



NCARB

Resolutions
to be Acted Upon at the
2014 Annual Business Meeting

MAY 2014

National Council of Architectural Registration Boards
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RESOLUTION 2014-01

Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Modifications to the Education Requirement

SUBMITTED BY: Council Board of Directors

RESOLVED, that section 1.2 of the *Certification Guidelines* be amended to read as follows:

“You must hold a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) not later than 24 months after your graduation or a program that retained its accreditation without revocation to a time 24 months or less before your graduation, or hold a professional degree in architecture certified by the CACB from a Canadian university.

SPONSORS’ STATEMENT OF SUPPORT:

This resolution was introduced as a means of addressing occasional cases that cannot be resolved administratively. When evaluating the education prerequisite to licensure, an NCARB determination of the accreditation status of a degree primarily rests on whether the degree conferment date is *within the date range of accreditation*. In a small number of cases, the conferment date noted on the transcript is outside of the end date of accreditation. There are a variety of reasons that this may occur, ranging from examples such as the delay of graduation until unpaid balances are settled with the school, to changes of degree programs from B.Arch to M.Arch where some B.Arch students are allowed to complete that program beyond the accreditation end date.

- “Before Accreditation”: NCARB’s *Certification Guidelines* at present allow for a two-year window leading up to the initial date of accreditation where NCARB accepts the degree awarded before accreditation as satisfying the education requirement.
- “Beyond Accreditation”: This change is intended to add a similar two-year window beyond of the *end* of the accreditation period to accommodate students well along in their course work who are impacted by a program’s loss or change of accreditation. The word “retained” is specifically used in the updated language—this is not intended to provide an extension of accreditation in those rare instances when a program fails to meet standards and has its accreditation revoked. In cases where a program is in danger of losing its accreditation, sufficient notice is provided through multiple meetings, extensions, and probationary periods for the program to cure its deficiencies. This long process would adequately protect any student within the date range of accreditation.

This resolution is supported by the Education Committee, which included a review and comment by the executive director of the National Architectural Accrediting Board (NAAB).

RESOLUTION 2014-02

Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Modifications to the BEA Requirements

SUBMITTED BY: Council Board of Directors

RESOLVED, that paragraph A. under “Alternatives to the Education Requirement” in Section 2.2 of the *Certification Guidelines* be amended to read as follows:

- “A. Satisfaction of NCARB’s Broadly Experienced Architect (BEA) Program, which permits an applicant with the required years of experience in practicing architecture as defined in the *Legislative Guidelines and Model Law, Model Regulations* gained while holding a registration issued by any U.S. jurisdiction in which the applicant exercised responsible control within a U.S. jurisdiction while registered in such jurisdiction to demonstrate that a combination of education and/or experience in practicing architecture satisfies all of his/her education deficiencies with respect to the *NCARB Education Standard* set forth in the *Education Guidelines*. The required years are:
- Six years for architects who hold a pre-professional degree in architecture awarded by a U.S.-regionally accredited institution or the Canadian equivalent, or
 - Eight years for architects who hold any other baccalaureate or higher degree, or
 - Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.”

SPONSORS’ STATEMENT OF SUPPORT:

The current requirement for the Broadly Experienced Architect (BEA) Program requires applicants to submit evidence of experience gained in a jurisdiction in which the applicant was registered while gaining that experience. Given that experience is recognized regardless of duration or location in other Council programs, the current BEA requirement is unnecessarily and inconsistently restrictive.

At the time the candidate interview was eliminated as part of the BEA application process, it was believed that narrowing the experience requirement would compensate for this adjustment. The BEA Committee was not aware of the number of potential applicants this would adversely affect when this requirement was implemented. Subsequent experience with the program following the changes enacted at the 2011 Annual Meeting, indicate that it is now clear that this requirement should be expanded back to its original scope.

The remaining elements of the BEA process implemented in June 2011 will continue with the adoption of this resolution. Those elements include several means to ensure verification of responsibility for the experience submitted. These include an affidavit, third party verification, and an audit process with an audit interview if appropriate. The BEA requirements will continue to assure that only designs reflecting the work of the applicant are considered. This clarifies that

Resolution 2014-02 (cont'd)

the BEA Program requires evidence of experience which satisfies the missing education, not evidence of “responsible control.” In some cases experience may involve overall design of a project; in other cases it may involve only design of a component or components of a project.

- As an example, there are many potential applicants who work outside of their jurisdiction of registration under the responsible control of an architect registered in that other jurisdiction, but in fact perform work that can demonstrate their missing education. Under current language, the candidate may meet BEA *eligibility* requirements, but are unable to satisfy the existing *program* requirements.
- This resolution will not open the door for unlicensed practice. It is not unusual for someone who has obtained a degree from an unaccredited program to receive initial licensure from a jurisdiction that does not require an accredited degree. In some cases that individual may work in another jurisdiction. This acceptance of work outside the jurisdiction of registration will not extend to unlicensed practice or work and would need to have been performed under the responsible control of an architect registered in that jurisdiction.

RESOLUTION 2014-03

Supported by the Council Board of Directors (14-0)

TITLE: Omnibus *Bylaws* Changes

SUBMITTED BY: Council Board of Directors

RESOLVED, that wherever in the *Bylaws* the words “Regional Chairs Committee” appear, such words shall be struck and replaced with the words “Regional Leadership Committee.”

FURTHER RESOLVED, that Article XII, Section 5, sub-sections A through H be amended to read as follows, and that existing sub-sections I and J be renumbered H and I:

- ~~“A. Education Committee: The Committee shall oversee the development, delivery, and assessment of~~ assess and recommend updates to the Council Board of Directors with respect to the Council’s education and continuing education policies for use by Member Boards and its the Council’s relationship with the National Architectural Accrediting Board (NAAB).
- ~~B. Internship Committee: The Committee shall oversee the development, delivery, and assessment of~~ assess and recommend updates to the Council Board of Directors with respect to the Intern Development Program for use by Member Boards.
- ~~C. Examination Committee: The Committee shall oversee the development, delivery, and assessment of~~ assess and recommend updates to the Council Board of Directors with respect to the Architect Registration Examination (ARE) for use by Member Boards.
- ~~D. Continuing Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council’s policies and programs relating to continuing education standards for use by Member Boards.~~
- ~~E.~~ D. Procedures and Documents Committee: The Committee shall review proposed resolutions, procedures, and documents for their impact on and consistency with Council policies and programs and make recommendations on such matters to the Council Board of Directors. The Committee shall assess the usefulness of special Council publications, and modify as appropriate.
- ~~F.~~ E. Professional Conduct Committee: The Committee shall oversee the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of Record holders and others using Council services.
- ~~G.~~ F. Member Board Executives Committee: The Committee shall consider issues of concern to the jurisdictions and Member Board Executives. The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.

Resolution 2014-03 (cont'd)

H G. Regional Chairs Leadership Committee: The Committee shall discharge its responsibilities as described in Article V, Section 5, and consider issues of concern to the Regions. The membership of the Committee shall be the Chairs of each of the Regions, any person designated by the Region as the chief administrative officer of the Region, and the First Vice President/President Elect who shall serve as Chair of the Committee.”

FURTHER RESOLVED, that Article X, Section 2 be revised to read as follows:

“SECTION 2. Forms and Documents. In order to ensure uniformity in the reporting of an applicant’s education, experience, registration (if applicable), and other necessary supporting data for determining eligibility for examination, Council Certification, or reciprocal registration, the Council shall study and prepare forms, ~~and~~ documents and/or systems appropriate for use by both the Council and Member Boards.”

FURTHER RESOLVED, that Article XII, Section 2 be revised to read as follows:

“SECTION 2. Reports of Committees. Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Meeting, ~~for inclusion in the Pre-Annual Meeting Report, further, and~~ shall make interim reports to the Council Board of Directors as directed. Such reports shall be filed with the President/Chair of the Board, with a copy to the Chief Executive Officer.”

FURTHER RESOLVED, that Article XII, Section 6 be revised to read as follows:

“SECTION 6. Select Committees. Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section 7 of Article VIII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, notwithstanding Article V, Section 5, to offer resolutions to be voted on at the Annual Meeting on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Council Board of Directors in accordance with Section 2 of this Article XII. Such annual report of a Select Committee shall be ~~included in the Pre-Annual Meeting and Conference Report~~ distributed to the membership not later than 30 days prior to the Annual Meeting without revision by the Council Board of Directors.”

Resolution 2014-03 (cont'd)

SPONSORS' STATEMENT OF SUPPORT:

This resolution is designed to capture the current and evolving state of various NCARB committees, as well as adjust the *Bylaws* to better reflect current practice.

For the last two years, the chief regional administrative officers, known as regional executives, of regions have been active participants in the work of the Regional Chairs Committee. Therefore, the committee recommends that it be renamed the Regional Leadership Committee.

In addition, several of the descriptions of committees' functions have been modified in this resolution to clarify their assessment role as advisory to the Council's Board of Directors. Through the life of various committees charged with different elements of the educational continuum, it has become increasingly clear that greater efficiency and use of volunteer input could be derived from merging these elements. A step in that direction is to eliminate the *Bylaws* mandate for separate committees and recommend that continuing education become a component of the larger Education Committee. This step will preserve the committee's function and place it within the context of a larger discussion regarding all phases of the education continuum.

Another necessary adjustment to the *Bylaws* addresses the committee reporting timeline. The Council has moved into developing an Annual Report to be issued after the close of the fiscal year to allow complete and accurate representations of the 12-month cycle. The committee reports will appear in that publication. This adjustment is designed to eliminate the required production of a *Pre-Annual Report* prior to the Annual Business Meeting, thus relieving committees of an unnecessary burden and allowing a more accurate reflection of the entire year. The Council always expects to give due notice of all resolutions coming before the Annual Business Meeting. Those resolutions, along with all information essential to the business of the Annual Business Meeting delegates, will continue to be provided before the meeting.

RESOLUTION 2014-04

Supported by the Council Board of Directors (14-0)

TITLE: Freeze of Member Dues and *Bylaws* Amendment

SUBMITTED BY: Council Board of Directors

RESOLVED, that notwithstanding Article XI, Section 1A of the *Bylaws* providing for no change in annual membership dues sooner than three years after adoption of such resolution, effective immediately the annual membership dues established by Resolution 2011-08 and confirmed by Resolution 2012-05 be frozen at the level effective July 1, 2013, or \$6,500 per year, and, further, that as provided in Section 1A of the *Bylaws* any future increase in annual membership dues be implemented not less than three years after adoption of any resolution increasing such dues.

SPONSORS' STATEMENT OF SUPPORT:

At the time the Member Board dues fee increase schedule was adopted, Council leadership determined that increases were necessary to address anticipated economic shortfalls. However, since the adoption of that increase, various cost-saving measures have begun to bear fruit, including a focus on more efficiency in meeting and travel expenses, staff consolidations, and the redesign of the Architect Registration Examination (ARE). In reassessing the Council's business model, the relative impacts of smaller revenue streams such as dues revenue—coupled with an ongoing ability to exploit efficiencies in execution of the Council's responsibilities—it became clear to the Board that the premise for the 2011 fee schedule adjustment is no longer valid.

This resolution also recognizes the high degree of financial scrutiny applied to the annual budgets of our Member Boards. Ongoing budget reductions and other adjustments to the functionality of Member Boards have, in many cases, created an extra level of justification and explanation of the dues schedule. *Freezing dues at current levels does not reflect a reduction in the Council's commitment to Member Board service, but rather is designed to recognize the increased burden of Member Board oversight.*

The Council's financial stability is continuously monitored in the context of historical trends, long-range forecasts, and a commitment to balanced budgeting as a yearly starting point. The stability of the Council's finances has been reinforced by aggressive debt-reduction measures and redirection of programmatic development to less costly options. Accordingly, the Board of Directors recommends that all future Member Board dues increases voted at the 2011 and 2012 Annual Meetings not take effect.

Adoption of this resolution will mean that annual membership dues will remain at \$6,500. Consistent with the existing *Bylaws*, any future resolution resulting in a membership dues increase would not take effect earlier than three years after adoption. This would allow Member Boards time to seek approvals from their various state fiscal authorities.

RESOLUTION 2014-05

Supported by the Council Board of Directors (13-1)

TITLE: *Bylaws* Change – Regional Directors

SUBMITTED BY: Council Board of Directors

RESOLVED, that Article VII, Section 2, first paragraph, first sentence be amended to read as follows, with clauses (iii) and (iv) of the amendment only taking effect as to Regional Directors who are not incumbent Regional Directors but who are first nominated as a Regional Director after March 1, 2017:

“A candidate for election as a Regional Director shall be (i) a citizen of the United States, and (ii) a current member of a Member Board within the Region or a past member of such Member Board whose service as a member ended no more than one year before nomination, or the Chair of the Region, or the incumbent Regional Director, (iii) have served at least two years as a member of a Member Board, and (iv) in the case of architect candidates, hold an active NCARB Certificate, in every case at the time he or she is nominated by the Region.”

FURTHER RESOLVED, that Article VII, Section 2, first paragraph, second sentence be amended to read as follows:

“In the case of a Member Board regulating professions in addition to the profession of architecture, ~~and which is divided into professional sections~~, the candidate will qualify as a member of a Member Board only if he or she is an architect or public member of the architectural section of the Member Board. All Directors shall serve without compensation.”

SPONSORS’ STATEMENT OF SUPPORT:

This resolution is being presented based on the discussions of the Regional Chairs Committee, and incorporates previous conversations that occurred in joint meetings between that committee and the Governance Task Force. This resolution reflects a consensus, but not unanimous, position of the participants. These changes are intended to clarify the qualifications for serving as a regional director on the NCARB Board of Directors.

- In the first part of the resolution, the Regional Chairs Committee recommends that Member Board Members whose service has ended remain eligible as a regional director candidate for one additional year following the end of their Member Board service.
- The Regional Chairs Committee also recommends adding the requirement that a regional director must have served at least two years on a Member Board at the time of nomination.

Resolution 2014-05 (cont'd)

- Finally, the committee's consensus recommendation is that architect candidates must hold an active NCARB Certificate at the time of nomination. While NCARB performs many services, administering its certification program and thereby promoting common registration standards and facilitating reciprocity among its jurisdictions is one of its most important activities. This activity is fundamental to the role of NCARB as a facilitator of licensure. The committee believes that holding an NCARB Certificate provides an enhanced opportunity for regional directors to promote the vision of the Council, which includes advocating for the value of the Certificate as a program that facilitates reciprocity and subsidizes programs including the ARE and IDP that impact interns and emerging professionals. Further, supporters of the resolution maintain that the possession of an NCARB Certificate assures that the regional director, in carrying out their responsibilities as a member of the NCARB Board of Directors, is seen as a credible spokesperson for the value of these programs.

To acknowledge individuals currently in line for potential service as a regional director on the NCARB Board of Directors, the latter two requirements—service of two years and architects holding an NCARB Certificate—are deferred in taking effect until 1 March 2017 to allow prospective office seekers time to become compliant. Thus this proposed *Bylaws* amendment will not affect any incumbent regional directors.

The second part of the resolution entitled “Further Resolved” acknowledges the reality that many Member Boards regulate more professions than simply architecture and often are not divided into “professional sections.” In those cases of multi-professional boards, this resolution clarifies that only architects and public members—as a subset of Member Board Members—would be qualified to be candidates for regional director. Surveyors, landscape architects, engineers and other Member Board Members who are not public or architect members of the jurisdictional Board would not be qualified.