



NCARB

# REGIONAL SUMMIT

## **WCARB Region 6 2020 Regional Summit Meeting Materials, Cambridge MA**





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# REGIONAL SUMMIT

December 18, 2019

Dear Member Board Members and Executives:

As the chair of Region 1, I am pleased to invite you to the 2020 Regional Summit in Cambridge, Massachusetts. The second largest gathering of NCARB members, the annual Regional Summit is planned and executed by your regional representatives on the Regional Leadership Committee. Attendees at the Regional Summit have the opportunity to meet with their regional colleagues, address important local issues, and work together to enhance regional initiatives.

This 2020 Regional Summit's agenda has been carefully planned to highlight key areas of significance for your board—such as managing sunset reviews, working with code officials, and best practices for board operations—as well as offer more opportunities for engagement and collaboration both within individual regions and between regions. In addition, attendees at the Regional Summit will preview draft resolutions to be voted on at the 2020 NCARB Annual Business Meeting and hear from candidates for the FY21 NCARB Board of Directors, enabling each region to be better prepared to represent its members as we shape the future of architectural regulation.

All Member Board Members and Executives, as well as board staff, are encouraged to attend this important meeting to provide perspectives from your jurisdiction that influence the direction of regional and national policy.

As a benefit to licensing boards, NCARB covers the cost of registration, travel, and lodging for representatives from each board. This funding is available for two board members (any position on the board), one public member, and the board executive or their designee. This year we also have some limited funding available for board legal counsels to attend as well. Please contact Josh Batkin at [council-relations@ncarb.org](mailto:council-relations@ncarb.org) if your board is interested in having the legal counsel attend.

Please register for the event on the Regional Summit [website](#) and reserve your hotel room by February 3, 2020. *Note: NCARB will make hotel reservations for board executives.*

This year's summit will be held at:

**Royal Sonesta Boston**  
40 Edwin H Land Blvd  
Cambridge, MA 02142

If your schedule allows, please join us for an icebreaker reception at the Harvard Art Museums on Thursday, March 5, at 6:30 p.m., for light hors d'oeuvres and the chance to get to know your colleagues from around the country.



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Located just over the river from Boston and home to Harvard University and the Massachusetts Institute of Technology, the city of Cambridge features iconic architecture, excellent museums, and a range of restaurants for every taste—I look forward to seeing you there!

Sincerely,

Janet L. Hansen, AIA, NCARB, LEED AP  
Maine Licensed Architect  
Region 1 Chair



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## AGENDA

### Thursday, March 5

- 4 – 6 p.m. Registration Open
- 6 pm Buses Begin Loading for the Networking Reception
- 6:30 – 9:30 p.m. Networking Reception  
[Harvard Art Museums](#) | 32 Quincy Street, Cambridge, MA  
*Transportation provided. Buses begin returning to the hotel at 7:45 p.m.*

### Friday, March 6

- 7 a.m. Registration Open
- 7:30 – 8:30 a.m. New Attendee Breakfast
- 7:30 – 8:30 a.m. General Breakfast for Attendees and Guests
- 8:30 – 8:45 a.m. Break
- 8:45 – 11:45 a.m. Regional Meetings  
*Each region will caucus to discuss regional affairs.*
- Noon – 1 p.m. Joint Lunch and Presentation of Resolutions
- 1 – 2 p.m. General Session
- 2 – 2:30 p.m. Break
- 2:30 – 5 p.m. Regional Meetings  
*Each region will caucus to discuss the proposed resolutions.*
- 6:30 p.m. Regional Dinners



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Saturday, March 7

7:30 – 8:30 a.m.

Regional Breakfasts

8:30 – 10:30 a.m.

Educational Seminar for Region 6

8:30 – 10:30 a.m.

Continuing Education Seminar for Regions 1-5

*Operation Vandelay Industries – An Investigation & Prosecution – What Now?  
This presentation will take a deep dive into a recent case of illegal practice of architecture, including what went wrong and how future acts can be prevented.*

10:30 – 10:45 a.m.

Break

10:45 – Noon

Breakout Discussions

Delegates will discuss a range of topics, including:

- *Partnering with code officials – Discuss tangible tools to build mutually beneficial working relationships with code officials and learn best practices from boards who were particularly effective in educating code officials about the role of the architect.*
- *Ethical Board Service – Discuss practical information for service on a licensing board, including the distinction between service to the profession versus service to the public, and difference between advocating and lobbying.*
- *Managing sunset/annual reviews – Discuss how to utilize sunset and annual reviews as an opportunity to highlight the role of licensing boards and their service to the public.*

12:15 – 1:45 p.m.

Lunch

1:45 – 2:45 p.m.

Regional Meetings

3 – 5 p.m.

Architectural History Tours



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## ARCHITECTURAL HISTORY TOURS

### Tour 1: The History Behind Harvard University – Outdoor walking tour - \$20 per person

**Harvard University** is devoted to excellence in teaching, learning, and research, and to developing leaders in many disciplines who make a difference globally. The university, which is based in Cambridge and Boston, Massachusetts, has an enrollment of over 20,000-degree candidates, including undergraduate, graduate, and professional students. Harvard has more than 360,000 alumni around the world. Harvard University has 12 degree-granting schools in addition to the Radcliffe Institute for Advanced Study.

Harvard is the oldest institution of higher education in the United States, established in 1636 by vote of the Great and General Court of the Massachusetts Bay Colony. It was named after the college's first benefactor, the young minister John Harvard of Charlestown, who upon his death in 1638 left his library and half his estate to the institution. A statue of John Harvard stands today in front of University Hall in Harvard Yard, and is perhaps the university's best-known landmark.

The tour will be hosted by charismatic Harvard students who are dynamic and knowledgeable. The hosts will inspire you with stories about Harvard history and their personal experience in the university they call home.

The Main Tour Stops include: Old Yard, New Yard, Harvard Square, Johnston Gate, the John Harvard Statue, Massachusetts Hall, the Science Center (Sert), Memorial Church (Coolidge, Shepley, Bulfinch and Abbott), and Widener Library. There is no access to the interior of the buildings. The tour will last approximately 1.5 hours.

### Tour 2: The History Behind the Massachusetts Institute of Technology (MIT) – Outdoor walking tour - \$20 per person

**MIT** was founded on April 10, 1861, the date it was granted its official charter by the Commonwealth of Massachusetts. This was two days before the start of the Civil War. Over the next several years plans were made and funds raised, with the first classes beginning in 1865.

MIT is an integral part of its host city of Cambridge, a diverse and vibrant community noted for its intellectual life, history, and thriving innovation climate. With a campus nestled between Central and Kendall Squares, and across the Charles River from Boston's Back Bay, MIT is optimally positioned to collaborate with its neighbors and to contribute to its community.

The MIT community is driven by a shared purpose: to make a better world through education, research, and innovation. It is fun and quirky, elite but not elitist, inventive and artistic, obsessed with numbers, and welcoming to talented people regardless of where they come from.

Founded to accelerate the nation's industrial revolution, MIT is profoundly American. With ingenuity and drive, their graduates have invented fundamental technologies, launched new industries, and created millions of American jobs. Its community gains tremendous strength as a magnet for talent from around the world.



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Through teaching, research, and innovation, MIT's exceptional community pursues its mission of service to the nation and the world.

The tour will be hosted by charismatic MIT students who have the finest architecture in Cambridge. The unique MIT college experience is brought to life by the world's future top scientists, engineers, and inventors. We will attempt to have an MIT architectural student accompany the assigned student guide.

The main tour stops include: The Great Dome, Stata Center (Gehry), MIT Chapel (Eero Saarinen), Kresge Auditorium (Eero Saarinen), the Smoot Bridge (technically the Massachusetts Avenue Bridge), the Green Building (I.M. Pei, MIT Class of 1940), and East and West Campus. Schedule permitting, the tour will visit the inside of MIT Lobby 7 for a beautiful view of Little Dome and a walk down the infinite corridor. The tour will last approximately 1.5 hours.

### Tour 3: Charles Riverboat Architecture Cruise Tour - \$30 per person

Step off dry land and head out onto the water to experience Boston and Cambridge like never before!

This tour offers spectacular views of historic and contemporary architecture along Boston Harbor, through the Charles River Locks, and the Charles River Basin. The tour includes landmarks such as the Customs House, the Hancock tower, and the Old North Church, as well as cutting-edge contemporary design by today's top architects. These are simply the best waterfront views of Boston and Cambridge! The boat has a cash bar where guests can purchase drinks, including beer, wine, soda, and premium mixed drinks. Lights snacks including chips and pretzels are also available.

This tour is offered in partnership with the [BSA Foundation](#) and the [Charles Riverboat Company](#).

Professional continuing education credits are available for architects upon request. Please email [ce@architects.org](mailto:ce@architects.org) to receive credit upon completion of the tour.

# The 2020 WCARB Regional Meeting

Friday, March 6<sup>th</sup> – Morning and Afternoon Meetings

(\* - denotes voting items)

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<b>8:45 a.m.</b>	<b>Convene Meeting</b> <i>Scott Harm, Chair</i>	<b>Royal Senesta Cambridge Meeting Room: Parkview East Tower</b>
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<b>8:45 a.m.</b>	<b>1. Quorum Roll Call</b>	
<b>8:50 -9:00 a.m.</b>	<b>2. Introductions</b>	
	<b>3. *Approval of Agenda</b>	
	<b>4. *Approval of Minutes: June 21, 2019 Regional Meeting – Washington DC &amp; Executive Committee Planning Meeting: November 2, 2019</b>	
<b>9:15– 9:30 a.m.</b>	<b>5. Regional Director’s Report</b> <i>Ed Marley</i>	
<b>9:30-10:15 a.m.</b>	<b>6. State Reports</b>	
<b>10:15-10:30 a.m.</b>	<b>7. Chair’s/Executive Committee Report</b> <i>Scott Harm</i>	
<b>10:30-10:45 a.m.</b>	<b>8. Financial Report</b> <i>Tara Rothwell</i>	
<b>10:45 a.m.</b>	<b>9. Election Procedure Protocol</b>	
	<b>10. Nominations – from the floor</b>	
	<b>a. Regional Director</b>	
	<b>b. Executive Committee (3 members)</b>	
	<b>11. Nominee Speeches</b>	
	<b>a. Regional Director</b>	
	<b>b. Executive Committee (3 members)</b>	
<b>11:45-12:00 p.m.</b>	<b>12. Discussion regarding the Institute for Justice attacking the definition of engineering in several WCARB jurisdictions</b>	
<b>12:00 –1:00 p.m.</b>	<b>JOINT LUNCH AND PRESENTATION OF RESOLUTIONS</b>	
<b>1:00 – 2:00 p.m.</b>	<b>General Session (Main Ballroom)</b>	
<b>2:00 – 2:30 p.m</b>	<b>BREAK</b>	
<b>2:30-3:30 p.m.</b>	<b>13. *Elections</b> <i>Election Committee Chair</i>	

- a. **Regional Director**
- b. **Executive Committee**  
(3 members)

**14. Nominations – from the floor**

- a. **Executive Officers**
  - 1. **Chair**
  - 2. **Vice Chair**
  - 3. **Secretary/Treasurer**

**15. Nominee Speeches**

- a. **Chair**
- b. **Vice Chair**
- c. **Secretary/Treasurer**

**16. \*Elections for Executive Officers**

*Election Committee Chair*

- a. **Chair**
- b. **Vice Chair**
- c. **Secretary/Treasurer**

**3:30-4:00 p.m.**

**17. \*Review and approval of the WCARB Region 6 Strategic Plan**

*Catherine Fritz*

**4:00-4:15 p.m.**

**18. \*Review and discussion of proposed bylaw amendments**

**4:15-4:45 p.m.**

**19. Overview of the NCIDQ Interior Design Examination credentials and process and how it affects WCARB R6 jurisdictions**

*Kim Ciesynski*

**4:45-5:15 p.m.**

**20. \*Review and discussion of proposed NCARB Resolutions**

**21. WCARB Laudatories**

**22. NCARB Visiting Team (throughout day)**

**23. New Business**

**24. Old Business**

**5:30 p.m.**

**25. Adjourn for the day**

**6:30 p.m.**

**Regional Dinner – Commonwealth**

**SATURDAY**  
**March 7, 2020**

**8:30-10:30 a.m.**

**26. Educational Seminar: Professional Ethics – A Duty to Live Up To**

*Jim Mickey & Jared Zurn*

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS – WCARB REGION 6  
Chinese Ballroom, Mayflower Hotel, Washington DC**

**Friday, June 21, 2019**

Chairman Edward Marley called the meeting to order at 1:00 p.m.

**AGENDA ITEM 1**

Roll Call:

Alaska – present  
Arizona – present  
California – present  
Colorado – present  
Guam – absent  
Hawaii – present  
Idaho – present  
Nevada – present  
New Mexico – present  
Oregon – present  
Utah – present  
Washington – present

All member states and jurisdictions except Guam were present and represented at the June 2019 Region 6 Regional meeting at the NCARB Annual Business Meeting.

**Introductions:**

There were six new members in attendance: Laura Zuniga, MBE California, Brian Fugiwara, MBM Hawaii, Rann Haight, MBM Idaho, Lizzie Kukla, MBE Idaho, Lisa Howard, MBE Oregon and Erica Ceder, MBM Oregon, Gary Linnebach, Staff, Oregon and Carmen Wyckoff, MBM Arizona. Region 6 was happy to welcome former Region 6 member and NCARB Past President Ken Naylor to its meeting.

The new and former members of WCARB Region 6 were warmly welcomed with a standing ovation.

**Approval of Agenda:**

**Motion:** Nilza Serrano (CA) moved to approve the agenda. Motion seconded by Tara Rothwell Clark (NM).

**Vote:** All in favor. Motion passes.

**Approval of the Minutes:**

**Motion:** Nilza Serrano (CA) moved to approve the minutes from the March 8, 2019 regional summit in Nashville, TN. Motion seconded by Corey Solum (UT).

**Vote:** All in favor. Motion passes

**AGENDA ITEM 3     Executive Committee/Chair's Report – Ed Marley**

Marley gave a quick overview of the past years' work which included planning the recent Regional Summit in Nashville. Also, significant discussion about aligning the dues calendar with NCARB's and giving members the option of having NCARB bill both national and regional dues will be discussed. Finally, the issue of "Value of Regions" and "Dues" have been continuously discussed since 2015. There will be an opportunity for members to vote on whether to keep dues at the same level or for a dues reduction later in the meeting.

Marley gave an overview of the progress of the committees. Much progress has been made on the Strategic Planning Task Force and said that Task Force Chair Jim Oswald would give the membership an update later in the day.

**AGENDA ITEM 4     Financial Report – Jim Mickey**

Mickey stated that the finances for the region were in good shape and that the current balance sheet and profit and loss statements were provided for review in the meeting packet for member review and comment.

**AGENDA ITEM 5:     Discussion and decision regarding changing and billing the member dues from a calendar year to a fiscal year to coordinate with NCARB's dues schedule**

Chair Marley told the members that the issue of regional dues had been discussed at almost every meeting since the topic was introduced by Arizona in 2015 and hopefully today's discussion resolve the matter. Some of the jurisdictions in Region 6 have trouble getting approval to pay the regional dues. The Executive Committee thought it would be beneficial to see if NCARB would be willing to bill the regional dues at the same time it bills for the national dues. The national dues are on a fiscal year cycle from July through June of each year whereas the current Region 6 dues cycle are on a calendar year from January through December of each year. A vote in favor of changing the billing date to align with NCARB's billing cycle will effectively give every jurisdiction in the region six free months of membership as they will not receive a dues invoice in October 2019; instead the billing invoice will be sent out by NCARB in May 2020.

A general discussion on the matter ensued.

**Motion:** Scott Harm (WA) moved to approve amending the billing cycle for Region 6 to align with NCARB's and to give the jurisdictions the option of having NCARB send the bills for both the national and regional dues in one invoice. Motion seconded by Corey Solum (UT).

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 6: Discussion and decision regarding reducing the annual member dues amount from \$4,000 to \$3,500 per year**

Chair Marley directed members to review the spreadsheets he had prepared. One showed no dues reduction and the other was a \$500 dues reduction and capping the regional dinner subsidy to \$4,000 per year.

Members expressed concern about the drawdown of reserves progression over ten years that would completely eliminate all regional reserves. Members also didn't like the regional dinner cost cap of \$4,000, which would require all members to pay to attend the regional dinner along with their guests. Currently the regional dues include the regional dinner for the member only without additional cost.

A spirited discussion ensued regarding whether or not to reduce the annual dues and the potential ramifications of such. Various ideas such as offering an early bird discount, giving a rebate, temporary-rather than permanent reduction were discussed and discarded due to many boards having strict financial policies and concerns with any type of temporary dues. Consensus was that there are many ways to draw down dues that will benefit regional members without permanently reducing member dues only to have to raise dues again in another nine or ten years, such as beefing up the educational component of the meetings and offering programs that help the board members and executives become better regulators.

Arizona said it would abstain from the vote. Catherine Fritz requested that members table voting on the dues reduction until after they hear the Strategic Planning Task Force report on the strategic plan.

**AGENDA ITEM 10 Strategic Plan Update**

Task Force Chair Jim Oschwald gave an overview of the WCARB Strategic Plan Chronology:

WCARB formed a Strategic Plan Task Force in June 2017 during the annual NCARB gathering in Boston, MA. Jim Oschwald was appointed Task Force Chair by WCARB Chair, Jon Baker.

The purpose of the Task Force was to draft a Strategic Plan to guide the activities and financial priorities of the WCARB Board and its members.

Meetings began in November 2017 with Task Force members Doug Sams, Catherine Fritz and Corey Solum working with Jim Oschwald. The initial organizing meeting was held in Las Vegas in the office of WCARB Executive, Gina Spaulding, who provided significant support to the Task Force. Two additional in-person meetings, and several telephone meetings were used by the Task Force to develop materials that became integral to this draft Strategic Plan.

The Task Force's work included reviewing WCARB bylaws, gathering Strategic Plan documents from other organizations, and identifying the issues, concerns and interests of WCARB members. There was also extensive discussion about the amount and type of engagement discussion that would be needed by WCARB members and WCARB Executive Committee to

develop a Strategic Plan that truly reflected the needs and interests of WCARB. It was agreed that multiple opportunities for input by individuals and the WCARB Executive Committee would be sought at venues such as the regional meeting and NCARB annual meeting, and that other possibilities might include informal surveys, small discussion groups and interfacing with other WCARB committees.

The draft Strategic Plan is the result of the Task Force's work to date, and included significant input and review from WCARB members and the Executive Committee in a variety of forums. As stated in the bylaws, WCARB's mission is:

*"...to collaborate as a conference of Member Boards to protect the public's health, safety and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture."*

The Strategic Plan is organized around three primary principles that fulfill this mission:

**Educate:** It is essential that WCARB Board members and Executives stay abreast of contemporary regulatory and legal issues, and expand individual knowledge related to all aspects of architectural practice so as to exemplify professional continuing education and lifelong learning.

**Collaborate:** One of WCARB's greatest strengths is its multi-faceted diversity. Sharing information and best practices among the 13 jurisdictions of the region benefits all boards and members, and strengthens understanding of many unique aspects of culture, politics, ethnicity, gender and architectural practice.

**Influence:** WCARB is committed to being an actively involved region of NCARB for the purpose of promoting the practice of architecture through the licensing of qualified individuals. Encouraging service on committees, growing leadership and communicating important regional issues will ensure that the region's work remains relevant and effective.

Draft Overall Schedule:

- Finalize DRAFT Strategic Plan by June 2019
- Present DRAFT to WCARB members during June 2019 NCARB meeting
- Schedule reviews with Bylaws, Committees, and Board thru 2019
- Begin using Strategic Plan in January 2020; adopt in March 2020 at Region Summit, along with bylaw amendments

Jim Oschwald suggested that the WCARB Bylaws be amended to add "Leadership Development and Training" to the Mission Statement.

**AGENDA ITEM 6: Discussion and decision regarding reducing the annual member dues amount from \$4,000 to \$3,500 per year**

Task Force member Catherine Fritz expounded upon the draft Strategic Plan and discussed how it might affect future WCARB Region 6 budgets, especially with educational programs and increased committee participation.

For purposes of discussion, Fritz made a motion to support the dues reduction of \$500 per year. No support for the motion. Fritz withdrew the motion.

**Motion:** Tara Rothwell Clark (NM) moved that the WCARB Region 6 dues amount remain at \$4,000 per year for jurisdictions. Motion seconded by Nilza Serrano (CA).

**Vote:** All in favor except Arizona, who abstained. Motion passes.

### **AGENDA ITEM 7    Review and Approval of 2019-20 WCARB Budget**

Two draft budgets for fiscal year October 1, 2019 – September 30, 2020 were presented to the membership for review and decision. One budget reflected a dues reduction and a cap on the regional dinner and the other did not. Members stated that they would approve the budget without the dues reduction and regional dinner cap.

**Motion:** Tara Rothwell Clark (NM) moved to approve the draft budget with no dues reductions for the 2019-20 fiscal year. Motion seconded by Nilza Serrano (CA).

**Vote:** All in favor. Motion passes.

### **AGENDA ITEMS 8    Discussion and decision to update the Region 6 Rules**

Since the dues reduction did not pass, the only amendment to the Region 6 Rules will be to change Section 6.2 income as follows:

#### 6.2 Income

6.2.1 Member Board annual basic dues shall be \$4,000. An optional supplemental travel assessment in increments of \$100 may be requested to be billed to any WCARB Member in accordance with Rule 7. Basic and supplemental dues shall be received by the Executive Director no later than ~~January~~ **July** 1 of each year.

**Motion:** Tian Feng (CA) moved to approve the proposed changes to Section 6.2 of the Region 6 Rules. Motion seconded by Neitha Wilkey (WA).

**Vote:** All in favor. Motion passes.

### **AGENDA ITEM 2    Regional Director's Report – Jon Baker**

Jon Baker provided a regional director report, welcoming everyone to DC for the 2019 NCARB Annual Business Meeting and Centennial and giving an excellent overview on the current work of the Council.

Baker briefly covered the following topics:

1. NAAB Accreditation Forum Planning
  - a. Review of draft documents
    - i. 2020 Conditions for Accreditation

- ii. 2020 Procedures for Accreditation
  - iii. ARF Steering Committee Report
    - 1. How can accreditation contribute to transforming the future of architecture education and practice?
    - 2. Nine Research Topics: Alt. Career Paths to Knowledge Acquisition.
    - 3. 16 Ideas Explored: Accredited of 4-yr degrees to Cert. of CC programs.
- 2. Line-Up Software Venture
  - a. Governing Documents, Licensing agreements
  - b. Financial projections & BD strategies
- 3. Strategic Plan Refresh – Issued last month
- 4. NCARB Resiliency – Exam Security – Business continuity exam development
- 5. Collaboration with collaterals
  - a. AIAS – Studio culture, arch educ., licensure, & AXP
  - b. NAAB & ARF Task Force – Pres Elect Barbara Sestak
  - c. Model Law Task Force – Up-dating content & format
- 6. NCARB performance numbers
  - a. Cert holders 45K – increase 3%
  - b. Record holders 115K – increase 1%
  - c. Gender equity – New record holders – 45% male / 55% female
  - d. New licensee retention – 97%
  - e. Customer service requests – 55% increase – overwhelming staff
- 7. Program Investment
  - a. Educ – Pro-Practice Tool Kit & Training Program
  - b. Exam – Bus. Cont. Exam / Practice Analysis / Bias Review
  - c. Exp - Enhanced Supervisor Tools / Bias Review
- 8. Member Initiatives
  - a. State Licensing System Support
  - b. CE Tracking & Auditing
  - c. Advocacy & Outreach
- 9. Public Opinion Research
  - a. 67% - Believe regulation protects the public
  - b. 74% - Believe licensure protects the public
  - c. 88% - Believe architects should be regulated (94% after learning the process)
  - d. 82% - Rank architects 3<sup>rd</sup> behind doctors & lawyers (as a Professional Class)
  - e. 61% - Believe Architects should be licensed (45% believe doctors should be licensed)

## **AGENDA ITEM 9      State Reports**

Marley asked members to present their state reports.

### **Alaska:**

#### **Brief Overview of Current Issues**

- Issues with inconsistent/ incomplete submissions to verify compliance with continuing education requirements
- Continue to communicate with Interior Designers about the Alaska Interior Designer Registration Initiative

### Current Legislation Related to Architecture

There are a couple bills that staff are monitoring including:

- House Bill 76 relating to a state residential code, while not within the board's jurisdiction, following the Anchorage Earthquake on November 30<sup>th</sup> and presentation at May 2019 board meeting by ... responsibility to review report and consider whether the exemptions need to be changed for high risk zones.
- House Bill 93 and Senate Bill 11 regarding Military Spouse Courtesy License – temporary courtesy licenses for certain nonresident professionals – produce a report describing expedited application procedures, progress in implementing regulations to accommodate the needs to military spouses, outreach to military community about the licenses. Authorized to issue temporary licenses.

### Miscellaneous

Updates to 12 AAC 36.060 Eligibility for Architect Examination and Registration, 12 AAC 36.061 Architect Education Requirements, 12 AAC 36.103 Architect by Comity, 12 AAC 36.105, and 12 AAC 36.110 Arctic Requirement went into effect March 28, 2019. The purpose of the updates were:

- Align terminology with language used by the National Council of Architectural Registration Boards
- Update architect by comity regulations
- Provide clarification on requirements for engineer registration by comity related to the disciplines added in 2012 and structural engineering
- Address obsolete seismic requirement

In January 2019, the board established an arctic engineering/ norther design committee to review course materials and provide recommendations on criteria for the courses going forward. The Committee plans to meet this summer and provide an update to the board at their August 1-2, 2019 meeting.

The board recently conducted a fee analysis in preparation for upcoming renewal at the end of this year and the decided to implement a penalty fee for late renewal and offer an extension (31 day grace period) for continuing education for a fee.

Board Members Terming out in 2019 : There are no board members scheduled to term out in 2019, however public member and former AELS Executive Administrator Richard "Vernon" Jones resigned on March 1, 2019.

Philip Schneider was appointed on March 1, 2019 and resigned on May 17, 2019. The public member seat is currently vacant.

## **Arizona:**

### Brief Overview of Current Issues

Lack of direction for implementation of new statutes that impact the application process. One size fits all legislation requires a Board action without providing time for the Board to write and process rules and without having sufficient structure built into the legislation to determine intent.

Current Legislation Related to Architecture: The legislature has adjourned.

Board Members Terming out in 2019: Seven out of our nine Board members will have termed out in July 2019 without a replacement being appointed. All continue to serve second and third, even fourth terms due to lack of new appointments.

## **California**

### Brief Overview of Current Issues

- Regulations in process to:
  - Amend California Code of Regulations (CCR) section 154 to reduce the required wait time between test retakes for the California Supplemental Exam, from 180 days to 90 days.
  - Amend CCR 152.5 to allow the executive officer (EO) to delegate to a designee, such as the assistant executive officer or the enforcement program manager, the authority to hold an informal conference with a cited person and make a decision to affirm, modify, or dismiss a citation.
  - Amend CCR section 154 to update existing Disciplinary Guidelines.

### Current Legislation Related to Architecture

AB 5 (Gonzalez) presumes a worker is an employee, rather than an independent contractor, unless a hiring entity satisfies a three-factor test, and exempts from the test certain professions, including architecture.

Sb 608 (Glazer) extends the sunset date for the California Architects Board and requires it to fingerprint new applicants for licensure, in order to conduct a criminal background check.

## Miscellaneous

- During FY 17/18, the Board revoked two licenses, one of which has the revocation stayed and the license was then placed on probation.
- During FY 17/18, the Board received 380 complaints against architects, applicants and individuals for potential violations of the Architects Practice Act.
- During FY 17/18, the Board issued 54 citations and assessed \$36,000 in administrative fines for violations.

## **Colorado**

Within the last six months the Board has broken up the professions to discuss updating the laws and rules. The architects are focusing on the continuing education "proof of retention" requirement to see if they can eliminate the language in the law that requires the registrant to prove they have retained the materials learned in continuing education courses so that the entire continuing education process can be simplified.

## **Guam**

No report

## **Hawaii**

### Brief Overview of Current Issues

The Board is presently going through the rules amendment process which proposes to clarify the continuing education ("CE") requirements for architects' license renewal. These amendments include specifics for the CE courses, clarifies the requirements for compliance, and proposes language to request for a waiver or modification of the CE requirements.

The Board continues to discuss rule amendments to the entire chapter basically to clarify and amend language to conform with updates on the national level, such as the NCARB IDP / AXP training requirements, direct registration, etc. The last rules amendment was in April 2013.

## **Idaho**

In 2017 the Governor requested registration boards to ensure registration barriers were removed. There were two Executive Orders issued by the Governor: one, the "Red Tape Reduction Act" which required for every one law amended or added, two other laws must be eliminated.

Idaho is also dealing with Sunrise and Sunset reviews.

## **Nevada**

### Brief Overview of Current Issues

The Board in partnership with AIA held its annual continuing education seminar this year to offer an opportunity for our registrants to earn the required 8 CEUs in one day. The seminar is offered in Reno and Las Vegas and it's been well-received by our Nevada registrants since its inception.

In an effort to increase public, educational and professional outreach, the Board's PIO visited several technical schools, college programs, building departments and career fairs based on the new outreach plan implemented by the Board almost a year ago and our recently updated strategic plan.

Nevada is happy to announce that the Board is celebrating its 70<sup>th</sup> year anniversary of its creation as a Practice/Title act by the Nevada Legislature in 1949.

### Current Legislation Related to Architecture

As the last day of the 2019 Nevada Legislative Session approached, the Senate Concurrent Resolution 6 (SCR6) was adopted and will be effective on June 2, 2019. SCR6 directs the Sunset Subcommittee of the Legislative Commission to conduct an interim study concerning professional and occupational licensing boards and report back the results of the study to the Director of the Legislative Counsel Bureau. The Senate Concurrent Resolution 6 will affect all professional and occupational licensing boards regulated under title 54.

### Board Members Terming out in 2019: All three seeking re-appointment

Kimberly Ciesynski, Chair – Registered Interior Designer  
William Snyder, Architect  
John Morelli, Residential Designer

John Klai, Architect-Board Member, resigned from his position to pursue other endeavors. The effective date is June 30, 2019.

## **New Mexico**

### Brief Overview of Current Issues

- New Mexico's Broadly Experienced Pathway to Licensure
- New Mexico has a new Governor, changed parties. The interior design law was vetoed by the Democratic Governor.
- There have been several staff changes

### Miscellaneous

Mr. Robert (Bob) Calvani, Second Vice President, is in candidacy for First Vice President/ President-elect of NCARB Board of Directors.

Current Chair, Ms. Tara Rothwell is on the Executive Committee, WCARB; Region 6 effective July 1, 2019.

#### Board Members Terming out in 2019

Tara Rothwell and Mark Glenn, terms expire on June 30, 2019 and Geoffrey Adams, Educator member.

#### **Northern Mariana Islands**

No real issues going on in CNMI currently.

#### **Oregon**

##### Brief Overview of Current Issues

The Board recently updated its Rules. Some key changes include: removed the ARE application, added written contract requirement, changed firm stamping requirements.

##### Current Legislation Related to Architecture

HB 3030 (enrolled): temporary registration for spouse of member of Armed Forces.  
SB 855: study manner in which immigrants or refugees become authorized to practice.

#### Board Members Terming out in 2019

James Robertson will complete his third and final term in January of 2020. Jim's expertise, guidance, calm demeanor, depth of knowledge and long-term history will the Board will be missed.

#### **UTAH**

Not too many issues going on right now in Utah. The issue of deregulation is the main concern.

#### **Washington**

##### Brief Overview Of Current Issues:

Work continued on a project to replace the licensing and compliance systems managed by the Department of Licensing. By the fall of 2019, architects will be among the first of 45 professional licensing groups to be rolled over onto the new system.

Miscellaneous:

The board continued its outreach efforts by meeting in different regions around the state as well as meeting on university campuses. In addition to meeting with NAAB accredited programs, Board members met with staff and students from the architectural programs at community colleges, technical schools and high schools to learn about their programs and answer questions about licensing.

Current Legislation Related To Architecture:

HB 1148 – Updating Washington’s architect registration law to align experience requirements with national standards. This bill approved by the legislature and signed into law by the Governor will be effective July 28, 2019. The bill eliminates language requiring a three year structured intern program replacing it with language referencing a structured program as determined by the board. The Board is currently drafting rule language to support the new law.

**AGENDA ITEM 14      WCARB Region 6 Laudatories**

Laudatories for departing Region 6 members were presented and read into the record:

**Jay Cone**

Whereas architect Jay Cone of Idaho, has served as a valued member of the Idaho Bureau of Occupational Licensing for the past ten years;

Whereas Jay has served as the chair of the Idaho Board twice and served two terms from 2013 -2017 on the WCARB Executive Committee. Jay has participated for many years on various NCARB exam writing, grading and other committees. His hard work and insight enriched the Idaho board and the WCARB and NCARB communities.

Whereas Jay’s sense of humor, quiet insight, calm demeanor and stories and pictures of his twin boys will be dearly missed;

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Idaho Board members.

**James Robertson**

Whereas architect Jim Robertson of Oregon, has served as a valued member of the Oregon State Board of Architect Examiners for twelve years;

Whereas Jim has served as the Oregon Board Chair and served as the delegate to WCARB and NCARB meetings for the past twelve years. Jim participated for many years on various NCARB exam writing, grading and other committees.

Whereas Jim's expertise, guidance, depth of knowledge, attention to detail, calm demeanor, depth of knowledge and long term history will be dearly missed;

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Oregon Board members.

### **John Klai**

Whereas architect John Klai of Nevada, has served as member of the Nevada State Board of Architecture, Interior Design and Residential Design for twenty years,

Whereas John has served as the Nevada Board Chair, chaired several board subcommittees and participated for many years on numerous NCARB exam writing, grading and other committees.

John also served on the WCARB Executive Board for two terms as well as participated as a Nevada architect delegate to the NCARB and WCARB meetings for two decades; and

Whereas John was inducted into the College of Fellows in 2015 and received an Honorary Doctorate of Humane Letters in 2018 from NDSU and his extensive community service over the past three decades has enriched the state of Nevada immeasurably;

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Nevada Board members.

### **Vern Jones**

Whereas public member Richard "Vern" Jones of Alaska, has served as a valued public member of the Alaska State Board of Registration for Architects, Engineers and Land Surveyors for three years and as its Member Board Executive for the previous eight years;

Whereas Vern's commitment to the mission of the Board and his long-time knowledge of the development and changes in Alaska's licensing regulations made him a revered participant at every board meeting.

Whereas Vern's calm demeanor, respectful consideration of opinions different than his own and willingness to collaboratively resolve issues for the greater good of all design professionals made lasting contributions to the Board and to Alaska's design professionals. And whereas Vern's legacy with the Board also includes his quiet sense of humor and love of a good steakhouse.

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Alaska Board members.

The members of Region 6 thanked the members for their service to the region and gave them a standing ovation.

**AGENDA ITEM 12 2020 Regional Meeting Discussion – agenda and educational topics?**

Possible future educational program topics:

- Supervisors for AXP
- Supervisor support for Region 6
- Board member training
- New board member orientation
- Suggestion to bring in an “addictionist” due to uptick in chemical and mental health dependency by design professionals. FARB addresses this topic and it would be good for the region to address it

**AGENDA ITEM 10 NCARB Visiting Team**

Visiting Team: Terry Allers, NCARB President, Bob Calvani, 1VP President Elect and Mike Armstrong, NCARB CEO and other NCARB staff stopped by the region to answer any questions.

The Visiting Team was asked how the committee appointments work. President Allers replied to send him an email if you want to be on a committee. Several general questions were asked and Mike Armstrong gave a very general overview of the software that NCARB is developing for profit.

Chairman Marley thanked the visiting team for taking the time to visit the region.

**AGENDA ITEM 12 New Business/Old Business**

No new business was discussed.

**AGENDA ITEM 13 Other**

No other business was discussed.

**ADJOURN FOR THE DAY**

Chair Marley adjourned the Region 6 WCARB meeting at 4:00 p.m.

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE WESTERN COUNCIL OF  
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6  
Executive Committee Fall Planning Meeting, Las Vegas, NV  
9:00 a.m. Pacific Time**

**Saturday, November 2, 2019**

Roll Call:

Scott Harm, Chair, WA  
Sylvia Kwan, Vice Chair, CA  
Tara Rothwell, Secretary/Treasurer, NM  
James Mickey, Member, NV  
Corey Solum, Member, UT  
Ed Marley, Regional Director, AZ  
Gina Spaulding, Region 6 Executive Director

**Approval of the Agenda:**

**Motion:** Tara Rothwell (NM) moved to approve the agenda. Motion seconded by Corey Solum (UT). **Vote:** All in favor. Motion passes.

**Approval of the Minutes from NCARB 2019 Regional Meeting in Washington DC:**

**Motion:** Jim Mickey (NV) moved to approve the minutes from the June 2019 regional meeting at the NCARB ABM in Washington DC. Motion seconded by Sylvia Kwan (CA). **Vote:** All in favor. Motion passes.

**Chair's Report:**

Scott Harm briefed the Executive Committee about the Regional Leadership Committee (RLC) meeting that he and Spaulding had attended in Cambridge on October 16-19, 2019. The RLC is comprised of all six regional chairs and execs and the NCARB 1VP and NCARB staff. The focus of the committee is to develop the plenary sessions and overall agenda for the Regional Summits and to collaborate on ideas for workshops for the NCARB annual business meetings.

The focus of the RLC meeting was going through and finalizing the agenda for the 2020 Regional Summit in Cambridge, MA on March 4-8, 2020 which will be hosted by Region 1. The upcoming Regional Summit will remain focused on Regional issues and dialog with limited National agenda items. Topics of discussion for the 2020 Regional Summit included how to restructure the next Regional Summit to provide a greater "regional" flavor and feel, Regional Summit potential agenda topics, Executive presence training, the refreshed NCARB strategic plan and working on continuing to increase the value of the regions to the entire community. The model of beginning the Regional Meetings with a Plenary session was revised in favor of

beginning the Regional Summit in the Regional Meetings, which will provide a greater regional flair as well give the region more time to meet and discuss topics of interest.

### **Discuss where Region 6 will host the 2022 Regional Summit**

The Executive Committee discussed this item at length regarding which jurisdiction's turn it was to host the 2022 Regional Summit within Region 6. With that in mind, it was noted that Hawaii hasn't had the opportunity to host a regional meeting since 1986. When it is Region 6's turn to host the Regional Summit in 2022 it will have been 36 years since we last held a regional meeting in Hawaii. Discussion turned to the fact that it is not too expensive to fly to Hawaii now and potential meeting room cost would be commensurate with what we have been paying for in the past few years. If NCARB will not entertain Hawaii as a potential destination, then the backup location for 2022 will be Scottsdale, Arizona.

### **2020 Regional Meeting Planning:**

The Executive Committee worked to develop the agenda for the 2020 WCARB Regional Meeting and discussed at length the major issues that are currently under discussion within the region.

Sylvia Kwan requested that an agenda item that discussed an overview of the interior design educational credentials be added to the agenda to address the many questions that jurisdictions in Region 6 have with regard to interior designer licensing.

It was suggested that the election nominations and speeches be moved up on the agenda so that we aren't scrambling at the last minute to finish elections before the end of the day.

A discussion about the regional reserves resulted in the Executive Committee reaffirming its desire to use the reserves to develop meaningful educational programs and other resources for the members of Region 6. The strategic plan will help to inform the region how this will be accomplished.

Harm noted that the agenda for the overall Regional Summit was very full but indicated that there would be an opportunity at the next Regional Summit to have a new member breakfast to answer questions and get to know the new members.

### **Review Strategic Planning Task Force Committee Work for WCARB Strategic Plan:**

The Executive Committee reviewed the work of the Strategic Planning Task Force which is progressing along nicely and will be presented to the regional membership for a vote and possible adoption at the 2020 Regional Summit in Cambridge. Minor edits on the graphics were still needed as well as fleshing out the action items. Harm thanked Corey Solum, who served on the task force, along with Chair Catherine Fritz, and other members Jim Oschwald and Doug Sams for their excellent work on the WCARB Strategic Plan.

### **2020 Regional Dinner in Cambridge, MA:**

Spaulding told the Executive Committee that the Regional Execs had visited many restaurants in Cambridge looking for regional dinner spots for all the regional dinners. Commonwealth Restaurant was selected as the location for the 2020 WCARB regional dinner and \$75 was set as the price for guests who attend the regional dinner. There is no charge for members to attend as it is a benefit of membership.

### **Educational programming at the Regional Summit:**

The Executive Committee will have Jim Mickey and Jared Zurn reprise their educational seminar that they did during the 2019 National AIA Convention in Las Vegas and for the Nevada State Board of Architecture, Interior Design and Residential Design's continuing education seminar series "Professional Ethics – Going Further than the Code" for the educational component of the WCARB Region 6 meeting. This seminar will be available to Region 6 members only and will provide HSW credit to the attendees.

### **Financial Statements for 2019 Reviewed and Approved**

The Executive Committee reviewed and approved the financial statements for 2019. It was noted that the drawdown of reserves will be utilized in early 2020 as the next dues payments will not be received by the region until June and July 2020.

### **Elections at 2020 Regional Meeting:**

Each year, the region elects a new regional director, a position currently held by Ed Marley. Marley indicated that he will be running for another term as Regional Director.

There will be three open positions on the Executive Committee currently held by Scott Harm, Corey Solum and Jim Mickey. Harm and Mickey will have served their two allowed terms on the Executive Committee currently allowed by the WCARB bylaws and will term off the ExCom. Solum is eligible to serve another term on the Executive Committee and indicated that he will seek another term.

The meeting was adjourned at 2:30 p.m. by Chair Harm.



NCARB

# REGIONAL SUMMIT

## **Regional Director's Report** **Ed Marley, Regional Director**



NCARB

REGIONAL SUMMIT

# State Reports

## 2020 WCARB Region 6 State Reports

### Alaska

#### Board Composition

Architects: 2

Non-Architects: 9 (5 engineers, 2 land surveyors, 1 landscape architect, 1 public member)

Other Licensed Professionals: engineers, land surveyors and landscape architects

#### Licensing Statistics

In State Registrants: 2,991 (235 architects)

Out of State Registrants: 3,117 (310 architects)

#### Brief Overview of Current Issues

- Board is actively working on strategic plan
- Board conducted a thorough review of its statutes and regulations in following with the Governor's mandate and Division's directive to consider "Right Touch Regulation"
- Recently completed renewal cycle at the end of 2019 utilizing a new online renewal feature.
  - 94% professional individual licensees renewed (data pulled 2/12/2020)
  - Of those that renewed, 93% utilized the online renewal
  - Board implemented late renewal fee of \$50
- Continuing Education Audit will be conducted in Spring 2020

#### Current Legislation Related to Architecture

- SB 157/ HB 216 - Professional Licensing Reform - This bill aligns Alaska licensure policy with national best practices as recommended by the U.S. Department of Defense, the U.S. Department of Labor, the National Council of State Legislatures, and a bi-partisan White House, among other agencies and associations. The major policy reforms include universal temporary licensure and reasonable basis review. The Board submitted a letter outlining their concerns regarding universal temporary licensure and requested an exemption for the professions regulated by the AELS Board, explaining core requirements such as

the arctic requirement. However the Board offered an alternative in keeping with the intent of the bill to expedite licensure and requested an amendment to designate authority to staff to approve licenses that met certain criteria.

- Draft bill for Registration of Commercial Interior Designers - Members of ASID plan to present to the board no later than the May 2020 meeting.

### Miscellaneous

- Executive Administrator Alysia Jones resigned from her position but will continue to assist with AELS matters until a new E.A. has been appointed.

### Board Members Terming out in 2020:

- Dave Hale, P.L.S.
- Colin Maynard, P.E., S.E.
- William Mott, P.E.

## Arizona

### Board Composition

Architects: 2

Non-Architects: 7

Other Licensed Professionals: 6

### Licensing Statistics

Total Number of Licensees: 30,541

Total Number of Actively Practicing Architects: 6,110

Registered Architectural Firms: 1,243

### Brief Overview of Current Issues

The Institute for Justice is suing the Board on behalf of an unlicensed engineer alleging that the Board is violating his First Amendment Rights to Free Speech (to call himself an engineer.)

### Current Legislation Related to Architecture

Two bills have dropped in the Arizona Legislature directly involving the Board. The first proposes to make public members the quorum of the board, and reducing the architect and engineering representation. The second bill proposes to rewrite the definition of 'engineering practice.'

In addition, there are 17 other bills that directly affect this board, specifically, it's operations, and regulation and administrative law generally.

## Miscellaneous

None

### Board Members Terming out in 2020:

Neal Jones, Architect; Gene Montgomery, P.E.; Alejandro Angel, Ph.D, P.E.; Clarence McAllister, P.E.; Andrew Everroad, public member; Stephen Noel, P.G.; Jack Warner, PLA.

## **California**

### Board Composition

Architects: 5

Non-Architects:5

Other Licensed Professionals: 0

### Licensing Statistics

In State Registrants: 17,099

Out of State Registrants: 4,159

### Brief Overview of Current Issues

The Board is preparing to implement a requirement to have all candidates for licensure complete a criminal background check as part of the application process. This requirement will take effect January 1, 2021.

### Current Legislation Related to Architecture

None

## Miscellaneous

The Board is participating in meetings with the California Council for Interior Design Certification and other stakeholders to potential statutory changes for certified interior designers, to clarify the type of plans they are currently authorized to prepare. California does not license interior designers, but they can be certified by a private, non-profit organization designated by the state.

### Board Members Terming out in 2020:

Pasqual Gutierrez

## **Colorado**

### Board Composition

Architects: 3

Non-Architects: 3 Public

Other Licensed Professionals: 3 Professional Land Surveyors, 4 Professional Engineers

### Licensing Statistics

In State Registrants:

As of Feb 15 Architects: 3,613

As of Nov 2019 Professional Engineers: 14,506

Professional Land Surveyors: 1,095

Out of State Registrants:

As of Feb 15 ARC: 3,949

As of Nov 2019 Professional Engineers: 13,294

Professional Land Surveyors: 638

### Brief Overview of Current Issues

We continue to spend a lot of time on review of Continuing Education. After the Oct 2019 renewal, there has been another Audit. We do not yet have a report from our Continuing Education Office re the success rate of the audit.

### Current Legislation Related to Architecture

None

### Miscellaneous

None

### Board Members Terming out in 2020:

Professional Engineer Member, Bud Gaines, completes his second and final term with the Board in July. Bud is a Mechanical Engineer and we hope to have him replaced with same.

## **Guam**

### Board Composition

Architects: 2 (1 Vacancy)

Non-Architects: 5

Other Licensed Professionals: Department of Public Works Director 2 Engineers, 1 Surveyor

### Licensing Statistics

In State Registrants: 32

Out of State Registrants: 67

### Brief Overview of Current Issues

Review of draft Rules and Regulations are ongoing.

### Current Legislation Related to Architecture

None

### Miscellaneous

None

### Board Members Terming out in 2020:

Public Member - July 2020

Surveyor Member - Provisional and can only be removed from the board by the Governor

## **Hawaii**

### Board Composition

Architects: 3

Non-Architects: 10

Other Licensed Professionals:

### Licensing Statistics

In State Registrants: 1,072

Out of State Registrants: 1,514

### Brief Overview of Current Issues

None

### Current Legislation Related to Architecture

None

### Miscellaneous

None

### Board Members Terming out in 2020:

Kevin Katayama

Joel Kurokawa

## Idaho

No report submitted

## Nevada

### Board Composition

Architects: 5

Public Member: 1

Other Licensed Professionals: 3

### Licensing Statistics

In State Registrants: 565

Out of State Registrants: 2259

### Brief Overview of Current Issues

The Board is currently updating the latest version of the Reference Guide for the Nevada Construction Industry (also known as the Blue Book). This publication of the Blue Book has been provided to the public since 1998 and it's jointly published by Nevada State Board of Architecture, Interior Design and Residential Design, State Board of Professional Engineers, State Board of Landscape Architecture, State Contractors Board, Nevada State Fire Marshal Division, State Public Works Division and the Nevada Organization of Building Officials. We are anticipating having the updated version of the Blue Book by the end of 2020.

### Current Legislation Related to Architecture

At the direction of the Executive Branch Audit Committee (EBAC), the Division of Internal Audits conducted an audit of Nevada's 34 independent boards subject to Title 54. As a result of the audit, the EBAC is recommending establishing an executive branch oversight of boards under the Department of Business and Industry to provide awareness, guidance and review of the Boards. The next meeting of the EBAC has been schedule for February 26, 2020, so we will know more about these recommendations and whether this matter will move forward.

### Board Members Terming out in 2020:

Greg Erny - Architect

Geoge Garlock - Architect

Tina Wichmann - Architect

They have all indicated that they would like to be reappointed for one more term.

## **New Mexico**

### Board Composition

Architects: 6

Non-Architects: 1-Public Member

Other Licensed Professionals: NMBEA Secretary/Treasurer, Mr. Mark Glenn is an attorney in Albuquerque, NM

### Licensing Statistics

In State Registrants: 736

Out of State Registrants: 1,475

### Brief Overview of Current Issues

None

### Current Legislation Related to Architecture

None

### Miscellaneous

Mr. Robert (Bob) Calvani is the First Vice President/ President-elect of NCARB Board of Directors.

Ms. Tara Rothwell is the Secretary of the Executive Committee, WCARB; Region 6.

Mr. Mark Glenn is in candidacy for the office of Public Director of NCARB Board of Directors.

### Board Members Terming out in 2020:

None

## **Northern Marianas**

### Board Composition - (Multi - Discipline)

Architects: none

Non-Architects: 05

Other Licensed Professionals: Total 05 - 2 Civil; 1 Appraisal; and 2 Public Members

### Licensing Statistics

In State Registrants: 07

Out of State Registrants: 32

## Brief Overview of Current Issues

None

## Current Legislation Related to Architecture

None

## Miscellaneous

None

## Board Members Terming out in 2020:

None

## **Oregon**

### Board Composition

Architects: 5

Non-Architects: 2

Other Licensed Professionals: 0

### Licensing Statistics as of February 4, 2020

In State Registrants: 1,529 (registered by exam)

Out of State Registrants: 2,187 (registered by reciprocity)

## Brief Overview of Current Issues

The Law Review Committee is in the process of conducting a full review of the Board's statutes to determine if the Board wants to propose any statutory changes for the 2021 Legislative Session. The committee will also conduct a review of the entire chapter of the Board's rules. NCARB's draft Model Law has been a great resource for this review.

## Current Legislation Related to Architecture

In 2019, the Oregon Legislature passed Senate Bill (SB) 688 which required licensing boards to report on their efforts to assist spouses or domestic partners of members of the Armed Forces who are stationed in Oregon with obtaining registration to practice architecture in Oregon. Upon review, the Board determined its existing rules for registration via reciprocity meet the needs of applicants seeking a temporary authorization to practice in Oregon.

In addition, the Legislature passed SB 855 which required the Board to report on how immigrants or refugees become registered to practice architecture in Oregon. The report also identified methods to reduce potential barriers impeding immigrants or refugees from becoming registered to practice in Oregon.

Miscellaneous

The Board held one of its meetings at Portland State University, followed by a presentation to students about registration and practice. The presentation was well-attended with over 100 students in the audience. The Board will hold a meeting at the University of Oregon in October.

Board Members Terming out in 2020

Jim Robertson, Architect Member (ineligible for reappointment)  
Jim Chaney, Public Member (eligible for reappointment)

**Utah**

Board Composition

Architects: 4  
Non-Architects: 1  
Other Licensed Professionals: N/A

Licensing Statistics

In-State Registrants: 1,364  
Out of State Registrants: 1,513

Brief Overview of Current Issues

None

Current Legislation Related to Architecture

None

Miscellaneous: 2020 Board Members

- Corey Robert Solum                      08/17/2015    06/30/2023
- Celestia Ray Carson                      07/01/2016    06/30/2024
- Brian K. Jacobson                      07/01/2016    06/30/2024
- Bret O. Bullough (Architect)            07/01/2018    06/30/2026
- Michael Fazio (Public Member)        03/07/2019    06/30/2027

Board Members Terming out in 2020

None

## Washington

### BOARD COMPOSITION:

Washington's Board for Architects celebrated its 100<sup>th</sup> year of serving architects. The Governor-appointed board consists of seven members: six architect members and one public member.

### LICENSING STATISTICS:

Active Licensees			
Year	2017	2018	2019
In-State	4,007	4,231	4,225
Out-of-State	2,671	2,918	2,598
Total	6,678	7,149	6,823

Complaints			
Year	2017	2018	2019
Open	7	15	5
Closed	14	7	7

### BRIEF OVERVIEW OF CURRENT ISSUES:

With the rollout of POLARIS in the fall of 2019, Architects and other professions now have a new licensing system, which integrates licensing, regulatory, and financial management processes. Formerly, many of the professions required submitting a paper application for a license. With the rollout of POLARIS, licensees are able to conduct all their business including filing complaints with the Department of Licensing (DOL) online.

The Architect program has been busy implementing HB 1148, an update to Washington's architect registration law to align experience requirements with national standards. The Board is currently finalizing rule language to support the new law.

### MISCELLANEOUS:

The board continued its outreach efforts by meeting in different regions around the state. Architect Board members and the board executive met with students from the architectural program at Clark College, and also met with students at Heritage High School who are taking drafting classes, to talk about paths to licensure and answer questions from students and staff.

### CURRENT LEGISLATION RELATED TO ARCHITECTURE:

The Architect Board is monitoring many bills that effect the requirements for licensure. Below are the current bills moving forward through the legislative process.

#### SHB 2303 - Military members & spouses licensing

Requires certain state agencies to issue provisional professional licenses for service members and military spouses stationed in Washington.

#### SHB 2356 - Reducing barriers/previous criminal convictions

Creates a preliminary application process for professional licenses, administered by the Department of Licensing for a person with criminal conviction to obtain a determination of whether the individual's criminal history will disqualify the individual from obtaining a professional license.



NCARB

**REGIONAL SUMMIT**

# **Chair's/Executive Committee Report**

**Scott Harm, Chair**



NCARB

REGIONAL SUMMIT

## **Financial Report**

**Tara Rothwell, Secretary/Treasurer**

WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS

APPROVED BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR October 1, 2019 - September 30, 2020

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00
Reserves Drawdown	\$ 6,500.00

TOTAL 2019-20 REVENUE: \$ 58,520.00

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education/Program Development and R6 Committee Expenses	10,000.00
Meeting Costs	2,500.00
Regional Dinner – Cambridge, 3/2020	7,000.00
Executive Director's Pay	18,000.00
Communication, Website & Internet	2,220.00
Printing, Production & Mailing	250.00
Misc (includes annual software expense)	<u>500.00</u>

TOTAL 2019-20 EXPENDITURES: \$ 58,470.00

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02/24/20

Cash Basis

WCARB  
Balance Sheet Standard  
As of February 24, 2020

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	<u>Feb 24, '20</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking	15,244.74
Savings	99,175.20
Total Checking/Savings	<u>114,419.94</u>
Total Current Assets	<u>114,419.94</u>
TOTAL ASSETS	<u><u>114,419.94</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	152,551.87
Net Income	<u>-38,131.93</u>
Total Equity	<u>114,419.94</u>
TOTAL LIABILITIES & EQU...	<u><u>114,419.94</u></u>

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02/24/20

Cash Basis

WCARB  
Profit and Loss Standard  
October 1, 2019 through February 24, 2020

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	<u>Oct 1, '19 - Feb 24, '...</u>
Income	
Interest	10.91
	<hr/>
Total Income	10.91
Expense	
Bank Service Charges	50.00
Executive Committee Tra...	7,271.96
Executive Director's Pay	6,000.00
Meeting Costs	2,125.88
Internet	340.32
Recurring Software Expe...	286.31
	<hr/>
Total Expense	16,074.47
	<hr/>
Net Income	<u><u>-16,063.56</u></u>

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02/24/20

Cash Basis

WCARB  
Profit and Loss Standard  
October 2018 through September 2019

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	<u>Oct '18 - Sep '19</u>
Income	
Meeting Reimbursement	3,500.00
Interest	35.70
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
No. Marianas	5,333.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
Total Annual Dues	<u>53,333.00</u>
Total Income	56,868.70
Expense	
Regional Dinner Expense	4,964.92
Bank Service Charges	50.00
Executive Committee Travel	26,918.63
Bd Member Meeting Reimburse...	4,876.78
Postage and Mailing	255.00
Executive Director's Pay	16,250.00
Executive Director's Travel	2,140.21
Meeting Costs	2,661.18
Office Supplies	339.61
Internet	1,030.96
Web Site	300.00
Committee & Program Expense	6,876.85
Web Site Development	600.00
Recurring Software Expense	279.87
Total Expense	<u>67,544.01</u>
Net Income	<u><u>-10,675.31</u></u>



NCARB

REGIONAL SUMMIT

## **Elections**

## **REGION 6 WCARB EXECUTIVE COMMITTEE GOVERNANCE STRUCTURE & ELECTION PROCESS:**

The Executive Committee of the Western Region shall be composed of five voting members – a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The five voting Executive Committee members shall be elected by majority vote of Members present at an Annual Meeting of WCARB. The Regional Director and the WCARB Executive Director shall serve as ex officio nonvoting members of the Executive Committee.

Executive Committee members shall be elected for a term of two years, three members to be elected in even numbered years and two members in odd-numbered years, to assure management continuity. A nominee for the Executive Committee must be a current active member of the nominee's respective Board. New Executive Committee Members shall assume office immediately following the adjournment of the next Annual Meeting of NCARB. A member of the Executive Committee who is no longer a member of their State Board may complete their elected term of service on the Executive Committee.

The Chair, Vice Chair, and Secretary/Treasurer shall be elected, by majority vote of Members present at the Annual Meeting of WCARB, from among the membership of the Executive Committee who will be in office immediately following the adjournment of the next Annual Meeting of NCARB. Their term of office will commence immediately following the next Annual Meeting of NCARB.

Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.

### **2019-2020 Current WCARB Region 6 Executive Committee:**

Edward Marley (AZ) – Regional Director, Region 6  
Scott Harm (WA) – Chair of Region 6 Executive Committee  
Sylvia Kwan (CA) – Vice Chair of Region 6 Executive Committee  
Tara Rothwell (NM) – Secretary/Treasurer of Region 6 Executive Committee  
Corey Solum (UT) – Member of Region 6 Executive Committee  
James Mickey (NV) – Member of Region 6 Executive Committee  
Gina Spaulding (NV) – Executive Director, Ex Officio Member of Executive Committee

February 1, 2020



To: All NCARB Region 6 Member Board Members

From Edward T. Marley, NCARB, AIA, LEEDap

Greetings Fellow WCARB members:

I would like to take this opportunity to officially announce my candidacy for re-election as the Region 6 **Regional Director** on the NCARB Board of Directors and would appreciate your support. Over the last 8 months I have passionately pursued the duties of Regional Director. I have provided input into the forthcoming 2020 NAAB Conditions and Procedures for Accreditation through a detailed review and commentary of both draft documents and participation in the Accreditation Review Forum in July of 2019. I have also served on the 2019 Audit Committee. Conducting Pre-Board of Directors Meeting Calls to the region as well as attending the WCARB Executive Committee Meeting have allowed me to stay in touch with issues of importance to our region and subsequently communicating those issues back to the national Board. Over the past seven years I have been involved at the Arizona Board, WCARB and NCARB in the following capacities:

- 2019-2020 Regional Director Region 6
- 2019-2020 NCARB Audit Committee
- 2018-2019 WCARB Chair.
- 2018-2019 NCARB Regional Leadership Committee
- 2018-2019 NCARB Policy Advisory Committee
- 2016-2018 WCARB Vice Chair. Working with the Executive Committee and the Strategic Planning Committee to enhance the value of WCARB to its members.
- 2015-2016 WCARB Secretary/Treasurer.
- 2015: WCARB Executive Committee: produced video/slide show featuring the Architecture of Region 6 which premiered at the 2015 Regional Summit.
- 2015: NCARB Annual meeting Credentials Committee Chair.
- 2014-2017: NCARB Broadly Experienced Architect (BEA) Committee.
- 2017- 2019: NCARB Certification Alternative Review Team inaugural member.
- 2018-Present: NCARB Tri-National Dossier Review Team. One of three NCARB representatives to the Tri-National program with the US, Mexico and Canada. Chaired Interview team for two interviews.
- 2013-2015: Two terms as Chairman of the Arizona Board of Technical Registration.
- 2016: Vice Chair, Arizona Board of Technical Registration.
- 2013-Present: Chair Arizona Board of Technical Registration Legislative and Rules Committee.

Other Professional Service:

- 2003: AIA Southern Arizona Chapter President
- 2003: Chair: Mount Lemmon Restoration Committee Chair. Lead the effort to facilitate rebuilding of mountaintop community devastated by 80,000 acre wildfire.
- 2000-2001: AIA Arizona President.
- 1995-1998: AIA Arizona Government Affairs Chair.
- 1985-1999: Arizona IDP State Coordinator.
- 1985-1987: AIA Southern Arizona Secretary
- 1983-1985: AIA Southern Arizona Associate Director
- 2008-Present: President Cornerstone Building Foundation Charities.
- 2006-2014: Board Member Metropolitan Pima Alliance.
- 2012-2013: President, Metropolitan Pima Alliance.
- 2014-Present: Member DM50, Civic Group supporting the mission of our local Air Force Base.

Recognition:

- 2004: Arizona Architects Medal: The highest honor bestowed on Arizona Architects that have served the profession and society at an exemplary level.

Professional:

- 1983-Present: Swaim Associates, Ltd.
- 1995-Present: Principal: Swaim Associates, Ltd, Tucson, AZ, 21-person firm. If our firm used fancy titles, I would be the CFO.
- Registered Architect: Arizona, 1986  
Also registered in OR, NM, KS, MN, VA, HI and SC.
- NCARB Certificate Holder

Education:

- 1982: Bachelor of Architecture, University of Arizona.
- 1981: Ecoles d'Arte Americaines, Fontainbleau, France, Summer program.

Personal:

- Married to Janice for 34 years.
- Two grown children, including a son who produces fantastic WCARB videos and daughter who plays the ukulele.

I am excited to continue to represent our region, its member boards, registrants, those aspiring to be registrants and the public as we all work with NCARB to further the profession of architecture.

On this basis, I ask you to support my candidacy for re-election as Region 6 Director so that I may continue to promote the interests of WCARB, NCARB and the Profession of Architecture.

Respectfully,



Edward T. Marley, NCARB, AIA, LEEDap  
Principal, Swaim Associates, Ltd.



January 29, 2020

Gina Spaulding, Executive Director  
Western Council of Architectural Registration Boards, Region 6  
2657 Windmill Parkway #601  
Henderson, NV 89074

Dear Gina and Esteemed Members of Region 6:

I appreciate the opportunity to request your support in my candidacy for the position of WCARB Executive Committee for a second term. It has been an exciting last two years working on your behalf, and I very much would like to continue with the work and accept new responsibilities on your behalf. Over the past four years, I've had the pleasure to get to know many of you and could not be more excited to serve while I can. I am now just starting my second and final appointed term with the State of Utah and currently serve as the Chair of the Utah Licensing Board.

With NCARB and WCARB for 2019, I most recently completed chairing a case study committee, as well as working on the new NCARB diversity committee, the WCARB executive committee, and the WCARB strategic planning committee.

I'm passionate about what I do, and the industry that I represent. I feel that my drive and passion will directly benefit members of WCARB through my ability to effectively communicate issues related to architecture, and work collaboratively to further the mission of the organization.

In addition to serving the Utah Architects Licensing Board, and the NCARB and WCARB task forces, I have also been involved in several other board positions with AIA Utah, Utah Center for Architecture, and the newly formed ACE Utah. During this time, I've had the opportunity to be an influencer for positive change within the architectural community directly and indirectly.

In addition to my experience serving on the Boards mentioned above and, on my resume, I'm licensed in multiple states, understand NCARB reciprocity, and will be an advocate for WCARB goals.

I have a diverse set of skills that would be of value to WCARB and the concerns that affect our industry. This coupled experience will allow me to bring new ideas open perspective, and seasoned experience to the Region 6 stakeholders.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads 'Corey R. Solum'.

Corey R. Solum, AIA  
Think Architecture  
801.269.0055 (o)  
801.706.7478 (c)  
[csolum@thinkaec.com](mailto:csolum@thinkaec.com)

- + Architecture
- + Landscape Architecture
- + Land Planning
- + Construction Management
- + Interior Design

5151 South 900 East  
Suite 200  
Salt Lake City, Utah 84117  
801-269-0055

[www.thinkaec.com](http://www.thinkaec.com)

# COREY R. SOLUM, AIA, NCARB

## COREY R. SOLUM / PRINCIPAL, CEO

Corey is a principal and chief executive officer at Think Architecture. Corey is passionate about architecture and has more than 25 years of design experience. He has successfully designed and managed many high profile private and public projects across the western United States.

### EDUCATION

Master of Architecture (1995)  
University of Utah

B.S. Architectural Studies (1993)  
University of Utah

### ACHIEVEMENTS / AFFILIATIONS

Licensed Architect

Home State: Utah

Additional Registrations: Arizona, Georgia,  
Idaho, Kentucky, Missouri, Nevada, North  
Dakota, Oklahoma, Texas, Washington,  
and Wyoming

NCARB Certified

Utah Architects Licensing Board (Appointed  
position, in second 4-year term)  
Chairperson (Current)  
Member (8/2015-Current)

NCARB & WCARB Committees:

WCARB Board of Directors (2018-Current)  
WCARB Strategic Plan Committee  
(2017-Current)  
NCARB Diversity Committee (2019-Current)  
Case Study PM Group Chair (2019)  
Case Study Sub Committee (2018)  
Case Study Task Force (2017,2019)  
Cut Score Task Force (2016)

Member of American Institute of Architects  
AIA Government Affairs, Chairperson  
(2018-Current)  
AIA Government Affairs Member (2015-2018)  
AIA Utah Board Member  
President (2014)  
President-Elect (2013)  
Treasurer (2011-2012)  
Director (2009-2011)



### PROFESSIONAL BACKGROUND

Think Architecture, Inc.  
Salt Lake City, Utah (2012-Present)

JSA Architects, LLC.  
Salt Lake City, Utah (2000-2012)

John C. Shirley & Associates  
Salt Lake City, Utah (1997-2000)

GSBS/Gillies-Stransky-Brems-Smith Architects  
Salt Lake City, Utah (1995-1997)

Dixon & Associates  
Salt Lake City, Utah (1993-1995)

# Catherine Fritz, Architect



Architectural Registration: Alaska A-7977  
DBE Certification 9900726

Education:

- Master of Science, Architectural Research, Washington State University, 2003.
- Bachelor of Architecture, cum laude, Washington State University, 1982.
- Bachelor Science Architectural Studies, cum laude, Washington State University, 1982.

Professional Service:

- Alaska State Licensing Board for Architects, Engineers, & Land Surveyors, since 2016.
- American Institute of Architects (AIA), member since 1981.
- Association for Learning Environments (A4LE), member since 1989.
- University of Alaska Southeast Adjunct Faculty, Construction Technology, 2012 -2017.

My professional expertise is rooted in public service with the City & Borough of Juneau, Alaska. My 35+ year career in public sector architecture spans across capital project planning, in-house design services, building code enforcement, and project management of work by consultants and contractors. I've led a wide array of public building projects - airport, hospital, schools, public safety, recreational, and infrastructure facilities, and even had the unique experience of managing the 2004 Alaska Capitol Design Competition that attracted world renowned architects. I've developed important public policy to support effective project delivery such as Qualifications Based Selection for design professionals and Dispute Resolution Boards for construction contracts. I'm a skilled collaborative problem solver whose work is highly regarded by elected officials, boards and commissions, contractors, consultants, and project committees. I currently serve as the Juneau International Airport (JNU) Architect, overseeing the capital planning, design, and construction program for the airport's building projects.

I was appointed to Alaska's Board of Registration for Architects, Engineers, Land Surveyors, and Landscape Architects in 2016, and was recently reappointed to a second four year term. My expertise in legislative processes and understanding of public policy development allowed me to quickly become an effective member of Alaska's multi-discipline board. It has always been my nature to become actively involved in volunteer efforts I undertake. I feel that if I'm going to give my precious time to participate, then I'm going to really participate – not just watch from the sidelines!

At my first WCARB meeting, I volunteered to help develop a Strategic Plan for Region 6; this year, I have served as the Chair of the Strategic Planning Task Force. This committee work has allowed me to get to know many of the people and interests of the region. It is inspiring to meet so many capable and dedicated professionals who want to keep architectural registration robust and relevant.

If elected to Region 6's Executive Committee, I would like to see the Strategic Plan adopted, then be used to guide the annual budgeting process. I'm also interested in making sure that our time together is highly valuable and responsive to expectations. I'd like to help make more educational sessions available to members, especially Health-Safety-Welfare topics, and I believe we can increase the engagement of new members by developing "first timer" materials to support new board members as they are introduced to WCARB and NCARB. I have the interest, expertise, and available time to serve on the Executive Committee to represent you, and I would be honored to have your support.

Thank you for your thoughtful consideration,

**Catherine Fritz**

(907) 957-2068

fritzces@gci.net



February 2, 2020

To: WCARB Member Board Members

From: Douglas W. Sams, Oregon Member Board Member



To All,

During the past six years I have had the privilege to attend the WCARB regional meeting as a member of the Oregon State Board of Architect Examiners. I am continually impressed and inspired by the dedication and passion exhibited by my peers in the West. The ability to discuss issues openly with respect for all perspectives has led to many thoughtful questions, discussions and solutions to the issues of the day. We are fortunate to have dedicated leaders in our midst such as Greg Erny, Bob Calvani, Jon Baker, Jim Oschwald, and Ed Marley bringing our voice to the NCARB board and to have the skillful guidance of Gina Spaulding, WCARB Executive, as well as the Member Board Executives to counsel us along the way. The combination of these elements has given Region 6 a strong voice at the Annual Business Meeting where the future of the profession and its regulation are continually determined. Despite the “big shoes” that have preceded me, I would like to announce my candidacy for the WCARB Executive Committee.

During my time at WCARB I have been involved in the development and advocacy for the Region 6 resolution, the first resolution to have been presented to the greater NCARB membership by a region. While the resolution, which focused on membership approving significant changes to the IDP program, was ultimately defeated, it did lead to a positive outcome with NCARB’s Board announcing greater review periods for proposal feedback and greater transparency of the development process. For the last two years, I have also participated in the development of the WCARB Strategic Plan that will be discussed at this year’s meeting.

These two efforts, along with the many discussions inside and outside of the room, have given me the desire and experience to continue the work of Region 6 and maintain its leadership at the national level as we move towards a more rapidly changing profession and the challenges of regulation. I look forward to seeing you all in Cambridge, and I hope to gain your support for my candidacy for the WCARB Executive Committee.

Sincerely,

Doug Sams, AIA, CDT, LEED BD&C  
Principal, ZGF Architects LLP

## **DOUGLAS W. SAMS AIA, CDT, LEED AP BD+C**

Principal/ZGF Architects LLP

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### **Summary of Experience**

In my more than 35 years of professional experience, I have worked on a broad variety of building types including commercial, healthcare, institutional, educational and transportation facilities. I have been responsible for the design and coordination of large, complex projects working closely with clients, consultants, and contractors in all aspects of design. Many of these projects focus on high performance strategies including daylighting, water conservation, and energy efficiencies and I continue to explore new technologies to further a more sustainable built environment. As a Project Manager on large complex projects I have gained the skills and experience to work collaboratively with large, multidisciplinary, and diverse teams to achieve successful outcomes for all involved.

### **Recent Projects**

Stanford in Redwood City, an administrative campus of over 1M SF of office and amenity space  
Central Energy Facility for new technology campus serving over 5M SF of new office, carbon free  
Port of Portland Headquarters & Long-Term Parking Garage, Portland, OR, LEED Platinum  
Legacy Salmon Creek Hospital, Vancouver, WA named one of USA's Top 10 Greenest Hospitals

### **Oregon State Board of Architect Examiners**

2013-2020 Member Board Member  
2019-Present Compliance Committee  
2016-2018 Rules Committee  
2015 Chair, Oregon State Board  
2014 Executive Director Search Committee  
2014 Vice Chair, Oregon State Board

### **WCARB**

2018-2020 Strategic Planning Committee

### **NCARB**

2016-2020 Model Law Task Force

### **Speaking Engagements**

Co-Presenter, *Reinventing Water Re-use: Ecological Wastewater Treatment Provides the Centerpiece for New Commercial Designs in Portland*, 2010 USGBC Greenbuild Conference, Chicago, IL  
Co-Presenter, *Early Stage Simulation Tools – Views From All Sides*, 2005 USGBC Greenbuild Conference, Atlanta, GA  
Panel Member, *Natural Wastewater Treatment Systems* Workshop, City of Portland Department of Environmental Services, HQP2-Case Study, Portland, OR

### **Education**

Bachelor of Architecture, University of Tennessee  
Master of the Built Environment in Sustainable Development, University of New South Wales, Sydney, Australia

### **Professional Registrations:**

Registered Architect/Oregon/1991-Present  
LEED AP Building Design + Construction  
Construction Documents Technologist

### **Affiliations:**

Member, American Institute of Architects  
COTE Green Mentor



SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT  
300 Lakeside Drive, P.O. Box 12688  
Oakland, CA 94604-2688  
(510) 464-6000

2020

Lateefah Simon  
PRESIDENT

Mark Foley  
VICE PRESIDENT

Robert Powers  
GENERAL MANAGER

DIRECTORS

Debora Allen  
1ST DISTRICT

Mark Foley  
2ND DISTRICT

Rebecca Saltzman  
3RD DISTRICT

Robert Raburn, Ph.D.  
4TH DISTRICT

John McPartland  
5TH DISTRICT

Elizabeth Ames  
6TH DISTRICT

Lateefah Simon  
7TH DISTRICT

Janice Li  
8TH DISTRICT

Bevan Dufty  
9TH DISTRICT



Tian A Feng, FAIA, FCSI

February 3, 2020

RE: WCARB Executive Committee & Regional Director Elections

Dear WCARB Members,

I am pleased to submit my candidacy for the Executive Committee, and I hope to earn your endorsement.

As highlighted below in my abbreviated bio, I have enjoyed my work at California Architects Board and at NCARB since 2014. I believe my experience gained from these services will benefit Region 6. My committee experiences with NCARB have involved extensive teamwork on many subjects and in a variety of settings. I have effectively worked with team members to achieve common goals and to provide good service to our customers and constituents. If elected, I will work closely and constructively with fellow Executive Committee members to enhance WCARB's value to each and every member board of the Region 6.

I want to thank you for your consideration and your potential support for my candidacy. I look forward to seeing you at the upcoming Regional Summit in Cambridge next month.

Sincerely,

*Tian A Feng*

Tian A Feng, FAIA, FCSI  
District Architect, San Francisco Bay Area Rapid Transit District  
President, California Architects Board



**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**  
 300 Lakeside Drive, P.O. Box 12688  
 Oakland, CA 94604-2688  
 (510) 464-6000

**2020**

Lateefah Simon  
 PRESIDENT

Mark Foley  
 VICE PRESIDENT

Robert Powers  
 GENERAL MANAGER

**DIRECTORS**

Debra Allen  
 1ST DISTRICT

Mark Foley  
 2ND DISTRICT

Rebecca Saltzman  
 3RD DISTRICT

Robert Raburn, Ph.D.  
 4TH DISTRICT

John McPartland  
 5TH DISTRICT

Elizabeth Ames  
 6TH DISTRICT

Lateefah Simon  
 7TH DISTRICT

Janice Li  
 8TH DISTRICT

Bevan Dufty  
 9TH DISTRICT

**Tian A Feng, FAIA, FCSI**

**Education**

Master of Building Science, School of Architecture, University of Southern California (USC), 1988  
 Certificate in Programming & Data Processing, School of Engineering, USC, 1988  
 Bachelor of Architectural Engineering, Tongji University, Shanghai, 1983

**Professional Experience**

Licensed Architect, State of California, 1994 – present  
 District Architect, San Francisco Bay Area Rapid Transit District, 2001 - present  
 Expert Witness and Forensic Architect, JKA Construction Consultants, 1997-2000  
 Transportation and Infrastructure Design Architect, Sverdrup/Jacobs, 1994-1997  
 Interior and Urban Designer, FCA & SA Architecture & Planning Firms, 1988-1994  
 Teaching and Research, Tongji University and USC School of Architecture, 1983-1988

**California Architects Board, 2014 - Present**

President – January 2020 to present  
 Vice President, 2018-2019  
 Chair, Executive Committee Member, present  
 Secretary – 2015 and 2017  
 Vice Chair, Executive Committee – 2018 and 2019  
 Chair, Professional Qualifications Committee, 2016-2018  
 Vice Chair, Professional Qualifications Committee – 2015, 2019, and 2020.  
 Liaison to Landscape Architecture Technical Committee, 2015-present

**National Council of Architectural Registration Boards**

National Architectural Accreditation Board (NAAB) Visit Team, 2016-present  
 Initial Accreditation for a B.Arch Program, 2019  
 Continue Accreditation for a M.Arch and New Accreditation for a B.Arch Program, 2018  
 Continue Accreditation for a M.Arch Program, 2017  
 Certification Alternative Review Team, 2018-present  
 AXP Portfolio Audit Team, 2019-Present  
 NCARB ARE 5.0 Cut Score Committee Member, 2017  
 Broadly Experienced Architect & Broadly Experienced Foreign Architects Committee, 2015-2017

**Professional Affiliations**

American Institute of Architects (AIA), Fellows Induction, 2008  
 Construction Specifications Institute (CSI), Fellows Induction, 2005  
 CSI East Bay/Oakland Chapter, President, 2004-2006  
 CSI East Bay/Oakland Chapter, Vice President, Program Chair, Secretary, 1997-2003

**Community Services**

Advisory Board Member, Architecture Department, Diablo Valley College, 2019-Present  
 Research Advisor, Resilient By Design Bay Area Challenges, 2018-Present  
 Advisory Board Member, Metropolitan Transportation Commission, 2005-2007  
 Architect of the Record (Volunteer) for two affordable housing Projects built by Habitat For Humanity, 1998-1999



NCARB

REGIONAL SUMMIT

## **WCARB Strategic Plan**

# WCARB STRATEGIC PLAN

The purpose of this Strategic Plan is to articulate the mission of WCARB so as to guide and assist the WCARB Executive Committee and its members in determining activities and priorities of the organization.

The Strategic Plan is organized around three GUIDING PRINCIPLES that are core to WCARB's mission: EDUCATE, COLLABORATE, INFLUENCE. Each principle is supported by several OBJECTIVES that break down the principle into more specific, achievable elements. ACTIONS that can be initiated to accomplish the Objectives are identified. Actions should be reviewed and updated by the WCARB Executive Committee each year, and are expected to vary with interests and available resources.

Western Council of Architectural Registration Boards (WCARB)

FINAL DRAFT Strategic Plan: February 2020

# WCARB

The mission of the Western Region shall be to collaborate as a conference of Member Boards to protect the public's health, safety, and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture.

## GUIDING PRINCIPLES

### EDUCATE

It is essential that WCARB Board Member & Executives stay abreast of contemporary regulatory and legal issues, expand individual knowledge related to all aspects of architectural practice so as to exemplify professional continuing education and life long learning.

#### OBJECTIVES:

- A: Create high quality education programs.
- B: Track and Influence Legal Issues.
- C: Promote lifelong learning and service.

### COLLABORATE

One of WCARB's greatest strengths is its multi-faceted diversity. Sharing information and best practices among 13 jurisdictions of the region benefits all boards and members, and strengthens understanding of many unique aspects of culture, politics, ethnicity, gender, and architectural practice.

#### OBJECTIVES:

- A: Share Best Practices between States.
- B: Collaborate with other Regions.
- C: Facilitating Reciprocity.

### INFLUENCE

WCARB is committed to being an actively involved region of NCARB for the purpose of promoting Practice of Architecture through the licensing of qualified individuals. Encouraging service on committees, growing leadership, and communicating important regional issues will ensure that the region's work remains relevant and effective.

#### OBJECTIVES:

- A) Encourage WCARB member service on WCARB & NCARB committees.
- B) Develop resolutions to improve WCARB and NCARB.
- C) Promote diversity at all levels.

## OBJECTIVES

## 2020 ACTIONS

## A. CREATE HIGH QUALITY EDUCATION PROGRAMS.

- Develop educational programs that increase knowledge and effectiveness of members in their roles as regulators.
- Conduct educational programs that are well planned, informative, and relevant to increase member involvement in WCARB.
- Provide educational programs that qualify for HSW credits to exemplify HSW standards and also be informative for members who are not registered architects.

- Conduct a 1-2 hour program at regional & annual meetings.
- Develop webinar courses for on-line access by members.
- Develop a database of relevant high quality speakers for member boards to access for educational offerings in their jurisdiction.
- Become an AIA continuing education provider.

## B. TRACK AND INFLUENCE LEGAL ISSUES.

- Develop educational programs that increase knowledge and effectiveness of members in their roles as regulators.
- Conduct educational programs that are well planned, informative, and relevant to increase member involvement in WCARB.
- Provide educational programs that qualify for HSW credits to exemplify HSW standards and also be informative for members who are not registered architects.

- Maintain a spreadsheet that summarizes legislative and regulatory issues being tracked & post on WCARB website.
- Hold forums at regional and national meetings to gather issues and hot topics from WCARB members, then distribute the summary to members.

## C. Promote Service and Leadership.

- Orient and support new members as they join WCARB so as to increase their participation and effectiveness more quickly.
- Recruit members for leadership positions by first engaging them in committee work and special projects.

- Develop a new member orientation program.
- Assign mentors to new members as soon as they join WCARB.
- Develop WCARB committee roles/responsibilities documents to broaden members' understanding of roles. Increase use of WCARB website to communicate opportunities to members.

## OBJECTIVES

## 2020 ACTIONS

## A. SHARE BEST PRACTICES BETWEEN MEMBERS.

- Analyze the diversity of WCARB so as to better understand how to effectively collaborate among members.
- Encourage members to share issues as they develop into statutory and regulatory changes.
- Serve as a trusted resource for intern development, licensing, registration data and regulatory information.
- Keep the website up to date with key actions developed from the strategic plan.

- Form a study group to gather data and define diversity.
- Maintain a database of issues, statutory & regulatory changes, summarize, and post to website.
- Maintain enforcement database of significant cases investigated.
- Develop interest groups among WCARB members & collaborate.
- Invite members to share their practices that advance licensure.

## B. COLLABORATE WITH OTHER REGIONS.

- Share WCARB issues with other region leadership.
- Learn about the issues of other regions and determine their impacts on WCARB.
- Increase communications and rapport among members of other regions so as to better participate in national issues.

- Assign WCARB members to serve as liaisons to other regions; liaisons provide written reports to be posted on WCARB website.
- Schedule a time during regional gathering, inviting one or more regions for collaboration.
- Invite regions to share their practices/ outreach efforts that encourage collaboration.

## C. FACILITATE RECIPROCITY.

- Advocate for the elimination of impediments to reciprocity.
- Work with NCARB staff and Model Law Committee to identify efforts being made to facilitate reciprocity/comity.

- Develop tools for self-evaluation of WCARB Executive Committee make-up and activities to determine responsiveness to diversity.
- Identify ways to reach out to diverse members within WCARB to increase inclusion.
- Work with NCARB leadership to develop specific actions to increase diversity.

## OBJECTIVES

## 2020 ACTIONS

## A. ENCOURAGE WCARB MEMBER SERVICE ON WCARB &amp; NCARB COMMITTEES.

- Increase the number of WCARB members on committees.
- Communicate committee opportunities to members in multiple ways.

- Engage WCARB leadership with NCARB leadership to identify opportunities for members on national committees.
- Have WCARB leadership identify members for NCARB committees and actively assist members with applications.
- Utilize the WCARB Nominations Committee as recruiters for committee positions.

## B. DEVELOP RESOLUTIONS TO IMPROVE WCARB &amp; NCARB.

- Understand and articulate the concerns of WCARB members that should be addressed through resolutions.
- Actively participate in NCARB Policy Advisory Committee.

- Form a study group of WCARB members to identify resolution needs; report to WCARB Executive Committee.
- Recruit WCARB members to serve on the NCARB Policy Advisory Committee.

## C. PROMOTE DIVERSITY AT ALL LEVELS.

- Using information learned from Objective 2a., review WCARB organization and activities to ensure that diversity is exemplified.
- Participate in NCARB activities to increase diversity.

- Develop tools for self-evaluation of WCARB Executive Committee make-up and activities to determine responsiveness to diversity.
- Identify ways to reach out to diverse members within WCARB to increase inclusion.
- Work with NCARB leadership to develop specific actions to increase diversity.



NCARB

REGIONAL SUMMIT

**Proposed WCARB  
Bylaw Amendments**

# WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS BYLAWS

## ARTICLE I: NAME

The name of this organization is the WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS - REGION 6 of the NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS.

## ARTICLE II: DEFINITIONS

- a) "Western Region" or "WCARB" shall mean the Western Council of Architectural Registration Boards which is one of six established geographic regions of The National Council of Architectural Registration Boards.
- b) "Council" or "NCARB" shall mean The National Council of Architectural Registration Boards.
- c) "Chair" shall mean the WCARB Chairperson.
- d) "Executive Committee" shall mean the WCARB Executive Committee.
- e) "Member" shall mean a WCARB Member Board, representing one of the various jurisdictions within WCARB as established by NCARB.
- f) "MBE" shall mean the Member Board Executive of a WCARB Member Board.
- g) "Annual Meeting" shall mean The Annual Education Workshops and Business Meeting of WCARB.
- h) "Delegate" shall mean a Member Board Member attending an official meeting of WCARB.
- i) "Official Delegate" shall mean the Designated Voting Delegate or the Member Board Chairperson of a WCARB Member Board.
- j) "Regional Director" shall mean the official WCARB representative to the NCARB Board of Directors.

## ARTICLE III: MISSION

- (a) The mission of the Western Region shall be to collaborate as a conference of Member Boards to protect the public's health, safety, and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture.
- (b) The Western Region and its Members shall:
  - 1) **Provide opportunities for leadership development and training.**

- 2) Serve as a trusted resource for intern development, licensing, registration data and regulatory information,
  - 3) Advocate the elimination of impediments to reciprocity,
  - 4) Promote recognition of the architect as the primary building professional qualified to protect the public's health, safety, and welfare through enhancing the quality and sustainability of the built environment.
  - 5) Value diversity of opinion and representation, and
  - 6) Identify and review issues of current and future regulatory concern that may affect the practice of architecture.
- (c) Through the Western Region the Members shall maintain collaboration and communication with other Members within the Region. Members shall join together to participate in the work of NCARB and to provide leadership for NCARB. Individuals who are members of Member Boards are encouraged to similarly support NCARB.
- (d) The Western Region shall pursue its objectives in the most efficient, diligent, and fiscally responsible manner possible. Our pursuit shall be governed by core values of cooperation, integrity, and accountability.

#### **ARTICLE IV: DOMAIN**

The domain of the Western Region shall cover the jurisdictions of the Members assigned to the Western Region by the NCARB Bylaws.

#### **ARTICLE V: MEMBERSHIP**

- a) The membership of the Western Region shall be composed of the Members assigned to the Western Region by the NCARB Bylaws. No Delegate may participate in the work of the Western Region if their respective Member, although current with NCARB dues, is not current with all dues owed to the WCARB.
- b) Any WCARB Member may resign upon submittal of written notification from the Member Chair to the WCARB Chair. Said resignation shall be communicated to the business office of each other member Board and to the NCARB within ten days of receipt by the WCARB Chair. Resignation shall be effective thirty (30) days following the date of receipt of the notice from the Member by the WCARB chair.

#### **ARTICLE VI: MEETINGS OF THE WESTERN REGION**

- a) The Annual Meeting shall occur annually at a date established by the Members/Executive Committee; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.
- b) A meeting, consisting of one or more sessions, shall be held in conjunction with the NCARB Annual Meeting.

- c) Each Member shall send at least an Official Delegate to the meeting of the Western Region. Regardless of the number of Delegates representing each Member, each Member shall have one vote. Each Member shall identify the Official Delegate at the roll call of the meeting.
- d) A quorum shall be a majority of the Members of the Western Region.
- e) Voting by absentee ballot shall not be allowed.
- f) If the Official Delegate is absent from any portion of the meeting, the Official Delegate shall declare to the Chair of the meeting another Delegate of the same Member Board as Alternate. An MBE shall be allowed to act as either Official Delegate or Alternate when so designated by their Board Chair in writing, and approved by the WCARB Chair.
- g) All meetings shall be conducted in accordance with Robert's Rules of Order, Latest Edition.
- h) Special meetings may be called by the Chair with the concurrence of a majority of the Executive Committee members.

#### **ARTICLE VII: EXECUTIVE COMMITTEE**

- a) The Executive Committee of the Western Region shall be composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The five voting Executive Committee members shall be elected by majority vote of Members present at an Annual Meeting of WCARB. The Regional Director and the WCARB Executive Director shall serve as ex officio non-voting members of the Executive Committee.
- b) Executive Committee members shall be elected for a term of two years, three members to be elected in even numbered years and two members in odd-numbered years, to assure management continuity. A nominee for the Executive Committee must be a current active member of the nominee's respective Board. New Executive Committee Members shall assume office immediately following the adjournment of the next Annual Meeting of NCARB. A member of the Executive Committee who is no longer a member of their State Board may complete their elected term of service on the Executive Committee.
  - 1. The Chair, Vice Chair, and Secretary/Treasurer shall be elected, by majority vote of Members present at the Annual Meeting of WCARB, from among the membership of the Executive Committee who will be in office immediately following the adjournment of the next Annual Meeting of NCARB. Their term of office will commence immediately following the next Annual Meeting of NCARB.
    - 1.1 Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.

2. The Chair of the Executive Committee shall exercise general supervision over the affairs of WCARB and shall perform all the duties required by these bylaws or delegated by the Executive Committee. The Chair shall preside at every meeting of the Western Region and of the Executive Committee and shall appoint all committees.
  3. The Secretary/Treasurer shall review the minutes and financial statements prepared by the Executive Director and shall present such at the annual meeting.
  4. In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair shall preside and perform all the duties of the Chair.
  5. In the absence of both the Chair and the Vice Chair, the Secretary/Treasurer shall preside and perform all the duties of the Chair.
  6. In the event of a vacancy in the Vice-Chair position, the Executive Committee shall elect, from the Executive Committee, a Vice-Chair to serve the remainder of the vacated term of office.
  7. In the event of a vacancy in the Secretary/Treasurer position, the Executive Committee shall elect, from the Executive Committee, a Secretary/Treasurer to serve the remainder of the vacated term of office.
  8. The Chair shall serve as the official representative of WCARB to the NCARB Annual Meeting.
  9. The Chair shall serve as the official representative to the NCARB Regional Leadership Committee.
  10. In the event of a vacancy on the Executive Committee, the Executive Committee shall elect a member to serve the remainder of the vacated term of office.
- c) The Executive Committee of the Western Region shall administer the affairs of the Western Region; shall put into effect all general policies, directions and instructions adopted at any meeting of the Western Region where a quorum is present, and shall act for the membership of the Western Region in all matters within the limits of authority granted to the officers and Executive Committee by these Bylaws. Executive Committee members shall be reimbursed for their expenses relative to WCARB activities, in accordance with the Region's Rules.
- d) Removal of an Executive Committee Member:
1. A member may be removed from the Executive Committee after two unexcused absences from any regularly scheduled WCARB meetings.
  2. A majority vote by the Executive Committee members present at the next meeting is required to remove a member from that committee.

e) Term limits for Executive Committee Members:

1. An Executive Committee member shall serve no more than two (2) consecutive two-year terms. Appointment to fill a vacancy on the Executive Committee shall not be counted against the limit of two consecutive terms.
2. An otherwise qualified candidate who has previously served on the Executive Committee and completed the maximum number of consecutive terms may stand for election following a two-year absence from the Executive Committee.

f) Meetings of the Executive Committee:

1. Meetings of the Executive Committee shall be held on-call by the Chair or a majority of the Executive Committee members, with a minimum of one meeting per year in addition to the Executive Committee Meetings held in conjunction with the Western Region and National Council Annual Meetings. This additional meeting shall be set as determined by the Executive Committee for planning of the next Annual Meeting. When practical, this meeting shall be held at the site of the upcoming Annual Meeting.
2. Attendance by three voting members of the Executive Committee shall constitute a quorum.

**ARTICLE VIII: EXECUTIVE DIRECTOR**

- a) The Executive Committee of the Western Region shall appoint an Executive Director who shall serve as an ex officio, non-voting member of the Executive Committee. The Executive Director need not be a member of a member board of the Western Region.
- b) The Executive Director shall be responsible for all the clerical work, including financial matters, pertaining to the business of the Western Region, in cooperation with the Executive Committee, and prepare and forward all invoices, receive all moneys and deposit same in the name of the Western Region in a bank approved by the Executive Committee, and assist in the planning and program details of all meetings and conferences. The Executive Director shall record and distribute minutes of all WCARB and Executive Committee meetings. The Executive Director shall be delegated the authority to write checks on the WCARB account(s) by the Executive Committee. In the absence of the Executive Director or if the check writing authority of the Executive Director has been limited in any way by the Executive Committee, the Chair shall have check writing authority.
- c) The Executive director shall serve at the will of the Executive committee. The Executive Committee shall conduct an annual review of the performance, duties, and compensation of the Executive Director.

**ARTICLE IX: WESTERN REGION REGIONAL DIRECTOR**

- a) A nominee for the Director of the Western Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Region Director shall serve no more than three (3) consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of three consecutive terms.

b) If a nominee for Director has made a declaration as a candidate for NCARB office prior to the WCARB Annual Meeting, an Alternate Nominee shall be selected by a majority vote at an election to be held immediately following the vote for Director. If the nominee for Director is subsequently elected to NCARB office at the NCARB Annual Meeting, the Alternate Nominee shall assume the position of Director.

c) In the event the Western Region Directorship is vacated for any other reason than for that described under b), the Chair shall serve the remainder of the term, and shall vacate the position of Chair of the Western Region.

d) The Western Region Director shall serve as an ex-officio, non voting member of the Executive Committee.

#### **ARTICLE X: COMMITTEES**

a) The following standing committees shall be chaired by a member of the Executive Committee:

1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.

2. The Resolutions **and Laudatories** Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.

3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the Annual Meeting. The Vice Chair shall chair the Education Program Committee, along with three volunteers from the general membership.

b) The Chair may appoint special committees or task forces as approved by the Executive Committee. Special committees or task forces report and recommend to the Executive Committee.

#### **ARTICLE XI: FINANCES**

a) Shall be subject to the Rules.

b) All records of the Western Region, including records of finances, shall be open to Members upon request. A Member requesting copies of records shall compensate the Western Region for reasonable and customary charges for reproduction and distribution.

#### **ARTICLE XII: RULES OF THE REGION**

The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote at a meeting of the Western Region and amended in the same manner.

### **ARTICLE XIII: INDEMNIFICATION**

Except as provided below, the Western Region shall indemnify in full, current or former WCARB Directors, Chairs, Executive Committee Members, Executive Directors, or members of a WCARB committee against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine or penalty, or against the amount of any settlement deemed reasonable by the WCARB Executive Committee, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action suit or proceeding of whatever nature brought against such person, or in which such person is made a party, or in which such person is otherwise involved, by reason of being or having been such Director, Chair, Executive Committee Member, Executive Director, or member of a WCARB committee. No indemnification shall be provided for any person with respect to any matter as to which such person shall have been adjudicated in any proceeding to have acted recklessly, to have been grossly negligent, or to have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the Western Region Executive Committee decides that such person did not act in good faith in the reasonable belief that his or her action was in the best interests of the Western Region. Expenses incurred of the character described above may, with the approval of the Executive Committee, be advanced by the Western Region prior to the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of an undertaking by the recipient to repay all such advances if such person is adjudged to have acted recklessly, to have engaged in intentional misconduct, or if the Executive Committee decides that such person is not entitled to indemnification.

The Western Region shall have the power to purchase insurance on behalf of any person who is or was a Director, Chair, Executive Committee Member, Executive director, or member of a WCARB committee, against any liability incurred by such person in any such capacity, or arising out of that person's status as such, whether or not the Western Region would have the power to indemnify that person against such liability under this Article or otherwise.

Any rights of indemnification hereunder shall not be exclusive, and shall accrue to the estate of the person to be indemnified.

Any other present or former employee or agent of or for the Western Region and any person who at the Western Region's request is or has been serving as a director of another corporation may be indemnified in like manner by vote of the Executive Committee.

### **ARTICLE XIV: BYLAW AMENDMENTS**

a) These Bylaws may be amended at any meeting of the Members of the Western Region, provided that a notice stating the purpose of each proposed amendment and the reason for it is sent to every Member not less than 60 days prior to the date of the meeting at which this proposed amendment is to be voted.

b) A two-thirds vote of the Members present shall be necessary to amend these Bylaws.

HISTORY:

Adopted 2/29/64	Revised 6/20/01
Revised 2/24/66	Revised 6/25/03
Revised 3/07/73	Revised 3/19/05
Revised 3/08/75	Revised 3/24/07
Revised 3/09/84	Revised 6/20/07
Revised 6/27/84	Revised 6/19/09
Revised 3/08/85	Revised 6/21/13
Revised 3/15/86	Revised 3/07/14
Revised 3/14/87	Revised 6/20/14
Revised 3/31/90	
Revised 3/06/93	
Revised 3/20/99	

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NCARB

REGIONAL SUMMIT

# **Overview of the NCIDQ Interior Design Exam Credentials & Process**

Kim Ciesynski, Chair of the Nevada Board will cover licensing and qualifications for Registered Interior Designers.

Defining a pathway for Interior Designer

- CIDQ Educational Requirements
- CIDQ Required Experience
- NCIDQ Examination – Exam Blueprint



NCARB

REGIONAL SUMMIT

**2020 NCARB  
Proposed  
Resolutions**

**MEMORIANDUM**

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

**FROM:** Jon Alan Baker, FAIA, NCARB, LEED AP, NCARB Secretary

**DATE:** February 18, 2020

**SUBJECT:** 2020 Draft Resolutions for Consideration

At the NCARB Board of Directors January Meeting, the Board decided to move forward three draft resolutions for your consideration and discussion. The resolutions will remain a draft until the Board decides in April if they will need any revisions and/or be added to the agenda of the Annual Business Meeting in June 2020.

All three resolutions are enclosed in this packet. Resolution 2020-A clarifies the *NCARB Certification Guidelines* education alternative qualifications, and Resolution 2020-B sunsets a previous resolution passed by the membership related to interior design licensing. Regarding the latter resolution, the Board indicated that it expects that the issue of credentialing interior designers will be the focus of a continuing discussion via the Interiors Task Force and other volunteer engagements in the coming year.

The third resolution, Resolution 2020-C, is related to the revision of *NCARB Model Law and Model Regulations*. The Model Law Task Force reviewed feedback from various stakeholders and has made updates to the previously released drafts of *Model Law* and *Model Regulations* as well as added additional commentary.

We hope that you will take the time to review and discuss these resolutions with your fellow board members. We look forward to receiving your feedback and answering questions during the upcoming Regional Summit in Cambridge, Massachusetts.

In the interim, please feel free to contact Vice President of Council Relations Josh Batkin at [jbatkin@ncarb.org](mailto:jbatkin@ncarb.org) if you have any questions or would like to discuss further.



NCARB

**Draft Resolutions**  
to be Acted Upon at the  
**2020 Annual Business Meeting**

FEBRUARY 2020

National Council of Architectural Registration Boards  
1401 H Street NW, Suite 500  
Washington, DC 20005  
202/783-6500  
[www.ncarb.org](http://www.ncarb.org)

# Draft Resolutions to be Acted Upon at the 2020 NCARB Annual Business Meeting

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**RESOLUTION 2020-A**

**TITLE:** *NCARB Certification Guidelines* Amendment – Qualifications for Education Alternative

**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Board of Directors has proposed clarifying the qualifications for eligibility for the Education Alternative to NCARB Certification; and

**WHEREAS**, the Education Committee has determined that the *NCARB Certification Guidelines* be updated to ensure that architects participating in the alternative are actively licensed in the United States and to clarify that an architect’s educational background will be evaluated by NCARB; and

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

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that Section 2.2 (Alternatives to the Education Requirement) of the *NCARB Certification Guidelines* be amended as follows:

“If you do not hold a professional degree in architecture as identified in Section 1.2, NCARB will accept either of the following:

- A. ~~Three (3) years of c~~Continuous licensure as an architect for the last three (3) consecutive years in any U.S. jurisdiction with no disciplinary action from any jurisdiction; and Documentation of experience gained pre-licensure and/or post-licensure. The experience must be verified either by a supervisor as allowed by the NCARB Architectural Experience Program or by an architect familiar with the work of the applicant:
  1. Architects who hold a four-year bachelor's degree that includes significant coursework in architecture (as determined by NCARB)~~bachelor degree in an architecture-related program~~ awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2x) the experience requirement of the NCARB Architectural Experience Program.
    - \* Bachelor’s Degree that includes significant coursework in architecture~~in an Architecture-related Program~~: The term refers to any baccalaureate degree in an ~~architecture-related program~~ from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent: resulting from significant architecture coursework, in an amount determined to be acceptable by NCARB. For instance these degrees have titles such as ~~Bachelor of Science in Architecture, Bachelor of Science in Architectural Studies,~~

Bachelor of Arts in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc. This list is neither all inclusive nor exhaustive. The amount of architecturally defined content in these programs architecture coursework that is required may vary from institution to institution.”

**FURTHER RESOLVED**, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2020.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS’ STATEMENT OF SUPPORT:**

The proposed edits to the *NCARB Certification Guidelines* represent an effort to clarify the alternative education requirements for NCARB certification. The alternative paths provide architects, licensed by a jurisdiction without a degree from a NAAB-accredited program, with the opportunity for NCARB certification.

The proposed revision in paragraph A clarifies that the architect seeking certification must have held an architect license for the last three (3) consecutive years.

The proposed changes in subparagraph A.1. clarify education requirements for individuals pursuing the alternative through the Two Times the Architectural Experience Program® (AXP®) path. The existing language may lead applicants to believe that they may identify whether or not their degree qualifies as “architecture-related.” The proposed language specifies that NCARB will make the determination as to whether the coursework meets the requirements for certification.

Amending the language in the *NCARB Certification Guidelines* as proposed above ensures that applicants for certification who do not hold a degree from a NAAB-accredited program meet the same rigorous qualifications as applicants for NCARB certification through the traditional pathway and adds helpful clarification for the sake of architects pursuing this path.

**ADVOCATES:**

- Education Committee
  - Chair: Ann Marie Borys, Ph. D., AIA
  - Hypatia Alexandria, Virginia Member Board Member
  - Connor Griess
  - Bobbi Jo Hepper-Olson, AIA, NCARB, North Dakota Member Board Member
  - Mitra Kanaani, FAIA
  - Michael G. Kolejka, AIA, NCARB, LEED AP
  - Anne Muller, Kentucky Member Board Member
  - Daniel K. Mullin, Idaho Member Board Member
  - Abdulrazaq Ogun, AIA, LEED Green Assoc.

- JC Rearden, AIA, CSI, NCARB, Missouri Member Board Member  
Susan Schaefer Kliman, Ph. D., AIA, NCARB, LEED AP
- Stephen L. Sharp, FAIA, NCARB
- Kevin Jaipaul Singh, AIA, LEED AP BD+C, NCARB, Louisiana Member Board Member
- R K Stewart, FAIA, NCARB, Hon FRIAC, Hon JIA, Hon AIA
- Rick Engebretson, AIA, NCARB, Board Liaison, North Dakota Member Board Member

## RESOLUTION 2020-B

**TITLE:** Sunset of Resolution 2000-1 (Opposition to Interior Design Licensing)

**SUBMITTED BY:** Council Board of Directors

**WHEREAS,** the Board of Directors has charged the Interiors Task Force with reviewing “Resolution 2000-1: Opposition to Interior Designer Licensing,” which was passed by the membership at NCARB’s 2000 Annual Business Meeting; and

**WHEREAS,** the Interiors Task Force of the Council has determined upon careful consideration that it is advisable and in the best interest of the Council to sunset Resolution 2000-1 that states the Council’s opposition to the interior designer licensing laws; and

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

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED,** that the National Council of Architectural Registration Boards sunset Resolution 2000-1: Opposition of Interior Design Licensing:

~~“RESOLVED, inasmuch as the licensing of interior designers may not protect the health, safety, and welfare of the public in the built environment, the National Council of Architectural Registration Boards opposes the enactment of additional interior designer licensing laws and directs the Board of Directors (i) to monitor the licensing efforts of the interior designers, (ii) to take appropriate actions to oppose such efforts, and (iii) to continue to support Member Boards of the Council with accurate information with which the Member Boards may effectively oppose such efforts.”~~

**FURTHERED RESOLVED,** that upon the approval of the sunset by a majority of the Council Member Boards, such change will become effective July 1, 2020.

### **SPONSORS’ STATEMENT OF SUPPORT:**

The Interiors Task Force unanimously supports and recommends the sunset of NCARB “Resolution 2000-1, Opposition of Interior Design Licensing.” The 19-year-old resolution does not reflect the current state of interior design licensing and is not in alignment with NCARB’s efforts to support multi-disciplinary Member Boards that regulate architecture and interior design.

To-date, 14 of NCARB's 55 Member Boards serve as multi-disciplinary boards, supporting architect and interior design regulation. Given the current status, and future efforts to regulate interior design, NCARB endeavors to defer to its Member Boards and Member Board Executives regarding regulation of interior designers within their jurisdiction. NCARB will continue to support Member Boards with accurate data and information to facilitate each board's mission to protect the public's health, safety, and welfare through reasonable regulation of architecture in their jurisdiction. As such, NCARB continues to monitor interior design activities, collaborate with allied organizations, present facts based on research and data, and offer subject-matter expertise.

The Interiors Task Force recognizes that architects and interior designers have similarities in their respective roles in protecting the public's health, safety, and welfare. If a jurisdiction's legislature determine it is in their citizens best interest to regulate interior design through title or licensure, NCARB should remain neutral. Therefore, Resolution 2000-1 "*Opposition of Interior Design Licensure*" should be sunset.

**ADVOCATES:**

- Interiors Task Force
  - Anne Smith, FAIA, NCARB, Chair, Georgia Member Board Member
  - Justin Brinson, AIA, NCARB, Louisiana Member Board Member
  - John Cays, AIA, NCARB, Associate Dean, New Jersey Institute Technology
  - Philip Cerrone, AIA, NCARB, Connecticut Member Board Member
  - Michael Daly, AIA, NCARB, NCIDQ
  - Gregory Erny, FAIA, NCARB, Nevada Member Board Member
  - Marzette Fisher, AIA, NCARB, NCIDQ
  - M. Brad Gaskins, AIA, NCARB, Chair, Oklahoma Member Board Member
  - Melarie Gonzales, New Mexico Member Board Executive
  - Richard McNeel, AIA, NCARB, IIDA, Mississippi Member Board Member
  - Margaret (Meg) Sturgis-Graff Parsons, FAIA, NCARB, Chair, Minnesota Member Board Member
  - Darryl Hamm, NCARB Public Director, Pennsylvania Member Board Member

**RESOLUTION 2020-C**

**TITLE:** Amendment and Restatement of the *NCARB Legislative Guidelines and Model Law/Model Regulations*

**SUBMITTED BY:** Council Board of Directors

**WHEREAS,** the Council Board of Directors has charged the Model Law Task Force with reviewing and updating the *NCARB Legislative Guidelines and Model Law/Model Regulations*; and

**WHEREAS,** the Model Law Task Force of the Council has recommended after careful consideration over four years of work that it is advisable to amend and restate the *NCARB Legislative Guidelines and Model Law/Model Regulations* to modernize and update the document to make it more relevant for today's practice, make it easier to use, and to ensure it is consistent with the uniform programs and national models for architectural licensure; and

**WHEREAS,** this updated language does not make substantive changes to NCARB model programs or standards, but clarifies NCARB policy and fills in gaps from the current document to further promote reasonable regulation of the architectural profession and mobility; and

**WHEREAS,** the *Legislative Guidelines and Model Law/Model Regulations* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED,** that the *NCARB Legislative Guidelines and Model Law/Model Regulations* are hereby amended and restated in the form attached hereto in Appendix A; and

**FURTHER RESOLVED,** that the document be renamed "NCARB Model Law and Regulations"; and

**FURTHER RESOLVED,** that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2020.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The Model Law Task Force was formed by NCARB President Kristine Harding and the Board of Directors in fall 2016 to undertake a holistic review of the Council's existing *NCARB Legislative*

*Guidelines and Model Law and Regulations.* The goal has been to modernize and update this document to make it easier to use, more relevant for today's practice of architecture and regulation, and to ensure it is consistent with the updated uniform programs and national models for architectural licensure that have been developed by our Member Boards since the document was initially drafted decades ago.

The *NCARB Model Law and Regulations* is a resource for the Member Boards, which will each decide whether to adopt some or all of the updated provisions within their jurisdictions. The document will serve as an updated national model and enhanced resource for jurisdictions to adapt and adopt, at their choosing, as they update their practice acts and regulatory framework in the years ahead.

- A vote in favor of this resolution represents support for the proposed national NCARB policy and an aspirational goal for the regulation of the practice of architecture.
- Approval of this resolution does not require Member Boards laws and regulations to be identical to these provisions.
- Approval of this resolution by the membership would not change the path to licensure in any jurisdiction.

#### WHAT ARE MODEL LAW AND REGULATIONS?

The *NCARB Model Law and Regulations* is designed to follow best practices and includes three elements:

- Model Law—Provides a broad framework of the various authorities an architectural licensing board should be granted by its jurisdictional legislature through statutory language.
- Model Regulations—Offers detailed language outlining rules for implementation of the authority and responsibilities granted to the board.
- Commentary—Explains the intent of the of the model laws and/or regulations and notes areas of personalization for jurisdictions. (This information was previously included in the Legislative Guidelines section.)

Because the *NCARB Model Law and Regulations* recognizes each jurisdiction's constitutional authority to determine the appropriate level of protection for its citizens, not all areas will be—or are expected to be—adopted by all U.S. architectural licensing boards. Instead, the document is designed to be a resource that provides a national model that assists boards in navigating challenging areas of architectural regulation that is easily adapted to fit the diverse needs of NCARB's individual members.

#### TASK FORCE APPROACH

Over the last four years, the Task Force has been chaired by Dennis Ward and has included a diverse team of Member Board Members, Member Board Executives, public members, NCARB Board of Directors, attorneys, and representatives from all six NCARB regions. This effort included an exhaustive review of the current statutory and regulatory framework in place across

the country and best practices among other national regulatory associations. Their work has also been greatly informed by regular interactions with NCARB's legal counsel.

The 20 participants on this Task Force over the years have approached this ambitious task with dedication and a purposeful philosophy of being aspirational—focusing not on simply adopting language that is similar to current statutes and regulations or that every jurisdiction would immediately be able to agree on, but rather always with a focus on what makes the most sense for effectively protecting public health, safety, and welfare. A related overarching goal has been to develop a clear, concise, and approachable model that is well-organized and written in plain language that legislators, licensing boards, architects, and members of the public can easily understand.

#### MODERNIZATION

While the overall intent of the model language has not changed, the Task Force decided early on to significantly refresh and restructure the document, starting with a broad framework of the authorities a state/territorial legislature should provide an architectural licensing board in statutory language, and then placing the more detailed implementation of that authority in model regulations that empower each board to execute its responsibilities to protect its citizens.

This approach led to some significant enhancements, such as consolidating all relevant licensing information into one article in the *Model Law*, organized in the logical progression a candidate follows on the path to licensure. The document has also been re-numbered to align the law and regulations so that users can easily see how the two correspond. This structure is similar to best practices in many jurisdictions' architecture acts.

Another improvement has been in the definition of the practice of architecture, which builds upon the definition in the existing *Model Law*, but with additional emphasis on the activities relevant to architecture. Philosophically, the Task Force is recommending an approach that defines and includes elements that are central to architecture, rather than attempting to prescribe what is not architecture in an architectural practice act.

The Task Force discovered a gap in the existing model language around best practices for board composition and has included provisions related to that issue in the *Model Law*. The Task Force also addressed gaps in the existing model language around best practices for both single and multi-profession board composition and developed an approach to the concept of firm registration.

The Legislative Guidelines section of the document was refreshed and has become commentary throughout the document. This will allow users to understand the rationale and/or provide examples next to the areas of the law or regulations and eliminate the need to flip back and forth.

#### BENEFITS OF A REFRESHED MODEL

The updated *NCARB Model Law and Regulations* will serve multiple purposes. The revitalized model will better empower Member Boards to protect the public going forward. This document will serve as a guide to help boards navigate the challenging areas of regulating the profession and give them the confidence that they are using language developed by a diverse set of volunteer subject matter experts with the current state of architectural practice in mind. This updated document will also better support consistent licensing and regulating standards that reflect the realities of contemporary practice and regulation and are broad enough to be adapted to meet the needs of 55 architect licensing boards.

Finally, the new *NCARB Model Law and Regulations* will serve as an additional tool to educate policymakers about the importance of reasonable regulation that protects the public. The revised model acknowledges each jurisdiction's constitutional authority to determine the appropriate level of protection for its citizens, while reinforcing the value of having access to a national model, and it addresses state-based differences in licensing while emphasizing licensing portability provisions. By recommending model language that goes further in our efforts to facilitate licensure and mobility, implementation of the revised *NCARB Model Law and Regulations* benefits consumers, professionals, and the public by increasing competition, choice, and access to services.

#### ADVOCATES:

- Model Law Task Force
  - Chair: Dennis Ward, FAIA, NCARB; Former South Carolina Member Board Member
  - Pasqual Gutierrez, AIA; California Member Board Member
  - Julie Hildebrand, Texas Member Board Executive
  - Kathy Hillegas, CAE; Louisiana Member Board Executive, NCARB Board Member Board Executive Director
  - Jeanne Jackson, FAIA, NCARB, LEED AP; Former Utah Member Board Member
  - Vincent Mancini Jr., NCARB; Former Kansas Member Board Member
  - Susan McClymonds, AIA, CSI, CCS, SCIP, NCARB; Former New York State Member Board Member
  - Mary Morissette, FAIA, NCARB, LEED AP; Colorado Member Board Member
  - Kathleen Nosbisch, BA, MS, Hon. AIA VA; Virginia Member Board Executive
  - Douglas Sams, AIA, CSI, CDT, LEED AP BD+C; Oregon Member Board Member
  - Bayliss Ward, NCARB, AIA; Montana Member Board Member, Board Liaison

#### CONTRIBUTERS:

- Robert Calvani, New Mexico Board Member, Board Liaison
- John Cardone Jr.; Louisiana Public Member Board Member, Board Liaison
- Carole Briggs; Former Connecticut Public Member Board Member
- Mark Champion, AIA, NCARB, Former Nebraska Member Board Member
- Blake Dunn, FAIA, NCARB; 2014 NCARB President, Former Arkansas Member Board Member

- Amy Kobe, Hon. AIA; Former Ohio Member Board Executive
- Doug McCauley; Former California Member Board Executive
- David Prengaman, AIA, NCARB, Former Rhode Island Member Board Member
- James Seay Jr., AIA, NCARB, LEED AP; Alabama Member Board Member
- Doug Steidl, FAIA; Ohio Member Board Member

**RESOURCES:**

- [Appendix A: Reviewed NCARB Model Law and Regulations](#)
- Side by side comparison of revised of Model Law and Model Regulations (Coming Soon)
- [Model Law Task Force: MBE Community Webinar](#)
- [Video: Model Law Task Force](#)
- [2018 Legislative Guidelines and Model Law/Model Regulations](#)

**Appendix A: Proposed Changes to the NCARB Legislative Guidelines and Model Law/Model Regulations**

Note: The NCARB Legislative Guidelines and Model Law/Model Regulations document was significantly re-organized, so this appendix is presented without mark ups. The Model Law Task Force is continuing to consider Member Board feedback and prepare additional resources and commentary prior to a final resolution being presented to the NCARB Board of Directors in April.

**NCARB Model Law and Regulations**

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This document was last updated in July 2020. The Model Law and Model Regulations portions of this document may only be changed by an absolute majority vote of the NCARB Member Boards.

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## Introduction

First developed in 1970, the *NCARB Model Law and Regulations* serves as a guide containing draft statutory and regulatory language for use by NCARB's Member Boards as they carry out their mission to protect the public by regulating the practice of architecture.

When originally adopted, the document was designed to provide guidelines for legislation in areas agreed upon by NCARB's membership as ideal uniform standards for each U.S. jurisdiction. Over time, the guidelines were modified in a piecemeal fashion to address additional areas and provide updated draft language at the request of its members.

In 2016, NCARB began a holistic review and refresh of the existing *NCARB Model Law and Regulations*, for the purposes of modernizing the document and providing a more relevant, useful tool for its members. The current version serves as a national model for architectural regulation and offers a resource for jurisdictions to adapt and adopt as they update their practice acts and regulatory framework.

The *NCARB Model Law and Regulations* is designed to follow best practices and includes three elements:

- Model Law—Provides a broad framework of the various authorities an architectural licensing board should be granted by its jurisdictional legislature through statutory language.
- Model Regulations—Offers detailed language outlining rules for implementation of the authority and responsibilities granted to the board.
- Commentary—Explains the intent of the of the model laws and/or regulations and notes areas of personalization for jurisdictions.

The document reflects language and model programs that will most effectively protect the public health, safety, and welfare related to the contemporary practice of architecture, while also providing uniform standards that encourage professional mobility.

Because the *NCARB Model Law and Regulations* recognizes each jurisdiction’s constitutional authority to determine the appropriate level of protection for its citizens, not all areas will be—or are expected to be—adopted by all U.S. architectural licensing boards. Instead, the document is designed to be a resource that provides a national model that assists boards in navigating challenging areas of architectural regulation, offers consistent licensing and regulatory standards, is easily adapted to fit the diverse needs of NCARB’s individual members, and will serve as the foundation for future enhancements to the reasonable regulation of the profession.

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## Article I – Title, Purpose, and Definitions

### Section 101. Title of Act

This (Jurisdiction) Architecture Practice Act shall also be known as the “Act.”

### Section 102. Legislative Declaration of Purpose

The Practice of Architecture in the Jurisdiction of (Jurisdiction) is declared a professional practice affecting the public health, safety, and welfare and is subject to regulation and control in the public interest. It is a matter of public interest and concern that the Practice of Architecture, as defined under this Act, merits and receives the confidence of the public and that the Practice of Architecture be limited to those Persons determined by the Board to be qualified under this Act. This Act shall be liberally construed to carry out these objectives and purposes.

It is the purpose of this Act to promote, preserve, and protect the public health, safety, and welfare by and through the licensure and regulation of Persons, whether within or outside of (Jurisdiction), who engage in the Practice of Architecture within (Jurisdiction). In furtherance of this purpose, this Act creates the (Jurisdiction) Board of Architecture whose members, functions, and procedures shall be established in accordance with the provisions of this Act. The regulatory structure calls for Architects and public members to serve on the Board, and this Act recognizes the need for professional expertise provided by Architects serving the public interest.

### Section 103. Definitions

The following words as used in this Act, unless the context otherwise requires, shall have the following meanings<sup>1</sup>:

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<sup>1</sup> To avoid confusion, *NCARB Model Law and Model Regulations* does not further define terms that are commonly understood or would otherwise be covered by overarching laws. This includes “adjudicatory proceeding,” “client,” “conviction,” “felony,” “reciprocity,” “revoke,” and “standard of care.” These terms are likely already defined in another part of a Jurisdiction’s laws, such as the state administrative procedures acts.

- 1) **Applicant** – An individual who seeks a License in accordance with the process set forth by the Board.
- 2) **Approved Educational Program** – An educational program for architecture that is accepted by the Board.
- 3) **Approved Experience Program** – An experience program for architecture that is accepted by the Board.
- 4) **Approved Examination** – An examination for architecture that is accepted by the Board.
- 5) **Architect** – An individual currently licensed by the Board who has successfully completed the education, experience, and examination requirements as defined by (Jurisdiction), who demonstrates Competence to engage in the Practice of Architecture under this Act.
- 6) **Board** – The (Board Name) established by this Act.
- 7) **Building**<sup>2</sup> – An open or enclosed structure that has as its principal purpose human occupancy or habitation.
- 8) **Competence** – The knowledge, experience, and skill required by an Architect for the Practice of Architecture in accordance with the accepted standard of care.
- 9) **Firm** – Any legally formed business entity registered with the Board through which architectural services are provided.
- 10) **Good Standing** – An unrestricted License granted by the Board to engage in the Practice of Architecture.
- 11) **Jurisdiction** – Any state, commonwealth, the District of Columbia, or other insular territory of the United States.
- 12) **License** – Approval granted by the Board to an individual to engage in the Practice of Architecture.
- 13) **NCARB** – The National Council of Architectural Registration Boards.
- 14) **Person** – Any individual, Firm, partnership, association, joint venture, cooperative, corporation, or other group or combination acting in concert.

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<sup>2</sup> Providing a broad definition of the term “Building” allows each Jurisdiction the flexibility to provide more specificity as it relates to different Building types within their regulations.

- 15) **Practice of Architecture**<sup>3</sup> – The art and science of designing, in whole or in part, the exterior and interior of Buildings and the site around them, in a manner that protects the public health, safety, and welfare. The Practice of Architecture includes providing or offering to provide planning services; developing concepts; preparing documents that define form and function; coordinating consultants; and construction administration.
- A. *Planning services* include, but are not limited to, programming and planning.
  - B. *Developing concepts* includes, but is not limited to, preliminary studies, pre-design, investigations, and evaluations.
  - C. *Preparing documents that define form and function* includes, but is not limited to, drawings and Technical Submissions, including incorporation of the requirements of the authorities having jurisdiction.
  - D. *Coordinating consultants* includes, but is not limited to, the coordination of any elements of Technical Submissions prepared by others.
  - E. *Construction administration* includes, but is not limited to, evaluation of construction to determine that the work is proceeding in accordance with the contract documents.<sup>4</sup>
- 16) **Responsible Charge** – The control over and detailed professional knowledge of the development and execution of the project, including Technical Submissions, as is ordinarily exercised by an Architect applying the required professional standard of care.

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<sup>3</sup> NCARB acknowledges jurisdictional statutes will continue to exempt various activities of other design professionals from the purview of this statute, to the extent their work incidentally involves elements of the Practice of Architecture. In a similar way, Architects may perform elements of the practice of engineering incidental to their work. NCARB is committed to partnering with the national regulatory associations of other design professions to further define the concept of incidental practice.

<sup>4</sup> NCARB recognizes there are Construction Administration activities that are not the Practice of Architecture. These include activities that do not interpret or revise the Architect's sealed and signed Technical Submissions. Examples include, but are not limited to:

- Administration, review, and oversight of construction-related activities, such as those responsibilities defined in the contracts between contractor and owner
- Contractor pay applications
- Change order costs
- Schedule adherence
- Site access requirements
- Site safety

- 17) **Technical Submissions** - The documents necessary to demonstrate compliance with applicable regulatory requirements and/or to fabricate or construct a project including, but not limited to, drawings, digital models, specifications, performance criteria, and installation requirements.

#### **Section 104. Activities and Individuals Excluded from the Practice of Architecture**

The following activities shall not be deemed to be the Practice of Architecture nor shall the following require a License under this Act:

- 1) Activities performed in connection with any of the following:
  - A. Detached single- or two-family residential dwelling Buildings.
  - B. Agricultural structures intended solely for the storage of equipment, horticulture products or livestock, and not used by the public.
  - C. Fabrication drawings, installation drawings, component specifications, or operation and maintenance manuals of individual components of a Building incidental to the Architect's design of the entire project that describe or illustrate the use of such components.
  - D. Alterations or renovations that do not affect structural or life safety aspects of a Building.
- 2) Any individual who possesses a valid NCARB Certificate seeking an architectural commission in the Jurisdiction performing either of the following:<sup>5</sup>
  - A. Offering to provide services involved in the Practice of Architecture; or
  - B. Participating in an architectural design competition for a project, which does not include acting as the Architect for a project.
- 3) Any individual licensed to engage in the Practice of Architecture in another Jurisdiction rendering voluntary services in the event of a declared emergency.

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<sup>5</sup> This provision allows out-of-state Architects with an NCARB Certificate who are not yet licensed in the Jurisdiction to seek a commission—a practice sometimes referred to as “fishing without a license.” The requirements under this Act still apply to the Architect, who must obtain a License before beginning any project. Boards permitting this activity by individuals with an NCARB Certificate can be confident the Architect is competent and in Good Standing, while also facilitating greater professional mobility and consumer choice.

- 4) Any individual licensed to engage in the Practice of Architecture in another Jurisdiction while performing duties as a federal government employee or as a part of their military service.
- 5) Any individual who is unlicensed in (Jurisdiction) and is performing services on a project under the supervision of an Architect, as long as the Architect serves as the Architect in Responsible Charge of the project.

**Article II – Board of Architecture**

**Section 201. Delegation of Authority**

The responsibility to enforce the provisions of this Act is hereby delegated to the Board by (Jurisdiction). The Board shall have all of the duties, powers, and authority specifically granted by, or otherwise necessary to enforce this Act, as well as such other duties, powers, and authority as it may be granted from time to time by law.

**Section 202. Board Composition**

[The Board may be composed pursuant to either of the following options:]

[Architect Profession Board Option]

The Board shall consist of (Number) members appointed under Section 204 of this Act, at least (Number) of whom shall be a representative(s) of the public, and the remainder of whom shall be Architects who possess the qualifications specified in Section 203 of this Act. It is the intent of this Act for Board composition to consist of the expertise necessary for the effective and efficient regulation of the Practice of Architecture.

[Or]

[Multiple Profession Board Option] The Board shall consist of (Number) members appointed under Section 204 of this Act who possess the qualifications specified in Section 203 of this Act and comprise the following:

- A. (Number) public members as described in Section 203(2);
- B. (Number) Architects as described in Section 203(1); and
- C. (Number) (Profession) members as defined in (citation to relevant practice act referencing residence, licensed in Good Standing, licensed for a specified period of time).

### **Section 203. Qualifications for Board Membership**

- 1) Each Architect Board member shall at all times:
  - A. Be a resident of (Jurisdiction);
  - B. Be an Architect in Good Standing;
  - C. Maintain in Good Standing any other active professional license issued by a licensing authority in this or any other Jurisdiction; and
  - D. Have had at least five (5) years of practice as an Architect.
- 2) Each public member of the Board shall at all times:
  - A. Be a resident of (Jurisdiction);
  - B. Maintain in Good Standing any active professional license issued by a licensing authority in this or any other Jurisdiction; and
  - C. Not be, nor shall ever have been, (i) an Architect or the spouse of a current or former Architect; or (ii) an individual who has had any material financial interest in the provision of architecture services or who is currently engaged in any activity directly related to the Practice of Architecture.
- 3) Each Board member shall at all times maintain eligibility to serve on the Board by avoiding relationships that would interfere with the Board's mission of public protection.
- 4) Each Board member shall not be an officer or hold any leadership position in a Jurisdiction's professional association or national professional association serving Architects for the term of such Board member's appointment to the Board.
- 5) Each Board member shall complete training of a duration and covering content approved by the (Jurisdiction). Such coursework or training shall address relevant regulatory procedures.

### **Section 204. Board Member Appointment and Oversight**

In accordance with the principle of separation of powers and to provide for sufficient oversight by the respective branches of government, the governor or governor's designee shall appoint the Board members in accordance with the provisions of this Act and the (Jurisdiction) constitution.

**Section 205. Terms**

- 1) Except as provided in subsection (2) of this Section 205, Board members shall be appointed for a term of (Number) years, except Board members who are appointed to fill vacancies that occur prior to the expiration of a former member's full term shall serve the remaining portion of such unexpired term.
- 2) The Board members' terms shall be staggered so that the terms of no more than half of the members shall expire in any year. Each member shall serve until a qualified successor is appointed, unless such member cannot serve by reason of such member's resignation or removal from the Board.
- 3) A Board member may serve for up to (Number) consecutive full terms. The completion of the remaining portion of an unexpired term shall not constitute a full term for purposes of this Section 205.<sup>6</sup>

**Section 206. Board Member Vacancies**

Any vacancy that occurs in the Board membership for any reason, including expiration of a term, removal, resignation, death, disability, or disqualification, shall be filled as prescribed in Section 204 of this Act in a timely manner so that the Board may fulfill its duties as charged.

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<sup>6</sup> This document includes a limit on consecutive full terms for professional and public Board members. The benefits of this provision include allowing a greater number of individuals to serve on the Board and allowing for diverse perspectives and viewpoints when making decisions that influence public health, safety, and welfare. Adding new Board members also allows the governor or governor's designee to evaluate the type of skillsets the Board requires at the time of appointment, resulting in an efficient and well-rounded Board. Term limits also encourage Board members to purposefully focus on their roles and responsibilities without the potential for burnout over time and reduces the likelihood of complacency or abuse of office. Consequences of this approach that would need to be mitigated include the potential loss of Board members with prior knowledge of disciplinary action who can ensure fair and consistent application of the laws and regulations, the loss of institutional memory, the loss of decision-making history, and consistency in NCARB policy and operations, as Board members are the primary source of volunteers and leadership for NCARB.

**Section 207. Removal of Board Member**

The governor or governor's designee shall have the authority to remove a Board member with or without cause. The Board may recommend a Board member's removal to the governor or governor's designee upon an affirmative vote of a majority of members otherwise eligible to vote upon one or more of the following grounds:

- 1) The refusal or inability for any reason of a Board member to perform the duties required of a Board member in an efficient, responsible, and professional manner;
- 2) The misuse of a Board member's position to obtain, or attempt to obtain, any financial or material gain, or any advantage personally or for another, through such office;
- 3) A final adjudication by a recognized body, including any court, that there has been a violation of the laws governing the Practice of Architecture by a Board member; or
- 4) Conviction of a felony or misdemeanor other than a minor traffic offense.

**Section 208. Organization of the Board**

- 1) The Board shall elect from its members a chairperson, vice-chairperson, and such other officers, as it deems appropriate and necessary to conduct its business. The Chairperson shall preside at all meetings of the Board and shall perform those duties customarily associated with the position and such other duties assigned from time to time by the Board. The Chairperson may establish Board committees as appropriate and necessary for the furtherance of Board business and may designate or remove Board members as committee members.
- 2) And ending upon the election of the officer's successor or removal, with or without cause, by the affirmative vote of a majority of Board members otherwise eligible to vote.

**Section 209. Executive Director**

- 1) Under the oversight of the Board, the Executive Director shall be responsible for the proper performance of the Board's duties.
- 2) The Board may delegate authority to the Executive Director as necessary to properly fulfill the Board's duties.

### **Section 210. Meetings of the Board**

The Board shall hold regular meetings to transact business in compliance with all applicable (Jurisdiction) laws.

### **Section 211. Powers and Duties of the Board**

- 1) The following powers and duties are delegated to the Board by (Jurisdiction):
  - A. Promulgation of Regulations. The Board is authorized to make, adopt, amend, and repeal such regulations as may be deemed necessary by the Board from time to time for the proper administration and enforcement of this Act. Such regulations shall be promulgated in accordance with the requirements of the (Jurisdiction) Administrative Procedures Act.
  - B. Licensure. The Board is authorized to issue Licenses to engage in the Practice of Architecture as further described in Article III – Licensing.
  - C. Firm Practice. The Board is authorized to regulate Firms as further described in Article III – Licensing.
  - D. Enforcement. The Board is authorized to enforce all the provisions of this Act and any regulations duly promulgated hereunder, including, but not limited to, discipline as further described in Article V – Discipline. The Board has jurisdiction over Architects, and all other Persons, whether or not licensed by the Board, who are engaged in the Practice of Architecture or other conduct regulated by this Act.
  - E. Fees for Services. In addition to the fees specifically authorized under this Act, the Board is authorized to assess reasonable fees for licensure and other services rendered to carry out its duties and responsibilities as required or authorized under this Act or regulations duly promulgated hereunder.
  - F. Expenditure of Funds. The Board is authorized to receive and expend funds from parties other than (Jurisdiction) in addition to its (Annual/Biennial) appropriation.
  - G. Board Reporting. The Board from time to time shall issue a report outlining the activities of the Board, including reference to the effectiveness and efficiencies of the Board.

- H. Other Powers and Duties of the Board. The Board shall have such other powers and duties as may be necessary to carry out the purposes of or enforce any provision of this Act or any regulations duly promulgated hereunder.
- 2) The powers and duties set forth in this Section 211 shall be in addition to any other powers and duties delegated to the Board under the provisions of this Act.

## Article III – Licensing

### Section 301. Initial License Qualifications

- 1) To obtain an initial License in (Jurisdiction), an Applicant shall satisfy the following requirements:
  - A. Provide documentation satisfactory to the Board that the Applicant:
    - i. Successfully completed an Approved Education Program;
    - ii. Successfully completed an Approved Experience Program;
    - iii. Successfully completed an Approved Examination; and
  - B. Submit to the Board a completed application and pay the required fee.
  - C. Provide to the Board a Social Security number, federal employer identification number, individual taxpayer identification number, or an affidavit attesting that the Applicant has no such number, for the Board to establish the Applicant’s identity. Any such information provided to the Board shall be released by the Board to identify Applicants, including verifying an Applicant’s identity with the examination entity, and as may be required by law.
- 2) A License shall be effective upon approval of the Board.

### Section 302. Reciprocal License Qualifications<sup>7</sup>

- 1) To obtain a reciprocal License in (Jurisdiction), an Applicant shall satisfy the following requirements:
  - A. Provide documentation satisfactory to the Board that such Applicant:
    - i. Holds a current and valid License issued by another Jurisdiction or a licensing authority recognized by the Board; and
    - ii. Holds a current NCARB Certificate.
  - B. Submit to the Board a completed application and pay the required fee.

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<sup>7</sup> The granting of a reciprocal License facilitates portability (or mobility) of an Architect’s License from Jurisdiction to Jurisdiction. This concept is currently referred to in some existing statutes as comity, endorsement, mutual recognition, or out-of-state transfer, among other terms. This document recommends the term “reciprocity” be used uniformly to describe a more consistent process for facilitating licensure portability.

- C. Provide to the Board a Social Security number, federal employer identification number, individual taxpayer identification number, or an affidavit attesting that the Applicant has no such number, for the Board to establish the Applicant's identity. Any such information provided to the Board shall be released by the Board to identify Applicants, including verifying an Applicant's identity with the examination entity, and as may be required by law.
- 2) A License shall be effective upon approval of the Board.

### **Section 303. Firm Registration**

To perform architectural services in a Jurisdiction as a Firm, a legally formed business entity must first meet any regulatory requirements set forth by the Board.

### **Section 304. Continuing Education**

The Board shall by regulation establish procedures and requirements for continuing education after an Architect obtains a License to demonstrate continuing Competence in the Practice of Architecture for the protection of the public. Such requirements shall include a description of acceptable activities and appropriate documentation required for License renewal.

### **Section 305. Requirements for License Renewal**

- 1) An Architect shall demonstrate completion of continuing education set forth by the Board in regulations. The Board may decline to renew an Architect's License if the Architect's continuing education activities do not meet the standards set forth in the Board's regulations.
- 2) Each Architect shall submit to the Board a completed application and pay the required fee.
- 3) A License shall be effective upon approval of the Board.

### **Section 306. Expired License**

An Architect's failure to renew a License by the designated renewal date shall result in the expiration of the Architect's License.

**Section 307. Inactive License**

The Board shall by regulation set forth the requirements and procedures for an Architect in Good Standing to place a License on inactive status and the requirements and procedures to activate an Inactive License. While their License is on inactive status, the Architect shall not engage in the Practice of Architecture in (Jurisdiction) or use the title “Architect” and shall be exempt from License renewal requirements.

**Section 308. Architect Emeritus**

The Board shall by regulation establish the requirements for the title of “Architect emeritus,” which is an honorary title granted by the Board to a previously licensed Architect who has retired in Good Standing from the active Practice of Architecture.

**Section 309. Reinstatement of License Following Disciplinary Action**

The Board shall by regulation set forth procedures and requirements for the reinstatement of an Architect’s License.

**Section 310. *Prima Facie* Evidence of License**

A certified copy of an Architect’s License record shall be maintained by the Board and shall be accepted as *prima facie* evidence that the individual is legally licensed as an Architect for the period for which it is issued and of all other facts included in the record.

**Section 311. Source of Data**

The Board may use documentation and verified data stored by NCARB in the same way that it may use data stored by the Board to establish an Applicant’s qualifications for a License. Notwithstanding any other provision of law to the contrary, the Board shall share such information with NCARB as may be

reasonably requested from time to time, provided that NCARB agrees to maintain the confidentiality of such information.

## Article IV – Practice Requirements

### Section 401. Seal<sup>8</sup>

- 1) Every Architect shall have a seal of an image authorized by the Board. The seal may be electronic. It is the responsibility of the Architect to provide adequate security over the use of the Architect's seal.
- 2) All Technical Submissions prepared under the Responsible Charge of the Architect required by public authorities having jurisdiction for Building permits or regulatory approvals shall be sealed and signed by the Architect. By sealing a Technical Submission, the Architect represents that the Architect was in Responsible Charge over the content of such Technical Submissions during its preparation and has applied the required professional standard of care.
- 3) The public authorities having jurisdiction and charged with the administration and enforcement of adopted codes shall accept or approve Technical Submissions involving the Practice of Architecture only if the Technical Submissions have been sealed as required by this Act. A Building permit issued for a Technical Submission that does not conform with the requirements of this Act shall be invalid.

### Section 402. Unlawful Practice

- 1) Except as otherwise provided under this Act, it shall be unlawful for any individual to engage in the Practice of Architecture unless duly licensed as an Architect under the applicable provisions of this Act.

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<sup>8</sup> Design of the built environment is regulated by applicable Building codes and statutes. Architects seal Technical Submissions to certify applicable codes have been appropriately addressed. The seal also represents that the Architect is in Responsible Charge of the design, is familiar with all aspects of the document preparation, and the submission is complete for construction. The public authorities in charge of issuing Building permits or granting regulatory approvals are responsible for determining that the construction documents adequately describe a Building project that, when completed, will meet the applicable codes. It is not unusual for such authorities to make comments that will result in corrections or discussions with the Architect. It is NCARB's expectation that these authorities do not issue a Building permit to construct until all comments have been appropriately addressed and the amended documents have been sealed and signed.

- 2) Except as set forth in Article III, no individual shall engage in the Practice of Architecture<sup>9</sup> in (Jurisdiction) or use the title "Architect" or any modification or derivative in its name or description of its business activity in a manner that indicates or implies that it engages in the Practice of Architecture or offers to engage in the Practice of Architecture in the Jurisdiction.

### **Section 403. Record Keeping**

An Architect shall maintain documentation of Technical Submissions for at least five (5) years and make records available to the Board upon request. Records must be adequate to demonstrate the Architect's Responsible Charge over the Technical Submissions, whether prepared entirely by the Architect or by integrating the work of others.

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<sup>9</sup> The Practice of Architecture includes services in connection with the design and construction, enlargement, or alteration of a Building or group of Buildings and the space within Buildings known as "interior architecture."

## Article V – Discipline

### Section 501. Enforcement Authority and Grounds for Discipline

- 1) The Board shall be charged with the enforcement of this Act and the regulations adopted hereunder. Persons, whether or not licensed or registered by the Board, who engage in conduct in violation of this Act or the regulations adopted hereunder, are subject to the Board’s authority. Persons licensed or registered by the Board cannot divest the Board of its authority by changing their licensure or registration status or relinquishing their License or registration.
- 2) Conduct in violation of this Act or the regulations adopted hereunder includes, but is not limited to:
  - A. A conviction for or other official determination of a violation of any law, rule, or regulation of (Jurisdiction), any other Jurisdiction, or the federal government, pertaining to any aspect of the Practice of Architecture;
  - B. Unprofessional conduct relating to the Practice of Architecture;
  - C. Failure to conform to the accepted minimum standard of care;
  - D. Financial misconduct such as improper or fraudulent billing practices;
  - E. Incapacity or impairment, for whatever reason, that prevents an Architect from engaging in the Practice of Architecture consistent with the accepted minimum standard of care;
  - F. Conviction of a felony;
  - G. Engaging, or aiding and abetting any Person with engaging, in the Practice of Architecture without being licensed or registered pursuant to this Act;
  - H. Falsely using the title of “Architect” or any derivative thereof;
  - I. A conviction or other official determination of engaging in the Practice of Architecture in another Jurisdiction without being duly licensed in that Jurisdiction;
  - J. Attempting to use or using the License or seal of another Architect as their own;
  - K. Having had any license to engage in the Practice of Architecture subjected to disciplinary action by a licensing authority recognized by the Board, if the basis of such disciplinary action would have resulted in a violation in (Jurisdiction);<sup>10</sup>

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<sup>10</sup> This provision is not intended to be used to impose additional discipline or civil penalties for minor or administrative infractions that have been resolved in the relevant Jurisdiction. Jurisdictions should rely upon this

- L. Failure to comply with policies and procedures related to the examination and Approved Experience Program required by the Board for an initial License;
- M. Having been sanctioned by the NCARB Board of Directors;
- N. Failure to report to the Board any information as required under Article VI – Reporting of Complaints of this Act;
- O. Failure to disclose a fact or misrepresentation of a fact to the Board;
- P. Failure to cooperate with the Board in an investigation pending against any Person;
- Q. Failure to comply with any stipulation or agreement of any Board disciplinary action; or
- R. Any other grounds as provided by the Board in regulation.

### **Section 502. Disciplinary Procedures**

- 1) The Board shall by regulation set forth procedures for discipline pursuant to the (Jurisdiction) Administrative Procedures Act, including, but not limited to, the right to a hearing and judicial review.
- 2) The Board acting by itself or through a designee may administer oaths, take depositions, and issue subpoenas to compel the attendance of witnesses and the production of books, papers, records, memoranda, or other information necessary to enforce this Act.

### **Section 503. Disciplinary and Other Enforcement Actions**

- 1) For conduct violating any provision of this Act or the regulations adopted hereunder, the Board may refuse to issue, renew, or reinstate, or may suspend, revoke, reprimand, restrict or otherwise limit the License or registration of any Person, whether or not currently licensed, pursuant to the (Jurisdiction) Administrative Procedure Act. The Board in addition to other enforcement actions may impose civil penalties, including recovery of costs, for violations of this Act and the regulations adopted hereunder.

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Jurisdictions should rely on this provision only if the Board determines additional disciplinary action intended to limit the public's exposure to the Architect's practice is required for actions such as a refusal to renew, revocation or suspension of licensure, or a restriction or limitation on practice.

- 2) The Board or, upon the request of the Board, the Attorney General, or the appropriate District Attorney, shall file an action to enjoin or restrain a Person, whether or not licensed or registered, from violating any provision of this Act or the regulations adopted hereunder, including injunctive relief, in the court with appropriate jurisdiction.
- 3) If any Person refuses to comply with any decision or order of the Board, then the Board or, upon the request of the Board, the Attorney General, or the appropriate District Attorney, shall file an action for the enforcement of such decision or order, including injunctive relief, in the court with appropriate jurisdiction. After due hearing, the court shall order the enforcement of such decision or order, or any part thereof, if legally and properly made by the Board and, where appropriate, injunctive relief.

## Article VI – Reporting of Complaints

### Section 601. Complaints

The Board shall establish comprehensive procedures for reporting and receiving complaints of a possible violation of this Act.

### Section 602. Duty to Report Misconduct

Any Architect, Applicant, or Firm who has knowledge of any conduct by any Person that may constitute grounds for disciplinary action under any provision of this Act or any regulation duly promulgated hereunder shall report such conduct to the Board. An Architect, Applicant, or Firm who violates this Act or any regulation promulgated hereunder is required to self-report such violation to the Board.

## Article VII – Other

### **Section 701. Severability**

If any provision of this Act is declared unconstitutional or illegal, or the applicability of this Act to any Person or circumstance is held invalid by a court of competent jurisdiction, the constitutionality or legality of the remaining provisions of this Act and the application of this Act to other Persons and circumstances, shall not be affected, and shall remain in full force and effect, without the invalid provision or application.

### **Section 702. Effective Date**

This Act shall be in full force and effect on (Date).

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### R101 (Model Law Section 101. Title of Act)

[Reserved]

### R102 Legislative Declaration of Purpose

These regulations are adopted by [Board Name] under the authority of [Act], establishing the Board and conferring upon it responsibility for licensing of Architects and the regulation of the Practice of Architecture, and in conformity with other applicable jurisdictional acts.

### R103 Definitions

**Terms defined in [Act] have the same meanings when used in these regulations.** As used in these regulations, the following terms have the following meanings:

- 1) **Continuing Education Hour (CEH)** – One continuous instructional hour (50 to 60 minutes of contact) spent in Structured Educational Activities intended to increase or update the Architect’s knowledge and Competence in Health, Safety, and Welfare Subjects. If the provider of the Structured Educational Activities prescribes a customary time for completion of such an activity, then such prescribed time shall, unless the Board finds the prescribed time to be unreasonable, be accepted as the Architect’s time for Continuing Education Hour purposes irrespective of actual time spent on the activity.
- 2) **Health, Safety, and Welfare Subjects** – Technical and professional subjects related to the Practice of Architecture that the Board deems appropriate to safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of Buildings and the built environment.
  - A. **Practice Management:** This category focuses on areas related to the management of architectural practice and the details of running a business.
  - B. **Project Management:** This category focuses on areas related to the management of architectural projects through execution.
  - C. **Programming & Analysis:** This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

- D. Project Planning & Design: This category focuses on areas related to the preliminary design of sites and Buildings.
  - E. Project Development & Documentation: This category focuses on areas related to the integration and documentation of Building systems, material selection, and material assemblies into a project.
  - F. Construction & Evaluation: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.
- 3) **Prototypical Building** – Any Building or any space within a Building intended to be constructed in multiple locations for a client and that conveys a standard design.
  - 4) **Structured Educational Activities** – Educational activities in which at least 75 percent of an activity’s content and instructional time must be devoted to Health, Safety, and Welfare Subjects related to the Practice of Architecture, including courses of study or other activities under the areas identified as Health, Safety, and Welfare Subjects and provided by qualified individuals or organizations, whether delivered by direct contact or distance learning methods.

#### R104 (Model Law Section 104. Activities and Individuals Excluded from the Practice of Architecture)

[Reserved]

R201 (Model Law Section 201. Delegation of Authority)

[Reserved]

R202 (Model Law Section 202. Board Composition)

[Reserved]

R203 (Model Law Section 203. Qualifications for Board Membership)

[Reserved]

R204 (Model Law Section 204. Board Member Appointment and Oversight)

[Reserved]<sup>11</sup>

R205 (Model Law Section 205. Terms)

[Reserved]

R206 (Model Law Section 206. Board Member Vacancies)

[Reserved]

R207 (Model Law Section 207. Removal of Board Member)

[Reserved]

R208 Organization of the Board

A Board member shall serve a term of (Number) year(s) as an officer, commencing with the day of the officer's election and ending upon the election of the officer's successor. An officer shall serve no more than (Number) consecutive (Number)-year terms in each office to which they are elected.

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<sup>11</sup> Commentary: Most Jurisdictions have a process by which Board member appointments are conducted. In many cases that is through a governor's appointment office. Boards should take care to ensure that any rule addressing appointment complies with the process identified at the Jurisdictional level. Some Boards have Board members who represent specific geographical regions within their Jurisdiction. Specific details related to identification, selection, or election of candidates for those positions should be described here.

### R209 Executive Director

The Executive Director<sup>12</sup> is responsible for the day-to-day operations of the Board office and is the Person who shall be served in judicial proceedings against the Board. The Board delegates to the Executive Director certain responsibilities to properly fulfill the Board's duties, which may include, but are not limited to, the following:

- 1) Review and prepare applications for Board approval;
- 2) Oversight of investigations of complaints and present proposed adjudication for Board action;
- 3) Draft new rules and amendments to rules for Board proposal and adoption;
- 4) Develop the budget for Board approval;
- 5) Collect fees and monitor expenditures of funds;
- 6) Contract for required business services;
- 7) Report key operations performance measures to the Board;
- 8) Engage the Board in planning and implement the strategic plan;
- 9) Oversees and evaluates all staff;
- 10) Facilitate communications to and among Board members and make arrangements for Board meetings;
- 11) Serve as an agent of the Board when communicating with other jurisdictional agencies and the public;
- 12) Issue meeting minutes, reports, and notices required of the Board; and
- 13) Any other duties the Board may assign from time to time.

### R210 Meetings of the Board

All aspects of any meeting of the Board shall comply with all requirements prescribed by (Jurisdiction) law, including the (Jurisdiction) Administrative Procedure Act and Open Meetings Act, and any regulations promulgated thereunder.

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<sup>12</sup> There are different types of Board structure that impact the responsibilities of an Executive Director. Member Boards should review this section and modify to ensure the responsibilities are appropriately documented for the Board's model.

- 1) Frequency. The Board shall meet at least every calendar quarter (i.e., every three months). The Board shall meet at such additional times as may be called by the Chairperson of the Board or by two-thirds (2/3) vote of the members of the Board. Meetings should be scheduled to timely address the issues to be voted on at the NCARB Regional and Annual Business Meetings, including to discuss regional and Board of Directors elections, review proposed resolutions, and determine Board delegates to the meeting.
- 2) Location. The Board shall meet at such locations as it may from time to time determine. The location for each meeting shall be determined prior to giving notice of any such meeting and shall not be changed after such notice is given without adequate prior notice.
- 3) Remote Participation. The Board, consistent with (Jurisdiction) law and any regulations promulgated thereunder, may allow Board members not present at the meeting location to participate by means of conference telephone or by means of communication by which all Persons in the meeting are able to hear one another and otherwise fully participate in the meeting. Such participation shall constitute presence in person at the meeting.
- 4) Notice. Notice of all Board meetings shall be given in the manner and pursuant to all requirements prescribed by the (Jurisdiction) Administrative Procedure Act.
- 5) Quorum. A majority of Board members as constituted by statute shall constitute a quorum for the convening and conduct of a Board meeting and, except where a greater number is required under statute or the Act or by any regulation of the Board, all actions of the Board shall be by a majority of the members present at a meeting at which quorum is present.
- 6) Record of Board Meetings. A record of all Board meetings shall be maintained in accordance with the (Jurisdiction) Open Meetings Acts.
- 7) Per Diem or Expense Reimbursement. Each Board member shall be given a daily allowance and itemized reimbursement in compliance with (Jurisdiction) law for expenses related to Board meetings and other Board related business, including attending NCARB regional and national meetings.
- 8) Minutes. Official minutes of Board meetings shall be prepared and approved at the next regular meeting.
- 9) Conduct of Meetings. Unless required otherwise, by law or by these regulations, Robert's Rules of Order shall be used to conduct Board meetings.

- 10) Official Records.<sup>13</sup> Among other official records required by law, or by rules of other agencies in support of law, there shall be kept in the Board offices accurate and current records. Such records may be kept in paper or electronic format and may include, but are not limited to:
- A. Minutes of all Board meetings;
  - B. The name and registration number of all Persons to whom Licenses or registrations are issued, the last known address of all such Architects and Firms;
  - C. Documentation supporting/attesting to the Architect's or Firm's qualifications; and
  - D. Alleged violations and investigatory documentation related to disciplinary actions.

### R211 Powers and Duties Delegated to the Board

In addition to the powers and duties in Section 211, the Board shall perform its duties and transact its business, including, but not limited to:

- 1) Review and approve applications;
- 2) Review complaints and adjudicate enforcement cases brought under the Act and these regulations;
- 3) Make, adopt, amend, and repeal regulations;
- 4) Monitor the budget and operations via key performance measures;
- 5) Strategically plan the focus and initiatives of the Board;
- 6) Review and comment on NCARB resolutions for the jurisdictional submittal process consistent with *NCARB Bylaws*;
- 7) Discuss business matters and authorize the Board's voting delegate to represent the Board's interest at the NCARB Regional and Annual Business Meetings;
- 8) Review and respond to requests to assist the (Jurisdiction's) legislative and executive branch processes;
- 9) Review and respond to other matters as they arise; and

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<sup>13</sup> If an existing retention schedule for such records does not exist through other jurisdictional law, the Board shall establish an appropriate retention schedule for each record. Recommendations for retention are as follows:

- A. Minutes: Into perpetuity.
- B. Name, License or registration number, and address of licensees (individual and Firm): Into perpetuity.
- C. Documentation supporting licensee qualifications: Until death of licensee.
- D. Investigatory/disciplinary documentation: Until death of licensee.

- 10) Make available for public access the names of all licensed and registered Persons.

#### R212 National Council of Architectural Registration Boards

- 1) The Board shall maintain membership in NCARB and its Regional Conferences and pay the necessary costs thereof.
- 2) The Board must keep up-to-date information on the experience and examination programs and recommended policies adopted by NCARB.
- 3) The Board shall participate in NCARB discussions related to establishing uniform standards of architectural registration throughout the United States and its territories.
- 4) The Board shall develop policies for Board member participation in NCARB committees, leadership, or other volunteer opportunities.

### R301.0 Initial License Qualifications

- 1) To obtain an initial License other than pursuant to R301.4, an Applicant must meet the requirements set forth in R301.0 – R301.3.
- 2) In evaluating qualifications, the Board may, prior to reaching its decision, require the Applicant to substantiate the Applicant's qualifications.

### R301.1 Education

- 1) An Applicant shall complete an Approved Educational Program, or its equivalent as described herein, to obtain an initial License.
- 2) An Approved Educational Program is a degree accredited by the National Architectural Accrediting Board (NAAB) or education deemed equivalent by the Board to the *NCARB Education Standard* pursuant to R301.1(2)(B). At a minimum, the criteria for determining such compliance with the education requirements shall include:
  - A. An original, certified transcript from an Approved Educational Program transmitted through NCARB; or
  - B. As an alternative to satisfying the Approved Educational Program requirement, the Board may consider (i) any other architectural curriculum that has not been accredited by NAAB, but that has been evaluated and found to be an equivalent standard based on the NCARB Alternatives to Education Requirement as identified in the *NCARB Certification Guidelines*, the most recent version being incorporated herein by reference; or (ii) demonstration of successful completion of an Education Evaluation Services for Architects (EESA) review. The Board may also consider an Applicant's combination of education and experience that has been evaluated and found to be equivalent to the *NCARB Education Standard*, the most recent version being incorporated herein by reference.
- 3) Other experience may be substituted for the licensure requirements set forth in [Education] only insofar as the Board considers it to be equivalent to or better than such requirements. The Applicant must provide to the Board clear and convincing evidence the equivalency or better of such other experience.

### R301.2 Experience

An Applicant shall successfully complete the Approved Experience Program to obtain an initial License. An Approved Experience Program means the Architectural Experience Program (AXP) administered by NCARB.

### R301.3 Examination

- 1) An Applicant shall pass the Approved Examination in accordance with the NCARB standards current at the time the Applicant took the Approved Examination to obtain an initial License. An Approved Examination means the Architect Registration Examination (ARE) administered by NCARB.
- 2) To qualify for the Approved Examination, an Applicant shall present satisfactory evidence to the Board of one of the following:
  - A. An architecture degree from an Approved Educational Program; or
  - B. Active enrollment in a NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within an Approved Educational Program.
- 3) The Board shall accept the ARE results as determined by NCARB.
- 4) Any violation or alleged violation of NCARB's guidelines or policies by an Applicant, including an Applicant's confidentiality agreements with respect to the examination, will be investigated and acted upon by NCARB. NCARB will report disciplinary actions taken based on such violation to the Board for possible disciplinary action under R501.
- 5) The Board may allow an Applicant to review a failed examination result in accordance with NCARB standards and procedures.
  - A. The Board shall work with NCARB staff to determine the time and place for each review of a failed examination.
  - B. A Board staff member shall be present during an Applicant's review of the Applicant's failed examination.
  - C. The Board shall accept NCARB's final determination on all examination score result review and challenges.

#### R301.4 Initial License Standards – Military Personnel

- 1) To obtain a License other than pursuant to R301.0 – R301.3, an Applicant who is military personnel shall meet the requirements set forth in this section R301.5.
  - A. In evaluating qualifications, the Board may, prior to reaching its decision, require the Applicant to substantiate the Applicant’s qualifications.
  - B. Other experience may be substituted for the initial License requirements set forth in [Education military] insofar as the Board considers it to be at least equivalent to or more comprehensive than such requirements. The Applicant must show by clear and convincing evidence the equivalency or better of such other experience.
- 2) An Applicant shall be of good character as verified to the Board by an Applicant’s employers or by honorable discharge evidenced by a copy of military discharge document (DD 214).
- 3) An Applicant shall complete an Approved Educational Program.
- 4) An Applicant shall complete an Approved Experience Program. In lieu of an Approved Experience Program, the Board may accept “professional training while in active duty” as it deems acceptable and in keeping with the experience requirements set forth by the NCARB.
- 5) An Applicant shall pass an Approved Examination.

#### R301.5 Qualifications for Practice under Disaster Declaration

Any individual licensed to engage in the Practice of Architecture in another Jurisdiction may provide disaster assessment services<sup>14</sup> within the scope of their License and in response to a disaster declared by the U.S. Federal Government, governor, or other appropriate authority of (Jurisdiction). On written notice to the Board, such services may be provided in (Jurisdiction) without a License for the duration of the incident period, such services may be provided in (Jurisdiction) without a License for the duration of the incident period, defined as the time interval during which disaster-causing incident occurs, as established by the U.S. Department of Homeland Security’s Federal Emergency Management Agency in the FEMA-State Agreement and Published in the Federal Register. The individual providing services pursuant to this regulation is bound by (Jurisdiction). The individual providing services pursuant to this

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<sup>14</sup> "Disaster assessment services" are limited to evaluation of structural integrity or nonstructural elements affecting life, safety, and habitability. Other architectural services beyond disaster assessment services, including but not limited to design of repairs, demolition plans, construction documents, or construction administration, should only be undertaken by an Architect licensed in the Jurisdiction.

regulation is bound by (Jurisdiction) law. The Board reserves the authority to remove, revoke, rescind, or restrict this disaster-declaration practice privilege of any individual without a hearing by a majority vote of its members.

#### R301.6 Initial License for Foreign Applicants

To obtain an initial License, a foreign Applicant shall complete the same requirements as identified in R301.0 – R301.3.

#### R302.0 Reciprocal License Qualifications

Pursuant of Section 302 of the Act, to obtain a reciprocal License in (Jurisdiction), an Applicant must have their NCARB Record transmitted to the Board, file an application with the Board, and pay the applicable fee.

#### R302.1 Reciprocal License for Foreign Architects

Individuals actively licensed as an Architect by a regulatory authority outside of the United States or Canada, who currently hold an NCARB Certificate obtained through a Mutual Recognition Agreement, Mutual Recognition Arrangement, or Tri-National Agreement shall be eligible for a License.

#### R303 Firm Registration

Legally formed business entities shall apply to the Board for a certificate of Firm registration and shall provide the information required in Board regulations prior to doing business in (Jurisdiction).

- 1) Any legally formed business entity, whether organized under the laws of (Jurisdiction) or any other Jurisdiction, may neither offer nor provide architectural services in (Jurisdiction) until such entity has obtained a certificate of Firm registration issued by the Board. A certificate of Firm registration may be issued as of the date it is approved by the Board and shall be valid for two (2) years.
- 2) The Board may issue a certificate of Firm registration to a legally formed business entity upon receipt of all of the following:
  - A. An application prescribed by the Board, which shall designate one or more supervising Architects who shall perform or directly supervise the performance of all architectural

services by said Firm in (Jurisdiction). Performing or directly supervising the performance of all architectural services shall mean unrestricted, unchecked, and unqualified command of, and legal accountability for, the architectural services performed. Specifications, drawings, or other related documents will be deemed to have been prepared by the Architect or under the Architect's direct supervision only when the requirements of this regulation (R303) are fully satisfied. To be designated as a supervising Architect, an Architect must be:

- i. Licensed by the Board;
- ii. A full-time active employee of the Firm; and
- iii. Primary occupation is with the Firm.

B. The applicable fee.

- 3) If any change occurs in any of the information provided to the Board pursuant to R303(2) during the period for which a certificate of Firm registration is granted, such change must be reported to the Board within 30 days after the effective date of such change.
- 4) Pursuant to Section 501 of the Act, the Board may revoke or suspend a certificate of Firm registration granted pursuant to R303 if any officer, director, or employee of a registered Firm violates any provision of the Act or these regulations; provided, however, that it shall be an affirmative defense if the Firm demonstrates to the Board that such individual was not acting as an agent of the Firm at the time such violation occurred.

### R304 Continuing Education

In addition to all other requirements for License renewal, an Architect must complete Continuing Education Hours each calendar year or be exempt from these Continuing Education requirements as provided below. Failure to comply with these requirements may result in non-renewal of the Architect's License.

- 1) Continuing Education Hours. 12 Continuing Education Hours must be completed in Health, Safety, and Welfare Subjects acquired in Structured Educational Activities. Continuing Education Hours may be acquired at any location. Excess Continuing Education Hours shall not be credited to a future calendar year.

- 2) Reporting and Record Keeping. An Architect shall complete and submit forms as required by the Board certifying that the Architect has completed the required Continuing Education Hours. Forms may be audited by the Board for verification of compliance with these requirements. Documentation of reported Continuing Education Hours shall be maintained by the Architect for six (6) years from the date of award. If the Board disallows any Continuing Education Hours, the Architect shall have 60 days from notice of such disallowance either to provide further evidence of having completed the Continuing Education Hours disallowed or to remedy the disallowance by completing the required number of Continuing Education Hours (but such Continuing Education Hours shall not again be used for the next calendar year). If the Board finds, after proper notice and hearing, that the Architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the Architect may be subject to disciplinary action in accordance with the [Act] and Board regulations.
- 3) Exemptions. An Architect shall not be subject to these requirements if:
  - A. The Architect has been granted emeritus or inactive status by the Board; or
  - B. The Architect otherwise meets all renewal requirements and is called to active military service, has a serious medical condition, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the Architect may be excused from some or all of these requirements; or
  - C. The Architect lists the Architect's occupation as "retired" or "inactive" on the Board approved renewal form and further certifies that the Architect is no longer engaging in the Practice of Architecture.
- 4) Reinstatement of Retired or Inactive Architects. In the event such a retired or inactive Person elects to return to active practice, they shall request reinstatement of their License by providing the Board with documentation of the completion of twelve (12) Health, Safety, and Welfare Continuing Education Hours within the preceding twelve (12) months before they may resume actively engaging in the Practice of Architecture. Inactive or retired Persons returning to active practice must report CEHs earned prior to the request to reactivate.

### R305 Requirements for License Renewal

[Describe terms, including fee with cross-reference to R313, citing applicable statute.]

- 1) A License shall be renewed every two (2) years.
- 2) An Architect shall renew the License prior to its renewal date to continue engaging in the Practice of Architecture. It is the responsibility of the Architect to timely renew the License.
- 3) To renew a License, an Architect shall complete a renewal application prescribed by the Board and pay the renewal fee established in R313 on or before the renewal date.
- 4) After reviewing the renewal application, the Board may renew the License.

### R306 Requirements for Reinstatement of Delinquent and Expired License

- 1) A License not renewed by its renewal date shall be a “Delinquent License” for a period of up to 120 days after its renewal date until the License is reinstated. A License not renewed after 120 days of its renewal date shall be an “Expired License” until the License is reinstated. An Architect with a Delinquent License or Expired License is prohibited from engaging in the Practice of Architecture in this (Jurisdiction) until such License is reinstated pursuant to this section R306.
- 2) To resume engaging in the Practice of Architecture, an Architect with a Delinquent License or Expired License shall apply for reinstatement by the Board to resume engaging in the Practice of Architecture. Each Applicant for reinstatement of a Delinquent or Expired License must submit documentation satisfactory to the Board meeting in accordance with the following criteria:
  - A. Delinquent License: An Applicant for reinstatement of a Delinquent License shall submit to the Board:
    - i. A completed application for License reinstatement prescribed by the Board and payment of applicable fees including a late fee as determined by the Board but not to exceed three times the Board’s initial licensure application fee; and
    - ii. Documentation of successful completion of all applicable licensure renewal requirements.
  - B. Expired License: An Applicant for reinstatement of an Expired License shall satisfy the requirements set forth in this R306 and R301.0 – R301.3 and is subject to the following:
    - i. In connection with any application for an Expired License reinstatement, the Board may impose any additional reasonable requirements it deems necessary.

- ii. The Board may also consider any relevant extenuating circumstances duly submitted in conjunction with any reinstatement application for an Expired License where the Applicant can demonstrate hardship, so long as the Board maintains its public protection mission in considering any such reinstatement application.
- iii. Applicants for reinstatement of an Expired License must also submit evidence to the Board of completing twenty-four (24) Continuing Education Hours in Health, Safety, and Welfare Subjects acquired in Structured Educational Activities within a two (2) year period immediately prior to the reinstatement application.

### R307 Reinstatement of Inactive License

[Describe terms, including fee with cross-reference to R313, citing applicable statute.]

- 1) An Architect may apply for Inactive License status if the Architect satisfies the following criteria:
  - A. Holds a License in Good Standing; and
  - B. Certifies that they shall not engage in the Practice of Architecture while on inactive status except to identify themselves as an inactive licensee.
- 2) Upon application to the Board, if all requirements are met, the Architect shall be granted Inactive License status.
- 3) Inactive status licensees are not required to fulfill the continuing education requirement.
- 4) A License may remain on inactive status indefinitely.
- 5) In the event a Person with Inactive License status elects to return to active practice in [Jurisdiction], they shall submit a current renewal application form, the renewal fee, and documentation of the completion of CEHs as per Regulation 304.4 before they may resume actively engaging in the Practice of Architecture.

After reviewing the renewal application, the Board may renew the License.

### R308 Architect Emeritus Requirements

- 6) An Architect may apply for Architect emeritus status if the Architect satisfies the following criteria:
  - A. Holds a License in Good Standing;

- B. Is retired from the active Practice of Architecture. “Retired” means the Architect no longer engages in the active Practice of Architecture as defined in Section 103 of Article I of the Act; and
  - C. Was registered for at least ten (10) years in (Jurisdiction) or is 65 years of age or older.
- 7) An Architect who can provide, to the Board’s satisfaction, documentation that the Architect is physically or mentally unable to engage in the Practice of Architecture may also apply for Architect emeritus status.
  - 8) Upon application to the Board, if all requirements are met, the Architect shall be granted Architect emeritus status.
  - 9) An individual granted Architect emeritus status may use the title “Architect emeritus” on any letter, title, sign, card, or device.
  - 10) If an Architect emeritus wishes to engage in the active Practice of Architecture, they shall submit a current renewal application form, the renewal fee, and documentation of completing twelve (12) Health, Safety, and Welfare Continuing Education Hours required by regulation.

### R309 Reinstatement of License Following Disciplinary Action

The Board shall have the power under Section 309 of the Act to reinstate a License that has been revoked, suspended, or restricted by the Board, for engaging in conduct in violation of the Act or these regulations. The Board may be petitioned for License reinstatement in writing on the form required by the Board, with payment of the required fee per R313.

### R310 (Model Law Section 310. *Prima Facie* Evidence of Licensure)

[Reserved]

### R311 Source of Data

Sources of data shared by the Board and NCARB for determination of qualifications for licensure (initial, reciprocity, or renewal) may include, but not be limited to:

- Status of licensure in (Jurisdiction), and
- History or status of complaints or Board(s) investigations, and
- History or status of disciplinary actions taken by Board(s).

### R312 Confidentiality

Notwithstanding any other law, an Applicant's Social Security number, federal employer identification number, or individual taxpayer identification number furnished to the Board pursuant to the Act or these regulations shall not be deemed a matter of public record, shall not be open to or made available for public inspection, shall not be used for a purpose inconsistent with the Act or these regulations, and shall be removed from the record in the custody of the Board at such time that such information is no longer necessary for the enforcement of the Act or these regulations. The Board shall maintain records for a period of at least three (3) years after the end of the period of time to which they relate.

### R313 Fees

[Insert schedule of fees, with cross-references to statutory language permitting the Board to establish fees [Section 211(1)(e) of the Act], or to any fees set by statute. This list should identify all categories of fees, including those to be established from time to time by the Board.]

### R314 Application Appeals

[Task Force is developing references to applicable law providing for administrative or judicial review of the Board's decisions respecting Applicants.]

#### R401.0 Design and Use of Architect's Seal

- 1) Pursuant to Section 401 of the Act and subject to R501(C), each Architect must procure a seal, which shall contain the Architect's first and last name, the Architect's License number, and the words "LICENSED ARCHITECT— [NAME OF JURISDICTION]." This seal must comply in all respects, including size and format, with the seal shown below: [INSERT SPECIMEN SEAL IMPRINT.]
- 2) As required by Section 401 of the Act, the seal must appear on all Technical Submissions prepared under the Responsible Charge of the Architect, including, but not limited to, each drawing sheet and the specifications cover. Such seal and signature may be electronic.

#### R401.1 Architect Seal

- 1) An Architect may seal and sign Technical Submissions only if the Technical Submissions were:
  - A. Prepared by the Architect;
  - B. Prepared by individuals under the Architect's Responsible Charge;
  - C. Prepared by another Architect if the sealing and signing Architect has reviewed the other Architect's work and either has coordinated the preparation of the work or has integrated the work into their own Technical Submissions; or
  - D. Prepared by another Architect licensed in any Jurisdiction and holding a current and valid NCARB Certificate if the sealing and signing Architect has reviewed the other Architect's work and has integrated the work into their own Technical Submissions.
- 2) An Architect may include in Technical Submissions and may seal and sign Prototypical Building documents prepared by an Architect licensed in any Jurisdiction. The Architect shall modify the Prototypical Building documents to comply with the requirements of (Jurisdiction).
- 3) An Architect may also seal and sign drawings, specifications, or other work that is not required to be sealed by this Act.
- 4) An Architect who has sealed and signed Technical Submissions integrating the work of another Architect into the Architect's own work shall maintain and make available to the Board adequate and complete records demonstrating the nature and extent of the Architect's review of and integration of the other Architect's work into their own Technical Submissions. Following such sealing and signing, these records shall comply with the provisions of Section 403 of Law.

R402 Titles for Individuals and Firms

- 1) Architects licensed in (Jurisdiction) are authorized to use any form of the word "Architect" or the word "architecture" to describe themselves and to describe services they offer and perform in (Jurisdiction).
- 2) A Firm licensed in (Jurisdiction) is authorized to use any form of the word "Architect" or the word "architecture" in its name or to describe services it offers or performs in (Jurisdiction).
- 3) No entity other than those qualified in subsections (1) and (2) of this section may use any form of the word "Architect" or "architecture" in its name or to describe services it offers or performs in (Jurisdiction).<sup>15</sup>

R403 (Model Law Section 403. Record Keeping)

[Reserved]

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<sup>15</sup> Jurisdictions may add any additional language related to exceptions to the use of the word "Architect" or the word "architecture."

### R501 Enforcement Authority and Grounds for Discipline

The Board may take disciplinary action based upon the grounds for discipline in Section 501 of the Act or one or more of the following grounds:

- 1) Conduct that violates security of the Architect Registration Examination as cited in NCARB Board Policies, as amended or supplanted, which are incorporated herein by reference, related to the Architect Registration Examination or any other Examination materials.
- 2) Conduct that violates the *Architectural Experience Program Guidelines* related to the Architectural Experience Program.
- 3) Conduct that violates the *NCARB Model Rules of Conduct* currently in effect at the time of the putative violation. The *NCARB Model Rules of Conduct*, as amended or supplanted, is incorporated herein by reference.

### R502 Disciplinary Procedures

[Insert procedures as identified by the (Jurisdiction) Administrative Procedures Act]<sup>16</sup>

### R503 Disciplinary and Other Enforcement Actions

[Below is an example a disciplinary matrix of standard enforcement actions for certain violations to provide notice to licensees and to encourage consistent disciplinary actions]<sup>17</sup>

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<sup>16</sup> The Board should establish broad procedures for instituting disciplinary actions including but not limited to the following: the right to a hearing, notice of the hearing, right to counsel, informal settlements, procedures to be used during the hearing (evidence, witnesses, dispositions, and subpoenas), final decisions, appeals, and other Board-specific items related to the disciplinary process. Boards are encouraged to publish practice-related disciplinary actions. This provides an additional layer of public protection by making clients and future clients aware of such actions by Architects and anyone fraudulently holding themselves out as an Architect.

<sup>17</sup> Examples of common disciplinary violations that could be assigned a standard penalty and administered by Board staff include:

- Failure to complete the necessary Continuing Education Hours (CEH) at time of License renewal.
  - A fine of \$100 per missing CEH.
- Failure to renew an active License within the allotted time period.
  - A fine of \$500 for each thirty (30) calendar days beyond the scheduled late period up to a total of six (6) months after the original renewal date. After six (6) months the License is inactive.
- Failure to renew a Firm registration within the allotted time period.
  - A fine of \$500 for each thirty (30) calendar days beyond the scheduled late period up to a total of six (6) months after the original renewal date. After six (6) months the Firm registration is revoked.

<b>Violation</b>	<b>Citation</b>	<b>Discipline</b>	<b>Fine or Penalty</b>
Practice of Architecture while License or Firm registration is expired.	305(2) and R305		\$
Aiding or abetting any Person with engaging in the Practice of Architecture without being licensed or registered pursuant to the Act.	501(G)		\$
Unauthorized use of term "Architect" or "architectural."	402(2)		\$

### R601 Complaints

The Board shall establish comprehensive procedures for reporting and receiving complaints of a possible violation of this Act.<sup>18</sup>

### R602 NCARB Model Rules of Conduct

Architects shall adhere to the appropriate standards of conduct as outlined in the *NCARB Model Rules of Conduct*, as amended or supplanted, incorporated herein by reference.

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<sup>18</sup> Effectively addressing misconduct is a critical function of a Board to ensure public protection. Any regulations related to complaints received and investigations should be consistent with the (Jurisdiction's) Administrative Procedures Act, including, but not limited to, the following: how the agency receives a complaint, initial review of the complaint, the investigation process, dismissal of the complaint, referral for disciplinary action, and any alternative actions.

Boards may structure the investigative process in a variety of different formats, including, but not limited to, an in-house investigator, hired investigator, discipline committee consisting of Board members, or the Jurisdiction's Department of Justice. The process employed by the Board will often reflect the organizational structure of the agency within the Jurisdiction and the resources available. The results of the investigation should be shared with the full Board to make a final determination. Board members involved directly in the investigation should recuse themselves from the full Board deliberations and determinations to avoid conflicts.

Complaints and information collected in the course of an investigation should be protected from public records requests. It is recommended that Boards explore the possibility of obtaining an exemption for this information in its Public Records law.

#### R701 Severability

If any provision of these regulations is declared unconstitutional or illegal, or the applicability of these regulations to any Person or circumstance is held invalid by a court of competent jurisdiction, the constitutionality or legality of the remaining provisions of these regulations and the application of these regulations to other Persons and circumstances, shall not be affected, and shall remain in full force and effect, without the invalid provision or application.

#### R702 Effective Date

In accordance with the (Jurisdiction) Administrative Procedures Act, amendments to these regulations should be publicly available.

A decorative border with a jagged, scalloped edge surrounds the text. The border is composed of various colored triangles and polygons in shades of purple, red, orange, yellow, green, and blue.

**Please join us for the WCARB Regional Dinner  
on Friday, March 6, 2020 @ 6:30 p.m.**

**Where?** Commonwealth  
11 Broad Canal Way, Cambridge MA

**How to get there:**

- Bus Transportation to and from the restaurant is provided, but if you would rather walk it is a ten minute walk from the Royal Senesta hotel.

**A Note about the Dinner Arrangements:**

Over the past few years we have utilized several different venues and format for our annual Regional Dinner. This year, the format is very casual and will include some passed hors d'oeuvres during the cocktail hour and a sit down meal. Since we have many new faces, please make them feel welcome and ask them to sit with you!

We look forward to seeing you at the Regional Dinner on  
**Friday, March 6, 2020**

*(Contact Gina if you have any questions or need special accommodations)*