agencies: Meetings] amends the Bagley-Keene Open Meetings Act requiring all meeting materials, except those for Closed Session, be posted as soon as available to board members and at least 48 hours in advance of the meeting. This bill did not advance.

AB 2113 (Low, Chapter 186, Statutes of 2020) [Refugees, Asylees, and Special Immigrant Visa Holders: Professional Licensing: Initial Licensure Process] requires boards to expedite and authorize to assist in the initial licensure process for an applicant who supplies satisfactory evidence that they are a refugee, have been granted asylum, or have a special immigrant visa. The Governor signed the bill in September 2020.

AB 2138 (Chiu and Low, Chapter 995, Statutes of 2018) [Licensing Boards: Denial of Application: Revocation or Suspension of Licensure: Criminal Conviction] restricts using prior criminal history as grounds for licensing determinations and establishes new prohibitions relating to the denial, suspension, and revocation of licensure. Other revisions include the adoption of a seven-year limitation on convictions eligible for licensure denial, subject to specified exemptions, and bans asking applicants to self-disclose prior convictions unless the application is made for a listed license type that does not require a fingerprint background check. This bill took effect on July 1, 2020.

AB 3045 (Gray, 2020) [DCA: Boards: Veterans: Military Spouses: Licenses] requires boards to issue a temporary license to an applicant that is married to or in a domestic partnership with an active-duty member of the Armed Forces, if certain conditions are met. The bill did not advance.

Senate Bill (SB) 53 (Wilk, 2019) [Open Meetings] amends the Bagley-Keene Open Meetings Act to require two-member advisory bodies to hold open meetings. This bill did not advance.

SB 372 (Menjivar, 2023) [DCA; Licensee and Registrant Records: Name and Gender Changes] would require a board to update a licensee's or registrant's records, including records contained within an online license verification system, to include the licensee's or registrant's updated legal name or gender if the board receives government-issued documentation, as described, from the licensee or registrant demonstrating that the legal name or gender has been changed.

SB 544 (Laird, 2023) [Bagley-Keene open Meeting Act: teleconferencing] would remove indefinitely the teleconference requirements that a state body post agendas at all teleconference locations that each teleconference location be identified in the notice and agenda of the meeting or proceeding, and that each teleconference location be accessible to the public.

SB 601 (Morrell, Chapter 854, Statutes of 2019) [State Agencies: Licenses: Fee Waiver] authorizes board to waive certain fees in the event of a declared emergency. The Governor signed the bill in October 2019.

SB 608 (Glazer, Chapter 376, Statutes of 2019) [Architects and Landscape Architects] requires the board and the Landscape Architects Technical Committee (LATC) to begin fingerprinting new applicants for licensure on January 1, 2021. This bill contains language to further define implementation for the board but not for LATC's statute. SB 1474 delays LATC's implementation until January 1, 2022.

SB 721 (Hill, Chapter 445, Statutes of 2018) [Building Standards: Decks and Balconies: Inspection] establishes inspection and repair requirements for "exterior elevated elements" as defined, including decks and balconies for buildings with three or more multifamily dwelling units; establishes reporting and repair requirements if repairs are needed, including specific timelines for carrying out the repairs; specifies who can complete the inspections and repairs; and, provides for civil penalties for violations for building owners. The board opposed the bill and conveyed concerns to the author. The Governor signed the bill in September 2018.

SB 878 (Jones, Chapter 131, Statutes of 2020) [DCA: License: Application: Processing Timeframes] requires boards that issue licenses to prominently display on their internet websites, on at least a quarterly basis, either the current average timeframes for processing initial and renewal license applications or the combined current average timeframe for processing both initial and renewal license applications. The Governor signed the bill in September 2020.

SB 984 (Skinner, 2018) [State Boards and Commissions: Representation: Appointments] would require all state boards and commissions, beginning on and after January 1, 2024, to be comprised of a specified minimum number of women board members or commissioners based on the total number of board or commission members on that board. This bill would also require the office of the Governor to collect and release aggregated demographic data provided by state board and commission applicants, nominees, and appointees. The bill did not advance.

SB 1137 (Vidak, Chapter 414, Statutes of 2018) [Veterans: Professional Licensing Benefits] requires the Department of Veterans Affairs and the Department of Consumer Affairs (DCA), in consultation with each other, take appropriate steps to increase awareness regarding

professional licensing benefits available to veterans. The Governor signed the bill in September 2018.

SB 1168 (Morrell, 2020) [State Agencies: Licensing Services] requires agencies issuing any business license to establish a process for anyone experiencing economic hardship due to an emergency caused by a virus to submit an application for deferral of fees and requires expediting licensing services for individuals displaced by an emergency. This bill did not advance.

SB 1214 (Jones, Chapter 226, Statutes of 2022) [Planning and Zoning: Local Planning] requires a local planning agency to ensure that architectural drawings that contain protected information are made available to the public and authorizes the planning agency to provide a copy or post a site plan or massing diagram on the internet and allow the site plan or massing diagram to be copied. The Governor signed the bill in August 2022.

SB 1237 (Newman, Chapter 386, Statutes of 2022) [Licenses: Military Service] clarifies the definition in existing law of active-duty military personnel. The Governor signed the bill in September 2022.

SB 1443 (Roth, Chapter 625, Statutes of 2022) [Professions and Vocations] extends our sunset date one year, until January 1, 2025. The Governor signed the bill in September 2022.

SB 1474 (Committee on Business, Professions and Economic Development, Chapter 312, Statutes of 2020) [Business and Professions] further defines the procedure for the holder of a retired license to reinstate the license to active status and delays the fingerprint requirement for LATC until January 1, 2022. The Governor signed the bill in September 2020.

SB 1480 (Hill, Chapter 571, Statutes of 2018) [Professions and Vocations] requires the DCA to amend department-wide enforcement guidelines to include the category of “allegations of serious harm to a minor” under the “urgent” or “highest priority level.” It also reduces from three times per year to two times per year, the frequency with which the boards within the DCA meet. Other provisions of this bill are specific to individual programs. The Governor signed the bill in September 2018.

- **All regulation changes approved by the board since the last sunset review. Include the status of each regulatory change approved by the board.**

California Supplemental Exam (CSE) and Review of CSE - CCR sections 124 and 124.5.

The Board amended its regulations to reduce the California Supplemental Examination retake timeframe from 180 days to 90 days, repealed obsolete subsections of section 124, and made other minor and technical revisions. *Status:* Effective January 1, 2020.

Substantial Relationship Criteria and Criteria for Rehabilitation - CCR sections 110 and 110.1. This regulation implemented Assembly Bill (AB) 2138 (Chiu, Chapter 995, Statutes of 2018), beginning July 1, 2020, BPC sections 481 and 493 required the Board, when considering the denial, suspension, or revocation of a license based on a crime, to determine whether the crime is substantially related to the qualifications, functions, or duties of an architect by using

specified criteria, including the nature and gravity of the offense, the number of years elapsed since the date of the offense, and the nature and duties of an architect. CCR sections 110 and 110.1 were amended. *Status:* Effective December 11, 2020.

Processing Times – CCR section 112. The Board amended its regulations and repealed CCR section 112 that was adopted in 1988 to meet the requirements of the Permit Reform Act of 1981 which was repealed in 2003 (A.B. 1757 (Stats. 2003, ch. 229, section 1.8)). CCR 112 was repealed with the Section 100 process – changes without regulatory effect - as the changes did not materially alter any requirement, right, responsibility, condition, prescription or other regulatory element of any California Code of Regulations provision. *Status:* Effective August 11, 2021.

Citations – CCR section 152. The Board amended CCR section 152 to broaden the Board's ability to issue citations and fines to unlicensed persons for violations of the Architects Practice Act. *Status:* Effective October 1, 2022.

Rule of Professional Conduct – CCR section 160. The Board amended its regulations to update language in CCR 160 using the Section 100 process – changes without regulatory effect – as the changes did not materially alter any requirement, right, responsibility, condition, prescription or other regulatory element of any CCR provision. *Status:* Effective November 4, 2021.

Disability Access Continuing Education - CCR section 165. This Board amended its regulations to add Article 10, Section 1651 to CCR, Title 16, Division 2. This regulation implemented the requirements of Senate Bill (SB) 608 (Glazer, Chapter 376, Statutes of 2019) which added BPC section 5600.05 regarding the requirement for architects to complete five hours of continuing education on disability access as a condition of their biennial license renewal. The statute required the Board to promulgate regulations to establish qualifications for disability access courses and course providers by January 1, 2023. *Status:* Effective January 17, 2023.

Retired Architect License Fee – CCR sections 109.1 and 144. The Board added section 109.1 and amended section 144 to clarify the requirements relating to a retired license. Section 109.1 establishes who is, and is not, eligible to obtain a retired license and the accompanying retired architect license wall certificate and establishes the steps an architect (“applicant”) must follow to obtain a retired license and wall certificate. This regulation amended CCR section 144 to assign a fee of \$40 for a retired license and accompanying wall certificate. *Status:* Effective February 9, 2023.

Fees - CCR section 144. The Board amended its regulations to increase fees to their statutory maximums and will help to better align the Board’s revenues and expenditures. However, the proposed increases will not fully eliminate the structural imbalance and will only postpone insolvency. As a result, the Board will be required to take further action(s) in the near future to ensure it has sufficient resources to maintain ongoing operations. *Status:* Effective July 1, 2023.

Zero Net Carbon Design Continuing Education – CCR section 166. This regulation implements Assembly Bill (AB) 1010 (Berman) (Chapter 176, Statutes of 2021) which requires

licensees as a condition of license renewal, to complete five hours of continuing education coursework regarding zero net carbon design for all renewals occurring on or after January 1, 2023. The Board is required to adopt regulations to establish qualifications for courses and course providers by July 1, 2024. The Board approved proposed regulatory text at its June 8, 2022 meeting. The initial rulemaking package was sent to Agency on April 17, 2023. Rulemaking is on schedule to meet legislative deadline.

Filing of Applications – CCR section 109. This regulatory proposal amends the name of the section to Requirements for Licensure and Filing of Applications and replaces references to the National Council of Architectural Registration Boards (NCARB) Intern Development Program with the phrase “Architectural Experience Program (AXP)”. The amendments update, by incorporating by reference, the Application for Eligibility form (changes required to address AB 2113 and AB 2138) and the Employment Verification form, and place in regulation the information required on the Application for California Supplemental Examination and the Application for Licensure. The changes align the regulation with current Board practices and forms, current NCARB requirements and make non-substantive changes to improve clarity. The Board approved proposed regulatory text at its May 19, 2023 meeting.

Re-Examination – CCR section 120. This regulatory proposal is necessary in response to NCARB’s new score validity policy that went into effect May 1, 2023. The revisions remove outdated requirements, the five-year conditional credit, and shift the responsibility for the rules about passing the Architect Registration Examination (ARE), which is the national exam required for licensure in California, over to NCARB, the test administrator. In the future, if NCARB changes its standards again, then with the proposed simplified language, those new rules will apply to all candidates. NCARB’s new score validity policy states that effective May 1, 2023, a passed exam division of the ARE shall remain valid throughout the delivery of the exam version under which it was taken, as well as the next exam version. Passed divisions will expire after two revisions of the exam. For example, passed ARE 4.0 divisions will remain valid throughout

the delivery of ARE 5.0 and will be retired after the next version of the exam is introduced. When a new version of the ARE is developed (i.e., ARE 6.0), NCARB will provide at least 18 months’ notice prior to retiring any version of the exam. The Board approved proposed regulatory text at its May 19, 2023 meeting.

4. Describe any major studies conducted by the board (cf. Section 12, Attachment C).

The Board, in collaboration with OPES, conducted an Occupational Analysis (OA) for the California Supplemental Exam in 2020. The primary purpose of the OA was to define current practice for California architects in terms of the knowledge and actual job tasks that new licensees must be able to safely and competently perform at the time of licensure. The results of the OA serve as the basis for ongoing examination development. As part and parcel of the OA process, OPES conducted an ARE review and linkage study in spring 2023 that compared the content of the 2020 CSE Test Plan with the subject matter covered in the various divisions of ARE 5.0. This helps to ensure there is minimal overlap in the content of the CSE. The final step of the OA process was reclassification of the CSE item bank.

5. List the status of all national associations to which the board belongs.

- **Does the board's membership include voting privileges?**

The Board is a member of NCARB and exercises its voting rights pursuant to NCARB's bylaws when approved to attend official meetings.

- **List committees, workshops, working groups, task forces, etc., on which the board participates.**

- The Board members and the EO have served on the following NCARB committees:

- Certification Alternative Review Team
- Credentials Committee
- Diversity Committee (formerly Diversity Collaborative Taskforce)
- Examination Committee
- Executive Committee
- Futures Collaborative
- Licensing Advisors Committee
- Policy Advisory Committee
- Professional Conduct Committee
- Regional Leadership Committee
- Region 6 (WestCARB)
- Responsible Change Taskforce
- WestCARB Bylaws Committee

- **How many meetings did board representative(s) attend? When and where?**

The NCARB Committee and Task Force meetings members attended virtually were as follows:

2019

- Diversity Collaborative
- Experience Committee
- Region 6 Executive Committee

2020

- Diversity Collaborative
- Licensing Advisors Community
- Member Board Executive
- Region 6 Executive Committee

2021

- Certification Alternative Review Team
- Diversity Committee
- Education Committee
- Examination Committee
- Member Board Executives Committee
- Region 6 Executive Committee

2022

Diversity Committee

Experience Committee

Member Board Executives Committee

Region 6 Bylaws Committee

Region 6 Executive Committee

2023

Credentials Committee

Diversity Committee

Education Committee

- **If the board is using a national exam, how is the board involved in its development, scoring, analysis, and administration?**

The Board uses a national examination, the Architect Registration Examination (ARE), that is developed and administered by NCARB and its vendors. The Board is not directly involved in these processes or those regarding scoring and analysis, although board members may sit on the various committees that contribute input to these processes.

Fiscal Issues

6. Is the board's fund continuously appropriated? If yes, please cite the statute outlining this continuous appropriation. The Board's fund is not continuously appropriated.

7. Describe the board's current reserve level, spending, and if a statutory reserve level exists.

Per Business and Professions Code section 128.5(b), the Board's statutory fund limit is no more than 24 months in reserve. The Board ended fiscal year (FY) 21/22 with \$4,435,000 which equates to 9.7 months in reserve. The Board's fund condition is shown below in Table 2, identifying fund balance and expenditure levels.

8. Describe if/when a deficit is projected to occur and if/when a fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the board.

In FY 21/22, the Board's fund condition was projected to be insolvent by FY 25/26. Historically, the Board has funded its operations sufficiently; however, increased attorney general fees and business modernization costs have caused the Board to seek a fee increase for renewals and original applications from \$300 to \$400, and \$150 to \$200 (licenses renewed with less than a year until the next renewal).

Table 2. Fund Condition (list dollars in thousands)						
(Dollars in Thousands)	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24**	FY 2024-25**
Beginning Balance ¹	\$5,052	\$5,706	\$4,610	\$4,435	\$3,056	\$3,378
Revenues and Transfers	\$4,600	\$3,020	\$4,191*	\$3,076	\$5,713	\$3,385
Total Revenue	\$9,652	\$8,726	\$8,801	\$7,511	\$8,769	\$6,763
Budget Authority	\$4,061	\$3,976	\$5,010	\$5,148	\$4,966	\$5,115
Expenditures ²	\$3,869	\$4,217	\$4,366	\$4,481	\$5,391	\$5,540
Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Accrued Interest, Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Loans Repaid From General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$5,783	\$4,509	\$4,435	\$3,030	\$3,378	\$1,223
Months in Reserve	16.5	12.4	9.7	6.7	7.3	2.6

¹ Actuals include prior year adjustments

² Expenditures include reimbursements and direct draws to the fund

*Includes EO transfer to GF (AB 84)

** Estimate

9. Describe the history of general fund loans. When were the loans made? When have payments been made to the board? Has interest been paid? What is the remaining balance?

The Board has not issued any general fund loans since FY 2003/04.

10. Describe the amounts and percentages of expenditures by program component. Use *Table 3. Expenditures by Program Component* to provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

During FY 19/20 through FY 22/23, the Board has spent an average of approximately 21% on its enforcement program, 14% on its examination program, 16% on its licensing program, 28% on administration and 21% on DCA pro rata.

Table 3. Expenditures by Program Component (list dollars in thousands)								
	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement	\$532	\$177	\$597	\$244	\$557	\$297	\$605	\$261
Examination	\$327	\$167	\$367	\$234	\$342	\$155	\$372	\$170
Licensing	\$491	\$108	\$551	\$85	\$514	\$111	\$559	\$150
Administration *	\$816	\$181	\$891	\$170	\$943	\$210	\$923	\$210
DCA Pro Rata	\$0	\$748	\$0	\$771	\$0	\$895	\$0	\$908
Diversion (if applicable)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$2,166	\$1,381	\$2,406	\$1,504	\$2,356	\$1,668	\$2,459	\$1,699

*Administration includes costs for executive staff, board, administrative support, and fiscal services.

11. Describe the amount the board has contributed to the BreEZe program. What are the anticipated BreEZe costs the board has received from DCA?

The Board contributed \$411,269 before it converted to the Business Modernization Project with other small DCA boards/bureaus. The Business Modernization Project Cohort 2 launched in February 2023. As of June 30, 2023, the Board has spent \$862,769 on the Business Modernization Project; estimated yearly costs will be \$398,000 for FY 24/25 and \$254,000 each year thereafter.

12. Describe license renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citation) for each fee charged by the board.

The Board is a special fund agency that generates its revenue from fees. Its main source of revenue is from candidates and licensees through the collection of examination, licensing, and renewal fees. These fees support the license, examination, enforcement and administration programs, which include processing and issuing licenses, conducting an occupational analysis and ongoing examination development, maintaining records and information technology systems, producing and distributing publications, mediating consumer complaints, enforcing statutes, disciplinary actions, personnel costs, and general operating expenses.

The Board raised fees for the original license, biennial renewal and renewal delinquency in 1989 and 2011. On July 1, 2023, the Board raised the original license fee from \$300 to \$400 and from \$150 to \$200 for original license fees issued for less than one year prior to the next renewal. Business and Professions Code section 5604 authorizes the Board to charge the fees.

Table 4. Fee Schedule and Revenue (list revenue dollars in thousands)

Fee	Current Fee Amount	Statutory Limit	FY 2019-20 Revenue	FY 2020-21 Revenue	FY 2021-22 Revenue	FY 2022-23 Revenue	% of Total Revenue
Delinquent Renewal	\$100	may not exceed 50% of renewal fee	\$65	\$26	\$63	\$31	6.0%
Dup. License/Cert.	\$15	\$25	\$1	\$1	\$0	\$1	0.1%
Certification Fee	\$2	\$0	\$0	\$0	\$0	\$0	0.0%
Citation/Fine FTB Collection	Various		\$7	\$1	\$3	\$1	0.4%
DOI Admin. Case/Citation	Various		\$75	\$38	\$12	\$27	4.9%
Relicensure App	N/A		\$1	\$0	\$0	\$0	0.0%
CSE Application Fee	\$100		\$109	\$92	\$100	\$109	13.3%
Reciprocity App. – ARE	\$35	\$100	\$12	\$9	\$10	\$10	1.3%
App. for Elig. Eval. (ARE)	\$100	\$100	\$102	\$94	\$96	\$112	13.1%
Are Eligibility Reexam	N/A		\$0	\$0	\$0	\$0	0.0%
Retired License (fee decrease eff. 4/1/23)	\$40	May not exceed initial license fee	\$21	\$0	\$0	\$21	1.4%
Initial License - Architect (fee change eff. 7/1/23)	\$400	\$400	\$167	\$50	\$143	\$61	13.7%
Initial Lic. 1/2 Fee - Arch. (fee change eff. 7/1/23)	\$200	may not exceed 50% of renewal fee	\$18	\$67	\$21	\$70	5.7%
Over/Short Fees	Various		\$0	\$0	\$0	\$0	0.0%
Suspended Revenue	Various		\$0	\$1	\$0	\$0	0.0%
Prior Year Revenue Adjustment	N/A		-\$6	-\$1	-\$5	-\$1	-0.4%

Misc. Serv. To Public-General	Various		\$0	\$0	\$0	\$0	0.0%
Investment Income - Surplus Money Investments	N/A		\$126	\$26	\$21	\$74	8.0%
Escheat Unclaimed Checks, Warrants, Bonds, and Coupons	N/A		\$0	\$0	\$0	\$3	0.1%
Canceled Warrants Revenue	N/A		\$3	\$2	\$2	\$2	0.3%
Dishonored Check	\$25		\$0	\$0	\$0	\$0	0.0%
Settlements and Judgments - Other	N/A		\$0	\$3	\$0	\$0	0.1%
Biennial Renewal Architect (fee change eff. 7/1/23)	\$400	\$400	\$3,873	\$2,580	\$3,876	\$2,533	418.1%
Accrued Renewal Fee	\$300		\$26	\$26	\$27	\$19	3.2%
Refunds	N/A		\$0	\$5	\$2	\$3	0.3%
Total Revenue			\$4,600	\$3,020	\$4,371	\$3,076	100.00

13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

The Board has not submitted any BCPs in the past four fiscal years; however, as the chart below indicates, DCA submitted BCPs on behalf of the boards and bureaus participating in Business Modernization. The Board uses existing staff for Business Moderation duties; therefore, additional staffing costs have not been incurred.

Table 5. Budget Change Proposals (BCPs)								
BCP ID #	Fiscal Year	Description of Purpose of BCP	Personnel Services				OE&E	
			# Staff Requested (include classification)	# Staff Approved (include classification)	\$ Requested	\$ Approved	\$ Requested	\$ Approved
1111-122-BCP-2021-A1	2021-22	Business Modernization Cohort 2	0.8 AGPA	0.8 AGPA	\$89,000	\$89,000	\$665,000	\$665,000
1111-139-BCP-2022-MR	2022-23	Business Modernization Cohort 2	0	0	0	0	\$713,000	\$713,000
1111-022-BCP-2023-GB	2023-24	Business Modernization Cohort 2	0	0	\$0	\$0	\$465,000	\$465,000

Staffing Issues

14. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

The Board works expeditiously to fill vacant positions but has experienced more difficulty in recruiting and retaining qualified staff at the clerical level (Office Technician) due to competition with other departments that allow them to telework. Additionally, the clerical level positions have a high turnover rate because they are entry-level positions. Traditionally, clerical positions are filled for approximately two years and then staff promote to the next level within civil service. Other professional class positions, such as Staff Services Analyst, Associate Governmental Program Analyst, and Staff Services Manager have a lower vacancy rate. The Board has been successful in reclassifying positions when needed to ensure appropriate classifications are available to meet operational needs. Cross training staff and ensuring desk procedure manuals are updated is an effective succession planning tool for the Board.

15. Describe the board's staff development efforts and total spent annually on staff development (cf., Section 12, Attachment D).

In addition to on-the-job training and cross-training measures, the Board uses DCA's Strategic Organization, Leadership, and Individual Development (SOLID) classes to develop staff. Also, Board staff has participated in training by the Office of Administrative Law, CalHR, Department of General Services' Cal RIM, and other DCA offices such as the Legislative Affairs Division's Regulations Unit.

During the last four fiscal years, the average cost per year spent on training was \$3,718.

16.What are the board’s performance targets/expectations for its licensing² program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The Board’s goal is to conduct an initial review and provide a response within 30 days of receiving an application in its Licensing Unit. Licenses are issued within the 30-day performance goal after confirmation is made that all requirements were met, and no issues arose during the criminal history background check. The performance goal is met when staffing is at full capacity; however, depending on staffing levels, there may be temporary increases in application processing time. Leadership routinely reviews performance metrics and implements appropriate measures to ensure goals continue to be met.

17.Describe any increase or decrease in the board’s average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

The average time to process applications remains consistent and typically within performance targets. Pending applications exhibit an upward trend towards a return to pre-COVID levels and continue to remain below completed applications. No performance barriers exist, and leadership continuously monitors performance metrics and implements the necessary adjustments in workflow to maintain consistent productivity.

18.How many licenses or registrations has the board denied over the past four years based on criminal history that is determined to be substantially related to the qualifications, functions, or duties of the profession, pursuant to BPC § 480? Please provide a breakdown of each instance of denial and the acts the board determined were substantially related.

The Board denied one license in the past four years for a conviction determined to be substantially related to practice. The candidate was convicted of two felony counts related to receiving and distributing child pornography.

² The term “license” in this document includes a license certificate or registration.

Table 6. Licensee Population						
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Architect	Active ³	21,550	21,934	22,013	22,070	21,775
	Out of State	DNA	DNA	DNA	DNA	4,210
	Out of Country	DNA	DNA	DNA	DNA	204
	Delinquent/Expired	DNA	DNA	DNA	DNA	2,407
	Retired Status <i>if applicable</i>	DNA	DNA	DNA	DNA	2,202
	Inactive	0	0	0	0	0
	Other ⁴	DNA	DNA	DNA	DNA	13,431

Note: 'Out of State' and 'Out of Country' are two mutually exclusive categories. A licensee should not be counted in both. DNA used in the above table means "Data Not Available." When DCA transitioned to a new reporting tool for its legacy Consumer Affairs System (CAS), the older reports for fiscal years prior to FY 2022/23 were not migrated into the new system are permanently unavailable.

Table 7a. Licensing Data by Type										
Application Type		Received	Approved/ Issued	Closed	Pending Applications			Cycle Times		
					Total (Close of FY)	Complete (within Board control)*	Incomplete (outside Board control)*	Complete Apps	Incomplete Apps	Combined, IF unable to separate out
FY 2019/20	ARE	1,013	850	DNA	DNA	DNA	41	175	NA	
	CSE	1,089	660				6	7		
	License	678	699				12	0		
	Renewals	10,645	10,645				3	0		
FY 2020/21	ARE	937	736				23	181	NA	
	CSE	919	582				7	13		
	License	611	592				24	0		
	Renewals	10,782	10,782				3	0		
FY 2021/22	ARE	957	742				28	221	NA	
	CSE	995	577				9	10		
	License	619	632				24	0		
	Renewals	10,730	10,730				3	0		
FY 2022/23	ARE	1,029	690				37	255	NA	
	CSE	1,004	617				6	2		
	License	621	627				17	0		
	Renewals	10,287	10,287				2	0		
* Optional. List if tracked by the board.										

³ Active status is defined as able to practice. This includes licensees that are renewed, current, and active.

⁴ Other is defined as a status type that does not allow practice in California, other than retired or active.

Table 7b. License Denial				
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
License Applications Denied (no hearing requested)	0	0	1	0
SOIs Filed	0	0	0	0
Average Days to File SOI (from request for hearing to SOI filed)	0	0	0	0
SOIs Declined	0	0	0	0
SOIs Withdrawn	0	0	0	0
SOIs Dismissed (license granted)	0	0	0	0
License Issued with Probation / Probationary License Issued	0	0	0	0
Average Days to Complete (from SOI filing to outcome)	0	0	0	0

19. How does the board verify information provided by the applicant?

The Board uses several measures to verify information provided by candidates. For example, certified transcripts are required and work experience is submitted and signed by the licensed professional who supervised the candidate's work. All information is verified by Board staff.

Individuals who are licensed in another jurisdiction and applying for reciprocity must request their state board provide a license certification to substantiate licensure, license status and information on disciplinary action. Also, the board certifying the information must provide the examination history detailing what form of the ARE (or equivalent) was taken and when each division was passed.

- a. What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant? Has the board denied any licenses over the last four years based on the applicant's failure to disclose information on the application, including failure to self-disclose criminal history? If so, how many times and for what types of crimes (please be specific)?**

As of January 1, 2021, the Board requires individuals who apply for an architect license to submit a complete set of fingerprints for a criminal history background check. Prior to January 1, 2021, the Board relied upon self-disclosure. No license denials in the past four years were based upon a failure to disclose on the license application.

- b. Does the board fingerprint all applicants?**

Yes, the Board began fingerprinting new licensees on January 1, 2021.

- c. Have all current licensees been fingerprinted? If not, explain.**

No. The authority to require fingerprints applies to new license applications submitted on or after January 1, 2021, and was not retroactive.

d. Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a license? Renewing a license?

Yes. NCARB maintains a database that contains disciplinary actions reported by state architecture boards that participate in the program. CAB's Enforcement Unit utilizes this resource prior to the issuance of an original license but relies upon self-reporting for license renewals.

e. Does the board require primary source documentation?

Yes, candidates must submit original and/or certified documentation (transcripts) to provide verification of authenticity. The Board also accepts NCARB records which require primary source documentation.

20. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

The Board requires the same license requirements of any candidate who applies for an architect license regardless of residency.

21. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

The Board considers military education, training, and experience the same as that from any other source, provided it is related to the field or practice of architecture.

a. Does the board identify or track applicants who are veterans? If not, when does the board expect to be compliant with BPC § 114.5?

Yes, veteran candidates are tracked, including the branch of service and military documentation received.

b. How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?

The Board is unable to identify whether the source of any education, training, or experience is specifically attributable to military service.

c. What regulatory changes has the board made to bring it into conformance with BPC § 35?

None. The Board already has authority to grant credit for military education, training, or experience that is related to the practice of architecture.

d. How many licensees has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?

There has been only one licensee who requested a waiver of the renewal fees and requirements. There was no impact upon our revenue.

e. How many applications has the board expedited pursuant to BPC § 115.5?

There was only one license candidate who is the spouse of a military member that has requested expedited processing of their application.

22.Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

The Board sends NLI notifications to DOJ electronically as needed. There is no backlog.

Examinations

Table 8. Examination Data⁵		
California Examination (include multiple language) if any:		
License Type		Architect
Exam Title		California Supplemental Examination
FY 2018/19	Number of Candidates	1,327
	Overall Pass %	60%
	Overall Fail %	40%
FY 2019/20	Number of Candidates	914
	Overall Pass %	67%
	Overall Fail %	33%
FY 2020/21	Number of Candidates	845
	Overall Pass %	74%
	Overall Fail %	26%
FY 2021/22	Number of Candidates	859
	Overall Pass %	71%
	Overall Fail %	29%
FY 2022/23	Number of Candidates	959
	Overall Pass %	74%
	Overall Fail %	26%
Date of Last OA		2020
Name of OA Developer		Office of Professional Examination Services (OPES)
Target OA Date		TBD

⁵ This table includes all exams for all license types as well as the pass/fail rate. Include as many examination types as necessary to cover all exams for all license types.

National Examination (include multiple language) if any:							
License Type		Architect					
Exam Title		CE	PCM	PA	PDD	PJM	PDD
FY 2018/19	Number of Candidates	685	1,497	1,245	1,357	1,015	1,693
	Overall Pass %	64%	45%	45%	43%	57%	35%
	Overall Fail %	36%	55%	55%	57%	43%	65%
FY 2019/20	Number of Candidates	628	1,180	836	924	886	1,140
	Overall Pass %	61%	45%	43%	45%	54%	36%
	Overall Fail %	39%	55%	57%	55%	46%	64%
FY 2020/21	Number of Candidates	1,000	1,531	1,165	1,044	1,199	1,327
	Overall Pass %	56%	49%	45%	50%	59%	43%
	Overall Fail %	44%	51%	55%	50%	41%	57%
FY 2021/22	Number of Candidates	1,050	1,377	1,142	1,196	1,097	1,328
	Overall Pass %	53%	54%	46%	44%	65%	43%
	Overall Fail %	47%	46%	54%	56%	35%	57%
FY 2022/23	Number of Candidates	797	1,118	925	992	839	1,108
	Overall Pass %	63%	50%	57%	53%	66%	47%
	Overall Fail %	37%	50%	43%	47%	34%	53%
Date of Last OA		2020					
Name of OA Developer		Alpine Testing Solutions					
Target OA Date		TBD					

Abbreviations used in the above table for divisions of ARE 5.0:

CE Construction and Evaluation
PCM Practice Management
PA Programming and Analysis
PDD Project Development and Documentation
PJM Project Management
PPD Project Planning and Design

23. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?

The Board requires each license candidate to successfully complete both a national and California-specific examination for licensure as an architect. The national examination is the ARE, which is the multi-division professional licensure examination used by all 50 states, the District of Columbia, and four U.S. territories; also accepted by most Canadian provinces and territories. The ARE is developed by NCARB and administered by PSI at its many test centers across the United States, and to a limited extent, outside the United States. The content of the ARE assesses candidates on

the knowledge, skills, and abilities required to independently provide the various services that constitute the practice of architecture. The current version of the examination is ARE 5.0, which consists of six divisions that align with the experience areas in NCARB's Architectural Experience Program. Candidates receive provisional feedback at the conclusion of their examination and final examination results within one week. The ARE is offered year-round during normal business hours (8 a.m. to 5 p.m.) Monday through Saturday, except holidays.

The California Supplemental Examination (CSE) is the California-specific examination developed by OPES and administered by PSI in California and, to a limited extent, outside the state. The CSE is a multipart examination that is comprised of individually timed sections meant to assess whether license candidates demonstrate minimum standards of competency necessary to meet the requirements of current architectural practice in California. The examination's duration is 3.5 hours in one continuous session. Candidates receive examination results after completion of their CSE. The CSE, like the ARE, is offered year-round

The ARE and CSE are only offered in English; however, accommodations are available when taking the ARE to those for whom English is a second language. The CSE will have accommodations in place before the end of 2023.

24.What are pass rates for first time vs. retakes in the past 4 fiscal years? (Refer to Table 8: Examination Data) Are pass rates collected for examinations offered in a language other than English?

ARE 5.0 Performance Data							
License Type		Architect					
Exam Title		CE	PCM	PA	PDD	PJM	PDD
FY 2018/19	First-Time Pass%	62%	42%	44%	42%	56%	33%
	Repeat Pass %	58%	43%	37%	44%	52%	34%
FY 2019/20	First-Time Pass%	60%	42%	46%	46%	51%	33%
	Repeat Pass %	51%	46%	34%	41%	53%	36%
FY 2020/21	First-Time Pass%	57%	48%	48%	51%	59%	42%
	Repeat Pass %	54%	51%	40%	46%	54%	43%
FY 2021/22	First-Time Pass%	57%	48%	55%	48%	63%	40%
	Repeat Pass %	45%	44%	37%	36%	51%	40%
FY 2022/23	First-Time Pass%	65%	51%	62%	59%	67%	51%
	Repeat Pass %	57%	44%	48%	45%	57%	39%

CSE Performance Data			
License Type		Architect	
		Initial Licensure	Reciprocal Licensure
FY 2018/19	First-Time Pass%	64%	57%
	Repeat Pass %	57%	57%
FY 2019/20	First-Time Pass%	76%	55%
	Repeat Pass %	62%	45%
FY 2020/21	First-Time Pass%	81%	69%
	Repeat Pass %	63%	70%
FY 2021/22	First-Time Pass%	74%	71%
	Repeat Pass %	65%	70%
FY 2022/23	First-Time Pass%	79%	74%
	Repeat Pass %	66%	66%

25. Is the board using computer-based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

Yes, computer-based testing is used for both the ARE and CSE and is available at all test centers that offer these exams. The ARE and CSE are administered during normal business hours of 8 a.m. to 5 p.m. Monday through Saturday. The ARE and CSE are offered year-round to candidates.

26. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe. No.

27. When did the Board last conduct an occupational analysis that validated the requirement for a California-specific examination? When does the Board plan to revisit this issue? Has the Board identified any reason to update, revise, or eliminate its current California-specific examination?

The latest occupational analysis (OA) was conducted in 2020. The next OA is tentatively planned for between 2025 and 2027 in alignment with BPC 139 requirements. The results of a national comparison with the NCARB ARE is planned for presentation at the September 8, 2023, board meeting. At that time OPES will provide CAB with its recommendations to streamline and update the CSE administration. OPES recommends CAB to continue administration of a California-specific examination.

School approvals

28. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?

The Board is not authorized to accredit schools of architecture and BPPE does not play a role in the process of approving schools of architecture.

29. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?

The Board is not authorized to approve schools of architecture.

30. What are the board's legal requirements regarding approval of international schools?

The Board is not authorized to approve schools of architecture.

Continuing Education/Competency Requirements

31. Describe the board's continuing education/competency requirements, if any. Describe any changes made by the board since the last review.

BPC section 5600.05 requires architects to biennially complete five hours of continuing education (CE) coursework on disability access requirements (DAR) and an additional five hours on zero net carbon design (ZNCD) as a condition of license renewal. California Code of Regulations (CCR) section 165 clarifies the language in BPC section 5600.05 respective to DAR and establishes qualifications for courses and course providers.

ZNCD coursework must address information and practical guidance related to building design strategies that meet energy demands or offset carbon-based energy consumption. As is the case with DAR, ZNCD coursework must be presented by trainers or educators with knowledge and expertise in these requirements.

BPC section 5600.05 was amended when Governor Newsom signed Assembly Bill 1010 (Chapter 176, Statutes of 2021) into law on September 16, 2021. The amended statute requires, as a condition of license renewal, an architect who renews a license on or after January 1, 2023, to complete an additional five hours of CE on ZNCD.

a. How does the board verify CE or other competency requirements? Has the Board worked with the Department to receive primary source verification of CE completion through the Department's cloud?

The Board requires architects to certify, under penalty of perjury, on the license renewal application that they have completed the required CE coursework hours in DAR and ZNCD prior to the license expiration date (or within the prior 24 months when renewing a delinquent license). Architects are required to maintain their coursework documentation for at least two years from the date of renewal and provide the documentation if audited by the Board.

The Board collaborated with DCA's Office of Information Services to develop an online application that allows architects to submit CE documentation electronically when requested during an audit. The online application utilizes the cloud service platform used by DCA--Box.com.

b. Does the board conduct CE audits of licensees? Describe the board's policy on CE audits.

Yes. Monthly CE audits of architects who renewed their licenses are conducted. The Board conducts paperless audits to the extent possible when an email address is in the licensee record. Architects have 15 days from the date of the first audit notification to provide the Board with coursework documentation using the online submission portal available on its website. A second audit notification is sent via U.S. Postal Service if no response is received, or documentation is not uploaded through the portal within 15 days. A final notification is sent via certified U.S. Postal Service when an architect does not respond to the second request, or no documentation is received. Architects are subsequently referred to the Board's Enforcement Unit if no response is received.

c. What are consequences for failing a CE audit?

An architect who fails a CE audit is referred to the Board's Enforcement Unit for action. The consequences for failing a CE audit range from a Letter of Advisement to an administrative citation, which may include a monetary fine, or more serious disciplinary action as is determined appropriate based upon the circumstances of the matter. CCR 165 requires an architect to complete any coursework deficiencies in addition to any other action that may be taken by the Board.

d. How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?

Fiscal Year	Audits Conducted	Failed
2018/2019	308	13%
2019/2020	302	13%
2020/2021	301	0%*
2021/2022	297	12%
2022/2023	314	30%

*CE extensions were allowed during COVID, so there were no failed audits. The increase in audit failures for FY 22/23 relates to the new CE requirement for Zero Net Carbon Design that became operative on January 1, 2023.

e. What is the board's CE course approval policy?

The Board does not have authority to approve courses.

f. Who approves CE providers? Who approves CE courses? If the board approves them, what is the board application review process?

The Board does not have authority to approve courses or course providers. However, CCR 165 and the proposed CCR 166 authorize the Board to establish requirements for courses and course providers.

g. How many applications for CE providers and CE courses were received? How many were approved?

None. The Board does not have authority to approve courses or course providers.

h. Does the board audit CE providers? If so, describe the board's policy and process.

No, the Board does not have authority to audit course providers.

i. Describe the board's effort, if any, to review its CE policy for purpose of moving toward performance-based assessments of the licensee's continuing competence.

The Board's focus has been on developing regulations for DAR and ZNCD that would establish qualifications for courses and course providers. The deadline for DAR-related regulations was January 1, 2023. The deadline for ZNCD-related regulations is July 1, 2024. At present, the Office of Administrative Law has approved CCR 165, which is related to DAR. CCR 166 that relates to ZNCD is currently in the review process. The Board has also focused its attention on researching methods to improve the audit process.

Table 8a. Continuing Education			
Type	Frequency of Renewal	Number of CE Hours Required Each Cycle	Percentage of Licensees Audited
DAR	Biennial	5	3%
ZNCD	Biennial	5	3%

32. What are the board's performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The Board's performance measures for the Enforcement Unit are defined by DCA's Consumer Protection Enforcement Initiative (CPEI) and focus on timely response to consumers and the pursuit of prompt disciplinary or enforcement action against those found to be in violation of the Architects Practice Act (Act).

For all complaints received, the Board has a goal of assigning complaints to staff for investigation within seven days. Currently, the Enforcement Unit averages one day to assign complaints for investigation. Concerning the time necessary to investigate a complaint, the Board's CPEI standards stipulate that complaints are to be closed within an average of 270 days of receipt. For FYs 2018/19, 2019/20, 2020/21, and 2021/22, the Board averaged 183 days, 132 days, 175 days, and 165 days, respectively. The Board is exceeding expectations in this area.

33. Explain trends in enforcement data and the board's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

The Board received an average of 308 complaints per year since FY 2018/19, which is a decrease from 345 since the previous reporting period. A possible contributing factor to the decrease could have been the Governor's Executive Order N-39-20, during the State of Emergency, which stated that the Director of the California Department of Consumer Affairs may waive any statutory or regulatory renewal requirements pertaining to individuals licensed pursuant to Division 2 of the BPC while highlighting data within the CE section. Typically, the Board initiates an average of 69 cases per year against licensees who failed the coursework audits; these cases are tracked as Board-initiated "complaints." The Board's mandatory audits of coursework for license renewal applications, as required by BPC section 5600.05 were not completed during FY 2018/19 and 2019/20.

Enforcement staff closed 49% of investigations within 90 days and 87% within one year. The average number of days from receipt of a complaint to the closure of investigation was 113 days for all cases, which is a 10% reduction since the last reporting period. During the previous reporting period, the average number of days to complete an investigation was 123 days, and 58% of investigations were closed within 90 days.

Since the last reporting period, the average number of advertising complaints received by the Board increased 11% to 86 per year. The average number of settlement cases received decreased 28% to 21 per year. The Board received an average of 72 complaints per year against licensees (excluding complaints initiated by the Board due to failed coursework audits), which remained consistent since 2018. The Board also received an average of 81 unlicensed activity complaints per year, which is an 11% increase since the previous reporting period.

Since the Board's last report in 2018, the number of citations issued has slightly decreased. For this reporting period, citations average 45 per year. Of the citations issued, all included a fine assessment, averaging \$1,622 per citation, and the Board collected approximately 50% of the assessed fines. The Board has also continued to focus on promptly responding to consumer complaints and developed an internal monthly report on case aging to improve the tracking of each case through the intake and investigation processes.

Table 9a. Enforcement Statistics					
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
COMPLAINTS					
Intake					
Received	310	441	228	235	261
Closed without Referral for Investigation	0	1	0	0	0
Referred to INV	310	440	228	235	261
Pending (close of FY)	0	1	1	1	3
Conviction / Arrest					
CONV Received	0	0	13	32	24
CONV Closed Without Referral for Investigation	0	0	0	0	0
CONV Referred to INV	0	0	13	32	24
CONV Pending (close of FY)	0	0	0	0	0
Source of Complaint ⁶					
Public	164	232	154	148	157
Licensee/Professional Groups	20	3	0	3	15
Governmental Agencies	6	2	1	1	1
Internal	107	163	65	97	87
Other	0	2	0	0	0
Anonymous	13	39	8	18	25
Average Time to Refer for Investigation (from receipt of complaint / conviction to referral for investigation)	2	1	3	1	3
Average Time to Closure (from receipt of complaint / conviction to closure at intake)	1	1	1	1	1
Average Time at Intake (from receipt of complaint / conviction to closure or referral for investigation)	2	1	2	1	3
INVESTIGATION					
Desk Investigations					
Opened	310	440	241	267	285
Closed	321	450	211	259	289
Average days to close (from assignment to investigation closure)	184	125	172	162	204
Pending (close of FY)	141	123	139	143	135
Non-Sworn Investigation					

⁶ The summation of desk, non-sworn, and sworn investigations should match the total of all investigations.

Opened	N/A	N/A	N/A	N/A	N/A
Closed	N/A	N/A	N/A	N/A	N/A
Average days to close (from assignment to investigation closure)	N/A	N/A	N/A	N/A	N/A
Pending (close of FY)	N/A	N/A	N/A	N/A	N/A
Sworn Investigation					
Opened	17	7	3	3	2
Closed	13	12	4	2	2
Average days to close (from assignment to investigation closure)	275	627	434	428	1109
Pending (close of FY)	10	5	4	5	5
All investigations ⁷					
Opened	327	447	244	270	287
Closed	323	462	213	261	291
Average days for all investigation outcomes (from start investigation to investigation closure or referral for prosecution)	188	138	177	165	209
Average days for investigation closures (from start investigation to investigation closure)	188	138	177	165	209
Average days for investigation when referring for prosecution (from start investigation to referral for prosecution)	N/A	138	N/A	N/A	N/A
Average days from receipt of complaint to investigation closure	188	138	177	165	209
Pending (close of FY)	151	128	143	148	140
CITATION AND FINE					
Citations Issued	47	84	22	28	23
Average Days to Complete (from complaint receipt / inspection conducted to citation issued)	227	230	328	329	268
Amount of Fines Assessed	54,000	125,003	50,750	35,200	53,250
Amount of Fines Reduced, Withdrawn, Dismissed	6,500	6,250	7,700	8,750	13,000
Amount Collected	31,300	76,753	17,750	6,575	14,129
CRIMINAL ACTION					
Referred for Criminal Prosecution	0	0	0	0	0
ACCUSATION					
Accusations Filed	3	3	6	1	2
Accusations Declined	0	1	0	0	1
Accusations Withdrawn	0	0	0	0	0
Accusations Dismissed	0	0	0	0	0
Average Days from Referral to Accusations Filed (from AG referral to Accusation filed)	503	819	1219	961	881
INTERIM ACTION					
ISO & TRO Issued	0	0	0	0	0
PC 23 Orders Issued	0	0	0	0	0
Other Suspension/Restriction Orders Issued	0	0	0	0	0
Referred for Diversion	0	0	0	0	0
Petition to Compel Examination Ordered	0	0	0	0	0

⁷ The summation of desk, non-sworn, and sworn investigations should match the total of all investigations.

DISCIPLINE					
AG Cases Initiated (cases referred to the AG in that year)	5	2	7	1	3
AG Cases Pending Pre-Accusation (close of FY)	2	0	1	0	3
AG Cases Pending Post-Accusation (close of FY)	3	2	6	1	0
DISCIPLINARY OUTCOMES					
Revocation	0	1	2	2	2
Surrender	1	0	0	1	0
Suspension only	0	0	0	0	0
Probation with Suspension	0	1	1	2	1
Probation only	0	0	2	0	1
Public Reprimand / Public Reprimand / Public Letter of Reprimand	0	0	1	0	1
Other	1	1	0	0	1
DISCIPLINARY ACTIONS					
Proposed Decision	0	0	2	0	0
Default Decision	0	1	1	2	2
Stipulations	1	1	1	3	2
Average Days to Complete After Accusation (from Accusation filed to imposing formal discipline)	387	197	441	352	297
Average Days from Closure of Investigation to Imposing Formal Discipline	598	364	568	497	390
Average Days to Impose Discipline (from complaint receipt to imposing formal discipline)	724	959	1219	972	881
PROBATION					
Probations Completed	2	1	2	0	0
Probationers Pending (close of FY)	3	2	2	4	6
Probationers Told	0	1	1	1	1
Petitions to Revoke Probation / Accusation and Petition to Revoke Probation Filed	0	0	0	0	0
SUBSEQUENT DISCIPLINE⁸					
Probations Revoked	0	0	0	0	0
Probationers License Surrendered	0	0	0	0	0
Additional Probation Only	0	0	0	0	0
Suspension Only Added	0	0	0	0	0
Other Conditions Added Only	0	0	0	0	0
Other Probation Outcome	0	0	0	0	0
SUBSTANCE ABUSING LICENSEES					
Probationers Subject to Drug Testing	N/A	N/A	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A	N/A	N/A
PETITIONS					
Petition for Termination or Modification Granted	0	0	0	0	0
Petition for Termination or Modification Denied	0	0	0	0	0
Petition for Reinstatement Granted	0	0	0	0	1
Petition for Reinstatement Denied	0	0	0	0	0

DIVERSION					
New Participants	N/A	N/A	N/A	N/A	N/A
Successful Completions	N/A	N/A	N/A	N/A	N/A
Participants (close of FY)	N/A	N/A	N/A	N/A	N/A
Terminations	N/A	N/A	N/A	N/A	N/A
Terminations for Public Threat	N/A	N/A	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A	N/A	N/A

Table 10. Enforcement Aging							
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Cases Closed	Average %
Investigations (Average %)							
Closed Within:							
90 Days	(39.5%) 127	(58.4%) 250	(46.9%) 99	(48.8%) 127	(49.8%) 145	779	50.3%
91 - 180 Days	(23%) 74	(18.2%) 78	(14.7%) 31	(16.2%) 42	(19.2%) 56	287	18.5%
181 - 1 Year	(21.5%) 69	(14%) 60	(23.7%) 50	(20.4%) 53	(13.4%) 39	275	17.7%
1 - 2 Years	(14.3%) 46	(5.1%) 22	(13.3%) 28	(13.8%) 36	(8.2%) 24	155	10%
2 - 3 Years	(1.6%) 5	(3.5%) 15	(0%) 0	(.8%) 2	(8.2%) 24	45	2.9%
Over 3 Years	(0%) 0	(.7%) 3	(1.4%) 3	(0%) 0	(1%) 3	9	.3%
Total Investigation Cases Closed	323	462	213	261	291	1,550	100%
Attorney General Cases (Average %)							
Closed Within:							
0 - 1 Year	(50%) 1	(0%) 0	(0%) 0	(0%) 0	(20%) 1	2	10.5%
1 - 2 Years	(50%) 1	(0%) 0	(0%) 1	(0%) 0	(20%) 1	2	10.5%
2 - 3 Years	(0%) 0	(66.6%) 2	(71.4%) 5	(80%) 4	(40%) 2	10	52.6%
3 - 4 Years	(0%) 0	(33.3%) 1	(14.3%) 1	(20%) 1	0	3	15.8%
Over 4 Years	(0%) 0	(0%) 0	(25%) 1	(0%) 0	(20%) 1	2	10.5%
Total Attorney General Cases Closed	2	3	4	5	5	19	100%

34. What do overall statistics show as to increases or decreases in disciplinary action since last review?

The Board filed 15 accusations, during the current reporting period (FY 2018/19 through FY 2022/23) and 16 cases resulted in disciplinary action, which is an increase from the previous reporting period when seven accusations were filed, and 11 cases resulted in disciplinary action. The severity of the sanctions imposed on licensees has been consistent with the previous reporting period. During this reporting period, seven licenses were revoked, and probation was ordered for two licenses. Five of the seven licenses were suspended from 30 to 90 days prior to the start of probation.

In evaluating a Board's enforcement program, it is important to reflect on the nature of the profession being regulated. Architects often collaborate with other parties (engineers, landscape

architects, attorneys, contractors, and other architects) who provide additional quality control, and their plans must be approved by local building departments. Thus, there are parties who can identify problems earlier in the process so that cases that come to the Board typically do not deal with major property damage or bodily injury.

35. How are cases prioritized? What is the board's compliant prioritization policy? Is it different from DCA's *Complaint Prioritization Guidelines for Health Care Agencies* (August 31, 2009)? If so, explain why.

The Board's case prioritization policy is consistent with DCA's guidelines. As complaints are received, staff immediately reviews the complaint to determine the appropriate course of action based on the Board's prioritization guidelines. Complaints given the highest or "urgent" priority include imminent life and safety issues, severe financial harm to clients, egregious pattern of complaints, and project abandonment. Complaints given a "high" priority level include those that involve aiding and abetting, negligence, and unlicensed practice. The more common complaints are contract violations, unlicensed advertising violations, routine settlement reports, and coursework violations.

36. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a licensee. Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?

Mandatory reporting requirements are specified in BPC sections 5588 (Report of Settlement or Arbitration Award), 5588.1 (Requirement that Insurer Report Certain Judgment, Settlement, or Arbitration Awards), and 5590 (Malpractice Judgment in Civil or Criminal Case; Clerk's Report).

BPC sections 5588 and 5588.1 require that within 30 days, every licensee and insurer providing professional liability insurance to a California architect send a report to the Board on any civil action judgment, settlement, arbitration award, or administrative action of \$5,000, or greater of any action alleging the license holder's fraud, deceit, negligence, incompetency, or recklessness in practice. The Board received 115 settlement reports during the previous reporting period and 162 reports in the current period.

BPC section 5590 requires that within 10 days after a judgment by a court of this state that a licensee has committed a crime or is liable for any death, personal or property injury, or loss caused by the license's fraud, deceit, negligence, incompetency, or recklessness in practice, the court which rendered the judgment shall report that fact to the Board. However, if the judge who tried the matter finds that it does not relate to the defendant's professional competence or integrity, the judge may, by order, dispense with the requirement that the report be sent.

Historically, the Board has tried to work with the courts to gain cooperation and compliance with BPC section 5590. However, the Board has not received a report of a judgment from a court. The Board previously requested the California Administrative Office of the Courts to assist in attaining compliance from court clerks. In an effort to address this ongoing issue, the Board has requested its Deputy Attorney General (DAG) liaison to seek assistance to obtain compliance from the courts by disseminating a letter to clerks of the courts reminding them of BPC section 5590. The letter was sent in 2019 and resent in 2023. In addition, BPC section 5600(c) mandates that licensees report on their renewal forms whether they have been convicted of a crime or disciplined by another public agency during the preceding renewal period.

a. What is the dollar threshold for settlement reports received by the board?

As noted above, the dollar threshold for settlement reports received by the Board is \$5,000.

b. What is the average dollar amount of settlements reported to the board?

The average dollar amount of settlements reported to the Board during the current reporting period is \$435,651.

37. Describe settlements the board, and Office of the Attorney General on behalf of the board, enter into with licensees.

Each proposed stipulated settlement is negotiated by the DAG assigned to the case (in consultation with the Executive Officer), the respondent (licensee or applicant), and the respondent's legal counsel, if represented, and must be accompanied by a memorandum from the DAG addressed to Board members explaining the background of the case and defining the allegations, mitigating circumstances, admissions, and proposed penalty, along with a recommendation for the Board to adopt the stipulated settlement.

a. What is the number of cases, pre-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

The Board has not settled any disciplinary cases in the past four years prior to the filing of an accusation.

b. What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

In the past four years, five disciplinary cases resulted in settlements with the Board and five cases resulted in a hearing.

c. What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?

In the past four years, 40% of disciplinary cases were settled, 40% resulted in default decisions, and 20% resulted in a hearing.

38. Does the board operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?

The Board's statute of limitations is defined by BPC section 5561: "All accusations charging the holder of a license issued under this chapter with the commission of any act constituting a cause for disciplinary action shall be filed with the Board within five years after the Board discovers, or through the use of reasonable diligence should have discovered, the act or omission alleged as the ground for disciplinary action, whichever occurs first, but not more than 10 years after the act or omission alleged as the ground for disciplinary action. However, with respect to an accusation alleging a violation of Section 5579 (Fraud in Obtaining a License), the accusation may be filed within three years after the discovery by the Board of the alleged facts constituting the fraud or misrepresentation prohibited by Section 5579." The Board has not lost any cases due to the expiration of its statute of limitations. However, the Board received five cases in which the alleged violation(s) occurred beyond the statute of limitations, and as a result, could not be investigated. These cases primarily involved settlement reports where the architectural services were provided more than 10 years prior to the receipt of the report.

39. Describe the board's efforts to address unlicensed activity and the underground economy.

In most cases, consumers, licensees, or other government agencies provide evidence of unlicensed activity to be investigated. The Board has recently implemented a process to proactively search for unlicensed activity online to be investigated, as resources allow, as part of the Board's 2022-2024 strategic plan objective. The Board addresses unlicensed activity and advertising by immediately and thoroughly investigating complaints, including reviewing online advertisements for violations, issuing letters of advisement, issuing citations with administrative fines for violations, and advising consumers of how to recover their money through small claims court. The Board also refers egregious cases to DCA's Division of Investigation for sworn investigation, if appropriate.

The Board works collaboratively with local planning and building departments to educate them on requirements of the Act and prevent unlicensed activity. These efforts include disseminating letters and bulletins to planning and building departments advising them of the Act's requirement pertaining to unlicensed individuals submitting plans for non-exempt projects. Through the Board's Building Official Contact Program, an architect consultant is also available on-call to building officials to discuss provisions of the Act, including unlicensed practice and potential aiding and abetting by licensees.

To address unlicensed practice and educate consumers, the Board promotes its *Consumers Guide to Hiring an Architect*. The *Guide* was designed to help consumers understand the sometimes complex and technical nature of architectural services. It provides information about the types of projects requiring a licensed architect; how to find and select an architect; written contract requirements and recommendations; how to manage the budgeting and construction of a project; and what to do if a problem occurs. The *Guide* is made available online to various building and planning departments throughout the state. Also available is the *Consumer Tips for Design Projects*, which contains basic steps for consumers to keep their projects on track.

The Board also works to protect consumers in post-disaster settings, where they are most vulnerable. A Homeowner Rebuilding Bulletin was produced to educate homeowners on their rights after a disaster. The Board collaborates with the Contractors State License Board to provide consumer education material at disaster recovery centers. Through social media and press releases, the Board promotes the availability of its toll-free number and its architect consultant as a resource to assist homeowners as they begin the rebuilding process.

In addition, the Board provides presentations at colleges to educate students about the importance of licensure.

Cite and Fine

40. Discuss the extent to which the board has used its cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the \$5,000 statutory limit?

The citation program provides the Board with an expeditious method of addressing unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that

have not resulted in substantial financial or physical harm. CCR section 152 was last amended in 2022 to broaden the Board's ability to issue citations and fines to unlicensed persons violating the Act. This regulation was approved and became effective on October 1, 2022.

During this reporting period, the Board issued an average of 45 citations per year compared with 50 citations during the previous reporting period. A contributing factor to the decrease could be due to the Governor's Executive Order N-39-20 during the State of Emergency, in which the board was unable to issue citations to licensees for violations of coursework provisions found in BPC section 5600.05.

41. How is cite and fine used? What types of violations are the basis for citation and fine?

As noted above, the Board's citation program provides an expeditious method of addressing violations that have not resulted in substantial financial or physical harm. Some complex professional practice and unlicensed complaints recommended for citation are reviewed by an architect consultant. Administrative fines range from \$250 to \$5,000 per violation, depending on prior violations; the gravity of the violation; the harm, if any, to the complainant, client or public; and other mitigating evidence.

The Board has used the citation program most frequently to cite individuals who have violated the following:

BPC sections:

- 5536 (a) and (b) - Practice Without License or Holding Self Out as Architect
- 5536.1 - Signature and Stamp on Plans and Documents; Unauthorized Practice
- 5536.22 - Written Contract
- 5558 - Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services: Filing Requirements
- 5584 - Negligence or Willful Misconduct

CCR sections:

- 104 - Filing of Addresses
- 134 - Use of the Term Architect
- 160 - Rules of Professional Conduct

Licensees who fail to pay the assessed fines have a "hold" placed on their license record that prevents license renewal until the fine is paid.

42. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

In the last four fiscal years, there have been 38 informal conferences, five stipulated settlements, and three administrative hearings as a result of citation appeals.

43. What are the five most common violations for which citations are issued?

BPC Sections:

- 5536 (a) and (b) - Practice Without License or Holding Self Out as Architect
- 5536.1 - Signature and Stamp on Plans and Documents; Unauthorized Practice
- 5536.22 - Written Contract
- 5558 - Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services: Filing Requirements
- 5584 - Negligence or Willful Misconduct

44. What is average fine pre- and post- appeal?

The average pre-appeal fine is \$1,818 and the average post-appeal fine is \$1,559.

45. Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines.

To complete its Strategic Plan Objective, the Board executed a contract with a collection agency on March 15, 2019, which was effective through March 14, 2022. The Board stopped sending collections to the Franchise Tax Board (FTB) Intercept Program and uses the collection agency exclusively.

Cost Recovery and Restitution

46. Describe the board's efforts to obtain cost recovery. Discuss any changes from the last review.

The Board seeks cost recovery in all disciplinary cases (i.e., accusations, statements of issues, and petitions to revoke probation). Cost recovery is generally a required term in stipulated settlements. In cases where the respondent is placed on probation, cost recovery is often paid within 30 days of the effective date of a decision or pursuant to established payment schedules. However, revocation case costs are often difficult to collect as respondents have fewer financial resources due to the loss of their licenses and no incentive to pay.

Since March 2019, the Board's collection efforts through the collection agency have resulted in collection about 15% of fines (closed cases). During the prior three-year contract the Board sent approximately \$135,356 in fines to be collected, and the agency collected approximately \$20,631.

The Board renewed its contract in April 2023 with the collection agency for full-service debt collection services, including "skip tracing," credit reporting, and filing legal actions as appropriate to assist in the collection of unpaid citation penalties, cost recoveries for unpaid administrative fines, and cost reimbursement accounts aged beyond 90 days.

47. How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

The amount of cost recovery ordered depends upon the amount of time spent on the investigation, including the classification of the investigator, and the charges imposed by the Office of the Attorney General.

The Board had nine cases resulting in revocations and seven cases resulting in probation during the reporting period as follows:

Revocations:

Type	Cases	Outcome
Default Decisions	6	Board did not order cost recovery
Decision After Rejection/Non-Adopt of Proposed Decision	1	Cost recovery of \$12,605 due if license is reinstated.
Stipulated Surrender of License	2	Cost recovery of \$24,400 to be paid prior to issuance of a new license or reinstatement of the license.

Probationers:

Type	Cases	Outcome
Stipulated Settlements	7	Cost recovery ordered in the amount of \$72,914 (all are collectable, and payments are being made)

48. Are there cases for which the board does not seek cost recovery? Why?

No.

49. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery.

The Board stopped sending cases to the FTB when it executed a contract with a collection agency on March 15, 2019.

50. Describe the board's efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the licensee to a harmed consumer.

The Board has no authority to order restitution outside of a stipulated agreement or an administrative law judge's proposed decision. Since the last review, there were no cases where the licensee was ordered to pay restitution to any of their clients.

Additionally, through the complaint process, the Board may recommend that a licensee refund a client's monies or make an adjustment to satisfactorily resolve a complaint involving services provided and fees paid. The Board has no jurisdiction over fee disputes.

Table 11. Cost Recovery⁹ (list dollars in thousands)					
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Total Enforcement Expenditures	6,580	5,328	54,375	41,055	31,699
Potential Cases for Recovery *	1	1	4	5	4
Cases Recovery Ordered	1	1	3	3	2
Amount of Cost Recovery Ordered	6,580	5,328	35,590	34,785	27,636
Amount Collected	4,800	4,800	1,448	3,340	15,848
* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.					

Table 12. Restitution (list dollars in thousands)					
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Amount Ordered	N/A	N/A	N/A	N/A	N/A
Amount Collected	N/A	N/A	N/A	N/A	N/A

⁹ Cost recovery may include information from prior fiscal years.

51. How does the board use the internet to keep the public informed of board activities? Does the board post board meeting materials online? When are they posted? How long do they remain on the board's website? When are draft meeting minutes posted online? When does the board post final meeting minutes? How long do meeting minutes remain available online?

The Board continually updates the internet to reflect upcoming Board and committee meetings, changes in laws or regulations, licensing information, forms, publications, and other relevant information of interest to consumers, candidates, and licensees. Meeting notices are posted to the website at least 10 days prior to a meeting, and meeting materials are also made available on the website. Board and committee meeting minutes are posted on the website once officially approved and remain for three years in accordance with the Board's retention schedule. Draft minutes are posted on the website in the subsequent meeting packet for Board or committee approval. The website also provides links to important collateral organizations, California schools offering architecture programs, and other government organizations. The Board solicits input from users for items that may be included on the website. Other tools used by the Board to communicate its messages include the eSubscriber list for e-news broadcasts, the Board's newsletter, and social media (Instagram, Twitter, Facebook and LinkedIn).

52. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long do webcast meetings remain available online?

The Board webcasts its meetings. The Board plans to continue webcasting future board and committee meetings, and the meeting information is posted on the Board's website. Webcast meetings are posted on DCA's YouTube account and are available for three years. Since the pandemic, most meetings have been teleconferenced, which has resulted in more participation from the public and licensees, as well as budget savings.

53. Does the board establish an annual meeting calendar, and post it on the board's web site?

Yes. The Board establishes a prospective meeting calendar at its last meeting of each year and posts the meeting dates on the website. Committee meetings are posted to the calendar when the dates are determined by the respective committee chair.

54. Is the board's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*? Does the board post accusations and disciplinary actions consistent with DCA's *Web Site Posting of Accusations and Disciplinary Actions* (May 21, 2010)?

The Board's complaint disclosure policy is consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure. Accusations and disciplinary actions are posted on the Board's website and publicized in its newsletter according to the Board's records retention schedule.

55.What information does the board provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

CCR section 137 requires the Board to provide the public with information regarding complaints and disciplinary or enforcement actions against licensed architects and unlicensed persons subject to the Board's jurisdiction. The Board provides license number, license status, issue date of license, expiration date of license, and address of record.

The Board also discloses the total number of enforcement and disciplinary actions, as well as brief summaries. It provides the current status of pending complaints (that comply with the criteria for disclosure pursuant to CCR section 137), accusations, statements of issues, and citations filed by the Board.

56.What methods are used by the board to provide consumer outreach and education?

The Board produced two consumer videos and plans to create additional videos. The Board has online publications and participates in disaster-related events to educate and inform consumers about hiring architects to rebuild. The Board also participates in seminars and various outreach events.

57. Discuss the prevalence of online practice and whether there are issues with unlicensed activity. How does the board regulate online practice? Does the board have any plans to regulate internet business practices or believe there is a need to do so?

The practice of architecture online is most prevalent in the offering stage of practice. Offering architectural services, or advertising architectural services, is widespread in California and growing as consumers use the internet to find architectural services. Advertising architectural services takes place on numerous online platforms including popular social media platforms.

In the performance stage of practicing architecture there is a hybrid environment for using online tools to practice architecture. Architects and unlicensed people may use software tools to create architectural plans and other instruments of service, which can be shared with clients and other relevant parties. In addition, architects and unlicensed individuals can remotely meet with clients. Further, some building jurisdictions allow electronic submission, stamping and signing of architectural plans. It is also possible for architects and unlicensed people to use technology to perform construction observation services, although this practice may not be prevalent. Therefore, it is possible to practice completely online if the project conditions allow for it but based on Board staff observation there is more of a prevalence of a hybrid environment with a mixed use of online tools for practicing architecture.

There are issues with unlicensed designers advertising architectural services or calling themselves architects. The Board has enforcement mechanisms in place to open cases for potential violations of unlicensed advertising on the internet. The Board also provides outreach to building department jurisdictions to inform them of the laws limiting unlicensed practice to prevent unlawful unlicensed activity. Educating building officials also prevents unlicensed practice of architecture.

The Board does not currently regulate online practice differently, but primarily enforces against unlicensed online advertising by opening cases which can result in a citation being issued. The Board also issues letters of advisement to educate unlicensed individuals about the laws regarding offering architectural services online.

Currently the Board does not believe there is a need to treat online practice any differently than regular practice, except for the advertising of architectural services online. In the performance stage of practice there does not seem to be a difference in the standard of care. Architects are held to the same standard of care whether they practice architecture online or in person. In addition, building departments review the work of architects to ensure they comply with building codes and regulations, and the final product of an architect's work will be used by a licensed contractor who can consult with the architect of record for questions about the architect's instrument of service. The Board has started to receive complaints against architects and unlicensed individuals working remotely and is monitoring and analyzing these cases to determine if additional laws or regulations should be considered.

To address online advertising issues, the Board attempted to implement a regulation, CCR 135, to require architects to put their license numbers on advertisements including online advertisements. One of the intents of the regulation was to promote the awareness of an architect's license number

to consumers so they could more easily distinguish between a licensed architect's advertisements and unlicensed advertisements. However, CCR 135 was not approved by the Board after strong advocacy by an industry association that believed the regulation would place an undue burden on architects. The Board is further working on the issue using its 2023-2026 strategic goal objective to monitor social media and proactively enforce against unlawful advertising.

58.What actions has the board taken in terms of workforce development?

The Board periodically reviews the licensure process and amends its regulations, as appropriate to implement efficiencies to reduce the length of time to obtain licensure. Staff provides presentations regarding licensure at schools of architecture with NCARB and local components of the American Institute of Architects. The Board strives to remove impediments to licensure, such as reducing the mandatory waiting period between retakes of the CSE. NCARB has also taken measures to remove impediments, such as formulating the Integrated Path to Architectural Licensure (IPAL) program, which the Board has adopted, where NAAB-accredited programs integrate professional architectural education with practical experience and examination. The intent of IPAL is to accelerate the licensure process, the length of which is often considered an impediment. In a show of its support for the concept, the Board sponsored legislation that grants early access to the ARE for IPAL-enrolled students. More information regarding IPAL can be found in Section 10. The Board also accelerates licensing for veterans, military, military spouses, and asylees.

59.Describe any assessment the board has conducted on the impact of licensing delays.

No formal studies have been conducted. Board management has been very proactive in directing the workload of staff to avoid or reduce delays in processing applications and mitigating any impact to the workforce.

60.Describe the board’s efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

The Board sends licensing information to schools yearly and as requested and has produced and provided a “Licensing 101” video—the first in a series. Licensing webinars are in the development stage and will be held monthly for candidates. An outreach plan for schools was developed in 2023 to enhance communication regarding licensing and requirements. Board staff participate with NCARB in providing presentation to architectural students throughout the state on the licensure process.

61.Describe any barriers to licensure and/or employment the board believes exist.

The Board, in collaboration with NCARB, routinely assesses the licensure process to proactively address potential barriers to licensure consistent with the mandate to protect the public health, safety, and welfare.

The current components of licensure (education/equivalents, experience, and examination) are separate and governed by specific standards and requirements that can affect a candidate’s progress. On the national examination, candidates can take the six divisions at any time and in any order. This flexibility can be greatly beneficial to candidates but can also be a contributing factor to delays due to the lack of specific milestones with deadlines.

The IPAL model may have sufficient structure to encourage greater efficiency for candidates. Nationwide, 24 colleges participate in IPAL, which shortens the time it takes to become an architect. Participating programs provide students with the opportunity to complete the AXP and take all six

ARE 5.0 divisions prior to graduation. During the 2020/21 school year, over 600 students were enrolled in IPAL options throughout the United States; California had 189 students enrolled.

62. Provide any workforce development data collected by the board, such as:

- a. Workforce shortages – No data is available.
- b. Successful training programs. – No data is available.

63. What efforts or initiatives has the board undertaken that would help reduce or eliminate inequities experienced by licensees or applicants from vulnerable communities, including low- and moderate-income communities, communities of color, and other marginalized communities, or that would seek to protect those communities from harm by licensees?

The Board takes a broad approach to its outreach that encompasses a variety of communities and economic groups. It closely works with collateral organizations to address inequities within the limits of its authority to do so.

In 2022, NCARB began providing free practice exams which has increased candidate pass rates by 12%. The increase seen for candidates using NCARB's free practice exams was even higher for some demographic groups. Asian or Asian American and Black or African American candidates saw a 17 percentage point increase in pass rates compared to those who don't use the practice exams—the largest average increase seen across all racial and ethnic groups. Meanwhile, men and women were equally impacted by use of the practice exams, with both groups seeing a 13 percentage point increase in pass rates compared to candidates who didn't use the practice exams.

CAB also provides reference material and a study exam on its website.

64.What is the status of the board's implementation of the Uniform Standards for Substance Abusing Licensees? N/A

65.What is the status of the board's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations? N/A

66.Describe how the board is participating in development of BreEZe and any other secondary IT issues affecting the board.

- a. **Is the board utilizing BreEZe? What Release was the board included in? What is the status of the board's change requests?** The Board is not using the BreEZe platform.
- b. **If the board is not utilizing BreEZe, what is the board's plan for future IT needs? What discussions has the board had with DCA about IT needs and options? What is the board's understanding of Release 3 boards? Is the board currently using a bridge or workaround system?**

The Board and LATC, along with 19 other boards and bureaus, were scheduled for the third release of BreEZe; however, numerous technical delays and problems with the project forced the delay of both the first and second releases of the system, and subsequently eliminated the project for those boards and bureaus scheduled for Release 3, including the Board/LATC.

DCA developed a Business Modernization Plan, based on the new Project Approval Lifecycle developed by the California Department of Technology (CDT). The purpose of this initiative is to address business and technology needs for programs that continue to rely on legacy technology solutions. Business Modernization identifies a methodical step-by-step approach that boards and bureaus within DCA will use to assist in moving their programs forward. The goal is to embrace the unique nature of each of DCA's programs while offering some process standardization. The Plan outlines four stages with rollout scheduled for the fall of 2023.

In May 2023, the first phase of the new system, Connect, was released for LATC, and on June 1st for the Board. In the first phase the Eligibility Application, California Supplemental Exam Application, and Initial License Application are available for candidates to complete and submit online.

The Board/LATC has been utilizing two legacy systems (Applicant Tracking System [ATS] and Consumer Affairs System [CAS]) and the LATC has been using a workaround system for candidates. Because Business Modernization took time and implementation was delayed, the Board/LATC pursued a stop gap measure to accept credit card payments for renewal applications, our highest volume transaction, and an enhanced license verification feature on its websites. In addition, the Board/LATC have converted to DCA's new web license search portal. This web-based license verification enhancement will enable the Board/LATC to display information as soon as an update is made to a license (e.g., address change, renewal status, etc.) as well as enable consumers to view all license-related data including licenses that an architect/landscape architect may hold from other DCA's boards and bureaus and enforcement actions. In addition, the enhanced verification tool will facilitate a more convenient license-lookup experience for consumers as it will be designed to be smartphone compatible.

67. In response to COVID-19, did the board take any steps or implement any policies regarding licensees or consumers? Has the board implemented any statutory revisions, updates or changes that were necessary to address the COVID-19 Pandemic? Any additional changes needed to address a future State of Emergency Declaration.

Yes, the Board immediately implemented teleworking policies. Due to limited resources and the sudden onset of the pandemic, laptop computers were ordered for staff so they could work from home. New procedures were developed to adapt to a telework-centered environment. Staff worked staggered schedules to reduce the number in the office at one time.

- a. Teleworking has been positive for the Board and its staff. Working from home allows for an uninterrupted environment to focus on work and has increased productivity.

The Board has not utilized any existing state of emergency statutes and has not had any waivers.

The Board has not taken or implemented new policies regarding licensees or consumers due to COVID; however, the Board recognizes the impact of test closures on candidates and will seek a regulatory change for emergency situations in the future.

Section 10 – Board Action and Response to Prior Sunset Issues

Include the following:

1. Background information concerning the issue as it pertains to the board.
2. Short discussion of recommendations made by the Committees during prior sunset review.
3. What action the board took in response to the recommendation or findings made under prior sunset review.
4. Any recommendations the board has for dealing with the issue, if appropriate.

CAB ADMINISTRATION

ISSUE #1: CAB has an even number of board members, represented equally by professional architects and public members.

Background: In order to discourage a tie vote, the majority of DCA boards are comprised of an odd number of members. In contrast, CAB has 10 board members, represented equally by professional architects and public members. Although the Board reports a tie has never been a problem, its composition may present an opportunity to mirror the composition of similar DCA boards while providing representation to the LATC, which the Board has overseen since 1997.

LATC exists within a committee of the Board, and each provides regular updates of key issues at each other's meetings to sustain understanding of each entity's priorities. The Board appoints a liaison who attends LATC meetings on behalf of the Board, and an LATC member attends Board meetings to ensure the Committee's concerns are raised. The LATC member does not have voting power, however, and the Board maintains the final authority to discipline landscape architects and issue examinations.

The Board is not aware of any consumer-related issues with respect to the structure, and the respective professions and their organizations appear to be pleased with the current structure.

Staff Recommendation: *The Board may wish to consider adding an LATC member, bringing its total to 11.*

Board Response:

The Board does not necessarily have a concern with having LATC represented on the Board but would like time to further discuss the proposal with interested parties. Currently, the Board and LATC have an informal liaison program, and a Board member attends LATC meetings, and a LATC member attends Board meetings. The Board is not aware of a problem or concern with the current arrangement. One issue to consider is that a member who serves on both LATC and the Board would be required to attend approximately eight meetings a year, which could make it difficult to find someone able to make that time commitment. As the Board and LATC have separate funds, we would also need to consider how costs for the LATC board member position would be allocated.

2023 Updated Board Response:

As part of its current Strategic Plan, the LATC has an objective to research the economic and consumer protection impact of re-establishing the Landscape Architect Board or establishing a merged board with the California Architects Board to provide better representation, strengthen the distinction between the two entities and increase efficiency. At its April 2023 meeting, the LATC discussed and voted to recommend to the Board that they consider the establishment of a merged board. The Board discussed at its May 2023 meeting and provided comments to LATC, which they will continue to review.

ISSUE #2: Some provisions of the Act do not reflect current terminology and could be updated to facilitate streamlined administration.

Background: From 1964 through 1985, the Board regulated registered building designers. The registration process began in 1964 and continued until 1968, and the Board continued to regulate the practice of registered building designers through 1985, although no new registrations were granted. Effective January 1, 1986, it became a misdemeanor for individuals to represent themselves as “registered building designers.” Of the estimated 700 active building designers registered at the time, about 300 applied for and were granted licenses as architects. The Board now licenses only architects and has one office in Sacramento.

CAB’s official seal is mandated to read “California State Board of Architectural Examiners,” even though its official name was changed to the California Architects Board in 1999.

Current law requires a licensee to maintain records of completed CE and to make those records available to the board for auditing upon request. The statute provides that the licensee is responsible for making the records available; it could explicitly authorize the CE provider to send on licensees’ behalf to make auditing and recordkeeping more convenient.

Staff Recommendation: *The following Business and Professions Code sections should be updated as follows:*

5600.05: amend to strike outdated references to past dates and expired requirements.

5520: update the Board’s title on the official seal.

5536(c): delete the misdemeanor charge for representing oneself as a “registered building designer.”

5552.5: update the term “intern development program” to “architectural experience or internship program.”

5600.05(a)(3): amend to allow CEP to provide records on a licensee’s behalf.

Board Response:

The Board agrees with the suggested technical changes. Regarding allowing CE providers to submit records to the Board on behalf of a licensee, the Board would like to work with committee staff on developing language that meets the needs of all interested parties. We specifically want to ensure that licensees are not reliant on a third party submitting the information, and that the Board would continue to see records as requested pursuant to an audit, rather than receiving CE records for all licensees at every renewal. The Board could also seek to make this a required feature for a new IT system, and implement the requirement when a new system is operational.

2023 Updated Board Response:

The Board has provided licensees the ability to submit their CE documentation electronically, and that will also be an option in the new Connect system it is currently implementing.

ISSUE #3: CAB does not have authority to fingerprint license applicants.

Background: Unlike most other DCA boards and bureaus, CAB is not statutorily mandated to fingerprint candidates as a condition of license. In meeting its Strategic Plan objectives in 2011 and 2012, the Board considered adopting a fingerprint requirement, but determined that the increased costs and likely [de minimis](#) arrest reports would not substantially increase the public's health, safety, and welfare. This issue was revisited in 2018, at which the REC concluded there is insufficient data to justify the need for fingerprinting. Factoring into its decision were the following considerations:

1. A low percentage of the Board's applicant and licensee population has criminal records, and of those, most are not substantially related to the qualifications, functions, or duties of an architect.
2. Applicants and licensees must disclose convictions to the Board.
3. A fingerprint requirement would result in increased costs.
4. Related design and construction boards (the Board for Professional Engineers, Land Surveyors, and Geologists and the Contractors State License Board) fingerprint their applicants, but only deny a negligible percentage of applications due to prior convictions.
5. The Texas Board of Architectural Examiners is the only architectural licensing board in the United States with a fingerprint requirement.
6. A fingerprint requirement would only apply to applicants and licensees, not unlicensed employees of architectural firms who enter consumers' homes and businesses.
7. Licensees who work on school projects are required to submit to a background check.

Staff Recommendation: *Public protection is the highest priority for the CAB, and applicants should be fingerprinted. Amend BPC § 144 to include the Board.*

Board Response:

The Board will follow the Legislature's direction on this issue. We do want to note that our concern about increased costs is those incurred by candidates, not the Board. We also want to work with staff to structure implementation and ensure we have the necessary resources. We would need to modify our application forms and current IT system to reflect the fingerprint requirement.

2023 Update Board Response

The Board has implemented this requirement.

ISSUE #4: CAB's EO is not authorized to hold an informal conference with a person who received a citation.

Background: Several other boards and bureaus within DCA allow the EO, or his or her designee, to conduct an informal conference, which would allow a licensee to provide explanatory information that may result in a modification of the original citation. The Board has proposed language that would authorize the EO to delegate the authority to affirm, modify or dismiss the citation to another individual.

Staff Recommendation: *The Act should be updated to allow a designee, the authority to hold an informal conference with a person who received a citation.*

Board Response:

The Board supports this recommendation. To clarify, the EO currently has the authority to hold an informal conference but would like to have the ability to delegate the authority to hold a conference to another individual, such as the Assistant Executive Officer. This authority would be delegated in the event that the EO is not available or has a conflict of interest. Either person that holds the conference, either the EO or a designee, would be required to follow the same procedures, outlined in the Board's regulations and disciplinary guidelines.

2023 Updated Board Response

The Board now has this authority.

ISSUE #5: CAB has minimal criteria for CE or CEPs.

Background: Current law requires California architects to complete five hours of CE on disability access requirements as a condition of [license renewal](#). The coursework must include information and practical guidance on the Americans with Disabilities Act of 1990 and related state and federal laws. The only criteria for CEP eligibility is that the content must be presented by trainers or educators with "knowledge and expertise" in these requirements. There are no accreditation or approval requirements for either coursework or coursework providers, and thus, licensees may not be getting the full benefit of this learning opportunity.

Staff Recommendation: *The Board should establish minimum criteria for CE and CE providers.*

Board Response:

The Board accepts the Staff Recommendation and would like to continue to work with staff to develop language on this issue. The Board would like the process to be manageable with our resources and for licensees who often need to comply with different CE requirements in multiple jurisdictions.

2023 Updated Board Response

The Board promulgated regulations to further define the CE requirement on disability access, as required by SB 608 (Chapter 376, Statutes of 2019). Additionally, the Board is currently in the process of promulgating regulations to implement an additional CE requirement created by AB 1010 (Berman, Chapter 176, Statutes of 2021).

ISSUE #6: The "written contract requirement" provisions of law need updating.

Background: The Board indicates that its "written contract requirement" is one of its most important consumer protection tools. Current law requires an architect's written contract to:

- 1) describe the services to be provided by the architect to the client;
- 2) describe the basis of compensation and method of payment;
- 3) identify by name and address the client and the architect, including the architect's license number;

- 4) describe the procedure to accommodate additional services; and
- 5) describe the procedure to be used by both parties to terminate the contract.

The Board has investigated many consumer complaints that centered around the existence of a contract or meaning of specific terms. As such, the Board's experts in the Enforcement Program have identified several potential improvements to the current law. Many of the disputes that have resulted in complaints stemmed from misunderstandings concerning the project description and/or failure to manage changes in the project description during the design process. The description of the project has direct bearing on the design services required, compensation related to those services, and the project budget and schedule. Without a defined project description, it is often unclear whether the project is on track in meeting the expectations and project requirements established by the client and the architect.

According to the Rules of Professional Conduct, architects are prohibited from materially altering the scope or objective of a project without first fully informing the client and obtaining the client's consent in writing. However, architects are not currently required to define the project description in their written contracts. Therefore, it can be difficult for the client or architect to determine when the project description has been materially altered if it has not first been defined and agreed upon in the written contract.

The Board has also received complaints and questions from consumers regarding the ownership and use of an architect's instruments of service. Current law prohibits the use of an architect's instruments of service without the consent of the architect in a written contract, written agreement, or written license specifically authorizing that use. However, architects are not currently required to include a provision addressing the ownership and use of their instruments of service in their written contracts with clients. Therefore, clients are often unaware of each party's rights with respect to the architect's instruments of service.

Staff Recommendation: *Require the following in architects' written contracts for professional services:*

- 1) a description of the project for which the client is seeking services;*
- 2) the project address;*
- 3) a description of the procedure that the architect and the client will use to accommodate contract changes, including, but not limited to, changes in the description of the project, in the description of the services, or in the description of the compensation and method of payment;*
- 4) a statement identifying the ownership and use of instruments of service prepared by the architect; and*
- 5) a statement notifying the client that architects are licensed and regulated by the Board.*

Exclude contracts with public agencies from the written contract requirement.

Board Response:

The Board supports this recommendation and suggests consideration of a delayed implementation, until July 1, 2020, to provide for adequate outreach to licensees about the revised requirements.

2023 Updated Board Response

The Board has implemented this requirement and believes the changes have been beneficial.

ISSUE #7. (CONTINUED REGULATION BY THE CAB). Should the licensing and regulation of architects be continued by the Board?

Background: Clients and the public are best protected by strong regulatory boards with oversight of licensed professions. CAB has proven to be a competent steward of the architect profession and should be continued with a four-year extension of its sunset date.

Staff Recommendation: *The licensing and regulation of architects should continue to be regulated by the Board, and it should be reviewed again in four years.*

Board Response:

The Board concurs with the Committee's staff recommendation.

2023 Updated Board Response

The Board continues to support this recommendation.

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

1. Issues raised under prior Sunset Review that have not been addressed.
2. New issues identified by the board in this report.
3. New issues not previously discussed in this report.
4. New issues raised by the Committees.

Initial License Issuance Date:

When the Board issues an initial license date, the term of that license is tied to the licensee's birth month. This means an individual can receive an initial license that is valid for less than the full two-year term. The Board has had candidates for licensure postpone licensure because they do not want to pay for a license that will expire in a short amount of time. The Board would like to amend BCP section 5600 to provide that the initial license shall expire at the last day of the month in which the license was issued during the second year of a two-year term.

License Expiration Notification:

Existing law provides that a license that has expired may be renewed at any time within five years after its expiration. After five years, a license is not renewable. Existing law requires the Board to send written notice by registered mail to expired license holders 90 days in advance of the expiration of the fifth year that a renewal fee has not been paid. The Board would like to amend BPC section 5600.1 to provide notification via email or regular mail, rather than requiring notification by certified mail. A significant number of the notices the Board currently sends out get returned as undeliverable.

Abandoned Applications

The Board would like to include in BPC section 5550, language addressing abandoned applications, similar to language in the Landscape Architect Technical Committee's regulations, to provide that an incomplete application shall be deemed to be abandoned if the applicant does not submit the missing information within one year of being notified of the deficient application. The Board has over 1000 applications that are more than a year old that are incomplete.

Testing Eligibility

The Board established specific eligibility requirements for its required exams in regulations. These provide that a candidate must have five years of experience before they can complete the ARE, and they can only take the CSE after they have completed the ARE and established the required eight years of experience. The Board would like to remove those restrictions and allow candidates to test when they choose. The Board believes this will provide additional flexibility to candidates without undermining the testing requirements.

Email Address

In order to maximize use of the Board's online system for license application and renewal, the Board would like to amend BCP section 5558 to require licensees to maintain the email address they have on file with the Board.

Emergency Authority

During the pandemic, due to the shutdown of testing centers, the Board identified a provision in its regulations that impacted some candidates for licensure. Specifically, the Board's regulations require that for a candidate to be considered active, they must have taken an exam within the preceding five years. Some candidates who were close to the five-year limit between exams were impacted by their inability to test due to test center closures and thus maintain their active status. The Board requests authority to waive this requirement, for a limited duration, during a future declared emergency.

Expunged Convictions

BPC section 5577 allows for the revocation, suspension, or denial of a license for a dismissed or expunged conviction. However, BPC section 480 specifically does not allow for the denial of a license for a dismissed or expunged conviction. The Board recommends amending BPC section 5577 to conform to BPC section 480.

Business Entity Report Form

BPC section 5558 requires every licensee to file with the Board their current mailing address and the proper and current name and address of the entity through which they provide architectural services. The board requires licensees to file a Business Entity Report Form (BERF) to capture this information. However, this information is not available to consumers as part of the online license lookup. The Board believes making this information publicly available will benefit consumers, who could use the business

name to locate their plans when their architect is unavailable or deceased, or to find the name of their architect when they hire or want to file a complaint against a firm. Those are all regular topics of consumer contacts to the Board.

Continuing Education

The Board currently requires licensees to complete 10 hours of continuing education each renewal cycle. Five hours are on disability access and five hours on the topic of zero net carbon design. The Board would like to require an additional five hours, for a total of 15 hours.

The Board believes that post licensure continuing education fosters knowledge and proficiency in the delivery of architectural services that safeguard the public's health, safety and welfare. This furthers other entities' ability to reach consumers with evolving:

- Construction technology, methods and materials,
- Building and energy code regulations,
- Evidence based design and innovation,
- Seismic preparedness and climate responsiveness
- Public access inclusiveness and diversity

Renewal – Audits

The Board conducts a random audit of license renewals to determine compliance with the continuing education (CE) requirement. Since the Board's last sunset review, it has provided an online option for licensees to submit their CE documentation when they renew. To streamline the audit process, and potentially improve compliance, the Board would like to require all licensees to submit their documentation upon renewal.

Technical Changes:

Revise the following code sections to include gender neutral language:

5510, 5515, 5517, 5536.1. 5536.25 (C), 5536.4(a), 5550, 5550.1, 5558, 5565(c), 5570, 5582, 1 (a)(b), 5610.5– “his or her” to “their.”

Please provide the following attachments:

- A. Board’s administrative manual.
- B. Current organizational chart showing relationship of committees to the board and membership of each committee (cf., Section 1, Question 1).
- C. Major studies, if any (cf., Section 1, Question 4).
- D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 3, Question 15).
- E. Provide each quarterly and annual performance measure report for the board as published on the DCA website.
- F. Provide results for each question in the board’s customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.

Board's Administrative Manual



**Board Member
Administrative Manual**

Approved by Board 9/8/23

BOARD MEMBER ADMINISTRATIVE MANUAL

This manual is a general reference including laws, regulations, and basic Board policies to guide the actions of Board members to ensure Board effectiveness and efficiency.

This administrative procedure manual, regarding Board policy, can be amended by a majority of affirmative votes of any current or future Board. The Board authorizes staff to make nonsubstantive changes as necessary.

BOARD MEMBER ADMINISTRATIVE MANUAL

Table of Contents

Chapter 1 -- Introduction

Overview.....	1
Mission	1
Vision	1
Values.....	2
General Rules of Conduct	3
Abbreviations	4

Chapter 2 -- Board Meeting Procedures

Bagley-Keene Open Meeting Act	4
Public Comment	4
Closed Session.....	4
Frequency of Meetings	5
Meeting Location	5
Board Member Attendance at Board Meetings	5
Board Member Participation	5
Teleconference Meetings.....	6
Special Meetings.....	6
Emergency Meetings	6
Quorum.....	6
Agenda Items.....	7
Notice of Meetings to be Sent to Individuals	7
Notice of Meetings to be Posted on the Internet	7
Mail Ballots	7

BOARD MEMBER ADMINISTRATIVE MANUAL

Record of Meetings	7
Voting on Motions	8
Audio/Visual Recording	8

Chapter 3 -- Travel & Salary Policies/Procedures

Travel Approval	9
Travel Arrangements	9
Out-of-State Travel	9
Travel Reimbursement	9
Salary Per Diem	10

Chapter 4 -- Other Policies/Procedures

Board Member Disciplinary Actions	11
Removal of Board Members	11
Resignation of Board Members	11
Officers of the Board	11
Election of Officers	11
Officer Vacancies	12
Nomination of Officers	12
Committee Appointments	12
Attendance at Committee Meetings	12
Board Staff	13
Executive Officer Evaluation	13
Board Administration	13
Board Budget	13
Conflict of Interest	14

BOARD MEMBER ADMINISTRATIVE MANUAL

Financial Disclosure	14
Incompatible Activities.....	14
Ex Parte Communications.....	15
Communications with Other Organizations/Individuals	16
Legislation	17
Contact with Candidates.....	17
Gifts from Candidates	17
Request for Records Access	17
Business Cards	17
Letterhead.....	17

Chapter 5 -- Training

Board Member Orientation.....	18
Ethics	18
Sexual Harassment Prevention	18
Defensive Driver	18

Appendices

A. Member Position Description.....	19
B. Committee Policy	20

BOARD MEMBER ADMINISTRATIVE MANUAL

Chapter 1 -- Introduction

Overview

The California Board of Architectural Examiners was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. It was renamed the California Architects Board (Board) in 2000. It is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), part of the Business, Consumer Services and Housing Agency under the aegis of the Governor. DCA is responsible for consumer protection and representation through the regulation of licensed professions and provides administrative oversight and support services. The Board has policy autonomy and sets its own policies, procedures, and regulations.

The Board is presently comprised of 10 members and by law, 5 are public members, and 5 are architects. The five architect members are all appointed by the Governor. Three of the public members are also gubernatorial appointees; one public member is appointed by the Assembly Speaker and the other is appointed by the Senate Rules Committee. Board members may serve up to two four-year terms. Board members fill non-salaried positions but are paid \$100 per day for each meeting day or day spent in the discharge of official duties (see section entitled "Salary Per Diem") and are reimbursed travel expenses. The Board members serve at the pleasure of the Governor and the Legislature, and shall conduct their business in an open manner, so that the public that they serve is informed and involved, consistent with the provisions of the [Bagley-Keene Open Meeting Act](#) and all other state laws applicable to similar boards within California.

This manual is provided to Board members as a reference of important laws, regulations, and DCA and Board policies to guide Board members' actions and ensure Board effectiveness and efficiency.

Mission

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

Vision

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

BOARD MEMBER ADMINISTRATIVE MANUAL

Values

- Collaborative
- Professional
- Innovative
- Proactive
- Diversity

General Rules of Conduct

All Board members shall act in accordance with their oath of office, and shall conduct themselves in a courteous, professional and ethical manner at all times.

- Board members shall not act or speak on the Board's behalf without proper authorization from the Board president.
- Board members shall maintain the confidentiality of confidential documents and information.
- Board members shall commit the time to prepare for Board responsibilities.
- Board members shall recognize the equal role and responsibilities of all Board members.
- Board members shall act fairly, be nonpartisan, impartial, and unbiased in their role of protecting the public.
- Board members shall treat all applicants and licensees in a fair and impartial manner.
- Board members' actions shall serve to uphold the principle that the Board's primary mission is to protect the public.
- Board members shall not use their positions on the Board for personal or financial gain

BOARD MEMBER ADMINISTRATIVE MANUAL

Abbreviations

ARE	Architectural Registration Examination
B&P	Business and Professions Code
DCA	Department of Consumer Affairs
EO	Executive Officer
GOV	Government Code
NCARB	National Council of Architectural Registration Boards
SAM	State Administrative Manual
WCARB	Western Council of Architectural Registration Boards

BOARD MEMBER ADMINISTRATIVE MANUAL

Chapter 2 -- Board Meeting Procedures

Bagley-Keene Open Meeting Act (*Gov. Code § 11120 et seq.*)

All meetings are open for public attendance and subject to all provisions of the Bagley-Keene Open Meeting Act. This act governs meetings of state regulatory boards and meetings of committees of those boards where the committee consists of more than two members. It specifies meeting notice and agenda requirements and prohibits discussing or acting on matters not included in the agenda.

Public Comment (*Gov. Code § 11125.7*)

Public comment must be allowed on open session agenda items before or during discussion of each item and before a vote. The Board may accept public comment on an item not on the agenda, provided that the Board takes no action or does not discuss the item at the same meeting. The Board may refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting. The Board cannot prohibit public criticism of its policies or services. The Board president may set reasonable time limitations for public comment.

The Board shall maintain fairness and neutrality when performing its adjudicative function and shall not receive any substantive information from a member of the public regarding matters that are currently under, or subject to, investigation or involve a pending criminal administrative action.

Closed Session (*Gov. Code §§ 11125.2, 11126, 11126.1*)

Any general discussion of exams or disciplinary procedures shall be held in public. The Board may meet in closed session to discuss examinations where a public discussion would compromise the integrity of the examination and to deliberate on disciplinary cases. Examples of types of closed session meetings include:

- Discuss and vote on disciplinary or enforcement matters under the Administrative Procedure Act (APA);
- Discuss pending litigation; or;
- Discuss the appointment, employment, or dismissal of the EO unless the EO requests that such action be taken in public.

If the agenda contains matters that are appropriate for closed session, the agenda shall cite the statutory section and subdivision authorizing closed session. No members

BOARD MEMBER ADMINISTRATIVE MANUAL

of the public can remain in the meeting room for closed sessions. At least one staff member must be present at all closed sessions to record topics discussed and decisions made.

Closed session must be specifically noticed on the agenda (including the topic and legal authority). Before going into closed session, the Board president should announce the general nature of the item(s) to be discussed. If the item involves the EO's employment, appointment, or dismissal, and action is taken in closed session, the Board must report that action and any roll call vote that was taken at the next public meeting.

Frequency of Meetings *(B&P Code § 5522)*

The Board shall meet at least once a quarter for the purpose of transacting business as may lawfully come before it and may meet more often as necessary.

Meeting Location *(Gov. Code §§ 11123.1 & 11131; B&P Code § 101.7)*

The Board is required to hold its meetings at locations that are easily accessible to the public and people with disabilities in compliance with the Americans with Disabilities Act (ADA). The Board will hold meetings in different locations throughout the state and is required to hold at least one meeting in Northern California and one meeting in Southern California.

Board Member Attendance at Board Meetings *(Board Policy)*

Board members shall attend each meeting of the Board in its entirety. If unable to attend, the Board member must contact the Board president or the EO and ask to be excused from the meeting for a specific reason. If a member misses two consecutive meetings, the Board president may notify the DCA Director.

Board Member Participation *(Board Policy)*

The Board president may ask members whose level of participation is below standard whether they are able to continue serving as an active member of the Board. In such a case, the Board president may suggest that the member resign. If such resignation is not forthcoming within a reasonable time, the Board, by resolution, may request the appointing authority to have the member replaced. However, the member shall be given the opportunity to present arguments to the Board against the resolution prior to its adoption by the Board.

BOARD MEMBER ADMINISTRATIVE MANUAL

Teleconference Meeting Locations (Gov. Code § 11123)

If teleconference meeting location(s) are specified, special rules for notice of teleconference meetings are as follows:

- Same 10-day notice requirement as in-person meetings.
- Notice and agenda must include teleconference locations. Every teleconference location must be open to the public and at least one Board member must be physically present at every noticed location. Board members must attend the meeting at a publicly noticed location.

Additional locations may be listed on the notice that allow the public to observe or address the Board by electronic means without a Board member present.

Special Meetings (Gov. Code § 11125.4)

A special meeting may be called at any time by the Board president, or in his or her absence, the vice president, or by a majority of the members; and held with 48 hours' notice in specified situations (e.g., consideration of proposed legislation). At the end of any special meeting, the Board must make a finding in open session that the delay in providing a 10-day meeting notice would cause a "substantial hardship or that immediate action is required to protect the public interest." The finding shall be adopted by two-thirds vote, and if less than two-thirds members are present, there must be a unanimous vote of those members present.

Emergency Meetings (Gov. Code § 11125.5)

An emergency meeting may be held after finding by a majority of the Board at a prior meeting or at the emergency meeting that an emergency situation exists due to work stoppage or crippling disaster. [A quorum is required for the Board to meet in the event of emergency, such as a work stoppage or crippling disaster.] Emergency meetings require a one-hour notice.

Quorum (B&P Code § 5524)

Six of the members of the Board constitute a quorum for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all 10 members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

BOARD MEMBER ADMINISTRATIVE MANUAL

Agenda Items *(Board Policy)*

The Board president, with the assistance of the EO, shall prepare the agenda and tentative meeting timeframe. Any Board member may submit items for a Board meeting agenda to the EO 15 days prior to the meeting.

Notice of Meetings to be Sent to Individuals *(Gov. Code § 11120 et seq.; B&P Code § 101.7)*

According to the Bagley-Keene Open Meeting Act, meeting notices (including agendas for Board meetings) shall be sent to persons on the Board's mailing or email list at least 10 calendar days in advance. The notice shall include a staff person's name, work address, and work telephone number who can provide further information prior to the meeting.

Notice of Meetings to be Posted on the Internet *(Gov. Code § 11125)*

Unless the meeting meets the requirements for a special or emergency meeting under the Bagley-Keene Open Meeting Act, notice shall be given and made available on the Internet at least 10 calendar days in advance of the meeting, and shall include the name, address, and telephone number of a staff person who can provide further information prior to the meeting but need not include a list of witnesses expected to appear at the meeting. The written notice shall additionally include the Internet address where notices required by the Bagley-Keene Open Meeting Act are made available.

Mail Ballots *(Gov. Code § 11500 et seq.)*

The Board must approve any proposed decision or stipulated settlement before the formal discipline becomes final and the penalty can take effect. Due to time limitations, mail ballots may be executed. If needed, stipulated settlements and proposed decisions will be mailed to each Board member for his or her vote. For stipulations, a background memorandum from the assigned deputy attorney general accompanies the mail ballot. A five-calendar day deadline generally is given to complete the ballot and return it to the Board's office.

Record of Meetings *(Board Policy; B&P § 5521; Gov. Code §§ 11123(c), 11126.1)*

The minutes are a summary, not a transcript, of each Board meeting. They shall be prepared by Board staff and submitted for review by Board members before the next Board meeting. The minutes must contain a record of how each member present voted for each item on which a vote was taken. Board minutes shall be approved at the next scheduled meeting of the Board.

BOARD MEMBER ADMINISTRATIVE MANUAL

Voting on Motions (*B&P Code § 5524; Gov. Code §§ 11120, 11122, 11123, 87100 et seq.; 68 Ops. Cal. Atty. Gen. 65, 69-70*)

As a rule, all votes must be taken publicly except closed session matters. In addition, the APA (disciplinary matters) authorizes mail voting on all questions arising under that Act. Secret ballots and proxy votes are prohibited. A majority of the board or committee vote is determined by the votes actually cast. Abstentions are recorded, but not counted, unless a law provides otherwise.

Options for Board members:

- 1) Support / in Favor / Yes / Aye
- 2) Oppose / No / Nay
- 3) Abstain (not counted as a vote)
- 4) Recused (not counted as a vote)

Audio/Visual Recording (*Board Policy*)

The meeting may be audio/video recorded and/or broadcast live via the Internet. Recordings shall be disposed of upon Board approval of the minutes. If a webcast of the meeting is intended, it shall be indicated on the agenda notice.

BOARD MEMBER ADMINISTRATIVE MANUAL

Chapter 3 -- Travel & Salary Policies/Procedures

Travel Approval (*DCA Memorandum 96-01*)

Board members shall have Board president approval for all travel except for regularly scheduled Board, committee, or task force meetings.

Travel Arrangements (*Board Policy*)

Board members shall coordinate with the EO's board liaison for all Board-related travel arrangements, which are required to be made through the [Department of General Services' Travel Program](#). Board members must also use the most economic source of transportation available. For example, if the hotel provides a shuttle from the airport to the hotel, it is not fiscally responsible to rent a car or take a taxi. Reimbursement may be reduced or denied if the most economical sources are not used. In advance of Board and committee meetings, the board liaison will provide members information detailing the name and address of the chosen hotel where state rates are available if an overnight stay is required.

Out-of-State Travel (*SAM Section 700 et seq. & Gov. Code § 11139.8, subds. (b)(1), (2)*)

For out-of-state travel, Board members will be reimbursed actual lodging expenses, supported by vouchers, and will be reimbursed for meal and supplemental expenses. Out-of-state travel for all persons representing the state of California is controlled and must be approved by the Governor's Office. The Board is prohibited from requiring or approving a travel request for any of its employees, officers, or members to travel to a state that is banned by the state of California. The Attorney General maintains on its website (oag.ca.gov/ab1887) a current list of states subject to California's ban on state-funded and state-sponsored travel.

Travel Reimbursement (*SAM Section 700 et seq. & DCA Memorandum 96-01*)

Rules governing reimbursement of travel expenses for Board members are the same as for management-level state staff. Board members must submit the originals of all receipts, except meals, and a copy of the airline itinerary and hotel receipt showing the balance paid so the board liaison can complete travel expense reimbursements. Board members should submit travel expense receipts immediately after returning from a trip and no later than two weeks after.

Salary Per Diem (*B&P Code § 103*)

Each member of a board, commission or committee created in various chapters of Division 3 (commencing with section 5000) is eligible to receive a per diem of \$100 for each day actually spent in the discharge of official duties, unless on any day served, the member also received compensation for their regular public employment. Reimbursement of travel and other related expenses for Board members is also

BOARD MEMBER ADMINISTRATIVE MANUAL

regulated by B&P Code § 103. In relevant part, this section provides for the payment of salary per diem for Board members **“for each day actually spent in the discharge of official duties,”** and provides that the Board member **“shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties.”**

(Board Policy)

Accordingly, the following general guidelines shall be adhered to in the payment of salary per diem or reimbursement for travel:

No salary per diem or reimbursement for travel-related expenses shall be paid to Board members except for attendance in official Board or committee meetings unless a substantial official service is performed by the Board member. Attendance at gatherings, events, hearings, conferences, or meetings other than official Board or committee meetings in which a substantial official service is performed shall be approved in advance by the Board president. The EO shall be notified of the event and approval shall be obtained from the Board president prior to Board member's attendance.

The term “day actually spent in the discharge of official duties” shall mean such time as is expended from the commencement of a Board or committee meeting to the conclusion of that meeting. Where it is necessary for a Board member to leave early from a meeting, the Board president shall determine if the member has provided a substantial service during the meeting and, if so, shall authorize payment of salary per diem and reimbursement for travel-related expenses.

For Board specified work, Board members will be compensated for actual time spent performing work authorized by the Board president. That work includes, but is not limited to, authorized attendance at other gatherings, events, meetings, hearings, or conferences; NCARB committee work; and travel time on non-meeting days (out-of-state). That work does not include preparation time for Board or committee meetings. Board members cannot claim salary per diem for time spent traveling to and from a Board or committee meeting.

BOARD MEMBER ADMINISTRATIVE MANUAL

Chapter 4 -- Other Policies/Procedures

Board Member Disciplinary Actions (*Board Policy; Gov. Code § 11125.4*)

A member may be censured by the Board if, after a hearing before the Board, the Board determines the member has acted in an inappropriate manner.

The Board president shall preside over the hearing unless the censure involves the president's own actions, in which case the Board vice president shall preside. In accordance with the Bagley-Keene Open Meeting Act, the censure hearing shall be conducted in open session.

Removal of Board Members (*B&P Code §§ 106 & 106.5*)

The appointing authority may remove from office at any time any member of any board appointed by the appointing authority for continued neglect of duties required by law, or for incompetence, or unprofessional or dishonorable conduct.

The Governor may remove from office a member of a board or other licensing entity in the department if it is shown that such member has knowledge of the specific questions to be asked on the licensing entity's next examination and directly or indirectly discloses any such question or questions in advance of or during the examination to any applicant for that examination.

Resignation of Board Members (*Gov. Code § 1750*)

If it becomes necessary for a Board member to resign, a letter shall be sent to the appropriate appointing authority (Governor, Senate Rules Committee, or Speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the DCA Director, Board president, and the EO.

Officers of the Board (*B&P Code § 5518*)

The Board shall elect from its members a president, vice president, and a secretary to hold office for one year or until their successors are duly elected and qualified.

Election of Officers (*Board Policy*)

The Board shall elect the officers at the last meeting of the calendar year. Officers shall serve a term of one year. All officers may be elected on one motion or ballot as a slate of officers unless more than one Board member is running per office. An officer may be re-elected and serve for more than one term.

BOARD MEMBER ADMINISTRATIVE MANUAL

Officer Vacancies *(Board Policy)*

If an office becomes vacant during the year, an election shall be held at the next meeting. If the office of the president becomes vacant, the vice president shall assume the office of the president. Elected officers shall then serve the remainder of the term.

Nomination of Officers *(Board Policy)*

The Board president shall appoint a Nominations Committee prior to the last meeting of the calendar year and shall consider appointing a public and a professional member of the Board to the Committee.

The Committee's charge will be to recommend a slate of officers for the following year. The Committee's recommendation will be based on the qualifications, recommendations, and interest expressed by Board members. A survey of Board members will be conducted to obtain interest in each officer position. A Nominations Committee member is not precluded from running for an officer position. If more than one Board member is interested in an officer position, the Nominations Committee will make a recommendation to the Board and others will be included on the ballot for a runoff if they desire. The results of the Nominations Committee's findings and recommendations will be provided to the Board members in the meeting packet prior to the election of officers. Board members may also be nominated from the floor at the meeting.

Committee Appointments *(Board Policy)*

The Board president shall establish committees, whether standing or special, as deemed necessary. The composition of the committees and appointment of members shall be determined by the Board president in consultation with the vice president, and the EO. Committee chairs must be Board members; however, non-Board members can serve on Committees. *(see Committee Policy in Appendix B)*

Attendance at Committee Meetings *(Board Policy; Gov. Code § 11122.5(c)(6))*

If a Board member wishes to attend a committee meeting in an official capacity and is not a member of the committee, the Board member shall obtain permission from the Board president and shall notify the committee chair and staff. Board members who are not committee members cannot vote during the committee meeting and may attend only as observers. If there is a quorum of the Board at a committee meeting, Board members who are not members of the committee must sit in the audience and cannot participate in committee deliberations.

BOARD MEMBER ADMINISTRATIVE MANUAL

Committees operate at the direction of the Board to fulfill specific goals in the Strategic Plan. Committee chairs shall lead committees' actions toward such goals without undue influence on the part of Board officers or members. The Board and LATC maintain an ongoing practice of providing regular updates regarding key issues at each other's respective meetings. The Board appoints an LATC liaison, who attends LATC meetings on behalf of the Board.

Board Staff *(DCA Reference Manual)*

Employees of the Board, except for the EO, are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by civil service laws, regulations, and collective bargaining labor agreements. Because of this complexity, it is most appropriate that the Board delegate all authority and responsibility for management of the civil service staff to the EO. Board members shall not intervene or become involved in specific day-to-day personnel matters or transactions.

Executive Officer Evaluation *(Board Policy; Gov. Code §11126(a)(1))*

Board members shall evaluate the performance of the EO on an annual basis in accordance with DCA's memorandum Process for Annual Performance Evaluations of EO. The evaluation shall be conducted in Closed Session during a meeting of the Board pursuant to Gov. Code section 11126(a)(1).

Board Administration *(DCA Reference Manual)*

Board members should be concerned primarily with formulating decisions on Board policies rather than decisions concerning the means for carrying out a specific course of action. It is inappropriate for Board members to become involved in the details of program delivery. Strategies for the day-to-day management of programs and staff shall be the responsibility of the EO.

Consistent with the budget and Strategic Plan, requests by individual Board members that are not directly associated with a committee's goals or have an impact on staff workload, as determined by the president and EO, may be declined. In the event the request is by the president, the vice president shall review the request.

Board Budget *(Board Policy)*

The Board vice president shall serve as the Board's budget liaison with staff and shall assist staff in the monitoring and reporting of the budget to the Board. Staff will conduct an annual budget briefing with the Board with the assistance of the Board vice president. The EO or their designee will attend and testify at legislative budget hearings and shall communicate all budget issues to the Administration and Legislature.

BOARD MEMBER ADMINISTRATIVE MANUAL

Conflict of Interest (Gov. Code § 87100)

Board members may not make, participate in making, or in any way attempt to use their official position to influence a governmental decision in which they have a financial interest, and shall disqualify themselves from influencing the decision. Board members who feel they are entering a situation where there is a potential for a conflict of interest should immediately consult the EO or the Board's legal counsel. The question of whether a member has a financial interest that would present a legal conflict of interest is complex and must be decided on a case-by-case review of the particular facts involved. For more information on disqualifying yourself because of a possible conflict of interest, please refer to the Fair Political Practice Committee's manual on their website at fppc.ca.gov.

Financial Disclosure (Gov. Code § 87302(b))

The Conflict of Interest Code also requires Board members to file annual financial disclosure statements by submitting a Form 700 – Statement of Economic Interest. New Board members are required to file a disclosure statement within 30 days after assuming office. Annual financial statements must be filed no later than April 1 of each calendar year. A "leaving of office statement" must be filed within 30 days after an affected Board member leaves office. Board members are not required to disclose all their financial interests. Gov. Code § 87302(b) explains when an item is reportable:

An investment, interest in real property, or income shall be made reportable by the Conflict of Interest Code if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of his or her position.

Refer to the Fair Political Practices Commission's website at fppc.ca.gov to determine what investments, interests in property, or income must be reported by a member. Questions concerning financial situations and related requirements should be directed to DCA's Legal Affairs Division.

Incompatible Activities (Gov. Code § 19990)

Following is a summary of the employment, activities, or enterprises that might result in or create the appearance of being inconsistent, incompatible, or in conflict with the duties of state officers:

- Using the prestige or influence of a state office or employment for private gain or advantage, or the private gain or advantage of another.

BOARD MEMBER ADMINISTRATIVE MANUAL

- Using state time, facilities, equipment, or supplies for private gain or advantage, or the private gain or advantage of another.
- Using confidential information acquired by the virtue of state employment for private gain or advantage or advantage of another.
- Receiving or accepting money, or any other consideration, from anyone other than the state for the performance of an act which the officer or employee would be required or expected to render in the regular course or hours of state employment.
- Performance of an act other than in his or her capacity as a state officer or employee knowing that such an act may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement by such officer or employee of the agency by which he or she is employed. (This would not preclude an "industry" member of the Board from performing normal functions of his or her occupation.)
- Receiving or accepting, directly or indirectly, any gift, including money, service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is seeking to do business of any kind with the state or whose activities are regulated or controlled in any way by the state, under circumstances from which it reasonably could be inferred that the gift was intended to influence in official duties or was intended as a reward for any official action.

These limitations do not attempt to specify every possible limitation on member or employee activity that might be determined and prescribed under the authority of Gov. Code § 19990. DCA's Incompatible Work Activities OHR 10-01 is included in Appendix C.

Ex Parte Communications (Gov. Code § 11430.10 et seq.)

The Government Code contains provisions prohibiting ex parte communications. An "ex parte" communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

"While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an

BOARD MEMBER ADMINISTRATIVE MANUAL

interested person outside the agency, without notice and an opportunity for all parties to participate in the communication."

Board members are prohibited from an ex parte communication with Board enforcement staff while a proceeding is pending.

Occasionally an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact Board members.

If the communication is written, the Board member should read only far enough to determine the nature of the communication. When the Board member realizes that the communication is from a person against whom an action is pending, the document should be resealed and sent to the EO.

If Board members receive a telephone call from an applicant or licensee against whom an action is pending, they should immediately state that discussion about the matter is not permitted, they will be required to recuse themselves from any participation in the matter, and continued discussion is of no benefit to the applicant or licensee.

If Board members believe they have received an unlawful ex parte communication, they should contact the Board's EO and assigned Legal Affairs Division counsel.

Communications with Other Organizations/ Individuals *(Board Policy)*

All communications relating to any Board action or policy to any individual or organization including NCARB, WCARB, shall be made only by the Board president, their designee, or the EO. Any Board member who is contacted by any of the above should immediately inform the Board president and EO of the contact. All correspondence shall be issued on the Board's standard letterhead and will be created and disseminated by the Board office. The EO will handle all media inquiries.

Board members shall not act on behalf of the Board without Board approval and consensus, including but not limited to meeting or interacting with other professional organizations, governmental entities, educational institutions, architectural associations, intern associations, etc. All actions on behalf of the Board shall be documented and communicated to the EO. The EO will then convey such information to the Board.

BOARD MEMBER ADMINISTRATIVE MANUAL

Legislation *(Board Policy)*

If time constraints preclude Board action, the Board delegates to the EO the authority to take action on legislation that would change the Architects Practice Act, impact a previously established Board policy, or affect the public's health, safety, or welfare. Prior to taking a position on legislation, the EO shall consult with the Board president. The Board shall be notified of such action as soon as possible.

Contact with Candidates *(Board Policy)*

Board members shall not intervene on behalf of a candidate for any reason. They should forward all contacts or inquiries to the EO or Board staff.

Gifts from Candidates *(Board Policy)*

Gifts of any kind to Board members or the staff from licensure candidates shall not be permitted.

Request for Records Access *(Board Policy)*

No Board member may access a licensee or candidate file without the EO's knowledge and approval of the conditions of access. Records or copies of records shall not be removed from the Board's office.

Business Cards *(Board Policy)*

Business cards will be provided to each Board member upon request with the Board's name, address, telephone, fax number, and website address. A Board member's business address, telephone, and fax number, and e-mail address may be listed on the card at the member's request.

Letterhead *(Board Policy)*

Only correspondence that is transmitted directly by the Board office may be printed or written on Board letterhead stationery. Any correspondence from a Board member requiring the use of Board stationery or the Board's logo should be transmitted to the Board office for finalization and distribution.

BOARD MEMBER ADMINISTRATIVE MANUAL

Chapter 5 – Training

Once a Board member is appointed, the EO's board liaison will send an email containing a list of required trainings, their due dates, and instructions about their completion. Board members should send the certificate of completion or signature page to the board liaison who maintains Board members' records. For additional information, Board members may refer to DCA's online Board Member Resource Center at: dca.boardmembers.ca.gov

Board Member Orientation *(B&P Code Section 453)*

Newly appointed and reappointed Board members must attend a Board Member orientation training course offered by DCA within one year of assuming office. The orientation covers information regarding required training, in addition to other topics that will ensure a member's success, including an overview of DCA.

Ethics *(Gov. Code Section 11146 et seq.)*

State appointees and employees in exempt positions are required to take an ethics orientation within the first six months of appointment and every two years thereafter. To comply with that directive, Board members may take the interactive course provided by the Office of the Attorney General, which can be found at oag.ca.gov/ethics.

Sexual Harassment Prevention *(Gov. Code Section 12950.1)*

Board members are required to undergo sexual harassment prevention training and education once every two years, in odd years. Staff will coordinate the training with DCA.

Defensive Driver *(SAM Section 0751)*

All state employees, which includes Board and committee members, who drive a vehicle (state vehicle, vehicles rented by the state, or personal vehicles for state business) on official state business must complete the Department of General Services (DGS) approved defensive driver training within the first six months of their appointment and every four years thereafter.

BOARD MEMBER ADMINISTRATIVE MANUAL

APPENDIX A

Member Position Description

The California Architects Board exists to regulate the practice of architecture in the interest and for the protection of the public health, safety, and welfare. The Board is comprised of ten members, five architects and five public members. To ensure the most effective representation of the interests of both the public and the profession, the Board seeks to have among its members a broad cross-section of architects and consumers of architectural services (e.g., representatives from large and small firms, developers, building officials, educators). Whether a public or a professional member, each member of the Board is responsible first and foremost for public protection.

The Board manages its responsibilities by delegating to a number of committees and task forces and its staff, thereby enabling the Board to more effectively fulfill its mission. The Board appoints an EO to exercise the powers and perform the duties delegated by the Board. The EO manages the Board's staff (currently 30.8 positions including Landscape Architects Technical Committee [LATC] staff positions). With direction from the Board and the Strategic Plan, the Board staff implements the Board's examination, licensing, enforcement, and administration programs.

As a whole, the Board's responsibilities include the following:

- Delineation of the basic professional qualifications and performance standards for admission to and practice of the profession of architecture. The Board accomplishes this objective by setting minimum qualifications for licensure and administering the California Supplemental Examination.
- Establishment and administration of a fair and uniform enforcement policy to deter and prosecute violations of the Architects Practice Act and related regulations.
- Setting policy and procedures for the Board, its committees, task forces, and staff in carrying out the duties of the Board.
- Disseminating information to consumers, licensees, and professional and educational organizations about the Board's services and activities, and rules and regulations governing the profession.

BOARD MEMBER ADMINISTRATIVE MANUAL

Individual Board member responsibilities include:

- Attendance at Board meetings. (The Board regularly meets quarterly but may meet more often if necessary. Meetings are generally one-day and are scheduled in locations throughout California. Overnight travel may be necessary. Every two-to-three years the Board meeting includes a Strategic Planning session.)
- Participation on Board committees and task forces. (Time commitment for committees and task forces vary. Most committees meet two times per year. Meetings are generally one day and are scheduled in locations throughout California or virtually. (Overnight travel may be necessary)
- Board members are also expected to invest the time to review the "recommended reading" necessary to participate effectively in Board business. Such readings include the Board Member Administrative Procedure Manual, Sunset Review Report, Board and committee packets, recent studies and reports, and related material.
- Acting as a representative of the Board to communicate information to the professional and educational communities. (Board members may be assigned an architectural school and a constituency group with which they act as a liaison.)
- Possible participation in meetings of the National Council of Architectural Registration Boards (NCARB) and Western Council of Architectural Registration Boards' (WCARB) meetings and committees. (Each organization holds at least one meeting per year. NCARB committees typically meet twice per year. Meetings are usually two days, and up to two days travel time may be required, depending on meeting location.)
- Possible participation as a WCARB or NCARB officer or director. (The Board has a goal of exercising more influence on WCARB/NCARB by encouraging its members to participate at officer levels of these two organizations.)

APPENDIX B

Committee Policy

Committees

The standing committees of the Board are the:

- Executive
- Professional Qualifications
- Regulatory and Enforcement
- Communications

Board committees are the deliberative bodies that assist the Board in developing policy. Committees make recommendations for consideration by the Board. All Board members should serve on at least one committee each year. No committee should have more than five members—three current board members, one former board member and one public member.

Term limits will be instituted beginning in January 2022. The Board president will appoint committee members for three-year terms for a maximum of two terms (six years). The committees shall meet a minimum of twice each year and have the option to schedule additional meetings. Once the Board's Strategic Plan is adopted, committees should conduct meetings to complete assigned objectives and present them to the Board for consideration, clarification, direction etc., unless otherwise directed by the president of the Board, committees will only work on objectives stipulated by the current Strategic Plan.

When new committee members are needed, the Board president shall ask Board and committee members for suggested interested persons; if an insufficient pool exists, the Board may request names from various organizations, including, but not limited to: The American Institute of Architects California, Society of American Registered Architects; Construction Specifications Institute; California Building Officials, etc.

Chairmanships

With the exception of the Executive Committee, each committee chair and vice chair shall be appointed by the Board president (in consultation with the vice president and EO) and shall be a Board member unless there are numerous vacancies on the Board. The Executive Committee shall be comprised of the current Board president, vice president, secretary, and a past Board president or officer. Chairs should serve for two to three years, if possible, and in the best interest of the Board. The Board should endeavor to offer opportunities for all Board members to serve as a chair or vice chair during their tenure on the Board. The list of committee members will be reproduced as part of the Strategic Plan, so it is memorialized in a centralized location.

Review

Committee chairs should prepare a report for the Board president and president-elect by November 30th each year, except in a strategic planning year, when the report must be submitted prior to the strategic planning session. The report would consist of a list of committee members, their committee meeting attendance record, and a synopsis of their contributions, as well as a recommendation as to whether they should be reappointed. Staff shall prepare a template for the report with the attendance data. Each chair shall consult with the EO in preparing the report.

Meeting Location

Consider conducting meetings virtually using DCA's on-line meeting system. In-person meeting must be requested by the Chair of the committee and approved by the board president and shall be generally conducted at CAB office in Sacramento.

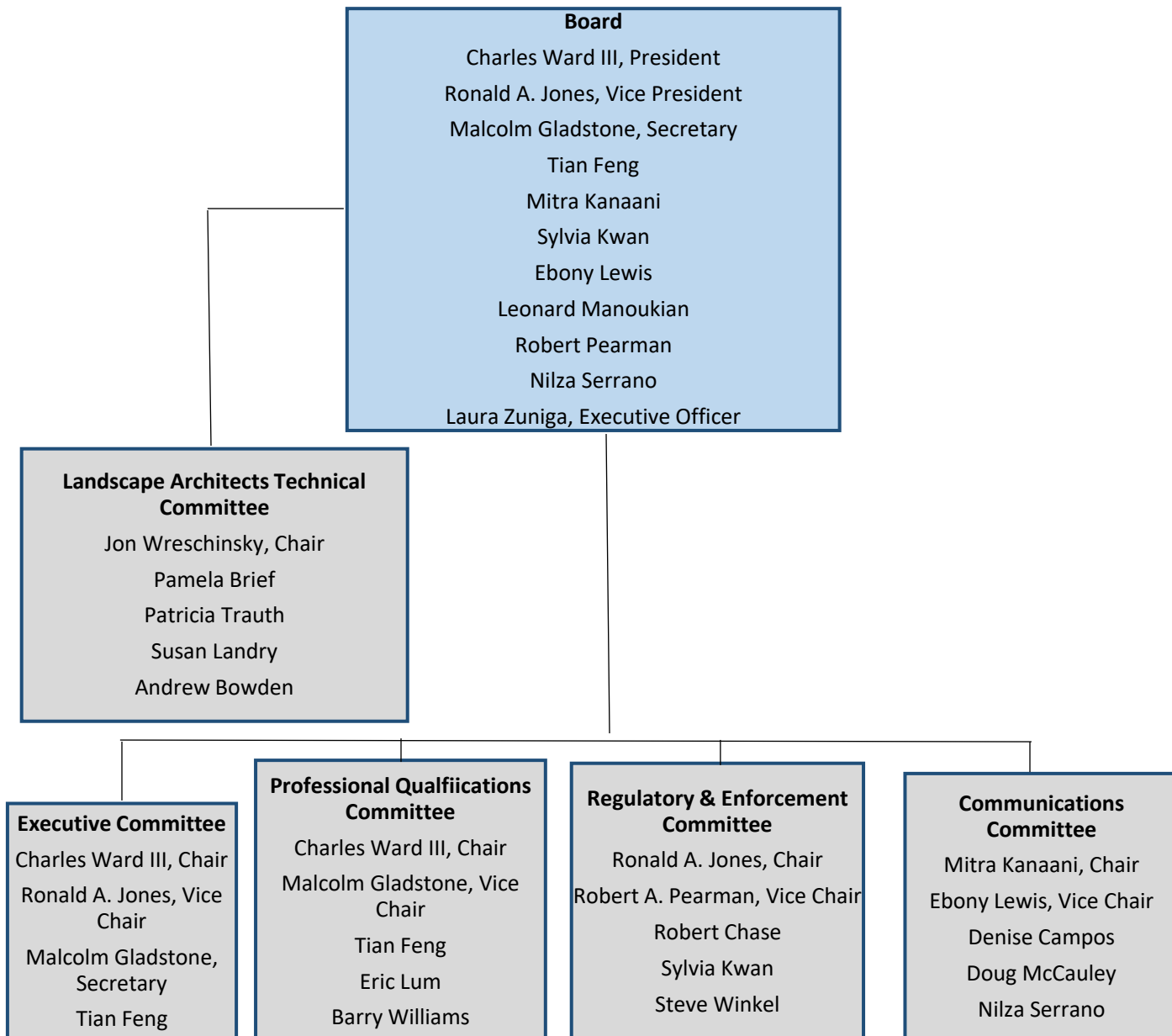
Approved by the Board June 14, 2012

Revised and approved by the Board on September 12, 2018

Revised and approved by the Board June 19, 2019

Revised and approved by the Board June 8, 2022

Board/Committee Organizational Chart



**Occupational Analysis of the Architect Profession
(December 2020)**



OCCUPATIONAL ANALYSIS OF THE ARCHITECT PROFESSION

STATE OF CALIFORNIA



DEPARTMENT OF CONSUMER AFFAIRS

CALIFORNIA ARCHITECTS BOARD

OCCUPATIONAL ANALYSIS OF THE ARCHITECT PROFESSION



December 2020

Heidi Lincer, Ph.D., Chief

Ruxandra Nunn, M.A., Research Data Specialist II



This occupational analysis report is mandated by California Business and Professions Code (BPC) section 139 and by DCA Licensure Examination Validation Policy OPES 18-02.

EXECUTIVE SUMMARY

The California Architects Board (Board) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis (OA) of architect practice in California. The purpose of the OA is to define practice for architects in terms of the actual tasks that newly licensed architects must be able to perform safely and competently at the time of licensure. The results of this OA provide a description of practice for the architect profession that can then be used to review the Architect Registration Examination (ARE) developed by the National Council of Architectural Registration Boards (NCARB). In addition, the results of this OA provide the examination outline used to develop the California Supplemental Examination (CSE). The CSE examination outline will be reviewed and, if necessary, updated when NCARB completes their occupational analysis of the ARE.

OPES test specialists began by researching the profession and conducting telephone interviews with licensed architects working in locations throughout California. The purpose of these interviews was to identify the tasks performed by architects and to specify the knowledge required to perform those tasks in a safe and competent manner. Using the information gathered from the research and the interviews, OPES test specialists developed a preliminary list of tasks performed in architect practice and statements representing the knowledge needed to perform those tasks.

In June 2020, OPES convened two workshops to review and refine the preliminary lists of task and knowledge statements derived from the telephone interviews. The workshops comprised licensed architects, or subject matter experts (SMEs), with diverse backgrounds in the profession (i.e., location of practice, years licensed, specialty). These SMEs also identified changes and trends in architect practice, determined demographic questions for the OA questionnaire, and performed a preliminary linkage of the task and knowledge statements to ensure that all tasks had a related knowledge statement and all knowledge statements had a related task. Additional task and knowledge statements were created as needed to complete the scope of the content areas of the description of practice.

After the second workshop, OPES test specialists developed a three-part OA questionnaire to be completed by architects statewide. Development of the OA questionnaire included a pilot study that was conducted using a group of licensed architects. The pilot study participants' feedback was incorporated into the final questionnaire.

In the first part of the OA questionnaire, licensed architects were asked to provide demographic information relating to their work settings and practice. In the second part, architects were asked to rate specific tasks in terms of frequency (i.e., how often the architect performs the task in the architect's current practice) and importance (i.e., how important the task is to effective performance of the architect's current practice). In the third part, architects were asked to rate specific knowledge statements in terms of how important each item of knowledge is to performance of the architect's current practice.

In August 2020, on behalf of the Board, OPES sent emails to all architects with a California email address (a total of 21,590) inviting them to complete the OA questionnaire online. Of the emails sent, 11 were invalid or rejected. Therefore, the final sample decreased to 21,579 architects. The email invitation can be found in Appendix D. A total of 2,216 architects, or approximately 10%, responded by accessing the OA questionnaire online. The final sample size included in the data analysis was 1,568, or approximately 7% of respondents. This response rate reflects two adjustments. First, OPES excluded data from respondents who indicated they were not currently licensed and practicing as architects in California. Second, questionnaires containing a large volume of incomplete and unresponsive data were removed. The demographic composition of the respondent sample is representative of the licensed architect population in California.

OPES test specialists then performed data analyses of the task and knowledge ratings obtained from the OA questionnaire respondents. The task frequency and importance ratings were combined to derive an overall criticality index for each task statement. The mean importance rating was used as the criticality index for each knowledge statement.

Once the data was analyzed, OPES conducted an additional workshop with SMEs in October 2020. The description of practice content outline was discussed first. The SMEs evaluated the criticality indices and determined whether any task or knowledge statements should be eliminated. The SMEs in this group also established the final linkage between tasks and knowledge statements, organized the task and knowledge statements into content areas, and defined those areas. The SMEs then evaluated and confirmed the content area weights of the description of practice.

The description of practice is structured into six content areas weighted by criticality relative to the other content areas. It provides a description of the full scope of practice for architects, and it also identifies the tasks and knowledge critical to safe and effective architect practice in California at the time of licensure. Additionally, this description of practice provides a basis for evaluating the degree to which the content of any examination under consideration measures content critical to architect practice in California.

After the description of practice content areas were finalized, the examination outline used to develop the California Supplemental Examination (CSE) was discussed. The SMEs evaluated the task and knowledge statements from the description of practice and determined which should be included in the CSE outline. The SMEs then organized the selected task and knowledge statements into content areas and assigned weights to the content areas.

The CSE outline includes five content areas weighted by criticality relative to the other content areas. It provides a description of California-specific aspects of architecture practice and is therefore not comprehensive or representative of the full scope of architecture practice. The CSE outline identifies the California-specific tasks and knowledge statements critical to safe and effective architect practice in California at the time of licensure.

At this time, California licensure as an architect is granted by meeting educational and experience requirements and passing the ARE and the CSE.

OVERVIEW OF THE ARCHITECT DESCRIPTION OF PRACTICE

Content Area	Content Area Description
1. Contract Development/Project Planning	This area describes the CA architect's role related to professional responsibilities across various project types, planning requirements, and construction contract arrangements resulting in the creation of the framework for project delivery.
2. Project Management	This area describes the CA architect's role related to budgeting, coordinating, overseeing, and executing the delivery of a project and achieving the project objectives.
3. Schematic Design/Discretionary Approvals	This area describes the CA architect's role in identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.
4. Design Development	This area describes the CA architect's role in developing detailed design solutions, evaluating building systems and project costs, preparing documents, and performing quality review in conformance with the project requirements and applicable laws and regulations.
5. Construction Documents/Permitting	This area describes the CA architect's role in managing a project team, producing coordinated and comprehensive construction documents, processing and addressing regulatory agency comments, and obtaining approvals.
6. Project Bidding and Construction	This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	ii
CHAPTER 1 INTRODUCTION.....	1
PURPOSE OF THE OCCUPATIONAL ANALYSIS.....	1
CONTENT VALIDATION STRATEGY	1
PARTICIPATION OF SUBJECT MATTER EXPERTS.....	1
ADHERENCE TO LEGAL STANDARDS AND GUIDELINES.....	1
DESCRIPTION OF OCCUPATION.....	2
CHAPTER 2 OCCUPATIONAL ANALYSIS QUESTIONNAIRE.....	3
SUBJECT MATTER EXPERT INTERVIEWS	3
TASK AND KNOWLEDGE STATEMENTS.....	3
QUESTIONNAIRE DEVELOPMENT	3
PILOT STUDY	4
CHAPTER 3 RESPONSE RATE AND DEMOGRAPHICS.....	5
SAMPLING STRATEGY AND RESPONSE RATE	5
DEMOGRAPHIC SUMMARY.....	5
CHAPTER 4 DATA ANALYSIS AND RESULTS.....	19
RELIABILITY OF RATINGS.....	19
TASK CRITICALITY INDICES	20
KNOWLEDGE IMPORTANCE RATINGS.....	21
CHAPTER 5 DESCRIPTION OF PRACTICE.....	23
TASK-KNOWLEDGE LINKAGE.....	23
CONTENT AREAS AND WEIGHTS	23
CHAPTER 6 CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) OUTLINE	45
CONTENT AREAS AND WEIGHTS	45
CHAPTER 7 CONCLUSION	59

LIST OF TABLES

TABLE 1 – NUMBER OF YEARS LICENSED AND PRACTICING AS AN ARCHITECT	6
TABLE 2 – NUMBER OF YEARS WORKED BEFORE OBTAINING LICENSURE	7
TABLE 3 – PRIMARY WORK SETTING	8
TABLE 4 – PRIMARY AREA OF PRACTICE	9
TABLE 5 – OTHER LICENSED ARCHITECTS IN ORGANIZATION	10
TABLE 6 – HIGHEST LEVEL OF EDUCATION COMPLETED.....	11
TABLE 7 – FIELD OF STUDY.....	12
TABLE 8 – NUMBER OF HOURS WORKED PER WEEK.....	13
TABLE 9 – ADDITIONAL LICENSES HELD	14
TABLE 10 – CONSTRUCTION DOCUMENTS METHOD.....	15
TABLE 11 – PRIMARY WORK LOCATION	16
TABLE 12 – RESPONDENTS BY REGION.....	17
TABLE 13 – TASK SCALE RELIABILITY.....	19
TABLE 14 – KNOWLEDGE SCALE RELIABILITY.....	20
TABLE 15 – DESCRIPTION OF PRACTICE CONTENT AREA WEIGHTS.....	24
TABLE 16 – DESCRIPTION OF PRACTICE: ARCHITECT	25
TABLE 17 – CALIFORNIA SUPPLEMENTAL EXAMINATION CONTENT AREAS AND WEIGHTS	46
TABLE 18 – EXAMINATION OUTLINE: CALIFORNIA SUPPLEMENTAL EXAMINATION	47

LIST OF FIGURES

FIGURE 1 – NUMBER OF YEARS LICENSED AND PRACTICING AS AN ARCHITECT	6
FIGURE 2 – NUMBER OF YEARS WORKED BEFORE OBTAINING LICENSURE	7
FIGURE 3 – PRIMARY WORK SETTING	8
FIGURE 4 – PRIMARY AREA OF PRACTICE	9
FIGURE 5 – OTHER LICENSED ARCHITECTS IN ORGANIZATION	10
FIGURE 6 – HIGHEST LEVEL OF EDUCATION COMPLETED	11
FIGURE 7 – FIELD OF STUDY	12
FIGURE 8 – NUMBER OF HOURS WORKED PER WEEK	13
FIGURE 9 – ADDITIONAL LICENSES HELD	14
FIGURE 10 – CONSTRUCTION DOCUMENTS METHOD	15

LIST OF APPENDICES

APPENDIX A RESPONDENTS BY REGION.....	61
APPENDIX B CRITICALITY INDICES FOR ALL TASKS BY CONTENT AREA	67
APPENDIX C KNOWLEDGE IMPORTANCE RATINGS.....	75
APPENDIX D EMAIL INVITATION TO PRACTITIONERS.....	83
APPENDIX E QUESTIONNAIRE	85

CHAPTER 1 | INTRODUCTION

PURPOSE OF THE OCCUPATIONAL ANALYSIS

The California Architects Board (Board) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis (OA) of architect practice in California. The purpose of the OA is to define practice for architects in terms of the actual tasks that newly licensed architects must be able to perform safely and competently at the time of licensure. The results of this OA provide a description of practice for the architect profession that can then be used to review the Architect Registration Examination (ARE) developed by the National Council of Architectural Registration Boards (NCARB). In addition, the results of this OA provide the content outline used to develop the California Supplemental Examination (CSE). The CSE content outline will be reviewed and if necessary, updated, when NCARB completes an updated OA for the ARE.

CONTENT VALIDATION STRATEGY

OPES used a content validation strategy to ensure that the OA reflected the actual tasks performed by practicing architects. OPES incorporated the technical expertise of California architects throughout the OA process to ensure that the identified task and knowledge statements directly reflect requirements for performance in current practice.

PARTICIPATION OF SUBJECT MATTER EXPERTS

The Board selected California licensed architects to participate as subject matter experts (SMEs) during the phases of the OA. The SMEs were selected by the Board to represent the profession in terms of geographical location, experience, and specialty.

During the development phase of the OA, an initial group of SMEs provided information about the different aspects of current architect practice. In addition, two groups of SMEs provided technical expertise during the two workshops that were convened to evaluate and refine the content of task and knowledge statements before administration of the OA questionnaire. After the administration of the OA questionnaire, OPES convened a fourth group of SMEs for a final workshop to review the results and finalize the description of practice, as well as to develop the examination outline for the CSE.

ADHERENCE TO LEGAL STANDARDS AND GUIDELINES

Licensing, certification, and registration programs in the State of California adhere strictly to federal and state laws and regulations, as well as to professional guidelines and technical standards. For the purpose of occupational analyses, the following laws and guidelines are authoritative:

- California Business and Professions Code § 139.

- 29 Code of Federal Regulations Part 1607 - Uniform Guidelines on Employee Selection Procedures (1978).
- California Fair Employment and Housing Act, Government Code § 12944.
- *Principles for the Validation and Use of Personnel Selection Procedures* (2018), Society for Industrial and Organizational Psychology (SIOP).
- *Standards for Educational and Psychological Testing* (2014), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education.

For a licensure program to meet these standards, it must be solidly based upon the activities required for practice.

DESCRIPTION OF OCCUPATION

California Business and Professions Code (BPC) § 5500.1 describes the occupation of architect as follows:

- (a) The practice of architecture within the meaning and intent of this chapter is defined as offering or performing, or being in responsible control of, professional services which require the skills of an architect in the planning of sites, and the design, in whole or in part, of buildings, or groups of buildings and structures.
- (b) Architects' professional services may include any or all of the following:
 - (1) Investigation, evaluation, consultation, and advice.
 - (2) Planning, schematic and preliminary studies, designs, working drawings, and specifications.
 - (3) Coordination of the work of technical and special consultants.
 - (4) Compliance with generally applicable codes and regulations, and assistance in the governmental review process.
 - (5) Technical assistance in the preparation of bid documents and agreements between clients and contractors.
 - (6) Contract administration.
 - (7) Construction observation.
- (c) As a condition for licensure, architects shall demonstrate a basic level of competence in the professional services listed in subdivision (b) in examinations administered under this chapter.

CHAPTER 2 | OCCUPATIONAL ANALYSIS QUESTIONNAIRE

SUBJECT MATTER EXPERT INTERVIEWS

The Board provided OPES with a list of architects to contact for telephone interviews. During the semi-structured interviews, 10 SMEs were asked to identify the activities they perform that are specific to the architect profession. The SMEs outlined major content areas of their practice and confirmed the tasks performed in each content area. The SMEs were also asked to identify the knowledge necessary to perform each task safely and competently.

TASK AND KNOWLEDGE STATEMENTS

To develop task and knowledge statements, OPES test specialists integrated the information gathered from literature reviews of profession-related sources (e.g., previous OA reports, laws and regulations, articles, industry publications) and from the interviews with SMEs.

In June 2020, OPES test specialists facilitated a workshop with eight SMEs from diverse backgrounds (i.e., years licensed, specialty, and practice location) to evaluate the task statements for technical accuracy and comprehensiveness.

In June 2020, OPES test specialists facilitated a second workshop with another eight SMEs to evaluate the knowledge statements for technical accuracy and comprehensiveness. The SMEs also assigned each task statement and each knowledge statement to a description of practice content area and verified that the content areas were independent and nonoverlapping. In addition, the SMEs performed a preliminary linkage of the task and knowledge statements to ensure that every task had a related knowledge statement and every knowledge statement had a related task. The SMEs also verified proposed demographic questions for the OA questionnaire, including questions regarding scope of practice and practice setting.

After SMEs verified the lists of task and knowledge statements and the demographic questions, OPES used this information to develop an online OA questionnaire.

QUESTIONNAIRE DEVELOPMENT

OPES test specialists developed an online OA questionnaire designed to solicit architects' ratings of the task and knowledge statements. The surveyed architects were instructed to rate each task in terms of how often they perform the task in their current practice (Frequency) and in terms of how important the task is to effective performance of their current practice (Importance). They were also instructed to rate each knowledge statement in terms of how important the specific knowledge is to performance of their current practice (Importance). The OA questionnaire also included a demographic section for purposes of developing an accurate profile of the respondents. The OA questionnaire can be found in Appendix E.

PILOT STUDY

Before administering the final questionnaire, OPES conducted a pilot study of the online questionnaire. The draft questionnaire was reviewed by the Board and then sent to the SMEs who had participated in the task and knowledge statement development workshops. OPES received feedback to the pilot study from 12 respondents. The respondents reviewed the online questionnaire, provided the estimated time for completion, and evaluated the online navigation and ease of use of the questionnaire. OPES used this feedback to develop the final questionnaire.

CHAPTER 3 | RESPONSE RATE AND DEMOGRAPHICS

SAMPLING STRATEGY AND RESPONSE RATE

In August 2020, on behalf of the Board, OPES emailed all architects with a California email address (a total of 21,590) inviting them to complete the OA questionnaire online. Of the emails sent, 11 were invalid or rejected. Therefore, the final sample decreased to 21,579 architects. The email invitation can be found in Appendix D.

Of the 21,579 architects who received the invitation, 2,216 licensed architects (10.3%) accessed the online questionnaire. The final sample size included in the data analysis was 1,568, or 7.3% of the population that received the invitation to complete the questionnaire. This response rate reflects two adjustments. First, OPES excluded data from respondents who indicated they were not currently licensed and practicing as architects in California. Second, questionnaires containing a large volume of missing or unresponsive data were also excluded. Despite the low response rate, the respondent sample appears representative of the population of California architects based on the sample's demographic composition.

DEMOGRAPHIC SUMMARY

As shown in Table 1 and Figure 1, 23.6% of the respondents included in the analysis reported having been licensed and practicing in California for less than 5 years, 12.8% for 6 to 10 years, 18.4% for 11 to 20 years, and 45% for more than 20 years.

As shown in Table 2 and Figure 2, 0.4% of respondents reported working for less than 1 year in architecture before obtaining their license, 13.5% reported working for 1 to 3 years, 33% for 4 to 6 years, 25.5% for 7 to 10 years, 15.4% for 11 to 15 years, and 12.1% for more than 15 years.

When asked to indicate their primary work setting, 74.9% of the respondents reported architecture firm, 10.8% multidisciplinary firm, and 4.2% governmental agency; 4.7% reported they work in another type of setting (see Table 3 and Figure 3). A breakdown of respondents' primary area of practice is provided in Table 4 and Figure 4.

When asked how many other licensed architects work in their organization, 33.6% of the respondents reported no other licensed architects, 29.9% reported more than 10 other licensed architects, 28.3% reported 1 to 5 other licensed architects, and 7.8% reported 6 to 10 other licensed architects (see Table 5 and Figure 5).

The majority of respondents, 51.5%, reported a bachelor's degree as the highest level of education completed and 40.7% reported earning a master's degree. Over 91% received their certificate or degree in architecture (see Tables 6-7 and Figures 6-7).

More detailed demographic information from respondents including number of hours worked per week, additional licenses held, methods used for construction documents, primary work location, and respondents' region can be found in Tables 1–12 and Figures 1–10.

TABLE 1 – NUMBER OF YEARS LICENSED AND PRACTICING AS AN ARCHITECT

YEARS	NUMBER (N)	PERCENT
Less than 1 year	68	4.3
1 to 5 years	303	19.3
6 to 10 years	200	12.8
11 to 20 years	289	18.4
More than 20 years	706	45.0
Missing	2	0.1
Total	1,568	100*

*NOTE: Percentages may not add to 100 due to rounding.

FIGURE 1 – NUMBER OF YEARS LICENSED AND PRACTICING AS AN ARCHITECT

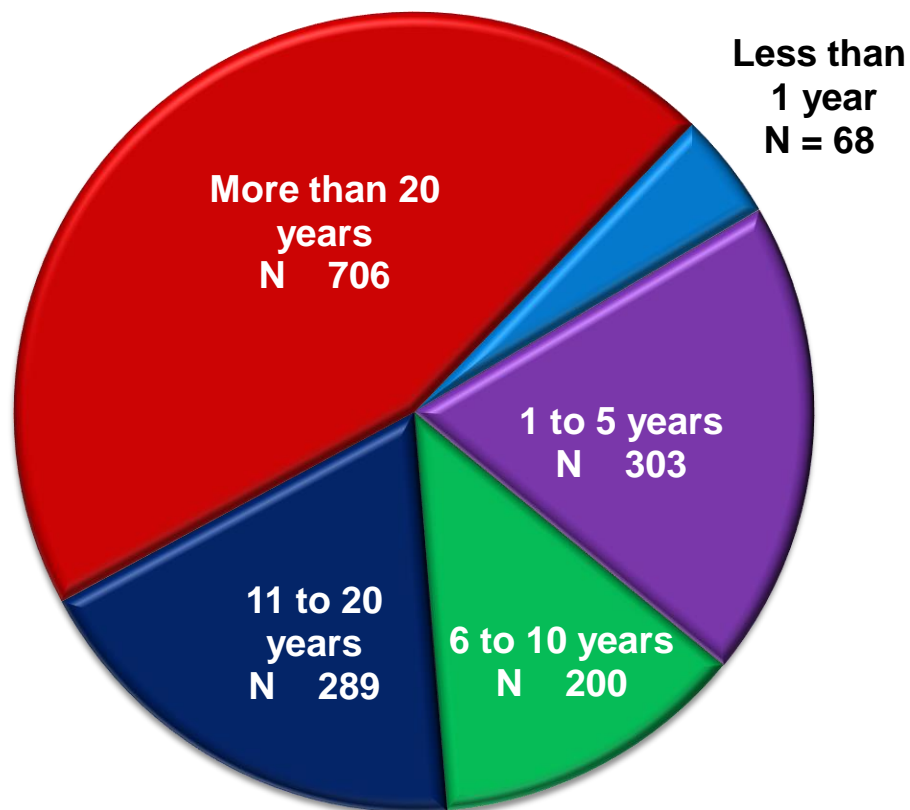


TABLE 2 – NUMBER OF YEARS WORKED BEFORE OBTAINING LICENSURE

YEARS	NUMBER (N)	PERCENT
Less than 1 year	7	0.4
1 to 3 years	212	13.5
4 to 6 years	517	33.0
7 to 10 years	400	25.5
11 to 15 years	241	15.4
More than 15 years	189	12.1
Missing	2	0.1
Total	1,568	100

FIGURE 2 – NUMBER OF YEARS WORKED BEFORE OBTAINING LICENSURE

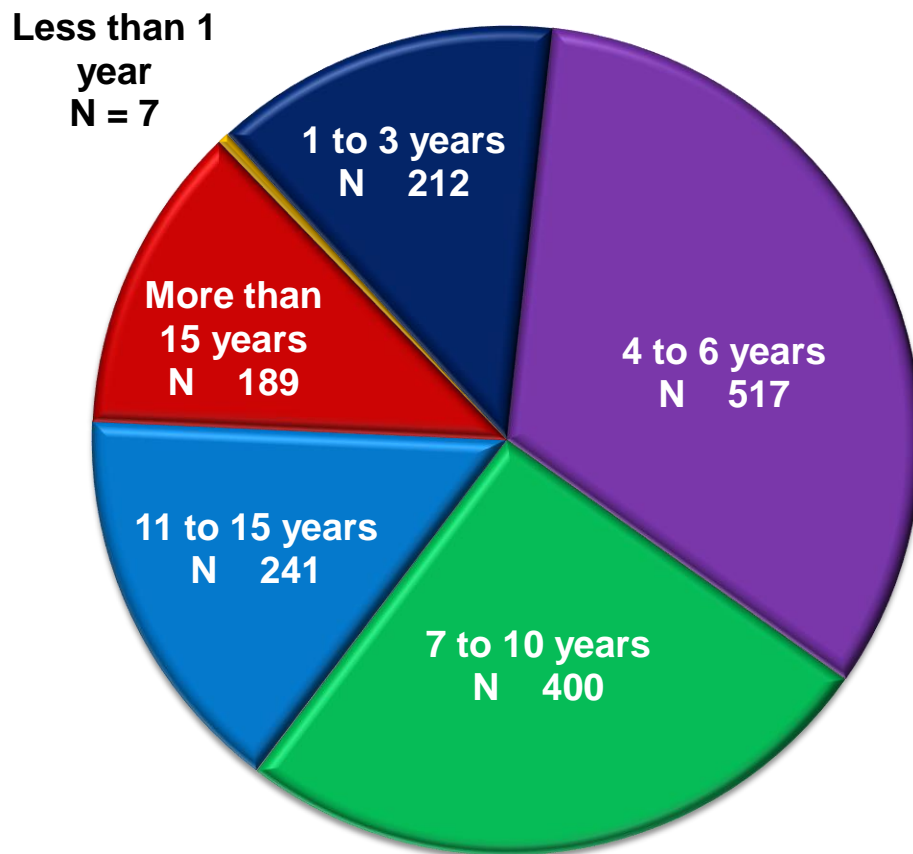


TABLE 3 – PRIMARY WORK SETTING

WORK SETTING	NUMBER (N)	PERCENT
Architecture firm	1,174	74.9
Multidisciplinary firm	169	10.8
Governmental agency	66	4.2
Institution	30	1.9
Development	25	1.6
Construction firm	16	1.0
Non-design company	12	0.8
Other	73	4.7
Missing	3	0.2
Total	1,568	100*

*NOTE: Percentages may not add to 100 due to rounding.

FIGURE 3 – PRIMARY WORK SETTING

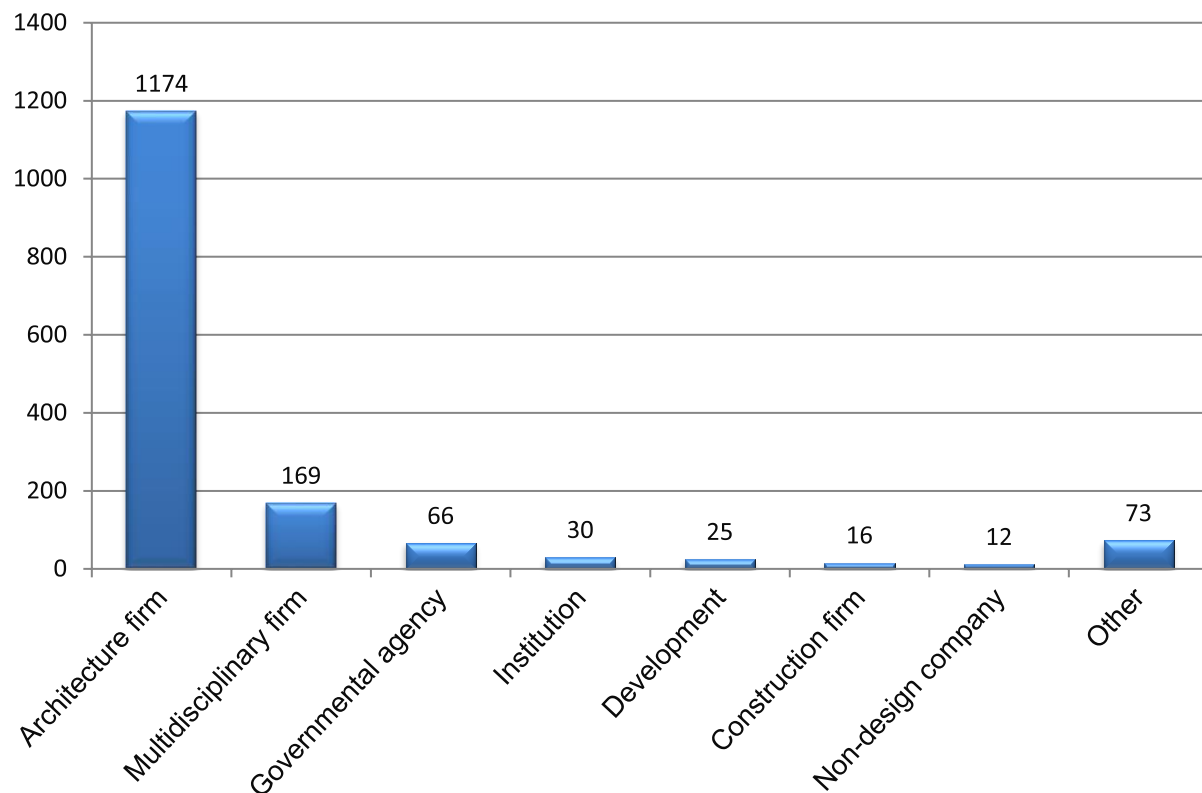


TABLE 4 – PRIMARY AREA OF PRACTICE

AREA OF PRACTICE	NUMBER (N)	PERCENT
Residential	543	34.6
Commercial	297	18.9
Education	180	11.5
Health care	128	8.2
Hospitality	63	4.0
Institutional	59	3.8
Industrial	44	2.8
Other	247	15.8
Missing	7	0.4
Total	1,568	100

FIGURE 4 – PRIMARY AREA OF PRACTICE

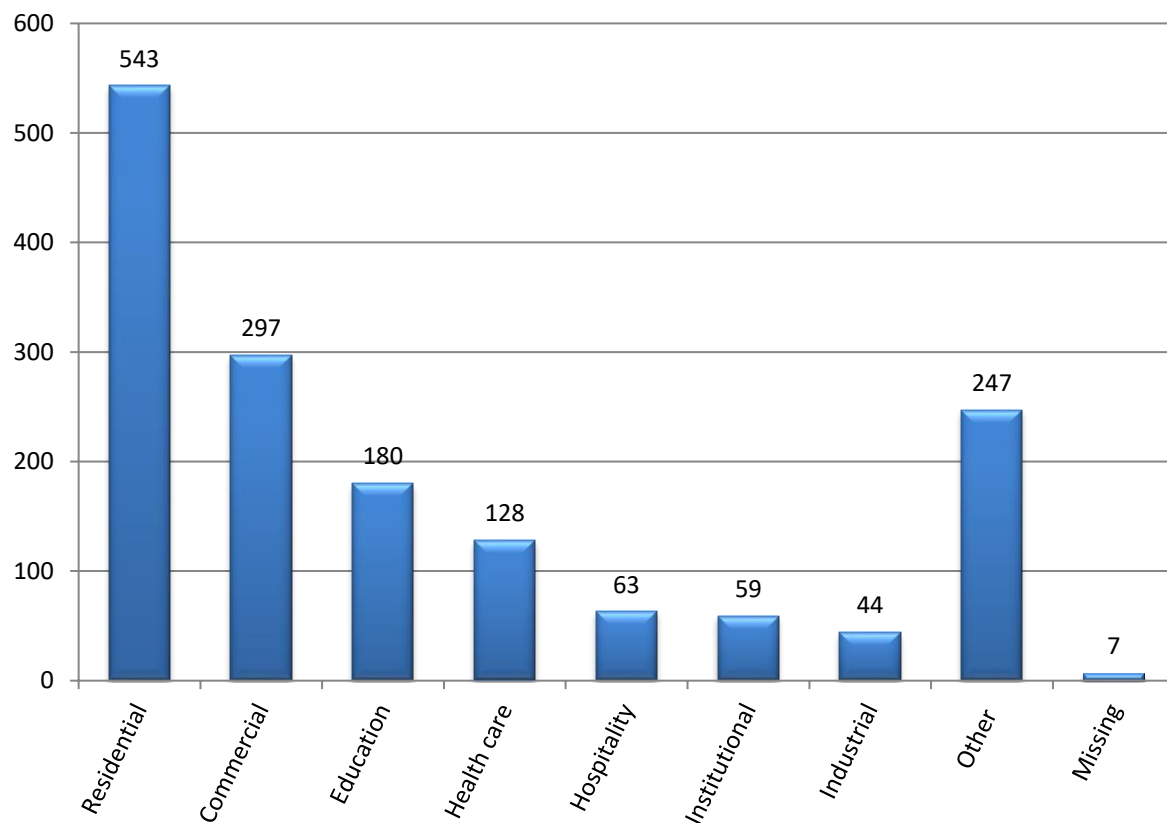


TABLE 5 – OTHER LICENSED ARCHITECTS IN ORGANIZATION

NUMBER OF ARCHITECTS	NUMBER (N)	PERCENT
None	527	33.6
1 to 5	443	28.3
6 to 10	122	7.8
More than 10	469	29.9
Missing	7	0.4
Total	1,568	100

FIGURE 5 – OTHER LICENSED ARCHITECTS IN ORGANIZATION

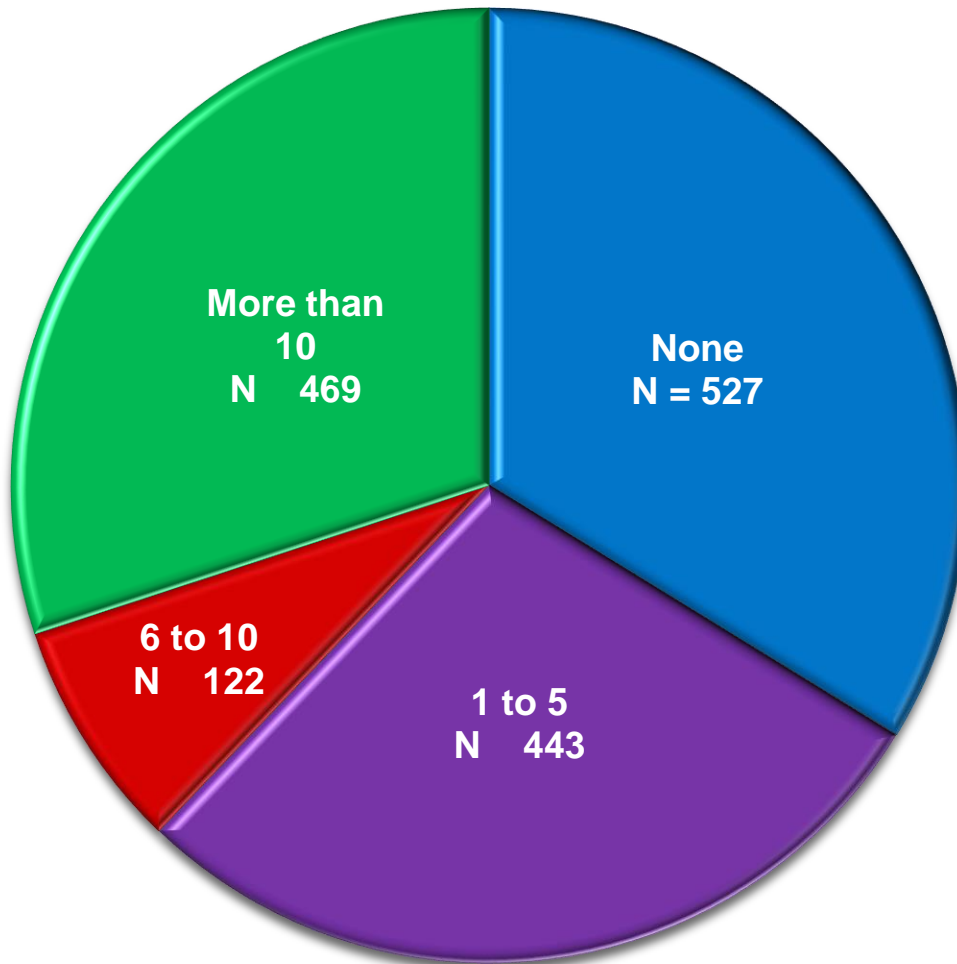


TABLE 6 – HIGHEST LEVEL OF EDUCATION COMPLETED

LEVEL OF EDUCATION	NUMBER (N)	PERCENT
High school diploma or GED	40	2.6
Technical certificate	14	0.9
Associate degree	49	3.1
Bachelor's degree	808	51.5
Master's degree	638	40.7
Doctorate	13	0.8
Missing	6	0.4
Total	1,568	100

FIGURE 6 – HIGHEST LEVEL OF EDUCATION COMPLETED

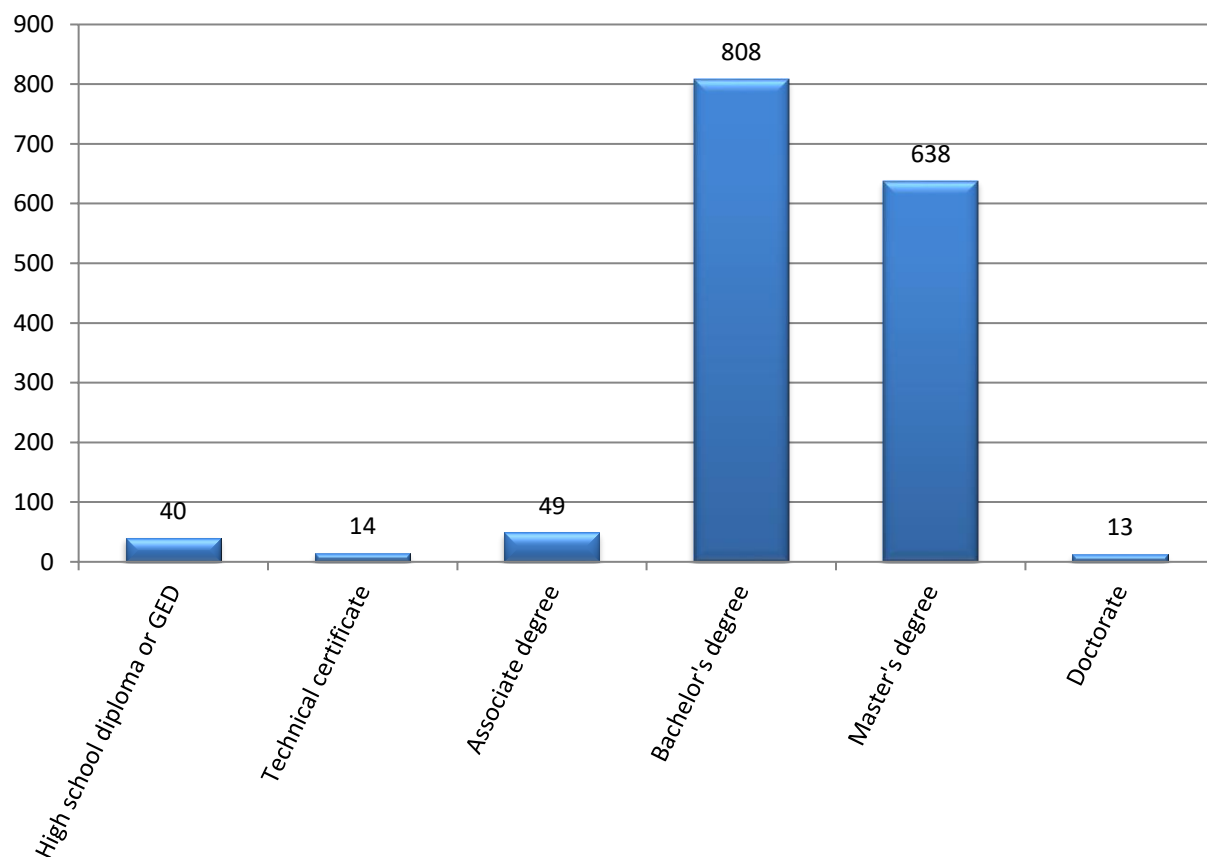


TABLE 7 – FIELD OF STUDY

FIELD	NUMBER (N)	PERCENT
Architecture	1,433	91.4
Interior Design	9	0.6
Construction Management	7	0.4
Engineering	7	0.4
Landscape Architecture	4	0.3
Other	74	4.7
None	31	2.0
Missing	3	0.2
Total	1,568	100

**NOTE: Percentages may not add to 100 due to rounding.*

FIGURE 7 – FIELD OF STUDY

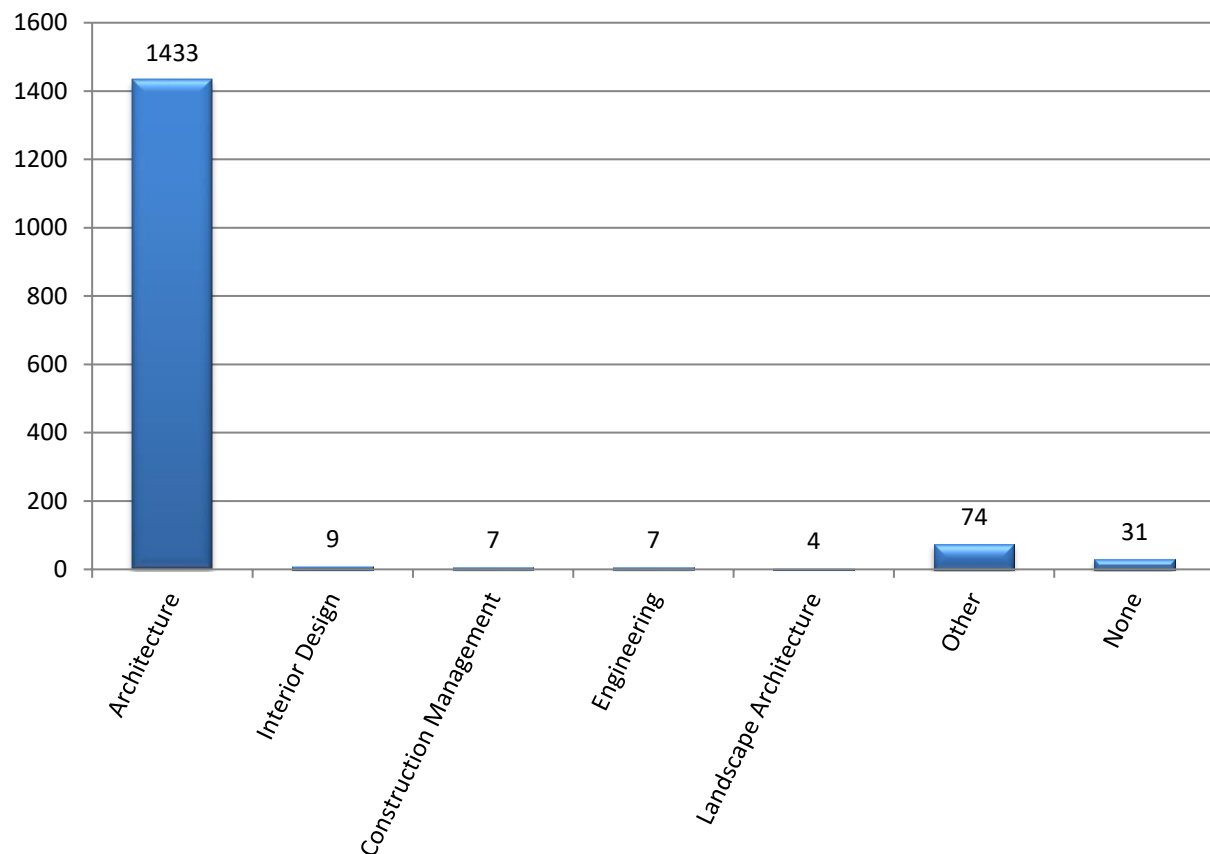


TABLE 8 – NUMBER OF HOURS WORKED PER WEEK

HOURS	NUMBER (N)	PERCENT
Fewer than 10 hours	112	7.1
11 to 20	116	7.4
21 to 39	249	15.9
More than 40 hours	1,082	69.0
Missing	9	0.6
Total	1,568	100

FIGURE 8 – NUMBER OF HOURS WORKED PER WEEK

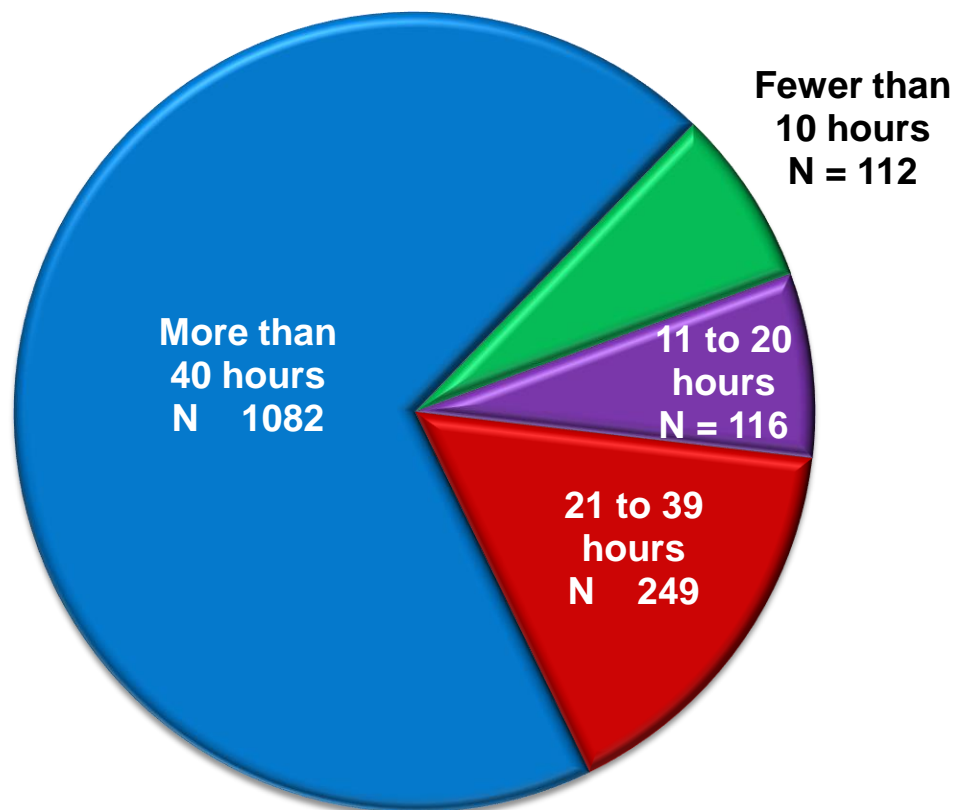


TABLE 9 – ADDITIONAL LICENSES HELD

TYPE OF LICENSE	NUMBER (N)	PERCENT
None	1,382	88.1
Contractor	78	5.0
Engineer	8	0.5
Landscape Architect	2	0.1
Other	53	3.4
Missing	45	2.6

**NOTE: Respondents were asked to select all that apply. Percentages indicate the proportion in the sample of respondents.*

FIGURE 9 – ADDITIONAL LICENSES HELD

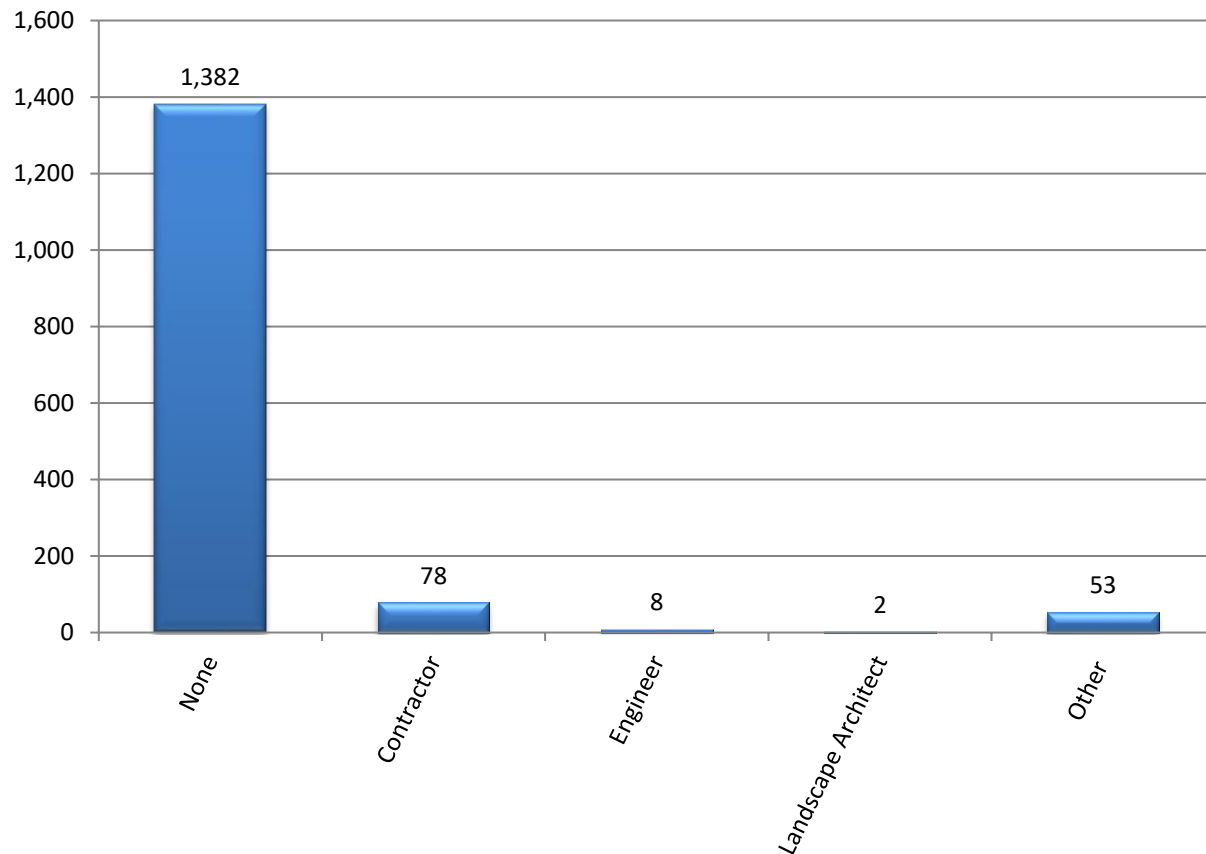


TABLE 10 – CONSTRUCTION DOCUMENTS METHOD

METHOD	NUMBER (N)	PERCENT
CAD	1,052	67.1
BIM	891	56.8
Hand Drafting/Sketching	596	38.0
Modeling	349	22.3
Other	65	4.1
Missing	45	2.6

**NOTE: Respondents were asked to select all that apply. Percentages indicate the proportion in the sample of respondents.*

FIGURE 10 – CONSTRUCTION DOCUMENTS METHOD

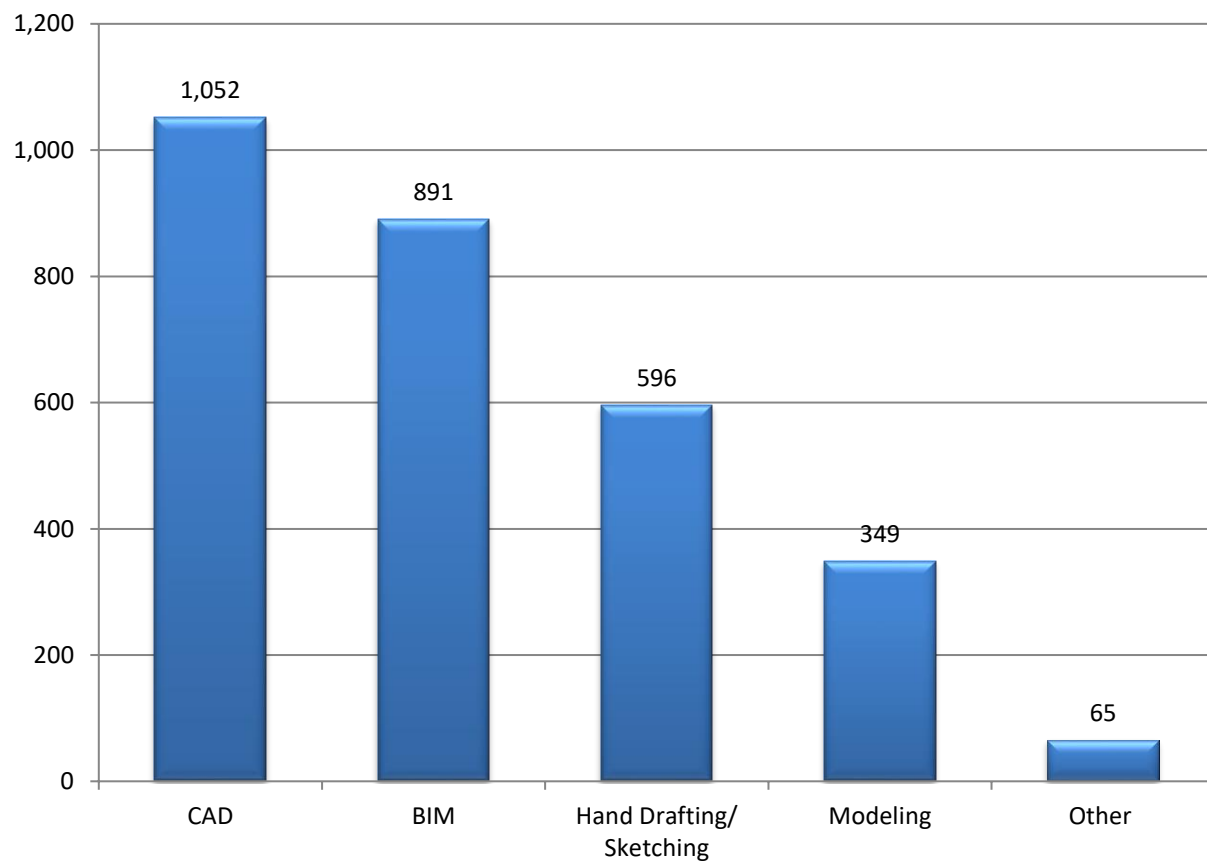


TABLE 11 – PRIMARY WORK LOCATION

LOCATION	NUMBER (N)	PERCENT
Urban	1,428	91.1
Rural	134	8.5
Missing	6	0.4
Total	1,568	100

TABLE 12 – RESPONDENTS BY REGION

REGION NAME	NUMBER (N)	PERCENT
Los Angeles County and Vicinity	528	33.7
North Coast	46	2.9
Riverside and Vicinity	58	3.7
Sacramento Valley	109	7.0
San Diego County and Vicinity	138	8.8
San Francisco Bay Area	527	33.6
San Joaquin Valley	52	3.3
Shasta-Cascade	5	0.3
Sierra Mountain Valley	26	1.7
South Coast and Central Coast	71	4.5
Missing	8	0.5
Total	1,568	100.0

Appendix A shows a more detailed breakdown of the frequencies by region.

CHAPTER 4 | DATA ANALYSIS AND RESULTS

RELIABILITY OF RATINGS

OPES evaluated the task and knowledge ratings obtained from responses to the questionnaire with a standard index of reliability, coefficient alpha (α), which ranges from 0 to 1. Coefficient alpha is an estimate of the internal consistency of the respondents' ratings of the task and knowledge statements. A higher coefficient value indicates more consistency between respondent ratings. Coefficients were calculated for all respondent ratings.

Table 13 displays the reliability coefficients for the task statement rating scales in each content area. The overall ratings of task frequency and task importance across content areas were highly reliable (frequency $\alpha = .966$; importance $\alpha = .969$). Table 14 displays the reliability coefficients for the knowledge statement rating scale in each content area. The overall ratings of knowledge importance across content areas were highly reliable ($\alpha = .981$). These results indicate that the responding architects rated the task and knowledge statements consistently throughout the questionnaire.

TABLE 13 – TASK SCALE RELIABILITY

CONTENT AREA	NUMBER OF TASKS	α FREQUENCY	α IMPORTANCE
1. Contract Development/Project Planning	6	.721	.747
2. Project Management	9	.877	.886
3. Schematic Design/Discretionary Approvals	8	.899	.903
4. Design Development	6	.860	.857
5. Construction Documents/Permitting	5	.890	.888
6. Project Bidding and Construction	16	.945	.943
Total	50	.966	.969

TABLE 14 – KNOWLEDGE SCALE RELIABILITY

CONTENT AREA	NUMBER OF KNOWLEDGE STATEMENTS	α IMPORTANCE
1. Contract Development/Project Planning	9	.868
2. Project Management	13	.936
3. Schematic Design/Discretionary Approvals	21	.937
4. Design Development	6	.872
5. Construction Documents/Permitting	7	.891
6. Project Bidding and Construction	23	.959
Total	79	.981

TASK CRITICALITY INDICES

OPES convened a workshop of eight SMEs in October 2020. The purpose of this workshop was to identify the essential tasks and knowledge required for safe and competent architect practice at the time of licensure. The SMEs reviewed the mean frequency, mean importance, and criticality index for each task. They also reviewed the mean importance ratings for each knowledge statement.

To calculate the criticality indices of the task statements, OPES test specialists used the following formula. For each respondent, OPES first multiplied the frequency rating (F_i) and the importance rating (I_i) for each task statement. Next, OPES averaged the multiplication products across respondents as shown below.

$$\text{Task criticality index} = \text{mean} [(F_i) \times (I_i)]$$

The task statements were sorted by descending order of their criticality index and by content area. The task statements, their mean frequency and importance ratings, and their associated criticality indices are presented in Appendix B.

The SMEs who participated in the October 2020 workshop evaluated the task criticality indices derived from the questionnaire results. OPES test specialists instructed the SMEs to identify a cutoff value to determine if any of the tasks did not have a high enough criticality index to be retained. Based on their review, the SMEs determined that all task statements should remain in the description of practice outline based on the criticality index value; however, 20 task statements (T5, T8, T9, T10, T12, T13, T14, T15, T17, T19, T29, T30, T33, T36, T38, T39, T42, T46, T47, and T48) were excluded from the CSE outline because the SMEs determined they were not California-specific. These task statements are identified in Appendix B.

KNOWLEDGE IMPORTANCE RATINGS

To determine the importance of each knowledge statement, the mean importance rating for each knowledge statement was calculated. The knowledge statements and their mean importance ratings, sorted by descending order of mean importance and grouped by content area, are presented in Appendix C.

The SMEs who participated in the October 2020 workshop that evaluated the task criticality indices also reviewed the knowledge statement mean importance ratings. Based on their review, the SMEs determined that all knowledge statements should remain in the description of practice; however, 21 knowledge statements (K2, K11, K12, K16, K19, K20, K21, K22, K23, K26, K41, K48, K50, K58, K61, K62, K63, K64, K65, K69, and K75) were excluded from the CSE outline because the SMEs determined they were not California-specific. The eliminated knowledge statements are identified in Appendix C.

CHAPTER 5 | DESCRIPTION OF PRACTICE

TASK-KNOWLEDGE LINKAGE

The SMEs who participated in the October 2020 workshop reviewed the preliminary assignments of the task and knowledge statements to content areas from the June 2020 workshops. The SMEs established the final linkage of specific knowledge statements to task statements. The SMEs reviewed the content areas and wrote descriptions for each content area.

CONTENT AREAS AND WEIGHTS

The SMEs in the October 2020 workshop were also asked to finalize the weights for each content area of the architect description of practice. OPES test specialists presented the SMEs with preliminary weights of the content areas that were calculated by dividing the sum of the criticality indices for the tasks in each content area by the overall sum of the criticality indices for all tasks, as shown below.

$$\frac{\text{Sum of Criticality Indices for Tasks in Content Area}}{\text{Sum of Criticality Indices for All Tasks}} = \text{Percent Weight of Content Area}$$

The SMEs evaluated the preliminary weights by reviewing the following elements for each content area: the group of tasks and knowledge, the linkage established between the tasks and knowledge, and the relative importance of the tasks to architect practice in California. The SMEs adjusted the preliminary weights based on what they perceived as the relative importance of the tasks' content to architect practice in California. A summary of the preliminary and final content area weights for the architect description of practice is presented in Table 15.

TABLE 15 – DESCRIPTION OF PRACTICE CONTENT AREA WEIGHTS

CONTENT AREA	Preliminary Weights	Final Weights
1. Contract Development/Project Planning	12%	15%
2. Project Management	18%	15%
3. Schematic Design/Discretionary Approvals	17%	10%
4. Design Development	13%	15%
5. Construction Documents/Permitting	11%	22%
6. Project Bidding and Construction	27%	23%
Total	100%*	100%

**NOTE: Percentages of preliminary weights do not add to 100 due to rounding.*

The description of practice outline for the architect profession is presented in Table 16.

TABLE 16 – DESCRIPTION OF PRACTICE: ARCHITECT

1. Contract Development/Project Planning (15%) - This area describes the CA architect's role related to professional responsibilities across various project types, planning requirements, and construction contract arrangements resulting in the creation of the framework for project delivery.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T1. Advertise and solicit services in compliance with professional and legal practice requirements.	<p>K1. Knowledge of Architects Practice Act and CA Code of Regulations related to architect business and professional requirements.</p> <p>K2. Knowledge of different project delivery methods.</p> <p>K4. Knowledge of architect and project team contractual roles and responsibilities.</p> <p>K8. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.</p>
T2. Assess project budget, funding sources, schedule, constraints, and contractual risks.	<p>K2. Knowledge of different project delivery methods.</p> <p>K5. Knowledge of methods for evaluating project requirements, constraints, resources and contractual risks.</p> <p>K9. Knowledge of types of project funding sources, their impact on project scopes, and additional requirements.</p>
T3. Develop owner-architect contracts with clients by collaborating on contract language in compliance with professional and legal practice requirements.	<p>K1. Knowledge of Architects Practice Act and CA Code of Regulations related to architect business and professional requirements.</p> <p>K2. Knowledge of different project delivery methods.</p> <p>K4. Knowledge of architect and project team contractual roles and responsibilities.</p> <p>K8. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.</p> <p>K9. Knowledge of types of project funding sources, their impact on project scopes, and additional requirements.</p>
T4. Identify local, state, and federal regulatory jurisdictions impacting projects.	<p>K3. Knowledge of various agency impacts to project scopes and schedules.</p> <p>K7. Knowledge of methods for determining regulatory agencies having jurisdiction over projects and their specific requirements.</p>

1. Contract Development/Project Planning (15%) - This area describes the CA architect's role related to professional responsibilities across various project types, planning requirements, and construction contract arrangements resulting in the creation of the framework for project delivery.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T5. Establish project team member roles and responsibilities in consultation with clients.	K4. Knowledge of architect and project team contractual roles and responsibilities. K8. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.
T6. Contract with consultants (e.g., systems, engineering) to complete scope of projects.	K6. Knowledge of types of contracts and their application to scope of work and project service requirements. K8. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.

2. Project Management (15%) - This area describes the CA architect's role related to budgeting, coordinating, overseeing, and executing the delivery of a project and achieving the project objectives.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T7. Implement strategies for managing project and contractual risk to limit architect and client liability.	K10. Knowledge of strategies for managing project and contractual risk. K11. Knowledge of methods and techniques for communicating with clients, project teams, and external parties. K12. Knowledge of methods for documenting communication and using communication applications. K13. Knowledge of architect and project team roles and responsibilities in all phases of projects. K15. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones. K16. Knowledge of principles and techniques of project management and coordination. K17. Knowledge of conflict resolution principles and techniques. K19. Knowledge of principles of QA/QC in all phases of projects.
T8. Implement strategies for managing and documenting project communication.	K11. Knowledge of methods and techniques for communicating with clients, project teams, and external parties. K12. Knowledge of methods for documenting communication and using communication applications. K16. Knowledge of principles and techniques of project management and coordination. K17. Knowledge of conflict resolution principles and techniques. K19. Knowledge of principles of QA/QC in all phases of projects.
T9. Establish project standards and protocols to be used by the project team.	K16. Knowledge of principles and techniques of project management and coordination. K19. Knowledge of principles of QA/QC in all phases of projects.
T10. Implement strategies for the QA/QC process.	K10. Knowledge of strategies for managing project and contractual risk. K15. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones. K19. Knowledge of principles of QA/QC in all phases of projects. K22. Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.

2. Project Management (15%) - This area describes the CA architect's role related to budgeting, coordinating, overseeing, and executing the delivery of a project and achieving the project objectives.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T11. Submit contractual milestone deliverables to clients for approval to demonstrate project phase completions according to schedules.	K13. Knowledge of architect and project team roles and responsibilities in all phases of projects. K15. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones. K16. Knowledge of principles and techniques of project management and coordination. K18. Knowledge of methods for project scheduling in all phases of projects. K22. Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.
T12. Conduct kick-off, critical, and periodic meetings with project team to coordinate progress.	K12. Knowledge of methods for documenting communication and using communication applications. K13. Knowledge of architect and project team roles and responsibilities in all phases of projects. K16. Knowledge of principles and techniques of project management and coordination.

2. Project Management (15%) - This area describes the CA architect's role related to budgeting, coordinating, overseeing, and executing the delivery of a project and achieving the project objectives.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T13. Review and update construction cost estimates in accordance with contracts.	K20. Knowledge of procedures for preparing and monitoring project budgets including hard and soft costs. K22. Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.
T14. Manage project coordination, design team fees, deliverables, schedules, and contract changes to conform to contracts requirements.	K11. Knowledge of methods and techniques for communicating with clients, project teams, and external parties. K13. Knowledge of architect and project team roles and responsibilities in all phases of projects. K16. Knowledge of principles and techniques of project management and coordination. K19. Knowledge of principles of QA/QC in all phases of projects. K20. Knowledge of procedures for preparing and monitoring project budgets including hard and soft costs. K21. Knowledge of procedures for changes to owner/architect contract agreements (e.g., add/deductive services, terminations). K22. Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.
T15. Manage distribution and review of contract documents.	K11. Knowledge of methods and techniques for communicating with clients, project teams, and external parties. K13. Knowledge of architect and project team roles and responsibilities in all phases of projects. K14. Knowledge of methods for coordinating with owner-contracted consultants. K19. Knowledge of principles of QA/QC in all phases of projects.

3. Schematic Design/Discretionary Approvals (10%) - This area describes the CA architect's role in identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T16. Conduct site feasibility studies to clarify and address project requirements.	<p>K23. Knowledge of methods, techniques, and procedures for conducting and evaluating site feasibility studies.</p> <p>K27. Knowledge of procedures for obtaining data about existing conditions and determining project impacts.</p> <p>K28. Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction.</p> <p>K31. Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction.</p> <p>K32. Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.</p> <p>K37. Knowledge of methods and procedures for complying with California water quality regulations related to design and construction.</p> <p>K39. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access compliance.</p>
T17. Develop programs with clients to determine design concepts and direction in accordance with project objectives.	<p>K24. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements.</p> <p>K25. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders.</p> <p>K26. Knowledge of methods, procedures, and tools for developing schematic designs and deliverables.</p> <p>K27. Knowledge of procedures for obtaining data about existing conditions and determining project impacts.</p> <p>K39. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access compliance.</p> <p>K40. Knowledge of methods and procedures for complying with California Accessibility regulations related to access compliance.</p>

3. Schematic Design/Discretionary Approvals (10%) - This area describes the CA architect's role in identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T18. Develop schematic designs based on program requirements and local, state, and federal regulatory jurisdictions.	<p>K24. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements.</p> <p>K25. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders.</p> <p>K26. Knowledge of methods, procedures, and tools for developing schematic designs and deliverables.</p> <p>K27. Knowledge of procedures for obtaining data about existing conditions and determining project impacts.</p> <p>K28. Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction.</p> <p>K29. Knowledge of processes and procedures for obtaining discretionary approvals.</p> <p>K30. Knowledge of procedures for complying with local codes and ordinances related to design and construction.</p> <p>K31. Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction.</p> <p>K32. Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.</p> <p>K33. Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction.</p> <p>K34. Knowledge of methods and procedures for complying with state regulatory requirements related to the design and construction of hospitals, public schools, fire/police stations, and other essential services buildings.</p> <p>K35. Knowledge of methods and procedures for complying with California Building Standards Code related to design and construction.</p> <p>K36. Knowledge of methods and procedures for complying with California Health and Safety Code related to design and construction.</p> <p>K37. Knowledge of methods and procedures for complying with California water quality regulations related to design and construction.</p>

3. Schematic Design/Discretionary Approvals (10%) - This area describes the CA architect's role in identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T18. Develop schematic designs based on program requirements and local, state, and federal regulatory jurisdictions.	K38. Knowledge of methods and procedures for complying with California Green Building Standards Code (CALGreen) related to design and construction. K39. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access compliance. K40. Knowledge of methods and procedures for complying with California Accessibility regulations related to access compliance. K41. Knowledge of methods and procedures for complying with federal laws, regulations, and national standards related to design and construction. K42. Knowledge of contents of design drawings and related documents required for discretionary approvals.
T19. Prepare and present schematic design documents to clients for input and approval.	K24. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements. K26. Knowledge of methods, procedures, and tools for developing schematic designs and deliverables. K42. Knowledge of contents of design drawings and related documents required for discretionary approvals.
T20. Prepare and present schematic design documents to stakeholders (e.g., community groups) for feedback.	K24. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements. K25. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders. K26. Knowledge of methods, procedures, and tools for developing schematic designs and deliverables. K42. Knowledge of contents of design drawings and related documents required for discretionary approvals. K43. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.

3. Schematic Design/Discretionary Approvals (10%) - This area describes the CA architect's role in identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T21. Prepare and submit exhibits and application forms to governing agencies for discretionary approvals.	<p>K24. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements.</p> <p>K26. Knowledge of methods, procedures, and tools for developing schematic designs and deliverables.</p> <p>K42. Knowledge of contents of design drawings and related documents required for discretionary approvals.</p> <p>K43. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.</p>
T22. Work with agency staff, clients, and consultants to revise project documents for discretionary approval.	<p>K29. Knowledge of processes and procedures for obtaining discretionary approvals.</p> <p>K30. Knowledge of procedures for complying with local codes and ordinances related to design and construction.</p> <p>K42. Knowledge of contents of design drawings and related documents required for discretionary approvals.</p> <p>K43. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.</p>
T23. Incorporate final conditions of discretionary approval into project documents.	<p>K29. Knowledge of processes and procedures for obtaining discretionary approvals.</p>

4. Design Development (15%) - This area describes the CA architect's role in developing detailed design solutions, evaluating building systems and project costs, preparing documents, and performing quality review in conformance with the project requirements and applicable laws and regulations.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T24. Prepare design development documents that integrate architectural design and engineering disciplines.	<p>K44. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.</p> <p>K45. Knowledge of methods and procedures for evaluating building materials and equipment.</p> <p>K46. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).</p> <p>K47. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.</p> <p>K48. Knowledge of value engineering methods and procedures.</p> <p>K49. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.</p>
T25. Determine, coordinate and design building systems and utilities with design teams and client consultants.	<p>K44. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.</p> <p>K45. Knowledge of methods and procedures for evaluating building materials and equipment.</p> <p>K46. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).</p> <p>K47. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.</p> <p>K48. Knowledge of value engineering methods and procedures.</p> <p>K49. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.</p>

4. Design Development (15%) - This area describes the CA architect's role in developing detailed design solutions, evaluating building systems and project costs, preparing documents, and performing quality review in conformance with the project requirements and applicable laws and regulations.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T26. Select and evaluate materials and equipment.	K44. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design. K45. Knowledge of methods and procedures for evaluating building materials and equipment. K47. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects. K48. Knowledge of value engineering methods and procedures. K49. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.
T27. Incorporate regulatory requirements into design development documents.	K46. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind). K49. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.
T28. Perform value engineering and life cycle cost analyses to advise clients about alternatives for managing project costs.	K44. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design. K45. Knowledge of methods and procedures for evaluating building materials and equipment. K47. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects. K48. Knowledge of value engineering methods and procedures.
T29. Conduct constructability review of design development documents.	K44. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design. K45. Knowledge of methods and procedures for evaluating building materials and equipment. K46. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind). K47. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects. K49. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.

5. Construction Documents/Permitting (22%) - This area describes the CA architect's role in managing a project team, producing coordinated and comprehensive construction documents, processing and addressing regulatory agency comments, and obtaining approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T30. Modify contract documents based on changes in cost estimates, including developing bid alternates.	K50. Knowledge of architect role in reconciling client budget with probable construction costs. K52. Knowledge of contents of contract documents required for agency approval, bidding, and construction.
T31. Compile and coordinate contract documents that meet program requirements, project goals, and contract requirements.	K50. Knowledge of architect role in reconciling client budget with probable construction costs. K51. Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases. K52. Knowledge of contents of contract documents required for agency approval, bidding, and construction. K53. Knowledge of methods for the detailed integration of building systems and constructability. K54. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals. K55. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).
T32. Produce contract documents and ensure conformance with discretionary conditions of approvals and applicable codes and regulations.	K51. Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases. K52. Knowledge of contents of contract documents required for agency approval, bidding, and construction. K53. Knowledge of methods for the detailed integration of building systems and constructability. K54. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals. K55. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). K56. Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.

5. Construction Documents/Permitting (22%) - This area describes the CA architect's role in managing a project team, producing coordinated and comprehensive construction documents, processing and addressing regulatory agency comments, and obtaining approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T33. Review contract documents for constructability and incorporate modifications as necessary.	K53. Knowledge of methods for the detailed integration of building systems and constructability.
T34. Manage submittal of contract documents to regulatory agencies through initial submittal, addressing comments, providing responses, and obtaining approvals.	<p>K52. Knowledge of contents of contract documents required for agency approval, bidding, and construction.</p> <p>K54. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals.</p> <p>K55. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).</p> <p>K56. Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T35. Assist clients with bidding process.	<p>K57. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.</p> <p>K58. Knowledge of architect role and responsibilities related to construction bidding and negotiation processes.</p> <p>K59. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.</p> <p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K64. Knowledge of methods and procedures for developing and reviewing bidding documents.</p> <p>K66. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K76. Knowledge of construction manager impact on construction administration services.</p> <p>K77. Knowledge of procedures for reviewing shop drawings, submittals, and samples.</p>
T36. Assist clients with selecting contractors and negotiating construction contracts.	<p>K57. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.</p> <p>K58. Knowledge of architect role and responsibilities related to construction bidding and negotiation processes.</p> <p>K59. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T37. Prepare bid documents according to the selected delivery method.	<p>K57. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.</p> <p>K58. Knowledge of architect role and responsibilities related to construction bidding and negotiation processes.</p> <p>K59. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.</p> <p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K64. Knowledge of methods and procedures for developing and reviewing bidding documents.</p> <p>K66. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K76. Knowledge of construction manager impact on construction administration services.</p> <p>K77. Knowledge of procedures for reviewing shop drawings, submittals, and samples.</p>
T38. Prepare and submit changes to construction documents for agency and client approval.	<p>K67. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.</p> <p>K68. Knowledge of methods and procedures for processing deferred submittals for agency approval.</p> <p>K69. Knowledge of procedures for monitoring construction costs and schedules.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T39. Manage and process changes during construction (e.g., architect supplemental instructions, change orders, contractor substitutions).	<p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K66. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K67. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.</p>
T40. Review, coordinate, and process deferred submittals for agency approval.	<p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K65. Knowledge of procedures for determining general conformance of construction work with contract documents.</p> <p>K68. Knowledge of methods and procedures for processing deferred submittals for agency approval.</p>
T41. Participate in pre-construction and pre-installation meetings with contractors as required by the contract documents.	<p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p> <p>K76. Knowledge of construction manager impact on construction administration services.</p> <p>K79. Knowledge of construction industry standards and detailing.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T42. Monitor project construction costs and schedules, including processing contractor applications of payment.	<p>K60. Knowledge of California law related to liens and implications for architect and client responsibilities.</p> <p>K65. Knowledge of procedures for determining general conformance of construction work with contract documents.</p> <p>K69. Knowledge of procedures for monitoring construction costs and schedules.</p> <p>K70. Knowledge of protocols for contractor application for payment.</p> <p>K71. Knowledge of procedures for performing project close-out.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p>
T43. Review testing and inspection reports for conformance with contract documents.	<p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K65. Knowledge of procedures for determining general conformance of construction work with contract documents.</p> <p>K73. Knowledge of code-required special inspections and testing.</p> <p>K74. Knowledge of state inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p> <p>K77. Knowledge of procedures for reviewing shop drawings, submittals, and samples.</p> <p>K79. Knowledge of construction industry standards and detailing.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T44. Review shop drawings, submittals, and samples during construction for design intent and conformance with contract documents.	<p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K65. Knowledge of procedures for determining general conformance of construction work with contract documents.</p> <p>K66. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p> <p>K76. Knowledge of construction manager impact on construction administration services.</p> <p>K77. Knowledge of procedures for reviewing shop drawings, submittals, and samples.</p>
T45. Conduct periodic site observations.	<p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K65. Knowledge of procedures for determining general conformance of construction work with contract documents.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T46. Prepare or review field reports to ensure that construction is in general conformance with contract documents.	<p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p> <p>K76. Knowledge of construction manager impact on construction administration services.</p>
T47. Respond to requests for information from contractors during project bidding and construction.	<p>K63. Knowledge of methods and procedures for resolving conflicts that occur during construction.</p> <p>K66. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K67. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.</p> <p>K69. Knowledge of procedures for monitoring construction costs and schedules.</p> <p>K75. Knowledge of architect role and responsibilities when providing construction administration services.</p> <p>K79. Knowledge of construction industry standards and detailing.</p>

6. Project Bidding and Construction (23%) - This area describes the CA architect's role and responsibilities associated with the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T48. Assist clients with evaluating possible changes during construction.	<p>K59. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.</p> <p>K60. Knowledge of California law related to liens and implications for architect and client responsibilities.</p> <p>K61. Knowledge of limits of the architect role and responsibilities during construction.</p> <p>K71. Knowledge of procedures for performing project close-out.</p> <p>K72. Knowledge of California law related to minimum construction warranty periods.</p> <p>K74. Knowledge of state inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.</p>
T49. Manage project close-out procedures in accordance with contracts.	K78. Knowledge of post-construction services in accordance with contracts.
T50. Conduct post-construction services in accordance with contracts.	<p>K71. Knowledge of procedures for performing project close-out.</p> <p>K72. Knowledge of California law related to minimum construction warranty periods.</p> <p>K78. Knowledge of post-construction services in accordance with contracts.</p>

CHAPTER 6 | CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) OUTLINE

At this time, California licensure as an architect is granted to applicants by passing the national Architect Registration Examination (ARE) and the California Supplemental Examination (CSE).

The SMEs who participated in the October 2020 workshop were asked to develop an examination outline for the CSE by identifying the tasks and knowledge that they believed were California-specific. The SMEs determined that 30 task and 58 knowledge statements should be used in the CSE outline. In addition, the SMEs determined that five out of the six content areas from the description of practice should be used in the CSE outline. The SMEs then reviewed the five content areas, wrote descriptions for each, and determined in which content area the California-specific tasks and knowledges belong.

CONTENT AREAS AND WEIGHTS

The SMEs in the October 2020 workshop were also asked to determine the weights for the content areas on the CSE. After the SMEs identified the CSE outline tasks, knowledge statements, and determined the content areas, OPES test specialists performed calculations to determine the preliminary weights of the content areas. The content area preliminary weights were calculated by dividing the sum of the criticality indices for the tasks in each content area by the overall sum of the criticality indices for all tasks.

The SMEs adjusted the preliminary weights based on what they perceived as the relative importance of the tasks' content to architect practice in California as well as the importance of the tasks' content being tested by the CSE. A summary of the preliminary and final content area weights for the CSE outline is presented in Table 17. The proposed CSE outline is presented in Table 18.

TABLE 17 – CALIFORNIA SUPPLEMENTAL EXAMINATION CONTENT AREAS AND WEIGHTS

CONTENT AREA	Preliminary Weights	Final Weights
1. Contract Development/Project Planning	24%	25%
2. Schematic Design/Discretionary Approvals	21%	30%
3. Design Development	18%	15%
4. Construction Documents/Permitting	13%	10%
5. Project Bidding and Construction	24%	20%
Total	100%	100%

TABLE 18 – EXAMINATION OUTLINE: CALIFORNIA SUPPLEMENTAL EXAMINATION

1. Contract Development/
Project Planning (25%) This area assesses the candidate's knowledge related to professional responsibility across various project types, planning requirements, and construction contract arrangements, including knowledge of tools and techniques to coordinate, oversee, and execute a project to mitigate risk and achieve its objectives.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T1. Advertise and solicit services in compliance with professional and legal practice requirements.	K1. Knowledge of Architects Practice Act and CA Code of Regulations related to architect business and professional requirements. K3. Knowledge of architect and project team contractual roles and responsibilities. K7. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.
T2. Assess project budget, funding sources, schedule, constraints, and contractual risks.	K4. Knowledge of methods for evaluating project requirements, constraints, resources and contractual risks. K8. Knowledge of types of project funding sources, their impact on project scopes, and additional requirements.
T3. Develop owner-architect contracts with clients by collaborating on contract language in compliance with professional and legal practice requirements.	K1. Knowledge of Architects Practice Act and CA Code of Regulations related to architect business and professional requirements. K3. Knowledge of architect and project team contractual roles and responsibilities. K7. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements. K8. Knowledge of types of project funding sources, their impact on project scopes, and additional requirements.
T4. Identify local, state, and federal regulatory jurisdictions impacting projects.	K2. Knowledge of various agency impacts to project scopes and schedules. K6. Knowledge of methods for determining regulatory agencies having jurisdiction over projects and their specific requirements.

1. Contract Development/ - This area assesses the candidate's knowledge related to professional responsibility across various
Project Planning (25%) project types, planning requirements, and construction contract arrangements, including knowledge of tools and techniques to coordinate, oversee, and execute a project to mitigate risk and achieve its objectives.

T5. Contract with consultants (e.g., systems, engineering) to complete scope of projects.	K5. Knowledge of types of contracts and their application to scope of work and project service requirements. K7. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.
T6. Implement strategies for managing project and contractual risk to limit architect and client liability.	K9. Knowledge of strategies for managing project and contractual risk. K10. Knowledge of architect and project team roles and responsibilities in all phases of projects. K11. Knowledge of methods for coordinating with owner-contracted consultants. K12. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones. K13. Knowledge of conflict resolution principles and techniques.
T7. Submit contractual milestone deliverables to clients for approval to demonstrate project phase completions according to schedules.	K10. Knowledge of architect and project team roles and responsibilities in all phases of projects. K12. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones. K14. Knowledge of methods for project scheduling in all phases of projects.

2. Schematic Design/Discretionary - Approvals (30%) This area assesses the candidate's knowledge related to identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T8. Conduct site feasibility studies to clarify and address project requirements.	<p>K17. Knowledge of procedures for obtaining data about existing conditions and determining project impacts.</p> <p>K18. Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction.</p> <p>K21. Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction.</p> <p>K22. Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.</p> <p>K27. Knowledge of methods and procedures for complying with California water quality regulations related to design and construction.</p> <p>K29. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access compliance.</p>
T9. Develop schematic designs based on program requirements and local, state, and federal regulatory jurisdictions.	<p>K15. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements.</p> <p>K16. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders.</p> <p>K17. Knowledge of procedures for obtaining data about existing conditions and determining project impacts.</p> <p>K18. Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction.</p> <p>K19. Knowledge of processes and procedures for obtaining discretionary approvals.</p> <p>K20. Knowledge of procedures for complying with local codes and ordinances related to design and construction.</p> <p>K21. Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction.</p> <p>K22. Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.</p> <p>K23. Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction.</p> <p>K24. Knowledge of methods and procedures for complying with state regulatory requirements related to the design and construction of hospitals, public schools, fire/police stations, and other essential services buildings.</p> <p>K25. Knowledge of methods and procedures for complying with California Building Standards Code related to design and construction.</p>

2. Schematic Design/Discretionary - Approvals (30%) This area assesses the candidate's knowledge related to identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T9. Develop schematic designs based on program requirements and local, state, and federal regulatory jurisdictions.	K26. Knowledge of methods and procedures for complying with California Health and Safety Code related to design and construction. K27. Knowledge of methods and procedures for complying with California water quality regulations related to design and construction. K28. Knowledge of methods and procedures for complying with California Green Building Standards Code (CALGreen) related to design and construction. K29. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access compliance. K30. Knowledge of methods and procedures for complying with California Accessibility regulations related to access compliance. K31. Knowledge of contents of design drawings and related documents required for discretionary approvals.
T10. Prepare and present schematic design documents to stakeholders (e.g., community groups) for feedback.	K15. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements. K16. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders. K31. Knowledge of contents of design drawings and related documents required for discretionary approvals. K32. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.
T11. Prepare and submit exhibits and application forms to governing agencies for discretionary approvals.	K15. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements. K31. Knowledge of contents of design drawings and related documents required for discretionary approvals. K32. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.

2. Schematic Design/Discretionary - Approvals (30%) This area assesses the candidate's knowledge related to identifying and evaluating site and project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T12. Work with agency staff, clients, and consultants to revise project documents for discretionary approval.	K19. Knowledge of processes and procedures for obtaining discretionary approvals. K20. Knowledge of procedures for complying with local codes and ordinances related to design and construction. K31. Knowledge of contents of design drawings and related documents required for discretionary approvals. K32. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.
T13. Incorporate final conditions of discretionary approval into project documents.	K19. Knowledge of processes and procedures for obtaining discretionary approvals.

3. Design Development (15%) - This area assesses the candidate's knowledge related to developing detailed design solutions, evaluating building systems and project costs, preparing documents, and performing quality review in conformance with the project requirements and applicable laws and regulations.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T14. Prepare design development documents that integrate architectural design and engineering disciplines.	<p>K33. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.</p> <p>K34. Knowledge of methods and procedures for evaluating building materials and equipment.</p> <p>K35. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).</p> <p>K36. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.</p> <p>K37. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.</p>
T15. Determine, coordinate and design building systems and utilities with design teams and client consultants.	<p>K33. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.</p> <p>K34. Knowledge of methods and procedures for evaluating building materials and equipment.</p> <p>K35. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).</p> <p>K36. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.</p> <p>K37. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.</p>

3. Design Development (15%) - This area assesses the candidate's knowledge related to developing detailed design solutions, evaluating building systems and project costs, preparing documents, and performing quality review in conformance with the project requirements and applicable laws and regulations

T16. Select and evaluate materials and equipment.	<p>K33. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.</p> <p>K34. Knowledge of methods and procedures for evaluating building materials and equipment.</p> <p>K36. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.</p> <p>K37. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.</p>
T17. Incorporate regulatory requirements into design development documents.	<p>K35. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).</p> <p>K37. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.</p>
T18. Perform value engineering and life cycle cost analyses to advise clients about alternatives for managing project costs.	<p>K33. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.</p> <p>K34. Knowledge of methods and procedures for evaluating building materials and equipment.</p> <p>K36. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.</p>

4. Construction Documents/ - This area assesses the candidate's knowledge related to managing a project team, producing Permitting (10%) coordinated and comprehensive construction documents, processing and addressing regulatory agency comments, and obtaining approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T19. Compile and coordinate contract documents that meet program requirements, project goals, and contract requirements.	<p>K38. Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases.</p> <p>K39. Knowledge of contents of contract documents required for agency approval, bidding, and construction.</p> <p>K40. Knowledge of methods for the detailed integration of building systems and constructability.</p> <p>K41. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals.</p> <p>K42. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).</p>
T20. Produce contract documents and ensure conformance with discretionary conditions of approvals and applicable codes and regulations.	<p>K38. Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases.</p> <p>K39. Knowledge of contents of contract documents required for agency approval, bidding, and construction.</p> <p>K40. Knowledge of methods for the detailed integration of building systems and constructability.</p> <p>K41. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals.</p> <p>K42. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).</p> <p>K43. Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.</p>

4. Construction Documents/ - This area assesses the candidate's knowledge related to managing a project team, producing Permitting (10%) coordinated and comprehensive construction documents, processing and addressing regulatory agency comments, and obtaining approvals.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T21. Manage submittal of contract documents to regulatory agencies through initial submittal, addressing comments, providing responses, and obtaining approvals.	K39. Knowledge of contents of contract documents required for agency approval, bidding, and construction. K41. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals. K42. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). K43. Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.

5. Project Bidding and Construction (20%) - This area assesses the candidate's knowledge related to the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T22. Assist clients with bidding process.	<p>K44. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.</p> <p>K45. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.</p> <p>K47. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K48. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.</p> <p>K55. Knowledge of construction manager impact on construction administration services.</p> <p>K56. Knowledge of procedures for reviewing shop drawings, submittals, and samples.</p>
T23. Prepare bid documents according to the selected delivery method.	<p>K44. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.</p> <p>K45. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.</p> <p>K47. Knowledge of methods and procedures for implementing changes during construction.</p> <p>K48. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.</p> <p>K55. Knowledge of construction manager impact on construction administration services.</p> <p>K56. Knowledge of procedures for reviewing shop drawings, submittals, and samples.</p>

5. Project Bidding and Construction (20%) - This area assesses the candidate's knowledge related to the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

<i>Task Statement</i>	<i>Associated Knowledge Statements</i>
T24. Review, coordinate, and process deferred submittals for agency approval.	K49. Knowledge of methods and procedures for processing deferred submittals for agency approval.
T25. Participate in pre-construction and pre-installation meetings with contractors as required by the contract documents.	K55. Knowledge of construction manager impact on construction administration services. K58. Knowledge of construction industry standards and detailing.
T26. Review testing and inspection reports for conformance with contract documents.	K53. Knowledge of code-required special inspections and testing. K54. Knowledge of state inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings. K56. Knowledge of procedures for reviewing shop drawings, submittals, and samples. K58. Knowledge of construction industry standards and detailing.
T27. Review shop drawings, submittals, and samples during construction for design intent and conformance with contract documents.	K47. Knowledge of methods and procedures for implementing changes during construction. K55. Knowledge of construction manager impact on construction administration services. K56. Knowledge of procedures for reviewing shop drawings, submittals, and samples.
T28. Conduct periodic site observations.	K58. Knowledge of construction industry standards and detailing.
T29. Manage project close-out procedures in accordance with contracts.	K46. Knowledge of California laws related to liens and implications for architect and client responsibilities. K50. Knowledge of protocols for contractor application for payment. K57. Knowledge of post-construction services in accordance with contracts.
T30. Conduct post-construction services in accordance with contracts.	K50. Knowledge of protocols for contractor application for payment. K51. Knowledge of procedures for performing project close-out. K52. Knowledge of California law related to minimum construction warranty periods. K57. Knowledge of post-construction services in accordance with contracts.

CHAPTER 7 | CONCLUSION

The OA of the architect profession described in this report provides a comprehensive description of current practice in California. The procedures employed to perform the OA were based upon a content validation strategy to ensure that the results accurately represent architect practice. Results of this OA provide information regarding current practice that can be used to review the Architect Registration Examination (ARE) developed by the National Council of Architectural Registration Boards (NCARB).

Use of the CSE content outline included in this report ensures that the Board is compliant with Business and Professions Code §139.

This report provides all documentation necessary to verify that the analysis has been completed in accordance with legal, professional, and technical standards.

APPENDIX A | RESPONDENTS BY REGION

LOS ANGELES COUNTY AND VICINITY

County of Practice	Frequency
Los Angeles	422
Orange	106
TOTAL	528

NORTH COAST

County of Practice	Frequency
Humboldt	4
Mendocino	6
Sonoma	36
TOTAL	46

RIVERSIDE AND VICINITY

County of Practice	Frequency
Riverside	32
San Bernardino	26
TOTAL	58

SACRAMENTO VALLEY

County of Practice	Frequency
Butte	5
Colusa	1
Sacramento	95
Yolo	7
Yuba	1
TOTAL	109

SAN DIEGO COUNTY AND VICINITY

County of Practice	Frequency
San Diego	138
TOTAL	138

SAN FRANCISCO BAY AREA

County of Practice	Frequency
Alameda	121
Contra Costa	26
Marin	26
Napa	12
San Francisco	194
San Mateo	44
Santa Clara	94
Santa Cruz	8
Solano	2
TOTAL	527

SAN JOAQUIN VALLEY

County of Practice	Frequency
Fresno	20
Kern	16
Madera	2
Merced	2
San Joaquin	6
Stanislaus	3
Tulare	3
TOTAL	52

SHASTA-CASCADE

County of Practice	Frequency
Shasta	4
Siskiyou	1
TOTAL	5

SIERRA MOUNTAIN VALLEY

County of Practice	Frequency
Amador	1
Calaveras	2
El Dorado	1
Mariposa	1
Mono	1
Nevada	10
Placer	10
TOTAL	26

SOUTH COAST AND CENTRAL COAST

County of Practice	Frequency
Monterey	11
San Luis Obispo	25
Santa Barbara	20
Ventura	15
TOTAL	71

MISSING

TOTAL	8
-------	---

APPENDIX B | CRITICALITY INDICES FOR ALL DESCRIPTION OF PRACTICE TASKS BY CONTENT AREA

Content Area 1: Contract Development/Project Planning

Task Number	Task Statement	Mean Importance	Mean Frequency	Task Criticality Index
4	Identify local, state, and federal regulatory jurisdictions impacting projects.	4.01	4.02	17.04
6	Contract with consultants (e.g., systems, engineering) to complete scope of projects.	3.59	3.67	14.72
2	Assess projects budgets, funding sources, schedules, constraints, and contractual risks.	3.38	3.30	12.70
5	Establish project team member roles and responsibilities in consultation with clients.	3.08	3.24	11.63
3	Develop owner-architect contracts with clients by collaborating on contract language in compliance with professional and legal practice requirements.	3.25	2.80	10.91
1	Advertise and solicit services in compliance with professional and legal practice requirements.	2.13	1.71	5.70

**Note: Shaded task statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 2: Project Management

Task Number	Task Statement	Mean Importance	Mean Frequency	Task Criticality Index
11	Submit contractual milestone deliverables to clients for approval to demonstrate project phase completions according to schedules.	3.3741	3.4600	13.23
14	Manage project coordination, design team fees, deliverables, schedules, and contract changes to conform to contracts requirements.	3.3859	3.4043	13.21
8	Implement strategies for managing and documenting project communication.	3.4147	3.4547	13.08
12	Conduct kickoff and periodic meetings with project teams to coordinate progress.	3.3336	3.4572	12.74
15	Manage distribution and review of contract documents.	3.3306	3.3824	12.73
7	Implement strategies for managing project and contractual risk to limit architect and client liability.	3.3659	3.0655	11.85
9	Establish project standards and protocols to be used by the project teams.	3.1659	3.1080	11.28
10	Implement strategies for the QA/QC process.	3.1478	2.9148	10.88
13	Review and update construction cost estimates in accordance with contracts.	2.6409	2.3908	7.98

**Note: Shaded task statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 3: Schematic Design/Discretionary Approvals

Task Number	Task Statement	Mean Importance	Mean Frequency	Task Criticality Index
18	Develop schematic designs based on program requirements, and state, local, and federal jurisdictions.	3.7412	3.7432	15.26
19	Prepare and present schematic design documents to clients for input and approval.	3.6983	3.6976	15.00
23	Incorporate final conditions of discretionary approval into project documents.	3.5479	3.3468	13.26
22	Work with agency staff, clients, and consultants to revise project documents for discretionary approval.	3.5048	3.3834	13.16
21	Prepare and submit exhibits and application forms to governing agencies for discretionary approvals.	3.4646	3.2419	12.68
17	Develop programs with clients to determine design concepts and direction in accordance with project objectives.	3.4260	3.2622	12.66
16	Conduct site feasibility studies to clarify and address project requirements.	3.3192	3.1103	11.82
20	Prepare and present schematic design documents to stakeholders (e.g., community groups) for feedback.	2.8050	2.4733	8.50

**Note: Shaded task statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 4: Design Development

Task Number	Task Statement	Mean Importance	Mean Frequency	Task Criticality Index
27	Incorporate regulatory requirements into design development documents.	3.8456	3.8494	15.98
24	Prepare design development documents that integrate architectural design and engineering disciplines.	3.6372	3.6789	14.79
25	Determine, coordinate, and design building systems and utilities with design teams and client consultants.	3.5414	3.5524	13.94
26	Select and evaluate materials and equipment.	3.3520	3.4743	12.60
29	Conduct constructability review of design development documents.	3.0885	2.8974	10.61
28	Perform value engineering and life cycle cost analyses to advise clients about alternatives for managing project costs.	2.6833	2.5196	8.08

**Note: Shaded task statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 5: Construction Documents/Permitting

Task Number	Task Statement	Mean Importance	Mean Frequency	Task Criticality Index
34	Manage submittal of contract documents to regulatory agencies through initial submittal, addressing comments, providing responses, and obtaining approvals.	3.7906	3.6370	15.41
32	Produce contract documents and ensure conformance with discretionary conditions of approvals and applicable codes and regulations.	3.7354	3.6277	15.15
31	Compile and coordinate contract documents that meet program requirements, project goals, and contract requirements.	3.5090	3.5284	13.96
33	Review contract documents for constructability and incorporate changes into final documents.	3.4777	3.3863	13.15
30	Modify contract documents based on changes in cost estimates, including developing bid alternates.	2.9375	2.7888	9.57

**Note: Shaded task statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 6: Project Bidding and Construction

Task Number	Task Statement	Mean Importance	Mean Frequency	Task Criticality Index
47	Respond to requests for information from contractors during project bidding and construction.	3.5285	3.4846	13.56
45	Conduct periodic site observations.	3.5649	3.4893	13.38
44	Review shop drawings, submittals, and samples during construction for design intent and conformance with contract documents.	3.4929	3.3766	13.06
38	Prepare and submit changes to construction documents for agency and client approval.	3.4107	3.3543	12.86
39	Manage and process changes during construction (e.g., architect supplemental instructions, change order, contractor substitutions).	3.3993	3.2827	12.56
48	Assist clients with evaluating possible changes during construction.	3.3012	3.1754	11.46
41	Participate in pre-construction and pre-installation meetings with contractors as required by the contract documents.	3.0009	2.8574	9.80
37	Prepare bid documents according to the selected delivery method.	2.8424	2.7826	9.71
46	Prepare or review field reports to ensure that construction is in general conformance with contract documents.	2.9428	2.7269	9.51
49	Manage project close-out procedures in accordance with contracts.	2.7909	2.6238	8.90
35	Assist clients with bidding process.	2.7106	2.6425	8.57
40	Review, coordinate, and process deferred submittals for agency approval.	2.7720	2.4936	8.50
42	Monitor project construction costs and schedules, including processing contractor applications of payment.	2.6202	2.4274	8.20
36	Assist clients with selecting contractors and negotiating construction contracts.	2.6263	2.4177	7.96
43	Review testing and inspection reports for conformance with contract documents.	2.6168	2.3157	7.67
50	Conduct post-construction services in accordance with contracts.	2.0545	1.7779	5.04

**Note: Shaded task statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

APPENDIX C | KNOWLEDGE IMPORTANCE RATINGS

Content Area 1: Contract Development/Project Planning

Number	Knowledge Statement	Mean Importance
4	Knowledge of architect and project team contractual roles and responsibilities.	2.90
3	Knowledge of various agency impacts to project scopes and schedules.	2.89
7	Knowledge of methods for determining regulatory agencies having jurisdiction over projects and their specific requirements.	2.89
8	Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.	2.75
5	Knowledge of methods for evaluating project requirements, constraints, resources, and contractual risks.	2.53
1	Knowledge of Architects Practice Act and CA Code of Regulations related to architect business and professional requirements.	2.42
6	Knowledge of types of contracts and their application to scope of work and project service requirements.	2.24
2	Knowledge of different project delivery methods.	2.18
9	Knowledge of types of project funding sources, their impact on project scopes, and additional requirements.	1.55

**Note: Shaded knowledge statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 2: Project Management

Number	Knowledge Statement	Mean Importance
13	Knowledge of architect and project team roles and responsibilities in all phases of projects.	2.82
11	Knowledge of methods and techniques for communicating with clients, project teams, and external parties.	2.71
12	Knowledge of methods for documenting communication and using communication applications.	2.55
15	Knowledge of standards and procedures for documenting approvals and submitting contractual milestones.	2.46
16	Knowledge of principles and techniques of project management and coordination.	2.42
14	Knowledge of methods for coordinating with owner-contracted consultants.	2.41
10	Knowledge of strategies for managing project and contractual risk.	2.34
21	Knowledge of procedures for changes to owner/architect contract agreements (e.g., add/deductive services, terminations).	2.31
17	Knowledge of conflict resolution principles and techniques.	2.30
19	Knowledge of principles of QA/QC in all phases of projects.	2.29
22	Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.	2.14
18	Knowledge of methods for project scheduling in all phases of projects.	2.12
20	Knowledge of procedures for preparing and monitoring project budgets including hard and soft costs.	1.86

**Note: Shaded knowledge statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 3: Schematic Design/Discretionary Approvals

Number	Knowledge Statement	Mean Importance
35	Knowledge of methods and procedures for complying with California Building Standards Code related to design and construction.	3.14
39	Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access.	3.12
40	Knowledge of methods and procedures for complying with California Accessibility regulations related to access compliance.	3.08
30	Knowledge of procedures for complying with local codes and ordinances related to design and construction.	3.05
24	Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements.	2.75
27	Knowledge of procedures for obtaining data about existing conditions and determining project impacts.	2.71
25	Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders.	2.67
42	Knowledge of contents of design drawings and related documents required for discretionary approvals.	2.66
43	Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.	2.65
26	Knowledge of methods, procedures, and tools for developing schematic designs and deliverables.	2.57
28	Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction.	2.55
38	Knowledge of methods and procedures for complying with California Green Building Standards Code (CALGreen) related to design and construction.	2.55
29	Knowledge of processes and procedures for obtaining discretionary approvals.	2.55
41	Knowledge of methods and procedures for complying with federal laws, regulations, and national standards related to design and construction.	2.29
36	Knowledge of methods and procedures for complying with California Health and Safety Code related to design and construction.	2.24
23	Knowledge of methods, techniques, and procedures for conducting and evaluating site feasibility studies.	2.20
31	Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction.	2.10
33	Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction.	1.75
34	Knowledge of methods and procedures for complying with state regulatory requirements related to the design and construction of hospitals, public schools, fire/police stations, and other essential services buildings.	1.70
32	Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.	1.70
37	Knowledge of methods and procedures for complying with California water quality regulations related to design and construction.	1.69

**Note: Shaded knowledge statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 4: Design Development

Number	Knowledge Statement	Mean Importance
46	Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).	2.66
44	Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.	2.60
45	Knowledge of methods and procedures for evaluating building materials and equipment.	2.48
49	Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.	2.09
48	Knowledge of value engineering methods and procedures.	1.87
47	Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.	1.67

**Note: Shaded knowledge statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 5: Construction Documents/Permitting

Number	Knowledge Statement	Mean Importance
54	Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals.	2.91
52	Knowledge of contents of contract documents required for agency approval, bidding, and construction.	2.88
55	Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).	2.71
53	Knowledge of methods for the detailed integration of building systems and constructability.	2.59
56	Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.	2.58
51	Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases.	2.36
50	Knowledge of architect role in reconciling client budget with probable construction costs.	2.14

**Note: Shaded knowledge statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

Content Area 6: Project Bidding and Construction

Number	Knowledge Statement	Mean Importance
62	Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.	2.87
61	Knowledge of limits of the architect role and responsibilities during construction.	2.72
75	Knowledge of architect role and responsibilities when providing construction administration services.	2.66
77	Knowledge of procedures for reviewing shop drawings, submittals, and samples.	2.63
65	Knowledge of procedures for determining general conformance of construction work with contract documents.	2.62
66	Knowledge of methods and procedures for implementing changes during construction.	2.60
63	Knowledge of methods and procedures for resolving conflicts that occur during construction.	2.59
79	Knowledge of construction industry standards and detailing.	2.56
67	Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.	2.53
64	Knowledge of methods and procedures for developing and reviewing bidding documents.	2.09
73	Knowledge of code-required special inspections and testing.	2.08
76	Knowledge of construction manager impact on construction administration services.	2.07
68	Knowledge of methods and procedures for processing deferred submittals for agency approval.	2.03
58	Knowledge of architect role and responsibilities related to construction bidding and negotiation processes.	1.95
71	Knowledge of procedures for performing project close-out.	1.89
57	Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.	1.83
69	Knowledge of procedures for monitoring construction costs and schedules.	1.79
70	Knowledge of protocols for contractor application for payment.	1.73
60	Knowledge of California law related to liens and implications for architect and client responsibilities.	1.72
78	Knowledge of post-construction services in accordance with contracts.	1.67
72	Knowledge of California law related to minimum construction warranty periods.	1.63
74	Knowledge of state inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.	1.54
59	Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.	1.33

**Note: Shaded knowledge statements were excluded from the CSE outline as the SMEs determined they were not California-specific (see Chapter 4).*

APPENDIX D | EMAIL INVITATION TO PRACTITIONERS



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA ARCHITECTS BOARD
2420 Del Paso Road, Suite 105, Sacramento, CA 95834
P (916) 574-7220 | F (916) 575-7283 | www.cab.ca.gov



August 21, 2020

Dear Licensee:

The California Architects Board (Board) is currently conducting an occupational analysis of our licensed professionals. An occupational analysis is a comprehensive study of the profession and uses a survey questionnaire to determine the important tasks that are currently performed by practicing architects.

Results of the occupational analysis will provide the Board with important information about the architectural profession and will be used to develop a current description of practice. In addition, the competencies identified during the study will provide the basis for development of the California Supplemental Examination in the future.

The Board understands that your time is valuable, and your input is greatly appreciated in this vital process. The occupational analysis survey is available online and can be filled out at your convenience any time prior to the deadline below.

The survey does not have to be completed in a single session. You can exit the survey at any time and return to it later without losing your responses, if you are accessing the survey from the same computer. The survey will save **fully completed** pages; responses to items on partially completed pages will not be saved.

Your responses to this questionnaire will be combined with the responses of other architects practicing in California to determine the tasks and knowledge needed for independent practice. Your individual responses will be kept confidential.

If you wish to participate, please complete the questionnaire by **September 30, 2020**.

Please contact [REDACTED] if you have questions about this process.

Thank you for your participation.


Laura Zuniga
Executive Officer

APPENDIX E | QUESTIONNAIRE

Architect Occupational Analysis (OA) Survey

Part I - Personal Data

Complete this survey only if you are currently licensed and working as an architect in California.

The Board recognizes that every architect may not perform all of the tasks and use all of the knowledge contained in this survey. However, your participation is essential to the success of this study, and your contributions will help establish standards for safe and effective architect practice in the State of California.

The information you provide here is voluntary and confidential. It will be treated as confidential information subject to the Information Practices Act (Civil Code section 1798 et seq.) and will be used only for the purpose of analyzing the data from this survey.

* 1. Are you currently licensed in California as an architect?

☐ Yes

☐ No

Architect Occupational Analysis (OA) Survey

Part I - Personal Data

2. Are you currently practicing in California?

- ☐ Yes
☐ No

3. How many years have you been licensed and practicing in California?

- ☐ Less than one year
☐ 1 to 5 years
☐ 6 to 10 years
☐ 11 to 20 years
☐ More than 20 years

4. How many years did you work in architecture before obtaining licensure in California?

- ☐ Less than one year
☐ 1 to 3 years
☐ 4 to 6 years
☐ 7 to 10 years
☐ 11 to 15 years
☐ More than 15 years

5. Which of the following best describes your primary work setting?

- ☐ Architecture firm (self-employed or group)
☐ Multidisciplinary firm
☐ Governmental agency
☐ Institution (hospital, school)
☐ Non-design company (hotel, utility company, etc.)
☐ Construction firm
☐ Development
☐ Other (please specify)

6. How many other licensed architects work in your organization?

- ☐ None
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ More than 10

7. How many hours per week do you work as an architect?

- ☐ Less than 10 hours
- ☐ 11 to 20 hours
- ☐ 21 to 39 hours
- ☐ 40 or more hours

8. What is the highest level of education you have completed?

- ☐ High School Diploma or GED
- ☐ Technical certificate
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate Degree

9. In which field of study did you receive your certificate or degree?

- ☐ None
- ☐ Architecture
- ☐ Construction Management
- ☐ Interior Design
- ☐ Engineering
- ☐ Landscape Architecture
- ☐ Other (please specify)

10. Which of the following project types best describes your primary area of practice?

- ☐ Education (community colleges, universities, K-12)
- ☐ Health care (hospitals, clinics)
- ☐ Commercial (offices, mixed-use)
- ☐ Industrial (factories, warehouses, utilities)
- ☐ Hospitality (hotels, restaurants)
- ☐ Residential (single-family, multifamily)
- ☐ Institutional (military, justice, fire/police stations)
- ☐ Other (please specify)

11. Which of the following California licenses do you possess in addition to your architect license? (select all that apply)

- ☐ None
- ☐ Contractor
- ☐ Landscape Architect
- ☐ Engineer
- ☐ Other

(please specify)

12. Which of the following methods do you use to develop construction documents? (select all that apply)

- ☐ BIM
- ☐ CAD
- ☐ Hand drafting/sketching
- ☐ Modeling
- ☐ Other

(please specify)

13. Which type of setting best describes your primary work location?

- ☐ Urban (more than 50,000 people)
- ☐ Rural (fewer than 50,000 people)

Architect Occupational Analysis (OA) Survey

Part I - Personal Data

14. In what California county do you perform the majority of your work?

- | | | |
|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="radio"/> Alameda | <input type="radio"/> Marin | <input type="radio"/> San Mateo |
| <input type="radio"/> Alpine | <input type="radio"/> Mariposa | <input type="radio"/> Santa Barbara |
| <input type="radio"/> Amador | <input type="radio"/> Mendocino | <input type="radio"/> Santa Clara |
| <input type="radio"/> Butte | <input type="radio"/> Merced | <input type="radio"/> Santa Cruz |
| <input type="radio"/> Calaveras | <input type="radio"/> Modoc | <input type="radio"/> Shasta |
| <input type="radio"/> Colusa | <input type="radio"/> Mono | <input type="radio"/> Sierra |
| <input type="radio"/> Contra Costa | <input type="radio"/> Monterey | <input type="radio"/> Siskiyou |
| <input type="radio"/> Del Norte | <input type="radio"/> Napa | <input type="radio"/> Solano |
| <input type="radio"/> El Dorado | <input type="radio"/> Nevada | <input type="radio"/> Sonoma |
| <input type="radio"/> Fresno | <input type="radio"/> Orange | <input type="radio"/> Stanislaus |
| <input type="radio"/> Glenn | <input type="radio"/> Placer | <input type="radio"/> Sutter |
| <input type="radio"/> Humboldt | <input type="radio"/> Plumas | <input type="radio"/> Tehama |
| <input type="radio"/> Imperial | <input type="radio"/> Riverside | <input type="radio"/> Trinity |
| <input type="radio"/> Inyo | <input type="radio"/> Sacramento | <input type="radio"/> Tulare |
| <input type="radio"/> Kern | <input type="radio"/> San Benito | <input type="radio"/> Tuolumne |
| <input type="radio"/> Kings | <input type="radio"/> San Bernardino | <input type="radio"/> Ventura |
| <input type="radio"/> Lake | <input type="radio"/> San Diego | <input type="radio"/> Yolo |
| <input type="radio"/> Lassen | <input type="radio"/> San Francisco | <input type="radio"/> Yuba |
| <input type="radio"/> Los Angeles | <input type="radio"/> San Joaquin | |
| <input type="radio"/> Madera | <input type="radio"/> San Luis Obispo | |

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

This part of the survey contains 50 task statements. Please rate each task as it relates to your current practice as a licensed architect.

If the task is not part of your current practice, rate the task "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow in each box to see the rating options, and then select the value that applies to your current practice.

Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

15. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Contract Development / Project Planning

	Frequency	Importance
1. Advertise and solicit services in compliance with professional and legal practice requirements.	<input type="text"/>	<input type="text"/>
2. Assess projects budgets, funding sources, schedules, constraints, and contractual risks.	<input type="text"/>	<input type="text"/>
3. Develop owner-architect contracts with clients by collaborating on contract language in compliance with professional and legal practice requirements.	<input type="text"/>	<input type="text"/>
4. Identify local, state, and federal regulatory jurisdictions impacting projects.	<input type="text"/>	<input type="text"/>
5. Establish project team member roles and responsibilities in consultation with clients.	<input type="text"/>	<input type="text"/>
6. Contract with consultants (e.g., systems, engineering) to complete scope of projects.	<input type="text"/>	<input type="text"/>

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

Please rate each task as it relates to your current practice as a licensed architect.

If the task is not part of your current practice, rate the task "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow in each box to see the rating options, and then select the value that applies to your current practice.

Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

16. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Project Management

	Frequency	Importance
7. Implement strategies for managing project and contractual risk to limit architect and client liability.	<input type="text"/>	<input type="text"/>
8. Implement strategies for managing and documenting project communication.	<input type="text"/>	<input type="text"/>
9. Establish project standards and protocols to be used by the project teams.	<input type="text"/>	<input type="text"/>
10. Implement strategies for the QA/QC process.	<input type="text"/>	<input type="text"/>
11. Submit contractual milestone deliverables to clients for approval to demonstrate project phase completions according to schedules.	<input type="text"/>	<input type="text"/>
12. Conduct kickoff and periodic meetings with project teams to coordinate progress.	<input type="text"/>	<input type="text"/>
13. Review and update construction cost estimates in accordance with contracts.	<input type="text"/>	<input type="text"/>
14. Manage project coordination, design team fees, deliverables, schedules, and contract changes to conform to contracts requirements.	<input type="text"/>	<input type="text"/>
15. Manage distribution and review of contract documents.	<input type="text"/>	<input type="text"/>

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

Please rate each task as it relates to your current practice as a licensed architect.

If the task is not part of your current practice, rate the task "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow in each box to see the rating options, and then select the value that applies to your current practice.

Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

17. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Programming / Schematic Design

	Frequency	Importance
16. Conduct site feasibility studies to clarify and address project requirements.	<input type="text"/>	<input type="text"/>
17. Develop programs with clients to determine design concepts and direction in accordance with project objectives.	<input type="text"/>	<input type="text"/>
18. Develop schematic designs based on program requirements, and state, local, and federal jurisdictions.	<input type="text"/>	<input type="text"/>
19. Prepare and present schematic design documents to clients for input and approval.	<input type="text"/>	<input type="text"/>
20. Prepare and present schematic design documents to stakeholders (e.g., community groups) for feedback.	<input type="text"/>	<input type="text"/>
21. Prepare and submit exhibits and application forms to governing agencies for discretionary approvals.	<input type="text"/>	<input type="text"/>
22. Work with agency staff, clients, and consultants to revise project documents for discretionary approval.	<input type="text"/>	<input type="text"/>
23. Incorporate final conditions of discretionary approval into project documents.	<input type="text"/>	<input type="text"/>

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

Please rate each task as it relates to your current practice as a licensed architect.

If the task is not part of your current practice, rate the task "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow in each box to see the rating options, and then select the value that applies to your current practice.

Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

18. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Design Development / Approvals

	Frequency	Importance
24. Prepare design development documents that integrate architectural design and engineering disciplines.	<input type="text"/>	<input type="text"/>
25. Determine, coordinate and design building systems and utilities with design teams and client consultants.	<input type="text"/>	<input type="text"/>
26. Select and evaluate materials and equipment.	<input type="text"/>	<input type="text"/>
27. Incorporate regulatory requirements into design development documents.	<input type="text"/>	<input type="text"/>
28. Perform value engineering and life cycle cost analyses to advise clients about alternatives for managing project costs.	<input type="text"/>	<input type="text"/>
29. Conduct constructability review of design development documents.	<input type="text"/>	<input type="text"/>

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

Please rate each task as it relates to your current practice as a licensed architect.

If the task is not part of your current practice, rate the task "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow in each box to see the rating options, and then select the value that applies to your current practice.

Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

19. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Construction Documents / Permitting

	Frequency	Importance
30. Modify contract documents based on changes in cost estimates, including developing bid alternates.	<input type="text"/>	<input type="text"/>
31. Compile and coordinate contract documents that meet program requirements, project goals, and contract requirements.	<input type="text"/>	<input type="text"/>
32. Produce contract documents and ensure conformance with discretionary conditions of approvals and applicable codes and regulations.	<input type="text"/>	<input type="text"/>
33. Review contract documents for constructability and incorporate changes into final documents.	<input type="text"/>	<input type="text"/>
34. Manage submittal of contract documents to regulatory agencies through initial submittal, addressing comments, providing responses, and obtaining approvals.	<input type="text"/>	<input type="text"/>

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

Please rate each task as it relates to your current practice as a licensed architect.

If the task is not part of your current practice, rate the task "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the Frequency and Importance of each task have drop-down lists. Click on the "down" arrow in each box to see the rating options, and then select the value that applies to your current practice.

Your Frequency and Importance ratings should be separate and independent ratings. Therefore, the ratings that you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

20. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Project Bidding and Construction

	Frequency	Importance
35. Assist clients with bidding process.	<input type="text"/>	<input type="text"/>
36. Assist clients with selecting contractors and negotiating construction contracts.	<input type="text"/>	<input type="text"/>
37. Prepare bid documents according to the selected delivery method.	<input type="text"/>	<input type="text"/>
38. Prepare and submit changes to construction documents for agency and client approval.	<input type="text"/>	<input type="text"/>
39. Manage and process changes during construction (e.g., architect supplemental instructions, change orders, contractor substitutions).	<input type="text"/>	<input type="text"/>
40. Review, coordinate, and process deferred submittals for agency approval.	<input type="text"/>	<input type="text"/>
41. Participate in pre-construction and pre-installation meetings with contractors as required by the contract documents.	<input type="text"/>	<input type="text"/>
42. Monitor project construction costs and schedules, including processing contractor applications of payment.	<input type="text"/>	<input type="text"/>
43. Review testing and inspection reports for conformance with contract documents.	<input type="text"/>	<input type="text"/>
44. Review shop drawings, submittals, and samples during construction for design intent and conformance with contract documents.	<input type="text"/>	<input type="text"/>
45. Conduct periodic site observations.	<input type="text"/>	<input type="text"/>
46. Prepare or review field reports to ensure that construction is in general conformance with contract documents.	<input type="text"/>	<input type="text"/>
47. Respond to requests for information from contractors during project bidding and construction.	<input type="text"/>	<input type="text"/>
48. Assist clients with evaluating possible changes during construction.	<input type="text"/>	<input type="text"/>
49. Manage project close-out procedures in accordance with contracts.	<input type="text"/>	<input type="text"/>
50. Conduct post-construction services in accordance with contracts.	<input type="text"/>	<input type="text"/>

Part III - Knowledge Ratings

INSTRUCTIONS FOR RATING KNOWLEDGE STATEMENTS

This part of the survey contains 79 knowledge statements. Please rate each knowledge statement based on how important you believe the knowledge is for effective performance of your current practice as a licensed architect.

If the knowledge is not required for performance of your current practice, rate the statement "Does not apply."

21. How important is this knowledge for effective performance of tasks in your current practice?

Contract Development / Project Planning

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
1. Knowledge of Architects Practice Act and CA Code of Regulations related to architect business and professional requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Knowledge of different project delivery methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Knowledge of various agency impacts to project scopes and schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Knowledge of architect and project team contractual roles and responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Knowledge of methods for evaluating project requirements, constraints, resources, and contractual risks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Knowledge of types of contracts and their application to scope of work and project service requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Knowledge of methods for determining regulatory agencies having jurisdiction over projects and their specific requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Knowledge of types of project funding sources, their impact on project scopes, and additional requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part III - Knowledge Ratings

INSTRUCTIONS FOR RATING KNOWLEDGE STATEMENTS

Please rate each knowledge statement based on how important you believe the knowledge is for effective performance of your current practice as a licensed architect.

If the knowledge is **not** required for performance of your current practice, rate the statement "Does not apply."

22. How important is this knowledge for effective performance of tasks in your current practice?

Project Management

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
10. Knowledge of strategies for managing project and contractual risk.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Knowledge of methods and techniques for communicating with clients, project teams, and external parties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Knowledge of methods for documenting communication and using communication applications.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Knowledge of architect and project team roles and responsibilities in all phases of projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Knowledge of methods for coordinating with owner-contracted consultants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Knowledge of principles and techniques of project management and coordination.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Knowledge of conflict resolution principles and techniques.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Knowledge of methods for project scheduling in all phases of projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Knowledge of principles of QA/QC in all phases of projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Knowledge of procedures for preparing and monitoring project budgets including hard and soft costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Knowledge of procedures for changes to owner/architect contract agreements (e.g., add/deductive services, terminations).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Knowledge of methods and procedures for allocating resources and managing in-house and consultant costs throughout all phases of architectural services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Architect Occupational Analysis (OA) Survey

Part III - Knowledge Ratings

23. How important is this knowledge for effective performance of tasks in your current practice?

Programming / Schematic Design

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
23. Knowledge of methods, techniques, and procedures for conducting and evaluating site feasibility studies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Knowledge of methods, procedures, and tools for developing schematic designs and deliverables.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Knowledge of procedures for obtaining data about existing conditions and determining project impacts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Knowledge of processes and procedures for obtaining discretionary approvals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Knowledge of procedures for complying with local codes and ordinances related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. Knowledge of methods and procedures for complying with state regulatory requirements related to the design and construction of hospitals, public schools, fire/police stations, and other essential services buildings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Knowledge of methods and procedures for complying with California Building Standards Code related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Knowledge of methods and procedures for complying with California Health and Safety Code related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. Knowledge of methods and procedures for complying with California water quality regulations related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
38. Knowledge of methods and procedures for complying with California Green Building Standards Code (CALGreen) related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. Knowledge of methods and procedures for complying with California Accessibility regulations related to access compliance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. Knowledge of methods and procedures for complying with federal laws, regulations, and national standards related to design and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. Knowledge of contents of design drawings and related documents required for discretionary approvals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Architect Occupational Analysis (OA) Survey

Part III - Knowledge Ratings

24. How important is this knowledge for effective performance of tasks in your current practice?

Design Development / Approvals

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
44. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. Knowledge of methods and procedures for evaluating building materials and equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
47. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
48. Knowledge of value engineering methods and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
49. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Architect Occupational Analysis (OA) Survey

Part III - Knowledge Ratings

25. How important is this knowledge for effective performance of tasks in your current practice?

Construction Documents / Permitting

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
50. Knowledge of architect role in reconciling client budget with probable construction costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
51. Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
52. Knowledge of contents of contract documents required for agency approval, bidding, and construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
53. Knowledge of methods for the detailed integration of building systems and constructability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
54. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
55. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
56. Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Architect Occupational Analysis (OA) Survey

Part III - Knowledge Ratings

26. How important is this knowledge for effective performance of tasks in your current practice?

Project Bidding and Construction

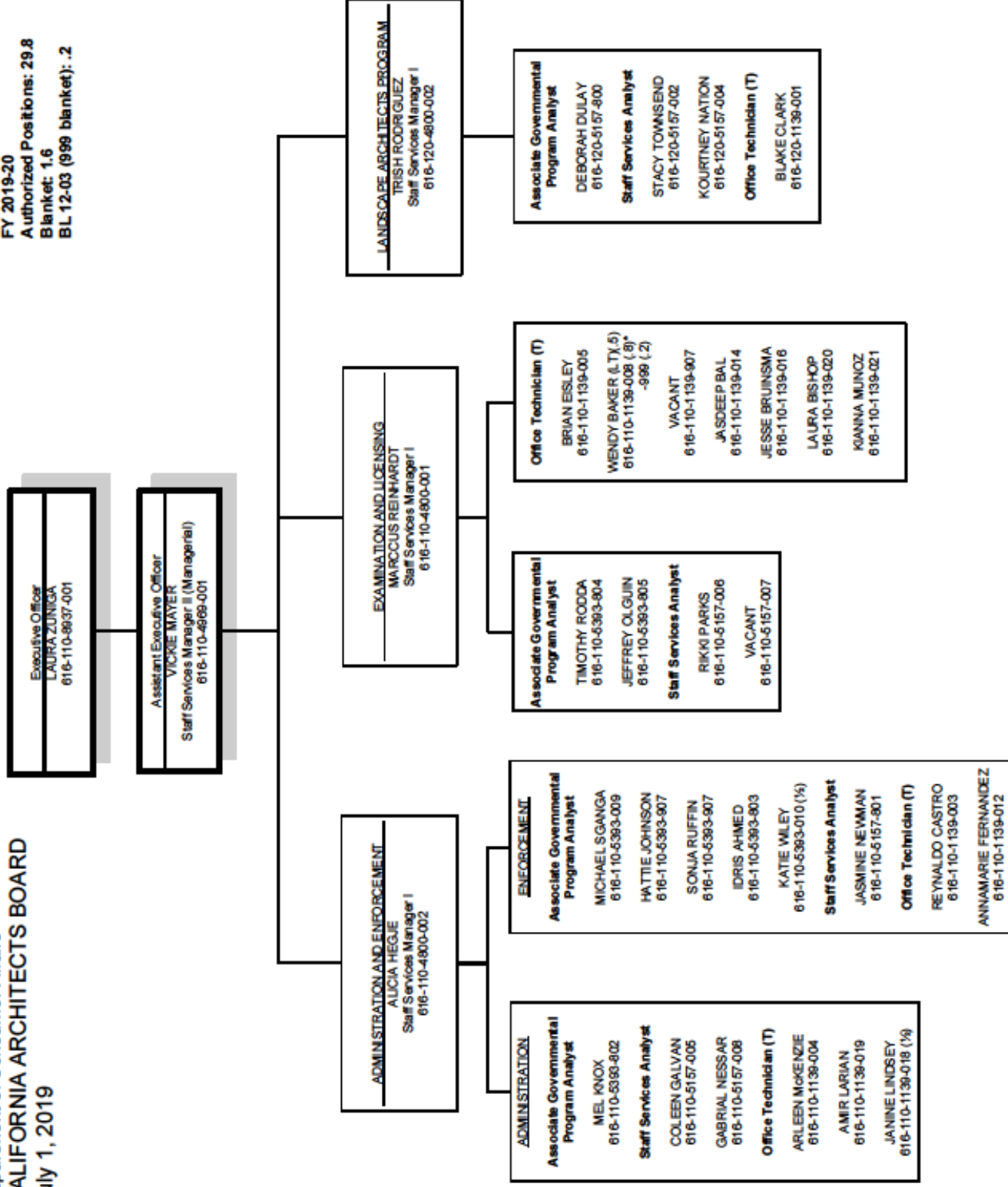
	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
57. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
58. Knowledge of architect role and responsibilities related to construction bidding and negotiation processes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
59. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
60. Knowledge of California law related to liens and implications for architect and client responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
61. Knowledge of limits of the architect role and responsibilities during construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
62. Knowledge of interrelationships and responsibilities of owner, architect, and contractor during construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
63. Knowledge of methods and procedures for resolving conflicts that occur during construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
64. Knowledge of methods and procedures for developing and reviewing bidding documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
65. Knowledge of procedures for determining general conformance of construction work with contract documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
66. Knowledge of methods and procedures for implementing changes during construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
67. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
68. Knowledge of methods and procedures for processing deferred submittals for agency approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
69. Knowledge of procedures for monitoring construction costs and schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
70. Knowledge of protocols for contractor application for payment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
71. Knowledge of procedures for performing project close-out.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
72. Knowledge of California law related to minimum construction warranty periods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
73. Knowledge of code-required special inspections and testing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Does not apply	Not important	Somewhat important	Important	Very important	Critically important
74. Knowledge of state inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
75. Knowledge of architect role and responsibilities when providing construction administration services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
76. Knowledge of construction manager impact on construction administration services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
77. Knowledge of procedures for reviewing shop drawings, submittals, and samples.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
78. Knowledge of post-construction services in accordance with contracts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
79. Knowledge of construction industry standards and detailing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Thank you

Thank you for taking the time to complete this survey. The Board values your contribution to this study.

**Year End Organization Charts
(FYs 2018/19 – 2022/23)**



Laura Zuniga, Executive Officer

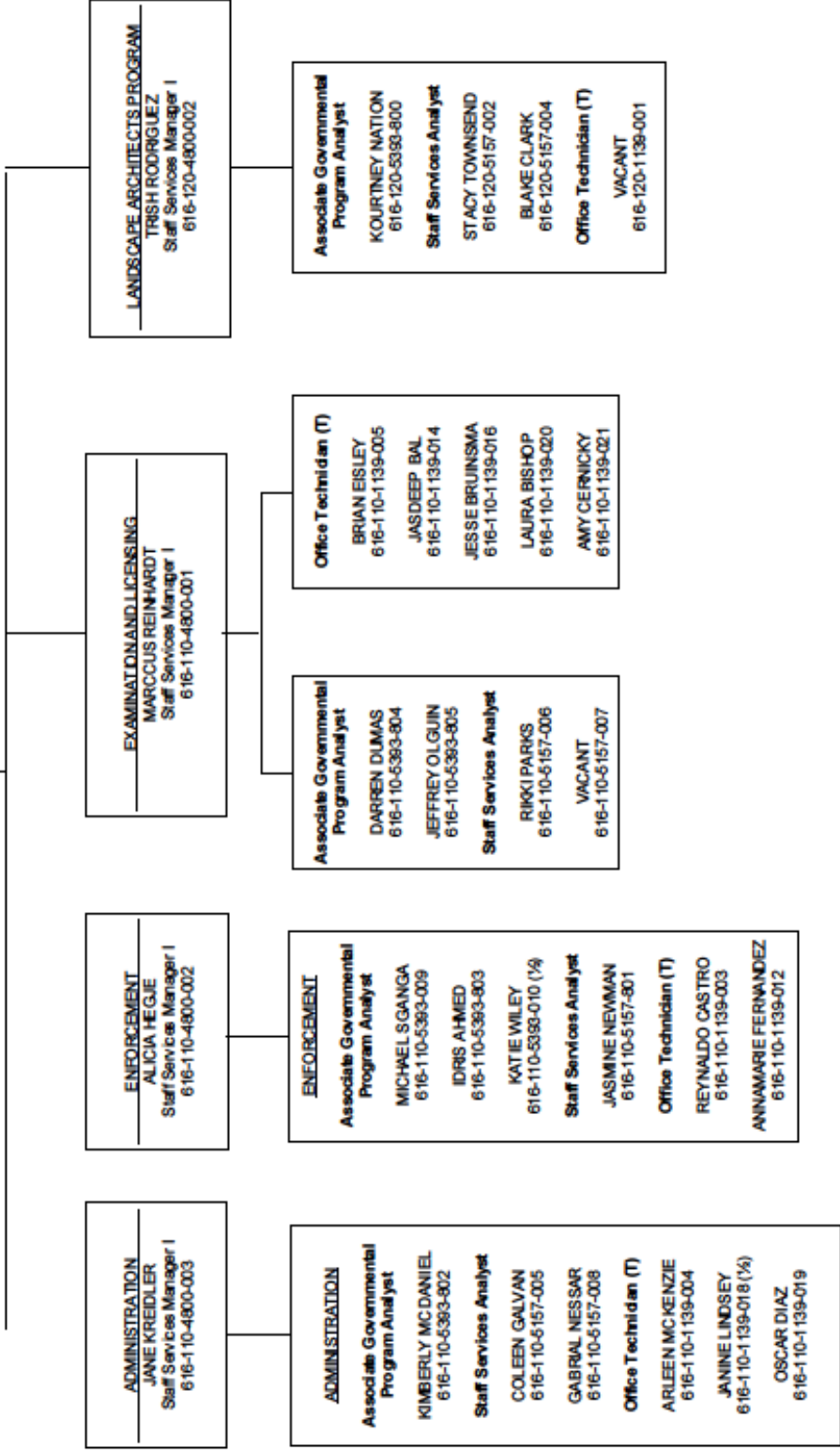
*=BL 12-03 (999 blanket) Reduction: .2

**= Exceptional Allocation

Classification and Pay Analyst

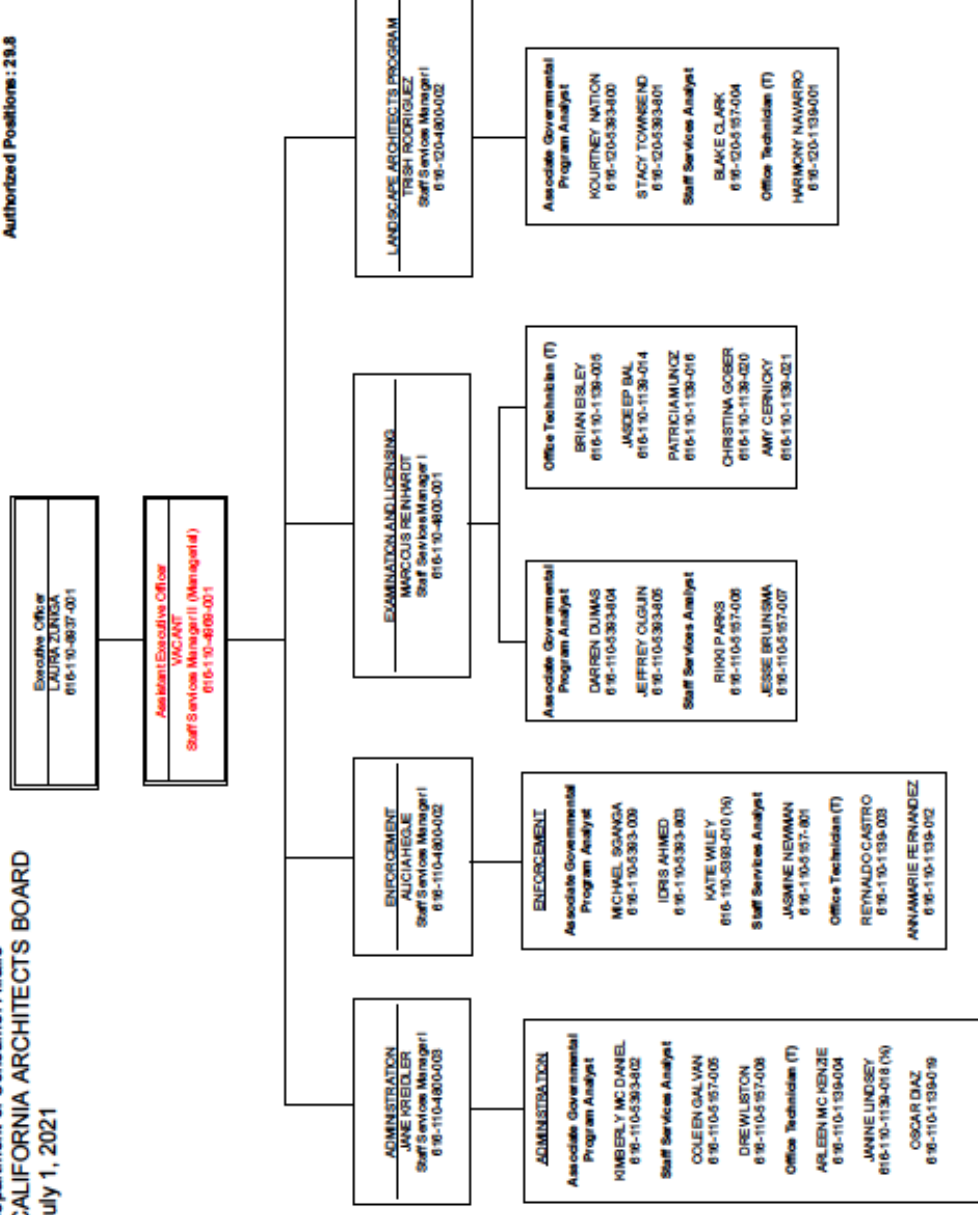
Executive Officer
LAURA ZUNIGA
616-110-5637-001

Assistant Executive Officer
VICKIE MAYER
Staff Services Manager II (Managerial)
616-110-4669-001



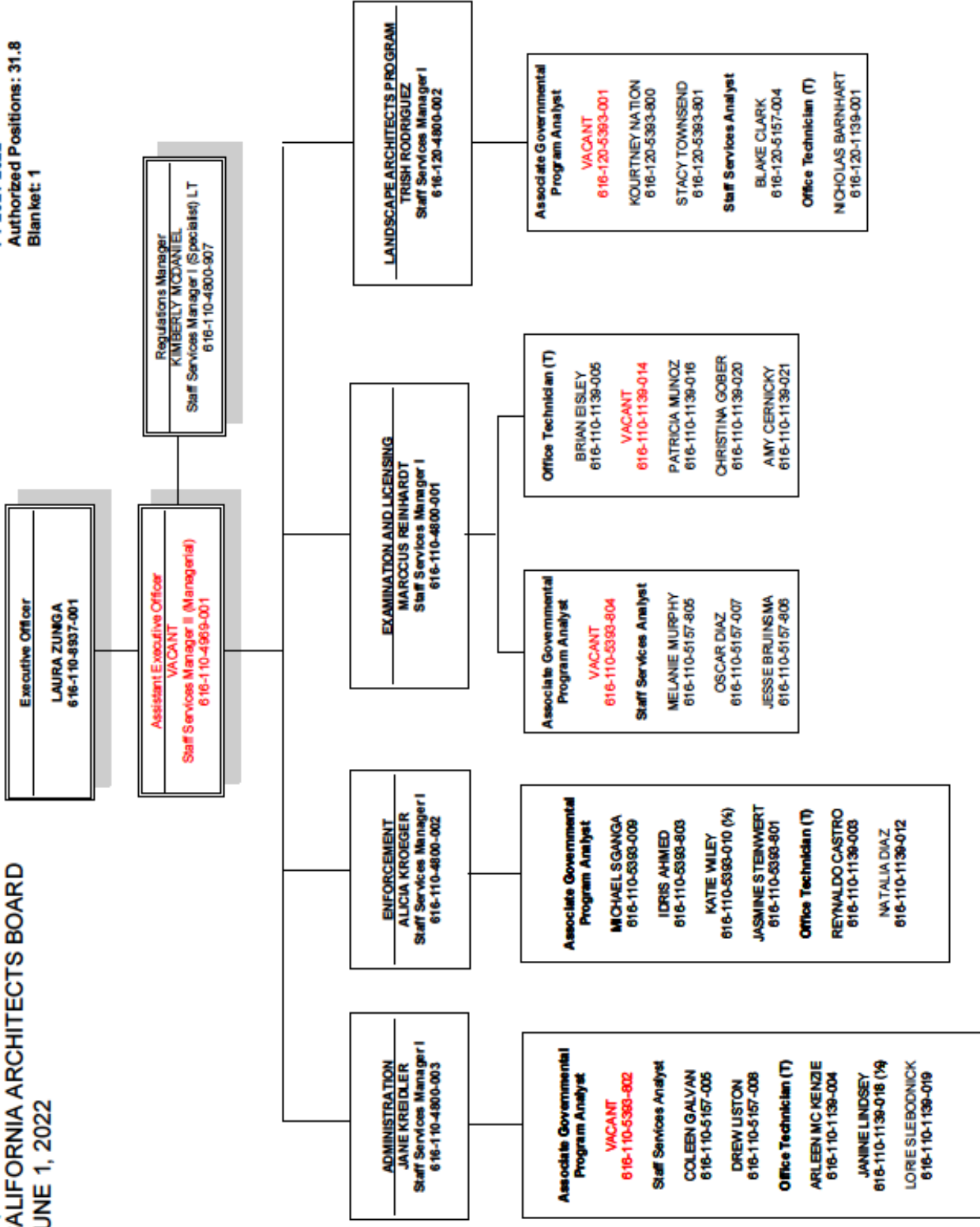
Laura Zuniga, Executive Officer

Classification and Pay Analyst



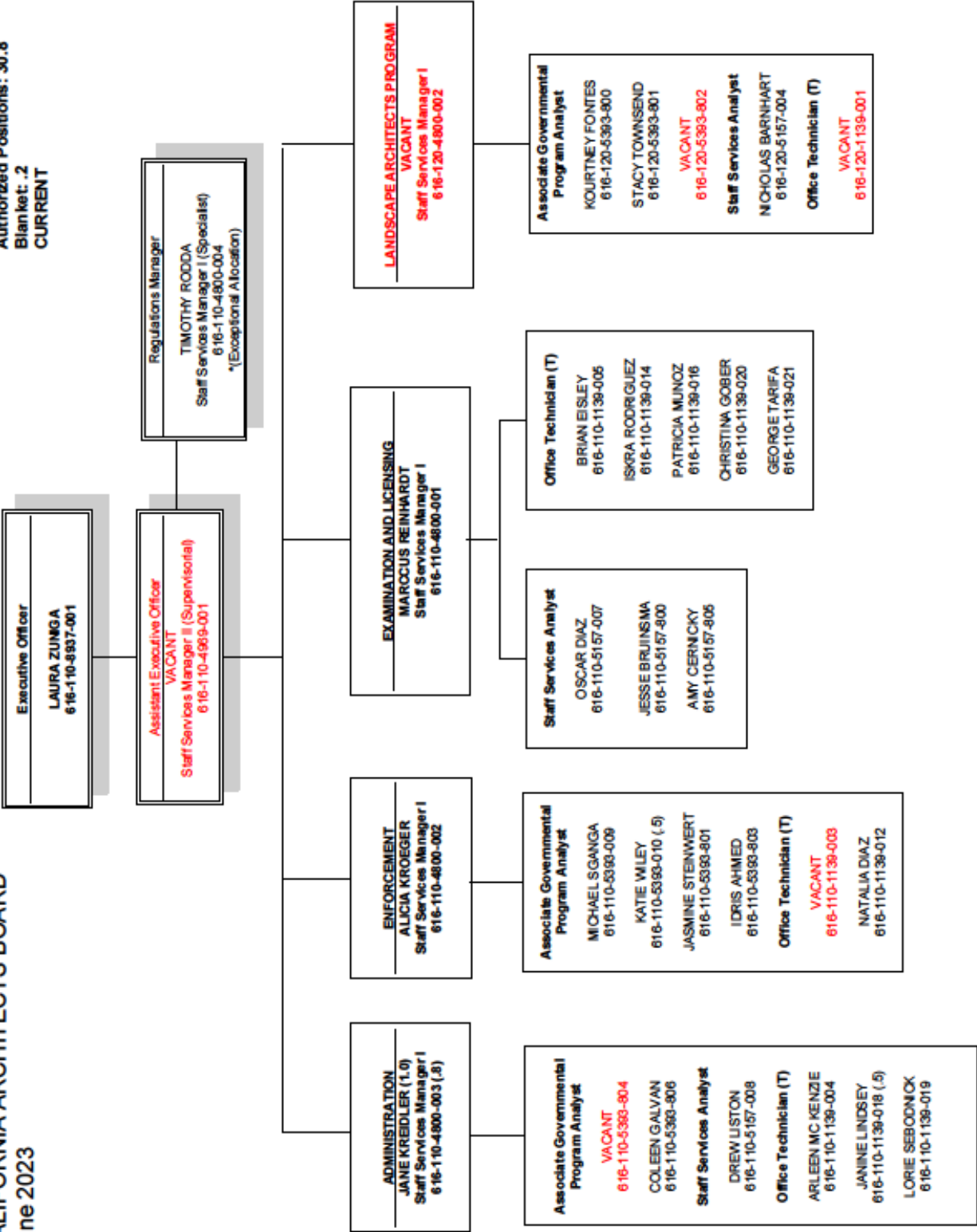
Laura Zuriga
 Laura Zuriga, Executive Officer

Classification and Pay Analyst



Laura Zuniga
Laura Zuniga, Executive Officer

Classification and Pay Analyst



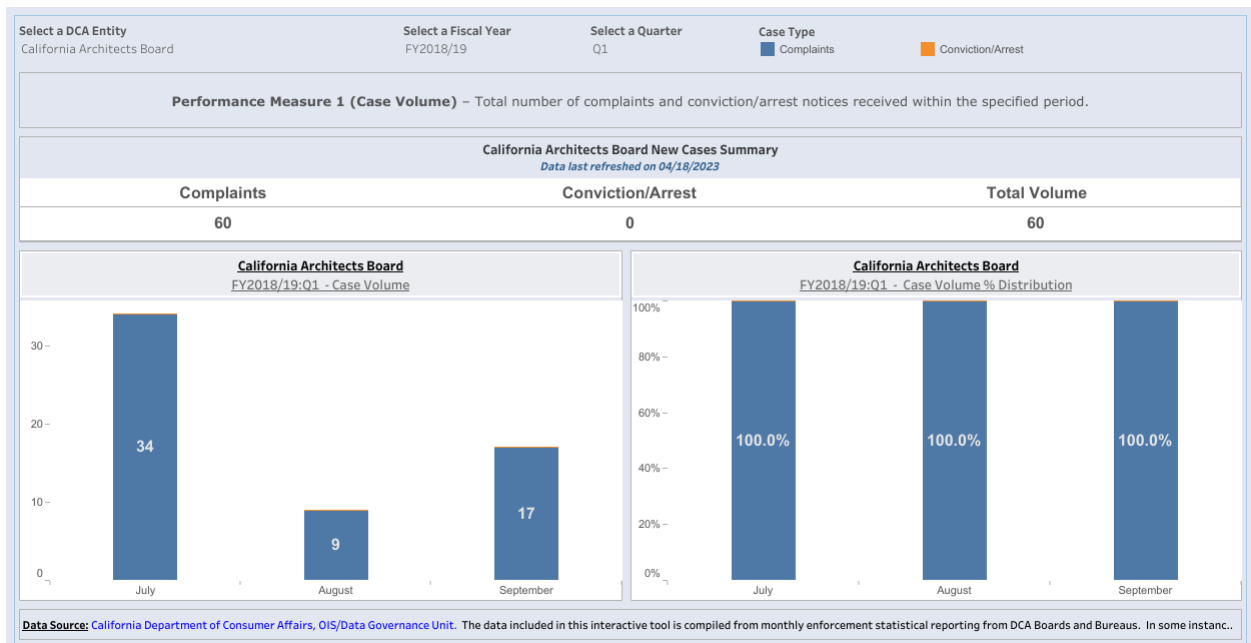
LEGEND:
• Exceptional Allocation

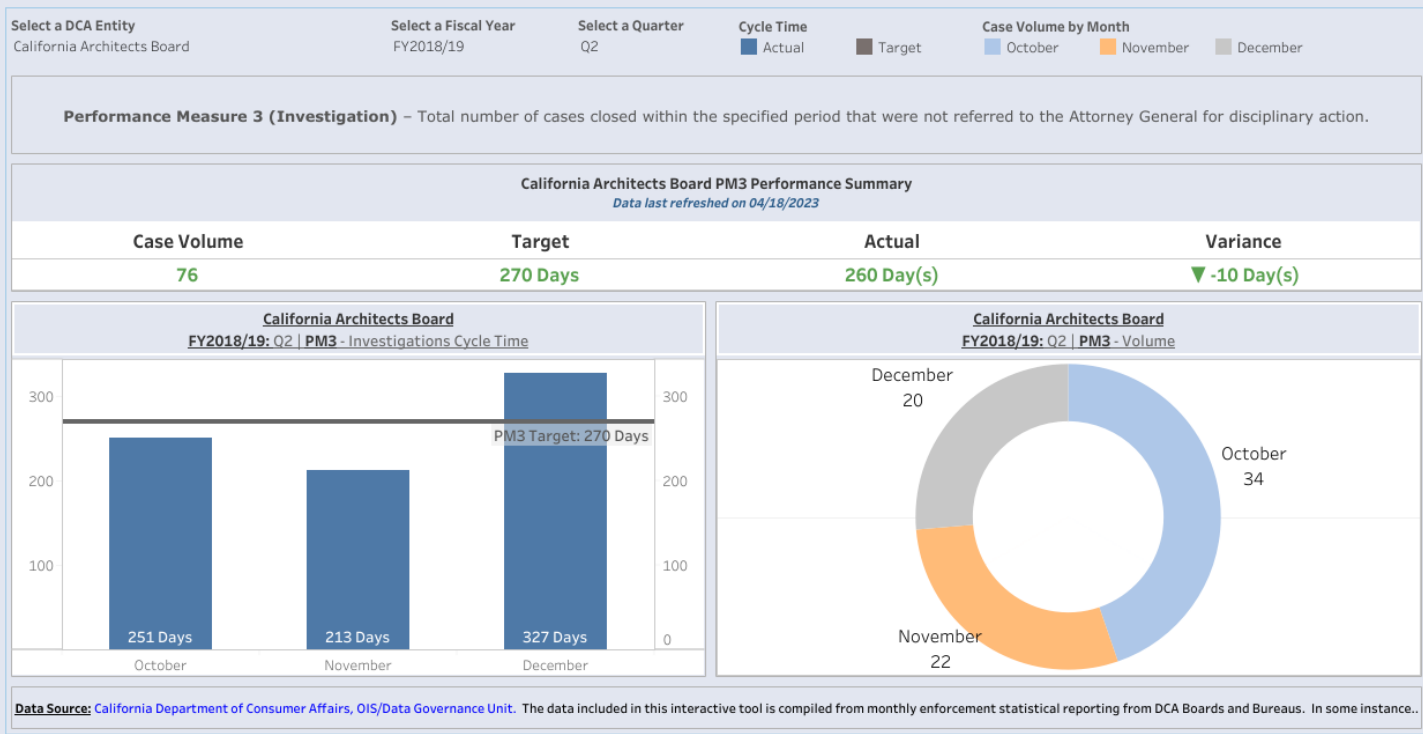
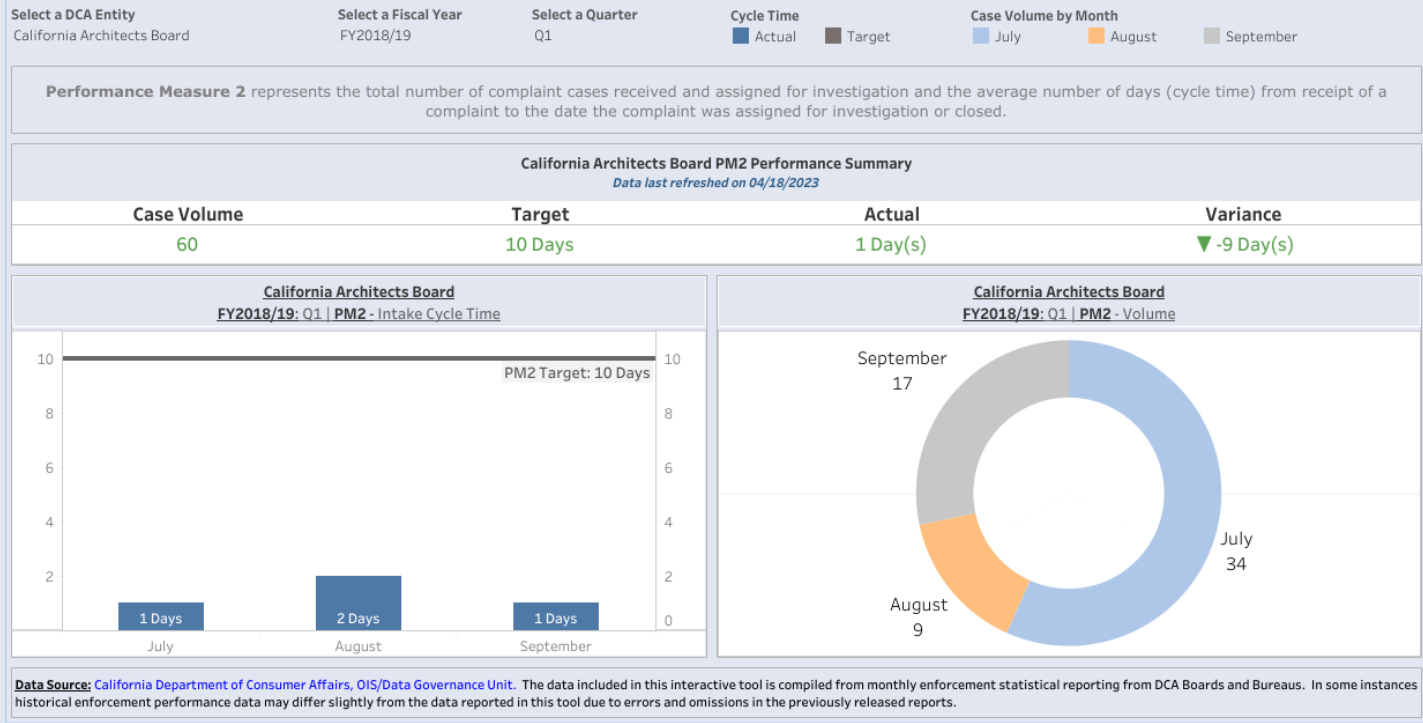
Laura Zuniga
Laura Zuniga, Executive Officer

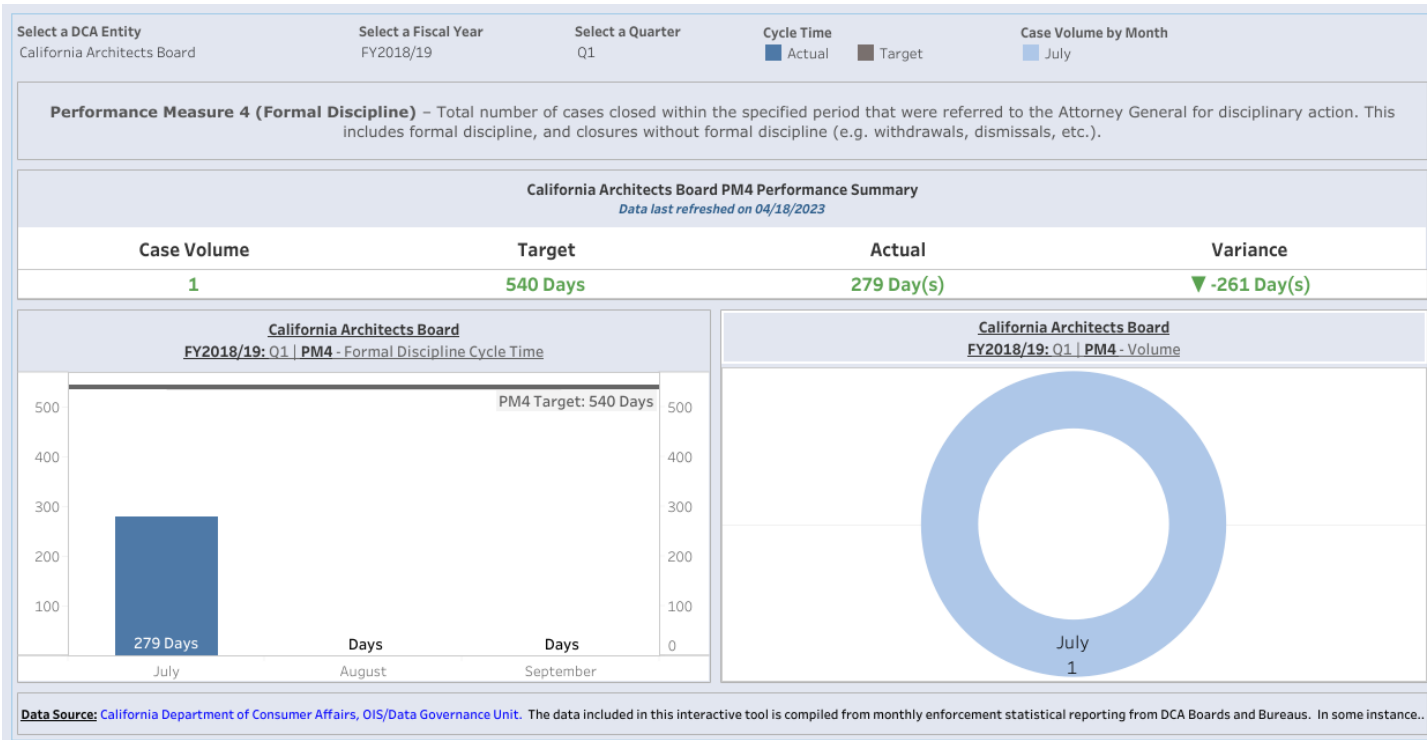
Quarterly and Annual Performance Measure Reports (FYs 2018/19 – 21/22)

Performance Measures

FY 2018-19 Q1 Report (July – September 2018)







Performance Measure 7 – The Board did not contact any new probationers this quarter.
 Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2018-19 Q2 Report (October - December 2018)

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2018/19

Select a Quarter
Q2

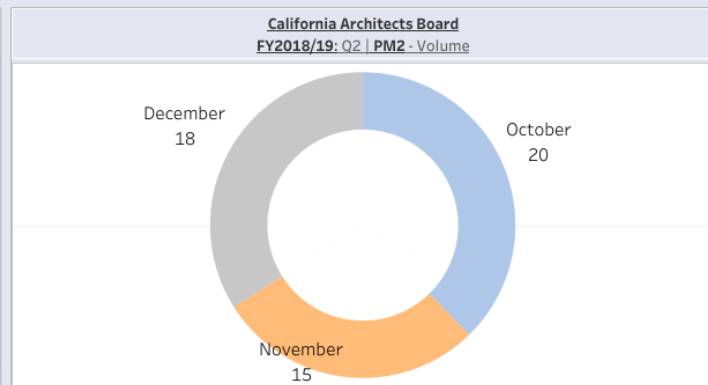
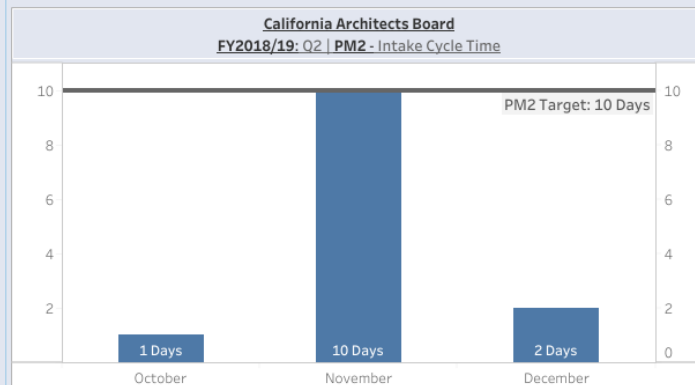
Cycle Time
Actual Target

Case Volume by Month
October November December

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
53	10 Days	4 Day(s)	▼ -6 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2018/19

Select a Quarter
Q2

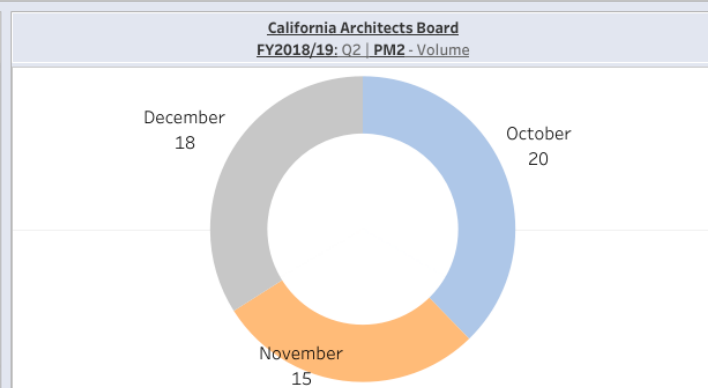
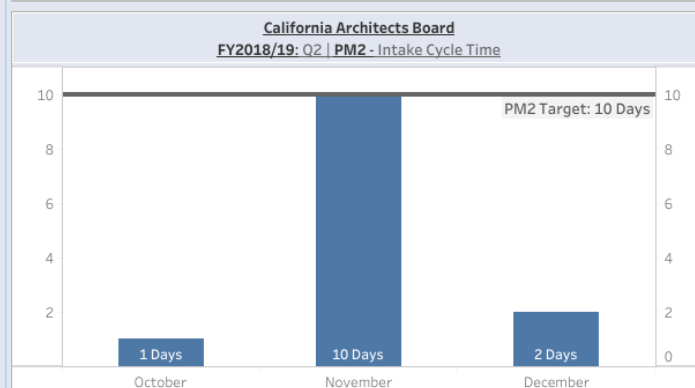
Cycle Time
Actual Target

Case Volume by Month
October November December

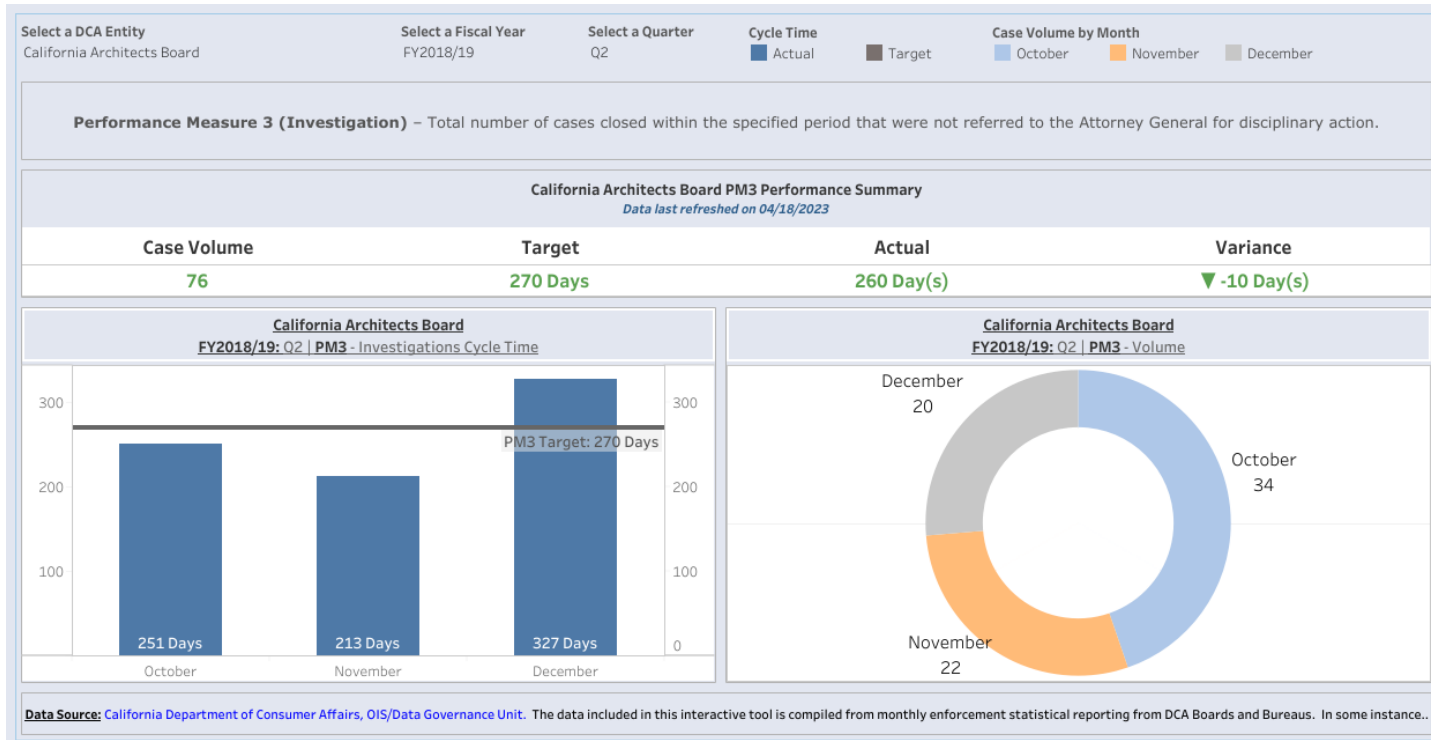
Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
53	10 Days	4 Day(s)	▼ -6 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

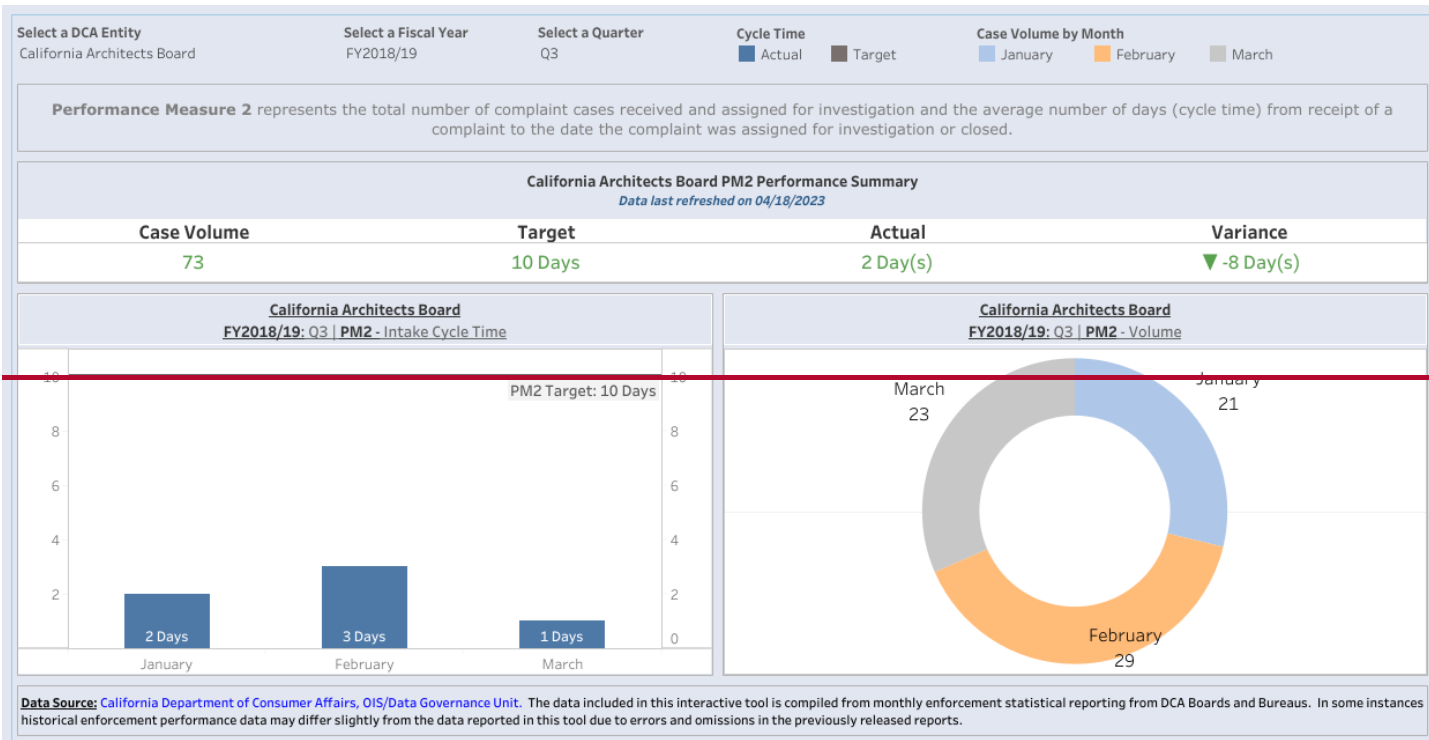
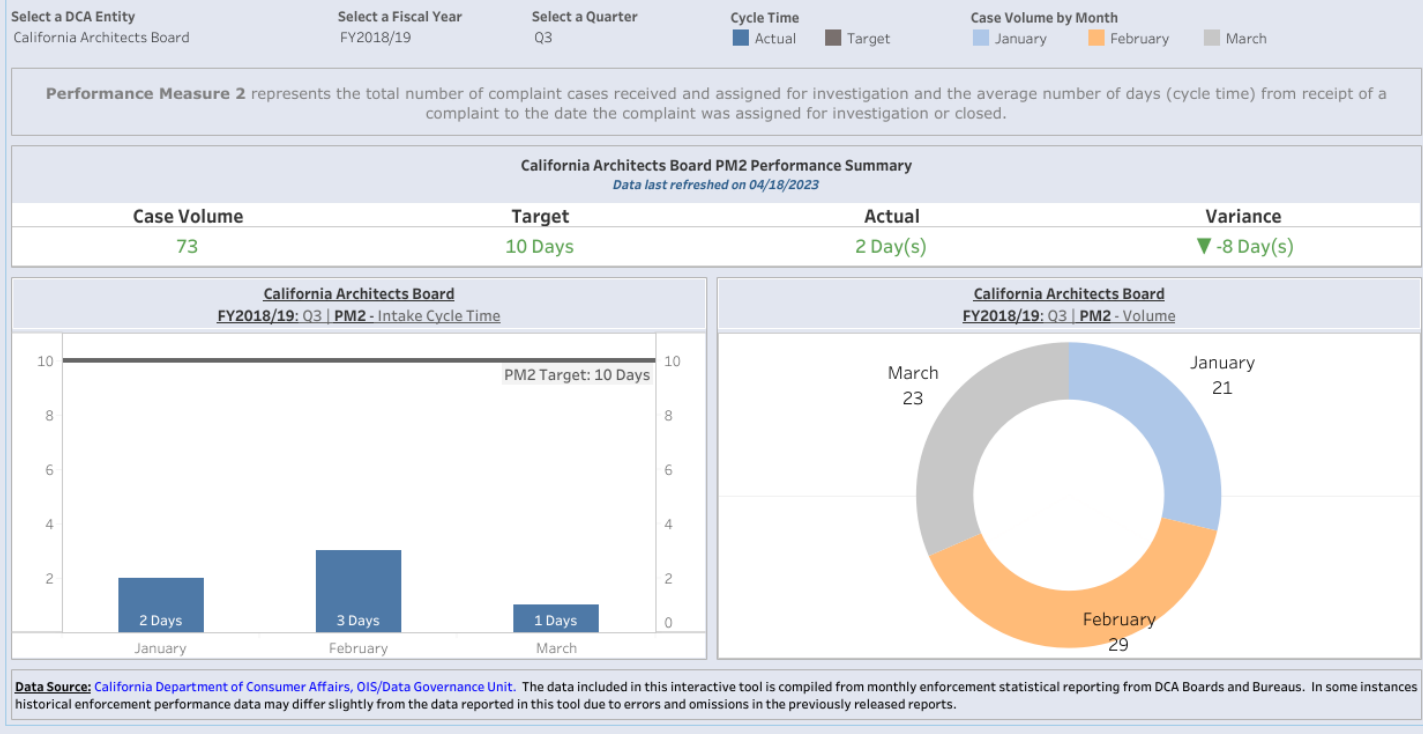


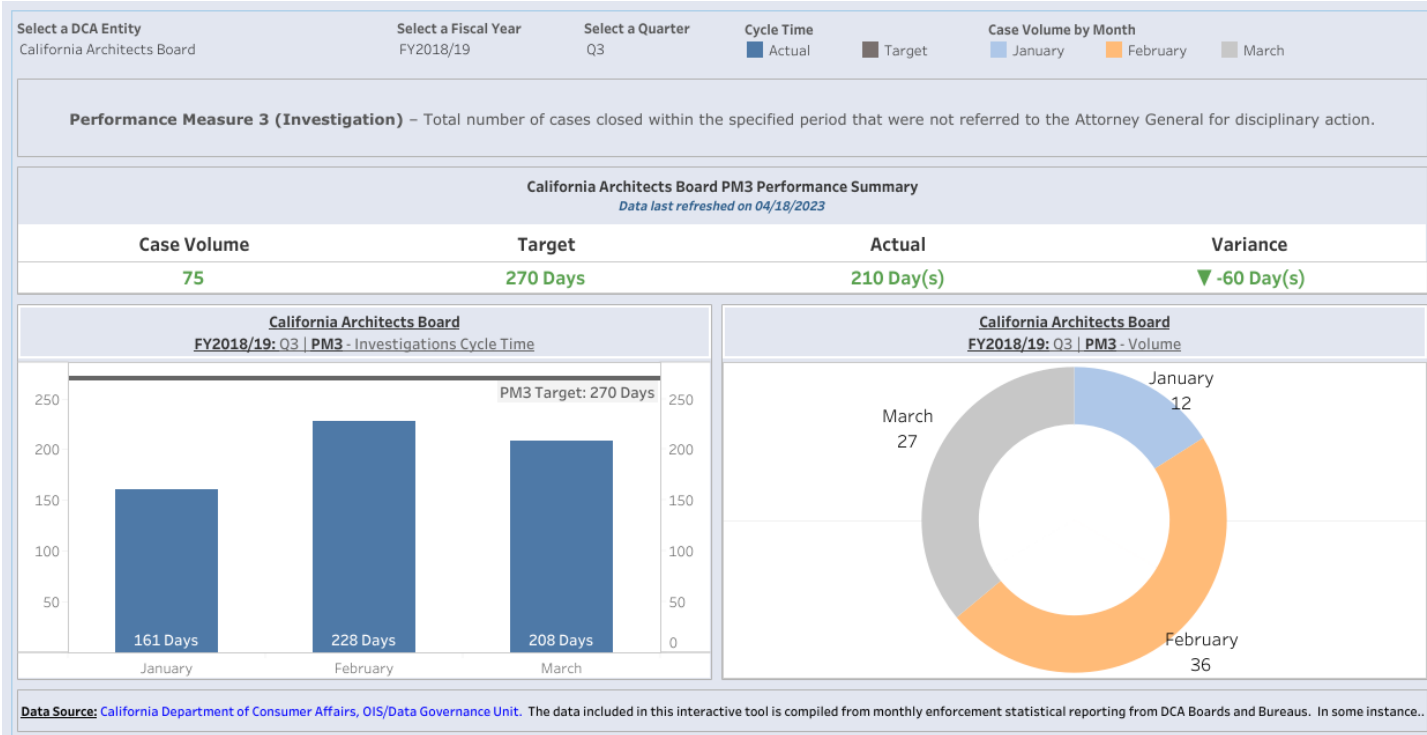
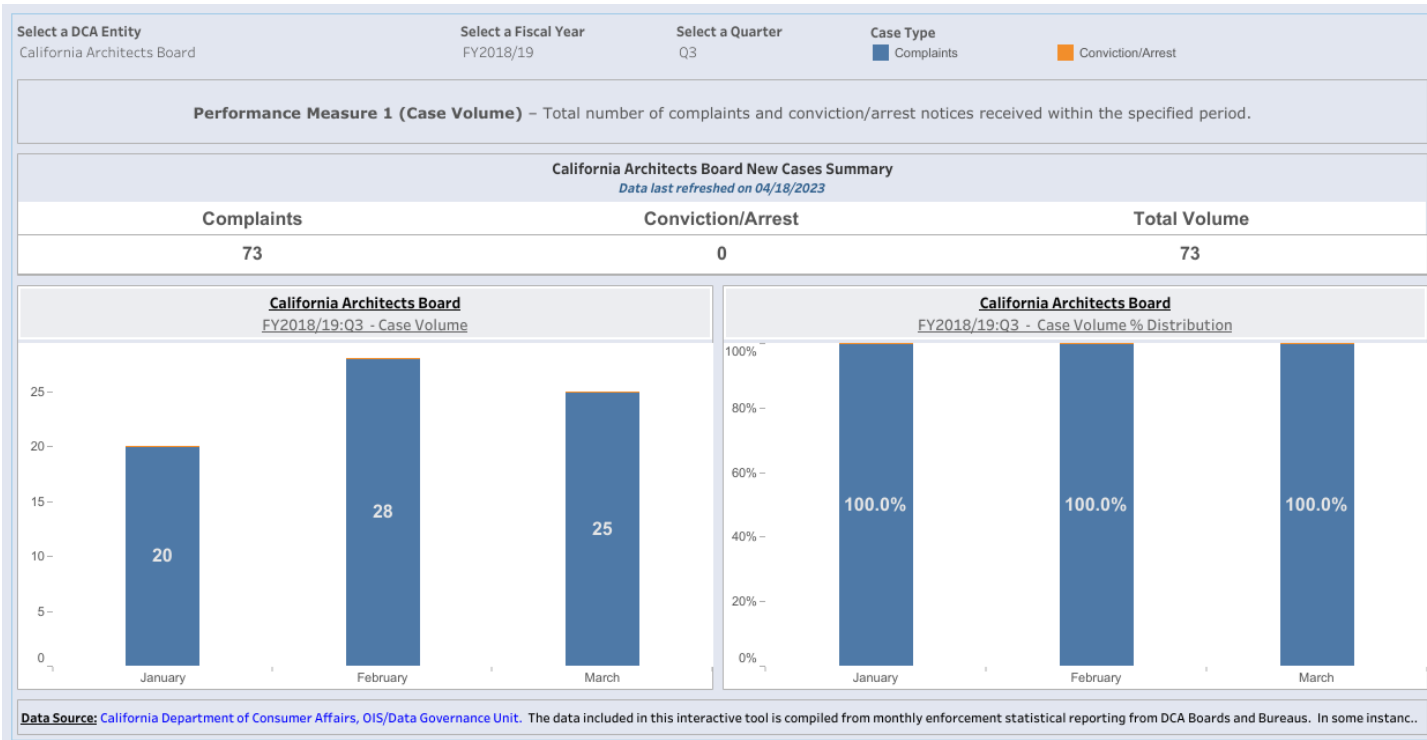
Performance Measure 4 – The Board did not report any formal discipline cases this quarter.

Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2018-19 Q3 Report (January – March 2019)

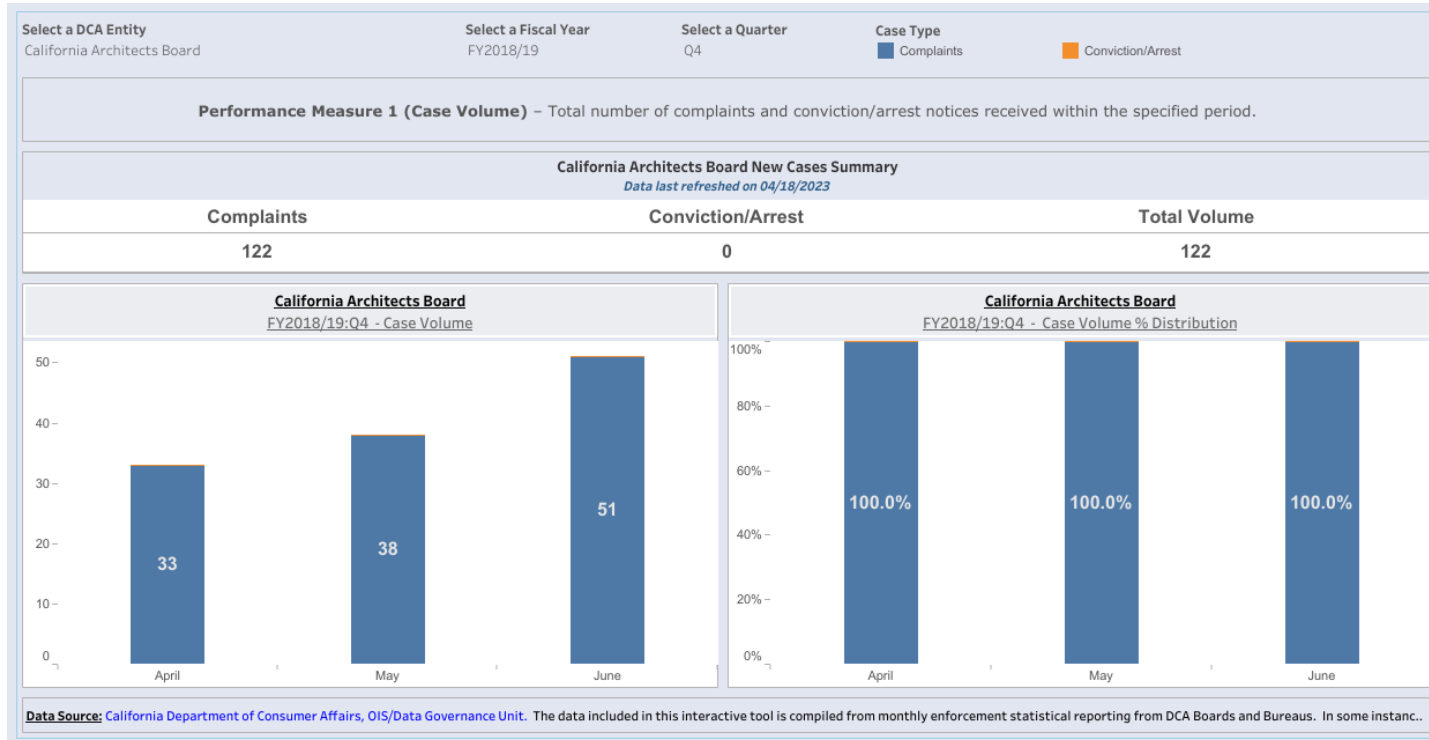




Performance Measure 4 – The Board did not report any formal discipline cases this quarter.

Performance Measure 7 – The Board did not contact any new probationers this quarter.
 Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2018-19 Q4 Reports (April - June 2019)



Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2018/19

Select a Quarter
Q4

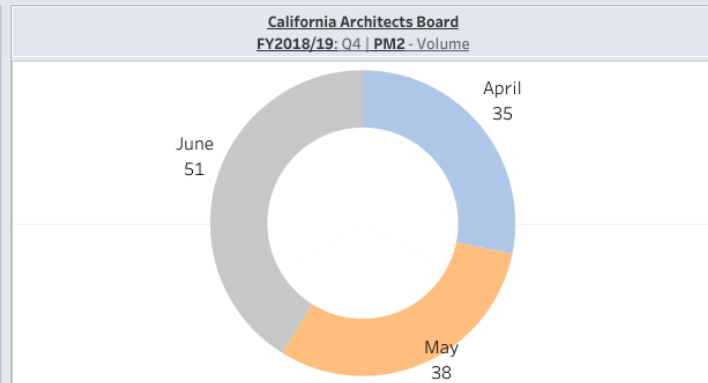
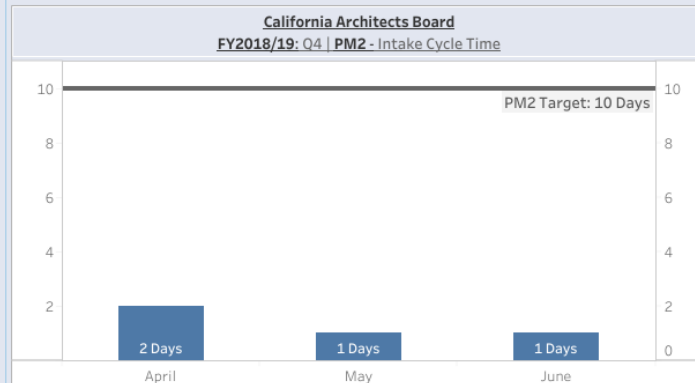
Cycle Time
Actual Target

Case Volume by Month
April May June

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
124	10 Days	1 Day(s)	▼ -9 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2018/19

Select a Quarter
Q4

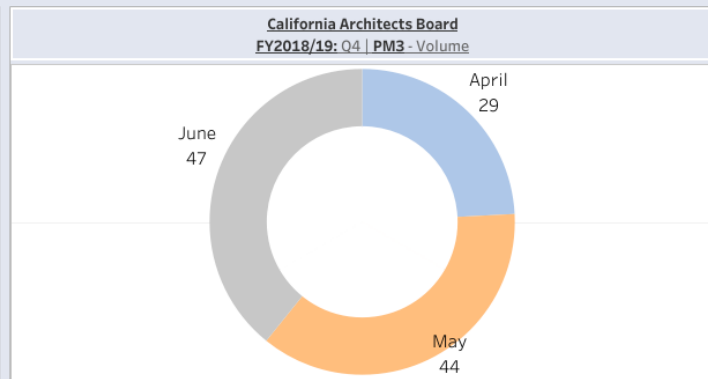
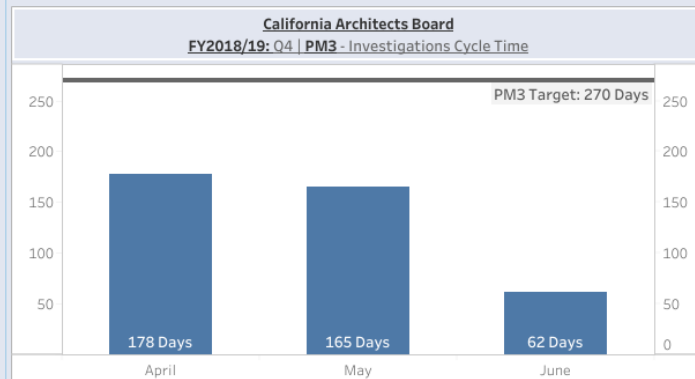
Cycle Time
Actual Target

Case Volume by Month
April May June

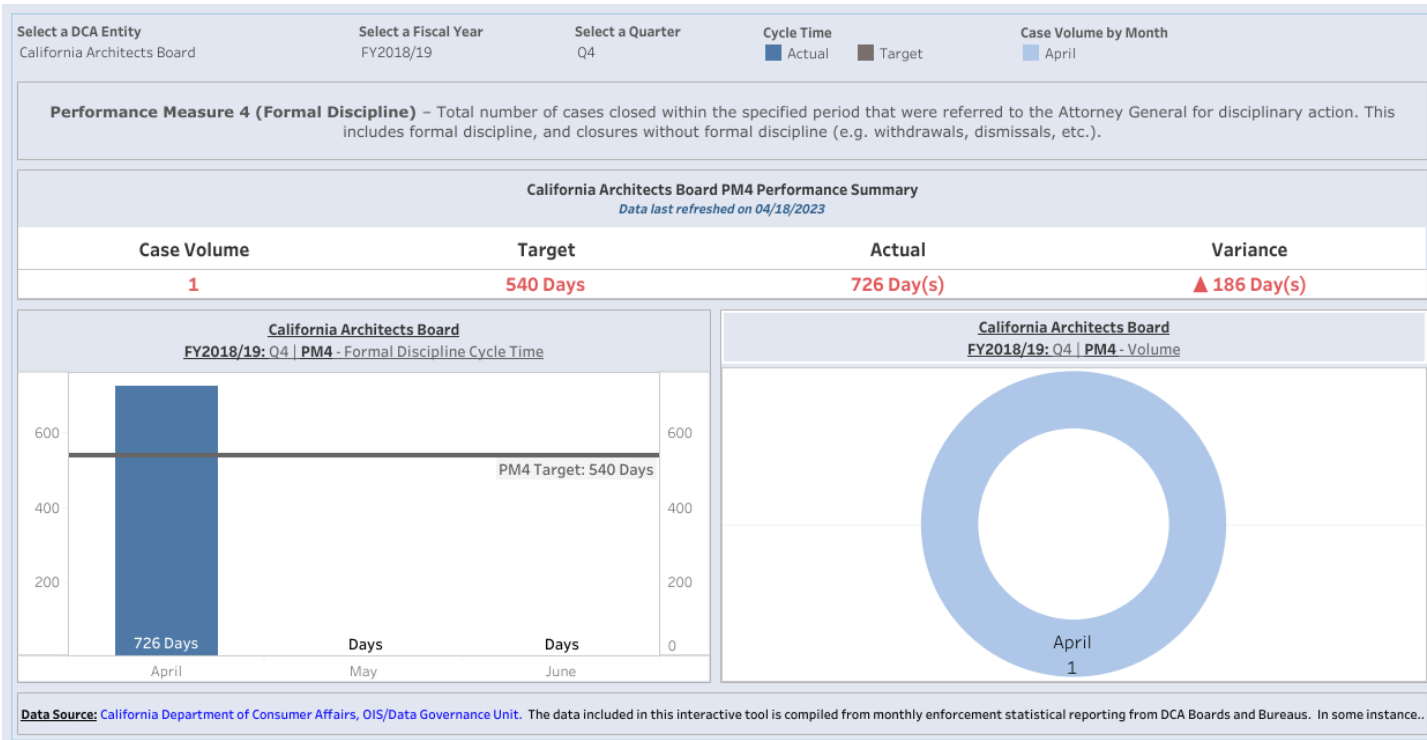
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

California Architects Board PM3 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
120	270 Days	128 Day(s)	▼ -142 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..



Performance Measure 7 – The Board did not contact any new probationers this quarter.
 Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2019-20 Q1 Report (July - September 2019)

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2019/20

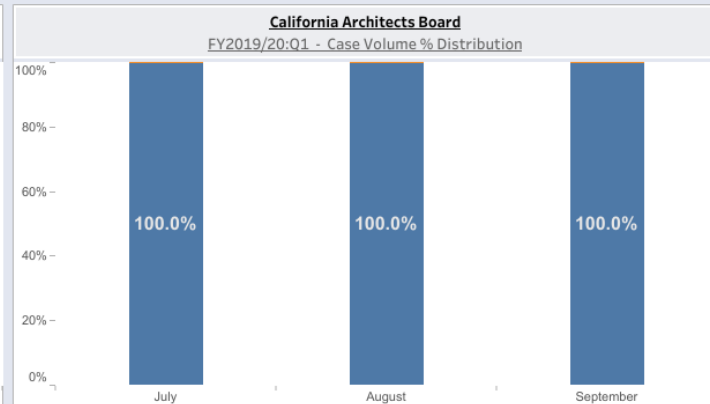
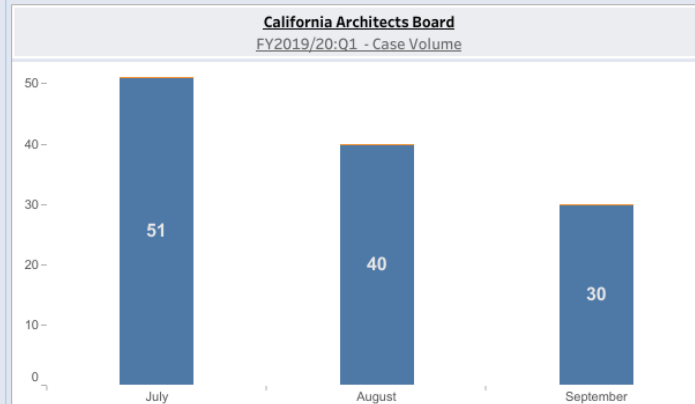
Select a Quarter
Q1

Case Type
Complaints Conviction/Arrest

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

California Architects Board New Cases Summary
Data last refreshed on 04/18/2023

Complaints	Conviction/Arrest	Total Volume
121	0	121



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2019/20

Select a Quarter
Q1

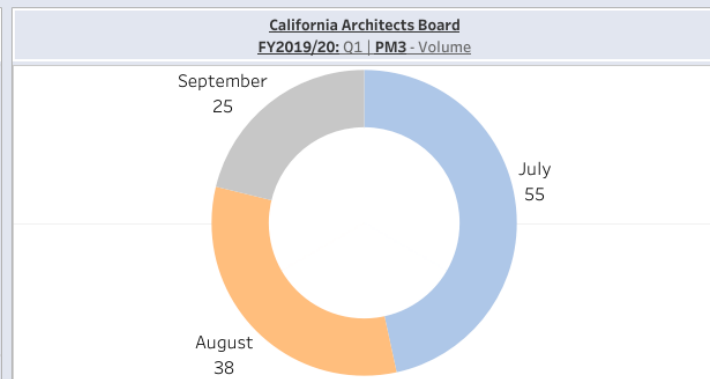
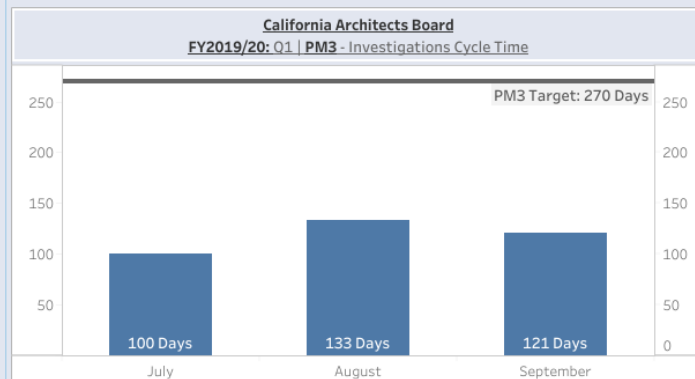
Cycle Time
Actual Target

Case Volume by Month
July August September

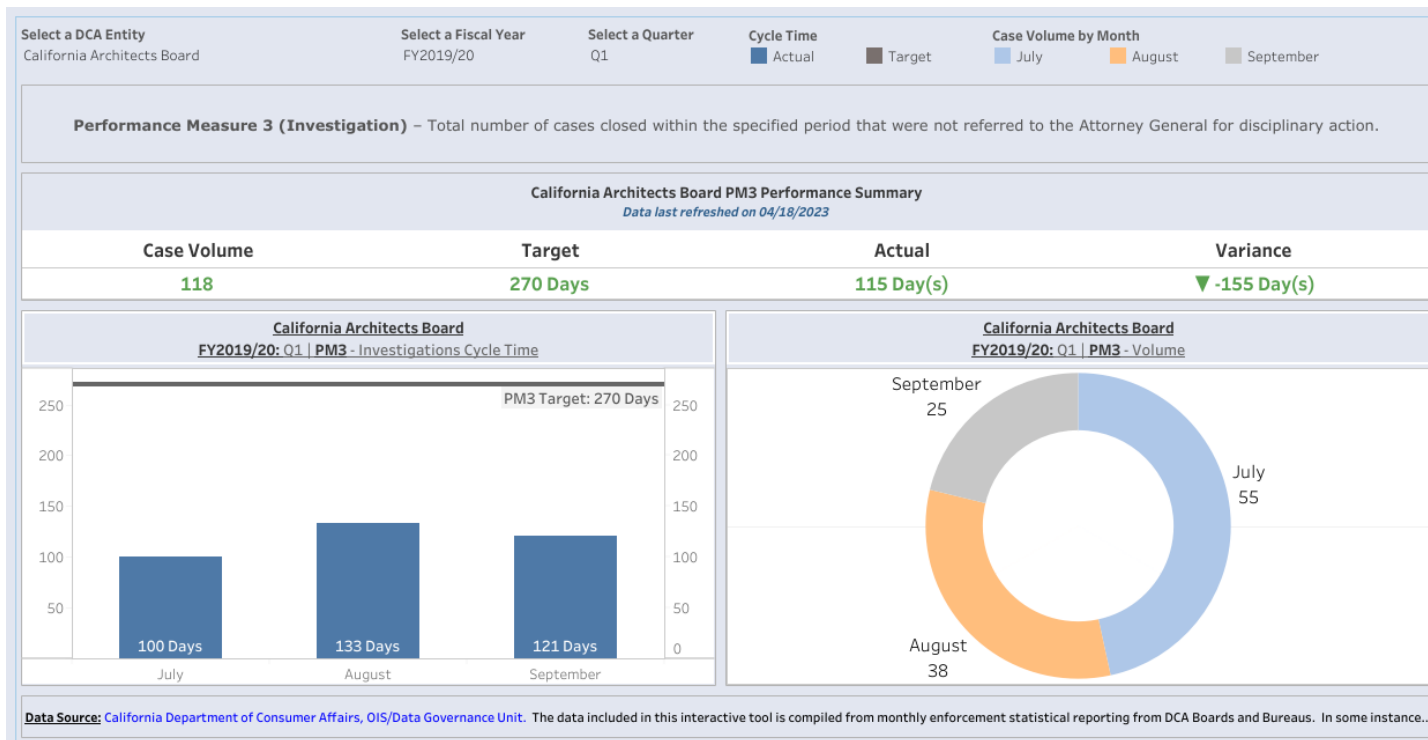
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

California Architects Board PM3 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
118	270 Days	115 Day(s)	▼ -155 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

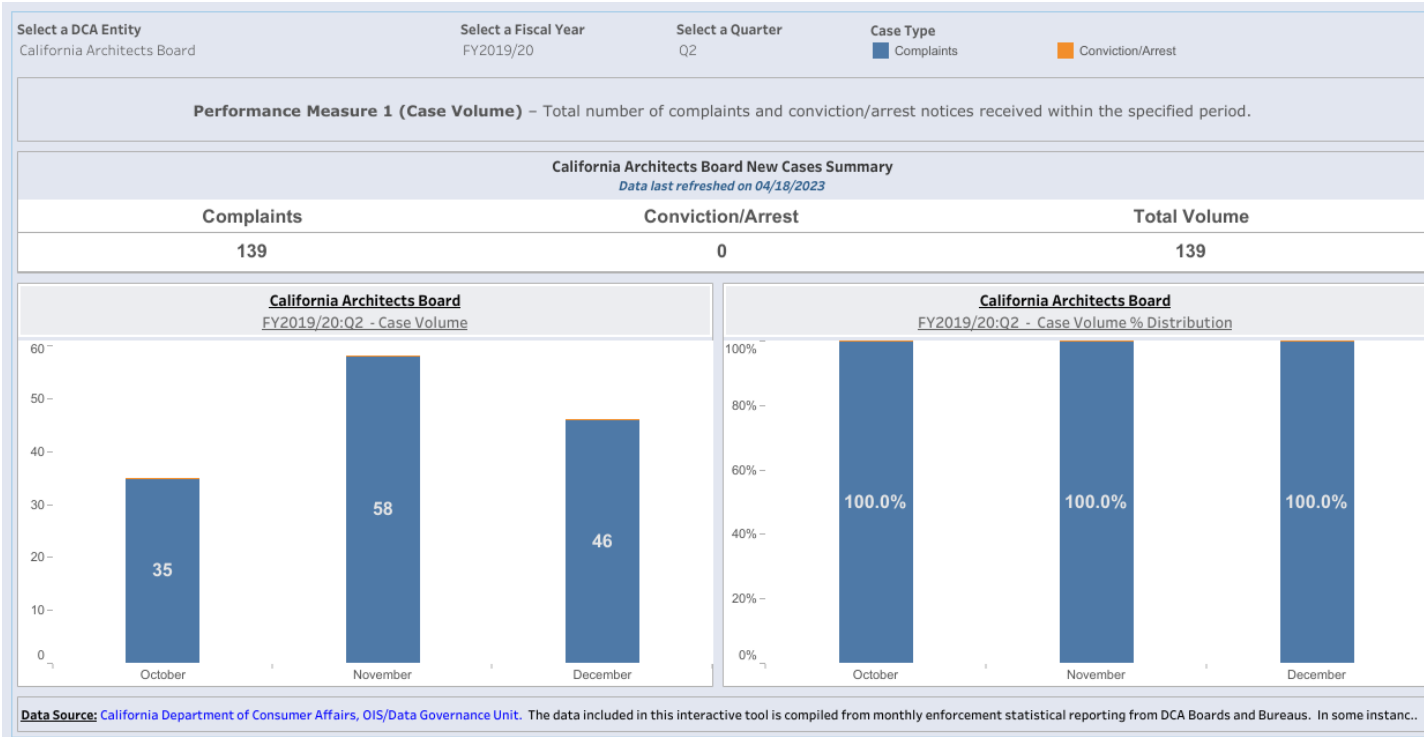


Performance Measure 4 – The Board did not report any formal discipline cases this quarter.

Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2019-20 Q2 Report (October - December 2019)



Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2019/20

Select a Quarter
Q2

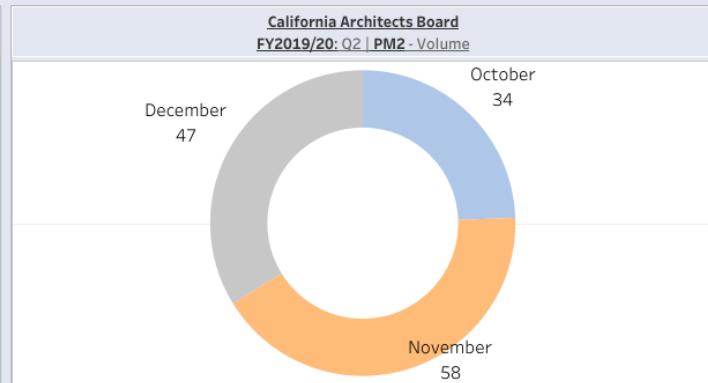
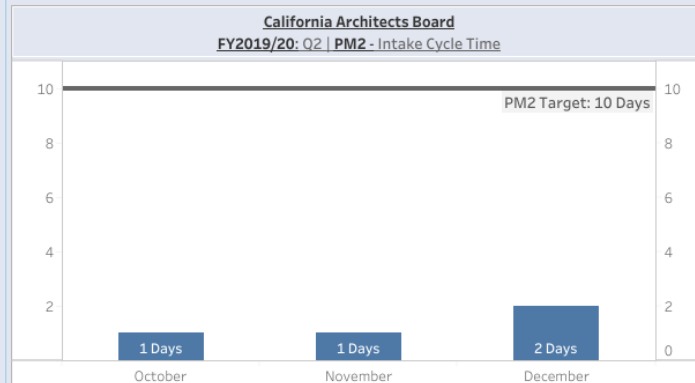
Cycle Time
Actual Target

Case Volume by Month
October November December

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
139	10 Days	1 Day(s)	▼ -9 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2019/20

Select a Quarter
Q2

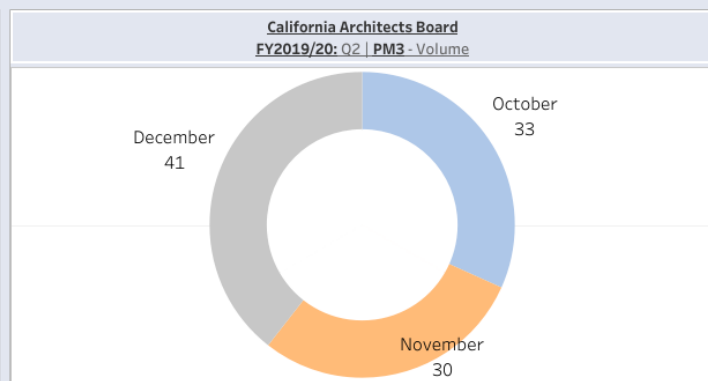
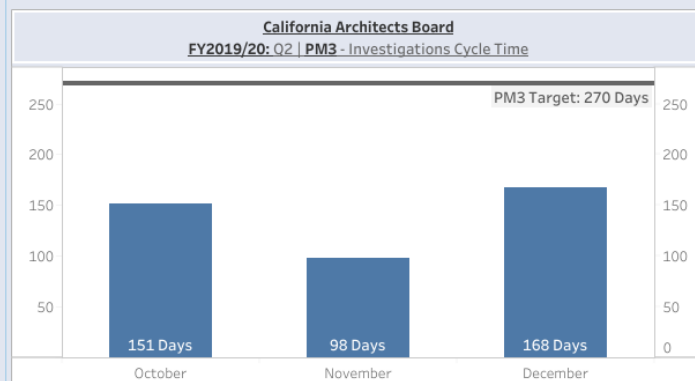
Cycle Time
Actual Target

Case Volume by Month
October November December

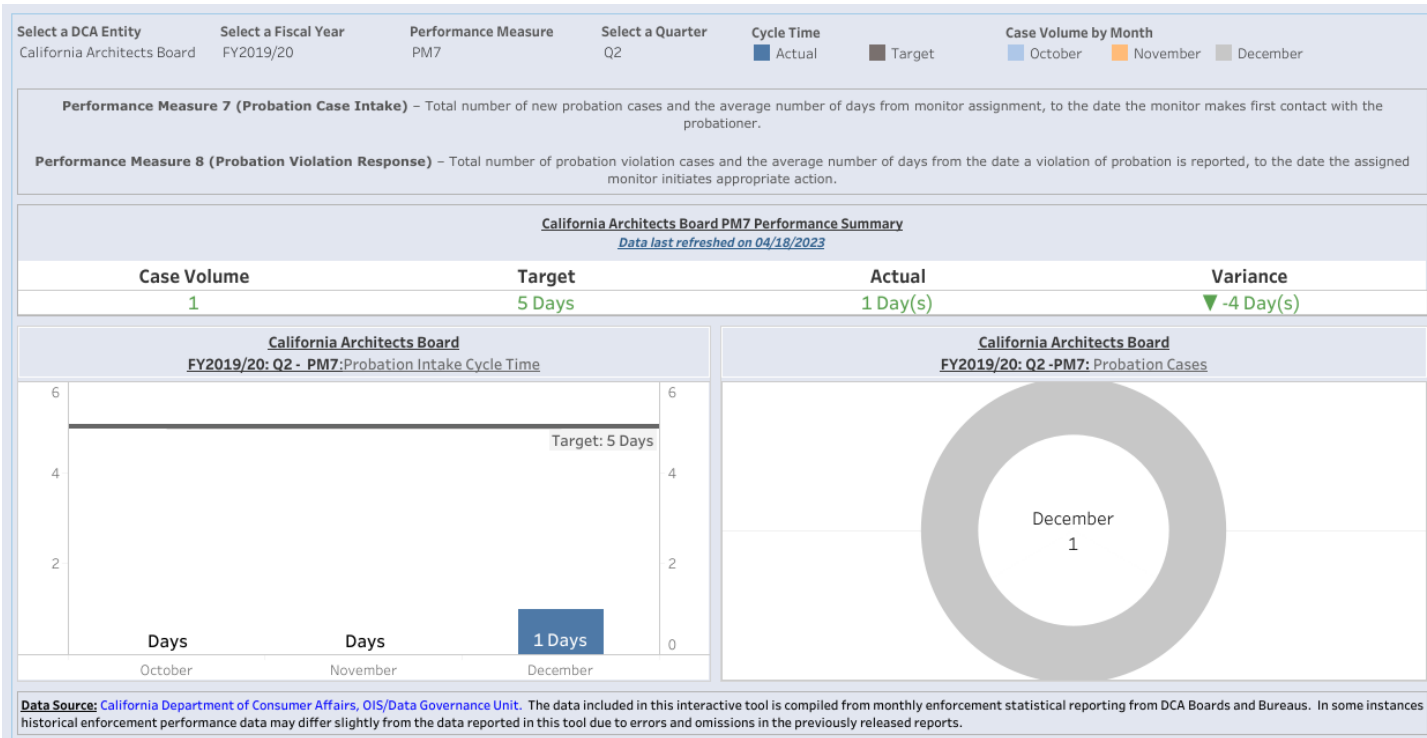
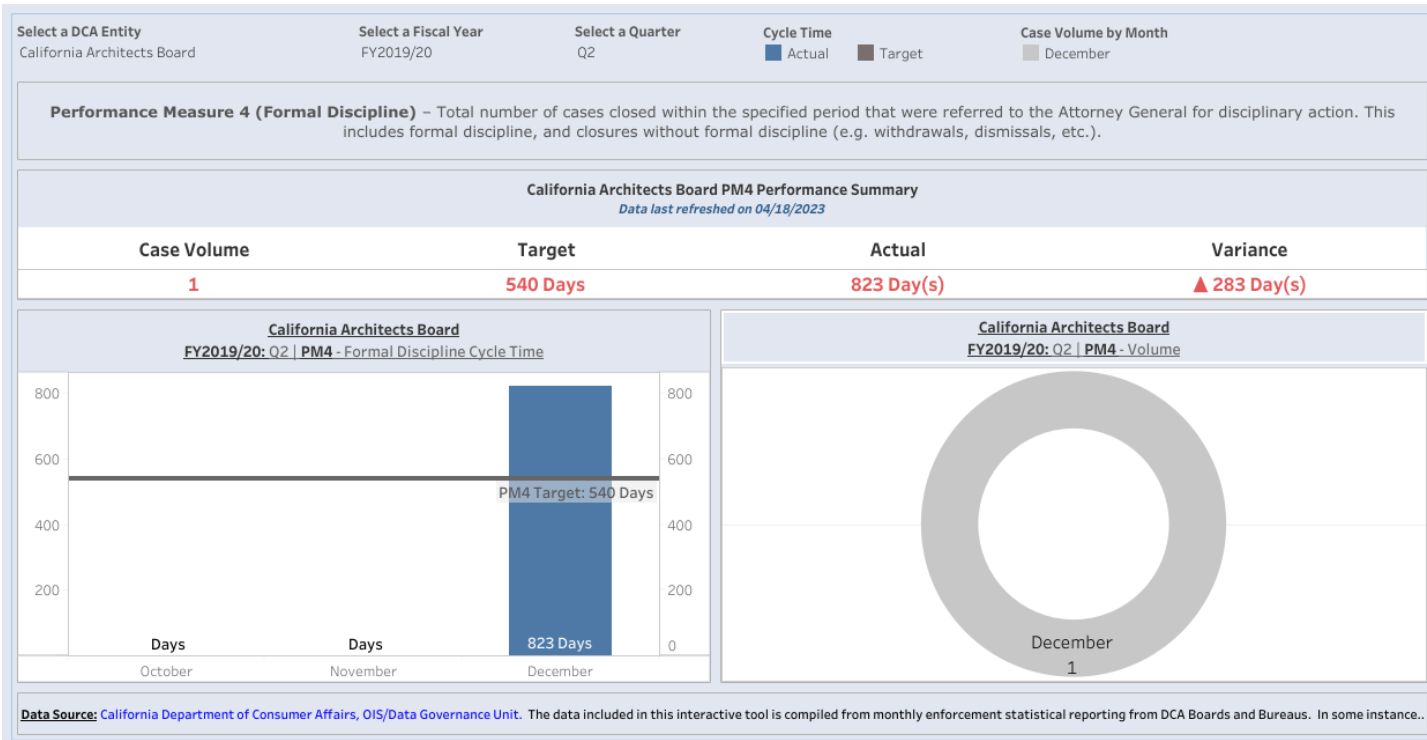
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

California Architects Board PM3 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
104	270 Days	142 Day(s)	▼ -128 Day(s)



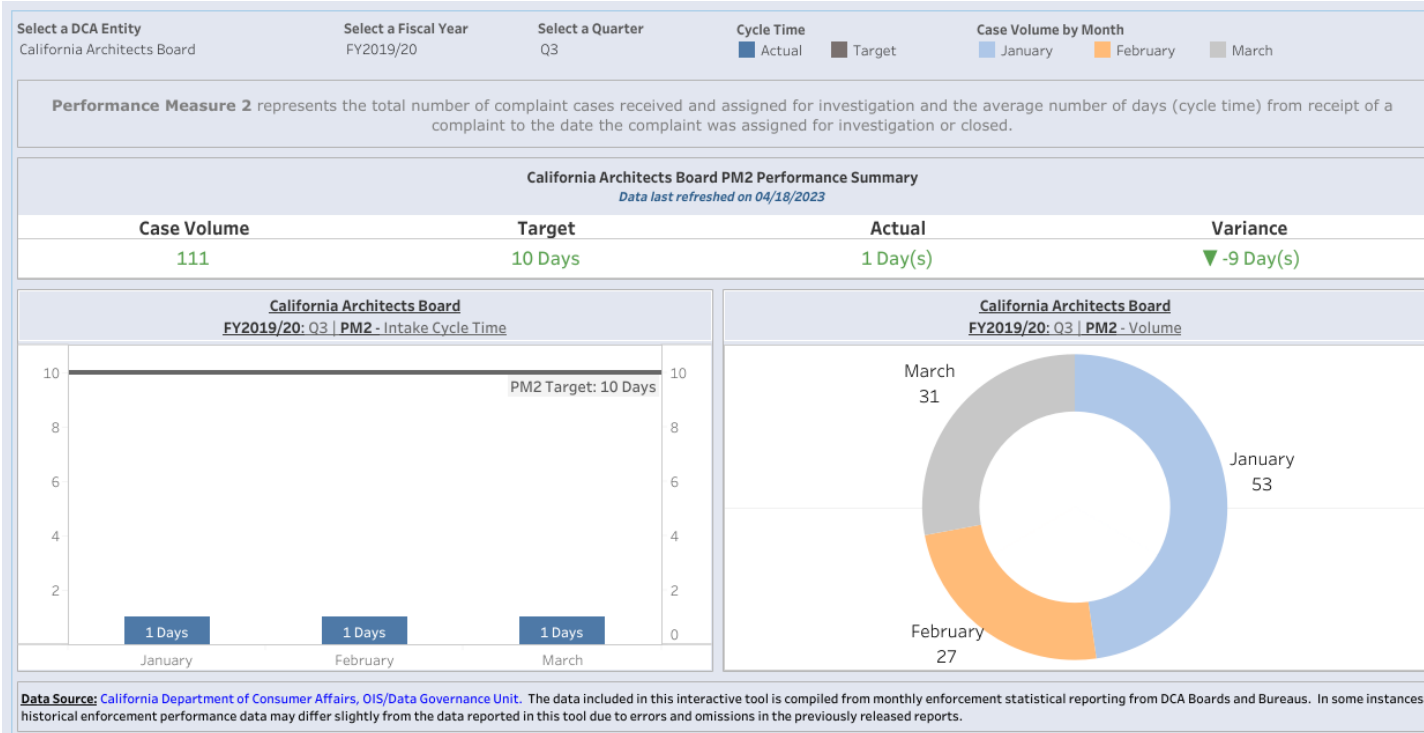
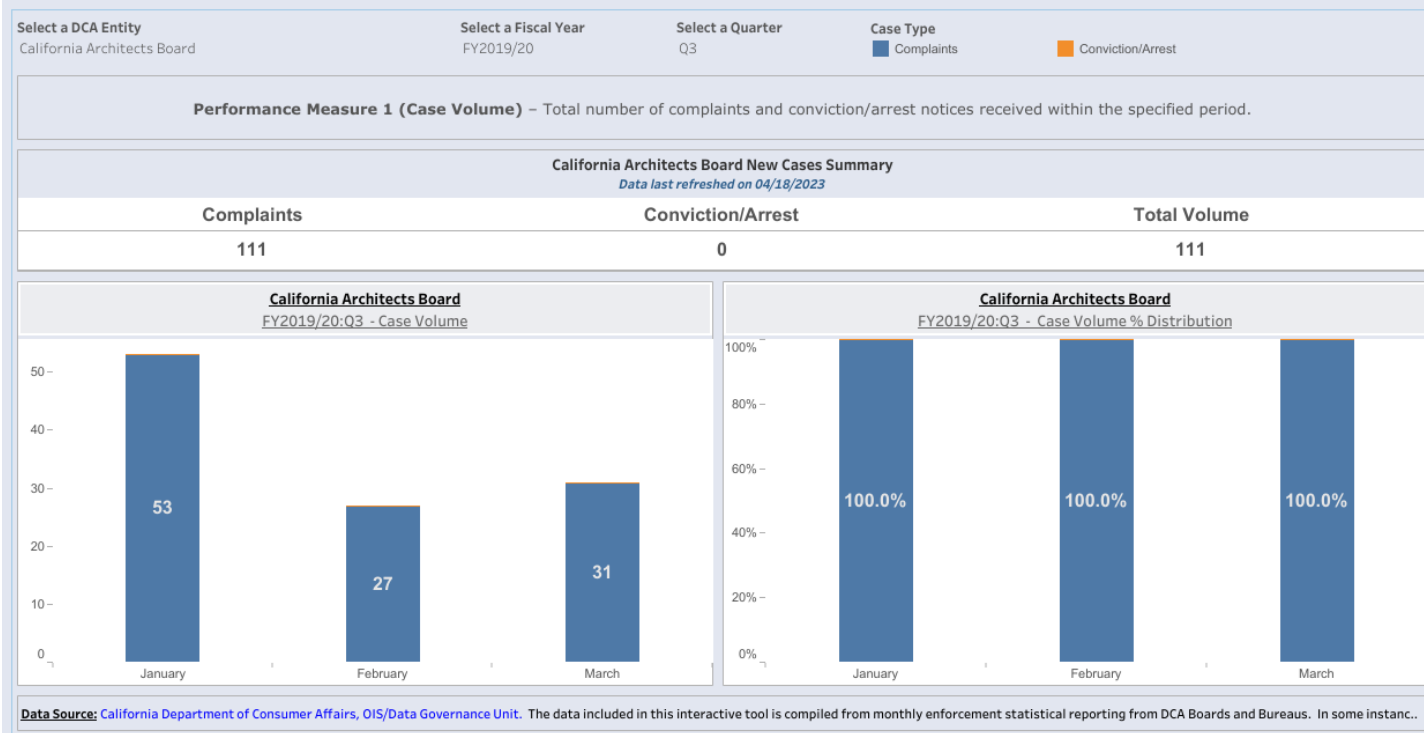
Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

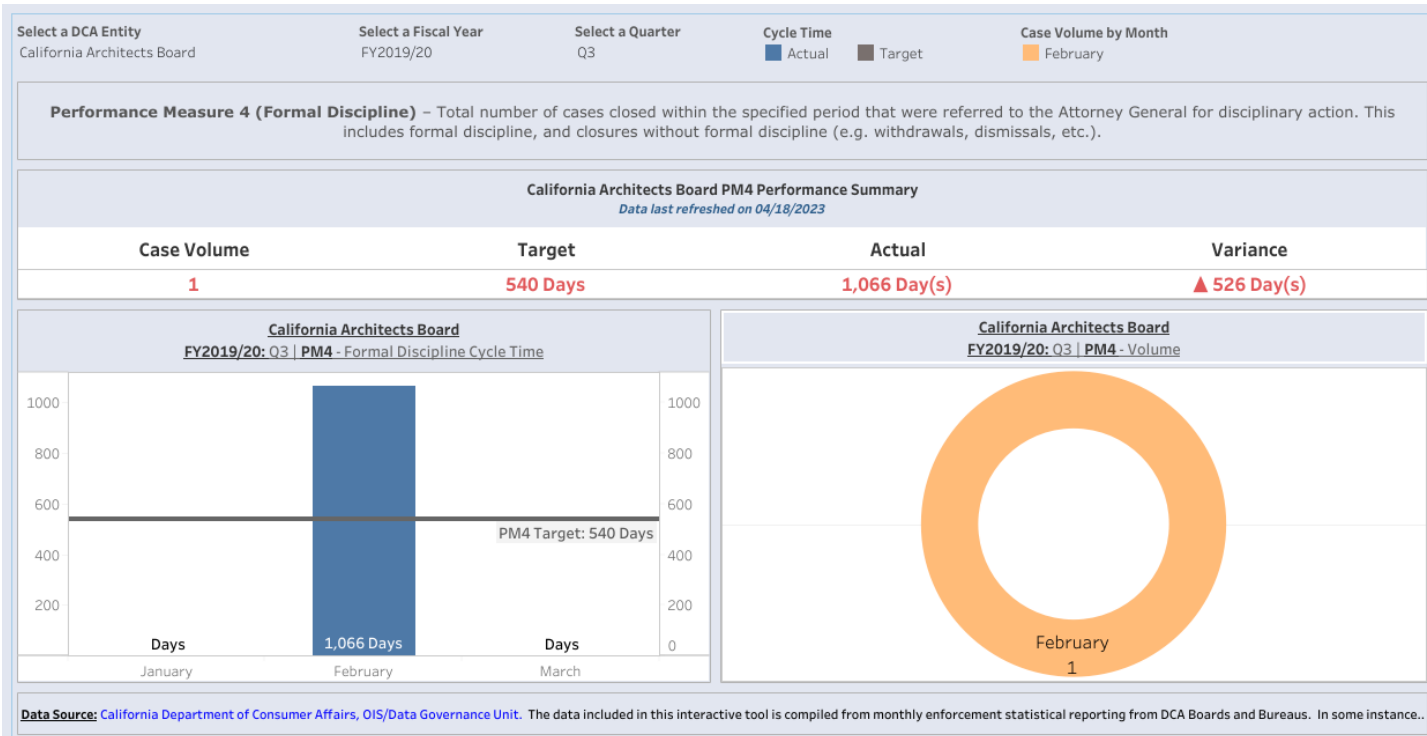
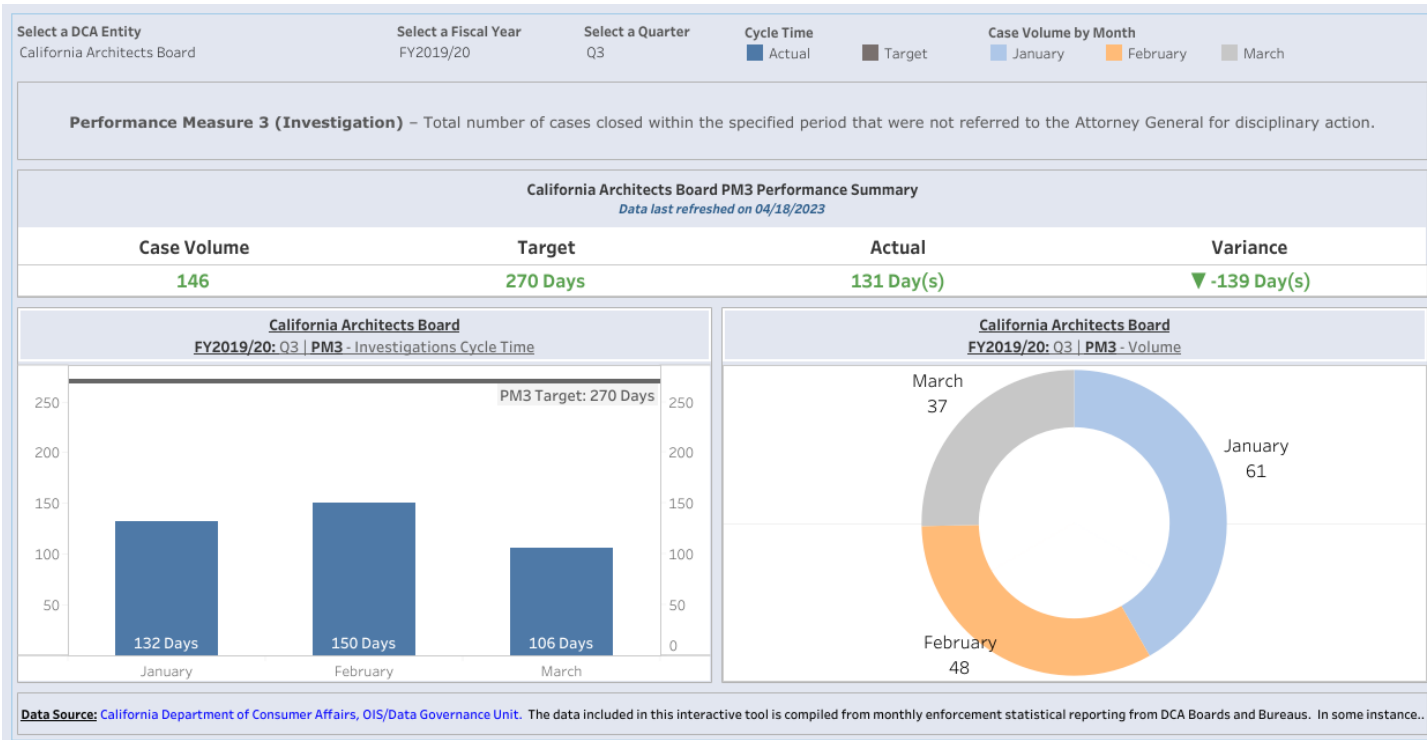


Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2019-20 Q3 Report (January - March 2020)

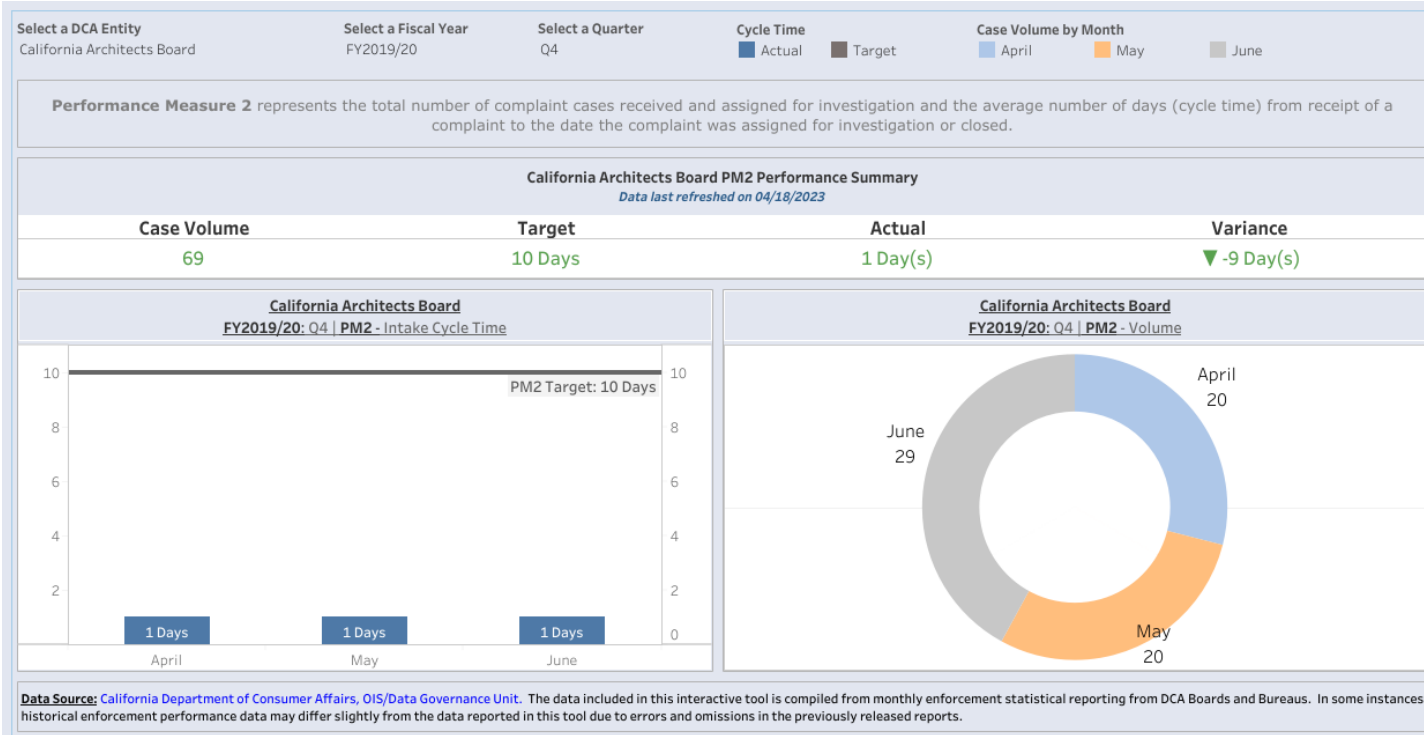
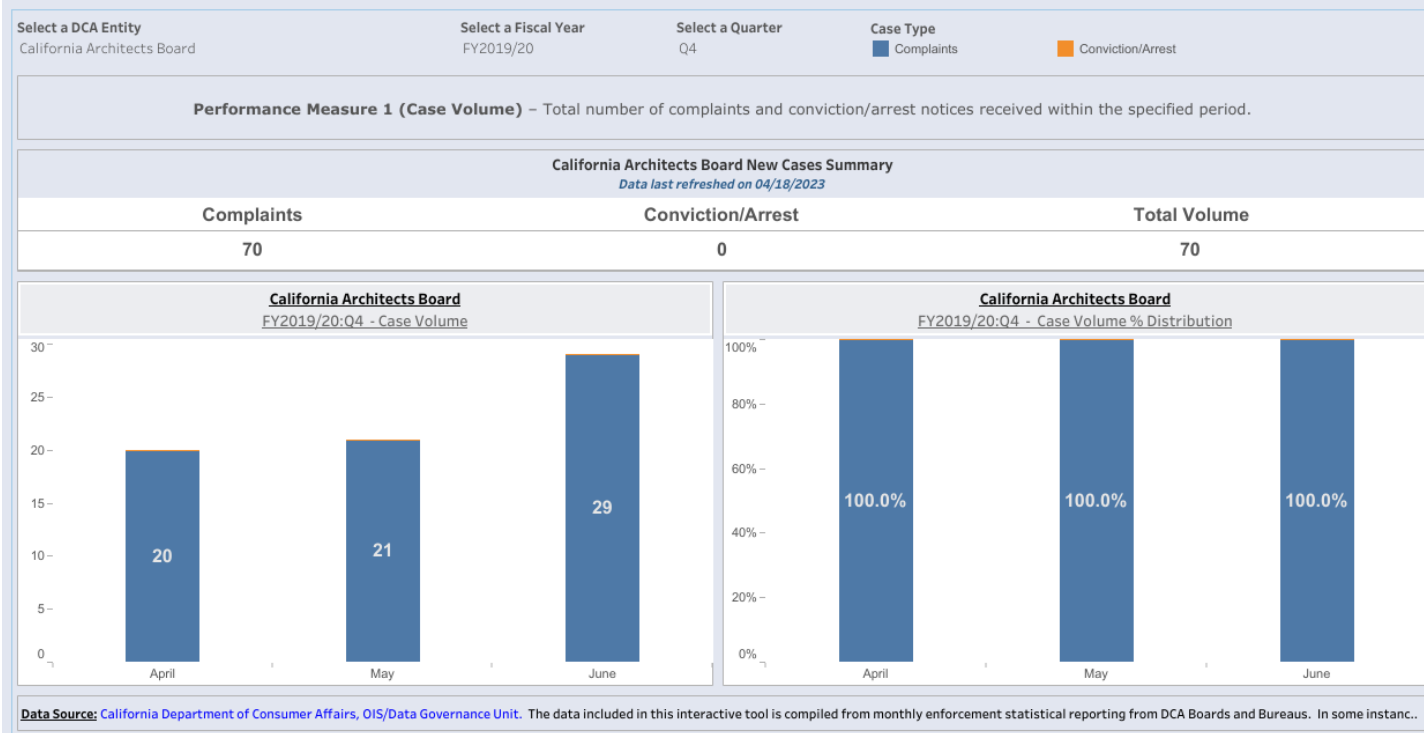


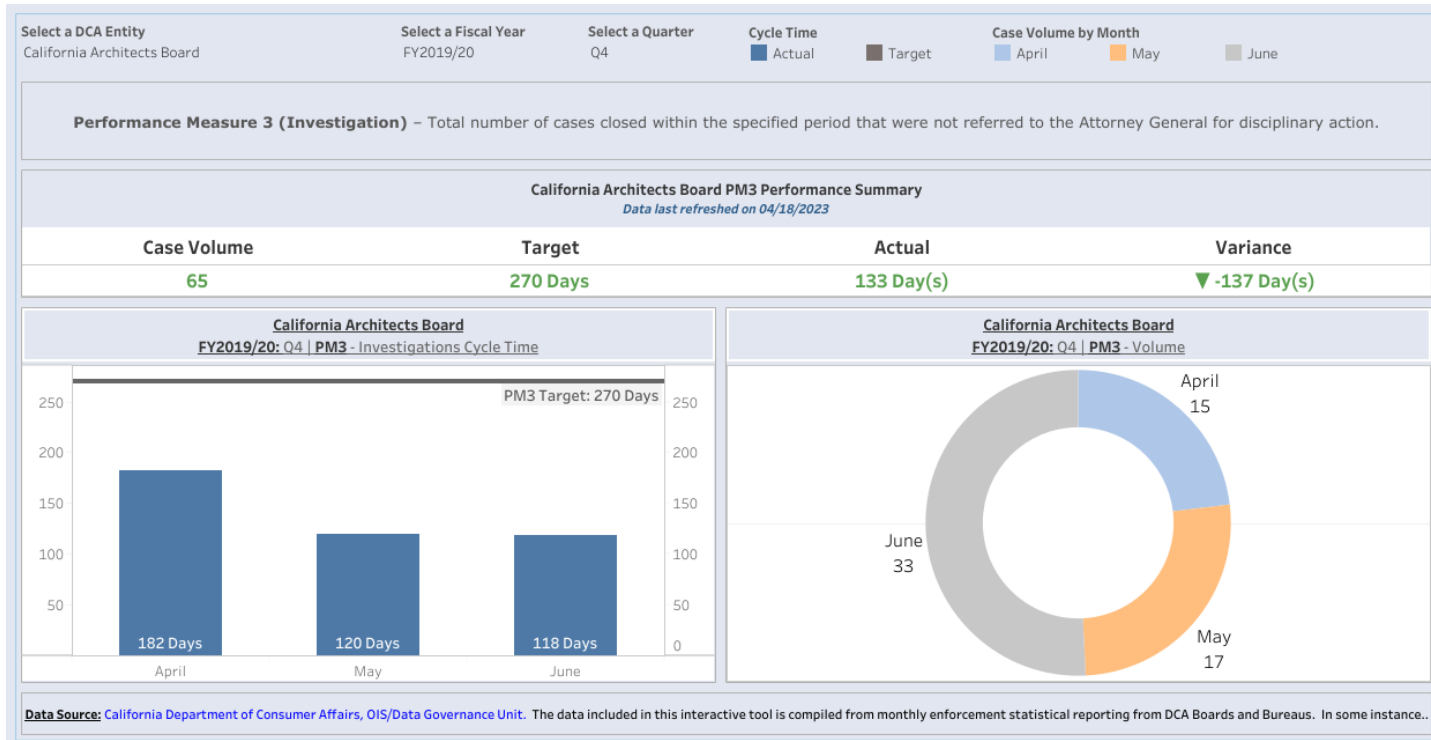


Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2019-20 Q4 Report (April - June 2020)



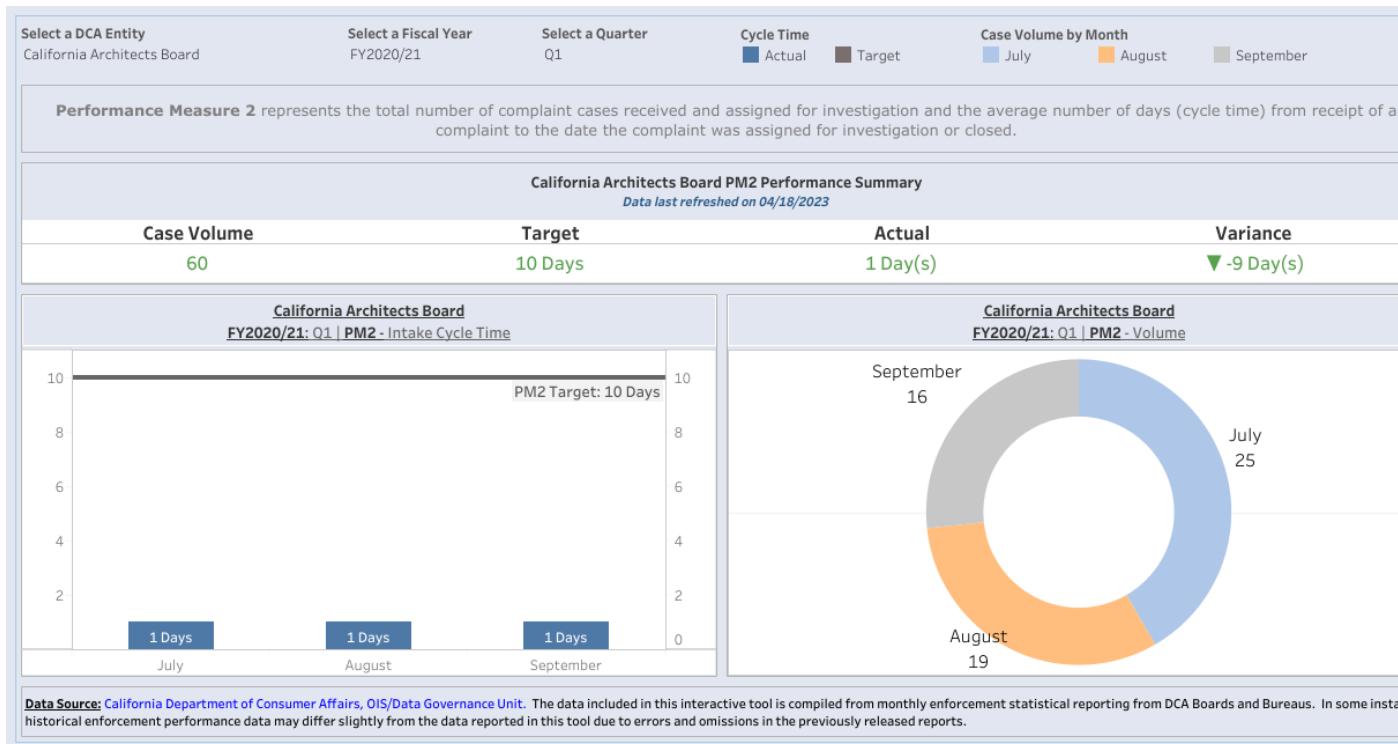
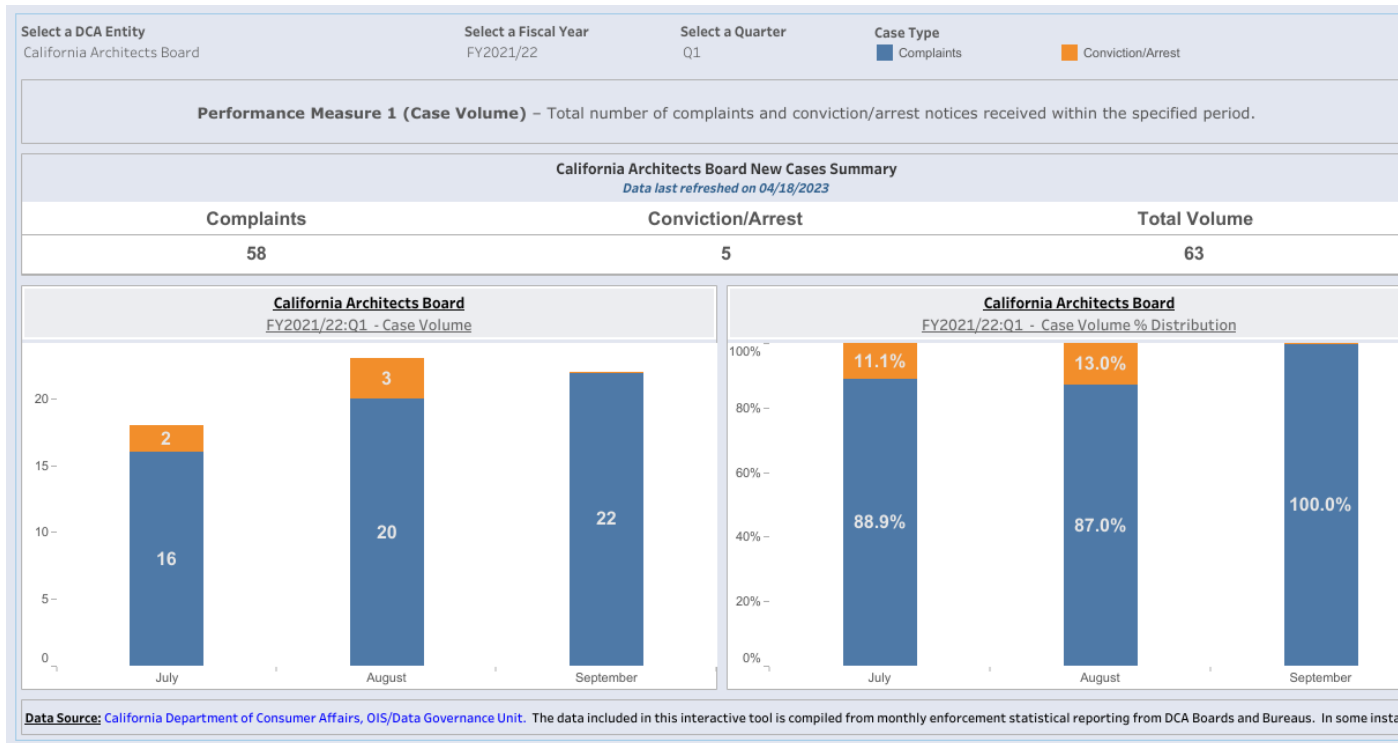


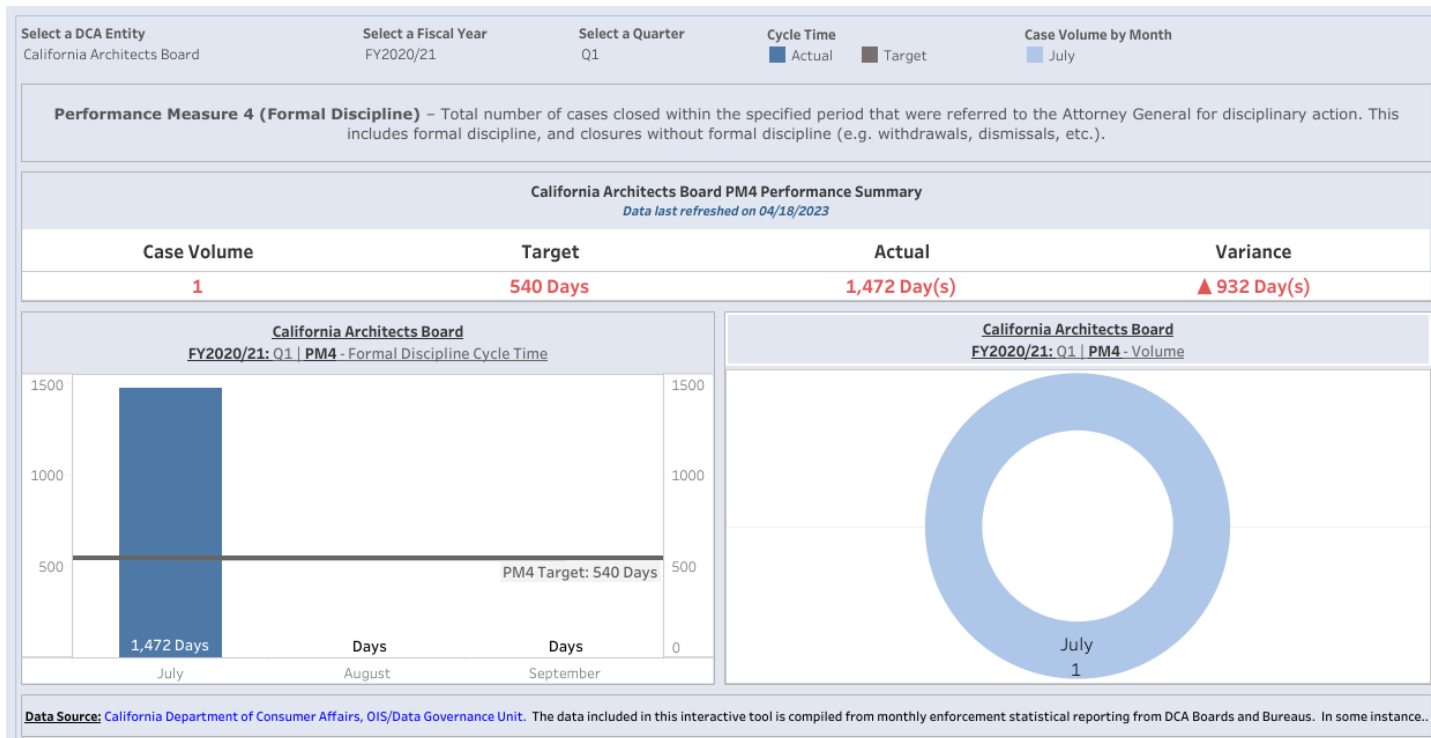
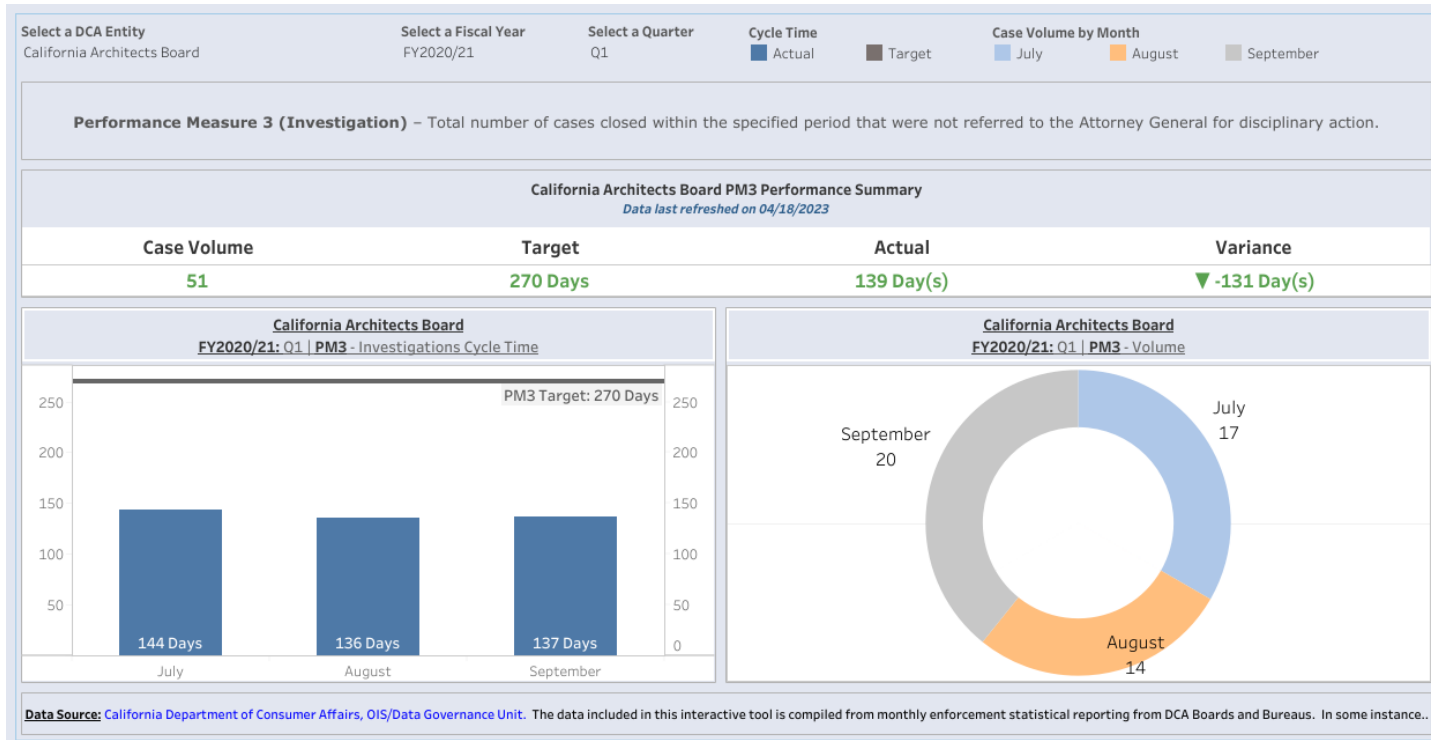
Performance Measure 4 – The Board did not report any formal discipline cases this quarter.

Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2020-21 Q1 Reports (July – September 2020)

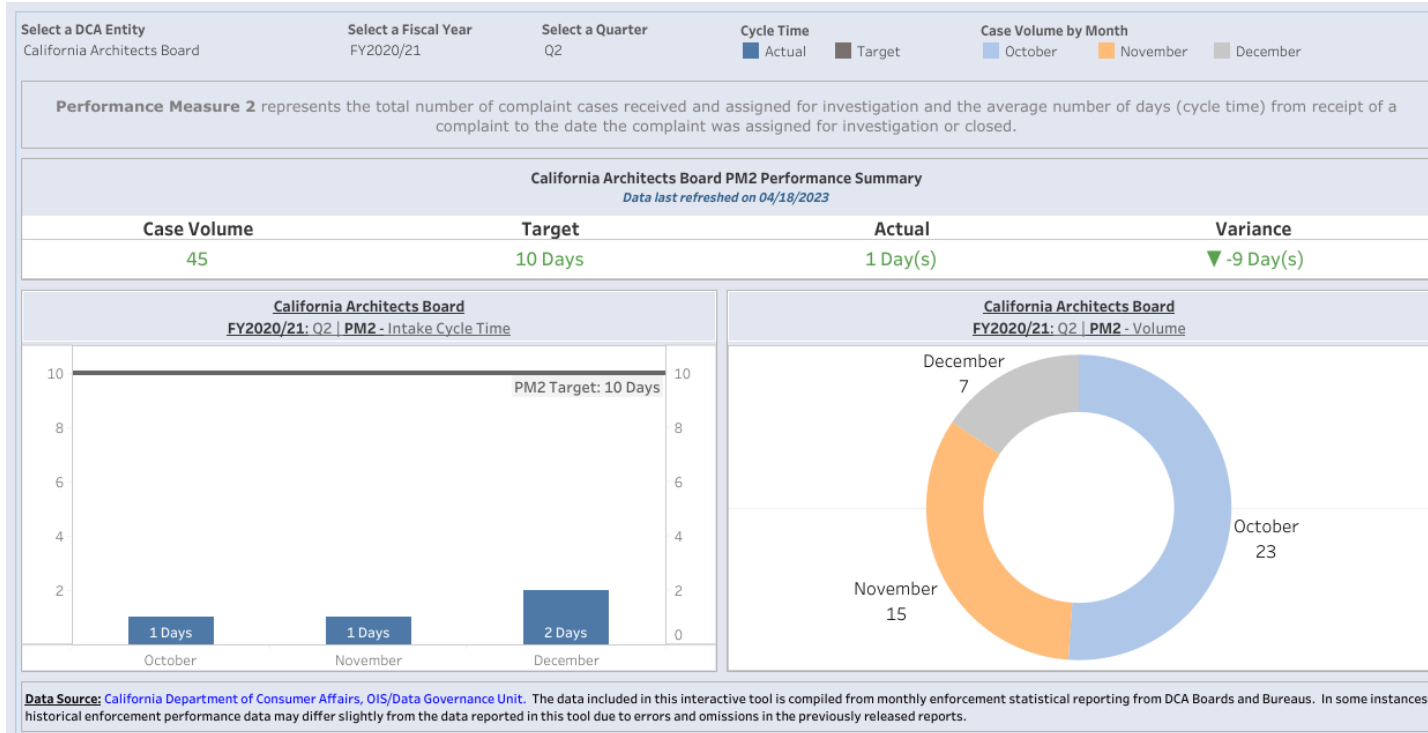
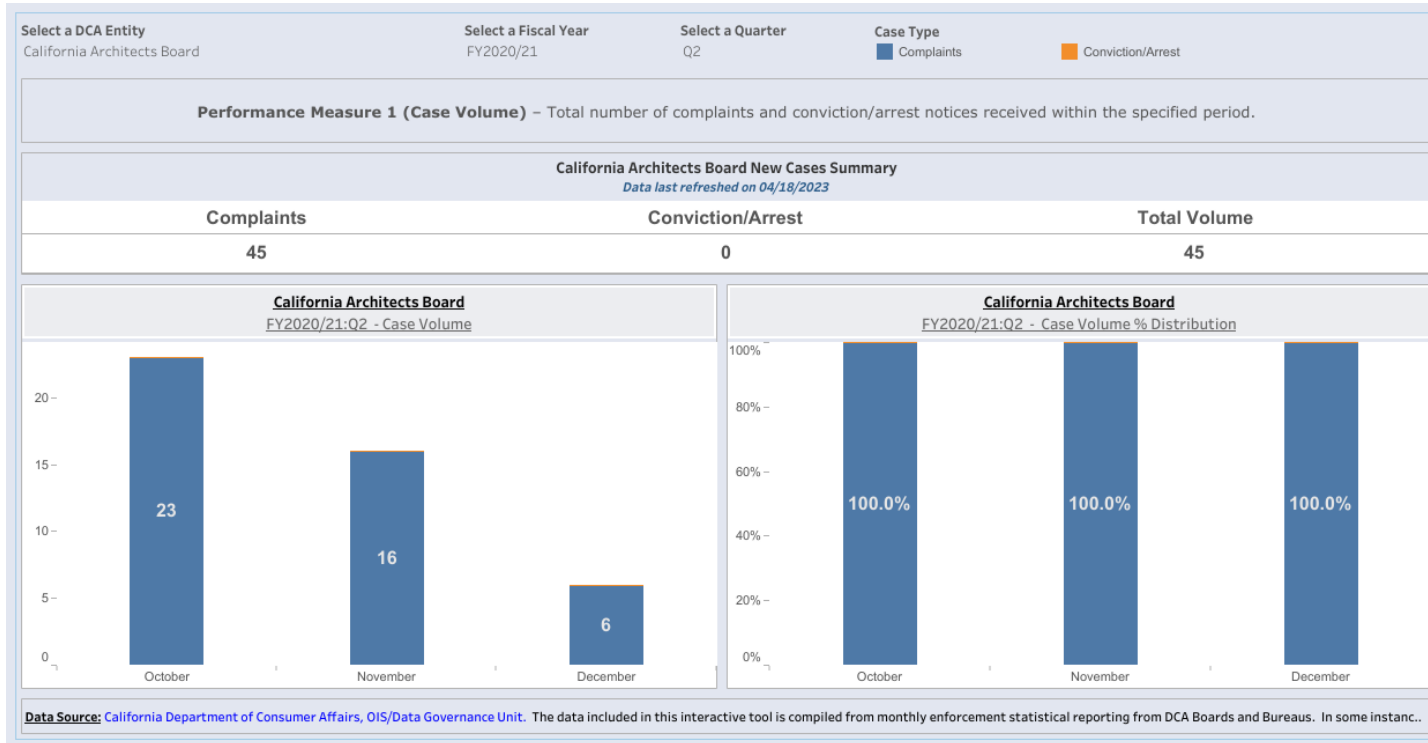


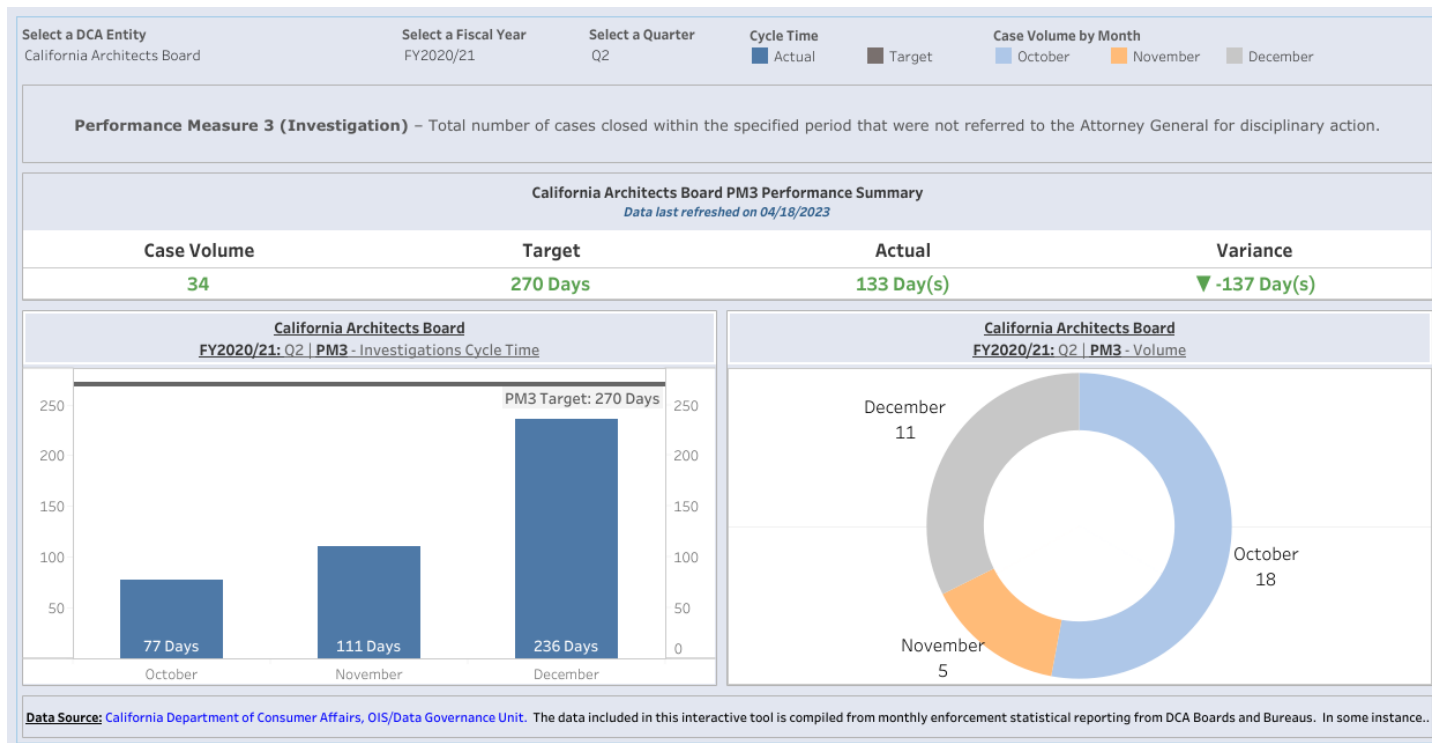


Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2020-21 Q2 Reports (September - December 2020)



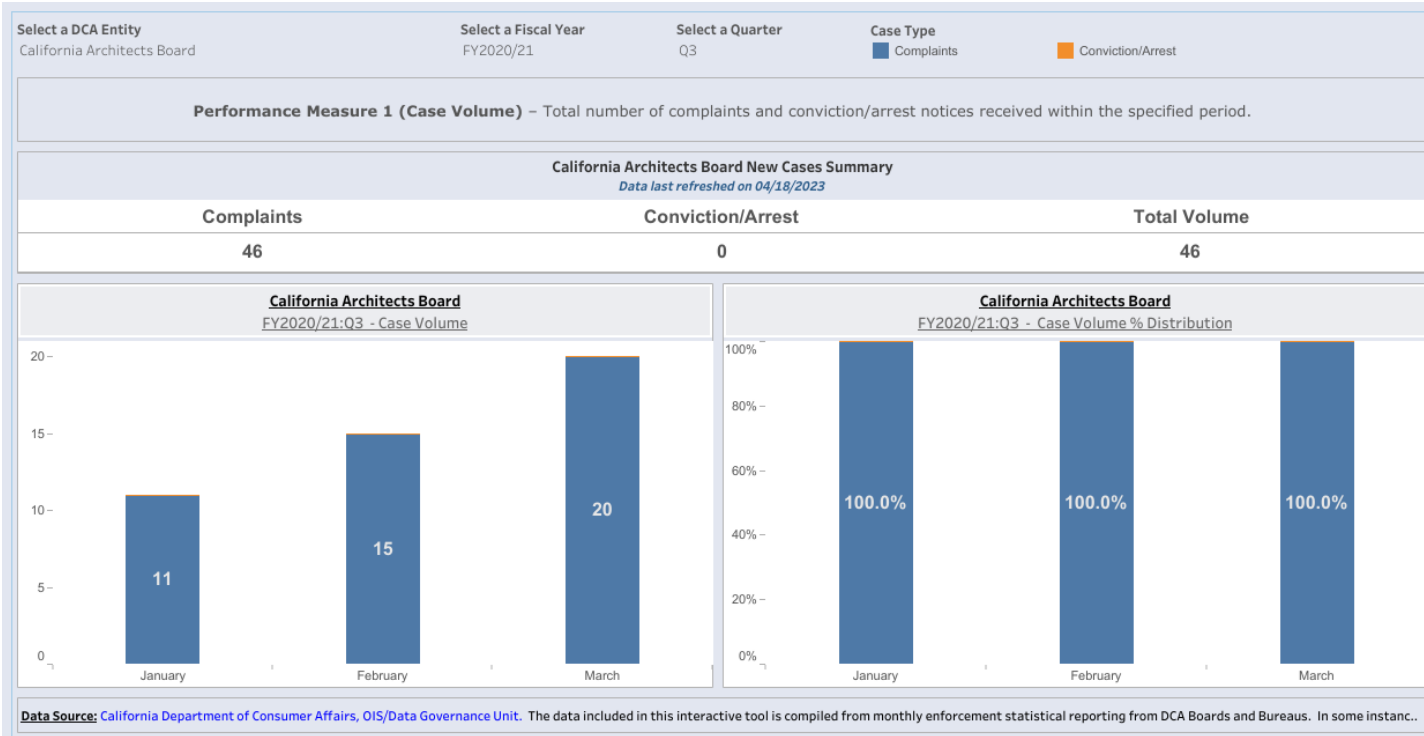


Performance Measure 4 – The Board did not report any formal discipline cases this quarter.

Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2020-21 Q3 Reports (January – March 2021)



Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2020/21

Select a Quarter
Q3

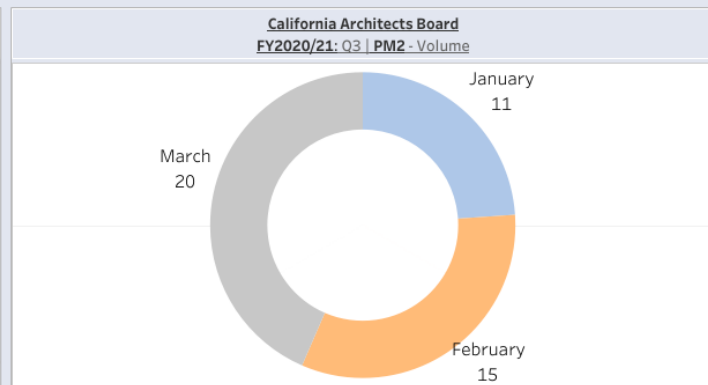
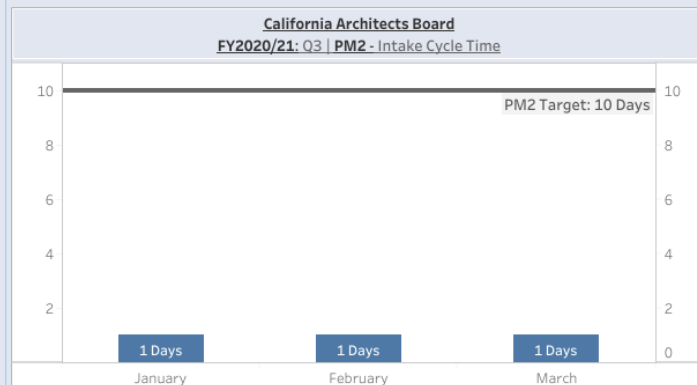
Cycle Time
Actual Target

Case Volume by Month
January February March

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
46	10 Days	1 Day(s)	▼ -9 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2020/21

Select a Quarter
Q3

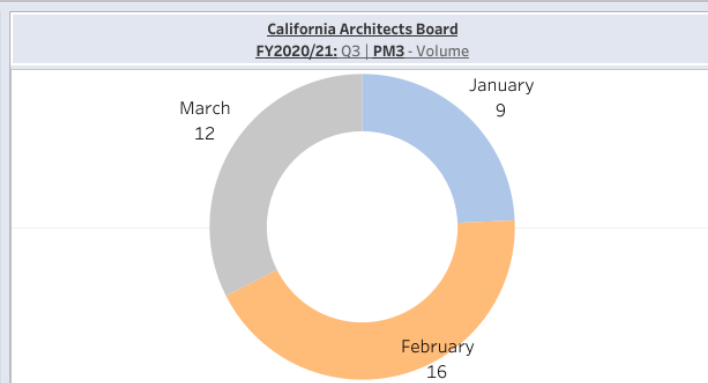
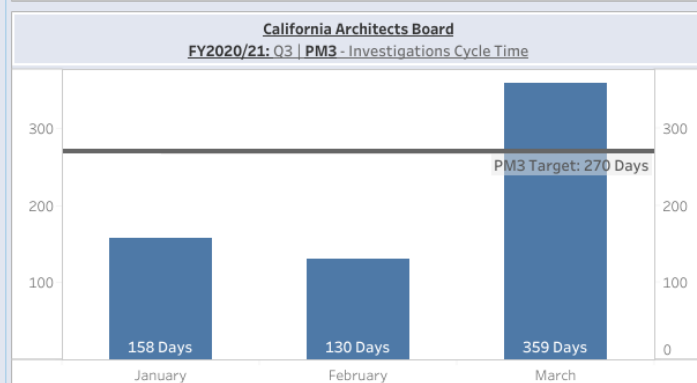
Cycle Time
Actual Target

Case Volume by Month
January February March

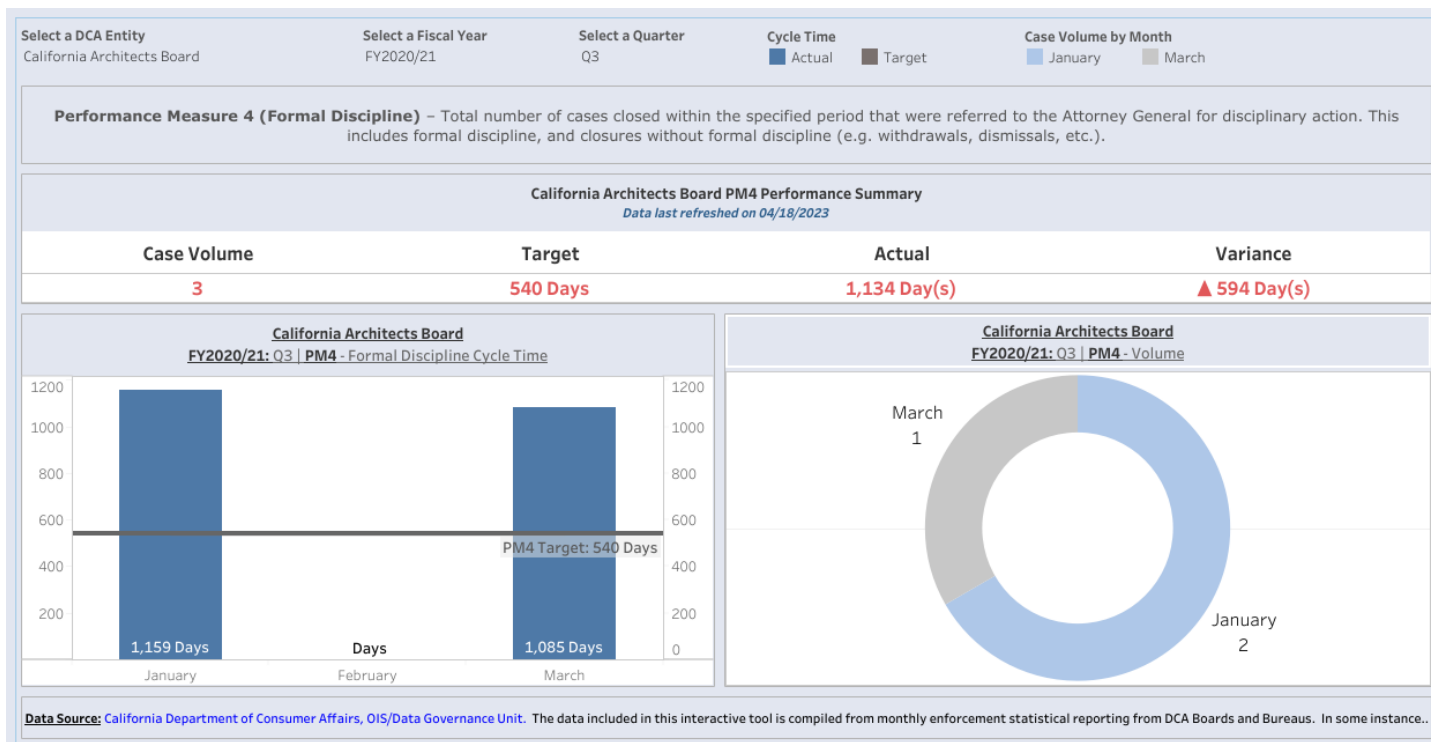
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

California Architects Board PM3 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
37	270 Days	211 Day(s)	▼ -59 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..



Performance Measure 7 – The Board did not contact any new probationers this quarter.
 Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2020-21 Q4 Reports (April - June 2021)

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2020/21

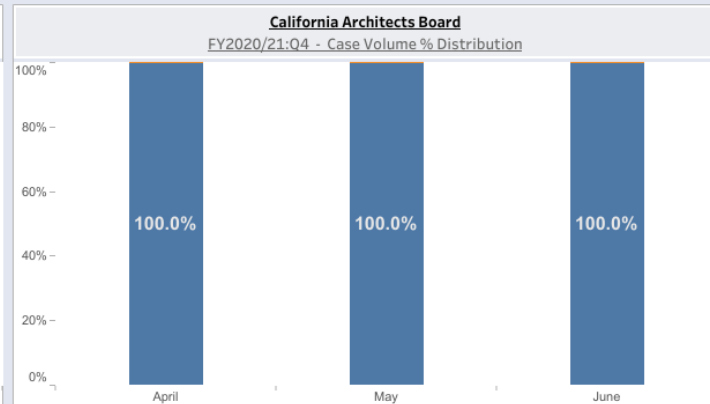
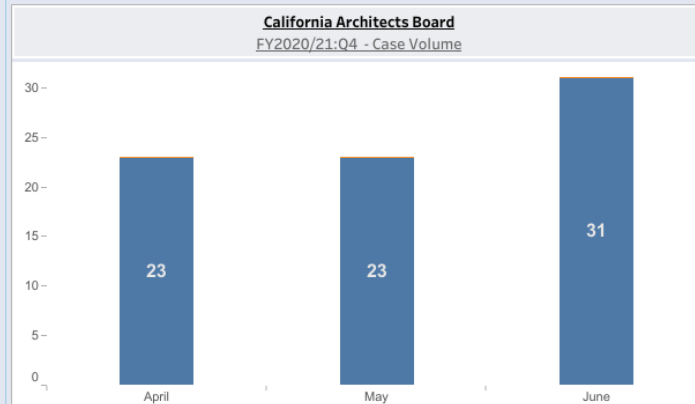
Select a Quarter
Q4

Case Type
☒ Complaints ☐ Conviction/Arrest

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

California Architects Board New Cases Summary
Data last refreshed on 04/18/2023

Complaints	Conviction/Arrest	Total Volume
77	0	77



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances..

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2020/21

Select a Quarter
Q4

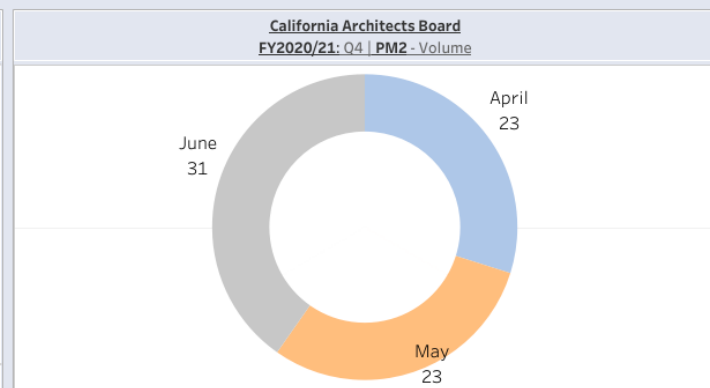
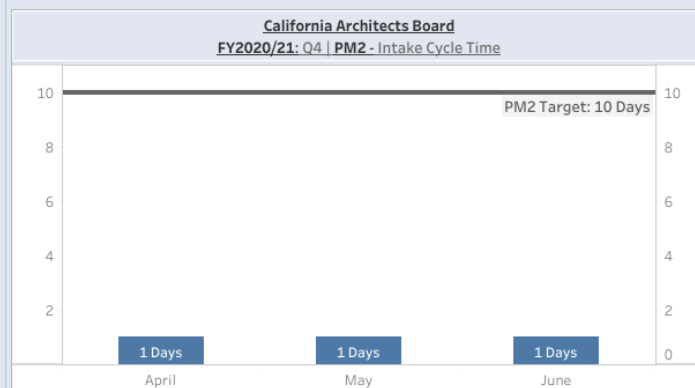
Cycle Time
☒ Actual ☐ Target

Case Volume by Month
☒ April ☐ May ☐ June

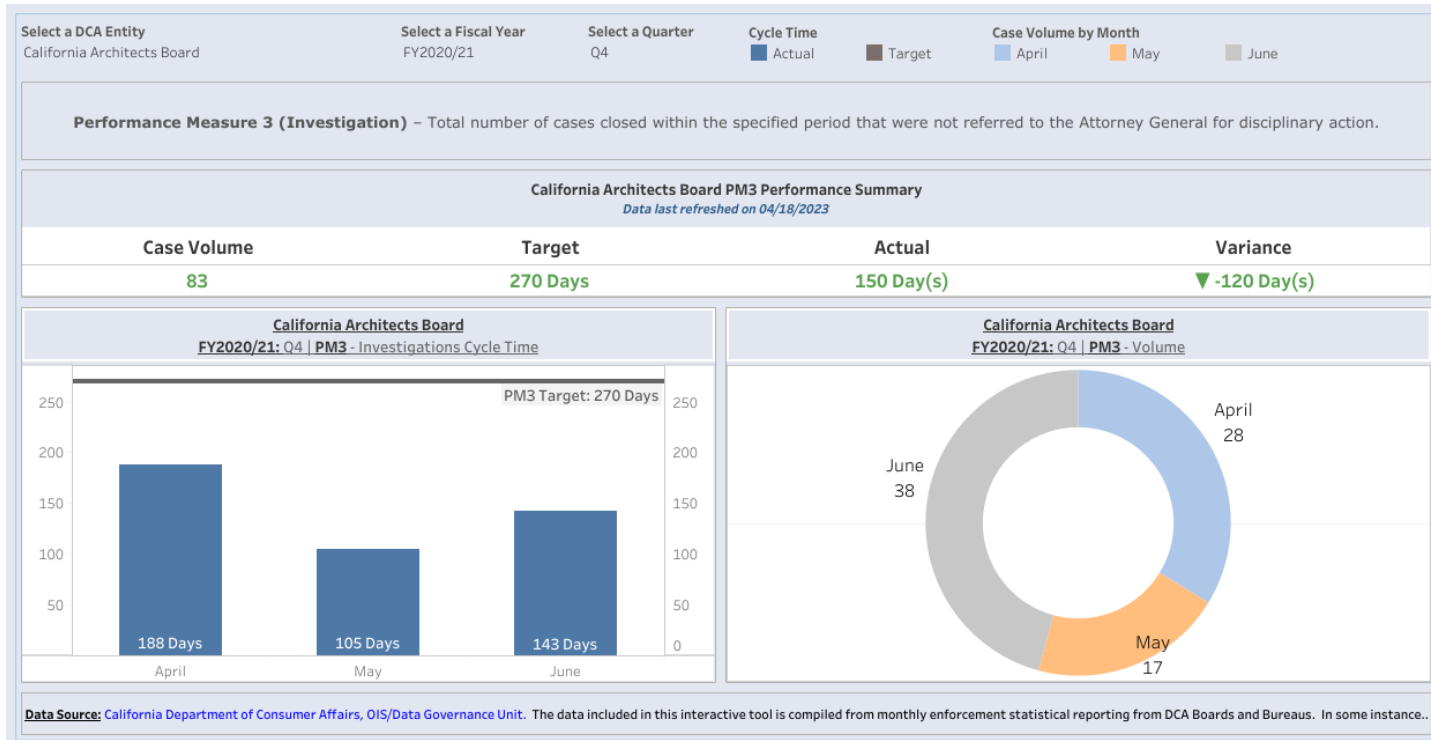
Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
77	10 Days	1 Day(s)	▼ -9 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

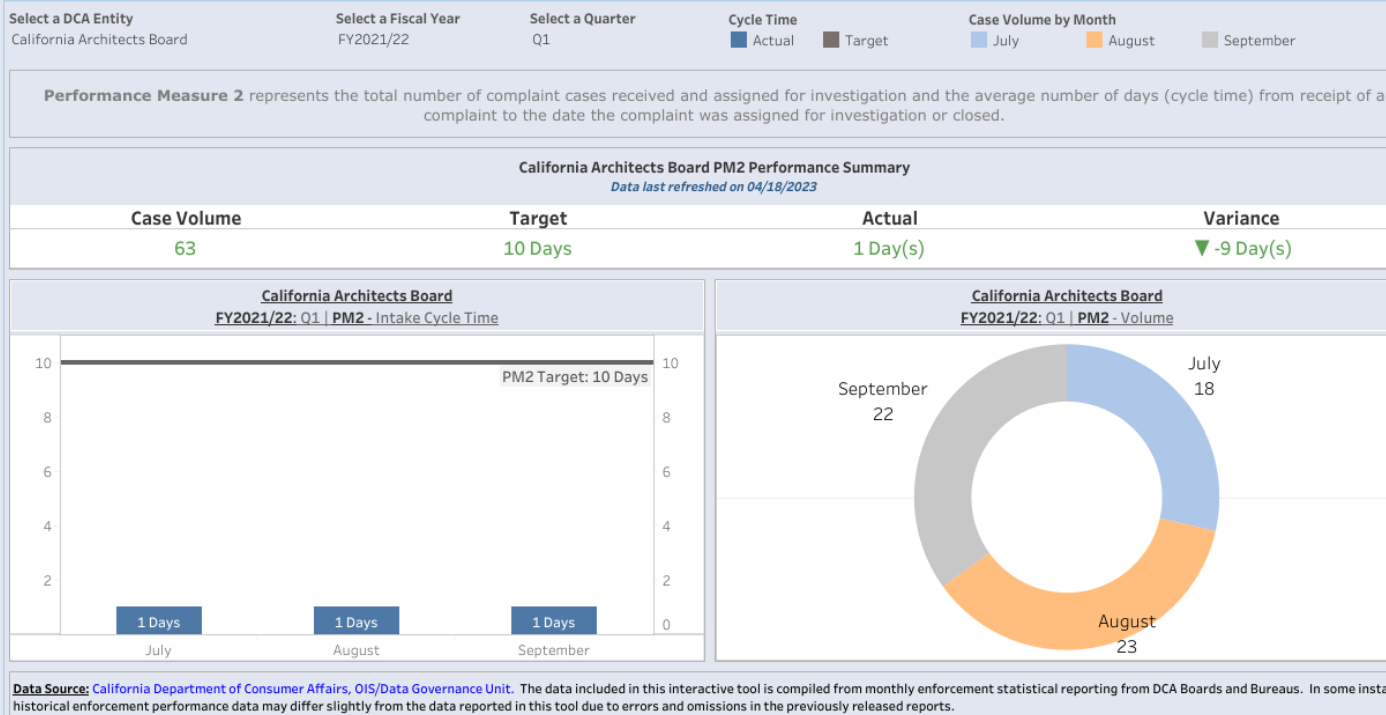
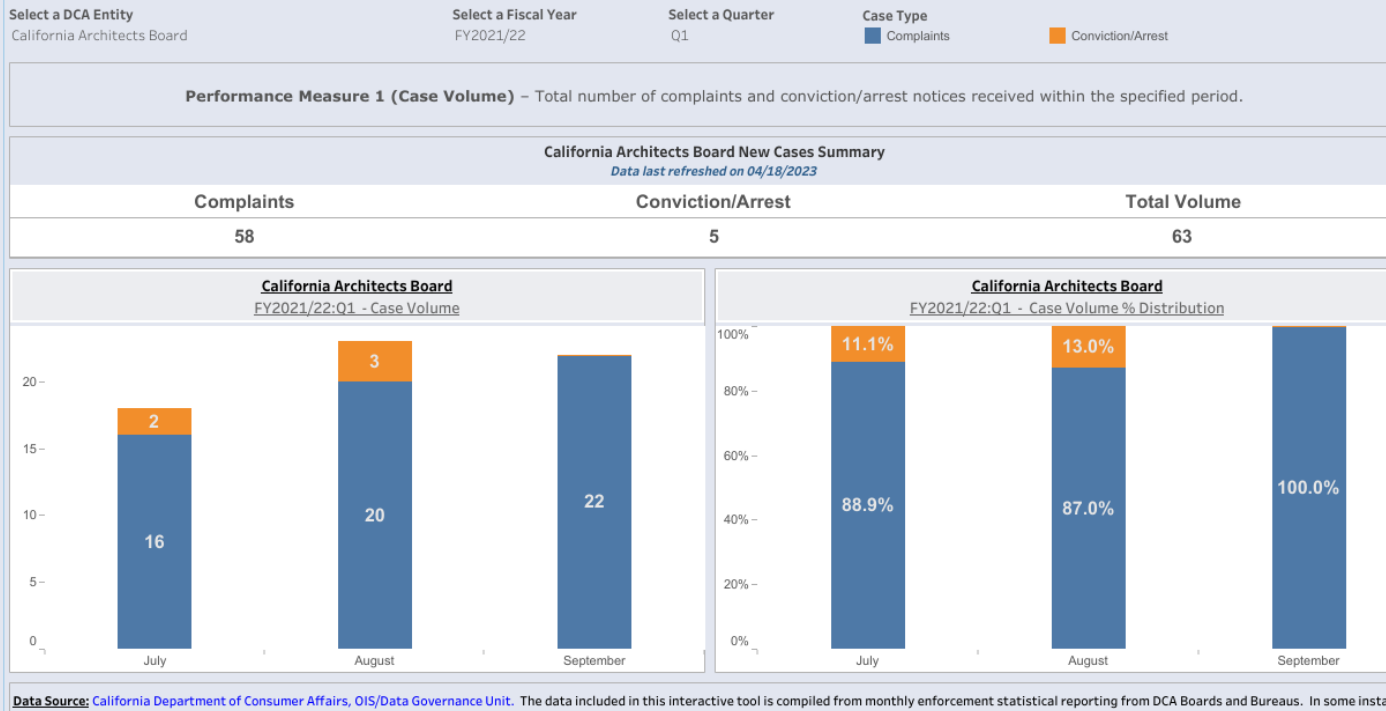


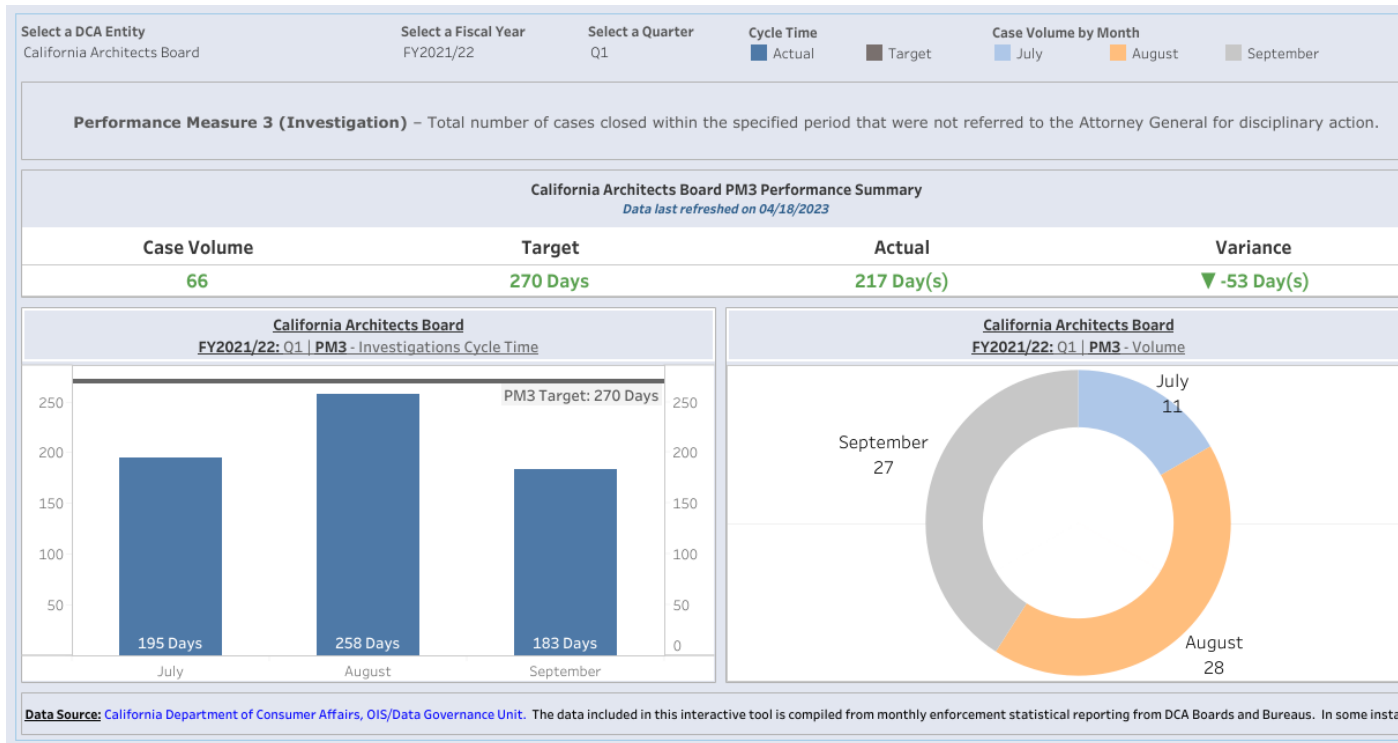
Performance Measure 4 – The Board did not report any formal discipline cases this quarter.

Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2021-22 Q1 Reports (July – September 2021)





Performance Measure 7 – The Board did not contact any new probationers this quarter.
 Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2021-22 Q2 Reports (October - December 2021)

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2021/22

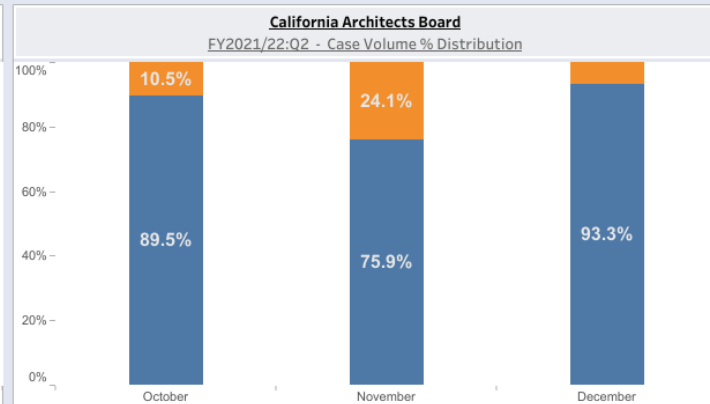
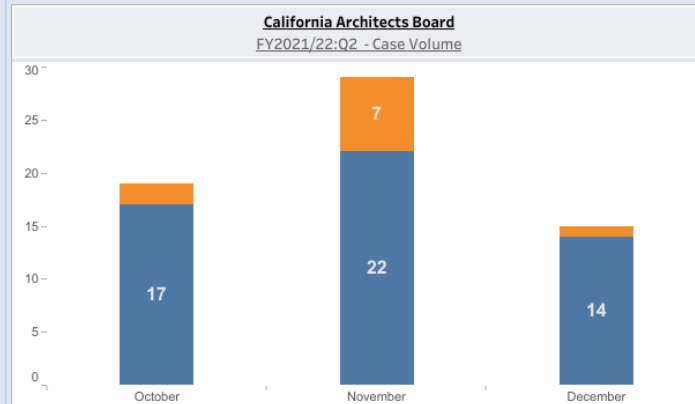
Select a Quarter
Q2

Case Type
☒ Complaints ☐ Conviction/Arrest

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

California Architects Board New Cases Summary
Data last refreshed on 04/18/2023

Complaints	Conviction/Arrest	Total Volume
53	10	63



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances..

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2021/22

Select a Quarter
Q2

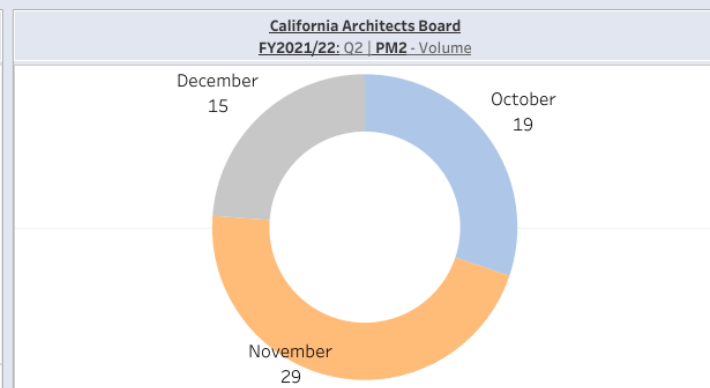
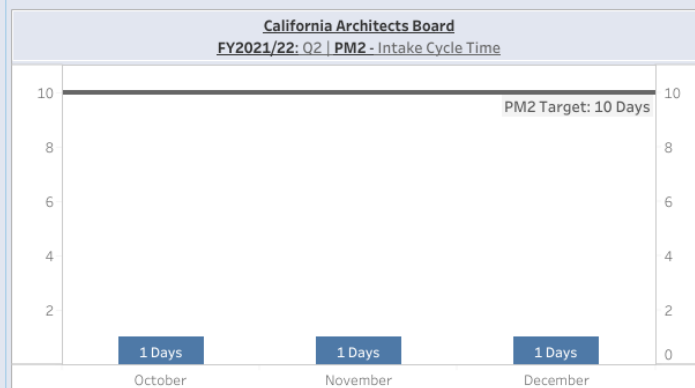
Cycle Time
☒ Actual ☐ Target

Case Volume by Month
☐ October ☒ November ☐ December

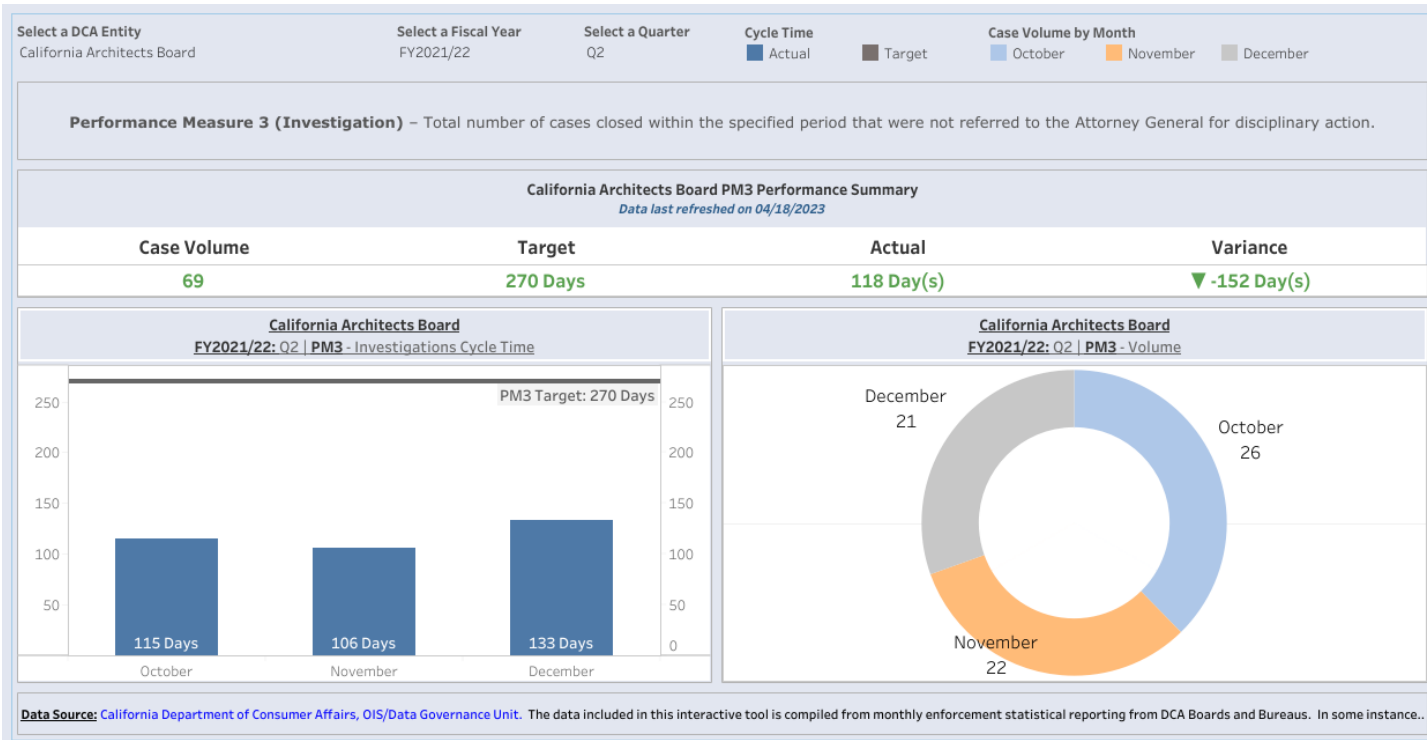
Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

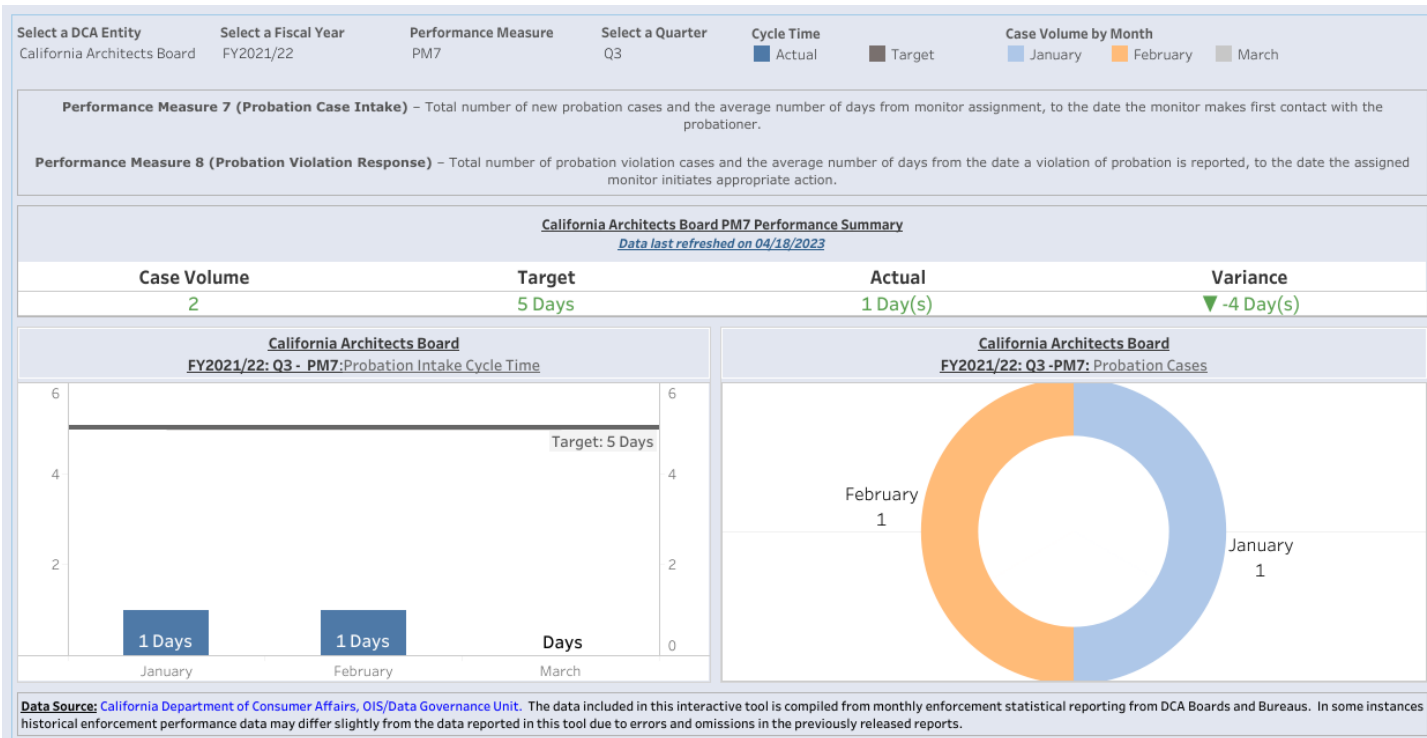
Case Volume	Target	Actual	Variance
63	10 Days	1 Day(s)	▼ -9 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

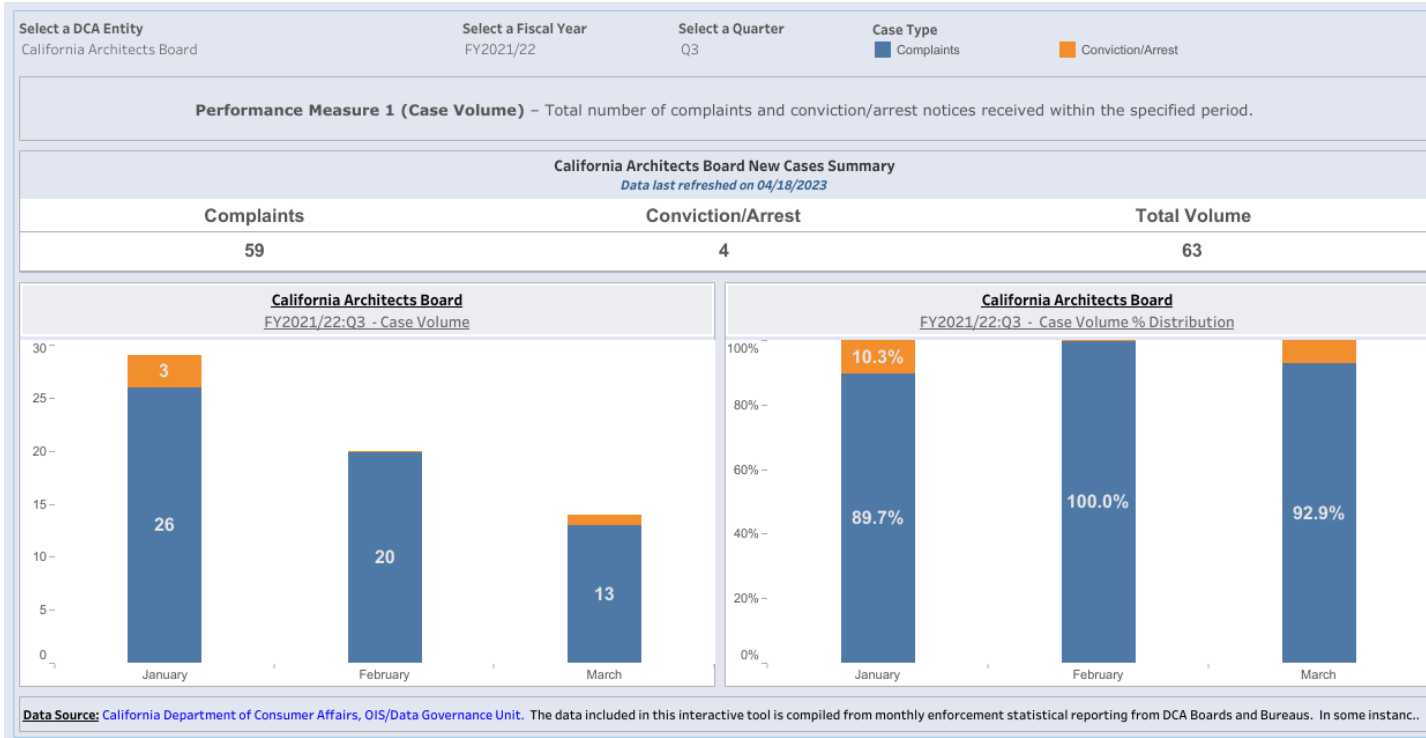


Performance Measure 4 – The Board did not report any formal discipline cases this quarter.



Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2021-22 Q3 Reports (January - March 2022)



Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2021/22

Select a Quarter
Q3

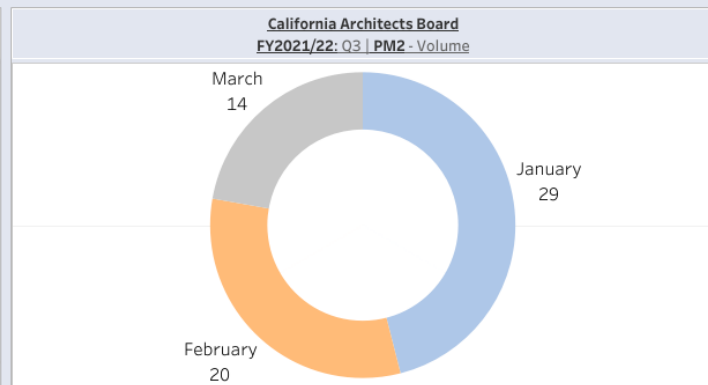
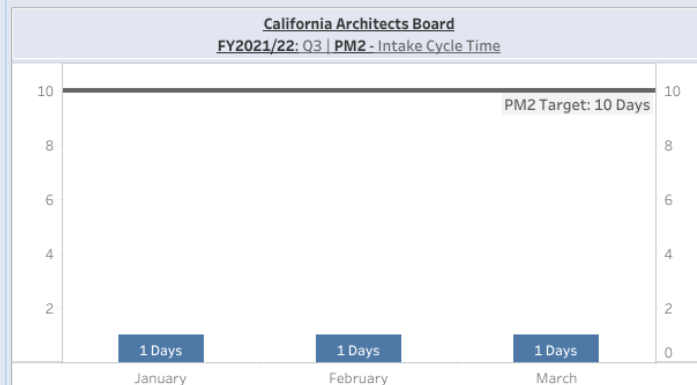
Cycle Time
Actual Target

Case Volume by Month
January February March

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

California Architects Board PM2 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
63	10 Days	1 Day(s)	▼ -9 Day(s)



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity
California Architects Board

Select a Fiscal Year
FY2021/22

Select a Quarter
Q3

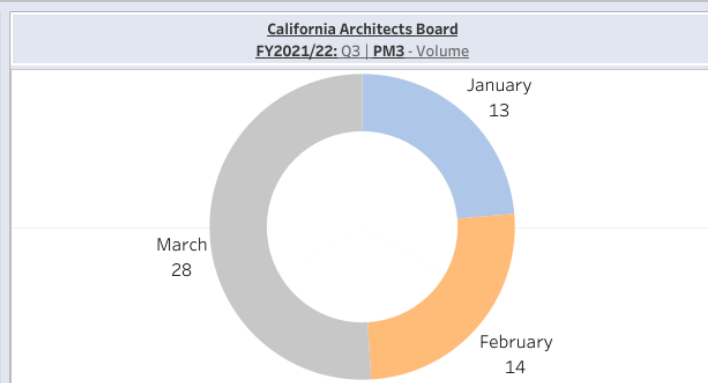
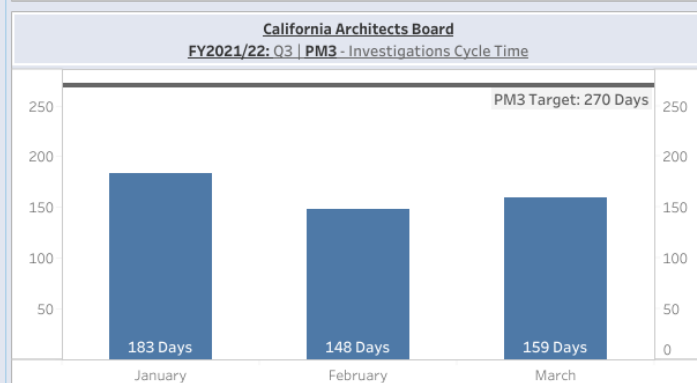
Cycle Time
Actual Target

Case Volume by Month
January February March

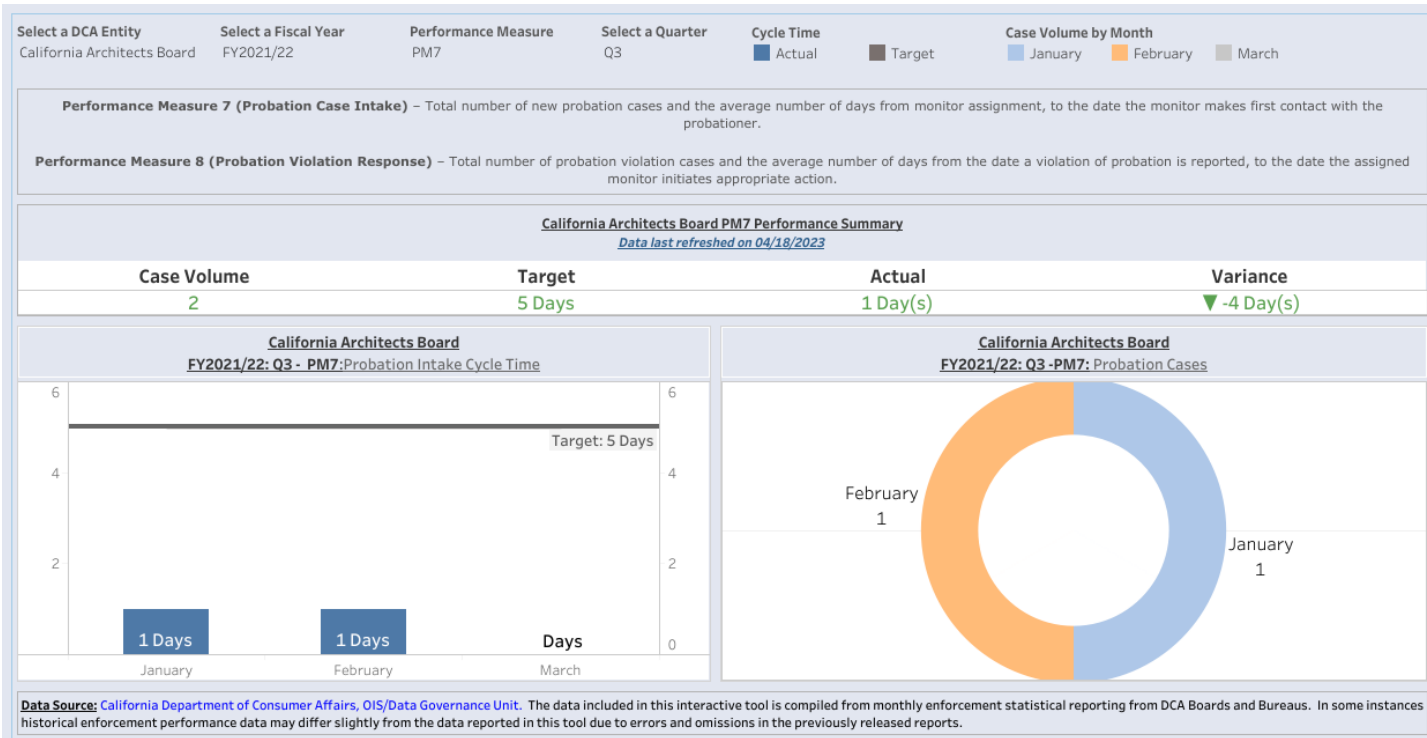
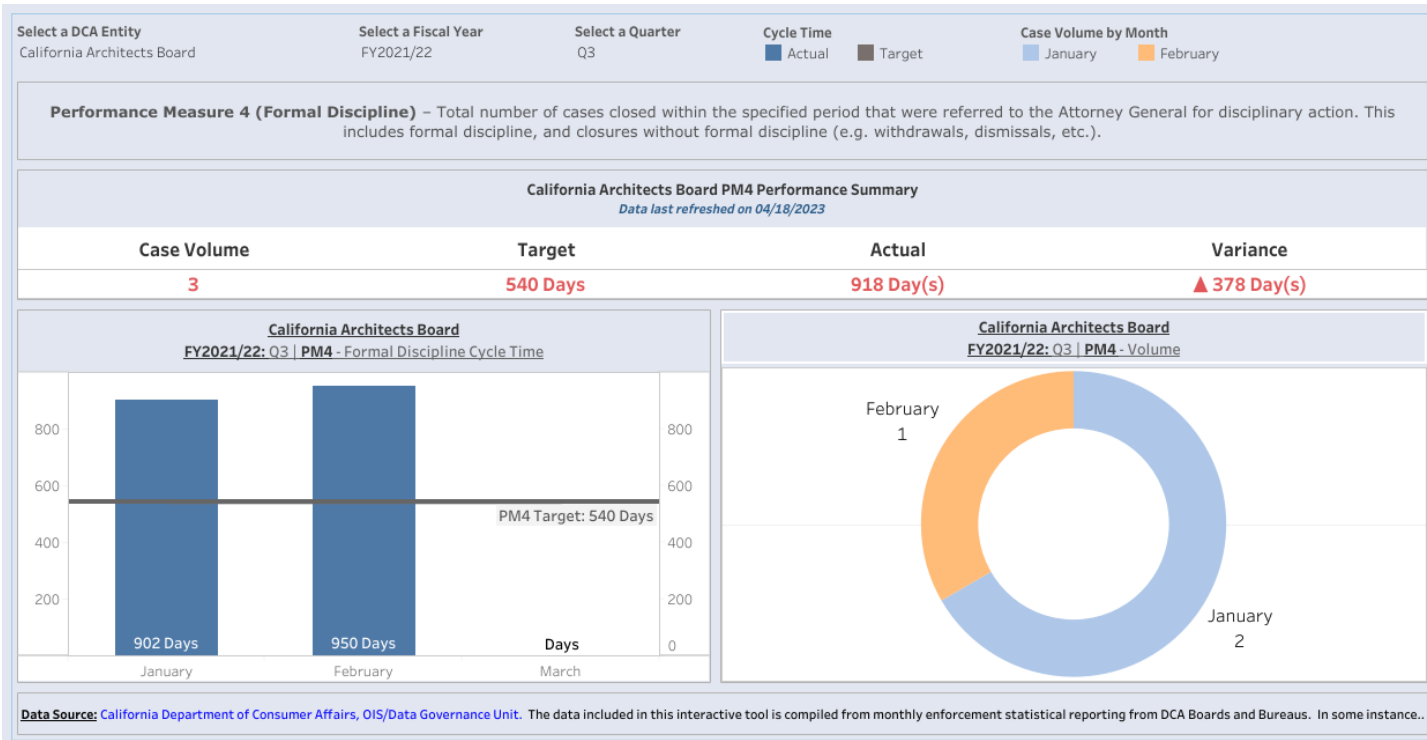
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

California Architects Board PM3 Performance Summary
Data last refreshed on 04/18/2023

Case Volume	Target	Actual	Variance
55	270 Days	162 Day(s)	▼ -108 Day(s)

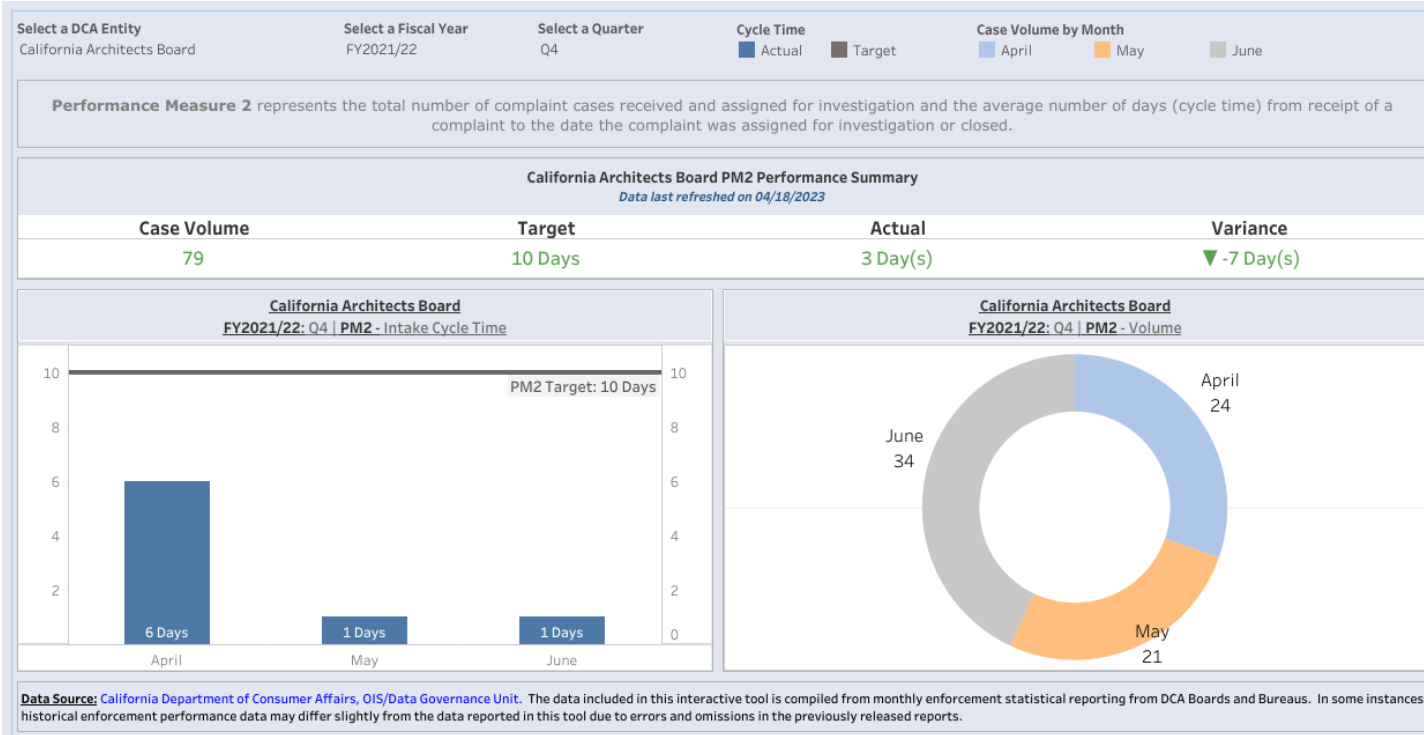
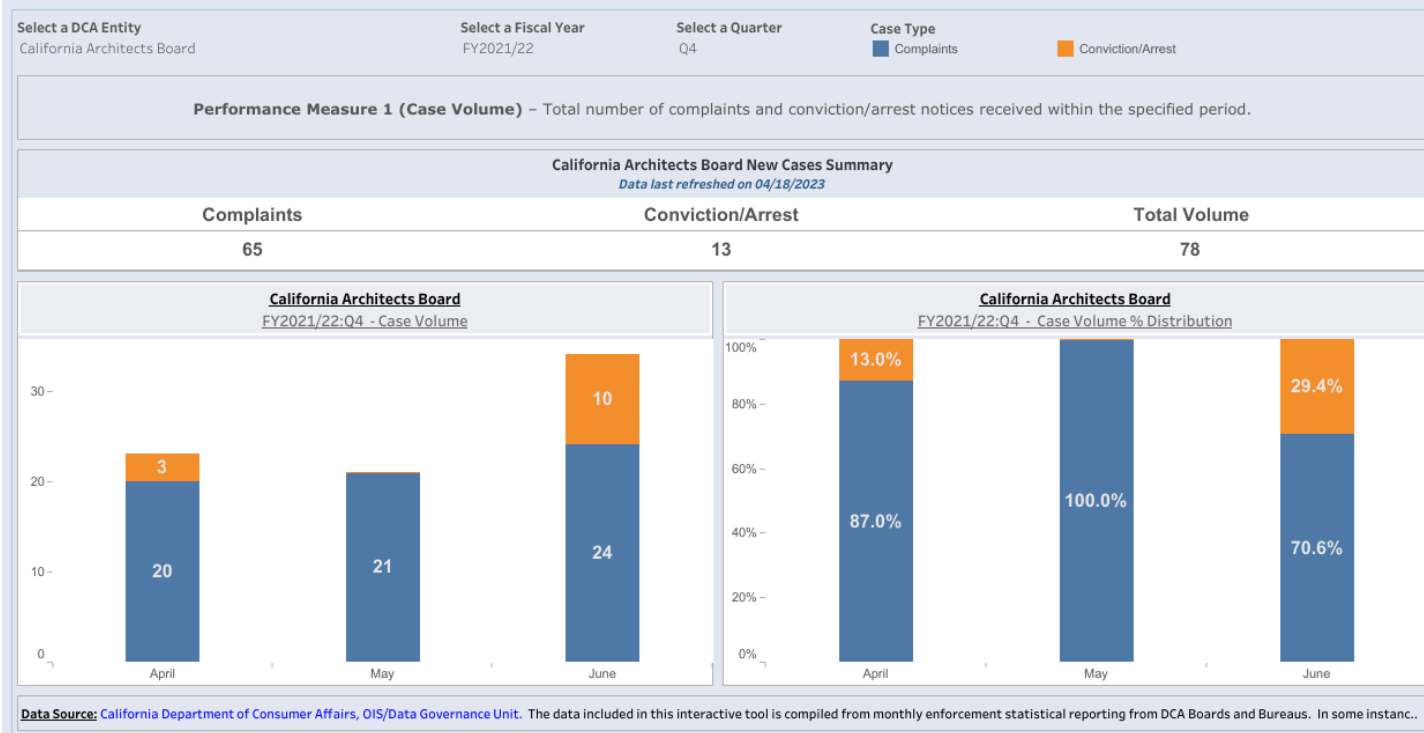


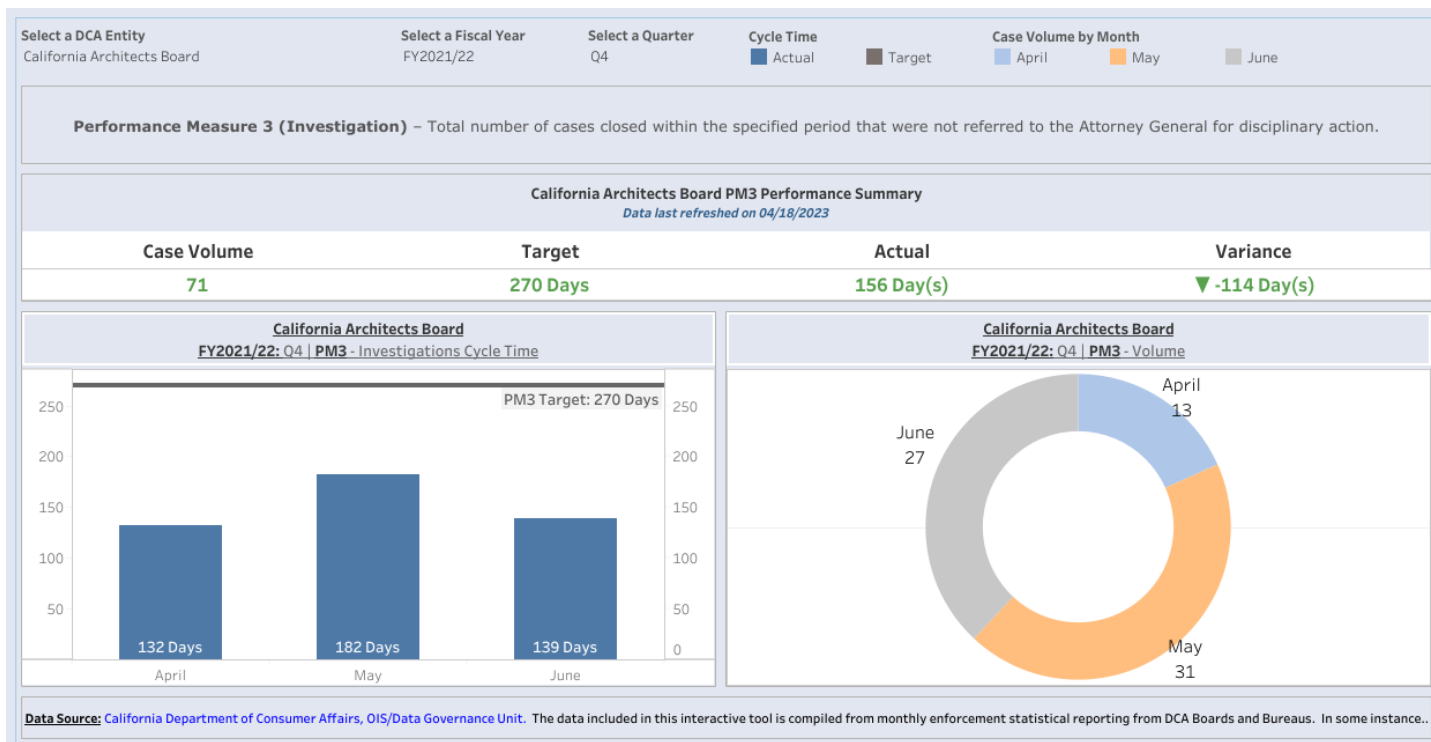
Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..



Performance Measure 8 - The Board did not have any probation violations this quarter.

FY 2021-22 Q4 Reports (April - June 2022)





Performance Measure 7 – The Board did not contact any new probationers this quarter.

Performance Measure 8 - The Board did not have any probation violations this quarter.

Provide results for each question in the Board's customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.

The Board is committed to providing exemplary customer service to its stakeholders. To assist the Board in fulfilling this commitment, it uses customer satisfaction surveys. The responses provided are anonymous. Most of the responses demonstrate that individuals agree or strongly agree they are satisfied with the services provided by the Board. The Board distributes its customer satisfaction survey in the following manner:

- visible link on the homepage of the website
- link included in all outgoing staff emails
- link included in all Board subscriber list emails
- link included in all new licensee packets
- link included in the Board's newsletter

Constituents who respond to the surveys may also provide written comments regarding the various functions of the Board. The comments provide management an opportunity to obtain qualitative feedback from constituents and ensure exemplary customer service.

The Board continues to research other methods to increase response rates and provide exemplary service. This is an important component to the Board's mission and strategic goals.

	FY 2018-2019	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1.	Board staff is courteous when contacted by phone.	60%	5%	0%	44%	22%
2.	Board staff assistance is	65%	15%	5%	2%	2%
3.	Board staff assistance is	67%	19%	7%	4%	3%
4.	Board's website contains useful information.	52%	26%	9%	5%	6%
5.	Board's website is organized so that information is easy to	35%	42%	8%	5%	6%
6.	The processing of my application was timely.	64%	21%	1%	6%	5%
7.	The processing of my application was accurate.	84%	5%	4%	0%	5%
8.	The processing of my renewal was timely.	11%	0%	0%	2%	86%

	FY 2018-2019	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
9.	The processing of my renewal was accurate.	12%	0%	0%	3%	86%
10.	The processing of my name change or change of	2%	1%	1%	22%	76%
11.	The complaint process was described fully and	16%	2%	2%	3%	78%
12.	Overall, I was satisfied with the service I received from	83%	10%	0%	5%	2%
	Number of Responses: 92					

	FY 2019-2020	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1.	Board staff is courteous when contacted by phone.	68%	7%	2%		22%
2.	Board staff assistance is efficient	78%	10%	3%	6%	2%
3.	Board staff assistance is accurate	82%	6%	4%	4%	5%
4.	Board's website contains useful information.	54%	35%	3%	5%	5%
5.	Board's website is organized so that information is easy to	49%	38%	3%	5%	4%
6.	The processing of my application was timely.	67%	16%	2%	10%	6%
7.	The processing of my application was accurate.	79%	8%	2%	3%	9%
8.	The processing of my renewal was timely.	11%	1%	1%	0%	87%
9.	The processing of my renewal was accurate.	10%	0%	2%	0%	88%
10.	The processing of my name change or change of	16%	0%	1%	1%	82%
11.	The complaint process was described fully and	14%	3%	1%	5%	78%
12.	Overall, I was satisfied with the service I received from	78%	10%	1%	11%	2%
	Total Responses: 121					

	FY 2020-2021	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1.	Board staff is courteous when contacted by phone.	67%	2%	0%	4%	27%
2.	Board staff assistance is efficient.	79%	11%	2%	8%	1%
3.	Board staff assistance is accurate.	88%	3%	2%	7%	2%
4.	Board's website contains useful information.	42%	26%	7%	5%	2%
5.	Board's website is organized so that information is easy to find.	50%	33%	9%	7%	2%
6.	The processing of my application was timely.	77%	12%	4%	10%	7%
7.	The processing of my application was accurate.	82%	13%	2%	3%	9%
8.	The processing of my renewal was timely.	12%	0%	0%	2%	87%
9.	The processing of my renewal was accurate.	11%	0%	0%	2%	89%
10.	The processing of my name change or change of address was accurate.	19%	1%	0%	3%	79%
11.	The complaint process was described fully and accurately.	10%	4%	0%	2%	84%
12.	Overall, I was satisfied with the service I received from the Board.	83%	7%	2%	9%	1%
	Total Responses: 130					

	FY 2021-2022	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1.	Board staff is courteous when contacted by phone.	58%	8%	3%	5%	25%
2.	Board staff assistance is efficient.	67%	19%	1%	11%	3%
3.	Board staff assistance is accurate.	75%	11%	5%	7%	3%
4.	Board's website contains useful information.	51%	31%	6%	11%	3%
5.	Board's website is organized so that information is easy to find.	34%	40%	10%	14%	4%
6.	The processing of my application was timely.	55%	24%	4%	11%	6%
7.	The processing of my application was accurate.	76%	10%	3%	4%	7%
8.	The processing of my renewal was timely.	8%	1%	0%	3%	84%
9.	The processing of my renewal was accurate.	96%	2%	0%	2%	83%
10.	The processing of my name change or change of address was accurate.	92%	3%	1%	3%	70%
11.	The complaint process was described fully and accurately.	92%	0%	0%	6%	84%
12.	Overall, I was satisfied with the service I received from the Board.	69%	9%	6%	11%	4%
	Total Responses: 108					