

January 02, 2026

Tomiquia Moss, Secretary
California Business, Consumer Services and Housing Agency
500 Capitol Mall, Suite 1850
Sacramento, CA 95814

Dear Secretary Tomiquia Moss,

In accordance with the State Leadership Accountability Act (Leadership Accountability), the California Board of Architectural Examiners submits this report on the review of our internal control and monitoring systems for the biennial period ending December 31, 2025.

Should you have any questions please contact Laura Zuniga, Executive Officer, at (916) 575-7232, Laura.Zuniga@dca.ca.gov.

GOVERNANCE

Mission and Strategic Plan

Mission

The Board's mission is to advance and protect the interests of the people of California by the effective administration of the Architects Practice Act.

Vision

The leader in the regulation of architectural practice and consumer protection.

Values

- Collaborative
- Diversity, Equity, and Inclusion
- Innovative
- Integrity
- Public Protection
- Proactive

Goal 1: Licensing and Professional Qualifications

Ensure practicing architects meet the professional qualifications.

1.1 Determine if the California Supplemental Exam (CSE) needs to be modified to ensure relevancy and remove any barriers to licensure.

1.2 Evaluate continuing education (CE) requirements and propose statutory and/or regulatory changes, as necessary, to ensure relevancy and expand course options.

1.3 Review the licensing process to improve efficiencies, by developing

clearer guidelines and improved tools.

1.4 Enhance the Connect software system to require CE documentation to be uploaded during the renewal process.

1.5 Explore ways to improve the quality of CE providers to increase public protection.

Goal 2: Regulation and Enforcement

Protect California consumers by establishing and enforcing practice standards for architects.

2.1 Evaluate the Board's fine structure and update regulations as necessary to increase fines to discourage practice violations.

2.2 Determine whether statutory changes are necessary to clarify licensed architects are required to submit plans for local approval and what architects can do to eliminate confusion and protect consumers.

2.3 Research and amend regulations as necessary to ensure relevancy with current technologies and practices.

2.4 Pursue legislation to update the Business Entity Report Form (BERF) to include more information about the management control of businesses.

2.5 Provide additional training to subject matter experts (SMEs), board members, and staff to strengthen enforcement decisions and recommendations.

Goal 3: Communications

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

3.1 Expand outreach and communications to educate the public regarding the Board's role and resources.

3.2 Enhance communication to improve overall engagement with licensees and the public.

3.3 Increase collaborative student outreach to shape an inclusive and representative licensee population.

3.4 Educate the public and planning departments about when licensed architects are required and what architects can do.

Goal 4: Collaborative Partnerships

Enhance relationships with consumers and related organizations and provide quality customer service.

4.1 Increase Board representation at the national level to ensure that California's voice is heard.

4.2 Promote board member vacancies to foster a candidate pool that reflects the practice diversity of the profession in California.

Control Environment

The Board is composed of ten appointed members, who set policy for the program. Board staff administer and carry out the day to day work. The Board members meet quarterly to review Board operations. Additionally, the Board appoints committees to assist in developing and carrying out objectives from the strategic plan.

Board management ensures that staff are updated on all DCA policies and submit signed acknowledgement as required.

Information and Communication

Board staff reports quarterly to the Board detailed information on board operations and performance. Annually, or more often as needed, the Board's assigned budget analyst will provide a detailed budget briefing to board members to ensure they are aware of the state of the Board's Fund.

Board staff meet monthly for an update on current issues and for the opportunity to ask questions about any issue or raise any new issues. Board management meet regularly for a more in depth discussion of current issues and to keep each unit updated.

MONITORING

The information included here discusses the entity-wide, continuous process to ensure internal control systems are working as intended. The role of the executive monitoring sponsor includes facilitating and verifying that the California Board of Architectural Examiners monitoring practices are implemented and functioning. The responsibilities as the executive monitoring sponsor(s) have been given to: Laura Zuniga, Executive Officer.

The information included here discusses the entity-wide, continuous process to ensure internal control systems are working as intended. The role of the executive monitoring sponsor includes facilitating and verifying that the California Board of Architectural Examiners monitoring practices are implemented and functioning. The responsibilities as the executive monitoring sponsor(s) have been given to: Laura Zuniga, Executive Officer.

Key performance indicators for the Board's licensing and enforcement functions are reported to the Board on a quarterly basis.. At each board meeting, members review and discuss the results. Issues requiring further review and discussion are referred to the Board's appointed committee for further deliberation, with a recommendation from the Committee coming back to the Board.

RISK ASSESSMENT PROCESS

The following personnel were involved in the California Board of Architectural Examiners risk assessment process: executive management, middle management, and front line management.

The following methods were used to identify risks: brainstorming meetings, and ongoing monitoring activities.

The following criteria were used to rank risks: potential impact to mission/goals/objectives, and tolerance level for the type of risk.

RISKS AND CONTROLS

Risk: Connect System

The Board recently transitioned to Connect, an online licensing system. This system does not provide significant reporting and data collection capabilities. As an example, the Board is unable to identify licensees who qualified for licensure through its experience only pathway.

Control: Seek Enhanced Reporting

Board staff will continue to work with DCA to determine if additional enhancements can be made to improve reporting and data collection capabilities.

Risk: Inadequate Training Resources

There is not ongoing job specific training available on key functions for staff. As the Board experiences staff changes or tries to identify process improvements, it can be challenging to find available resources to assist with onboarding and process improvements.

Control: Identify alternative resources

Staff will seek to identify training resources online and from partner and stakeholder organizations that can assist with staff training.

Control: Position Resources Manuals

Staff will review and enhance existing job manuals to make them more comprehensive and educational.

Risk: Architect in Training

Recently chaptered legislation created a title of "Architect in Training" that the Board will need to implement. The potential pool of applicants for this new title is not clear, and the Board anticipates a lot of inquiries from potential candidates as it begins to implement.

Control: Outreach

Board staff will work on providing outreach to potential candidates, such as architecture students, before the legislation takes effect to try provide clear

information and guidance. The Board will also need to communicate with existing licensees, who will need to supervise an architect in training candidate in order for the person to register.

Control: Funding

The Board was unsuccessful in requesting funding for the workload it identified for this new requirement. However, the requirement won't take effect until 2027, so the Board will continue its efforts as its gets closer to implementation.

CONCLUSION

The California Board of Architectural Examiners strives to reduce the risks inherent in our work and accepts the responsibility to continuously improve by addressing newly recognized risks and revising risk mitigation strategies as appropriate. I certify our internal control and monitoring systems are adequate to identify and address current and potential risks facing the organization.

Laura Zuniga, Executive Officer

CC: California Legislature [Senate, Assembly]
California State Auditor
California State Library
California State Controller
Director of California Department of Finance
Secretary of California Government Operations Agency